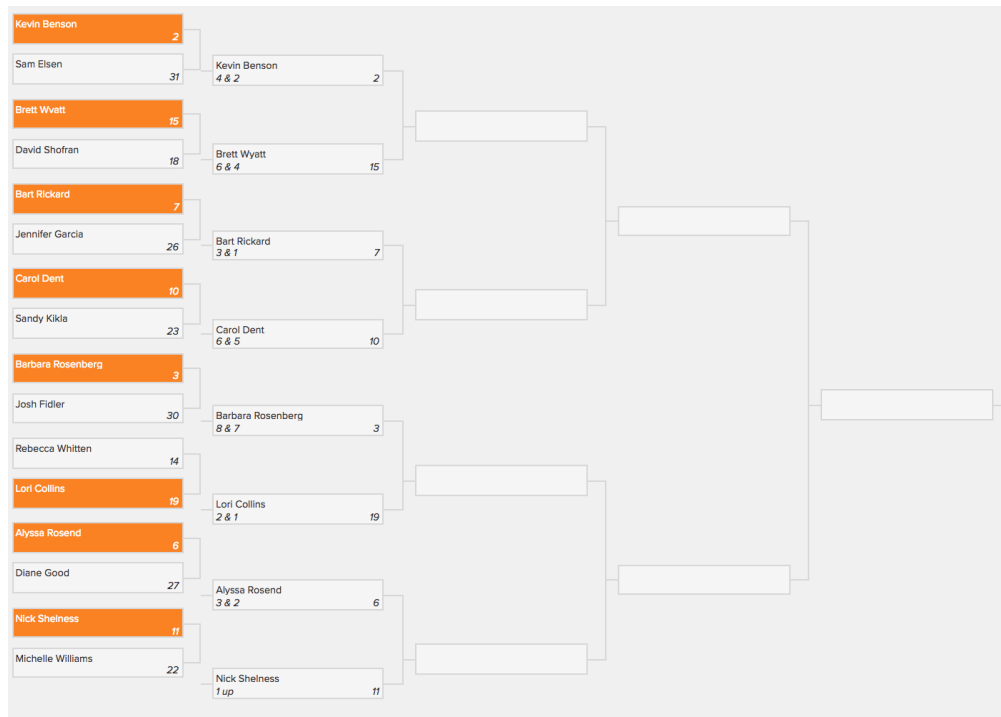




Golf Genius Software Guide: Singles Bracket Tournaments

A Step by Step Guide and Checklist

Bracket, or knock-out, tournaments are very common in golf. They are often played in singles matches.



This guide will go over the steps to set up a team bracket tournament. If you'd like to learn more (than what is included in this guide) about bracket tournaments, [Click Here](#) for a list of topics and discussions.

Commonly Asked Questions:

[Can I create a bracket tournament in a league?](#)

[Can I add another tournament or side game in a bracket event?](#)

[Should I create a separate event for every bracket tournament?](#)

[Can I include multiple bracket tournaments within a round?](#)

[How many bracket tournaments should I create?](#)

Checklist

For the purpose of this tutorial, we will assume that you have already [entered course information](#), [logo](#), [banner](#) etc. and are ready to create the event

<input type="checkbox"/> Create the Event	Customer Center > Leagues, Events and Trips > Create New Event/League
<input type="checkbox"/> Add Players	Golfers
<input type="checkbox"/> Add Rounds	Calendar > Add Rounds
<input type="checkbox"/> Create Divisions , if necessary	Golfers > Event DFTs > Add New Division
<input type="checkbox"/> Create Bracket Tournament	Event > Bracket Tournaments > Add New Bracket Tournament
<input type="checkbox"/> Fill Bracket	Event > Bracket Tournaments > Edit First Round Matches
<input type="checkbox"/> Create Consolation Bracket , if necessary	Event > Bracket Tournaments > Edit First Round Matches > Auto-Fill tab
<input type="checkbox"/> Set Course/Tee and Tee Times , if necessary	Rounds > Edit Existing Pairings
<input type="checkbox"/> Check Playing Handicaps with Handicap Analysis	Rounds > Handicap Analysis
<input type="checkbox"/> Check Setup with Pre-Play Audit	Rounds > Pre-Play Audit of Round
<input type="checkbox"/> Preview Leaderboard with Random Scores	Rounds > Enter Scores > Random Scores
<input type="checkbox"/> Print Material	Rounds > Report Center
<input type="checkbox"/> Enter Results	Rounds > Enter Hole-by-Hole Scores or Match Results

1. Create the Event

Go to the Customer Center > Leagues & Events > Create New League/Event. Create the event. Skip the wizard since you will follow this guide.

2. Add Players

Use any of the following methods to add players to the event:

- [Import from Master Roster or other Leagues/Events](#) - If you already have a Master Roster created, you can go through and select each person who will be playing in the event. Or you can select players from past events/leagues. To do this, go to Golfers > Import Golfers from Master Roster.
- [Event Registration](#) - Your golfers can register for the event online and the player roster will populate as they register.
- [Add Players from GHIN](#): If you are a GHIN club, you can add players from your GHIN roster or find any player within the database. Go to Golfers > Import Golfers from Master Roster / GHIN.
- **Manually Add Players:** Enter the players and their info one-by-one. Go to Golfers > Manually Add Players to Roster.
- [Upload a Spreadsheet](#) - If you have the player roster on a spreadsheet, you can quickly upload it by going to Golfers > Upload Roster from Spreadsheet.

	B	C	D	E	F	G
1	Email	First Name	Last Name	Index	GHIN Id	Seed
2		Greg	Barber	15.6	7191513	1
3		Laura	Beck	9.6	5698336	4
4		Kevin	Benson	12.5	2637480	16
5		Susan	Berry	12.9	156831	13

Create a column for first name, last name, and Handicap Index. If the player's GHIN/GolfNet IDs are in the spreadsheet, then Handicap Index is not required because it will be retrieved for you (depending upon if you are using GHIN or GolfNet).

Some recommended fields include:

- **Tee:** This field is recommended if multiple tees are used in the event. It will make the process of setting up tees quicker later on in this guide.
- **Email:** This helps with communicating with the players. You can send mass emails to all or some of the players with ease (e.g., rain delay, sponsor email).
- **Seed:** Enter each player's seed as a custom field if the seeds have already been determined.

- **Division:** If there are multiple bracket competitions, you will need to create a division for each. Identifying each player's division in the spreadsheet will allow you to create divisions quickly.

When the spreadsheet is ready, go to Golfers > Upload Roster from Spreadsheet > Choose File. Import the file, and click "Upload".

Match your columns to our attributes (Some may be matched automatically) by clicking on your column, clicking our attribute, then clicking "Match". Any unmatched columns will be created as custom fields.

3. Add Rounds

Go to Calendar > Add Rounds. Add the rounds. For instance, five rounds are needed to complete a bracket of 32. If the matches need to be played on deadline days, add the rounds to the deadline days.

In the screenshot below, Sunday is the deadline day for all 5 rounds.

Click on a calendar day to add rounds ⓘ

October 2017							November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Cancel Save

After selecting the round dates, click "Save". You can re-name your rounds by clicking on the title i.e. "Round 1" and editing them.

Select All | Clear Selection

Please Select to Go Add Rounds | Switch to Calendar View

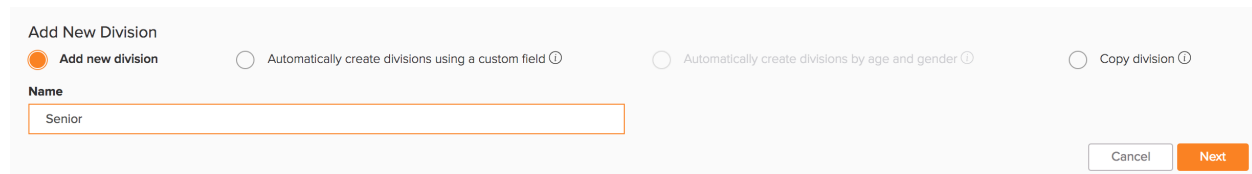
	Round Name	Round Date	Status	Signups Open?	Round Type	Actions
<input type="checkbox"/>	1 Round of 32	1 April 2018		No	Golf	More Info Open
<input type="checkbox"/>	2 Round of 16	8 April 2018		No	Golf	More Info Open
<input type="checkbox"/>	3 Quarterfinals	15 April 2018		No	Golf	More Info Open
<input type="checkbox"/>	4 Semifinals	22 April 2018		No	Golf	More Info Open
<input type="checkbox"/>	5 Finals	29 April 2018		No	Golf	More Info Open

If there is also a qualifying round, add an additional round for that as well. For instructions on creating a qualifying round, [Click Here](#).

4. Create Divisions (Skip this step if there are not multiple divisions):

Create a division for each bracket. (Note: If you have multiple “regions” within a bracket, you still only need one bracket.)

To create divisions, go to Event > Event Divisions/Flights/Teams > Add New Division.

The form is titled "Add New Division". It has four radio button options: "Add new division" (selected), "Automatically create divisions using a custom field", "Automatically create divisions by age and gender", and "Copy division". Below the options is a text input field labeled "Name" with the value "Senior". At the bottom right are "Cancel" and "Next" buttons.

Add New Division

☒ Add new division ☐ Automatically create divisions using a custom field ☐ Automatically create divisions by age and gender ☐ Copy division

Name

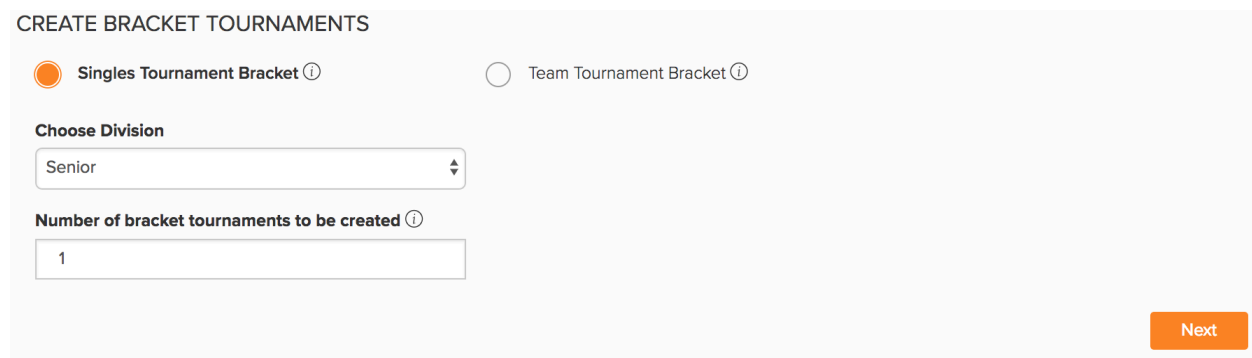
Senior

Cancel Next

Name the first division and select the division creation method. [Click Here](#) for more details on all of the methods. Include all the players in that division. Save the division. Repeat this step to create any remaining divisions.

5. Create The Bracket Tournament

Go to Event > Bracket Tournaments. Select “Singles Tournament Bracket”.

The form is titled "CREATE BRACKET TOURNAMENTS". It has two radio button options: "Singles Tournament Bracket" (selected) and "Team Tournament Bracket". Below is a "Choose Division" dropdown menu with "Senior" selected. Then is a "Number of bracket tournaments to be created" input field with the value "1". At the bottom right is a "Next" button.

CREATE BRACKET TOURNAMENTS

☒ Singles Tournament Bracket ☐ Team Tournament Bracket

Choose Division

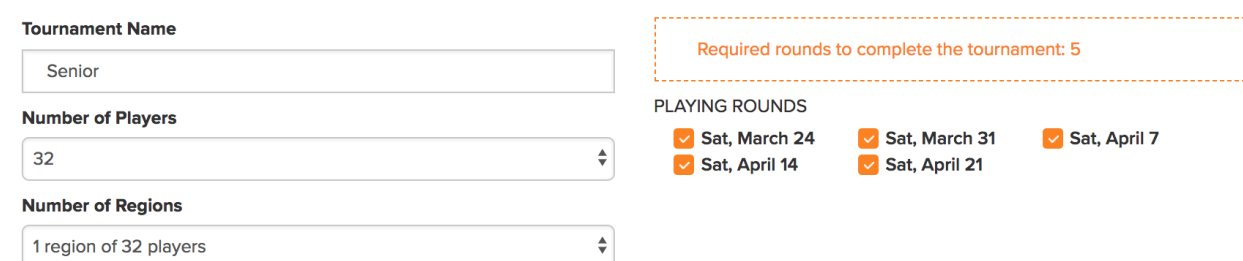
Senior

Number of bracket tournaments to be created

1

Next

Select the division. Select “1” for number of bracket tournaments to be created. (Note: If there are multiple divisions requiring their own bracket, repeat Step #6 and #7 for each division.) Click “Next”.

The form has three input fields: "Tournament Name" with "Senior", "Number of Players" with "32", and "Number of Regions" with "1 region of 32 players". To the right, a dashed orange box contains the text "Required rounds to complete the tournament: 5". Below this is a section titled "PLAYING ROUNDS" with six checkboxes and dates: "Sat, March 24", "Sat, March 31", "Sat, April 7", "Sat, April 14", "Sat, April 21", and "Sat, April 28". The first three are checked.

Tournament Name

Senior

Number of Players

32

Number of Regions

1 region of 32 players

Required rounds to complete the tournament: 5

PLAYING ROUNDS

☒ Sat, March 24 ☒ Sat, March 31 ☒ Sat, April 7

☒ Sat, April 14 ☐ Sat, April 21 ☐ Sat, April 28

In this step:

- A. Name the tournament.

- B. Choose the bracket size (8, 16, 32, 64, or 128). If you do not have a perfect number of players, [Click Here](#) for an article that discusses this scenario.
- C. Choose number of regions (for display and printing) The winners of each region will advance to play each other.
- D. Select the playing rounds for the bracket tournament.

Select the tournament settings.

① Balls

Own Ball on each hole

① Holes

18 Holes

① Handicap

USGA Net (off lowest)

① Adjusted at

100 %

① Tie-breaking

Extra Holes

① Default Course & Tee

Hollands Golf Club - East Course - Default Tees

☒ Show seeds on the bracket diagram.

☐ Show player affiliations on the bracket diagram.

Season Points

Point Category	Point Allocation Table	Actions
No awards yet		

New Award

Handicaps

Above is the typical setup for a net singles bracket tournament. “Extra Hole” tie-breaking can also be used. For details on extra holes, [Click Here](#).

Select the default course/tee for the players. Playing tees can later be changed by going to Rounds > Edit Existing Pairings, if needed.

Select any advanced tournament options.

ADVANCED TOURNAMENT OPTIONS

- ☐ Create a consolation match in the Finals. The teams who lost in semi-finals will be paired together.
- ☐ The final round of the bracket is 36 holes.

TV DISPLAY

- ☒ Display Bracket View ⓘ
- ☐ Display List of Matches ⓘ
- ☐ Display Both Bracket View and List of Matches

You can set up a consolation match in the finals to decide 3rd and 4th place as well as set up a 36-hole finals match.

If using the TV Display, select the viewing options. [Click Here](#) for details on using the TV Display with Bracket Tournaments.

After selecting your setup, click “Next”.

For further details on Singles Bracket Tournament Setup Options, [Click Here](#).

6. Fill the Bracket

Populate the bracket(s) with the players. The following options are available to help you seed and fill your bracket.

- **Golfers not on any Brackets/Golfers on other Brackets-** Manually fill and seed the brackets by clicking on the available players on the right and clicking on the empty bracket slot on the left. See sequence below.

The screenshot shows a web interface for setting up a tournament bracket. At the top, there's a 'Tournament Settings' button and a dropdown menu currently set to 'Men's Bracket', with a 'Clear Bracket' button to its right. An orange 'Done' button is also visible. The main area is divided into two sections. On the left, under the heading 'MEN'S BRACKET :: EAST', there are four match slots, each with a 'vs.' separator and a 'Clear Region' link. The slots contain the numbers 1, 16, 8, 9, 4, 13, 5, and 12. Below this is a section for 'MEN'S BRACKET :: WEST' with two match slots containing the numbers 2 and 15. On the right, a 'Bracket Options' panel shows a list of 33 golfers. A 'Sort by' dropdown is set to 'Handle'. A search bar is present. The list of golfers is as follows:

Steve Michaels	Joe Stevens	Brett Richard
Linda Gamble	Laura Beck	Kyle Wertman
Kevin Benson	Kate Jackson	Josh Fidler
Jon Sirois	Joe Hill	Jim Kenesky
Jennifer Garcia	Jamie Katz	Greg Barber
Elavia Green	Eric Whitten	Edie Goldstein

- **Auto Fill** - Fill the bracket using a certain set of parameters.
 - **Random** - Randomly assign the players into the bracket.
 - **Handicap Index** - Fill the players into the spots seeded based on their Handicap Index. The player with the lowest Handicap Index will be the 1 seed.
 - **Custom Field** - If you have uploaded the players via spreadsheet, and have a custom field that identifies each player's seed, then select that field to automatically seed the players.
 - **Previous Results** - This option is if you have used a qualifying Stroke Play tournament to determine the seeds of the bracket. Select this option, then the tournament with the qualifying round. The results from that round will then be used to seed the players. [Click Here](#) for details on managing qualifying rounds.
 - **Consolation Bracket** - You can create a consolation bracket with players that have lost at any point in time during the tournament. For details on consolation

brackets, [Click Here](#).

- **Reorder Bracket** - Use this option when you need to change your bracket after the original creation. If you want to re-order the bracket, but keep one or multiple players in their original positions, select “lock” next to their name on the left and we will re-order all the players except the locked ones. For instance, you may want to do this if the past champion retains the 1 seed. Move the champion to the 1 seed position, then keep him/her locked.

Once players are seeded, click “Done”.

If you have multiple divisions, go to Event > Bracket Tournaments and create a new bracket tournament for each.

You can also change the settings or first round matches for any of the bracket tournaments already set up.

Add New Bracket Tournament

Clear All Brackets

Teams brackets using team list		Regular using division		Regular			
Tournament Name	Size	Fill Rate ^①	Regions	Rounds	Tournament	Consolation	Actions
Senior	32	0 %	1	5 ^①	18 Holes Off Low at 100		<div><div>Edit Tournament</div><div>Edit First Round Matches</div><div>Print</div><div>Delete</div></div>

If you edit any matches after the original creation of the bracket, the pairings and tee times under the Rounds Menu will automatically change for you.

For more details on seeding and filling a bracket, [Click Here](#).

7. Create Consolation Brackets, if necessary

Many clubs like to hold consolation brackets for players who have already lost their match. To do this, go to Event > Bracket Tournaments > Add New Bracket Tournament.

Tournament Name

Singles Consolation

Number of Players

16

Number of Regions

1 region of 16 players

Required rounds to complete the tournament: 4

PLAYING ROUNDS

☐ Sat, March 24

☒ Sat, April 14

☒ Sat, March 31

☒ Sat, April 21

☒ Sat, April 7

Select the number of players going into the consolation bracket. Select the rounds that will be used to create the bracket. In the example above, the 16 players that lose in round 1 (March

24th) will be placed into this consolation bracket. This consolation bracket of 16 players will be 4 total rounds. Complete the setup and click “Next”.

Golfers not on any Brackets

Golfers on Other Brackets

Auto Fill

Reorder Bracket

In this section you can fill the remaining empty seeds automatically. Choose one of the criteria below and we will take care of the rest.

☐ Random ⓘ

☐ Handicap Index ⓘ

☐ Custom Field (e.g., seed) ⓘ

☐ Previous Results ⓘ

☒ **Consolation Bracket** ⓘ

We will automatically pull in the losers in this bracket and also setup the pairings each time the selected tournament is scored and matches finish. You will not be able to make any changes to these matches while these tournaments are linked. You can always unlink them.

Men's Bracket

Round 2 (Sat, November 25)

Go

Auto Fill the bracket using the “Consolation Bracket” option. Select the bracket tournament and round where the losing players will come from. Click “Go”.

Repeat this step to create any remaining consolation bracket tournaments.

Once you have created the consolation bracket(s) for the event, consolation matches will automatically update and fill as players lose in the main bracket tournament. If you would like to change the matchups manually once the losers have been decided you can also do that by going to Event > Bracket Tournaments and clicking “Edit First Round Matches” for the consolation tournament(s).

[Click Here](#) for more details on Consolation Brackets.

8. [Set Course/Tee](#) , [Starting Times](#) , and [Shotguns](#), if necessary

You can skip this step if the players are already set on the correct course/tee and there are no tee times assigned. However, if course/tees need to be changed or tee times need to be set, go to Rounds > Edit Existing Pairings.

9. Check Playing Handicaps with Handicap Analysis

Go to Rounds > [Handicap Analysis](#) to ensure the Playing Handicaps are being computed as expected.

10. Check Setup with Pre-Play Audit

Go to Rounds > [Pre-Play Audit](#) to make sure there are no “warning flags” in your setup.

11. Preview Leaderboard with Random Scores

Go to Rounds > Enter Scores > Random Scores > [Test Leaderboard](#). If the leaderboard displays as expected go back to “Enter Scores” and Clear the random scores.

12. Print Material

Print the round-to-round material (e.g., scorecards and cart signs) by going to Rounds > Report Center. [Click Here](#) for details on printing brackets.

13. Enter Results

Enter the results by either:

- A. **Entering hole-by-hole scores:** Rounds > Enter Hole-by-Hole Scores
- B. **Entering final results:** Rounds > Enter Match Results. Click on the winning players and enter the match score on the right (as shown below). Click “Save”.

Choose Match Winner			Final Result	Clear Result
Bracket Bracket Tournament 1				
<input checked="" type="radio"/> Eddie Goldstein	vs.	<input type="radio"/> Beth Johnson	<input type="text" value="4 & 3"/>	Clear Result
<input type="radio"/> Kyle Wertman	vs.	<input type="radio"/> Anne McMann	<input type="text" value="20 Holes"/>	Clear Result
<input type="radio"/> Linda Gamble	vs.	<input type="radio"/> Brian Hamp	<input type="text" value="19 Holes"/>	Clear Result
<input type="radio"/> Steve Sayre	vs.	<input checked="" type="radio"/> Jim Kenesky	<input type="text" value="3 & 1"/>	Clear Result
<input type="radio"/> Joe Hill	vs.	<input checked="" type="radio"/> Kate Jackson	<input type="text" value="4 & 3"/>	Clear Result
<input type="radio"/> Alex Tandrau	vs.	<input checked="" type="radio"/> Eric Whitten	<input type="text" value="2 up"/>	Clear Result

The leaderboard and bracket will then update. Keep in mind that you can enter a combination of hole-by-hole scores and match results within a round if you’d like.

Once the matches are complete for the first round, go to the next round and enter scores/results.