



Golf Genius Standards for The Hills Country Club

Revised: January 10, 2025

(Located on The Hills CC Golf Portal under Administrative Hidden Section)

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Introduction

There are many Pro Staff and Members using Golf Genius to manage their Leagues, Events and Clinics, therefore, standards are established to better manage the information that Golf Genius Account and League Managers will all use within the Golf Genius Tool and standards to enhance and make more consistent the Member experience while using Golf Genius.

These standards cover:

1. Proper access to Account Level and League/Event Level data
2. Keeping data within Golf Genius clean and more useable
3. Golf Genius URL Naming conventions
4. Consistent look and feel of both Event and League member portals
5. Process to rollover member portal to the new year
6. Tools to share information within and outside of Golf Genius

The following sections establish the Golf Genius standards (and associated instructions) for The Hills Country Club.

For Customer Managers

Golf Genius Account Configuration Management

Staff will be required to go through **in-house** training before becoming Customer or League Manager

Training will be based on Job Type - Train staff with the particular job type about what they have responsibility for - and which parts of Golf Genius they should/should not configure

- Job Types:
 - Customer Manager/Administrator - Customer Manager
 - Create/remove event/leagues
 - Set up Golf Genius Default configuration
 - Update Master Roster
 - Create look/image of Club Portal and associated Leagues
 - Assign Events/Leagues to Directories/Categories/Season
 - Master Roster Maintenance
 - Pro Shop Front Desk - Customer Manager
 - Add/Remove players from Event Rosters - must notify Event Pro Manager
 - Add/Remove players from League Round Roster - must notify League Pro Manager
 - Tournament Manager - League/Event Manager
 - Add/Remove players from Event/(Non-Association) League Rosters
 - Set up Tournament and generate Leaderboards
 - Set up/Print Event Scorecards
 - Configure Event APP/Portal as needed

Master Roster Maintenance

Master Roster is managed at the Account Level. It can only be modified by a Customer Manager.

The Hills CC Master Roster Fields that will be used include the following:

First Name	Always use proper Spelling with a capital letter starting the name
Last Name	Always use proper Spelling with a capital letter starting the name
Email	
Cell#	Please use format 555-555-5555
GHIN	
H.I.	(Golf Genius will fill in)
Tee	<p>This is a special field and can be used to define tees within Leagues/Events and when using Default Tees is not possible (i.e. the event includes guests). This Tee field can be used when setting up Course and Tee for pairings.</p> <p>This is a text only field (i.e. not multiple choice) so you must instruct the members which tees are valid for them to enter if this field is to be entered during registration.</p> <p>Click here to learn more about using this Tee field. Click here to learn more about setting up Default Tees.</p>
Tee - Hills CC	Alternative to using Tee or Default Tees, this field can be used to accurately specify the tee to be used by a member or guest. (This new field is available to use in Event League Setup).
Member#	The Hills Member Number
Membership Type	Multiple Choice: Classic Club or Signature or Resigned
Gender	Multiple Choice: M or F This field is used for Master Roster Scrubbing so PLEASE fill this in!
Address	This field (with Capital A - not the other address fields that are lower case)
city	
state	
zip	
Date Joined	
Affiliation	The Hills Country Club

When adding new members to the Master Roster - they shall also be registered to the Hills CC Golf Portal - and any other Club Managed League Portal which they request.

IMPORTANT: NEVER REFRESH MASTER ROSTER FROM GHIN. This will cause the clean Master Roster we have been working on to update with the last information in GHIN. We are committed to making sure that GHIN is updated with the latest name and address changes, but this cannot be guaranteed. Our Master Roster has been created using our Invited Member information, not GHIN data!

Note: All League and Events are setup to sync with Master Roster field changes, so changes to any field which is also included in a League/Event Roster flows down to that League.

Adding/Changing Membership Type/Deleting Members

Adding

When a new member is added, the Customer Manager should:

1. Add member to master roster filling in all fields described above
2. Go to the **Hills Country Club Golf League** and add them to that League using **Import from Master Roster**
3. **Register them to The Hills Country Club Golf League**

Changing Membership Type

When a member leaves/resigns from the club or changes Membership Type, the Customer Manager should:

1. For Resignations from the club:
 - a. Change Membership Type to Resigned in the Master Roster
 - b. Remove member from the **Hills Country Club Golf Portal** League Roster
 - c. Inform any other League Managers that the member has resigned so that they can remove them from their **League** Roster if they so choose.
 - i. **Note:** To find out what Leagues they are registered in - go to Season Management/Season Points, and in the paragraph at the top click on View Golfers Linked in Leagues and Events.
2. For Membership Type Changes from Signature to Classic Club (or visa versa)
 - a. Change Membership Type to their new Membership Type in Master Roster
 - b. In the case of a change from Signature to Classic, inform any Signature League Managers that their membership type has been changed so that they can remove them from their **League** Roster if they so choose.
 - i. **Note:** To find out what Leagues they are registered in - go to Season Management/Season Points, and in the paragraph at the top click on View Golfers Linked in Leagues and Events.

Deleting

When a member needs to be deleted in case of death, the Customer Manager should:

1. Remove member from Master Roster
2. Go to the **Hills Country Club Golf League** and remove them from that League
3. Inform any other League Managers that the member has been removed so that they can remove them from their **League** Roster if they so choose.

Note: Removing a member from the Master Roster does not automatically delete them from League Rosters. League Managers may want to keep them in their roster until the end of the year.

Event/League Naming Conventions

Event:

- Name: ["Signature - " (or "Classic - ") + Event Name + Year (YYYY)]
- URL: - use the URL given by Golf Genius

League:

- Name: [League Name + Year (YYYY)]
- URL: naming tips
 - use the most simple name that you think people will remember and do not include the year - this URL can be used from year to year

If there is a similar league for both Membership types - be sure to include the membership type in the name (like Couples League Signature 2024)

Creating an Event

To set up a new event - below are the **minimum** set up steps:

- At Master site - **Click on the Create Event Box**
 - a. Event Name should include ["Signature - " (or "Classic - ") + Event Name + Year (YYYY)]
 - b. Select the appropriate Category
 - c. Select the Season year

The following Event Portal will then be created:

Event: Master Roster
Start Date:
Course(s): Live Oak, Yaupon, Flintrock Falls, Flintrock Falls, Signature Course
Registration Opens:
Registration Closes:
Event GGID: 84KT89

Format	Include	3 game
Who's Invited	Men, W	le
Sign-Up	Include individu (examp and twc	her to sign up as an any guests are allowed am with two members
Tee	Define \	n and women
Handicap	100% F-	
Date(s)	January	
Start Time	9:00 AM Shotgun Start (or when tee times start), Registration at 8:45 AM	
Cost	\$	
What's Included	Include whether cost includes prize money and/or Closest to Pins/Longest Drive etc...., and if food is provided include what the menu is	
Field Size	86	

Stay tuned for more details

This is the default setup of the event portal sections/pages::

- Event Info**
 - Event Info (Collage)
 - Local Rules
- Who's Playing**
 - Tee Sheets
 - Players
- Results**
 - Tournament Results
- Statistics**
 - Player Analytics
 - Player Event Standings
- Photos**
 - Event Photo (Photo Stream page)
- Links**
 - The Hills CC Portal
- Administrative* (Hidden)**
 - Golf Genius Standards for The Hills

CC

- Under **Event** - Use all default settings - but make the following changes:
 - a. **Event Profile**
 - i. Directories and Registration
 1. Click all the Directories that apply
 - ii. **SAVE**
 - b. **Course Details**
 - i. Click only the course(s) that apply to the event
 - ii. **SAVE**
 - c. **Registration Center** - **NOTE: For Club Events that are open to both membership types and guests, Golf Genius will not be used for Registration so only a flyer on the Splash Page is needed - informing members to use the Invited App to sign up (showing registration open (and close) dates are helpful).**
 - i. **Registration Enablement** -
 1. Select **Enable Registration**
 - ii. **Registration Setup**
 1. **Enter Number of Member and Guests who can register at one time**
 2. **Under Additional Information** -
 - a. **Select custom field in the Master Roster to validate membership - None**
 - b. **Optionally, allow only members with the following custom field answer(s) to register - Select Membership Type- then click the box for the Member Type this event applies to (Signature, Classic or both)**
 - i. For Signature Events, click only on Signature,
 - ii. For Classic Events click on both Signature and Classic
 - c. Members should not be required to enter email or phone number
 - d. If Guests are allowed, under the Guest Form, **select the fields that are needed for guest registration** and whether they are required fields. (ex. Cell #, GHIN, Email)
 - iii. **Registration Dates**
 1. Set **Registration Open date and time** = one month prior at 7:00 AM
 2. Set **Registration Close date and time** = Noon the day before
 - iv. **Registration Description**
 1. If specific instructions would be helpful to the member to sign up, then use the Description Field to add a description. (Form Title is not necessary)
 - v. **SAVE**
 - d. **Logos, Banners and Backgrounds**
 - i. **Banner - Select the Signature Event or Classic Event Banner**
 - ii. **Logo - Select the appropriate Logo for this event**
 - e. **Add / Remove / Reinvite Manager**
 - i. **Add the appropriate Event Manager if not already a Customer Manager**
- Under **Calendar**
 - a. **Add Rounds** - Click on **the dates for the round(s)** for the event
 - b. **SAVE**

The following setup helps the Members understand what's going on for the event - because this information appears on the Golf Genius App. This is important to set up with clear and accurate information regarding the event.

- Under **Apps**
 - a. Select Member Portal Address link (it will take you to the portal)
 - b. Under Event Info - **Enter the Details for the Event**
 - i. Option 1 - Use the Event Info Collage page provided and edit the table details
 - 1. Select Edit. Double click on the Table and enter the details for the event (**For Invited Club Events Add a row to the table that includes the Invited Club Registration Link on the Invited App**)
 - 2. Apply Text Change
 - ii. Option 2 - Upload a PDF Flyer with event info
 - 1. Add a new Image Page under Event Info Section and upload a pdf flyer for your Splash Page - be sure to make the page **Public** and the **Splash** Page by checking those boxes
 - iii. Option 3 - Copy Event Info from Document (MSWord, Google docs, etc) into Text Page
 - 1. Add a new Text Page under Event Info section and copy and paste text from your Word or Google doc into the text box (Prior to pasting into the Text field on the new page, select the **Paste from Word icon**) Check the **Public** and the **Splash** Page boxes
 - 2. Apply Text Change
 - iv. For Options 2 & 3 - Hide the original Event Info Page
 - 1. If you create a different Event Info page - then edit the Event Info Page created with the original event - and select Hidden to hide it from members (or you can delete it)
 - v. **SAVE**
 - c. Under Who's Playing Section
 - i. On the Players page select Edit
 - ii. **Add the fields that are applicable to the type of event that members would need/want to see**
 - 1. If a team event - Add Team ID field to the first column so that teams will sort on Team ID
 - 2. If a member/guest event - add appropriate information regarding guest (i.e. Affiliation)
 - 3. If any special field was added for registration, then add it here (tee box, division, etc)
 - d. Hover over any Section - then select General Portal Settings - then select the League Manager under Support Managers - so that When a golfer visits the Member Portal and clicks on the help button, he/she is listed.

Check and make sure the Event is set up properly by going to the Hills CC Portal (hillsgolf.golfgenius.com) (or Classic Club Portal) and selecting the appropriate Directories under Calendar/Events. Test trying to register someone. This will be where the Front Desk will go to register someone who calls in - so make sure it works properly!

GHIN Updates

Updates to **MASTER ROSTER** GHIN Handicaps Indexes are set up in Golf Genius to:

- Automatically update all Handicap Indexes in the **Master Roster**, every day at **2:00 AM**

For a **League**, updates to the GHIN Handicap Indexes should be set up to update

- One day before each Round - (the sync for each person playing in the round will be performed one day before the round **between 2:00 am and 3:00 am**)

For an **Event**, updates to the GHIN Handicap Indexes must be set up by the Event organizer.

Season Management and Rollover to New Year

All Events/Leagues should be tied to a season (which in our case is a year).

By November 15 - **Customer Manager** needs to:

- Create new Season Year (YYYY)
 - Go to **Season Management / Seasons**
 - Select **New Season**
 - Enter New Year and select Save
- Clone all Association and Member Leagues
 - Name should include the new year
 - Allocate to new season
 - Allocate to proper Category
 - Check boxes to cloned: **Player Roster, Logos and Banners, Member Portal, and Tournament Library**. (Rounds and Tournaments will not be cloned)
 - Notify the League Manager that the League has been cloned and is ready for updating.
 - For Associations only, in the Cloned League, go to League/League Profile and change the URL to the same name as the previous year's League with the new season (ex. hillslga**2025**.golfgenius.com) appended to the end

November 15 - December 31 - League Managers need to perform the following:

1. Go to the Manager Site
2. Add the new board members to the new portal as a League Manager by going to **League / Add/Remove/Reinvite Manager**.
3. Select the person who will be the **Communications Officer**, typically the (Tournament Chair) The Communications Officer can monitor the messages from the golfers for each round under **Rounds/Portal Messages from Members**. Messages can be sent by golfers to the Communications Officer for each round when they sign up for an event under "**Send Message to Manager**".

The new portal is now ready for updates as the new board would like.

1. Update the **League Roster** as needed by **removing members who did not renew and verify members have the correct Membership Type**
 - a. To verify members have the correct Membership Type, under the League Manager site:
 - i. Select Golfers/League Roster/Fields and check the Membership Type field to ensure it shows up on the League Roster display
 - ii. Remove any League Members who have a Membership Type = Resigned
 - iii. Remove any League Members who do not have the correct Membership Type (i.e. For Signature Leagues, must say Signature. For Classic Leagues, both Signature and Classic Members may be included in the League Roster)
2. Update/Revise the Calendar with **new years scheduled Rounds/Social Events**
3. Update all links to other pages in the portal to link to the newly created portal pages. (If you forget to do this, the link will take you to the previous year's portal.)

For Associations - When all updates have been made to a new League portal - the League Manager can now update the previous and current year's portal URL. We want to keep the same URL from year to year to make it easier for the members:

On the previous year's portal:

1. Go to the Manager Site
2. Go to **League/League Profile**
3. Under General Setting - change the **League Portal URL** from [Leaguename].golfgenius.com to [Leaguename]**20xx**.golfgenius.com with xx set to the previous year.

On the current year's portal:

1. Go to the Manager Site
2. Go to **League/League Profile**
3. Under General Setting - change the **League Portal URL** to **[Leaguename].golfgenius.com**

January 1 - Golf Genius Administrator will set Current Year to the New Year

Once the Association League Portals are ready with their updates, on January 1, the Admin can change the Current Year to the new upcoming year:

1. Go to Customer Manager Site
2. Select **Season Management / Seasons**
3. Go to the new Year and select **Mark as Current**

Once this is done, the Golf Genius App will only show the Association and Member Leagues/Events that are categorized as the new year.

Archiving Events

Signature and Classic Events/Leagues will remain in the Directory/Category for the entire year and will not be archived into the Archive Folder.

Note: Previous year's leagues and events will automatically not be seen on the App once the new year and Current Season has been changed.

To access previous year's leagues and events, change the Season (year) on the Customer Manager Site.

For Pro Shop / Front Desk

Pro Shop Staff provide member services that must be performed on Golf Genius including:

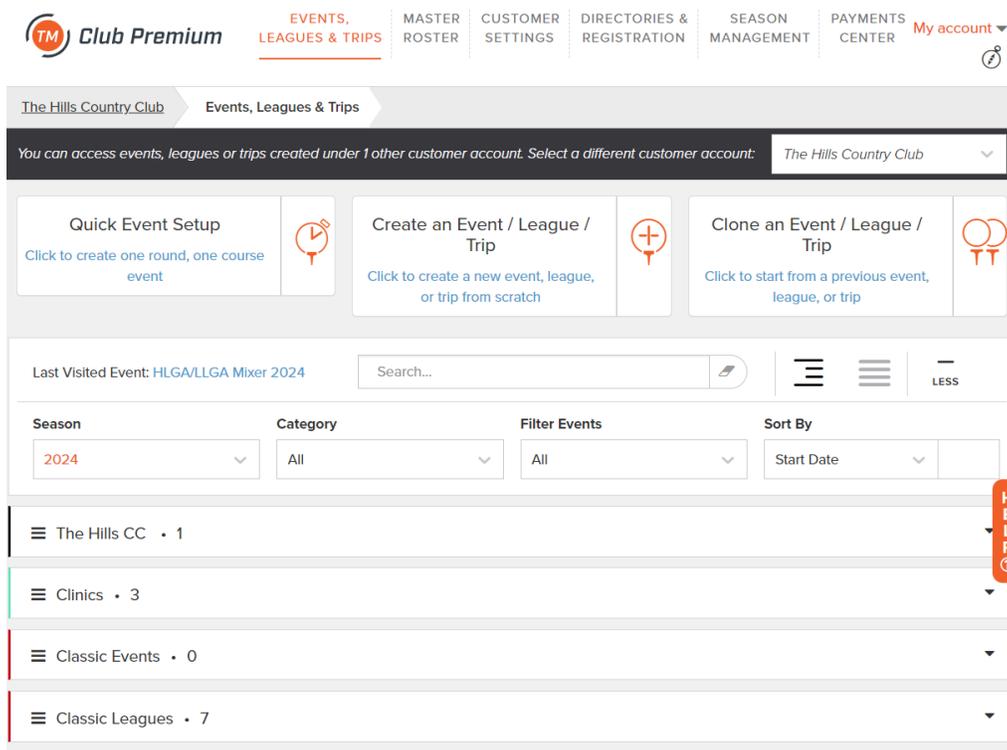
- **Signing up (or canceling) a member to a League Round**
 - All associations have Leagues setup in Golf Genius. Each League has multiple rounds that are played throughout the year. Couple's golf and Nine & Wine is also a League.
 - Members may call in to ask to sign up for a round or be removed from a round
- **Signing up (or canceling) a member to an Event** - Golf Genius Events are used for events outside of Associations (such as Signature Fourth of July Events or Memorial Day events), or for Association events that include members outside of the league. (Such as the HLGAs Member/Guest, or the HLGAs Sadie Hawkins)
 - Members may call in to ask to sign up for an event or be removed from an event

Note: All additions/cancellations should only be done under prior authorization of the League/Event staff manager.

To learn the difference between League and Event rosters click [HERE](#).

All Leagues and Events can be found under The Hills Country Club Golf Genius account. To access The Hills CC Golf Genius Account:

1. Go to **golfgenius.com** and sign in with your email and password. The following Account management environment page will appear:



The following instructions are performed from this (The Hills Country Club) Account management environment.

Signing Up (or Canceling) a Member to (from) a League Round

To sign-up a member to a League Round:

1. On The Hills Country Club Account environment, search for the League under either Classic Leagues or Signature Leagues to find the correct league.
2. Select the League
3. Under Rounds, **select from the pull-down the appropriate round**
4. Under Rounds, **select Round Player Roster** to see tab for Confirmed Players, Not Attending Players, Waitlisted Players and Invited Players
 - a. **To cancel** a member from the round
 - i. Select the Confirmed Players tab
 - ii. Select the member to cancel
 - iii. Under **Actions pulldown** - Select **Mark as Not Attending**, then select **Go**
 - b. **To add** a member to the round
 - i. Select the Not Attending Players tab
 - ii. Select the member to add
 - iii. Under **Actions pulldown** - Select **Mark as Attending**, then select **Go**
 - c. **Notify the League manager on staff of the change via text or e-mail**

Add/Remove Players from Event Roster

To sign-up a member to a League Round:

1. On The Hills Country Club Account environment, search for the Event under either Classic Events, or Signature Events (or Outside Events) to find the correct event.
2. Select the Event
3. Under Golfers, **select Event Roster** to see the list of registered players
 - a. **To cancel** a member from the event
 - i. Select the Apps/Event Portal - Member Portal address. It will take you to the Home Page where a Manager can register other people.
 - ii. Select the Register button
 - iii. Select Edit Registration
 1. Search for the Member Name by entering in the last name - then select Continue
 2. The registration information will be shown. If it is a member/member or member/guest event, then the registration for both players will be shown and both will be canceled.
 3. Check the confirmation box
 4. Select the Cancel Entire Registration button
 - b. **To add** a member to the event
 - i. Select the Apps/Event Portal - Member Portal address. It will take you to the Home Page where a Manager can register other people.
 - ii. Select the Register button
 - iii. Select New Registration
 - iv. Enter all information requested for member (and/or guest)
 1. Search for the Member name by entering in the last name - then select Continue
 2. Enter all information requested for the member
 3. If guests are allowed a pulldown for their information will be shown
 4. Check the two acknowledgement/confirmation boxes
 5. Select the Register button
 - c. **Notify the League manager on staff of the change via text or e-mail**

For League/Event Managers

League/Event Roster Maintenance

Master Roster is managed at the Account Level. It contains the approved list of members with a field “**Membership Type**” that denotes **Signature or Classic Club**. Only staff authorized to modify the Master Roster are allowed to make changes.

All Leagues/Events are set up to **sync with the Master Roster**, such that if name, address, phone number, membership type etc. are changed, the new data flows down to the League/Event Rosters for which the member is already registered. Therefore,

- Do not allow League Members to edit their own profile - **do not include the “Golfer Profile page” on your League Portal**
- A “Page from a Different Portal” which points to the instruction (on The Hills CC Portal) on “How to Edit Your Profile” should be included below the Member Directory “Players” page for all leagues
- Leagues can add custom fields to their League roster for any additional information they want to capture about their players
- The Membership Number is included in the Master Roster and is confidential - and will be accessible by all League managers, however, this information is confidential, so should not be included for display on a League’s Member Roster on the League’s portal

To create/update your League/Event Golfer’s Roster

Option 1 - Import Golfers from Master Roster

1. In the League Manager Site, Select Golfers / **Import Golfers from Master Roster**
2. Select “Master Roster” button
3. To import multiple golfers
 - a. Select “Select from Master Roster” button - the full master roster will appear with boxes next to the member’s name
 - b. Check the box for all members you want to import - Select Import button
4. To import one golfer at a time
 - a. Select “Quick Search in Master Roster”, select the players name from the pull down, then select the Add Player button.
 - b. Check Include all Custom Fields box
 - c. Repeat for each Player

Note: Using Option 1 - There is no way to prohibit an invalid member from being imported from the Master Roster into a League or Event Roster - so please verify the member has the appropriate Membership Type for your League.

Option 2 - Add using the App interface to Register. This option works well for Events - because if the Event is already set up properly, the filters setup will disable invalid members from being added to the Roster

1. Follow the steps in “Creating an Event is 2024”
2. In the League Manager Site, Select App/and then the App URL - It will take you to the Home Page where a Manager can register other people.

3. Select the Register Now button and follow the steps.

Note: *Using Option 2 - If the event was set up properly with the required member/guest field form filters, this option works better than Option 1 when adding guests to the roster because required fields are readily available to enter, also - no invalid members can be added.*

League Home Page Standards

Home Pages for Leagues shall include:

1. League Portal URL
2. League Name
3. Approved Banner (Approved by a Customer Manager)
4. Purpose of the League
5. Description (or link to page with description) of how to join the League or Association
6. Board Members (if an Association)
7. Pro Staff member managing the League rounds
8. Next Round info
9. Basic information how the league works - or pointers to other pages that describe this

See example below:

The screenshot shows the homepage for the Nine & Wine Classic Club. At the top, there is a banner with the text "NINE & WINE CLASSIC CLUB" and a logo for "THE HILLS GOLF & COUNTRY CLUB". Below the banner is a navigation menu with links: "Home/Sign-ups", "Calendar", "Results", "Members", "Photos", and "Links".

The main content area is divided into several sections:

- Purpose:** "The purpose of the Nine & Wine Classic Club League is to provide a fun, friendly and relaxed environment where members can experience club life."
- Managers:** "Director of Golf Tommy Moore" and "Head Pro Justin Aragon".
- Next Round:** "Round 1 on Monday, January 01, 2024". A link says "Go to Sign-Ups/Calendar for more Info."
- OPEN REGISTRATION:** "To Register, select the Registration Button on the home page of this portal. Once registered, you will be able to: Sign-up (or cancel) on this portal. Receive all invitations to Nine & Wine events."
- Welcome to the The Nine & Wine Classic Clubs League Portal!** (gwineclassicclub.golfgenius.com)
- About the Nine & Wine League:** "Join us for a relaxing nine hole scramble followed by a featured wine tasting. This league is open to all golfing members and is a wonderful opportunity to experience Club Life. Whether you are just getting interested in golf or an avid golfer, you will have a blast playing in this Scramble event. Each round is open to the first 72 players to sign up."
 - Meets on one Friday a month for a nine hole Scramble
 - Time 4:00 PM
 - Location: Live Oak
 - Cost: \$20/Player
 - E-mail invitation will be sent out to all members on the roster the week before. Select the "Playing" Button from within the e-mail if you want to play.
 - If you sign up, an email will go out the morning of play day to remind you - if you need to cancel - please cancel before 10:00 am on Monday.
 - Established handicaps on GHIN are not required
- Download the Golf Genius App:** "Download the Golf Genius App on your phone! Once registered, you will be able to sign-up, cancel and see Who's Playing! After logging in with your e-mail and password, select the Portal of interest, then select Member Portal."

Managing Email and Text Templates

Each Event or League has the ability to create templates for their most common emails/text messages that are sent out. Whenever a template is created, it can be seen by all Events/Leagues under our account, therefore, the following standards are in place to keep the Templates as organized as possible:

1. For template name, include the name of the league or event, for example:
 - a. HLGA: Welcome Email
 - b. LLGA: Round Reminder
2. If you create a template that is not going to be used more than once, then delete it after use.

Note: *When sending out emails, use filters so that the email or text only goes out to those who need to know. For example, a reminder about a male only event can be filtered using the gender field, so that it only goes out to men.*

Tournament Library

Each League has the ability to develop their own Tournament Library (which cannot be seen by other Leagues or Events). The tournament library can be used to easily set up tournament games that are played multiple times.

To set up a tournament library for a league:

1. Go to Rounds/Tournaments to set up your tournament as usual. Then at the bottom of the **Tournaments** setup page check: **Update in My Tournament Library**
2. The next time you'd like to reuse the Tournament,
 - a. Under Round/Tournaments - select **Tournament Library** (upper right)
 - b. Find the Tournament you want to play - and **under Play this Tournament, Select Yes**
 - c. The Tournament will be added as one of your Tournaments for the Round

The Hills Ladies Golf Association has also developed a list of games, description, whether it is Golf Genius Friendly (meaning whether Golf Genius Supports this type of tournament), and basic game setup which can be found at this [link](#). It is also located in The Hills Country Club Google Drive under the The Hills Golf Genius Portal/Tournament and there is also a link to this file under The Hills CC Golf Portal under the Administrative Section.

Member Private Leagues

Members who manage a weekday golfing group may be given a League portal in Golf Genius by the Customer Manager and become a League Manager in Golf Genius.

The League Manager is responsible for learning how Golf Genius works and shall manage/maintain the portal on their own, setting up their roster, golf games, etc. The Pro Staff is not required to help the League Manager with portal maintenance and management.

The League Manager must follow the League/Event Roster Maintenance described in this document.

Member Leagues will be cloned each year and follow processes described in this document (except Home Page Standards).

The link to Golf Genius Knowledge Database is: <https://docs.golfgenius.com/content#>!

This database has instructions for all actions that may be taken by a Member League Manager.

Using Google Drive to store The Hills CC Golf Genius Images and Documents

To supplement Golf Genius, which does not have a shared area for storing documents, we have created a Hills Country Club Google Account which is set up with a The Hills Golf Genius Portal Google Drive folder to store documents for the portal and for the other documents needing to be shared. The Hills CC Drive folder should be shared to all Customer Managers. Some documents in The Hills Golf Genius Portal folder can be made public to be shared with all Pro Staff. All Hills CC Google Drive documents for which there is an external link on the The Hills Golf Genius Portal, must be made Public.

You can sign into the account using:

- email: thehillscgolf@gmail.com
- password: (See The Hills Country Club Golf Genius admin for Password)

The account Name is The Hills Country Club.

The Pro Customer Manager Golf Genius Lead may need to transfer ownership of the account to the new Lead. This can easily be done by signing in and changing the secondary email address to the new Lead's email and change the cell phone number to the new Lead's cell phone.

Click [here](#) for instructions on how to change the phone number and secondary email address of the account.

Below are more instructions for other activities you may be performing on the Hills CC Google Drive.

Click [here](#) for instructions on how to create a folder on your Google Drive.

Click [here](#) for instructions on how to share a Google folder on your Google Drive.

Click [here](#) for instructions on how to make a document public on your Google Drive.

Click [here](#) for instructions on how to add The Hills Google Drive to your Windows Explorer

Change History

Date	Title	Change Description
1/10/2025	Creating an Event	Removed lists of Categories and Directories as they change often
1/10/2025	Master Roster	Updated Tee-HillsCC info to exclude tee types in the Description since they change often
1/10/2025	Adding/Deleting Members	Updated section for instructions on process to Add, Delete and Change Membership Types
1/5/2025	Member League Season Rollover	Member Leagues must now follow all Season Rollover and League Roster processes and will be cloned at the end of the year like Association Leagues
2024_11_01	Master Roster Maintenance	Added new Membership Type = Resigned
2024_11_01	Creating an Event	<p>Added new Event Category:</p> <ul style="list-style-type: none"> Invited National Events <p>Added new Directories:</p> <ul style="list-style-type: none"> The Hills Events (Signature and Classic) Invited National Events <p>Removed Clinics as a Category and a Directory</p> <p>Added Row to Event Description Table in the Default Event Portal called "Who's Invited" to have a space for Men/Women/Jr....</p>
2024_11_01	Season Management & Rollover to New Year	<p>Revised target dates for cloning completion from November 1 to November 15.</p> <p>Added language to inform League Managers to check for Membership Type at the beginning of year to ensure league membership is valid based on Membership Type.</p>
2024_11_01	Archiving	<p>Removed requirement to archive Events after one month of completion because:</p> <ul style="list-style-type: none"> Keeping events on the portal allows members and management to easily go back and look at tournament results. Keeping events in the Customer Manager Site in the appropriate category (i.e. not Archived) helps to managing future events if past events may be needed to properly create new events. It was understandable that members may want the events to disappear from their APP if the event has been completed, however, the benefit

		of leaving them there for the entire year, outweighed the convenience of not seeing them on the APP.
2024_11_01	For Player Development Professionals	Removed this entire section due to the use of GLFConnect for all Lesson sign-ups.