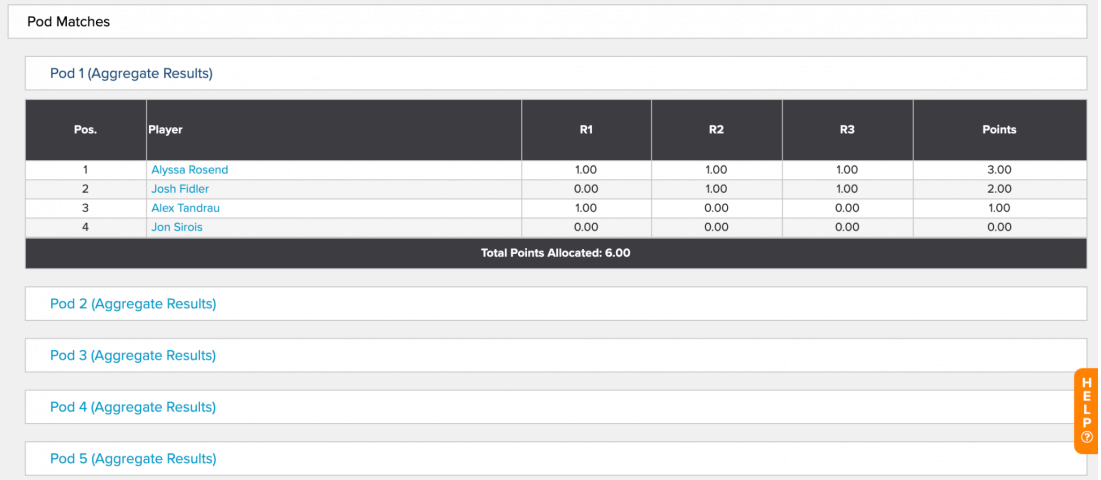
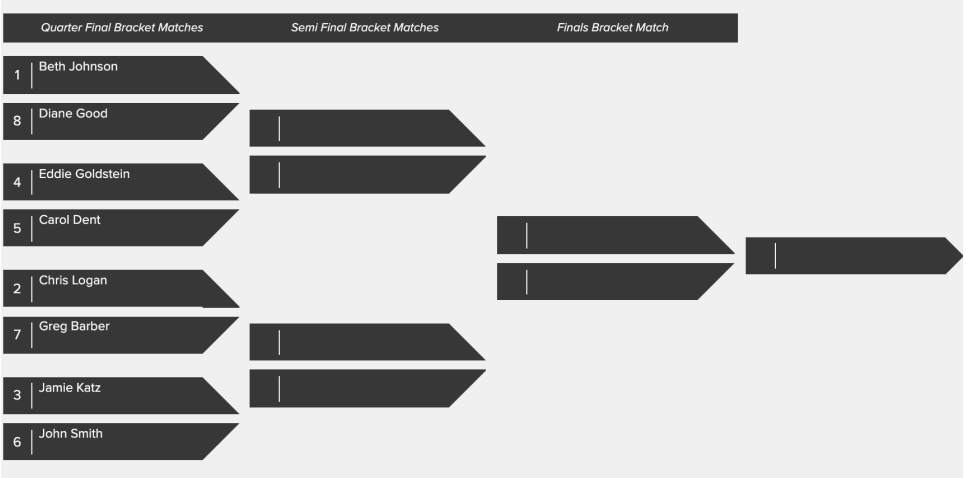
Golf Genius Software Guide: Singles Round Robin to Bracket Event Tutorial

A Step by Step Guide and Checklist

A popular format of competitive play is a Round Robin to Bracket event. The most popular tournament of this type would be the WGC Match Play Tournament. When playing this format, the playing field is first separated into “pods” of usually around 4 players. Each pod plays a round robin format of Match Play where every player plays a match against every other player in the pod. In other words, if using pods of 4, three matches are played.



After completing the round robin matches, winners from each pod advance to a bracket tournament where an overall winner is determined.



This guide will go over the setup process for individual singles play. To view a team-based guide on this type of format, Click Here instead.

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

Initial Setup and Round Robin Matches

❑ **Create the Event**	Customer Center > Leagues, Events and Trips > Create New Event/League
❑ **Add Players**	Golfers
❑ **Add Rounds**	Calendar > Add Rounds
❑ **Create Divisions**	Golfers > Event DFTs > Add New Division
❑ **Create Match Play Tournament**	Event > Multi-Round Tournaments > Add New Multi-Round Tournament
❑ **Create Round Robin Schedule**	Event > Round Robin Schedule > Add New Round Robin Schedule
❑ **Check Playing Handicaps with Handicap Analysis**	Rounds > Handicap Analysis
❑ **Check Setup with Pre-Play Audit**	Rounds > Pre-Play Audit of Round
❑ **Preview Leaderboard with Random Scores**	Rounds > Enter Scores > Random Scores
❑ **Print Material**	Rounds > Report Center
❑ **Enter Scores**	Rounds > Enter Scores
❑ **Complete Round**	Rounds

Bracket Matches

❑ **Create Bracket Tournament**	Event > Bracket Tournaments > Add New Bracket Tournament
❑ **Fill Bracket**	Event > Bracket Tournaments > Edit First Round Matches
❑ **Create Consolation Bracket,** if necessary	Event > Bracket Tournaments > Edit First Round Matches > Auto-Fill tab
❑ **Set Course/Tee and Tee Times,** if necessary	Rounds > Edit Existing Pairings
❑ **Check Playing Handicaps with Handicap Analysis**	Rounds > Handicap Analysis
❑ **Check Setup with Pre-Play Audit**	Rounds > Pre-Play Audit of Round
❑ **Preview Leaderboard with Random Scores**	Rounds > Enter Scores > Random Scores
❑ **Print Material**	Rounds > Report Center
❑ **Enter Results**	Rounds > Enter Hole-by-Hole Scores or Match Results

Initial Setup and Round Robin Matches

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).

- **Division:** Divisions will be used to create the “pods”. If the pods have already been determined, you can identify each player’s pod on the spreadsheet and use the custom field to create the divisions..

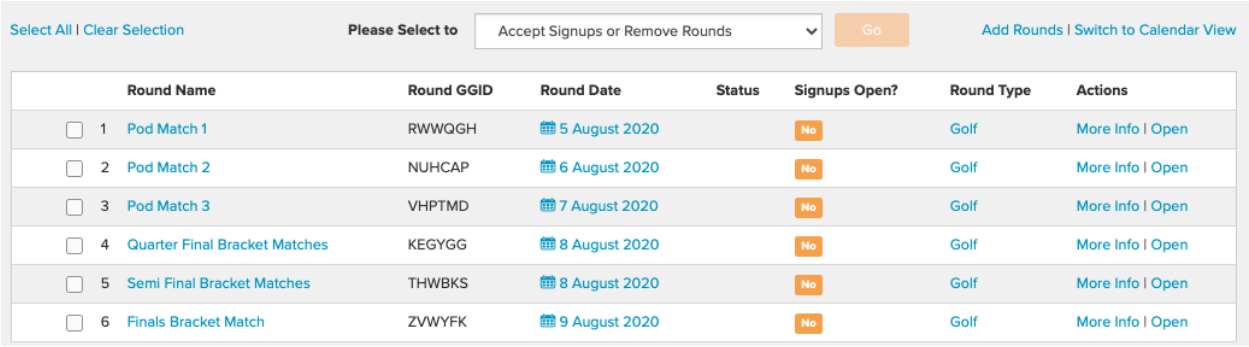
When the spreadsheet is ready, go to Golfers > Upload Roster from Spreadsheet > Choose File. Import the file, and click “Upload”.

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 both the round robin matches and the bracket matches. For instance, if the pod size is four, then 3 rounds are needed for the round robin matches. If the bracket size is eight, then you will need 3 additional rounds for the bracket matches.

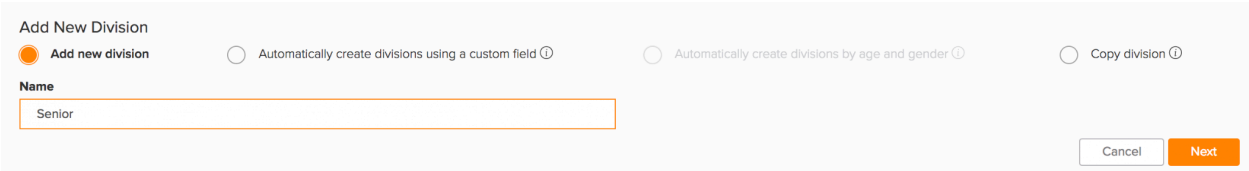
In the example event below, there are three rounds of pod matches and 3 rounds of bracket matches for a total of 6 rounds for the event.



4. <u>Create Divisions</u>:

Divisions need to be created to organize the playing field into pods. In other words, a division needs to be created for each pod.

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

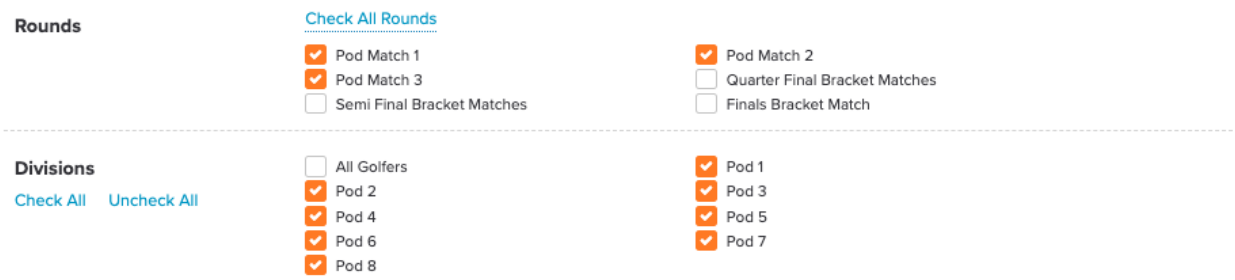


If the pod size is four, then there will need to be 4 players in every pod. If the field size is 32, then there will need to be 8 total divisions.

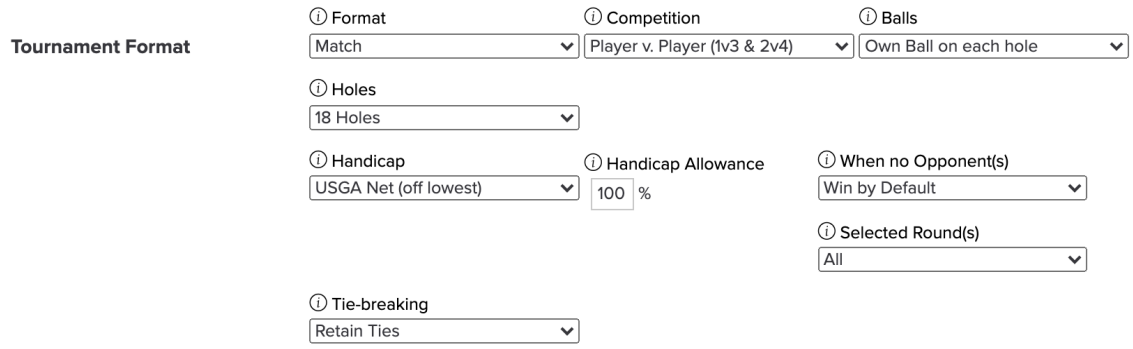
Click Here for instructions on creating divisions.

5. Create Match Play Tournament:

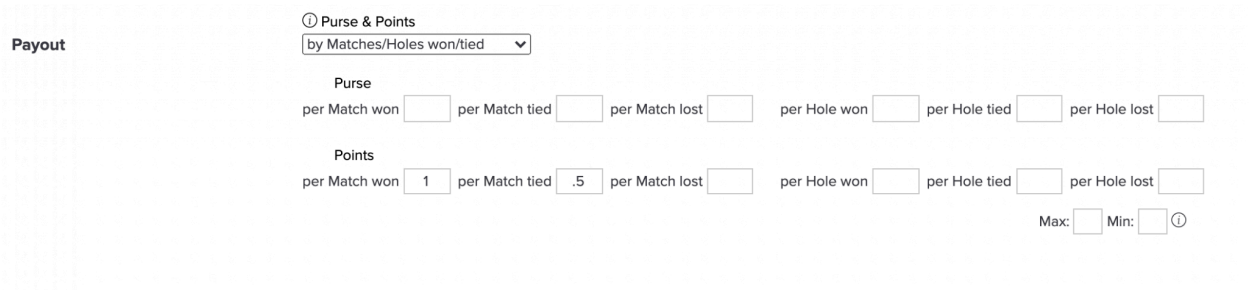
Go to Event > Multi-Round Tournaments > Add New Multi-Round Tournament. Select the rounds of the round robin matches and all of the divisions (as shown below).



The format should be set to singles Match Play (as shown below). If playing in foursomes, select “1v3 & 2v4”. If playing in twosomes, select “1v2 & 3v4”.



Enter the match points. In the example below, one point is being awarded for winning the match and a half point for tying.



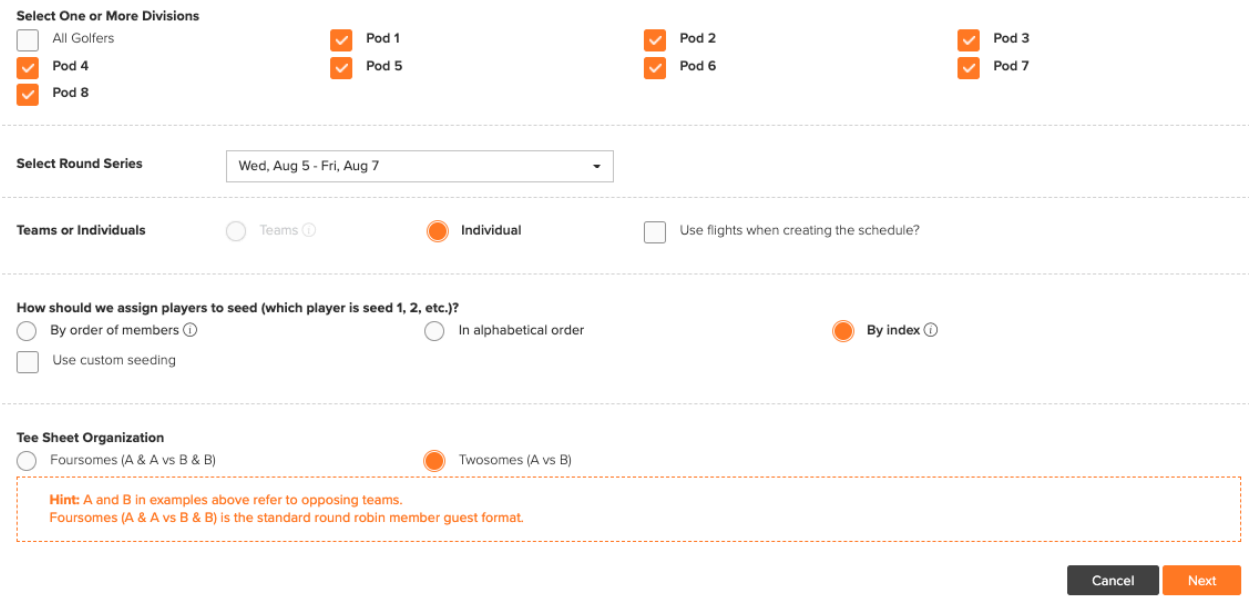
Save the tournament.

6. Create the Round Robin Schedule

Go to Event > Round Robin Schedule.

- Select all of the divisions (except All Golfers).
- Select the Round Series that includes only the round robin rounds.
- Select the seeding method for the scheduling. (Note: This is not the seeding for the bracket tournament).
- Select the tee sheet organization to be Twosomes (A vs B).

In the setup below, players are seeded in the schedule by Handicap Index (player with the lowest Handicap Index in the pod is the #1 seed) and the players are playing in twosomes.



Click “Next”. Click “Set Course & Tee” for the first round. Set the course, tee, starting hole, and starting times. Repeat the step for the remaining rounds. Click “Save Changes and Continue”.

The round robin schedule will then be created and pairings will be set for the round robin rounds. For more details on creating a round robin schedule, Click Here.

7. Check Playing Handicaps with Handicap Analysis

Go to Rounds > Handicap Analysis to ensure the Playing Handicaps (if applicable) are being computed as expected.

8. Check Setup with Pre-Play Audit

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

9. 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.

10. Print Material

Print the round-to-round material (e.g., scorecards and cart signs) by going to Rounds > Report Center. You can also print round robin material (round robin tee sheet or round robin summary) by going to Event > Round Robin Schedule.

11. Enter Scores:

If using mobile app scoring, go to the Rounds Menu and enable mobile score entry and move the round to “In Progress”.

If you are not using mobile app scoring, go to Rounds > Enter Hole-by-Hole Scores. Click on a pairing group to enter gross hole-by-hole scores. If you do not want to enter hole-by-hole scores (and would like to enter just the match results) go to Rounds > Enter Match Results instead.

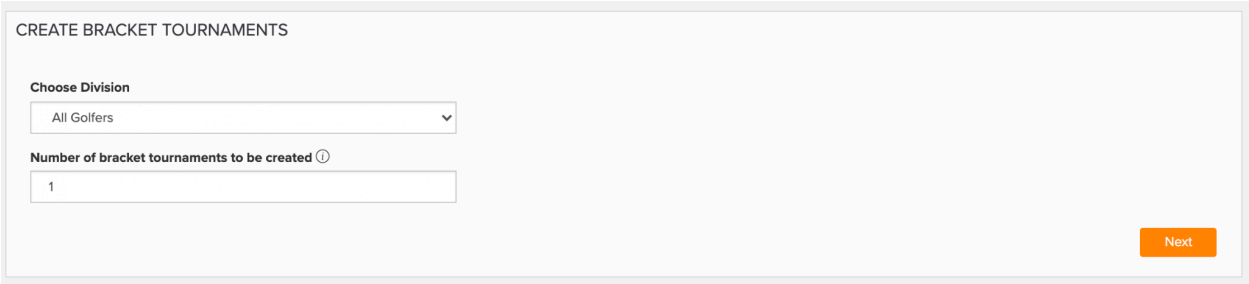
12: Complete Round:

Once all scores are entered for round 1, go to Rounds Menu, move the round status to “Completed”, and turn mobile score entry “OFF” (if necessary).

You can then repeat steps 7 through 12 for the remaining round robin match rounds.

13. Create The Bracket Tournament

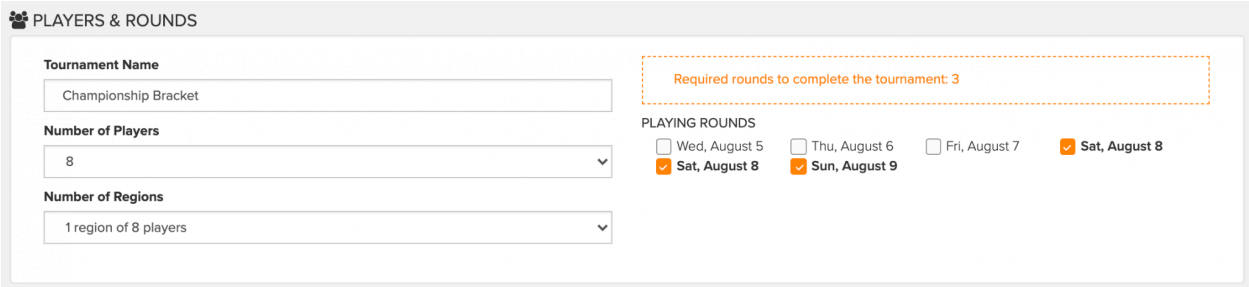
Go to Event > Bracket Tournaments. Select the “All Golfers” Division and create one bracket (as shown below). Click “Next”.



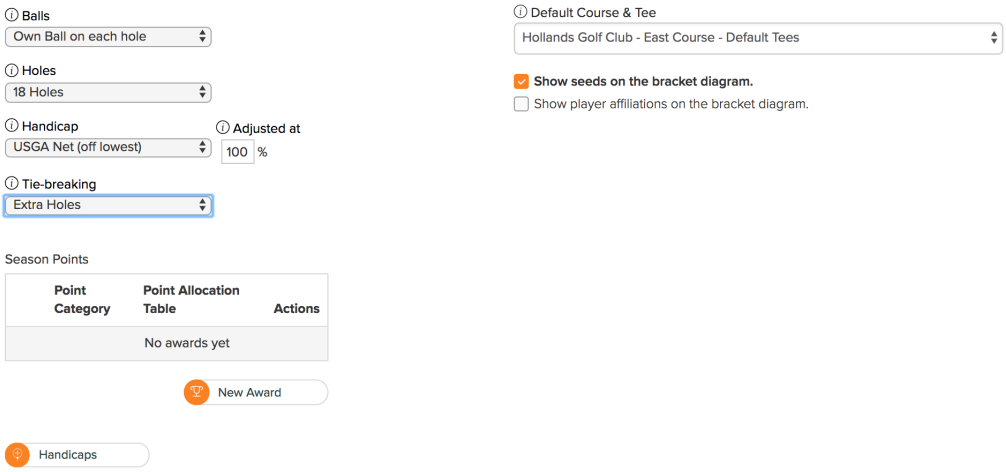
On the next page:

A. Name the bracket tournament.
B. Enter the player bracket size. If you do not have a perfect number of players, Click Here for an article that discusses this scenario.
C. Choose the 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.

In the example below, an eight player bracket is being created (which requires 3 rounds).



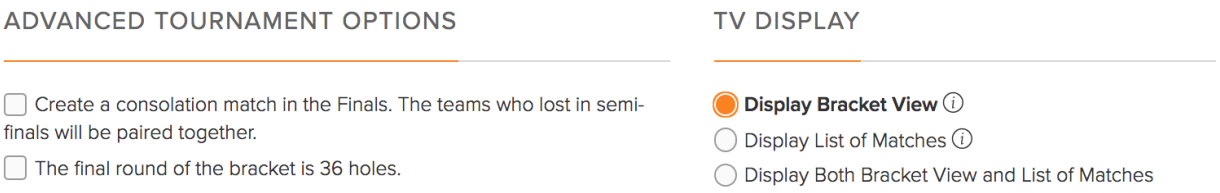
Select the tournament settings.



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 (as shown below).



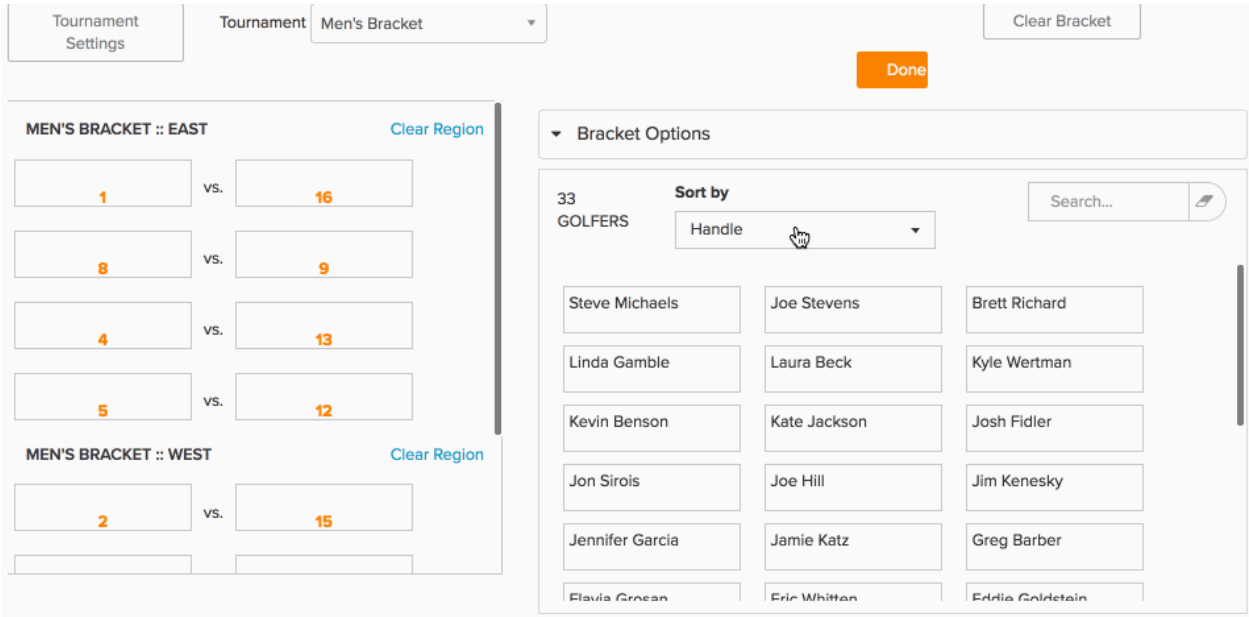
- You can set up a consolation match in the finals to decide 3rd and 4th place.
- You can set the finals to be a 36-hole finals match.
- If using the TV Display, select the viewing options. Click Here for details on using the TV Display with Bracket Tournaments.

After selecting your setup, click “Next”.

For further details on Singles Bracket Tournament setup options, Click Here.

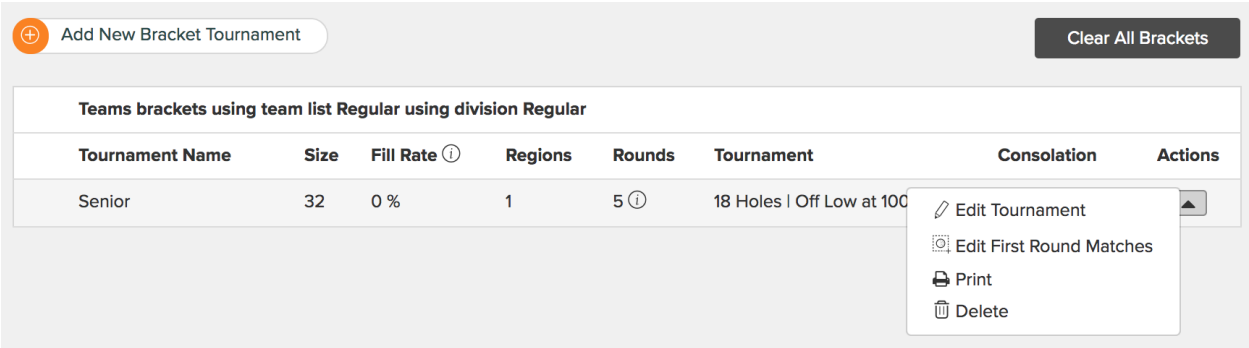
14. Fill the Bracket

Populate the bracket with the players who have advanced to the bracket tournament. Manually fill and seed the brackets by clicking on the advancing players on the right and clicking on the empty bracket slot on the left. See sequence below.



Once players are seeded, click “Done”.

At any time, you can change the settings or first round matches for the bracket tournament (as shown below).

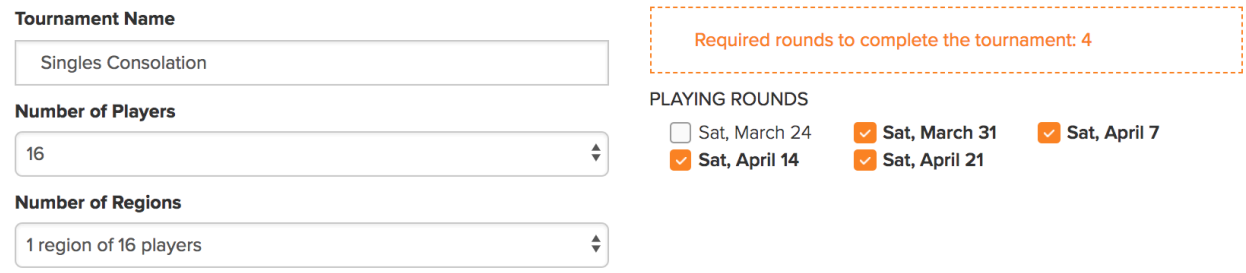


If you edit any matches after the original creation of the bracket, the pairings and tee times under the Rounds Menu will automatically change for you.

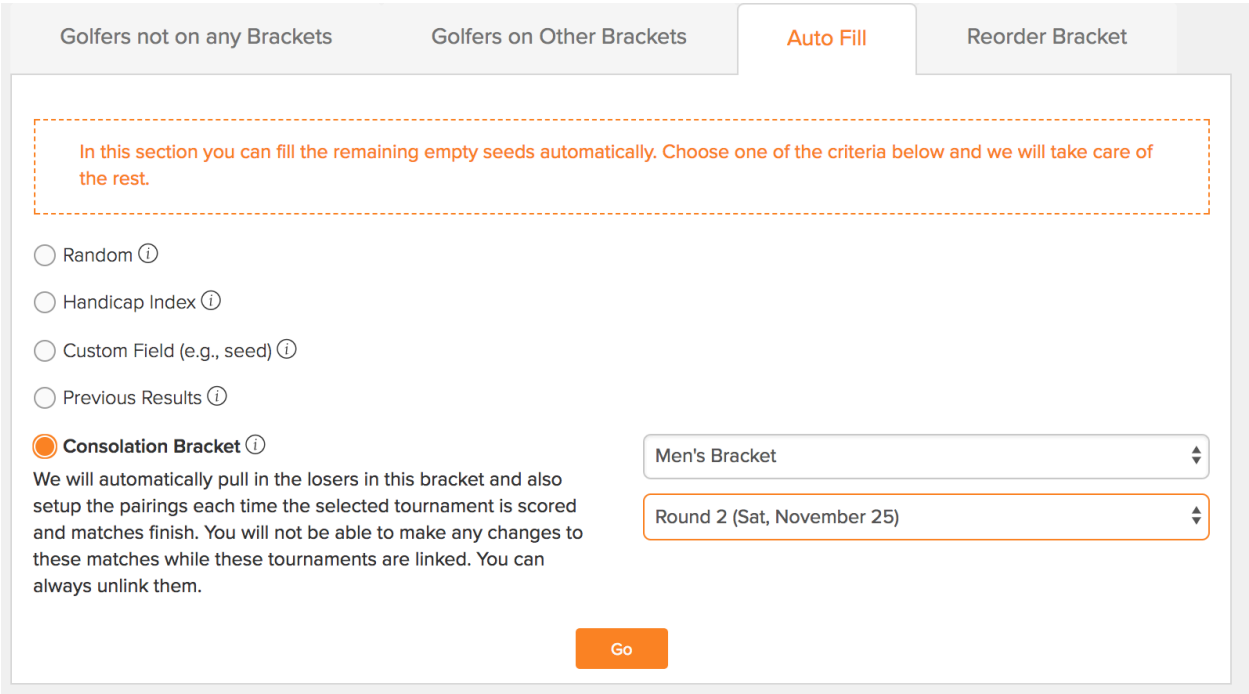
For more details on seeding and filling a bracket, Click Here.

15. 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.



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".



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.

16. 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.

17. Check Playing Handicaps with Handicap Analysis

Go to Rounds > Handicap Analysis to ensure the Playing Handicaps are being computed as expected.

18. Check Setup with Pre-Play Audit

Go to Rounds > Pre-Play Audit to make sure there are no "warning flags" in your setup.

19. 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.

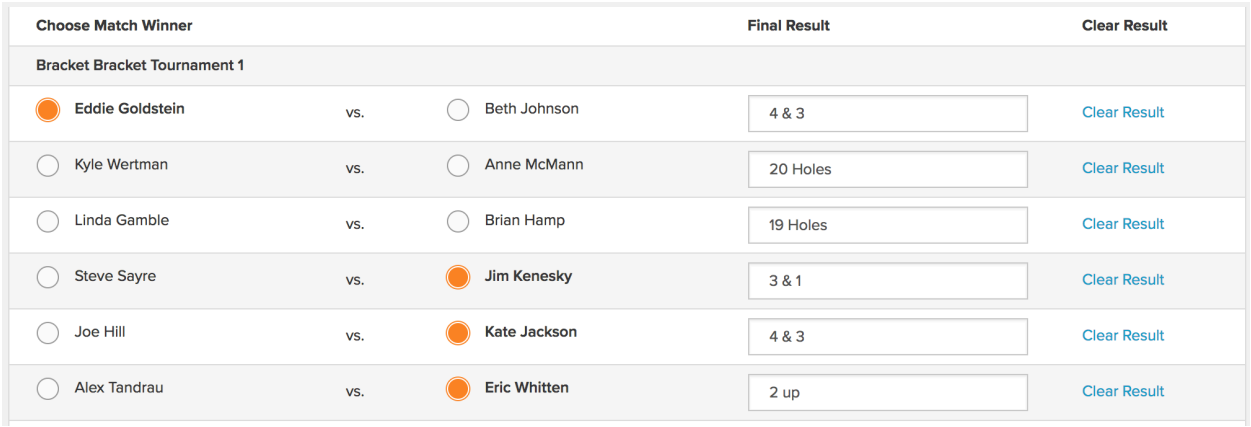
20. Print Material

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.

21. 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				
Eddie Goldstein	vs.	Beth Johnson	4 & 3	Clear Result
Kyle Wertman	vs.	Anne McMann	20 Holes	Clear Result
Linda Gamble	vs.	Brian Hamp	19 Holes	Clear Result
Steve Sayre	vs.	**Jim Kenesky**	3 & 1	Clear Result
Joe Hill	vs.	**Kate Jackson**	4 & 3	Clear Result
Alex Tandrau	vs.	**Eric Whitten**	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.