



## Golf Genius Software Guide: Team Multi-Format Tournament (18 Holes) A Step by Step Guide and Checklist

*Note: This guide can be printed or viewed on your computer. While printing the guide may be easier for viewing, we also suggest keeping the guide readily available on the computer because there are many links below to more articles that will help you along the process.*

Some golf clubs like to have events that use multiple formats of play within a single round. These are usually to change the play style and provide more variety to the golfers. These events are sometimes called 666, 99, or 333 tournaments. This guide will help you set up this type of event using two-person teams.

Below is a sample leaderboard of a 666 tournament. On holes 1-6, Four Ball is played. On holes 7-12, Alt Shot is played. On Holes 13-18, scramble is played.

666						
T1 Low Net (Best Ball) Pair v. Field   T2 Low (Alt. Shot) Pair v. Field   T3 Low Scramble Pair v. Field						
Pos.	Players	Total To Par	T1	T2	T3	Total
1	<a href="#">Greg Barber + Laura Beck</a>	-4	17	24	25	66
2	<a href="#">Courtney O'connor + Bart Rickard</a>	E	21	24	25	70
3	<a href="#">Flavia Grosan + Brian Hamp</a>	+2	17	27	28	72
T4	<a href="#">Barbara Rosenberg + Alyssa Rosend</a>	+7	24	23	30	77
T4	<a href="#">Lori Collins + Billy Condon</a>	+7	24	30	23	77
T6	<a href="#">Brett Wyatt + Mike Zisman</a>	+8	19	29	30	78
T6	<a href="#">Carol Dent + Sam Elsen</a>	+8	20	32	26	78
8	<a href="#">Linda Gamble + Jennifer Garcia</a>	+9	25	28	26	79
T9	<a href="#">Eddie Goldstein + Diane Good</a>	+10	19	29	32	80
T9	<a href="#">Kyle Wertman + Eric Whitten</a>	+10	23	30	27	80
11	<a href="#">Joe Hill + Kate Jackson</a>	+12	22	35	25	82
T12	<a href="#">Alex Tandrau + Sarah Walsh</a>	+13	22	29	32	83
T12	<a href="#">Chris Logan + Anne McMann</a>	+13	21	32	30	83
T12	<a href="#">Jim Kenesky + Sandy Kikla</a>	+13	22	34	27	83
T12	<a href="#">Kevin Benson + Susan Berry</a>	+13	21	27	35	83
16	<a href="#">Rebecca Whitten + Michelle Williams</a>	+14	23	30	31	84
T17	<a href="#">David Shofran + Jon Sirois</a>	+15	20	34	31	85
T17	<a href="#">Josh Fidler + Brenda Gagnier</a>	+15	24	33	28	85
19	<a href="#">Steve Sayre + Nick Shelness</a>	+17	25	29	33	87
20	<a href="#">Beth Johnson + Jamie Katz</a>	+21	25	34	32	91

## **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"/> <b>Create the Event</b>	Customer Center > Leagues, Events and Trips > Create New Event/League
<input type="checkbox"/> <b>Add Players</b>	Golfers
<input type="checkbox"/> <b>Add Round</b>	Calendar > Add Rounds
<input type="checkbox"/> <b>Create Tournament</b>	Rounds > Tournaments
<input type="checkbox"/> <b>Create Pairings</b>	Rounds > Create New Pairings
<input type="checkbox"/> <b>Set Course/Tee and Starting Times</b>	Rounds > Edit Existing Pairings
<input type="checkbox"/> <b>Check Playing Handicaps with Handicap Analysis</b>	Rounds > Handicap Analysis
<input type="checkbox"/> <b>Check Setup with Pre-Play Audit</b>	Rounds > Pre-Play Audit of Round
<input type="checkbox"/> <b>Preview Leaderboard with Random Scores</b>	Rounds > Enter Scores > Random Scores
<input type="checkbox"/> <b>Print Material</b>	Rounds > Report Center
<input type="checkbox"/> <b>Enable Mobile Score Entry (optional)</b>	Rounds
<input type="checkbox"/> <b>Move Round Status to “In Progress”</b>	Rounds
<input type="checkbox"/> <b>Enter Scores</b>	Rounds > Enter Scores
<input type="checkbox"/> <b>Complete Round</b>	Rounds

## 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 any GHIN roster in the national 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.

	A	B	C	D	E	F	G
1	Email	First Name	Last Name	Index	GHIN ID	Tee	Affiliation
2		Greg	Barber	15.6	7191513	Blue	Philadelphia, PA
3		Larry	Beck	9.6	5698336	White	Bryn Mawr, PA
4		Kevin	Benson	12.5	2637480	White	San Diego, CA
5		Jason	Berry	12.9	1568932	Blue	Chicago, IL
6		John	Collins	6.0	5849302	Blue	Cleveland, OH

Create a column in the spreadsheet for first name, last name, and Handicap Index (if the competition is net). If the player GHIN/GolfNet IDs are in the spreadsheet, then Handicap Index is not required because the Handicap Indexes will be retrieved for you.

Some recommended fields include:

- **Tee:** Recommended if multiple tees are used in the tournament. It will make the process of setting up tees quicker later on in this guide.
- **Additional [Custom Fields](#):** Upload additional custom fields for your convenience (e.g., Bag Storage #, Shirt Size, Phone). These custom fields will be stored in the player roster. They can also be displayed on the tee sheet next to

player's names.

- **Email:** You can send mass emails to all or some of the players with ease (e.g., rain delay, sponsor email).
- **Affiliation:** Hometown, home club, or any other affiliation may be shown on the tee sheet and leaderboard as an option.
- **Pairing Group:** Having a field that shows what pairing group every player is in (eg Starting Hole, Pairing Group #) will allow you to quickly create the pairings using that field.

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 Round

Go to Calendar > Add Rounds. Select the the date of the round.

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

Once the round date is highlighted, click "Save".

### 4. [Create Tournament](#)

Go to Rounds > Tournaments> New Tournament.

666

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① Format

Stroke

① Competition

Pair v. Field

① Balls

6/6/6

① Holes

18 Holes

**Holes 1 - 6**

Best Ball on each hole

USGA Net

Abbreviation: BB

Adjusted at: 100 %

Advanced Handicaps

**Holes 7 - 12**

Alt-Shot

50% of sum - alternate drives

Abbreviation: ALT SHOT

Advanced Handicaps

**Holes 13 - 18**

Scramble

35% + 15%

Abbreviation: SCRAMBLE

Advanced Handicaps

The setup above is for a 666 tournament. In the “Balls” drop-down, there is also options for 99 and 333 tournaments. If playing stableford or quota, that option will be in the format drop-down.

## 5. [Create Pairings](#)

Go to the Rounds > Create New Pairings.

Step 1: Automatic or Manual?

- ☐ Automatic scheduling - let us do it for you

☐ Pair by previous results/pairings

☐ ⓘ Create pairings using entry numbers

☐ Manual pairings - set the pairings yourself

☐ ⓘ Create pairings using a custom field

Create pairings using one of the following options:

- **Automatic Scheduling** - Randomly create pairings by ABCD, ABAB, or by player Handicap Index (lowest four handicapped players paired together as a pairing group, then the next lowest four will be paired and so on.)
- **Manual Pairings** - Define the pairings yourself. Select the players in the first pairing group, click “Create Pairing”. Repeat this step until all pairing groups are created.
- **Create Pairings Using Custom Field** - If you have uploaded a spreadsheet of players with the “Pairing Group” custom field, you can create pairings by selecting the custom field and clicking “Next”.
- **Create Pairings by Entry Number** - Players are assigned to pairing groups in the order in which they are added to the system. For instance, if you uploaded a spreadsheet of players, the first four players listed in the spreadsheet will be a foursome, and so on. If you added players manually, then the first four players added will be together, then the next four and so on.

Whatever option you select, remember that the pairs in each foursome (Players in position 1&2 and 3&4) will determine the teams.

After selecting the method, click “Next”, then “Continue”. Your pairings will then be generated.

## 6. [Set Course/Tee](#) , [Starting Times](#) , and [Shotguns](#):

Once the pairings are created, you will be directed to the “Edit Existing Pairings” page

Additional Information

Show ☐ GGIDs <sup>①</sup> ☐ Total Index ☒ Neither <sup>②</sup>

1.	Mike Zisman	Brett Wyatt	Beth Johnson	Jamie Katz	<a href="#">Course / Tee not specified</a>
2.	Rebecca Whitten	Michelle Williams	Joe Hill	Kate Jackson	<a href="#">Course / Tee not specified</a>
3.	Kyle Wertman	Eric Whitten	Brian Hamp	Flavia Grosan	<a href="#">Course / Tee not specified</a>
4.	Alex Tandrau	Sarah Walsh	Eddie Goldstein	Diane Good	<a href="#">Course / Tee not specified</a>
5.	Jon Sirois	David Shofran	Linda Gamble	Jennifer Garcia	<a href="#">Course / Tee not specified</a>
6.	Steve Sayre	Nick Shelness	Josh Fidler	Brenda Gagnier	<a href="#">Course / Tee not specified</a>
7.	Alyssa Rosend	Barbara Rosenberg	Sam Eisen	Carol Dent	<a href="#">Course / Tee not specified</a>
8.	Bart Rickard	Courtney O'connor	Lori Collins	Billy Condon	<a href="#">Course / Tee not specified</a>
9.	Anne McMann	Chris Logan	Kevin Benson	Susan Berry	<a href="#">Course / Tee not specified</a>
10.	Jim Kenesky	Sandy Kikla	Laura Beck	Greg Barber	<a href="#">Course / Tee not specified</a>

SWAP PLAYERS

SWAP PAIRS

SWAP PAIRINGS

MOVE PAIRINGS

NEW ROW

ADD PLAYERS

REMOVE PLAYERS

ADD BLINDS

SWAP HOLES

MOVE HOLES

SET TEE TIME

SET SHOTGUN

SET COURSE & TEE

Complete the following steps on this page:

### A. **Set Course/Tee:** Click Set Course & Tee > Select All Players.

SET COURSE & TEE

Hollands Golf Club - East Course - Default Tees

All 18

Select All Players / Unselect All Players

Cancel

Go

Clear Rows

Select the tee that the players will be using. If multiple tees are being used, you can use the [default tees](#) (if set up) or individually select the players above (they will highlight/un-highlight in orange) to place them on different tees. After the tees are set, click “Go”. [Click Here](#) for more details on setting the Course & Tee.

### B. **Set Tee Time/Shotgun:** If you have a shotgun start, click on “Set Shotgun”, “Select All”.

SET SHOTGUN

[Select All](#) / [Unselect All](#)      [Reverse Shotgun](#) / [Restore Default](#)

Starting Time:  :  [AM](#) Hole:

Course / Tee not specified ⓘ

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Yardage																		
Par																		
	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

Holes / Foursome Count: 10 / 10

[Cancel](#) [Go](#) [Clear Shotgun](#)

Set the starting time. Make sure all 18 holes have the correct number of pairing groups in them. For details on setting a shotgun start, [Click Here](#).

If setting tee times instead, Go to Set Tee Time > Select All. Then select the first time, interval, and starting hole. For details on setting tee times, [Click Here](#).

## 7. Check Playing Handicaps with Handicap Analysis

Go to Rounds > [Handicap Analysis](#) to ensure the Playing Handicaps 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

Go to Rounds > Report Center to access your printed material. Frequently used printed material includes:

- [Scorecards](#)
- [Cart Signs](#)
- [Scoreboards](#)
- [Tee Sheets](#)

To access and print reports created by others in the user community, select “Discover Reports” and use the search or filter tools to find your desired reports.

For suggestions and best practices on printing material for this event, check out the “Printed Material Notes” section in the end of this guide.

## 11. Enable Mobile Score Entry, if necessary

*If you are using live scoring, turn the toggle switch ON under the Rounds Menu.*

## **12. Move round to In Progress**

Go to Rounds Menu and click “In Progress”. The leaderboard will now be live.

## **13. Enter Scores**

Go to Rounds > Enter Scores. Click on a pairing group to enter gross hole-by-hole scores. (Note: If scores are being entered via mobile app, then skip this step.)

## **14. Complete Round**

Once all scores are entered, go to Rounds Menu, move the round status to “Completed”, and turn mobile score entry “OFF” (if necessary). Then, go to Rounds > Display Leaderboard. Points and purse (if setup) will then be awarded on the leaderboard and ties will be broken.



# Printed Material Notes:

## Scorecards:

To help distinguish between the formats on the scorecard, we suggest making the following modifications using the [Scorecard Composer](#).

1. Add a new row (Additional Info & Tees tab)
2. [Merge the scoring line cells](#) for each format (Additional Info & Tees tab)
3. Enter the format name in the merged cells (Additional Info & Tees tab)
4. Apply background colors into the merged cells (Fonts and Colors tab)

The formats should then be properly displayed on the scorecard (as shown below).

	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total	Hdp	Net
Blue (72.7/139)	520	145	360	435	332	382	405	192	390	3161	500	335	410	400	212	438	520	160	435	3410	6571	(18)	
Par	5	3	4	4	4	4	4	3	4	35	5	4	4	4	3	4	5	3	4	36	71		
Handicap	7	17	11	1	13	5	3	15	9		12	10	14	6	16	2	8	18	4				
Adelsberger, Connor																							
Allison, Dave																							
Team Score																							
	Better Ball Total					Alternate Shot Total					Scramble Total												

You can also find and use the scorecard template above by going to Rounds > Report Center > Discover Reports and searching “6/6/6”. There may also be other templates available in the user community.

## Scoreboards:

You can access many scoreboard templates, created with the [Report Composer](#) by others in the user community, by going to Rounds > Report Center > Discover Reports. Filter by Category (Scoreboards).

Example:

## SCOREBOARD: 16 PAIRS, 3 ROUNDS

Sample Event				
	Round 1	Round 2	Round 3	Total
Verplank, Scott & Duval, David PGA Tour				
Jacobsen, Peter & Floyd, Raymond PGA Tour				
Aaron, Tommy & Morgan, Gil PGA Tour				
Bean, Andy & Elder, Lee PGA Tour				
Haas, Jay & Rodriguez, Chi-Chi PGA Tour				
Janzen, Lee & Irwin, Hale PGA Tour				
Johnson, Zach & Trevino, Lee PGA Tour				
DiMarco, Chris & Stricker, Steve PGA Tour				
Gallagher Jr., Jim & Calavecchia, Mark PGA Tour				
Weishopf, Tom & North, Andy PGA Tour				
Green, Hubert & Walker, Jimmy PGA Tour				
Stadler, Craig & Lehman, Tom PGA Tour				
Toms, David & Bech, Chip PGA Tour				
Reed, Patrick & Crenshaw, Ben PGA Tour				
Kuchar, Matt & Simpson, Scott PGA Tour				
Hill, Dave & Michelson, Phil PGA Tour				

Most scoreboards in “Discover Reports” have a column for every round. The column header is typically “Round 1”, “Round 2”, “Total”, etc (like the scoreboard above). You can choose to keep those column headers or replace them with the format (e.g., Four Ball, Alt Shot, Scramble, etc). To do this, select the option to design the column header (as shown below) and change the column header names.

## Content

### Report Header

Customize the header of the report by adding logos, the event title or other fields

 Design

### Column Header

You can use the column header to define information which is repeated at the beginning of each column (e.g., a table header)

 Design

Print for each

Foursome



 Remove

Page Break

☐ NO

 Filter

 Sort

 Design