LWGA Pairings Guide

Scope of Work

- These responsibilities apply to the normal weekly tournaments only
- Major tournaments will be handled by the club personnel:
  - Member/member
  - Together for a Cure
  - Club Championships
  - Red, White, & Blue
  - Bouchillon

High-level Timeline

- **Thursday/Friday** – Club personnel will download the roster from the LWGA registrations and will set up the initial pairings

- **Friday afternoon** – Volunteer picks up paperwork and scorecards from Club Office

- **Friday afternoon through Sunday afternoon** – volunteer checks the cancellation and wait list periodically and sends emails

- **Monday late afternoon** – Volunteer adjusts final pairings and updates scorecards and paperwork

- **Tuesday morning** – Volunteer drops off paperwork and scorecards at the golf course

Detailed Instructions

Friday Late Afternoon

- Pick up paperwork/scorecards from Landings Club Office

- Address: 71 Green Island Road

- Enter via back door, first hallway on the right, at the end of the hallway the paperwork and scorecards will be in a bin next to the printer

- Paperwork will include at least one copy of each:
  - Scorecards
  - Flighted players list
  - Starters Report

Friday through Monday

- Periodically, log on to the LWGA website to review:
  - LWGA.net > Admin > View Wait List
  - LWGA.net > Admin > View Cancellations
- When a name appears on the wait list, review the Starters Report for teams that have an empty spot where the wait listed person could "fit in". Consider cancellations as open spots.
  - Look for openings in or around the flight where her handicap would place her.
  - For Skidaway and Island players, look for availability in the Skidaway and Island flight(s).
  - Notify the person asap that there will be a spot for her
- Wait list players should be given precedence in the order that they signed up (Entry Date is listed in the report)

Monday Late Afternoon

- It is advantageous to do the pairings responsibilities as late as possible on Monday afternoon to minimize having to re-adjust the pairings due to very late cancellations

- Log onto LWGA.net > Administration > View Wait List and make note of everyone on the wait list, their tee selection, their handicap, and the order in which they entered their request

- Log onto LWGA.net > Administration > View Cancellations and make note of the cancellations
  - Note: you must reload or refresh your screen to get the latest names for the two lists above!

Monday Late Afternoon (cont.)

- Working with the Starter's Report and the Flight List Report, plan your adjustments to the pairings. Note: It is recommended to do this with paper and pencil before making changes in the system.

  1. Cross out cancelled players on both reports

  2. Pencil-in wait list players on both reports

  3. Pencil-in blinds on both reports

Monday Late Afternoon (cont.)

- Choosing a blind:
  - Log onto LWGA.net > Administration > View Blinds History so that you can avoid using a player who was a blind in recent weeks (2 or 3 months back)
  - Choose blinds from within the same flight (the paper flight list report is very useful for this)
  - If you are replacing a cancelled player with a blind, choose someone with the same or similar handicap
  - If you are adding a blind to a threesome, try to choose someone who will somewhat "balance" the team's handicaps

Monday Late Afternoon (cont.)

- After adjustments are done on paper, follow the Golf Genius instructions in the next section of this guide.
- Note that the instructions are presented in a logical order and should be followed as such for the most efficient experience.
- Instructions include these five parts:
    - Signing on to Golf Genius as an administrator
    - Removing cancelled players
    - Adding waitlisted players to roster, flights, and teams
    - Assigning blinds
    - Updating tee preference
    - Re-printing the reports (if necessary)
- After you make the adjustments in Golf Genius, follow the instructions on the last few pages of this guide for updating the scorecards and sending emails

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www.golfgenius.com

Sign in

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Less Work.
More Fun.
More Revenue.

Golf Genius Software powers tournament management at thousands of private clubs, public courses, resorts, and golf associations all over the world.

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Contact the Golf Genius Chair for email and password.

Click LWGA Events (note: this may default to LWGA Events)

Click the Event you wish to edit

To remove the players who canceled, select **GOLFERS**

Select **Event Roster**

EVENT   GOLFERS   CALENDAR   ROUNDS   APPS

NAVIGATOR • Customer Center • My account
System Status: Normal

The Landings Club   LWGA MAR 15 - ABCD Scrambl... Dashboard

EVENT ROSTER STATS

Players	93 / 104
Waitlisted	0
No Email Address	0

COMMUNICATION CENTER

Manage Emails

Email Configuration

Manage Text Messages

Event Contact List ⓘ

ROSTER MANAGEMENT

Event Roster

Import Golfers from GHIN / Other

Manually Add Golfers to Roster

Upload Roster from Spreadsheet

Download Roster to Spreadsheet

Manage Waitlist

DIVISION MANAGEMENT

Event Divisions / Flights / Teams

Print Divisions / Flights / Teams Report

MANAGE HANDICAP INDEXES

Access GHIN to Update Handicap Indexes ⓘ

Update Handicaps from Spreadsheet

MULTI-ROUND ANALYSIS

Players Times Together Analysis

Tee Time Analysis

Player Course Analysis

Player / Rounds Analysis

Hole by Hole Course Statistics

Export Event Scores

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Select the drop-down arrow next to the player who cancelled.
Select **Delete**

Note: you can alphabetically sort by
clicking the column header "Handle"

Select **Yes, Remove from All Rounds**

Should this player be also removed from pairings?

Yes, Remove from All Rounds   Do Not Remove from Pairings

To add new players from the Wait List, select **GOLFERS**

Select **Import Golfers from GHIN / Other**

Golf Genius
CLUB PREMIUM

EVENT   **GOLFERS**   CALENDAR   ROUNDS   APPS

NAVIGATOR • Customer Center • My account
System Status: Normal

The Landings Club   LWGA MAR 15 - ABCD Scrambl... Dashboard

EVENT ROSTER STATS

Players	93 / 104
Waitlisted	0
No Email Address	0

COMMUNICATION CENTER

Manage Emails

Email Configuration

Manage Text Messages

Event Contact List ⓘ

ROSTER MANAGEMENT

Event Roster

Import Golfers from GHIN / Other

Manually Add Golfers to Roster

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Players Times Together Analysis

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Player / Rounds Analysis

Hole by Hole Course Statistics

Export Event Scores

Select **My GHIN Roster** to add a player

Enter at least the Last Name, click Search, and then click Add.

To add a new player to a flight:
select **Event Divisions / Flights / Teams**

Select **Manage Flighted Golfers** to add a new player to a flight.

Select **Edit Membership** for the correct flight to add a new player

Click an **Available Golfer** to add the player to a flight

then click **SAVE**

For additional flight changes, click the drop-down **Change Flight** list to select a different flight, and repeat the process described on the previous slide.

Now select **ROUNDS**

Select **Edit Existing Pairings**
This is where you will add new players to teams, confirm tee boxes and assign blinds.

To add players:
1) Select **Add Players**
2) Select the player from the drop-down menu.

3) **Click on the empty slot** to assign the new player to a team.
4) Click **Save Pairings**.

Confirm the tee assigned to the player. To view the tee selection assigned to a player, hover your pointer over the player's name (computer) or click on a person's name (iPad), and a pop-up box will be displayed.

USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT   GOLFERS   CALENDAR   ROUNDS   APPS

NAVIGATOR • Customer Center • My account ▼

System Status: Normal ●

The Landings Club › LWGA MAR 30 - 1 BB 4's, 2 ... Dashboard › Round 1 › **Pairings**

Additional Information   Show ○ GGIDs ⓘ   ○ Total Index   ● Neither

#					Time	Hole	Course
1.	May, Karen	Garcia, Renee	Bradford, Reggie	McGirr, Nancy	8:26 AM	1	Deer Creek - Deer Creek
2.	Early, Nancy		Hatcher, Leslie	Eleczko, Barb	8:34 AM	1	Deer Creek - Deer Creek
3.	Lombard, Beverley		Koch, Pat	O'Heaney, Anne	8:42 AM	1	Deer Creek - Deer Creek
4.	Souls, Sue		Doggett, Suzanne	Bilik, Gerry	8:42 AM	10	Deer Creek - Deer Creek
5.	Decker, Sue	Ray, Patty	Pitts, Ellen	Edwards, Virginia	8:50 AM	1	Deer Creek - Deer Creek
6.	Allen, Tina	Wilson, Deborah	Baldacci, Judy	Waite, Janet	8:50 AM	10	Deer Creek - Deer Creek
7.	Drago, Linda	McReynolds, Mary	McElreath, Vicki	Patel, Shila	8:58 AM	1	Deer Creek - Deer Creek
8.	Bumsted, Susie	Hough, Martha	Gooden, Lisa	Wood, Noreen	8:58 AM	10	Deer Creek - Deer Creek
9.	Pekarski, Debra	Higbee, Ann	Redding, Lori	Diamond, Mimi	9:06 AM	1	Deer Creek - Deer Creek
10.	Fitzgerald, Leslie	Weber, Barbara	Allen, Nannette	Hayes, Karen	9:06 AM	10	Deer Creek - Skidaway
11.	DeMartino, Liz	Blachere, Eva	O'Neill, Karen	Stanga, Nina	9:14 AM	1	Deer Creek - Deer Creek
12.	Heleva, Patti	Cunningham, Maryce	Gardberg, Susan	Goldstein, Reggie	9:14 AM	10	Deer Creek - Skidaway
13.	Brunton, Janice	Lauback, Barb	Thompson, Penny	McGirr, Marybeth	9:22 AM	1	Deer Creek - Deer Creek
14.	Maier, Mary	[Weber, Barbara]	Hoover, Jayne	Felkins, Andrea	9:22 AM	10	Deer Creek - Skidaway
15.	Marino, Victoria	Jones, Chris	Schwickrath, Marji	Altman, Cindy	9:30 AM	1	Deer Creek - Deer Creek
16.	Probst, Judy	McCracken, Je	Taylor, Bonnie	Lavish, Johanna	9:30 AM	10	Deer Creek - Skidaway

Ray, Patty
Index: 11.6

Deer Creek - Deer Creek - All 18
Rating: 69.5
Slope: 123

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

HELP?

Manual adjustments as of 30 March, 5:24pm by LWGA Admin.

Sort Pairings by... ▲   Save Pairings

If you need to change the tee of the players you just added, or if you receive a special request to modify a tee selection:
1) Click **Set Course & Tee**
2) Click the **player's name**

2.	Early, Nancy	Knoblach, Lauren	Hatcher, Leslie	Eleczko, Barb	8:34 AM	1	Deer Creek - Deer Creek
3.	Lombard, Beverley	Sellick, Karen	Koch, Pat	O'Heaney, Anne	8:42 AM	1	Deer Creek - Deer Creek
4.	Souls, Sue	Banuski, Lisa	Doggett, Suzanne	Bilik, Gerry	8:42 AM	10	Deer Creek - Deer Creek
5.	Decker, Sue	Ray, Patty	Pitts, Ellen	Edwards, Virginia	8:50 AM	1	Deer Creek - Deer Creek
6.	Allen, Tina	Wilson, Deborah	Baldacci, Judy	Waite, Janet	8:50 AM	10	Deer Creek - Deer Creek
7.	Drago, Linda	McReynolds, Mary	McElreath, Vicki	Patel, Shila	8:58 AM	1	Deer Creek - Deer Creek
8.	Bumsted, Susie	Hough, Martha	Gooden, Lisa	Wood, Noreen	8:58 AM	10	Deer Creek - Deer Creek
9.	Pekarski, Debra	Higbee, Ann	Redding, Lori	Diamond, Mimi	9:06 AM	1	Deer Creek - Deer Creek
10.	Fitzgerald, Leslie	Weber, Barbara	Allen, Nannette	Hayes, Karen	9:06 AM	10	Deer Creek - Skidaway
11.	DeMartino, Liz	Blachere, Eva	O'Neill, Karen	Stanga, Nina	9:14 AM	1	Deer Creek - Deer Creek
12.	Heleva, Patti	Cunningham, Maryce	Gardberg, Susan	Goldstein, Reggie	9:14 AM	10	Deer Creek - Skidaway
13.	Brunton, Janice	Lauback, Barb	Thompson, Penny	McGirr, Marybeth	9:22 AM	1	Deer Creek - Deer Creek
14.	Maier, Mary	[Weber, Barbara]	Hoover, Jayne	Felkins, Andrea	9:22 AM	10	Deer Creek - Skidaway
15.	Marino, Victoria	Jones, Chris	Schwickrath, Marji	Altman, Cindy	9:30 AM	1	Deer Creek - Deer Creek
16.	Probst, Judy	McCracken, Je	Taylor, Bonnie	Lavish, Johanna	9:30 AM	10	Deer Creek - Skidaway

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

1. Select a course and tee, and front / back / 18 holes.

2. Identify golfers to whom this applies. Click on individual golfers, or highlight a region such as a set of pairing groups by clicking top left player and shift click on player on bottom right. All players in selected region will be highlighted.

3. Optionally, use the gender, tee, division or flight filtering to select golfers that match that criteria

4. Click go.

Deer Creek - Default Tees   All 18

Select All Players / Unselect All Players

Cancel   Go   Clear Rows

powered by **Golf Genius**

Manual adjustments as of 30 March, 5:24pm by LWGA Admin.

Sort Pairings by...   Save Pairings

Now assign a tee to the players you just added:
3) Select the appropriate tee on the **tee list**
4) Click **Go**   5) Click **Save Pairings**

2.	Early, Nancy	Knoblach, Lauren	Hatcher, Leslie	Eleczko, Barb	8:34 AM	1	Deer Creek - Deer Creek
3.	Lombard, Beverley	Sellick, Karen	Koch, Pat	O'Heaney, Anne	8:42 AM	1	Deer Creek - Deer Creek
4.	Souls, Sue	Banuski, Lisa	Doggett, Suzanne	Bilik, Gerry	8:42 AM	10	Deer Creek - Deer Creek
5.	Decker, Sue	Ray, Patty	Pitts, Ellen	Edwards, Virginia	8:50 AM	1	Deer Creek - Deer Creek
6.	Allen, Tina	Wilson, Deborah	Baldacci, Judy	Waite, Janet	8:50 AM	10	Deer Creek - Deer Creek
7.	Drago, Linda	McReynolds, Mary	McElreath, Vicki	Patel, Shila	8:58 AM	1	Deer Creek - Deer Creek
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9.	Pekarski, Debra	Higbee, Ann	Redding, Lori	Diamond, Mimi	9:06 AM	1	Deer Creek - Deer Creek
10.	Fitzgerald, Leslie	Weber, Barbara	Allen, Nannette	Hayes, Karen	9:06 AM	10	Deer Creek - Skidaway
11.	DeMartino, Liz	Blachere, Eva	O'Neill, Karen	Stanga, Nina	9:14 AM	1	Deer Creek - Deer Creek
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16.	Probst, Judy	McCracken, Je	Taylor, Bonnie	Lavish, Johanna	9:30 AM	10	Deer Creek - Skidaway

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

1. Select a course and tee, and front / back / 18 holes.

Deer Creek - Default Tees   All 18

2. Identify golfers to whom this applies. Click on individual golfers, or highlight a region such as a set of pairing groups by clicking top left player and shift click on player on bottom right. All players in selected region will be highlighted.

Select All Players / Unselect All Players

3. Optionally, use the gender, tee, division or flight filtering to select golfers that match that criteria

Cancel   Go   Clear Rows

4. Click go.

powered by **Golf Genius**

Manual adjustments as of 30 March, 5:24pm by LWGA Admin.   Sort Pairings by... ▲   Save Pairings

To add a blind: click **Add Blinds**

USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT   GOLFERS   CALENDAR   **ROUNDS**   APPS

NAVIGATOR • Customer Center • My Account ▾

System Status: Normal ●

The Landings Club › LWGA JUNE 23 - 1 BB › Round 1 › **Pairings**

Flights: 1 = Skidaway 1   2 = Skidaway 2   3 = Flight 5   4 = Flight 1   5 = Flight 2   6 = Flight 3   7 = Flight 4

Additional Information   **Show** ○ GGIDs ⓘ   ○ Total Index   ● Neither

#							
1.	Fitzgerald, Leslie	Blaney, Milda	Gooden, Lisa	Hayes, Karen	1	8:02 AM	1	Magnolia - Skidaway
2.	Cunningham, Maryce	Maier, Mary	Willis, Peggy	Allen, Nannette	1	8:02 AM	10	Magnolia - Skidaway
3.	Weber, Barbara	Hoover, Jayne	Goldstein, Reggie	Pillets, Joyce Ann	1	8:10 AM	1	Magnolia - Skidaway
4.	Towson, Peggy	Brasher, Jackie	Fritz, Mary	Painter, Susan	2	8:10 AM	10	Magnolia - Skidaway
5.	Taylor, Bonnie	Schmidt, Carol	Michna, Carole	Walters, Mavis	2	8:18 AM	1	Magnolia - Skidaway
6.	Schilly, Margaret	Potts, Trish	Green, Chris	Murphy, Barbara	2	8:18 AM	10	Magnolia - Skidaway
7.	Haberkorn, Susanne	Eckburg, Judy	Lieb, Nancy	Elliman, Stephanie	3	8:26 AM	1	Magnolia - Magnolia
8.	Hough, Martha	Reinhard, Jane	Wilson, Deborah	Beaudreault, Terry	3	8:26 AM	10	Magnolia - Magnolia
9.	Small, Patricia	Bowen, Carol	Baldacci, Judy	Bumsted, Susie	3	8:34 AM	1	Magnolia - Magnolia
10.	Garcia, Renee	Knoblach, Lauren	Decker, Sue	McDermott, Marilyn	4	8:34 AM	10	Magnolia - Magnolia
11.	Ramey, Barbara	Sellick, Karen	Koch, Pat	Edwards, Virginia	4	8:42 AM	1	Magnolia - Magnolia

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

Manual adjustments as of 18 June, 9:55am by Ellen Jacobs.   Sort Pairings by... ▾   Save Pairings

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Select the blind from the drop down list of players that appears

Click the empty spot in the pairings where you need a blind
Then click **Save Pairings**

WARNING: If a blind is in the first spot (i.e. first column) of the team, you must swap her with another player.
1. Click **Swap Players**.

2. **Click the blind** and **click another player** on the team. You will see them automatically switch places.

3. Click **Save Pairings**.

11.	DeMartino, Liz	Blachere, Eva	O'Neill, Karen	Stanga, Nina	9:14 AM	1	Deer Creek - Deer Creek
12.	Heleva, Patti	Cunningham, Maryce	Gardberg, Susan	Goldstein, Reggie	9:14 AM	10	Deer Creek - Skidaway
13.	Brunton, Janice	Lauback, Barb	Thompson, Penny	McGirr, Marybeth	9:22 AM	1	Deer Creek - Deer Creek
14.	Maier, Mary	[Weber, Barbara]	Hoover, Jayne	Felkins, Andrea	9:22 AM	10	Deer Creek - Skidaway
15.	Marino, Victoria	Jones, Chris	Schwickrath, Marji	Altman, Cindy	9:30 AM	1	Deer Creek - Deer Creek
16.	Probst, Judy	McCracken, Je	Taylor, Bonnie	Lavish, Johanna	9:30 AM	10	Deer Creek - Skidaway
17.	Ernest, Carolyn	Taylor, Holly	Haggerty, Vicky	Leecock, Debbie	9:38 AM	1	Deer Creek - Deer Creek
18.	Blaney, Milda	Murphy, Barbara	Potts, Trish	Michna, Carole	9:38 AM	10	Deer Creek - Skidaway
19.	[Ernest, Carolyn]	Casey, Jean	Luce, Meredith	Miller, Peggy	9:46 AM	1	Deer Creek - Deer Creek
20.	Sandberg, Maggie	Gebele, Laura	Ault, Jane	Wilson, Christine	9:54 AM	1	Deer Creek - Deer Creek

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

HELP

Click on two players to swap them.

Cancel

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Manual adjustments as of 30 March, 5:24pm by LWGA Admin.

Sort Pairings by... ▲   Save Pairings

Monday Late Afternoon (cont.)

- One final sanity check on your work:
  - Log onto Golf Genius on your smartphone with any GGID
  - On the menu, select Leaderboard
  - Confirm that you can see all of the team changes that you just made
- Paperwork
  - If there were a lot of changes and you feel that the paperwork is too messy, you can print another copy (if you own a printer)
  - See next slides for Golf Genius report printing instructions

Select **ROUNDS**

Select **Report Center**

Select **LWGA Reports**

☆ a My Reports - Tee Sheets	Actions ▾
☆ Basic Reports	
☆ Basic Spreadsheets	
☆ H&W Champ	Actions ▾
☆ KFT SGC	Actions ▾
☆ L9GA Reports	Actions ▾
☆ LMGA Reports	Actions ▾
☆ LWGA Reports	Actions ▾
☆ LWGA Reports old	Actions ▾
☆ LWGA Statistics	Actions ▾
☆ My Reports - 9-hole Scorecards	Actions ▾
☆ Page Composer	
☆ Report Composer	
☆ Scorecards	Actions ▾
☆ Spreadsheet Composer	

HELP ?

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The "LWGA TEE SHEET" is needed for check-in.

Note: The collection of reports is constantly in flux. Simply look at the picture of the report to see if it is the one that you want.

- If you are using a mobile device, touch the report you want to print and select the **Print** button.
- If you are on a computer, hover the pointer over the report and select the Print button.

A couple of pop-up windows will appear. Do not change any settings.

Click **Next**.

▼ Optionally, adjust page margins

Adjust page top margin:

0.0 inch ⬍

Cancel   Next

Click **Print Anyway**.

The report is using dynamic fields. The dynamic fields are linked to tournaments and rounds. To use this report with different settings, please change the correspondences below.

Dynamic Field	Usage	Configuration	Ignore?
Hole Other Players In Group And other 1 field ⓘ	Print for each Player	Round 1 (Tue, February 16) ⬍	☐
P1 Handicap	Print for each Player	Round 1 (Tue, February 16) ⬍ 1 BB ODD, 2 BB EVEN ⬍	☐

Warning: This round does not include **Players**. The printed report could skip essential information. If the report is blank, please set up **Players**.

Cancel

Print Anyway

Click **Download PDF**

The report will display on your device/computer in a printable format.

Monday Late Afternoon (cont.)

1. Print the report to your printer.

2. Also save an electronic copy of the PDF tee sheet to your computer. This will be attached to the email that you will send to the players. It is a good idea to save it with a file name that identifies is such as "LWGA Tee Sheet – November 20.pdf"

3. Send the tee sheet to the Roster using the Golf Genius email functionality as described on the next slides.

To send emails, select **GOLFERS**

Golf Genius CLUB PREMIUM

EVENT **GOLFERS** CALENDAR ROUNDS APPS

NAVIGATOR • Customer Center • My account ▼
System Status: Normal ●

The Landings Club › LWGA MAR 15 - ABCD Scrambl... Dashboard

EVENT ROSTER STATS

Players	93 / 104
Waitlisted	0
No Email Address	0

COMMUNICATION CENTER

Manage Emails

Email Configuration

Manage Text Messages

Event Contact List ⓘ

ROSTER MANAGEMENT

Event Roster

Import Golfers from GHIN / Other

Manually Add Golfers to Roster

Upload Roster from Spreadsheet

Download Roster to Spreadsheet

Manage Waitlist

DIVISION MANAGEMENT

Event Divisions / Flights / Teams

Print Divisions / Flights / Teams Report

MANAGE HANDICAP INDEXES

Access GHIN to Update Handicap Indexes ⓘ

Update Handicaps from Spreadsheet

MULTI-ROUND ANALYSIS

Players Times Together Analysis

Tee Time Analysis

Player Course Analysis

Player / Rounds Analysis

Hole by Hole Course Statistics

Export Event Scores

Select **Manage Emails**

EVENT   GOLFERS   CALENDAR   ROUNDS   APPS

NAVIGATOR • Customer Center • My account ▾
System Status: Normal ●

The Landings Club › LWGA MAR 15 - ABCD Scrambl... Dashboard

EVENT ROSTER STATS

Players   93 / 104
Waitlisted   0
No Email Address   0

COMMUNICATION CENTER

Manage Emails
Email Configuration
Manage Text Messages
Event Contact List ⓘ

ROSTER MANAGEMENT

Event Roster
Import Golfers from GHIN / Other
Manually Add Golfers to Roster
Upload Roster from Spreadsheet
Download Roster to Spreadsheet
Manage Waitlist

DIVISION MANAGEMENT

Event Divisions / Flights / Teams
Print Divisions / Flights / Teams Report

MANAGE HANDICAP INDEXES

Access GHIN to Update Handicap Indexes ⓘ
Update Handicaps from Spreadsheet

MULTI-ROUND ANALYSIS

Players Times Together Analysis
Tee Time Analysis
Player Course Analysis
Player / Rounds Analysis
Hole by Hole Course Statistics
Export Event Scores

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Find the "LWGA Updated Tee Sheet" template, and then select
New Email From Template

Select **All Golfers**. Note: You can also send emails to individual golfers by selecting "Specific Golfers".

Select the **BCC Manager** who will be assisting you that day.

Golf Genius
TM CLUB PREMIUM

EVENT   **GOLFERS**   CALENDAR   ROUNDS   APPS

NAVIGATOR • Customer Center • My account ▾
System Status: Normal 🟢

The Landings Club › LWGA JAN 3 - 1BB GROSS & 1... Dashboard › Golfers › Email Center › Edit Email

Send Emails to

◯ None   🔘 All Golfers ⓘ   ◯ Specific Golfers...   ◯ Select by...

CC Emails
Specify one or more fields that contain other email addresses to CC to the golfer email.

None ▲▼

BCC Managers ⓘ   Check All / Uncheck All

☐ Andrew Ward ⓘ   ☑ Brian Stefan ⓘ   ☐ Eric Mitchell ⓘ   ☐ Gina Hunt ⓘ
☐ Joey Tilton ⓘ   ☐ LWGA Communication ⓘ   ☐ Spencer Scheeler ⓘ

Reply-To ⓘ

LWGA Communication ▾

Add other email addresses
The emails must be comma separated.

H
E
L
P
⊘

Update the date in the **Subject**.

Update the **Message**.

Subject

LWGA [date] - Updated Tee Sheet

Message

Dear %first_name%,

Please see the attachment for this week's updated tee sheet.

[Insert any other notes here if requested by other board or committee members such as lunch buffet reminders, picking up after net bogey, preferred lies, etc.]

Visit www.LWGA.net/get-help for additional information/answers.

[your name]

Restore auto-saved text

Fields ⓘ

Search...

Handle | Handle Uppercase | First Name | First Name Uppercase | First Name Initial
First Name Remainder | Last Name | Last Name Uppercase | Last Name Initial
Last Name Remainder | Email

Affiliation | Date of Birth | Gender | Registration Member or Guest | Team Id
Entry Number | Pro or Amateur | Riding / Walking / Caddie | address1 | address2
Are You A Walker? | Cart or Walking? | Cell Phone | Choose Tee | city | Flight
GHIN Active | Golf Hub Encrypted Id | local | Member Number | member type
Membership Status | Membership Type | middle name | Riding or Walking
service name | state | Tee Selection | zip | City, State or Country
City, State (AP) or Country | City, State (ISO) or Country

Attachment(s)

Choose Files

HELP ⓘ

To attach the updated tee sheet which you saved to your computer in an earlier slide, click **Choose Files**.
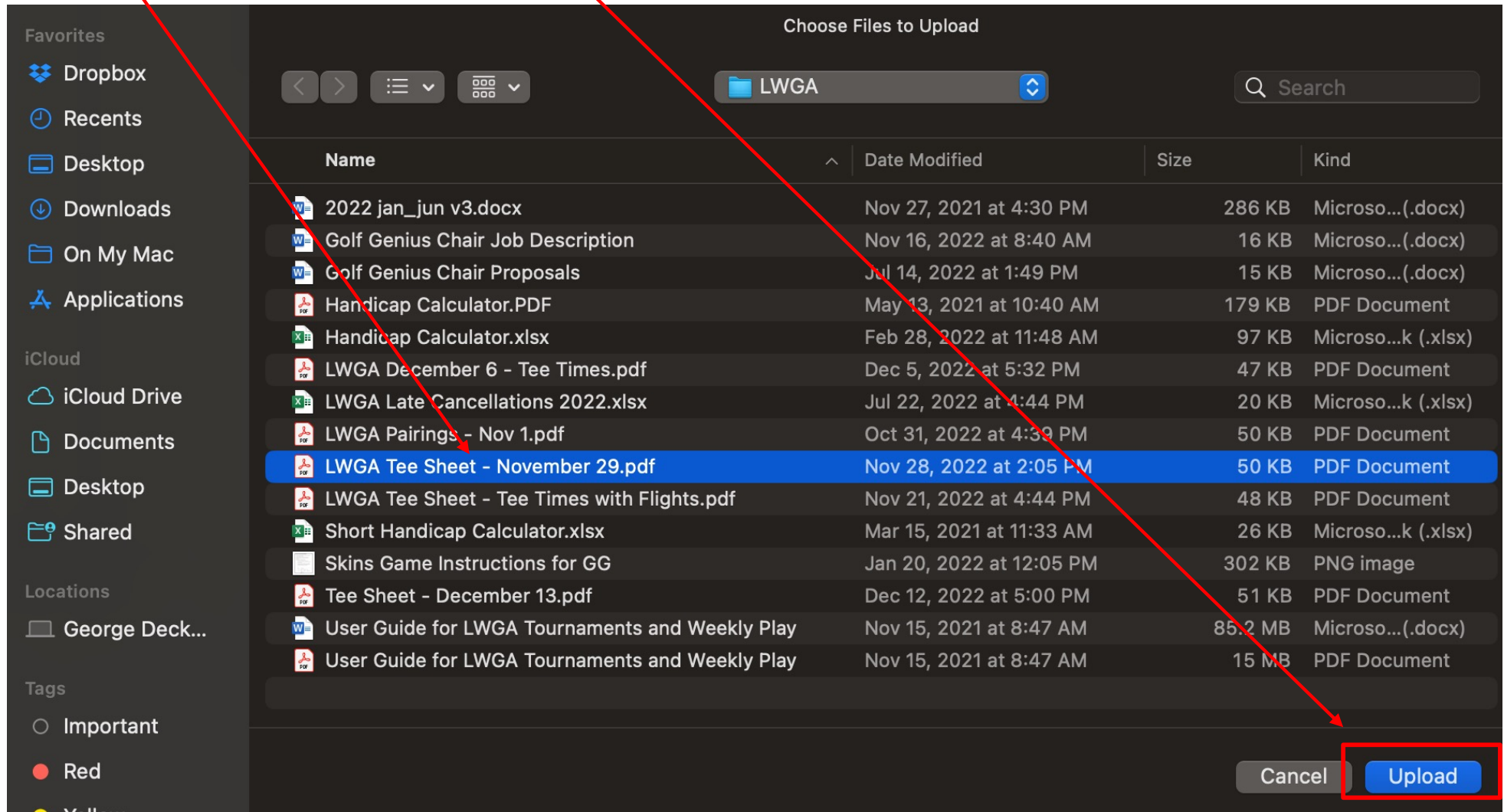
In the next window, click **Choose File**.

Drag files here
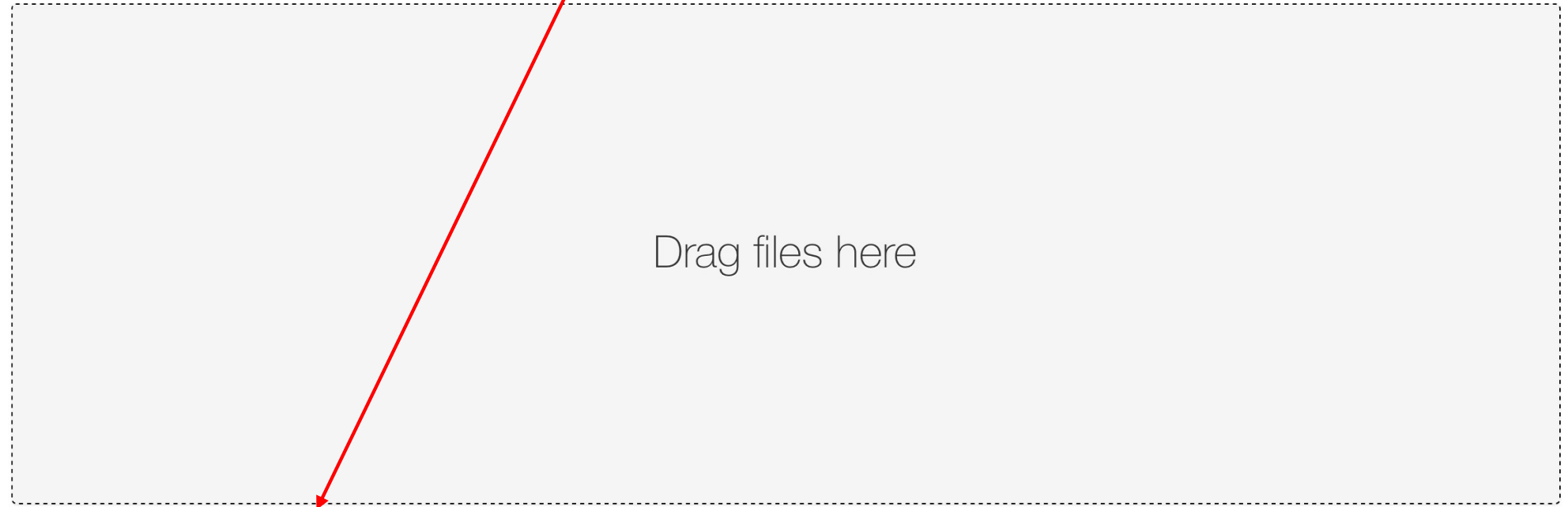
OR Select one file: Choose File

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On a computer, you will be presented with the file manager which will look different depending on your technology. Select the file that you saved earlier, and then select **Upload**.

You should see the attachment listed. Click **Send**.

Monday Late Afternoon (cont.)

- Scorecard updates – you should do this last after all Golf Genius updates are completed

  – Use whiteout to cover cancelled player's name and initials

  – Write in new player's name & tee (first page of the scorecard) and initials (on the second page of the scorecard)

  – Update the handicap number and strokes for the new player if necessary (note that handicaps for newly added players can be seen on the reprinted LWGA Tee Sheet report as described on the previous slides)

  – For players who requested a tee change, update the handicap number and strokes

  – Write "BLIND" on the scorecards where you added blinds. It not necessary to add the strokes for the blinds since they will not use that scorecard.

  – Confirm that the game description on the back of the card is correct.

Tuesday Morning

- At least 45 minutes prior to the first tee time:
  - Deliver the <u>updated</u> Starters Report and scorecards to the golf course
  - You may choose to check-in the players, or hand this off to the club person in attendance, LWGA Golf Genius Chair, or LWGA Tournament Chair.