



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

Sign onto
www.golfgenius.com

Sign in



[Golf Shop](#) [Pricing](#) [Company](#) [Resources](#) [Contact Us](#)

[Sign in](#)

[Contactless Golf](#) [Who We Serve](#) [What We Do](#) [International](#) [Partners](#) [Testimonials](#)

**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.

Contact the Golf Genius Chair for email and password.



[Golf Shop](#) [Pricing](#) [Company](#) [Resources](#) [Contact Us](#) [Sign in](#)
[What We Do](#) [International](#) [Partners](#) [Testimonials](#)

The logo for Golf Genius TMS, featuring a stylized golf ball on a tee next to the text "Golf Genius TMS".

OR

☐ Keep Me Signed In ☐ Show Password

[Sign In](#)

[Forgot your password?](#)

[Didn't receive confirmation email?](#)

**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.

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

The screenshot displays the 'Golf Genius CLUB PREMIUM' interface. The top navigation bar includes links for 'EVENTS, LEAGUES & TRIPS' (highlighted), 'MASTER ROSTER', 'CUSTOMER SETTINGS', 'DIRECTORIES & REGISTRATION', 'SEASON MANAGEMENT', and 'PAYMENTS CENTER'. A 'NAVIGATOR' section shows 'My account' and 'System Status: Normal'.

The main content area is titled 'The Landings Club' and 'Events, Leagues & Trips'. It features three primary action buttons: 'Quick Event Setup' (Click to create one round, one course event), 'Create an Event / League / Trip' (Click to create a new event, league, or trip from scratch), and 'Clone an Event / League / Trip' (Click to start from a previous event, league, or trip).

Below these buttons is a search bar and a filter section. The filter section includes dropdowns for 'Season' (All), 'Category' (All), 'Filter Events' (All), and 'Sort By' (Start Date). A 'Text' label is visible next to the 'Filter Events' dropdown.

The left sidebar lists various event categories with counts: 'Club Events • 10', 'LWGA Events • 20' (highlighted with a red box and a red arrow), 'L9GA Events • 14', 'LMGA Events • 41' (with 'Edit' and 'Remove' links), 'Outings • 2', 'Events, Leagues, and Trips • 2', and 'Archived • 581'.

A vertical 'HELP' button is located on the right side of the sidebar.

Click the Event you wish to edit

[EVENTS, LEAGUES & TRIPS](#)
[MASTER ROSTER](#)
[CUSTOMER SETTINGS](#)
[DIRECTORIES & REGISTRATION](#)
[SEASON MANAGEMENT](#)
[PAYMENTS CENTER](#)

NAVIGATOR • [My account](#)

System Status: Normal

[The Landings Club](#)
[Events, Leagues & Trips](#)

Quick Event Setup
[Click to create one round, one course event](#)

Create an Event / League / Trip
[Click to create a new event, league, or trip from scratch](#)

Clone an Event / League / Trip
[Click to start from a previous event, league, or trip](#)

Last Visited Event: [LWGA MAR 29 - 1BB Gross + 1BB Net](#)

Search...

Season
All

Category
All

Filter Events
Text
All

Sort By
Start Date

1/9

Club Events • 10 • [Edit](#) • [Remove](#)

LWGA Events • 20

LWGA APR 26 - 1BB or More	TLC	Apr 26, 2022	31 confirmed	Open, closes Apr 21, 2022 12:00 PM ⓘ	
LWGA APR 19 - 2BB Front / 1BB Back	TLC	Apr 19, 2022	43 confirmed	Open, closes Apr 14, 2022 12:00 PM ⓘ	
LWGA APR 12 - 1BB	TLC	Apr 12, 2022	57 confirmed	Open, closes Apr 07, 2022 12:00 PM ⓘ	
LWGA APR 5 - 1BB Hcp holes 1-9 / 2BB Hcp holes 10-18	TLC	Apr 5, 2022	57 confirmed	Open, closes Apr 07, 2022 12:00 PM ⓘ	
LWGA MAR 29 - 1BB Gross + 1BB Net	TLC	Mar 29, 2022	82 confirmed	Closed	
LWGA "RHINESTONE COWGIRL" MEMBER-MEMBER - MARCH 22-23	TLC	Mar 22, 2022	144 confirmed	Closed	

HELP ⓘ

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

Golf Genius :: LWGA FOR TESTING PURPOSES ONLY

https://www.golfgenius.com/leagues/6450629036519319385

USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT **GOLFERS** CALENDAR ROUNDS APPS

NAVIGATOR • Dashboard • My Account

System Status: Normal

The Landings Club > LWGA FOR TESTING PURPOSES ONLY > Event > Event Dashboard

Event Startup Wizard

Player Roster

There are 88 golfers in the player roster

All golfers have Handicap Indexes

Manage Player Roster

Event Calendar

1 round in total = 1 upcoming

Manage Event Calendar

Event Profile

Playing in threesomes or twosomes? Is this a 9 hole event? This and much more can be customized in the event profile.

Edit Event Profile

Getting Started

Some golfers like to watch the movie, some like to read the book. Ok, have it your way. Here are a couple great videos to get you started.

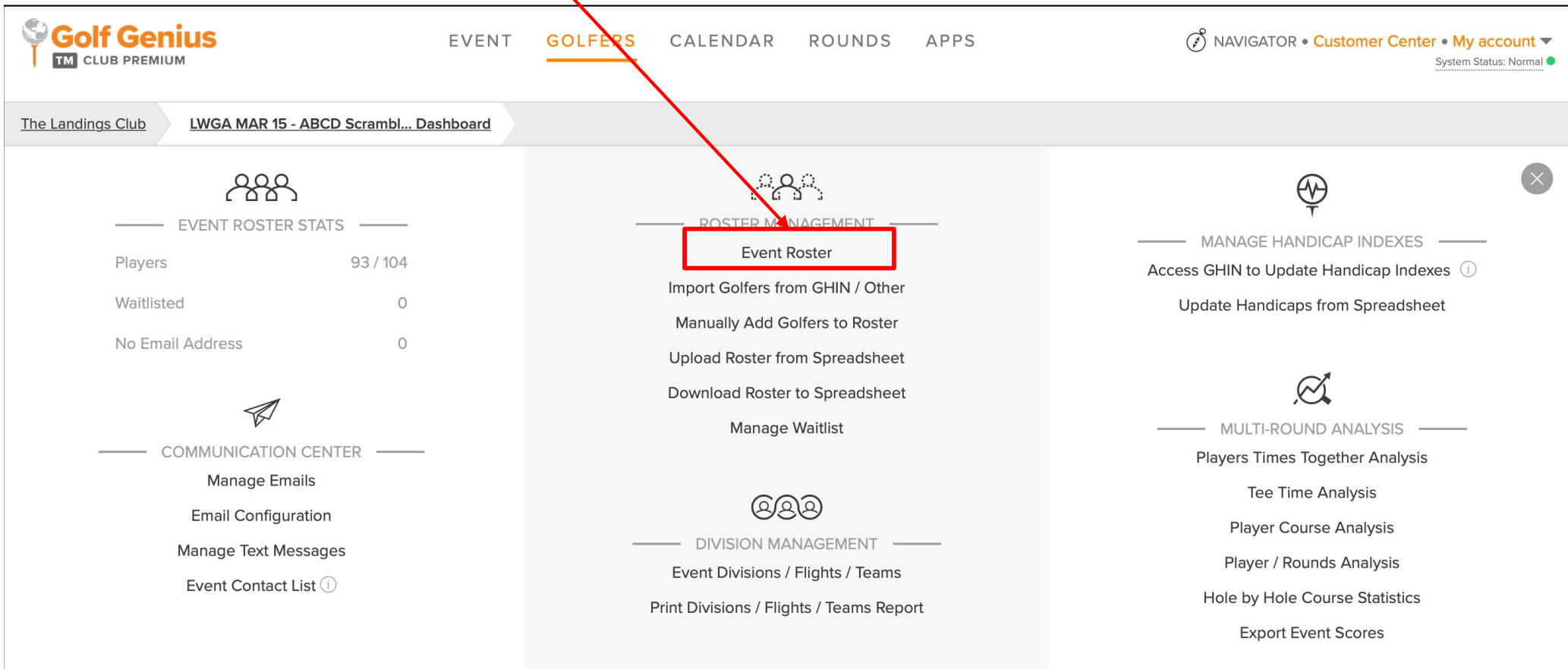
Golf Genius Setup: Rounds

Golf Genius Setup: Event Portal

If you prefer, try the articles below on getting started with your golf genius.

HELP

Select **Event Roster**



The screenshot displays the Golf Genius Club Premium dashboard for 'The Landings Club'. The top navigation bar includes links for EVENT, **GOLFERS**, CALENDAR, ROUNDS, and APPS. On the right, there are links for NAVIGATOR, Customer Center, and My account, along with a System Status indicator showing 'Normal'. The main dashboard area is divided into three columns. The left column, titled 'EVENT ROSTER STATS', shows 93 players out of 104, with 0 waitlisted and 0 without email addresses. Below this is the 'COMMUNICATION CENTER' with links for Manage Emails, Email Configuration, Manage Text Messages, and Event Contact List. The middle column, titled 'ROSTER MANAGEMENT', contains a red-bordered box around the 'Event Roster' link, with other options like Import Golfers from GHIN, Manually Add Golfers to Roster, Upload Roster from Spreadsheet, Download Roster to Spreadsheet, and Manage Waitlist. Below this is the 'DIVISION MANAGEMENT' section with links for Event Divisions / Flights / Teams and Print Divisions / Flights / Teams Report. The right column, titled 'MANAGE HANDICAP INDEXES', provides access to GHIN for updating handicaps and an option to update handicaps from a spreadsheet. Below this is the 'MULTI-ROUND ANALYSIS' section with links for Players Times Together Analysis, Tee Time Analysis, Player Course Analysis, Player / Rounds Analysis, Hole by Hole Course Statistics, and Export Event Scores. A red arrow from the 'Select Event Roster' text points to the 'Event Roster' link in the Roster Management section.

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

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

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 | Golfers | Event Roster

93 golfers Include: ▼ Search...

Actions	Entry #	Handle	H.I.	Choose Tee	Are You A Walker?
▼	50	Allen, Nannette	29.6	Skidaway Tees	No
▼	30	Allen, Tina	26.4	Course Tees	Yes
▼	81	Altman, Cindy	19.1	Course Tees	Yes
▼	90	Anderson, Libba	17.3	Course Tees	No
▼	86	Arb, Joni	21.4	Island Tees	No
▼	87	Ault, Jane	24.4	Course Tees	No
▼	23	Belanger, Hope	29.7	Course Tees	Yes
▲	16	Benson, Diane	17.0	Course Tees	No
▼		Blachere, Eva	22.4	Island Tees	No
▼		Blaney, Milda	30.9	Island Tees	No
▼		Boone, Kimela	22.1	Island Tees	Yes
▼		Bowen, Carol	25.7	Island Tees	No
▼	7	Bradford, Reggie	12.1	Course Tees	Yes
▼	70	Brindle, Patty	18.7	Course Tees	No
▼	78	Buchanan, Tanya	27.6	Island Tees	Yes
▼	19	Bumsted, Susie	23.9	Course Tees	No
▼	97	Cady, Mary	16.6	Course Tees	No

Actions

- Benson, Diane
- Edit
- Un-register
- Reset Password ⓘ
- Delete**

Fields

Handle Format

Import Golfers

Add Golfers Manually

Upload Spreadsheet

Download Spreadsheet

Roster Report

HELP

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**

Golf Genius :: LWGA FOR TESTING PURPOSES ONLY

https://www.golfgenius.com/leagues/6450639036519319385

USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT **GOLFERS** CALENDAR ROUNDS APPS

NAVIGATOR • Dashboard • My Account

System Status: Normal

The Landings Club | LWGA FOR TESTING PURPOSES ONLY | Event | Event Dashboard

Event Startup Wizard

Player Roster
There are 88 golfers in the player roster
[All golfers have Handicap Indexes](#)
[Manage Player Roster](#)

Event Calendar
1 round in total = 1 upcoming
[Manage Event Calendar](#)

Event Profile
Playing in threesomes or twosomes? Is this a 9 hole event? This and much more can be customized in the event profile.
[Edit Event Profile](#)

Getting Started
Some golfers like to watch the movie, some like to read the book. Ok, have it your way. Here are a couple great videos to get you started.
[Golf Genius Setup: Rounds](#)
[Golf Genius Setup: Event Portal](#)
If you prefer, try the articles below on getting started with your golf genius.

HELP


Select **Import Golfers from GHIN / Other**

The screenshot displays the Golf Genius Club Premium interface. The top navigation bar includes 'EVENT', 'GOLFERS' (highlighted), 'CALENDAR', 'ROUNDS', and 'APPS'. On the right, there are links for 'NAVIGATOR', 'Customer Center', and 'My account', along with a 'System Status: Normal' indicator.

The main dashboard area is titled 'The Landings Club' and 'LWGA MAR 15 - ABCD Scrambl... Dashboard'. It is divided into three columns:

- Left Column:** Features 'EVENT ROSTER STATS' with a table showing 'Players: 93 / 104', 'Waitlisted: 0', and 'No Email Address: 0'. Below this is the 'COMMUNICATION CENTER' with options like 'Manage Emails', 'Email Configuration', 'Manage Text Messages', and 'Event Contact List'.
- Middle Column:** Titled 'ROSTER MANAGEMENT', it includes an 'Event Roster' section where 'Import Golfers from GHIN / Other' is highlighted with a red box. Other options include 'Manually Add Golfers to Roster', 'Upload Roster from Spreadsheet', 'Download Roster to Spreadsheet', and 'Manage Waitlist'. Below this is 'DIVISION MANAGEMENT' with options for 'Event Divisions / Flights / Teams' and 'Print Divisions / Flights / Teams Report'.
- Right Column:** Contains 'MANAGE HANDICAP INDEXES' with a link to 'Access GHIN to Update Handicap Indexes' and an option to 'Update Handicaps from Spreadsheet'. Below is 'MULTI-ROUND ANALYSIS' with various analysis tools like 'Players Times Together Analysis', 'Tee Time Analysis', 'Player Course Analysis', 'Player / Rounds Analysis', 'Hole by Hole Course Statistics', and 'Export Event Scores'.

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



EVENTGOLFERSCALENDARROUNDSAPPS

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

The Landings ClubLWGA MAR 15 - ABCD Scrambl... DashboardGolfersImport Golfers

IMPORT GOLFERS FROM

☒ Master Roster

☐ Other Leagues or Events

☐ My GHIN Roster

☐ All GHIN ⓘ

☒ Quick Search in Master Roster

☐ Select from Master Roster

☒ Include All Custom Fields

Add Player

Add TBD

Do you want to build your teams now? ⓘ

NO

Learn more about teams

YOUR EVENT ROSTER


Fields

Include: ▼

Search...

Actions	Entry #	Handle	H.I.	Choose Tee	Are You A Walker?
▼	50	Allen, Nannette	29.6	Skidaway Tees	No
▼	30	Allen, Tina	26.4	Course Tees	Yes
▼	81	Altman, Cindy	19.1	Course Tees	Yes
▼	90	Anderson, Libba	17.3	Course Tees	No
▼	86	Arb, Joni	21.4	Island Tees	No
▼	87	Ault, Jane	24.4	Course Tees	No

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



EVENT **GOLFERS** CALENDAR ROUNDS APPS

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

The Landings Club > LWGA MAR 15 - ABCD Scrambl... Dashboard > Golfers > Import Golfers

IMPORT GOLFERS FROM

☐ Master Roster ☐ Other Leagues or Events ☒ My GHIN Roster ☐ All GHIN ⓘ

☒ Search by Last Name and First Name ⓘ

Denny

First Name

Search

Gender	Name	GHIN	
F	Gayle Denny	2556674	Add
M	John Denny	3186477	Add


☐ Search by GHIN Number ⓘ

Do you want to build your teams now? ⓘ ☐ NO
[Learn more about teams](#)

YOUR EVENT ROSTER

Fields

Include: ▼

Search... 

Actions	Entry # ▾	Handle ▾	H.I. ▾	Choose Tee ▾	Are You A Walker? ▾
▼	50	Allen, Nannette	29.6	Skidaway Tees	No
▼	30	Allen, Tina	26.4	Course Tees	Yes

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

The screenshot displays the Golf Genius Club Premium interface. The top navigation bar includes 'EVENT', 'GOLFERS' (highlighted), 'CALENDAR', 'ROUNDS', and 'APPS'. The right side of the header shows 'NAVIGATOR', 'Customer Center', 'My account', and 'System Status: Normal'. The main content area is titled 'The Landings Club' and 'LWGA MAR 15 - ABCD Scrambl... Dashboard'. It is divided into three columns. The left column contains 'EVENT ROSTER STATS' (93 / 104 Players, 0 Waitlisted, 0 No Email Address) and 'COMMUNICATION CENTER' (Manage Emails, Email Configuration, Manage Text Messages, Event Contact List). The middle column, 'ROSTER MANAGEMENT', lists options like 'Event Roster', 'Import Golfers from GHIN / Other', 'Manually Add Golfers to Roster', 'Upload Roster from Spreadsheet', 'Download Roster to Spreadsheet', and 'Manage Waitlist'. Below this is the 'DIVISION MANAGEMENT' section, where 'Event Divisions / Flights / Teams' is highlighted with a red box and a red arrow from the text above. The right column includes 'MANAGE HANDICAP INDEXES' (Access GHIN to Update Handicap Indexes, Update Handicaps from Spreadsheet) and '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 Flighted Golfers** to add a new player to a flight.

The screenshot shows the Golf Genius website interface. At the top, the navigation bar includes 'EVENT', 'GOLFERS' (selected), 'CALENDAR', 'ROUNDS', and 'APPS'. Below this, the breadcrumb trail shows 'The Landings Club' > 'LWGA FOR TESTING PURPOSES ONLY' > 'Golfers' > 'Event Divisions / Flights / Teams'. A table of golfers is displayed with columns for name and score. Below the table, there are buttons for 'Add New Divisions' and 'Default Tees'. At the bottom, a summary box states '88 golfers in this division. 0 team lists containing 0 teams in total, 0 groups, 6 flights.' Below this summary, there are several links: 'Edit Membership', 'Manage Team Lists & Flighted Teams', 'Manage Groups', 'Manage Flighted Golfers' (highlighted with a red box and a red arrow), 'Edit Name', and 'Delete Division'. The footer shows 'powered by Golf Genius'.

USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT **GOLFERS** CALENDAR ROUNDS APPS

NAVIGATOR • Dashboard • My Account

System Status: Normal

The Landings Club LWGA FOR TESTING PURPOSES ONLY Golfers Event Divisions / Flights / Teams

Sort by Handle Search... Print Divisions

Bumsted, Susie 27.0	Cattano, Deborah 30.3	Chaplin, Brenda 22.0	Cunningham, Denise 17.2	Cunningham, Maryce 24.2	Decker, Sue 10.7	DeMartino, Liz 16.1
Dent, Jeanne 17.0	Diamond, Mimi 18.8	Doggert, Suzanne 22.7	Eckburg, Judy 24.0	Edwards, Virginia 12.4	Eleccko, Barb 13.1	Ernest, Carolyn 18.3
Fitzgerald, Leslie 20.6	Fritz, Mary 31.9	Garcia, Renee 6.6	Gardberg, Susan 24.5	Goldstein, Reggie 27.4	Gooden, Lisa 26.3	Green, Chris 34.0
Hayes, Karen 29.4	Higbee, Ann 17.2	Hoover, Jayne 25.0	Horner, Candy 20.5	Hough, Martha 23.2	Jaques, Bev 16.9	Klein, Martina 18.7
Knoblach, Lauren 9.7	Koch, Pat 11.2	Kosiewicz, Marianne 18.4	Lauback, Barb 14.5	Leacock, Debbie 21.7	Lieberman, Heidi 27.6	Lombard, Beverley 7.4

+ Add New Divisions Default Tees

All Golfers
88 golfers in this division. 0 team lists containing 0 teams in total, 0 groups, 6 flights.

Edit Membership Manage Team Lists & Flighted Teams Manage Groups **Manage Flighted Golfers** Edit Name Delete Division

powered by **Golf Genius**

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

The screenshot shows the 'GOLFERS' section of the Golf Genius website. The breadcrumb trail is: The Landings Club > LWGA FOR TESTING PURPOSES ONLY > Golfers > Event Divisions / Flights / Teams > All Golfers Flights. A note states: 'Click and drag to reorder flights.' Below this are buttons for 'Add New Flights / Refill Flights', 'Delete All Flights', 'Re-sort Flights', and 'Print Flights'. The flights are listed as follows:

Flight	Golfers
Flight 3 (15 golfers)	Brindle, Patty; Newhart, Shirley; Klein, Martina; Diamond, Mimi; Arb, Joni; Miller, Peggy; Ault, Jane; Altman, Cindy; Tesinsky, Nancy; Horner, Candy; and 5 more golfers...
Flight 4 (17 golfers)	Allen, Tina; Leacock, Debbie; Chaplin, Brenda; Wilson, Christine; Daggert, Suzanne; Hough, Martha; Small, Patricia; Bowen, Carol; Wilson, Deborah; Reinhard, Jane; and 7 more golfers...
Flight 1 (16 golfers)	Garcia, Renee; Lombard, Beverley; Breyman, Terri; Ramey, Barbara; McGirr, Mary Beth; Withers, Sheldon; Sellick, Karen; Knobloch, Lauren; Bradford, Reggie; Decker, Sue; and 6 more golfers...
Flight 2 (16 golfers)	Pekarski, Debra; McGirr, Nancy; DeMartino, Liz; Thompson, Penny; Mella, Judith; Molnar, Mary; Jaques, Bev; Dent, Jeanne; Cunningham, Denise; Higbee, Ann; and 6 more golfers...

For each flight, there are links for 'Edit Membership', 'Edit Name', and 'Delete Flight'. A red arrow points from the instruction text to the 'Edit Membership' link for Flight 3.

Click an **Available Golfer** to add the player to a flight
then click **SAVE**

The screenshot shows the Golf Genius website interface for managing golfers in a flight. The top navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS', and 'APPS'. The 'GOLFERS' tab is active, showing a list of 16 golfers in 'Flight 1'. Below this, the 'Available Golfers' section displays 5 confirmed golfers. The golfer 'sprengel, sally' is highlighted with a red box. At the bottom right, a blue 'Save' button is also highlighted with a red box. Red arrows point from the text 'Click an Available Golfer' to the 'sprengel, sally' box and from 'then click SAVE' to the 'Save' button.

16 GOLFERS IN THIS FLIGHT	
Garcia, Renee 7.1	Ramey, Barbara 7.6
Lombard, Beverley 8.2	Breyman, Terri 8.2
McGirr, Mary Beth 8.9	Hatcher, Leslie 9.1
Sellick, Karen 9.7	Knobloch, Lauren 10.7
Decker, Sue 11.6	Koch, Pat 11.2
Bradford, Reggie 11.2	O'Heaney, Anne 11.9
Pitts, Ellen 11.8	Barber, Suzanne 12.3
Edwards, Virginia 12.8	McDermott, Marilyn 12.6

5 CONFIRMED GOLFERS	
sprengel, sally 9.3	Newhart, Shirley 18.6
Roxburg, Rosaleen 28.3	Elliman, Stephanie 29.7
Potts, Trish 31.4	

Buttons: Cancel, How to Add Golfers (i), Single, 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.

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 > Golfers > Event Divisions / Flights / Teams > All Golfers Flights > **Flight 3**

+ Add New Flight

Change Flight Flight 3 ▼

14 GOLFERS IN THIS FLIGHT

Ernest, Carolyn 20.1	Klein, Martina 20.2	Taylor, Holly 21.1	Sandberg, Maggie 20.5	Marino, Victoria 19.6	Casey, Jean 20.9	Jones, Chris 21.2	Haggerty, Vicky 21.8
Schwickrath, Marji 21.7	Ault, Jane 22.4	Leacock, Debbie 22.4	Luce, Meredith 22.3	Altman, Cindy 22.8	Miller, Peggy 22.4		

Available Golfers

Sort by Handicap Index ▼

Search...

Gebele, Laura 20.8	Wilson, Christine 22.5
-----------------------	---------------------------

powered by **Golf Genius**

Cancel

How to Add Golfers ⓘ

Single

Save

HELP ?

Now select **ROUNDS**

Golf Genius :: LWGA FOR TESTING PURPOSES ONLY

https://www.golfgenius.com/leagues/6450639036519319385

USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT GOLFERS CALENDAR **ROUNDS** APPS

NAVIGATOR • Dashboard • My Account

System Status: Normal

The Landings Club LWGA FOR TESTING PURPOSES ONLY Event Event Dashboard

Event Startup Wizard

Player Roster

There are 88 golfers in the player roster

All golfers have Handicap Indexes

Manage Player Roster

Event Calendar

1 round in total = 1 upcoming

Manage Event Calendar

Event Profile

Playing in threesomes or twosomes? Is this a 9 hole event? This and much more can be customized in the event profile.

Edit Event Profile

Getting Started

Some golfers like to watch the movie, some like to read the book. Ok, have it your way. Here are a couple great videos to get you started.

Golf Genius Setup: Rounds

Golf Genius Setup: Event Portal

If you prefer, try the articles below on getting started with your golf genius.

5:07 PM 6/15/2020

Select **Edit Existing Pairings**

This is where you will add new players to teams, confirm tee boxes and assign blinds.

The screenshot displays the USGA Tournament Management Club Premium web application. The browser address bar shows the URL: <https://www.golfgenius.com/leagues/6357852019721537035>. The navigation bar includes links for EVENT, GOLFERS, CALENDAR, **ROUNDS**, and APPS. The main content area is divided into three columns:

- Left Column:**
 - SELECT A ROUND:** A dropdown menu showing "Round 1 (Tue, June 23)".
 - ROUND CHECKLIST:** A list of tasks with checkboxes, all of which are checked: "Pairings Created", "Course(s) and Tees Set", "Tournaments Defined", "Scores Entered", and "Leaderboard Created".
 - ROUND COMMUNICATION CENTER:** Links for "Manage Emails - Email Tee Sheet", "Manage Text Messages", and "Portal Messages from Members".
- Middle Column:**
 - SIGNUPS & ROUND ROSTER:** Includes "Open Signups" and "Round Player Roster" (102 players confirmed).
 - PAIRINGS & SCORING:** Includes "Round Divisions / Flights / Teams", "View Pairings Rules", and **Edit Existing Pairings** (highlighted with a red box and a red arrow pointing to it from the text above).
 - Other options: "Tournaments", "Print Scorecards", "Enter Scores", "Post Scores to GHIN", and "Display Leaderboard".
- Right Column:**
 - PROFILE & REPORTS:** Includes "Round Profile", "Report Center - Community Reports", "Handicap Analysis", and "Pre-Play Audit of Round".
 - Allow GHIN Updates?** A toggle switch set to "YES".
 - PORTAL & MOBILE APP:** Includes "Mobile App Stations", "Show Pairings in Event Portal" (YES), "Enable Mobile Score Entry" (YES), and "Show Results in Event Portal" (YES).
 - ROUND STATUS:** A section with buttons for "Not Started", "In Progress", and "Completed".

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 5:01 PM on 7/9/2020.

To add players:

1) Select **Add Players**

2) Select the player from the drop-down menu.

The screenshot shows the Golf Genius website interface for editing a tournament pairing. The browser window title is "Golf Genius :: LWGA JUNE 23". The URL is "https://www.golfgenius.com/pairings/6458838784740984339/edit?tee_times=1".

The main table displays 12 rows of player pairings. The columns include player names, tee times, and course names. The "Add Players" button in the toolbar is highlighted with a red box. A red arrow points from this button to a dropdown menu that is open, showing a list of players. The player "Elliman, Stephanie" is highlighted in the dropdown menu.

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

The toolbar includes buttons for: SWAP PLAYERS, SWAP PAIRS, SWAP PAIRINGS, MOVE PAIRINGS, NEW ROW, ADD PLAYERS (highlighted), REMOVE PLAYERS, ADD BLINDS, SWAP HOLES, MOVE HOLES, SET TEE TIME, SET SHOTGUN, SET COURSE & TEE, and HELP.

Below the toolbar, there is a section for adding a new player. It includes a "New Golfer" button and a dropdown menu for selecting a player. The dropdown menu is open, showing a list of players. The player "Elliman, Stephanie" is highlighted in the dropdown menu.

At the bottom of the page, there is a "Manual adjustment" section and a "Sort Pairings by..." dropdown menu. The "Save Pairings" button is also visible.

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

The screenshot shows the Golf Genius website interface for editing a tournament pairing sheet. The browser window has tabs for iCloud, Watch The Muppets (Series), and Golf Genius - LWGA JUNE 23. The URL is https://www.golfgenius.com/pairings/6458838784740984339/edit?tee_times=1. The page displays a table of player pairings for a tournament on June 23. The table has columns for player names, tee times, and course names. A blue arrow points to an empty slot in the pairing table, and a red arrow points to the 'Save Pairings' button at the bottom right.

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

Additional Information: Show GGIDs Total Index Neither

Buttons: 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

Select a player below, then click on a player or empty slot above to add him to the round.

If the player that you want to add is not already part of the roster, please click on the New Golfer button below. After completing the form, click on the player or empty slot above to add him to the round.

Player: Please select player

New Golfer

Manual adjustment

Sort Pairings by...

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.

The Landings Club

LWGA MAR 30 - 1 BB 4's, 2 ... Dashboard

Round 1

Pairings

Additional Information

Show

☐ GGIDs ⓘ

☐ Total Index

☒ Neither



1.	May, Karen	Garcia, Renee	Bradford, Reggie	McGirr, Nancy	8:26 AM	1	Deer Creek - Deer Creek
2.	Early, Nancy	Ray, Patty Index: 11.6	Hatcher, Leslie	Eleccko, Barb	8:34 AM	1	Deer Creek - Deer Creek
3.	Lombard, Beverley	Deer Creek - Deer Creek - All 18 Rating: 69.5 Slope: 123	Koch, Pat	O'Heaney, Anne	8:42 AM	1	Deer Creek - Deer Creek
4.	Souls, Sue		Doggett, Suzanne	Billik, 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

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

Sort Pairings by... ▲

Save Pairings

HELP ?

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	Eleczo, 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	Eleccko, 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

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

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, Marnette	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

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

The screenshot shows the Golf Genius website interface for editing tournament pairings. A table lists 13 pairs of players with their tee times and course assignments. Below the table is a toolbar with various editing options. A dropdown menu is open, showing a list of players to select a blind from. A red arrow points from the instruction text to the dropdown menu.

	Player 1	Player 2	Player 3	Player 4	Time	Blind	Course
3.	Weber, Barbara	Wilson, Deborah	Palermo, Amy	Lieberman, Heidi	8:10 AM	1	Palmetto - Short Palmetto-Women, Palmetto
4.	Luce, Meredith	Leacock, Debbie	Wilson, Christine	Bowen, Carol	8:10 AM	10	Palmetto - Palmetto, Short Palmetto-Women
5.	Ulrey, Marie	Schmarge, Nancy	Hough, Martha	Reinhard, Jane	8:18 AM	1	Palmetto - Short Palmetto-Women
6.	Allen, Tina	Rood, Pamela	Chipperfield, Bev	Nazaruk, Gretchen	8:18 AM	10	Palmetto - Palmetto, Short Palmetto-Women
7.	Kosiewicz, Marianne	Diamond, Mimi	Arb, Joni	Taylor, Holly	8:26 AM	1	Palmetto - Short Palmetto-Women, Palmetto
8.	O'Neill, Karen	Anderson, Libba	Klein, Martina	Meng, Beverly	8:26 AM	10	Palmetto - Short Palmetto-Women, Palmetto
9.	Brindle, Patty	Ernest, Carolyn	Miller, Peggy	Utzing, Karen	8:34 AM	1	Palmetto - Short Palmetto-Women, Palmetto
10.	Patel, Shila	Weitermann, Doris	Souls, Sue	Chaplin, Brenda	8:34 AM	10	Palmetto - Palmetto
11.	Fitzgerald, Leslie	Willis, Peggy	Blaney, Milda		8:42 AM	1	Palmetto - Skidaway
12.	Cunningham, Maryce	Gardberg, Susan	Goldstein, Reggie		8:42 AM	10	Palmetto - Skidaway
13.	Hoover, Jayne	Maier, Mary	Towson, Peggy	Allen, Nannette	8:50 AM	1	Palmetto - Skidaway

Toolbar options: 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.

Select a player below, then click on a player or empty slot above to add blind.

Player: Walters, Mavis

Cancel

Walters, Mavis

Weber, Barbara

Weitermann, Doris

Willis, Peggy

Manual adjust

Sort Pairings by...

Save Pairings

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

The screenshot shows the Golf Genius website interface for editing golf pairings. The browser address bar shows the URL: https://www.golfgenius.com/pairings/6485935860884735733/edit?tee_times=1.

	Player 1	Player 2	Player 3	Player 4	Time	Blind	Course
3.	Weber, Barbara	Wilson, Deborah	Palermo, Amy	Lieberman, Heidi	8:10 AM	1	Palmetto - Short Palmetto-Women, Palmetto
4.	Luce, Meredith	Leacock, Debbie	Wilson, Christine	Bowen, Carol	8:10 AM	10	Palmetto - Palmetto, Short Palmetto-Women
5.	Ulrey, Marie	Schmarge, Nancy	Hough, Martha	Reinhard, Jane	8:18 AM	1	Palmetto - Short Palmetto-Women
6.	Allen, Tina	Rood, Pamela	Chipperfield, Bev	Nazaruk, Gretchen	8:18 AM	10	Palmetto - Palmetto, Short Palmetto-Women
7.	Kosiewicz, Marianne	Diamond, Mimi	Arb, Joni	Taylor, Holly	8:26 AM	1	Palmetto - Short Palmetto-Women, Palmetto
8.	O'Neill, Karen	Anderson, Libba	Klein, Martina	Meng, Beverly	8:26 AM	10	Palmetto - Short Palmetto-Women, Palmetto
9.	Brindle, Patty	Ernest, Carolyn	Miller, Peggy	Utzinger, Karen	8:34 AM	1	Palmetto - Short Palmetto-Women, Palmetto
10.	Patel, Shila	Weitermann, Doris	Souls, Sue	Chaplin, Brenda	8:34 AM	10	Palmetto - Palmetto
11.	Fitzgerald, Leslie	Willis, Peggy	Blaney, Milda		8:42 AM	1	Palmetto - Skidaway
12.	Cunningham, Maryce	Gardberg, Susan	Goldstein, Reggie		8:42 AM	10	Palmetto - Skidaway
13.	Hoover, Jayne	Maier, Mary	Towson, Peggy	Allen, Nannette	8:50 AM	1	Palmetto - Skidaway

Below the table is a toolbar with various icons for editing pairings: 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, and a HELP button.

Below the toolbar is a section for adding a blind:

Select a player below, then click on a player or empty slot above to add blind.

Player:

At the bottom of the page, there is a footer area with the text "Manual adjustments as of 29 June, 9:12pm by Lori Redding." and a "Sort Pairings by..." dropdown menu. The "Save Pairings" button is highlighted with a red box.

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**.

The screenshot displays the Golf Genius pairing interface. At the top, a list of 20 players is shown in a grid format. Below the list is a toolbar with various icons for pairing actions. The 'SWAP PLAYERS' button is highlighted with a red box. A red arrow points from the text '1. Click Swap Players.' to this button. Another red arrow points from the text '2. Click the blind and click another player on the team.' to the 'SWAP PLAYERS' button. A third red arrow points from the text '3. Click Save Pairings.' to the 'Save Pairings' button at the bottom right. The interface also includes a 'Cancel' button and a 'powered by Golf Genius' logo.

Player 1	Player 2	Time	Blind	Course
11. DeMartino, Liz	Blachere, Eva	9:14 AM	1	Deer Creek - Deer Creek
12. Heleva, Patti	Cunningham, Maryce	9:14 AM	10	Deer Creek - Skidaway
13. Brunton, Janice	Kauback, Barb	9:22 AM	1	Deer Creek - Deer Creek
14. Maier, Mary	[Weber, Barbara]	9:22 AM	10	Deer Creek - Skidaway
15. Marino, Victoria	Jones, Chris	9:30 AM	1	Deer Creek - Deer Creek
16. Probst, Judy	McCracken, Je	9:30 AM	10	Deer Creek - Skidaway
17. Ernest, Carolyn	Taylor, Holly	9:38 AM	1	Deer Creek - Deer Creek
18. Blaney, Milda	Murphy, Barbara	9:38 AM	10	Deer Creek - Skidaway
19. [Ernest, Carolyn]	Casey, Jean	9:46 AM	1	Deer Creek - Deer Creek
20. Sandberg, Maggie	Gebele, Laura	9:54 AM	1	Deer Creek - Deer Creek

Click on two players to swap them.

Cancel

powered by **Golf Genius**

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**

Golf Genius :: LWGA FOR TESTING PURPOSES ONLY

USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT GOLFERS CALENDAR **ROUNDS** APPS

NAVIGATOR • Dashboard • My Account

System Status: Normal

The Landings Club LWGA FOR TESTING PURPOSES ONLY Event Event Dashboard

Event Startup Wizard

Player Roster

There are 88 golfers in the player roster

All golfers have Handicap Indexes

Manage Player Roster

Event Calendar

1 round in total = 1 upcoming

Manage Event Calendar

Event Profile

Playing in threesomes or twosomes? Is this a 9 hole event? This and much more can be customized in the event profile.

Edit Event Profile

Getting Started

Some golfers like to watch the movie, some like to read the book. Ok, have it your way. Here are a couple great videos to get you started.

Golf Genius Setup: Rounds

Golf Genius Setup: Event Portal

If you prefer, try the articles below on getting started with your golf genius.

5:07 PM 6/15/2020

Select **Report Center**

The screenshot displays the USGA Tournament Management Club Premium web application. The interface is divided into three main vertical sections. The left section, titled 'SELECT A ROUND', shows 'Round 1 (Tue, June 23)' selected. Below this is a 'ROUND CHECKLIST' with five items: 'Pairings Created', 'Course(s) and Tees Set', 'Tournaments Defined', 'Scores Entered', and 'Leaderboard Created', all marked with blue checkmarks. The bottom of the left section contains the 'ROUND COMMUNICATION CENTER' with links for 'Manage Emails • Email Tee Sheet', 'Manage Text Messages', and 'Portal Messages from Members'. The middle section, titled 'SIGNUPS & ROUND ROSTER', includes 'Open Signups', 'Round Player Roster' (102 players confirmed), and a 'PAIRINGS & SCORING' section with links for 'Round Divisions / Flights / Teams', 'View Pairings Rules', 'Edit Existing Pairings', 'Tournaments', 'Print Scorecards', 'Enter Scores', 'Post Scores to GHIN', and 'Display Leaderboard'. The right section, titled 'PROFILE & REPORTS', contains a 'Round Profile' section where 'Report Center • Community Reports' is highlighted with a red box. Other options in this section include 'Handicap Analysis', 'Pre-Play Audit of Round', and 'Allow GHIN Updates?' (set to YES). Below this is the 'PORTAL & MOBILE APP' section with 'Mobile App Stations' and three toggle switches: 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (YES), and 'Show Results in Event Portal' (YES). At the bottom of the right section is the 'ROUND STATUS' section with three buttons: 'Not Started', 'In Progress', and 'Completed'. The top of the page features the USGA logo, navigation tabs for 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS' (selected), and 'APPS', and a 'NAVIGATOR' section with links to 'Dashboard' and 'My Account'. The system status is shown as 'Normal'. The browser's address bar shows the URL 'https://www.golfgenius.com/leagues/6357852019/21537035'. A red arrow points from the text 'Select Report Center' to the 'Report Center' link in the 'Report Center • Community Reports' box.

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 ?

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.

Actions ▼

Actions ▼

Actions ▼

LW FLIGHT LIST - TEE TIMES						
						
Flighted Player List with Course Handicap: LPGA F&R 9-18						
Page 1					Page 1	
Hole	Tee Time	Tee	Player	Handicap		
1	1:30:00 AM	8	Patricia Wiley	Yes		
1	1:30:00 AM	9	Margie McConnell	Yes		
1	1:30:00 AM	9	Debbie Stauden	Yes		
1	1:30:00 AM	14	Sarah Edwards	No		
1	1:30:00 AM	6	Barbara Lombard	No		
1	1:30:00 AM	8	Patricia Wiley	Yes		
1	1:30:00 AM	11	Virginia Edwards	No		
1	1:30:00 AM	12	Pat Lombard	No		
1	1:45:00 AM	7	Nancy Davis	Yes		
1	1:45:00 AM	8	Sue Decker	Yes		
1	1:45:00 AM	12	Nancy Decker	Yes		
1	1:45:00 AM	13	Ellen Price	Yes		
1	1:45:00 AM	8	Wendy Davis Decker	No		
1	1:45:00 AM	8	Patricia Edwards	Yes		
1	1:45:00 AM	12	Customer Butler	No		
1	1:45:00 AM	14	Linda Smith	No		

[illegible]

HELP

- 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.

☆ L9GA Reports

Actions ▾

☆ LMGA Reports

Actions ▾

☆ LWGA Reports

Actions ▾

2X2 TEAMS (NEW)

2

Q

5

COPY OF LW SCORECARD - TT/2X2TEAM

1

Q

0

LEADERBOARD

3

Q

44

LW ALPHA REPORT - MULTI-COURSE - TT

3

Q

96

LW FLIGHT LIST - TEE TIMES

3

Q

60

LW SCORECARD - TT - 4 PLAYERS

3

Q

20

LW SCORECARD - TT/2X2TEAM

2

Q

2

LW TEE SHEET - TT/2X2TEAM/FLIGHTS

2

Q

11

LWGA 2X2 TEAMS

2

Q

0

LWGA TEE SHEET - TEE TIMES WITH FLIGHTS

3

Q

84

HELP ?

44

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)	<input type="checkbox"/>
P1 Handicap	Print for each Player	Round 1 (Tue, February 16) 1 BB ODD, 2 BB EVEN	<input type="checkbox"/>

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.

☆ L9GA Reports

Actions ▾

☆ LMGA Reports

Actions ▾

☆ LWGA Reports

Actions ▾

2X2 TEAMS (NEW)

LWGA FEB 9 - NEIGHBORHOOD CHALLENGE

Player	Score
Bednar, Luis	24
Cummings, Lew	21

2 5

COPY OF LW SCORECARD - TT/2X2TEAM

LWGA DEC 15 - DOUBLES GOLF (2 PERSON SCHEDULE) sign up

Player	Score
Bednar, Luis	24
Cummings, Lew	21

1 0

LEADERBOARD

President's Trophy
Round 1 Leaderboard

Pos.	Player	Stableford Points
1	Bednar, Luis	24
2	Cummings, Lew	21

3 44

LW ALPHA REPORT - MULTI-COURSE - TT

Download PDF

Generate DOC

3 97

LW FLIGHT LIST - TEE TIMES

Flighted Player List with Course Handicap

Player	Score
Bednar, Luis	24
Cummings, Lew	21

3 60

LW SCORECARD - TT - 4 PLAYERS

LWGA FEB 23 - 2 BB

Player	Score
Bednar, Luis	24
Cummings, Lew	21

3 20

LW SCORECARD - TT/2X2TEAM

LWGA DEC 15 - DOUBLES GOLF (2 PERSON SCHEDULE) sign up

Player	Score
Bednar, Luis	24
Cummings, Lew	21

2 2

LW TEE SHEET - TT/2X2TEAM/FLIGHTS

LWGA FEB 9 - NEIGHBORHOOD CHALLENGE

Player	Score
Bednar, Luis	24
Cummings, Lew	21

2 11

LWGA 2X2 TEAMS

NO PREVIEW AVAILABLE

2 0

LWGA TEE SHEET - TEE TIMES WITH FLIGHTS

LWGA FEB 23 - 2 BB

Player	Score
Bednar, Luis	24
Cummings, Lew	21

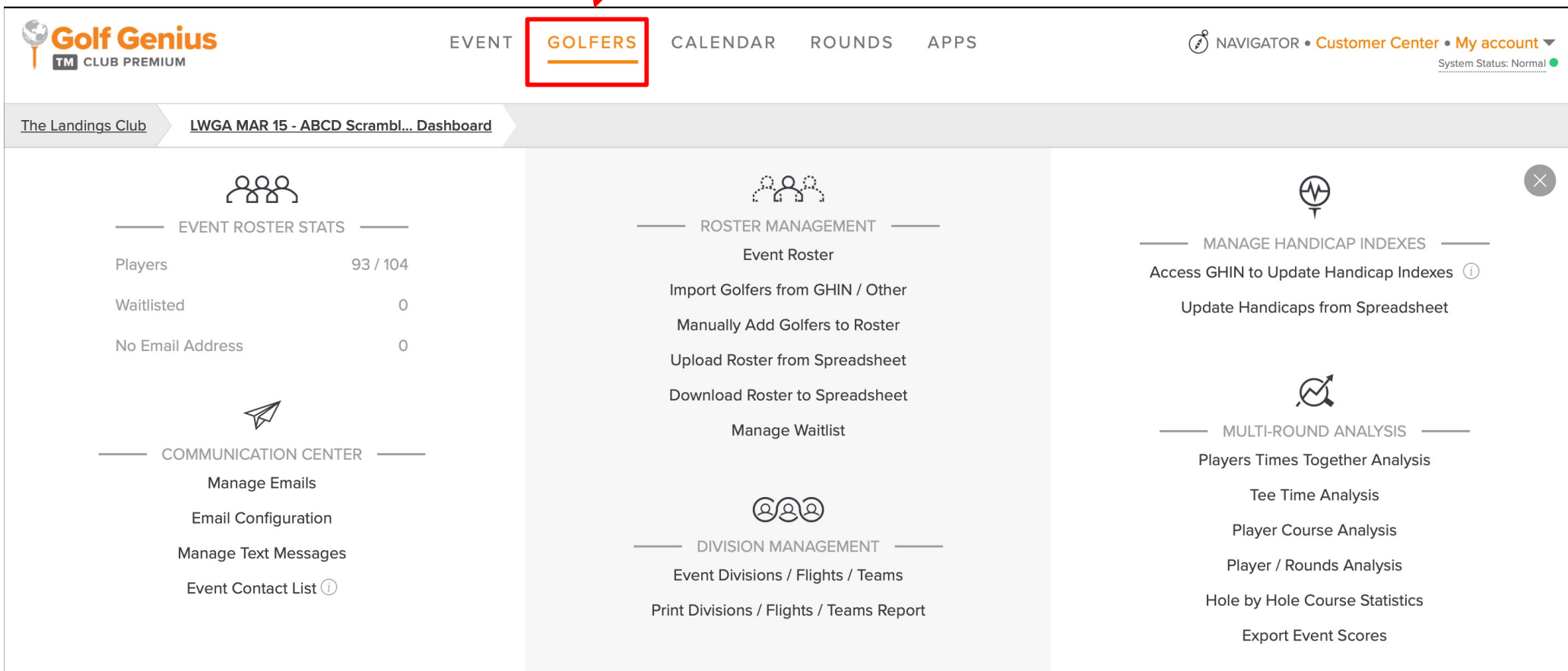
3 85

HELP ?

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**



The screenshot shows the Golf Genius Club Premium dashboard. At the top, the navigation bar includes the logo, a menu with 'EVENT', 'GOLFERS' (highlighted with a red box and a red arrow), 'CALENDAR', 'ROUNDS', and 'APPS', and user links for 'NAVIGATOR', 'Customer Center', and 'My account'. The main content area is divided into three columns. The left column, titled 'EVENT ROSTER STATS', shows 93 players out of 104, 0 waitlisted, and 0 with no email address. Below this is the 'COMMUNICATION CENTER' with links to manage emails, email configuration, text messages, and an event contact list. The middle column, titled 'ROSTER MANAGEMENT', lists options to import golfers, add them manually, upload or download rosters from spreadsheets, and manage the waitlist. Below is 'DIVISION MANAGEMENT' with links to event divisions and reports. The right column, titled 'MANAGE HANDICAP INDEXES', provides access to GHIN and spreadsheet updates. Below is 'MULTI-ROUND ANALYSIS' with various player and course statistics and an option to export event scores.

Golf Genius
TM 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**

Golf Genius
TM 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

Find the “LWGA Updated Tee Sheet” template, and then select **New Email From Template**

 **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

Compose Email Email Delivery Report 10 Day History Search Emails...

TEMPLATES

Template	Subject	Actions
LWGA Updated Tee Sheet	LWGA [date] - Updated Tee Sheet	New Email From Template • Delete
2022 Club Championship	2022 Men's & Women's Club Championship - Final Results & Champions	New Email From Template • Delete
Updated Moon River	2022 Women's Invitational "Moon River Classic": Practice Rounds & Event Information	New Email From Template • Delete
LWGA Bouchillon 2022 Welcome Letter	LWGA Bouchillon 2022 - Pairings & Course Rotations	New Email From Template • Delete
Men's Invitational - Team Flights	2022 Men's Invitational - Event Schedule, Course Rotations & Team Flights	New Email From Template • Delete
2022 Red White Blue	2022 Red White and Blue Tournament Fundraiser	New Email From Template • Delete
2022 Men's Invitational - Turtleson Gifting Email	2022 The Landings Club Men's Invitational: Turtleson Gifting & Event Information *IMPORTANT*	New Email From Template • Delete

HELP

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.



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.

HELP ?

Update the date in the **Subject**.

Update the **Message**.

Subject

LWGA [date] - Updated Tee Sheet

Message

← → | Font | Size | **B** *I* U ~~S~~ **A** *A* |

| Source

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

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

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]

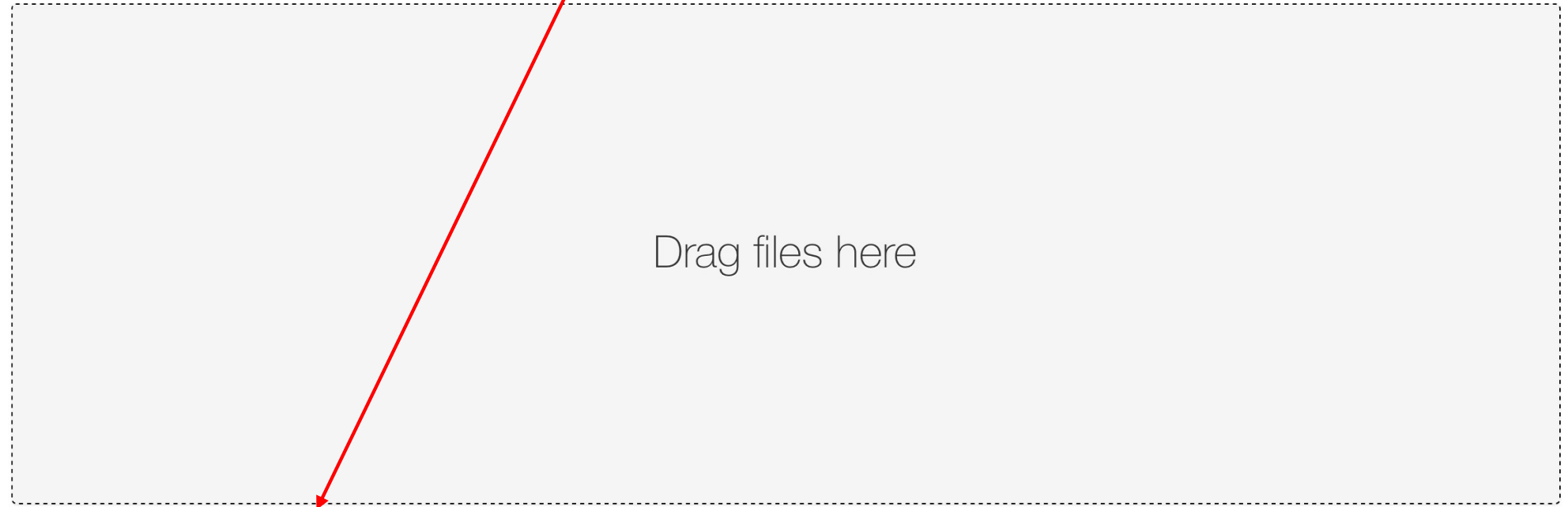
Restore auto-saved text

Attachment(s)

Choose Files

Fields ⓘ

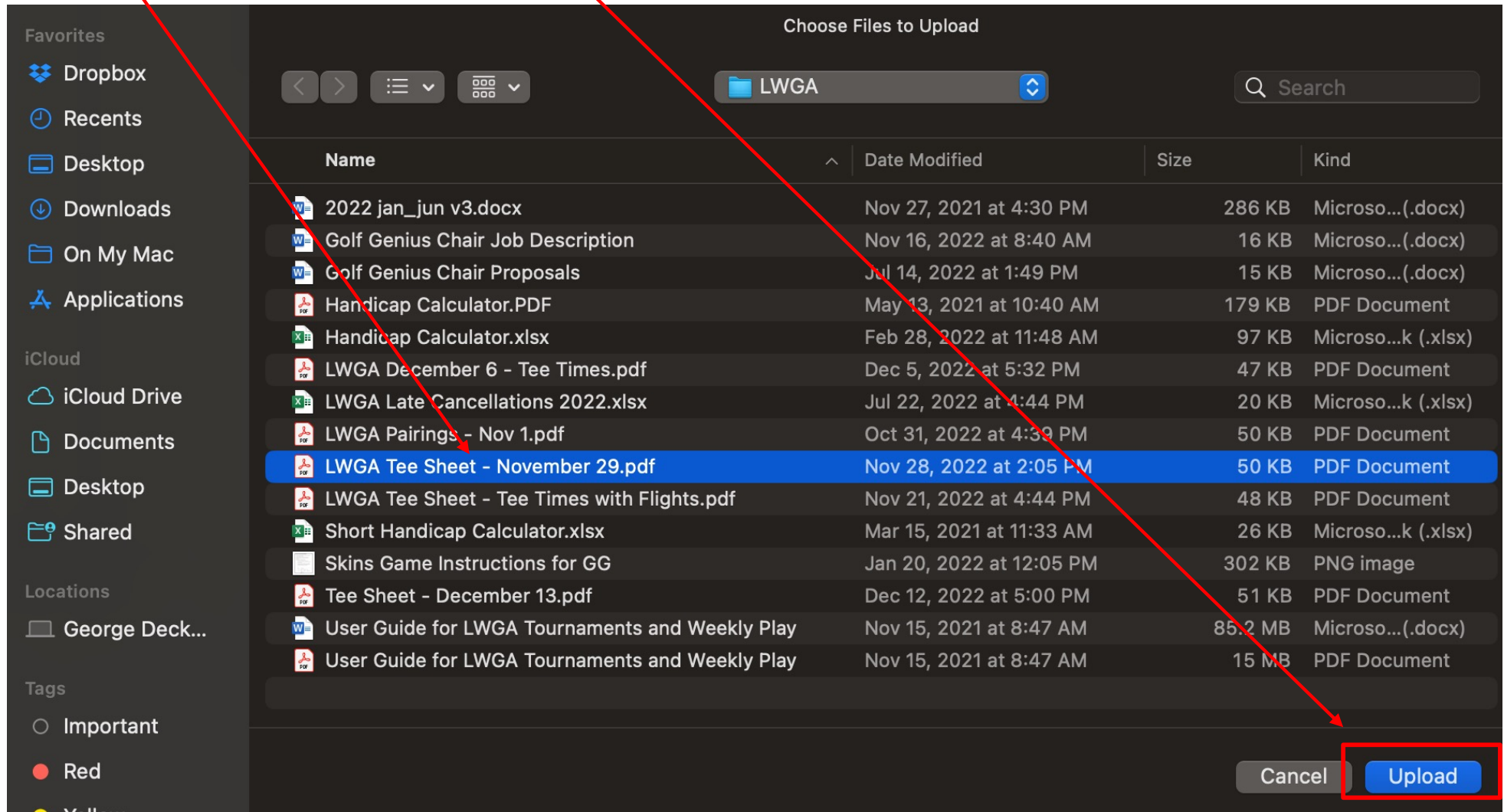
In the next window, click **Choose File**.



OR Select one file:

Choose File

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**.

Subject

LWGA [date] - Updated Tee Sheet

Message

← → | Font | Size | **B** *I* U **S** A **A** | | | | | Source

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](#)

Attachment(s)

Choose Files

LWGA Tee Sheet - November 29.pdf

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 (API) or Country City, State (ISO) or Country

HELP
?

Cancel

Refresh Preview

Save as New Template

Save Changes

36 Recipients

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 updated 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.