



# LWGA Scoring 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

# Checklist

- **Tuesday late afternoon** – the volunteer performs the following tasks after all play has completed and before 5:00 pm:
  - Confirm scorecards
  - Post-round updates
  - Enter/confirm payout configuration
  - “Complete” the round and save Winners Report
  - Email the Winners Report to TWATL
  - Post scores to GHIN
  - Record blinds in LWGA.net

# Confirm Scorecards

- Use the screen prints on the following pages to log into Golf Genius and confirm that all scores have been entered

Sign onto  
[www.golfgenius.com](http://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 login form is a white rectangular box centered on the page. It contains the following elements from top to bottom: the Golf Genius TMS logo; a text input field labeled "Enter Your GGID"; a horizontal line with "OR" in the center; a text input field labeled "Email Address"; a text input field labeled "Password"; two checkboxes labeled "Keep Me Signed In" and "Show Password"; an orange "Sign In" button; and two links: "Forgot your password?" and "Didn't receive confirmation email?". Two red arrows point from the yellow header to the "Email Address" and "Password" fields.

**Golf Genius**  
TMS

Enter Your GGID

OR

Email Address

Password

☐ Keep Me Signed In ☐ Show Password

[Sign In](#)


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

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

Click LWGA Events

You may also click the  
Last Visited Event



EVENTS,  
LEAGUES & TRIPS

MASTER  
ROSTER

CUSTOMER  
SETTINGS

DIRECTORIES &  
REGISTRATION

SEASON  
MANAGEMENT

PAYMENTS  
CENTER

NAVIGATOR • My account  
System Status: Normal

The Landings ClubEvents, 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...

SeasonAllCategoryAllFilter EventsAllSort ByStart Date

Club Events • 10

LWGA Events • 20

L9GA Events • 14

LMGA Events • 41 • Edit • Remove

Outings • 2

Events, Leagues, and Trips • 2

Archived • 581

HELP

Click the Event you wish to review

[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](#)

**Season**  
All

**Category**  
All

**Filter Events**  
Text  
All

**Sort By**  
Start Date

1/9

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

LWGA Events • 20

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

HELP ⓘ

Select **Rounds**

Then select **Enter Scores**


The screenshot shows the USGA Tournament Management Club Premium web application. The browser address bar displays the URL: <https://www.golfgenius.com/leagues/6357852019724537035>. The navigation bar includes the USGA logo, 'TOURNAMENT MANAGEMENT CLUB PREMIUM', and tabs for 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS' (highlighted with a red box), and 'APPS'. On the right, there is a 'NAVIGATOR' section with links to 'Dashboard' and 'My Account', and a 'System Status: Normal' indicator.

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: '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', 'Round Player Roster' (102 players confirmed), and 'PAIRINGS & SCORING' (Round Divisions / Flights / Teams).
  - PAIRINGS & SCORING:** Includes 'View Pairings Rules', 'Edit Existing Pairings', 'Tournaments', 'Print Scorecards', and 'Enter Scores' (highlighted with a red box).
  - Post Scores to GHIN** and **Display Leaderboard** are also listed.
- Right Column:**
  - PROFILE & REPORTS:** Includes 'Round Profile', 'Report Center • Community Reports', 'Handicap Analysis', and 'Pre-Play Audit of Round'.
  - Allow GHIN Updates?** is a toggle switch set to 'YES'.
  - PORTAL & MOBILE APP:** Includes '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).
  - ROUND STATUS:** Includes a legend for 'Not Started', 'In Progress', and 'Completed'.

A red arrow originates from the 'Rounds' tab in the navigation bar and points to the 'Enter Scores' button in the middle column.

Review each team to confirm **“All holes completed”**. If it says anything else, see next slide.

Golf Genius  
TM CLUB PREMIUM

EVENTGOLFERSCALENDAR**ROUNDS**APPS

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

[The Landings Club](#) > [LWGA APR 12 - 1BB Dashboard](#) > [Round 1](#) > [Enter Scores](#)Select Tournament ⓘ  
LWGA 1BB ▼Display by ⓘ  
Pairing group ▼Sort by  
Pairing group num ▼ ↓ A Z

Search for Names ⓘ

Random Scores ⓘClear All Scores

Email Notification ⓘ ON

Done Entering Scores

HELP ⓘ

# Confirm Scorecards (cont.)

- Confirm for each team that it says “All holes completed”
- If it says anything else:
  - Click on the drop-down arrow next to the group’s name
  - Review all holes to see what is missing
- If there are missing scores, it could be one of three situations. Follow the procedures on subsequent slides:
  - Missing scores for one or more holes
  - Withdrawing mid-round from play
  - No-show

# Post-Round Updates

- Missing score for one or more holes:
  - Attempt to contact the player to find out what score should have been entered.
  - If the player is unresponsive, record an “X”. The impact of this is:
    - That hole for that player will not be considered for the game
    - The maximum score for the hole will be posted to GHIN (net double bogey)
  - If a player only plays 9 holes, she must leave the remaining 9 holes blank. If she has entered X’s, delete them else scores will be posted to GHIN for all 18 holes.

# Post-Round Updates (cont.)

- Note that the following occurs if an “X” or an “X#” is posted for a hole:
  - X is used when a player does not finish a hole. The system will post the maximum allowable score for that hole (net double-bogey).
    - Example – the player picks up mid-hole
  - X# can also be used when a player does not finish a hole but has a likely score. The system will post the # for that hole.
    - Example – the player picks up on the green and decides that she was likely able to 2-putt for a realistic score of 5. She can record an “X5”.

# Post-Round Updates (cont.)

- Withdrawing from play:
  - Any individual who withdraws from play is not eligible to win. The remaining team members are eligible to win.
  - The scores of the player who withdrew counts for the team for the holes she played
  - The remaining players will receive a partial blind of similar handicap to complete the un-played holes. The partial blind does not receive a payout.
    - Randomly select a blind of same or similar handicap. If one does not exist, select one that is as close as possible.
    - Enter the scores from that blind's round into the withdrawn player's round
    - Note that some adjustment may be necessary if there is a difference between the strokes that the blind received compared to the withdrawn player

# Post-Round Updates (cont.)

- No-show player
  - This process is only necessary if a blind has not been assigned mid-round.
  - Decide which player should be assigned as a post-round blind:
    - The player must be in the same flight.
    - If possible, choose someone who was already assigned as a blind for another team. This ensures that she was aware that she should have putted out for every hole.
    - If a blind does not already exist for that flight, choose someone who has the same or similar handicap as the no-show player.
  - Log into Golf Genius and assign a blind following the procedure described on the next slides

Select **Rounds**.

Then select **Edit Existing Pairings**

The screenshot displays the USGA Tournament Management Club Premium web application. The browser's address bar shows the URL <https://www.golfgenius.com/leagues/6357852019724537035>. The navigation bar includes links for EVENT, GOLFERS, CALENDAR, **ROUNDS** (highlighted with a red box), and APPS. The main content area is divided into three columns. The left column contains a 'SELECT A ROUND' dropdown menu set to 'Round 1 (Tue, June 23)', a 'ROUND CHECKLIST' with five items (Pairings Created, Course(s) and Tees Set, Tournaments Defined, Scores Entered, Leaderboard Created) all marked with checkmarks, and a 'ROUND COMMUNICATION CENTER' with links for Manage Emails, Manage Text Messages, and Portal Messages. The middle column features a 'SIGNUPS & ROUND ROSTER' section with 'Open Signups' and 'Round Player Roster' (102 players confirmed), followed by a 'PAIRINGS & SCORING' section with links for Round Divisions, View Pairings Rules, **Edit Existing Pairings** (highlighted with a red box), Tournaments, Print Scorecards, Enter Scores, Post Scores to GHIN, and Display Leaderboard. The right column includes a 'PROFILE & REPORTS' section with links for Round Profile, Report Center, Handicap Analysis, Pre-Play Audit, and Allow GHIN Updates (toggle set to YES), and a 'PORTAL & MOBILE APP' section with links for Mobile App Stations, Show Pairings in Event Portal (toggle set to YES), Enable Mobile Score Entry (toggle set to YES), and Show Results in Event Portal (toggle set to YES). At the bottom, there is a 'ROUND STATUS' section with buttons for Not Started, In Progress, and Completed. The Windows taskbar at the bottom shows various application icons and the system clock indicating 5:01 PM on 7/9/2020.

To remove the no-show player:

1) Select **Remove Players**

2) Click on a **player's name** and the player will disappear.

3) Be sure to click **Save Pairings**.

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 1 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	Brashe, 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

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, Mannelle	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 a tournament. At the top, there's a browser window with the URL [https://www.golfgenius.com/pairings/6485935860884735733/edit?tee\\_times=1](https://www.golfgenius.com/pairings/6485935860884735733/edit?tee_times=1). Below the browser window is a table of player pairings. A red arrow points from the text 'Select the blind' to the 'Walters, Mavis' entry in 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	Uttinger, 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 the pairings. Below the toolbar is a text input field with the placeholder text 'Select a player below, then click on a player or empty slot above to add blind.' Below the text input field is a dropdown menu with the following options:

- Walters, Mavis
- Weber, Barbara
- Weitermann, Doris
- Willis, Peggy

The 'Walters, Mavis' option is highlighted with a red box. At the bottom right of the interface, there are buttons for 'Sort Pairings by...' and '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 a tournament pairing sheet. The browser address bar displays the URL: [https://www.golfgenius.com/pairings/6485935860884735733/edit?tee\\_times=1](https://www.golfgenius.com/pairings/6485935860884735733/edit?tee_times=1).

	Player 1	Player 2	Player 3	Player 4	Time	Blind	Course
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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 the pairings, including 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, and SET COURSE & TEE. A 'HELP' button is also present on the right.

Below the toolbar, there is a section for adding a blind. It says: "Select a player below, then click on a player or empty slot above to add blind." There is a dropdown menu labeled "Player" with "Walters, Mavis" selected. A "Cancel" button is next to it.

At the bottom of the page, there is a footer area. On the left, it says "Manual adjustments as of 29 June, 9:12pm by Lori Redding." On the right, there is a "Sort Pairings by..." button and a "Save Pairings" button, which is highlighted with a red box.

# Enter/Confirm Payout Configuration

- The payout is based on the Payout Schedule posted on LWGA.net.
- The payouts can vary during the year, so always consult the Payout Schedule before performing this step:
  - Go to LWGA.net
  - Select Resources, Payout Schedule
- Follow the instructions on the next slides

Select **Rounds**.

Then select **Tournaments**

The screenshot displays the USGA Tournament Management Club Premium web application. The browser address bar shows the URL <https://www.golfgenius.com/leagues/6357852019724537035>. The navigation bar includes links for EVENT, GOLFERS, CALENDAR, **ROUNDS** (highlighted with a red box), and APPS. The main content area is divided into three columns. The left column contains a 'SELECT A ROUND' dropdown menu set to 'Round 1 (Tue, June 23)', a 'ROUND CHECKLIST' with five items (Pairings Created, Course(s) and Tees Set, Tournaments Defined, Scores Entered, Leaderboard Created) all marked with checkmarks, and a 'ROUND COMMUNICATION CENTER' with links for Manage Emails, Manage Text Messages, and Portal Messages. The middle column, under a 'SIGNUPS & ROUND ROSTER' header, lists 'Open Signups', 'Round Player Roster' (102 players confirmed), and a 'PAIRINGS & SCORING' section. The 'PAIRINGS & SCORING' section includes links for Round Divisions, View Pairings Rules, Edit Existing Pairings, **Tournaments** (highlighted with a red box), Print Scorecards, Enter Scores, Post Scores to GHIN, and Display Leaderboard. The right column, under a 'PROFILE & REPORTS' header, includes a 'Round Profile', 'Report Center - Community Reports', 'Handicap Analysis', 'Pre-Play Audit of Round', 'Allow GHIN Updates?' (YES), 'PORTAL & MOBILE APP' section with 'Mobile App Stations' and three toggle switches (Show Pairings in Event Portal, Enable Mobile Score Entry, Show Results in Event Portal) all set to YES, and a 'ROUND STATUS' 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.

Click on the **event name**

The Landings Club

LWGA OCT 19 - 1 BB EVENS, ... Dashboard

Round 1

Tournaments

**Note:** Tournament results will be displayed on the Leaderboard in the order listed here. Click and drag to reorder list.

Add New Tournament

Tournament Library

Name	Division(s)	Format	Competition	Balls	Handicap	Purse	Points
1 BB EVEN & 2 BB ODDS	All Golfers	Stroke	Foursome v. Flight	Hole selected	Net	✓	<a href="#">Edit</a> • <a href="#">Delete</a>
<a href="#">Estimate Total Purse/Points...</a>							

Add Linked Tournament

Name	Type	Format
Click "Add Linked Tournament" above to set up your first linked tournament.		

Add User Scored Tournament

Name	Scored By
Click "Add User Scored Tournament" above to set up a tournament like Closest to Pin, Longest Drive, etc.	

Click on **Points and Purse for Divisions and Flights**. Note that it might take a few moments for this screen to appear.

The Landings Club

LWGA OCT 19 - 1 BB EVENS, ... Dashboard

Round 1

Tournaments

Edit 1 BB EVEN & 2 BB ODDS

Name

1 BB EVEN & 2 BB ODDS

Teams or Groups

Don't Use Teams

Tournament Format

Format

Stroke

Competition

Foursome v. Flight

Balls

Balls selected by hole

Holes

18 Holes

Enter number of balls to be counted on each hole.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1

Handicap

USGA Net

Handicap Allowance

100 %

Drop Worst 0 Hole(s)

Tie-breaking

USGA (last 9, 6, 3, 1, holes)

Payout

Purse & Points

by 1st, 2nd, ... Nth

Points and Purse for Divisions and Flights

Purse

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

more

1) Select the **Flight**

2) Then enter the \$ amount that each team wins in the **Purse** fields

3) Repeat for each flight and then select **Continue**

#### Payout by Division/Flights

Divisions All Golfers

Flights Flight 1

##### Purse

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	more
28	20	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Total \$12

##### Points

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	more
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Total 0

Clear All Payouts

Continue

Select **Save**

## Tournament Format

**Format** Stroke **Competition** Foursome v. Flight **Balls** Balls selected by hole **Holes** 18 Holes

Enter number of balls to be counted on each hole.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2

**Handicap** USGA Net **Handicap Allowance** 100 % **Drop Worst** 0 **Hole(s)** **Tie-breaking** Countback (last 9, 6, 3, 1, holes)

## Payout

**Purse & Points** by 1st, 2nd, ... Nth **Points and Purse for Divisions and Flights**

**Purse**

1st	0.0	2nd	0.0	3rd	0.0	4th	0.0	5th	0.0	6th	0.0	7th	0.0	8th	0.0	9th	0.0
10th	0.0																

[more](#)

**Total** \$256

**Points**

1st	0.0	2nd	0.0	3rd	0.0	4th	0.0	5th	0.0	6th	0.0	7th	0.0	8th	0.0	9th	0.0
10th	0.0	11th	0.0	12th	0.0	13th	0.0	14th	0.0	15th	0.0	16th	0.0	17th	0.0	18th	0.0
19th	0.0	20th	0.0														

[more](#)

**Total** 0

## Maximum Scores

- ☒ Do not apply hole by hole maximum scores
- ☐ Apply a maximum hole by hole score of net double bogey

HELP

Cancel

Save

# Guidance for Payouts with Blinds

- Blinds receive the payout as if they were on that team.
- If a player is on multiple teams which receive a payout (i.e. as herself and as a blind), the player only receives the highest payout, not both payouts.

# Complete the Round and Print Winners Report

- Enables the leaderboard to display final standings including tie-breaks
- Winners Report will be posted on LWGA Events automatically at the completion of this step
- Follow the instructions on the next slides

# Select **Rounds**

# Then click **Completed**

The Landings Club

LWGA JAN 12 - 1 BB OR MORE

Event

Event Dashboard



SELECT A ROUND

Round 1 (Tue, January 12)

ROUND CHECKLIST

- ☒ Pairings Created
- ☒ Course(s) and Tees Set
- ☒ Tournaments Defined
- ☒ Scores Entered
- ☒ Leaderboard Created

ROUND COMMUNICATION CENTER

Manage Emails • Email Tee Sheet

Manage Text Messages

Portal Messages from Members

Overview of Managing Rounds



SIGNUPS & ROUND ROSTER

Open Signups

Round Player Roster

91 players confirmed

PAIRINGS & SCORING

Round Divisions / Flights / Teams

View Pairings Rules

Edit Existing Pairings

Tournaments

Print Scorecards

Enter Scores

Post Scores to GHIN • See Posting Results

Display Leaderboard



PROFILE & REPORTS

Round Profile

Report Center • Community Reports

Handicap Analysis • Pre-Play Audit

Allow GHIN Updates?

YES

PORTAL & MOBILE APP

Mobile App Stations

Show Pairings in Event Portal

YES

Enable Digital Scorecards ⓘ

NO

Enable Mobile Score Entry ⓘ

YES

Show Results in Event Portal

YES

ROUND STATUS ⓘ

Not Started

In Progress

**Completed**

After the round completion has processed, this screen will be displayed.

Select **Re-score / Print / Adjust Leaderboard / TV Display**

The Landings Club

LWGA JAN 12 - 1 BB OR MORE

Round 1

Leaderboard

Hint: Click on anything in blue to see more details.

⚙ Re-score / Print / Adjust Leaderboard / TV Display

1 BB OR MORE

Expand All

### Skidaway Tees Flight

Pos.	Foursome	To Par	Total
1	Cunningham, Maryce + Pillets, Joyce Ann + Hayes, Karen + Michna, Carole	-21	60
2	Probst, Judy + Hoover, Jayne + Towson, Peggy + Taylor, Bonnie	-19	58
3	Bl[Pillets, Joyce Ann] + Lavish, Johanna + Eckburg, Judy + Allen, Nannette	-16	62

### Flight 1

Pos.	Foursome	To Par	Total
1	May, Karen + Bl[Bradford, Reggie] + Koch, Pat + Pitts, Ellen	-14	61
2	Ramey, Barbara + Bradford, Reggie + McGirr, Nancy + Good, Maria	-9	65
3	Lombard, Beverley + Garcia, Renee + Edwards, Virginia + Barber, Suzanne	-6	67
4	Early, Nancy + Decker, Sue + Drago, Linda + DeMartino, Liz	-3	71

### Flight 2

Pos.	Foursome	To Par	Total
1	Eleczo, Barb + Chaplin, Brenda + Patel, Shila + Redding, Lori	-12	64
2	Bl[Chaplin, Brenda] + McReynolds, Mary + Bl[Sangalli, Carole] + Diamond, Mimi	-10	67
3	Brown, Carol + Sangalli, Carole + Thompson, Penny + Stanga, Nina	-9	66
NS	Bekarski, Debra + Higbee, Ann + Anderson, Libba + Ernest, Carolyn	-	NS

Tournament Results

HELP ?

# Select **Print Leaderboard**

The Landings Club

LWGA JAN 12 - 1 BB OR MORE

Round 1

Leaderboard

**Hint:** Click on anything in [blue](#) to see more details.

⚙ Re-score / [Print](#) / [Adjust Leaderboard](#) / [TV Display](#)

To force recalculation of tournament results: [Re-score Leaderboard](#)

To change rank, points or purse for one or more tournaments: [Adjust Leaderboard](#)

To preview the live leaderboard on the event portal: [Live Leaderboard](#)

To print the leaderboard in PDF format: [Print Leaderboard](#)

To export the leaderboard in Excel spreadsheet: [Export XLS](#)

To preview the TV display: [TV Display](#)

1 BB OR MORE

[Expand All](#)

## Skidaway Tees Flight

Pos.	Foursome	To Par	Total
1	<a href="#">Cunningham, Maryce + Pillets, Joyce Ann + Hayes, Karen + Michna, Carole</a>	-21	60
2	<a href="#">Probst, Judy + Hoover, Jayne + Towson, Peggy + Taylor, Bonnie</a>	-19	58
3	<a href="#">Bl[Pillets, Joyce Ann] + Lavish, Johanna + Eckburg, Judy + Allen, Nannette</a>	-16	62

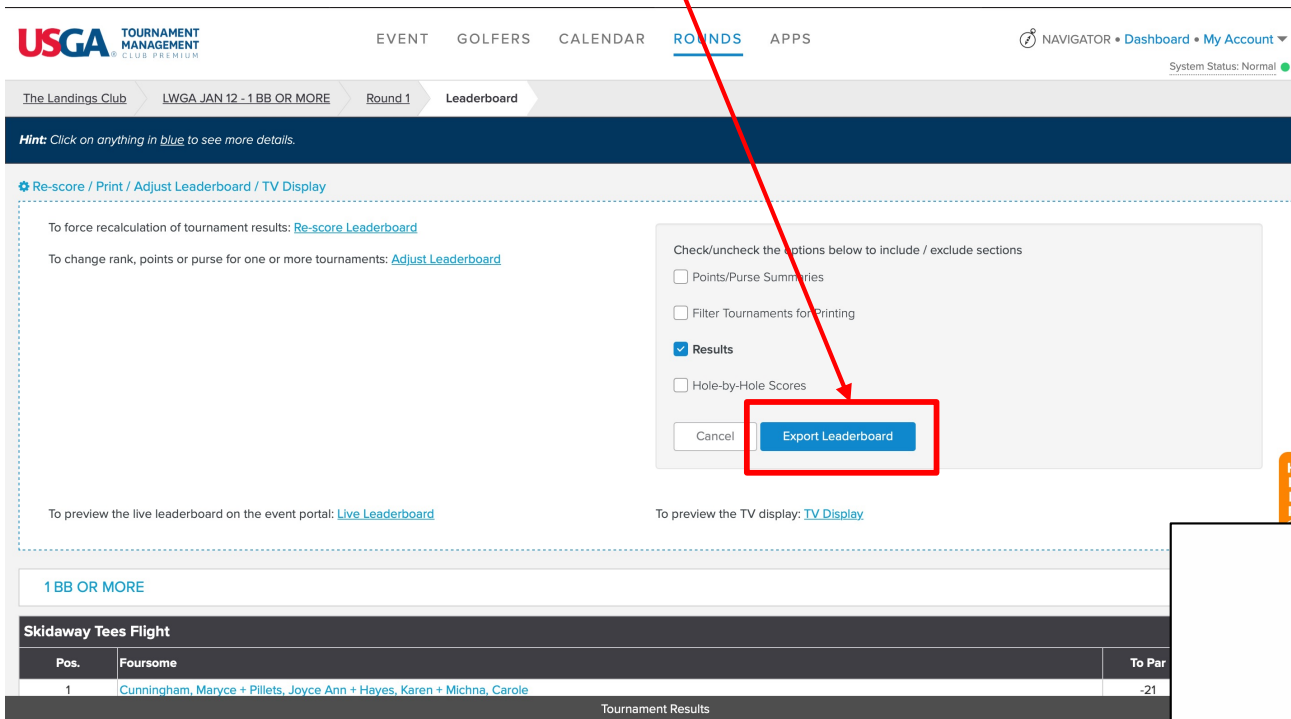
## Flight 1

Pos.	Foursome	To Par	Total
1	<a href="#">May, Karen + Bl[Bradford, Reggie] + Koch, Pat + Pitts, Ellen</a>	-14	61
2	<a href="#">Ramey, Barbara + Bradford, Reggie + McGirr, Nancy + Good, Maria</a>	-9	65
3	<a href="#">Lombard, Beverley + Garcia, Renee + Edwards, Virginia + Barber, Suzanne</a>	-6	67
4	<a href="#">Early, Nancy + Decker, Sue + Drago, Linda + DeMartino, Liz</a>	-3	71

Tournament Results

HELP  
?

# Select **Export Leaderboard**



USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT GOLFERS CALENDAR **ROUNDS** APPS

NAVIGATOR • Dashboard • My Account

System Status: Normal

The Landings Club LWGA JAN 12 - 1 BB OR MORE Round 1 Leaderboard

Hint: Click on anything in blue to see more details.

Re-score / Print / Adjust Leaderboard / TV Display

To force recalculation of tournament results: [Re-score Leaderboard](#)

To change rank, points or purse for one or more tournaments: [Adjust Leaderboard](#)

Check/uncheck the options below to include / exclude sections

- ☐ Points/Purse Summaries
- ☐ Filter Tournaments for Printing
- ☒ Results
- ☐ Hole-by-Hole Scores

Cancel Export Leaderboard

To preview the live leaderboard on the event portal: [Live Leaderboard](#)

To preview the TV display: [TV Display](#)

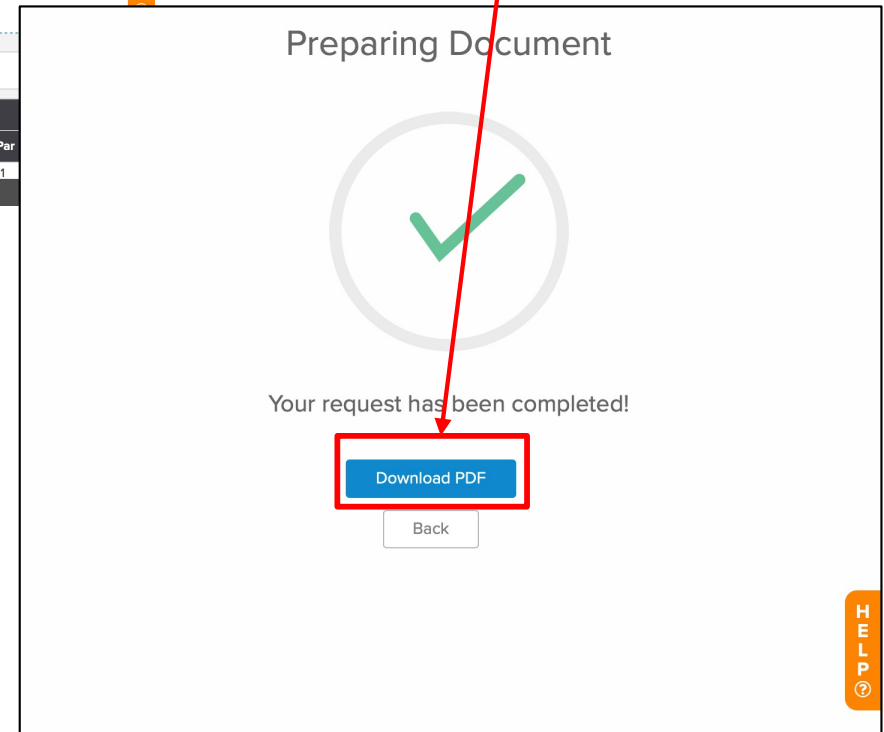
1 BB OR MORE

Skidaway Tees Flight

Pos.	Foursome	To Par
1	<a href="#">Cunningham, Maryce + Pillets, Joyce Ann + Hayes, Karen + Michna, Carole</a>	-21

Tournament Results

# Select **Download PDF**



Preparing Document

Your request has been completed!

Download PDF

Back

# Email the Winners Report

- After following the process on the previous slide, the Leaderboard report will display on your device/computer.
- Follow your device's process for exporting/emailing the PDF to the following address:  
[twatl@comcast.net](mailto:twatl@comcast.net)
- The email's subject should be:  
LWGA Winners Report – [date]

# Post Scores to GHIN

- On a weekly basis, the Tournament Chairperson will decide if scores will be posted directly from Golf Genius into GHIN or if the players will post their own scores
- The scorecard will indicate on the back how the scores will be posted
- If the scoring volunteer is posting the scores, follow the instructions on the next slides

# Select **Post Scores to GHIN**

The Landings Club LWGA FEB 23 - 2 BB Event Event Dashboard



SELECT A ROUND

Round 1 (Tue, February 23)

ROUND CHECKLIST

- ☒ Pairings Created
- ☒ Course(s) and Tees Set
- ☒ Tournaments Defined
- ☒ Scores Entered
- ☒ Leaderboard Created

ROUND COMMUNICATION CENTER

Manage Emails • Email Tee Sheet

Manage Text Messages

Portal Messages from Members

Overview of Managing Rounds



SIGNUPS & ROUND ROSTER

Open Signups

Round Player Roster  
102 players confirmed

PAIRINGS & SCORING

View Pairings Rules

Edit Existing Pairings

Blind Draw Teams

Tournaments

Print Scorecards

Enter Scores

**Post Scores to GHIN**

Display Leaderboard



PROFILE & REPORTS

Round Profile

Report Center • Community Reports

Handicap Analysis • Pre-Play Audit

Allow GHIN Updates?

YES

PORTAL & MOBILE APP

Mobile App Stations

Show Pairings in Event Portal

YES

Enable Digital Scorecards ⓘ

NO

Enable Mobile Score Entry ⓘ

YES

Show Results in Event Portal

YES

ROUND STATUS ⓘ

Not Started

In Progress

Completed

In previous steps, if you assigned a partial blind to a player by entering the blind's scores in the players scorecard, uncheck the **checkbox** for that player.

Click **Post Scores**

The Landings Club > LWGA FEB 23 - 2 BB > Round 1 > GHIN Score-Posting Dashboard

Select those players for whom you wish to post scores to GHIN. You can filter the list down to specific players by custom field, as well as select the score posting type from the score type dropdown. Note that 9-hole scores can only be posted once.

FILTER BY A CUSTOM FIELD

Select a Field

Search

SCORE TYPE

Home

Clear

Post Scores

Check All

Uncheck All

Print Report

	Name ▼	Current Handicap Index	Handicap Index on Tue, Feb 23	GHIN	Affiliation	Gender	Adj. Gross Score (Rating / Slope / Par)	Status
<input checked="" type="checkbox"/>	Allen, Nannette	30.9	30.9	2900269	The Landings Club	F	98 (63.7/110/72)	
<input checked="" type="checkbox"/>	Allen, Tina	23.4	23.4	1926493	The Landings Club	F	96 (69.6/121/72)	
<input checked="" type="checkbox"/>	Alper, Linda	27.1	27.1	2942386	The Landings Club	F	108 (69.6/121/72)	
<input checked="" type="checkbox"/>	Altman, Cindy	22.3	22.3	2900992	The Landings Club	F	104 (69.6/121/72)	
<input checked="" type="checkbox"/>	Anderson, Libba	18.1	18.1	2899825	The Landings Club	F	94 (69.6/121/72)	
<input checked="" type="checkbox"/>	Ault, Jane	22.8	22.8	2900620	The Landings Club	F	103 (69.1/120/72)	
<input checked="" type="checkbox"/>	Baldacci, Judy	27.2	26.9	2900337	The Landings Club	F	119 (69.1/120/72)	

As the scores post to GHIN, you will see the Status change to **green**. Confirm that all have changed to green.

The Landings Club LWGA FEB 23 - 2 BB Round 1 GHIN Score-Posting Dashboard

Select those players for whom you wish to post scores to GHIN. You can filter the list down to specific players by custom field, as well as select the score posting type from the score type dropdown. Note that 9-hole scores can only be posted once.

FILTER BY A CUSTOM FIELD

Select a Field ▼

...

SCORE TYPE

Home ▼

Search

Clear

Post Scores

Check All

Uncheck All

Print Report

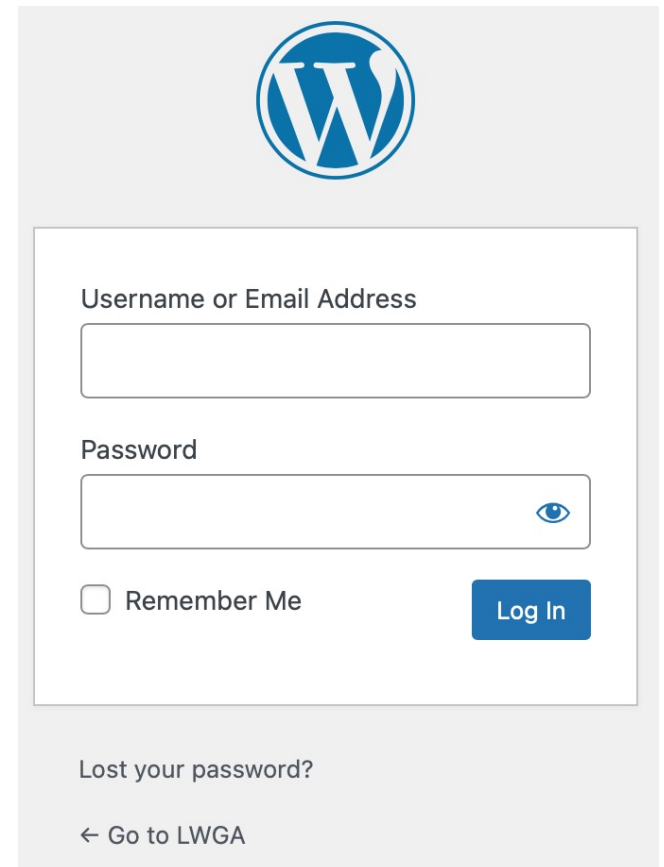
	Name ▼	Current Handicap Index	Handicap Index on Tue, Feb 23	GHIN	Affiliation	Gender	Adj. Gross Score (Rating / Slope / Par)	Status
<input checked="" type="checkbox"/>	Allen, Nannette	30.9	30.9	2900269	The Landings Club	F	98 (63.7/110/72)	GHIN
<input checked="" type="checkbox"/>	Allen, Tina	23.4	23.4	1926493	The Landings Club	F	96 (69.6/121/72)	GHIN
<input checked="" type="checkbox"/>	Alper, Linda	27.1	27.1	2942386	The Landings Club	F	108 (69.6/121/72)	GHIN
<input checked="" type="checkbox"/>	Altman, Cindy	22.3	22.3	2900992	The Landings Club	F	104 (69.6/121/72)	GHIN
<input checked="" type="checkbox"/>	Anderson, Libba	18.1	18.1	2899825	The Landings Club	F	94 (69.6/121/72)	GHIN
<input checked="" type="checkbox"/>	Ault, Jane	22.8	22.8	2900620	The Landings Club	F	103 (69.1/120/72)	GHIN
<input checked="" type="checkbox"/>	Baldacci, Judy	27.2	26.9	2900337	The Landings Club	F	119 (69.1/120/72)	GHIN

HELP ?

# Record Blinds in LWGA.net

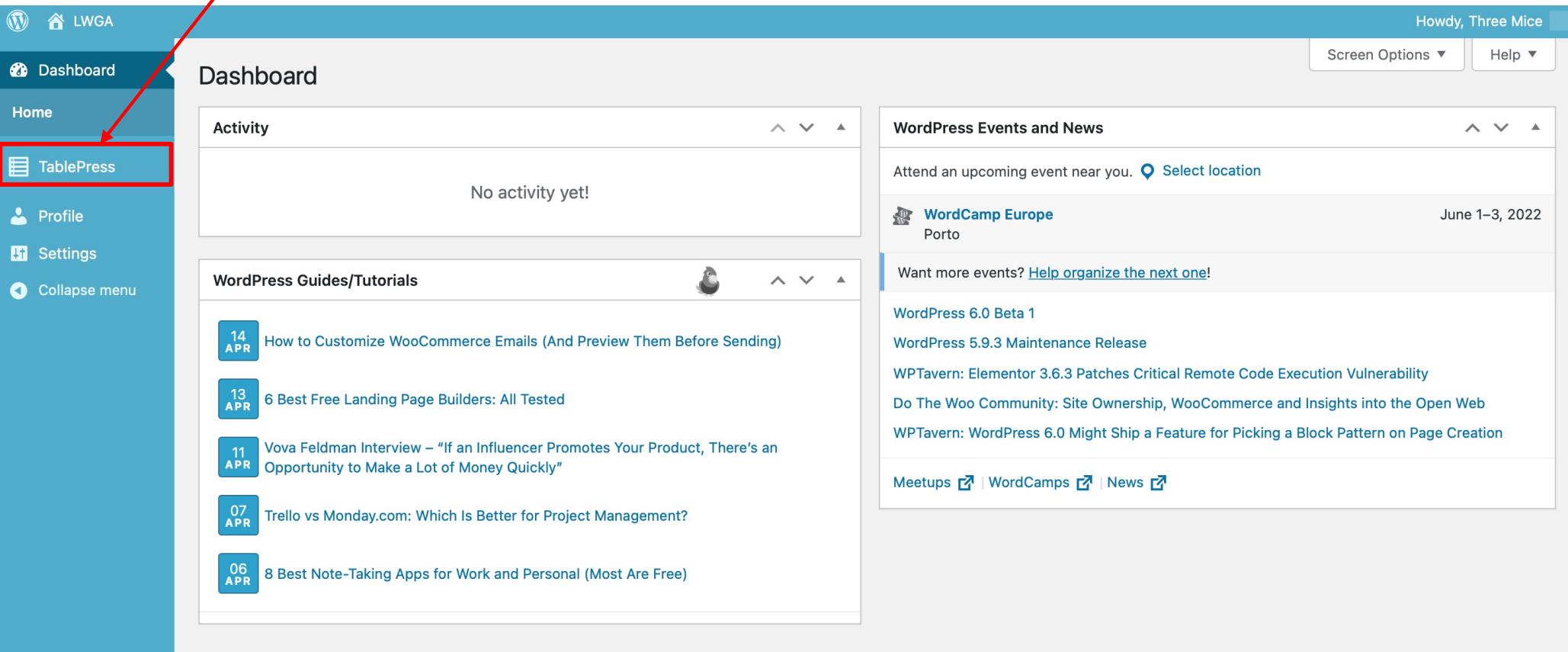
A list of blinds is maintained so that the pairings volunteer can avoid repeating the same blinds from previous weeks:

1. Type the following into your browser: <http://lwga.net/wp-admin/>
2. You will see this screen:
3. **Contact the Golf Genius Chair for Username and Password**



The screenshot shows the WordPress login interface. At the top is the WordPress logo. Below it is a white box containing the login form. The form has two input fields: 'Username or Email Address' and 'Password'. The 'Password' field has a toggle icon (an eye) to the right. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue 'Log In' button. Below the login box, there is a link 'Lost your password?' and a link '← Go to LWGA'.

## 4. Select **TablePress**.



The screenshot shows the WordPress dashboard interface. On the left, a blue sidebar contains the navigation menu. The 'TablePress' item, represented by a table icon, is highlighted with a red rectangular box. A red arrow originates from the text 'TablePress' in the heading above and points directly to this menu item. The main content area of the dashboard is titled 'Dashboard' and includes several widgets: 'Activity' (showing 'No activity yet!'), 'WordPress Guides/Tutorials' (listing various articles with dates), and 'WordPress Events and News' (featuring 'WordCamp Europe' and other updates). The top right of the dashboard shows the user's name 'Howdy, Three Mice' and links for 'Screen Options' and 'Help'.

WordPress Dashboard (LWGA)

Howdy, Three Mice

Screen Options Help

Dashboard

Home

**TablePress**

Profile

Settings

Collapse menu

Activity

No activity yet!

WordPress Guides/Tutorials

- 14 APR How to Customize WooCommerce Emails (And Preview Them Before Sending)
- 13 APR 6 Best Free Landing Page Builders: All Tested
- 11 APR Vova Feldman Interview – “If an Influencer Promotes Your Product, There’s an Opportunity to Make a Lot of Money Quickly”
- 07 APR Trello vs Monday.com: Which Is Better for Project Management?
- 06 APR 8 Best Note-Taking Apps for Work and Personal (Most Are Free)

WordPress Events and News

Attend an upcoming event near you. [Select location](#)

**WordCamp Europe** June 1–3, 2022  
Porto

Want more events? [Help organize the next one!](#)

WordPress 6.0 Beta 1

WordPress 5.9.3 Maintenance Release

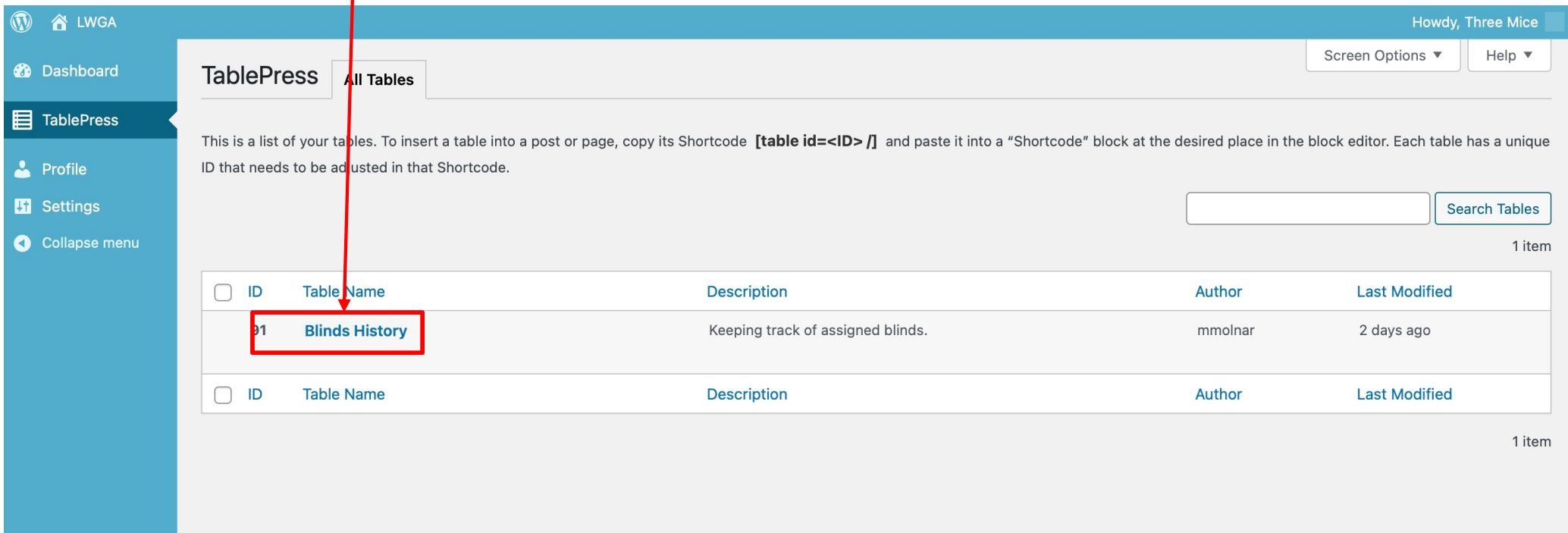
WPTavern: Elementor 3.6.3 Patches Critical Remote Code Execution Vulnerability

Do The Woo Community: Site Ownership, WooCommerce and Insights into the Open Web

WPTavern: WordPress 6.0 Might Ship a Feature for Picking a Block Pattern on Page Creation

[Meetups](#) | [WordCamps](#) | [News](#)

## 5. Select **Blinds History**.



The screenshot shows the WordPress dashboard with the TablePress plugin interface. The left sidebar contains navigation links: Dashboard, TablePress, Profile, Settings, and Collapse menu. The main content area is titled 'TablePress' and 'All Tables'. It includes a search bar and a 'Search Tables' button. Below this is a table listing the user's tables. The table has columns for ID, Table Name, Description, Author, and Last Modified. The first table listed is 'Blinds History' with ID 1, described as 'Keeping track of assigned blinds.', created by 'mmolnar', and last modified '2 days ago'. This table is highlighted with a red box, and a red arrow points from the text '5. Select Blinds History.' to it. The table is shown in a single-item view.

Howdy, Three Mice

Screen Options ▾ Help ▾

TablePress All Tables

This is a list of your tables. To insert a table into a post or page, copy its Shortcode `[table id=<ID> /]` and paste it into a "Shortcode" block at the desired place in the block editor. Each table has a unique ID that needs to be adjusted in that Shortcode.

Search Tables

1 item

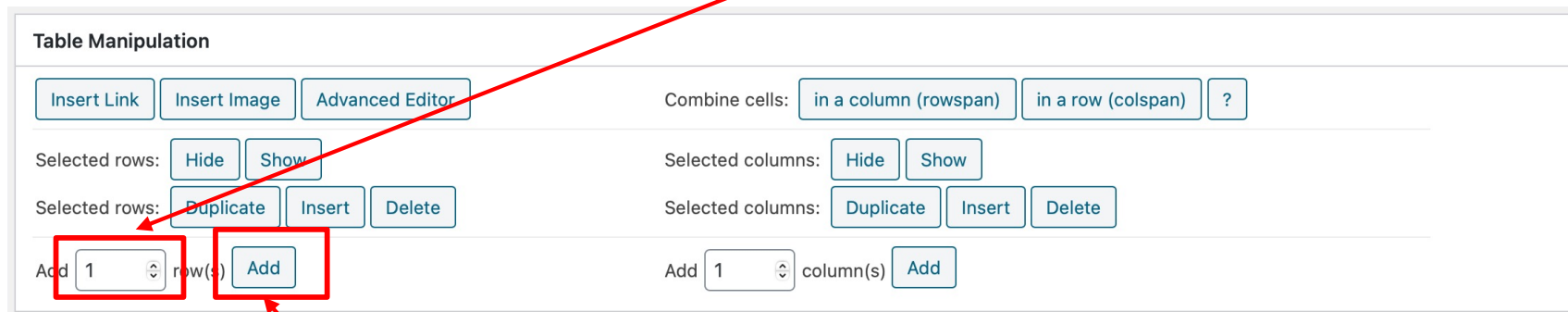
<input type="checkbox"/>	ID	Table Name	Description	Author	Last Modified
<input type="checkbox"/>	1	Blinds History	Keeping track of assigned blinds.	mmolnar	2 days ago

1 item

# Record Blinds in LWGA.net (cont.)

You are now in the Tablepress table editor

6. At the bottom of the table, enter the **number of blinds** you are adding:



The screenshot shows the 'Table Manipulation' section of the Tablepress editor. It contains various buttons for table management. A red line points from the text 'number of blinds' in the previous step to the 'Add' button in the 'Add 1 row(s)' section. Another red box highlights the 'Add' button in the same section. A third red box highlights the 'Add' button in the 'Add 1 column(s)' section.

Table Manipulation

Insert Link Insert Image Advanced Editor

Combine cells: in a column (rowspan) in a row (colspan) ?

Selected rows: Hide Show

Selected rows: Duplicate Insert Delete

Add 1 row(s) Add

Add 1 column(s) Add

7. Select the **Add** button

# Record Blinds in LWGA.net (cont.)

8. Enter the blinds from this week in the blank rows  
format: last name, first name    date format: mm/dd/yyyy
9. Click **Save Changes** at the bottom of the screen

The screenshot shows the TablePress editor interface. At the top, there are buttons for 'Insert Link', 'Insert Image', and 'Advanced Editor'. Below these are sections for 'Selected rows' and 'Selected columns', each with 'Hide', 'Show', 'Duplicate', 'Insert', and 'Delete' buttons. There are also 'Add' buttons for rows and columns, each with a dropdown set to '1'. At the bottom left, there is a 'Preview' button and a 'Save Changes' button, which is highlighted with a red box. A red arrow points from the text 'Click Save Changes' in step 9 to this button.

10. When finished be sure to log out in the upper right corner!  
Click **Howdy, Three Mice**  
Then click **Log Out**

