SDHSAA
Golf Genius User Guide

Welcome to Golf Genius! With Golf Genius you will be able to easily set up and run your golf events, report your results, and allow parents and other spectators to watch the results through Live Scoring. The program is not difficult to use, whether you are having a dual or a 16 team invitation. This is a step by step tutorial that will show you how to set up and run your event from start to finish.

SUPPORT

There is a HELP feature in Golf Genius where you can find answers to many questions. If you cannot find the answer and need additional support, please TEXT the SDGA at 605-546-7775. **DO NOT** use the Contact Us feature from Golf Genius.

CREATING A NEW EVENT

Complete the following form for any event that you want to conduct with Golf Genius. Please submit your requests as soon as possible, but no later than a week before your event. Once we receive the form, we will create the event and notify the event manager so they can begin to set up the event.

GOLF GENIUS EVENT REQUEST FORM

Manager Name
Manager Email
Manager Phone Number
Name of Event
Golf Course
Date of Event
Class
Varsity / JV / Both
Number of Teams
Number of Holes
Notes, Special Requests, etc.

ACCESSING YOUR EVENT

You will receive an email from the SDGA after we have created your event and added you as an event manager. Save that email. You can also establish a password for your email in Golf Genius. When you log in you should see all of your events.

GGID (GOLF GENIUS ID)

The **Event GGID** is for the public so they can view the event (pairings, scoring, etc.). They can use it on the Golf Genius app or at www.golfgenius.com. I create an Event GGID for you when I set up the event, but you can change it if you like. You can access it through the event Dashboard or at EVENT>Event Details. I suggest you create a Word Doc with the GGID in big letters so you can post it around the clubhouse on the day of the event for all of the "What's the GGID?" questions you will get. You can send it out to all the coaches and they can let all of the players/parents know ahead of time.

The **Scoring GGID** is for each group to use to transmit the scores at the end of each hole. It is listed on the "Pairings with GGID" report that you will print once pairings are made. One player in the group can do this. If they want to split the duty or if the scorer has to WD, another player can log in with the scoring GGID and take over. If you need to make a change in pairings, try to do it in Golf Genius as soon as you can so the correct names show up in that group's scoring GGID. The player keeping score may have to log out and log back in to see the change.

EVENT PORTAL

A web page (Event Portal) is automatically created for each event. When someone signs in at golfgenius.com with the Event GGID, this web page is what they will see. You will need to do a few things to get it set up.

You can get the web address by clicking APPS in the menu bar. On the left of the drop down page is the Member Portal Address. You can copy that address and paste it in a browser window to view it, or right-click and open in a new tab. It has the generic SDHSAA Banner, but the page will have your event information in it. If you want to load your own custom banners and logos, instructions for that are at the end of this document and in the Golf Genius Knowledge Base.

You'll need to make some pages visible by following this procedure. You can make edits to any page as well.

1. Open the web page.
2. Hover over any menu options to see the list of pages. You can EDIT any page that you want. For example, you could put your event information on the Welcome page.
3. For the pages under Tee Sheets, Results, Player Statistics, and Social, you need to EDIT and check the "Public Page" box.
4. If you check the "Splash Page" box while editing a page, that will make that page the first page that people see when they open the portal.

TOURNAMENTS
1. Each event is set up with a Team Championship and an Individual Championship.
2. For combined Varsity and JV events, there are tournaments for each division.
3. Tie-breaking defaults (events created after 8-28)
   a. The Team Championship tiebreaker will compare the best score that is not used in the team competition (5th score - AA and A, 4th score - B)

b. The Individual Championship tiebreaker uses the USGA method (last 9, last 6, last 3, last 1)

c. If you want to use a different tiebreaker or no tiebreaker, go to ROUNDS>TOURNAMENTS and change the setting for one or more tournaments.

ADD PLAYERS

1. Create Spreadsheet
   a. You can create a Google Sheet and share it out for other coaches to add their players. Player #1 should be first listed down to the last player, and then if there are any individual players they should be identified. Here is a default Signup sheet in Google Sheets>>>SDHSAA EVENT SIGNUP SHEET You can only view this document. You'll need to make a copy or download it as an Excel spreadsheet.
   b. You can just have them email or text you and you can put the information in a spreadsheet.
   c. You need the following fields as column headers: **Affiliation, First Name, Last Name**. You can add other fields like Graduation Year or Hometown
   d. Save Spreadsheet as an Excel Spreadsheet
2. Upload Spreadsheet
   a. Go to GOLFERS>UPLOAD GOLFERS FROM SPREADSHEET
   b. Hit the confirm button and then Choose File. Navigate to the Excel file on your computer and select it.
   c. If your column headers are different, you will have to Match them up with an existing field. **So be sure to use the exact column headers listed above**

DIVISIONS

1. Single Division (Varsity or JV)
   a. Players are automatically added to the All Golfers division.
   b. Both the Team Championship and Individual Championship will look at All Golfers
2. Both Divisions (Varsity AND JV)
   a. Players are automatically added to the All Golfers division.
   b. There are also separate divisions for Varsity Players and JV Players. You need to manually add those players to the proper division.
   c. Go to GOLFERS>DIVISIONS, FLIGHTS, and TEAMS
   d. For each division (Varsity and JV) choose Edit Membership
   e. Click on players to add them to the correct division
   f. Once you add varsity players, switch to the JV division. If you check the box to "show golfers not part of any divisions", it will show only the remaining players to make it easier to add them.

MAKE TEAMS

1. Go to GOLFERS>DIVISIONS, FLIGHTS, and TEAMS
   a. For a single division event, use the ALL GOLFERS Division
   b. For a combined Varsity/JV event, you'll need to do this for each division.
2. Select MANAGE TEAM LISTS
3. Select MANAGE TEAMS
4. In the Sort By box, select Affiliation. This will group the players together by team.
5. For each team, click on member tiles on the right to add players. You can click on them in their order on the team, or rearrange any of them by dragging and dropping once they have been selected.

6. Once they are all done, choose MANAGE TEAMS and rename each team with the School name. Uncheck the box that says "Compute team name automatically based on team membership".

MAKE PAIRINGS

1. Create Groups
    a. Go ROUNDS>CREATE NEW PAIRINGS
    b. Create Manual Pairings
    c. Create Manual Foursomes by Other Teams
    d. Select the players in each group and click CREATE PAIRING.
    e. When you are done, select NEXT
    f. Select CONTINUE
2. Select Course and Tee
    a. Click SELECT ALL PLAYERS
    b. Choose the tees
    c. Select APPLY
    d. Save Pairings after course and tees are populated
3. Select Tee Times or Shotgun
    a. Shotgun
        i. Select ALL
        ii. Choose Time and Starting Holes
        iii. Save Pairings
    b. Tee Times
        i. Manually type in the tee times, or
        ii. Select the range of groups, the first tee time, the interval (8, 9, or 10 minutes) and hole
        iii. Select APPLY
        iv. Save Pairings

If you need to make a change in pairings, try to do it in Golf Genius as soon as you can so the correct names show up in that group's scoring GGID. The player keeping score may have to log out and log back in to see the change.

PRINT PRE-ROUND REPORTS

1. ROUNDS>REPORT CENTER
2. 1-SDHSAA
    a. SDHSAA Condensed Pairings Sheet (Good for staff)
    b. SDHSAA Tee Sheet with GGID (Good for public, course, media)
    c. SDHSAA Scorecard (card stock)
    d. SDHSAA Pace Chart
3. If any report asks you to select tournament, just choose "User Defined"

PREPARE FOR ROUND

1. ROUNDS
    a. Show Pairings in Event Portal - Change to YES
    b. Enable Mobile Score Entry - Change to YES
    c. Change Round Status to "In Progress"
2. APPS - Prepare Event Portal
    a. Click on Member Portal Address

b. Tee Sheets Menu Item
            i. Tee Sheet Page - Choose Edit
            ii. Choose Public Page
            iii. Custom Field > Choose School
            iv. Save Page
        c. Results Menu Item
            i. Tournament Results Page - Choose Edit
            ii. Choose Public Page
            iii. Choose Splash Page
            iv. Save Page
        d. Social Page
            i. Event Photos Page - Choose Edit
            ii. Choose Public Page
            iii. Save Page
        e. To get back, click the gearbox and choose "Return to Manager Site"
    3. CHECK LEADERBOARD
        a. ROUNDS>ENTER SCORES
        b. Random Scores (bottom left)
        c. Click OK
        d. Click Test Leaderboard
        e. Team and Individual Leaderboard should display and score correctly
        f. ROUNDS>ENTER SCORES
        g. Clear Random Scores

DAY OF EVENT
    1. Make sure mobile scoring is enabled and the round is In Progress (Prepare for Round - #1)
    2. Give out Scoring GGID's
        a. Scoring GGID's are on scorecards
        b. If scorecards not printed, GGID's are on tee sheets
    3. Monitor leaderboard
    4. Scoring
        a. Establish Scoring Area
        b. Have scissors so players can cut off scoring strip
        c. Players cut off their scoring strip, sign the card they kept and give it to the other player
        d. Each player compares their scoring strip to their card and resolve any discrepancies
        e. Players sign their cards and turn them in.
        f. Before they leave, check to make sure the cards look valid (no missing scores, etc.) and there are no confusing numbers.
        g. Compare the scorecard to Golf Genius and make changes in Golf Genius if necessary. The scorecard is the official score.
        h. Click the box to Mark Scorecard as Complete
        i. Click Done and wait for next group.

COMPLETE EVENT - POST-EVENT REPORTS
    1. ROUNDS>Change Round Status to COMPLETED
    2. ROUNDS>Display Leaderboard
        a. PDF Report
            i. Re-score / Print / Adjust Leaderboard / TV Display
            ii. Choose Print Leaderboard

iii.   Choose Results
iv.   Choose Export Leaderboard
v.   Choose Download PDF
vi.   Click Back

b. Excel Report
i.   Re-score / Print / Adjust Leaderboard / TV Display
ii.   Choose Export XLS
iii.   Choose Results and Hole by Hole Scores
iv.   Choose Export XLS Leaderboard
v.   Choose Download XLS
vi.   Choose Back

ADD BANNER and LOGOS (Optional)

You can add custom banners and logos if you want.

1. EVENTS>Logos, Banners and Backgrounds
2. Upload logos and banners
3. The default Primary Logo is SDHSAA
4. The default Secondary Logo is SDGA
5. The default Banner size is approximately 800 pixels wide and 150 pixels tall