Cloning an Event V2

2019

1. Go to the VSWGA Home page in Golf Genius
2. Click on Events/Leagues & Trips
3. Click on “Clone an Event, League or Trip”
4. Fill in the form
	1. From: Select the course or event that you are cloning
	2. To: Type in a new name, e.g. “2019 Burlington Country Club State Day”
	3. Category: Event, Leagues and Trips
	4. Season: Select the current season, e.g. “2019 Season”
	5. Click Next
5. Unclick “Player Roster” and unclick “**All Season Divisions/Flights/Teams”** from the form
	1. Click Next
6. Select the Date for the event
	1. Click Clone
7. Event -> Course Details
	1. Make sure the correct course is selected, e.g. Burlington Country Club
8. Event -> Custom Fields
	* 1. Make sure “Select tee time preference” is 1,2 or 3
			1. Multiple Choice/Single Answer/ 1,2,3
		2. If it is a “Forward Tees” Event, make sure the question “Would you like to golf from the forward tees?” is marked yes/
			1. Multiple Choice/Single Answer/No,Yes
9. Event -> Event Profile
	1. Registration Form
		1. Registration Opens for Everyone: Set this to the 15th of the month before the event (e.g. if the event is 5/14, the open date is 4/15 at noon)
		2. Registration Closes: Set this to the Thursday before the event at noon (e.g. if the event is 5/14, the close date is 5/9 at noon)
		3. Make sure that the registration form description field is still accurate
		4. Additional Information -> Membership eligibility criteria
			1. If there is an age criteria, enter the correct calculation date
10. Event -> Event Payment Center -> Edit the Description field
	1. If it was showing “2018 VSWGA Amateur….” in the description field, change it to the current year, i.e. “2019 VSWGA Amateur….”.
11. Event->Add/Invite/Reinvite Managers
	1. Make the club rep an event manager
	2. Click the “Add a new Manager” blue button
	3. Enter the Last name, First name, and email address of the manger
	4. Do NOT select anything else/ Click Invite