# **Steps for Pairings in Golf Genius v8**

Event registration closes in Golf Genius on Friday at 8am.

Pairing are performed Friday mornings.

# Check State Day email for any last minute change requests

# Go to the Event

* 1. Event, leagues and Trips -> Select the event

# Download event players into Excel (two ways)

1. Golfers -> Event Roster
2. Download the spreadsheet (left side box)
3. Once the spreadsheet is on your machine in Excel, sort the players by team id, then tee time preference, then entry number
4. Create teams of fours players whenever possible

# Update Handicaps

* 1. Golfers -> Access GHIN to Update Handicap Indexes
	2. Click update (upper right corner)
	3. Check to make sure that the indicator on the right hand side is marked in green “updated” for all players

# Create Teams to keep registered players together

* 1. Golfers -> Event Divisions/Flights/Teams (center column)
	2. Select “Manage Team Lists” (at bottom of the screen)
	3. “Add New Team List”
	4. In Enter a new name, type “State Day Event Teams”, e.g. “Sugarbush State Day Teams”
	5. Set a team size to “4”
	6. Method “Automatically create teams using custom field”
	7. Custom Field “Team ID”; select “create teams by maintaining everyone with the same custom field value together”
	8. Team name format “use names of first 2 players in alphabetical order”
	9. Hit “Next” (at the very bottom right)
	10. Process screen will appear. Wait for it to finish.

# Create New Pairings

* 1. Rounds->Create New Pairings
	2. Step 1, select Manual Pairings – set the pairings yourself
	3. Step 2, select “Create Manual Foursomes by other teams”
		1. Select the team that you created in Step 5
	4. Sort players by “Team ID”
	5. Click on the four players for each group (from the spreadsheet report in step 3) and click “Create Pairing”
		1. Note that the order that you create pairings here will be the order they will tee off, however this can be edited in the next step
		2. Everyone should then be marked with a pairing number in their box. Scroll down to make sure everyone has a pairing number assigned.
	6. Hit “Next” at the bottom of the screen
	7. Hit “Continue”
	8. Process screen will appear. Wait for it to finish.

# Edit Pairings, Set Tees, and Tee Times

* 1. Click on “Add Player” to make sure every player registered for the event is in a pairing.
	2. Rounds -> Edit Existing Pairings: Use the buttons along the bottom of the screen to:
		1. Swap players (move a player to a different group)
		2. Swap pairings (move one pairing before or after another one)
		3. Add a new row
		4. Add or remove players (check for any additional players by going to add new player. If anyone shows up in the drop-down, add them to a pairing)
	+ Set Tee & Course & Tee Time (bottom right)
		1. Click on “Additional Information” Button (upper left)
		2. Click on “Include Custom Fields”, Then “Would you like to golf from the forward tees?”
		3. Click Save
		4. Look for any players that have the yes answered next to their names. These are the forward tee players.
		5. Click the “Set Course & Tee Button”
			1. Select “All Players” so that they are all highlighted in the list
			2. Uncheck players from the forward tees
			3. Select the regular tee from the tee drop down list
			4. Select “Go”
			5. Select the players that are playing form the forward tees.
			6. Select the forward tee from the tee drop down list
			7. Select “Go”
		6. Select “Save Pairings”
	+ Set Tee Time
		1. Select “set course and tee” button
		2. First tee time = “8am” (unless the club indicates differently)
		3. Interval = 10
		4. Hole = 1
		5. Hit “Select All”
		6. Hit Go and the tee times should be populated
		7. Hit “Save Pairings”

# Email Golfers with the tee time

* + Go to Rounds-> Email Tee Sheet
		1. Change “Show pairings in Event Portal” to Yes (on the right side of the screen)
		2. Click on “Report Center” (far right side)
		3. Click on basic reports ->Tee Sheet->Configure
		4. Select “Include full player course handicaps”
			1. You can also include the player handicap index if you choose
		5. Select a “custom field” if you need to include a “friend indicator” or “riding/walking” indicator for each player
			1. Note that you can only show one custom field per tee sheet
		6. Click “Download PDF” and save it to your computer (to email to the pro and club rep later)
		7. Update special message re: sending Pace of Play info to Nancy
		8. Rounds -> email tee sheet
			1. Subject Line: Change to say “Sugarbush SD Tee Sheet”
			2. Attachments: Check “include tee sheet as both link and attachment”.
			3. Message:
				1. Write “please see the link or attachment for tee times”.
				2. Add any additional information specific to that course in the email:

Carts: call to reserve a cart OR

No Carts allowed OR

Make sure your scorecard is accurate before submitting OR

Please allow extra time for construction, ETC

* + - 1. Hit Send (bottom right of screen)
1. Make club reps and pros (if appropriate) event managers
	1. Event -> Add/Remove/Reinvite Manager
	2. If they are already listed then do nothing and exit this screen.
	3. If they are not listed, Enter Last Name, First Name, Email Address
		1. Do not click the button “make a customer manager”

Global Settings to check for each event

#  Global Settings (needs to be done once a season):

* 1. For each event, go to Event -> Event Profile and check that:
		1. Handle: uses format last name, first name
		2. Rounds & Scheduling: Automatic scheduler-> select order pairings by division and flight (is this right?)
		3. Check that the course is in GG