**CLUB REPS**

**Steps for Scoring in Golf Genius v9**

**2020**

**PRIOR TO THE EVENT**

1. **If you don’t have a login in to Golf Genius, you will get an invite email with the subject “You are now the manager of …” with an email content similar to the following:**

**Welcome to USGA Tournament Management Association, powered by Golf Genius Software.**

**We have created an account for you. Click on the link below to get started. You will be prompted to enter a permanent password.**

**[https://golfgenius.com/users/6303974/leagues/132118/484ccb3b83d5d4919a485d8834b8502b/login](http://click.golfgenius.com/f/a/LfTjO3euWEJzXrUEXw8sCw~~/AAD9TwA~/RgReWCezP0RaaHR0cHM6Ly9nb2xmZ2VuaXVzLmNvbS91c2Vycy82MzAzOTc0L2xlYWd1ZXMvMTMyMTE4LzQ4NGNjYjNiODNkNWQ0OTE5YTQ4NWQ4ODM0Yjg1MDJiL2xvZ2luVwNzcGNCCgAAM_R2XNQDIJZSEG1pbmNhckBnbWF2dC5uZXRYBAAAAAA~)**

**If you cannot click on the link above, go to GolfGenius.com and sign in with your email and this temporary password:**

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* 1. **Click on the link in the email invite to get started**
  2. **You will need to create a password for your account**
  3. **Test your Golf Genius Login** 
     1. **Go to Golf Genius at** [**www.golfgenius.com**](http://www.golfgenius.com)
     2. **Enter your email address and password**
     3. **If you can see your state day event list on the page, then nothing more is needed prior to the day of the event**

**DAY OF THE EVENT**

**Make sure that the event roster in Golf Genius matches the actual player field. You may need to delete or add players:**

1. **Delete Players (use this for players that are in the roster that need to be removed)**

**Golfers->Event Roster** use the pull down in the ACTIONS column at the far right of the players name and select delete and ok to remove the player.

1. **Add Players (use this for players that played but are not in the golf genius roster)** 
   1. **Golfers ->Manually Add players to Roster**(center column)
   2. Enter the golfers last name and first name
   3. Click the “I confirm that I am authorized …” button
   4. Click Save Roster
   5. Now you will see that person listed on the event roster
   6. For every added person:
      1. Click the arrow at the far right of their name in the roster and select edit
      2. Click on the H.I. Summary Tab
      3. Click on the GHIN Lookup button (it should find the person and their GHIN number)
      4. Click on select
      5. Click on save
      6. Now the person should show up in the roster with a GHIN number
      7. If it doesn’t show them with a Status of “registered”, click on the arrow at the far right again, click register, and then register. Now it should show them as a status of “registered”.
      8. If this is a FORWARD TEE EVENT and they are golfing from the forward tees, you must go into their event profile and indicate that.
         1. Go to Golfers/Event Roster/Click on their name/Click on the Custom Fields tab and click yes on the Forward Tees Indicator
      9. If they are a “Bring a Friend”, you must go into their event profile and indicate that.
         1. Go to Golfers/Event Roster/Click on their name/Click on the Custom Fields tab and click yes on the “Are you a Guest for Bring a Friend?”
   7. **Put Added Player into Teams**

**Rounds->Edit Existing Pairings** (center column)

1. At the bottom of the page click **Add Players**

The names of the players you added will show up when you click Add Players. Click on a player then click on any empty space in the pairings. If you don’t have any empty spaces click **New Row** first.

Note: If a pop up message appears saying “One or more other changes that you have made could impact this round…”, click on **CONTINUE**

1. **If you had to add a row, Select the “Set course and Tee” button, select the players that were added, and at the bottom select the tees that they golfed from. Click “Go”.**
2. **Click SAVE PAIRINGS**

**BE SURE TO CLICK SAVE PAIRINGS AT THE BOTTOM RIGHT CORNER**

1. **Enter Scores**

**Rounds->Enter Scores (middle column)**

Select **Tournaments->State Day Results**

Open pairings by hitting the check mark at the right of each tee time group and enter the scores, hole by hole. It will auto advance thought the players in that foursome.

If a player does any of the following: **Does Not Finish (DNF), No Card (NC), Withdraws (WD), Disqualified (DQ), Doesn’t Show UP (NS)** do the following.

Click on the **players name** (where you are entering scores) and a pop-up will appear. It will have the players name and a status of Active. Under Change Status there will be a box with the word Active and a pull down. Use the pull done and select the appropriate action. The select **Save**.

**Select Done** when finished entering score for a pairing.

**Select Done Entering Scores** when you are finished entering scores for all players in the event.

Have questions? Having issues?

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