IMGA PAIRINGS INSTRUCTIONS USING the *ONLINE* GHIN TOURNAMENT PAIRING PROGRAM (TPP)

as of 04/15/2017

GENERAL INFORMATION:

The cutoff time for tournament entry is 12:00PM (Noon) on the Friday before Tuesday's tournament. The pairings process can be started anytime after the cutoff time. The members of the Pairings Committee will be emailed the Chelsea signup sheets after noon on the Friday before play. If you do not receive an email (person sending Chelsea sheets is on vacation) you will need to have the Pro Shop print the Chelsea signup sheets.

START THE PAIRINGS USING THE ONLINE GHIN TOURNAMENT PAIRING PROGRAM:
From a web browser, enter https://tpp.ghin.com/Club/Admin in the URL address to bring up the TPP logon screen. This will take you to the Admin User Logon screen. Enter your user name and password that was assigned to you initially.

NOTE: The normal sequence for building a tournament is: Create Tournament, Add Players, Create Teams, Create Flights and Create Pairings. If a tournament is **not flighted** you may skip the create flight step. *If the tournament is ABCD within flight, (very seldom used), you must create flights before creating the teams.* If a tournament is an individual game such as low net, you will skip the Create Teams step. Regardless of the sequence used, with or without flights, and or with or without teams, you must always create pairings. The pairings step must be used to create scorecards.

We are now using the Rule 3-5 to even out handicap scoring. However, the online TPP does not calculate the 80% team handicap correctly for scramble events, *therefore we will not be using the Rule 3-5 for any scheduled Scramble events*.

1. **Create New Tournament**. To create a new weekly tournament, click on the '**TOURNAMENT** tab (2nd tab on the left hand side of the screen). Then click on down arrow in that tab and then select on '***CREATE'*** (1st option down). The '*Create Tournament – Basic Tournament Setup'* screen will appear. This screen has three sections, **General Setup**, **Round Setup** and **Round Detail**. Under the **General Setup** section, you will only need to enter the information in the **Name Box** as follows:

IMGA, the Tournament Name, the play date and time.
Example: IMGA - Individual Low Net - mm/dd/yy – 8:00AM (or 12:15PM)
(For winter hours, use 8:00AM or 12:15PM, for summer hours, May 15 - Oct 1, use 7:00AM or 12:15PM)
You shouldn't have to enter any information in the **Round Setup** section, and in the **Round Detail** section, *you must check the box* to the right of the *Use Player Default Tees (where available)* - *Except when doing a scramble event (All players will be playing from white tees for scrambles).* Now select the begin date and end dates. Verify that *Ironwood Golf Course – White* is selected under the **Men's Tee** heading on the lower right hand side of the screen. If something other is listed, click on the blue box with white dots and a drop down menu box will appear. From that drop down box, select *Ironwood Golf Course – White.* Click on the blue **SAVE** button at the bottom. After you click on the SAVE button, you will get a refreshed *Basic Tournament Setup* screen stating that your tournament has been created. Below the T*ournament Has Been Created* message there is a message asking if you want to continue to *Net Information* section. Click on the blue '**Net Information'** wording and you will see a new *Net Information* Screen with three sections in it. The first section, **Handicap Limits**, should not have to be changed. In all tournaments, the second section, **Section 3-5**, will have to be changed to *Off Rating on Tees* by using the drop down arrow on right

hand side to make the selection. Select *Ironwood Golf Course – White* as the tee preference by using the drop down arrow on right hand side to select Tees. Under the third section **Other Handicap Options**, no action is required. Then click on the blue **SAVE** button on left at the bottom of screen. You will get a refreshed screen stating that the Net Information has been saved. From this screen you can go to the *Add Players* screen by clicking on the blue **Add Players/Management** text at the bottom of the screen.

2. <u>**Add Players to the Tournament**</u>. Click on the **PLAYERS** tab (4th tab on left side of screen) and click on down arrow in that tab and then select *Add Player and Player Management*, (1st option down). This will take you to the *Add Players and Player Management* menu screen. Click on the down arrow in the first box on the left hand side of the screen and select **Add Players from Club Roster**, (3rd option down). This is a list of all eligible IMGA players in the system. Click on each player's name from the *Add Players from Club Roster List* that matches the list that was printed from the Chelsea signup sheet. **NOTE: IMGA members whose Local Number begins with a "7" are handicap only members and should not be included in IMGA play.** Once all selections have been made, click on the blue **Save Changes** button at bottom of screen to move selected players into the weekly tournament.   Close the Club Roster List by clicking the **"X"** in the upper right hand corner of the screen and the list of players added to the tournament will be shown.

If you need to delete players from the *Selected List* for that Tournament, click on the blue trash can icon on the left hand side of the players name and you will get another window asking if you're sure you want to delete the player from the tournament. Click on the blue **OK** button on the right and it will delete the player form the tournament.

3. <u>**Assign Players to Flights**</u> *(If Tournaments is not Flighted, Skip this step)*. First you must determine how many flights you will have for the tournament. Flights for individual games should have at least 6 to 10 players if possible. If a team game is flighted, there should be at least 4 teams in a flight if possible. Click on the **FLIGHTS** tab, (6th tab down on left) then click on '*Create Flights'* (2nd item in drop down arrow window). Click on the *By Players* option on the next menu. The *Create Flights – Players* screen will appear. Click the down arrow in the *Creation of Flights* (3rd item) box and select the appropriate option, usually *Number of Flights.* Click the down arrow in the *Creation Method* (4rd item) box and select the appropriate option, usually *Course Handicap.*   In the *Number of Flight* (5th item) box, set the number to 2, 3 or however many flights you have determined will be in the tournament. Click on the blue **Build Flights** button at the bottom of the screen. The *Flight Management* screen will appear. Click on the drop down arrow in the *Show* box and select *Course Handicap*. You can manually move players from one flight to the next by dragging and dropping one player from one flight to the next or vice versa. After all flights have been set, click the blue **SAVE** button at the the bottom of the *Flight Management* screen.

NOTE: Once you have created your flights using the handicap index you need to be sure that players with the same Course Handicap are not in different flights. The TPP will show the first two flights when you select Flight Management. If you click the drop down arrow in the box that shows Flight it will show the number of flights created and you can select the flight you wish to view. To determine if players with the same Course Handicap are in different flights, click on the drop down arrow in the *Show* box and select Course Handicap. You can then check each flight to see if players with the same handicap are in two different flights. If they are you will need to move those players to one flight or the other. You can do this by highlighting the player and right click and select the option to move the player to the other flight. When you move players, it is ideal is to have as close to the same number of players in each flight.

4. <u>**Assign players to Teams.**</u> (We usually do this when we have an A, B, C, D Tournament) Click on the **TEAMS** tab, (5th tab down on left) and click on the *Create/Remove Teams*, (2nd item in drop down arrow

window). Verify that *Teams* is in the *New Team Group Name* box. Enter a **2** or **4** in the *Team Size* box. Click on the down arrow in the *Creation Method* box and select appropriate action, usually *ABCD*. Click on the down arrow in the *Secondary Method* box and select *Handicap Index*. Use the down arrow in the **Flight Group** box and select *FlightsOfPlayers.* The **ABCD Randomization** box may be used when there are several scrambles in a short period, such as the three weeks after over seed when it is cart path only. Changing the randomization from 0 (1-9) you will modify the ABCD pairings so the same players do not play together each week. Then click the blue **Create Teams** button at the bottom of the screen.

4a. __Assign players to Teams for a "4 Man Scramble" Event__
The team handicap for a 4 man scramble is 25% of the total of all of the individual handicaps, (assuming you have a 4 man team).   If it is a three man team the calculation is 33-1/3% of the total.   This calculation should be able to be done in the program, however, when using rule 3-5, the calculation is not correct, so it must be done manually on the scorecard for each team.   The team handicap should be carried to a tenth of a stroke.

4b. __Assign players to Teams for a "Beat the Pro" Event__
If you want to use a percentage of a player's handicap for games such as "Beat the Pro" you must create teams even if it is not a team game. The TPP will not allow you to limit a player's handicap unless you create teams. This is accomplished as in above paragraph (4a), but in the third section, Course Handicap Percentages, change the first player from 100% to 80% in the box below *Players (Men) # 1.* All of the next 3 players will also change to 80%. Click on the blue SAVE button at bottom of screen.   When printing the scorecards for Beat the Pro, change the *Player/Card* under Selections to "*Team*". Under Print Options section, click the down arrow in the box to the right of *Handicap*, and select "*Team, (Hide Full CH)*" (7th option).

5. __Pair Players (by Teams or Flights).__ Click on the **PAIRINGS** tab, (7th tab down on left) and click on the *Create Stroke Play Pairings,* (1st item in drop down arrow window). This will show the '*Create Stroke Play Pairings'* window which will have three sections, **Stroke Play Pairings – Setup, Advanced Setup** and **Wave Details**. Under the first section, **Stroke Play Pairings – Setup,** click on the down arrow in the *Pair by* box and select *Players (or Teams if an ABCD).* The *Players per Group* should be set to 4 for 4 player groups. Click on the down arrow in the *Pairings Methods* box and select the appropriate choice. (Usually it's by *Course Handicap* or *ABCD*), check schedule for tournament info on date of tournament. Click on the down arrow in the *Sub Method* box and select *Handicap Index*.   Click the little calendar next to the *Date* box and select the date of the tournament. *NOTE: If the tournament **is *not* flighted**, ignore the Advanced Setup section of this screen and continue to the third section, Wave Details. **If the tournament *is* flighted, under the second section, Advanced Setup, click the down arrow in the *Flight Group* box and select *Flights of Players*. Click the down arrow in the *Flight Options* box and select *Flights Without Overlap*.** Under the third section, Wave Details, click on the up or down arrows in the *Starting Time* box to set the correct start time, (usually 8:00AM or 12:15PM). Click on the down arrow in the *Starting Tee* box and select *Shotgun*, then click on blue **Create Pairings** box at bottom of screen.   The **Wave Shotgun Group Assignments** screen will display showing the number of groups and the holes that they will be assigned. To even out the field, rather than bunching them all up in the first 'x' holes, you can manually manipulate the starting holes, usually bypassing the par 3's. After the hole assignments have been made, click on the blue OK button and that will bring up the *Pairing Management* screen. You can manipulate the pairings as necessary by dragging and dropping players. To manipulate the starting holes, right mouse click on the tee number and in the drop down box, click on *Reassign Time/Tee*. When completely adjusted, click on the blue **SAVE** button at the button of the screen.

6. Create the Reports for the Tournament.   Click on the **REPORTS** tab, (10th tab down on left) and click on the ***Report Search,*** (1st option). When the ***Reports Search*** screen appears, click on the middle radial button which is titled **Favorites** and that will list 6 reports that are used most often. (We usually use the top two reports, *IMGA Alpha Starters List* and *IMGA Flighted Starters Report.* Click on the blue arrow pointing to the right of the *IMGA Alpha Starters List* and it will bring up the IMGA Alpha Starters List window which has two sections, **Report Selection** and **Selections.** Nothing needs to be done in the first section, but in the second section, **Selections**, click on the down arrow in the **Course** box and select *Ironwood Golf Course.* Now click on the down arrow in the Flight Group box and select *FlightsOfPlayers.* Then click on the blue Run Report button at bottom. This will produce a copy of how the printed report will look. If everything looks alright, click on the ***Print*** button on top left hand side of the screen. (Depending on which web browser you are using, the print button may not show up and you will have to print from an exported PDF file). Print at least two copies, (1 for starter and 1 for bulletin board. If you want your own copy, print one more.) Also, you need to click on the PDF button in the middle top of the screen. This allows you to either print a PDF copy or save a copy as a PDF file (usually save to desktop),which you will need to email to Dan Smith so he can post the copies on the IMGA web site. After the *Alpha* report is printed, you need to do the same thing for the *IMGA Flighted Starters Report.* To print copies of the Starters Pairing Report, close the Alpha Report that is currently on the screen by clicking the "**X**" at the top right hand side of the report screen. This will take you back to the Report Menu screen. Click on the blue arrow pointing to the right of the *IMGA Flighted Starters Report* and click on the same options you did for the Alpha list. (Be sure to export the PDF file to the desktop to send to Dan).

7. Print the Scorecards. Click on the **SCORE CARDS** tab, (8th tab down on left) and click on ***Score Card Configuration***, (1st option in drop down menu) and the ***Scorecard Configuration*** screen will appear. There are four sections on this screen, **Selections, Print Options, Scorecards** and **Preview**. Under the first section, **Selections**, select the appropriate response for the selected fields.   **Round** should be set to ***Round One*. Flight Group** is set to ***FlightOfPlayers,*** **Team Group** is set to ***NONE***, **Dotting (Players)** – depending on the game being played, dots may or may not be needed. Select from the drop-down box either '***No Dots'*** or '***Dot Full Handica**p*'. **Players/Card** is usually set to ***Pairing Group***. Under the **Print Option** section, **Handicap** is set to ***Player***, **Player #/Tee** is set to ***Local Number (Tee Name),*** **Print Order** is set to ***Tee and Time,*** **Player Display** is set to ***Name (Last, First).*** **Shade Start Hole** should be checked and **Color** should be set to ***Light Gray,*** **Shade Column** should also be checked**.** If the game requires recording gross and net scores, check the ***Player*** and ***HBH*** boxes to the right of **Diagonals** heading. If it is a team game, only select ***Team*** box. In the **Scorecards** section in the bottom left side of the screen, select the appropriate scorecard for the game being played. There are unique scorecards for each game IMGA plays. When the scorecard is selected it will be displayed in the Preview section on the lower right hand side of the screen. If everything looks OK then click on the blue ***Print All*** button on the bottom of the screen. This will bring up a screen showing the selected scorecard which has three sections, **Scorecard Selected**, **Group Selection** and **Tee Selection**. Click on the box to the left of the **Time** heading under the ***Group Selection*** section and it will select all players in groups. Verify all data is correct in the three sections and then click on the blue ***Run Scorecard*** button at the bottom of the screen. This will display a page showing how the scorecards will look. At the top of the selected scorecard screen will be a menu bar where you will select the ***Print*** button on left side of the menu bar. Print a set of scorecards on plain printer paper. Once those have printed, insert the stock scorecards in the printer and hit the print button again. Separate the cards and staple the stock cards with a copy of the cards printed on printer paper. Bundle the score cards with the Alpha List and Starter's Report for both morning and afternoon tournaments and deliver them to the pro shop along with the closest to pin plaquards.

8. Fill out the Closest to Pin cards and place them in the holders located in the Pairings room. Refer to the schedule for that week to write the date and correct hole number on each sheet. There should be three sheets for the two holes selected. One for blue tees and two for white tees. One of the white tee sheets will be for handicaps 1-17 and the other white sheet for handicaps 18-36. The pre-printed Closest to Pin cards are in the IMGA cabinets in the computer room. Take completed Closest to Pin cards along with the scorecards and pairings sheets and give to person behind the counter in the pro shop.

IMGA Pairings Check List for Score Cards Before Printing Each Week.

Below is a short check list to use to verify everything looks OK before printing the score cards.

1. Select any individual playing from the blue tees and note his Handicap Index. Does the player show up on the scorecard correctly and is his handicap about 3 strokes higher than his Index?
2. Select an individual playing from the combined tees. Does the player show up playing from the correct set of tees?
3. Is the date and Time of play correct?
4. Is the player's local number on the scorecard?
5. Does the scorecard have pops and diagonals if appropriate?
6. If a scramble, does that team handicap calculate to show a decimal and tenth of a stroke?
7. If game is an individual low net, is the course handicap showing for each player w/o pops or diagonals?
8. Does the description of the game on the scorecard match the schedule?
9. If less than a full field, are the groups spread out to speed up play?