

IMGA PAIRINGS INSTRUCTIONS USING the *ONLINE*
GOLF GENIUS SOFTWARE ROGRAM

Revised as of 12/31/2017

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 GOLF GENIUS SOFTWARE:

NOTE: It was discovered that not all options show up when using other browsers. It is recommended the you use the MS Chrome browser when using Golf Genius software.

From the Chrome web browser, enter <https://www.golfgenius.com> in the URL address to bring up the Golf Genius home screen. Click on the **Sign In** tab on top right hand side of screen which will bring up a pop up logon screen. Enter your email address and password that you created initially. This will take you to the USGA Tournament Management Club Home screen.

NOTE: The normal sequence for creating an event is: Create Event, Add Players, Create Flights, Create Pairings and finally, Creating and Printing Scorecards/Reports. If a tournament is not flighted you may skip the create flight step

This document is broken down on individual pages for each step needed to create an event for easier updating.

When doing pairings, for ease of use, it is much better to use the **Clone an Event** section. (Page #6)

IMGA List of Games

1. **4 MAN TEAM. 1 BEST BALL GROSS AND 1 BEST BALL NET**
Each player plays his own ball. Record Gross/Net per hole. Score 2 balls - 1 Gross and 1 Net per hole. Threesomes get a blind draw
2. **INDIVIDUAL LOW NET**
Each player plays his own ball throughout the match. Players post gross score, subtract handicap from total gross score.
3. **4 MAN SKINS GAME**
Each threesome or foursome is a separate flight/event. Each player plays own ball. Record gross/net score on each hole. Player with lowest net score on hole wins the hole. **NO CARRYOVERS.**
4. **4 MAN TEAM 2 BEST BALL NET**
Each player plays his own ball. Post gross/net score per hole. Team score is 2 BB Net per hole. Threesomes get a blind draw.
5. **FOUR MAN SCRAMBLE**
Everyone tees off - select best shot. All four hit from this spot. Continue to play the best shot until completion of hole. Score for match total of 18 scores. Hdp = 25% of Total Team. 2 minimum drives - Max drives 10/player. Threesomes take turns playing an extra ball on each hole.
6. **4 MAN TEAM. CHA CHA CHA**
Each Player plays his own ball throughout the match. Post gross/net score. Team Scoring: one best net ball on hole # 1, two best net balls on hole #2, three best net balls on hole #3. Repeat this team scoring process for all remaining holes. Threesomes get a blind draw
7. **INDIVIDUAL STABLEFORD**
Post gross score/stableford points per hole. Scoring: Net Dbl Eagle =5pts; Net Eagle =4pts; Net Birdie = 3pts; Net Par = 2pts; Net Bogey = 1pt; Net Dbl Bogey or More = 0pts.
8. **4 MAN TEAM: SCHRAMBLE 2 BEST BALLS**
All players drive from their preferred tee. Select best drive. Everyone plays their own ball from that point until they hole out. Minimum of 3 drives/player. Threesomes take turns playing an extra ball.
9. **4 MAN TEAM: TEAM STABLEFORD**
Post gross score/points per hole. Scoring: Net Dbl Eagle =5pts; Net Eagle =4pts; Net Birdie = 3pts; Net Par = 2pts; Net Bogey = 1pt; Net Dbl Bogey or More = 0pts. Threesomes get a blind draw
10. **4 MAN TEAM: 1 GROSS - 2 BEST BALL NET**
Each player plays his own ball. Record Gross/Net Score 3 balls - 1 Gross - 2 Net per hole. Threesomes get a blind draw
11. **4 MAN TEAM 1 2 3**
Everyone plays own ball. Record Gross/Net score for each player on each hole. Team scoring on-par 5 holes, select one best net ball, on par 4 holes, select two best net balls, on par 3 holes select three best net balls. Threesomes get a blind draw
12. **IRONWOOD CUP**
Low Net Tournament: Each player plays his own ball throughout the match. Players post gross score, subtract handicap from total gross score.
13. **CLUB CHAMPIONSHIP**
Gross Score Tournament: Handicap is shown for information only
14. **4 MAN TEAM: LONE RANGER- Everyone plays there on own. Record Gross/Net score. Team score is one rotating "lone ranger", and the best 1 ball net of the other three players. Threesome get a blind draw.**

Create New Event.

It is recommended you update the Master Roster before starting to create an event. To do this, click on the **Master Roster Tab**, (2nd tab from left on top row). Then click on **Refresh Master Roster from GHIN** (4th line down) to update members and handicaps. You will get a popup screen stating when the Master Roster was last updated and ask you if you want to continue. Click on the blue OK box to continue. Click on **Cancel** box on the lower right hand side of popup screen asking 'Propagate Handicaps Indexes to Leagues, Events and Trips'. After handicaps have been updated, all golfers in the Master Roster will be listed. Click on the **Events and League Tab** (1st tab on left on top row). Now click on **Create an Event League** (2nd line down). In the **Create New Event/League** box, type in the event name 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 11:15PM). **Product Type** should be marked as **Event**. **Category** should stay as **IMGA Active**. Now click on the blue **Get Started** button. The next screen you should see is the **Congratulations on your new event**. Click on the blue **'Yes, take me to the wizard button'** on the lower right hand side of screen. The next screen you will see is the **Add Golfers to Your Event**. You should click on the **Skip this Step** on lower right hand side of screen as we will add golfers at a later time. The next page will be the **Calendar** page. Click on the date of the IMGA event. Then click on the blue **Save** button. Click on the **Next** button showing the new event and date. Click on the blue **Continue** button on the Event Profile screen. *NOTE: Most of the items in the Wizard are set up in the General Directory and do not need to be changed. However, there are certain boxes that may need to be checked or unchecked, such as under the heading of Divisions / Flights / Teams "The event uses multiple flights" or unchecked such as "The event uses Teams/Groups" in Section #1. Or as in Section #2 under the heading of Section 3-5 where you have to check the appropriate button to either use or not use the Section 3-5 rule.* On the General Settings page 1 of 5 about half way down the page under the heading of **Divisions / Flights / Teams**, check or uncheck which boxes are needed for the event that will be played. Generally, individual games such as Individual Low Net, Individual Stableford and Red White & Blue are flighted games and the box *"The event uses multiple flights"* must be checked. All four person games using ABCD pairings do not require you to create teams,(since that can be done when you create pairings), so do not check the box for teams/groups. Use the teams/group box if you have to create special teams such as two man teams or some special event that may require manual creation of teams. (See list of games for directions). After making your selection for the **Event Profile** section #1 of 5, click on the blue arrow on the bottom right to continue to Section #2 on the next page. On the Section #2 page, scroll to the heading, '**Section 3-5**' (4th heading down) and select either **"Calculate Course Handicap using Section 3-5 (tee rating and slope)"** or **"Calculate Course Handicap ignoring Section 3-5 and using only slope"**. Almost all games now use rule 3-5 which adjusts handicaps if players are competing against on another from different tees. The only time we would not use the first selection, **"Calculate Course Handicap using Section 3-5 (tee rating and slope)"** is if we were all playing the same tees, such as in our game of "Red, White & Blue" or during the "Ironwood Cup" where we all play from the white tees. (See list of games for direction). Click on the blue arrow on bottom right hand side of screen to move to **section #3**. The next three sections, **(3 of 5)**, **(4 of 5)** and **(5 of 5)**, should not have any changes to them. Click on the blue **Save** button at the bottom of section **(5 of 5)** screen. Click on the **Next** button at the bottom of the **Courses Section** screen. On the next screen, **Event Portal**, click on the **Skip this Step** button. On the next screen, Event Dashboard, click on the blue **Dismiss This Message** button below the Congratulations! You are Now Ready to Play! section. You are now ready to start adding players to the event.

Adding Golfers to the Event.

NOTE: The Master Roster should have been updated as one of the first steps in creating a new event, however if the Master Roster needs to be updated to add a new member or update the handicap from GHIN, click on the [blue Customer Center](#) section (just to the left of My Account on the top line on the right hand side of the screen). Then click on the **Master Roster tab** (2nd tab on left side of screen). Then click on the **Refresh Master Roster from GHIN** option (4th line down on list). If you had to update the Master Roster, to get back to adding golfers, click on the IMGAs Active option from menu and click on the event you had created to get back to the screen you were on. Click on the **GOLFERS** tab (2nd tab on left side of screen). Click on the **Import Golfers from the Master Roster/GHIN/Other**, (1st item on list) under Roster Management Heading. On the **Add Golfers to Roster** screen, click on the dot in front of **Select from Master Roster** (3rd line down). Using the Chelsea list sent to you from the pro shop, check the box in front of the player on the **Master Roster** screen that corresponds to the name and event they are playing, (AM or PM) from the Chelsea list. When all players have been selected, click on [blue Import](#) button at the bottom of the screen. When the screen refreshes, click on the [blue Done Creating Teams](#) on the lower right hand side of screen. When the screen refreshes again with a listing of all golfers that were entered, click on the **Rounds** tab (4th tab from left side). Then click on **Tournaments** (4th item in middle column under Pairings & Scoring Headings). On the **Tournament** screen, click on the first section, **Add New Tournament** button. On the **New Tournament** screen, type in the name of the tournament in the **Name Heading**. This only needs to be an abbreviated version of the event name. For example, the event may be called “*IMGAs – Individual Low Net – 11/20/17 AM*”. The name of the tournament we can use for multiple events would be “Individual Low Net.” Under the **Tournament Format Heading**, click on each of the drop down choices in the boxes for *Format*, *Competition* and *Balls*. The **Format** box is usually “Stroke”, or occasionally “Stableford”. The **Competition** box will either be “Player v. Flight” (if the game is flighted), or “Foursome v Field” for 4 person games. For the **Balls** box, the choices in the drop down menu changes based upon the choices made in the Format and Competition boxes. There are many choices based upon the game being played. Make the choices in each category based upon the game you’re playing. These fields determine how the scores will be calculated to determine the tournament winners. When you have completed making the selections, click on [blue Save](#) button at bottom right hand side of the screen.

Adding Flights (If Event is Flighted)

If the event is flighted, click on the **Golfers** tab (2nd tab from left). Click on the **Event Divisions / Flights / Teams** item (1st option under **Division Management** heading in middle column). The screen will refresh and a list of all golfers that were added to that event will be displayed. At the bottom of the list of golfers, click on the blue tab that says **Manage Flighted Golfers**. The next screen to display will be **All Golfers Flights** listing different options to create the flights. Click on the dot in front of the **Auto Fill Flights**, then click on the dot in front of **Handicap Index**. Determine the number of flights you want in the round based upon how many golfers are playing. (Try to keep the number of golfers between 6 -12 in each flight.) Click on the dot in front of **Number of Flights** and then enter the number of flights desired. Click on the blue **Next** button at the bottom of the screen. The next screen will show the number of flights and the number of players in each flight. Click on the box at the bottom that says “Players having the same index should be placed in the same flight. Flight sizes will be adjusted automatically to take ties into consideration.” Click on the blue **Next** button at the bottom of the screen and the flights have been created. If any flights need to be edited (player needs to be moved to another flight), click on the blue **Edit Membership** (1st option under each flight). To remove a player from a flight, click on the orange “X” in the upper right hand corner of the golfers name. This will delete the player from that flight. Click on the blue **Save Flight** button. To add the deleted player to a different flight, click on the drop down arrow in the box above the listed players and select the flight you want to place the deleted player into. The screen will refresh with the selected flight now displaying and the available list of players on the bottom left of the screen. Select which deleted player you want to place in the new flight and that player will be added. After all flights have been created we are ready to move on to Create New Pairings so click on the **Rounds** tab at the top of the page (4th tab from left).

Create Pairings

On the Tournament screen, click on the **Rounds** tab (4th tab from left on top row). Click on the **Create New Pairings** (1st option under Pairing and Scoring Heading in middle column). Under “Step 1: Automatic or Manual?” click on the dot in front of **Automatic Scheduling – let us do it for you**. Under “Step 2: With or without Flights”, click on the dot in front of which option that is appropriate for the tournament that you are setting up. Under “Step 3: Scheduling Details”, if event is a team game, click on the dot in front of ABCD which will produce another four options. Usually you would click on the dot in front of the second option, “Optimize for most diversity based on previous round pairings and balance total indexes in each tee time”. Click on the **blue Save** button at the bottom. The screen will refresh, now click on the **blue Continue** button at the bottom.

NOTE: A recent upgrade to Golf Genius automatically assigns all players to their default tee selections when they are added to an event. The instructions below (in green), for assigning players to a course and tee are no longer necessary for most events. However, there are certain events where the tees must be changed.

Instructions for changing tee assignments:

On the new screen listing all golfers for that event, select the rightmost tab at the bottom of the screen, ‘**Set Course & Tees**’. When the screen opens, the tab will be on “Ironwood Default Tees. To change the tee for all players, click on the **blue select all players** option under Default Tee box, and then click on the drop down arrow to the right of “**Ironwood Default Tees**”. The drop down box will show all of the tee options, blue, white, black, etc. Select the tee that you want to change to, and then click on the **blue Go** button. All of the players should then be assigned to the tee you have chosen. To change the tee box of individual players, do not click on **select all players**, but instead click on each player that you want to change until they are highlighted in **Grey**. Then click on the appropriate tee assignment from the drop down arrow in the box under Set Course & Tees. Now click on the **blue Go** button. Do this for all players that need to have their tee preference changed. To change players back to their default tees, just change the tee to Ironwood Default Tee, and click on the **blue Go** button.

After the screen refreshes showing all golfers with correct tee assignments, click on the **Set Shotgun** tab (second tab from right tab on bottom of screen), and select the **blue Select All** option under the Set Shotgun heading. If the field is not full, you can select which hole you want to have the groups start on, (similar to the way we did it in the previous TPP version.) When finished, click on the **blue Go** button. Click on the **Set Tee Time** tab (3rd tab from right on bottom row of screen). Enter the start time and make sure if it is AM or PM. To switch between the two, just click on PM to switch to AM. (For winter hours, use 8:00AM or 12:15PM, for summer hours, May 15 - Oct 1, use 7:00AM or 11:15PM). Verify all settings look OK and click on the **blue Save Pairings** button.

Create and Print Scorecards and Reports

Click on the **Rounds** tab, (4th tab down on left on top row), click on the [blue Print Scorecards](#) option (6th option down in middle column). This will bring up a screen with all golfers listed. Click on the [blue Select All](#) option (1st option on left under golfers name which will select all golfers listed with a check mark. Click on the **Format** tab (2nd tab from left). Under the heading of **Scorecards per Page** in the upper center of page, click on the dot in front of the *Print Two Scorecards per Page*. Under the headings of **Left Header** and **Right Header** about midway down page, click on the dot in front of the options of *1 Line*. The first two lines on the scorecard have six blocks at the top of the scorecard which will have %league_name%, %flight_name%, %round_name% etc in them. We need to delete the first two blocks on the first line and then delete all information in the remaining blocks by highlighting the information and hit the delete button. Click on the first block on the left to position cursor, then click on '*League or Event Name*' in the highlighted info blocks above. Tab over to the next empty block and type in "**Start Time:**" and then select '*Tee Time*' in the highlighted info blocks. Tab over to the next empty block and type in "**Flight:**" (if event is flighted, if not leave blank) and then select '*Flight Name*' in the highlighted info blocks. Tab over to the next empty block and type in "**Starting Hole:**" and then select '*Hole*' from the highlighted info blocks. Click on the **Handicap Stroking** tab (3rd tab from left) and click on the dot in front of appropriate options for game being played in column on left. Check the appropriate box in the column on the right if you want to show diagonals, slope and rating and handicap and net columns on scorecards. Click on the **Additional Info and Tees** tab (4th tab from left) and uncheck the boxes for **Include Column for Initials** and the **Include Date & Signature** lines. Under the heading of **Additional Lines** on the left hand side, click on **Add Row**. This will be used for entering game descriptions. To make one big line to type in the description, click on the words **Optional Text** in the block on the left and hold down the shift key and click in the last box in the row. There is now space to type in further instructions regarding the game being played. Click on **Fonts & Colors** tab (5th tab from left). The sizes of all fields on the scorecard can be changed, you can be as creative as you want with regards to fonts and sizes, but keep in mind we want two scorecards per page. Click on the [blue Save and Print](#) button at bottom of page. The system will process all changes that were made and then you will see a [blue Download PDF](#) on the upper right hand side of the screen. Click on that button and you will see how the completed scorecards will look. Click on the appropriate method to print the scorecards. 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. You will also need to place the green '**Pick up KPs on hole #__**' stickers on the stock cards of the holes after the designated closest to pin holes on the schedule. (ie. If closest to pin hole is #10, green sticker should be placed on hole #11, etc.) 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 placards.

Print the Reports

Click on the **Back** button on the print screen and it will take you back to Pairing Group screen with a blue set of tabs on the top line. Click on the **Rounds** tab (4th tab from left) and select the [blue Download /Print Center](#), (2nd option down on right hand side). From the **Round 1 – Download/Print Center** screen, there are various reports you can print. We want to print just the Tee Sheets, Alpha List and Flight List (if event is flighted). Under the **Tee Sheets** heading on the left, click on the [blue Print Tee Sheets](#) which will take you another page with options of what to print. Under the heading of **Handicap Options**, check the box in front of **Include Player Course Handicap**. Under the heading of **Orientation**, click on the dot in front of **Portrait**. Under the heading of **Font Size**, click on the dot in front of **Large**. Select the [blue Save and Print](#) button right hand side of page. Click on the [blue Download PDF](#) button and then click on the appropriate print method from your browser. Use the same instructions for printing the Alpha List. If printing a Flight report, Click on the [blue Print Divisions/Flights/Teams Report](#) under the **Players** heading in center. Uncheck the boxes in the first two options, but leave the box checked in front of **Print report of flights and golfers in each flight** and click on the [blue Print](#) button at bottom of screen. Click on the [blue Download PDF](#) button and then click on the appropriate print method from your browser.

Cloning an Event

Examples of all of the IMGA events have been created and placed in the **IMGA Games to Clone** category. Cloning these events can greatly simplify the process of creating a new event. Cloning an event assures that the event profile, scorecard configuration and tournament configuration are all correct. When cloning an event, you will need to add new golfers, create flights, (if event is flighted), create pairings, and print scorecards and reports. To clone an event, use the following instructions.

From the initial logon screen which shows the two blocks at the top, the one on the left showing **Create a Event/League** and the block on the right showing **Clone Event/League**, click on the block **Clone Event/League** on the right hand side. This will expand that block showing three more categories, **From, Name and Category**. On the first line, **From**, click on the down arrow and select an event that matches one that is scheduled for that date. Tab down to the next line, **Name**, and type in the full name of event name for that date. (*Example: IMGA - Individual Low Net - mm/dd/yy – 8:00AM (or 12:15PM)*). Leave **IMGA Active** in the **Category** box. Then click on the **blue Next** button. A popup menu will appear with which categories you choose to clone. Ensure that only **Logos & Banners** and **Tournaments** are the categories that are selected. After selections are made, click on the **blue Next** button. Another popup menu will appear showing three different months. Click on the date of the event that is scheduled. Click on the **blue Close** button. Click on the **Golfers** tab (2nd tab from left) then click on the **blue Import Golfers from Master Roster/GHIN/Other**, (1st item on list). On the **Add Golfers to Roster** screen, click on the dot in front of **Select from Master Roster** (3rd line down). Using the Chelsea list sent to you from the pro shop, check the box in front of the player on the **Import from Master Roster** screen that corresponds to the name and event they are playing, (AM or PM) from the Chelsea list. When all players have been selected, click on **blue Import** button at the bottom of the screen.

If the event is flighted, click on the **Golfers** tab (2nd tab from left). Click on the **blue Manage Event Divisions/Flights/Teams** item (3rd option under Manage Handicap Indexes heading). The screen will refresh and a list of all golfers that were added to that event will be displayed. At the bottom of the list of golfers, click on the **blue** tab that says **Manage Flighted Golfers**. The next screen to display will be **All Golfers – Flights of Golfers** listing different options to create the flights. Click on the dot in front of the **Auto Fill Flights**, then click on the dot in front of **Index**. Determine the number of flights you want in the round based upon how many golfers are playing. (Try to keep the number of golfers between 6 -12 in each flight.) Click on the dot in front of **Number of Flights** and then enter the number of flights desired. Click on the **blue Next** button at the bottom of the screen. The next screen will show the number of flights and the number of players in each flight. Click on the box at the bottom that says “Players having the same index should be placed in the same flight. Flight sizes will be adjusted automatically to take ties into consideration.” Click on the **blue Next** button at the bottom of the screen and the flights have been created. If any flights need to be edited (player needs to be moved to another flight), click on the **blue Edit Membership** (1st option under each flight). To remove a player from a flight, click on the orange “X” in the upper right hand corner of the golfers name. This will delete the player from that flight. Click on the **blue Save Flight** button. To add the deleted player to a different flight, click on the drop down arrow in the box above the listed players and select the flight you want to place the deleted player into. The screen will refresh with the selected flight now displaying and the available list of players on the bottom left of the screen. Select which deleted player you want to place in the new flight and that player will be added. Click on the **blue Save Flight** button at the bottom of the screen. After all flights have been created we are ready to move on to Create New Pairings.

Cloning an Event..continued

On the Tournament screen, click on the **Rounds** tab (4th tab from left on top row). Click on the **Create New Pairings** (1st option under Pairing and Scoring Heading in shaded middle column). Under “Step 1: Automatic or Manual?” click on the dot in front of **Automatic Scheduling – let us do it for you**. Under “Step 2: With or without Flights”, click on the dot in front of which option that is appropriate for the tournament that you are setting up. Under “Step 3: Scheduling Details”, if event is a team game, click on the dot in front of ABCD which will produce another four options. Usually you would click on the dot in front of the second option, “Optimize for most diversity based on previous round pairings and balance total indexes in each tee time”. Click on the **blue Save** button at the bottom. The screen will refresh, now click on the **blue Continue** button at the bottom. After the screen refreshes showing all golfers with correct tee assignments, click on the **Set Shotgun** tab (second tab from right tab on bottom of screen), and select the **blue Select All** option under the Set Shotgun heading. If the field is not full, you can select which hole you want to have the groups start on, (similar to the way we did it in the previous TPP version.) When finished, click on the **blue Go** button. Click on the **Set Tee Time** tab (3rd tab from right on bottom row of screen). Enter the start time and make sure if it is AM or PM. To switch between the two, just click on PM to switch to AM. (For winter hours, use 8:00AM or 12:15PM, for summer hours, May 15 - Oct 1, use 7:00AM or 11:15PM). Verify all settings look OK and click on the **blue Save Pairings** button.

Print Scorecards and Tee Sheets from a Cloned Event

Printing the Scorecards

The cloning feature has automatically created scorecards that are in the correct format for the game that has been created and should be ready for printing. To print the scorecards of a cloned event, click on the **Rounds** tab (4th tab from left on top row). Click on **Print Scorecards** (5th option under Pairing and Scoring Heading in shaded middle column). After the screen comes up that shows the players and their assigned tees, click on the **blue Save and Print** button on bottom right hand side of screen. When the scorecards are ready to print, click on the **blue Download PDF** box in the middle of right hand side of screen. A PDF version of the scorecards should appear for your review. Check this over carefully to make sure everything looks ok. (Occasionally, for some unknown reason, the game instructions get "cut off", and do not completely print on the scorecards. If that happens you will have to edit that feature in the scorecard.) To edit the scorecards, do the following: Close, the PDF file showing the scorecards by closing the tab of your browser, and click on the **Back** button underneath the Download PDF button. This will take you back to the scorecard editor. Click on the middle tab, **Additional Info and Tees** at the top of this page. When that page showing other options and the scorecard opens, put the cursor at the very beginning of the game instructions line, (right above the first name on the scorecard), press and hold the shift key, and while holding the shift key down, move your cursor to the end of the game instruction line on right hand side and left click. This procedure should make the game instruction line a solid line showing all the instructions, and should now print correctly. If that does not happen, or if there are any other issues that don't look correct on the scorecard, call the tournament director. If everything looks correct and there are no problems, you can simply save the Download PDF file and start printing scorecards. Click on the appropriate method to print the scorecards. 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. You will also need to place the green ‘Pick up KPs on hole #__’ stickers on the stock cards of the holes after the designated closest to pin holes on the schedule. (ie. If closest to pin hole is #10, green sticker should be placed on hole #11, etc.) 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 placards.

Print Scorecards and Tee Sheets from a Cloned Event..Continued

Printing the Reports

Click on the **Back** button on the print screen and it will take you back to Pairing Group screen with a blue set of tabs on the top line. Click on the **Rounds** tab (4th tab from left) and select the **blue Download /Print Center**, (2nd option down on right hand side). From the **Round 1 – Download/Print Center** screen, there are various reports you can print. We want to print just the Tee Sheets, Alpha List and Flight List (if event is flighted). Under the **Tee Sheets** heading on the left, click on the **blue Print Tee Sheets** which will take you another page with options of what to print. Under the heading of **Handicap Options**, check the box in front of **Include Player Course Handicap**. Under the heading of **Orientation**, click on the dot in front of **Portrait**. Under the heading of **Font Size**, click on the dot in front of **Large**. Select the **blue Save and Print** button right hand side of page. Click on the **blue Download PDF** button and then click on the appropriate print method from your browser. Use the same instructions for printing the Alpha List. If printing a Flight report, Click on the **blue Print Divisions/Flights/Teams Report** under the **Players** heading in center. Uncheck the boxes in the first two options, but leave the box checked in front of Print report of flights and golfers in each flight and click on the **blue Print** button at bottom of screen. Click on the **blue Download PDF** button and then click on the appropriate print method from your browser.

Fill out the Closest to Pin Placards

Refer to the schedule for that week to write the date and correct hole number on each sheet and place them in the holders located in the Pairings room. There should be two cards for the three holes selected. One of the cards will be for handicaps 1-17 and the other for handicaps 18-36. The pre-printed Closest to Pin cards are in the IMGAs 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 with the blue tee designated 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. Does the scorecard have pops and diagonals if appropriate?
 5. If a scramble, does that team handicap calculate to show a decimal and tenth of a stroke?
 6. If game is an individual low net, is the course handicap showing for each player w/o pops or diagonals?
 7. Does the description of the game on the scorecard match the schedule?
 8. If less than a full field, are the groups spread out to speed up play?
 9. Did the game instructions print correctly and fully on the scorecard?
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