

## **GOLF GENIUS/TOURNAMENT MANAGEMENT GUIDE**

### **1. Fall Cup portal/web site access for your team:**

- This is a public web site where Captains and players can go to view the Fall Cup schedule and standings.
- The Golf Genius/Tournament Management Fall Cup site is located: [CLICK HERE](#) and or:  
<https://www.golfgenius.com/pages/2146291>
- Captains are encouraged to share this link with their players.

### **2. Team rosters**

- The system is set up so that only Captains and Club staff can make player changes as needed throughout the season.
- In preparation for the start of the season, Mass Golf has added all **ACTIVE** members as of 8/15/19 from your Club to Golf Genius/Tournament Management. That list of active golfers will appear under the section "Create/Edit Team Rosters", in the form of a drop-down menu. If there is a player missing from your Club's list, please contact Mike Wice at [mwice@massgolf.org](mailto:mwice@massgolf.org) or Mark Gagne at [mgagne@massgolf.org](mailto:mgagne@massgolf.org).
- The USGA Handicap Revision as of September 1, 2019 will be used by all players for all matches.

### **3. Setting up you match day team roster and making changes to the roster**

- Go to the **Fall Cup Portal > Team Matches > Create/Edit Team Rosters**
- Click on the link for your Region #
- Locate the applicable Round and click on the "SELECT" button to the right of that Round
- Click on your team name
- On the right side of the screen, you will see the "CHOOSE PLAYER" drop-down section
- In order to add a player to the team, click on an existing player or empty slot, then select a player from the drop-down list and click "GO"
- In order to remove a player from the team and leave that slot empty, select the player you wish to remove and click "REMOVE"
- When you are done, click on "**SAVE TEAM CHANGES**"
- Note: Golf Genius/Tournament Management is programmed to sort rosters and create match pairings by low to high indexes. However, Captains should verify the pairings sheets and scorecards for accuracy before the match day begins.

### **4. Print pairings sheets, scorecards and cart signs**

- Ensure your roster is complete and final
- Go to the **Fall Cup Portal > Team Matches > Create/Edit Team Rosters**
- Click on the link for your Region #
- Locate the applicable Round and click on the "SELECT" button to the right of that Round
- Click on "VIEW ALL PAIRINGS" and the "PRINT" to print pairings
- Click on "PRINT SCORECARDS" using "404" scorecard stock (no marker's tear strip)
- Click on "PRINT CART SIGNS" using "402" cart sign stock

**5. Report scores (no later than 3pm on match day)**

- Go to the **Fall Cup Portal > Team Matches > Enter Results**
- Click on the link for your Region #
- Locate the applicable Round and click on the "SELECT" button to the right of that Round
- Click on the applicable match
- Follow instructions on screen to enter points for each match
- Click on "**SAVE**" button in bottom right