2023 FALL CUP MATCHES

GOLF GENIUS WRITTEN TUTORIAL

1. **Fall Cup Portal:** Click **HERE**
   - This is a public site where captains and players can go to view the Fall Cup schedule and standings.
   - Captains are encouraged to share this link with their players and print this document when hosting a round.

2. Logging into the Portal:
   - You must use the invitation link emailed to you by Golf Genius when logging in for the first time.
   - If you acted as a Fall Cup or Spring Team Captain in the past, use the password you created in the past to log into your region/cup this year.
   - If you do not remember your password, use the "forgot password" prompt to change it.
   - If you have not been a team captain before BUT have already created a player profile this year for tournament registration, use those login credentials.
   - If you have not done any of the above, click **HERE** to sign up for your player profile.
   - To get back into the Fall Cup Portal, click on the link in the Fall Cup event page on the Mass Golf website on the right side of the screen saying "2023 Fall Cup Portal".
   - Once you are in the portal, hover over the settings icon at the top right of the page and click on "Customer Center". This will redirect you to the Golf Genius page that displays all the events you are participating in.
   - Find where it says 2023 Fall Cup Matches followed by your region. Follow that to the right and click on "Go To Event".

Important Club Staff Note: The Fall Cup Platform does not connect with your club's Golf Genius, it stands alone. If you sign in with your club account you will get a message saying, "Access Denied". The only way to make any updates in the Fall Cup Portal is through the link above to register with a new account. Those who have done this in the past should use the password you created in the past to log into your region/cup. If you do not remember your password from the past, there will be a prompt for you to change it. If you would like an additional staff member to have access, e-mail Mass Golf with the region number, team name, person's name and e-mail and we will send them an invitation to have them receive access.

3. Team Rosters
   - **You will not have access to put your roster in until 9/1/2023 at 12:00 PM.**
     The system is set up so that ONLY captains and club contacts can make player changes as needed throughout the season.
   - In preparation for the start of the season, **Mass Golf will add all ACTIVE female members of your club to your roster on 9/1/2023** from your Club to Golf Genius. That list of active golfers will appear under the section "Choose a Player", in the form of a dropdown menu.
   - After we add in all your active players on 9/1, any new active players or anyone's status that changes at your club to active will not be automatically added to your drop down. **For any active player missing from your club's list after 9/1, please contact Jen Morahan at jmorahan@massgolf.org and she will add them to your club's drop down.**

- The USGA® Handicap Revision as of September 1, 2023, will be used by all players for all three matches.
- Golf Genius should automatically sort the players from low to high. <u>Note: It is the captains' responsibility to verify the pairings sheets and scorecards for accuracy before the match begins.</u>
- When you have finished setting your roster, notify the other captains in your region. The matches will say "No Opponent" until the other team's roster has been made, so the sooner the better to confirm your roster each week. **You must FINALIZE your roster in Golf Genius. Reports cannot be printed until all team rosters are finalized.**

4. Setting your Roster and Substitutions
- Sign into golfgenius.com > 2023 Fall Cup Matches: Region (#) > Go to Event > Team Captain Menu > Select matchup and round from drop down menu > Edit match play pairings > Click on your team.
- On the right side of the screen, you will see the "CHOOSE A PLAYER" dropdown section.
- To add a player to the team, click on an existing player or empty slot, then select a player from the dropdown list and click the blue "GO" button.
- ONLY use the "REMOVE" button if you are looking to default a player from your team as it will remove that player from your roster. When making a substitution utilize the choose a player dropdown to add the new player to your existing roster.
- When you are done, click on "**SAVE TEAM CHANGES**"
- Note: Golf Genius is programmed to sort rosters and create match pairings by low to high indexes. However, it is the captains' responsibility to verify the pairings sheets and scorecards for accuracy before the match begins.
- **Note: All host captains are responsible for re-downloading and printing reports if changes are made by any team in their region.**

5. Print Match Pairings, Pairings Sheet, and Scorecards
- Pairing sheets, scorecards and match pairings will be downloaded and printed by host captains and/or club contacts if requested by host captains.
- **You will only need to download and print for the week you are hosting!**
- Match Pairings
    - On the top of the Golf Genius event page, click on the four bars that say "Team Captain Menu."
    - Make sure that the first matchup for the correct round is selected from the drop down on the left.
        - **You will need to print for both matchups in the round you are hosting.**
    - You will then go over to the right side of this menu and click on "Report Center."
    - At the top of this page, click on "Fall Cup Captain/Club Contact Reports", which is starred.
    - Hover over "Match Pairings (for results)" for the week you are hosting and click print > next > print anyway> download pdf > click and save the document to your computer for printing.
    - Now return to the top of the page where it says team captain menu and select the next matchup for the day you are hosting.
        - Repeat these steps for the second matchup.

- Pairings Sheet
    - **The Pairings Sheet only needs to be printed once.**
    - Return to the Report Center
    - Find the pairings sheet for the week you are hosting and click print > next > print anyway> download PDF > click and save the document to your computer for printing.
- Scorecards

- o Make sure that the first matchup for the correct round is selected from the dropdown on the left.
  - ▪ **You will need to print for both matchups in the round you are hosting.**
- o Return to the Report Center
- o Hover over Fall Cup Scorecards and click print.
- o Make sure that "Four Ball Matches 18 Holes" is selected from the dropdown and then click on print anyway > download PDF > click and save the document to your computer for printing.
- o We can now close out of this scorecard pdf tab and return to the reports center.
- o Now return to the top of the page where it says team captain menu and select the next matchup for the day you are hosting.
  - ▪ Repeat these steps for the second matchup.

6. Host Captains Report scores (no later than 3:00 PM on match days)
- On the top of the Golf Genius event page, click on the four bars that say "Team Captain Menu"
- Make sure that the first matchup for the correct round is selected from the drop down on the left.
  - o You will need to enter scores for both matchups.
- Click on "Enter Match Results"
- Enter the points that each pair received.
  - o Remember: 1 point per hole, ½ a point if the hole is halved.
- Click on the "SAVE" or "SAVE AND DISPLAY LEADERBOARD" button on the bottom right of the screen.
  - o If you click on "SAVE AND DISPLAY LEADERBOARD"
    - ▪ On this screen you will be able to see "Team Points Summary" and "Four Ball Matches 18 Holes"
    - ▪ In the team points summary section for future rounds, you will be able to see both your points for the current round and previous rounds.
    - ▪ In the Four Ball Matches 18 Holes section you will see a breakdown of the points and winners of each matchup for the current match. The winners of each matchup will be highlighted in red.
- Return to the top of the page where it says, "Team Captain Menu" and select the next matchup for the day you are hosting.
  - o Repeat these steps for the second matchup.
- **Important: Match results should be submitted by host captains by 3:00 PM on the match day. We also ask that host captains leave a written copy of the results with the golf shop immediately following the round.**
- Note: If for any reason the matches will not be completed by 3:00 PM, please contact jmorahan@massgolf.org. We will be emailing regional captains at 3:00 PM for those who have not put in their results.