



## 2026 SPRING TEAMS GOLF GENIUS/TOURNAMENT MANAGEMENT GUIDE

### 1. Spring Team Portal: Click [HERE](#)

- This is a public site where Captains and players can go to view the Spring Team 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:

- All players must use the invitation link emailed to you by Golf Genius when logging in for the first time.
- If you acted as a Spring Team or Fall Cup Captain in the past, use the password you created in the past to log into your Cup/Region last 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 Spring Team Portal, use the link above in step 1.
- 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 2026 Spring Team Matches: followed by a Region number and then your Cup. Follow that to the right and click on “Go To Event”.

**Important Club Staff Note:** The Spring Team Platform does not connect with your club’s TM, 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 Spring Team 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 Cup/Region. 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 me with the Cup number, team name, person’s name and e-mail and I will send them an invitation to have them receive access.

### 3. Team Rosters

- The system is set up so that ONLY Captains and Club Contacts can make player changes as needed throughout the season.
- Playing Handicaps™ is determined by Handicap Index from the USGA® GHIN as of 6 days before each match. Golf Genius will automatically run these weekly Handicap updates.
- Golf Genius should automatically sort the players from low to high index. Note: It is still the Captains’ responsibility to verify the pairings sheets and scorecards for accuracy before the match begins and make sure their players are set up from low to high handicap.

#### 4. Setting your Roster and Substitutions

- Sign into golfgenius.com > 2026 Spring Team Matches: Region/Cup (#) > Go to Event > Team Captain Menu > Select Round from the drop-down menu > Edit match play pairings > Click on your team.
- You will see the “Add player by name or handicap number” dropdown section.
- To add a player to the team, search by Name/GHIN number, then click and hit done. Be sure to save team changes.
- When making a substitution utilize the choose a player drop down to add the new player to your existing roster. Be sure to place them in the correct order. Then hit the space in which they will be placed select that space and hit go and save.
- 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, 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 cup. If you need further assistance, contact the Manager of Women’s Events.

#### 5. Print Match Pairings, Pairings Sheet, and Scorecards (Host Captain)

- 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 these documents for the week you are hosting!
- Reports cannot be downloaded until all team rosters for that matchup are in.
- Match Pairings.
  - On the top of the Golf Genius event page, click on the 4 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 all 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 “Spring Team Cup Captain/Club Reports”, which is starred.
  - Hover over “SPRING TEAM MATCHES – MATCH PAIRINGS – WEEK ( )” 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 other matchups at your course.
- 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 “SPRING TEAM MATCHES – PAIRINGS – WEEK ( )” and click Print > Next > Print Anyway> Download PDF > click and save the document to your computer for printing.
- Scorecards
  - 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 all matchups in the round you are hosting.**
  - Return to the Report Center.
  - Hover over “SPRING TEAM MATCHES – SCORECARDS – WEEK 1-5” and click print.

- Make sure that “Singles 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.
- We can now close out of this scorecard pdf tab and return to the reports center.
- 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 other matchups at your course.

## 6. Host Captains Reporting Scores (no later than 3:00 PM on match days)

- On the top of the Golf Genius event page, click on the 4 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 enter scores for all matchups.**
- Click on “Enter Match results”.
- Enter the points that each pair received.
  - 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.
  - If you click on “SAVE AND DISPLAY LEADERBOARD”.
    - On this screen you will be able to see “Team Points Summary” and “Singles 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 Singles 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.
- 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 all matchups.
- **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 [kryan@massgolf.org](mailto:kryan@massgolf.org). We reach out to Host Captains at 3:00 PM that have not put in results for their Cup.

## 7. Setting Tee Time or Shotgun Times (Optional for Host Captain)

- Setting your tee time or shotgun times is a helpful step for all Host Captains and/or Club contacts before printing reports in step 5 above. This is not required, but if you would like the starting times to appear on the printed scorecards, you can set your tee time or shotgun times in Golf Genius.
- Sign into golfgenius.com > 2026 Spring Team Matches: Region/Cup (#) > Go to Event > Team Captain Menu > Make sure that the first matchup for the correct round is selected from the drop down on the left > In the middle column select “Edit Course & Tee Assignments.”
  - **You will need to set tee times or shotgun times for all matchups in the round you are hosting.**
- At the bottom of the page, you can either select Set Shotgun or Set Tee Time depending upon what you and your club decide.
- Use the boxes to the right of each match up to set the proper tee time and starting hole > Click Save Pairings. You can also use the tee time interval option at the bottom of the page.
- Complete these steps for all your matchups.