RBC | PGA SCRAMBLE

PRESENTED BY **THE LINCOLN MOTOR COMPANY**

Golf Genius Operations

Thank you once again for offering to host an RBC PGA Scramble Local Qualifier or Regional Final. As a host facility, the PGA of Canada is providing you with the easy-to-use Golf Genius Software to assist with the management of your event.

You will receive an email from Golf Genius shortly after completing your form to host an event. That email will contain a link to the adminstrative side of your specific event. Most of the information has already been loaded, but this manual will help you through any remaining steps that may be required prior, during and after your event.

It is imperative that the software is used, as it keeps uniformity throughout the program, contains all of the relevant data that is needed for the participants and creates equitable scoring for all teams.

After receiving your email, please click the link to view your event dashboard. That link will take you to the home page of your event portal.

To get into the administrative side of the software, hover the cursor over the setting icon on the right of the blue menu bar and click "Return to Manager Site". Now you will see the dashboard to everything needed for setting up your event.

The following sections will take you through any remaining steps to setting up your event.

SECTION 1 - EVENT TAB

1.1   In this section, there is only one area that you will be concerned with, the "Maintain Course Details" page. Hover over the word Event on the orange menu to bring up the drop-down menu and then click on "Maintain Course Details".

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Event   Golfers   Calendar   Rounds   Apps

Event Administration
Edit Event Profile
~~Maintain Course Details~~
Manage Custom Fields
Event Payment Center
Create / Edit Open Registration Form
Open Registration Payment Setup
Close Event Registration ❶
Activity Log
Event Subscription and Payments
Billing and Account Information

Create/Edit Multi-Round Series
Create/Edit Round Robin Schedule
Create/Edit Bracket Tournaments
Create/Edit Multi-Round Tournaments
Event Standings
Logos, Banners & Backgrounds ❶
Photo Gallery
Event Talk
Manager Forum

Event Dashboard

Event Managers
❶ David Belletrutti
❶ Scott Barrett
Add / Remove / Reinvite Manager
Customer Managers
❶ Adam LeBrun
❶ Ben Wolfe
❶ Brittany Mullin
❶ Heather Bodden
❶ Justin Bell
❶ **And 1 Other Manager**

This will bring up a list of courses that are already uploaded into the system. If you have already hosted a Scramble event, than your course is likely listed. If so, and you plan on using the same tee and yardage information, than skip to the next Section. There may be a course already selected with a ☑ , simply click on the box to remove the checkmark if that is not your course. If it is your course, you can simply click "Edit" to the right to make any necessary changes. If your club is not listed here, click

Add a Course   at the bottom of the screen.

GOLF GENIUS SOFTWARE

Event   Golfers   Calendar   Rounds   Apps

Maintain **Course Details → Courses Used in Events / Leagues / Trips**

Check the courses that should be in the list of courses for selection in Edit Pairings, then click Save.

	Name	Actions
☐	Angus Glen - North Course	Edit
☐	Barrie Country Club - Females	Edit
☐	Barrie Country Club - Males	Edit
☐	Bear Mountain Valley Course	Edit
☐	Bear Mountain Valley Course- Red	Edit
☐	Bel Acres	Edit
☐	Bethesda Grange Golf Club	Edit
☐	Black Bear Ridge GC	Edit
☐	Black Bear Ridge GC - Red Tees	Edit

NOTE: You will be required to have this information completed with Course and Slope Ratings, in order to set the pairings and have the handicaps calculated properly to ensure accurate scoring.

Once you click "Edit" or "Add a Course" you will see the following screen:

You will be required to enter the Course Name, Tee, Colour, 18 Hole Rating, 18 Hole Slope, Yardages, Par and Handicap Holes. Click "Save" when finished or "add tee" if

you need to add more tee options for senior males (50 and over) and/or females.

After adding your course details, please ensure it is the only selected course in the check boxes.

SECTION 2 - GOLFERS TAB

This section contains all of the player details and allows you to edit player profiles, add golfers manually or remove players as required, plus create your teams.

2.1   By clicking on "Event Roster" you will see the complete list of players in your event.

By clicking on a name, you will then see all of their details and can make changes to

any of the information. This is particularly useful for correcting any Golf Canada Membership ID's that may have been entered incorrectly, as we require the full 10-digit number.

One other step here that will save you time, later on, is ensuring that each competitor is matched up with their teammates by way of their Team ID #. That field is listed under the Registration tab within each player's profile. All four teammates should have the same Team ID #.

HINT: You can click on any of the headings in the roster table to sort the table by that field. So you can click Handle to see the roster alphabetically, or click Team ID to sort the information by teams.

Once the entry closing date has passed, your teams will be organized automatically

using the Team ID that was mentioned in the roster section above.

2.2   Before you proceed to the creation of the pairings for the day, you should update the Handicap Factors of the entire roster to ensure that each competitor entered the proper 10-digit Golf Canada Membership ID. To do this, click the "Access Golf Canada to Update Handicap Indexes" link from the Golfers menu. Make sure all competitors are checked and then click the orange "Update" button. It will take about a minute or so to go through the entire roster, but if there are any errors, they will show up in red. You may need to contact those people to get a revised Golf Canada Membership ID number. If that still does not work, contact the PGA of Canada to have the situation rectified. The accuracy of scoring will be dependant on these Handicap Factors being correct.

2.3   The last area under the Golfers tab that you should be familiar with, is the "Send Email to Golfers" link. This is an easy way to connect to all of the participants and send them any updates or information that they should know prior to the event.

SECTION 3 - ROUNDS TAB

This section contains all of the information that you will need for the actual operation of the event. In this section, you will only need to familiarize yourself with a few areas, as illustrated below.

3.1   At this point, you should have already updated the Handicap Factors under the Golfers tab, as outlined in Section 2. Now you can click the "Handicap Analysis" link from the Rounds menu to see how the teams Course Handicaps align and if anything seems out of place.

The program is already setup to take into account the 10% Handicap usage for the net score calculations and any other adjustments that need to be made, including those playing from different sets of tees (females or senior males). For anyone who does not

have a calculation beside their name; those players must require additional or revised Golf Canada Membership ID numbers.

3.2   Now that all of the Handicaps are determined and the teams are setup, you can start to create the pairings (draw/tee times) for the event. To do this, open the Rounds tab and then click on "Create New Pairings".

On this page, in Step 1, select "Create pairings using a custom field. In Step 2, select Team ID as the custom field and then click the Next button.

Review the data selected and then click the Continue button.

This is the pairings editing page, here you can move players/foursomes, add players, remove players, select the tees that each competitor will play from, set the actual tee times or set the event as a shotgun and assign starting holes.

The pairings should be set by the Team ID field at this point, so as long as they were set properly under the Golfers tab, you should be good to proceed to setting the tee times and tees. However, if you need to make changes, simply click on the change option from the bottom left grey buttons and make your changes.

If the pairings all look correct, click on the "Set Course & Tee" button from the right side. A new set of options will appear under those grey buttons.

If everyone is playing from one set of tees, just click "Select All Players", make sure that the proper set of tees is selected in the drop down menu and then click the Go button. If you are separating males and females, then you can select a gender and then the specific set of tees and then click the Go button (you will have to repeat

this procedure for the other gender as well). PLEASE NOTE: this will only work if every competitor has selected their gender in their player profile. If you are also creating a separate tee for Senior Males, you will have to select those competitors individually, by clicking on their name on the left side of the page in the pairings and then selecting the preferred tee.

The next step is to set tee times or shotgun start. For tee times, simply "Select All", assign the first start time, the interval and the starting hole and then click the Go button.

If you are running a shotgun start, click on the "Set Shotgun" button to get the following menu to appear:

Once you click "Select All", you can then assign a starting time and then under each hole, select how many groups are starting on that hole. This gives you the flexibility to start with some holes open, or double up with groups if needed. Once you are done, click the Go button.

Now click the orange Save Pairings button and you will be all set for your event.

3.3   In the bottom right corner of the Rounds menu, there are some options that you are required to set:

1. Allow Golf Canada Updates - YES
>   This allows the program to access the Golf Canada system for updating Handi cap Factors.

2. Show Pairings in Event Portal - YES
>   This should only be set to YES once you are confident that the pairings have been set properly and there are no errors. Once this is set, the pairings become public, so if any changes are made after, you will have to notify each of the com petitors.

3. Enable Mobile Score Entry - NO
>   This feature is reserved for events that allow volunteers or competitors to enter scores into a mobile scoring device after each hole.

4. Show Results in Event Portal - YES
>   This will show the final leaderboard on the same portal where the players regis tered and where the pairings were shown.

5. Round Status
>   Just before your event starts, set the event to IN PROGRESS. Once all of the scores are complete and entered, you will set the event to COMPLETED, which closes all the scoring options.

3.4   To enter scores, simply select "Enter Scores' from the Rounds menu, which will bring you to a screen with each group listed in order of the pairings that you created. To enter a score for a group, simply click on one of the names in the group which will open up a score card for that group:

	1	2	3	4	5	6	7	8	9	out	10	11	12	13	14	15	16	17	18	in	total
Yardage	445	324	313	207	296	125	284	326	490	2810	265	133	398	152	320	327	104	347	413	2459	5269
Par	5	4	4	4	4	3	4	4	5	37	4	3	5	3	4	4	3	4	5	35	72
Handicap	10	2	4	18	14	12	16	6	8		15	5	17	9	11	1	7	3	13		

Course: The Rise Golf Course **Tee:** Red - All 18 **Slope:** 112 **Rating:** 65.9

Eagle or better Birdie Par Bogey Double Bogey or worse

Simply enter the 18-hole gross score into the system under the total column on the right and then click the Done button or simply click one of the names again where you opened the score card from and it will save that score automatically.

Once all scores have been entered for all groups, click the orange "Done Entering Scores" button at the bottom of the screen to get a final calculation. Now is when you can set the round to completed.

Check the leaderboard, either by selecting the "Display Leaderboard" option on the Rounds menu, or by going to the event portal under the Apps menu to ensure that the scores look correct and the handicaps were applied properly. The net scores should be to one decimal place.

SECTION 4 - HELP AND SUPPORT

As with any aspect of the RBC PGA Scramble presented by The Lincoln Motor Company, the PGA of Canada is here to help. Please go to https://rbcpgascramble.com/contact/ for contact information.

However, if you have any questions or concerns about the Golf Genius software, their support staff are great and respond in a timely manner every time. At any time, you can simply click   the in the bottom right corner.