



**SCRAMBLE**

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Golf Genius Operations



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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 administrative 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.



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

The screenshot shows the 'Event Dashboard' for the 'RBC PGA Scramble - Blue Springs Local Qualifier'. The top navigation bar is orange with the 'Event' tab selected. The dashboard is divided into four main sections:

- Player Roster:** A yellow box states, 'Golfers will be added to the event player roster as they register on the portal via open registration.'
- Event Calendar:** Shows '1 round in total' and '1 upcoming' round. A 'Manage Event Calendar' button is at the bottom.
- Event Profile:** A yellow box asks, 'Playing in threesomes or twosomes? Is this a 9 hole event? This and much more can be customized in the event profile.' An 'Edit Event Profile' button is at the bottom.
- Getting Started:** Contains two yellow boxes. The first box says, 'Some golfers like to watch the movie, some like to read the book. Ok, have it your way. Here are a couple great videos to get you started.' and lists links for 'Golf Genius Setup: Rounds' and 'Golf Genius Setup: Event Portal'. The second box says, 'If you prefer, try the articles below on getting started with your golf genius.' and lists links for 'Single Round Event Guides', 'Multi-Round Event Guides', 'Basic League Guide', 'Team Round Robin League Guide', 'Individual Round Robin League Guide', and 'Golf Trip Guide'. A final yellow box at the bottom says, 'Seriously, save yourself some heartache by doing a quick flyover. You'll feel better in the morning.'

## 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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RBC PGA Scramble - Blue Springs Local Qualifier

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GOLF GENIUS SOFTWARE

Event

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**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](#)  
[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](#)  
[Photo Gallery](#)  
[Event Talk](#)  
[Manager Forum](#)  
  
[Event Dashboard](#)

**Event Managers**  
[David Belletrutti](#)  
[Scott Barrett](#)  
[Add / Remove / Reinvite Manager](#)  
**Customer Managers**  
[Adam LeBrun](#)  
[Ben Wolfe](#)  
[Brittany Mullin](#)  
[Heather Bodden](#)  
[Justin Bell](#)  
[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.

RBC PGA Scramble - Blue Springs Local Qualifier

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**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
<input type="checkbox"/>	Angus Glen - North Course	Edit
<input type="checkbox"/>	Barrie Country Club - Females	Edit
<input type="checkbox"/>	Barrie Country Club - Males	Edit
<input type="checkbox"/>	Bear Mountain Valley Course	Edit
<input type="checkbox"/>	Bear Mountain Valley Course- Red	Edit
<input type="checkbox"/>	Bel Acres	Edit
<input type="checkbox"/>	Bethesda Grange Golf Club	Edit
<input type="checkbox"/>	Black Bear Ridge GC	Edit
<input type="checkbox"/>	Black Bear Ridge GC - Red Tees	Edit



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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:

RBC PGA Scramble - Blue Springs Local Qualifier WELCOME, ADAM LEBRUN | CUSTOMER CENTER | SIGN OUT

**GOLF GENIUS SOFTWARE** Event Golfers Calendar Rounds Apps

[Back](#)

Course **Copy of Blue Springs Golf Club - Males** → [Edit Course](#)

Course Name:  Abbreviation:  Tee time interval:  [Save](#)

[Green Depth / Hole Labels / Pace of Play Parameters](#)  
[Shotgun Priority](#)  
[Default Tee by Gender](#)

Reminder to set your course name abbreviation.  
The abbreviation can be used on reports such as the page composer.

---

Tee: **Blue/White** Rating 70.7 Slope: 136

Tee:  Abbreviation:  18 Hole Rating:  18 Hole Slope:

Color: ■ Choose color to color code the yardage line on printed scorecards

Rating and Slope for Front and Back is optional for 18 holes courses:

Front 9 Rating:  Front 9 Slope:  Back 9 Rating:  Back 9 Slope:

	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Totals
Yardage	373	185	320	518	148	348	410	378	492	3188	413	152	505	378	388	481	357	161	390	3181	8347
Par	4	3	4	5	3	4	4	4	5	36	4	3	5	4	4	5	4	3	4	36	72
Handicap	17	5	13	9	11	15	3	1	7		4	18	2	12	6	10	14	16	8		

Adding a 9-hole course? ⓘ

[add tee](#) [Cancel](#) [Save](#)

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





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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



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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.


### Your Event Roster

[Reformat Handles](#)
[Print Roster](#)

[Change / Reorder Columns](#)

Team Id	Handle	Index	GolfNet	Email	Actions
1					Register   Delete
1					Register   Delete
1					Register   Delete
1					Register   Delete
2					Register   Delete

Profile
Registration
Index Summary
Custom Fields



First name
Last name
Handle
Email

Adam
LeBrun
LeBrun, Adam
adam@pgaofcanada.com

☒ We noticed you changed the name of the player. Check here if you wish to recompute the handle based on the new name.

GolfNet
Tee
Affiliation

6103954820
Blue Springs

Date of Birth
Gender

Gender: ☒ M ☐ F ☐ unknown

Photo
Acceptable photo formats: jpg, jpeg, gif, png. Maximum file size: 6MB.

Choose File
No file chosen

Cancel
Save

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







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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.

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**Event Golfers Calendar Rounds Apps**

Select a Round:  
Qualifying Round (Sun, June 18)

**Round Checklist**

- Round Invitations Emailed ☐
- Pairings Created ☐
- Pairings Displayed in Event Portal ☐
- Course(s) and Tees Set ☐
- Tournaments Defined ☒
- Scorecards Entered ☐
- Leaderboard Created ☐
- Results Displayed in Event Portal ☐

[Overview of Managing Rounds](#)

**Round Signups**

- [Open Free Signups](#)
- [Set Round Signup Invoice](#)
- [Manage Round Player Roster](#)  
(8 players confirmed)
- [Create New Pairings](#)
- [Edit Existing Pairings](#)
- [Create/Edit Blind Draw](#)
- [Create/Edit Tournament](#)
- [Print Scorecards](#)
- [Pre-Play Audit of Round](#)
- [Enter Scores](#)
- [Display Leaderboard](#)

You can create new pairings as often as desired. Indicate how you want foursomes organized - AB, ABCD, by team, by handicap, or random, and we generate the best possible schedule, always working to minimize repeats.

**Handicap Analysis**

[Edit Event Profile for This Round](#)

[View Messages from Members](#)

[Download / Print Center](#)

[Handicap Analysis](#)

**Allow Golf Canada Updates?** ☒ YES

**Results in Event Portal** ☐ NO

**Score Entry** ☐ NO

**Show Results in Event Portal** ☐ NO

**Round Status**

Not Started In Progress Completed



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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.

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Qualifying Round  
Sun, June 18

Round **Qualifying Round** → Handicap Analysis

Scramble

Setting	Value
Handicap Type	Tee Slope and Relative Rating
Maximum Index	M: 36.4, F: 40.4
Handicap Percentage	10%
Handicap Adjustment Rounding	Round Up
Card Type	Always use an 18-hole scorecard, if appropriate.
Course Handicap Precision	Round to Tenths

Clear Adjustments

You are using Section 3-5. The unadjusted tee is Combo (127.0 / 69.8) because we adjust fewest players.

Name	Tee	Course Handicap
		+2.0
	Combo (127.0 / 69.8)	2.0

Calculating the Course Handicap for [redacted]  
We are calculating a course handicap for **All 18** holes.  
This player does not have an index. Therefore he/she is playing off scratch. The index is unaffected by the maximum index setting.

Calculating the Course Handicap for [redacted]  
We are calculating a course handicap for **All 18** holes.  
The initial index is 5.8. The index is unaffected by the maximum index setting.  
This player is on the **Combo** tee, the rating is 69.8 and the slope is 127.  
We calculate the course handicap as  $\text{index} * \text{slope} / 113 = 5.8 * 127 / 113 = 6.51$ . After rounding, it is equal to 6.5.

Calculating the Course Handicap for [redacted]  
We are calculating a course handicap for **All 18** holes.  
This player does not have an index. Therefore he/she is playing off scratch. The index is unaffected by the maximum index setting.

Calculating the Course Handicap for [redacted]  
We are calculating a course handicap for **All 18** holes.  
The initial index is 12.1. The index is unaffected by the maximum index setting.  
This player is on the **Combo** tee, the rating is 69.8 and the slope is 127.  
We calculate the course handicap as  $\text{index} * \text{slope} / 113 = 12.1 * 127 / 113 = 13.59$ . After rounding, it is equal to 13.6.

[redacted] : combined handicap is calculated as 10% of individual round handicaps. That is  $\text{round}(10\% * (-0.0 + 6.5 + -0.0 + 13.6)) = 2.0$ .

Adjust Course Handicap

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





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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.

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Qualifying Round  
Sun, June 18

Schedule **Qualifying Round on Sun, June 18**

Guide me!

Next

Division **All Golfers**

Step 1: Automatic or Manual?

☐ Automatic scheduling - let us do it for you

☐ Pair by previous results/pairings

☐ Manual pairings - set the foursomes yourself

☒ Create pairings using a custom field

☐ Create pairings using entry numbers

Step 2: Choose a Custom Field

Select custom field 

Team Id

☒ Include only attending players

☐ Consolidate pairings to use the minimum number of foursomes, e.g., singles will be grouped in foursomes.

Next

Review the data selected and then click the Continue button.

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Qualifying Round  
Sun, June 18

Schedule **Qualifying Round on Sun, June 18**

Please check the settings below. If they are correct, press Continue.  
Note: When you press Continue we will create new pairings and previous pairings will be deleted.

Division **All Golfers**

Pairings by custom field: Team Id | Include only attending players | Foursome consolidation off | [Edit](#)

Continue



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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







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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.

Swap Hole Assignments

Move Hole Assignments

Set Tee Time

Set Shotgun

Set Course & Tee

**Set Tee Time**  
[Select All / Unselect All](#)  
First tee time  AM  
interval  hole   

Cancel

Go

Clear Tee Times

Sort Foursomes

Save Pairings

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

Swap Hole Assignments

Move Hole Assignments

Set Tee Time

Set Shotgun

Set Course & Tee

**Set Shotgun**  
[Select All / Unselect All](#) [Reverse Shotgun / Restore Default](#)  
Starting Time:  AM Hole:   
**Blue Springs Golf Club - Males - Blue/White** ⓘ  

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Yardage	373	185	320	516	146	346	410	378	492	413	152	505	376	366	461	357	161	390
Par	4	3	4	5	3	4	4	4	5	4	3	5	4	4	5	4	3	4
	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

Holes / Foursome Count: 18 / 18

Cancel

Go


Clear Shotgun

Sort Foursomes

Save Pairings



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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 Handicap 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 competitors.

**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 registered 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:



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EventGolfersCalendarRoundsApps

Qualifying Round  
Sun, June 18

Random ScoresClear all scoresScrambleSearch for NameGuide me!

1.\*No holes completed

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

	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		
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Eagle or betterBirdieParBogeyDouble Bogey or worse

Clear ScoresDone

2.\*No holes completed

Random ScoresClear all scoresDone Entering Scores

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.




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## 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.

