MARS Golf League
Event Manager Guidelines

Purpose

This document describes how Event Managers use Golf Genius to manage MARS Golf League weekly events.

Revision History

Revision	Date	Summary of Changes
Original	April 16, 2020	Original release of document
1	July 30, 2020	Multiple revisions after using Golf Genius for first five league events
2	xxx xx, 2022	Multiple revisions after using Golf Genius for first two years

Summary of Event Manager Duties

This section summarizes Event Manager pre-event and post-event duties. Detailed procedures are documented in the appendices.

On the Thursday two weeks prior to each event at 5:00 PM, Golf Genius automatically opens event sign-ups and sends an email to all players containing links for players to respond that they are playing or not playing in that event. Sign-ups close at 11:00 PM on the Monday ten days prior to the event. Any player who has not responded is assumed to be not playing. On Sunday nine days prior to the event, send a reminder email to members who have not responded:

1. Navigate to the following week's round and select "Round Player Roster"
2. Click on "Check All" next to "Invited Players Who Have Not Yet Responded"
3. At the top of the page select "Send Email" under the "Action" pull down menu
4. Deselect "Send this email to other managers of this league"
5. Clear the subject line and insert "Signups for <insert date> MARS Golf close tomorrow night"
6. Select "Include Round Invitation"
7. Under Message type "You are receiving this email because you haven't responded for the MARS Golf event on <insert date>. Please respond by selecting either the "Playing" or "Not Playing" link in this email."
8. Click on "Send"

Once event sign-ups are closed, the Event Manager has three pre-event duties:

1. Generate the pairings and tee times (Appendix A). Manually modify the pairings and/or tee times as necessary to ensure CoChair #1 is playing in the first group, CoChair #2 is playing in the last group, and Event Manager is in one of the first two groups. Also manually modify the pairings and/or tee times as required to satisfy any player special requests.
2. Not later than early afternoon Tuesday nine days before the event, email tee sheets to Broken Tee. Email tee sheets to the players who are participating in the event Thursday afternoon/evening seven days before the event (Appendix B).
3. Between signups closing and the day of the event, periodically check "Portal Messages from Members" and the "Round Player Roster" for cancelations and waitlisted players (i.e., players who want to play but missed the signup deadline). As required, repeat steps 1 and 2 above to modify pairings and notify Broken Tee, affected players, and CoChairs of any changes.

Pre-Event Timeline

Event -14 days (5:00 PM Thursdays)	Golf Genius automatically emails invitations and opens signups
Event -11 days (Sundays)	Event Manager sends reminder to players who have not responded
Event -10 days (11:00 PM Mondays)	Golf Genius automatically closes signups
Event -9 days (AM Tuesdays)	Event Manager generates tee sheet, sends to Broken Tee
Event -7 days (Thursdays)	Event Manager sends tee sheet to participating players
Event -2 days (AM Tuesdays)	As needed, Event Manager sends updated tee sheet to Broken Tee, affected players, and CoChairs

After the round, the Event Manager has seven duties:

1. Update the event round player roster and pairings as required (Appendix C). Delete any players who canceled or did not show up or played fewer than 7 holes. Add anyone who played that was not on the tee sheet.
2. Download the latest handicap indexes from GHIN (Appendix D).
3. For individual events, assign players to flights (Appendix E). Check the Golf Genius generated flights to ensure they comply with the league's CoChair guidelines. For team events (except Scrambles), assign virtual players (aka blinds) as required (Appendix F).
4. Working with each group's scorekeeper, enter hole by hole scores for every member (guest scores are not entered) (Appendix G). For scramble events only hole by hole team scores are entered.
5. Determine winners (Golf Genius applies tiebreakers as required) (Appendix H). Share the results with the event CoChairs so they can add the names of the winners to the prize envelopes.
6. Copy and paste the leaderboard and email to all league members (Appendix I).
7. Upload all players' scores to GHIN (Appendix J). Scramble event scores are not uploaded to GHIN.

Multi-round events, such as the annual league tournament, have some slightly different procedures (Appendix K). Handicap indexes are frozen for the annual league tournament, so the Event Manager needs to make sure the handicap indexes used for week 1 are also used for week 2 of the tournament. Some players are only able to play one of the two tournament weeks, those players need to be excluded when determining net score winners, but their scores still need to be uploaded to GHIN.

For any situations not covered or anticipated by these guidelines, the Event Manager needs to investigate and determine the proper course of action in coordination with the event CoChairs.

Appendix A - Generating pairings and tee times

Once sign-ups are complete, create the pairings using the following steps:

1. From the League Dashboard select "Rounds"
2. Select the upcoming event from the "Select A Round" pull-down
3. Select "Round Player Roster"
   a. Ensure there is space available for all guests added by the members. If necessary, remove guests in the reverse order which they were added and move members from the Waitlist to Confirmed Players in the order in which they signed up. Check the Player Roster Log to determine the order in which guests were added and players were waitlisted. If any guests are removed from Confirmed Guests, notify the member who added them.
   b. Select "Rounds" then "Round Divisions / Flights / Teams"
   c. Select "Edit Membership" under the Guests division and click on the guests' names to assign them to the Guests division then "Save"
   d. Select "Edit Membership" under the Members division and click on the red "x" by any guests' names to remove them from the Members division then "Save"
4. Select "Rounds" then "Create New Pairings"
5. Select "Automatic scheduling"
6. This opens the Scheduling Options
   a. For individual events select "Randomly"
   b. For two player team events select "AB" and "Optimize for most diversity based on previous round pairings and balance total indexes in each tee time"
   c. For four player team events select "ABCD" and "Optimize for most diversity based on previous round pairings and balance total indexes in each tee time"
   d. If members have requested to play together, select the "Keep Together" tab, select the members who want to play together, then select the "Keep Together" tab. Repeat for any other members who want to pay together. When done, click "Next".
7. After completing the scheduling details click "Next" to open "More scheduling options"
   a. Select "Schedule player tee times over all rounds to maximize fairness with respect to early and late starts"
   b. Make sure "Use pairings from prior rounds to create best pairings for this round" is checked
   c. Click "Continue"
8. After a few seconds, the edit pairings screen will be displayed. Select "Move Pairings" then:
   a. Move CoChair #1's group to the first tee time,
   b. Move CoChair #2's group to the last tee time, and
   c. Move Event Manager's group to the second tee time (unless the Event Manager is in CoChair #1's group).
9. If any players requested an early or late tee time, there are several options for changing a player's tee time on the edit pairings screen:
   a. Select "Move Pairings" or "Swap Pairings" to move the whole foursome to a different tee time.
   b. Select "Swap Pairs" to switch that player and their playing partner in a two-player team event with another pair at a different tee time.
   c. Select "Swap Players" to switch that player with another player at a different tee time (if swapping players for a team event be sure to select players with similar course handicaps).
10. Select "Save Pairings"

11. After finalizing the pairings while still on the edit pairings screen, set the course, tees, and tee times:
    a. Select "Set course and tee"
    b. Select "Broken Tee – Default" from the pull-down menu, make sure "All 18" is displayed in the pull down menu to the right
    c. Click "Select All Players" then click "Go"
    d. Select "Set Tee Time" and click "Select All"
    e. Set the "First Tee Time" to 9:00 AM (Apr, May, Sep, Oct) or 8:15 AM (June, July, Aug)
    f. Set "interval" to 9 and make sure "hole" is set to 1 (unless starting on hole 10 that week)
    g. Click "Go"
    h. Click "Save Pairings"

Between signups closing and the day of the event, periodically check "Portal Messages from Members" and the "Round Player Roster" for cancelations and waitlisted players (i.e., players who want to play but missed the signup deadline).

To add a player, use the following steps:
1. From the League Dashboard select "Rounds"
2. Select the upcoming event from the "Select A Round" pull-down
3. Select "Round Player Roster"
4. Select the members being added (might be under "Waitlisted" or "Invited Players Who Have Not Yet Responded" or "Players Not Attending") then under the "Action" pull down select "Mark as Attending", then select "Go".
5. Next select "Edit Existing Pairings"
6. Select "Add Players", under the "Player" pull down select the member being added, then select an empty slot on the pairings table. Repeat for additional members being added. Do not add any tee times after submitting the tee sheet to the course unless the course has agreed the additional tee time is available for us.
7. Click "Save Pairings".

To remove a player, use the following steps:
1. From the League Dashboard select "Rounds"
2. Select the upcoming event from the "Select A Round" pull-down
3. Select "Round Player Roster"
4. Select the members being removed from the list of "Confirmed Players" then under the "Action" pull down select "Mark as Not Attending", then select "Go".
5. Next select "Edit Existing Pairings"
6. Select "Remove Players", then select the players who canceled in the pairings table.
    a. If removing players leaves any singles or twosomes, select "Swap Players" to move players from foursomes to change any singles/twosomes into threesomes.
    b. Alternatively, if enough players cancel to eliminate a tee time, select "Swap Players" to move players from the least populated tee time, then select "Move Pairings" to move groups up to fill the hole. May need to redo steps 11.d through 11.g above.
7. Click "Save Pairings".

Appendix B - Emailing tee sheets to Broken Tee and players

Once the pairings and tee times are finalized, not later than early afternoon Tuesday nine days before the event, email tee sheets to Broken Tee using the following steps:

1. From the League Dashboard select "Rounds"
2. Select the upcoming event from the "Select A Round" pull-down
3. Make sure "Yes" is selected under "Show Pairings in League Portal"
4. Click on "Email Tee Sheet"
5. Select "None"
6. De-select "Send this email to other managers (if any) of this league"
7. Under "Other Emails" add sbuccio@Englewoodco.gov, tgunkel@englewoodco.gov, and mmoran@englewoodco.gov separated by commas
8. Under "Subject" write "MARS Golf League Pairings for <insert date of event>"
9. Under "Attachments" select "Include tee sheet as both link and attachment"
10. Click "Send"

Email tee sheets to the players who are participating in the event Thursday afternoon/evening seven days before the event. Email tee sheets to the players who are participating in the event using the following steps:

1. From the League Dashboard select "Rounds"
2. Select the upcoming event from the "Select A Round" pull-down
3. Click on "Email Tee Sheet"
4. Select "Confirmed Golfers"
5. De-select "Send this email to other managers (if any) of this league"
6. Under "Subject" write "MARS Golf League Pairings for <insert date of event>"
7. Under "Attachments" select "Include tee sheet as both link and attachment"
8. Under "Message" enter any important information and reminders
9. Click "Send"

Email any tee sheet revisions to the course, affected players, and CoChairs using the following steps:

1. From the League Dashboard select "Rounds"
2. Select the upcoming event from the "Select A Round" pull-down
3. Select "Round Player Roster"
4. Select the affected players (deleted and/or added) and the CoChairs
5. Under the "Action" pull-down, select "Send Email"
6. De-select "Send this email to other managers (if any) of this league"
7. Under "Other Emails" add sbuccio@Englewoodco.gov, tgunkel@englewoodco.gov, and mmoran@englewoodco.gov separated by commas
8. Under "Subject" write "Revised MARS Golf League Pairings for <insert date of event>"
9. Under "Tee Sheet" select "Include Both Link and Attachment"
10. Under "Message" list the specific changes made to the tee sheet
11. Click "Send"

Appendix C - Updating the event roster

After the round, update the event roster to incorporate any changes made the day of the event (player additions, no shows, cancelations) using the following steps:

1. From the League Dashboard select "Rounds"
2. Select that day's event from the "Select A Round" pull-down
3. Select "Round Player Roster"
   a. Select the members being added (might be under "Waitlisted" or "Invited Players Who Have Not Yet Responded" or "Players Not Attending") then under the "Action" pull down select "Mark as Attending", then select "Go".
   b. Select the members being removed from the list of "Confirmed Players" then under the "Action" pull down select "Mark as Not Attending", then select "Go".
4. Select "Edit Existing Pairings"
5. Remove any players who canceled or didn't show up or played fewer than 7 holes
   a. Click "Remove Players"
   b. Select the player(s), player(s) selected will disappear
6. Add any league members who played but were not in the original pairings
   a. Click "Add Players"
   b. Select the player from the pull-down menu
   c. Click the empty slot to insert the player
   d. Repeat steps a, b, and c to add additional players
7. If a league member switched groups, select "Swap Players" then click on the member to remove them from the original group then click on the opening in the new group. For team events, members should not be allowed to switch groups without approval of the Event Manager as this affects balancing of team handicaps.
8. Click "Save Pairings"

Appendix D - Downloading latest handicap indexes from GHIN

After updating the event roster, download the current handicap indexes from GHIN using the following steps:

1. From the League Dashboard select "Golfers"
2. Click on "Access GHIN to update Handicap Indexes", this opens the GHIN Handicap Dashboard
3. Ensure "Current Handicap Index" is displayed under "Update Method"
4. Ensure that day's event is displayed under "Starting with Round"
5. Ensure all golfers are checked, if not click on "Check All"
6. Click "Update"

Handicap Indexes will then be updated. Players who were successfully updated will show in green text. Red or yellow text indicates a mismatch with GHIN and the player's Handicap Index was not updated.

Appendix E - Determining flights for individual events

After downloading the current handicap indexes from GHIN, determine flights using the following steps:

1. From the League Dashboard select "Rounds"
2. Select that day's event from the "Select A Round" pull-down
3. Select "Round Divisions / Flights / Teams"
4. Under the "Members" division, select "Manage Flighted Golfers"
5. Check for the following:
    a. "Auto Fill Flights" is selected
    b. "Include Only Confirmed Players" is checked
    c. "Playing Handicap" is selected
    d. "Broken Tee Golf Course – Default Tees" and "All 18" are selected in the pull-down menus
    e. "100" is listed for all three % fields
    f. Enter the "Number of Flights" per the CoChair guidelines (e.g., 1 flight for 12-13 golfers, 2 for 14-26 golfers, 3 for 27 to 36 golfers, 4 for 37 to 48 golfers)
6. Click "Next" then "Continue"
7. Check that the number of golfers per flight is in accordance with CoChair guidelines, if not, adjust the "Golfers / Flight"
8. Click "Next"
9. Select "Round Divisions / Flights / Teams" and check to see that "All divisions / flights / teams are in sync" is displayed, if not select "Sync All Divisions/Flights/Teams"

Appendix F - Assigning virtual players for team events

Note that this appendix does not apply to Scrambles.

After downloading the current handicap indexes from GHIN, add blinds (Golf Genius' term for virtual players) to teams that are missing a player using the following steps:

1. From the League Dashboard select "Rounds"
2. Select that day's event from the "Select A Round" pull-down
3. Select "Edit Existing Pairings"
4. If any guests are listed on a team that needs a blind, delete the guest(s) as follows:
    a. Click "Remove Players"
    b. Select the guest(s), guest(s) selected will disappear
    c. Click "Save Pairings"
5. Click on "Add Blinds"
6. Select the player from a different team that has a course handicap that will balance the team's total handicap with the other teams in the field (Event Manager should coordinate proposed blinds with at least one of the CoChairs)
7. Select the team's empty slot to insert the blind
8. Click "Save Pairings"

Note that Golf Genius blinds only work for full 18-hole replacements. If a blind is needed for a player who played less than 18 holes, then the team score for the holes the player missed need to be computed manually.

Appendix G - Entering hole by hole scores

After the event roster has been updated, latest handicap indexes have been downloaded from GHIN, flights have been determined for individual events, and virtual players have been assigned for team events, enter each player's hole by hole scores using the following steps:

1. From the League Dashboard select "Rounds"
2. Select that day's event from the "Select A Round" pull-down
3. Select "Enter Scores"
4. Ensure the event format is displayed under the "Select Tournament" pull-down
5. Ensure "Pairing Group" is displayed under the "Display By" pull-down
6. As each group comes in with their scorecard:
    a. Click on the group to view all the golfers in the group
    b. A member of the group (preferably the scorekeeper) will read each golfer's hole by hole while the Event Manager enters the scores into Golf Genius. If a group member isn't available, ask a CoChair to read the scores.
    c. If a group skipped a hole, enter "X" followed by par plus handicap strokes for that hole (e.g., if a player has two handicap strokes on a par 4, enter "X6")
    d. If a player did not finish all 18 holes, enter the scores for the holes the player finished, then click on the player's name and change the player's status from "Active" to "DNF Did Not Finish" and click "Save"
    e. The group member will verify that the Event Manager has correctly entered the group's scores into Golf Genius. After the group's scores have been verified, click the check box next to "Mark scorecard as checked".
    f. When finished entering scores for a group, click on the group to minimize it and save their scores (Golf Genius will display "All holes completed" on a green background
7. When finished entering all groups' scores, click on "Done Entering Scores"

Appendix H - Determining winners

After all scores have been entered, determine the winners using the following steps:

1. From the League Dashboard select "Rounds"
2. Select that day's event from the "Select A Round" pull-down
3. Click on "Display Leaderboard"
   a. Note, Golf Genius automatically applies tiebreakers as required. If the results show a tie, something unusual has happened and the Event Manager needs to investigate and determine the proper course of action.
4. Select "Enter Results" for "Closest to the Pin"
5. Get the CTP results from the CoChairs and enter them into Golf Genius by selecting the link under the "Details" column on the winning player's row then entering the hole number the player won in the pop-up screen and select "Save".
6. Provide the individual winners by flight or team winners to the CoChairs

Appendix I - Emailing event results link to league members

After a round is complete and hole-by-hole scores are entered, follow these instructions to email a link to the event results to league members:

1. From the League Dashboard select "Rounds"
2. Ensure the current event is displayed under the "Select A Round" pull-down
3. Ensure "Yes" is displayed next to Show Results in Event Portal
4. Select "Manage Emails"
5. Select "Compose Email"
6. Select "All Golfers" under Send Emails to
7. Enter a Subject (e.g., Results from MARS Golf League event on *date*)
8. Copy and paste the leaderboard in the message body
9. Click "Send"

Appendix J - Uploading scores to GHIN

After a round is complete and hole-by-hole scores are entered, follow these instructions to post scores:

1. From the League Dashboard select "Rounds"
2. Ensure the current event is displayed under the "Select A Round" pull-down
3. Select "Post Scores to GHIN"
4. Click "Check All"
5. Select "home" as the score type
6. Click "Post Scores"

If a player's score was successfully posted, a green GHIN will appear to the right of their name. If a player's score was not successfully posted, a red GHIN will appear. Hover over the red to see the reasoning.

To view the full posting results go to Rounds > See Posting Results. The time of posting will be listed as well as the summary of successful and failed posts (as shown below).

Run At	Results	
2017-07-01 09:23 PM (Eastern Time (US & Canada))	20 Successes, 0 Failures	Print Full Report

To download the posting report into a PDF, click "Print Full Report".

Appendix K - Annual tournament (multi-week event)

The following summarizes the differences in procedures for a multi-week event like our annual tournament.

Appendix A - Generating pairings and tee times
1. Round 1 – Generate pairings and tee times as described in Appendix A, in addition assign members who plan to play both weeks to the Tournament Field division
2. Round 2 – Manually assign tee times in reverse order of the leaderboard (i.e., leaders go off last) except move CoChair #1 to the first tee time, the Event Manager to one of the early tee times, and CoChair #2 to the last tee time. Assign any players who did not play the first week of the tournament to early tee times. Remove any members who only played round 1 from the Tournament Field division.

Appendix B - Emailing tee sheets to Broken Tee and players – no change, email as described in Appendix B

Appendix C - Updating the event roster – no change, update the event roster as described in Appendix C

Appendix D - Downloading latest handicap indexes from GHIN:
1. Round 1 – no change, perform the handicap index update as described in Appendix D
2. Round 2 – not applicable, do not update the handicap indexes, our tournament uses the round 1 handicaps for both rounds

Appendix E - Determining flights for individual events – not applicable, this is an individual vs the field event

Appendix F - Assigning virtual players for team events – not applicable, this is an individual event

Appendix G - Entering hole by hole scores – no change, enter hole by hole scores as described in Appendix G

Appendix H - Determining winners
1. Round 1 – enter closest to the pin results for round 1, do not determine winners until both rounds are complete
2. Round 2 – same as Appendix H except provide top 6 net and medalist to CoChairs and enter closest to the pin results for round 2.

Appendix I - Emailing event results link to league members
1. Round 1 – email results per Appendix I noting the leaders are only leading at this point
2. Round 2 – same as Appendix I

Appendix J - Uploading scores to GHIN – upload scores to GHIN as described in Appendix J except select "tournament" as the score type (instead of "home")