

Scoring Committee - Scoring Checklist

1. Collect scorecards and Pay Sheet from the Pro Shop
2. Organize Cards in order of Play
3. Log into Golf Genius. Make sure you are in CMC 2023.
4. Go to Rounds>Edit Existing Pairings to edit players to match scorecards (changes may have occurred by the pro shop).
5. Go to CMC Website under Admin and Scoring Committee to determine the \$ to be distributed by using the calculator.
 - Ensure last place individual winner (net and gross) wins at least \$5.
 - For teams, last place show win at least \$20.
6. Go to Rounds>Tournaments, open the tournament and enter the money prizes and points as necessary (some tournaments points differ).
7. If a team game, add blinds if needed by using the Google Random Generator. Do this for each column (A, B, C and D players).
8. Go to Rounds>Enter Scores by Foursome and hit done for each group completed and then all done once all groups are completed.
9. Go to Rounds>Display the Leaderboard.
10. Go to Rounds and Post the Leaderboard to the Portal. It is a toggle switch on the right-hand side of the page.
11. Go to Round>Post scores to GHIN. This is a two-step process. It will initially run and then say it is done. There will be a link to another page on the top. Hit that to get to the next page where the list of players will be displayed. Hit the Post tab shown on the right side. It will be towards the top of the page.
12. email Jackson Bensil (jackson@charbonneaugolfclub.com) and let him know the leaderboard has been completed.

Scoring Committee - Pairings Checklist

1. Log into Golf Genius – Make sure you are in CMC 2023.
2. Go to Golfers>Access GHIN -check the last posting date and if not current, update handicap indexes.(GHIN should automatically update at 10 a.m. two days before the event.
3. Go to Rounds> Pull down the menu and select round to be paired.
4. Go to Rounds> Round Player Roster, will list the number of confirmed players, waitlist players, and players not attending.
5. Clear the waitlist if possible.
6. Click on Create New Pairings
7. Select Automatic Pairings
 - Select Random or Players by Index for Wednesday.
 - Select ABCD for Saturday Pairings and Optimize for most diversity based on previous pairings and balance team handicap indexes in each T time.
8. Edit Existing Pairings
9. Clear Portal Messages from Members if possible (Note that there can be more than one page of messages).
 - a. For Wednesday play accommodate as many request for playing partners as possible.
 - b. Set T time (usually 8:04 with interval of 8,9)
 - c. Select Courses (ask Pro Shop) and tees to be used, based on the game specifics. (Usually White)
 - d. Swap pairings to accommodate early or late T time requests.
10. Go to Rounds>Email T Sheet

- a. Confirmed Golfers, Lindy Anderson and Chris Bensel.
Add any appropriate comments about the round.
 - b. Send T sheet as both a link and as attachment.
11. Rounds>Send T sheet to Portal using tab on right hand side of the page.
12. Go to Rounds>Print Scorecard (please do this the morning of play by phoning the Pro Shop at 7 am to verify course rotation).
13. Edit Pairings to Set Course and Tee times.
14. Pick the Legacy Scorecard to fit the round.
15. Go to Rounds>Tournaments and edit and save.
16. Preview the scorecard to make sure it looks good, containing the right game, courses, tee times and handicaps, initials and extra line, and place for signatures.
17. Print the cards and send the PDF of the scorecards to Lindy Anderson and Chris Bensel.
18. Note, there may be times when the Legacy Scorecard will not populate
 - a. Go to Rounds>Display Leaderboard
 - b. Go to Rounds>Print Scorecard