

## Getting Started

Enter the **UserName** for your tournament, click **Log In**: a menu page will appear.

### Creating an Invitation Mailing List:

{4-6 months before the tournament}

A typical invitation list may contain groups (e.g. Red Dots, Board members, Past Players) and individual members, some who have requested invitations and others that you wish to invite. To add the latter you should start by clicking **Roster** in the Menu Bar: then under **Select Columns** choose *Initial Entries [Name, Status]*. Now you can add names using the *Add to Roster* button. In the process of adding a member to the Roster his "Status" is set, by default, to *Pending*. If you believe that he will be a definite entry you can pre-set his status to *Accepted*.

When you are ready to send out the Invitation Mailing: in the Menu Bar click on **Mailing**.

In the **Mailing** page, under **Select List Type** you will see that **Mailing List** is already selected. To start with this list is empty. Add the members that you have added in the roster by checking the *Current Players* and *Current Pending* boxes.

Add the defined groups such as **USSGA Board Members, New Members and Players in Previous Years** (choose how far back you want to go).

Now you can check the contents of this list: click on **Compose** then under **Download as**: select **Mailing List**.

Click **Download to PDF**. This will give you a printout of the members and their addresses.

If, after checking that, you may find members to whom you do not wish to send invitations, in which case click the **Selected Members** checkbox and follow the instructions to delete members. Click on **Compose** again. As you will see you can also use the **Selected Members** section to add individual member to the list. Note that these will not be added to the Roster but can always be added later as needed.

When the list is complete you can print the mailing labels by selecting **Mailing Labels [Complete List]** and click **Download to PDF**: a PDF page will appear.

The PDF page has a print icon; click on that. In the print dialog **make sure that Print Scaling is set to 'None'**.

Load the printer with label paper such as Avery 5160 (white labels) or Avery 5630 (clear labels) and click **OK**.

You should probably first print a trial page to ordinary paper to make sure that the alignment of the print with the labels is correct. Note that you can move the print up/down, left/right using the **Adjust Label Margins** button.

### Setting up the Tournament Profile:

{Before the first entry cards are received}

In the Menu Bar click **Profile**: in the **Profile** page you will see that you can enter all the information that defines the tournament such as courses, tee times, social happenings. Much of what goes in here is taken from the information that you and the committee puts on the entry card.

For instructions on how to enter information into the profile page click on the **Learn More** icon.

It is important to fill in as much information as you can in the tournament profile before moving on to enter participant information from entry cards: this applies in particular to defining Ladies events.

## Adding Entry Card Information to the Roster

{As entry cards are received}

In the Menu Bar click **Roster**; in the **Roster** page click on the button **Add to Roster** which will open the page for entering participant information. In order to add a member follow the on-screen instructions to find the member from the USSGA Member database and when you have done that click on **Add Member**. The page will expand to show data entry boxes, many of which will be filled in from information stored in the Master database.

For instructions on how to enter roster information click on the **Learn More** icon.

In order to make it simpler to prioritize acceptances make sure that you have entered the **Application Received** date. See below.

## Mailing (or E-Mailing) Acceptances

Before Mailing acceptances you should first set the **Status** of each participant:

Select **Roster** from the Main Menu then, in the **Roster** page, select **Show Application Received** from the **Select Columns** dropdown list. After the page has refreshed click on the **Application Received** column heading in order to help prioritize acceptances. You can then set each participant's status using the drop-down boxes in the **Status** column.

To create Mailing labels select **Mailing** from the Menu Bar.

Select **New archived List** and give it a name like "Initial acceptances 2011 and click **Save**.

Select **Current Players** (i.e. 'Accepted') then click on **Compose List**.

Click on **Download to PDF**.

To E-mail acceptance letters select **Tools** from the Main Menu.

In the **Tools** page select the **eMail** tab if it is not already selected. For Recipients select **Men Only** and **Accepted**: a confirmation list of all those who will receive the e-mail will appear. In the **'Reply to' e-mail address** put in the tournament email address. Enter a Subject and Message. You can check the email by clicking on the **Preview** button; this will send a copy of the e-mail to the above address so that you verify that it contains what you want to send. When you are satisfied, click on **Send**.

## Getting missing GHIN numbers from members

{Several Weeks before the Tournament}

Some of the **Accepted** or **Wait List** participants may not have GHIN numbers recorded in the Master Database and did not provide them on the entry card. You can try to correct this by sending an e-mail pre-composed for this purpose:

Select **Tools** from the Main Menu. In the **Tools** page select the **eMail** tab if it is not already selected. For Recipients select **Men Only** and **GHIN Request**: the automatically generated **Subject** and **Message** may be edited before clicking **Send**.

This e-mail is only sent to those players without GHIN numbers.

## Activate Member Access to Tournament Information

{As soon as the field is reasonably complete}

Select **Profile** from the Main Menu, and then check the **Publish** checkbox at the bottom right of the page. This will display the attendees on The Live Scoring link for that tournament on [www.ussga.net](http://www.ussga.net) to all members and will automatically be updated as the Accepted players list changes.

## Verifying Handicaps

{A few days before Opening Day}

This may be done by the pro shop since there will be some handicaps which will need to be verified by direct contact with the participant's home club. However for those who have provided GHIN numbers the process is quite simple:

Select **ProShop** from the Main Menu. In the **Tools** page select the **Check Handicaps** tab. Click **GHIN Lookup**: the website communicates with the USGA GHIN service to get the latest handicap indices; this will take half a minute or so. When the lookup is complete the Participant/ Handicap list is redrawn. At the top (in Blue) the list is shown in descending order of **difference** preceded by those with invalid GHIN numbers. At the bottom (in Black) are those without GHIN numbers: these will need follow-up by the pro shop. In order to apply the latest GHIN handicaps to the Roster either, select those that you wish to update and click **Checked Entries**, or click **All**.

## Assigning to Flights, Pairings and Match Draw

{The Day before Registration Packages are to be distributed}

Each time a player (i.e. an **Accepted** entry) is added to (or subtracted from) the Roster the web site instantly recalculates the tournament draw based on handicap. Therefore last minute changes to the Roster are easy to handle. In order to check out the pairings:

Select **Edit Pairings** from the Main Menu then click on the **Learn More** icon and follow the instructions.

At this point the tournament is set to go. You may view the Match Draw by selecting **Match Draw** from the Main Menu.

## Dinner Seating

The customary seating for the Opening Night Dinner places playing partners and their spouses at the same table. Depending on the table size they will also be seated with their first round opponents.

The website uses the pairing information to create the table seating which you can see by selecting **Dinner Seating** from the Main Menu.

The website will also create the seating for another dinner (usually the Closing Night Dinner). In this case the seating is arranged to obey the following rules, as far as logically possible:

- Participants who were seated together at Opening Dinner may not sit at the same table,
- Red Dots should be spread among the tables,
- Members of the same primary club should not sit at the same table,
- In the event that there are privately hosted parties on one evening, guests of a party should not sit at the same table as other guests of the same party.

For instructions on how to assign non-playing participants or guests to tables click on the **Learn More** icon.

## Reports

Most of the reports are lists with information such as Dinner Table Seating, Starting Times, and Handicaps etc. However others include: Place Cards, Account Cards and even Temporary Name Tags. To find out more, select **Reports** from the Main Menu.

## Printing Score Cards, Cart Signs and Starter Lists

Select **ProShop** from the Main Menu and then the tab **Score Cards, Starter Lists etc.** Make your selection from the radiobutton list and click **Download as Pdf**.

## Downloading the Results

At the end of the tournament you need to send a results sheet in Excel compatible format to Bernadette at the US Seniors office.

Select **Mailing & Export** from the Main Menu, then select the **Export Results to Excel** tab. Click the **Download** button to create and save the Tournament Results file. This should be saved to an easily found folder such as the Desktop. It may then be e-mailed to the USSGA headquarters: [bbleichert@mgagolf.org](mailto:bbleichert@mgagolf.org).

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## HELP!!

If you need answers to any question regarding the website please contact me, Pip Danby. I can be reached at:

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