

Setup Tournament Instructions: This is really long but explains about everything.

On the coaches page, Above My tournaments are some links one is Enter Roster for Other Schools. You may have to do this at the beginning if all coaches don't get their rosters in.

1. Login to Coaches Only Page at www.kansasgolfscores.com
2. Click on New Tournament then Setup New Tournament
3. Enter the Name of your Tournament
4. Enter Par and Yardage from the Tees you are playing.
5. Enter Slope and Rating.
 - a. There is a Link to KansasGolf.org to lookup your course if you don't know.
 - b. This is used for Adjusted Scoring Average for rankings purposes so we can compare different courses across the state. If your course is short and easy it adds to your total if your course is hard it takes strokes away from your total.
6. Non Varsity Tournament – If this is a JV tournament Type in Yes.
 - a. For example 9 hole varsity tournament because of weather or something.
 - b. Normally JV is 9
 - c. This take this tournament out of the season rankings so it doesn't mess up the season averagers.
7. Name of Course-
8. Date of Tournament – Put in the day the tournament will be played, then it will show on live leaderboard when you start putting in scores. (You can adjust this under edit tournament if you need to)
9. UnCheck 18 and Click 9 hole if it is a JV or 9 hole tournament, then it won't mess up scoring averages.
10. Multi Course or League Event
 - a. Normally you won't need this, but this ties several tournaments together to have like a total for all the tournaments, like some of the League do, or if you are running a 36 hole tournament you will need to put a name in here.
11. Course Conditions, nice to know for later on.
12. Sponsored by use this to have somebody sponsor your tournament.
 - a. They get their names on a scroll on the front page
 - b. All the scorecards
 - c. And all the reports.
 - d. Charge whatever you want this is a way for you to use the web site to make money for your program. You can have multiple sponsors, it's up to you.
 - e. A local business, a parent, booster club, golf course etc.
13. Note for Scorecards- If you are going to print scorecards from the website you can put player instructions in here and they will print on the scorecards.
 - a. Like play ball up, OB is white stakes, lunch after 9 whatever.
14. Par – Put in par for each hole, this is required for live scoring.

15. Yardage – Not required but nice to know, will print on scorecards. And hole by hole report.
 16. Select all the teams that are coming to your tournament,
 - a. This gives you a list of the teams and only their players so you don't have to pick from every team in the state.
 17. Click Enter Tournament, that's it.
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After you click Enter you are taken back to the coach's page and you should see your new tournament.

You can edit pretty much everything from this page you can also delete the tournament like if it gets canceled.

Assign Golfers to Scorecards.

1. Under Enter Players click Assign to Card.
2. There you will see a list of all the teams coming to your tournament.
 - a. **If you are missing a team you can add a new team at the bottom of that page.**
 - b. If you have a team in there that is not coming just don't enter a player from that team and they won't show up in results.
3. Click on a teams name, then it take you to a page where you can see only the players from that team.
 - a. Select the name of the player from the drop down.
 - b. Select which card they are on.
 - c. You can type in Tee Time or Hole Number, (it will print on scorecard)
 - d. Front 9 Back 9 – Don't put anything in here that is for if you are entering a tournament after it has already happened. That way you don't have to enter them on a card then go back in and enter their scores you can do it all at once.
 - e. Assign each player on that team that is coming to a card and click enter then go to next team.
 - f. If there are less than 4 players coming click the box by Individual in Red. Then that team won't be included in your team scores and mess that up. Or if you are playing 7 or 8 players from your team and don't want them to possibly be part of your team score click that box.
 - g. If you click JV, (if this is a varsity tournament), (Don't click it if it is a JV tournament) they will be on a card and you can enter scores for them, but they will not be part of your team and they will not show up in results page, they are playing for experience only if you click that box.
4. Click on View Golfers
 - a. This report will show you everything you have entered up to that point.
 - i. What teams, players, what scorecards they are on etc.
 - ii. It shows you everything you have entered so far.
5. Click Print scorecards,

- a. If you entered everything right you will have all the golfers on the correct scorecards.
 - b. My suggestion is to print in landscape view using the zoom tool to adjust for the size you want.
 - c. When you get it just right print all the cards on regular paper.
 - d. Then add the heavier stock paper and print 3 or 4 of each card so all the players can have a card.
- 6. Under My Tournaments you can edit several things.
 - a. Edit Tournament Details You can edit
 - i. Tournament Name
 - ii. Date
 - iii. Event
 - iv. Par
 - v. Number of Holes
 - vi. Rating
 - vii. Slope
 - viii. Number of row in liver leaderboard.
 - 1. (if you are doing live scoring and have a TV monitor setup in the clubhouse for coaches to watch as you enter scores you can adjust how many rows in each column so if you have 60 golfers you can have 20 row per column so if fits the tv better.
 - ix. Comments (Weather conditions etc)
 - x. Brought to you By if you add a sponsor at any time during the season you can add them to your tournament here.
 - xi. Card Notes These go on scorecards)
 - xii. Non-Varsity
 - 1. If you start out as a varsity tournament and it rains or wind blows really bad and you don't want this tournament to count on season averages you can type yes here and it won't count. Normally decided on by the tournament rules committee, Because if you say no, it takes tournament out for all players including the 1 or 2 kids that may have played really well and shot a decent score.
- 7. Edit Yardage
 - a. You can add or edit yardage for each Hole
- 8. Edit Par
 - a. You can edit par for each hole.
- 9. Assign Players to Card
 - a. This is where you assign players to scorecards or add a team.
- 10. Print Scorecards
 - a. This is where you can print your scorecards.
 - b. You don't have to use Firefox, but Firefox works well.
- 11. Print Wall Sheets.

- a. This will print a page with each teams players on it so you can manually write in what they scored if you want to.

12. Enter Scores

- a. This is where you type in the scores for each hole.
 - i. Click on the scorecard number at the top of the page (Make sure if you write your own scorecards that you write in a scorecard number on them, that will really speed up looking for players.
 - ii. Click on the pencil on the right side of the screen and enter the scores.
 - iii. Click the green save button and enter the next players scores.
 - iv. You can enter all 18 or front 9 back 9 or individual holes if you are doing live scoring.
- b. You can also add players to a card or enter a player if you missed one early, first you have to add them to schools roster, then add them to a card.

13. View Entered Golfers

- a. This shows you all golfers entered and what cards they are on.

14. Results

- a. This gives you a printer friendly version of the results for printing.

15. Upload picture

- a. Click on the link
- b. Scan the QR code with your phone
- c. Take a picture of like the medal winners and upload it.
- d. The pictures overwrite, so you can take a picture of the meeting before the tournament, and upload it, later go take a picture of a group and upload it and after the tournament take a picture of the medal winners and upload it, it will overwrite the last picture taken.

16. Delete Tournament.

- a. If you delete the tournament it will also delete all the scores from that tournament.

After the tournament is done players can go in and enter their stats. At first I thought about not making this public, but basketball, football and wrestling put all their stats online, so if we want to keep golf moving forward we need to keep up with what they are doing. You don't have to use it but I think it will be very interesting and the kids may really enjoy it too. I have a stat sheet they can use to fill out after each tournament it is on the left side of the coaches page, print one off for them to fill out and enter after each tournament. You can enter for them or they can login and enter their own stats.

Stats

When you add a player to your roster, that becomes their username. example (Greg Hobelmann) with the space in it.

Default password is **Golf2018** (no space, Capital G) Coaches can change players passwords on coaches page.

All players can do is enter and edit their own stats for your teams tournaments. Coaches can enter stats for player too, if you prefer to enter them yourselves.

Players login from the public side top right corner of the screen.

Stats are below.

Enter Player's Stats

Select Tournament:

Team ID:

Do you want these stats to show up on your team and players pages.

Ball Striking

Total Fairways: Fairways Hit: Greens in Regulation: Total Putts: 3 or more Putts: Up and Downs: Sand Saves: Penalty Strokes:

Scoring

Aces: Double Eagles: Eagles: Birdie: Par: Bogie: Double Bogie: Triple: Other:

Tournament Stats

Place: Score:

You can enter as many you as few as you want, if you just want to track putting you can, you do **have to enter place and score** though.

(**Total Fairways** is all the par 4's and 5's or 18 minus number of par 3's.)