

CARSON VALLEY WOMEN'S GOLF CLUB

Golf Genius Software

On-Line User Manual

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User step by step instructions for accessing and using the full array of capabilities available in the Golf Genius application whether via the computer or a smart phone.

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Introduction

The new **Golf Genius Software (GGS)** system is now up and running. We will be using this online system going forward to do many of the tasks that heretofore have been done manually or by someone else. Some of the “self-server” tasks we will be utilizing are;

1. Sign-up for weekly play days
2. Cancel a previous play day sign-up
3. Check play day results
4. And much, much more

So how does one accomplish all of these tasks? The following instructions will walk you through each of these processes in an easy to understand step by step process with plenty of visual aids. Topics included in these instructions are;

- How to Log On to the Golf Genius web site
- How to sign up for a play day tournament
- How to cancel a play day signup
- How to check results
- How to review player analytics

Log On

1. Go to <https://www.golfgenius.com/>
2. At the **Golf Genius Software (GGS)** web site, click on the “**Sign in**” link in the upper right corner of the **GGS Home** page

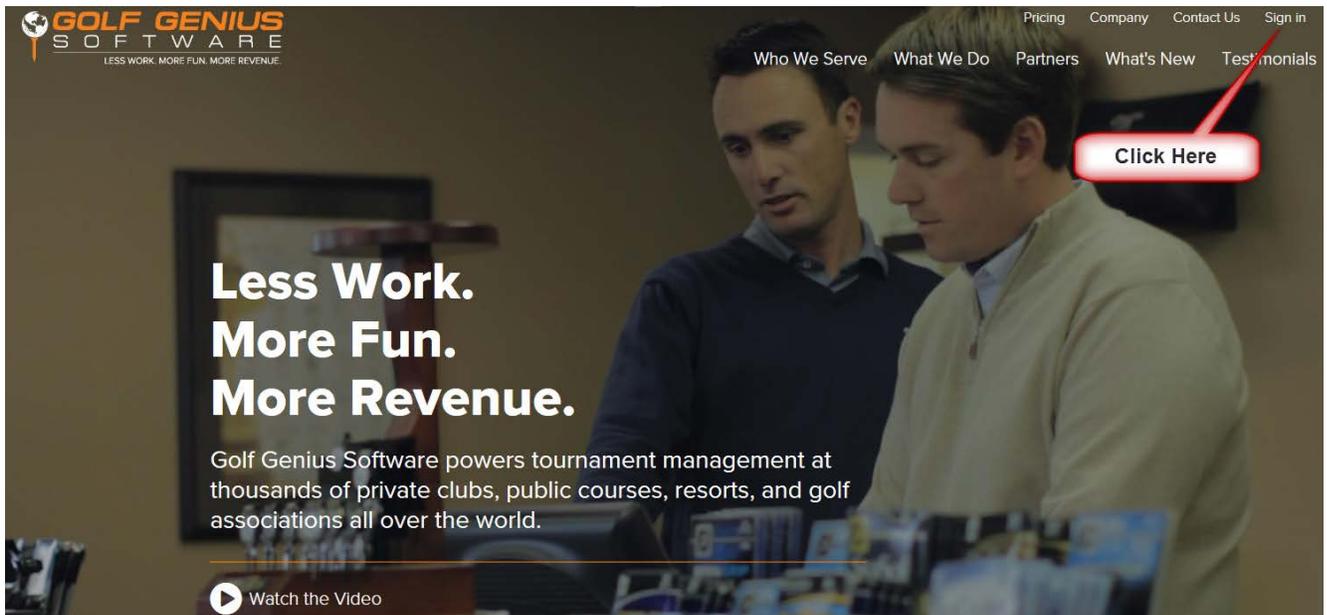


Figure 1 - Golf Genius Software Web Site

Phone Users

If you are using a smart phone to access **Golf Genius Software** web site, the **GGG Home** page will look similar to the screenshot shown below.

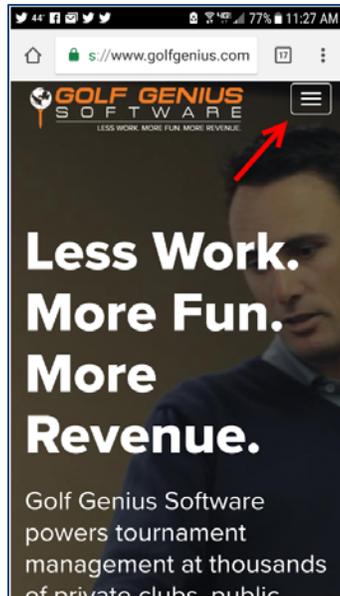


Figure 2 - Phone Golf Genius Software Web Site

Notice there is **no** menu bar due to the limited screen real estate. Instead, you will see a “menu bar” button (3 vertical line in a box – see **red** arrow above) that when clicked will reveal a drop down menu containing the same categories as are contained on the “computer” web page menu bar (see screen shot below). Click the “**Sign in**” link in the drop down menu shown below (**red** arrow)

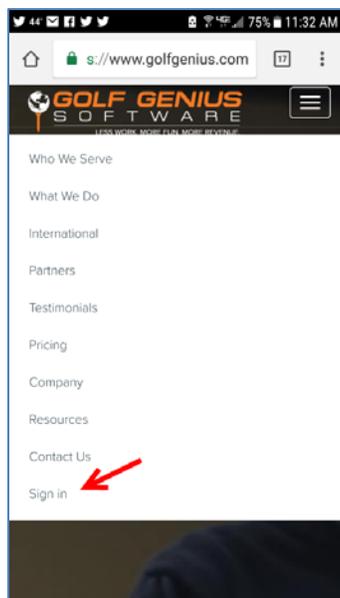


Figure 3 - Phone “Sign in” Link from Drop Down Menu

3. At the **Golf Genius Software** pop-up window, enter your club's **GGID (Golf Genius ID)** in the first text box and click the golden "**Sign in**" button/link (red arrow).

GOLF GENIUS
SOFTWARE

Enter Your GGID

OR

Email Address

Password

Keep Me Signed In Show Password

Sign In

Forgot your password?

Didn't receive confirmation email?

Figure 4 - Golf Genius Sign In

Notes:

- The **GGID** was sent to you in an email under separate cover. If you cannot find it please contact the Club Pro/GG Administrator.
- **Do Not** enter any information in the "*Email Address*" or "*Password*" text boxes located below the **—OR—**separator, as this is for Administrator use. If there is information in either of these two (2) text boxes remove them before clicking the golden "**Sign In**" button/link (red arrow above) to avoid sign in errors.
- This logon information and instructions are for web use **only** whether via a computer or smart phone. **Do not** use with the **Golf Genius App**, as that is for a **GG** program enhancement to which the club has not subscribed.

Upon a successful login, the **Home** page for the **USGA Tournament Management** will be displayed as shown below



Figure 5 - USGA Tournament Management Home Page

The instructions presented below will delve into the details and functionality available to the user within each of the following four (4) categories (circled in blue) represented on the red menu bar above.

1. **Home**
2. **Tee Sheets**
3. **Results**
4. **Player Statistics**

Note:

Hovering the cursor over an information symbol “**i**” (tapping the symbol on a smart phone)

will reveal additional information (red arrow above)

Phone Users

If you are using a smart phone to access **GGS**, the **Home** page for **USGA Tournament Management** will look very similar to the “computer” web page (see figure 6 below)

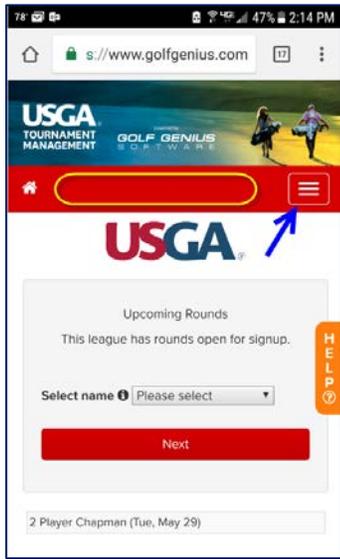


Figure 6 – Phone USGA Tournament Management Home Page

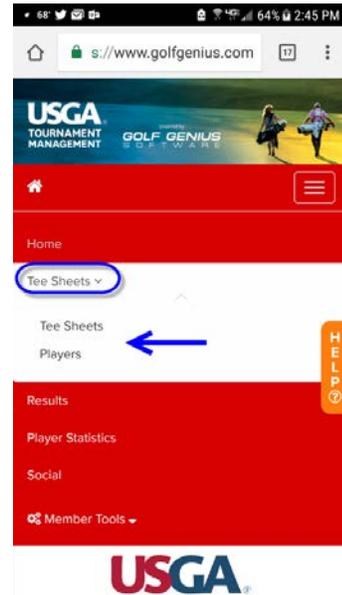


Figure 7 - Phone Menu Bar Button

But the red menu bar (yellow circle above) will be replaced with the “menu bar” button consisting of 3 vertical line in a box (blue arrow above).

Clicking the “**Menu Bar**” button (see figure 7 above) will reveal a drop down menu containing the same categories as those on the “computer” web page menu bar. The categories followed by a chevron or down arrow (circled in blue) indicate there are additional sub-categories to the parent category. Clicking the parent category will reveal the sub-categories and links (blue arrow).

Home Page

From the **Home** page of the **USGA Tournament Management**, the initial view will display the **Upcoming Rounds** your Club Pro / GG Administrator has already set up in the **GG** system.

Computer

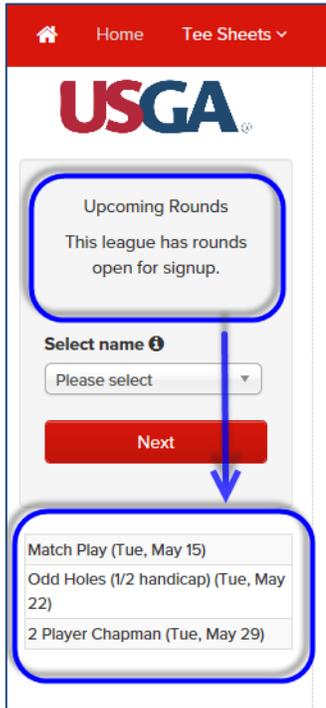


Figure 8 - Upcoming Rounds

Phone

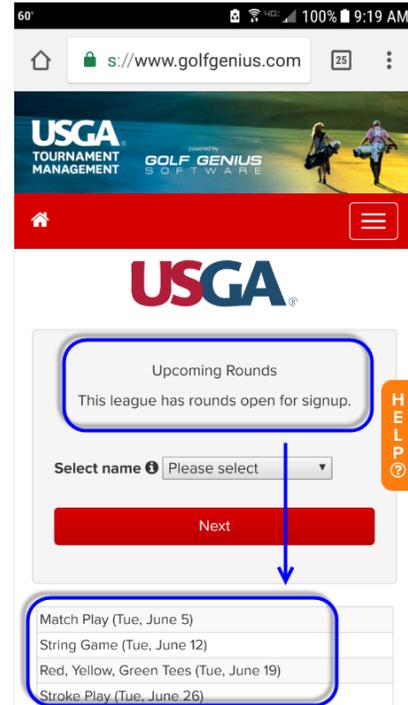


Figure 9 - Phone Upcoming Rounds

Instructions for signing up or cancelling your participation in any or all of the available rounds are detailed below.

Phone

If you are using a smart phone to access the **USGA Tournament Management**, the initial view is identical to that of the “computer” web page with the exception of the “menu bar” button replacing the menu bar on the computer view.

The processes and views for signing up and/or cancelling a round, whether for yourself, another member or a guest, on a smart phone are virtually identical to those for the “computer” web page as detailed below.

Signing Up for and Cancelling a Play Day

After reviewing the posted **Upcoming Rounds**, select your name from the “**Select name ⓘ**” dropdown menu located on the left side of the **USGA Tournament Management** page (red arrows below).

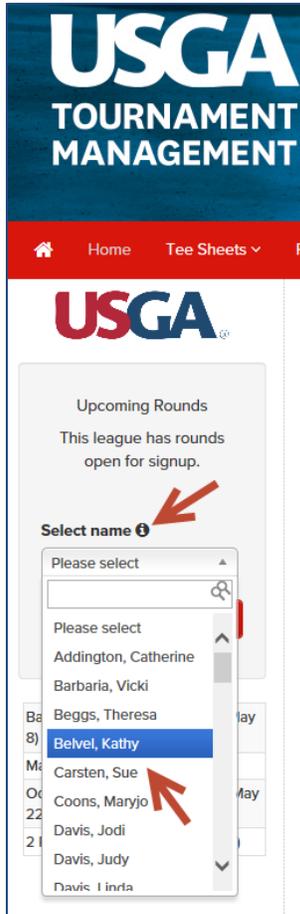


Figure 10 - Upcoming Rounds Player Selection

And click the red **Next** button

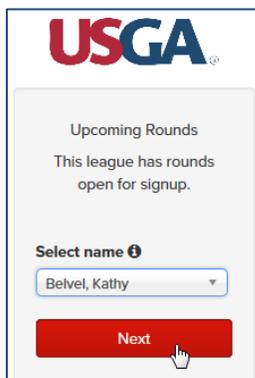


Figure 11 - Upcoming Rounds – Get Player Info

This will result in displaying the **Upcoming Rounds** page relative to the member select above and their current participation status in each round.



Figure 12 - Upcoming Rounds - Player Status

You will notice that each upcoming round contains the following information;

1. The type of game to be played
2. The date of the game
3. Your current game status relative to that game;
 - You are signed up (green label)
 - Accepting signups (blue label)
4. Action buttons (top to bottom);
 - Sign Out
 - Other Players
 - Cancel Signup
 - Sign Up
 - Cannot Play

Accepting Signups

To sign up for a game you have not yet signed up for, click the appropriate button below the **blue Accepting signups** label;

- **Sign Up** – Click this button if you will be playing
- **Cannot Play** – Click this button if you will not be able to play

Note:

As a courtesy to the golf course, please select one of the two buttons for every game, even if you are not playing. Doing so will serve as confirmation that you have in fact acknowledged that week's game with an appropriate response allowing the course to properly plan for the upcoming round and hopefully eliminate game day mix-ups and confusion.

You Are Signed Up

Once you have signed up for a round your **Game Status** will reflect the **green You are signed up** label.

Note:

If you received and replied to an email invitation from the Club Pro/GG Administrator for a given round, your response will be reflected in the **GG** system and no other action on your part will be required. You may however, change your response through the **GG** online system.

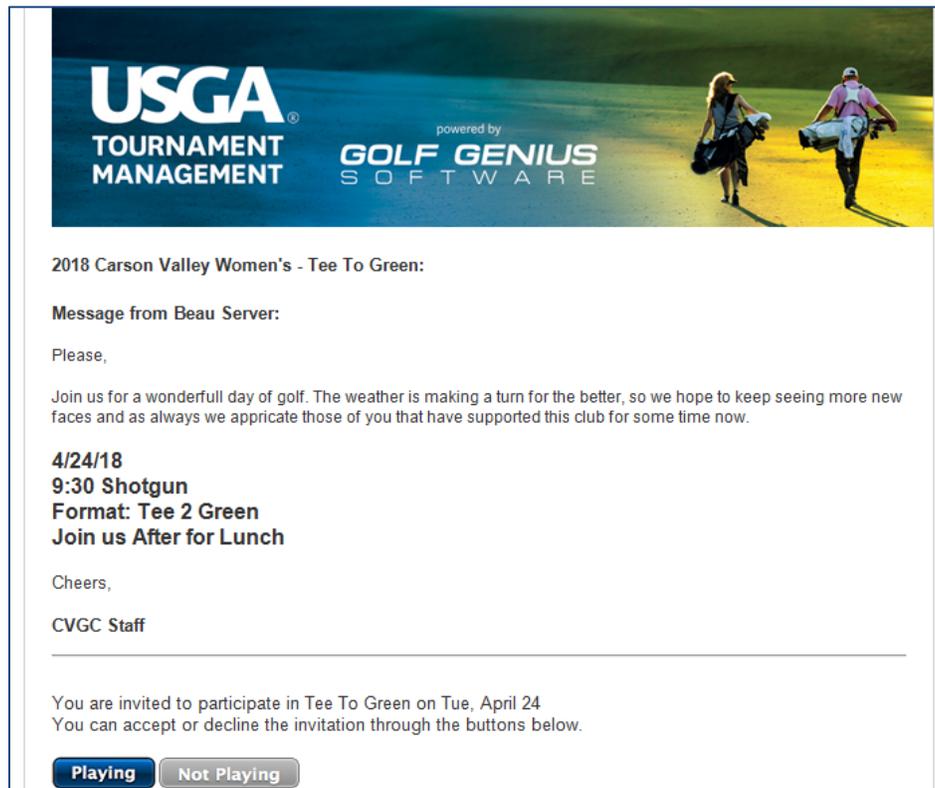


Figure 13 - GG Email Invitation

Cancel Signup

To cancel your participation in a round that you have previously signed up for, regardless of the method used to sign up (email link or website), click the **Cancel Signup** button below the **green You are signed up** label.



Figure 14 - Cancel Signup

At the “**Message from webpage**” dialog box, click the **OK** button to confirm your action or the **Cancel** button if in error.

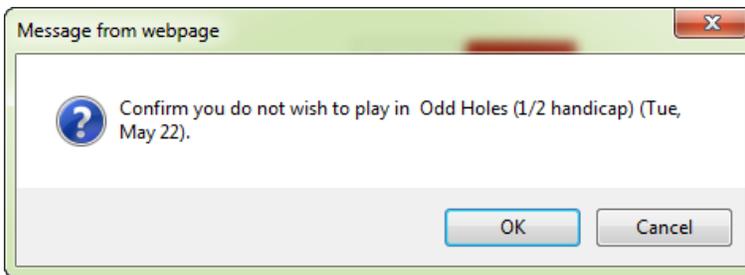


Figure 15 - Message From Webpage

The **GGS** will update, real time, and your **Game Status** will change to the **red You are not signed up** label

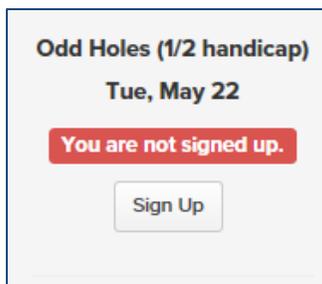


Figure 16 - You are not signed up Status

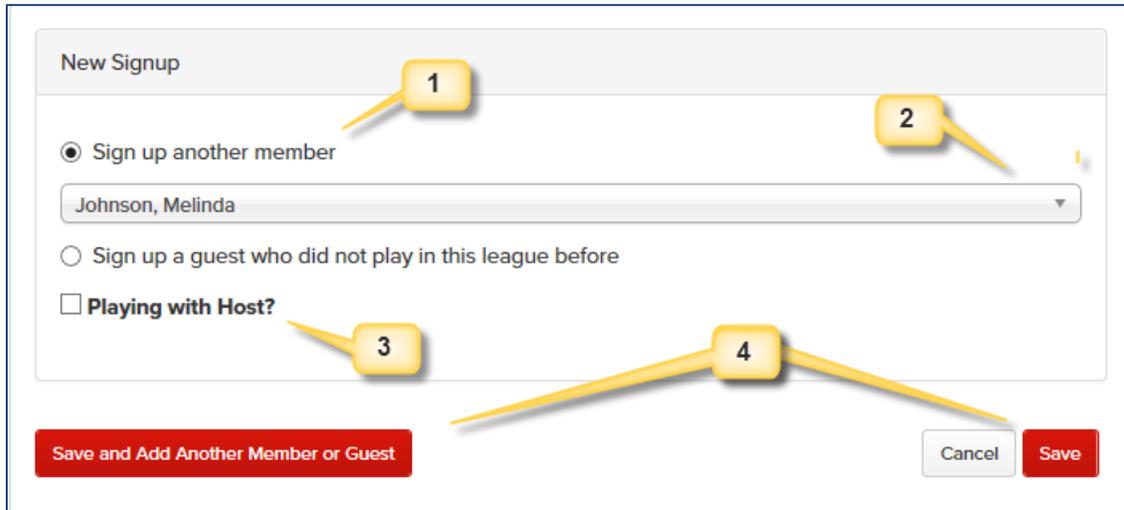
For a game that you have already responded to you can change your response as needed simply by repeating the appropriate steps above so long as it is done before the **Change Deadline** (normally noon the day before the game). If it is after the **Change Deadline** please call the Pro Shop and confirm your change.

Other Players ⓘ

If you are signing up another member, or bringing a non-member as a guest, click on the **Other Players ⓘ** button below the **green You are signed up** label.

Signup Another Member

At the **New Signup** section,



The screenshot shows a 'New Signup' form with the following elements and callouts:

- 1**: Points to the 'Sign up another member' radio button.
- 2**: Points to the dropdown menu showing 'Johnson, Melinda'.
- 3**: Points to the 'Playing with Host?' checkbox.
- 4**: Points to the 'Save and Add Another Member or Guest' button.

Other visible elements include the 'Sign up a guest who did not play in this league before' radio button, a 'Cancel' button, and a 'Save' button.

Figure 17 - Other Player - Member

1. Click Sign up another member
2. Select the members name for the dropdown list
3. If you are to be paired with this member check Playing with Host?
4. If there are other members or guest that you need to sign up, click the **red Save and Add Another Member or Guest** button, otherwise click the **red Save** button

Signup A Guest

At the **New Signup** section,

The screenshot shows a 'New Signup' form with the following elements and callouts:

- 1**: Radio button for 'Sign up another member' (unselected).
- 2**: Radio button for 'Sign up a guest who did not play in this league before' (selected).
- 3**: 'First Name *' and 'Last Name *' input fields.
- 4**: 'GHIN' and 'Index' input fields.
- 5**: 'Playing with Host?' checkbox (unchecked).
- Buttons: 'Save and Add Another Member or Guest' (red), 'Cancel' (grey), and 'Save' (red).

Figure 18 - Other Player - Guest

1. Click Sign up a guest who did not play in this league before
2. Enter the guests **First Name** and **Last Name** (required fields)
3. Enter their **GHIN** and **Index** – if they have one and you know it
4. If you are to be paired with this member check Playing with Host?
5. Click the **red Save and Add Another Member or Guest** button if there are to be others in your group, otherwise click the **red Save** button

Note:

The **Other Players** ⓘ button is to be used **only** for;

1. Stipulated “Pick your partner/foursome” games
2. You are bringing a guest
3. You have been asked to sign up another member

It is **not** to be used just to insure you play with someone as normal pairings will be done randomly by the **GGS** system.

Sign Out

The **Sign Out** button – clicking this button will take you back to the initial **Upcoming Rounds** page and allow you to select another player and view their **Upcoming Rounds** participation status.

Note:

The **GGSS** does not know who you are; it only knows that someone from your club has signed in. Therefore, any actions you take going forward will be captured. **Please** be careful to only change or modify your information or the information for someone else who has given you permission to make changes or modifications on their behalf.

Tee Sheets

The **Tee Sheets** category on the red menu bar contains two options;

1. Tee Sheets
2. Players

Tee Sheets

Click **Tee Sheets** on the red menu bar and select **Tee Sheets** form the drop down menu (blue arrows below)

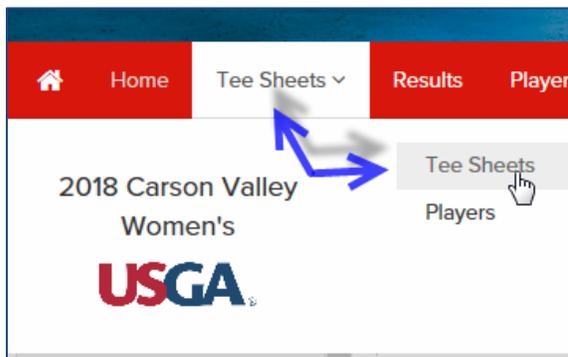


Figure 19 - Tee Sheets - Tee Sheet

This action will take you, by default to the **Tee Sheet** for the next upcoming event. The **Tee Sheet** is a listing of all the players who have signed up to play in the round.

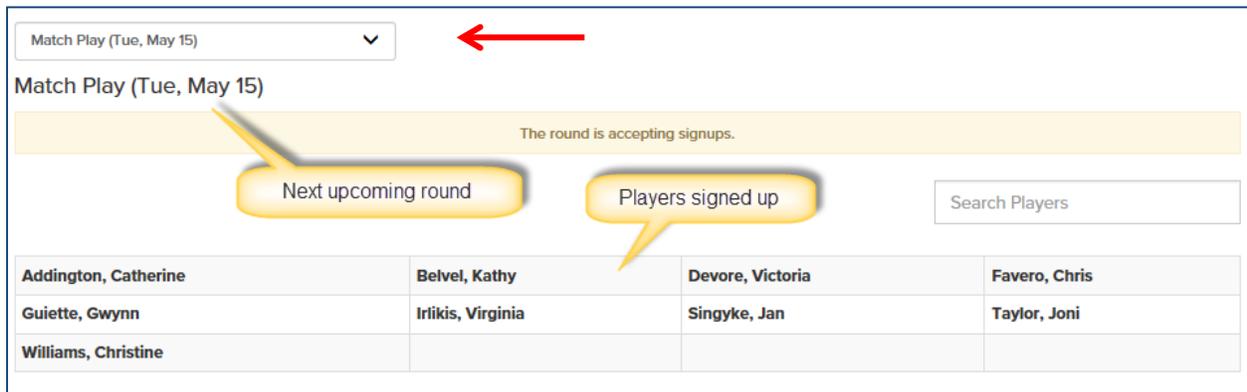


Figure 20 - Tee Sheet Default

To view the **Tee Sheet** of previous or upcoming rounds, simply click the down arrow in the **Rounds** text box (red arrow above) and select the desired round form the dropdown menu as shown below.



Figure 21 - Tee Sheets - Previous and Upcoming Rounds

Players

Click **Tee Sheets** on the red menu bar and select **Players** form the drop down menu (blue arrows below)

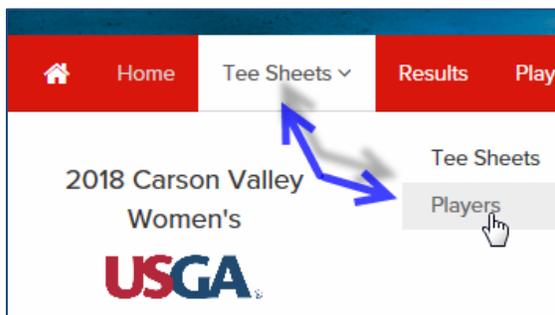


Figure 22 - Tee Sheets - Players

This will take to a **Player Roster** page with a two (2) column table containing the following column headers;

- **Handle** - Players name, last name first, first name last
- **H.I.** - Handicap Index

Handle	H.I.
Addington, Catherine	31.5
Barbaria, Vicki	17.0
Beggs, Theresa	16.6
Belvel, Kathy	16.1
Brownfield, Helen	20.6

Figure 23 - Player Roster

By default the roster is sorted alphabetically on the last name (A-Z). The following alternative sorts are available by clicking on the up/down arrows next the roster headers as follows (red arrows above);

- **Handle** – Toggle alpha sort A – Z and Z – A
- **H.I.** – Toggle handicap index Lowest to Highest and Highest to Lowest

Clicking on a player’s name in the **Handle** column of the **Player Roster** will take you that player’s page which contains the following player information;

1. Name
2. Player’s Photo – currently not used
3. Handle
4. H.I.

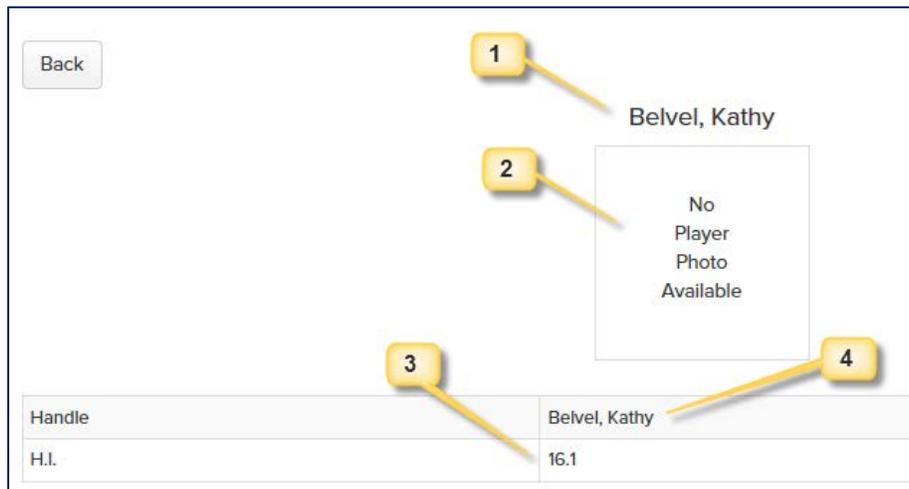


Figure 24 - Player's Page

Results

To check the results of the current or past tournaments you will use the **Results** link on the red menu bar.

Checking Latest Tournament Results

From the **Home** page of the **USGA Tournament Management** web site, click the **Results** link on the red menu bar (blue arrow)

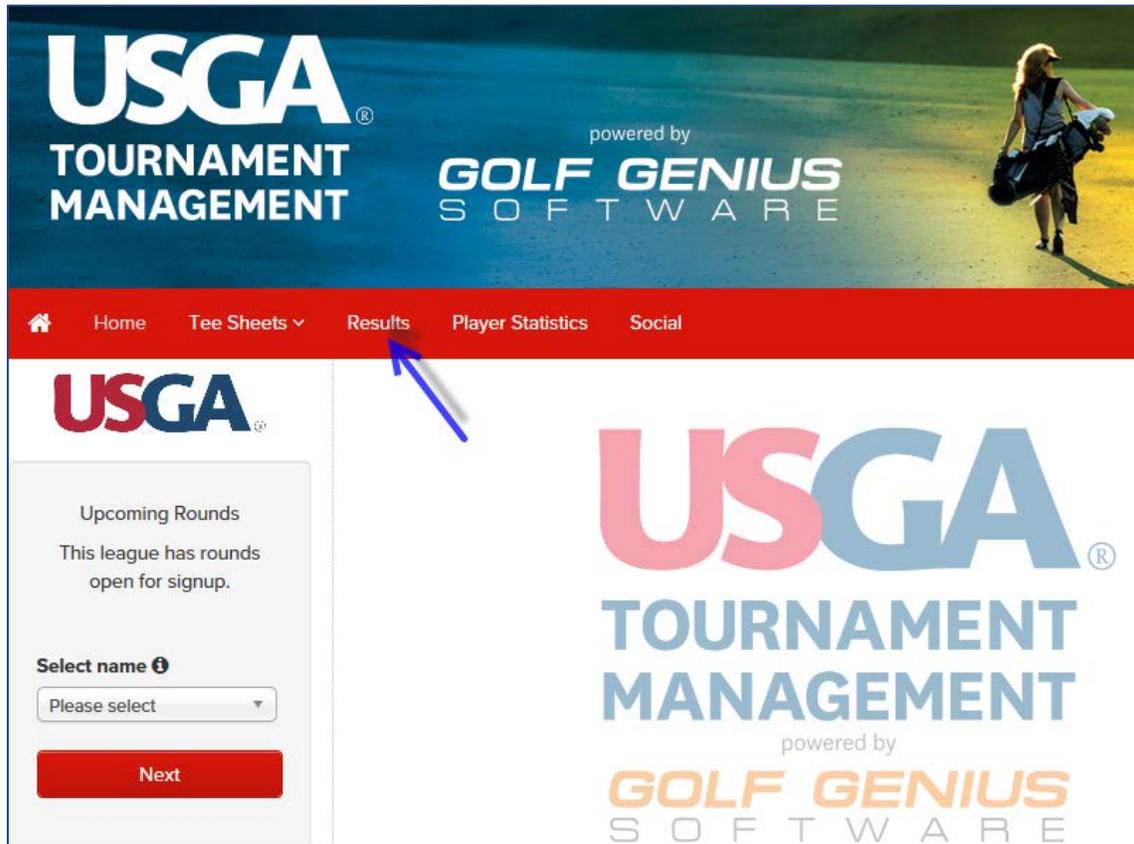


Figure 25 - Results

At the **Results** page, the results of the last tournament played, where the results have already been entered into the system, will be displayed by default. Additional information readily available on this page includes;

1. Tournament selection list box
2. Player/ Team Purse Summary
3. The player/team ranking
4. The player or team member names
5. The total gross score
6. The par to net differential (Gross score minus handicap = strokes above (+) or under (-) par)
7. Total net score
8. Purse payout

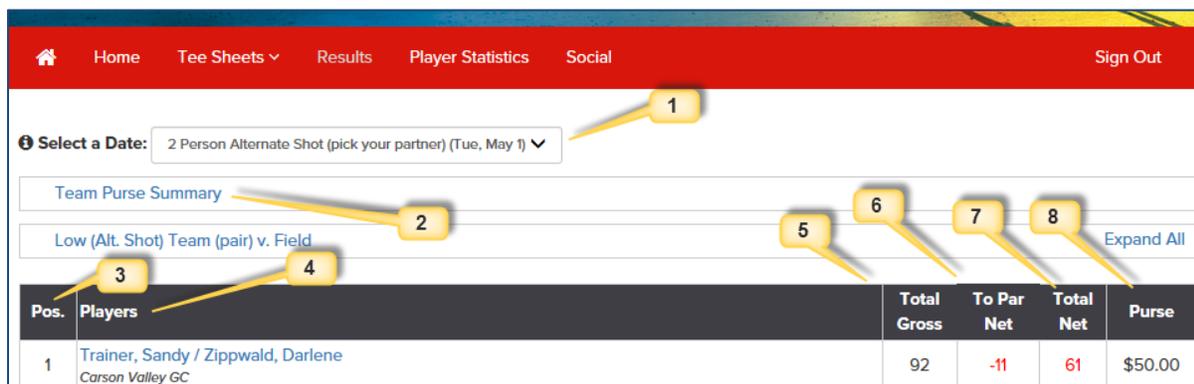


Figure 26 - Results Page Information

Checking Past Tournament Results

To view the results of a different tournament, simply click the down arrow (∇) in the “**Select a Date:**” list box

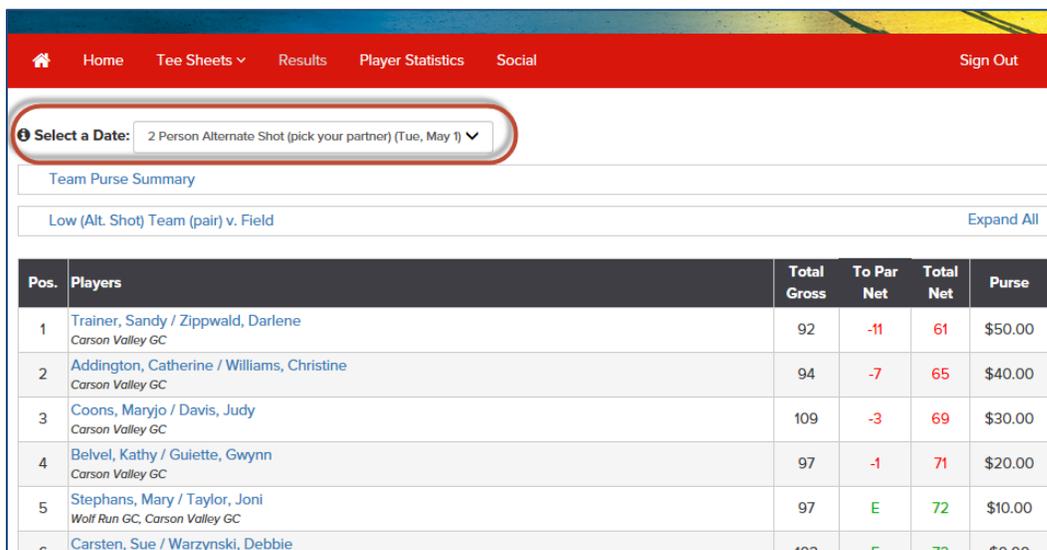


Figure 27 - Results - Select a Date

And select the desired tournament from the pop-up window

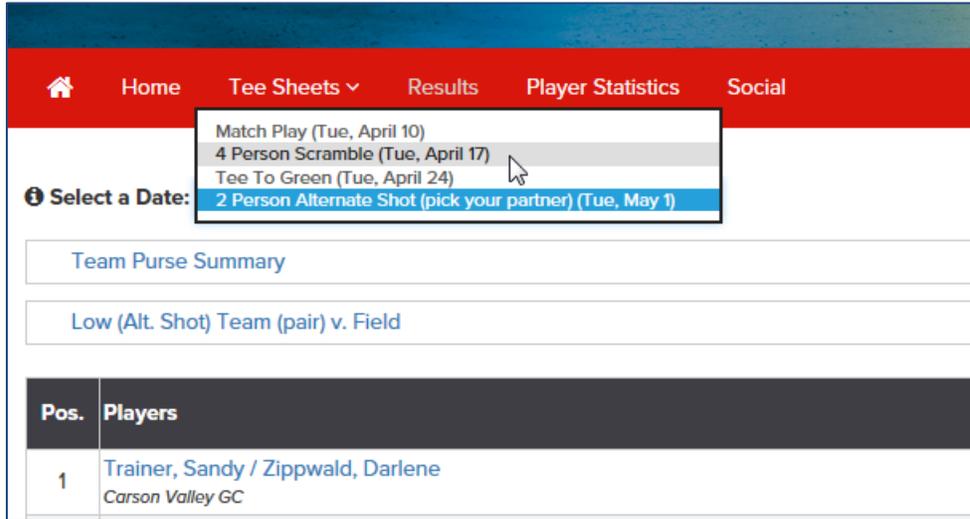


Figure 28 - Results - Previous Game

To view the details of a player or team score, click on their name (red arrow below) to expand the entire scorecard. To close the detail view simply click on the players name again

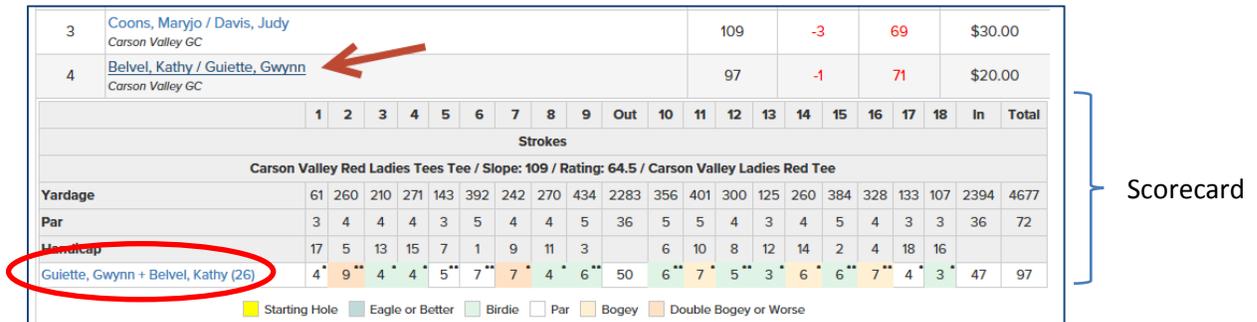


Figure 29 - Results - Scorecard

Note:

The number in parenthesis on the score card (circled in red above) is the player's handicap or team's average handicap

Click on the **“Player / Team Summary”** link to display the selected tournament purse payout detail.

Select a Date: Tee To Green (Tue, April 24) ▼

[Player Purse Summary](#)

Players	Total Purse
Belvel, Kathy	\$20.00
Guiette, Gwynn	\$20.00
Pinkerton, Marian	\$20.00
Trainer, Sandy	\$20.00
Parker, Patti	\$10.00
Davis, Linda	\$10.00
Wallis, Julie	\$10.00
McClelland, Rhonda	\$10.00
Irlakis, Virginia	\$7.50
Zippwald, Darlene	\$7.50
Recanzone, Jan	\$7.50
Longero, Phyllis	\$7.50
Total Purse	\$150.00

Figure 30 - Results - Player Purse Summary

Player Analytics

Golf Genius automatically compiles various statistics on each player. Cumulative count totals are available for each of the following “**score categories**” listed below;

1. Eagles or better
2. Birdies
3. Pars
4. Bogeys
5. Double Bogeys
6. Triples or worse

Note:

These statistics are on net scores – that is, after “pops” or handicaps have been applied.

To view a player’s statistics, do the following;

1. At the **USGA Tournament Management** home page, click the **Player Statistics** link located on the red menu bar (blue arrow below)

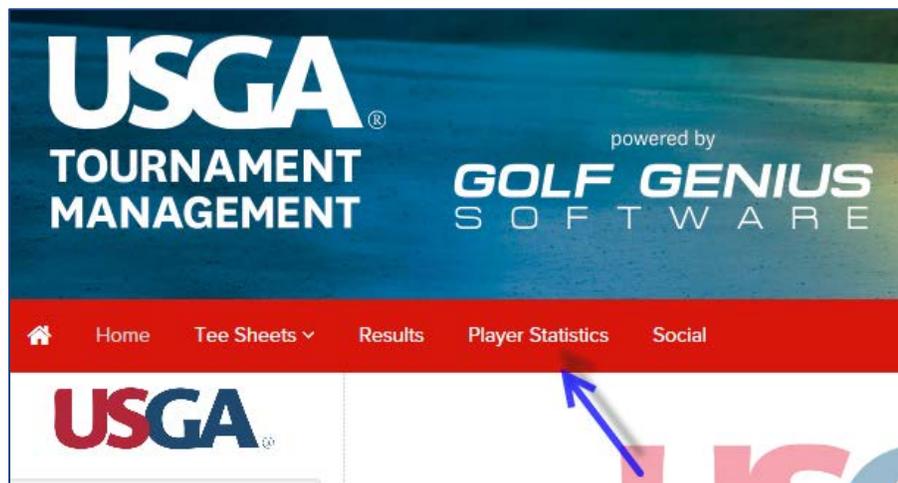


Figure 31 - Player Statistics

2. At the **Player Analytics** page a table with an alpha listing (by last name) of all players and the totals for each of the “score categories” from **Eagles or better** to **Triples or worse** will be displayed.
3. Clicking on a column header will sort the table as follows;
 - a. Column 1 Player Alpha sorts A-Z and Z-A
 - b. Columns 2 – 7 Score categories Highest – Lowest and Lowest to Highest

Player Analytics

Click on column heading to sort on that column. Click on player name to see player detail.

Series: All Rounds

Print in high contrast black and white

Player ^	Eagles or better ⇅	Birdies ⇅	Pars ⇅	Bogeys ⇅	Double Bogeys ⇅	Triples or worse ⇅
Barbaria, Vicki	0	1	2	9	5	1
Belvel, Kathy	9	5	10	7	3	2
Carsten, Sue	1	8	12	10	3	2

Figure 32 - Player Statistics – Player Analytics

To drill down on an individual player’s information simply click the player’s name (red arrow above). This will display following player’s current baseline information (blue rectangle below);

1. Player’s name
2. Current index
3. Rounds played
4. Purse
5. Low Gross score
6. Low net score

Back Print in high contrast black and white

Kathy Belvel

Index: **16.1** Rounds Played: **4** Purse: **\$25.00** Low Gross: **48.0** Low Net: **33.0**

Detail **Summary** Comparison Hole-by-Hole Index Gross/Net

Round	Eagles or better	Birdies	Pars	Bogeys	Double Bogeys	Triples or worse
Apr 10, 2018 Match Play	0	0	6	7	3	2
Apr 17, 2018: 4 Person Scramble	Alt Shot / Scramble					
Apr 24, 2018 Tee To Green	9	5	4	0	0	0
May 01, 2018: 2 Person Alternate...	Alt Shot / Scramble					
Season Totals:	9	5	10	7	3	2

Figure 33 - Player Analytics Tabs

In addition to the baseline information you will see the following six (6) tabs (red rectangle above);

1. **Detail** (default)
2. **Summary**
3. **Comparison**
4. **Hole-by-Hole**
5. **Index**
6. **Gross/Net**

Each tab contains analytical view of the player’s accumulated statistical information as described below.

Detail Tab

The **Detail** tab (default) displays a listing of each round played and the number of score categories (Eagle or better - Triples or worse) in each round

Round		Eagles or better	Birdies	Pars	Bogeys	Double Bogeys	Triples or worse
Apr 10, 2018	Match Play	0	0	6	7	3	2
Apr 17, 2018:	4 Person Scramble	Alt Shot / Scramble					
Apr 24, 2018	Tee To Green	9	5	4	0	0	0
May 01, 2018:	2 Person Alternate.. ⑥	Alt Shot / Scramble					
Season Totals:		9	5	10	7	3	2

Figure 34 - Player Analytics - Detail

Summary Tab

The **Summary** tab page will display an interactive pie chart representing to cumulative total for each score category. Clicking on a score category section of the chart will reveal the categories percentage of the total and the underlying number for the category.

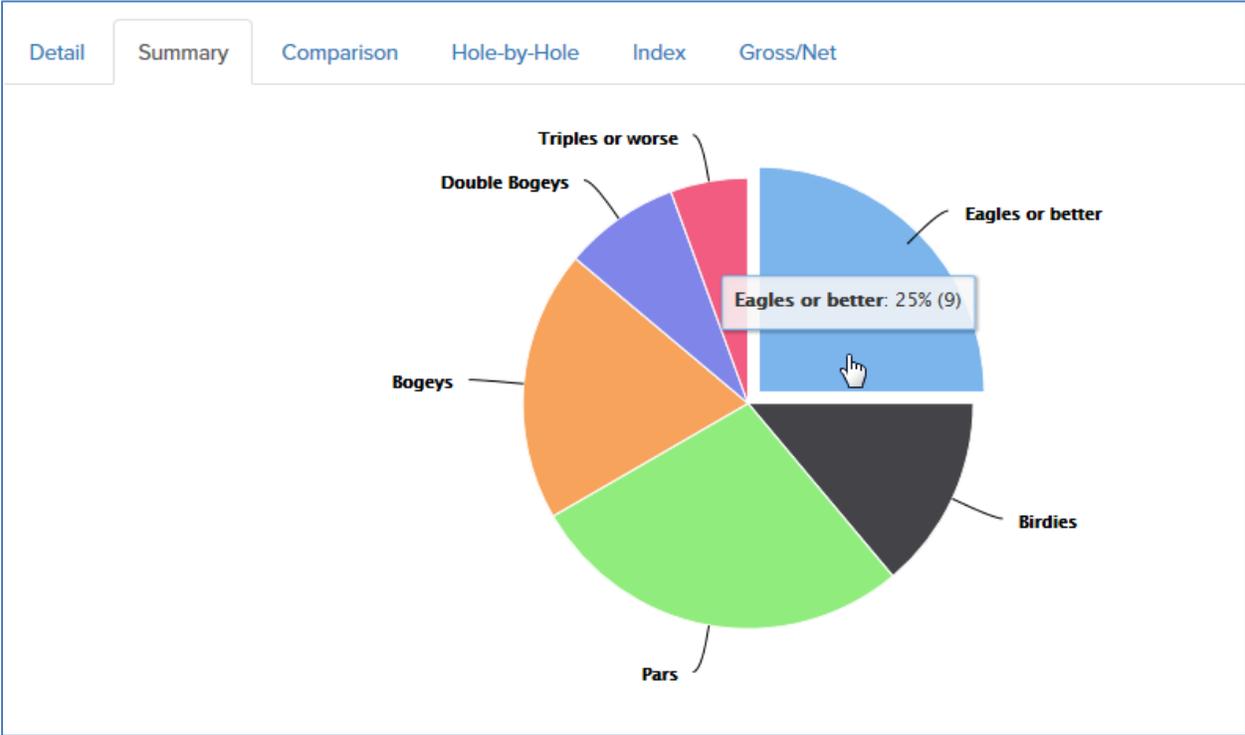


Figure 35 - Player Analytics - Summary

Comparison Tab

The **Comparison** tab displays an interactive bar graph of the selected player's score categories (based on gross scores) as compared to the League Average (default) and, if desired, another player. To add another player to the comparison, click the down-arrow (▼) in the **Compare With:** text box (red arrow) and select the desired player from the drop down list. Hovering the cursor over the graph of a score category will reveal the score categories percentage for the League, you and another player, if selected (blue arrow).

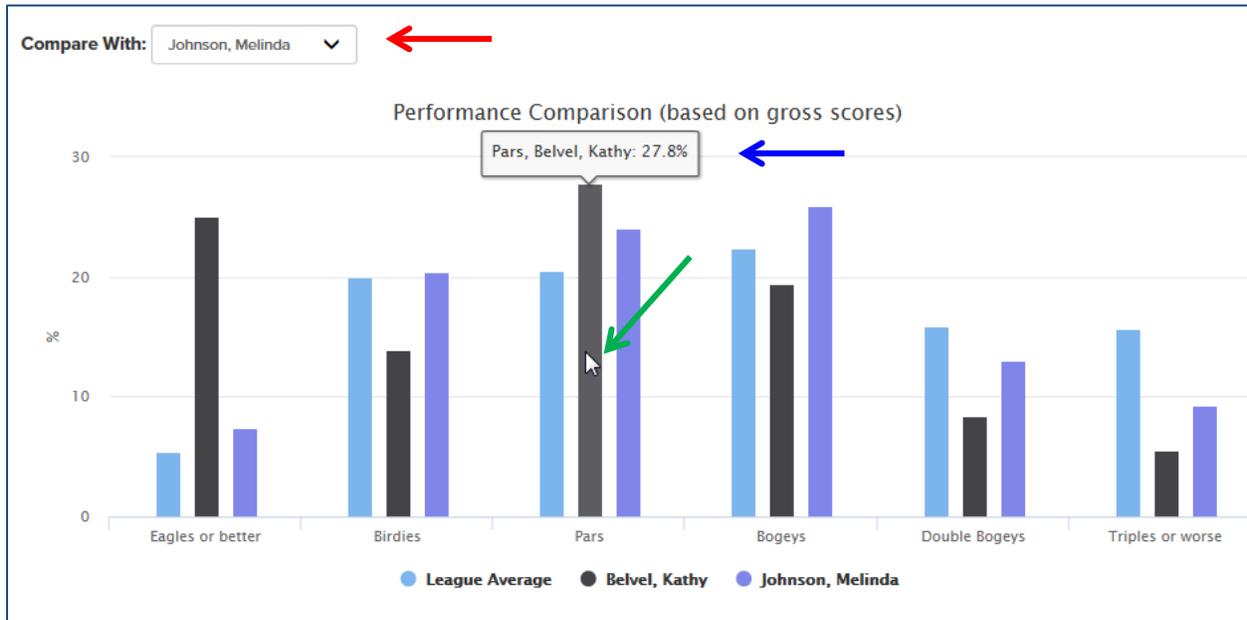


Figure 36 - Player Analytics - Comparison

Hole-by-Hole Tab

The **Hole-by-Hole** tab page displays a table detailing;

1. Hole-by-hole course information including;
 - a. **Hole** – The hole number
 - b. **Course Yardage** – the yardage of the hole
 - c. **Course Par** – the par for the hole
 - d. **Course Handicap** – the difficulty of the hole (1 – hardest through 18 – easiest)
2. League hole-by-hole information
 - a. **League Times Played** – the number times the hole has been played by the league
 - b. **League Average** – the league’s net average score for the hole
 - c. **+/- Par** – the league’s net average score over/under par per hole
 - d. Rank – the holes difficulty ranking for the league (1 – 18 hardest to easiest)
3. Player’s hole-by-hole information includes;
 - a. **Player Times Played** – the number of times the player has played each hole
 - b. **Player Average** – the player’s average score per hole
 - c. **Players +/- Par** – the players net average over/under par per hole
 - d. **Player Rank** – the player’s hole difficulty ranking as played (1 – 18 hardest to easiest)

Detail	Summary	Comparison	Hole-by-Hole	Index	Gross/Net													
Division: All Golfers ▼																		
[-] Carson Valley Ladies Red Tee (Carson Valley Red Ladies Tees)																		
Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Course Yardage	61	260	210	271	143	392	242	270	434	356	401	300	125	260	384	328	133	107
Course Par	3	4	4	4	3	5	4	4	5	5	5	4	3	4	5	4	3	3
League Times Played	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
League Average	3.3	5.1	4.3	4.9	3.6	6.3	4.2	4.2	5.8	5.6	6.0	5.4	3.5	4.5	6.0	5.4	3.3	3.5
League +/- Par	0.3	1.1	0.3	0.9	0.6	1.3	0.2	0.2	0.8	0.6	1.0	1.4	0.5	0.5	1.0	1.4	0.3	0.5
Player Times Played	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Player Average	2.5	3.5	6.0	4.0	3.0	6.0	3.0	3.0	4.0	5.5	4.5	4.0	3.0	3.0	4.0	5.5	3.5	3.0
[+] Player +/- Par	-0.5	-0.5	2.0	0.0	0.0	1.0	-1.0	-1.0	-1.0	0.5	-0.5	0.0	0.0	-1.0	-1.0	1.5	0.5	0.0
Course Handicap	17	5	13	15	7	1	9	11	3	6	10	8	12	14	2	4	18	16
Rank	13	3	11	5	9	1	15	17	7	10	8	4	12	14	6	2	18	16
Player Rank	11	9	1	7	5	3	15	17	13	4	14	8	10	18	16	2	6	12

Figure 37 - Player Analytics - Hole-by-Hole

Additional information may be obtained by clicking the (+) expand link preceding the **Player +/- Par** listing (red arrow above).

Doing so will display the following additional information for the player;

1. Cumulative score category totals (Eagle or better – Triples or worse) for each hole
2. Dates played with hole-by-hole net score

[–] Player +/- Par	-0.5	-0.5	2.0	0.0	0.0	1.0	-1.0	-1.0	-1.0	0.5	-0.5	0.0	0.0	-1.0	-1.0	1.5	0.5	0.0
Course Handicap	17	5	13	15	7	1	9	11	3	6	10	8	12	14	2	4	18	16
Rank	13	3	11	5	9	1	15	17	7	10	8	4	12	14	6	2	18	16
Player Rank	11	9	1	7	5	3	15	17	13	4	14	8	10	18	16	2	6	12
Eagles or better	0	0	1	1	0	0	1	1	1	0	1	0	0	1	0	0	0	0
Birdies	0	1	0	0	0	0	0	0	0	1	0	1	1	0	0	0	0	1
Pars	0	1	0	0	2	1	1	1	1	0	0	0	0	1	0	1	1	0
Bogeys	1	0	0	0	0	0	0	0	0	0	1	1	1	0	1	0	1	1
Double Bogeys	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Triples or worse	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
April 10, 2018	4.0	4.0	10.0	6.0	3.0	7.0	4.0	4.0	5.0	7.0	6.0	5.0	4.0	4.0	6.0	7.0	4.0	4.0
April 24, 2018	1.0	3.0	2.0	2.0	3.0	5.0	2.0	2.0	3.0	4.0	3.0	3.0	2.0	2.0	2.0	4.0	3.0	2.0

Figure 38 - Player Analytics - Hole-by-Hole Expanded

Index Tab

The **Index** tab displays an interactive trend line of the players' index over time. Hovering the cursor over the trend line will reveal date and index information.

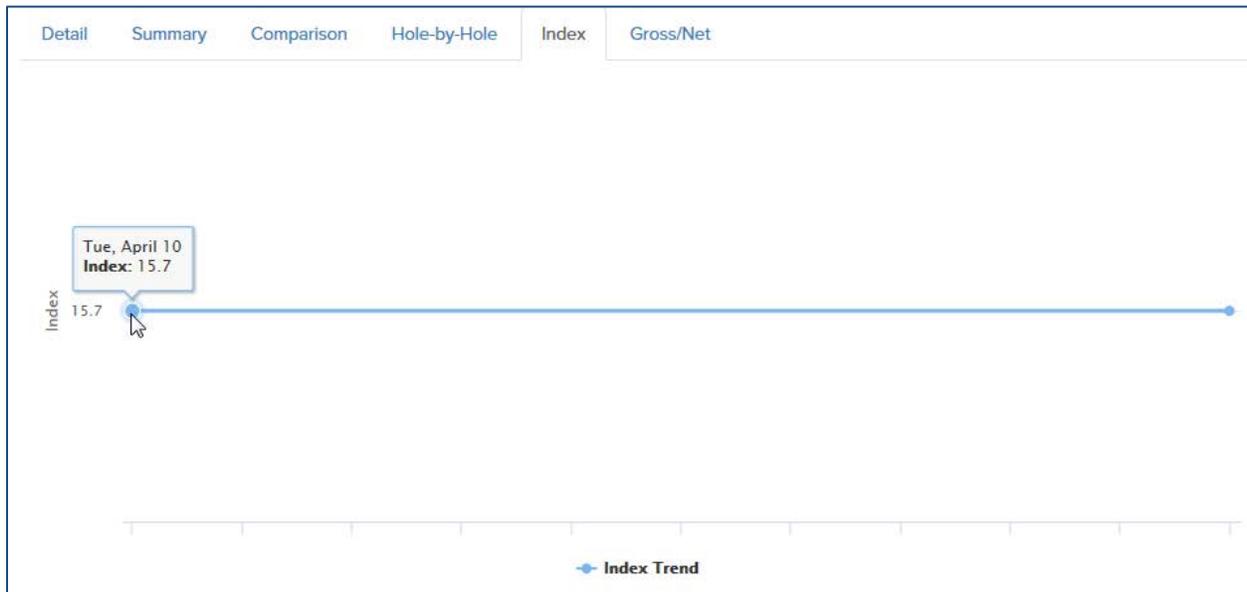


Figure 39 - Player Analytics - Index

Gross/Net Tab

The **Gross/Net** tab displays an interactive trend line of the player's Gross and Net scores. Hovering the cursor over a trend line will reveal date and score (gross or net) information.

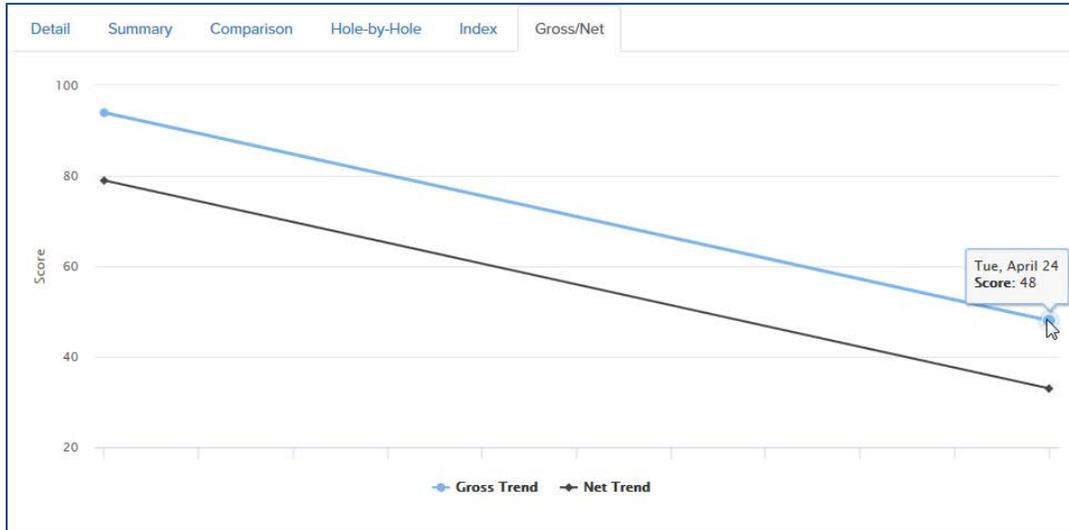


Figure 40 - Player Analytics - Gross/Net

Appendix

List of Acronyms

GG	Golf Genius
GGID	Golf Genius ID
GGS	Golf Genius Software
GGSS	Golf Genius Software System
HI	Handicap Index
USGA	United States Golf Association

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