

Event Chairman Duties

(revised on 1/9/2021)

SIR 159 Weekly Pairing Process

1. Call the course on Friday and confirm start time, estimated number of players and get starting tee assignments.
2. Freeze the sign-up board on Sunday after 7:00 pm.
 - a. Highlight Column E, Right Click and Protect the Range.
3. Make a Copy of the sign-up board in Google, Optional.
4. Create an Active Players excel spread sheet from the master list by copying columns B thru E (remember to include headers).
 - a. Sort on "x" column and Last name column, delete those not playing, Save.
5. Enter Golf Genius. Clone an event based on format. In the "**From**" box use drop down Use "SIR#000 at Airway (4types to choose from)", **Name** nomenclature "SIR#159 at (location) (format) YYMM, **Category** is "Event & Leagues"
6. Go to **GOLFERS** middle section then Upload Players spread sheet and mark as attending.
7. In **GOLFERS** right hand section Update GHIN information.
8. In **ROUNDS** Create Pairings, show index (option in the upper left). Put MTC in the lead group, slower players in the back. This is dependent on the tee assignments from the course. If hole 18 on back the MTC goes on 18A. If it is hole 1 forward the MTC is on the first hole out.
 - a. Set flights when necessary based on the number of players (access under **GOLFERS** middle lower Event Divisions/Flights/Teams)
 - b. Accommodate special player pairing requests.
 - c. Remember to click "SAVE" on lower right when you are done adjusting pairings
9. Set the Course/Tee. Set Shotgun using Reverse Shotgun. Adjust the number of foursomes per hole based on the par of the hole. Insure the count is right ie. 11/11 Remember to click "SAVE" on lower right when you are done
10. Create CTP User Scored Tournaments using correct hole numbers.
11. Set the payout based on the spread sheet for the tournament type.
12. Notify the players
 - a. Use Kompozer to state the GGID URL
 - i. Select Results2.html
 - ii. Type in the Title etc. of the outing
 - iii. Copy the URL from Golf Genius
 1. From the front page of the GG go to Events/Leagues/ GGID
 2. Copy the GGID for the tournament member portal

3. Add https://
 4. Insert (top left) Link.
 5. Publish webpage (click **RED** X to activate on top right).
 - b. Turn on the Portal on Golf Genius for players to see pairings in **ROUNDS** right hand column
 - c. Verify the member portal is active
 - d. Email the group via memberplanet.
13. Create and send Alpha list (ROUNDS, Report Center (rt column), Basic Reports, Alpha List, Configure to Extra Large font, and 2 columns) and Tee Sheets (Basic Reports, Tee Sheet w/GGID) to the MTC and course Pro on Monday.
 14. Accept player changes from MTC altering the pairings for all to see. Remember to SAVE after making any changes.
 15. Create Score Cards the day before the event and verify. Change CTP hole text literal on the cards (One of the tabs the double click to bring up literal. Remember to SAVE)
 - a. Select Edit when creating score cards.

SIR 159 Weekly Scoring Process

1. Check Score cards for signatures and legibility of scores.
16. Delete Players not attending. Add "blinds" and extra players as needed. Remember to SAVE after making any changes.
2. Input scores and double check entries. Only click the first DONE under each foursome. Click DONE SCORING when all scores have been entered. Note: if someone does not complete a round enter scores for the holes they played. GG will assign DNF to them.
3. Review Payout settings per format and actual number of players.
4. Input CTP Results.
 - a. Using Detail column, Ft and inches 10 1 inch would be 10.01
 - b. Recalculate Position button, this sorts leaders to the top.
 - c. Apply prize amounts from CTP guide document.
5. Balance the prize money to the dollar.
6. Update PoY results.
 - a. From the Rounds go to Tournaments
 - b. On top or main tournament click **Edit** at far right
 - c. Go to **Season Points** paragraph, click **New Award** you should get a dialog box (if not click the New Award button again) Select 2021 PoY New Award and any other appropriate options like flights), **SAVE**
 - d. In **ROUNDS** go to Display Leaderboard and award season points and click **SAVE** on lower right.
7. Activate the results by turning "Show results" switch on from the Rounds page.

8. In Kompozer Update results2.html with Branch Golf fund amount. Publish webpage (click **RED** X to activate on top right)
9. In **ROUNDS** go to middle section and click Post Scores to GHIN to update NCGA GHIN.
10. Logoff Golf Genius and Review all pairings, results, and season points via Golfhome webpage.
11. Send "results posted" Email to the group via memberplanet.

Notes

1. \$1 per player back to the club...list on the portal through Kompozer
2. Remove previous weeks \$ on Kompozer before posting the next tournament link on results2.html.
3. \$1 per player to distribute for CTP, so 24 players get \$12 per CTP hole.
4. Pay half the players as a rule, utilize payout guide documents.
5. List more than the money winners on the CTP contests.
6. Google Drive: SIR159golf/ golfersa
7. Use discretion so the payouts match the income for the event. If a "blind" player was inserted they will not get money in 2manBB or 4man2BB formats and you need to adjust money. Start with the main event team adjustments, then CTP, and finally \$1 plus or minus in the branch fund amount.
8. Use "Individual" payout spread sheet for scramble prizes.