TGA Team Matches

Welcome to Texas League Play. This manual will guide you through use of the internet-based League play Module, where you will set up your home course, enter your team roster, submit your match lineups, and post results. The software is easy to use and is linked directly to the GHIN handicap system, so all handicap calculations are accurate and easy for the team captain or pro to use.

All team captains **must** submit rosters and results through the Module. Please do not hesitate to contact us if you have any questions regarding use of the Module.
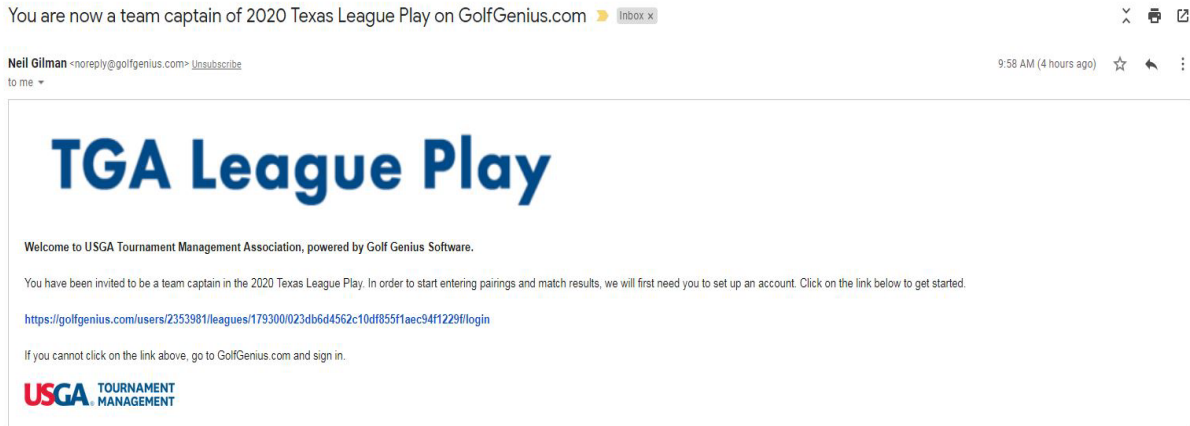
TGA League Play Staff Contact

Tournament Director – Justin Guthrie
(214) 468-8942
jguthrie@txga.org

1. Invitational Email

Once you complete your registration for the Texas League Play Season, the TGA Staff will send you an official invitation to serve as a captain for your club. (a)

(a)

Click the link in the email and it'll bring you to the Texas League Play Standings Page. (b). Favorite or bookmark this page, as it'll be your way back to the standings page without having to click the link in the email each time.
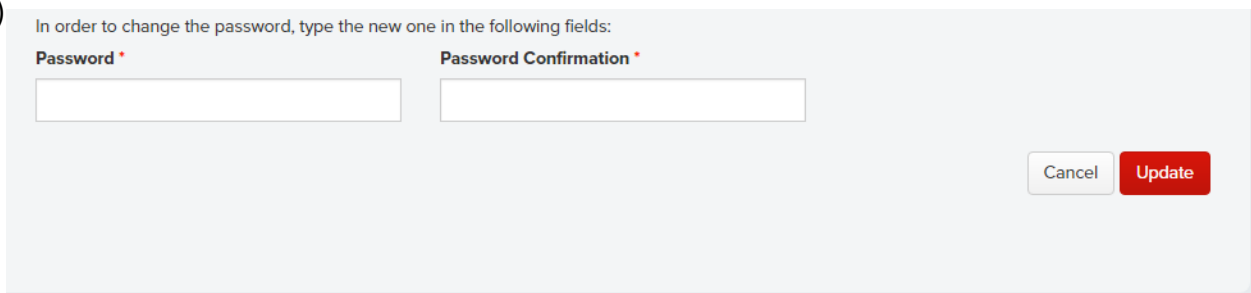
(b)

2. Editing Your Profile

It is recommended you update/edit your profile as soon as you first log in. If you do not, you'll always have to log in using the initial email sent. To edit your profile and change your password use the gears in the upper right-hand corner. (c) Depending on the screen, you may have a few options but click "Edit Profile" to do so.

(c)

From the edit profile screen, scroll to the bottom of the screen to "Update Profile" section (d). Type in your new password and the confirm it by typing it again. Click the Update Password button. **NOTE: This will bring back to the same page. Once you've hit the button, you do not have to retype in the information.**
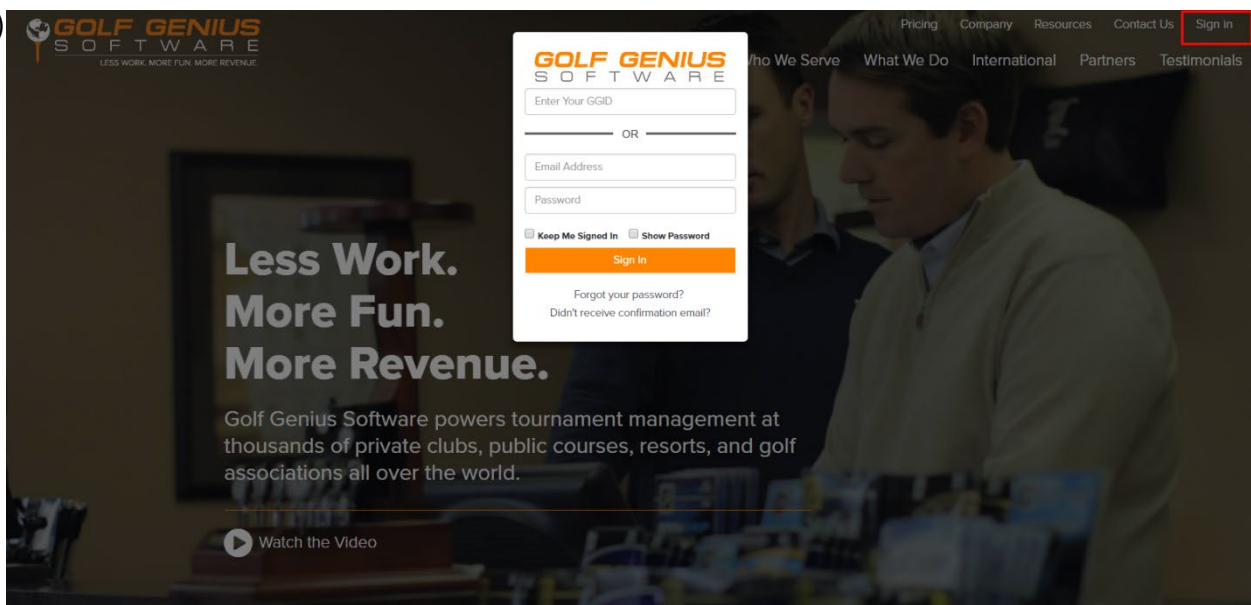
(d)

3. Logging In

Captains can log in through the Captain's Corner on the Texas League Play TGA Homepage or they can simply go to golfgenius.com (e) and click Sign In, in the top right hand corner.

(e)

Once there, it'll bring you the event dashboard (f). This shows every event that you've registered for within the Texas Golf Association. The name of this season is **"Texas League Play.", with the corresponding year in front.** You'll need to select Go to Event to be transferred to your Conference's Dashboard.

(f)

North Senior Amateur	Apr 3, 2019	75 confirmed	Closed	Go to Portal
2019 Texas Shootout	Oct 26, 2019	24 confirmed	Open	Go to Portal
2020 Texas League Play : Texas League Play Conference 1	Mar 19, 2020	4 confirmed		Go to Event

Once on the Conference Dashboard, you'll have access to everything you'll need for Texas League Play.
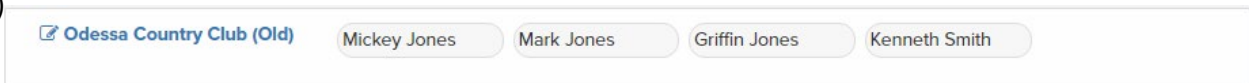
3. Creating a Master Roster

Once you've logged on and are on the Conference Dashboard. Click "Team Captain Menu" at the top of the page. When the drop-down menu appears, you'll want to select "Edit Match Play Pairings." (g)

(g)

From there, your club should be highlighted in blue (h).

(h)
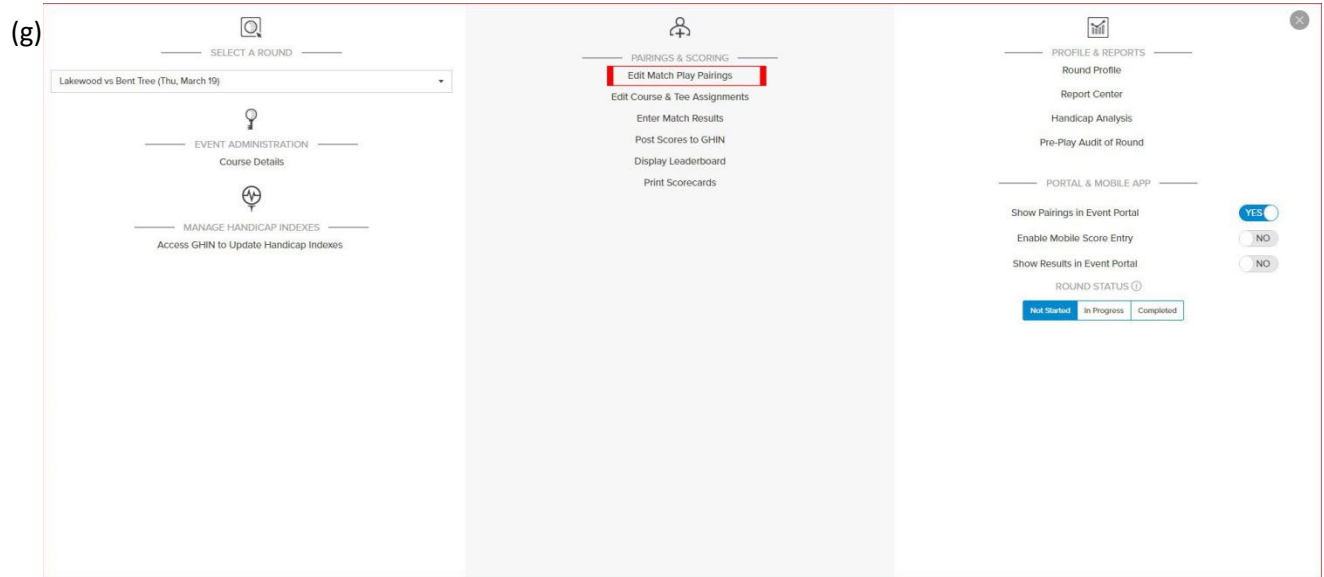
Odessa Country Club (Old)   Mickey Jones   Mark Jones   Griffin Jones   Kenneth Smith

The next screen you'll notice looks like a lineup page because it serves both purposes. For adding players to the Master Roster, you'll only focus on the section on the right that say, "Add New Players" (i)

(i)

This will bring up a dialogue box from which you'll have two options of ways to search for players on your club's Master GHIN Roster (j).

(j)

You can search by last name and search by GHIN Number. In the below example (k), you can see we searched by the last name "Williams." When the results were returned, it pulled every Williams that meet the Eligibility Rules listed above (J.1). Once you see whom you want to add, you'll click the "Add" button next to the player's name (J.2)

(k) Add New Player

Eligibility Rules	J.1 ✔ Only players with a handicap index lower than 18.4			
Mode	⦿ Search by Last Name and First Name ⓘ			
	○ Search by GHIN Number ⓘ			
Search	williams	First Name		**Search** J.2

Gender	Name	GHIN	H.I.	
F	**April Williams**	1621814	14.9	**Add**
M	**Jamie Williams**	850102	14.2	**Add**
M	**Ryan Williams**	7899569	3.3	**Add**

Done

Once you've added all the players that you think may play for your club this season, you can hit "Done." It would be wise to add all potential clubmates that you may think might play. It saves a lot of time in the future. From here, you're ready to build a weekly lineup!

4. Setting a Weekly Lineup

 To set a weekly lineup, the steps are the same as creating a Master Roster up to the point of adding new players. Head back to the "Team Captain's Menu" and once again select Match Play Pairings. One very important detail is to make sure your "Round" is the correct match and date show in this example. (L)
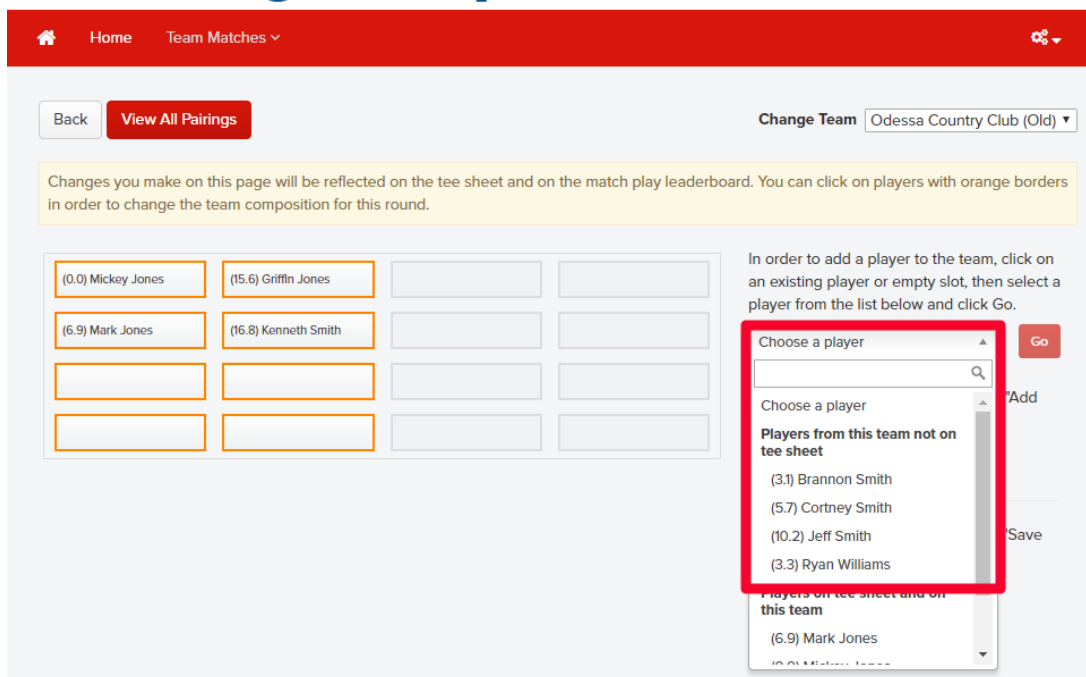
From there, your club should be highlighted in blue (m).

(m)
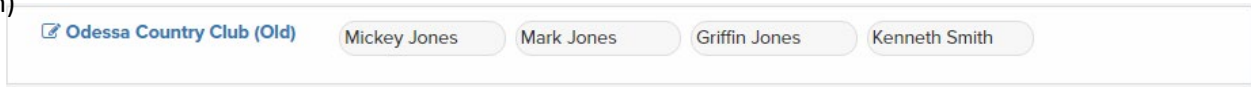
At the Weekly Lineup Homepage, you'll click the "Choose Player" drop down to pull up what is now the Master Roster that you've created in previous steps (n).

(n)

You'll notice there is a display options in the corner (o) that can help keep your lineups in order. Make sure these options show Course Handicap, the correct Course and tees being played. Hit Apply to see these changes go into effect.

(o)
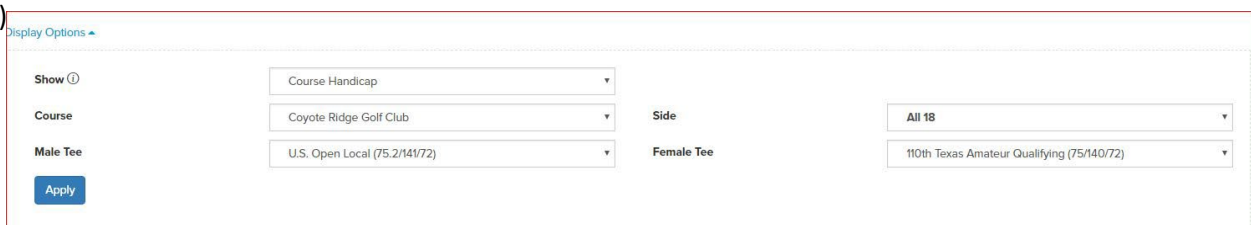
If you've already made your lineup and then did the course handicap, you'll have to hit save changes below first. (p)

(p)

From the previous example (n), we want to add Ryan Williams into the lineup. To do so, you'll click Ryan's Name AND you'll click the position in the orange highlighted boxes where you want him to play. This can be moved around after the fact as well. To place Ryan, you must hit the red "Go" button.

Once the player you've selected is in the lineup, you can maneuver him around until you have him in the correct slot. To do so; you must select the spot where you want the player to go, find him the choose a player drop down to the right, click the player and then hit go. If there is someone already in that position, it'll automatically switch the two players.

Note: All Players from the second line down must be in order of Course Handicap. On the first line, a captain can put anyone he wants in that position but the Professional MUST play there. If two players have the same Course Handicap, the captain can position the two players how him seems fit

Once the lineup is complete, the lineup must be saved (q). Once saved, the lineup is complete.

(q)

5. Setting Tees

This is for the Home Team only. Must be done for every round or Match

To ensure that your handicaps are correctly set up on your scorecards, you'll once again want to hit the "Team Captain Menu" at the top of the Conference Dashboard. From there, go to "Edit Course & Tee Assignments" (r).

(r)
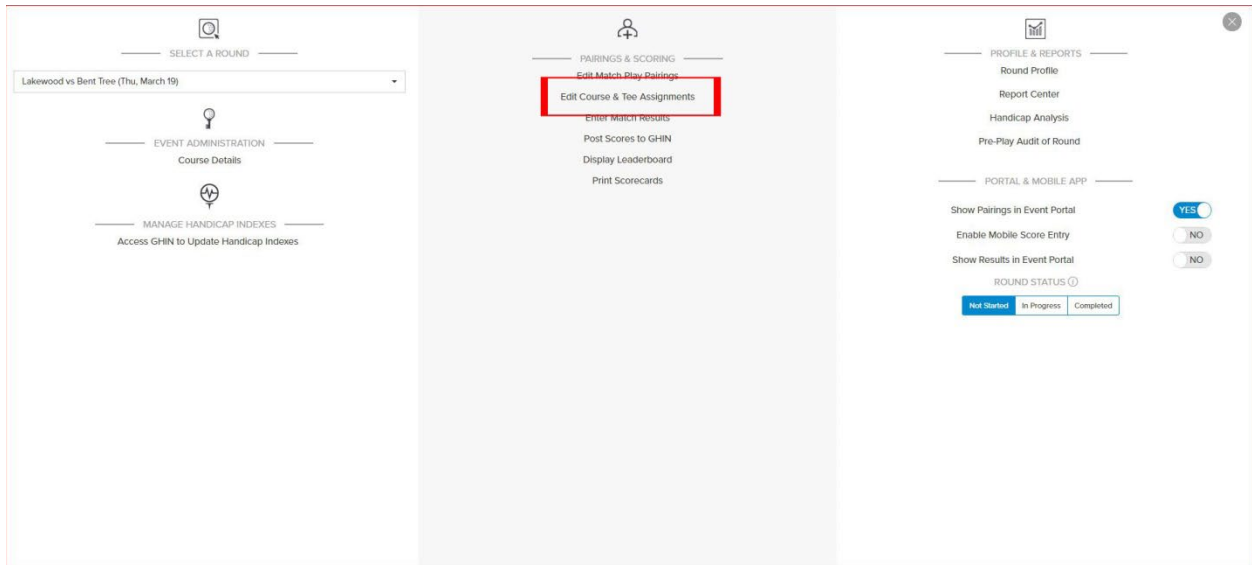
On the next page (s), you'll see your players and the opposing players so long as they have submitted theirs. You do not need their lineup to set the tees, but you need their lineup to print reports. There are no emails that go through when the opposing captain sets a lineup.

(s)
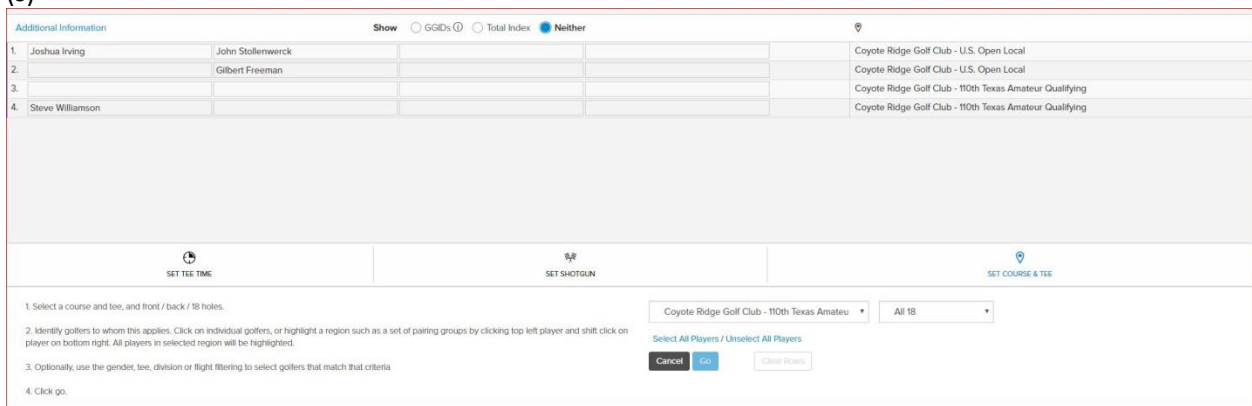
In the bottom right-hand corner, select "Set Course & Tee." A small dialogue box will appear with your course and tees. Select the lines that you want to adjust then click the tee you want that group to play from. Hit GO and do the same for the other two groups. As always make sure you hit Save before you leave the screen.

6. Printing Reports

Under the new Golf Genius Team Matches, you'll have the ability to print reports directly from the Golf Genius Team Matches Captain's Dashboard. Once again click, the Team Captain's Menu at the top of the page. On the right-hand side, hit Report Center. (t)

(t)
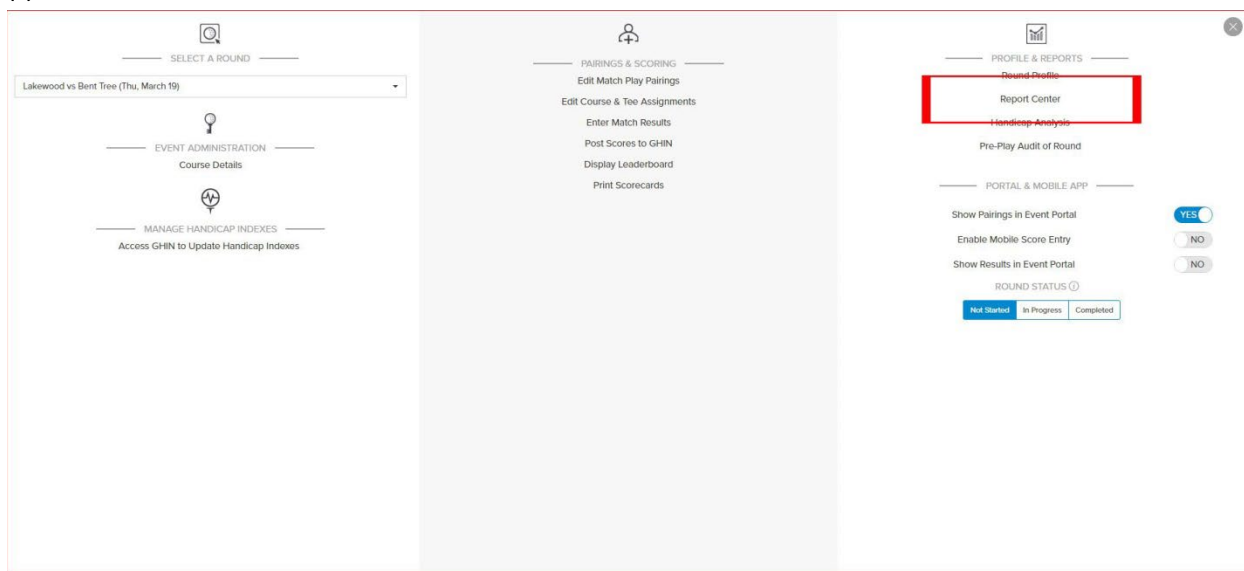
The top category is the only category that is the only one you'll need. It is called Texas League Play.(u) In there, you'll find scorecards that correctly dot the handicaps, a starter's list and cart signs. If you need other materials, let me know and the TGA can add more reports into this category.

(u)
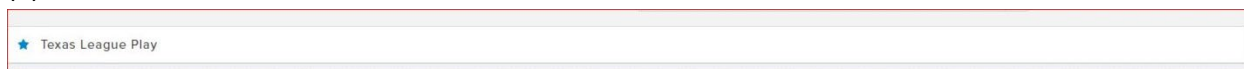
7. Submitting Results

Once the match is completed, it is the Host Clubs' captain or host club professional ASAP. In 2022 and moving forward, it is vital to get the scorecard and enter hole-by-hole results. You can do so by hitting the "Team Captain's Menu" and then "Enter Hole-by-Hole Scores."

From here, punch in every Gross Score for every player. (v) It will add up the totals for you as well.

(v)

Once you've completed. Hit done entering scores in the bottom right had corner. It'll bring you back to the Conference Dashboard where you'll hit display leaderboard. This leaderboard will show 3 different tournaments and the overall points from a match (w). The maximum number of points from a tournament is 1. (x)

(w)

(x)

At this point you have completed everything needed for this Texas League Play Match.