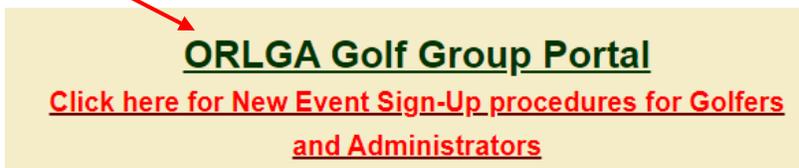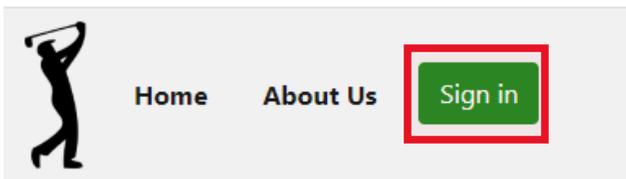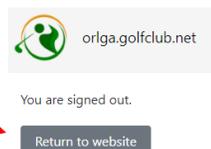# President's Cup Scorecard Creation Procedure

Creating the Match

Access to the Tournament Manager software can be found at the ORLGA website under "League Events". Scroll to and click on "ORLGA Golf Group Portal".

ORLGA Golf Group Portal
Click here for New Event Sign-Up procedures for Golfers and Administrators

If you see the following screen, click on "Return to website"

orlga.golfclub.net

You are signed out.

Return to website

Home   About Us   Sign in

At the top of the page, click on "Sign in"

Enter the following email address: kmccloskey@gmail.com and enter the password 5184Golf
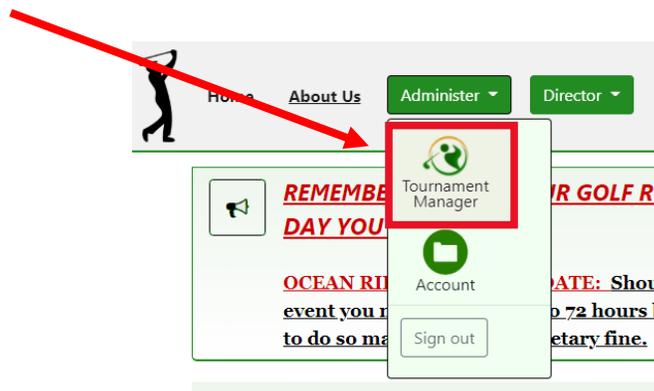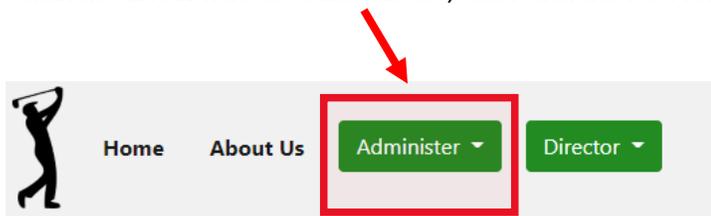
Sign in to your account

Email or GSID (#####-###)
kmccloskey@gmail.com

Password
••••••••

Sign in

Forgot password?   ☐ Remember me

Click the arrow next to "Administer", then click the icon for "Tournament Manager"

Home   About Us   Administer ▾   Director ▾

Home   About Us   Administer ▾   Director ▾

Tournament Manager

Account

Sign out

REMEMBE...
DAY YOU...

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Alternatively, you can also access the Tournament Manager software at http://orlga.golfclub.net. You may want to bookmark this site if you prefer this to accessing ORLGA League Events page.

Hover over phrase "Tournament Manager" in the upper left corner of the page to see the main menu for the program.
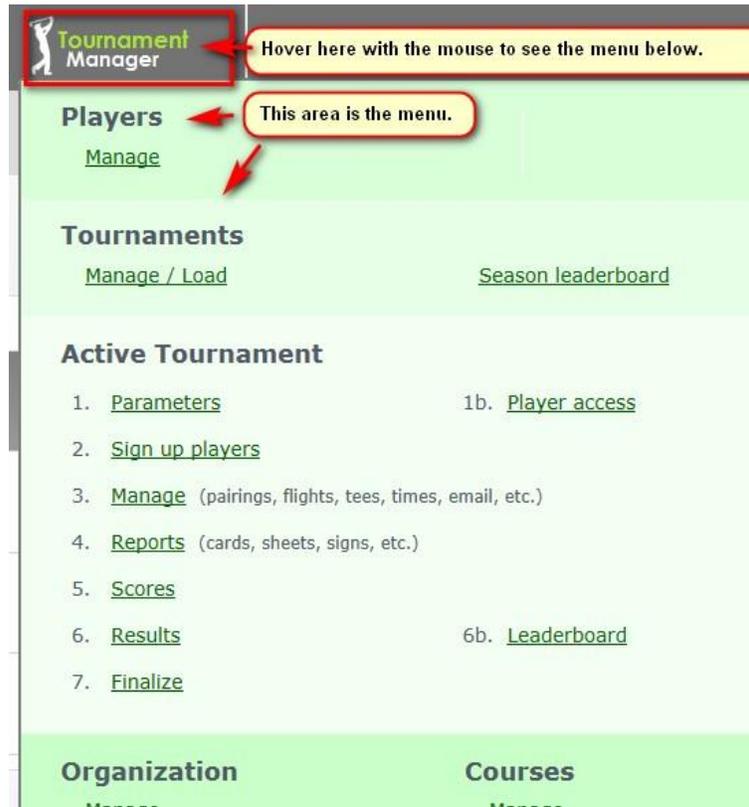
Click "Tournaments --- Manage/Load" to begin.

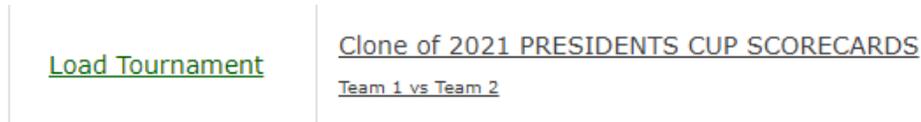Tournaments being worked on are listed. Scroll down until you see the following "Tournament"

Click on the **NAME** of the tournament (NOT Load Tournament!). You should see the following screen:

Click "Clone tournament"

Then confirm by clicking "YES, Clone"

Now, scroll down again until you see the new "Tournament" you just created:

Load Tournament   Clone of 2021 PRESIDENTS CUP SCORECARDS
Team 1 vs Team 2

Again, click on the **NAME** of the tournament (NOT Load Tournament!). You should see the following screen:

Name	Clone of 2021 PRESIDENTS CUP SCORECARDS
Description	Team 1 vs Team 2
Start date	4/15/2021

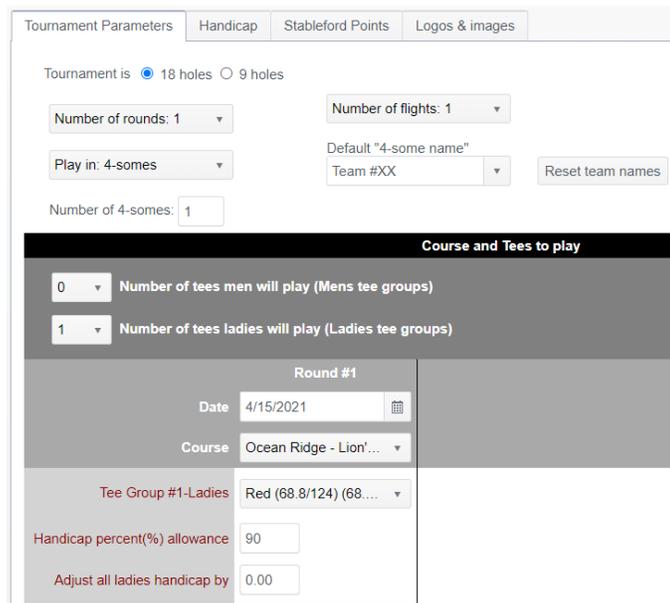☐ Show on "player access" portal.

☐ Include on "season leaderboard" standings.

- Delete "Clone of" in the Name.
- Update the description with the names of your players, (for example: Arnold/Alger vs Wright/Heurich
- Change the Start date to be the date of your match. (I will be removing old matches!)
- Do NOT check the boxes "Show on "player access" portal" (This will make your match visible to the entire club!) or "Include on "season leaderboard" standings".
- Click "Save" at the top of the screen.

Now your match has been added to the list of tournaments!

One more time! Scroll down to find your tournament in the list of tournaments. This time you are ready to click "**Load Tournament**" in column one next to your tournament.

Your tournament will open up and display the "Parameters" window which looks like this:

| Tournament Parameters | Handicap | Stableford Points | Logos & images |

Tournament is ● 18 holes ○ 9 holes

Number of rounds: 1

Play in: 4-somes

Number of 4-somes: 1

Number of flights: 1

Default "4-some name"
Team #XX   Reset team names

Course and Tees to play

| 0 | Number of tees men will play (Mens tee groups) |
| 1 | Number of tees ladies will play (Ladies tee groups) |

Round #1

Date   4/15/2021

Course   Ocean Ridge - Lion'...

Tee Group #1-Ladies   Red (68.8/124) (68....

Handicap percent(%) allowance   90

Adjust all ladies handicap by   0.00

Everything should be set properly if you are planning to play on Lion's Paw. If you desire to play on Panther's Run, no problem! Just change the Course. To do this, click on the down-arrow to the right of "Course" (about 2/3 down the screen.) Verify that the tee group is still "red". If not, then change it back to "Red". If you are planning to play on Tiger's Eye and all players are using same tee, then just change course and the desired Tee group. If you are playing different tees then you will need to "change the number of tees ladies will play" to 2 and select Red and Gold for your Tee groups.

If you changed the course, then you will need to update the Maximum allowed handicap. To do this, click the "Handicap" tab at the top of the page next to Tournament Parameters.   The following screen will appear

Tournament Parameters	Handicap	Stableford Points	Logos & images

☑ Display tournament handicaps to 2 decimal places. (Example 12.83)

Max allowed tournament handicap

Men 99.00   Ladies 44.00

- Uncheck the box "Display tournament handicaps to 2 decimal places…".
- Fill in the number block for Max allowed tournament handicap for Ladies for the specific course you are playing (Lion's Paw is 37, Panther's Run is 35, Tiger's Eye is 32).
- Be sure the box for WHS is checked.
- Click **Save**.

Adding and Ordering the Players

Hover over "Tournament Manager" in upper left corner again and this time click "#2 Sign Up Players" under Active Tournament. The screen should look like this

GSID	Player ▲	
1-1	Alger, Ginny	Sign up
1-2	Allen, Robin	Sign up
1-3	Andersch, Anita	Sign up
1-4	Andersen, Beti	Sign up
1-5	Atkinson, Mary Lou	Sign up
1-6	Augone, Barbara	Sign up
1-7	Bahnick, Dorothy	Sign up
1-8	Bank, Pamela	Sign up
1-9	Beadnell, Kathy	Sign up
1-10	Benson, Sharon	Sign up
1-11	Best, Marie	Sign up

164 players

To add players to the play list, find the player's name in the left column and click on "Sign Up" next to the name. To remove a player from the playlist (right column), click the box next to that player's name in the right column and then click the remove arrow. The players will likely be listed in alphabetical order which may not be correct. No worries… we will change this soon.

One more thing before we leave this page…

Hamburger Icon
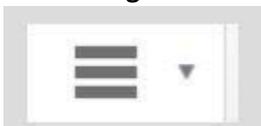
 Click the down arrow of the "hamburger icon" in the upper righthand corner of the window to "***Recopy players indexes from roster***" to make sure you have the most recent player handicaps. Handicaps are updated on Thursdays by our wonderful ORLGA web team. So be sure that you do not do this step until after the Thursday just prior to your match or you will need to repeat it! Then, click that phrase and when asked to update indexes, click **OK**.

You are now ready to order players by team and handicap. Hover over Tournament Manager and click on "#3 Manage" under "Active Tournament".

	GSID	Player	Team	Flt	Index	Hcp	C	T	Tee Grp	Tee	Tee Time	Hole	Group Text	Rep Fl
		Not on any team												
	1-1	Alger, Ginny	0	A	27.2	24		None	1	Red			Red on TE	
	1-162	Arnold, Jane	0	A	24.4	21		None	1	Red			Red on TE	
	1-139	Heurich, Kris	0	A	26.4	23		None	1	Red			Red on TE	
	1-135	Wright, Diane	0	A	24.9	22		None	1	Red			Red on TE	
		Team #1		A		0					09:00 AM	01		

The next step requires us to move all the players onto team #1 in the correct order. The player with the lowest handicap should be listed first, then her partner is 2nd. Followed by the other team in order of handicap. So, in our example, Jane Arnold should be in the 1st position followed by her partner, Ginny Alger in 2nd position. Then, Diane Wright should be in position #3 (lowest handicap on her team) followed by Kris Heurich in position #4.

To change a player's position, click on her underlined name and change the Team to 1 and Position to the number specified above. Note: If you are playing Tiger's Eye, this is the time to be sure that the Tee groups are set properly.

Click **Save** and repeat for each player.

Now click the down arrow to the right of the "hamburger icon" in the upper righthand corner of the window and choose "Set Tee Times". Type the tee time in the time box at the bottom of the page or click the clock to choose an AM or PM tee time. Verify that your starting hole is correct and click "Save".

Score Card Setup

Hover over Tournament Manager again and click "#4 Reports" under Active Tournament. Choose "#1 Score cards". Your screen should look like this:

- Print range should say "Teams from 1 to 1".

- Be sure the next block reads "Print 4 players per card".

- There is nothing to do in the "Print each player's" box.

- In the Print tees box, click "Red".

- In the "Print Handicap strokes…" box, click "Match strokes…"

- In the box for "Print extra lines for …", click Net.

- In the "Print each team's" box, you need to check the boxes for Tee Time and Start Hole.

- In the "Extra line of text below last player's name", you can write "Score: " and player names as shown.

- In the Scorecard text (bottom of the card, I recommend typing in Presidents Cup Match, the date of the match and the rules "USGA Match Play Rules" and any other rules you have agreed on in advance. It would also be a good idea to type in each player's handicap which was used to generate score card.

Now you are ready to click "View Report" to see the scorecard.

2021 PRESIDENTS CUP SCORECARDS

Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total	Net
Red Yrds	335	416	108	326	353	125	303	455	305	2726	307	110	300	413	328	366	286	121	406	2637	5363	
Par	4	5	3	4	4	3	4	5	4	36	4	3	4	5	4	4	4	3	5	36	72	
Red Hcp	1	15	5	3	7	17	9	13	11		2	18	8	12	10	4	16	6	14			
Arnold, Jane	0																					
Net																						
Alger, Ginny	3	•			•						•											
Net																						
Wright, Diane	1	•																				
Net																						
Heurich, Kris	2	•									•											
Net																						
Score: Arnold/Alger Wright/Heurich																						

Scorer _____

Attest _____

Date _____

Course: Ocean Ridge – Lion's Paw
Time: 09:00 AM   Hole: 01

President's Cup Match on May 1, 2021
USGA Match Rules
90% Course Handicaps (updated April 29)
Jane Arnold 21
Ginny Alger 24
Diane Wright 22
Kris Heurich 23

Powered by GolfSoftware.com

Click the down arrow next to "Publish" at top of screen, choose "to PDF file". When the it opens, save and/or print the PDF file.   It is a good idea to share the score card with all the other players in advance to be sure everyone is in agreement. Remember: wait to generate scorecards until after the Thursday prior to your match for the most up-to-date handicaps.

Just prior to match… You should print 2 copies of the score cards. After the match, sign and attest both copies of the score cards and place one in handicap box in the Lion/Panthers Pro shop and the other should be delivered to me (Jane Arnold at 6558 Castlebrook Way).

That about does it! You can go back to any category under Tournament Manager and make changes as needed.
If you any questions, please call me (Jane at 412-496-0018). I am happy to help.