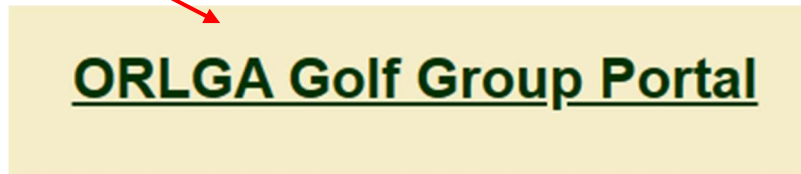


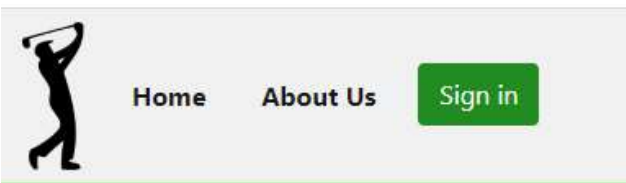
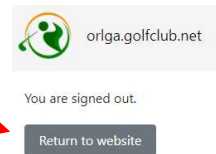
# President's Cup Scorecard Creation Procedure (updated 4/3/2025)

## 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".



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



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

Enter the following email address: [kmccloskey@gmail.com](mailto:kmccloskey@gmail.com) and enter the password 5184Golf

Sign in to your account

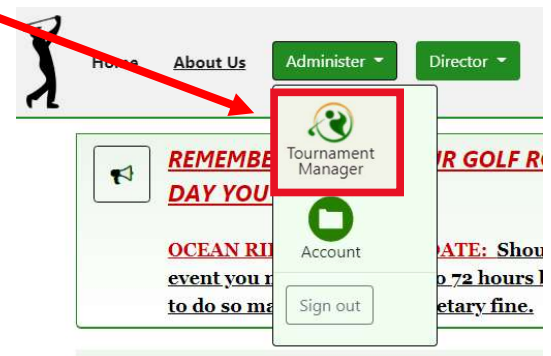
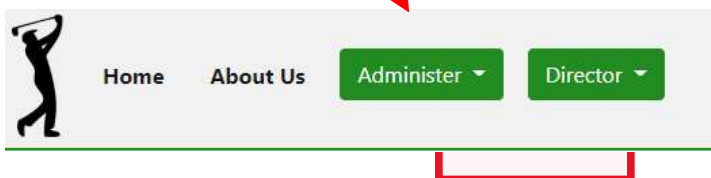
Email or GSID (#####-###)  
kmccloskey@gmail.com

Password  
.....

Sign in

[Forgot password?](#)       Remember me

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

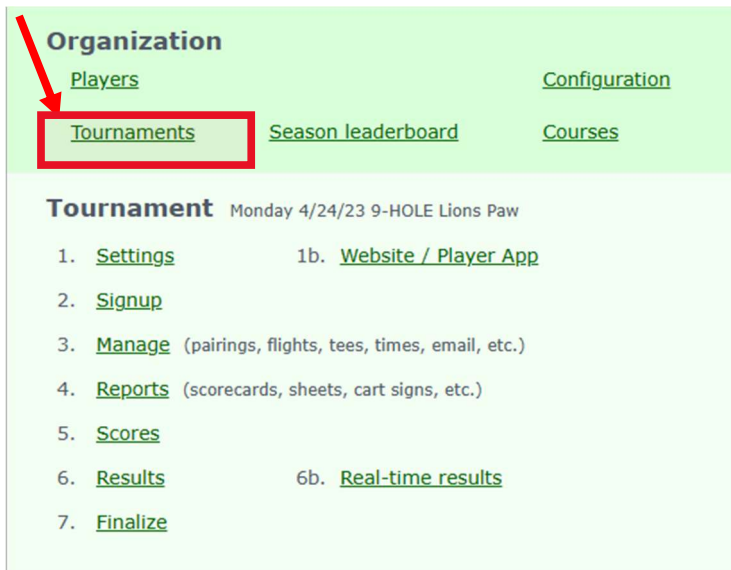


Alternatively, you can also access the Tournament Manager software at <http://orlga.golfclub.net>. You may want to bookmark this site if you prefer this to accessing ORLGA League Events page.

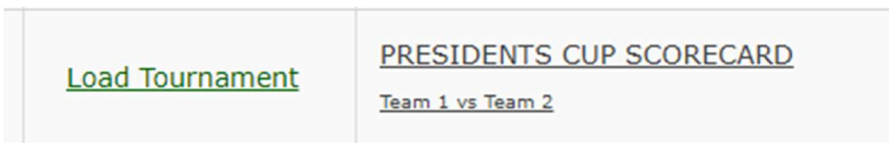
Hover over phrase "Tournament Manager" in the upper left corner of the page to see the main menu for the program.



Click "Tournaments" to begin.

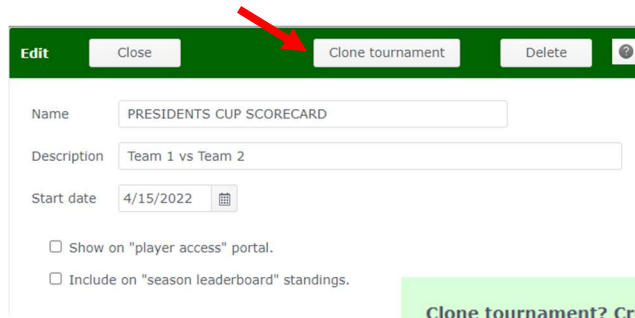


Tournaments being worked on are listed. Scroll down until you see the following "Tournament"

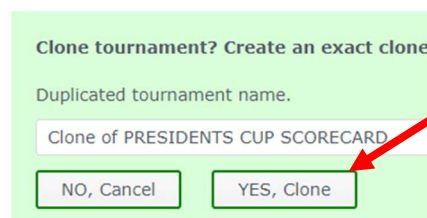


Click on the **NAME** of the tournament (NOT Load Tournament!). You should see the following screen:

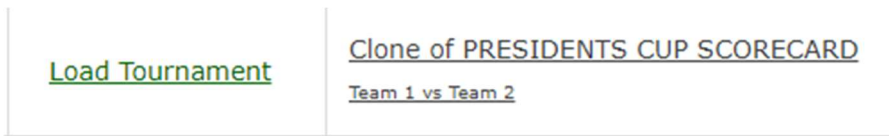
Click "Clone tournament"



Then confirm by clicking "YES, Clone"




Scroll down the list of Tournaments again until you see the new "Tournament" you just created:



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

Name

Description

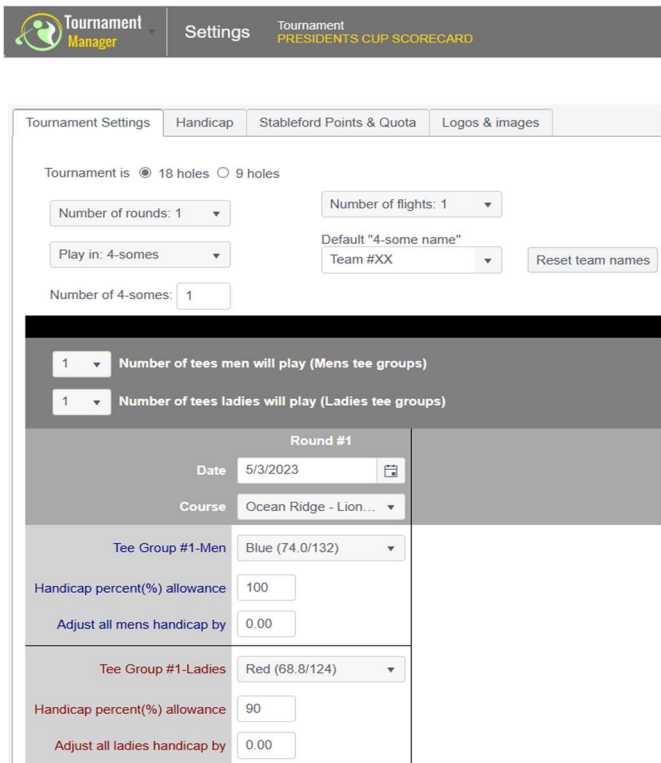
Start date  

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/Wright vs Smith/Heurich).
- Change the Start date to be the date of your match. (Old matches will be deleted!)
- **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.

Your match has been added to the list of tournaments. Click "**Load Tournament**" in column one next to your tournament which should be highlighted for you. Your tournament will open and display the "Settings" window which looks like this:



Tournament Manager Settings Tournament PRESIDENTS CUP SCORECARD

Tournament Settings Handicap Stableford Points & Quota Logos & images

Tournament is  18 holes  9 holes

Number of rounds: 1 Number of flights: 1

Play in: 4-somes Default "4-some name" Team #XX

Number of 4-somes: 1

1 Number of tees men will play (Mens tee groups)

1 Number of tees ladies will play (Ladies tee groups)

Round #1

Date: 5/3/2023

Course: Ocean Ridge - Lion...

Tee Group #1-Men: Blue (74.0/132)

Handicap percent(%) allowance: 100

Adjust all mens handicap by: 0.00

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

Handicap percent(%) allowance: 90

Adjust all ladies handicap by: 0.00

NOTE: Ignore any of the items displayed in blue as they pertain to Men's matches. You only need to deal with the Ladies' options displayed in red.

Everything should be set properly if you are playing Lion's Paw. If you desire to play Panther's Run, 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, change it back to "Red". If you are playing Tiger's Eye and all players are using same tee, change course and the desired Tee group. If you are playing different tees, you 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 Settings **Handicap** Stableford Points & Quota Logos & images

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

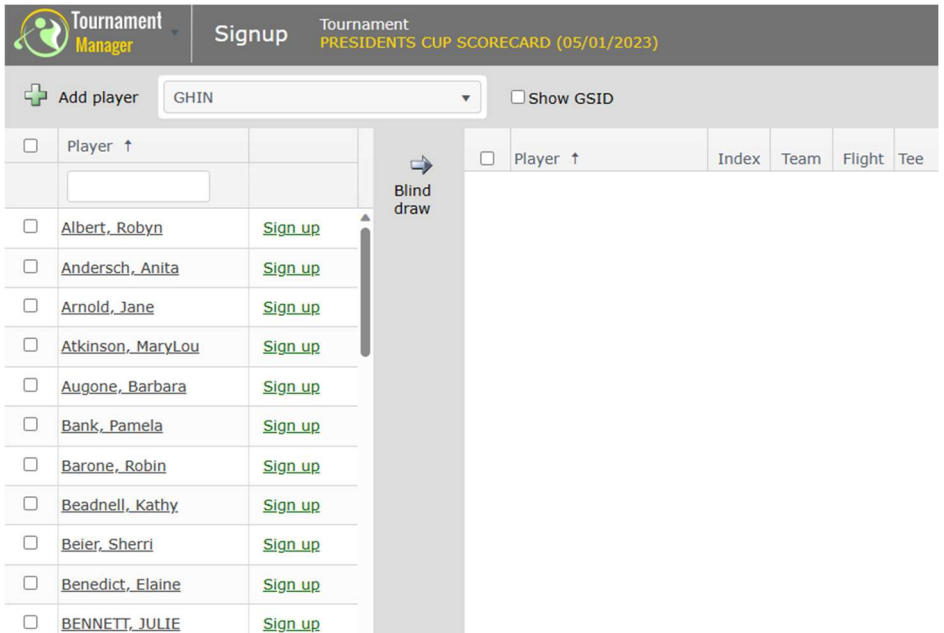
Max allowed tournament handicap

Men 99.00 Ladies 37.00

- 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 that **BOTH** Advanced options are checked. The first one is in regard to WHS rules. The 2<sup>nd</sup> one will calculate the 90% playing handicap more accurately.
- Calculate course handicap (before percent allowance) to 2 decimal places.
- Click **Save**.

# Adding Players

Hover over “Tournament Manager” in upper left corner again and click “2. Sign Up” under Tournament. The screen should look like this:



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 (one pointing left). The players will be listed in alphabetical order which may not be the correct order for scorecard. No worries... we will change this soon.

One more thing before we leave this page...Indexes for your tournament need to be updated with the latest numbers to ensure accurate handicaps are used.

Handicaps are updated in TM on Thursdays by the ORLGA web team. If you set up your scorecards early, be sure to redo this step after the handicap update on the Thursday just prior to your match.



Click on “**Update Players’ “Tournament defaults” to tournament**” in the upper righthand corner of the window. Make sure “Index\Quota” is the only item checked. Click on “Update Items Checked Below” to update the index of the players in your group.

# Ordering Players

You are now ready to order players by team and handicap. Hover over Tournament Manager and click on “3. Manage (players, flights, tees etc.)” under Tournament”.

Tournament Manager											
Manage		Tournament PRESIDENTS CUP SCORECARD (05/03/2023)									
Round 1 of 1		Teams and players			View Default						
<input type="checkbox"/>	Player	Team	Flt	Index	Hcp	C	T	Tee group	Tee	Tee time	Hole
<b>Not on any team</b>											
<input type="checkbox"/>	<a href="#">Arnold, Jane</a>	0	A	16.6	14		None	1	Red		
<input type="checkbox"/>	<a href="#">Wright, Diane</a>	0	A	23.2	20		None	1	Red		
<input type="checkbox"/>	<a href="#">Oehmke, Margaret</a>	0	A	24.2	21		None	1	Red		
<input type="checkbox"/>	<a href="#">Heurich, Kris</a>	0	A	26.9	24		None	1	Red		
	<b>Team #1</b>		<b>A</b>		<b>0</b>					<b>11:30 AM</b>	<b>01</b>

The next step requires you 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 2<sup>nd</sup>. Followed by the other team in order of handicap. So, in our example, Jane Arnold should be in the 1<sup>st</sup> position followed by her partner, Diane Wright in 2<sup>nd</sup> position. Then, Margie Oehmke should be in position #3 (lowest handicap on her team) followed by Kris Heurich in position #4.

To change a player’s data, first click on her underlined name and you will see this screen:

Arnold, Jane
Save Close

Tournament info
Roster info

**Round 1**

Team 1
 Lock on team
Position on team 1

Index 24.4
Handicap 21
How is handicap calculated?

Flight A

Tee group 1 - Red

Group text Red on TE

- For all players, change the Team to 1.
- To change position on team, change “Position on team” to the number specified above.
- If partners’ indexes are separated by more than 8 points, then the higher handicapped player needs to have their index capped. Change the number next to her index to be her partner’s index + 8.
- If you are playing Tiger’s Eye, this is the time to be sure that the Tee groups are set properly. If the Group text says “Gold on TE” then be sure Gold is chosen for tee group and same for Red.
- Click **Save** at top of screen and repeat for each player.

Now click the down arrow to the right of the “Tools” located 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

**Scorecards** View report Close

Options Sort teams Fonts Page

Print range  
Teams from 1 to 1

Blank cards (No player / team info)  
Print 4 players per card

Print each player's  
 GSID#  
 Flight  
 Tee name  
Handicap

Print handicap strokes on each hole  
 Medal strokes (Full strokes)  
 Match strokes (Low handicap player plays at scratch, others get the difference)  
 No strokes (Do not show strokes)

Print each team's  
 Team name  
 Tee time  
 Start hole  
 Cart numbers  
 Team flight  
None

Print tees  
 Black  
 Blue  
 White  
 Gold  
 Red

Print extra lines for...  
 Net  
 Points  
 Putts  
 Team Score

Extra line of text below last player's name  
Score: Arnold/Wright Oehmke/Heurich

Scorecard text (bottom of card)  
President's Cup Match on May 3, 2023  
USGA Match Play rules  
90% Course Handicaps (updated April 28)  
Jane Arnold 16  
Diane Wright 21  
Margie Oehmke 23  
Kris Heurich 26

- 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), type 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 index which was used to generate score card.
- Click “View Report” to see scorecard.



Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total	Net	
<b>Red</b>	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	
<b>Red</b>	Hcp	1	15	5	3	7	17	9	13	11		2	18	8	12	10	4	16	6	14			
Arnold, Jane	0																						
Net																							
Wright, Diane	6	•		•	•							•					•		•				
Net																							
Oehmke, Margaret	7	•		•	•	•						•					•		•				
Net																							
Heurich, Kris	10	•		•	•	•		•				•		•		•	•		•				
Net																							
Score: Arnold/Wright Oehmke/Heurich																							
Scorer	Course: Ocean Ridge - Lion's Paw Time: 11:30 AM Hole: 01										President's Cup Match on May 3, 2023 USGA Match Play rules 90% Course Handicaps (updated April 28) Jane Arnold 16 Diane Wright 21 Margie Oehmke 23 Kris Heurich 26												
Attest																							
Date																							

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 Friday prior to your match for the most up-to-date handicaps.**

Just prior to your match, print 2 copies of the score cards.

During the match, remember that if you pick up, mark your scorecard with your "most likely score" followed by "X".

After the match, sign and attest both copies of the score cards and place one in handicap box and the other in the ORLGA President's Cup envelope in the Lion/Panthers Pro shop. Once the signed card is received and scores are posted on the website, the match results are FINAL!

If any issues arise during a match that cannot be resolved amongst you, submit cards as above but do NOT sign them. One person from each team is required to send their position on the issue via email to Kris Heurich ([kohorma@gmail.com](mailto:kohorma@gmail.com)). The issue will promptly be discussed with the Tournament Committee and a ruling made.

All President's Cup matches should be posted as "C" scores in GHIN.

If you any questions or need any help with these procedures, please text or call Kris Heurich at 240-338-2648.