San Diego County Women's Golf Association

Team Play Website Instructions

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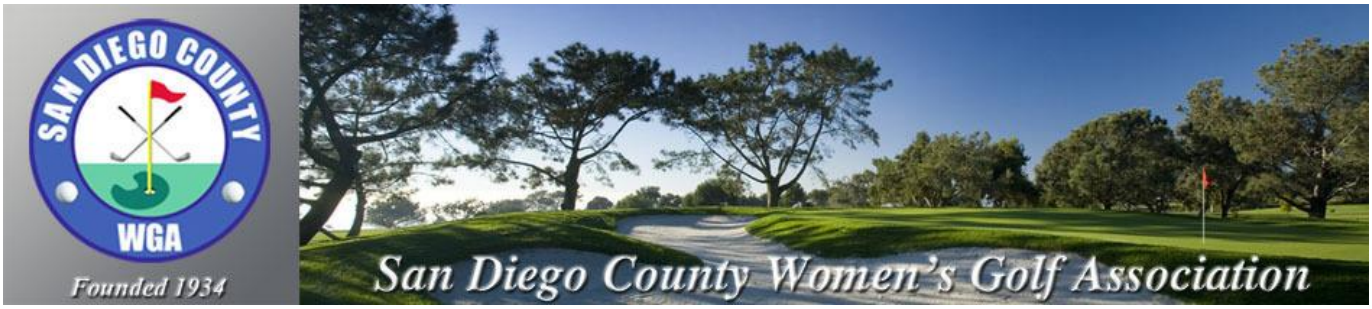
SDCWGA Team Play Team Captain Instructions

Registering as a Team Captain:

During the initial setup, SDCWGA will enter all the team captains into the system along with their email. At some point, we will send team captains an invitation email.



Welcome to USGA Tournament Management Association, powered by Golf Genius Software.

You have been invited to be a team captain in the 2023 Team Play. In order to start entering pairings and match results, we will first need you to set up an account. You will receive a link like the one shown below to get started.

https://golfgenius.com/users/608127/leagues/127650/e6276109b7997e41dd8bcc020b44d603/login (sample only)

If you cannot click on the link provided via email, go to GolfGenius.com and sign in.

The team captain invitation will look similar to the example above. You can click on the link to confirm your account and set a permanent password. **If the invited team captain already has a registered login with SDCWGA as a player or manager, they will receive an email confirmation <u>without</u> instructions to create a password.** They will access the Team Matches portal with their current login credentials. If you are creating a password for the 1st time you can use the same password to login to any SDCWGA event.

Accessing and Navigating the Team Matches Portal:

Every team cup match competition will have a portal. This is the public website where the team captains can go to:

1. View the team cup match information, standings, matches.
2. Enter the match pairings (**NOTE**) This will need to be done for both Gross & Net
3. Enter results (**NOTE**) This will need to be done for both Gross & Net

The portal for SDCWGA Team Matches can be accessed following the links from the Team Play page on the association website. www.sdcwga.net. If logging in through the direct link to the Team Matches portal, the team captain will be directed to the home page for the portal.

The team match schedule and standings may be public pages, which do not require login. Players who are not team captains can have access to these pages.

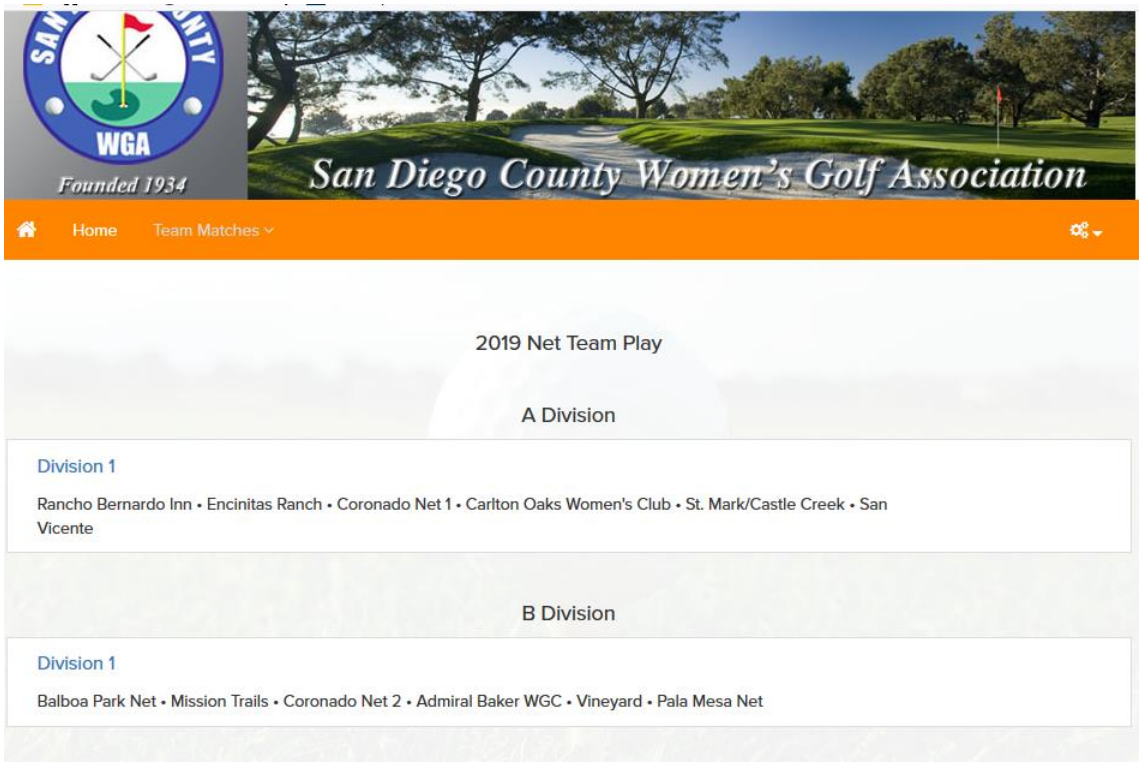
Managing the Matches on the Portal:

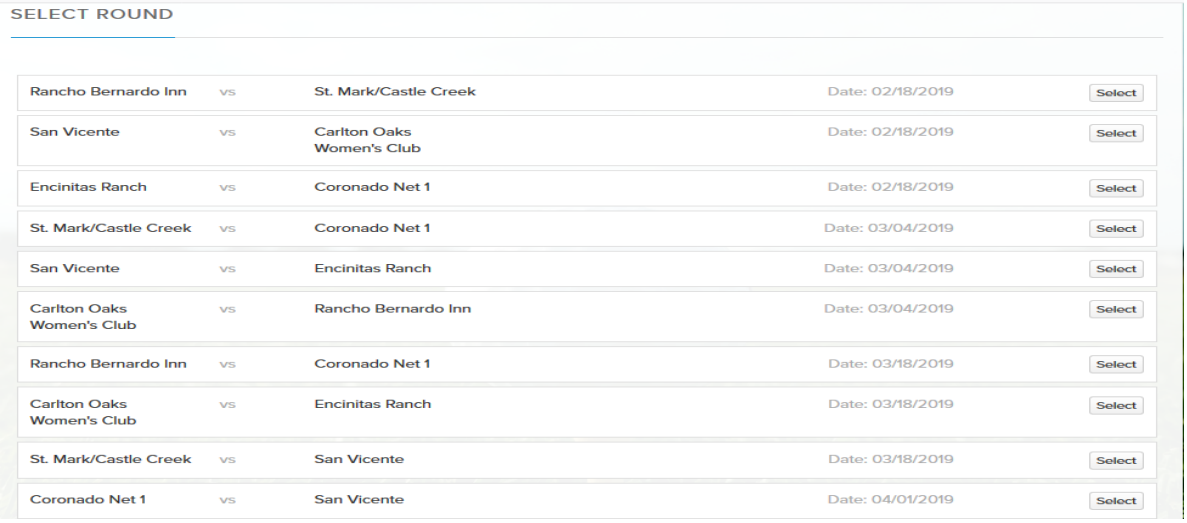
The Edit Match Pairings portal page is only available to team captains. This is where team captains can add team players into match pairings. All team members must be entered into your team roster by the Team Play Director.

Edit Pairings

By default, this page is private on the portal and only available to team captains. On this page, team captains can:

Add team members to the pairings for their matches. The team captain will select which region, if applicable, and then which match to set pairings for (as shown below).

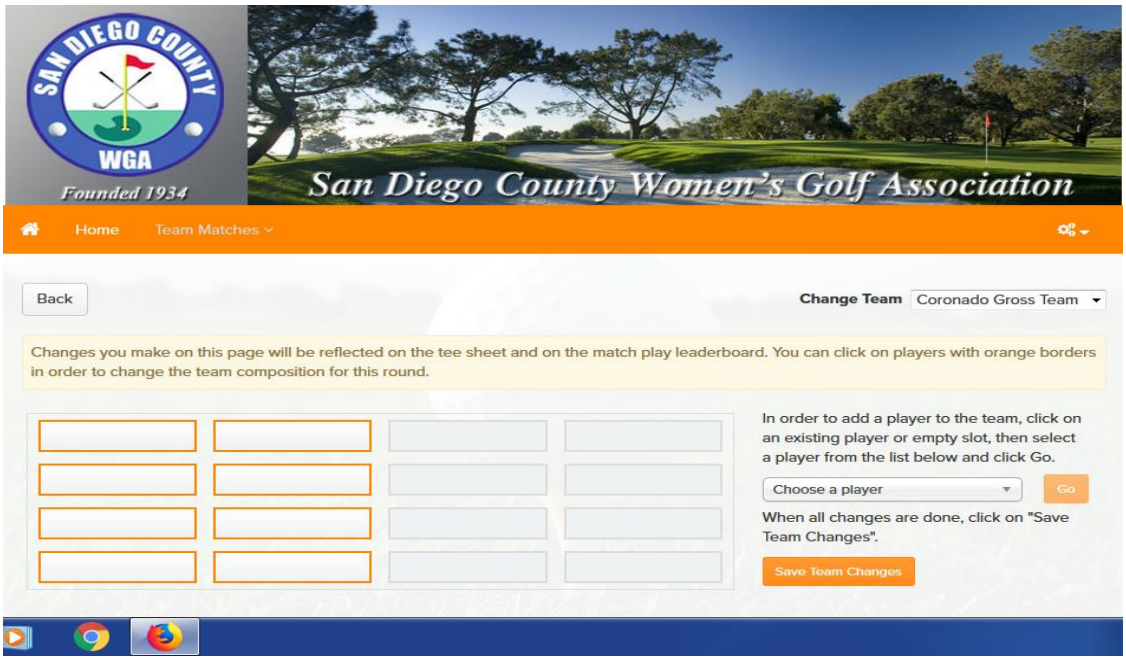




After selecting the match, the team captain will be directed to the edit pairings page for that match where they can select the players from their team who will play in that selected match.

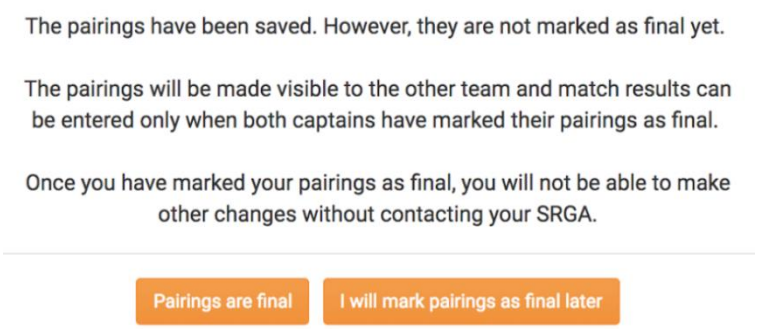
Entering Players into Pairings:

The team captains can place their players into matches for the match on this portal page. The pairing cells highlighted in orange need to be filled with the team players (as shown below).



To add a player, select the player in the dropdown menu on the right, then select the empty slot on the right. Click "Go". NOTE: No matter how you place your players in the Orange boxes the system will pair ALL players by handicap index.

Once you've added your players, click "Save Team Changes". A pop-up message will ask if the pairings are final or not (as shown below).



If you select "Pairings are final", they will be visible to the other team once they mark their pairings as final. At this point, team captains can no longer edit their pairings.

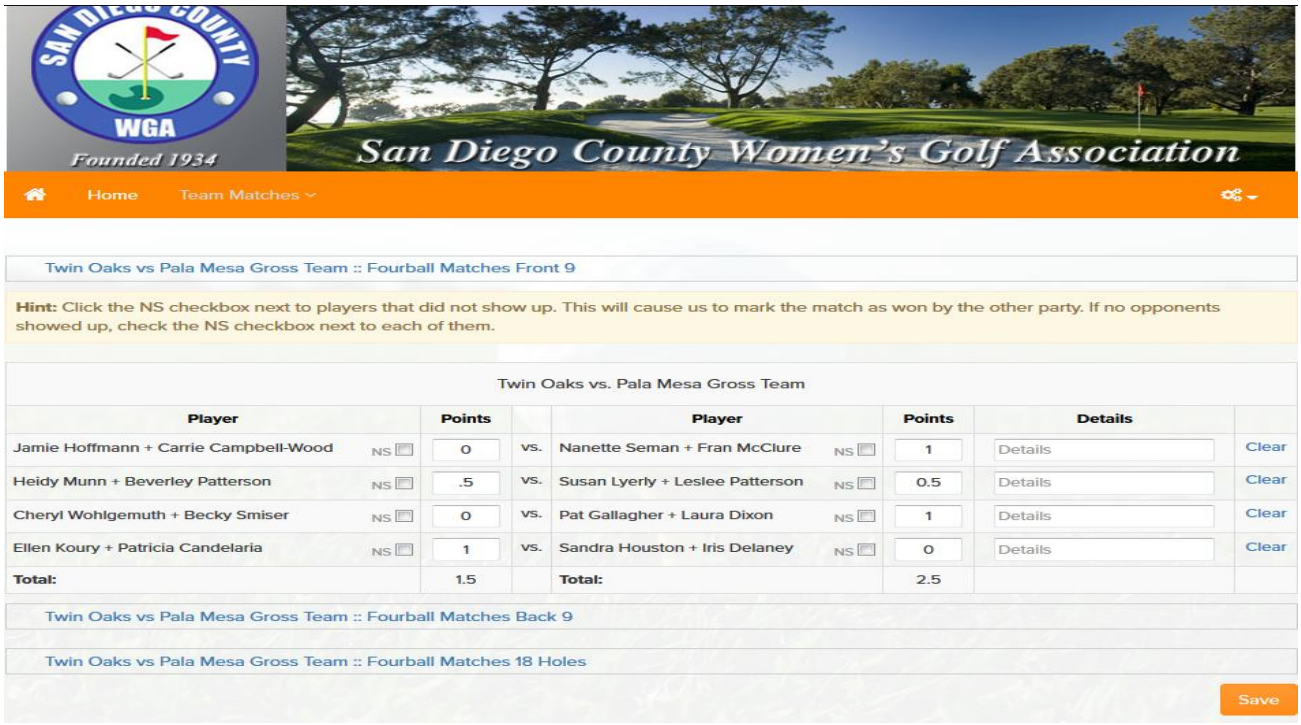
If the team captain selects "I will mark pairings as final later", their changes will be saved, however the other team will not yet see their pairings. It is mandatory, that team captains mark their pairings as final 72 hours in advance of the match.

Enter Results:

The Enter Match Results portal page is also only available to team captains. This is where team captains can enter results for the matches.

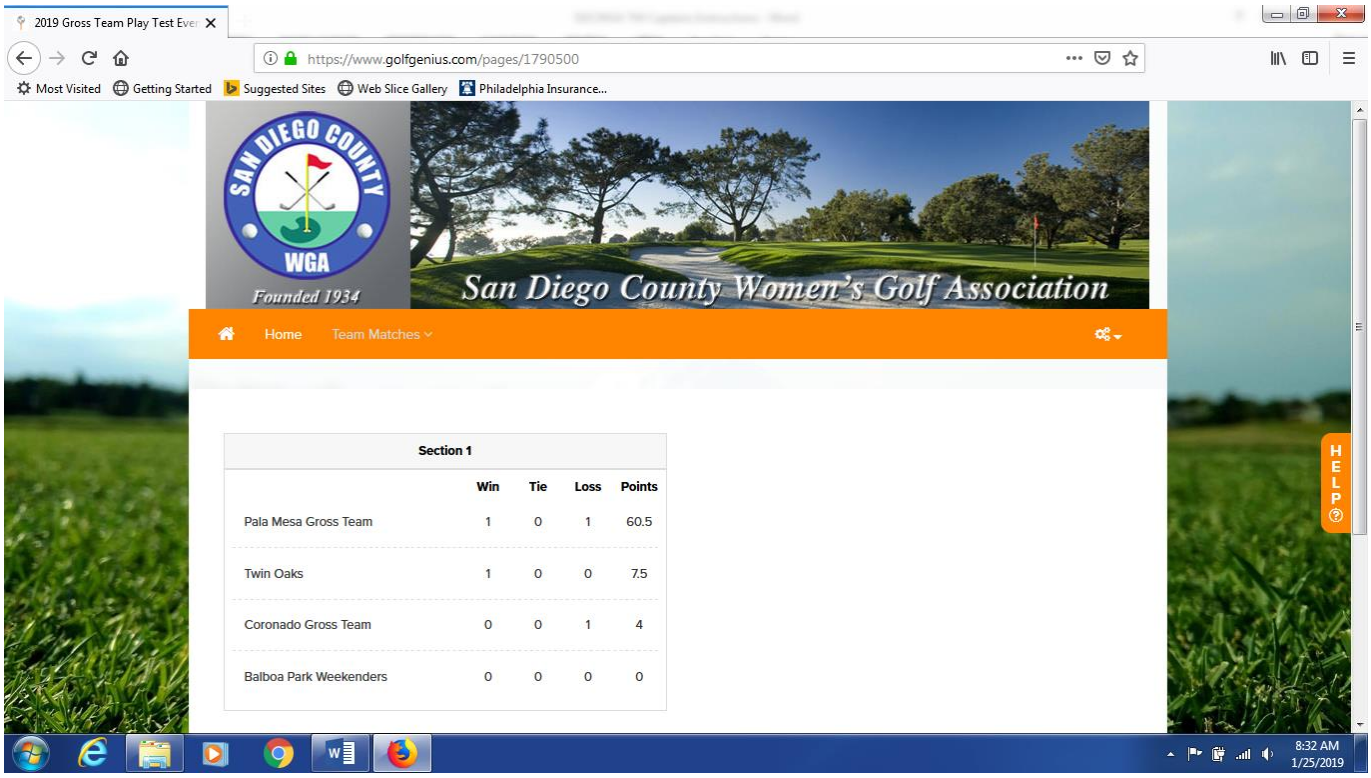
On this page, team captains can enter match results. The home team captain is responsible for entering the results for their match.

When going to this page, the team captain should select the Division (if applicable) and then the match where they'd wish to enter the match results. You will need to select each match (Front, Back & 18 holes) to enter your points. Once the match results are entered, click "Save". The results will then update as will as the overall standings.



Season Standings

As the season progresses the standings link on the Team Portal will show you the point totals and rank of the teams in each section.



Section 1	Win	Tie	Loss	Points
Pala Mesa Gross Team	1	0	1	60.5
Twin Oaks	1	0	0	7.5
Coronado Gross Team	0	0	1	4
Balboa Park Weekenders	0	0	0	0