

San Diego County Women's Golf Association

Team Play Website Instructions



Table of Contents

SDCWGA Team Play Team Captain Instructions	2
Registering as a Team Captain:.....	2
Accessing and Navigating the Team Matches Portal:	3
Managing the Matches on the Portal:	4
Edit Pairings	4
Entering Players into Pairings:	5
Enter Results:	7
Season Standings	8

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](https://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 without 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:

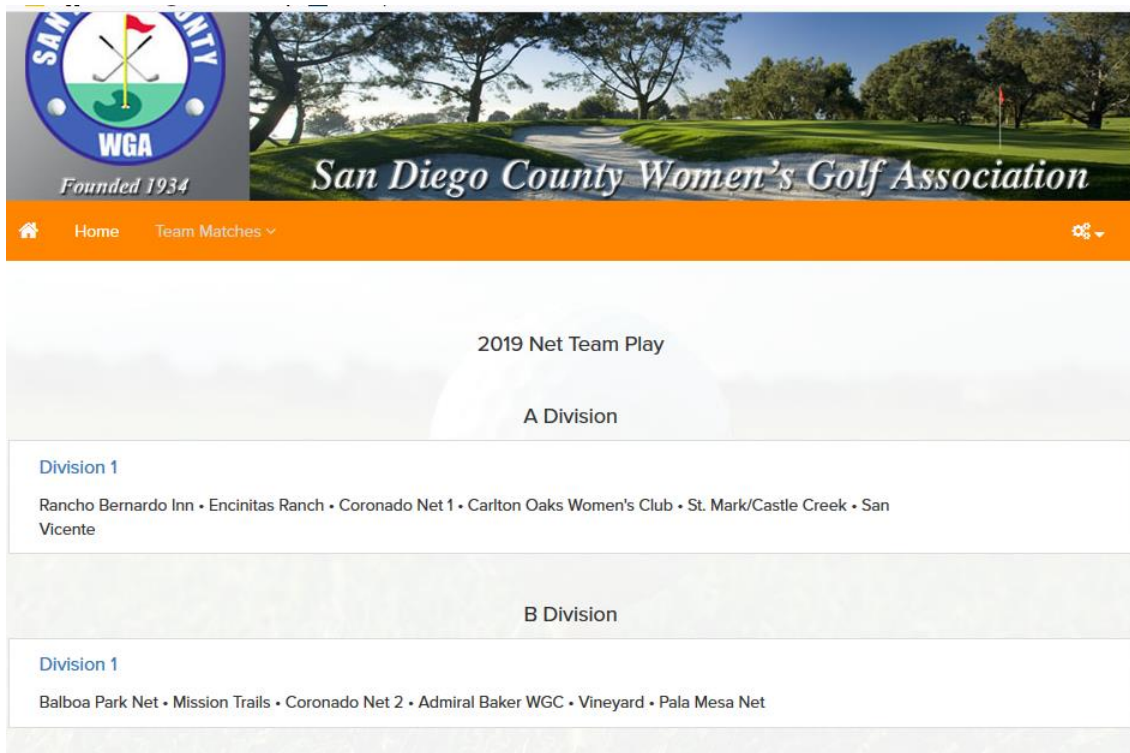
The Edit Match Pairings portal page is only available to team captains. This is where team captains can add team players into match pairings. All team members must be entered into your team roster by the Team Play Director.



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).



SELECT ROUND				
Rancho Bernardo Inn	vs	St. Mark/Castle Creek	Date: 02/18/2019	Select
San Vicente	vs	Carlton Oaks Women's Club	Date: 02/18/2019	Select
Encinitas Ranch	vs	Coronado Net 1	Date: 02/18/2019	Select
St. Mark/Castle Creek	vs	Coronado Net 1	Date: 03/04/2019	Select
San Vicente	vs	Encinitas Ranch	Date: 03/04/2019	Select
Carlton Oaks Women's Club	vs	Rancho Bernardo Inn	Date: 03/04/2019	Select
Rancho Bernardo Inn	vs	Coronado Net 1	Date: 03/18/2019	Select
Carlton Oaks Women's Club	vs	Encinitas Ranch	Date: 03/18/2019	Select
St. Mark/Castle Creek	vs	San Vicente	Date: 03/18/2019	Select
Coronado Net 1	vs	San Vicente	Date: 04/01/2019	Select

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).

The pairings have been saved. However, they are not marked as final yet.

The pairings will be made visible to the other team and match results can be entered only when both captains have marked their pairings as final.

Once you have marked your pairings as final, you will not be able to make other changes without contacting your SRGA.

Pairings are final

I will mark pairings as final later

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.




Home Team Matches ▾

Twin Oaks vs Pala Mesa Gross Team :: Fourball Matches Front 9

Twin Oaks vs Pala Mesa Gross Team :: Fourball Matches Back 9

Twin Oaks vs Pala Mesa Gross Team :: Fourball Matches 18 Holes

Save



Home Team Matches ▾

Twin Oaks vs Pala Mesa Gross Team :: Fourball Matches Front 9

Hint: Click the NS checkbox next to players that did not show up. This will cause us to mark the match as won by the other party. If no opponents showed up, check the NS checkbox next to each of them.

Twin Oaks vs. Pala Mesa Gross Team									
Player			Points		Player			Points	Details
Jamie Hoffmann + Carrie Campbell-Wood	NS <input type="checkbox"/>	0	vs.		Nanette Seman + Fran McClure	NS <input type="checkbox"/>	1	<input type="text" value="Details"/>	Clear
Heidy Munn + Beverley Patterson	NS <input type="checkbox"/>	.5	vs.		Susan Lyerly + Leslee Patterson	NS <input type="checkbox"/>	0.5	<input type="text" value="Details"/>	Clear
Cheryl Wohlgemuth + Becky Smiser	NS <input type="checkbox"/>	0	vs.		Pat Gallagher + Laura Dixon	NS <input type="checkbox"/>	1	<input type="text" value="Details"/>	Clear
Ellen Koury + Patricia Candelaria	NS <input type="checkbox"/>	1	vs.		Sandra Houston + Iris Delaney	NS <input type="checkbox"/>	0	<input type="text" value="Details"/>	Clear
Total:		1.5			Total:		2.5		

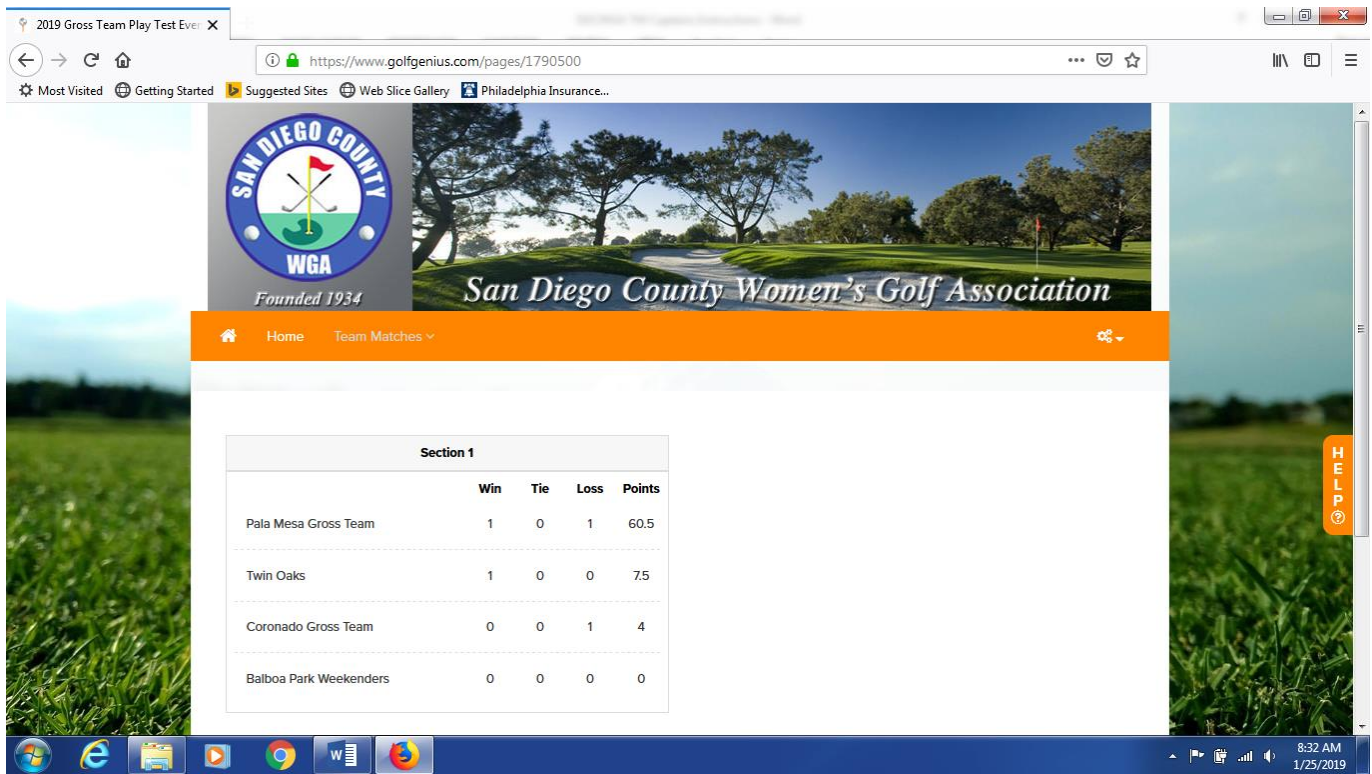
Twin Oaks vs Pala Mesa Gross Team :: Fourball Matches Back 9

Twin Oaks vs Pala Mesa Gross Team :: Fourball Matches 18 Holes

Save

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.



The screenshot shows a web browser displaying the San Diego County Women's Golf Association website. The page features a header with the association's logo and name, a navigation bar with 'Home' and 'Team Matches' links, and a table of standings for Section 1. The table lists four teams: Pala Mesa Gross Team, Twin Oaks, Coronado Gross Team, and Balboa Park Weekenders, along with their respective win, tie, loss, and points.

San Diego County WGA
Founded 1934

San Diego County Women's Golf Association

Home Team Matches

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

HELP

8:32 AM
1/25/2019