Tournament Manager Overview

10 Steps to run a tournament

Below is an outline of the 10 steps required to run a tournament.

1. Add or update any new players to your roster. Click the **[Membership Roster]** tab. See Entering Players in the Membership Roster on page 4 for more information. If you are using the Handicap Management System, update players\handicaps from the Handicap System. See Transferring golfers from the Handicap System on page 33.

2. Start a new tournament. Click the **[Change Active Tournament]** tab. See Creating a Tournament on page 7.

3. Set the tournament parameters. Click the **[Tournament Parameters]** tab. See Setting Tournament Parameters on page 8.

4. Sign up participating players in the sign up sheet. Click the **[Sign Up Players]** tab. See Sign Up Players on page 12.

5. Pair players into teams, set flights, tee-times, etc. Click the **[Tournament Sheet]** tab. See Using the Tournament Sheet on page 14.

6. Print the scorecards, team pairing reports, etc. Click the **[Reports]** button.

7. Play golf.

8. If you want TM to calculate tournament results, post scores. See Posting Tournament Results on page 21.

9. Print Tournament results. Click the **[Reports]** button.

10. If you are using the Handicap System, update the scores to the Handicap System for handicap calculations. See Transferring posted scores from a Tournament to the Handicap System on page 33.

Repeat these steps for each tournament.

The Tournament Manager Screen

The TOURNAMENT MANAGER uses a typical Windows™ type interface.

The top line of the screen displays a menu bar with pull down menus — Roster, Edit, View, Reports, Tools, Setup, and Help. Each menu contains various functions that are described in this manual. The button bar allows you to perform the most commonly used functions, and TABS allow you to quickly move to each phase of your tournament. The active tournament currently loaded into memory is also displayed.
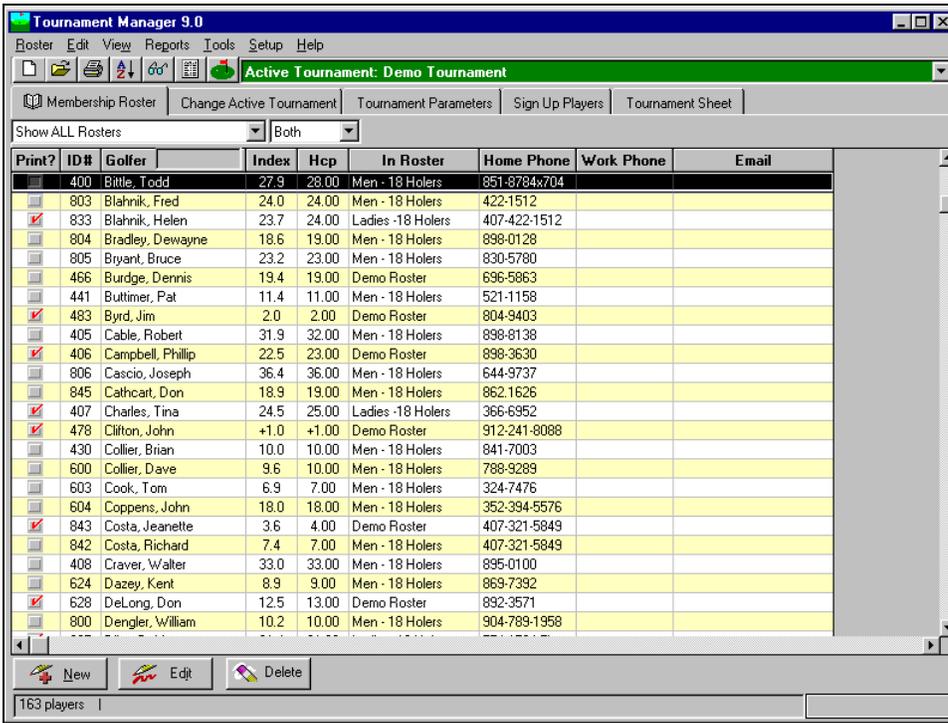
Entering Courses
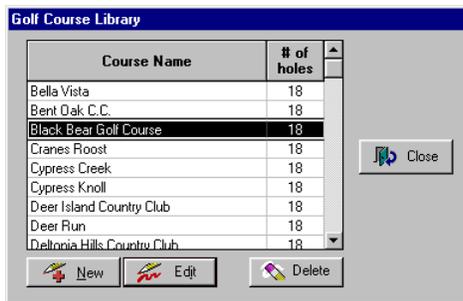
Courses are entered in the course library. To access the Course Library select "Course Library" from the SETUP menu. The Course Library lets you maintain a list of courses. Course information includes: course name, address, phone, pro, tees, ratings, slopes, yardage, pars, and hole handicaps. You can store information for any number of courses. This means your tournaments can be played on any number of courses.

Click the **[New]** button. The "Course" form will appear. Type in the "Course Name" and mark the "Number of Holes" for the course (18, 1-9, or 10-18, or you can specify hole numbers). Address, phone, and golf-pro information is optional.

You must put information in for at least one tee box. Select a tee to edit and click the **[Edit]** button. The "Edit Tee" form will appear.

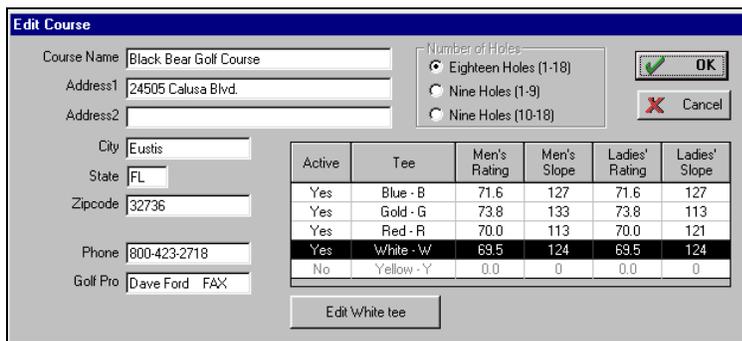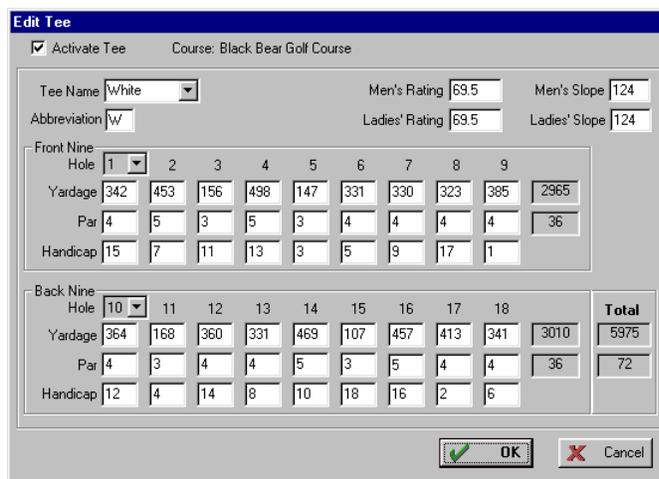Set the tee color and abbreviation. Type in the rating and slope for both men and women. RATINGS: Course ratings are required for the correct calculation of handicaps. SLOPES: Slopes are required if you need to convert indexes to handicaps. If a course does not have a set slope, leave the slope set to 113. 113 is the default for an un-sloped course.

Enter the yards, pars, and handicaps for each hole. Note: Pars and hole handicaps are required for each tee your golfers will play. The Tournament Manager will not function correctly without this information.

Course information is utilized as follows:
1. The course ratings and slopes are used for handicap calculations.
2. The pars and hole handicaps are required for the automatic calculations.
3. Yards, pars, and hole handicaps appear on reports and scorecards.

Entering Players in the Membership Roster

TM lets you maintain a membership roster of players that participate in your tournaments. This membership roster is global to any number of tournaments you create. In other words, you only enter a player once, but he\she can participate in any number of tournaments. Players can be added, deleted, or updated at any time.

Note: If you are also using our *Handicap System*, players can be transferred from HS to TM. Each player's information and handicap will be updated automatically. See Transferring golfers from the Handicap System on page 33. TM also allows you to import your players from other programs. See Importing Golfers from another program on page 35.

To view your membership roster, click the **[Membership Roster]** tab. This screen displays a list of players in the active roster.

 Note: If you do not see the same columns in this sample screen, pull down the VIEW menu and select "Default View".

This screen consists of several columns.
- The far left column (Print?) indicates that the player is marked to print. To mark a player to print, click the box next to the player or press the space bar.

- The "In Roster" column displays the roster each player is in. You can have any number of separate rosters. These rosters allow you to separate members into different groups.

Tip: TM uses the standard Windows keys to select multiple items from a list. Hold down **SHIFT** *key while clicking to select a range of items from a list. Hold down the* **CTRL** *key while clicking to select multiple individual items. After you have selected the multiple players, click the [Edit] button or right-click your mouse on a selected player and select "Edit". You can then change a value for all players. For example, you can use this function to select multiple players to print, select multiple players to delete, place multiple players in another roster, etc.*

Tip: To quickly find a player in a long list, type the first few letters of the player's last name or type his\her ID#

Creating a Roster

TM lets you maintain any number of rosters. For example, you could separate your membership into 3 rosters: seniors, juniors, and regular members. If you were running a seniors tournament you could instruct TM to display only seniors on the screen and hide the rest of your membership from view. This allows you to quickly filter out only the players you wish to work with. Note: A player is usually in only one roster, but he\she can be in up to 3 different rosters simultaneously if you wish.

To create a new roster:
1. Select "Create New Roster" from the ROSTER menu.
2. The "Load Roster" form will appear. Click the **[New Roster]** button and type the name of your new roster in the "Roster Name" box and click **[OK]**.
3. To load your new roster, highlight the roster in the Roster list and click **[Load Roster]**. Or just double-click the roster.

To load another roster:
1. Select "Open Existing Roster" from the ROSTER menu.
2. Double-click the roster to view.

To view all rosters (all players):
1. Select "Open Existing Roster" from the ROSTER menu.
2. Double-click the "(Show All Rosters)" roster to view all players in all rosters.

Adding a Player

Click the **[New]** button or press INSERT. The "Roster Info" form below will appear. Add the appropriate information.

General Tab
- **Print on reports**—Check if you want the player to appear on "roster" reports. You have the option on reports to include only players "marked to print".

  Tip: To mark all players to print:
  1. Pull down the EDIT menu and click "Select All". All players will be highlighted.
  2. Click the [Edit] button.
  3. On the roster info form check the option "Print on Reports" and click [OK]. All players are now marked to print.

- **ID#**--ID# is required. (If you import players from\to the Handicap System, the ID# is used to match players.)
- **Gender**--The sex determines the pars, hole handicaps, and tees each player will play.
- **In Roster(s)**--Indicates which roster(s) the player is in.

Tournament Defaults Tab
 (These are the initial defaults a player will have when placed in any tournament)
- **Index**--If you choose to type in an index, TM can convert the index into a handicap. This conversion takes place when you select the course and tee the tournament is to be played on.
- **Handicap**--Type the player's current handicap. A two decimal handicap can be entered and used to show net standings to two decimal places, otherwise the handicap is rounded to a whole number when it is applied to the player's score card. Handicaps can also be converted to "points" for quota point tournaments.
- **Flight**--The flight may be set A to Z. Flights are used to pair players and\or flight tournament results. TM can automatically calculate flights for you in each particular tournament.
- **Tee Group**--Allows you to assign different tees\allowances to different groups of players. It can also be used to assure different groups of players are paired together.
- **Report Flags**--The report flag can be used to include\exclude players from any player reports. The letters A-Z and numbers 0-9 can be entered.   Each player can have up to 12 flags (characters) in the report flag field.

   Tip: You could mark a player with an "S" in his\her report flag. When you print the Skins Report, instruct TM to only include players with a "S" in the report flag in the skins report. The report flags also allow for multiple selection criteria. For example, assume you have some players that wish to participate in Gross skins, some in Net skins, and others in both. You could mark the report flags with a G for gross skins, an N for net, and a GN for both. When you print the skins report you can instruct TM to include only players with a G in reports flag on the Gross Skins and an N in reports flag for the Net Skins report.

- **Reserve cart**--Indicates if a player needs a cart.
- **Preferred Tee Time**--Indicates a player's preferred tee time. Early, middle, late, or no preference.
- **Group Text**--This field is transferred from the Handicap System and can be used to track additional information.
- **Miscellaneous Items**--5 extra fields are provided to track any additional information you need. See Miscellaneous Field Names on page 23.

Miscellaneous Tab
- **Amount Due, Due Date, Due Notes--**Use to track membership dues.
- **Miscellaneous fields**--These fields are provided for miscellaneous use. Type in any extra information you need to track. See Miscellaneous Field Names on page 23 for how to name custom fields. Any of the fields can be left blank. Any field can also be displayed on custom reports or views. See Custom Reports and Views on page 25.

Editing a Player
1. Move to the player. Type the first few letters of the player's last name, type player's ID number, or use the arrow keys.
2. Double-click the player or press the ENTER key to view the player's information.
3. Edit the appropriate information.

Deleting a Player
1. Highlight the player.
2. Click the **[Delete]** button to delete the player.

Sorting the Roster
1. Click the **[Sort]** button or select "Sort Membership Roster" on the VIEW menu.
2. The "Sort by" form will appear. Select the items you wish to sort by and click **[OK]**.

Running a Tournament

Creating a Tournament

To view the tournaments form, click the **[Change Active Tournament]** tab.

Use this form to start a new tournament, load another tournament, or delete a tournament. New tournaments can be added at any time. You can have any number of tournaments running simultaneously. Plus, "old" tournaments can remain in the program and be viewed at any time.

Loading a Tournament
Double-click the tournament to load.

Starting a New Tournament
Click the **[New Tournament]** button. The "New Tournament" form will appear. Type the date and tournament name.

Deleting a Tournament
Select the tournament to delete and click the **[Delete Tournament]** button. Type YES to verify deletion.

Setting Tournament Parameters

Click the **[Tournament Parameters]** tab to view Tournament Parameters.

Tournament Parameters

The following parameters can be varied to provide a wide range of tournament formats:

Number of rounds
You can have anywhere from one to five rounds in a tournament. Each round can be played on a different golf course if needed.

Number of teams
You can have from 1 to 200 teams in a tournament. Max of 400 players in a tournament. Note: If your tournament spans across multiple courses you can create a tournament for each course that will be played. In essence TM is then limited to 400 players per golf course.

Players per team
Number of players per team. Each team may have from 1 to 8 players.

Note: If you are running an individual tournament, the teams represent how golfers will be paired (who plays with who). Thus if you're running an individual tournament with 100 players and want to pair them into foursomes, you would set the number of teams to 25, with 4 golfers\team. When you print scorecards, each foursome will appear on each card. If you post scorecards for results, just print result reports for individuals to show standings.

Number of flights
You can have up to 26 flights. Flights are used to represent different handicap ranges. TM can calculate these ranges for you, or you can enter ranges manually. You can also use flights to show standings within each flight or build flighted teams.

Number of tees men\ladies will play
Set the number of different tees men and ladies will play. Each gender can play up to 5 different tees.

Playing 18 \ 9 hole rounds
Mark the appropriate option, 18 or 9 hole round tournament.

Use player's INDEX to calculate his\her handicap
Mark this option to force TM to calculate a handicap from the player's index. The following formula applies:

```
Handicap = (Index) x (Slope of Tee played) / 113
```

A handicap is determined by multiplying a player's Index by the Slope of the tee he\she will play and then dividing by 113. The resulting figure is rounded off to the nearest whole number (.5 or more is rounded upward).

Note: If you select this option, a player's handicap can not be manually changed. You must change the player's index for the handicap to change.

Course and tees to Play

You must specify a course\tees for TM to function properly. TM uses the pars, hole handicaps, ratings, and slopes to print scorecards and calculate tournament results.

Courses Button
TM allows your tournament to be played on any number of courses. To add or edit a course, click the **[Courses]** button.

Date
Type in the date of your tournament. If you are running a multi-round tournament you can set a different date for each round.

Course
Click the course drop down box and select the course to play. A tournament can be held on either an 18 or 9 hole course. If you don't see courses in the "Course" box, make sure you have the correct "Playing # hole rounds" marked. If you mark "Playing 18 hole rounds", only eighteen hole courses are displayed. If you are running a multi-round tournament you can select a different course to play for each round.

Tee Group #-Men\Ladies
"Tee Groups" allow you to assign different tees, allowances, and adjustments to different groups of players. The number of tee groups is set by setting the "Number of tees men will play" and the "Number of tees women will play".

Example: If you are having a tournament with men, women, and senior men...you may want the men to play the blue tees, women to play the red, and senior men to play the white. You would set the "Number of tees men will play" to 2 and the "Number of tees the ladies will play" to 1. "Tee Group #1-Men" would be set to Blue, "Tee Group #1-Ladies" would be set to Red, and "Tee Group #2-Men" would be set to White. See sample screen above. Men would be in "Tee Group #1", ladies in "Tee Group #1" and senior men in "Tee Group #2".

Handicap percent allowance--Handicaps can be adjusted if desired. The formula is:

```
Player's Tournament Handicap  =  Handicap  X  Percent Allowance
```

Type the % of the adjustment. If you do not want an adjustment, type 100% for each allowance. USGA recommends the following allowances for different tournament formats.

80% Allowance	90% Allowance	95% Allowance
	Men's Four-Ball Stroke Play. Better Ball Basis	Women's Four-Ball Stroke Play Better-Ball Basis
Men's-Best-Ball-of-Four Stroke Play	Women's Best-Ball-of-Four Stroke Play	
	Men's Four Ball Match Play Better-Ball Basis	Women's Four Ball Match Play Better-Ball Basis
Men's Best-Ball-of-Four Match Play	Women's Best-Ball-of-Four Match Play	
	Men's Two-Best-Balls of Four	Women's Two-Best-Balls of Four

Adjust all player's handicaps by:
You can adjust all player's handicaps in a particular "Tee Group" by any value (positive or negative). "0" would mean no adjustment is made to handicaps. Below is an excerpt from the USGA Handicap manual explaining why you may wish to make an adjustment to handicaps.

From USGA Handicap System Manual.
"Different tees usually have different Course Ratings. Since Course Ratings reflect the probable scores of scratch golfers, the higher-rated course is more difficult, and the player playing from the set of tees with the higher Course Rating receives additional strokes equal to the difference between the Course Ratings, with .5 or greater rounded upward."

"Example: If women playing from the forward tees from which the women's Course Rating is 73.5 compete against men playing from the middle tees from which the men's Course Rating is 70.9, the women will add three strokes (73.5 - 70.9 = 2.6 rounded to 3 strokes) to their Course Handicaps." (See Section 3-5 of USGA Manual for more information) Online at www.usga.org

If you were to apply the above example, you would set "Adjust all player's handicaps by" in the "Ladies Tee Group" to +3.

Advanced Options
Click the "Advanced Options" tab to see advanced options.

Display handicaps and quota to 2 decimal places
Check this option if you want handicaps or point quotas displayed to 2 decimal places. TM will also calculate "net" (net = gross – handicap) and quota results (results = points won – quota) to 2 decimal places. Some organizations like to break ties to one or two decimal places. If this is the case with your organization, mark this option. Note: TM can also break ties using USGA tie break system and other methods.

Only "total" scores will be entered for results
Check this option if you only wish to post totals for results, otherwise TM will let you post results hole-by-hole. Note: If you choose to enter only total scores, all result reports which rely on hole-by-hole information will be disabled.

Equitable Stroke Control
Mark this option to use the Royal Canadian rules for Equitable Stroke Control, otherwise United States Golf Association rules apply. Note: This option is only important if you are using our "Handicap System" in conjunction with the TM program. It has nothing to do with tournament results.

In a nutshell, Equitable Stroke Control (ESC) is used to downwardly adjust individual hole scores to produce an "Adjusted Gross Score", which is then used for handicapping. In other words, a player's handicap is based on his\her "Adjusted Gross Score", not Gross\Actual score. ESC prescribes a maximum number of strokes that can be used for any hole. This maximum is based on the

golfer's Course Handicap and is obtained from the table shown below. Note: You must enter scores hole by hole (use scorecard) for the software to automatically calculate an adjusted gross score.

Posting 18 hole scores and using an 18 hole handicap

USGA		RCGA	
Course Handicap	Limit on any hole	Course Handicap	Limit on any hole
9 or less	Double bogey	Plus or scratch	1 over par
10 through 19	7	1 through 18	2 over par
20 through 29	8	19 through 32	3 over par
30 through 39	9	33 and above	4 over par
40 and above	10	---	---

Posting 9 hole scores and using a 9 hole handicap

USGA		RCGA	
Course Handicap	Limit on any hole	Course Handicap	Limit on any hole
4 or less	Double bogey	Plus or scratch	1 over par
5 through 9	7	1 through 9	2 over par
10 through 14	8	10 through 18	3 over par
15 through 19	9	19 and above	4 over par
20 or more	10	---	---

For Team Handicap use

If you are running a "net" scramble, indicate how the team handicap is calculated here.

Show standing positions as

Select which way you wish "tied" positions to be shown on standings reports.

Show tied positions "1,1,2,3,3,3,4.." – If you mark this option and 2 players tie for first place, the 3rd person would be shown as coming in 2nd place on the report. If then 3 players tie for 3rd place the 7th player would be shown as coming in 4th place, etc…

Show tied positions "1,1,3,4,4,4,7.." – If you mark this option and 2 players tie for first place the 3rd person would be shown as coming in 3rd place on the report. If then 3 players tie for 4th place the 7th player would be shown as coming in 7th place, etc…

For Point Quota use

If you are running a Point Quota tournament, indicate how you want TM to produce the point quota.

Point Quota = X – Player's Handicap-- Mark this option to calculate a point quota from the player's handicap. A standard formula to produce a point quota from a handicap is (`Point Quota = 36 – handicap`).

Point Quota = Player's Handicap-- Mark this to indicate that the point quota is simply the player's handicap. This option is provided if you are using a player's handicap to represent his\her point quota.

Value will be typed in-- If you select this option you can type in a point quota for each player. Simply double-click the player to bring up his\her "Tournament Info" form and type in the Point Quota.

Tip: You can load the sample custom view "Results-Point Quota" to show "Points Quota" instead of handicaps on your main viewing screen. See Custom Reports and Views on page 25 for how to create your own custom views and reports.

Points awarded for

If you are running a points tournament ("Stableford") or quota points tournament, type in the point values you wish to award for par, birdie, eagle, etc.

Note: The values assigned here are only relevant when you print out a report that shows point standings.
Tip: You can load the sample Custom view "Points Won" to show points on your main viewing screen. See Custom Reports and Views on page 25 for how to create your own custom views and reports.

Sign Up Players

The Sign Up Sheet allows you to sign up each player that will participate in your tournament. When you sign up a player you can also set handicaps, flights, tee groups, reserve carts, indicate preferred tee-times, etc.

It is important to note that when you sign up a player in a tournament, TM copies the handicap and other tournament defaults he\she has in the membership roster at that moment in time to the tournament. This features allows one player to have a different handicap, flight, tee group, etc in any number of tournaments. It also means that if you go to the membership roster and change the player's "Tournament Defaults", it will not automatically change for each tournament they are signed up in. To change the handicap, flight, tee group, etc for a player in a specific tournament, go to the "Sign Up Sheet" or "Tournament Sheet" of that tournament and change the player's information there.

To view the sign up sheet — Click the **[Sign Up Players]** tab.
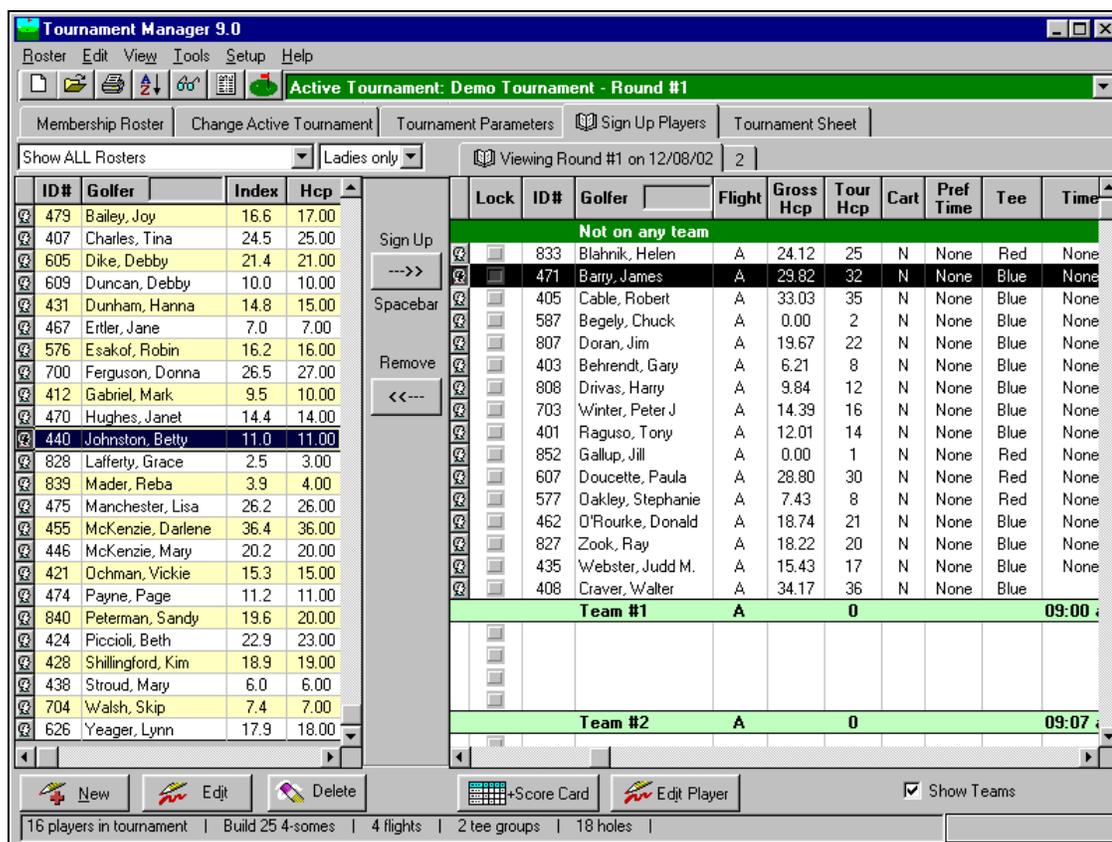
Signing up a golfer to play

There are four ways to sign up a golfer to play:
1. Drag the icon to the left of each player's name and drop it on whichever team you wish him\her to be on.
2. Press the SPACEBAR to sign up a player.
3. Highlight the player on the left side of the screen and click the **[Sign Up]** button. The player will move onto whatever team is highlighted on the right.
4. Highlight the player on the left side of the screen, right-click the mouse and select "Sign up" on the drop down menu. The player will move onto whatever team is highlighted on the right.

Tip: TM uses the standard Windows keys to select multiple items(players) from a list. Hold down **SHIFT** *key while clicking to select a range of items(players) from a list. Hold down the* **CTRL** *key while clicking to select multiple individual items.*

Tip: To quickly find a player in a long list, type the first few letters of the player's last name or type his\her ID#

Tip: If you are going to let TM automatically build teams, it does not matter which team you initially sign a golfer up to play on. You are going to later let TM build the teams.

Editing Player's Tournament Info

Move to the player. Type the first few letters of the player's last name, ID#, or use the ARROW keys. Double-click the player or press ENTER to see the player's "Tournament Info" form. Change the appropriate information:

- **Team**--Team number the golfer will play on. You can type the team number the player will be on, but it's easier to drag and drop a golfer to the correct team. Drag the icon to the left of each player's name and drop it on whichever team you wish him\her to be on. Note: You only need to assign teams if it is a "pick your partners" tournament. TM has the capability to build teams automatically in seconds. See Building Teams on page 17 for more info.

- **Index--**Player's index. If you want TM to calculate the player's handicap from his\her index, make sure "Use player's INDEX to calculate his\her handicap" is marked on the "Tournament Parameters" form. See Setting Tournament Parameters on page 8.

- **Gross Handicap**--This is the player's gross handicap before any adjustment for handicap allowances or handicap adjustments. If you are NOT using the index to calculate the handicap, the handicap is simply the value that you type in. If you are using the player's index to calculate the Gross handicap the formula is:

  ```
  Gross Handicap = Index X (Slope of tee played / 113)
  ```

  Tip: Click the value for gross handicap and TM will show you exactly how it was calculated.

- **Tournament Handicap--**The handicap used in the tournament. The tournament handicap is calculated as follows:

  ```
  Tour Hcp = (Gross Hcp X %Allowance) + Handicap adjustment
  ```

  * %Allowance is the handicap percent % allowance set in Tournament Parameters.
  * Handicap adjustment is the adjustment to player's handicaps set in Tournament Parameters.
  Tip: Click the value for tournament handicap and TM will show you exactly how it was calculated.

- **Flight**--Flight player is in.
- **Tee Group--**Tee group player is in.
- **Reserve Cart**--Mark if you need to reserve a cart for this player.
- **Preferred Tee Time**--Indicates when a golfer prefers to play, early, middle, late, or no preference.
- **Report Flags**--The report flag can be used to include\exclude players from any player reports. The letters A-Z and numbers 0-9 can be entered. Each player can have up to 12 flags (characters) in the report flag field.
- **Miscellaneous Items**--5 extra fields are provided to track any additional information you need.

*Tip: To change values for multiple players, highlight the players you wish to change the value for. Click the **[Edit]** button. Type in the appropriate values\info and click OK. All players will now have this value\info.*

Updated indexes \ handicaps from the membership roster

If for some reason you want to re-copy indexes \ handicaps from the "Membership Roster" to the tournament you are viewing, select "Update handicaps from roster" on the TOOLS menu. Type YES to update the handicaps.

Using the Tournament Sheet

Before you send golfers out to play you usually have the following four "optional" steps:

1. Assign the flights.
2. Build the teams and select the trial you want to use.
3. Set tee-times.
4. Print scorecards or pairing reports.

These steps are accomplished in the Tournament Sheet. To view the Tournament Sheet, click the **[Tournament Sheet]** tab.

Note: If you do not see the same columns in this sample screen, pull down the view menu and select "Default View".

The tournament sheet allows you to assign flights, build teams (automatically or manually), set tee-times, and view your pairings. Participating golfers are displayed in the list. Each column indicates the following:

- **Lock** - Indicates that a player is locked on his current team. Press the spacebar to lock\unlock a player or simply click the check box.
- **Team** - Displays the team the player is on.
- **Flight** - Player's current flight.
- **Gross Hcp** - This is the player's gross handicap before any adjustment for handicap allowances or handicap adjustments.
- **Tour Hcp** - The player's tournament handicap.
- **Score -** Score the player shot.
- **Cart** - Indicates if the player requires a cart.
- **Pref Time** - Preferred Time. Time golfer prefers to play. Early, middle, late, or no preference.
- **Tee Grp** - Player's current tee group.
- **Tee** - Tee color golfer will play.
- **Time** - Tee-time.
- **Hole** - Start hole.
- **Report Flags** - Indicates if the player is "flagged" to appear in the certain reports.

Changing how you view information on the screen

To change what information you view on the screen, select "Custom Views" on the VIEW menu. Load any of the "sample" views or create your own. See Custom Reports and Views on page 25 for details.

Tip: To show only players on the screen, pull down the VIEW menu and UN-check the "Show Teams" option. To show teams, check the "Show Teams" option.

Changing how information on the screen is sorted

To change how your view is sorted, select "Sort Tournament Sheet" on the VIEW menu. You can sort by any column or multiple columns.

Note: If you are viewing only players on the screen (no teams in the view), sorting the view sorts the entire list.
Example: If you want your Tournament Sheet sorted by player's name, make sure the "Show Teams" option is NOT checked. Click the sort button, and sort by name.

Note: If you are viewing teams and players on the screen, when you sort the view you are actually "sub-sorting" the players on each team. *Example: If you want to sub-sort your teams by gender, and then handicap, make sure you are looking at a view that shows the player's gender and handicap. Also make sure the "Show Teams" option is checked. Click the sort button, and sort by gender and handicap. The sample screen below shows each team sorted by gender (ladies are first) then each gender is subsorted by handicap.*

Note: The way players are sub-sorted on teams is the way they will appear on scorecards and pairing reports. In other words, the order in which players are displayed on the screen is the order they will appear on reports.

Setting Flights

Flighting Players

To automatically flight players, select "Automatically flight players" on the TOOLS menu. The "Flight Players" form will appear.

Flight 24 players

Determine flights using [Handicap ▼]   [4 ▼] Number of flights (1-26)

Players		
Flight	Player	Handicap
A	Gallup, Jill	1
A	Lafferty, Grace	4
A	Mader, Reba	5
A	Heron, Scott	6
A	Ertler, Jane	8
A	Leonetti, Joe	10
B	Duncan, Debby	11
B	Johnston, Betty	12
B	Matero, Donald	12
B	Mackey, Al	13
B	Dunham, Hanna	16
B	Hughes, Janet	16
C	Esakof, Robin	17
C	Begley, Chuck	18
C	Fuller, Richard	18
C	Green, Ray	18
C	Giordano, James	19
C	Sweeney, Tom	21
D	Fernandez, Michael	23
D	Gabriel, Paul	24

Flight Ranges			
Flight	# Players	Low Range	High Range
A	6	----	10.00
B	6	10.01	16.00
C	6	16.01	21.00
D	6	21.01	9999.99

[Automatically set ranges above...]

[Ignore ranges...put equal number of players in each flight]

[Change Selected Player(s) Flight]   [✔ OK] [✗ Cancel]

TM can automatically determine flights by player's handicaps, gross score, or net score. Usually you flight players by handicap, but flighting players by gross or net scores can be useful if you are running a multi-round tournament, and you need to flight players by scores shot in previous rounds. Drop down the "Determine flights using" box to select how you wish to flight players.

TM lets you set flights using one of four ways:

1. **TM can automatically set the ranges for each flight and flight players accordingly.**
   Click the **[Automatically set ranges above]** button and TM will try to determine flight ranges by putting an equal number of players in each flight. Click **[OK]** to close the form and apply the flights to your players.

   Note: TM will <u>set the boundaries for each flight</u> and try to put an equal number of golfers in each flight. But, it is not always possible to put an equal number of golfers in each range. For example, if you were flighting by handicap and you have 100 golfers and 4 flights, then you want 25 golfers in each flight. However if 30 of the golfers have a handicap of 10, then at least one flight must have 30 golfers and the rest something less.

2. **TM simply puts an equal number of players in each flight.**
   Click the **[Iqnore ranges…put equal number of players in each flight]** button and TM will simply put an equal number of players in each flight. Click **[OK]** to close the form and apply the flights to your players.

   Note: TM automatically flights your players with an equal number of golfers in each flight regardless of flight handicap boundaries. For example, if you were flighting by handicap and you have 100 golfers and 4 flights, then you want 25 golfers in each flight. TM simply sorts your list by handicap and puts the first 25 golfers in flight A, next 25 in B, next 25 in C, and last 25 in D. Note that if golfer 25 and 26 both have a handicap of 10, you will have a 10 handicap golfer in flight A and a 10 handicap golfer in flight B.

3. **You can manually set the flight ranges and TM flights players accordingly.**
   In the "Flight Ranges" table, type the "High Range" for each flight. The number of players in each flight is automatically calculated. TM will use the range you type for each flight to determine each player's flight. Click **[OK]** to close the form and apply the flights to your players.

4. **You can manually set flights for each individual player or a range of players.**
Select a player or range of players in the "Players" list. Click the **[Change Selected Player(s) Flight]** button or right-click the player to set the flight. Remember, you can select a range of players by clicking and dragging your mouse to select multiple players, or by holding down the SHIFT or CTRL key.

Tip: Many tournaments are run so that a player's flight is determined after the first or second round. For example, assume you are running a 2 day tournament with 100 players. The first round will be a qualifying round to determine four flights and the second day you will have flight winners. To automatically flight players based on previous round's results simply set "Determine Flights using" to gross or net score.

Flighting Teams
To automatically flight teams, select "Automatically flight teams" on the TOOLS menu. The "Flight Team" form will appear. Flighting teams works exactly the same way as flighting players…see above for details.

Building Teams

TM allows you to manually build teams, or it can automatically build teams for you. TM provides a wide range of powerful pairing options. For example, you can let TM build simple foursomes requiring an A,B,C,D golfer in each foursome. Or you could set TM to build a complex 2 men 2 women in each foursome, each from a different club (group), pure with respect to walk\ride, considering each golfer's preferred tee-time, trying to balance each foursome A,B,C,D, ... while trying to maintain equal team handicaps.....while making sure that each successive event each golfer does not have the same partners. You know how long that would take to do manually; TM does it in a matter of seconds!

Building Teams Manually
To build teams manually simply drag the icon to the left of each player's name and drop it on whichever team you wish him\her to be on. Or double-click the player to bring up his\her "Tournament Info" form, type in the correct team number and click OK.

Building Teams Automatically
To build teams automatically, pull down the TOOLS menu, select "Automatically build teams", and choose one of the following:

- Equal
  Calculates xsomes with total group handicaps as close as possible for each xsome.

- Balanced
  Calculates xsomes with a balanced number of flights in each xsome. For example, a balanced foursome would try to produce an A,B,C,D in each foursome while trying to maintain equal team handicaps.

- Flighted
  Calculates xsomes with the same flight in each xsome. For example, a flighted foursome would try to produce an A,A,A,A in each foursome while trying to maintain equal teams. The next set of foursomes would be B,B,B,B...etc.

- Low to High Handicap
  Calculates xsomes with lowest handicap golfers on team #1 and highest handicap golfers on the last team.

- High to Low Handicap
  Calculates xsomes with highest handicap golfers on team #1 and lowest handicap golfers on the last team.

- Play with all
  Calculates xsomes, making sure each golfer plays with a different set of golfers for each successive event. TM calculates up to 24 events, or until each golfer has played with every other golfer. For example, if you had a group of 20 golfers that you wanted to pair into twosomes, TM would calculate 19 events in which every golfer plays with every other golfer one time.

- Total Gross\Net score
  If you are viewing round 2, 3, or 4 of a multi-round tournament you have the option to build teams by total gross or total net scores. Click the appropriate option. TM will automatically build teams with highest gross\net golfer to lowest gross\net golfer.

Setting Priorities and Trials on the Calculate Form

After selecting equal, balanced, or flighted, the "Calculate Form" will appear. This form gives you several options to customize team pairings.
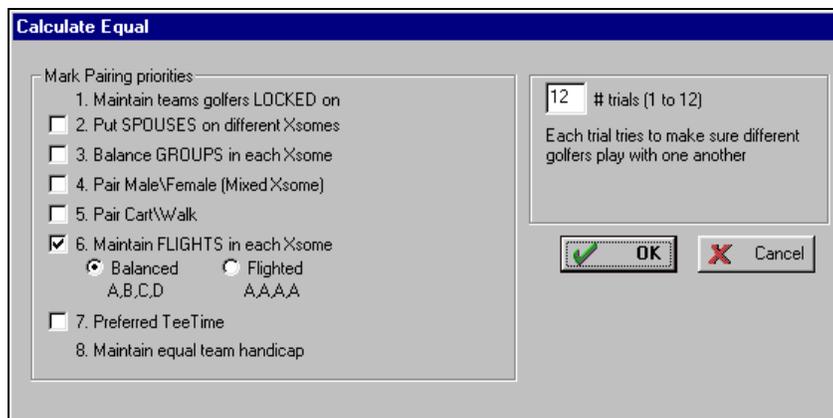
Pairing Priorities

Select the options you want TM to consider while building teams. TM follows an order of priorities when trying to build the teams you specify. This means TM builds teams, making sure it maintains each priority in the order they are listed. For example, if you mark "Pairing Priorities" 4-Pair Male\Female and 7-Preferred Tee-Time, TM would first try to build mixed Xsomes and then try to give preferred tee-times.

1. **Maintain teams golfers locked on**
   TM allows you to lock any number of players on the same team. This allows you to manually build some teams (or parts of teams) and let TM automatically pair the rest. A player is locked on a team if a "Check" appears in the "Lock" column (this is the first column on the view list).

   Tip: To lock or unlock all players, pull down the EDIT menu and click "Select All". All players will be highlighted. Right-click any player and select "Edit player's Tournament Info". Check or uncheck the "Lock On Current Team" box and click [OK]. All players are now locked or unlocked.

   Note: Once a player is locked on a team, he\she will remain on that team no matter what (unless you have locked more players on a team than allowed). This is TM's first priority...to maintain locked players. The more players you lock together, the more you restrict TM's pairing choices. If you notice that TM is building "poor" teams, it probably means that you have so many players locked that TM's pairing choices are severely restricted.

   Example: If you have 3 golfers that must play together, place them on the same team and make sure each is locked on that team.

2. **Put SPOUSES on different Xsomes**
   Mark this option if you do NOT want spouses on the same team. TM tries to make sure spouses do NOT appear on the same team. What TM is actually doing is trying to make sure players with the same last name do not appear on the same team.

3. **Balance GROUPS in each Xsomes**
   TM tries to spread players (from each different tee group) evenly throughout all xsomes.

   Example: Assume I'm running a tournament with 100 golfers. 25 are professionals and the other 75 amateurs. I want to calculate 25 equal foursomes with one professional per foursome and the remaining three amateurs. I would place all professionals in tee group 1 and all amateurs in tee group 2. Then when I mark "Balance Groups" and calculate pairings, it will assure that a professional appears in each foursome. Note: Another way to do this would be to lock each professional on a different team, then let TM build the teams.

4. **Pair Male\Female (Mixed Xsomes)**
   Mark this to produce mixed xsomes. TM will try to place an equal number of male\female in each xsome.

   Example: If you mark this option and calculate 4somes, TM will place 2 men and 2 women on each team.

5. **Pair Cart and Walk**
   Mark this and TM will try to keep riders and walkers together. If a golfer's "Reserve Cart" field (displayed under the

'Cart' column) is marked, he is considered a rider.

6. **Maintain FLIGHTS in each Xsome**
   Balanced - Tries to balance each xsome with different flights i.e. A,B,C,D,etc
   Flighted - Tries to keep each xsome pure with respect to flight i.e. A,A,A,A then B,B,B,B...etc

7. **Preferred Tee-Time**
   Tries to place golfers who prefer an early tee-time on the first few teams and golfers who prefer late tee-times on later teams.

8. **Maintain equal team handicaps**
   TM always tries to build equal teams. Maintaining equal team handicaps is TM's last priority, so remember, the more pairing options you select the more you restrict TM's capabilities of building equal teams.

Number of Trials
TM lets you calculate up to 12 trials. Each successive trial makes sure each golfer plays with a different set of golfers.

Selecting and Viewing Trials

After TM has calculated teams, it automatically loads in the 1st trial. You can select which trial you want to view\use. Click the **[Select Trial]** button on the bottom right corner of the form and type the trial number you wish to use.

Viewing All Trials
To view all trials, click the **[All Trials]** button. The screen displays all generated trials.

The top line shows the trial number for each column. The second line displays the widest xsome handicap spread in the trial. The third line displays the highest total xsome handicap, and the fourth line shows the lowest total xsome handicap. Each box shows the ID# and name of each player in the xsome. The handicap of each player appears with the total xsome handicap. Each successive trial tries to assure the same players do not repeat play. This is the purpose of trials...you can pick a group of xsomes that are different than the last time you played. This is especially important if you have the same people participating week after week.

View each trial and select the one that best suits your needs. You can click the **[Print]** button to print all trials to the printer, export to Excel, HTML, etc.

Setting Tee-times

The "Tee-Times" form lets you set tee-times, start holes, and cart numbers for each team. This information appears on the score cards and other reports. Select "Set tee-times" from the TOOLS Menu. The "Tee-Times" form will appear.

Tee Times

Team #	Team Name	Tee Time (hh:mm a/p)	Hole (##A/B)	Cart 1	Cart 2	Gross (Rnd 1)	Net (Rnd 1)
1	Team #1	08:00 am	1			359	294.00
2	Team #2	08:07 am	1			359	295.00
3	Team #3	08:15 am	1			355	291.00
4	Team #4	08:22 am	1			363	298.00
5	Team #5	08:30 am	1			387	322.00
6	Team #6	08:37 am	1			368	304.00
7	Team #7	08:45 am	1			0	0.00
8	Team #8	08:52 am	1			0	0.00
9	Team #9	09:00 am	1			0	0.00
10	Team #10	09:07 am	1			0	0.00

○ Shotgun Start (Start on different Holes)
● Regular Start (Start at different Times)
Increment time every [1] team(s).
Time increment between teeoffs. [07] [30] (MM:SS)

[✓ OK] [✗ Cancel]

[Sort] [Automatically fill in times for teams below the highlighted one.]

Automatic Options

Choose whether you are running a shotgun start (start on different holes) or a regular start (start at different times). If you choose a shotgun start indicate how to automatically increment holes every 1 team, 2 team, etc. If you choose a regular start indicate if you wish to automatically increment the time every 1 team, 2 team, etc. Also select what the time increment between tee-offs will be.

To automatically fill in the tee-times and start holes, type in the first team's tee-time and start hole and then click the **[Automatically fill in times for teams below the highlighted one]** button. TM uses the highlighted team's start time and hole as a starting point and increments the proceeding team's tee-times and holes accordingly.

Tip: The start hole can be split A, B, C, D, etc. For example, a team can start from hole 1A, 1B, 1C, etc.

Tip: You can also sort the "Tee-Times" form for quick auto entry. For example, assume you are running a multi-day tournament and you are viewing day 2. You want the team with the highest net score from round 1 to tee off first and the lowest net to tee off last. Pull up the "Tee-Times" form, and click the [Sort] button. Sort by Net, High to Low. Now teams are sorted by net high to low. Assign the first teams' tee-time and click [Automatically fill] button so that TM assigns the rest. The highest net team is assigned the first tee-time down to the lowest net team which is assigned the last tee-time.

Manual Options

To manually set the tee-time and start hole simply type in the time and start hole for each team.

Note: You can also change team names and cart numbers on the tee-time form. Plus you can also edit any team's name, sponsor, flight, tee-time, start hole, and cart number by double clicking the team on the "Tournament Sheet" and typing in the appropriate information.

Posting Tournament Results

After the golfers have played you have the option to post scorecards and print results.
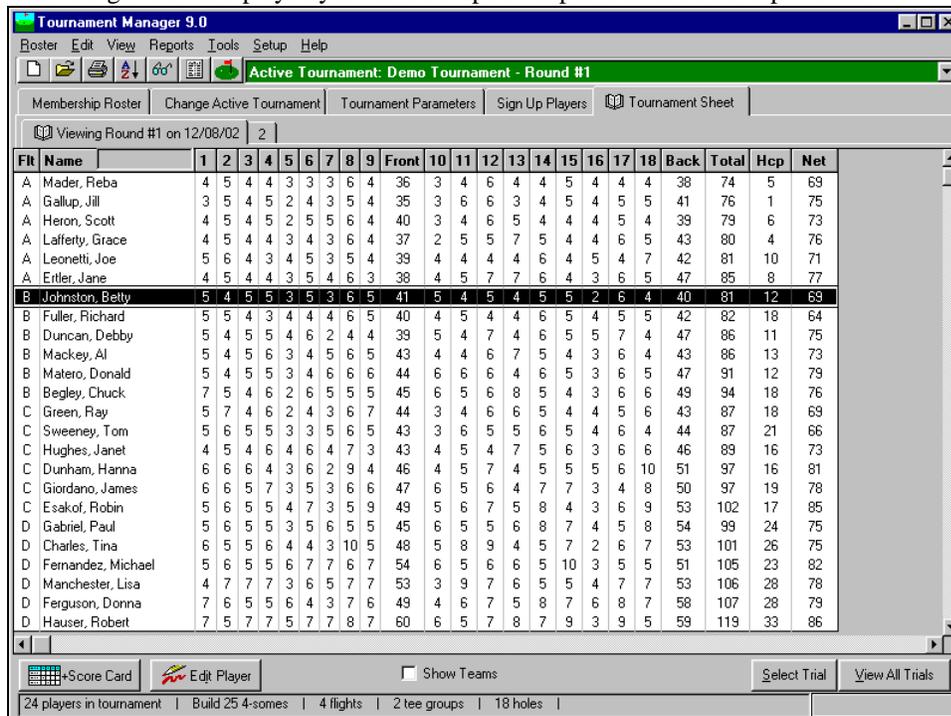
Tip: A quick way to see results on the main screen is to load in one of the "sample" results view. Pull down the VIEW menu and select "Custom Views". To see hole-by-hole results load the "(Results-Hole by Hole)" view. To see total results load the "(Results-Current Round)" view. These views are simply sample views, you can create any type of view you wish. See Custom Reports and Views on page 25 for details.

Posting A Score

1. Select the player. Type the first few letters of the player's last name or use the arrow keys.

2. Press the '+' key, click the **[Score Card]** button, or right-click the player and select "Edit player's score card". The player's score card will appear.

3. Enter the hole scores for the player, and press "+" or ESC.
    Note: Scores can be entered hole by hole, or just total scores can be entered. To enter totals only, click the **[Tournament Parameters]** tab, click the **[Advanced Options]** tab and mark the option "Only total scores will be entered for results.
    Note: If you choose to enter only total scores, all of the reports which rely on hole by hole information will be disabled.

Tournaments with Multiple Rounds

If your tournament is composed of multiple rounds, the "Round" tab displays the round number you are currently viewing. To view another round, simply click the round number you wish to view.

Notes:
A player can be on a different team, have a different handicap, flight, tee, etc in each round. When you move to another round, TM gives you the option to copy information from the current round to the next round. For example, you may wish your players to be on the same teams, have the same handicaps, flights, etc. in round #2 that they had in round #1. If so, check the appropriate options.

When you build teams, set flights, enter scores, etc, that information applies only to the round you are currently viewing.

You can change your view at any time to see multi-round info. Pull down the VIEW menu and select "Custom Views". To see hole-by-hole results load the "(Results-Hole by Hole)" view. To see totals results load the "(Results-Current Round)" view. To see totals for all rounds load the "(Results-Totals with itemized round info)". These views are sample views, you can create any type of view you wish. See Custom Reports and Views on page 25 for details.

Many tournament managers build teams based on scores players have shot in previous rounds. For example, in a professional four day tournament, players with the lowest total gross scores usually tee off last. In this case you would want to build teams by total gross score (high to low) and set tee-times in this order. To pair golfers by total gross score: Click the ROUND # tab to view the correct round. Pull down the TOOLS menu and select "Automatically build teams by Total Gross Score". Select "High Gross to Low Gross".

Calculating a Handicap based on one score

TM allows you to calculate a "Callaway" style handicap for players using just one round. To handicap players:
1. Pull down the TOOLS menu and select "Automatically handicap players".
2. Select the method to use. Two methods of handicapping are available. See below.
3. Type in which flight to handicap or type "ALL" to calculate handicaps for all players.

Scheid System

The Scheid System is the United States Golf Association's "callaway" style handicap system. It is a "worst holes" system for un-handicapped events, much like the Callaway System. However, unlike the Callaway system, which almost always assures the golfer with the low gross score wins the low net competition, the Scheid system is designed to give all players an equal chance to win. The system uses the following table to calculate handicaps:

SCHEID SYSTEM							
SCORE							DEDUCT
-	-	72	73	-	-	-	no holes and adjustment
-	74	75	76				1/2 worst hole and adjustment
-	77	78	79				1 worst hole and adjustment
-	80	81	82	83			1-1/2 worst hole and adjustment
-	84	85	86	87			2 worst hole and adjustment
-	88	89	90	91			2-1/2 worst hole and adjustment
-	92	93	94	95			3 worst hole and adjustment
-	96	97	98	99			3-1/2 worst hole and adjustment
100	101	102	103	104			4 worst hole and adjustment
105	106	107	108	109			4-1/2 worst hole and adjustment
110	111	112	113	114			5 worst hole and adjustment
115	116	117	118	119	120		5-1/2 worst hole and adjustment
121	122	123	124	125	126		6 worst hole and adjustment
127	128	129	130	131	132		6-1/2 worst hole and adjustment
133	134	135	136	137	138		7 worst hole and adjustment
139	140	141	142	143	144		7-1/2 worst hole and adjustment
145	146	147	148	149	150	151	8 worst hole and adjustment
Adjustment to Deduction							
-3	-2	-1	0	1	2	3	

- No hole may be scored at more than twice its par.
- Half strokes count as whole.

- The 17th and 18th holes are never deducted.
- Maximum handicap is 50.

Peoria System

Another alternative is to use a hole score selection system, often called the "Peoria System". With this system, the tournament committee secretly selects a par-3 hole, a par-5 hole and four par-4 holes from an 18-hole course. The par-4s should be representative in difficulty with two chosen from the front nine and two from the back nine. TM calculates the handicap by adding the player's strokes over par on the six selected holes and multiplying that number by 2.8. This will become the golfer's handicap...to be deducted from his gross score. Furthermore, no more than a maximum of three over par on the par-3 and par-4s, and four over par on the par-5 is allowed.

Miscellaneous Field Names

You can set up TM to track any information you wish for each player. To do this, pull down the SETUP menu and select "Options".

Seventeen miscellaneous fields are provided. The first five miscellaneous fields (1 to 5) are special in that the value can be different in each tournament. Just like a player can have a "default" handicap in the membership roster and a different handicap in each tournament he\she participates, these 5 fields can have a default value and a different value in each tournament. The other miscellaneous fields (6 to 17) have the same value in all tournaments, just like a player has the same name in all tournaments. Name each field anything you like. Custom views and custom reports can include any miscellaneous field. Miscellaneous fields 1,2,3,4 and 5 can also appear on several standard reports, including the Signup Sheet, Registration Sheet, Team Pairing Sheet, and Cart Signs.

Standard and Custom reports

TM offers two types of reports: Standard and Custom.

Standard reports have "set" layouts. Standard reports appear in a columnar format. When you are viewing a standard report, you will see column headers, numbered from 1 to X. If you choose, any column can be expanded or completely eliminated by clicking on the column separator and dragging the column header left or right. Reports include:

Pre-Tournament	Post-Tournament (Results)
• SignUp Sheets • Registration Sheets • Score Cards • Team Pairings (Sheets & Labels) • Membership Directories • Mailing Labels • Cart Signs	• Scramble Tournament Results (Stroke, Match, and Points) • Aggregate Tournament Results (Stroke, Match, and Points) • Best\Better Ball Tournament Results (Stroke, Match, and Points) • Individual Results (Stroke, Match, and Points) • Course Results • Skins All reports can be gross and\or net (handicapped)

Custom reports let you create your own report layout. Several "sample" layouts have been created for you to choose from, however you can also create any number of report layouts which display only the items you choose.

Tip: Any report can be saved in several formats, including HTML (web based), Excel, or TAB delimited. Pull down the FILE menu and select "Save\Export as". TM creates a Html (web format), Excel (Microsoft Excel format), or Text (TAB delimited) file, which can be imported into web pages, browsers, spreadsheet applications and word processing programs.

Viewing\Printing a report

To print a report:
1. Click the REPORTS menu and choose the report to print.
2. (Optional) Change report parameters to customize your report. You can select which items appear on the report, fonts, text size, styles, headers, etc.
3. The report is displayed.
4. Print the report on paper or export it as a file. Click on the **[Print]** button.
5. Repeat steps 1 to 4 for each additional report you need to print.

Custom Reports and Views

Custom views\reports provides powerful features that lets you customize exactly what information you wish to view or report. Custom views\reports are laid out in a columnar format. In other words, each row consists of a player, and each column displays information about the player. You can create any number of report\view layouts.

VIEWS
A custom view lets you determine how you want to view information on your "Membership Roster" or "Tournament Sheet" screen. To load, create, edit, or delete a custom view, pull down the VIEW menu and select CUSTOM VIEWS. Just like reports, views can be printed or exported at any time. *Tip: Feel free to experiment. Any view you create can be altered or deleted at any time. There are several sample views that you can use. Feel free to load them to see what information they display on the screen. Also feel free to edit these layouts. They will give you a good idea of how views are created.*

REPORTS
A custom report lets you select how you want information displayed on a report. To load, create, edit, or delete a custom report, pull down the REPORTS menu and select "Membership Roster (Custom Reports)" or "Tournament (Custom Reports)". There are several sample report layouts that you can view or experiment with.

Creating a Custom View\Report Layout
Custom reports and custom views work the same. For simplicity "reports\views" will be referred to as only "reports" for the remainder of this documentation.
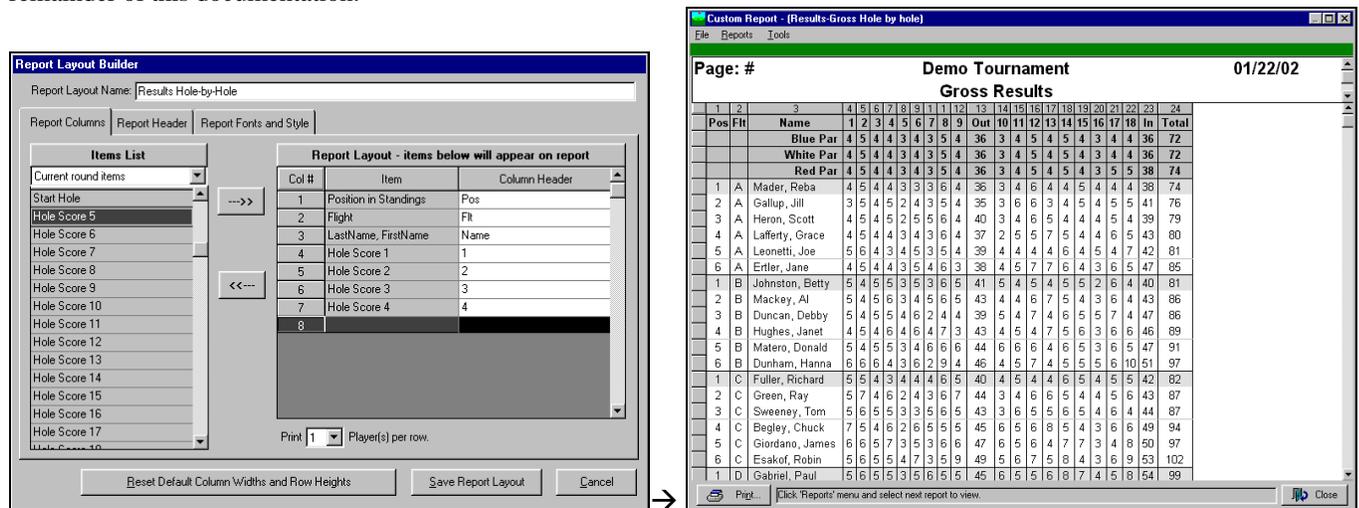
Design a report\view layout. Save it. And display a report\view using this layout at any time.

To create, load, edit or delete a custom report, click the REPORT menu and select "Custom Reports". A list of all report layouts you have created will appear.
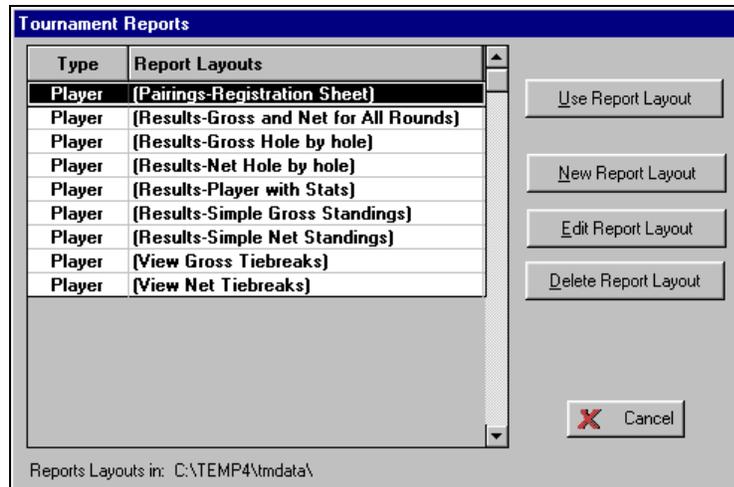
1. To view a report - Double-click the report layout or click the **[Use Report Layout]** button.

2. To create a new report layout - Click the **[New Report Layout]** button.
3. To edit a report layout - Click the **[Edit Report Layout]** button.
4. To delete a report layout - Click the **[Delete Report Layout]** button.

Building a New Report Layout

Click the **[New Report Layout]** button. A box will appear asking for the Report Layout name. Enter the name of the layout. Click OK and the Report Layout Builder will appear:

On the form you will notice two columns. The column on the left is the ITEMS LIST, which contains items that can be placed on the report. The column on the right is the REPORT LAYOUT, which shows items that will appear on the report.

Selecting an Item to place on a report

Items are listed in different categories so that you can quickly find them. At the very top of the ITEMS LIST you will notice a drop down list box. This box contains the different categories available. Select the items category you wish to view. For example, the category currently selected in the above sample screen is "General player items". See the table "Items that can be included on Custom Report \ View Layouts" on page 31 for the different categories and items you can place on reports.

Add an item to a report

Double click the item on the ITEMS LIST (left side) and it will move to the right (on the REPORT LAYOUT). You will notice when you add an item it is inserted on the column currently highlighted on the REPORT LAYOUT.

Remove an item from a report

If you need to remove an item from the REPORT LAYOUT, double click it to remove back to the ITEMS LIST.

Customizing Column Headers

TM automatically inserts a "Column Header" for each item you place on a report layout. However, if you do not like the default, you can change this at any time. Simply edit the "Column Header" and type the text you wish to appear.

There are two special items you can type in a column header to instruct the program to insert special information:
- <FIELDNAME> - Inserts the "name" of the field. Use this to insert the name of a "Miscellaneous" field. See Miscellaneous Field Names on page 23 for information on creating "Miscellaneous" fields.
- <L> - Will cause the text that appears after this to be on the next line.

Example: Assume you place the item "Amount Due" on your report layout. You type the following in for the Column Header: Amount<L>Due

When you view this report, the column header would appear as:

> Amount
> Due

<L> instructs the software to move proceeding text to the next line in the column header.

Number of Players per row
The box under the Report Layout List, "Print X player(s) per row", lets you indicate how many players you want to display per row. The default is one and usually you will only want to display one player per row. However you may show up to three players per row. An example may be if you want a simple telephone directory with just the player's name and phone number. You may wish to display 2 or 3 players per row to save paper, and the width of the report would not be too wide to accommodate this.

Report Headers

Click the "Report Header" TAB to see which items will appear on the report header.

A report can have up to three lines on its header. Simply type the text you want to appear on the report header or drop the list box and select one of the following items:
- (Roster Name) - Displays the name of the active roster.
- (Tournament Name) - Displays the name of the tournament you are currently working with.
- (Course Name Played) - Displays the name of the course being played.
- (Current Round - <ROUND#> on <ROUNDDATE>) - Displays the current round's number and date. For example if you are viewing round #3 on 6-7-03, the header would print "Round #3 on 06/07/03".

You can also check one of the following to appear on the report:
- Page Number
- Report Date (Current Date)
- Report Number (TM will display the report number you type in.)

Report Fonts and Styles

Click the Report Fonts and Styles TAB to see how fonts and grid lines will be displayed on the report.
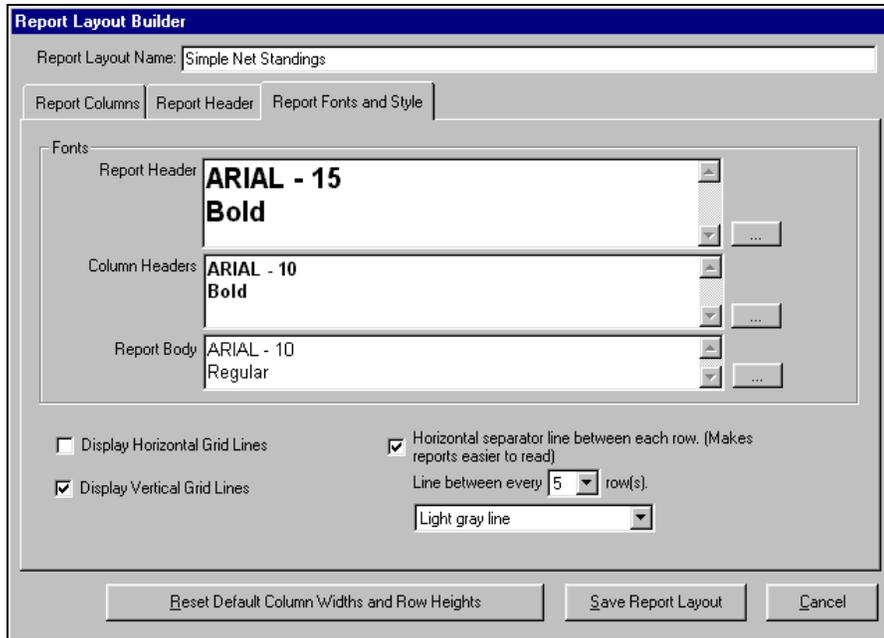
You can set font styles for the Report Header, Column Headers and Report Body. Just click the box to change the font and size. If you wish to display heavy horizontal or vertical lines to separate rows or columns, check the "Display Horizontal" or "Display Vertical Grid Lines" check box. You can also display a lighter line between rows by checking the "Horizontal separator line between each row". Then select the shade of the line...light gray, gray, or black.

Tip: Placing light lines between rows on wide reports make them easier to read. Check the horizontal and vertical grid lines options to make web reports easier to read.

Using Report Layouts

Click the **[Use Report Layout]** button to view the report. When you use a report layout the following screen appears:
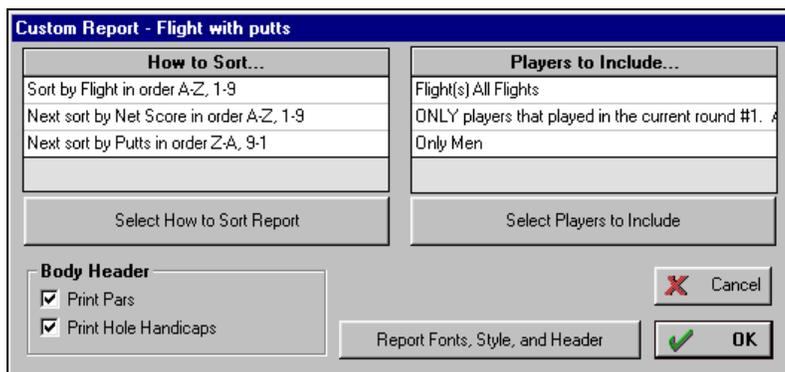
Sorting a report

Click the **[Select How to Sort]** button and select the columns to sort by.

You can sort up to three columns simultaneously. Columns can be sorted ascending or descending. TM automatically saves how the report was last sorted...so this will be how it is sorted the next time it is displayed.

Example: Assume you wanted a report to show flight winners by net with a tie break using fewest putts. You would set your report to sort first by flight (A to Z), then net (1 to 9), and finally putts (1 to 9).

Filtering Players

Click the **[Select Players to Include]** button to customize which players you want included on the report:

- **Include Flight(s)--** Select "All flights" to show all flights on the report. If you only want specific flights on the report, type the flights to display in the box. For example, to display only the A and B flights, type AB in the flight box.
- **Report Flags--** Type in appropriate flag to only include players with that particular flag.
- **Include only players that played in the current round--** If you check this box, only golfers that played in the round (the round you are viewing) will be displayed on the report.
- **Gender--** You can select to include only men, ladies, or both.

Note: TM automatically saves how the report was last filtered...so this will be how it is filtered the next time it is displayed.

Resizing Columns and Rows

The FIRST time you display a report, TM automatically sets the column widths to the defaults. In most cases you will want to resize the columns to fit your own specifications. You will notice that columns are numbered 1,2,3,etc. Columns can be resized by clicking the line between the column numbers and dragging right (make the column bigger) or left (make the column smaller).

Row heights can also be changed. Click the row sizer on the left side of the screen and drag down (make the row bigger) or up (make the row smaller). TM will ask if you want all rows the same size. If YES then all rows will be resized, if NO then only the selected row will be resized. TM automatically saves the column widths and row sizes you have set...so the next time you display the report layout it will use the widths you have specified.

Tip: You can quickly eliminate a player from a report by resizing his\her row so that it is no longer visible. To quickly set column widths back to the defaults, Pull down the TOOLS menu and select "Reset column widths".

Exporting Reports to other programs (Html, Excel, or Text formats)

To export a report, click the **[Print]** button. Click the **[Export to Html, Excel or Text File]** button. Select the correct format and save the report.

Any standard report, custom report, or list view can be saved into a HTML or EXCEL file format. HTML is the universal format for viewing on the web or transferring reports and data from one program to another. This means you can view\import into any program that supports HTML without losing any formatting. HTML files can be imported directly to your website. Or pass reports to members. As long as they have a web browser, MS Word, MS Excel, or any program that reads HTML, they can view the report. HTML can also be imbedded in an email.

Tip: To export data to any program-- Simply build a custom report with only the items you wish to export, generate the report and save as a HTML or Excel file for import into a database or spreadsheet program.

Items that can be included on Custom Report \ View Layouts

Player's General Items	Description
Position in Standings	Displays the position number of the player according to how the report is being sorted.
ID Number	Player's ID Number.
Player Name	Name. You can choose to display name as "'lastname, firstname", "firstname lastname", or firstname and lastname in separate columns.
In Roster(s)	The roster the player is in.
Gender	Displays M or F for gender.
Email	Email address.
Home \ Work \ Fax Phone	Home \ Work phone.
Home \ Work Address	Player's full address.
Amount Due	Dollar amount due.
Due Date	Date the amount is due.
Due Notes	Notes about a player's dues.
Misc Text (5 fields)	5 custom text fields can be named anything.
Misc Date (2 fields)	2 custom date fields can be named anything.
Misc Number (5 fields)	5 custom number fields can be named anything.
Comments	Comments about player.
Misc Text (5 fields)	5 custom text fields can be named anything. Value can be different in each tournament.

Current Round Items (Round your viewing)	Description
Locked on Team	Indicates if a player is "locked" on a team.
Team #	Team number the player in on.
Index	Player's index.
Gross Handicap	Player's gross handicap for the tournament. If index is being converted to handicap then Gross Hcp = Index X (Slope of tee played / 113).
Tournament Handicap	Player's tournament handicap. Tour Hcp = (Gross Handicap X Allowance) + Handicap Adjustment.
Point Quota	Player's points quota.
Flight	Player's flight A,B,C,D, etc.
Tee Group	Tee group the player is in.
Group Text	Used to describe a group the player is in.
Cart	Indicates if a player requires a cart.
Reports Flag	Player's report flag(s).
Preferred Tee Time	Time golfer prefers to play. Early, middle, late, or no preference.
Course	Name of course played in the current round.
Tee	Name of tee played.
Tee Time	Tee-time.
Start Hole	Start hole.
Hole Score x (1 to 18)	Score shot on a hole. X – represents the hole number 1 to 18.
Total Front Gross Score	Total score shot on the front.
Total Back Gross Score	Total score shot on the back.
Total Gross Score	Total score shot for the current round.
Total Gross – USGA tiebreak	Displays total score, total for last 9 holes, last 6 holes, last 3 holes, and 18th hole. Usually placed on the report for sorting purposes. You can sort standings by "Gross-USGA tiebreak", but also hide this column.
Total Gross – Handicap hole tiebreak	Displays total score, and score shot on handicap hole 1, handicap hole 2, etc. Usually placed on the report for sorting purposes. You can sort standings by "Gross-Handicap hole tiebreak", but also hide this column.
Total Gross – Hole 1 to 18 tiebreak	Displays total score, and score shot on hole 1, hole 2, etc. Usually placed on the report for sorting purposes. You can sort standings by "Gross-Hole 1 to 18 tiebreak", but also hide this column.
Total Gross – Hole 18 to 1 tiebreak	Displays total score, and score shot on hole 18, hole 17, etc. Usually placed on the report for sorting purposes. You can sort standings by "Gross-Hole 18 to 1 tiebreak", but also hide this column.
Total Adjusted Gross Score	Adjusted gross score is the gross score adjusted for handicap purposes.
Points – Front	Points won on the front holes. Points are based on gross scores.
Points – Back	Points won on the back holes. Points are based on gross scores.
Points Total	Points won on all holes. Points are based on gross scores.

Quota Results = Points - Quota	Points won – (minus) player's quota.
Hole Net Score x (1 to 18)	Net score shot on a hole. X – represents the hole number 1 to 18. Net score is the actual score – (minus) handicap stroke(s) received on the hole.
Total Front Net Score	Total net score shot on the front. Net is actual score – (minus) handicap.
Total Back Net Score	Total net score shot on the back. Net is actual score – (minus) handicap.
Total Net Score	Total net score. Net is actual score – (minus) handicap.
Total Net – USGA tiebreak	Displays total net score, total net for last 9 holes, last 6 holes, last 3 holes, and 18th hole. Usually placed on the report for sorting purposes. You can sort standings by "Net-USGA tiebreak", but also hide this column.
Total Net – Handicap hole tiebreak	Displays total net score, and net score shot on handicap hole 1, handicap hole 2, etc. Usually placed on the report for sorting purposes. You can sort standings by "Net-Handicap hole tiebreak", but also hide this column.
Total Net – Hole 1 to 18 tiebreak	Displays total net score, and net score shot on hole 1, hole 2, etc. Usually placed on the report for sorting purposes. You can sort standings by "Net-Hole 1 to 18 tiebreak", but also hide this column.
Total Net – Hole 18 to 1 tiebreak	Displays total net score, and net score shot on hole 18, hole 17, etc. Usually placed on the report for sorting purposes. You can sort standings by "Net-Hole 18 to 1 tiebreak", but also hide this column.
Net Points – Front	Net Points won on the front holes. Points are based on net scores.
Net Points – Back	Net Points won on the back holes. Points are based on net scores.
Net Points Total	Net Points won on all holes. Points are based on net scores.
Putts	Player's putts for current round.
Fairways	Player's fairways for current round.
Greens	Player's greens for current round.
Earnings	Player's earnings for current round.
Gross Double Eagles	Player's double Eagles for the current round.
Gross Eagles	Player's eagles for the current round.
Gross Birdies	Player's birdies for the current round.
Gross Pars	Player's pars for the current round.
Gross Bogeys	Player's bogeys for the current round.
Gross Double Bogeys	Player's double bogeys for the current round.
Gross Triple Bogeys	Player's triple bogeys for the current round.
Gross Quad Bogeys	Player's quadruple bogeys for the current round.
Net Triple Eagles	Player's net (score minus handicap) triple eagles for the current round.
Net Double Eagles	Player's net (score minus handicap) double eagles for the current round.
Net Eagles	Player's net (score minus handicap) eagles for the current round.
Net Birdies	Player's net (score minus handicap) birdies for the current round.
Net Pars	Player's net (score minus handicap) pars for the current round.
Net Bogeys	Player's net (score minus handicap) bogeys for the current round.
Net Double Bogeys	Player's net (score minus handicap) double bogeys for the current round.
Net Triple Bogeys	Player's net (score minus handicap) triple bogeys for the current round.
Net Quad Bogeys	Player's net (score minus handicap) quad bogeys for the current round.

Totals for All rounds	Description
Total Gross	Player's total gross for all rounds.
Total Net	Player's total net (gross –minus hcp) for all rounds.
Total Gross Points	Player's total points (points based on gross score) for all rounds.
Total Net Points	Player's total points (points based on net score) for all rounds.
Total Results (Points – Quota)	Total of quota points "results" for all rounds.
Total Putts	Player's total putts for all rounds.
Total Fairways	Player's total fairways for all rounds.
Total Greens	Player's total greens for all rounds.
Total Earnings	Player's total earnings for all rounds.

Special Columns	Description
Vertical Lines 1-5	Displays a double vertical line on the column. Good for separating one section of columns from another.
Blank Column 1-5	Displays a blank column. No information will be inserted in this column. Good for reports where you may need a column to hand write information in.

Transfer Utilities

Transferring courses from the Handicap System

If you have the Handicap Management System you may want to transfer courses entered in the Handicap System to the Tournament Management System.

1. Pull down the TOOLS menu and select "Transfer to\from other modules."
2. Under the heading "Handicap System Transfers", click the button **[Transfer courses to TM 9.0]** and the transfer box will appear.
3. Click the **[Transfer Courses]** button.

Transferring golfers from the Handicap System

If you have the Handicap Management System you may want to transfer golfer information (including names, ID#, phone, address, group text, miscellaneous, updated handicaps, etc) to the Tournament Management System. Golfers MUST have ID#s for the transfer utility to work correctly.

1. Pull down the TOOLS menu and select "Transfer to\from other modules."
2. Under the heading "Handicap System Transfers", click the button **[Transfer golfers to TM 9.0]** and the transfer box will appear.
3. If the roster to transfer information <u>from,</u> does not appear in the box under "Handicap System Roster", click on the **[Find Handicap Roster]** button. Select the roster to transfer information from.
4. Set the "Tournament Manager Roster" to transfer golfers <u>to</u>. Click on the **[Find Tournament Roster]** button.
5. Check the appropriate items to transfer.
6. Set the appropriate transfer parameters. The following transfer parameters can be set:

   Transfer only golfers in the handicap roster who are marked to print. If you check this option only golfer's "marked to print" in the Handicap System will be transferred.

   Convert 18 to 9 hole handicap. If you mark this parameter, an eighteen hole handicap will be divided by 2 to create a nine hole handicap.

7. Click the **[Transfer Golfers]** button to transfer data.

Note: If a player does not exist in TM he\she is added to the roster, otherwise the player's information is updated. The transfer utility determines a match by ID#. If you have two players with the same ID#, info for each player may not transfer correctly.

Transferring posted scores from a Tournament to the Handicap System

If you have the Handicap Management System you may want to transfer scores you have posted in a tournament to the Handicap System, so that the Handicap System will use these scores when calculating new handicaps.

1. Pull down the TOOLS menu and select "Transfer to\from other modules."
2. Under the heading "Tournament Transfers", click the button **[Transfer scores to HS]** and the transfer box will appear.
3. If the roster to transfer information <u>to</u> does not appear in the box under "Handicap Roster..." click on the **[Find Handicap Roster]** button. Select the roster to transfer information to.
4. Click the drop box under "Tournament to transfer from…" and select the appropriate tournament.
5. Make sure courses and tees match. The Tournament Manager and Handicap System use different course libraries. The transfer tries to match courses and tees with the same name. If a match is not found the closest match is used. You can change the corresponding course\tee by clicking the drop box and selecting the course\tee. If there is no corresponding course select the "Rating\Slope" course (first course in the list). The transfer utility will then transfer the score with rating and slope information.
6. Click the "Transfer" button to start transferring scores.

Transferring golfers from the League Manager System

If you have the League Management System you may want to transfer golfers to the Tournament Management System.

1. Pull down the TOOLS menu and select "Transfer to\from other modules."
2. Under the heading "League Transfers", click the button **[Transfer golfers to TM 9.0]** and the transfer box will appear.
3. If the league to transfer information <u>from</u> does not appear in the box under "League to Transfer", click on the **[Find Source League]** button. Select the league to transfer information from.
4. Set the "Tournament Manager Roster" to transfer players <u>to</u>. Click on the **[Find Tournament Roster]** button.
5. Set the appropriate transfer parameters. The following transfer parameters can be set:

   Transfer Substitutes. If you check this option, league substitutes will be transferred. If not checked, only regular players will transfer.

   Convert to 18 hole handicap. If you mark this parameter, a nine hole handicap will be doubled to create an eighteen hole handicap.

6. Click the **[Transfer Golfers]** button to transfer data.

Note: If a player does not exist in TM he\she is added to the roster, otherwise the player's information is updated. The transfer utility determines a match by name. If you have two players with the same name, information for each player may not transfer correctly.

Exporting Data to other programs

Any view or report in the Tournament program can be saved to disk for import into another program. Data can be saved into Excel, HTML, or TAB delimited format for import into any spreadsheet or database program.

To export a view or report:
1. Pull down the ROSTER or FILE menu and select Print\Export.
2. Click the **[Export to -> Excel, HTML, or Text]** button.
3. Give the file a name and click the **[Save]** button.

Note: See Custom Reports and Views on page 25 for how to create custom views and reports.

Importing Golfers from another program

TM allows you to import your golfers from another program. The other program must be able to save your golfer's information in a standard ASCII delimited format. For example, Microsoft Excel can export data into a compatible format called CSV (comma separated values). The import utility lets you transfer in any information that TM tracks, such as: ID#, name, gender, index, handicap, address, phone, email, miscellaneous fields, etc. Each field in an ASCII delimited file is separated by a comma, tab, space or semicolon and delimited by quotation marks (if required). Records are separated by a carriage return. ASCII delimited text files could have the following format:

```
"Field1","Field2","Field3","Field4","Field5",...etc...   Record 1
"Field1","Field2","Field3","Field4","Field5",...etc...   Record 2
...etc...
```

Use the following steps to transfer your golfers:

1. Load the program you are transferring information from. Save your golfers in an ASCII delimited text file. Review the documentation of the program you are using to see how to do this. (Almost all database programs can save standard ASCII delimited files).

2. Load TM, click the **[Membership Roster]** tab to view your membership roster. Pull down the ROSTER menu and select "Import Data". Click **[Next]**.

3. Set the TM roster to transfer golfers to. Click the **[Find Tournament Roster]** button. Select the roster to transfer information to. Click **[Next]**.

4. Click the **[Find ASCII delimited file to import]** button. Select the file to transfer information from. A preview of the file will appear. You can further specify which row to start the import at. Click **[Next]**.

5. Check the correct delimiter, comma, tab, space or semicolon. A columnar preview will appear below. Also select the correct text qualifier. If the preview does not appear correct you may have saved your data in an ASCII delimited format that TM does not support. Click **[Next]**.

6. At the top of each column is a drop box. Drop down each corresponding box and select the appropriate field to import data to. If the data in the column should not be imported select "(None)"

7. Click the **[Finished]** button to start importing data.