

## Event Chairman Duties

(revised on 1/09/2024)

### SIR 159 Weekly Pairing Process

1. Call the course on Friday or sooner and confirm start time, estimated number of players and get starting tee assignments.
2. Freeze the sign-up board on Saturday after 9:00 pm.
  - a. Highlight Column E, Right Click and Protect the Range.
3. Make a Copy of the sign-up board in Google, Optional.
4. Create an Active Players excel spread sheet from the master list by copying columns B thru E (remember to include headers).
  - a. Sort on "x" column and Last name column, delete those not playing, Print.
5. Have the elements of the tourney well in mind, Enter [Blue Golf](#). Review a past similar tourney for guidance. Create a new Tournament (**ADD TOURNAMENT**) pattern: YYMMDD Individual Flighted. If you have trouble finding the course you want, try entering the city it is in.
6. Go to the Golfers & Flights box. (**Right Arrow**) Add golfers off your printed listing (**CLICK "+"**). When you back out you see a golfer count, make sure you have accounted for everyone. (**To Add guest**) From the Add Golfers screen / hit the three dots in the top right, you can use the mass add button to add a guess (**guest?**) without an email (**Input guest information**). Next update the H.I.s from the "Update Indexes" from the Next function icon. (**3Vertical Dots -upper Right**) If the tourney is Flighted (**go to edit in Tournament box-Edit-Edit options (drop down) Team Size="None", Flights="Individual"**) go there and assign flights with 3, 4, or 5 flights by Handicap Index.
7. Go to the Team box for most formats: 2man, 4man, Scramble, etc. From the Next function icon select "generate teams". Select "method/ABCD". If you now want to make a change, use the drag/drop icon to see the whole field laid out in front of you.
8. Go to Contest box. Add contest, selecting Team/Individual, stroke play (best ball)/scramble/etc. Throw the primary contest slide on for the first contest defined. Next screen reviews your choice. For 4man2BB check off a second box under the "Scores to count" edit. If this is a flighted contest you can select "add contest from flights" and Blue Golf will replicate as many contests as there are flights defined. CTPs are contests too; we will define them later.
9. Go to the Pairings box. Use the auto pair button. Choose Players or teams, method = low to high, teams per pairing = 1 for 4man2BB, Shotgun, Reverse. Next screen is the hole assignments. Check off the holes needed but for the "B" priority you code 1,2,3,4, etc., not 2,2,2,1. **Skip the Par 3 if you only want one pair on that hole**. Next use the

drag and drop icon/players to view the whole pairings field. Put the MTC in the lead group, slower players in the back. This is dependent on the tee assignments from the course. If hole 18 on back the MTC goes on 18A. If it is hole 1 forward the MTC is on the first hole out.

10. Review what you have set up so far from the Tournament details screen. Next select scorecards from the upper right. Choose Shared & custom/All sources = custom and select the appropriate scorecard. Next screen choose All pairings / Full course handicap / Turn off highlight start hole (its ugly).
11. Notify the players
  - a. Use Kompozer to state the BlueGolf URL
    - i. Select Results2.html
    - ii. Type in the Title etc. of the outing
    - iii. Copy the URL from Blue Golf
      1. From the front page (**Right of SIR GC Br 159**) choose the Next function (**3Dots**) icon at top right. Select "Website Links". Scroll down to tournaments and under Leaderboard column get the "Copy link to clipboard" icon on.
      2. Insert (top left) Link. Just type Blue Golf in the link text box and put the URL in the link location box.
      3. Publish webpage (click **RED** X to activate on top right).
  - b. Verify the leaderboard is active and readable by everyone.
  - c. Email the group via memberplanet.
12. Create check in reports. (**Open the BlueGCheckinreports.xlsm**). In Blue Golf from the next function icon from the (**current**) tournament page (**3Dots next to SCORECARD**), select "Pairings by Start time" report. Slide on the "Include Alphabetic table" and you get both reports needed (Tee sheet & Alpha list). – ANDOR - Slide off the Club Affiliation, Residence and hit the CSV button instead of the PDF button. Copy and paste the seven columns created onto the file you have, BlueGCheckinreports.xlsm. Hit "DO IT" and save the report generated to a pdf file. Don't save the xlsm file, leave it small for the next time. Send reports to the MTC and course Pro on Monday.
13. Accept player changes from MTC altering the appropriate boxes for all to see on the leaderboard. **EDITING TEAM NAME-If you move a player & the "Team Name" is different than the players in the pairings you need to edit the team name. THIS IS IMPORTANT BECAUSE THE "TEAM NAME" IS HOW THE RESULTS WILL SHOW.** Go to "Teams" card, then Rt Arrow, (should get a listing of teams) then "Edit" the team needing change, then in upper left under "Team Name" just put cursor over what is there and either delete or add as needed to match the "Pairings" and what is on score card.
14. Create Score Cards the day before the event and verify. **From main tournament box "SCORECARDS at lower right, then "Shared & Custom" tab, then " All Sources", then**

**“Custom”, then select the one that matches tournament type. Note the “2manBB” actually produces four players per card.**

### **SIR 159 Weekly Scoring Process**

1. Check Score cards for printed signatures and legibility of scores.
2. Delete missing players and match pairings **and Teams** up to what actually happened. **See note on 13 above on how to edit team name.**
3. Create teams again if needed. From the Next function icon select “generate teams”, select “from pairings”. Turn on blind draw if needed. **Normal way-go to Teams card, then Rt arrow, then 3VertDots, then “Generate Teams”, then slide “Blind Draw” on, then “Generate”.** If you need a blind draw for a 2man contest you need to select one from the random number generator in excel. Then edit the tournament and click the edit icon in the upper left corner, slide the “Allow golfers on multiple teams” switch to on. You can now add the blind draw player into the open team slot by editing the team and on the next screen across from the “Not on this team” is a box to click, “Show players already on a team”. Find your blind draw player to add in.
4. Input scores via the pairing box scorecard icon and double check entries. Note: if someone does not complete a round enter scores for the holes they played. BG will assign DNF to them.
5. Resolve Ties. Enter into each contest box, edit, enter the Tie breaker box. If you like what you see just hit save and ties will be broken according to USGA rules.
6. Review the leaderboard box and see if the results look correct. Time for the Awards and Standings. Within the contest box select Awards and Standings/Settings. Across from the “# of places to award” is a counter you increase to what the cheat sheet indicates to pay. Below that you now have the purse dollars and the Player of the Year points columns to enter. Note PoY points are only 5 thru 1, no participating point. The totals box on the bottom left is not used. Back arrow from here. If you get a blank screen, hit your refresh icon or F5 key to get back. Go back in again hitting the right arrow which gets you to the actual awarding process. Hit the blue award button/2024PoY slide on and verify you got points and purse correctly with no tie amounts. If you have several flight contests, you need to do them all too.
7. Create CTP contests. Add contest Type=Individual, Format=Closet to the Pin, Full name=CTP # 9, set Hole # as well. Mobile Name will automatically change for you. Save.
  - a. In results box hit edit icon. The players are in pairing order, not alphabetic order. When you find a player, think to yourself enter “feet tab inches” the info automatically sorts on you.
  - b. Same as the Awards & Standing for the main contests, you choose the settings dropdown. This time you are only awarding dollars per our cheat sheet.

- c. Go back in again hitting the right arrow which gets you to the actual awarding process. Hit the blue award button/CTPs 2024 slide on and verify you got only purse.
- d. Don't forget the second CTP contest.
8. Go to the Leaderboard box and review everything.
9. Balance the prize money to the dollar.
10. In Kompozer Update results2.html with Branch Golf fund amount. Publish webpage (click **RED** X to activate on top right)
11. Post Scores to GHIN to update NCGA GHIN via the Golfers box/Next function icon/Post Scores. Select Round type = Home.
12. Create a results report pdf for the MTC since there is no Prize money summary screen. From the tournament screen next to the word "scorecard" is a next function icon. Select Reports/Contest results/ slide on "Show Points and Purse".
13. Logoff Blue Golf and Review all pairings, results, and season points via Golfhome webpage. The Season points are linked via the "Yearly Points" dropdown.
14. Send "results posted" Email to the group via memberplanet. Send the MTC the results report.

### Notes

1. \$1 per player back to the club...list on the portal through Kompozer
2. Remove previous weeks \$ on Kompozer before posting the next tournament link on results2.html.
3. \$1 per player to distribute for CTP, so 24 players get \$12 per CTP hole.
4. Pay half the players as a rule, utilize payout guide documents.
5. List more than the money winners on the CTP contests.
6. Google Drive: SIR159golf/ golfersa
7. Use discretion so the payouts match the income for the event. I am not sure this is possible in BlueGolf: If a "blind" player was inserted they will not get money in 2manBB or 4man2BB formats and you need to adjust money. Start with the main event team adjustments, then CTP, and finally \$1 plus or minus in the branch fund amount.
8. Use "Individual" payout spread sheet for scramble prizes. ?!? I use 4man2BB/Gary.