

**USGA
GHIN TOURNAMENT PAIRING PROGRAM (TPP)
USER GUIDE**

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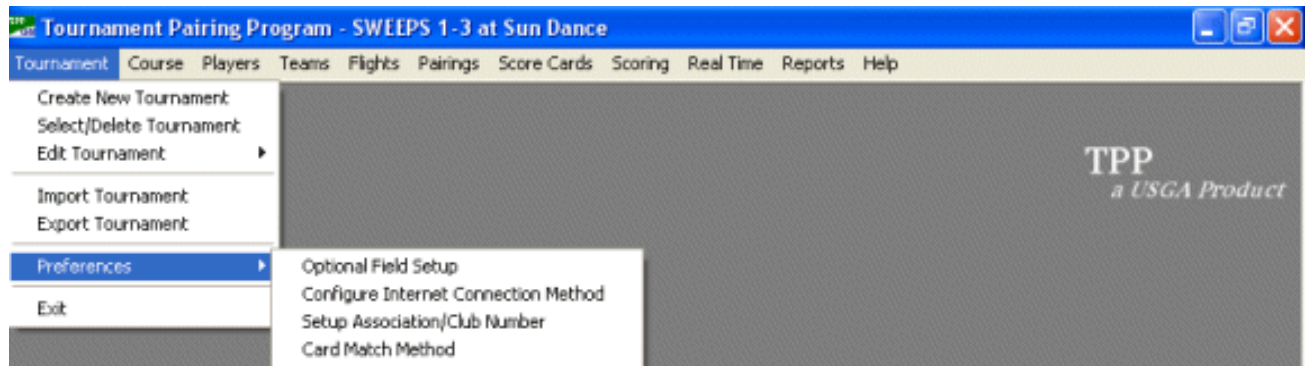
Use this booklet as a guide and for future reference.
This covers only the basics, but should be enough to get you started.
Follow the steps in order.

Further help is available from the [Help] menu, or by clicking F1.

First, install the program onto your computer, including the help/tutorial files. You will be asked whether to install the **MySQL Server**. You need to say **yes**, the first choice and default, if you do not have a server on your computer. If you are not sure, say yes. Most people will not already have a server on their computer. Having more than one server is not a problem.

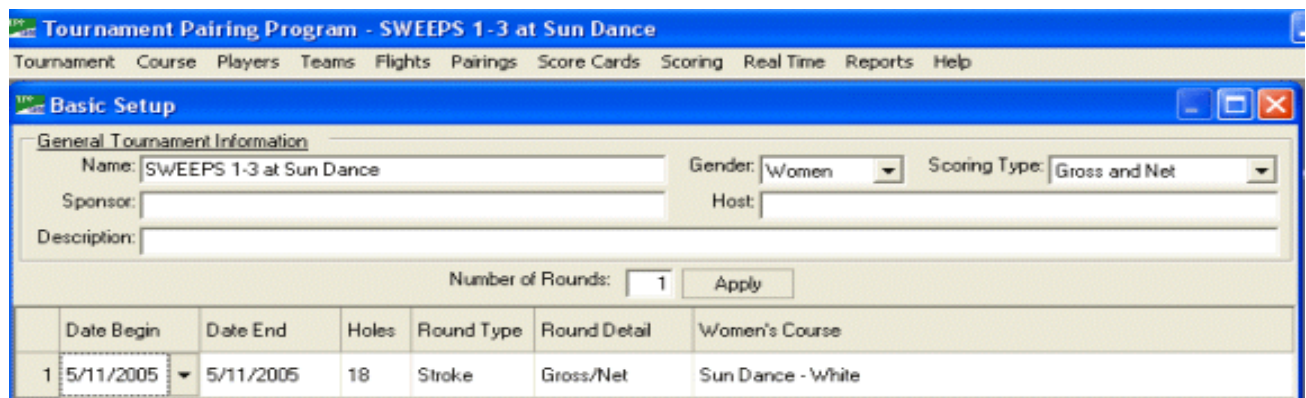
Now go to [Tournament] [Preferences] [Configure Internet Connection Method].
Fill in the information on how the computer will connect to the Ghin site. Dialup, broadband...

You will also need to go to [Tournament] [Preferences] [Setup Association/Club Number].
You will need the Club's association number and the password. It is not mandatory in order to use this program, however, it will enable use of the GHIN Enterprise Server for retrieving handicaps and posting scores. If the screen pops up and you don't have the information, just dummy it in with 5 numbers and a password



You are now ready to enter the tournament information. You will build your tournament by going through the main menu from left to right.

Start with [Tournament] [Create New Tournament].



Fill in the boxes.

Customizing

There are 4 OPTIONAL FIELDS available in the Player Management section. You name these fields in the Tournament / Preferences section. Example:

I made a field for OWN CART. This is helpful information when creating the pairings, in case there are three walkers and one rider, the one rider should be someone who has a cart, not needing to rent one for possibly full price.

On my edited Starter's Report I have included this field, so the Pro Shop will see that this player will not need a cart, but may need to pay a trail fee.

The screenshot shows a software window titled "Tournament Pairing Program - test". Below the title bar is a menu bar with "Tournament", "Course", "Players", "Teams", "Flights", and "P". The main window has a blue header "Optional Field Definition". Below the header, there are four rows of controls:

Use Optional Field 1:	<input checked="" type="checkbox"/>	Label:	own cart
Use Optional Field 2:	<input type="checkbox"/>	Label:	
Use Optional Field 3:	<input type="checkbox"/>	Label:	
Use Optional Field 4:	<input type="checkbox"/>	Label:	

At the bottom of the window, there is a button labeled "Retrieve from GHIN Handicap Program".

You will enter the information about the optional field from the player management section, either in Master Players List or Players / Management / Optional Field entry.

COURSE

Next, set up your golf course. Click on [Course] [Management] [Add] (found at the bottom).

Course Management

Course/Tee Information

Club Name: Sun Dance

Club Short Name:

Course Name:

Course Short Name:

Tee Name: White

Rating: 18 73.6 Front 9 35.0 Back 9 35.0 Men Women

Slope: 18 119 Front 9 113 Back 9 113

Turn Time (min.): 0 0

Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total
Yards	290	380	173	456	362	196	491	343	349	3040	313	357	409	121	354	459	174	349	389	2925	5965
Par	4	4	3	5	4	3	5	4	4	36	4	4	5	3	4	5	3	4	4	36	72
Handicap	17	3	15	11	7	13	5	1	9		14	6	12	18	4	8	16	10	2		
Pace of Play																					
Green Depth																					
Shotgun Priority																					

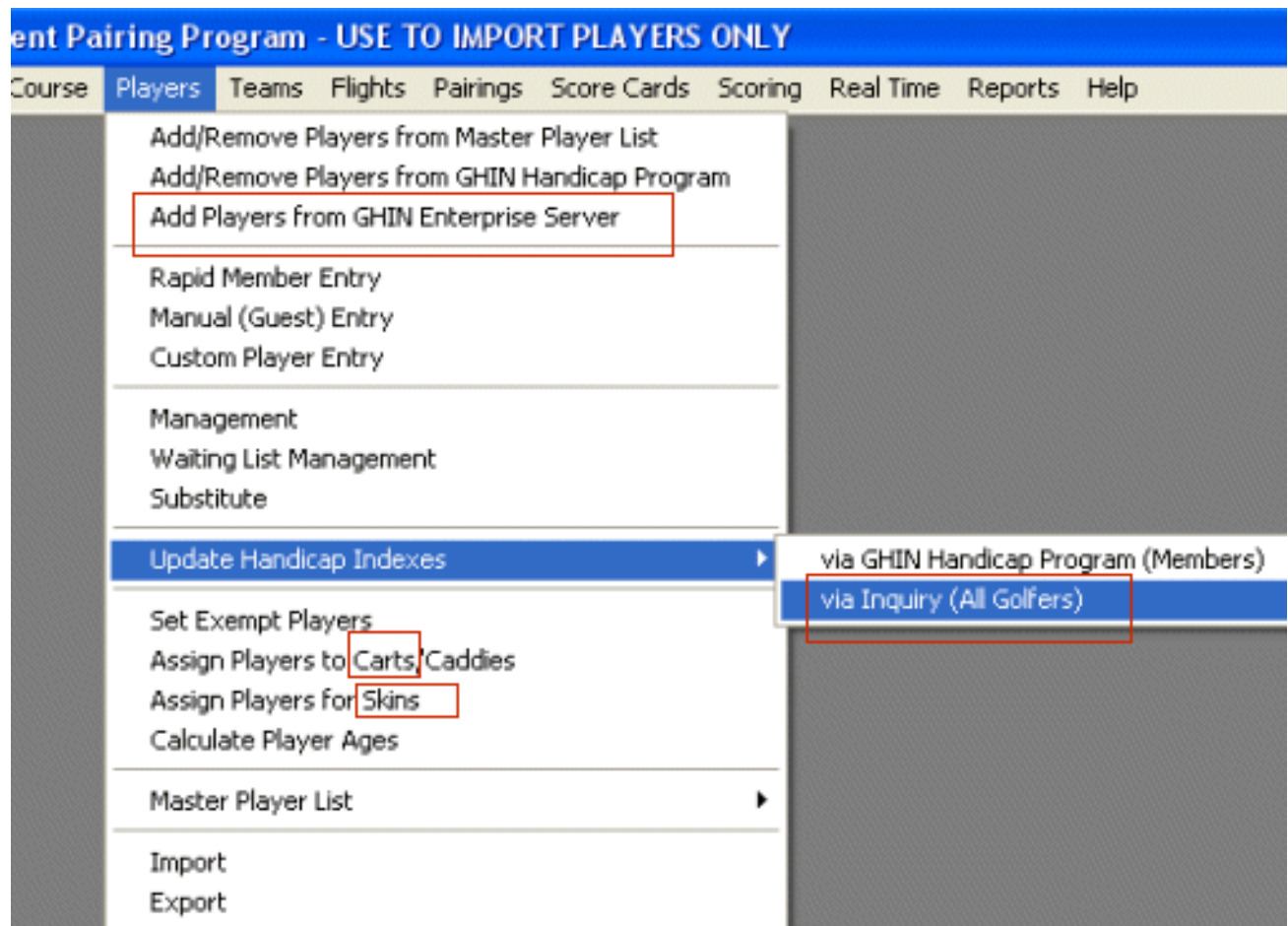
Copy Tee Information Edit Club Details **Add** Delete Undo OK Cancel Apply

Make sure you have the correct Slope and Rating entered.

You only need to add the slope and rating for 18 holds if you play 18 holes.

Enter the hole yardages and handicap order if you will ever be doing Skins.

This program will automatically store every player into the Master Player List. For future tournaments, you will simply add them from the Master Player List. Very handy.



PLAYERS

Enter the players.:

If you do this from home, ALWAYS mark the players as GUESTS.

Go to [Enter Players From Ghin Enterprise Server].

At that screen, make sure you have the desired handicap revision date entered.

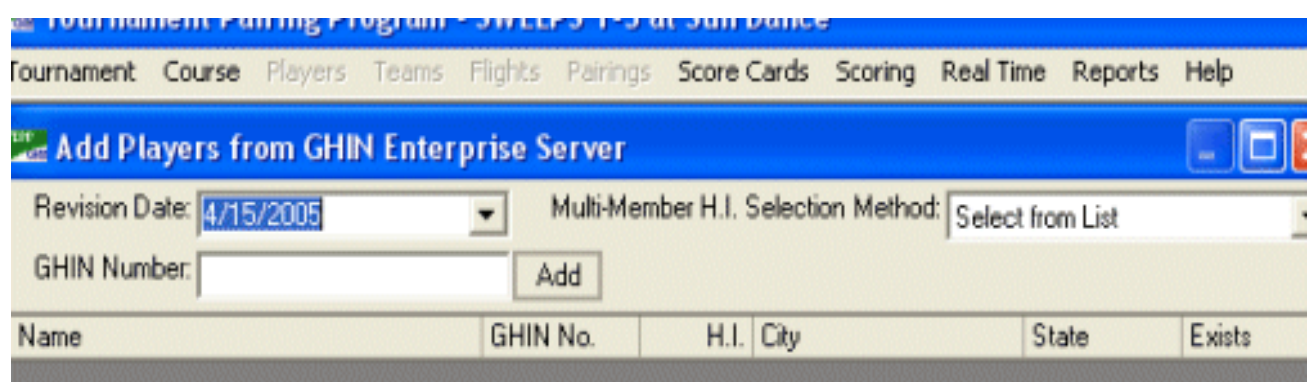
Enter the Ghin number and click [Add].

When you have all your players listed, click on OK.

You may go to Player Management to make changes.

Update the Handicaps by clicking [Update Handicap Indexes via inquiry (guests)].

Select the correct revision date.



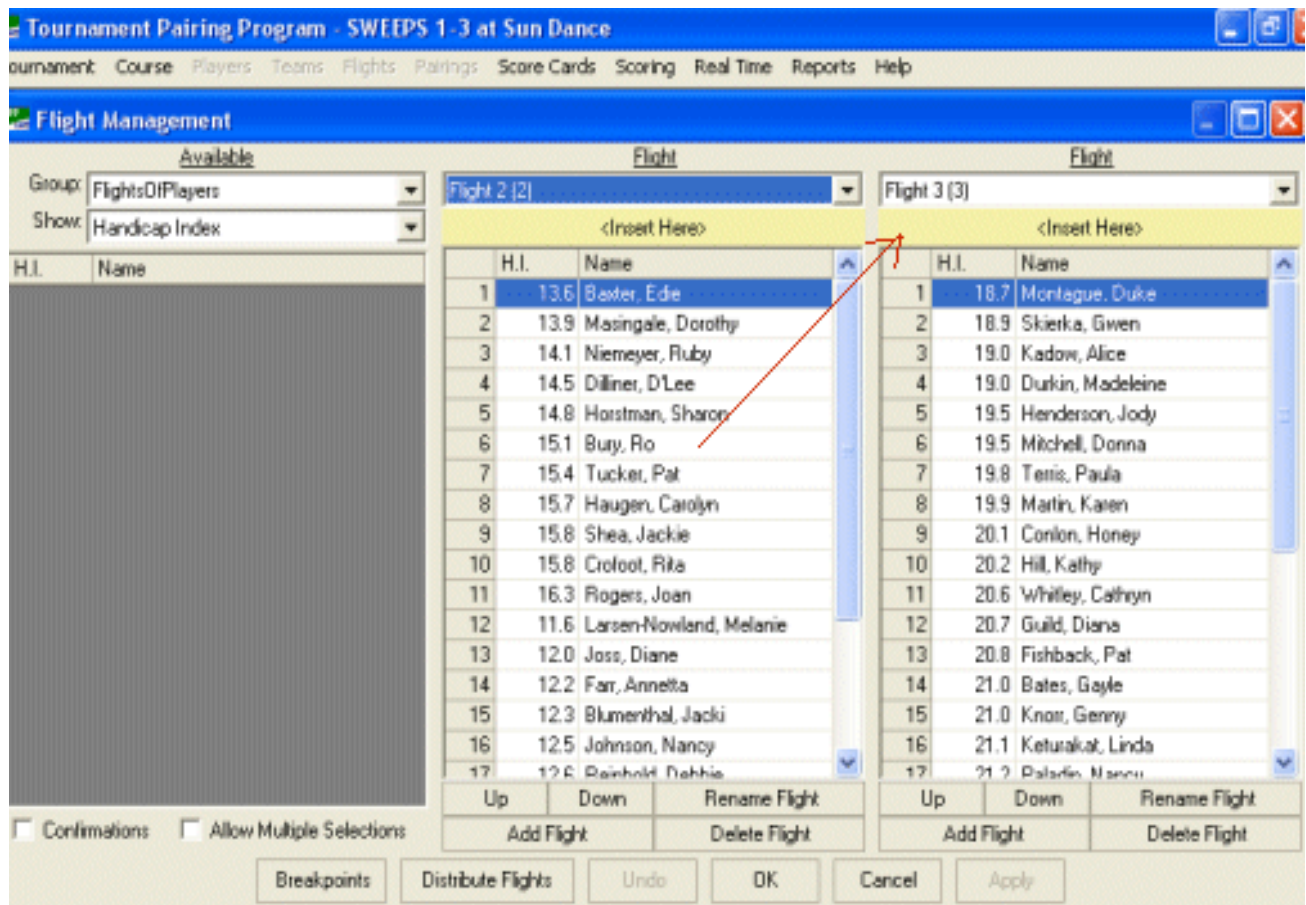
TEAMS

If you need to create Teams, click on the Teams menu. Fill in the boxes and click OK. Click on Team Management for changes.

FLIGHTS

Click on [Flights] [Create Flights].

Teams and Flights are optional.



Fill in the boxes according to how you want the flights distributed. Remember, you can change these things over and over again, or delete the flights and start over.

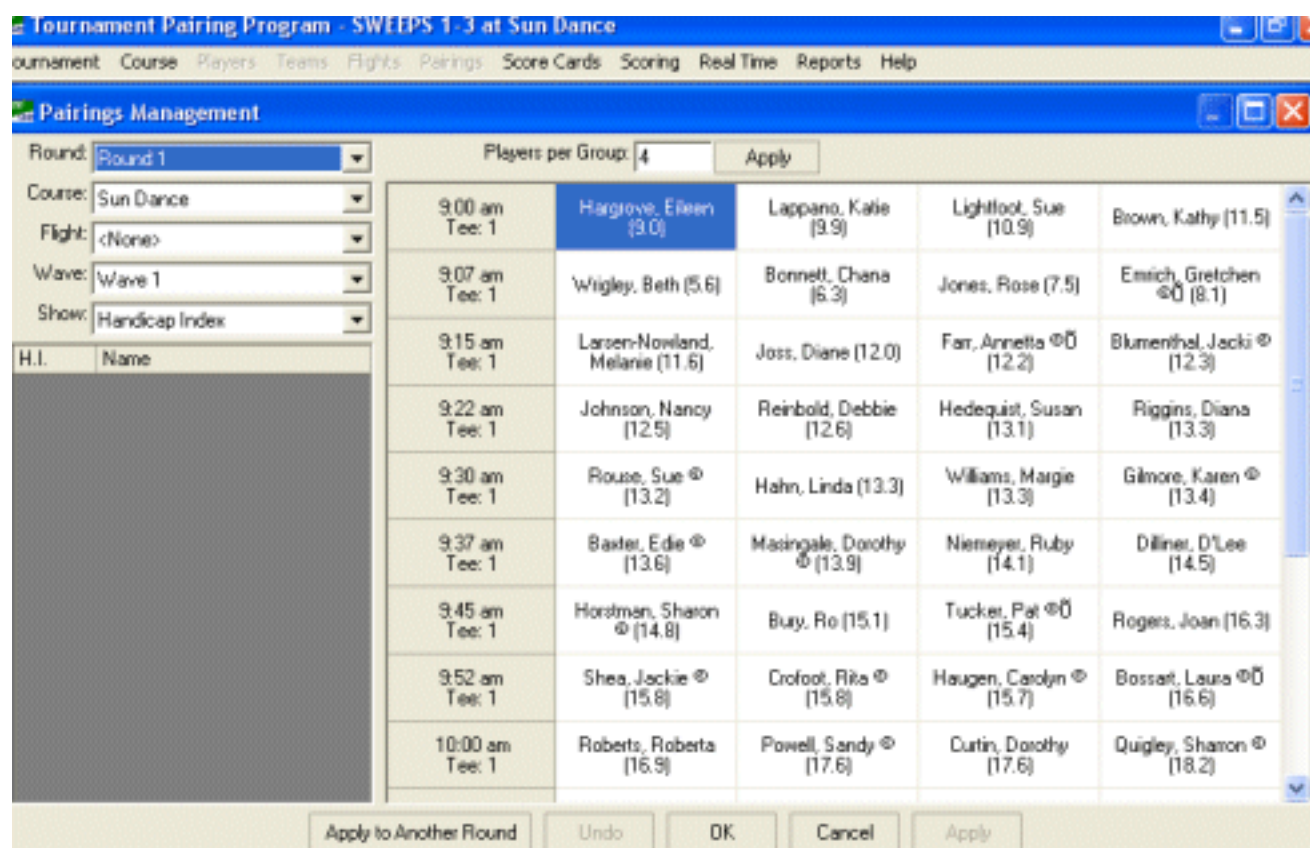
Go to [Flights] [Flight Management] to modify the flights. To move someone into a different flight, simply grab a name and drop it in the yellow bar on the appropriate list.

PAIRINGS

Pairings determine the foursomes and also the matches in match play. Click on [Pairings] [Create Stroke Play Pairings].



After you have created pairings, you can manage them by swapping players. Click on a player, and drop her on another player, then release the mouse, and they will be swapped. This is handy when coordinating walkers and cart riders. You may have the program determine pairings, or you may do it manually. I like to have the program set the pairings according to handicaps, and then I may adjust them.



SCORE CARDS

You may want to print score cards. This section is something you will have to play around with in order to see the card layouts. There is a place to put the Tournament name and a few rules. It will put dots on stroke holes for match play.

SCORING

For scoring, fill in the criteria to determine what type of scoring system you will need.

You may enter hole by hole scores (needed for match play and skins), or you may enter the gross score only.

If you are going to post these scores to GHIN, make sure you enter the ESC (Equitable Stroke Control) in the proper place. The slope and rating must be correct when post to Ghin.

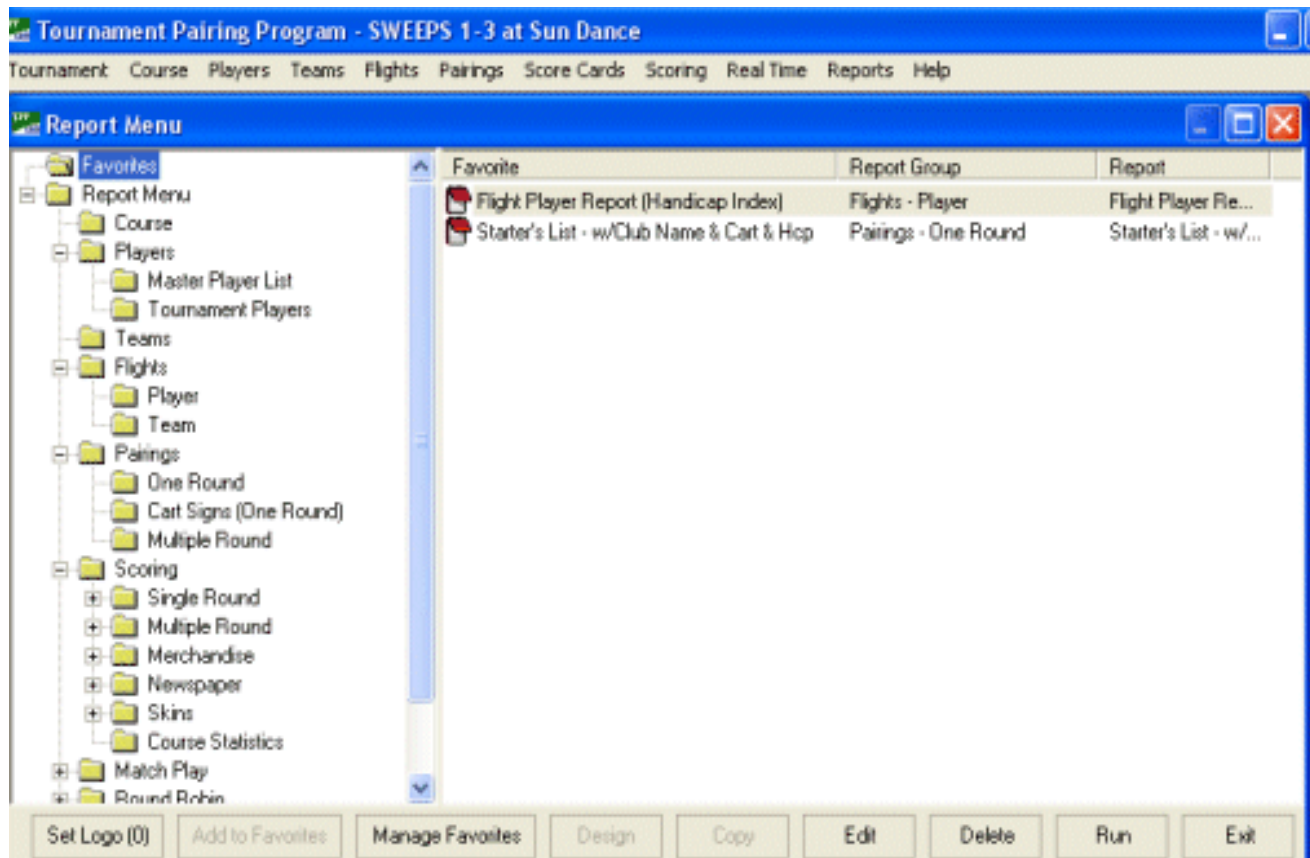
To post scores:

If you are using the GHIN computer at the golf course, you may click on [Post Scores to Ghin Handicap Program].

If you are not, then you will use the other choice, [Post scores to Ghin Enterprise Server]. You will need an internet connection to do this.

REPORTS

There are many reports to choose from. You may choose one to edit, and make it fit your needs. Then you may save it in Favorites, so it is easier to find.



To run a report, click [Run] at the bottom of the page. You may be asked some criteria questions for the report.

There is now a skins report under [Scoring].

When you are looking at a report on the screen, you have an option to print it or export it.

You may export a report in HTML format to send as an attachment in an email.

I save it to my desktop so I can find it later. I then email it and also post it on our club's web site.

It is a very good idea to make a copy of your tournaments on a floppy disk or thumb drive. This also makes it possible to build a tournament at one computer, Export it, and then Import it on another computer. ALWAYS save a copy for backup.

I advise you to create a few make-believe tournaments, get used to rearranging teams, flights, pairings, etc., as you will be doing this for every tournament.

Get comfortable with the scoring, and reports options. Edit reports to make them exactly what you want.

Save your favorite reports in [Favorites]. There is nothing like having 64 people looking over your shoulder while you try to find the report that works best for you.

So there you have it.

You will be amazed at how simple this program is to use, once you are familiar with it.

Good luck and Happy Golfing.

Laura