

PPG Closing a Competition Procedure

This document walks the reader through the steps in completing a competition including score, card, comp and team maintenance along with prize report generation, uploading of score's to GolfLink, and prize posting where necessary.

Select **Competitions** and then the competition in question from the event calendar or from



This will load the competition **Dashboard**, note the **Outstanding Cards** field in the **Players** area, if outstanding cards exist select -> [View Current Entries](#)



Note the players with a Status of Entered; they need to be checked, if the players are to be flagged as No Score Received (NCR) they will be dealt with later during the **GolfLink** Score Upload process.

LADIES SINGLE STABLEFORD

Competition Entries
Tue 16/08/2016

Mem. No	Name	Exact Hdcp	Round(s)	Division	Status
03019	A HELEN	21.4 (25)	1	B Grade	Entered
02916	G JANELLE	28.4 (33)	1	C Grade	Entered
00815	R WENDY	31.7 (37)	1	C Grade	Returned
01338	S THERESE	41.9 (45)	1	C Grade	Returned
00281	T LORETTA	20.8 (24)	1	B Grade	Returned
00296	V NORA	14.1 (17)	1	A Grade	Entered
02918	W DOROTHY	31.9 (38)	1	C Grade	Returned (DQ)

Total 7 entries.

Score Maintenance

If a player's score needs to be manually entered or corrected, select **Scores**, enter the **Card No** and **Tab**

Score Entry

on the keyboard to load the **Score Entry** screen.



Enter or edit the hole by hole score's where necessary then select [Save](#)

You have the option of removing a player from a competition which will still result in a "Conforming Social Score" upload to **GolfLink**.

Score Entry

Mode: Score Card No ▾

Card No	Course / Marker	1	2	3	4	5	6	7	8	9	Front	10	11	12	13	14	15	16	17	18	Back	Total																													
51	GC - GA Red Women	5	5	1	0	5	5	5	5	5		5	5	5	5	5	5	5	5	5	5	45																													
Player: NORA V GC #0296 HCP: 14.1N Daily HCP: 17 Date: 16 Aug 2016 <input checked="" type="checkbox"/> Ladies Single Stroke <input checked="" type="checkbox"/> 4B Stableford Partner: A HELEN <input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Disqualify From All		<table border="1"> <thead> <tr> <th>Stbfrd</th> <th># Strokes</th> <th>Par</th> <th>Stroke</th> <th>Distance</th> </tr> </thead> <tbody> <tr> <td>2 2 5 0</td> <td>1 1 1 1</td> <td>4 4 3 4</td> <td>12 7 16 3</td> <td>289 311 140 338</td> </tr> <tr> <td>1 3 3 2 0</td> <td>1 1 1 1 0</td> <td>3 5 5 4 3</td> <td>14 10 1 6 18</td> <td>162 379 453 311 124</td> </tr> <tr> <td>18</td> <td>0</td> <td>35</td> <td>8</td> <td>2507</td> </tr> <tr> <td>3 2 1 2 3 2 2 1 3</td> <td>1 1 1 1 1 1 1 1 1</td> <td>5 4 3 4 5 4 4 3 5</td> <td>11 15 5 2 4 9 17 13</td> <td>409 256 133 324 400 327 319 118 368</td> </tr> <tr> <td>19</td> <td>37</td> <td>72</td> <td>13</td> <td>5221</td> </tr> </tbody> </table>																				Stbfrd	# Strokes	Par	Stroke	Distance	2 2 5 0	1 1 1 1	4 4 3 4	12 7 16 3	289 311 140 338	1 3 3 2 0	1 1 1 1 0	3 5 5 4 3	14 10 1 6 18	162 379 453 311 124	18	0	35	8	2507	3 2 1 2 3 2 2 1 3	1 1 1 1 1 1 1 1 1	5 4 3 4 5 4 4 3 5	11 15 5 2 4 9 17 13	409 256 133 324 400 327 319 118 368	19	37	72	13	5221
Stbfrd	# Strokes	Par	Stroke	Distance																																															
2 2 5 0	1 1 1 1	4 4 3 4	12 7 16 3	289 311 140 338																																															
1 3 3 2 0	1 1 1 1 0	3 5 5 4 3	14 10 1 6 18	162 379 453 311 124																																															
18	0	35	8	2507																																															
3 2 1 2 3 2 2 1 3	1 1 1 1 1 1 1 1 1	5 4 3 4 5 4 4 3 5	11 15 5 2 4 9 17 13	409 256 133 324 400 327 319 118 368																																															
19	37	72	13	5221																																															

- Score Listing by Day
- View Recently Entered

In the event of a stroke event where a player is returning a card with a pickup, they will be automatically excluded from the competition results and appear as **DNF** on a results report and Leaderboard.

GolfLink will still consider this a valid stableford handicap score with an **Adj** adjusted gross score applied where necessary.

In the case of a breach of rules offence the **Disqualify From All** option can be utilised which will result in a "Non-Standard Entry (Disqualified)" upload to **GolfLink**, a Disqualified with a Score mark against that player will then be recorded at **GolfLink**.

With a team event there is also the option of unticking the **Exclusive** box and then selecting a new **Partner**: from the list of competition players.

If card scanning is in operation a  link is provided to view the actual scanned image of the card to double check score entry.



Mark the actual score here

Example: Correcting a mistake:

Player	Partner	Marker	Partner
1 2891 4 12,30,48			
2 311 4 7,25,43			
3 140 3 15,34,52			
4 338 4 3,21,39			
5 162 3 14,32,50			
6 379 5 10,28,46			
7 453 5 1,19,37			
8 311 4 6,24,42			
9 124 3 18,36,54			
10 409 5 8,26,44			
11 256 4 11,29,47			
12 133 3 15,33,51			
13 324 4 5,23,41			
14 460 5 2,20,38			
15 327 4 4,22,40			
16 319 4 9,27,45			
17 118 3 17,35,53			
18 368 5 13,31,49			
19 2714 37			
20 2507 35			
21 5221 72			

Name: **LINDA**
 Club: **GC**
 HCP: **02063**
 Partner: **GA Red Women**
 Date: **2016-08-16**
 Stroke: **106** Net: **76** Tees: **74.0** Slope: **133**
 3Icon Preferred Les TTG
 PLAYERS SIGNATURE: *Linda* Card No: **467**
 WAIVER SIGNATURE: *[Signature]* Copyright: **Microcover 2016**
 Powered by: **CardScan**

Card Maintenance

If a player did not actually play, or has a duplicate card number, the scorecard needs to be deleted in **Scorecards > Card Admin** otherwise an NCR score record will appear in **GolfLink > Score Upload**

Use the **Name/Mem. No:** filter to find the player in question, click and select **Edit**

Card no:	Name/Mem. No: nora <input type="text"/>	Competition: All ▾
Gender: <input type="radio"/> Both <input type="radio"/> Men <input type="radio"/> Women	Cards: <input type="radio"/> All <input type="radio"/> Returned <input type="radio"/> Not-Returned	Holes: <input type="radio"/> All <input type="radio"/> 9H <input type="radio"/> 18H
Card: 13 5 days ago	Player: NORA GC GA Red Women	\$20.00
<input type="button" value="Edit"/> <input type="button" value="Paid Undo Mark as Paid"/>		

Competitions			
<input type="checkbox"/>	Ladies Single Stableford Stableford	Women GA Red Women	\$2.00
<input type="checkbox"/>	4B Stableford #BBB Stableford	Women GA Red Women	\$18.00

Un-tick any Competitions currently entered into

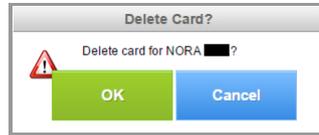
Note: - this is a way to add or remove a player from a competition only, if so select

Save

Then select



and OK



Team Maintenance

Select **Competitions** and the team competition in question, then select --> **Player Registration** from the Players area of the Dashboard.

Round	Entries	Outstanding Cards
1 (Tue 16/08/2016)	6 (1 DO)	2

7 players registered for this competition. [View Pre-Registrations](#)

- Player Registration**
- Pre-Print Cards
- View Current Entries
- View Competition Fees

Select **Unteam** from the # **Teams:** listing on the right to remove any invalid teaming's.

5 registered players, 1 unteamed

2 Teams:

Mem No	Name	Club/Country	GA Hdcp	
01338	S [REDACTED] THERESE	AUTO [REDACTED] GC	41.8	Remove Team

Team Name	
WILLIS+GODFREY	(Edit) Unteam
TRANSTON+RIPPON	(Edit) Unteam

Then select **Team** and **Select** to re-team valid players from the unteamed area.

5 registered players, 3 unteamed

1 Team:

Mem No	Name	Club/Country	GA Hdcp	
00815	R [REDACTED] WENDY	AUTO [REDACTED] GC	31.8	Select
00281	T [REDACTED] LORETTA	AUTO [REDACTED] GC	21.7	Cancel
01338	S [REDACTED] THERESE	AUTO [REDACTED] GC	41.8	Cancel

Team Name	
WILLIS+GODFREY	(Edit) (full)

In the case of a swinger scenario hold down **Ctrl** on the keyboard + **Select** + **Select**, **the low marker will be the swinger by default.**

5 registered players, none unteamed

3 Teams:

Mem No	Name	Club/Country	GA Hdcp	
00815	R [REDACTED] WENDY	AUTO [REDACTED] GC	31.8	
00281	T [REDACTED] LORETTA	AUTO [REDACTED] GC	21.7	
01338	S [REDACTED] THERESE	AUTO [REDACTED] GC	41.8	

Team Name	
WILLIS+GODFREY	(Edit) Unteam
SCHIER+TRANSTON	(Edit) Unteam
TRANSTON+RIPPON	(Edit) Unteam

Note: - you can also customize team names using the **(Edit)** option, these appearing on the Leaderboard.

Generating a Results Report

If a printed result report is required select -> [Results Report](#) from the Results field



The Results Report is then generated, select [Back to Competition Dashboard](#)

LADIES SINGLE STABLEFORD
 Stableford Results
 All Divisions - Round 1
 Tuesday [REDACTED] 2016

Cards Not Returned					
Card No.	Name	Card No.	Name		
5	A [REDACTED] HELEN	11	G [REDACTED] JANELLE		

Pos	Mem No	Name	GA Hdcp (Dly)	Club	Stbfd
Division: A Grade (+5 to 21)					
1	00296	V [REDACTED] NORA	14.1 (17)	[REDACTED]	35
Division: B Grade (22 to 30)					
1	00281	T [REDACTED] LORETTA	20.8 (24)	[REDACTED]	31
Division: C Grade (31 to 54)					
1	00815	F [REDACTED] WENDY	31.7 (37)	[REDACTED]	48
2	01338	S [REDACTED] THERESE	41.9 (45)	[REDACTED]	40
DQ	02918	W [REDACTED] DOROTHY	31.9 (38)	[REDACTED]	DQ

You can also select -> [View Leaderboard \(Projection/Clubhouse\)](#) to see a live Leaderboard view of **this competition only!**

Ladies Single Stableford		Stableford - C Grade		
Pos	Name	GA Hdcp	Dly Hdcp	Total
1	R [REDACTED], WENDY	31.7	37	48

Competition Maintenance

Select **Competitions** and the competition in question, then select --> [Competition Setup](#) from the Setup area of the Dashboard.



Changes to completions can be made on the fly and results re-calculated, this includes making changes to divisions / grades to reflect player numbers.

Divisions: Daily Handicap

Name	Handicap		Age		Estimated Entries	
	From	To	From	To		
A Grade	+5	21			1	Delete
B Grade	22	30			2	Delete
C Grade	31	54			3	Delete

[Add Division](#)

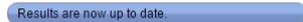
Or adding and editing the competition selections, if changes are made  Results will be recalculated while saving. !

Competition Types

Name	Type	Players
<input checked="" type="checkbox"/> Stableford	About	1
<input checked="" type="checkbox"/> Hidden Holes (Stbl)	About	1
<input checked="" type="checkbox"/> All Par-3 <input type="checkbox"/> All Par-4 <input type="checkbox"/> All Par-5 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9		

Stableford, Hidden Holes (Stbl)

Select , results are updated.

 Results are now up to date.

Generating the Prize Report

Select -> [Add a new report...](#) from the Prizes field, then --Select Template-- from the dropdown box of available **Prize Templates**.

Prizes

Add a new Prize Report [\(Cancel\)](#)

Start from a template: -- Select Template --
 or create a [new blank](#):
 Ladies Friday
 Ladies Wednesday
 Saturday single

The Prize Report loads, the Placegetter and BallRundown Prize Type winners will be automatically selected depending on the template settings, to adjust select Show Settings.

[Back to Competition Dashboard](#)
[Go to Prize Report](#)

Report Name: Ladies Wednesday

Priority	Prize Type	Winners:																																				
1	Placegetter Show Settings	<table border="1"> <thead> <tr> <th>Pos</th> <th>Type</th> <th>Name</th> <th>Round #</th> <th>Division #</th> <th>Total</th> <th>Prize</th> <th>Qty.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Stableford</td> <td>V■■■■ NORA</td> <td>Overall</td> <td>1</td> <td>35</td> <td>Member Account</td> <td>50</td> <td>Grade Winner</td> </tr> <tr> <td>1</td> <td>Stableford</td> <td>T■■■■ LORETTA</td> <td>Overall</td> <td>2</td> <td>31</td> <td>Member Account</td> <td>50</td> <td>Grade Winner</td> </tr> <tr> <td>1</td> <td>Stableford</td> <td>R■■■■ WENDY</td> <td>Overall</td> <td>3</td> <td>48</td> <td>Member Account</td> <td>50</td> <td>Grade Winner</td> </tr> </tbody> </table>	Pos	Type	Name	Round #	Division #	Total	Prize	Qty.	Description	1	Stableford	V■■■■ NORA	Overall	1	35	Member Account	50	Grade Winner	1	Stableford	T■■■■ LORETTA	Overall	2	31	Member Account	50	Grade Winner	1	Stableford	R■■■■ WENDY	Overall	3	48	Member Account	50	Grade Winner
Pos	Type	Name	Round #	Division #	Total	Prize	Qty.	Description																														
1	Stableford	V■■■■ NORA	Overall	1	35	Member Account	50	Grade Winner																														
1	Stableford	T■■■■ LORETTA	Overall	2	31	Member Account	50	Grade Winner																														
1	Stableford	R■■■■ WENDY	Overall	3	48	Member Account	50	Grade Winner																														
2	BallRundown Show Settings	<table border="1"> <thead> <tr> <th>Pos</th> <th>Type</th> <th>Name</th> <th>Round #</th> <th>Division #</th> <th>Total</th> <th>Prize</th> <th>Qty.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Stableford</td> <td>S■■■■ THERESE</td> <td>Overall</td> <td>Overall</td> <td>40</td> <td>Member Account</td> <td>4</td> <td>Ball Comp</td> </tr> </tbody> </table>	Pos	Type	Name	Round #	Division #	Total	Prize	Qty.	Description	2	Stableford	S■■■■ THERESE	Overall	Overall	40	Member Account	4	Ball Comp																		
Pos	Type	Name	Round #	Division #	Total	Prize	Qty.	Description																														
2	Stableford	S■■■■ THERESE	Overall	Overall	40	Member Account	4	Ball Comp																														
3	Special Show Settings	<table border="1"> <thead> <tr> <th>Pos</th> <th>Type</th> <th>Name</th> <th>Round #</th> <th>Division #</th> <th>Total</th> <th>Prize</th> <th>Qty.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A■■■■</td> <td>HELEN</td> <td>Overall</td> <td>Overall</td> <td></td> <td>None</td> <td>1</td> <td>NTP 3rd</td> </tr> </tbody> </table> <p>Add Player: -- Select Player --</p>	Pos	Type	Name	Round #	Division #	Total	Prize	Qty.	Description	1	A■■■■	HELEN	Overall	Overall		None	1	NTP 3rd																		
Pos	Type	Name	Round #	Division #	Total	Prize	Qty.	Description																														
1	A■■■■	HELEN	Overall	Overall		None	1	NTP 3rd																														

Special prizes are selected manually from the Add Player: dropdown box, if changes are made select

Select -> [Go to Prize Report](#) to generate the report which can then be printed by selecting [Print \(PDF\)](#) and selecting the printer icon.

Ladies Single Stableford

 Competition Prize Report
 Tue, [REDACTED] 2016

Pos	Prize Type	Mem No	Gender	Name	GA Hdcp (Dly)	Rnd#	Total	Prize
Division: Overall								
Type: Stableford								
Ball Rundowns								
	Ball Rundown (no. 1)	01338	W	S [REDACTED] THERESA	9 (45)	40	4 x	MemberAccount - Ball Comp
Division: A Grade								
Type: Stableford								
Place Getters								
1		00296	W	V [REDACTED] NORA	14.1 (17)	35		50 x MemberAccount - Grade Winner
Division: B Grade								
Type: Stableford								
Place Getters								
1		00281	W	T [REDACTED] LORETTA	20.8 (24)	31		50 x MemberAccount - Grade Winner
Division: C Grade								
Type: Stableford								
Place Getters								
1		00815	W	R [REDACTED] WENDY	31.7 (37)	48		50 x MemberAccount - Grade Winner
Division: Overall								
Type: Special								
Special Prizes								
	NTP 3rd	03019	W	A [REDACTED] HELEN				1 x NTP 3rd

If changes are required select <- [Back to Prize Template](#)

Once the Prize Report has been generated it can be edited again by selecting [Options](#) or re-printed by selecting [View/Print Reports](#)

Template	Created	Round No.			
Ladies Wednesday	16/08/2016	--	Options	View/Print Report	Post to Ledger

[Add a new report...](#)

Uploading Scores to GolfLink

Select **GolfLink** > [Score Upload](#) click on the + sign to expand the Competition Scores to be uploaded, adjust the Upload Mode: if necessary i.e. due to weather you wish to upload in separate AM / PM batches so separate DSR's are applied, otherwise use **All Scores in a Single Batch**.

GolfLink Score Upload

[Print](#)

Scores for Date: Tue [REDACTED] 2016 

[Unprocess Day](#)

Upload Mode:

All Day Group - [REDACTED] GC

In the event of a player playing but not returning a score card i.e. an **NCR**, select the relevant **No Score – Approved** (valid reason), or **No Score - Not Approved** (no reason) Score Status where necessary.

This will result in either a  No Score - Approved or  No Score - Not Approved record being generated against the player at **GolfLink**.

Batch	Marker	Gender	DSR	# Scores				
Competition Scores - Stableford	GA Red Women	Women		7 (0 uploaded)				
GolfLink No	Name	Played Off	Comp Score	Hcap Score	GA Handicap Old	New	Tee Time	Score Status
00281	T █████ LORETTA	24	31	31	20.8	(N/A)	8:30	Normal
00296	V █████ NORA	17	35	35	14.1	(N/A)	19:29	Normal
00815	R █████ WENDY	37	48	48	31.7	(N/A)	8:30	Normal
01338	S █████ THERESE	45	40	40	41.9	(N/A)	8:30	Normal
02918	W █████ DOROTHY	38	33	33	31.9	(N/A)	8:30	Non-Standard Entry (Disqualified)
02916	G █████ JANELLE	33	(No Score)	(No Score)	28.4	(N/A)	8:42	No Score - Approved
03019	A █████ HELEN	25	(No Score)	(No Score)	21.4	(N/A)	8:36	No Score - Not Approved
Total Scores in : 7								

Select **Send Scores to GolfLink**, scores will be uploaded to **GolfLink** and then return the Daily Stroke Rating (DSR); you can then select **Print** to print the new player GA Handicaps if necessary.

Posting to the Member Ledger's

If posting prizes to the member's ledgers is required select [Post to Ledger](#)

Template	Created	Round No.			
Ladies Wednesday	16/08/2016	--	Options	View/Print Report	Post to Ledger

Select the correct Charge Code from the dropdown box, as the prompt states "loyalty points/balls are not affected", double check the prizes, then select [Post to Ledger](#).

Post to Prize Ledger

Note: Please ensure all prizes are final before proceeding with any posts.

Please select a Charge Code for prizes (loyalty points/balls are not affected):
 BALL CREDITS(BALL)

MemberNo	Name	Prize	Quantity	Status
03019	HELEN A █████	LoyaltyPoints	5000	Ready to post
00296	NORA V █████	MemberAccount	\$50	Ready to post
00281	LORETTA T █████	MemberAccount	\$50	Ready to post
00815	WENDY R █████	MemberAccount	\$50	Ready to post
01338	THERESE S █████	Balls	1	Ready to post

Post to Ledger

If a mistake is made you can select **Reverse Ledger**, correct the winning postings and re-post to the ledger.