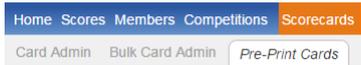# PPG Pre-Print Card & Auto Teaming

This feature enables the user to easily filter tee times to fine-tune card printing parameters, enter the filtered players into multiple competitions, automatically team up those players for team competitions, and the bulk printing of either single or team cards.

Select **Scorecards** > *Pre-Print Cards*

Select the **Date:** you wish to pre-print cards for from the Calendar dropdown window.

The **Load Players From:** field will default to Tee Sheet; Competition Entries is also available if a site is not utilizing the Tee Booking module.

Holes: will default to 18 hole, select from the dropdown box if a 9 hole competition is in play.

The **Tee Time:** filter will default to the entire timesheet, adjust the **From:** and **To:** times to fine-tune the tee time slots to be included, results are being shown below as times are adjusted.

Note:- if pre-printing morning and afternoon fields cards separately ensure you are not overlapping times from the morning time slots as duplicate card numbers will be generated.

Start Tees: will load all available start tees dependent on what is available on the timesheet, adjust if necessary.

The **Enter Competitions:** field will display all competitions available on the day selected, tick the appropriate competitions to pre-register all selected players into the competition/s chosen.

Once a competition is selected the **Mens Marker:** and / or **Womens Marker:** fields appear and loads the appropriate marker for the competitions selected, confirm and select if necessary.

If a team only competition is selected, there is also the opportunity with 2 player competitions to change the default setting of **Automatically team players 1&2, 3&4**, clicking (change) will result in a cycling of the other options of **1&4, 2&3** and **1&3, 2&4**, teamings below are then adjusted accordingly.

Note: - regardless of the above 2 player teaming's in the case of a 3 player group; the lowest handicapper will always be the swinger in that scenario.

The **Advertising Logo:** field is not printed on cards at present and can be ignored.

In **Additional Text:** you can optionally enter up to 2 additional lines of text that will be printed in the "Competition" box of each score card.

Hide round number, tee time and start tee on cards. can also be selected if necessary.

The **Print Order:** defaults to **Player Name (Alphabetical)** but by **Tee Time,** or **Start Tee,** can also be selected to set the order of cards printed.

Printer and Format: should be set to be the same as what is set in the **Destination Printer** and **Scorecard Format** fields in **Settings** > **Score Card Settings**, to adjust select Change Printer… once selected the printer and format will be remembered.

A list of player's cards will be produced dependent on all the settings above with the option of **Print All** or selecting individual player cards to be printed.

Note: - (Visitor) tee bookings will be excluded from printing as these bookings need to be updated from the timesheet with a valid GolfLink number lookup before competition entry and card printing can occur.

With a single's only competition all individual card records will be listed and then be available to be printed.

11 players

Mem No	Name	Tee Time	Tee	Club/Country	[[Hdcp Idx]]	Round 1
						Fri 5 Aug 6AM Golf Club - GA White Men / Golf Club - GA White Men / Golf Club - GA White Men ☐ Print All
02981	AHMAD, USMAN	6:00	1	GC	6.5	☐
01225	BABIC, STEVAN	6:00	1	GC	10.3	☐
03154	Calf, Peter	6:00	1	GC	14.8	☐
00071	DALRYMPLE, ROBERT	6:00	1	GC	14.5	☐
00753	EDWARDS, STEPHEN	6:10	1	GC	18.4	☐
01147	FALCON, DAKILA	6:10	1	GC	-2.1	☐
03393	GAL, STEPHAN	6:10	1	GC	4.8	☐
00354	HADDAD, RAYMOND	6:20	1	GC	15.6	☐
01068	INTONATO, TONY	6:20	1	GC	8.7	☐
03408	JACK, BRANT	6:20	1	GC	5.6	☐
00620	KARALUS, RICHARD	6:20	1	GC	21.4	☐

[Print Cards]

With a team event only all teaming's will be displayed and depending on the competition type generate and print either single or team cards.

6 players

Mem No	Name	Tee Time	Tee	Club/Country	[[Hdcp Idx]]	Round 1
						Fri 5 Aug 6AM Golf Club - GA White Men / Golf Club - GA White Men / Golf Club - GA White Men ☐ Print All
	AHMAD+BABIC	6:00	1			☐
	Calf+DALRYMPLE	6:00	1			☐
	FALCON+EDWARDS	6:10	1			☐
	FALCON+GAL	6:10	1			☐
	HADDAD+INTONATO	6:20	1			☐
	JACK+KARALUS	6:20	1			☐

Mem No	Name	Tee Time	Tee		Mem No	Name	Tee Time	Tee
	AHMAD+DALRYMPLE	6:00	1			AHMAD+Calf	6:00	1
	BABIC+Calf	6:00	1			BABIC+DALRYMPLE	6:00	1

With single and team competitions in conjunction, the players will display as per there teaming's, but are registered into both competitions and single's cards will be generated and printed.

3 players

| Mem No	Name	Tee Time	Tee	Club/Country	[[Hdcp Idx]]	Round 1
						Fri 5 Aug 6AM Golf Club - GA White Men ☐ Print All
	AHMAD+BABIC+Calf+DALRYMPLE	6:00	1			☐
	EDWARDS+FALCON+GAL	6:10	1			☐
	HADDAD+INTONATO+JACK+KARALUS	6:20	1			☐

Finally select **Print Cards** and **OK** to the Confirm Selections message window, when completed confirmation of cards printed will be displayed, select **OK** to finish.

[Print Cards]

Confirm Selections
Start printing now?
[OK] [Cancel]

Finished
2 cards were printed.
[OK]
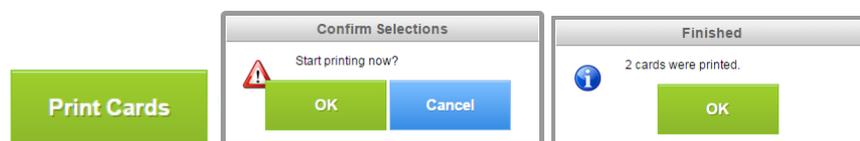
PPG Bulk Card Admin

If duplicate card records have been created, players have not been entered into competitions or multiple player cancellations arise after pre-printing, they can easily be dealt with in Bulk Card Admin.

Select **Scorecards** > *Bulk Card Admin*
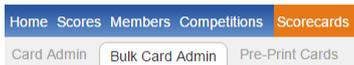
Select the **Date:** you wish to bulk edit cards for from the Calendar dropdown window.

Use the filters as necessary such as **Gender:** or **Competition:** to fine-tune the search.

Select the duplicate **Card No's** to be deleted and select **Delete cards**, **Confirm** and then **Close**.

Players can also be bulk added to competitions if not selected in the above process, filter and select as necessary as per above, then select **Add to Competition**

Select the competition/s to bulk register players into, then **Confirm** and **Close** once completed.

PPG Team Maintenance

If auto-teamed partners need to be adjusted after the pre-printing of cards has been completed they need to be dealt with in the competitions Dashboard in question.

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

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

Then Team and Select to re-team valid players from the unteamed area, hold Ctrl on the keyboard + Select + Select to produce a swinger group where necessary.