

# BlueGolf Tournament Management System

## *Tournament Format User Guide*

# BlueGolf Tournament Management System

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# BlueGolf Tournament Management System

## *Stroke Play (Optional Net)*

### Step 1: Create the Contest

- Click the “Contest” tab and then select the “Add” link
- Choose “Individual” for the contest type
- Format will be “Stroke Play”
- Label the contest something like “Stroke Play Event”
- If you wish to have this as a gross event, select the toggle box next to the Gross Label
- For a Net event you can choose which Percentage of the Handicap you wish to have the Players use. You can also enter a manual Percentage (i.e. 75%)
- Select Create

### Additional Notes:

- For any of the contest you are creating, you may choose to add a “Player Type” if you only want certain Divisions to play in certain contests. If you are having a Multi-Contest event but only wish to have Men play in the Match Play and Seniors play in the Best Ball, you can achieve this by adding player types.
- For Team events, start under the Teams tab and select “Setup”
- Under Player Type 1, click edit to modify the player types.
- Prompt will equal “Division” and for the Values list your various Divisions. An example would be Men’s, Ladies, Juniors and Seniors. Simply enter the names on separate lines within the Values Box. You may also choose to add a default value, example being Men’s. Click Save
- On the Contest Overview page you are now able to select who is Eligible for each of your various contests. To achieve this, simply select the link under the Eligibility Title for a given contest. Here you are able to indicate which division you wish to allow entrance to the contest.
- For events which are Individual events, you repeat the same process for the Team setup of divisions but your starting point will be under the “Players Tab” and Setup.

# BlueGolf Tournament Management System

## Gross Skins Game

### Step 1: Create BlueGolf “Player Types”

If your Skins Game is optional, specific players may elect not to play. When this is the case, you will need to create a way to filter players in and out of your skins contest. You do this by using the “Player Type” function.

- Click “Setup” under the “Players tab”.
- You have 4 possible player types, click EDIT next to Player Type #1
- For your Gross Skins game, you should type in “Gross Skins” as the prompt. For the values, type in ‘YES’ on line 1 and ‘NO’ in line 2. Set default value to ‘NO’.

### Step 2: Create Gross Skins Game contest

- The next step is to create your contest by clicking the “Contests” tab.
- Then click the “Add” link.
- Choose “Individual” and click next.
- Choose “Skins” and click next.
- Enter the Contest Name (Skins), if you are running Gross and Net Skins, you will want to name the contest accordingly.
- For your Gross Skins game, do not enter any handicap info and choose your Carryover settings (standard setting is No Carryovers), click next.
- Click the Create button

### Step 3: Setup the Proper Contest Eligibility Filter

After the contest has been added, you can now setup your eligibility for the Skins contest.

- Click the “Contests” tab.
- Click the “Everyone” link under the Eligibility column.
- Under the “Gross Skins” prompt, check off ‘Yes’, and click save.

### Step 4: Update Players entering Skins Contest

You will need to update your player roster to designate the player’s that have opted into the skins game.

- Click the “Players” tab.
- Then click the “Mass Edit” link.
- Change your Edit drop down to “Player Types”, click continue
- On the following screen, you will get a list of your players, and you will need to change any player that is in the Skins Game to “Yes”, then click save.

*Please note that there is also an individual edit available, where you can update each player one at a time. This is found by clicking “EDIT” next to each player’s (under the Actions column).*

# BlueGolf Tournament Management System

## *Net Skins Game*

### **Step 1: Create BlueGolf “Player Types”**

If your Skins Game is optional, specific players may elect not to play. When this is the case, you will need to create a way to filter players in and out of your skins contest. You do this by using the “Player Type” function.

- Click “Setup” under the “Players tab”.
- You have 4 possible player types, click EDIT next to Player Type #1
- For your Gross Skins game, you should type in “Net Skins” as the prompt. For the values, type in ‘Yes’ on line 1 and ‘NO’ in line 2. Set default value to ‘NO’.

### **Step 2: Create Net Skins Game contest**

- The next step is to create your contest by clicking the “Contests” tab.
- Then click the “Add” link.
- Choose “Individual” and click next.
- Choose “Skins” and click next.
- Enter the Contest Name (Skins), if you are running Gross and Net Skins, you will want to name the contest accordingly.
- For your Net Skins game, enter the handicap percentage used (i.e. 80%) and choose your Carryover settings (standard setting is No Carryovers), click next.
- Click the Create button

### **Step 3: Setup the Proper Contest Eligibility Filter**

After the contest has been added, you can now setup your eligibility for the Net Skins contest.

- Click the “Contests” tab.
- Click the “Everyone” link under the Eligibility column.
- Under the “Net Skins” prompt, check off ‘Yes’, and click save.

### **Step 4: Update Players entering Skins Contest**

You will need to update your player roster to designate the player’s that have opted into the skins game.

- Click the “Players” tab.
- Then click the “Mass Edit” link.
- Change your Edit drop down to “Player Types”, click continue
- On the following screen, you will get a list of your players, and you will need to change any player that is in the Skins Game to “Yes”, then click save.

*Please note that there is also an individual edit available, where you can update each player one at a time. This is found by clicking “EDIT” next to each player’s (under the Actions column).*

# BlueGolf Tournament Management System

## Team Gross Skins Game

### Step 1: Create BlueGolf “Team Types”

If your Skins Game is optional, specific teams may elect not to play. When this is the case, you will need to create a way to filter teams in and out of your skins contest. You do this by using the “Team Type” function.

- Click “Setup” under the “Teams tab”.
- You have 4 possible team types, click EDIT next to Team Type #1
- For a Gross Skins game, you should type in “Gross Skins” for the prompt. For the values, type in ‘YES’ on line 1 and ‘NO’ in line 2. Set default value to ‘NO’.

### Step 2: Create Skins Game contest

- The next step is to create your contest by clicking the “Contests” tab.
- Then click the “Add” link.
- Choose “Team”, click next.
- Choose “Skins”, click next.
- Enter the Contest Name (Team Skins), if you are running Gross and Net Skins, you will want to name the contest accordingly.
- For your Gross Skins game, do not enter any handicap info, then choose your Carryover settings (standard setting is No Carryovers), click next.
- Click the Create button

### Step 3: Setup the Proper Contest Eligibility Filter

After the contest has been added, you can now setup your eligibility for the Skins contest.

- Click the “Contests” tab.
- Click the “Everyone” link under the Eligibility column.
- Under the “Gross Skins” prompt, check off YES, and click Save.

### Step 4: Update Players entering Skins Contest

You will need to update your player roster to designate the teams that have opted into the skins game.

- Click the “Teams” tab.
- Then click the “Mass Edit” link.
- On the following screen, you will get a list of your teams, under the Gross Skins column, you will need to change any team that is in the Skins Game to “Yes”, then click save.

*Please note that there is also an individual edit available, where you can update each team, one at a time. This is found by clicking “EDIT” next to each team.*

# BlueGolf Tournament Management System

## Team Net Skins Game

### Step 1: Create BlueGolf “Team Types”

If your Skins Game is optional, specific teams may elect not to play. When this is the case, you will need to create a way to filter teams in and out of your skins contest. You do this by using the “Team Type” function.

- Click “Setup” under the “Teams tab”.
- You have 4 possible team types, click EDIT next to Team Type #1
- For a Net Skins game, you should type in “Net Skins” for the prompt. For the values, type in ‘YES’ on line 1 and ‘NO’ in line 2. Set default value to ‘NO’.

### Step 2: Create Skins Game contest

- The next step is to create your contest by clicking the “Contests” tab.
- Then click the “Add” link.
- Choose “Team”, click next.
- Choose “Skins”, click next.
- Enter the Contest Name (Team Skins), if you are running Gross and Net Skins, you will want to name the contest accordingly.
- For your Net Skins game, enter the handicap percentage used (i.e. 80%) and choose your Carryover settings (standard setting is No Carryovers), click next.
- Click the Create button

### Step 3: Setup the Proper Contest Eligibility Filter

After the contest has been added, you can now setup your eligibility for the Skins contest.

- Click the “Contests” tab.
- Click the “Everyone” link under the Eligibility column.
- Under the “Net Skins” prompt, check off YES, and click Save.

### Step 4: Update Players entering Skins Contest

You will need to update your player roster to designate the teams that have opted into the skins game.

- Click the “Teams” tab.
- Then click the “Mass Edit” link.
- On the following screen, you will get a list of your teams, under the Net Skins column, you will need to change any team that is in the Skins Game to “Yes”, then click save.

*Please note that there is also an individual edit available, where you can update each team, one at a time. This is found by clicking “EDIT” next to each team.*

# BlueGolf Tournament Management System

## *Best Ball 1 of 2*

### **Step 1: Create the Contest**

- Use the “Add” link from the contest
- This will be a “Team” format
- Contest Format will be selected as “Better Ball”
- Label the contest something like “1 best of 2 Partners”
- Select if you wish this to be a gross or net contest. You can also choose if you wish for the net contest to be a team combined handicap or if you wish to use each players individually.
- Scores to count will be (1)

### **Step 2: Create Teams**

- Teams Tab > setup > indicated the number of players on a team will be 2.
- Create teams based on your requirements. If you know which players will be playing on a team together, simply choose the “Add” link and place the players together.
- If you are doing a random draw, you may create teams randomly, by index or stroke average. Select “Create” from the Teams tab > Create Teams by Draw > select the round, method and if you wish to pair players from different flights together.

### **Additional Notes:**

- For any of the contest you are creating, you may choose to add a “Player Type” if you only want certain Divisions to play in certain contests. If you are having a Multi-Contest event but only wish to have Men play in the Match Play and Seniors play in the Best Ball, you can achieve this by adding player types.
- For Team events, start under the Teams tab and select “Setup”
- Under Player Type 1, click edit to modify the player types.
- Prompt will equal “Division” and for the Values list your various Divisions. An example would be Men’s, Ladies, Juniors and Seniors. Simply enter the names on separate lines within the Values Box. You may also choose to add a default value, example being Men’s. Click Save
- On the Contest Overview page you are now able to select who is Eligible for each of your various contests. To achieve this, simply select the link under the Eligibility Title for a given contest. Here you are able to indicate which division you wish to allow entrance to the contest.
- For events which are Individual events, you repeat the same process for the Team setup of divisions but your starting point will be under the “Players Tab” and Setup.



# BlueGolf Tournament Management System

## *Best Ball 2 of 4*

### Step 1: Create the Contest

- Use the “Add” link from the contest
- This will be a “Team” format
- Contest Format will be selected as “Better Ball”
- Label the contest something like “2 best of 4 Partners” or “Team Best Ball 2 of 4”
- Select if you wish this to be a gross or net contest. You can also choose if you wish for the net contest to be a team combined handicap or if you wish to use each players individually.
- Scores to count will be (2) so from the Contest Overview page > edit for the 2 best of 4 event > scoring link > we wish to count the lowest (2).

### Step 2: Create Teams

- Teams Tab > setup > indicated the number of players on a team will be 4.
- Create teams based on your requirements. If you know which players will be playing on a team together, simply choose the “Add” link and place the players together.
- If you are doing a random draw, you may create teams randomly, by index or stroke average. Select “Create” from the Teams tab > Create Teams by Draw > select the round, method and if you wish to pair players from different flights together.

### Additional Notes:

- For any of the contest you are creating, you may choose to add a “Player Type” if you only want certain Divisions to play in certain contests. If you are having a Multi-Contest event but only wish to have Men play in the Match Play and Seniors play in the Best Ball, you can achieve this by adding player types.
- For Team events, start under the Teams tab and select “Setup”
- Under Player Type 1, click edit to modify the player types.
- Prompt will equal “Division” and for the Values list your various Divisions. An example would be Men’s, Ladies, Juniors and Seniors. Simply enter the names on separate lines within the Values Box. You may also choose to add a default value, example being Men’s. Click Save
- On the Contest Overview page you are now able to select who is Eligible for each of your various contests. To achieve this, simply select the link under the Eligibility Title for a given contest. Here you are able to indicate which division you wish to allow entrance to the contest.

# BlueGolf Tournament Management System

## *Better Ball Modified*

(1 on Par 3's, 2 on Par 4's, 3 on Par 5's)

### Step 1: Creating the Contest

- This contest will again be a Team Event. It is manageable with 3 player teams but because of the format we obviously recommend 4 player teams unless you have an odd number of participants.
- Begin selecting "Add" under the Contest Tab
- This will be a "Team" event
- We want to select the format as "3-2-1" and select next
- Label the contest "Modified Better Ball" and decide if you would like this to be a Gross or Net event.
- Normal formatting includes counting 3 of the 4 scores on Par 5's, 2 of the 4 scores on the Par 4's and 1 of the 4 scores on the Par 3's. You can change this information to reflect counting any variation of scores to count on the Par holes.
- Select "Create" and the contest is created

### Step 2: Setting up Teams

- Teams Tab > setup > indicated the number of players on a team will be 4.
- Create teams based on your requirements. If you know which players will be playing on a team together, simply choose the "Add" link and place the players together.
- If you are doing a random draw, you may create teams randomly, by index or stroke average. Select "Create" from the Teams tab > Create Teams by Draw > select the round, method and if you wish to pair players from different flights together.

### Additional Notes:

- For any of the contest you are creating, you may choose to add a "Player Type" if you only want certain Divisions to play in certain contests. If you are having a Multi-Contest event but only wish to have Men play in the Match Play and Seniors play in the Best Ball, you can achieve this by adding player types.
- For Team events, start under the Teams tab and select "Setup"
- Under Player Type 1, click edit to modify the player types.
- Prompt will equal "Division" and for the Values list your various Divisions. An example would be Men's, Ladies, Juniors and Seniors. Simply enter the names on separate lines within the Values Box. You may also choose to add a default value, example being Men's. Click Save
- On the Contest Overview page you are now able to select who is Eligible for each of your various contests. To achieve this, simply select the link under the Eligibility Title for a given contest. Here you are able to indicate which division you wish to allow entrance to the contest.

# BlueGolf Tournament Management System

## *Individual Match Play*

### Step 1: Setting up the Rounds

- The Rounds are the first step in the process. If we have a Match Play Bracket with has a 4 stage process (First Round, Quarter Finals, Semi Finals, Finals) we need to create a round for each stage of the bracket. If we only have a bracket with Semi Finals and Finals, than we must create (2) rounds for the contest, one for each stage.

### Step 2: Creating the Contest

- Working from the Contest tab, select “Add”
- Next we will indicate this to be an “Individual” contest and click next
- Our contest format will be selected as “Match Play”
- You are able to select this Match Play to be either gross or net. It is at your discretion. If you would like to leave it at a Gross event, you can also add flights to make sure people are getting into the correct ability level. If you wish to use handicaps, you can select which percentage of the player’s handicap you would like to use.
- Bracket levels will be corresponding to how many rounds you set up. Again, for a simply Bracket only hosting Semi Finals and Finals, we will select (2) for the Bracket Number.
- Next, make sure to indicate which level of the bracket corresponds to which round of the event. Semi Finals would obviously be tagged to round 1 and Finals tagged to round 2.
- Generate the Contest.

### Step 3: Generating Matches

- For each round of the Match Play tournament you will need to generate Matches. Simply go to the contests overview and click the “Matches” link. You can either have the system generate matches for you based on the seeding you listed for the players or you can manually select the players for each match.
- To enter matches manually, simply select add match and you will be taken to a screen with two drop down boxes. You can select who you wish to play who and once you are happy with your first match, click “Save and Add Another”
- Once all players have been added to a Match, the drop down boxes will become empty.

### Additional Notes:

- For any of the contest you are creating, you may choose to add a “Player Type” if you only want certain Divisions to play in certain contests. If you are having a Multi-Contest event but only wish to have Men play in the Match Play and Seniors play in the Best Ball, you can achieve this by adding player types.
- For Team events, start under the Teams tab and select “Setup”
- Under Player Type 1, click edit to modify the player types.
- Prompt will equal “Division” and for the Values list your various Divisions. An example would be Men’s, Ladies, Juniors and Seniors. Simply enter the names on separate lines within the Values Box. You may also choose to add a default value, example being Men’s. Click Save
- On the Contest Overview page you are now able to select who is Eligible for each of your various contests. To achieve this, simply select the link under the Eligibility Title for a given contest. Here you are able to indicate which division you wish to allow entrance to the contest.
- For events which are Individual events, you repeat the same process for the Team setup of divisions but your starting point will be under the “Players Tab” and Setup.

# BlueGolf Tournament Management System

## *Team Match Play*

### **Step 1: Setting up the Rounds**

- The Rounds are the first step in the process. If we have a Match Play Bracket with has a 4 stage process (First Round, Quarter Finals, Semi Finals, Finals) we need to create a round for each stage of the bracket. If we only have a bracket with Semi Finals and Finals, than we must create (2) rounds for the contest, one for each stage.

### **Step 2: Creating the Contest**

- Working from the Contest tab, select "Add"
- Next we will indicate this to be an "Team" contest and click next
- Our contest format will be selected as "Match Play"
- Select the contest to be either a gross or net contest. If you have a net contest, you will be able to see which player strokes on what hole via dots on the scorecards.
- If you are playing a 2 Man better Ball you will count 1 score. If you are playing a 4 Man Better Ball you can select to keep 2 scores.
- Bracket levels will be corresponding to how many rounds you set up. Again, for a simply Bracket only hosting Semi Finals and Finals, we will select (2) for the Bracket Number.
- Next, make sure to indicate which level of the bracket corresponds to which round of the event. Semi Finals would obviously be tagged to round 1 and Finals tagged to round 2.
- Generate the Contest.

### **Step 3: Creating Teams**

- If you know the members of the team, you will want to add them manually. First, you must tell the system how many players will be on a Team. Team Tab > setup > change the # of players on a Team to your specifications for the tournament. From this screen you can also select if you will use Flights for the event and you wish to enter a single team score. Go to the Teams Tab and select "Add"
- You can now place partners into the team if players are signing up to play with specific partners. You will want to indicate the round you are tagging the partners for. If they are starting in the Semi Finals be sure to tag the team to Round 1. If this team received a bye and are going straight into the Finals, tag them as round 2.
- If you do not have specific partners but this tournament was a general sign up you can also create Teams randomly. Teams Tab > Create > Create Teams by draw > Round 1 and choose your method of generating teams. You can leave at random or change to one of the other two options. You also have the option to use flights if you so desire.

### **Step 4: Generating Matches**

For each round of the Match Play tournament you will need to generate Matches. Simply go to the contests overview and click the "Matches" link. You can either have the system generate matches for you based on the seeding you listed for the players or you can manually select the teams for each match.

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- To enter matches manually, simply select add match and you will be taken to a screen with two drop down boxes. You can select who you wish to play who and once you are happy with your first match, click “Save and Add Another”
- Once all teams have been added to a Match, the drop down boxes will become empty.

## Additional Notes:

- For any of the contest you are creating, you may choose to add a “Player Type” if you only want certain Divisions to play in certain contests. If you are having a Multi-Contest event but only wish to have Men play in the Match Play and Seniors play in the Best Ball, you can achieve this by adding player types.
- For Team events, start under the Teams tab and select “Setup”
- Under Player Type 1, click edit to modify the player types.
- Prompt will equal “Division” and for the Values list your various Divisions. An example would be Men’s, Ladies, Juniors and Seniors. Simply enter the names on separate lines within the Values Box. You may also choose to add a default value, example being Men’s. Click Save
- On the Contest Overview page you are now able to select who is Eligible for each of your various contests. To achieve this, simply select the link under the Eligibility Title for a given contest. Here you are able to indicate which division you wish to allow entrance to the contest.

# BlueGolf Tournament Management System

## *Scramble*

### **Step 1: Set up the Contest**

- Select “Add” from the Contest Overview page.
- Select “Team” for the contest type.
- Select “Custom” for the contest format.
- Label the contest title as “Team Scramble”
- Scoring Method will be “Stroke Play”
- Team Handicap can be selected as a gross or a net event. If you wish to have this as a net event, select “Team Combined” for the handicap selection.
- Select the toggle to include “On Results Website”
- Click Save

### **Step 2: Scoring Setup**

- Click the “Teams” tab
- Click the “Setup” link
- Change “Enter Single Team Score” to ‘Yes’

When you enter scores for your Scramble contest, you will now put in 1 score per team, per hole.

# BlueGolf Tournament Management System

## *A-B-C-D Tournament*

### **Step 1: Turn on Player Flights feature**

The first step is to Setup your event so that Player Flights are enabled for your event.

- Click the “Players” tab, then click the “Setup” link
- Switch the “Player Flights” field to “Yes”

### **Step 2: Create Flights**

After you enable the flight feature, you can begin to create flights for your field.

- Click the “Players” tab, then click the “Flights” link
- Click the “Assign” link
- Select the option to “Assign flights across the entire field”, click next
- Your flight assignment method should be by “Handicap Index”, click next
- Your number of flights should be “4”. You do not need to enter flight names (as they will default to A, B, C, and D). The flight sizes should be set to “Automatically Distribute Players”, click next
- On the final screen, you will get a final confirmation of your settings, click “Save Flights”

After completing these steps, all players will be assigned to the A, B, C, or D flight, based on their handicap index. The next step will be to create your teams, which will be based off of the flights created.

### **Step 3: Creating Teams**

First, you will need to setup your tournament as a team competition (for 4 players per team). Setup this up by clicking the “Teams” tab, and enabling the tournament for team play. You will then want to begin creating your teams.

- Click the “Teams” tab, then click the “Create” link
- Select “Create teams by Draw”, click Next.
- On the next screen, your final step will be sure to choose “Handicap Index” as your flight method\*.
- Be sure to check off “Use Flights”, and match up the corresponding partner with the correct flight (1 with A, 2 with B, 3 with C, 4 with D).
- Then click “Create Teams”, and your teams will be created.

*\*Use the handicap index method if you want to pair the best A player with the worst B, best C, and worst D. Please click the Information Bubble for other methods.*

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## *Alternate Shot*

### **Step 1: Set up the Contest**

- Select “Add” from the Contest Overview page.
- Select “Team” for the contest type.
- Select “Custom” for the contest format.
- Label the contest title as “Team Alternate Shot”
- Scoring Method will be “Stroke Play”
- Team Handicap can be selected as a gross or a net event. If you wish to have this as a net event, select “Team Combined” for the handicap selection.
- Select the toggle to include “One Results Website”  
Click Save

*This completes the setup for a Team Alternate Shot event.*



# BlueGolf Tournament Management System

## *Callaway Scoring Events*

### **Step 1: Set up the Contest**

- Under the Contests tab within your console, select “Add” to enter the contest.
- Select “Individual” for contest type
- Callaway will be a scoring method option on the format screen so setup of this contest is very simple. Select Callaway for the scoring method and continue on.
- Label the contest as simply “Callaway”
- Select “Create”

The only real variation of the contest you will be able to manage once its created will be the “Rounds” and “Eligibility” from the contest overview.

If you are hosting a tournament which spans over a few days meaning you have multiple rounds, you can select which round you wish to use the Callaway scoring system for.

You can also indicate who will be eligible to play in the contest if you have several groups playing in the event such as Juniors, Seniors, Ladies or Men’s but only wish to allow one particular group to play in this contest.

# BlueGolf Tournament Management System

## *Individual Stableford*

### **Step 1: Add your Stableford Contest**

- Click “Add” underneath the “Contests tab”.
- Choose “Individual” as your “Contest type” and click “Next”.
- Choose “Stableford” as your “Contest Format” and click “Next”.
- Enter a “Contest Name” and choose the appropriate “Handicap” option, customize your “Point Setup” and click “Next”.
- Confirm your “Contest Setup” and click “Create”.

Note: When scoring the stableford contest you will want to enter the players’ gross scores under the “Scoring tab”. The system will calculate the players’ stableford points. For example, if a player scores a par on a hole (and par is worth 1 point), the player will be awarded 1 point for that hole.

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## *Stableford Team*

### **Step 1: Add your Stableford Contest**

- Click “Add” underneath the “Contests tab”.
- Choose “Team” as your “Contest type” and click “Next”.
- Choose “Stableford” as your “Contest Format” and click “Next”.
- Enter a “Contest Name” and choose the appropriate “Handicap” option, customize your “Point Setup” and click “Next”.
- Confirm your “Contest Setup” and click “Create”.

Note: When scoring the stableford contest you will want to enter the players’ gross scores under the “Scoring tab”. The system will calculate the players’ stableford points. For example, if a player scores a par on a hole (and par is worth 1 point), the player will be awarded 1 point for that hole.

### **Step 2: Create your Teams**

- Teams Tab > setup > indicated the number of players on a team will be 2 or 4.
- Create teams based on your requirements. If you know which players will be playing on a team together, simply choose the “Add” link and place the players together.
- If you are doing a random draw, you may create teams randomly, by index or stroke average. Select “Create” from the Teams tab > Create Teams by Draw > select the round, method and if you wish to pair players from different flights together.

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## *Individual Point Quota*

### **Step 1: Add your Point Quota Contest**

- Click “Add” underneath the “Contests tab”.
- Choose “Individual” as your “Contest type” and click “Next”.
- Choose “Point Quota” as your “Contest Format” and click “Next”.
- Enter a “Contest Name” and choose the appropriate “Handicap” option, customize your “Target Points”, set a “Max Handicap”, customize your “Point Totals” and click “Next”.
- Confirm your “Contest Setup” and click “Create”.

Note: When scoring the point quota contest you will want to enter the player’s gross scores under the “Scoring tab”. The system will calculate the players’ quota points. For example, if a player scores a par on a hole (and par is worth 1 point), the player will be awarded 1 point towards their point quota.

# BlueGolf Tournament Management System

## *Point Quota Team*

### **Step 1: Add your Point Quota Contest**

- Click “Add” underneath the “Contests tab”.
- Choose “Team” as your “Contest type” and click “Next”.
- Choose “Point Quota” as your “Contest Format” and click “Next”.
- Enter a “Contest Name” and choose the appropriate “Handicap” option, customize your “Target Points”, set a “Max Handicap”, customize your “Point Totals” and click “Next”.
- Confirm your “Contest Setup” and click “Create”.

Note: When scoring the point quota contest you will want to enter the player’s gross scores under the “Scoring tab”. The system will calculate the players’ quota points. For example, if a player scores a par on a hole (and par is worth 1 point), the player will be awarded 1 point towards their point quota.

### **Step 2: Setting up Teams**

- Teams Tab > setup > indicated the number of players on a team will be 2 or 4.
- Create teams based on your requirements. If you know which players will be playing on a team together, simply choose the “Add” link and place the players together.
- If you are doing a random draw, you may create teams randomly, by index or stroke average. Select “Create” from the Teams tab > Create Teams by Draw > select the round, method and if you wish to pair players from different flights together.

# BlueGolf Tournament Management System

## *Round Robin*

The example we are displaying will be for a Round Robin event with 18 (2) man teams. The 18 teams will be split into 3 flights of 6 teams. Each team will play a 9-hole match against every other team in their flight.

### Step 1: Setting up Rounds

- Each 9 hole match will need to be set up for its own round
- For the given example you will need to set up 5 rounds plus an additional round used for a playoff

### Step 2: Team Flights

- You will need to set the teams so they are flighted
- To do this go to the Teams Tab > Setup > and make sure Team Flights is switched to “yes”
- Next step is to add the actual flights – Teams Tab > Flights > Assign > Assign across the entire field > method will be selected as “handicap index combined” > # of flights will be selected as “3” you can choose to enter flights names if you wish and flight sizes will be automatically distributed and select next
- Save Flights

### Step 3: Creating the Contest

- Select Contest and add
- This will be a team event
- Format will be selected as Round Robin
- Basic settings will be:
  - Title can be labeled “2011Round Robin” or whatever name you wish to choose
  - Net events you will want to select Team Handicap as “Calc using Player Handicap”
  - Playoff for winners will be selected as “Yes” meaning the winners of each of the 3 flights will then play each other to decide the winner of the overall event
- Choose to be visible on the results website and the tournament homepage and click next
- Next, steps will include choosing your handicap requirements. You can choose if you wish to use 100% of the handicap or another value, it is at your discretion. You can also choose to use half or whole strokes > Select next
- You can put in any values for the points you wish but a good set up will be as follows:
  - Win Hole 1
  - Tie Hole .5
  - Win Match 1
  - Tie Match .5
- Next screen we will want to select the rounds, based on having 18 teams and 3 flights, we will have 6 teams per flight so we will need a total of 3 matchers per round per flight
- We need to select Round 1-5 and DO NOT include Round 6 because this is the round we will use for the playoff between flight winners
- By default the system will select the matches for each Round to make sure all Teams play each other. You can simply select “Next” on this screen
- Again, by default the system will select the holes used for each match. If you wish to change these holes you may if not select next
- Following screen will be the setup for the Playoff between the 3 flight winners. You can choose to have this as an 9 or 18-hole playoff and select the holes you wish to use (front 9 or back). You can also indicate to simply have a 3 hole playoff by entering the number of holes in the “Manually Text Field”
- Select Next
- Give a look at the overall summary of the contest setup and when you are satisfied, click “Create”

# BlueGolf Tournament Management System

## Step 4: Create the Matches

- From the Contest Overview Page, select "Round Robin Setup"
- Click "Regenerate Flights, Seedings, Matches and Pairings"
- Click "Matches" and select save
- This will generate the matches and once the system is working click "Check Status" so you will see the Matches
- Click Manage Round Robin which will take you back to the Contest Overview
- Click "Matches" for Round 1 (A Flight) and you can see the Matches Setup for this Flight

## Step 5: Create Pairings

- Go to the Parings Tab and select Round 1 under "Pairings and Tee Times"
- Click Assign and Choose to Pair Teams
- Select Entire Field and By Matches
- We will then select 1 Match Per Pairing and Select next
- Next screen you can select your start times. You can select any Tee Times you wish for the Pairings just make sure you do not have any overlap in the times (do not have same start times for different pairings) and click next to confirm the settings
- Click Generate and then "Check Status" once status is ready, select View Pairings
- You must repeat all steps for pairings for each of the rounds (2 thru 5 are left)

## Step 6: Making Any Changes

If teams are dropped and added to the event we will need to make the changes to correct fighting, pairings and matches. If a team drops out and is replaced with a team which needs to be in a lower flight, we need to re-due all information. The system will do this for us automatically.

- Start by dropping the old team or player and adding the new team or player to the active players list and make the adjustment under Teams
- Click Manage under contests next to the Round Robin event
- Click Round Robin Setup in the upper left > Regenerate Seedings, Matches and Pairings
- We will then choose Flights for the option > click save > check status
- Changes will have been made and you can now run the scorecards for the event

## Step 7: Printing Scorecards

- From the scoring tab, you will need to click Reports
- PDF Scorecards > 9 Hole Match > Round 1 > Flight A (note you will need to repeat the process for the remaining flights in the event) click generate
- Check status > view scorecards
- This will open a PDF file with the correct teams and handicap information

# BlueGolf Tournament Management System

## *Stroke Play Championship (w/ Flights)*

Once all of your players have registered for the tournament you will want to begin by setting up the contest for the Championship

### **Step 1: Create Individual Stroke Play Contest**

- Click the “Contest” tab and then select the “Add” link
- Choose “Individual” for the contest type
- Format will be “Stroke Play”
- Label the contest something like “Flight Play Championship” and leave the Handicap as a gross event. We are leaving this event as gross because we will Flight the Players according to their handicap index, so they will play others at their level of play with no strokes involved.

### **Step 2: Create Player Flights for Contest**

- The next step in the process is to create flights base on handicap for the Championship.
- Go to the “Players” tab and select “Flights” from the menu bar. You will now want to assign your Flights which will place players into their respective ability levels for the Championship. Choose “Assign” from the Flights page > Choose “Generate New Flights” > “Assign Flights Across Entire Field” > the next screen will provide you with a “Method” drop down box. For this tournament because we are holding a Flighted Stroke play, we want to choose “Handicap Index”
- Next you will want to select how many flights you wish to have. Obviously the bigger the field the more flights are needed to group like handicaps. You can also choose to “Enter Flight Names” if you wish, this is your option by selecting yes or no. “Flight Sizes” can stay on automatic and select “Next” and finally select toggle box for “Assign Players to Flights Now” and choose “Save Flights.” Your player field will now be Flighted according to their handicap index and if you wish to edit Flight Names instead of using “ A B C” format simply select “Edit Flight Names” to manually enter your desired names.

### **Step 3: Eligibility Criteria**

Contest Overview provides an area you can choose who is able to play in this contest. We have created flights and wish for all flights to participate in the event.

- On the Contest Tab, with respect to the contest labeled Flighted Stroke Play, simply make sure all flights are checked for the eligibility. This is the final step in the process.



# BlueGolf Tournament Management System

## Team 6-6-6 Event

### Step 1: Creating the Contests – Best Ball

- Select the Contests Tab and “Add” Contest to begin the process
- This will be a team event, so on the first page you will want to select “Team”
- Our first 6 holes will be a Better Ball between partners, so select the “Best Ball” format
- Contest Name will be Team Better Ball > Select if you wish to use handicaps or leave as a gross event depending on what you desire. If you do wish to use Handicap, you will want to select “Team Combined Handicap” next to the Handicap Calculation box and click save.
- Select Create on the following screen.
- Once the Contest has been added we will want to select the desired holes to be used for the contest. Under “Holes” you can see “All” is indicated. Simply Click on “All” and change the holes start and ends to Hole 1 for start and Hole 6 for end.

### Step 2: Creating the Contest – Scramble

This contest will be set up much the same as the first contest with a few exceptions.

- We will start by again selecting this to be a team event.
- Next we will indicate that this event will be “Custom”
- Label the event Team Scramble > format will be “Stroke Play” > indicate if this will be a gross or net division but if using a net format make sure to indicate that Handicap calculation to be “Combined Team”
- We will again want to change the holes to indicate which holes we will use for this contest. Again, select “All” to change start and end holes. Start hole will be 7 and end hole will be 12.

### Step 3: Creating the Contest – Alternate Shot

- Once again start by selecting “Team”
- Select “Custom” for the scoring method and select next. Contest Type will be Team Alternate Shot. Format will again be “Stroke Play” and you are able to choose if you would like this to be a Gross or Net contest.
- Finally change the start and end holes to reflect “13” and “18” respectively.

### Step 4: Tying the Contests Together

- Final step in the process is to tie the contests together into 1 event.
- Same as the rest of the contests this will start as a “Team” contest and scoring will be “Custom”
- Contest Title will be labeled “Team 6-6-6 Event”
- Scoring method will need to be selected as “Multi-Contest” and the next screen will allow you the option to tag the 3 contests you have already set up: Best Ball, Scramble and Alternate Shot

*This will complete the set up for a 6-6-6 Team event. Simple changes such as the holes used for each contest and if you wish to change between gross and net can be made from the Contest Overview page.*

# BlueGolf Tournament Management System

## Team 9-9-9 Event

### Step 1: Creating the Rounds

- You will need to create 2 rounds for this event because it is a 27-hole contest.
- Create rounds by selecting “Add Round” from the rounds tab
- The first round will be the first 18 holes the players will complete in the event. Normally for this type of event you will want to set start times in the morning, so for our purposes we will select a 9:00 am start time. You will want to select the date and course played and click save. This is round 1.
- Again, select add round and please note the system will automatically want to place round 2 on the day after round 1 was played. Make sure to change the date to the same day as round 1. Start times will vary on the day of the tournament depending on how fast the teams play. Since round one started at 9:00 am we can indicate round 2 to begin at 1:30 pm leaving the players 4 ½ hours to complete round one.
- Make sure the courses are the same and select save. You can select the tees used for each round from the rounds overview and also set up hole location sheets if you wish.

### Step 2: Creating the Contests – Best Ball

- Select the Contests Tab and “Add” Contest to begin the process
- This will be a team event, so on the first page you will want to select “Team”
- Our first 9 holes will be a Better Ball between partners, so select the “Best Ball” format
- Contest Name will be Team Better Ball > Select if you wish to use handicaps or leave as a gross event depending on what you desire. If you do wish to use Handicap, you will want to select “Team Combined Handicap” next to the Handicap Calculation box and click save.
- Select Create on the following screen.
- Once the Contest has been added we will want to select the desired holes to be used for the contest. Under “Holes” you can see “All” is indicated. Simply Click on “All” and change the holes start and ends to Hole 1 for start and Hole 9 for end.
- Finally, from the link under “Rounds” you need to indicate this contest is only for round 1.

### Step 3: Creating the Contest – Scramble

- We will start by again selecting this to be a team event.
- Next we will indicate that this event will be “Custom”
- Label the event Team Scramble > format will be “Stroke Play” > indicate if this will be a gross or net division but if using a net format make sure to indicate that Handicap calculation to be “Combined Team”
- We will again want to change the holes to indicate which holes we will use for this contest. Again, select “All” to change start and end holes. Start hole will be the 10<sup>th</sup> and end hole will be the 18<sup>th</sup>.
- Again, this contest, like the Best Ball, will need to be tagged to Round 1 only.

### Step 4: Creating the Contest – Alternate Shot

- Once again start by selecting “Team”
- Select “Custom” for the scoring method and select next. Contest Type will be Team Alternate Shot. Format will again be “Stroke Play” and you are able to choose if you would like this to be a Gross or Net contest.
- Finally change the start and end holes to reflect “1” and “9” respectively. Since this is a 27-hole event, players will play either the front nine or back nine twice at your discretion. If you wish the players to play the back nine again simply select “10” and “18” for start and end.
- Finally, from the Contest Overview page, this time we need to indicate this contest is for Round 2.

# BlueGolf Tournament Management System

## Step 5: Tying the Contests Together

- Final step in the process is to tie the contests together into 1 event.
- Same as the rest of the contests this will start as a “Team” contest and scoring will be “Custom”
- Contest Title will be labeled “Team 9-9-9 Event”
- Scoring method will need to be selected as “Multi-Contest” and the next screen will allow you the option to tag the 3 contests you have already set up: Best Ball, Scramble and Alternate Shot

*This will complete the set up for a 9-9-9 Team event. Simple changes such as the holes used for each contest and if you wish to change between gross and net can be made from the Contest Overview page.*

# BlueGolf Tournament Management System

## *Pari-Mutuels*

### **Step 1: Create Contests**

The first step is to get your different contests setup within your tournament. Pari-Mutuels can be supported for many different formats.

- Within your tournament console, click the “Contests” tab
- Click the “Add” link
- Create your individual or team contests

### **Step 2: Setup Pari-Mutuels**

- Within your tournament console, click the “Contests” tab
- Click the “Pari-Mutuels” link
- Click the “Default Settings” link

On this screen, you will now be able to customize the settings for your Pari-Mutuel contests. You can customize the following items:

- Wager Units (Money vs. Points)
- Who Can Wager (Admins, Members, Players)
- Minimum Wagers, Maximum Wagers, and Wager Increments
- Opening and Closing Dates
- Set holdback percentage (for gratuities)

### **Step 3: Add Pari-Mutuels**

- Within your tournament console, click the “Contests” tab
- Click the “Pari-Mutuels” link
- Click the “Add Pari-Mutuel” link
- Choose the contest(s) you wish the Pari-Mutuel(s) to be based off of
- You can click “Add Pari-Mutuel” again if you are running multiple pari-mutuels

### **Step 4: Add Wagers**

Once Pari-Mutuel contests have been added, you can now begin entering wagers from players.

- Within your tournament console, click the “Contests” tab
- Click the “Pari-Mutuels” link
- Click the “Manage” link (next to the appropriate contest)
- Click the “Add Wager” link
- Click the “Select” link, and choose any tournament player or club member from the list

You can now enter how much the player would like to wager on specific players or teams. Just type in the dollar amount wagered in the Win, Place, or Show columns. Check off “Received” if the player has paid their wager. Click “Confirm Wager”, when completed, then click “Save”. To add more wagers, click the “Add Wager” link.

# BlueGolf Tournament Management System

## Step 5: View Wagers

To view all wagers entered, click the “Active Wagers” link

## Step 6: Enter Outstanding Wager Payments

To view all missing payments, click the “Outstanding Wager” link

- If you received a missing wager, click the “Received” checkbox, and click save
- If you need to change a wager, click the “Edit” link
- If you need to remove a wager, click the “Remove” link

After making any changes, click the “Save” button

## Step 7: Entering Pari-Mutuel Results

At the conclusion of your tournament, after all scores have been entered, you can now enter the results for the Pari-Mutuel contest.

- Within your tournament console, click the “Contests” tab
- Click the “Pari-Mutuels” link
- Click the “Manage” link (next to the appropriate contest)
- Click the “Enter Results” link

The system will automatically use the scores entered to populate the Pari-Mutuel results. This screen will show the results (place finished) on the top portion and show the results (money won) on the bottom portion. Once you confirm the accuracy of this page, click “Save”.

## Step 8: View Results

Once your results have been entered, you will now be able to view a report of your Pari-Mutuel results.

- Within your tournament console, click the “Contests” tab
- Click the “Pari-Mutuels” link
- Click the “Manage” link (next to the appropriate contest)
- Click the “View Results” link

# BlueGolf Tournament Management System

## *Manual Contest*

The Manual Contest enables you to enter the total score or total points for a player or team and determine the sort order for the leaderboard.

This contest is ideal for unique formats that may not be calculated within BlueGolf or where you prefer to enter a total number instead of hole-by-hole scores.

### **Step 1: Add Your Contest**

- Click “Add” under the “Contests Tab”.
- Choose the either “Individual” or “Team” as your Contest Type and click “Next”.
- Choose “Custom” as your Contest Format.
- Enter a “Contest Title”, set the “Scoring Method” dropdown to “Manual” and hit “Save”.

### **Step 2: Set your Sort Order**

The system defaults to sort the scores from “Low to High”. If you would like to change the sort order from “High to Low” you will have to tell the system.

- On the “Contests Tab”, click “Edit” under the Status column next to your Manual contest.
- Change the “Sort Order” dropdown to “High to Low” and hit “Save”.

### **Step 3: Score the Manual Contest**

A separate section under the “Scoring Tab” is available for Manual contests. This section will display all Manual contests in your event.

- Under the “Scoring Tab”, click the name of your Manual contest underneath the “Contests” heading.