Gulf Coast Women's Golf Association
Event Setup Guide

This document provides the hosting club with information for setting up our events and includes:

- Dining Room Setup
- Golf Genius Event Setup

Event Size: 14 Teams with 8 Players per Team for **112 Players**

Dining Room Setup

- The dining should be setup with 14 tables of 8 so that all teams can sit together. There is no need for a separate scoring table (head table) as in previous years. We will provide a Table Tent with team name to set on tables.
- We will need a podium and speaker.
- We would like a TV which can project the tournament results from Golf Genius.
- It would be ideal that the podium and tv are placed in the same area at a focal point in the room.

Course Setup

- We will have closest to the Pin on Par 3s. Please have tape measure and sheet on each par 3 for recording results.
- Pace of Play Guidelines will be shared with the Pro Shop by the Club Rep. We ask the club to share with rangers so they can enforce our guidelines if slow play is observed.

Golf Genius Event Setup

The hosting pro shop will have the ability to login to the Gulf Coast League on Golf Genius and complete the setup of their event/round. The league roster has been entered into GG for the League along with the tournaments and reports needed.

Golf Genius Foursome Setup

The golf pro shop will receive emails from each of the participating teams at least four days before the event. The roster will have player names and GHIN IDs. The setup of foursomes needs to consider the following:

- Players should be paired with similar handicaps.
- Players should be playing with players from different teams.
- The foursomes from the previous event will be made available to the team rep who will share it with the golf professional setting up Golf Genius. As best as possible, try to not have the players playing with folks from the prior event. *The pairings tool in Golf Genius should also be used to assist with this by providing the history of past pairings.*

- The team rep can work with the golf professional to review the final pairings to help ensure the above items were accommodated as best as possible.

While the League Roster has all the players as of October 9, 2023, you may receive a roster that contains a substitute not found on the League Roster. Please add the golfer to the League Roster and remember to also add them to the appropriate Team in GG.

MAXIMUM HANDICAP INDEX FOR THE EVENT IS 24.7.   We have set the max index at 24.7 in GG for the Net Tournaments.

Golf Genius Tournament Setup

  The four event tournaments that are setup for you in Golf Genius are:

- Individual Gross
- Individual Stableford Points
- Team Stableford Points
- Foursome vs. Field High Stable Points

These tournaments should already be included in the rounds.

Additionally, you will see Multi-Round Tournaments that we are using for the season:
- YTD Team Totals
- YTD Individual Stableford

IMPORTANT: Once the event has been setup, the player handicaps will need to be updated in Golf Genius from GHIN prior to printing the scorecards.

Reports

Under the League you will see the reports that have been created. These can be found in the Report Center under This League. Please use the Gulf Coast Individual Stableford Scorecard for the event.   You will also find Cart Sign, Bag Tags and various pairing sheets that can be used.

At the start of the event please make sure Mobile Entry and Leaderboard are allowed. We do not use scoring via Visage. And finally set the event to In Progress.

Event Completion

The league will go into GG at the end of the round and
- Set the round as Completed so Ties are broken
- Post the Scores to GHIN as Competition Rounds