



Texas League Play

Welcome to Texas League Play. This manual will guide you using Golf Genius – Team Matches, where you will set up your home course, enter your team roster, submit your match lineups, and post results. The software is easy to use and is linked directly to the GHIN handicap system, so all handicap calculations are accurate and easy for the team captain or pro to use.

All team captains must submit rosters and results through the Team Captain Portal. Please do not hesitate to contact TGA Staff Contact with any questions regarding the portal. We ask that captains do not reach out to Golf Genius directly or click the help icon within golf genius for assistance.

TGA League Play Staff Contact

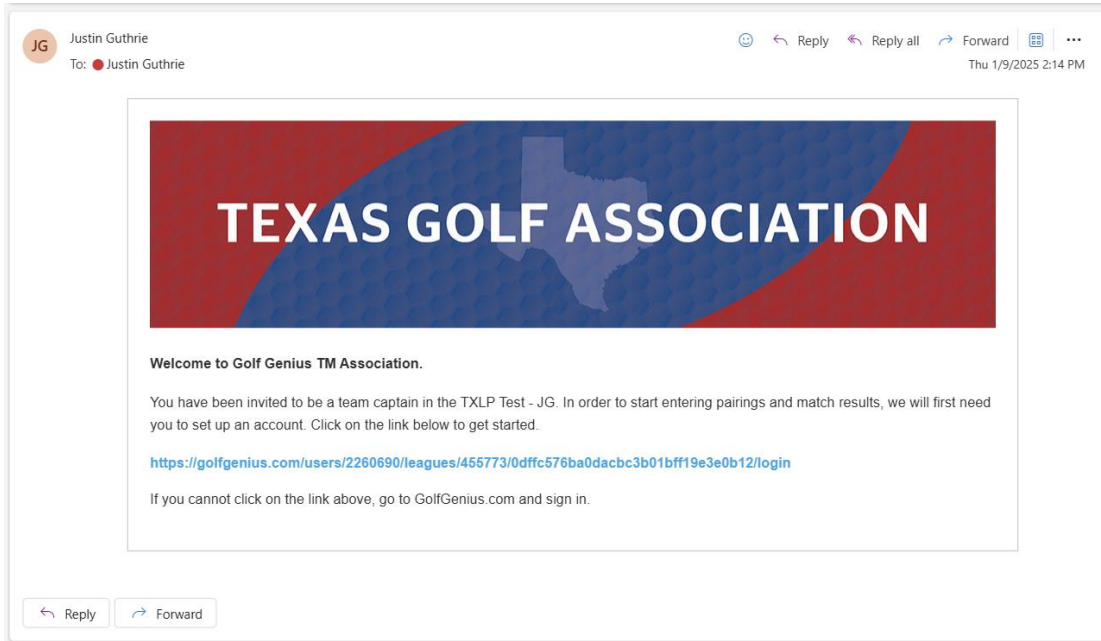
Tournament Director – Duffy Suhr

Office: (214) 468-8942

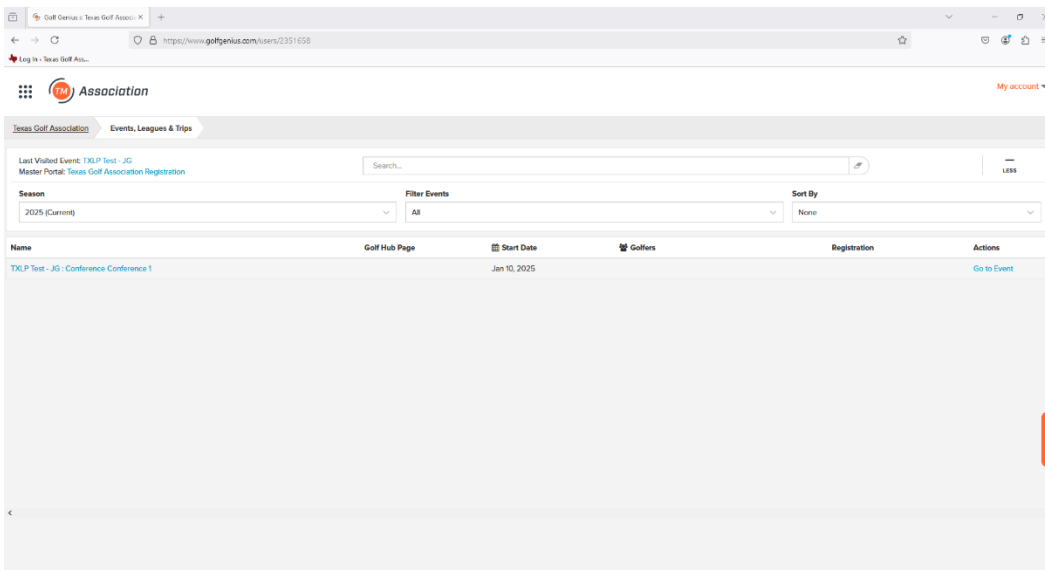
dsuhr@txga.org

1. Invitation Email from TGA through Golf Genius

After registration has closed, the TGA staff will invite Team Captains to join the Team Captain Portal through Golf Genius. This automated email will come from noreply@golfgenius.com.

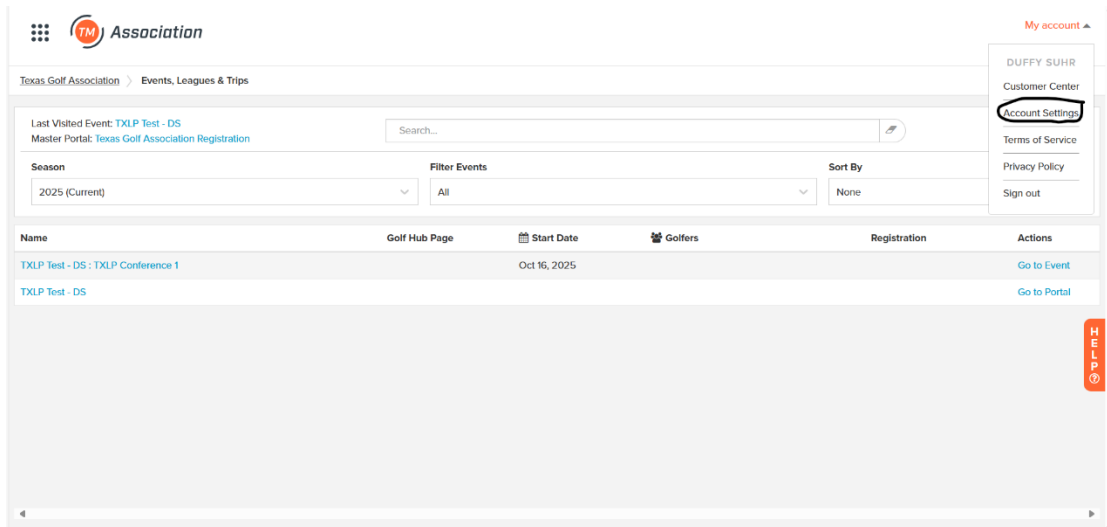


Once you click on the invitation link in the body of the invitation email, you will be redirected to the Texas League Play Splash Page.



2. Editing Your Golf Genius Profile

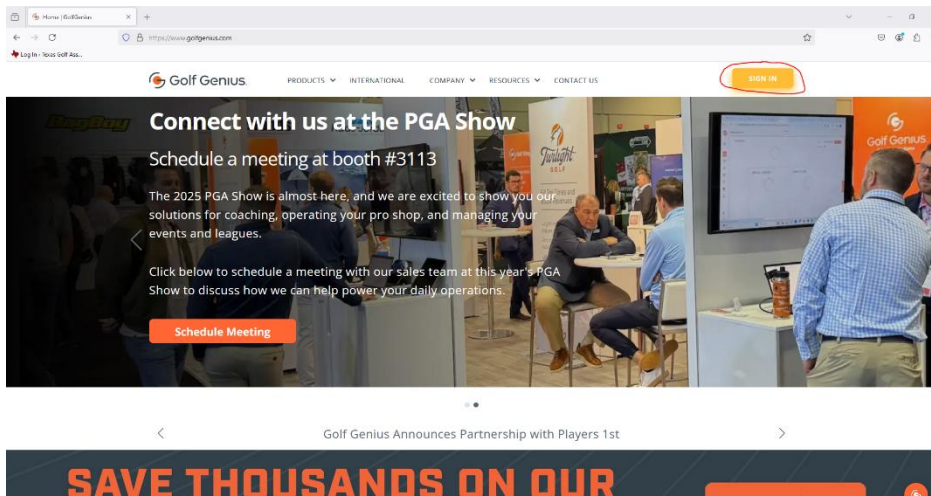
After accepting the invitation and being re-directed to the Texas League Play Splash Page, you will want to go to the top right corner and hover over My account setting icon before selecting 'Account Settings'.



From here you will want to make sure that your profile is updated with correct information. On this page you can update your Golf Genius password if needed. After you click the update button you will be re-directed to the Texas League Play Splash Page. See 'Step 3 Accessing Team Captain Portal' (2) for next steps.

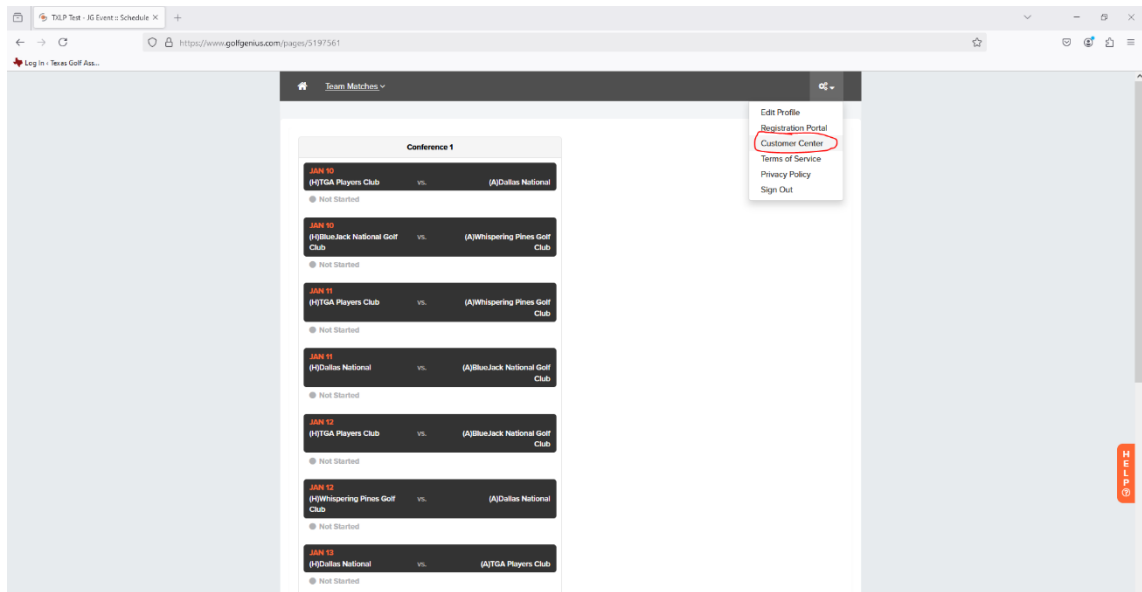
3. Accessing Team Captain Portal

Team Captains will log in through Golf Genius by going to www.golfgenius.com and clicking the orange 'sign in' button in the top right corner.

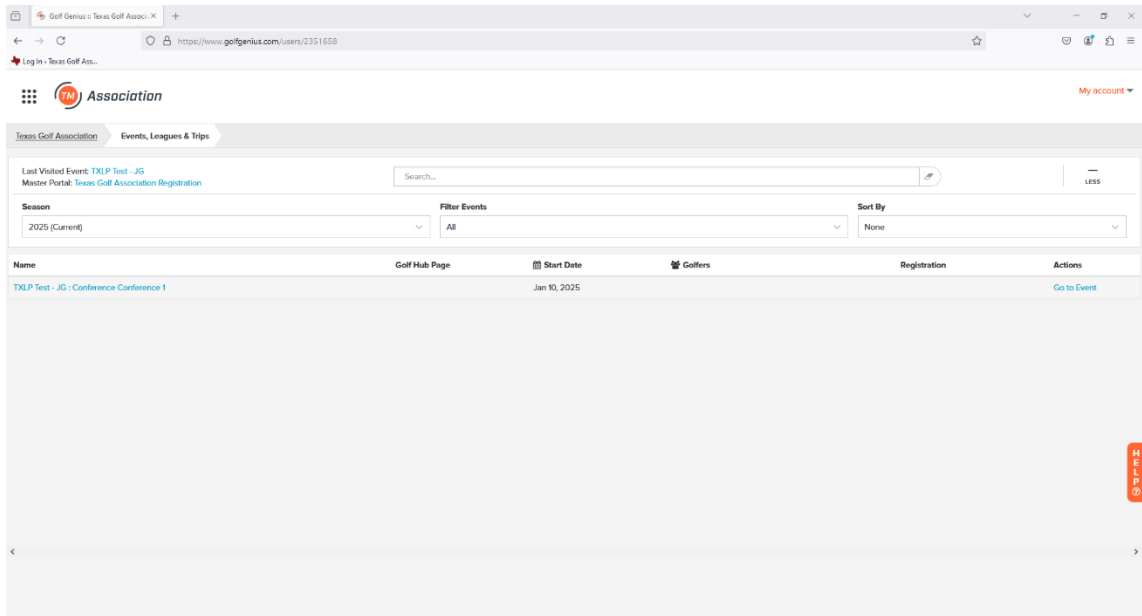


After logging in, captains will see one of two splash pages.

(1)

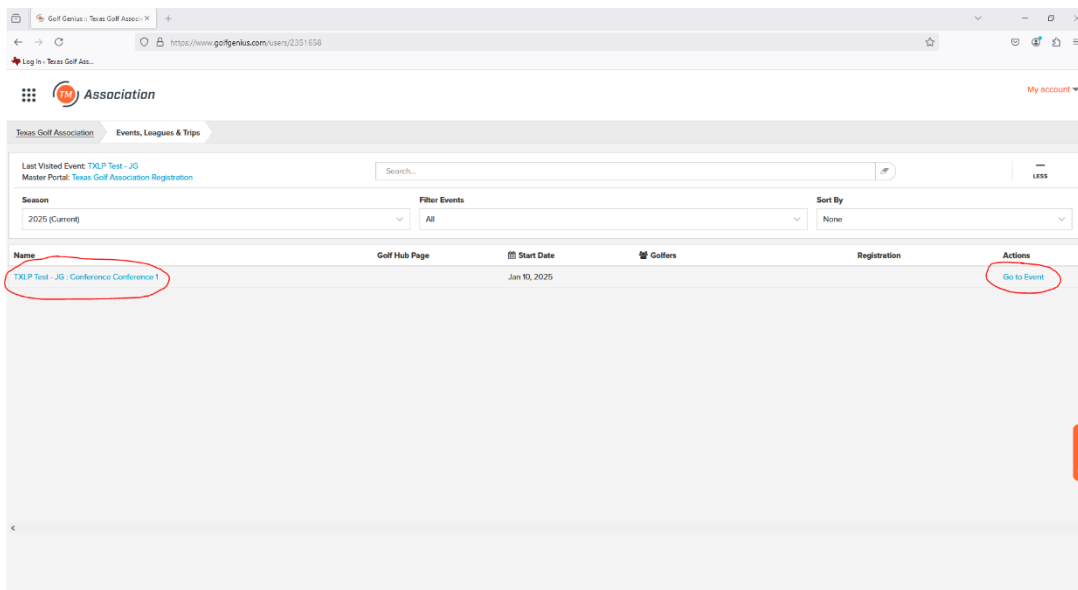


(2)



If you see splash page (2) you are in the correct spot. If you see place page (1), you will lick the gears setting icon in the top right corner and select 'Customer Center'.

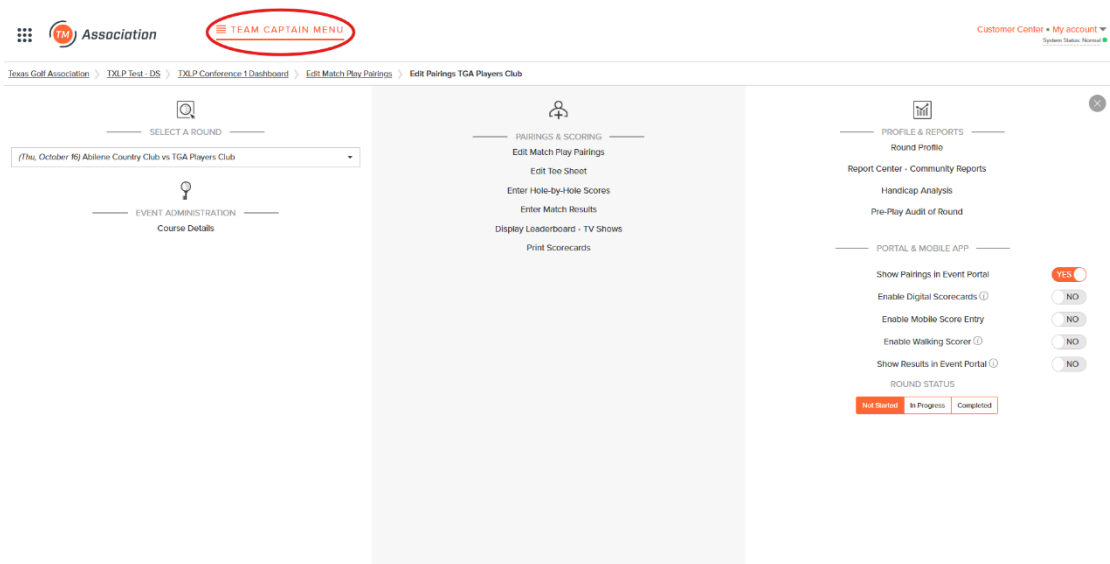
Next, once on splash page (2) you can either click the event name ("Year" Texas League Play Regular Season: TXLP Conference X) or you can click 'Go to Event' under Actions which will then direct you to the Team Captain Portal. Click into your respective clubs TXLP Conference in order to access correct Team Captain Portal.



Note: If you are having issues finding the correct event, make sure you have selected 'Texas Golf Association' as the customer account and you have selected 'All' or 'Year' (Current) under the Season dropdown.

4. Navigating Team Captain Portal & Selecting the Right Round (Select A Round)

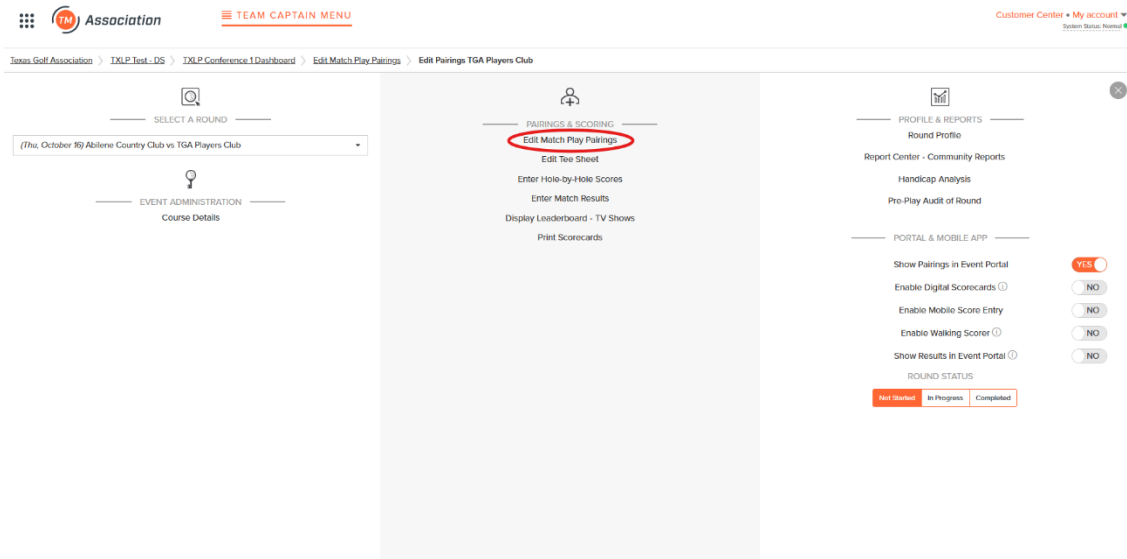
At the top of the page click the Team Captain Menu icon to reveal the Conference Dashboard.



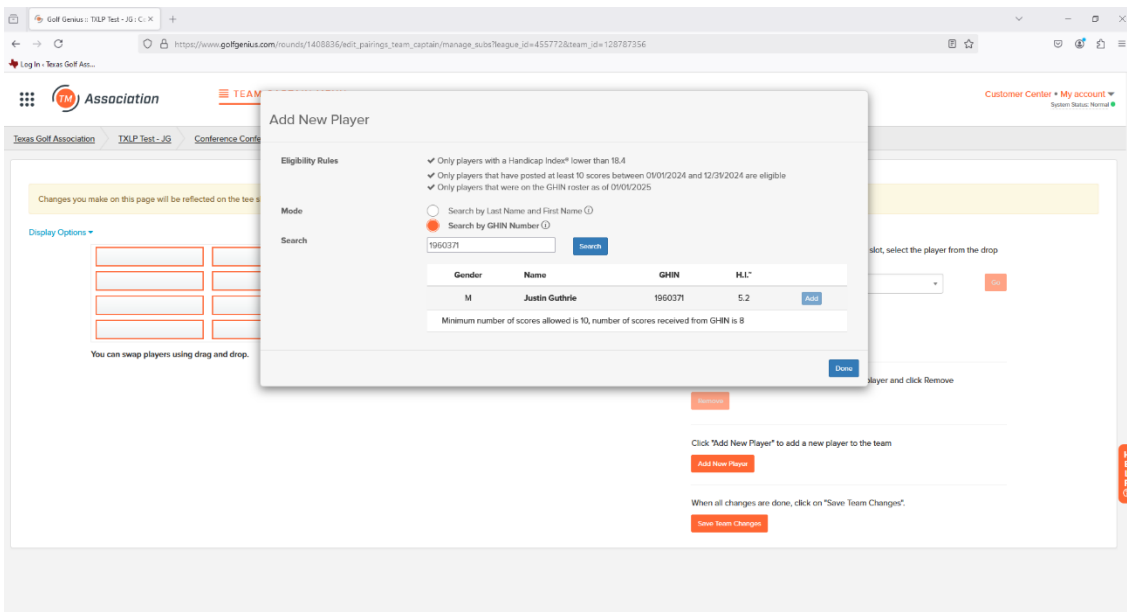
Before moving onto the next steps, make sure you have selected the correct match from the 'Select A Round' dropdown.

5. Uploading Team Roster

At the top of the page click the Team Captain Menu icon to reveal the Conference Dashboard. From the dashboard you will click 'Edit Match Play Pairings' under Pairings & Scoring.



On the next page you will click your respective club's name. From there you will click the orange 'Add New Player' button to search players by Last Name and First Name or search by GHIN number (searching by GHIN number is recommended).



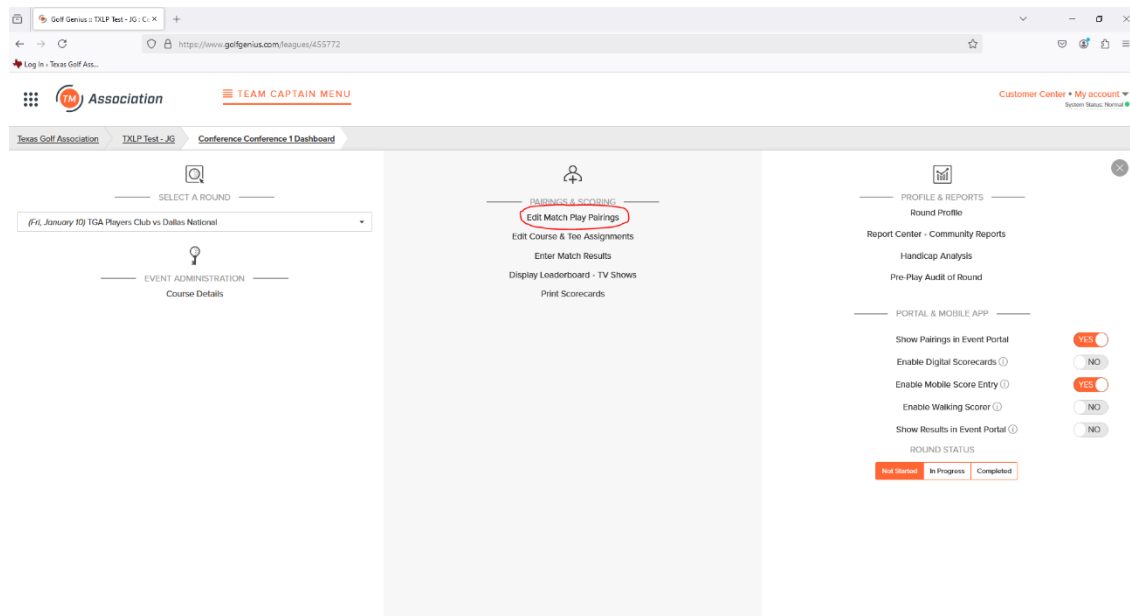
After searching for the player, you will click the blue 'Add' button and repeat the step above to search for another player. Once all players have been added to the roster you will click the blue 'Done' button at the bottom of the window.

Note1: A player will only need to be added to the club roster once. Once a player has been added to the club roster, team captains will be able to add that player to the team's lineup for all future matches. If you experience an issue adding a player to the club roster contact [Tournament Director, Duffy Suhr](#), directly for help.

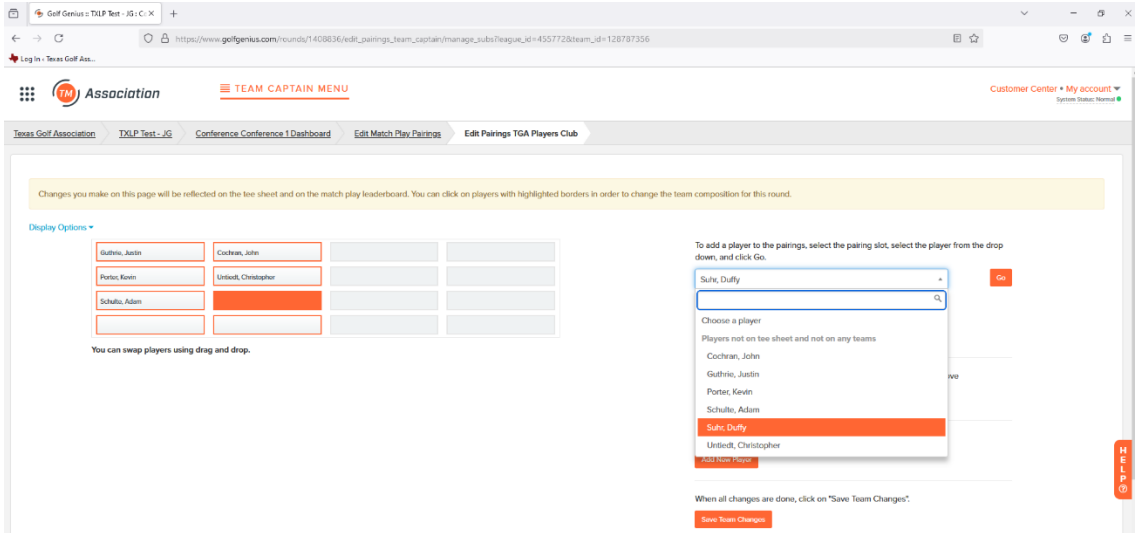
Note2: All golf staff professionals who do not have a GHIN number will need to be added to the club roster by the TGA. Contact [Tournament Director, Duffy Suhr](#), directly for help.

6. Setting Match Lineup (Edit Match Play Pairings)

At the top of the page click the Team Captain Menu icon to reveal the Conference Dashboard. From the dashboard you will click 'Edit Match Play Pairings' under Pairings & Scoring.



On the next page you will click your respective club's name. From there you will click 'Choose a player' from the drop down and select a player's name. Once the player's name is selected you will click the respective pairing box which will turn orange when selected and click the orange 'Go' button.

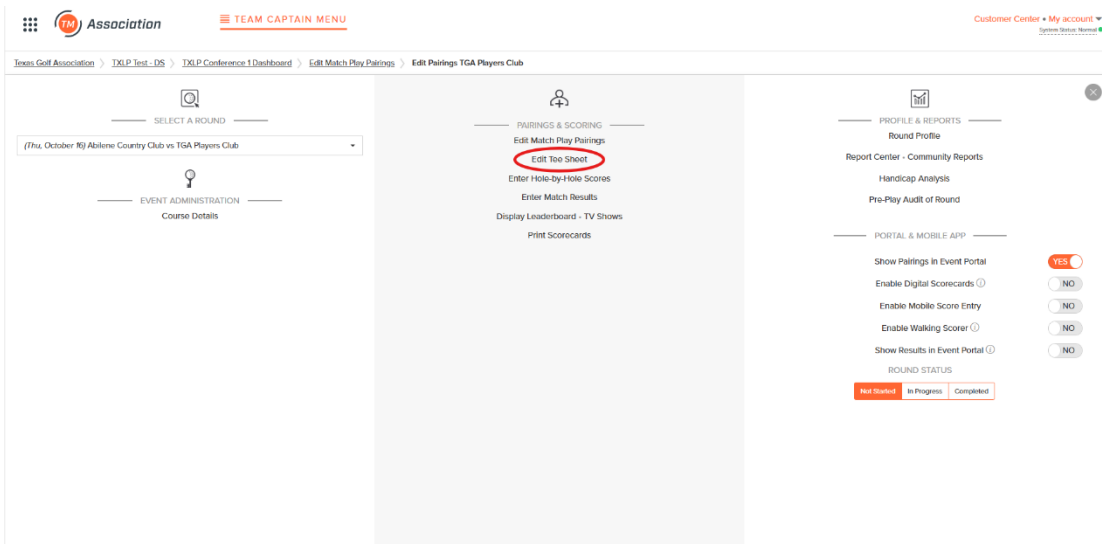


You will repeat this process for the remaining open spots in the lineup. Once your lineup has been filled, you can click the orange ‘Save Team Changes’. To see players handicap index, you can click ‘Display Options’, select ‘Handicap Index’ in the dropdown, and click the orange ‘Apply’ button.

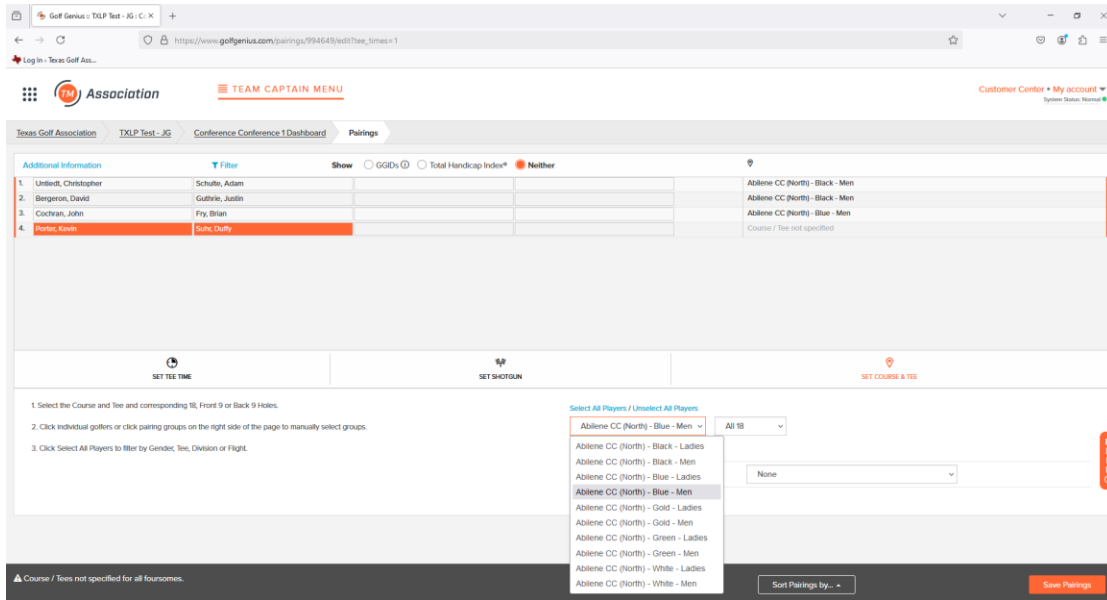
Reminders for lineups: The Match Play Pairings grid works left to right, top to bottom. Match 1 is the scratch match and **must** include the club staff professional if participating. Anyone, regardless of index, can play with the club staff professional in Match 1. Matches 2-4 need to be ordered from lowest index to highest index.

7. Setting Course & Tees (Edit Course & Tee Assignments)

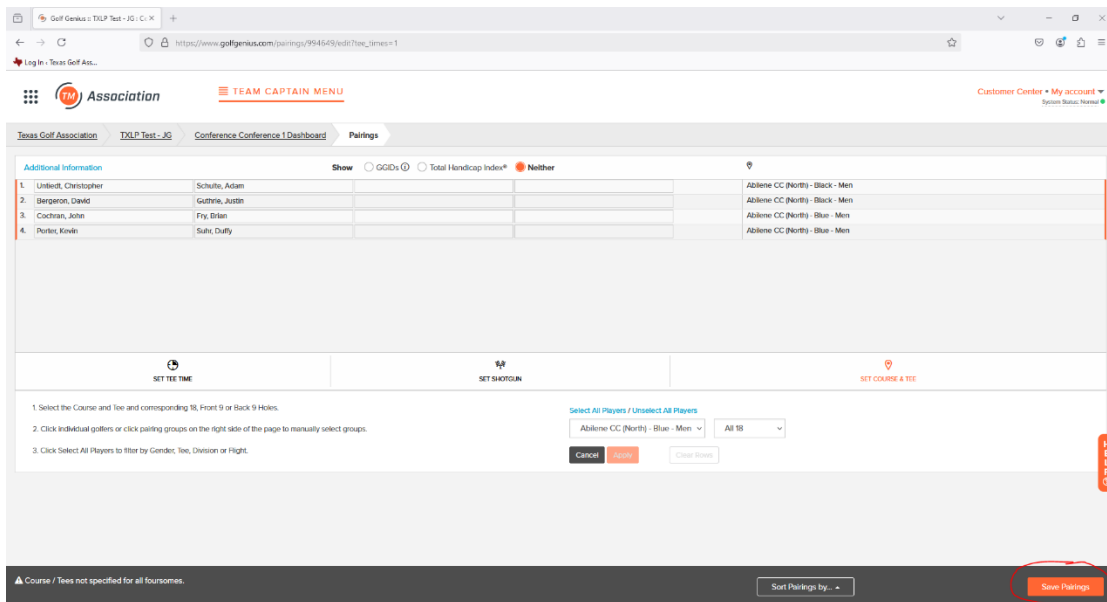
At the top of the page click the Team Captain Menu icon to reveal the Conference Dashboard. From the dashboard you will click ‘Edit Tee Sheet’ under Pairings & Scoring.



On the next page you will have the ability to set match tee times and set the course & tees to be played. To do this, click 'Set Course & Tees' and select all eight players in Matches 1 & 2 (their names will turn orange when selected). You will then click the dropdown and select the correct course and tees for those matches. You will then repeat this process for the remaining eight players in Matches 3 & 4.



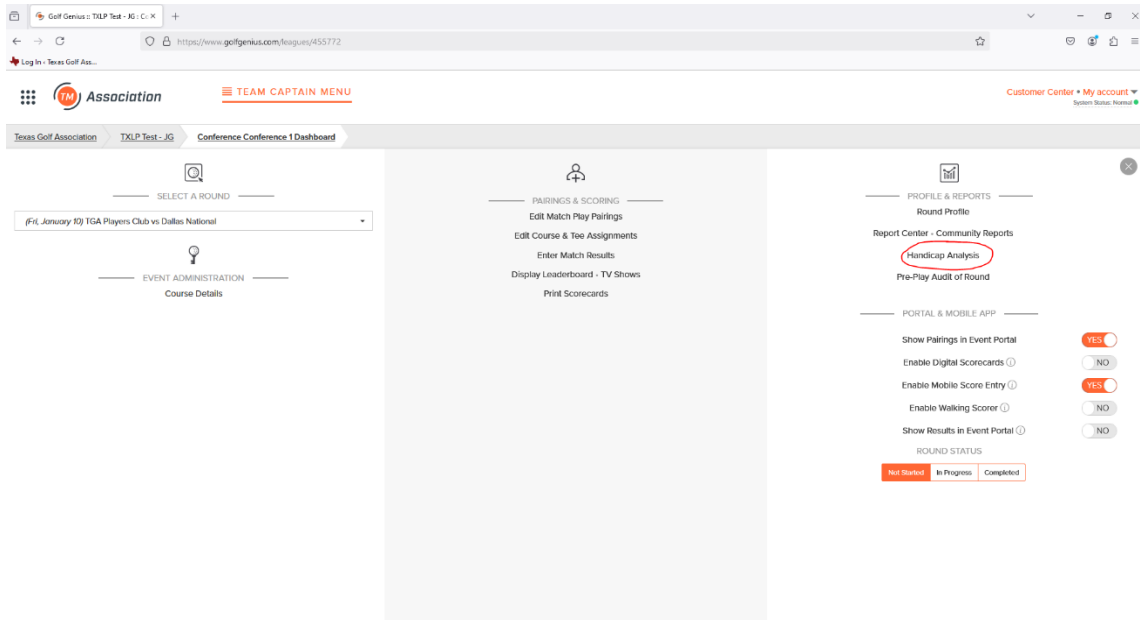
Once the tees are set you can then adjust the starting time and starting hole as needed for all four matches before clicking the orange 'Save Pairings Button'.



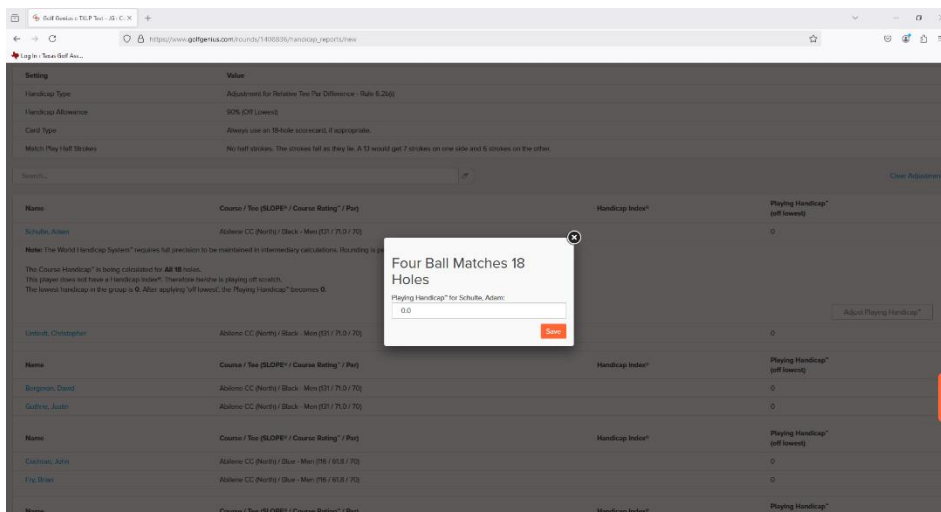
8. Updating 'Scratch Match Indexes – Match 1' (Handicap Analysis)

Once steps 6 (Setting Match Lineup) and 7 (Setting Course & Tees) are completed, you will need to adjust the scratch match handicaps. Step 8 must be completed in its entirety before moving onto step 9 (Printing Reports).

At the top of the page click the Team Captain Menu icon to reveal the Conference Dashboard. From the dashboard you will click 'Handicap Analysis' under Profile & Rounds.



On the next page, you will click 'Four Ball Matches 18 Holes'. You will then click on the first player's name in Match 1 and select 'Adjust Playing Handicap'. In the pop-up window you will then change the displayed handicap to '0' and click the orange 'Save' button.



You will have to re-complete this process for the remaining three players in the group.

Once all four players have been updated for the Four Ball Matches 18 Holes you will need to repeat step 8 for both 'Four Ball Matches Front 9' and 'Four Ball Matches Back 9'.

The screenshot shows the 'Handicap Analysis' page for 'Four Ball Matches Front 9'. The page title is 'Four Ball Matches 18 Holes' with a sub-link for 'Four Ball Matches Front 9' circled in red. Below the title is a 'Setting' table with the following data:

Setting	Value
Handicap Type	Adjustment for Relative Tee Par Difference - (Rule 5.2b)
Handicap Allowance	90% (Off Lowest)
Card Type	Always use an 18-hole scorecard, if appropriate.
Match Play Half Strokes	No half strokes. The strokes fall as they lie. A 13 would get 7 strokes on one side and 6 strokes on the other.

Below the settings is a search bar and a table of player data:

Name	Course / Tee (SLOPE [®] / Course Rating [™] / Par)	Handicap Index [®]	Playing Handicap [™] (off lowest)
Schulte, Adam	Ablene CC (North) / Black - Men (131 / 71.0 / 70)	0	0
Untiedt, Christopher	Ablene CC (North) / Black - Men (131 / 71.0 / 70)	0	0
Bergeron, David	Ablene CC (North) / Black - Men (131 / 71.0 / 70)	0	0
Guthrie, Justin	Ablene CC (North) / Black - Men (131 / 71.0 / 70)	0	0

The screenshot shows the 'Handicap Analysis' page for 'Four Ball Matches Back 9'. The page title is 'Four Ball Matches 18 Holes' with a sub-link for 'Four Ball Matches Back 9' circled in red. Below the title is a 'Setting' table with the following data:

Setting	Value
Handicap Type	Adjustment for Relative Tee Par Difference - (Rule 5.2b)
Handicap Allowance	90% (Off Lowest)
Card Type	Always use an 18-hole scorecard, if appropriate.
Match Play Half Strokes	No half strokes. The strokes fall as they lie. A 13 would get 7 strokes on one side and 6 strokes on the other.

Below the settings is a search bar and a table of player data:

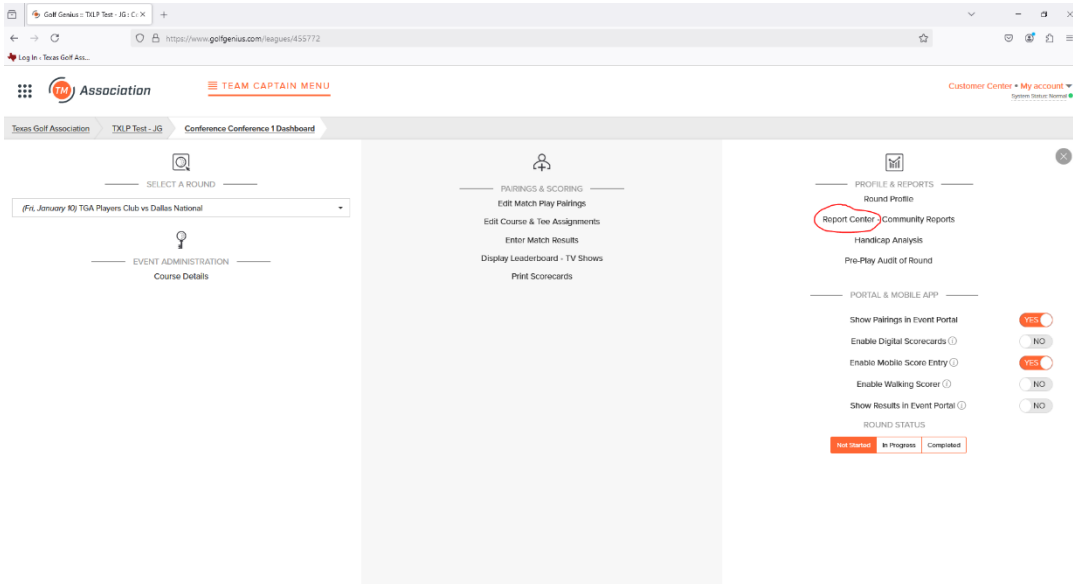
Name	Course / Tee (SLOPE [®] / Course Rating [™] / Par)	Handicap Index [®]	Playing Handicap [™] (off lowest)
Schulte, Adam	Ablene CC (North) / Black - Men (131 / 71.0 / 70)	0	0
Untiedt, Christopher	Ablene CC (North) / Black - Men (131 / 71.0 / 70)	0	0
Bergeron, David	Ablene CC (North) / Black - Men (131 / 71.0 / 70)	0	0

Note: If step 8 is not completed correctly for all three matches (18/Front 9/Back 9) the scorecards in the report center will not print correctly.

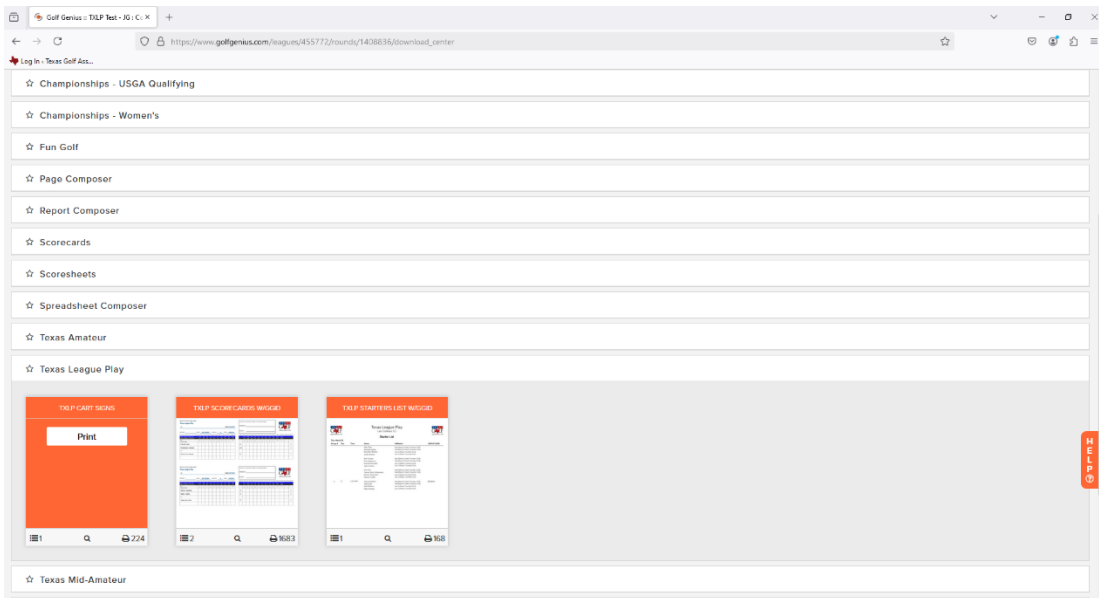
9. Printing Reports

Captains will have the ability to print match day reports directly from Golf Genius while utilizing the Team, Captain Portal.

To navigate to the report center, click the Team Captain Menu icon and under 'Profile & Reports' select 'Report Center'.

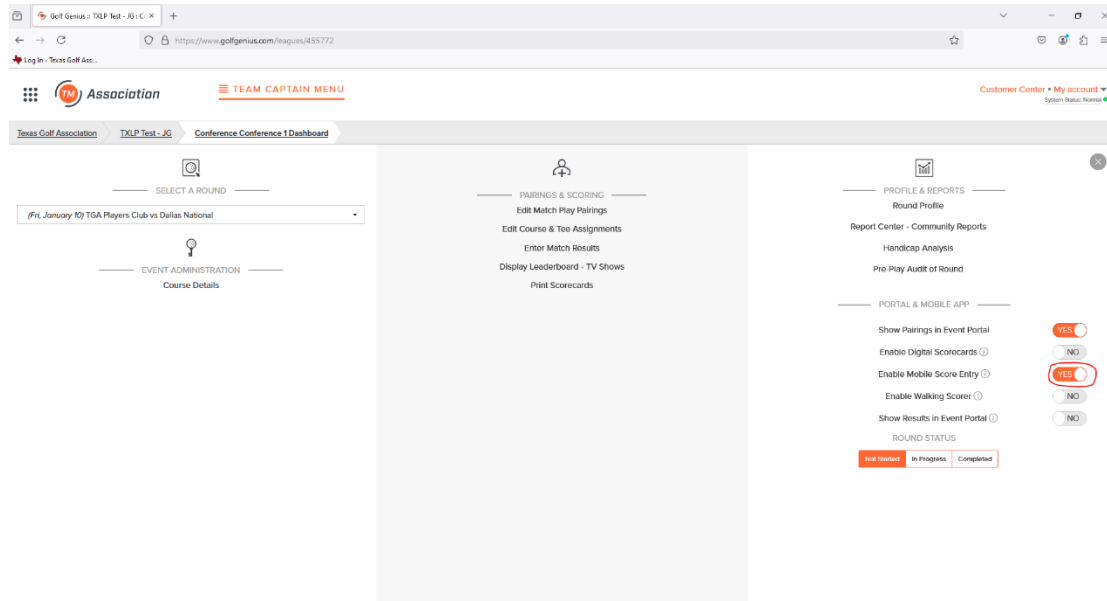


Once in the report center you can scroll to the bottom of the page where you will see a folder titled 'Texas League Play'. After clicking on the Texas League Play folder, you will see the handful of reports that can be run to successfully host home matches. All you will need to do is hover over the desired report and click 'Print'.

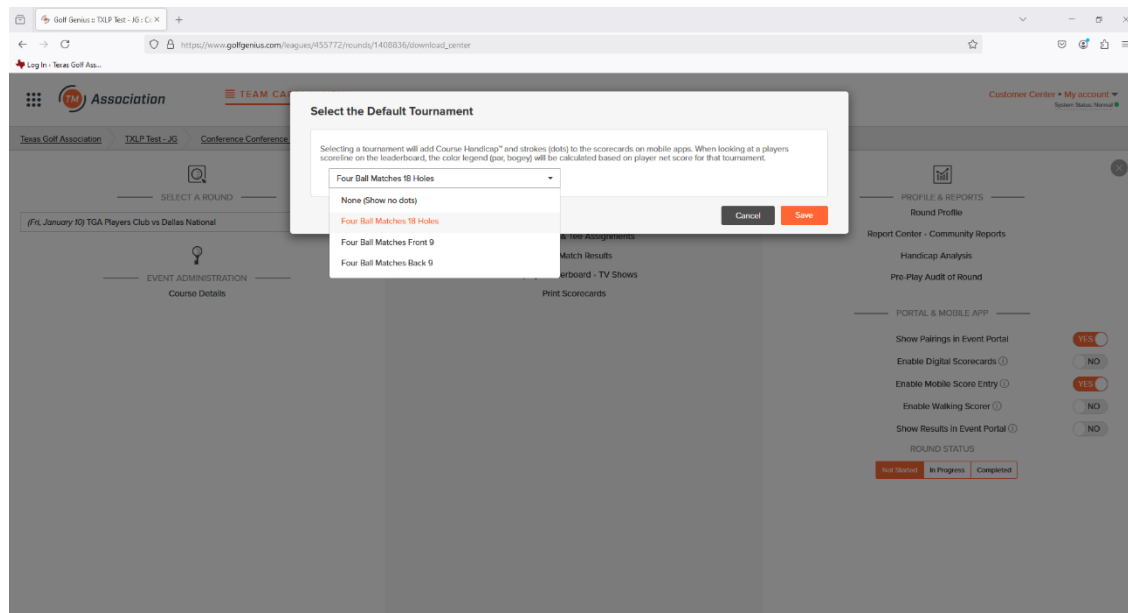


10. Optional Use of Mobile Score Entry

Captains will have the option to utilize Mobile Score Entry for matches throughout the season. To utilize this feature, click on the Team Captain Menu icon at the top of the page. On the right side of the screen, under 'Portal & Mobile App' captains can select to Enable Mobile Score Entry.



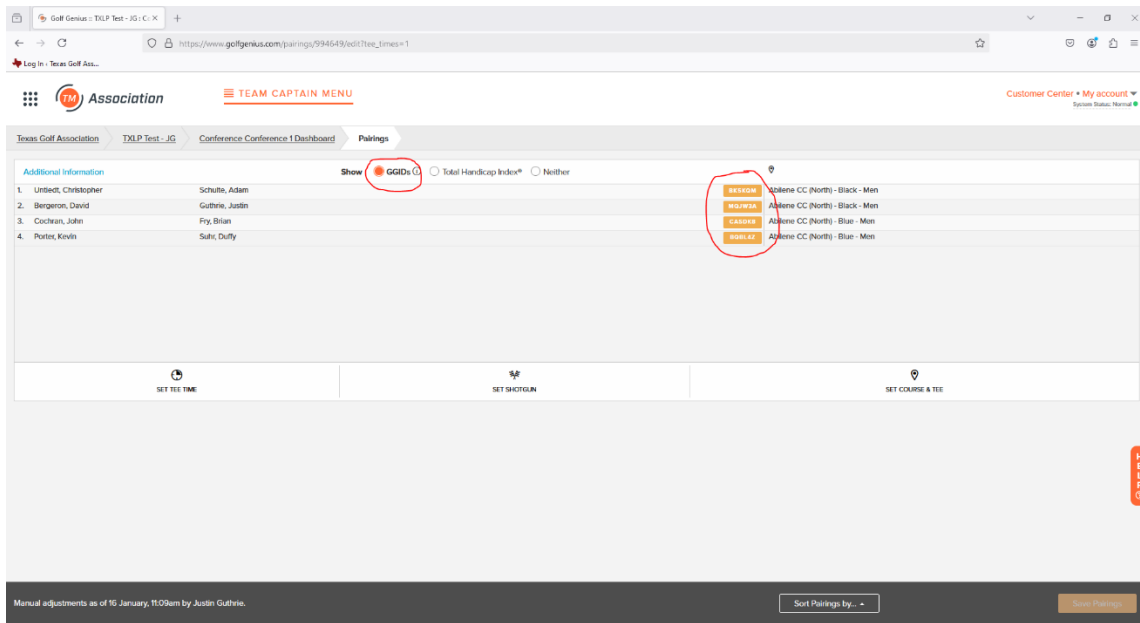
Once you click yes next to Enable Mobile Score Entry, you will be prompted to select the default tournament. You will want to select 'Four Ball Matches 18 Holes' to correctly display handicap strokes for appropriate matches.



This is a great option for Texas League Play and can serve in place of physical scorecards. If a team is electing to use Mobile Score Entry, captains will need to locate the group specific GGID for that match and pairings.

To locate the specific group GGID, click on the Team Captain Menu icon and under 'Pairings & Scoring' click 'Edit Course & Tee Assignments'.

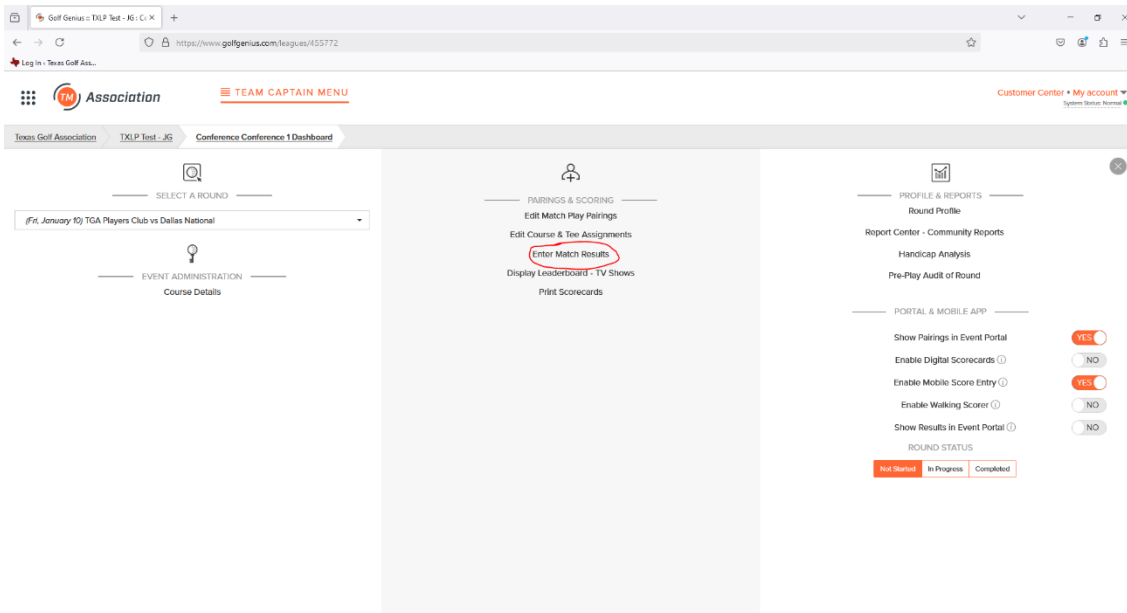
Once on the pairings page you will be able to click the box to show GGIDs. These will be the specific GGIDs used for each group when utilizing Mobile Score Entry.



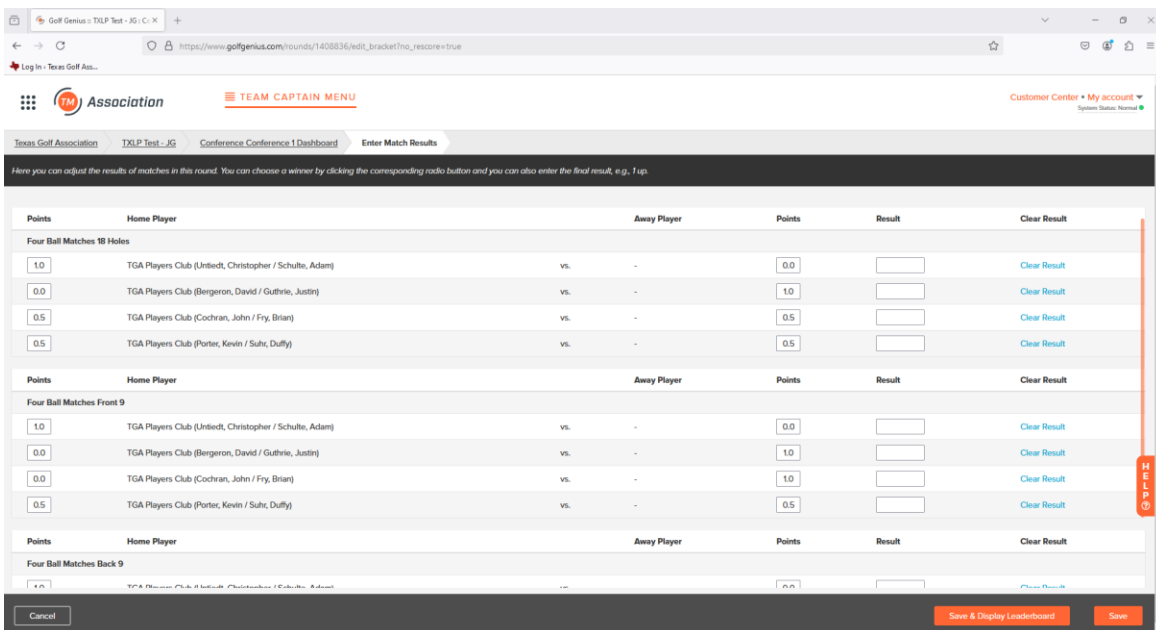
11. Submitting Results (Enter Match Results)

Once all four matches are complete, the winning team captain is responsible for submitting results to the Team Captain Portal.

To submit results, at the top of the page click the Team Captain Menu icon to reveal the Conference Dashboard. From the dashboard you will click 'Enter Match Results' under Pairings & Scoring.



On the next page you will be able to enter the points earned by each four-ball team during the matches. Points should be entered individually for each NASSAU scored match (1.0 if a team won the side, 0.5 point if the teams tied, and 0.0 points if the team lost). This will be done for all four matches under each of the NASSAU scoring matches (Four Ball Matches 18 holes/Front 9/Back 9).



Here you can adjust the results of matches in this round. You can choose a winner by clicking the corresponding radio button and you can also enter the final result, e.g., 1-up.

Points	Home Player	Away Player	Points	Result	Clear Result
0.0	TGA Players Club (Bergeron, David / Guthrie, Justin)	-	1.0	<input type="text"/>	Clear Result
0.5	TGA Players Club (Cochran, John / Fry, Brian)	-	0.5	<input type="text"/>	Clear Result
0.5	TGA Players Club (Porter, Kevin / Suhs, Duffy)	-	0.5	<input type="text"/>	Clear Result
Four Ball Matches Front 9					
1.0	TGA Players Club (Untiedt, Christopher / Schulte, Adam)	-	0.0	<input type="text"/>	Clear Result
0.0	TGA Players Club (Bergeron, David / Guthrie, Justin)	-	1.0	<input type="text"/>	Clear Result
0.0	TGA Players Club (Cochran, John / Fry, Brian)	-	1.0	<input type="text"/>	Clear Result
0.5	TGA Players Club (Porter, Kevin / Suhs, Duffy)	-	0.5	<input type="text"/>	Clear Result
Four Ball Matches Back 9					
1.0	TGA Players Club (Untiedt, Christopher / Schulte, Adam)	-	0.0	<input type="text"/>	Clear Result
0.0	TGA Players Club (Bergeron, David / Guthrie, Justin)	-	1.0	<input type="text"/>	Clear Result
1.0	TGA Players Club (Cochran, John / Fry, Brian)	-	0.0	<input type="text"/>	Clear Result
0.5	TGA Players Club (Porter, Kevin / Suhs, Duffy)	-	0.5	<input type="text"/>	Clear Result

Buttons: [Cancel](#) [Save & Display Leaderboard](#) [Save](#)

Once all points have been entered for 'Four Ball Matches 18 Holes', 'Four Ball Matches Front 9', and 'Four Ball Matches Back 9', you will click the orange 'Save & Display Leaderboard' button.

Note: The point total for the each match should not exceed 12.0 points and each Nassau scored match is worth a total of 3.0 points.