

Instruction Manual

Online Tournament Capture Sheet



Version 5

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Introduction

The online Tournament Capture Sheet (TCS) is used to record information on your tournament. The primary use of the TCS is when the Albatros Tournament Management System (ATMS) has not been used for the running of your tournament. The TCS provides users with a quicker option of recording historical data for your tournament.

All information recorded on the TCS is then automatically available for users of the Tournament Database (TDB) to update and manage their rankings.

The TCS is an online application and therefore internet access is required. Any browser may be used although Mozilla Firefox is the suggested browser.

1. Login

To access the TCS, open up an internet browser (explorer, mozilla, chrome, safari) and then insert this URL <https://admin.mygolftournament.co.za/tcs/index.php> and hit enter or click search.

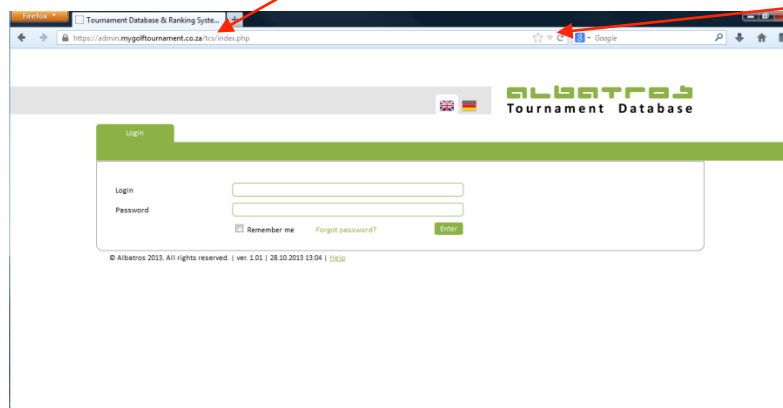


Figure 1

The login page will now be displayed. Enter the login and password given to you by the albatross system administrator and then click “enter”.

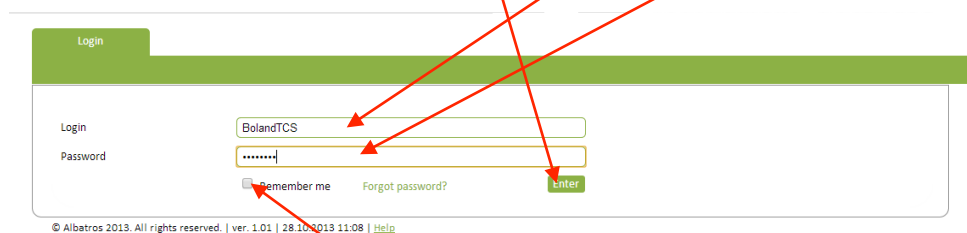


Figure 2

It is also beneficial to tick the “Remember me” box as you won’t have to then keep re-entering the login and password details every time you login.

Once you have completed this, you should have successfully logged in. A page displaying your name and a list of all the tournaments captured by you should show.

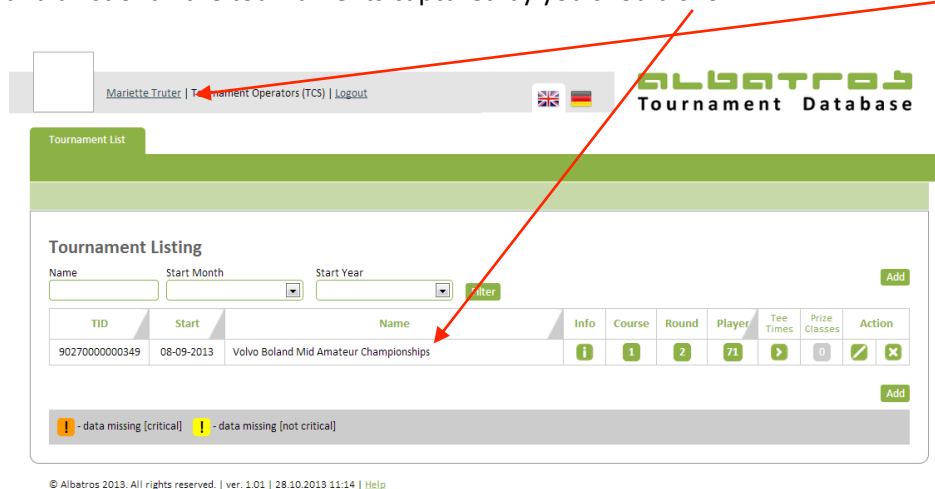


Figure 3

2. Capturing a Tournament

2.1. Adding a Tournament

To add a tournament, click “Add”.

Tournament Listing

Name Start Month Start Year

TID	Start	Name	Info	Course	Round	Player	Tee Times	Prize Classes	Action
9027000000349	08-09-2013	Volvo Boland Mid Amateur Championships		1	2	71		0	

- data missing [critical] - data missing [not critical]

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Figure 4

The following page will show (Figure 5). Enter all the details for your tournament. Then click “create”.

Tournament Listing

Name *

Club *

Start Date *

End Date *

Formula *

Figure 5

Name: Name of your tournament

Club: Select a club from the dropdown list

Start Date: Date the tournament starts

End Date: Date the tournament ends

Formula: Currently only strokeplay events can be recorded

Once you have clicked create, your tournament will be created and you will automatically be transferred to the next step.

2.2. Course Allocation

After creating your tournament you will automatically be transferred to the course allocation page, as can be seen in Figure 6.

Tournament List

90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Royal Cape Golf Club

Edit → Courses (0) → Rounds (0) → Players (0) → Tee Times → Data Status

Add Course

Name	Tee Colour	Length	Results

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Figure 6

You will need to allocate a course where the tournament was played. To add a course, click the “Add Course” button.

The club that you selected in Figure 5 will already be assigned. You just need to select the correct course and tees.

90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (0) → Rounds (0) → Players (0) → Tee Times → Data Status

Add Tournament Course

Course Club: Fancourt Country Club

☒ FANCOURT - OUTENIQUA / Black
☐ FANCOURT - OUTENIQUA / Green
☐ FANCOURT - OUTENIQUA / Gold
☐ FANCOURT - OUTENIQUA / Burgundy
☐ FANCOURT - OUTENIQUA / Silver

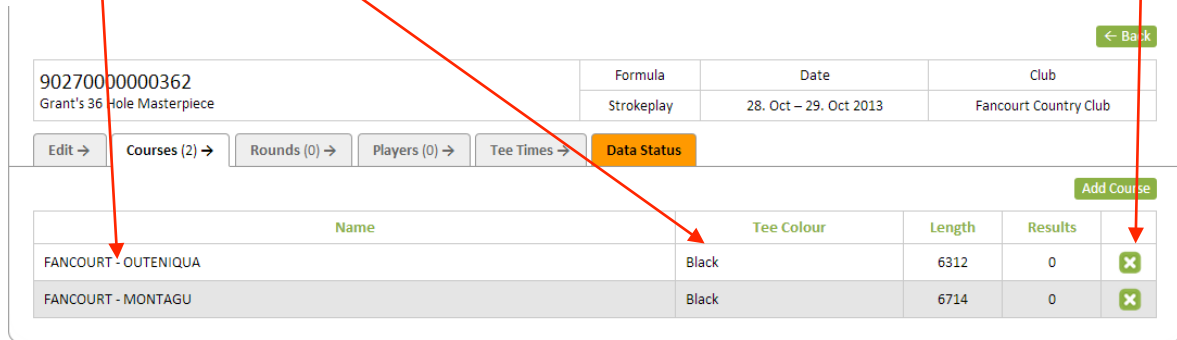
☒ FANCOURT - MONTAGU / Black
☐ FANCOURT - MONTAGU / Green
☐ FANCOURT - MONTAGU / Gold
☐ FANCOURT - MONTAGU / Burgandy
☐ FANCOURT - MONTAGU / Silver

Add Cancel

Figure 7

Any number of course or tees available can be selected. In Figure 7 both the Montagu and Outeniqua course has been selected. Once complete click “Add”.

The courses and tees selected will then be displayed. If you wish to delete a course select the delete button.



9027000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (2) → Rounds (0) → Players (0) → Tee Times → Data Status

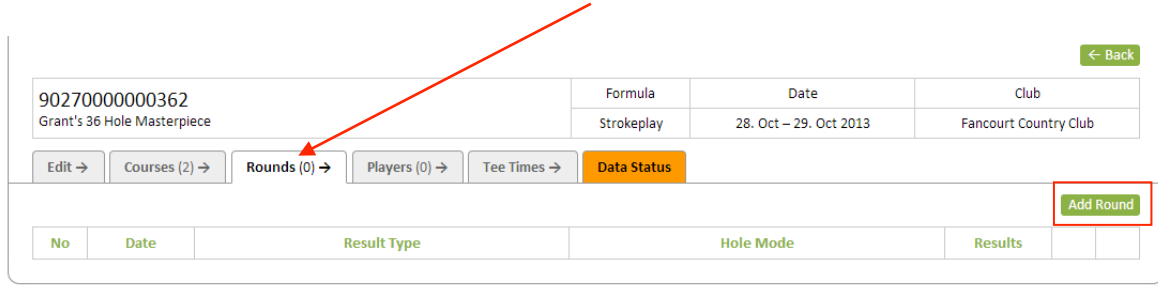
← Back Add Course

Name	Tee Colour	Length	Results	
FANCOURT - OUTENIQUA	Black	6312	0	×
FANCOURT - MONTAGU	Black	6714	0	×

Figure 8

2.3. Adding a Round

Once you have added a course, click on the tab “Rounds”.

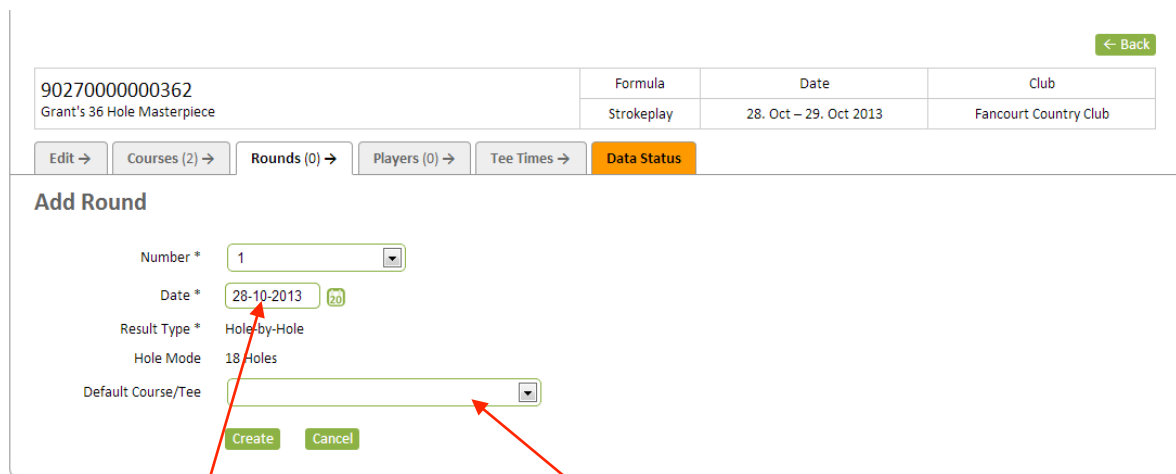


The screenshot shows the Albatross Golf Solutions interface. At the top, there is a header with a 'Back' button. Below it, a table displays tournament details: ID (90270000000362), Name (Grant's 36 Hole Masterpiece), Formula (Strokeplay), Date (28. Oct – 29. Oct 2013), and Club (Fancourt Country Club). Below the table, there are navigation tabs: 'Edit', 'Courses (2)', 'Rounds (0)', 'Players (0)', 'Tee Times', and 'Data Status'. The 'Rounds (0)' tab is selected, indicated by a red arrow. To the right of the tabs is an 'Add Round' button, also highlighted with a red box and a red arrow. Below the tabs, there is a table with columns: 'No', 'Date', 'Result Type', 'Hole Mode', and 'Results'.

Figure 9

A round consists of 18 holes. So for every 18 holes you need to create a round. The tournament in this example is 36 holes; therefore two rounds will need to be created.

To add a round, click on the button “Add Round” (Figure 9). The following page will open (Figure 10)



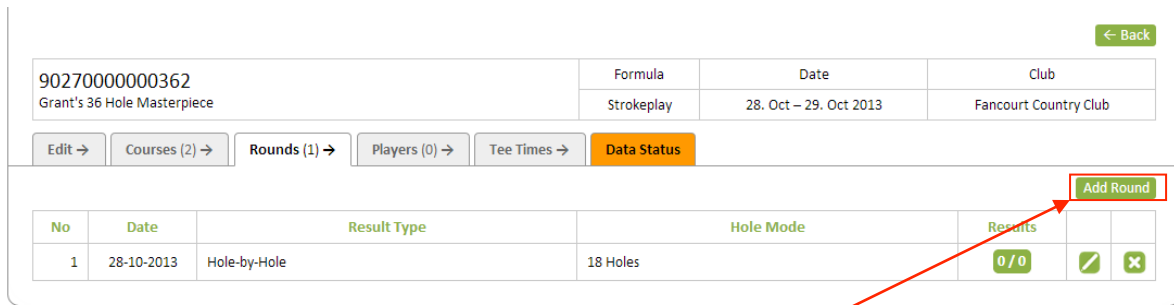
The screenshot shows the 'Add Round' form. It has a 'Back' button at the top right. Below it, the same tournament details as in Figure 9 are displayed. The 'Rounds (0)' tab is selected. The form contains the following fields: 'Number *' (a dropdown menu with '1' selected), 'Date *' (a date picker showing '28-10-2013'), 'Result Type *' (a dropdown menu with 'Hole-by-Hole' selected), 'Hole Mode' (a dropdown menu with '18 Holes' selected), and 'Default Course/Tee' (a dropdown menu). At the bottom of the form are 'Create' and 'Cancel' buttons. Red arrows point to the 'Number' dropdown, the 'Date' field, and the 'Default Course/Tee' dropdown.

Figure 10

Choose which round you wish to add, by selecting the dropdown tab next to “Number”. 1 is the first round, 2 is the second round etc.

Select the date that the round will be played and then select the course and tee it will be played off. Once complete click “Create”. (Figure 10)

Once you have created the round a list of the rounds will show (Figure 11):



90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

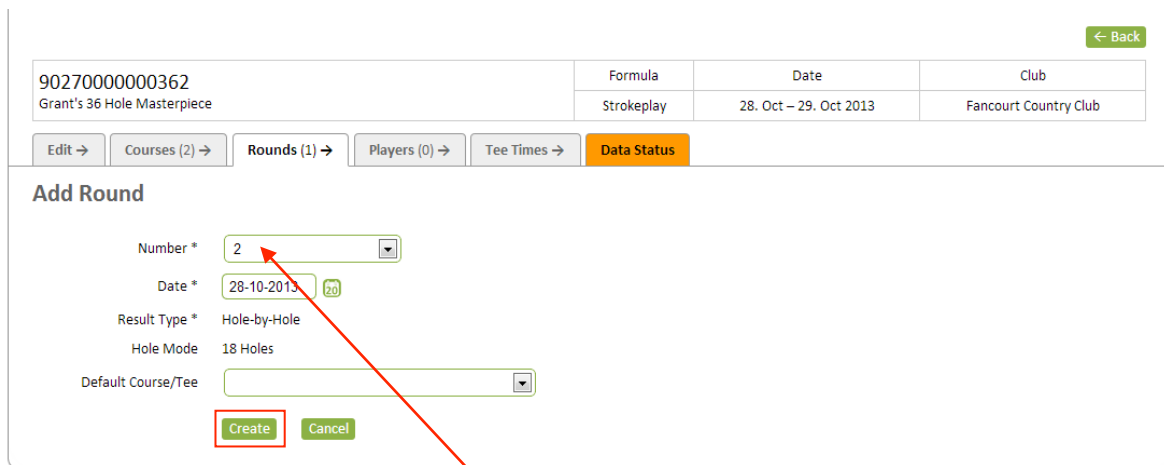
Edit → Courses (2) → **Rounds (1) →** Players (0) → Tee Times → **Data Status**

Add Round

No	Date	Result Type	Hole Mode	Results		
1	28-10-2013	Hole-by-Hole	18 Holes	0 / 0	✓	✗

Figure 11

This tournament is a 36 hole event therefore a second round will need to be created. The same steps are followed as mentioned above. Click on “Add Round”. (Figure 11)



90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (2) → **Rounds (1) →** Players (0) → Tee Times → **Data Status**

Add Round

Number * 2

Date * 28-10-2013

Result Type * Hole-by-Hole

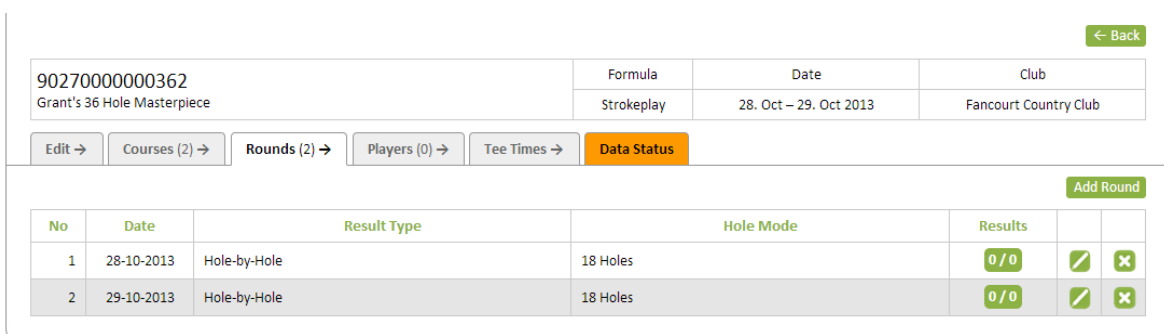
Hole Mode 18 Holes

Default Course/Tee

Create Cancel

Figure 12

The “Number” should now automatically be on 2. Select the date and the course and then click “Create” (Figure 12)



90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (2) → **Rounds (2) →** Players (0) → Tee Times → **Data Status**

Add Round

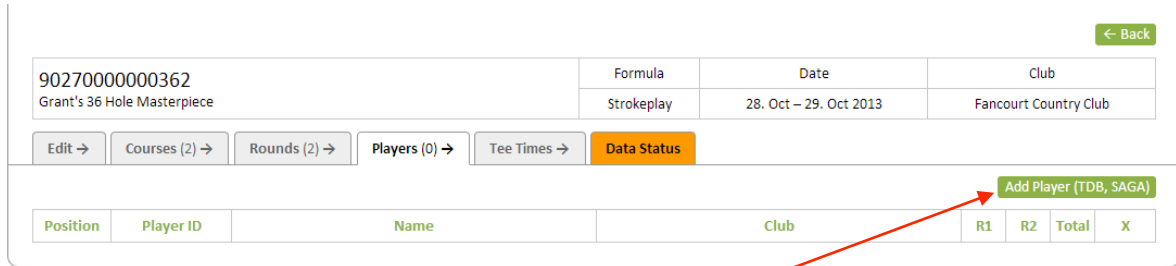
No	Date	Result Type	Hole Mode	Results		
1	28-10-2013	Hole-by-Hole	18 Holes	0 / 0	✓	✗
2	29-10-2013	Hole-by-Hole	18 Holes	0 / 0	✓	✗

Figure 13

A list with 2 rounds will now show. If you have more than 2 rounds then follow the same procedure as mentioned above for rounds 3 and/or 4. If you wish to edit or delete a round click on the “edit”  or “delete”  buttons. (Figure 13)

2.4. Adding Players

After adding your rounds click on the tab “Players”.



90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

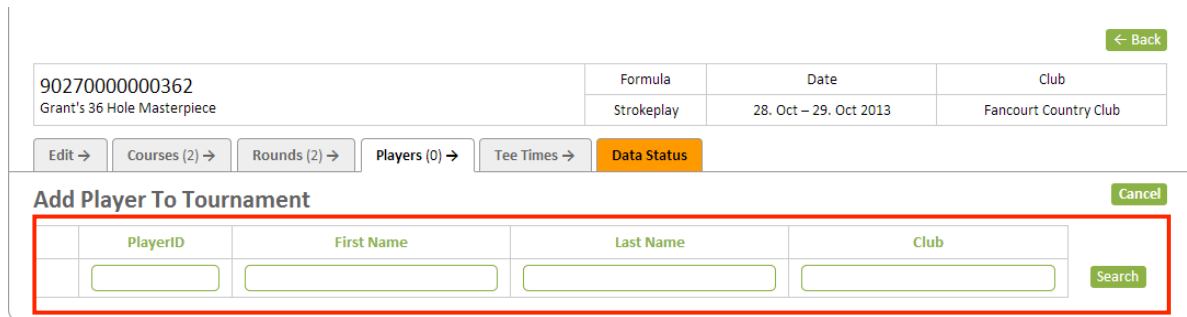
Edit → Courses (2) → Rounds (2) → **Players (0)** → Tee Times → Data Status

Add Player (TDB, SAGA)

Position	Player ID	Name	Club	R1	R2	Total	X
----------	-----------	------	------	----	----	-------	---

Figure 14

To add a player click on the button “Add Player”. The following page will display (Figure 15):



90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (2) → Rounds (2) → **Players (0)** → Tee Times → Data Status

Add Player To Tournament Cancel

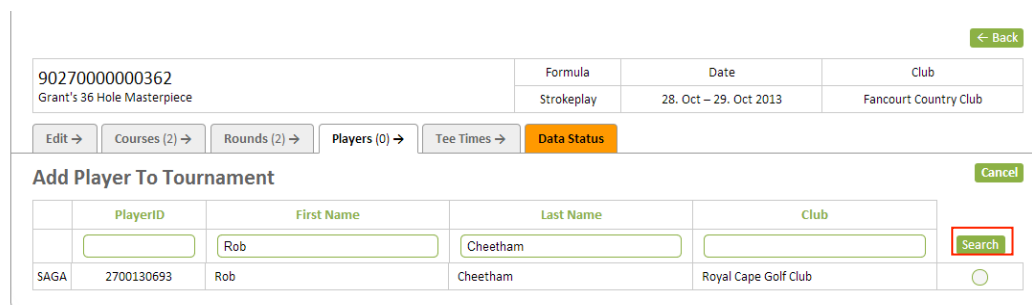
PlayerID	First Name	Last Name	Club

Search

Figure 15

You can use a number of different options to search for the player. You can either enter the South African Player ID number, the players First Name, their Last Name, their Club or a combination of any of the options. **It is recommended that the South African Player ID number be used. The reason for this is that there is often two players with the same name, which often results in the incorrect player being added.**

In Figure 16, the players first and last name have been entered and the “Search” button clicked.



90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (2) → Rounds (2) → **Players (0)** → Tee Times → Data Status

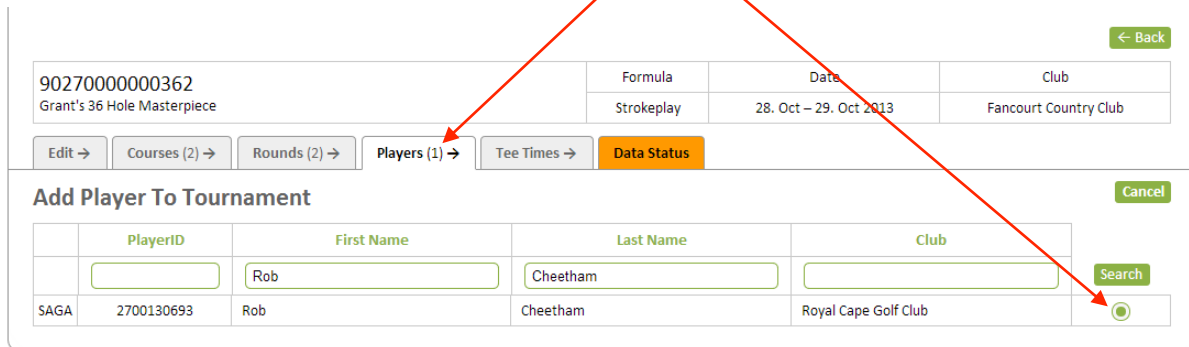
Add Player To Tournament Cancel

PlayerID	First Name	Last Name	Club
	Rob	Cheetham	
SAGA 2700130693	Rob	Cheetham	Royal Cape Golf Club

Search

Figure 16

If the correct player is shown, then click the circle next to his name. When the circle is coloured in green then the player has been added. You will be able to check if the player has been added by seeing an increase in the number of players over here. Currently one player is in the tournament.



90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

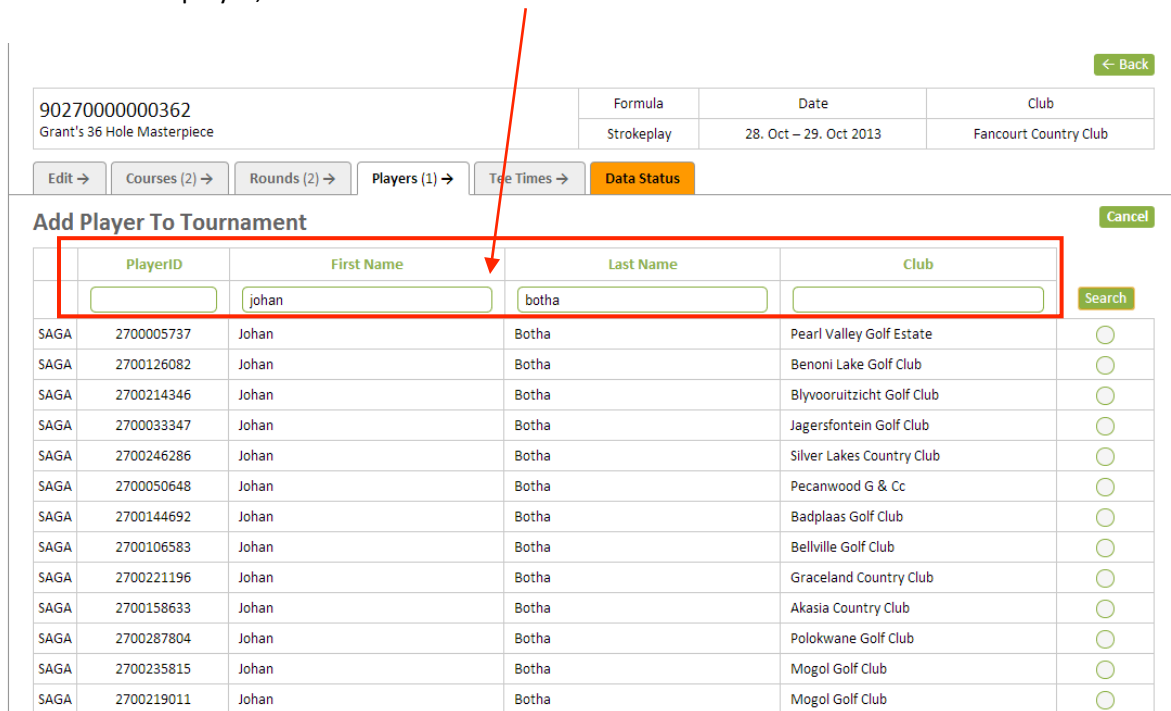
Edit → Courses (2) → Rounds (2) → **Players (1) →** Tee Times → Data Status

Add Player To Tournament Cancel

	PlayerID	First Name	Last Name	Club	
		Rob	Cheetham		Search
SAGA	2700130693	Rob	Cheetham	Royal Cape Golf Club	☒

Figure 17

To add another player, enter in new details here and click “Search”.



90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (2) → Rounds (2) → **Players (1) →** Tee Times → Data Status

Add Player To Tournament Cancel

	PlayerID	First Name	Last Name	Club	
		johan	botha		Search
SAGA	2700005737	Johan	Botha	Pearl Valley Golf Estate	☐
SAGA	2700126082	Johan	Botha	Benoni Lake Golf Club	☐
SAGA	2700214346	Johan	Botha	Blyvooruitzicht Golf Club	☐
SAGA	2700033347	Johan	Botha	Jagersfontein Golf Club	☐
SAGA	2700246286	Johan	Botha	Silver Lakes Country Club	☐
SAGA	2700050648	Johan	Botha	Pecanwood G & Cc	☐
SAGA	2700144692	Johan	Botha	Badplaas Golf Club	☐
SAGA	2700106583	Johan	Botha	Belville Golf Club	☐
SAGA	2700221196	Johan	Botha	Graceland Country Club	☐
SAGA	2700158633	Johan	Botha	Akasia Country Club	☐
SAGA	2700287804	Johan	Botha	Polokwane Golf Club	☐
SAGA	2700235815	Johan	Botha	Mogol Golf Club	☐
SAGA	2700219011	Johan	Botha	Mogol Golf Club	☐

Figure 18

As can be seen in Figure 18, there are many Johan Botha's. This is when it is important to know the SA Player ID.

Repeat the process explained above until all players are added for your tournament.

2.4.1. Updating Handicaps (New Feature)

Players that have already been uploaded on the TDB via the ATMS will have a handicap already assigned from the transfer. This handicap will not change unless the player is reloaded from the ATMS.

If you want an updated handicap for the player, then you can use the new “Update Handicaps” feature.

To do this, select the tournament (Figure 19):

Tournament List

Reports

Export

Import

Tournament Listing

Name

Start Month

Start Year

Filter

Add

TID	Start	Name	Info	Course	Round	Player	Tee Times	Prize Classes	Action
90270000000291	22-09-2013	Pick 'n Pay SA Women's Inter Provincial	!	0	4	6	>	0	
90270000000349	08-09-2013	Volvo Boland Mid Amateur Championships	i	1	2	71	>	0	
90270000000362	28-10-2013	Grant's 36 Hole Masterpiece	i	2	2	16	>	1	
90270000000364	06-11-2013	Bolands masterpiece	i	1	3	4	>	0	
90270000000365	31-10-2013	Neil's Mid Amateur Open	i	2	2	20	>	0	
90270000000368	19-06-2011	Rondebosch Open	i	2	1	77	>	0	

Figure 19

Then click on the button “Update Handicaps”.

Tournament List		Reports	
Export		Import	
90270000000362 Grant's 36 Hole Masterpiece Formula Strokeplay Date 28. Oct – 29. Oct 2013 Club Fancourt Country Club Update Handicaps			
Edit →	Courses (2) →	Rounds (2) →	Players (16) →
Tee Times →	Data Status		

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Figure 20

A small window should open saying that all handicaps were updated successfully. Click “ok”, the handicaps should all be updated now.

2.5. Assigning Tee Times

After adding players to the tournament, you need to give them a tee time. To do this, click on the tab “Tee Times”.

90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (2) → Rounds (2) → Players (16) → **Tee Times →** Data Status

Round 1 Round 2 Generate matches R1

Match	Tee	Time	Player	Player	Player	Player		
1								✓ ✕
2								✓ ✕
3								✓ ✕

Figure 21

Then select the correct round. Then click on the button “Generate matches R1”. The following page will open (Figure 22):

90270000000362
Grant's 36 Hole Masterpiece

Formula	Date	Club
Strokeplay	28. Oct – 29. Oct 2013	Fancourt Country Club

Edit → Courses (2) → Rounds (2) → Players (16) → **Tee Times →** Data Status

Tee Time Generator

This action will write new tee/time data over existing game numbers

Start Time: 07 hr 30 min

Gap: 8

Tee: Tee1/Tee10

Number of matches: 4

Generate Cancel

Figure 22

Enter the information in the space provided. Once complete click “Generate”.

Start Time: This is the first tee off time

Gap: This is the gap in time between matches

Tee: This enables you to choose a single tee or a two tee start

Number of matches: This is the number of matches

Once you have clicked on generate, you will be returned to the previous page. The information that you just filled in will be displayed.

90270000000362
Grant's 36 Hole Masterpiece

Formula: Strokeplay, Date: 28. Oct – 29. Oct 2013, Club: Fancourt Country Club

Edit → Courses (2) → Rounds (2) → Players (16) → Tee Times → Data Status

Round 1 Round 2 Generate matches R1

Match	Tee	Time	Player	Player	Player	Player		
1	1	07:30					✓	✗
2	10	07:30					✓	✗
3	1	07:38					✓	✗
4	10	07:38					✓	✗

Figure 23

To add players click on the “edit” button. The following page will open (Figure 24):

90270000000362
Grant's 36 Hole Masterpiece

Formula: Strokeplay, Date: 28. Oct – 29. Oct 2013, Club: Fancourt Country Club

Edit → Courses (2) → Rounds (2) → Players (16) → Tee Times → Data Status

Change Tee Time

Tee * 1

Time 07:30

Player

Player

Player

Player

Update Cancel

Figure 24

Select the dropdown tab and add the players. Once the players have been added, click “update”.

Repeat the process until all matches have been filled with players (Figure 25).

90270000000362
Grant's 36 Hole Masterpiece

Formula: Strokeplay, Date: 28. Oct – 29. Oct 2013, Club: Fancourt Country Club

Edit → Courses (2) → Rounds (2) → Players (16) → Tee Times → Data Status

Round 1 Round 2 Generate matches R1

Match	Tee	Time	Player	Player	Player	Player		
1	1	07:30	Tudor Bismark	Freddy Booyen	Johan Botha	Rob Cheetham	✓	✗
2	10	07:30	PETER LITTLE	Brett Littlefield	Keith Littleford	Jason Littlejohn	✓	✗
3	1	07:38	Christopher Daniel Van Der Merwe	Deon Van Der Merwe	Francois Van Der Merwe	Gofrey Van Der Merwe	✓	✗
4	10	07:38	Harno Van Der Merwe	Hendrikus Van Der Merwe	Jacques Van Der Merwe	Johannes Van Der Merwe	✓	✗

Figure 25

Once you have completed Round 1, click on “Round 2” (Figure 25). The following page will open (Figure 26):

Match	Tee	Time	Player	Player	Player	Player		
1							☒	☐
2							☒	☐
3							☒	☐
4							☒	☐

Figure 26

If the matches are the same then click “copy matches”, otherwise follow the same steps as mentioned above. If you click “copy matches” (Figure 26) the following page will open (Figure 27):

Copy Tee Times

This action will clear all round R2 match data and overwrite it with match data from selected round

CopyRoundID ☒ R1

Figure 27

Click on the circle next to R1 and then click “Copy” (Figure 27).

Fill in your start lists until complete.

2.6. Entering Results

There are two ways of entering scores. The first way is to select the tab “players”.

90270000000362
Grant's 36 Hole Masterpiece

Formula: Strokeplay, Date: 28. Oct – 29. Oct 2013, Club: Fancourt Country Club

Buttons: Edit →, Courses (2) →, Rounds (2) →, **Players (16) →**, Tee Times →, Data Status

Add Player (TDB, SAGA)

Position	Player ID	Name	Club	R1	R2	Total	X
	2700235465	Tudor Bismark	Modderfontein Golf Club				☐
	2710000046	Freddy Booysen	Strand Golf Club				☐
	2700028144	Johan Botha	Vryheid Golf Club				☐
	2700130693	Rob Cheetham	Royal Cape Golf Club				☐
	2700086534	PETER LITTLE	Royal Cape Golf Club				☐
	2700238355	Brett Littlefield	Glendower Golf Club				☐
	2700160672	Keith Littleford	State Mines Country Club				☐
	2700037230	Jason Littlejohn	Maclear Golf Club				☐
	2700037271	Deon Van Der Merwe	Groblersdal Golf Club				☐
	2700200370	Gofrey Van Der Merwe	Springbok Golf Club				☐

Figure 28

To enter a score click on the green block next to the players name under the correct round. A window will open with the players scorecard.

Close X

Round: 1, Date: 2013-10-28, Formula: Strokeplay, Player: 2700235465 Tudor Bismark (Modderfontein Golf Club), EHCP: 4, Entry Date: 2013-10-28

Playing HCP: 4

Result Status: Normal

Course / Tee: FANCOURT - MONTAGU / Black / Par: 72

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
Length	383	178	416	527	389	418	427	182	541	496	354	190	441	392	391	315	190	484	6714
S/I	7	13	5	17	9	1	3	11	15	16	10	8	4	12	2	18	6	14	171
Par	4	3	4	5	4	4	4	3	5	5	4	3	4	4	4	4	3	5	72
Score																			0

Save Result, Keep score and switch to next round R2

Figure 29

Enter the scores for the player in the blocks under the holes.

If you click “Save Result” (Figure 29) you will be returned to the Players list and the players score will be displayed (Figure 30).

90270000000362 Grant's 36 Hole Masterpiece		Formula Strokeplay	Date 28. Oct – 29. Oct 2013	Club Fancourt Country Club
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Edit → Courses (2) → Rounds (2) → **Players (16) →** Tee Times → Data Status

Add Player (TDB, SAGA)

Position	Player ID	Name	Club	R1	R2	Total	X
	2700235465	Tudor Bismark	Modderfontein Golf Club	77			✕
	2710000046	Freddy Booysen	Strand Golf Club				✕

Figure 30

You can move straight to round 2 for that player, by clicking on “Keep score and switch to next round R2” (Figure 29).

Fill in the scores for round 2 and then click “Save Result”. Move to the next player and repeat the process. (Figure 29)

The second way of entering scores is to select the tab “Rounds”. The following page will be displayed (Figure 31):

Edit → Courses (2) → **Rounds (2) →** Players (16) → Tee Times → Data Status

Add Round

No	Date	Result Type	Hole Mode	Results		
1	28-10-2013	Hole-by-Hole	18 Holes	2 / 16	✍	✕
2	29-10-2013	Hole-by-Hole	18 Holes	0 / 16	✍	✕

Figure 31

Select the round that you wish to enter results by clicking on the button, under results. The following page will be displayed (Figure 32). To edit a score click on the edit button next to the player.

Edit → Courses (2) → **Rounds (2) →** Players (16) → Tee Times → Data Status

Round 2
Date 2013-10-29
Formula Strokeplay

Player ID	Player	Course / Tee	PHCP	Status	Cumulative Gross	Rd. Rank	Total Rank	✍
2700238355	Brett Littlefield		0					
No results yet								
2700223251	Christopher Daniel Van Der Merwe		0					
No results yet								

Figure 32

The following window will open. Enter the results and then click on “Keep score and open player” to move onto the next player.

Round 2

Date 2013-10-29

Formula Strokeplay

Player 2700238355 Brett Littlefield (Glendower Golf Club)

EHCP 8

Entry Date 2013-10-28

Playing HCP

Result Status

Course / Tee

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
Length	316	497	398	184	301	358	162	529	396	324	507	173	372	421	149	390	491	344	6312
S/I	13	17	3	9	11	15	7	5	1	12	4	16	8	2	14	6	18	10	171
Par	4	5	4	3	4	4	3	5	4	4	5	3	4	4	3	4	5	4	72
Score	1																		0

Save Result

Keep score and open player Christopher Daniel Van Der Merwe ->

Figure 33

Once you have entered all the players' scores, click “Save Result”.

2.7. Viewing Final Results

To view the final results click on the tab “Players”. They will be ordered by gross scores.

90270000000362

Grant's 36 Hole Masterpiece

Formula Strokeplay

Date 28. Oct – 29. Oct 2013

Club Fancourt Country Club

Edit →

Courses (2) →

Rounds (2) →

Players (16) →

Tee Times →

Data Status

Add Player (TDB, SAGA)

Position	Player ID	Name	Club	R1	R2	Total	X
1	2700086534	PETER LITTLE	Royal Cape Golf Club	65	77	142	✕
2	2710000046	Freddy Booysen	Strand Golf Club	73	73	146	✕
3	2700034226	Francois Van Der Merwe	Zebula Country Club & Spa	77	72	149	✕
4	2700200370	Gofrey Van Der Merwe	Springbok Golf Club	78	76	154	✕
5	2700173668	Harno Van Der Merwe	Durbanville Golf Club	77	79	156	✕
6	2640000001	Johannes Van Der Merwe		76	81	157	✕
T7	2700223251	Christopher Daniel Van Der Merwe	Zwartkop Country Club	78	80	158	✕
T7	2700250108	Hendrikus Van Der Merwe	Cullinan Golf Club	80	78	158	✕
9	2700160672	Keith Littleford	State Mines Country Club	89	74	163	✕
10	2700238355	Brett Littlefield	Glendower Golf Club	82	82	164	✕

Figure 34

2.8. Generating a Report (New Feature)

2.8.1. Result Reports

Currently the TCS can generate a result report for your tournament.

Once you have filled in all the results for your tournament, click on the tab “Reports” (Figure 35).

The screenshot shows the 'Reports' tab selected in the top navigation bar. Below the navigation bar, there is a header section with a 'Back' button and a 'Update Handicaps' button. The main content area displays tournament details for 'Grant's 36 Hole Masterpiece' (ID: 90270000000362) with a strokeplay formula, dates from 28 Oct to 29 Oct 2013, and the club 'Fancourt Country Club'. Below this, there are buttons for 'Edit', 'Courses (2)', 'Rounds (2)', 'Players (16)', 'Tee Times', and 'Data Status'. A table of player results is displayed with columns for Position, Player ID, Name, Club, R1, R2, Total, and X. The table lists 6 players with their respective scores and total scores.

Position	Player ID	Name	Club	R1	R2	Total	X
1	2700086534	PETER LITTLE	Royal Cape Golf Club	65	77	142	X
2	2710000046	Freddy Booysen	Strand Golf Club	73	73	146	X
3	2700034226	Francois Van Der Merwe	Zebula Country Club & Spa	77	72	149	X
4	2700200370	Gofrey Van Der Merwe	Springbok Golf Club	78	76	154	X
5	2700173668	Harno Van Der Merwe	Durbanville Golf Club	77	79	156	X
6	2640000001	Johannes Van Der Merwe		76	81	157	X

Figure 35

Currently the only report available is “Tournament Players”. Click on “Go” to generate the report (Figure 36)

The screenshot shows the 'Tournament Players' report generation screen. The 'Tournament Players' tab is selected in the top navigation bar. Below the navigation bar, there is a header section with a 'Name' field and a 'Report' button. The 'Name' field contains the text 'Tournament Players'. The 'Report' button is highlighted with a red box. Below the 'Report' button, there is a 'GO' button, also highlighted with a red box.

Figure 36

You need to select the tournament that you wish to generate for, by clicking on the dropdown tab next to “Tournament”. Then you need to choose the output by selecting the option next to “Report Type”. “XLS” will generate an excel file whereas “PDF” will generate a PDF that can be viewed via adobe reader.

Tournament Players Report

Tournament: Bolands masterpiece

Report Type: ☒ XLS ☐ PDF

Generate Report

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Figure 37

Once you have selected the correct options click “Generate Report”. Once you have clicked “Generate Report” the download should begin. You can then access the files from your download.

2.9. Tied positions

In the case of the first position scores being tied and a playoff decides the winner, there is an option to give each player a unique position. Click on ‘Change Leader Positions’ (Figure 38)

90270000000568
Gauteng Junior Championship 2014

Formula: Strokeplay Date: 21. Sep 2014 Club: Wanderers Golf Club

Update Handicaps

Edit Courses (1) Rounds (2) Players (20) Tee Times Data Status Union Access

Change Leader Positions

Position	Player ID	Name	Club	R1	R2	Total	X
T1	2700234103	Carrie Park	Irene Country Club	70	75	145	X
T1	2700209075	Kaleigh Telfer	Bryanston Country Club	76	69	145	X
3	2700128375	Eleonora Galletti	Royal Jhb And Kensington Gc	76	73	149	X
4	2700027343	Danielle Du Toit	Pretoria Country Club	75	75	150	X
5	2700184044	Shawnelle De Lange	Goldfields West Golf Club	75	76	151	X
T6	2700194905	Ivanna Samu	Ruimsig Country Club	79	76	155	X
T6	2700202350	Woo-Ju Son	Eagle Canyon	78	77	155	X
8	2700159342	Jhanelle Strydom	Rustenburg Golf Club	76	80	156	X
9	2700155052	Michelle Swanepoel	Rustenburg Golf Club	83	75	158	X
T10	2700179097	Chiara Contomathios	Modderfontein Golf Club	80	80	160	X
T10	270018443	Kaia Mistry	Randpark Golf Club	79	81	160	X

Figure 38

Click on the dropdown next to the player whose position you wish to change and select the position (Figure 39)

← Back

90270000000568 Gauteng Junior Championship 2014	Formula Strokeplay	Date 21. Sep 2014	Club Wanderers Golf Club	Update Handicaps
--	-----------------------	----------------------	-----------------------------	------------------

Edit → Courses (1) → Rounds (2) → **Players (20) →** Tee Times → Data Status Union Access

Change Leader Positions

Pos	Pts	Player ID	Player Name
1	145	2700209075	Kaleigh Telfer
1	145	2700234103	Carrie Park
2	149	2700128375	Eleonora Galletti

Update

Figure 39

Click 'Update'. The first two players will now have a unique position (Figure 40)

← Back

90270000000568 Gauteng Junior Championship 2014	Formula Strokeplay	Date 21. Sep 2014	Club Wanderers Golf Club	Update Handicaps
--	-----------------------	----------------------	-----------------------------	------------------

Edit → Courses (1) → Rounds (2) → **Players (20) →** Tee Times → Data Status Union Access

Change Leader Positions

Pos	Pts	Player ID	Player Name
1	145	2700209075	Kaleigh Telfer
2	145	2700234103	Carrie Park
3	149	2700128375	Eleonora Galletti

Update

Figure 40

The players show up with Individual Positions even though they have the same score for the competition (Figure 41)

Tournament List

Reports

Export

Import

90270000000568

Gauteng Junior Championship 2014

Formula

Strokeplay

Date

21. Sep 2014

Club

Wanderers Golf Club

Update Handicaps

Edit →

Courses (1) →

Rounds (2) →

Players (20) →

Tee Times →

Data Status

Union Access

Change Leader Positions

Add Player (TDB, SAGA)

Position	Player ID	Name	Club	R1	R2	Total	X
1	2700209075	Kaleigh Telfer	Bryanston Country Club	76	69	145	X
2	2700234103	Carrie Park	Irene Country Club	70	75	145	X
3	2700128375	Eleonora Galletti	Royal Jhb And Kensington Gc	76	73	149	X
4	2700027343	Danielle Du Toit	Pretoria Country Club	75	75	150	X
5	2700184044	Shawnelle De Lange	Goldfields West Golf Club	75	76	151	X
T6	2700194905	Ivanna Samu	Ruimsig Country Club	79	76	155	X
T6	2700202350	Woo-Ju Son	Eagle Canyon	78	77	155	X

Figure 41

3. Returning to the Tournament List

Once you have completed all the steps your tournament will be complete. To return to the tournament list, click on "Tournament List".

Tournament Listing

Name Start Month Start Year

TID	Start	Name	Info	Course	Round	Player	Tee Times	Prize Classes	Action
90270000000349	08-09-2013	Volvo Boland Mid Amateur Championships		1	2	71		0	
90270000000362	28-10-2013	Grant's 36 Hole Masterpiece		2	2	16		0	

- data missing [critical] - data missing [not critical]

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Figure 42

Your tournament will now be displayed in the list.

4. Frequently Asked Questions (FAQs)

Questions	Answers
Q1. I can't find the course/club?	A1. Please contact the TDB co-ordinator.
Q2. How do I fill in scores for Round 2?	A2. You need to go to rounds and "Add Round". Then add Round 2.
Q3. Do I need to create the draw if the tournament is already finished?	A3. If you want the information displayed on the iframe, then yes. However a startlist/draw is not critical information and therefore is not compulsory.
Q4. What is the "Data Status" tab for?	A4. It tells you if there is any information missing.