GOLFCAPTAINS.COM
A GOLF GAME ORGANIZER

GOLFCAPTAINS.COM
THE CAPTAIN'S TUTORIAL
THERE ARE LOTS OF NOOKS AND CRANNIES

* *If you decide to print this tutorial, to save ink, print it in Black and White*

Group Profile

Group Profile

All Fields Are Required

Captain's Name (First, Last)	Pete , Testmaster
Zip/Postal Code	34109
Email Address / User ID	pete.com

☑ I would like to receive the GolfCaptains Newsletter.

Group Name	Bombers
(1) Calendar Option	Opt In ⌄

Opt Out: Members update their calendar only for the days they cannot play
Opt In: Members update their calendars to select the days they want to play.

(2) Days Group Plays ☐Sun ☑Mon ☐Tue ☑Wed ☐Thu ☑Fri ☐Sat
Warning: If you change the Days Group Plays it will clear all your member's calendars.

Special Play Dates	No Special Play Dates Selected
(3) Add/Delete Special Play Dates	🗒
Delete All Previous Special Play Dates	**Delete**
(4) Switch On/Off Regular Play Dates	🗒
(5) Season Dates (Start / End)	11/01/2021 🗒 04/30/2022 🗒
(6) ○ Clear Member Winnings Counters	

(1) <u>Calendar Option</u>: Opt In, is the most popular. It acts like a sign up sheet

(2) <u>Days Group Plays</u>: These are your Regular Plays dates, and that's what activates your member's calendars

(3) <u>Special Play Dates</u>: There are times you may want to play on a day that is not a Regular Play Date, e.g. a special tournament. By adding a Special Play Date it will open up the member calendars so they can sign up

(4) <u>Switch On/Off Regular Play Dates</u>: If your course happens to close on a day that is one of your Regular Play Dates, you can use this to prevent members from signing up on that date

(5) <u>Season Dates (Start/End)</u>: They control your member calendars. Members will not be able to sign up for any dates outside this range. Update these dates at the beginning of each new season

(6) <u>Clear Member Winnings Counters</u>: You can keep track of any member $ winnings during the season. You should clear these counters at the beginning of each season

[1]

Club Profile

Club Profile

Denotes Required Field

Club Name	TPC Sawgrass
Address	
City	
State/Province	AL
Zip/Postal Code	
Country	United States
Phone	
Tee Time Increment	0 Minutes

Golf Courses

Course #   Course Name

Course 1   TPC At Sawgrass   Course Par Rating 72   (e.g. 72,71,68)

Tees

Tee Box	Title	Course Rating	Slope
1			
2			
3			
4			
5			
6			

1. **Club Name And Address**: If you enter the address information, when your members login and click on Club Profile, they will be able to get directions to the course. You may enter an unlimited number of clubs

2. **Tee Time Increment**: In Team Setup when you enter the tee time in the first team, all other tee teams will be incremented by the Tee Time Increment

3. **Course**: You may enter up to 5 courses per Club. In Team Setup the courses are displayed in the sequence you enter them. The Course Rating is used to calculate the course handicap

4. **Tee Box**: You may enter up to 6 Tee Boxes. Team Setup will display the first three tee boxes and the course handicap for each of the three tee boxes. So, it makes sense to enter the tee boxes in the sequence most often played by your members. Course Rating and Slope are used to calculate the course handicap

Member Roster

	*Required				Group Member Roster			
	Last Name *	First Name *	Member # *	Email *	Handicap	Winnings Last Game	Winnings Season-to-Date	Functions
1	Berger	Daniel	20	pete@m.com	10.60		$ 10.00	Edit | Delete
2	Chappell	Kevin	6	pete@m.com	14.00		$ 20.00	Edit | Delete
3	Day	Jason	1	jason@ttttt.com	11.20		$ 30.00	Edit | Delete
34					0.00			Edit | Delete
35					0.00			Edit | Delete
36					0.00			Edit | Delete

Print Member Roster   **Print Leader Board**   **Update Members**

1. Handicap: Here is where you may enter the Handicap Index for each member. You should encourage your members to enter their own Handicap Indexes twice a month

1. Winnings Last Game: If you want to keep track of member $ winnings, enter here after each game. It will automatically add that amount to the Winnings Season-To-Date

2. Adding New Member: If you have openings for new members they will appear as blank entries on the Member Roster. These are the minimum data that you need to establish a new member. Handicaps are optional

3. Update Members: Don't forget to click on Update Members after any changes you make to the Member Roster

4. Edit: When you click on Edit you will be presented with that Member's Profile, which contains additional data and the member calendar

[3]

Member Profile

Member Profile

Denotes Required Field

Name (First Last) | Daniel | Berger
Member # | 20
Email | pete@m.com
☑ I would like to receive the GolfCaptains Newsletter.
Phone
Spouse

Scheduled to Play

◄ **March 2022** ►

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

■ Playing
■ Not Playing

Add Guests

Name (First Last) | Berger | Gest
Handicap Index | 10.00 | 03/11/2022
Clear Guest

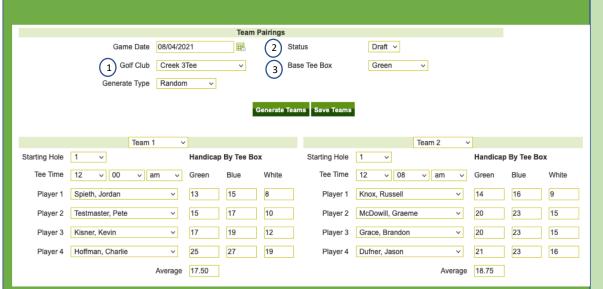Name (First Last) | |
Handicap Index | | Select Date
Clear Guest

① **Member Calendar:** The Calendar is the engine of GolfCaptains. This is where a member indicates whether they are playing or not playing. In this example Daniel has elected to only play on Mondays and Fridays, by clicking on the days he wants to play. Team Setup uses the member calendars when generating the pairings

② **Add Guests:** Any member may add up to 2 guests at a time. They may only add members on days that they are playing. In Team Setup, when you Generate Teams, the guests will be paired in the same team as the member

[4]

Team Setup

	Add New Team Pairing	Delete Selected Team Pairings	Permanently Remove Deleted History
	1	**2**	**3**

Select All | Clear All

Team Pairing Setups

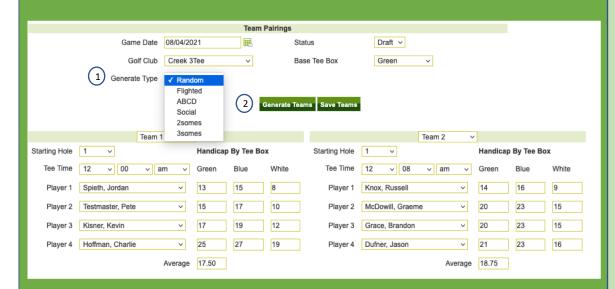|	Game Date	④ Status	Course Name	⑤ Functions
☐	08/04/2021	Draft	Quail Creek - Creek 3Tee	Edit | Email | Print
☐	08/02/2021	Draft	TBA	Edit | Email | Print
☐	07/30/2021	Draft	TBA	Edit | Email | Print
☐	07/05/2021	Active	TBA	Edit | Email | Print
☐	07/02/2021	Active	TBA	Edit | Email | Print
☐	06/30/2021	Draft	TBA	Edit | Email | Print
☐	06/28/2021	Draft	TBA	Edit | Email | Print

① Adding New Team Pairing: Will take you to Team Pairings, where you can setup a new Game Date

② Delete Selected Team Pairings: Click on any of the boxes for the Team Pairing you wish to delete, then click Delete Selected Team Pairings. These Team Pairings will no longer appear on Team Setup, but will still be available to the Social Generate Type in Team Pairings

③ Permanently Remove Deleted History: Will permanently delete all Team Pairings previously deleted from the Team Setup display. This should be done at the beginning of each new season

④ Status: A Team Pairing that is in the Draft Status will not be seen by your members. They will only be seen when you change the Status to Active

⑤ Functions: **Edit:** will allow you to make changes to Team Pairings
Email: will send a note to all members that this game date is official and ready to view. It goes to all team members, to avoid the problem of a member thinking they opted to play/not play
Print: creates a pdf print of that game date.

Team Pairings

Game Date	08/04/2021		② Status	Draft ▾
Golf Club ①	Creek 3Tee ▾		③ Base Tee Box	Green ▾
Generate Type	Random ▾			

Generate Teams   **Save Teams**

Team 1 ▾						Team 2 ▾				
Starting Hole	1 ▾				Starting Hole	1 ▾				
Tee Time	12 ▾ 00 ▾ am ▾	**Handicap By Tee Box**			Tee Time	12 ▾ 08 ▾ am ▾	**Handicap By Tee Box**			
		Green	Blue	White			Green	Blue	White	
Player 1	Spieth, Jordan ▾	13	15	8	Player 1	Knox, Russell ▾	14	16	9	
Player 2	Testmaster, Pete ▾	15	17	10	Player 2	McDowill, Graeme ▾	20	23	15	
Player 3	Kisner, Kevin ▾	17	19	12	Player 3	Grace, Brandon ▾	20	23	15	
Player 4	Hoffman, Charlie ▾	25	27	19	Player 4	Dufner, Jason ▾	21	23	16	
	Average	17.50				Average	18.75			

① Golf Club: This is a drop down that will let you select a course from one the Golf Clubs you setup in Club Profile. It defaults to TBA

② Status: You can set the Status of this Team Pairing as Draft Status, which means it will not be seen by your members. Or set to active so your members will able to see the Team Pairing . The default is Active.

③ Base Tee: When you are using handicaps three tee boxes will be displayed in the sequence they appear in Club Profile. Base Tee Box allows you to select which Tee Box will appear first

Team Pairings (2)

Team Pairings

Game Date	08/04/2021	Status	Draft ▾	
Golf Club	Creek 3Tee ▾	Base Tee Box	Green ▾	
① Generate Type	✓ Random / Flighted / ABCD / Social / 2somes / 3somes			

② **Generate Teams** **Save Teams**

Team 1 ▾

		Handicap By Tee Box		
Starting Hole	1 ▾	Green	Blue	White
Tee Time	12 ▾ 00 ▾ am ▾			
Player 1	Spieth, Jordan ▾	13	15	8
Player 2	Testmaster, Pete ▾	15	17	10
Player 3	Kisner, Kevin ▾	17	19	12
Player 4	Hoffman, Charlie ▾	25	27	19
	Average	17.50		

Team 2 ▾

		Handicap By Tee Box		
Starting Hole	1 ▾	Green	Blue	White
Tee Time	12 ▾ 08 ▾ am ▾			
Player 1	Knox, Russell ▾	14	16	9
Player 2	McDowill, Graeme ▾	20	23	15
Player 3	Grace, Brandon ▾	20	23	15
Player 4	Dufner, Jason ▾	21	23	16
	Average	18.75		

① <u>Generate Type</u>: There are 6 options for generating your Team Pairings
Random: Uses random numbers to generate the Team Pairings independent of handicaps
Flighted: will split your pairings into the number of flights you chose, by handicap. For example with 2 flights the lower handicappers will be in one group and the higher into another
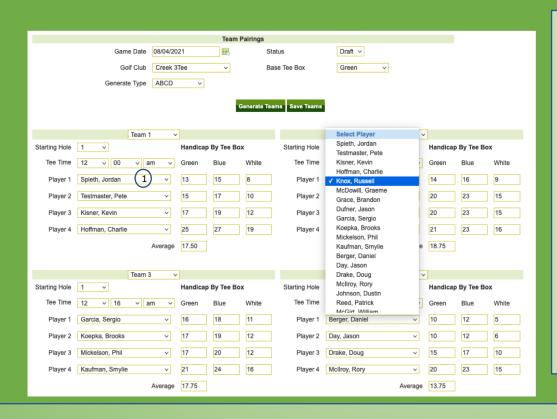**ABCD**: The teams will be balanced by handicap
Social: Attempts to have members play with members they haven't recently played with. This is limited by the number of members and how often they play
2Somes: The members are paired as Twosomes in an AB format
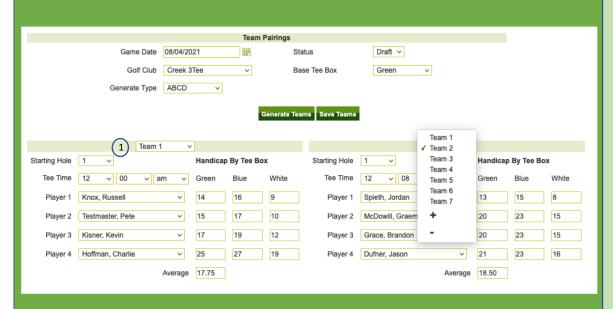**3Somes**: The members are paired as Threesomes in an ABC format

② <u>Generate Teams</u>: Will populate the teams based on the Generate Type you selected. You may click on Generate Teams multiple times and it will change the configuration of the teams (except in Social)

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Team Pairings (3)

1. **Swapping Members**: To the right of each member you can click on the drop down arrow and it will display all the other members playing that day. In this example you can swap Knox with any other player listed.

Send Email

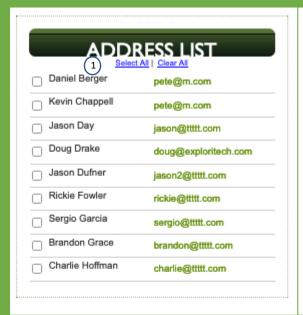## ADDRESS LIST

Select All | Clear All

☐	Daniel Berger	pete@m.com
☐	Kevin Chappell	pete@m.com
☐	Jason Day	jason@ttttt.com
☐	Doug Drake	doug@exploritech.com
☐	Jason Dufner	jason2@ttttt.com
☐	Rickie Fowler	rickie@ttttt.com
☐	Sergio Garcia	sergio@ttttt.com
☐	Brandon Grace	brandon@ttttt.com
☐	Charlie Hoffman	charlie@ttttt.com

Subject

Message

B I U | Font Size... | Font Family. |
Font Format

Upload File

Browse... No file selected.

Send Email
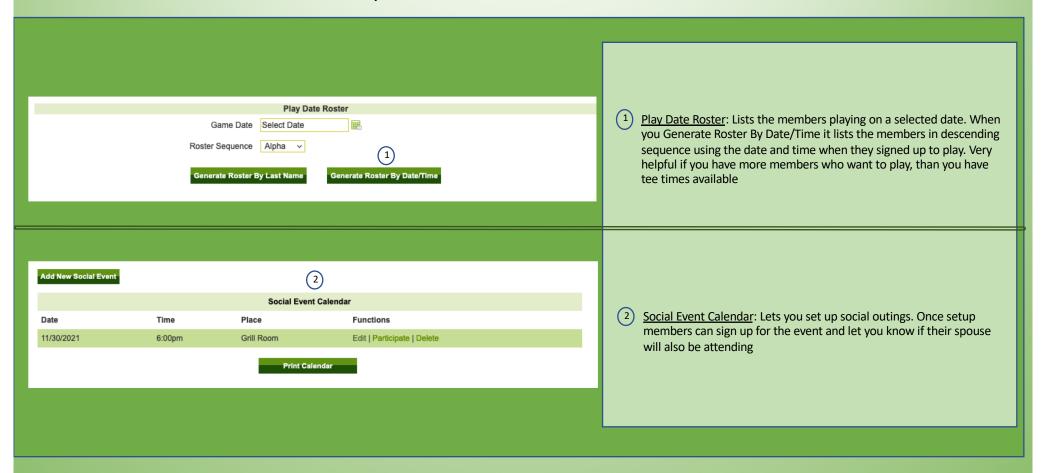
① Address List: The Address List allows you to send an email to all your members, or to selected members

② Attaching Files: You may also attach files as part of your email

Please note that members may also use Send Email in the same manner. However, if any members respond to a member's email, their response will come to the Captain, not the member who initiated the email

Play Date Roster And Social Calendar

Play Date Roster

Game Date	Select Date
Roster Sequence	Alpha

Generate Roster By Last Name   **Generate Roster By Date/Time**

① **Play Date Roster**: Lists the members playing on a selected date. When you Generate Roster By Date/Time it lists the members in descending sequence using the date and time when they signed up to play. Very helpful if you have more members who want to play, than you have tee times available

Add New Social Event

② **Social Event Calendar**

Date	Time	Place	Functions
11/30/2021	6:00pm	Grill Room	Edit | Participate | Delete

Print Calendar

② **Social Event Calendar**: Lets you set up social outings. Once setup members can sign up for the event and let you know if their spouse will also be attending