



Quick Start Guide for USGA Tournament Management

If you are a new user of USGA Tournament Management, we encourage you to become familiar with the information that follows in order to get off to a successful start. It's likely that you have experience with the USGA tournament software product, TPP, or another 3rd party tournament software product. Now you have a new option: USGA Tournament Management, powered by Golf Genius. USGA TM is a proven, cloud-based tournament software product that you can now use to manage leagues and events at your club.

USGA TM offers many innovative features and powerful tools to help you manage your events and leagues. Like any new software product, it is important to dedicate some time to understand how to make the product work smoothly for you. We believe you'll quickly come to realize how USGA TM can save you and your team valuable time, enhance the golf experience for your members, and even boost your golf operations revenue.

Before going further into this article, we suggest that you take the time to watch the introductory video below. It details much of what is discussed further on, such as key concepts and terminology, event setup flow, navigation, and review of basic event set up.

Note: For easier viewing, click the "full screen" widget in the bottom right of the YouTube screen.

Introductory Webinar Video:

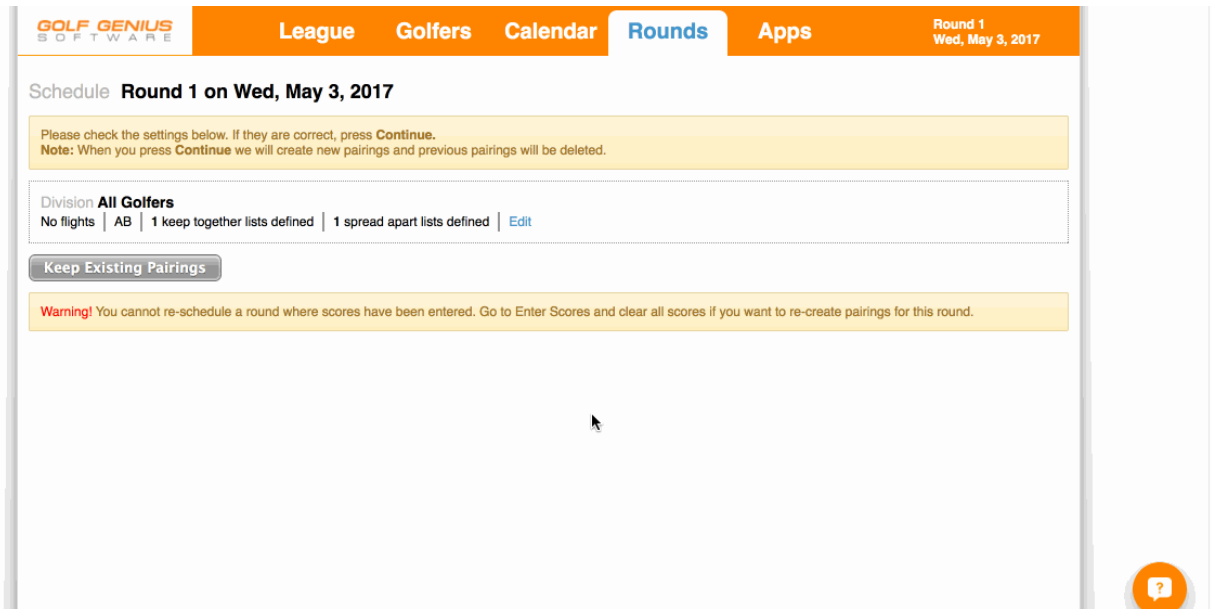
[Introductory Webinar Video](#)

Key Concepts and Terminology:

As the webinar video reveals, USGA TM has slightly different concepts and terminology than TPP or other products. It is important to understand the differences before creating your first event. For an article further detailing key concepts and terminology, [Click Here](#).

Knowledge Base:

Our Knowledge Base is constantly updated to maintain quality and accuracy, answer FAQ's, and offer tutorials, and videos to help you set up and manage events and leagues. To access the knowledge base, simply click the orange bubble.



When you click the bubble, a list of suggested articles and FAQ's will be displayed. These suggested articles are relevant to the page you are viewing. If you cannot find the answer you need after reviewing the suggested articles, you can search or browse the entire knowledge base.

Setting up your USGA TM Account:

Steps	Navigation
Activate Account	Follow instructions in activation email
Add other Customer Managers	Customer Settings > Add/Re-invite Manager
Set Default Settings	Customer Settings > Default Settings for Leagues and Events.
Add Course(s)	Customer Settings > Course Details
Upload Default Logo and Banner	Customer Settings > Logos, Banners, and Backgrounds
Set Default Portal	Customer Settings > Default League/Event Portal

Event Preparation:

Steps	Navigation
Create Event	Customer Center
Edit Event Settings	Event > Edit Event Profile
Edit Event Portal	Apps > Go to [prefix].golfgenius.com
Add Players	Rounds
Add Rounds	Calendar > Add Rounds
Create Teams (if necessary)	Golfers > Manage DFTs > Manage Team Lists
Create Pairings	Rounds > Create New Pairings
Create Tournament	Rounds > Create/Edit Tournaments

Check Your Work:

Steps	Navigation
Pre-Play Audit	Rounds > Pre-Play Audit of Round
Handicap Analysis	Rounds > Handicap Analysis
Random Scores	Rounds > Enter Scores > Random Scores

Game Day:

Steps	Navigation
Print Materials	Rounds > Download/Print Center
Enable Mobile Score Entry	Rounds
Enter Scores	Rounds > Enter Scores
View Leaderboard	Rounds > Display Leaderboard

Post Round Wrap-Up:

Steps	Navigation
Move Round Status to Completed	Rounds
Verify Results	Rounds > Display Leaderboard
Publish Results to Portal	Rounds
Email Results	Golfers > Send Email to Golfers

Advanced Setup and Printed Material Webinar Video:

After you've gained an understanding of setting up a basic event, we suggest watching our video which illustrates more advanced event setup as well as information about production of printed material.

[Advanced Setup and Printed Material Webinar Video](#)

Tutorials and Step-By-Step Guides:

There are many variations of events and leagues To assist you in setting up these specific events/leagues, below are links to step-by-step guides for setting up popular event formats as well as some league guides.

[Single Round Event Guides](#)

[Multi-Round Event Guides](#)

[Basic League Guide](#)

[Round Robin League Guide](#)