

Quick Start Guide

Setting Up Your Account

Follow the steps outlined below to setup your default account settings, default website & logos, golf courses, and users.

If you have questions as to how to accomplish the tasks below, please click on the links provided or visit docs.golfgenius.com and enter the keywords in **BOLD** for a helpful article.

1. Access and Credentials
 - a. Each SRGA team leader will receive an activation email with credentials
 - b. When you receive the activation email, click on the validation link to create a password
2. Manager Site
 - a. The team leader will add other staff members as **Customer Managers**
 - Each person using the software will need their own account
 - b. The team leader will read through and edit ALL settings in the **Default Settings for Leagues or Events** page
 - c. Start to add golf courses in **Course Details**
 - Remember to create ALL tees within EACH golf course
 - d. Upload **Default Logo and Default Banner**
3. Event Website
 - a. Edit the sections and pages under **Default Event Website**
4. Help Center
 - a. Remember to access the **Help Center** by clicking on the orange question mark in the bottom right hand of your screen
5. Use the Event Quick Start Guide (on reverse) to create your first event!

Creating and Running an Event

Follow the steps outlined below to setup and run your first event.

If you have questions as to how to accomplish the tasks below, please click on the links provided or visit docs.golfgenius.com and enter the keywords in **BOLD** for a helpful article.

1. Event Prep

- Create Event
- Edit **Event Settings**
- Edit **Event Website**
- Add **Players**
- Add **Rounds**
- **Create Teams** (if necessary)
- **Create Pairings**
- Add **Tournaments**

2. Check Your Work

- **Pre-Play Audit**
- **Handicap Analysis**
- **Random Scores**

3. Game Day

- **Print Materials**
- Enable **Mobile Scoring**
- **Enter Scores**
- View **Leaderboards**

4. Post-Round Wrap Up

- **Complete Round**
- Verify Results
- **Publish Results**

5. Help Center

- Remember to access the **Help Center** by clicking on the orange question mark

6. Next Steps

- Run your event!

For further information, refer to these guides:

Single Round Events

docs.golfgenius.com/container/show/downloadable-guides-single-round-events

Multi-Round Events

docs.golfgenius.com/container/show/downloadable-guides--multi-round-events

List of Guides

Single Round Tournaments

18-hole Individual Stroke Play

docs.golfgenius.com/article/show/individual-stroke-play-tournament-guide

18-hole 2-person Stroke Play

docs.golfgenius.com/article/show/2person-team-stroke-play-tournament-guide

18-hole Multi-Format Team Tournament

docs.golfgenius.com/article/show/12206-multiformat-linked-team-tournament-guide

18-hole Four person Scramble

docs.golfgenius.com/article/show/4person-scramble-tournament-guide

18-Hole Pro-Am

docs.golfgenius.com/article/show/proam-tournament-guide

Multi-Round Tournaments

Multi-Round Single-Format Guide

docs.golfgenius.com/article/show/multiround-singleformat-tournament-guide

Multi-Round Multi-Format Guide

docs.golfgenius.com/article/show/multiround-multiformat-linked-tournament-guide

Member-Guest Invitational (Five 9-hole matches)

docs.golfgenius.com/article/show/round-robin-memberguest-invitational-guide

Bracket Tournament Guide

docs.golfgenius.com/article/show/bracket-knockout-tournament-guide

Ryder Cup Tournament Guide

docs.golfgenius.com/article/show/ryder-cup-tournament-guide

Golf Trips

Golf Trip Guide

docs.golfgenius.com/article/show/15520-golf-trip-guide--stepbystep

Golf Leagues

Setting Up a League

docs.golfgenius.com/container/show/managing-leagues-and-weekly-groups