



Competition Management Guide

MiClub

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Index

1. Summary.....	2
2. Overview.....	2
3. Creating Competitions.....	3
4. Competition List.....	5
5. Opening a Competition.....	9
6. Setting up the Registration Kiosk.....	9
7. Registering Participants into a Competition.....	10
8. Setting up the Score Entry Kiosk.....	11
9. Score Entry.....	12
10. Displaying the Club Leaderboard for Multiple Competitions.....	14
11. Closing a Competition.....	15
12. AdHoc Score Entry.....	16
13. Corrective Scores.....	17
14. Cancelling a Competition.....	17

1. Summary

MiClub Competition Management is a web service handicapping, competition and tournament management system written to comply with the Australian GOLF-Link handicapping system. It is used to record golf competition events, record the entry of players into these events, record the scores returned by those players, forward their scores to GOLF-Link for handicapping purposes, retrieve the results of handicapping changes back from GOLF-Link, and report on the result of the above actions.

The competition management module can be used with Autoscore cards or manual score entry from existing cards by match committees or administrators.

Updated Manuals will be placed in the 'Staff Guides' section located at the bottom of the members home page in the Admin Area.

2. Overview

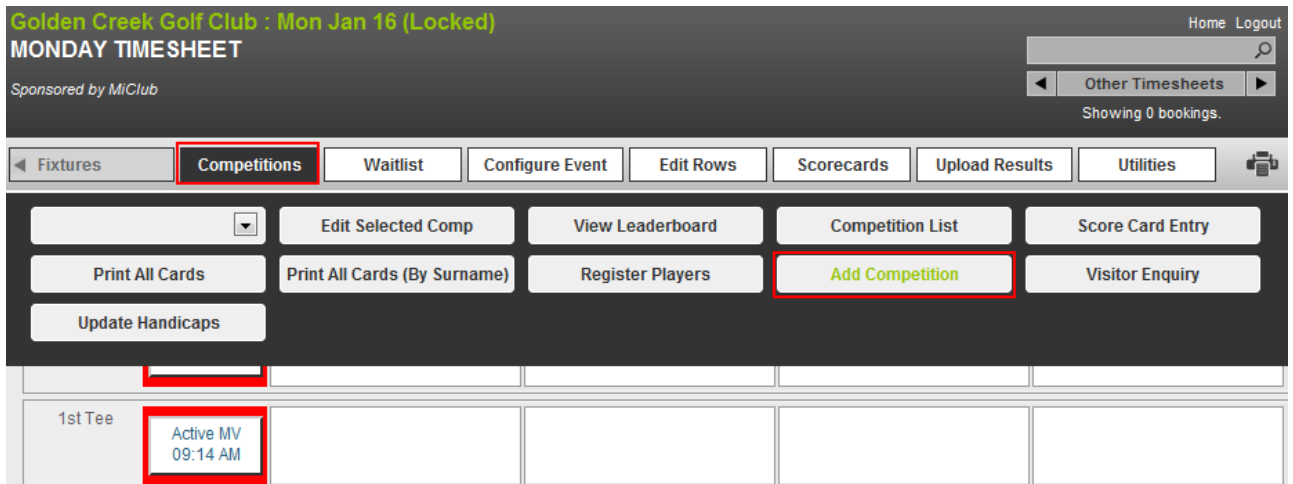
This document is designed for administrators, match committee's and other club staff to create competency within the Competition management module of the MiClub Website based Software Suite. The competition management module exists for the purpose to create an automated, streamlined efficient web based system to facilitate an easy pathway to enable, set-up and control the management of golf competitions from the MiClub created golf club website.

This manual imposes that you have already set-up timesheets/events.

3. Creating Competitions

To create a competition associated with a timesheet:

1. Navigate to the timesheet and select 'Competitions' – 'Add Competition'



2. Fill out the required fields in the create competition screen as shown below. For a description of what each field means see the following two pages.

Competition Templates:

General Details

Competition Name: *

Short Description:

Competition Type: *

Golf Course: *

Competition Scorecard:

Grade Separations:

Start time: Finish Time: Fees: \$

Min H/C: Max H/C: Auto Adjust:

Parameters

Gender: All Ladies Mens

Members Only: Yes No

Golfink Competition: Yes No

Player Registration: Yes No

Walk-in Comp: Yes No

Round Information

Multi Round H/C:

Prize Information

Prize Allocation:

Include in Eclectic: Ladies Mens MIXED ECLECTIC 27 Hole eclectic Test Leanne 36 hole Eclectic Test Pete's Test

**Competition Templates**

You can save templates of competition settings to be re-used for future events. Click 'Load Template' to apply the competition settings. Please note that you can still adjust the competition settings after you have applied the template.

General Details

Competition Name

Comp Name appears on Leaderboard, Registration Kiosk screens and Result sheets.

Short Description

Optional entry - Short Description can be used to add additional info for the event or even list sponsor details which end up appearing on the Result sheet PDF

Competition Type

What calculation type will be applied to scores. The comp type will also be printed on the scorecard and appear on leaderboards and result sheets. The list of comp types are in alphabetically order

Golf Course

Select the applicable Golf Course

Competition Scorecard

The scorecard template is selected here.

Grade Separations

Grade selection for an event is selected here. It will affect the prize allocated if by grades is selected. Also the leaderboard will have optional tabs to display in these grades as well"
 "To modify or create a new hcac grade range – Click on 'Edit Template' or 'New Grade Template' and modify or enter a template name. Then adjust the grade separation. To do so enter the lowest range possible i.e. for plus markers use – i.e. -6, (next value is the start of the next grade range i.e. if 12 is B Grade enter in 12). Lastly ensure that the end value is entered as well i.e. 46 or 37. (As an example 3 Grades should look like -4,10,21,46 where A Grade includes +4 to 9, B Grade includes 10 to 20, C Grade includes 21-45).

Start Time

Start and finish time entry is Only required if you want to pre register a group of players off a timesheet within a certain time range. i.e. start time could be 08:07 and finish time 09:07. Only players within this time range will be registered.

Min H/C, Max H/C

Optional - Min and max hcac value entry is only required if you want to pre register players who meet a specified hcac range. Playing hcac values only i.e. if you wish to restrict the comp to playing hcac of 18 then you only need to apply 18 value into the Max H/C box

Parameters

Gender

Must be set to All for a Medley event otherwise the specified gender only

Members Only

If set to Yes, it will not allow registration of visitors into the comp



GolfLink Competition	If yes the submit and close link will appear which will require sending the scores to GolfLink for handicapping. No should be set for all non handicapped events such as Ambrose etc
Player Registration	Set to Yes for registration into the comp on arrival essential for kiosk registration mode. If you want to pre register players on opening then set to No.
Walk-in-Comp	Set value to Yes to allow walkin registration via the kiosk registration mode. This will allow a member or visitor to register into a comp without being pre-booked on the timesheet
Round Information	
Multi Round H/C	This value is for Multi-Round Events where you can choose the Handicap Calculation
Prize Information	
Include in Eclectic	If a Eclectic competition is set-up then you can click for this competition to be included in the Eclectics (Please note that there may be an additional charge to enable this module)

3. When you have completed the Competition set-up click on 'Submit'. You will now automatically be transferred to the competition list explained in the next step.

Note: You can add as many competitions as you need by simply by repeating this process.

4. Competition List

The competition list, lists all competitions four weeks from the date specified. Each Competition Status will include:

Pending Competitions: This competition is Pending and waiting to be opened. Please note that you should only open the competition either the day prior or on the day of the competition as when you open the competition then all handicaps will be refreshed and updated for all members on the timesheet.

Open Competitions: This competition is ready for registrations.

Closed Competitions: This competition is closed and the results are now available to be produced.



Golden Creek Golf Club : Web Support Home Help Logout

List Competitions

Golf Competitions

Four weeks starting from:

Display Competition from this Date forward

Sunday, January 15 Export Competition Participants for this date

Stableford : Stableford : Closed

Round 1 15/01/12 16 Entrants [SUNDAY TIMESHEET](#)

Number of Entrants in Competition

Monday, January 16 Export Competition Participants for this date

Stableford : Stableford : Pending Edit Competition Open Competition Delete

Round 1 16/01/12 0 Entrants MONDAY TIMESHEET Link back to Timesheet

Par : Stableford : Open Edit Competition Close Competition Delete

Round 1 16/01/12 0 Entrants [MONDAY TIMESHEET](#) Submit & Close

Depending on each Competition State, You will also find other options available such as:

1. Manage rounds: Here you can adjust the Course selected for the competition. eg. You may have a White and a Blue Course. Select the required course and click on 'Update' to edit the course selected. Also you have the option to select 'Tee Up' This option will reduce the Rating of the course by two Strokes incase of the Course being bogged or water-logged and the players tee-up after every stroke.

Competition Round Management

Round(s) for competition: Stableford

Existing Round(s)	Course	Tee Up
1 02/11/11 Wednesday Timesheet	<input type="text" value="Golden Creek Mens Course"/>	<input type="checkbox"/> <input type="button" value="Update"/>



2.Score Entry: A players Round Score can be entered here. You will need to search for the Player and then select that player from the drop-down Menu. Then Enter in the Round Score and click 'Save'. Note: If you want to re-enter a score for a member then make sure that 'Include Entered is set to 'Yes'.

Scorecard Entry for Competition 'Stableford'

Round: Round 1 Include Entered: NO

Player: Mancini, Steven

Round Score: 34

Score Status: OK

Golfink Number: 0001200113

Exact Handicap: 15.0

Playing Handicap: 15

Participant ID: 28636

Save Exit

3. Leaderboard: Click this Link to access the administrative Leaderboard. Inside this screen you can view the scores as if it was a different scoretype, select Hole-by-Hole Score Values, Select Scores by Grades, Edit Scores and adjust the automatic ordering of each column.

Leaderboard for Stableford (Stableford)

View As: Stableford ← View Scores as a different competition type

Hole-by-hole Auto refresh Full-screen Great scores

8. Lycos, Phillip (24) Click here to adjust automatic ordering

All Grade A Grade B Grade C

Pos	Name	Round(s)	Total
1	Burke, Nicholas (HC 15)	72 ← Edit Scorecard	39
2	Hayne, Jarrod (HC 26)	70	39
3	Palaou, Ruan (HC 11)	77	32
4	Burke, Colin (HC 2) Eagle @ 8	78	32

4. Club Leaderboard: This Leaderboard can be displayed in the Clubhouse. Make sure to set the correct settings of what scores you would like to display on the Leaderboard. This Leaderboard function is used to display a leaderboard for one competition only (To display multiple competition Leaderboards after one another please see Section 10 on how to set this up).

Leaderboard Settings

Competition: Stableford

Records per page: 25

Display scores: Greater Than

Sort order: Rank

Display Great Scores:

Save Open



5. Sweepstakes: Sweepstakes can be automatically created from this option.

6. Prizes: Please see the Prize Allocation Manual for more information on this module.

7. Results: Here you can find the Results of the competition. Please note that the Competition Status must be set to closed for this link to appear.

Select the Report Score Type of either Nett or Gross and then select the 'Prizes report' option from the dropdown and click on 'Create Report' to run that report. Click on 'Open' to open either Report or click 'Delete' to delete any Reports. Please note that Members can view this page from home when they access the Results Section so be sure to only leave the valid report on this page.

In regards to the link Show or do not Show new handicaps on the Reports: This is a requirement by Golfink and means that you can click this link to show the updated handicap values on the Reports. You can then go ahead and Print the Reports to display in the clubhouse, however you must then delete the report and re-create it without the new handicap values to then display on the Internet.

Golf Competition Reports - Stableford

Report	Type	Rounds	Last Modified	Mime Type
Full Field Report	NETT	All	Generated @ 02/11/11 8:56AM	application/pdf Open Delete
Handicap Changes	Score Type	All	By Daniel.Krebs @ 02/11/11 9:00AM	application/pdf Open Delete
Full Field Report	GROSS	All	By Daniel.Krebs @ 02/11/11 9:00AM	application/pdf Open Delete

Create a new report for this competition

Select competition rounds for report: This competition has only one round.

Report score type:

Prizes report: *Dropdown to select other Report types*

New GolfLink handicaps will NOT be shown. [Show new GolfLink handicaps](#) *Display updated Handicap values*

8. Email tool:

Select your Criteria to include in the Email Export. The Results here can be copied and pasted into your email program for editing to then be sent to your Newspaper. Please note that depending on your location and local Newspaper you may have to manually amend this export.

Email Results for Stableford

Criteria

Show Grades

Runners up to include

Show Special Prizes

Display Handicap

Golden Creek Golf Club: Stableford: Grade A: R Palaou 32, C Burke 32, L Edwards 30, W Smith 27, L Beth 26, P Lycos 24, D Treeby 24, J Smith 24, G Jones 22, D Wings 21, R Clark 20. Grade B: N Burke 39. Grade C: J Hayne 39. CCR: 72

Note: This export will not automatically be sent to the newspapers.

9. Submit & Close: [Submit & Close](#)

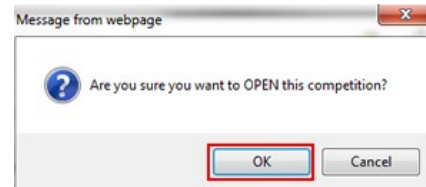
If the competition is set-up as a Golfink competition then this link will appear to submit all scores to Golfink. Members will then get handicapped on their score for the competition (Please see the Section 11 for more information on Closing a Competition).



5. Opening a Competition

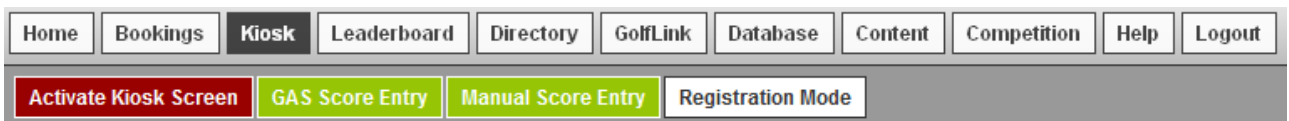
1. After logging in click on 'Bookings' and then select 'Competitions'. Here you will see a list of all competitions for the day (This is the Competition List).
2. Open the competitions that apply by clicking on 'Open Competition' and then 'Ok'. (In some cases there may be a morning competition and an afternoon competition. In this case you may want to open the afternoon competition later in the day so that members can only register into the morning competition until the afternoon competition has been opened for registration). This process will refresh all members handicap's on the timesheet from Golfink so that they are all up to date and current. If the competitions are already open then navigate to the timesheet and click on 'Competitions' and then 'Update Handicaps' to refresh all handicaps from Golfink.

Note: When you select 'Open' then all members handicaps will get refreshed on the timesheet. As a result this process should only be done the day prior to a competition or on the day of the competition.

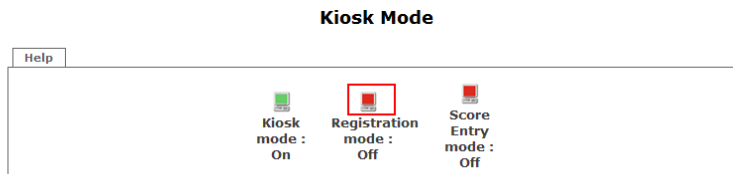


6. Setting up the Registration kiosk

1. Navigate to the Members Home Page and select 'Kiosk' located at the top of the page in the administrative toolbar then click 'Activate Kiosk Screen'



2. Make sure that the 'Registration mode' is on by clicking on the Red Registration mode Link



You have logged on as an Administrator in Kiosk Mode. You must either [log out](#) or de-activate Kiosk mode to continue.

3. Click on log out. You are now in the Kiosk 'Registration mode'.



Login

Type your Golf Link/Member number below

LOGIN
FIND ME

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	' -
Z	X	C	V	B	N	M	SPACE	DEL	

To Log out of the Kiosk mode you will need to log in using an administrator/proshop login account (the same username and password as to what you use to log into the website with). Then click on the green icon 'Kiosk mode' which will navigate you back to the website.

7. Registering Participants into a Competition

Registration can be done either by the participants themselves through the Registration Kiosk. Otherwise the proshop can manually register the Participants from the timesheet.

1. Participant Registration: A member or visitor can register themselves through the Registration Kiosk by typing in their member or golflink number. If they are unsure of what this number is then they can select the 'Find Me' option. If scorecard Printing has been setup then a scorecard will be printed on registration.

2. Proshop Registration: Navigate to the timesheet and left click on a cell with a member. Then select 'Register' making sure that the correct competition is selected. (If you require a scorecard to be printed then make sure that 'Print Scorecards' is selected).

Competition Registration x

Register	Name	Status	Type	Description
<input checked="" type="checkbox"/>	Stableford	(Open)	Stableford	Sponsored by MiClub
<input type="checkbox"/>	Par	(Open)	Stableford	

Print Scorecards

Save



You will now see a green cup appear meaning that the member is registered into the competition that is selected in the drop down underneath the competition tab.

8. Setting up the Score Entry Kiosk

1. Navigate to the Main Members Page by clicking back to 'Home' Page and then select 'Kiosk' in the administrative toolbar and then select 'Activate Kiosk Screen'
2. Select 'Score Entry Mode' and then click 'Logout'

Kiosk Mode

You have logged on as an Administrator in Kiosk Mode. You must either [log out](#) or de-activate Kiosk mode to continue.

Note: To navigate out of this Kiosk mode you will need to click anywhere inside the red area as demonstrated in the left picture. After waiting 2-3 seconds a hidden link will be triggered and take you back to the previous screen where you can click on 'Kiosk Mode' to be navigated back to the website.



9. Score Entry

1. Participant Score Entry: A participant can now scan their scorecards or otherwise they can search themselves by clicking on 'Manual Entry' and then typing in the first name, last name or member number. Then they will need to click on their name which will navigate them to the score entry section where they can type in their hole by hole score. Once complete they will need to click on '**Confirm Score**'

OneGolf Webinar
Wednesday, October 05

Alistair, Ian

Handicap: 4

Select Playing Partner ▼

	1	2	3	4	5	6	7	8	9	Points
	5 ₂	4 ₂	5 ₂	4 ₂	3 ₄	4 ₂	4 ₁	4 ₃	5 ₀	18
	P ₀	7 ₀	4 ₂	4 ₁	4 ₃	6 ₁	P ₀	5 ₂	4 ₁	10

CANCEL

CONFIRM SCORE

28

1

2

3

4

5

6

7

8

9

10

P

2. Proshop Score Entry: There are several ways that a proshop staff can enter in a score for a participant. See the 'To Enter a score' section on the following page to see how to actually enter a score for a member.

- From the timesheet:

Left Click on a Cell and click on 'Edit Scorecard'

- From the timesheet:

Click on the 'Scorecards' tab and then select 'Score Card Entry'

Select the member by typing in the first name, last name or member number into the player field
Then type in the Round Score and click on 'Save'

- From the Administrative Leaderboard:

Navigate to the competition list and click on 'Leaderboard' for the competition with that member included
Click on the 'Square' underneath the Rounds column to edit that scorecard

- From the competition list:

Navigate to the competition list and click on 'Score Entry' for the competition with that member included
Select the member by typing in the first name, last name or member number into the player field
Then type in the Round Score and click on 'Save'



To Enter a score:

1. On the right hand side you can enter in the hole by hole stroke value for the member. Please note to click on 'save' once complete. (To enter in a Pickup value type in -1).

2. If you are not wanting to enter the hole by hole scores then enter in the Score the left hand side (here you can also Disqualify and set a no score if needed). **If you are going to enter a Disqualification then make sure to Enter the correct nett score depending on the competition i.e. Points for Stableford and Par, Strokes for Nett and Gross.**

Golf Competition Scorecard
Enter the score for Bloggs Charles for round 1 of competition OneGolf Mixed.

Enter the NETT score for the Round

Round Nett Score:

Score Status:

OR

Hole	Strokes	Hole	Strokes
1	<input type="text" value="3"/>	10	<input type="text" value="7"/>
2	<input type="text" value="4"/>	11	<input type="text" value="4"/>
3	<input type="text" value="5"/>	12	<input type="text" value="5"/>
4	<input type="text" value="4"/>	13	<input type="text" value="4"/>
5	<input type="text" value="5"/>	14	<input type="text" value="6"/>
6	<input type="text" value="6"/>	15	<input type="text" value="-1"/>
7	<input type="text" value="5"/>	16	<input type="text" value="-1"/>
8	<input type="text" value="4"/>	17	<input type="text" value="6"/>
9	<input type="text" value="-1"/>	18	<input type="text" value="5"/>

Score Status:

Enter 0 for "no score" and -1 for "pickup".

[Delete Scorecard](#)

On the timesheet you will now see that the green trophy's will turn to blue, meaning that a score has been entered.

Golden Creek Golf Club : Mon Jan 16 (Locked)
MONDAY TIMESHEET
Sponsored by MiClub

Home Logout
Other Timesheets
Showing 8 bookings.

Fixtures	Competitions	Waitlist	Configure Event	Edit Rows	Scorecards	Upload Results	Utilities
1st Tee	<input type="text" value="Active MV 09:14 AM"/>	Hogan, Jack [+1] 🏆	Fitzgerald, Evie [0] 🏆	Preston, Leslie [0] Standard Mens 🏆	Gregg, Kim [3] N/A 🏆		
1st Tee	<input type="text" value="Active MV 09:21 AM"/>	Leaver, Marianne [43]	Hayne, Jarrod [26] N/A	Woods, Ronnie [17] N/A	Smith, Mary [0] Standard Ladies		



10. Displaying the Club Leaderboard for Multiple Competitions

1. From the competition list click on the 'Leaderboards' tab
2. Here you can edit the scrolling text across the leaderboard display by clicking on 'Edit scrolling text'. Click 'Save' to save the changes
3. Navigate back to the Leaderboard tab and click on 'New Leaderboard Display'

Edit Leaderboard Display

Administration displayed name:

Promotional material:

[lb_promotion_1](#) Time: (Seconds)

[lb_promotion_2](#) Time: (Seconds)

[lb_promotion_3](#) Time: (Seconds)

Live Leaderboard Displays:

Minutes as seconds: 1 = 60, 2 = 120, 4 = 240, 6 = 360, 8 = 480, 10 = 600

Wed, Oct 26 - [Nett](#) Time: (Seconds)

Wed, Oct 5 - [OneGolf Mixed](#) Time: (Seconds)

Wed, Oct 5 - [OneGolf Ladies](#) Time: (Seconds)

Wed, Oct 5 - [OneGolf Mens](#) Time: (Seconds)

Tue, Oct 4 - [Midweek Cup](#) Time: (Seconds)

Sat, Oct 1 - [Stableford](#) Time: (Seconds)

Sat, Oct 1 - [Four-Ball](#) Time: (Seconds)

Fri, Sep 30 - [Sunday Stableford](#) Time: (Seconds)

Tue, Sep 27 - [Leannes test](#) Time: (Seconds)

Tue, Sep 20 - [Midweek Cup](#) Time: (Seconds)

Tue, Sep 20 - [One Golf Mens Competition](#) Time: (Seconds)

4. Name the Leaderboard and select the required competitions to be included on the Club Leaderboard (You can adjust the amount of seconds that each competition will be displayed and rotated for). Also if you select the Blue Link for that competition then additional settings can also be modified for each individual Leaderboard competition display.
5. Click 'Save'
6. Then click on the 'Leaderboards' tab and click on the title of the Leaderboard created to view it
7. Press the 'F11' key on your keyboard to expand the page into full screen mode

11. Closing a Competition

Before closing a competition you will need to make sure that all scores have been submitted. This can easily be completed by looking at the timesheet and looking for any green cups. Modify/Enter the scorecard or un-register the player before continuing.

It is also recommended having a look at the administrative Leaderboard to view all scores. You can do this by navigating to the competition list and then clicking on 'Leaderboard' for the competition that you are about to submit.

To Close a competition navigate to the Competition List and:

1. If it is a **handicapped event** then click on 'Submit & Close'
2. Check for any members that will not be included. This will be displayed on the current page
3. Click 'Continue'
4. Wait for the Green tick to appear on the competition list
5. Click on 'Close Competition' (If the competition is a **non-handicapped event** then just click on 'Close Competition').

Tuesday, September 13

Tuesday Ladies : Stableford : Closed

[Manage Rounds](#)
[Score Entry](#)
[Leaderboard](#)
[Club Leaderboard](#)
[Sweepstakes](#)
[Prizes](#)
[Results](#)

Round 1 13/09/11 11 Entrants [Ladies Scroungers](#) AWCR : 74

Tuesday Scroungers : Stableford : Closed

[Manage Rounds](#)
[Score Entry](#)
[Leaderboard](#)
[Club Leaderboard](#)
[Sweepstakes](#)
[Prizes](#)
[Results](#)

Round 1 13/09/11 6 Entrants [Mens Tuesday Scroungers](#) ACR : 70

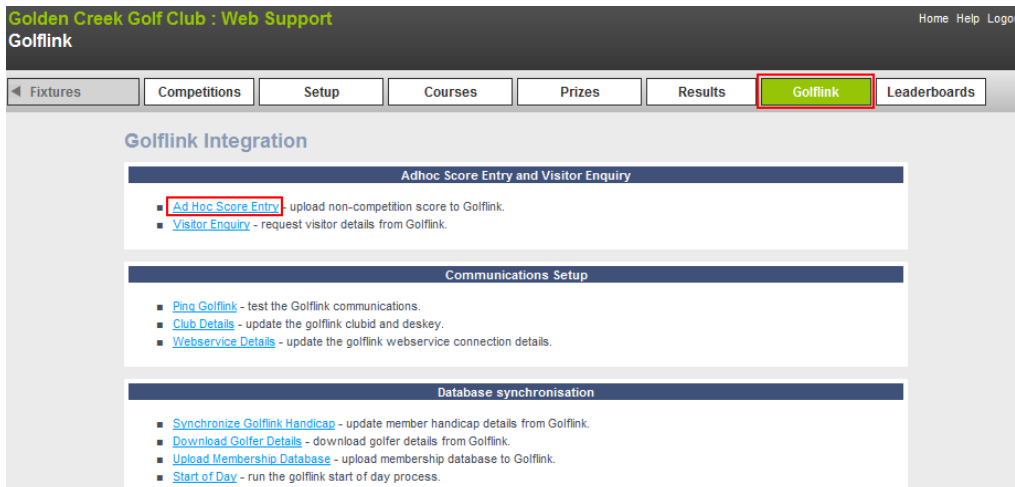
6. You can view the the scores in a format that can be sent to the Newspapers by clicking on the yellow 'T' symbol from the competition list. Select the criteria that you would like and then select 'Submit'. Please note to copy and paste this information into your email program to send off to the newspapers.

7. Click on 'Results' to view the Competition Reports (See section 4.7 for more detail)



12. AdHoc Score Entry

Adhoc score entry submission to GolfLink can be done by going to the Competition management section and selecting GolfLink integration from the top menu bar.



You then scroll down to the second option where you click 'adhoc score entry'. Ad Hoc scores to be submitted to Golf-Link are done via this screen. Select the member and fill out the score/comp details.

Ad Hoc Score Entry

Member Search	<input style="width: 90%;" type="text"/>
	OR..
GolfLink Number	<input style="width: 90%;" type="text"/>
<hr/>	
Playing Handicap	<input style="width: 40%;" type="text"/> <input type="button" value="Find"/>
Enter the NETT score for the Round	<input style="width: 40%;" type="text"/> (For gross event calculate the nett score)
CCR	<input style="width: 40%;" type="text"/>
Course Par	<input style="width: 40%;" type="text"/>
Golf Club	<input style="width: 90%;" type="text"/> (Leave empty for home club)
Gender	<input type="text" value="Male"/> ▼
Date	<input style="width: 60%;" type="text" value="14 October 2011"/> <input type="button" value="Calendar"/>
Competition Type	<input type="text" value="Nett"/> ▼
Score Status	<input type="text" value="OK"/> ▼
Keep entered details	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Save / Another Score"/> <input type="button" value="Cancel"/>	

A function that exists within Ad-hoc, is that if you are required to add multiple scores for the same course, after entering the first Ad-hoc score, click Save/Another Score. This will save the details of ACR, Course Par and Golf Club. **NOTE:** If playing Handicap is not entered it defaults the players handicap to what it is on that date.

13. Corrective Scores

After a comp has been closed, if there is a case where a player's score was incorrectly entered or recorded, it may be amended and re-handicapped.

Access the leader-board of the closed competition in question, locate the player and press on edit scorecard button. Replace the Nett score with the correct nett score and press save (Do not use the hole by hole score section as it this will not update GolfLink).

14. Cancelling a Competition

If a competition has been submitted but the incorrect details such as wrong course or missing players, In order for you to cancel the competition, you must first call GolfLink support on 1300 650 750 and ask them to cancel the competition.

Once this is done, you will need to clear the Clear Scorecard sent to Golfink for the required competition.

To do this, go to the Competition List and:

1. Click on 'Setup'
2. Click on 'Audit'
3. In the bottom left corner under 'Clear Scorecard sent to Golfink' select the competition required to be cancelled from the drop down list and press the submit button.



Clear Scorecard sent to Golflink

Competition: Stableford - Tue 01/11/11

Submit

16 row(s) Updated

4. After clicking on Submit you will see that a message of '...row(s) Updated' will appear
 5. Modify the details needed to correct the competition and then you can resubmit the competition by clicking on the Green Tick of that competition from the Competition List.
 6. To resubmit the competition then click on 'Resubmit' and proceed as indicated
-