CENTRAL GAUTENG GOLF UNION

2018 Leagues

Get Started



Clubs will be created on ScoreCapture, linked to their appropriate courses & various other details. The Clubs will have a Club Admin in charge of keeping all of the information updated – *Clubs can nominate a number of Club Admins*. This will allow the Clubs access to the standard free features offered by the ScoreCapture system with the option to upgrade to the ***PREMIUM*** & ***PREMIUM+*** *Packages.*

See Packages for Golf Clubs insert.

After the Club has been added to our system **Teams** will then be created *(with short abbreviations for names – eg. KCC BB A)* by ScoreCapture for the Team Admins that were nominated by the Club.

The template for the upload of Players must be completed & sent through to ScoreCapture by the Team Admins *ASAP* . The information required is as follows:

- Name* • Surname* • Email address*
- Handicap • Gender* • Date of Birth
- SAGA Number* • Cell No*
- Nickname • Password* • Role*
- Team Representing

**Compulsory*

These details can be updated at **any time** by Club Admin *(for all teams)* & Team Admin *(for his team only)*.

If you are not aware, the Email Address is used by ScoreCapture as the unique identifier *(similar to FaceBook)*. So the Players will login using their Email Addresses & Passwords – *for now the Password will be your first name (lowercase letters).*

The Email Address & Password will be used as logins on both the Web and & App.

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TEAM WEBSITE

Each team will have their own Team Website, where they will be able to:



- Insert a logo & add description of their Team
- View any Leaderboards relevant to their Team *(Past & Present)*
- See responses of the invites sent out for any particular fixture
- Load photos to their Gallery / + team specific Adverts
- Set up 2 "Mini Leaderboards" to create more excitement within their group
- Social Media for the teams can be linked to their Webpage

The url to their team page will be: **https://www.scorecapture.com/scorecapture/teamname**

ScoreCapture is linked to the SAGA, so the handicaps will pull **automatically** from HNA every day - *as long as the Player has a valid SAGA Number.*

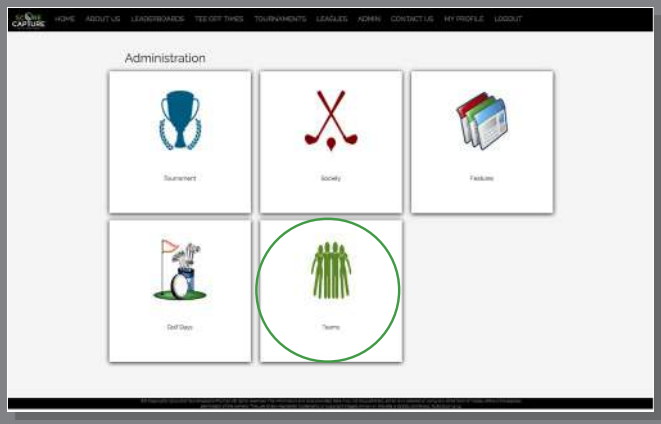
Team Manager Login & Setting Up Your Team Details



1. Login to ScoreCapture



2. Click on "**ADMIN**"



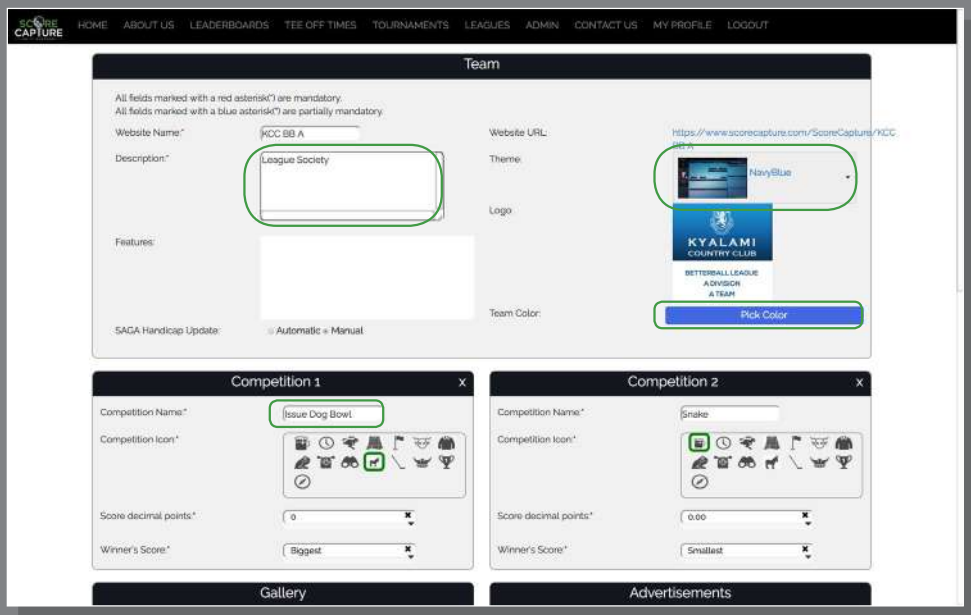
3. Click on "**TEAM'S ICON**"



4. Click on the "**EDIT**" Icon to change the Team's details.

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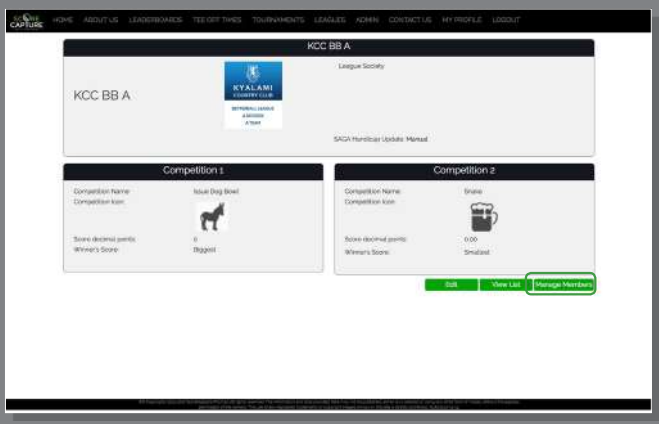
5. Customise your Team & Webpage:



Give a description for your Team, choose a Team colour & theme for your Web page.

Add 2 Mini Leaderboards to keep it interesting
- players can update their scores / times from the App in the Societies section / the Team Manager can do it in the 'Manage Members' section

Add Social Media links & load photos to the Gallery / even specific Adverts for your team if anyone has assisted with kit / some sort of sponsorship.





6. Click on "**Manage Members**" for Team Member's Names

This should be pre-populated already once you have sent through the **Personnel & Player Upload (Leagues) template**.

This is where you keep the details of the Players in your Team. **Please keep it updated** – *ensure that each Member has a SAGA Number so that the handicap is updated everyday.*

New Members can be Added:
Members that already exist on the ScoreCapture system can be added – *import scores is not really a function you will be using.*

Members Import will probably only be used once under supervision of CGGU & ScoreCapture – *it will be done with the template shown earlier in the document.*

Export Members will export the Members to an Excel Spreadsheet - *if that is ever needed.*

If your Club has the Premium Package, you will be able to send out customised messages to your Team Members - *(League braai, get together / practice round notifications).*

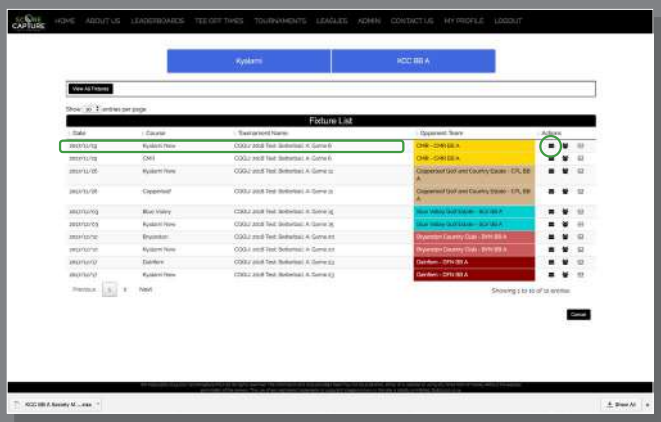
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Invite Team Members to a Fixture

The Team Admin will receive an Email from the system 2 weeks before a fixture *(set up by CGGU)*, with instructions on how to send an Invite to that particular game to his Players.

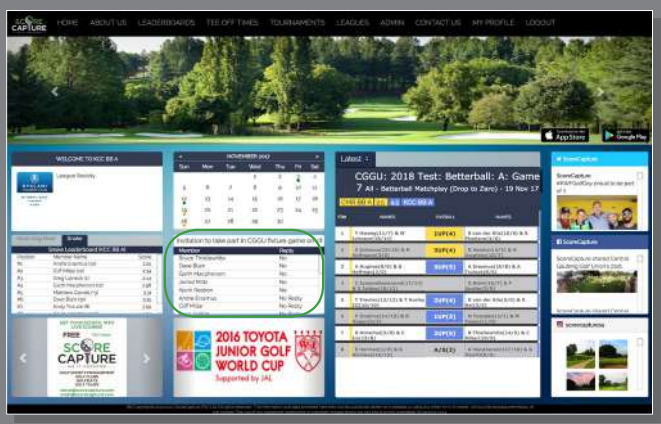


1. Login, click on "**ADMIN**", then click on "**Your Team Icon**" & then finally click on "**MANAGE FIXTURES**" for "Team Name"



2. Check details of fixture & then click on "**SEND INVITES**"



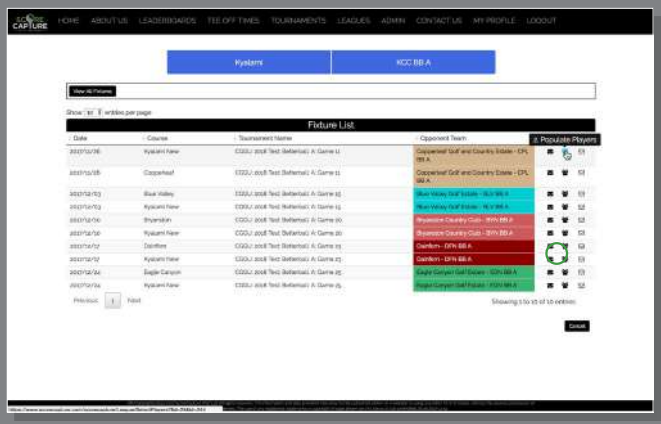


3. Select the Players you would like to send an Invite to from your Team database. The Team Members will receive an Email where they can confirm their availibilty by pressing the "**YES**" / "**NO**" button. The responses are collated & shown on each Team Website.

Select a Team

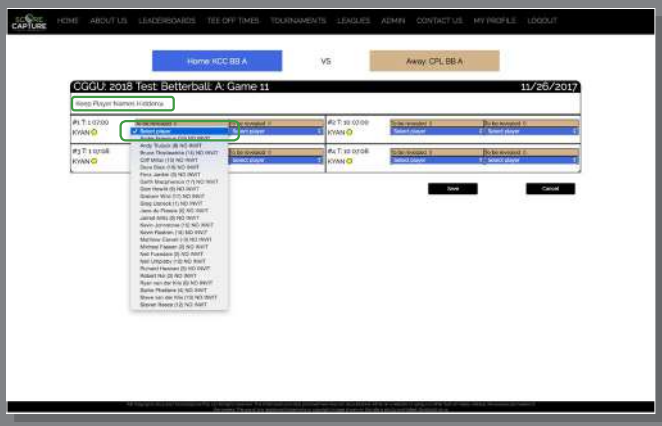


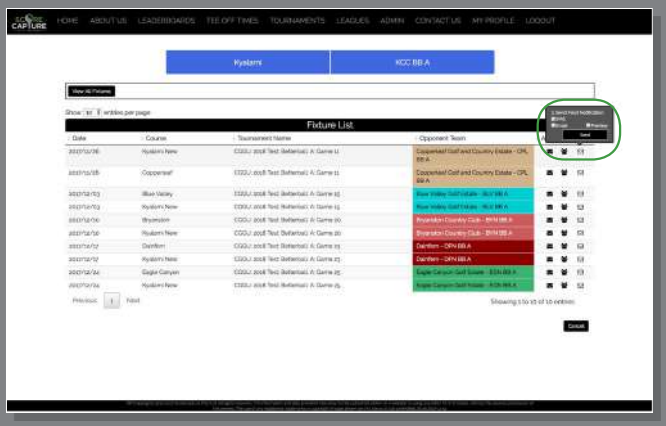
1. Login, click on "**ADMIN**", then click on "**Your Team Icon**" & then finally click on "**MANAGE FIXTURES**" for "Team Name"



2. Click on the "**POPULATE PLAYERS**" Icon

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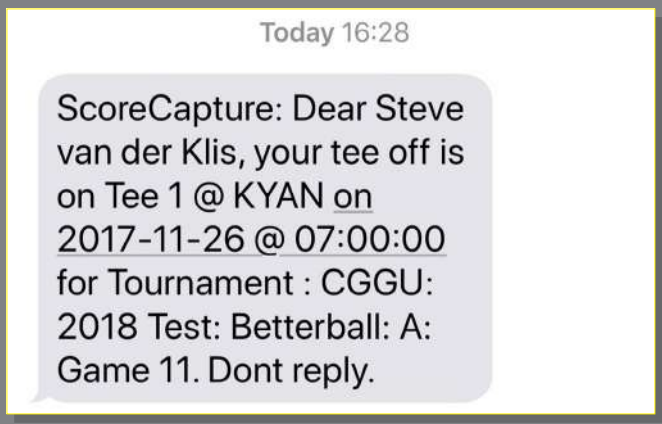


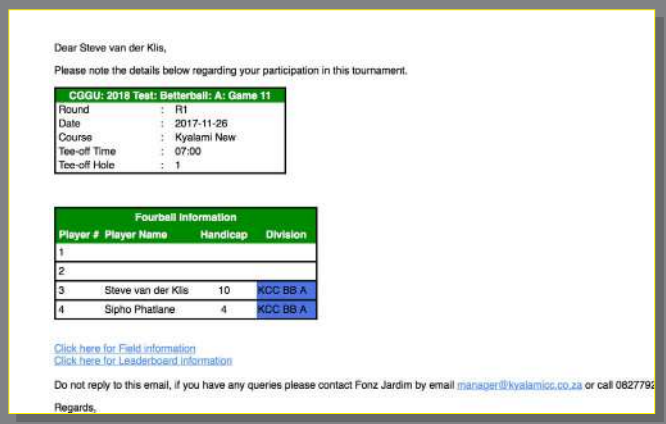
3. Click on whether you would like to show your team selection / keep it hidden - *(default)* - until 30 mins before Tee Off Time.

4. Click on "**SELECT PLAYER**" in the respective 4-ball & select the player. You will see the players in your team database & their status - *(YES/NO or NO REPLY / NO INVITE).*

5. Click "**SAVE**" to save your selections – *this can be updated anytime before the cut off of 30 minutes before Tee Off.*

Once you are satisfied your Team is final, click on the last Envelope Icon, choose SMS & Email & click "**SEND**" for the field Notifications to go out.





Your Team members will receive an SMS & an Email informing them of the upcoming fixture. The Email has hyperlinks to the field & to the Leaderboards for the day. The SMS date can be clicked & added to the player's Calendar.

Scoring on the Day

There are a number of ways to capture the scores for the various fixtures.

Using the Score Capture App: Players will be required to download the ScoreCapture App *for free* from either the iOS App Store / the Android Playstore.

Download the ScoreCapture App for FREE here -

Each 4-ball only needs **one player** to enter scores after each hole. View the "**How to log in to the scoring screen**" pdf for more info.

Using iPads: The Team Admin / Marshall for that Team can score using the ScoreCapture Admin App.

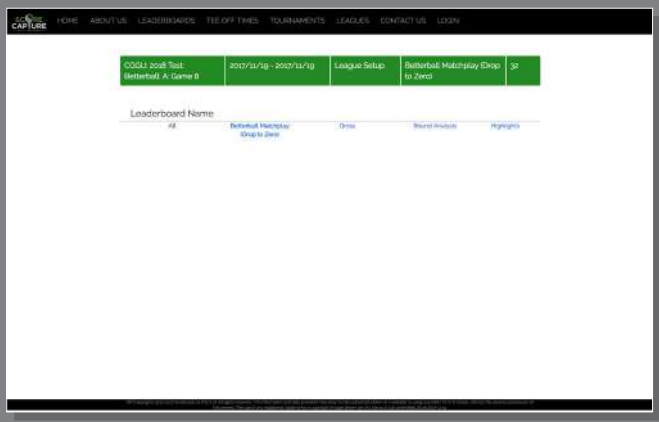
Download the ScoreCapture Admin App for FREE here -

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Using PC: Login on www.scorecapture.com with your Email & Password.:



1. Click on "**LEADERBOARDS**"



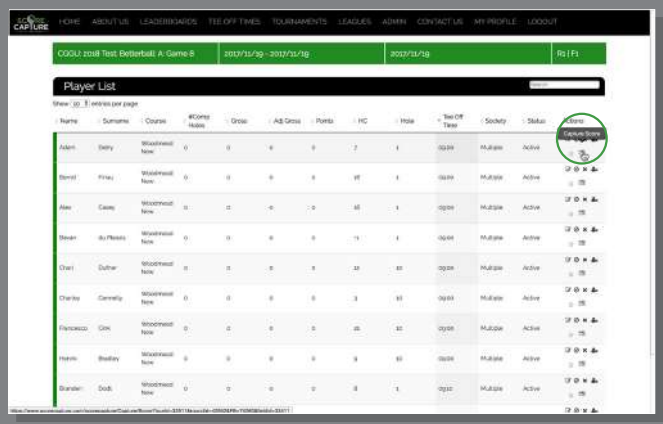
2. Click on the Leaderboard that is relevant to your Team



An empty Leaderboard will appear with the Player's names -
(if it is within 30 minutes of the first Tee Off Time / if both Teams unselected the hidden button when they were selecting their Teams).



3. Click on the **Menu Icon** & select "**TOURNAMENT PLAYERS**".



A detailed list of the Players in that Leaderboard is revealed.

4. Click on the **Capture Score Icon** for any of the players in a particular 4-ball.



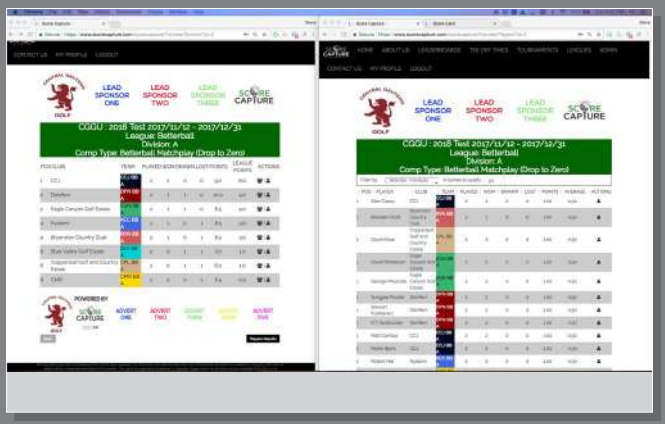
5. Enter the Players' **GROSS Scores** into the relevant blocks.

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6. Click "**BACK**" & the Leaderboards will be updated.

This can also be done using a Tablet with intenet connectivity, as ScoreCapture Web pages are all Mobile-Friendly.



The League Tables *(for Teams, Betterball Pairings & Individuals)* will also be updated with the current scores as they change.

To turn on League Tables, click on "**LEAGUES**" at the top of the screen & expand the CGGU selection *(if required)* & select "**VIEW DIVISION LEADERBOARD**".

Override Scores

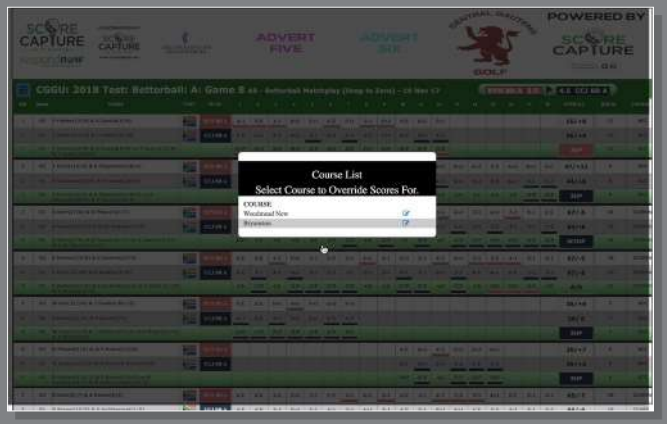
We are aware that the take up of the new technology might take a while as the education process makes its way through the Clubs. So we have incorporated an "**Override Scores**" function, which allows the Team Admins to simply put the results of each individual/ betterball game in at the end of the day. This will be phased out, as we would like the scores to be updated LIVE across the whole League by the end of the season.

For record keeping purposes, the Teams will need to be properly populated on the day *(as described above).*

1. To overide scores, you need to frst login & then navigate to the Leaderboard that is relevant to your Team.
   Click on "**LEADERBOARDS**" at the top of the screen. Select the "**NON-SCROLLING LEADERBOARD**" of the game involving your Team.
   If the scores are being updated any other day which is not the current day of the game, it will not be found under the tab "LEADERBOARDS" – you will need to search for the game under the "TOURNAMENTS" tab. Type in your Team Name in the search function & then select the appropriate game.

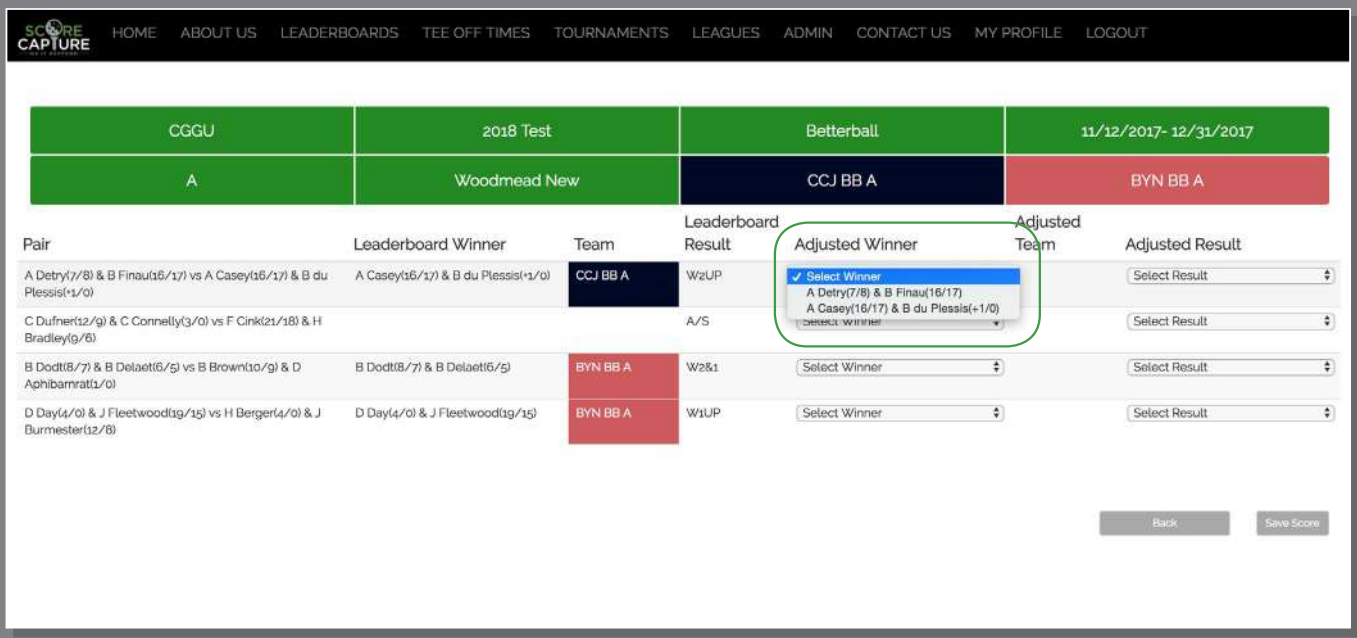


2. Click on the **Menu Icon** & select "**OVERRIDE SCORES**".



3. Choose the Course you need to override the scores for.

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You will see the results as they are currently showing on the Leaderboard.

4. Select a Winner & put in an adjusted result.

The result will be updated on the Leaderboard & in the results column. You will see a lower case "*a*" behind the scores indicating that it is an adjusted scrore.

Verify Scores

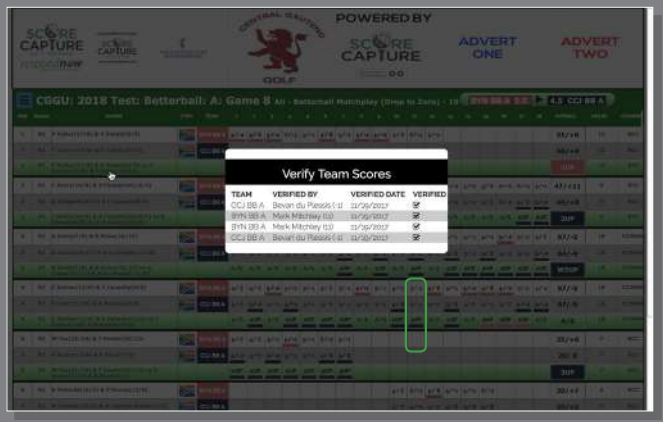
1. This simple step is essentailly ticking a box on the selected Leaderboard. Login & navigate to the Leaderboard that is relevant to your Team. Click on "**LEADERBOARDS**" at the top of the screen & select the "**NON-SCROLLING LEADERBOARD**" of your Team's game.

If the scores are being verified any other day *(which is not the current day of the game)*, it will not be found under the tab "**LEADERBOARDS**" – you will need to search for the game under the "**TOURNAMENTS**" tab. Put your Team Name in the search function & select the appropriate game.



2. Click on the **Menu Icon** followed by "**VERIFY SCORES**".

You will only be able to verify your **own Team** scores. If it is the Betterball League, there will be 2 games to verify which can be done separately by the HOME & AWAY Captain of that Team / both games can be verified by either Captain for that Team.



Once the scores of the game are verifed they cannot be changed, however if a mistake is uncovered later, the game can be unverfied by all Captains, the scores updated & then re-verified again.

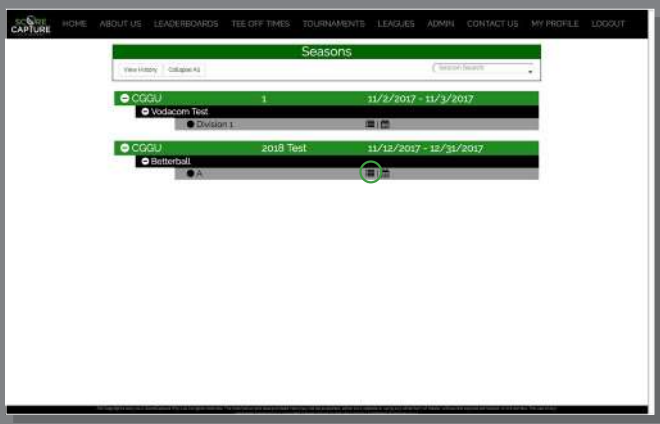
3. Click the "**VERFIED**" box to tick it & verify the score.

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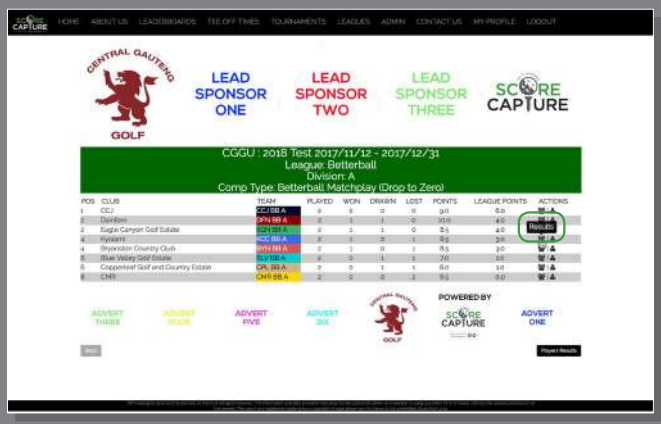
League Tables

Once scores are entered into the database *(through the App, the iPad Admin App, a PC / through overrides)* the results are updated instantaneously & the Leaderboards will reflect the **LIVE status** of the game.

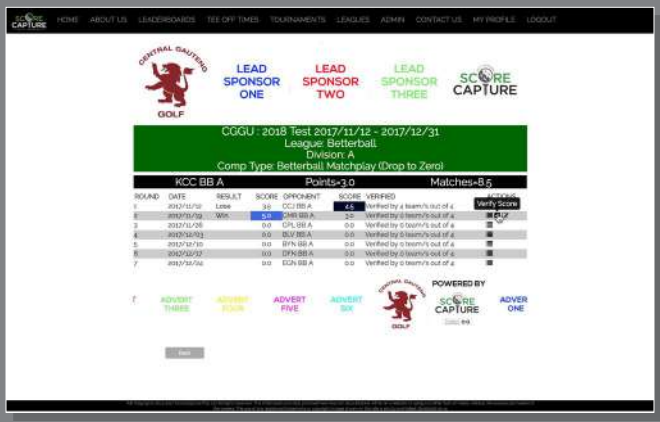
The League Tables will also be updated LIVE.



1. Click on "**LEAGUES**" at the top of the screen followed by "**VIEW DIVISION LEADERBOARD**".



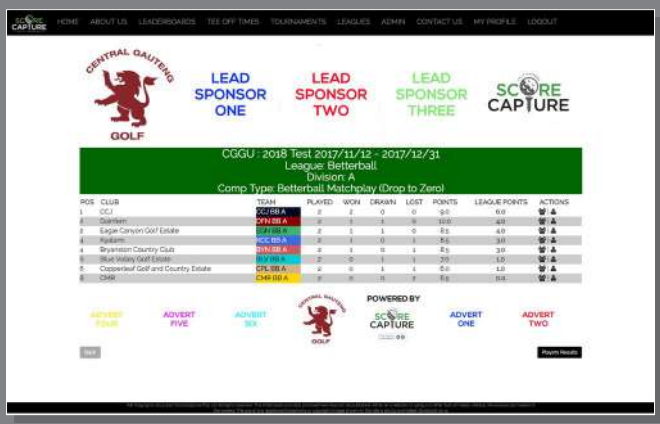
2. Click on the "**RESULTS**" Icon to view the Team's results.



A total of Team Admins who have verified their teams scores is kept. This table gives you a summary of your Team's results & links to **Leaderboards**, **Override Scores** & **Verfiy Scores**.



3. If you haven't verified your Team's score, you can do it here.



4. Go back & click on "**PLAYERS RESULTS**".

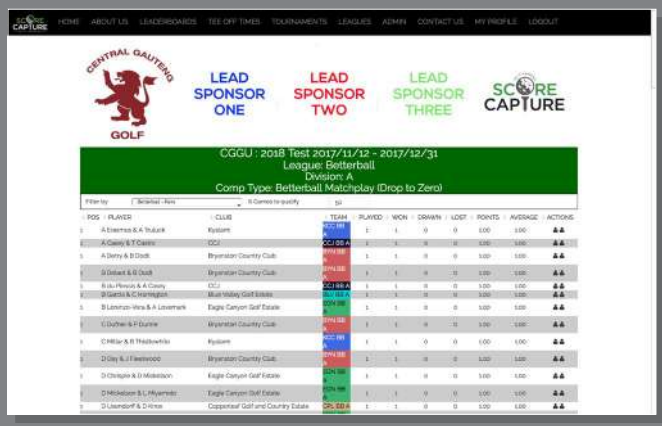


A detailed table of the Players *(individually / in their pairings)* is shown.

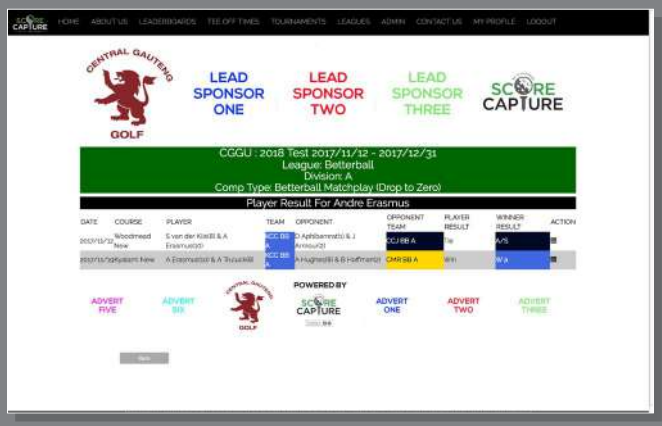
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You can toggle the "**GAMES TO QUALIFY**" percentage. At 50% - the player's average will be calculated using the highest of the actual games played / 50% of the total fixtures played.

For the Betterball League, if a pairing wins they will receive 1 point for their team *(for the Individual Leaderboards this is shown as 0.5 points each).*

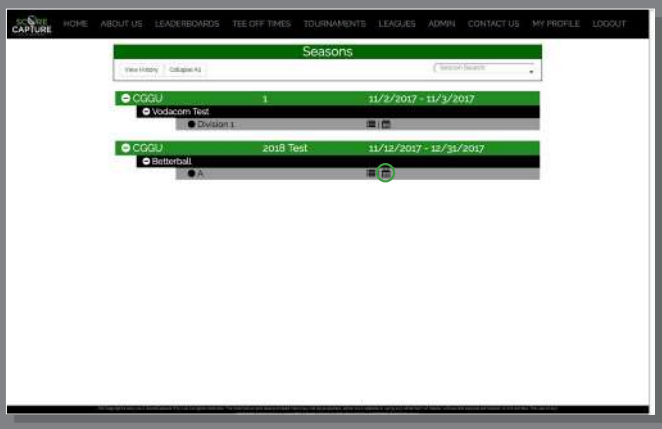


This is the "**PAIRINGS**" Leaderboard.



On any of these screens you can click on the "**Action Items**" on the right-hand side of the screen, to access a summary of each Player's results.

View Fixtures



1. Click the "**VIEW DIVISION FIXTURES**" Icon.



2. There is a "**PRINT**" function & "**SEARCH**" filter.

We are working on a summarised table showing all the fixtures – it will be ready by the end of the year.

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