



# User Manual

Revised: 3/17/2017

# GolfScoreBoard.Net User Manual

---

## Contents

Getting Started.....	1
Register .....	1
Activate Your Account.....	1
Logging In .....	2
Administration .....	2
Enter Your Golf Course Name .....	3
Create a Tournament.....	3
Manage a Tournament .....	3
Add an Event Coordinator.....	3
View User Guide.....	3
Tournament Administration .....	4
Tournament Name and Event Coordinator .....	4
Teams and Team Setup.....	4
Add a Team .....	5
Edit a Team.....	5
Rounds and Round Setup.....	6
Edit and Add Rounds.....	6
Tournament Alert Message .....	7
Adding an Alert .....	7
Updating/Removing an Alert .....	7
Administrative Leaderboard .....	8
Reports.....	9
Team Instructions .....	9
Team List .....	9
Skins Report .....	10
Scores Report.....	10
Scorecards and Scoreboard Reports.....	10

Sponsors.....	11
Add Sponsors .....	11
Edit Sponsors – add Tablet and Mobile images .....	12
Activate/Purchase Sponsors .....	12
Begin Tournament .....	14
Activate/Begin Tournament.....	14
Special Event Administration .....	15
Add an Event Coordinator.....	15
Manage Users .....	15
Team Scoring.....	16
Leaderboard.....	17

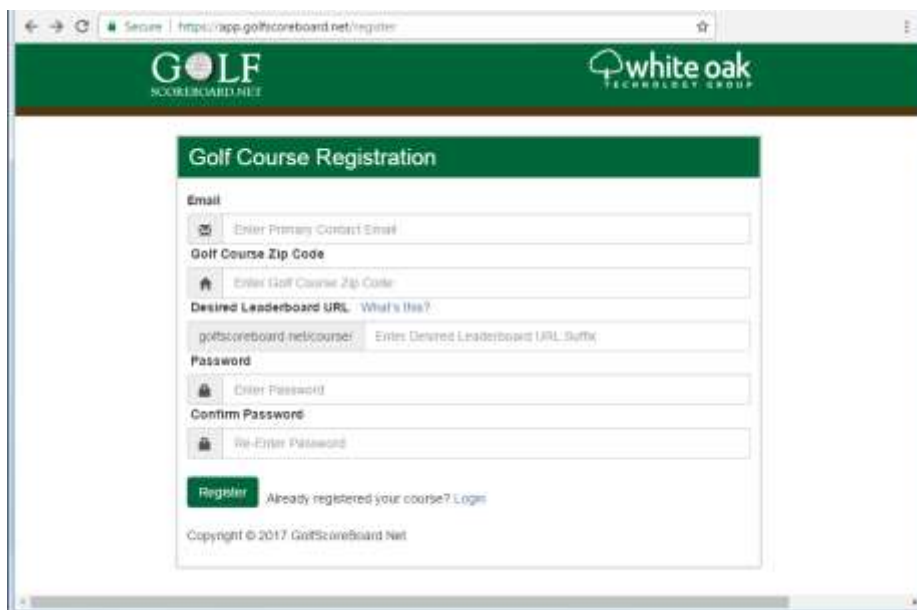
## Getting Started

### Register

Go to [GolfScoreBoard.Net](https://app.GolfScoreBoard.Net) and choose “Get Started”.

Enter your email address, course zip code, desired URL for the course tournaments, and password. Confirm your password and choose “Register”. Upon registration, you will be sent an email with a verification code to activate your account. Please check your junk email / spam filter if you do not see the email show up.

Note – the desired URL for the course can only contain letters, numbers, underscore (\_) and hyphen (-). No special characters or spaces are allowed. For example, if you enter a value of golf-course, your leaderboard URL will be [golfscoreboard.net/course/golf-course](https://golfscoreboard.net/course/golf-course)



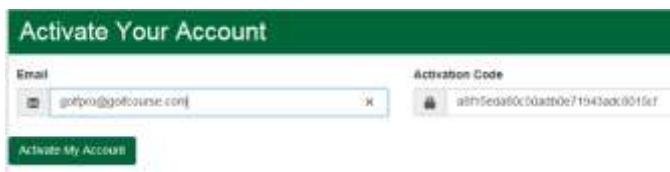
The screenshot shows a web browser window with the URL <https://app.golfscoreboard.net/register>. The page features a green header with the 'GOLF SCOREBOARD.NET' logo on the left and the 'white oak TECHNOLOGY GROUP' logo on the right. The main content area is titled 'Golf Course Registration' and contains the following fields:

- Email:** A text input field with a placeholder 'Enter Primary Contact Email'.
- Golf Course Zip Code:** A text input field with a placeholder 'Enter Golf Course Zip Code'.
- Desired Leaderboard URL:** A text input field with a placeholder 'golfscoreboard.net/course/' and a tooltip 'What's this?' and 'Enter Desired Leaderboard URL Suffix'.
- Password:** A text input field with a placeholder 'Enter Password'.
- Confirm Password:** A text input field with a placeholder 'Re-Enter Password'.

Below the fields is a green 'Register' button and a link 'Already registered your course? Login'. At the bottom, it says 'Copyright © 2017 GolfScoreBoard.Net'.

### Activate Your Account

Follow the link in the email (<https://app.GolfScoreBoard.Net/activate>), enter your email and paste the activation code, and choose “Activate My Account”



The screenshot shows a web form titled 'Activate Your Account'. It has two input fields:

- Email:** A text input field containing 'gotpro@golfscore.com'.
- Activation Code:** A text input field containing 'a8f5e0af6c90a8b0e71943ad0016ef'.

Below the fields is a green 'Activate My Account' button.

You will be taken directly to the login for your course. We recommend you bookmark this link in your browser.

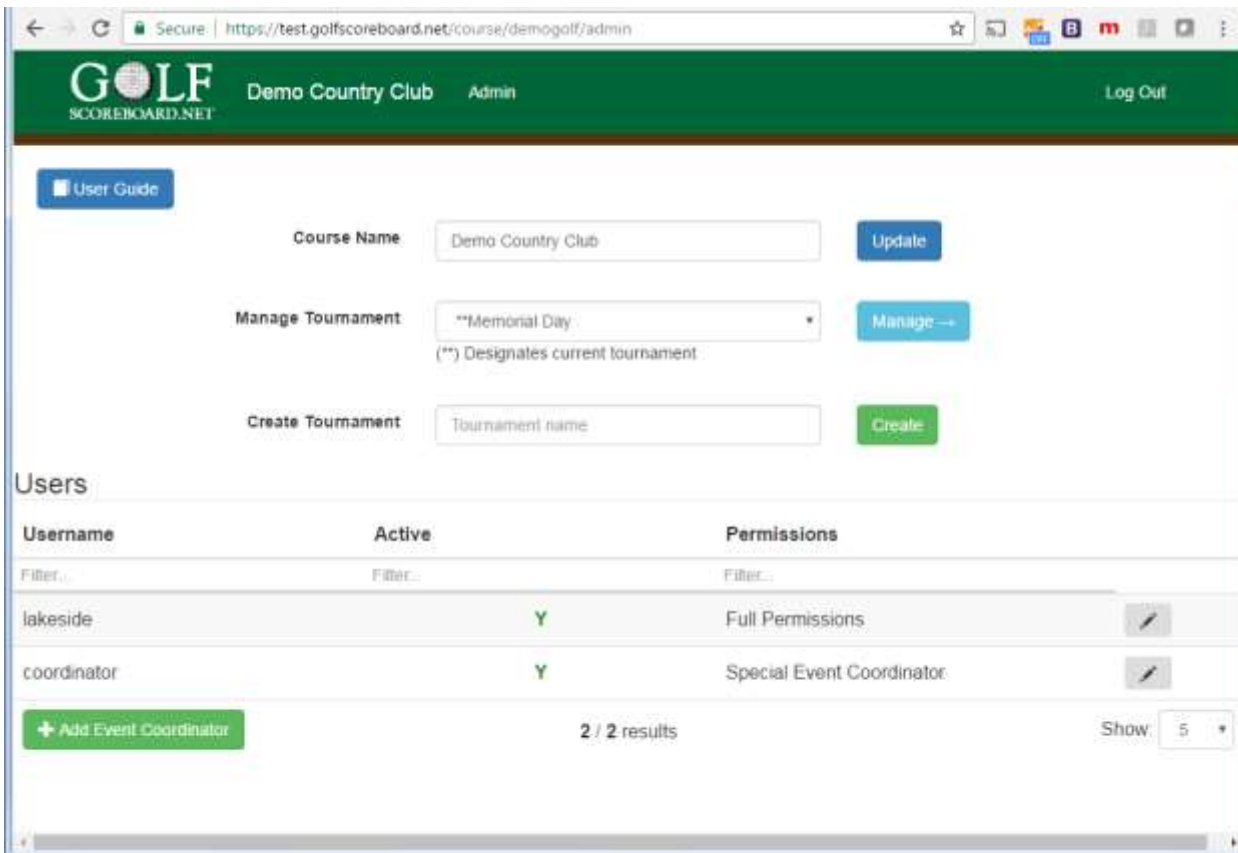
## Logging In

From your course login (<https://app.GolfScoreBoard.Net/course/%courseURL%/admin>), enter your email and password.



You may also reach your course admin login/page from the website, [GolfScoreBoard.Net](http://GolfScoreBoard.Net), by choosing “Get Started”, then “Login”. You will be taken to the [universal login page](#), where you may enter your email address to be taken to your registered course.

## Administration



Username	Active	Permissions
lakeside	Y	Full Permissions
coordinator	Y	Special Event Coordinator

## **Enter Your Golf Course Name**

Type in the name of your golf course in the Course Name field and click the “Update” button. The Course Name will appear on the Leaderboard pages that teams / general public will be able to see.

## **Create a Tournament**

Assign a name to the tournament and click the “Create” button in order to establish the tournament. You will be taken to the [Tournament Dashboard](#) for the new tournament, where you can manage the tournament.

## **Manage a Tournament**

Choose the tournament you wish to manage from the drop-down menu, and click the “Manage” button. You will then be taken to the [Tournament Dashboard](#). Note: The active tournament will be marked with \*\*.

## **Add an Event Coordinator**

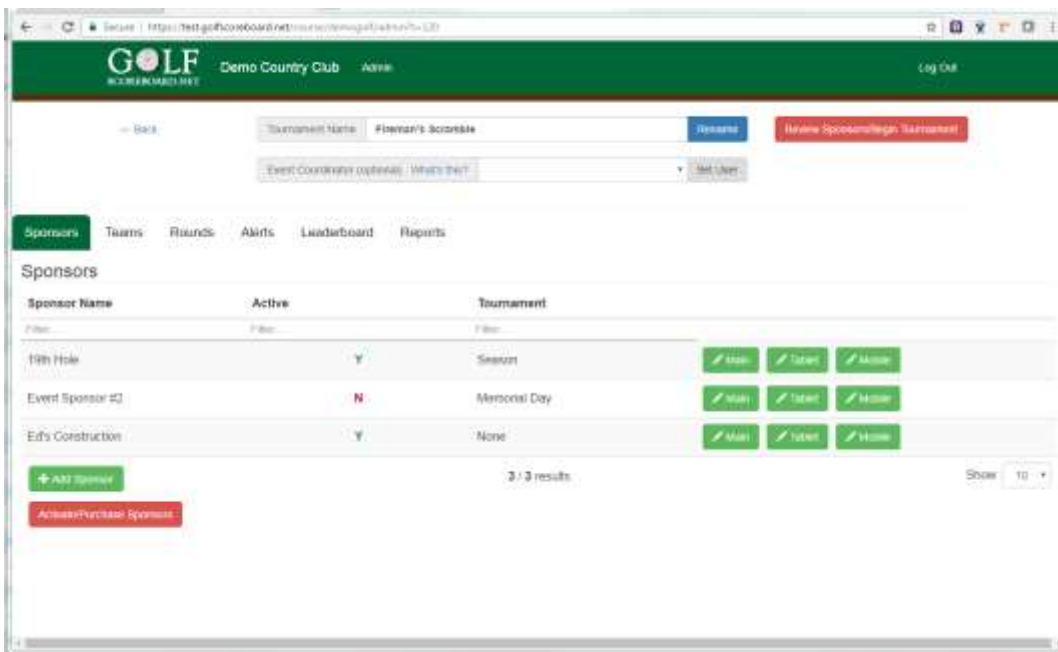
An Event Coordinator can be assigned to manage the sponsors for a Special Event in place of the course administrator. Event Coordinators can only manage the sponsors for the event and cannot manage any other part of a tournament or activate a tournament.

Click the “+ Add Event Coordinator” button and enter the username and password for the event coordinator. There is no limit to the number of event coordinators you can add.

## **View User Guide**

You can view the User Guide online anytime by clicking the “User Guide” button.

## Tournament Administration



### Tournament Name and Event Coordinator

Prior to beginning a tournament, set the Tournament Name and, optionally, assign an Event Coordinator to manage the tournament sponsors. The Tournament Name and Event Coordinator can only be changed/assigned before the tournament begins.

Enter/edit the tournament name in the text box, and choose “Rename”:

You can assign an Event Coordinator to manage the tournament sponsors if desired by choosing the individual from the drop-down list and clicking the “Set User” button. Assigning an Event Coordinator is optional and the Event Coordinator must have been previously added to the Users list before they can be assigned to a tournament.

Note: You cannot remove an Event Coordinator from a Tournament once they have been assigned. You can choose a different Event Coordinator if desired as long as the tournament has not started. You can also update the User record for the Event Coordinator in the admin section and mark them inactive if necessary so they can no longer access the system.

### Teams and Team Setup

Team setup is available on the Tournament Administration “Teams” tab. Each team is assigned a team name (i.e. Team 1, Team 2, or an actual name), a Code (system generated value used by the team as a password to sign in and enter their scores), and a list of team members.


Note: Teams may only be edited before a tournament begins. Once the tournament begins, teams will still be listed but are no longer available to edit.

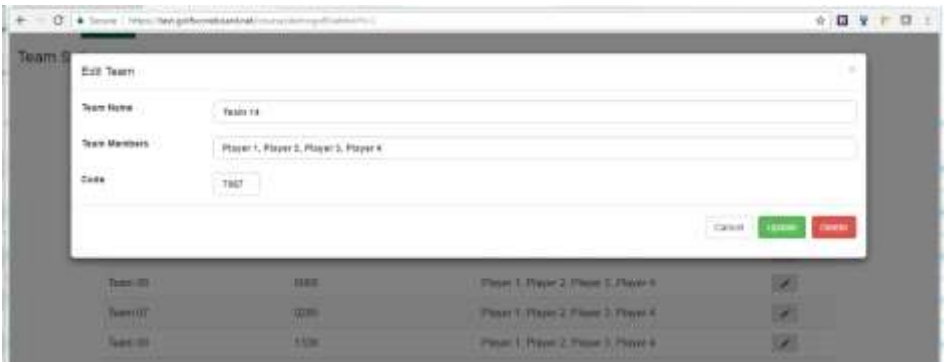
### Add a Team

Choose **+ Add Team** below the “Teams” tab. A pop-up screen will open where you may enter a team name, and members of the team separated by commas. Then click **Create**. The login code will automatically be assigned for each team.



### Edit a Team

Choose the pencil icon  next to a team (before a tournament begins) to edit the team. You can change the team name, change the team’s login code, update the members of the team, or delete the team from the tournament.



## Rounds and Round Setup

The “Rounds” tab is where the number of rounds can be configured for the tournament along with par values for each hole. You can assign names for each round along with skin amounts and also indicate whether a round should be included or excluded from a score card playoff. You can also choose to deactivate a round if it needs to be canceled mid-tournament due to weather or some other reason.

### Edit and Add Rounds

Enter the Round Name (if desired), Skin Amount (if applicable), and verify the options for Include/Exclude in Playoff and Active/Inactive, then choose **Update Holes** at the bottom, right hand corner of the screen.

The screenshot shows the 'Round Setup' form in the GOLF SCOREBOARD.NET interface. The form includes the following fields and options:

- Name:** Round 1
- Skin:** (empty field)
- Exclude From Playoff:** (dropdown menu)
- Inactive:** (dropdown menu)
- Hole:** A table with 9 rows and 2 columns (Hole number and a checkbox).

Hole	
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>

Example: For a 9-hole tournament, only enter par values for 9-holes and leave the rest blank. You may enter up to 18 holes per round.

To add an additional round, choose **+ Add Round** and follow the same process for the new round. Each active round will be available to the teams entering scores during the tournament.

The screenshot shows the 'TOP of leaderboard' page in the GOLF SCOREBOARD.NET interface. The table displays the following data:

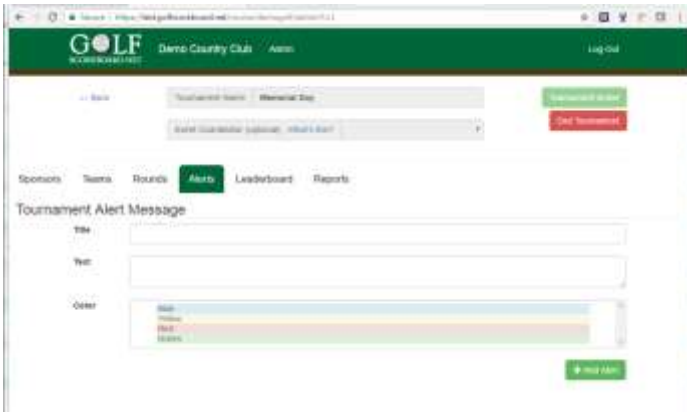
Hole	Round 1		Round 2	
	Par	Score	Over/Under	
1	3	10	-1	
2	4	8	E	
3	5	10	-1	
4	4	9	-1	
5	4	9	-1	
6	4	9	-1	
7	5	9	-1	
8	5	9	-1	
9	5	9	E	
10	5	9	E	
11	4	9	-1	
12	5	10	-1	

## Tournament Alert Message

A tournament alert can be added to display special messages on the leaderboard and at the top of the mobile scorecard where teams enter their scores. The tournament alerts will display on the leaderboard when it is refreshed in the browser and for mobile users when they enter and save a score for a hole.

### Adding an Alert

Click on the “Alerts” tab and enter a Title, Message Text (optional), and choose a color for the message background and then click the green “+Add Alert” Button.



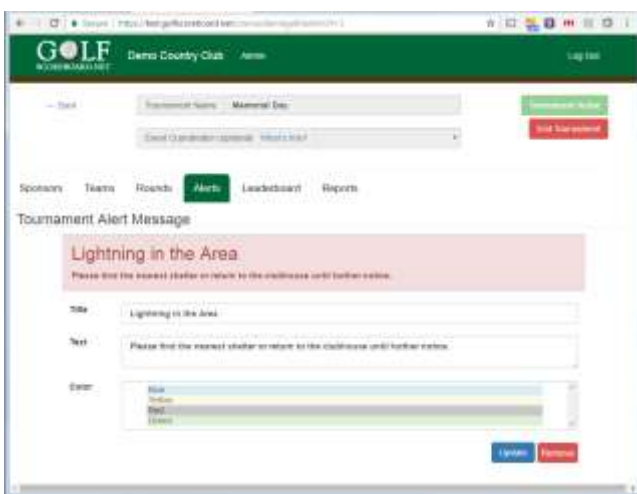
The leaderboard and mobile users will see the alert message:

## Lightning in the Area

Please find the nearest shelter or return to the clubhouse until further notice.

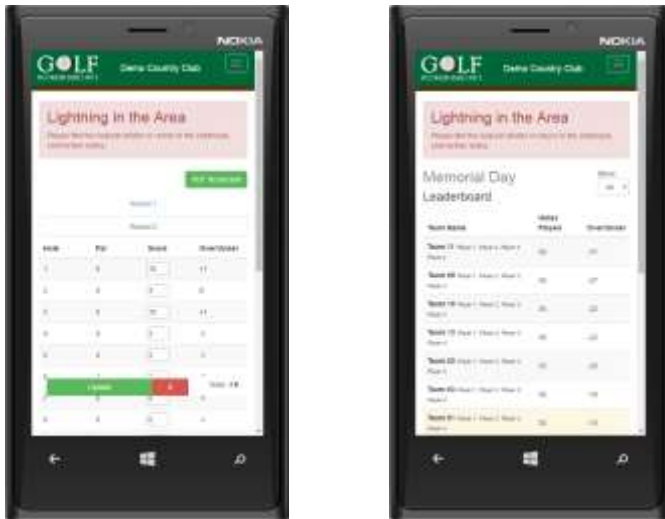
### Updating/Removing an Alert

To update the alert message, set Title, Message, and Color fields accordingly and click the “Update” button. To remove the alert message completely, simply click the “Remove” button.



Tournament Alerts may be used for a variety of purposes such as weather alerts, food and drink specials, announcements, etc.

Tournament Alerts will also show at the top of a team's scorecard and the team's view of the leaderboard.



### Administrative Leaderboard

The Tournament Administration “Leaderboard” tab shows each team’s current total score entered by teams during the tournament, the team ranking based on entered scores, modified team rankings using Scorecard Playoff calculations, and final standings based on tournament playoff scores or other adjustments necessary for tie breaker calculations.

Note: The Scorecard Playoff option will rank teams by comparing best nine working back to the first hole for rounds where the “Include in Playoff” option is selected. The Scorecard Playoff rank will be copied into the Final Standings when the “End tournament” button is selected from the top of the Tournament Administration page.



The **+ Edit Final Standings** button (bottom left-hand side) allows the Administrator to change rankings after the tournament ends. For example, if a non-scorecard playoff is held as a tie breaker, a team entered incorrect scores or is disqualified, or for any reason you might need to rank players differently than the system calculated Final Results.

## Reports

### Team Instructions

The Team Instructions report provides a printable page for each team with instructions on how to gain access to the real-time scoring system, log into the system, enter their scores, and download their score card.

The report includes the leaderboard URL, the team's name, and the access code with an additional QR code they can scan to expedite the login process.



### Team List

The Team List report provides a printable team list for display at registration or clubhouse. The report lists the teams by name, with each team's access code and team members. This can assist teams with logging into the system or if a designated score keeper is used to enter scores on behalf of each team.



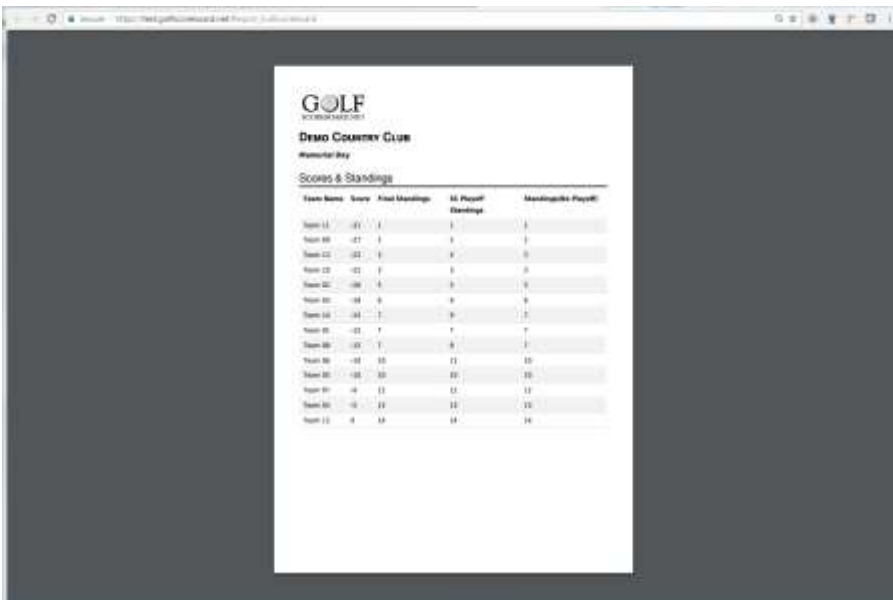
### *Skins Report*

The Skins report provides a printable listing of any “Skins” won on the round. Note: The Total Skin amount must be set on the “Rounds” tab.



### *Scores Report*

The Scores report provides a printable leaderboard of standings.



### *Scorecards and Scoreboard Reports*

You can also generate printable score cards for each team along with a full scoreboard report.

## Sponsors

Sponsors can be created to rotate local advertisements on the leaderboard advertisement space on the leaderboard and score entry pages. National and regional advertisements will display along with any local advertisements you configure. This feature is how we are able to offer the scoreboard application to users at no cost.

GolfScoreBoard.Net charges a modest administrative fee to activate each sponsor. Sponsors can be activated for a single event or for the entire season. You may sell sponsorships for whatever price you deem appropriate. The difference between what you sell the sponsorship for and the administrative fee belongs to you, your golf course, or your special event organization.

### Example Pricing:

Club Event Annual Sponsors (Season): pricing \$150 each - \$25 administrative fee = \$125 margin/revenue per season ad.

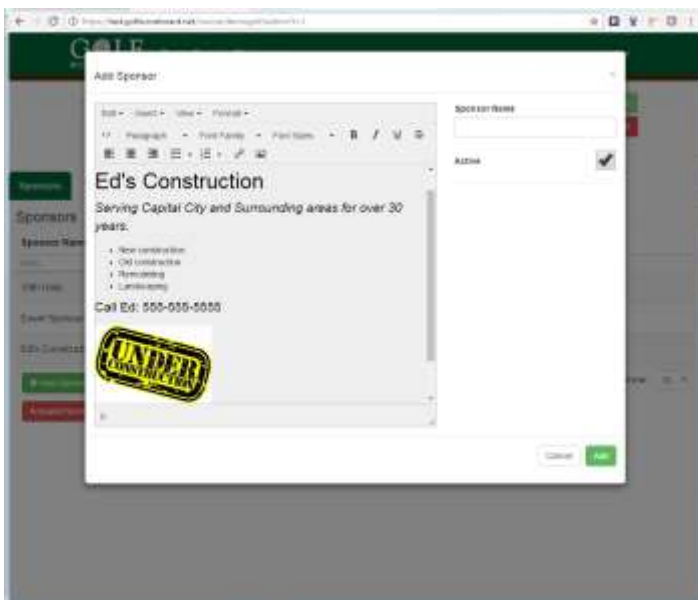
Special Event or Fundraiser (Tournament): pricing \$50 each - \$10 administrative fee = \$40 margin/revenue per tournament ad.

### Add Sponsors

Click the "Sponsors" tab in the Tournament Administration page and choose .

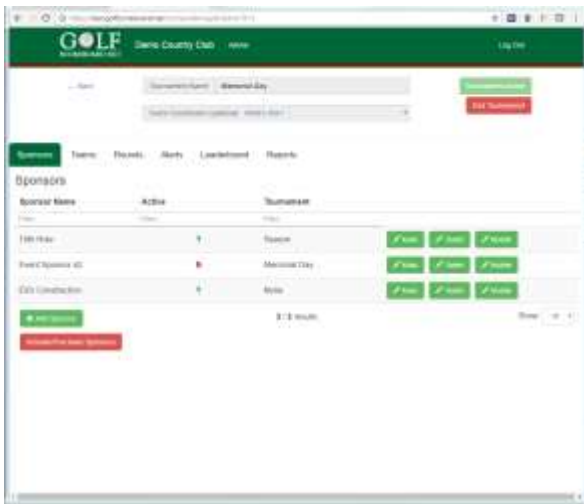
A WYSIWYG (What You See Is What You Get) editor will pop up allowing you to simply create or paste the advertisement into the editor. Enter a Sponsor Name for reference in your sponsors list, choose whether the sponsor is active or not, and click the "Add" button.

Note: A local sponsored advertisement will not show up in the rotating ad space until it is purchased and active.



### Edit Sponsors – add Tablet and Mobile images

After a sponsor has been added, you will see the newly added sponsor included in your Sponsors list. Note: A sponsor is only assigned to a tournament once it is activated/purchased as a tournament or season ad.



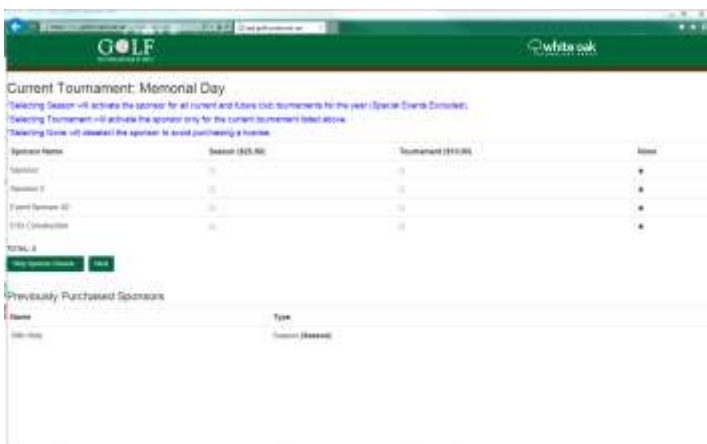
Click the “Main” button to edit the advertisement in the WYSIWYG editor as needed and click the “Update” button to save your changes or the “Delete” button to remove the sponsor. Click the “Tablet” button to upload an image advertisement that is sized appropriately for table devices (ideal image size should be 650px wide X 80px high). Click the “Mobile” button to upload an image advertisement that is sized appropriately for mobile phone devices (ideal image size should be 350px wide X 50px high).

Note: The system will automatically display the appropriate advertisement (Main, Tablet, or Mobile) for a sponsor on the leader board and score entry screens based on the screen size of the device accessing the page.

### Activate/Purchase Sponsors

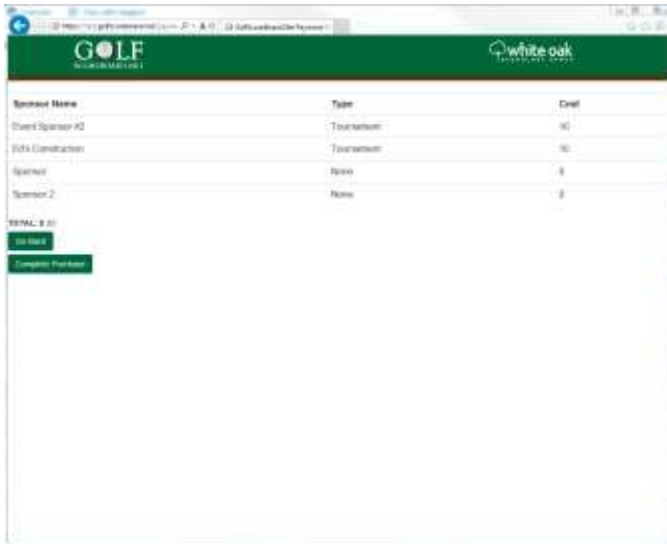
Activating and purchasing sponsors is the final step toward displaying your sponsors’ advertisements during your tournament.

Below the “Sponsors” list, choose [Activate/Purchase Sponsors](#). You will be taken to the purchasing page. For each sponsor, you have the option to purchase the full season ad rotation or purchase the ad for the current tournament only. Choose the purchase option for one or more ads and choose “Next”.



Note on Previously Purchased Sponsors: Season Sponsors will show in the rotating ad space for every event/tournament unless they are marked “Inactive” in the Sponsors list. This allows you to disable an advertisement if an organization goes out of business or no longer wants to display their ad.

A summary page will be displayed indicating which sponsors will be displayed and the total payment required to activate the sponsors. You can click the “Go Back” button to make any changes as needed or click the “Complete Purchase” button to proceed to the checkout screen (credit card required).



At the Checkout screen, enter your credit/debit card and billing information and click the “Pay Now” to complete the purchase.



Upon payment, you will be taken to the receipt page. A receipt will also be sent to your email address.

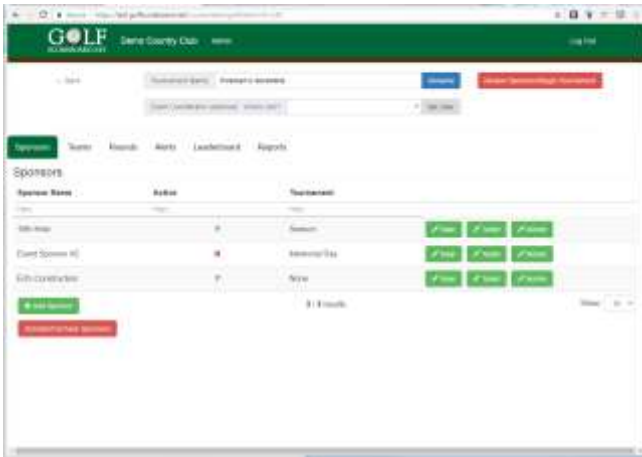
The purchased advertisement will immediately rotate into the ad spaces on the leaderboard and score entry pages for the specified tournament once the tournament has started. You can return to the “Sponsors” tab on the Tournament Administration page and edit the advertisement anytime.

## Begin Tournament

Once you have your Sponsors, Teams, and Rounds configured, you are ready to begin the tournament. You can still add/edit sponsors and add/edit rounds and holes once a tournament has begun. You cannot change the Tournament Name or Event Coordinator, or edit teams however. Beginning a tournament will activate the leaderboard and score entry pages and begins displaying any purchased sponsor advertisements.

### Activate/Begin Tournament

On the Course Administration page, select the tournament you want to activate from the Manage Tournament list and click the “Manage” button. Confirm the Tournament Name, Event Coordinator, Sponsors, Teams, and Rounds, and then click the “Review Sponsors/Begin Tournament” button.



This will first take you to the [activate/review sponsors](#) page, where you can review any previously purchased Season and Tournament ads (if any). If there are additional ads you would like to purchase for the tournament, choose the appropriate purchase option for one or more ads and click the “Next” button to complete the checkout process. If you have already purchased your advertisements or will be purchasing advertisements for this tournament, click the “Skip Sponsor Review” button to return to the Tournament Administration page.

Once the review of sponsors is complete, you may begin the tournament simply by clicking the “Begin Tournament” button next to the tournament name on the Tournament Administration page.

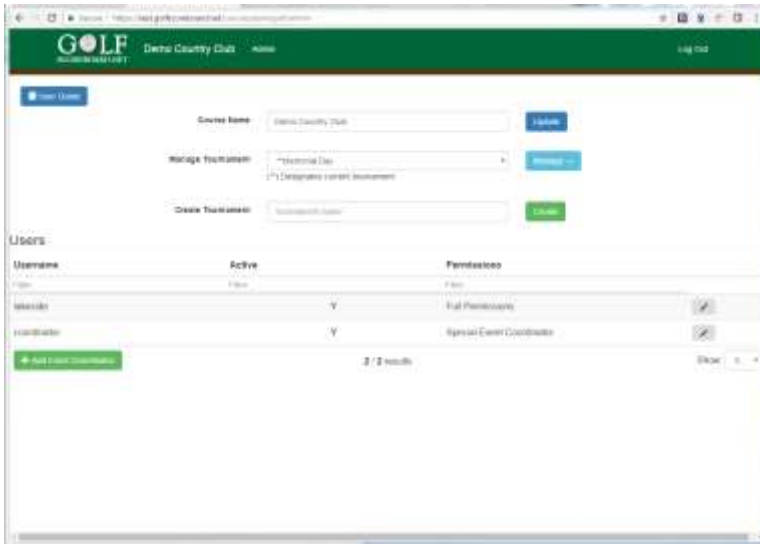
Once the tournament begins, the leaderboard and advertisements update instantly on the leaderboard page, and the tournament shows as the active tournament.

Note: After a tournament begins, you may still add or edit the Season or Tournament Sponsors from the tournament dashboard and [activate/review sponsors](#) page.

## Special Event Administration

Special Events are run like any other tournament with the additional benefit of being able to assign an Event Coordinator to handle the sponsorships if desired. This allows the course administrator to configure and activate the event just like any other tournament without having to be responsible for creating sponsor advertisements or handling the finances related to event sponsors.

To create an Event Coordinator, go to the Course Administration page.



There you will find a list of all user accounts for your course leaderboard system. The original registrant will have “Full Permissions” for all tournaments and events and will be displayed at the top of the list. Special Event Coordinators may be added to the course users list and will automatically assigned “Special Event Coordinator” permissions.


Note: An Event Coordinator must be added to the Users list before they can be selected as the Event Coordinator for a tournament.

Event Coordinators have access only to the specific tournament(s) they have been assigned. This assignment is made in the Tournament Administration page. An Event Coordinator can only manage the sponsors and advertisements for their respective tournament(s). An Event Coordinator is not able to create, begin, or end a tournament, manage teams or rounds within a tournament, or manage users for the course.

### Add an Event Coordinator

Choose “+ Add Event Coordinator” and enter the username and password for the event coordinator. There is no limit to the number of event coordinators that can be added to the system but each tournament can only have one special event coordinator.

### Manage Users

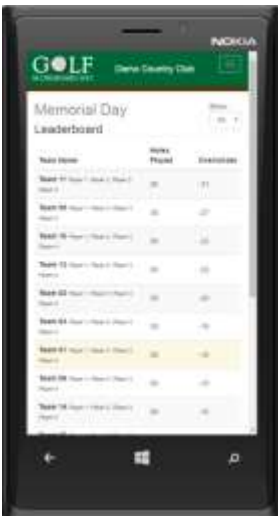
Choose the pencil icon  next to any user to edit that user’s account. You will have the option to change the password, and to toggle the user as active or inactive by clicking the “Active” box.

Note: You cannot change the username for a user account once it is created. Also, if a user is set to inactive, they will not be able to log into the system.

## Team Scoring

Teams may begin entering scores by logging in from the course/tournament leaderboard. The Team Instructions report (printable from the tournament dashboard Reports tab) will include login and usage instructions customized for each team along with a QR code that teams can scan from their phone to expedite the login process.

On the login page, the team enters their team name from the Team drop-down menu, and enters the code assigned from the team list.



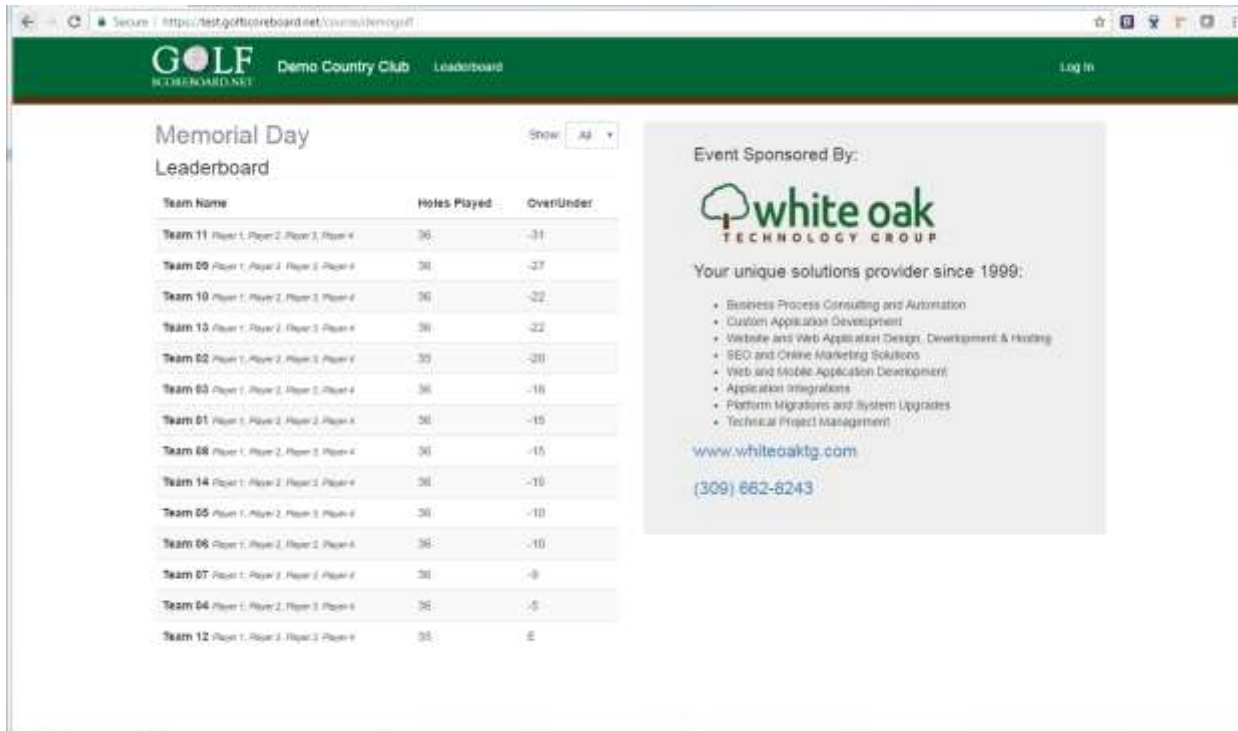
Once logged in, the team is taken to their scorecard for the tournament, optimized for mobile devices. If multiple rounds are active in the Round Setup, each round is available from a tab at the top of the scorecard.



A team member may enter the team's score for each hole, followed by choosing "Update" at the bottom of the screen. Scores are updated on the leaderboard in real time.

## Leaderboard


A leaderboard can be televised for your players and spectators by using a Fire TV Stick or Chromecast. Simply pull up a browser and go to your Golf Course's Leaderboard, <https://app.golfscoreboard.net/YourCourseURL> to view the Leaderboard for your tournament in real time.



The screenshot shows a web browser displaying a golf leaderboard for a tournament titled "Memorial Day" at "Demo Country Club". The page features a green header with the "GOLF SCOREBOARD.NET" logo and a "Log In" button. Below the header, the tournament name "Memorial Day" and "Leaderboard" are displayed. A "Show: All" dropdown menu is visible. The main content is a table listing 12 teams, their scores, and their position relative to the leader.

Team Name	Holes Played	Over/Under
Team 11 Player 1, Player 2, Player 3, Player 4	36	-31
Team 09 Player 1, Player 2, Player 3, Player 4	36	-27
Team 10 Player 1, Player 2, Player 3, Player 4	36	-22
Team 13 Player 1, Player 2, Player 3, Player 4	36	-22
Team 02 Player 1, Player 2, Player 3, Player 4	39	-20
Team 03 Player 1, Player 2, Player 3, Player 4	36	-18
Team 01 Player 1, Player 2, Player 3, Player 4	36	-15
Team 08 Player 1, Player 2, Player 3, Player 4	36	-15
Team 14 Player 1, Player 2, Player 3, Player 4	36	-16
Team 05 Player 1, Player 2, Player 3, Player 4	36	-10
Team 06 Player 1, Player 2, Player 3, Player 4	36	-10
Team 07 Player 1, Player 2, Player 3, Player 4	36	-9
Team 04 Player 1, Player 2, Player 3, Player 4	36	-5
Team 12 Player 1, Player 2, Player 3, Player 4	36	E

Event Sponsored By:

  
white oak  
TECHNOLOGY GROUP

Your unique solutions provider since 1999:

- Business Process Consulting and Automation
- Custom Application Development
- Website and Web Application Design, Development & Hosting
- SEO and Online Marketing Solutions
- Web and Mobile Application Development
- Application Integrations
- Platform Migrations and System Upgrades
- Technical Project Management

[www.whiteoaktg.com](http://www.whiteoaktg.com)  
(309) 662-8243