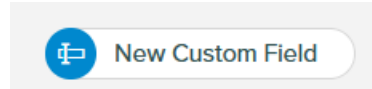


OHSAA Sectional/District Tournaments Using Baumspage Import/Export & Golf Genius

The following is a tutorial on how to setup a OHSAA Sectional/District Tournament using Golf Genius and Baumspage Import/Export. This assumes you have some basic knowledge on how to operate Golf Genius (start an event, create pairings, print scorecards, reports, etc.), but outlines some specifics of the OHSAA tournament.

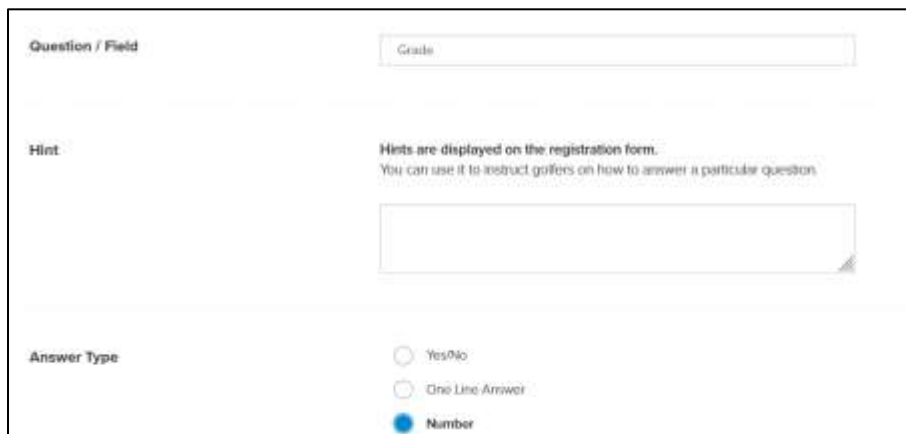
1. Create Custom Fields

Select "Event" Tab at Top, Custom Fields



Create the following Custom Fields:

- Grade
- School Name
- Order

A screenshot of a form for creating a custom field. It has three sections: "Question / Field" with a text input containing "Grade"; "Hint" with a text area containing "Hints are displayed on the registration form. You can use it to instruct golfers on how to answer a particular question"; and "Answer Type" with three radio buttons: "Yes/No", "One Line Answer", and "Number" (which is selected).

Select "Number" for Grade & Order; Select "One Line Answer" for School Name

Select Save in Bottom Right When Done Creating Each Custom Field



2. Save Player Import CSV from Baumspage to Desktop/File Folder On Your Computer Where You Can Retrieve It

3. Import Spreadsheet

Select “Golfers” Tab at Top, “Upload Roster from Spreadsheet”

Check Box that Permits You to Upload Spreadsheet, then Select “Choose File”

Upload Roster from Spreadsheet

You can upload your roster using an Excel Spreadsheet. We accept .XLS, .XLSX and .CSV file-formats. The uploaded file must include a header row (Name, Email, etc.) and any number of player rows underneath it. It may not include graphs, images, merged cells, or formulas.

I confirm that I am authorized to provide the information in this spreadsheet and consent to the use of the information contained herein, subject to the [GHIN Technology Services Terms of Service](#) and [Privacy Policy](#)

Choose the .csv File, and Golf Genius will begin upload.

Drag file here

OR Select one file:

Assuming the names of the Custom Fields are correct, this should bring all the information over automatically. Otherwise, you may have to match the fields.

Matched Columns ⓘ		
Your Columns	Our Attributes	Action
Last Name	Last Name	Delete Match
First Name	First Name	Delete Match
Grade	Grade	Delete Match
Order	Order	Delete Match

Unmatched Columns ⓘ		
<div style="border: 1px solid red; padding: 5px;"> B School Name Bauerville Bauerville Bauerville </div>	<div style="border: 1px solid black; padding: 5px;"> Email </div>	<div style="border: 1px solid blue; padding: 5px; text-align: center;"> Match </div>

4. Build Teams

Select "Golfers" Tab at Top, Select "Event Division/Flights/Teams"

Click On "Manage Team Lists & Flighted Teams"



Enter the new name as "Teams" and the team size as 5.

Enter a new name: and set a team size:

Next, select Method "Automatically create teams using custom field". The custom field to use is "School Name".

METHOD

- Create teams manually
- Automatically create teams using custom field ⓘ**
- Automatically create teams using entry numbers ⓘ
- Automatically create teams using the pairings

CUSTOM FIELD

-
- Create teams by maintaining everyone with the same custom field value together**
 - Create team wheels: all 2 player combinations within the group
 - Create team wheels: the member plays with all of his guests ⓘ

Use the custom field as team name to use each school name automatically.

TEAM NAME FORMAT

- Use names of first 2 players in alphabetical order as team name
- Use names of first 2 players in the order they were added in the system or the position within the team (i)
- Use last names of all players in alphabetical order as team name
- Use last names of all players in the order they were added in the system or the position within the team
- Use this custom field as team name

Select “Next”

This will create the teams in the correct format:

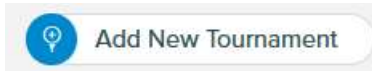


5. Create pairings.
6. Create tournaments

You will need two tournaments to calculate the scores correctly:

- Team Score (Best 4 of 5)
- Individual Score

Select Rounds, “Tournaments”. Click Add New Tournament on Top Left.



The following is how to setup the team scoring:



Once all options are the same as above, click “Save” in bottom right.

Click Add New Tournament on Top Left

The following is how to setup the individual scoring:

Name: Individual Score

Terms or Groups: Golf Like Teams

Tournament Format:

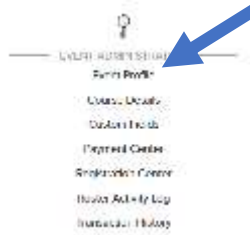
- Format: Stroke
- Handicap: None (disabled)
- Competition: Player's Field
- Drop Word: None (disabled)
- Balls: One Ball on each hole
- Tea-making: Return Tees
- Holes: 18 Holes

Once all options are the same as above, click "Save" in bottom right.

The event should be ready. You will need to print scorecards and other reports.

7. Add School Name to Each Player in Individual Leaderboard

Click on Event Tab at top of screen, then select "Event Profile"



Select "Tournament & Scoring"



Down the screen appears the following. Select School Name from the dropdown, and hit Save on the bottom right.

Choose whether you would like to display additional information on the leaderboard
Additional information is displayed under player or team names.

Display additional information on leaderboard

School Name [dropdown] [Save]

School Names will now appear on individual leaderboard under the player's name.

☆	1	[Redacted]	-5	F*	-5	9:10 AM	-	67	67
☆	2	Lok. East	-2	F*	-2	9:26 AM	-	70	70
☆	3	Lok. East	-1	F*	-1	9:18 AM	-	71	71
☆	T4	Mason	E	F*	E	9:26 AM	-	72	72

8. Enter Scores in Golf Genius. It will calculate the team/individual scores for you.

9. Spreadsheet to Upload Back to Baumspage

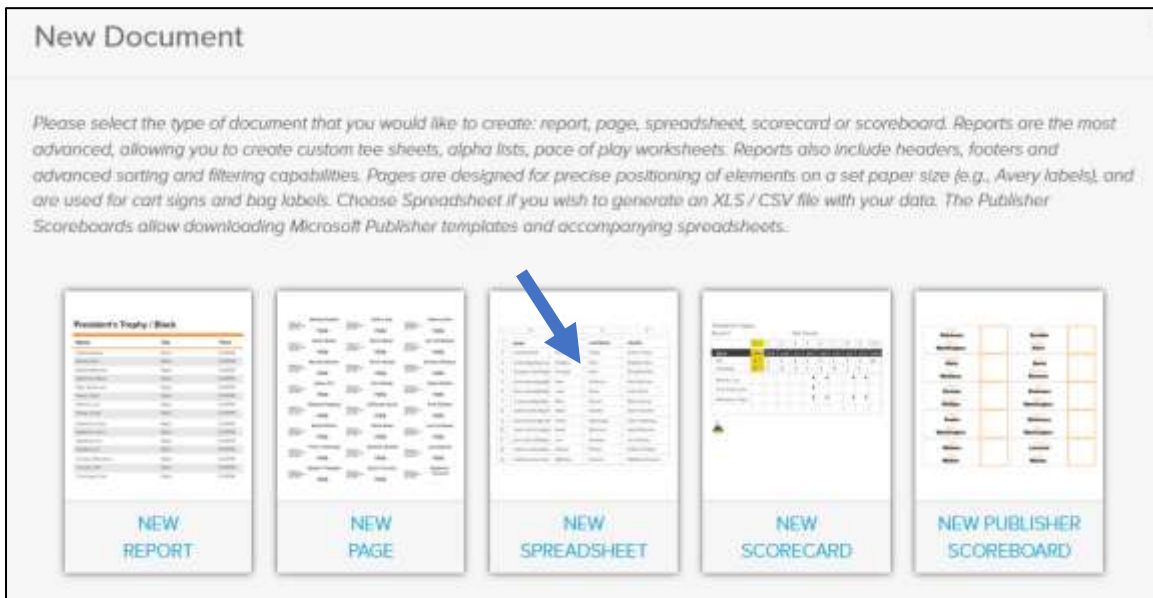
After the completion of the event, create a spreadsheet to upload the results back to Baumspage.

Go to Rounds Tab, Report Center

Select New Document



Select New Spreadsheet



Setup the spreadsheet as the following:

Note: File Format must be .csv

Name

Display Data for

Spreadsheet Format Data Displayed per Row Data Displayed per Column

File Format XLS XLSX CSV

Fields

Under Fields, Hit "Select Fields"

Select the Following Field in This Order:

- School Name
- Last Name
- First Name

- Grade
- F9 Score
- B9 Score
- Score
- Order

Once the all the fields are selected, the order should be the following:

☰ School Name	Remove
☰ First Name	Remove
☰ Last Name	Remove
☰ Grade	Remove
☰ F9 Score 1	Remove
☰ B9 Score 1	Remove
☰ Score 1	Remove
☰ Order	Remove

Select “Save Spreadsheet”. Run the Spreadsheet to export the information. Send to Sectional/District admin to upload to Baumspage.

If you have any questions, please email Kevin Stanton at kstanton@gcga.org.

Baumspage Import-Export

If you are the tournament manager or an assigned delegate for a sectional or district tournament, review page 2 of the [Baumspage Import-Export](#) document for import and export details.

- I. To create the import file for **Golf Genius**, log in to your baumspage account:
 1. Use **Managers | Golf | Access Mobile Manager** | {select your event} | click **Get Event**.
 2. Click **Get Excel Import File** and save to your Download Folder or Desktop.
- II. To import the **Golf Genius** file into the [Baumspage Mobile Application](#) after the tournament:
 1. Use **Manage Data | Choose File | browse** to the **export file** and **select it**.
 2. Click **Load Data file from Golf Genius**
 3. When the import finishes, fix the **NAME MISMATCH** or **ZERO SCORE** issues.
 4. Click **Recalculate Scores**, then make the corrections in the [Mobile App](#).
 5. If necessary, break ties for the final individual qualifying athletes
 6. Click **Post All to Baumspage** | select the checkbox to finalize results | **Post Results**.