

iWanamaker Final Preparation Notes for Event Managers

Congratulations to all of those who have successfully set up the tournaments they are managing! For those who still have questions please email support@iwanamaker.com or call us at (720) 984-2379 and our team will help you with any issues you are experiencing. We recommend the following items in preparation for your event:

1. Verify the pairings are complete by navigating to the event home page by finding and clicking on the event name, click **Change Leaderboard**, select **Individual Gross**, and click **Change**. You should see all of the golfers participating in your event on the **Individual Gross** leaderboard. On the **OHSAA Golf** app you can swipe left or right to navigate between the team and individual leaderboard.
2. Export the list of golfers and give the list to the starter. The list of golfers contains the golfers' name, email, seed, and team. This list will be a valuable reference for the starter because if a golfer does not see the **Score Round** you will want to make sure they are signed in with the email on the list. To export the list of golfers you will edit the event and navigate to the **People/Golfers** step and click on the "**Export Golfer List**" at the top of the list. Before printing, you might sort **Alphabetically by Team** and **Seed** order. See [Export Golfer List](#) for a flowchart.
3. Print out the pairings with start times and team names and give it to the starter. This document is generated as a pdf on the **Finish** step under **Printed Materials** when in edit event mode. Please note that the pairings are accessible on the **OHSAA Golf** app as well.
4. **Optional (recommended)** - if you want to use the advancing team and individuals feature you will turn it on by editing the event and navigating to step **6. Leaderboard**, click on "**Edit**" in **Strokes (Edit)** and enter the number of teams and individuals advancing, then click "**Save**" in **Strokes (Save)** to save it. Please note that this can be turned on or off at any time without affecting the results and simply shades the background of the advancing teams and golfers on the leaderboards.
5. Set the tiebreakers for individuals to **Not Selected** on the **6. Leaderboard** step. If you need to break ties in a playoff, you will use the manual tiebreaker feature by navigating to the event home page and clicking on "**EDIT TIES**", change to either the team or individual leaderboard, and enter numbers next to the golfers that participated in the playoff.
6. If you have set **Exchange Scorecards** to **Yes** (this is optional), please remind the golfers to digitally sign their scorecards by touching on their name on the score page or the leaderboard, verify their scorecard and then touch the button named "**Touch to Sign your Scorecard**".
7. **If you are using a paper scorecard as the official scorecard**, you will need to make sure the paper scorecard matches the scores entered on the **OHSAA Golf** app using the **EDIT RESULTS** page on a laptop or tablet computer.
8. **Close the round** by editing the event and navigate to **step 5. Rounds** and click on **Close this Round**.
9. **To export the results for import** into the [Baumspage Mobile App](#), replace the word "**node**" in the URL with **bp-export** and hit **enter**. See [Baumspage-iWanamaker Transfer](#) for the flowchart.

Resources:

[Roster management](#)

[Advancing teams and individuals and breaking ties video tutorial](#)

[Creating pairings for a large tournament](#)