# iWanamaker District Manager Getting Started Guide

Updated: 9-10-23

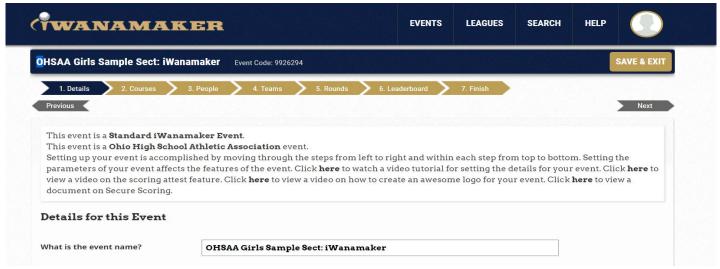Below is a flowchart for integrating **Live Scoring** through the **OHSAA Golf App** by **iWanamaker** with **Baumspage.** **Baumspage** will provide the traditional tournament support and **iWanamaker** will provide the live results. Managers will continue to use the **Baumspage** resources to import qualifiers from the sectionals and post everything as always. However, integrating the **OHSAA Golf** app will eliminate nearly all manual data entry on **Baumspage**. The **PRINTED** scorecard will be the official scorecard and the **OHSAA Golf App** will be used for live scoring. When finished, confirm the hole-by-hole scores on the official scorecard, and ensure that the scores match on **iWanamaker**. When finalized, the data will be exported from **iWanamaker** and imported into the **Baumspage App**. After breaking ties for advancers the complete results will posted on **Baumspage** and the **State Qualifiers File** will be sent to the **OHSAA** automatically when you click the **Post All to Baumspage** button and "certify that the results are accurate and the tournament is officially complete."

## Getting Started on iWanamaker:

1. The **OHSAA Golf App** is an app that runs on a smartphone or other mobile device.
2. For tournament management, you need to use the **iWanamaker** app on the web browser of your computer or tablet.
3. To get started, click the link to **www.iwanamker.com** and register as a **tournament manager.**
    A. Click on **SIGN IN** or **REGISTER** at the opening screen
    B. Provide your Full Name, Email, and Password, then click **REGISTER AND GET STARTED**
    C. Enter the 4-digit code when you receive the email.
2. Send an email to **support@iwanamaker.com** with a request to be assigned as an **OHSAA Tournament Manager**.
    A. You will be assigned as an **OHSAA League Administrator** but will not be listed with **Managers** in the **People** section
        i. You will have full access to all OHSAA Tournaments when you **SIGN IN** after you receive an email stating you have rights as an **OHSAA League Administrator.**
        ii. To expedite that process, you may call, text, or email **Gary Baumgartner** at **513-594-6154** or **gb@baumspage.com**.
    B. View the **iWanamaker** "**OHSAA Post Season Video Tutorial**" and follow the flowchart below to get started.

## Navigating iWanamaker:

1. On the opening screen, click on **SCHOOLS** and type **ohs** to find the **OHSAA** logo.
2. Click on the **OHSAA** logo to filter for all the OHSAA Sectional, District, and State Tournaments.
    A. Scroll down or search for your district tournament.
    B. Select your tournament from the **Upcoming** event list and click **EDIT EVENT**.
        i. For testing, you can select the **OHSAA Girls Sample Dist: iWanamaker**
        ii. You can import teams and individuals, set up rounds, and experiment as needed. Then clear everything when finished.
        iii. Depending on who last worked with those tournaments, there's no assurance of what you'll see
    C. If you get lost on a screen, click the **iWanamaker** logo at the top left and repeat steps **#1 and #2** above.
3. On the **EDIT EVENT** screen work from left to right across the 7 steps

# EDIT EVENT (Steps):

1. **Details:**
   a. Confirm Date and Time, Tournament Format, Scoring Options and Scorecard Exchange options.
      i. Secure Scoring? Yes
      ii. Who will be allowed to enter scores? Golfers & Managers
      iii. Will players be exchanging scorecards digitally? **Yes**
      iv. Enable hole by hole scoring attest and locking? **No**
   b. Review the **OHSAA Post Season Video Tutorial** for general information and **IMPORTING TEAMS AND INDIVIDUALS FROM PREVIOUSLY SCORED EVENTS** for the specific details about importing district qualifiers from the sectionals.
2. **Courses:**
   a. Confirm course, tees, and adjust distances if the default course is altered.
3. **People:**
   a. By default, all coaches are assigned as **Managers** and can assist by entering scores if needed.
   b. As a **League Administrator** you have access to all tournaments but are not listed as a **Manager**.
   c. E-mail **support@iwanamaker.com** to request to be added as a **Manager** to your event/events.
   d. You might elect to limit that list to only a few that can help you and delete the rest by clicking **X**.
   e. To eliminate scoring issues, it is suggested that you use **Export Golfer List** from the **People/Golfer** module.
   f. Print a copy of the **iWanamaker Starter Instructions** and give it and the **Export Golfer List** to your starters.
4. **Teams:**
   a. The **OHSAA** is listed as a team in your tournament to enable the filtering of **OHSAA events**.
      a. *DO NOT DELETE IT*!
   b. **To import advancers from sectionals**, click **Add from Previous Event**
      i. **Event name filter:** OHSAA Girls D1 - C - Sect: (Use whatever is common for all your feeder sectionals.)
      ii. **Start Date** (must be within the current season): **08/01/2023** (Use Monday of Sectional Week)
      iii. **End Date** (must be within the current season): **10/07/2023** (Use Friday of Sectional Week)
   c. Apply Filter
      i. **Import Type:** Teams (The default is **Teams**, after they import it changes to **Golfers** automatically)
      ii. **Number of top teams/golfers to import:** 3 (Use the Number of Qualifiers as determined)
      iii. **Number of Rounds: 18-Hole Rounds**
   d. Apply Filters
      i. **View the teams** listed and click **Import**
      ii. **View the individuals** listed and click **Import**
      iii. Click **Done**
   e. **For testing:** Use **OHSAA Girls Sample Dist: iWanamaker** and import the girls **OCC #1** or **OCC #2** tournaments.
      i. Follow **Steps 4-b. to 4-d.** above.
      ii. **Event name filter: OCC #1** or **OCC #2**
      iii. Select all four tournaments with 3 teams and 3 individuals.
      iv. For your district, **filter the sectionals** by **gender**, **division**, and **district**. Ex: **OHSAA Boys - D1 - SW – Sect:**
5. **Rounds:**
   b. Click **Add Round** to create your round.



   Confirm all the parameters on the screen including:
      i. Date and Time | Scores to count: **4** | Golfers per Team: **5** | Tee time interval: **8**, **9**, or **10**
      ii. Starting Hole – either **1** or **Alternate 1 & 10**
      iii. **Course** and **Tee Box**
   d. Click **Add 10 Pairings**, then additional **Add 5 Pairings, Add 2 Pairings**, or **Add 1 Pairing** as needed.
      i. Click on **+ Add** for each pairing.
      ii. Sort by **Seed** and **Teams**

     o Click on **Seed** to list all golfers in **Seed** order from **5 to 1**.
     o Then **Hold shift to sort on multiple columns** and click on **Teams** to list them alphabetically**.**
    iii. **Select #5s** from the teams being paired together | repeat for each pairing
    iv. Work through the pairings to match them with your intended tee groups.
  e. When all pairings are set, click **Save.**  *See **Step 7** below for details to generate and post on **Baumspage**.

6. **Leaderboard:**
  a. Change Individual Tie Breakers: **Not Selected**
    i. The iWanamaker last nine is opposite the starting hole. The **OHSAA** will use **Holes 10 to 18**.
  b. Click on **Strokes (Edit)** and enter the number of **Teams** and **Players** that advance to the next level.
    i. The leaderboard will display players on advancing teams in blue and other qualifiers in light brown.
  c. Click the **Advancing Teams and Individuals and Breaking Ties Video Tutorial** link to view a video of the process.

7. **Finish:**
  a. Use **Event Information** and **Event Rules** to paste or link information for people using the **OHSAA Golf app.**
  b. Use **Printed Materials: Round 1** | Print…: **Pairing List** | Style…: **Start Time with Team Names**
    I. The file will be saved **pairings.pdf** or **pairings (1).pdf**, etc., and numbered incrementally as saved.
    II. Browse to your download folder: select **Pairings.pdf** or **pairings (?).pdf** and print copies as needed.
    III. Post it as **Tee Assignments** on **Baumspage** for the public.
  c. Consider using **Printed Materials | Scorecards** if you want.  *Click for samples: **Pairing** or **Individual**.

## To Score Event:

1. On your browser, click **EDIT RESULTS | Select a Pairing… or Select a Team… | Enter Scores**
2. On your phone, use the **OHSAA Golf** App | click **Score Round** | Select a golfer | **Enter Scores**
3. On your browser, enter the scores, click the **save to the cloud button** to save the information in each row, or click the **lock button** to save and lock a round.
4. **Check the Leaderboard for Individuals to confirm that every golfer is listed as F.**
  A. Correct incomplete scores or use Eligibility**(ELG)** dropdown to edit status (WD,DQ,DNS) and **SAVE** to cloud.
5. After all scores have **F** or an **ELG** listed, click **CLOSE ROUND** to make advancer data available for state.
  a. Click **CLOSE ROUND** from the Leaderboard screen.
  b. You will see either **Close this Round** or **Open this Round**.  Click **Close this Round** to finish.

## Additional Information:

1. Review the **OHSAA Post Season Video Tutorial** and other **iWanamaker Tutorials** for additional details and options.
  A. Match the time on the **Video Tutorial** with the information on pages 1 and 2 above to view more details.
  B. The **Leaderboard** can be outputted to a monitor using an HDMI cable if the golf course has the capability.
2. If the **Live Scoring** is valid, you will be able to export the finished **iWanamaker** results, import them into **Baumspage App**, break ties, and **Post ALL to Baumspage**.
  A. When finished, go to the **Home Page** for your tournament and replace **node** with **bp-export** and hit **[Enter]**.
    i. https://iwanamaker.com/**node**/12236638 with https://iwanamaker.com/**bp-export**/12236638
    ii. The results will be exported to your download folder.
    iii. Open **Mobile Manager** | use **Manage Data | Choose file | Load Data file from iWanamaker** to import into the **Baumspage App**.
    iv. Review the import summary for **WD**, **DQ**, **DNS**, etc. to ensure the scores are correct.
    v. Click **Recalculate Scores | Generate Results | Team Scores** to view results and break ties for advancers.
    vi. Click **Post ALL to Baumspage** to finalize data, post complete results, and advance qualifiers to the district.
  B. For testing, download the **Baumspage Sample HS Boys** and export the **OCC #1 - Buckeye Division @ Westchester GC** from **iWanamaker**
    i. See the **iWanamaker-Baumspage Transfer** flowchart for the details.  Use **Quick Test Flowchart** at the bottom of Page 2 to test the process.
    ii. Note: Although the teams/players don't match, the export/import process is the same.
    iii. Follow steps 4 and 5 of the **iWanamaker-Baumspage Transfer** flowchart to import, recalculate, review, **Generate Results, break ties, finalize**, and **Post ALL to Baumspage**.

**For Baumspage Support or help getting started with iWanamaker call, text, or e-mail:**

| Gary Baumgartner: 513-594-6154 | Terry Young: 740-517-0195 | Ken Baumgartner: 419-654-5849 |
|---|---|---|
| gb@baumspage.com | terry@baumspage.com | baumkd@gmail.com |

**For OHSAA Golf App/iWanamaker Support:**

| Email Support: support@iwanamaker.com | Phone Support: (720) 984-2379 |
|---|---|
| Monday - Friday from 6AM to 9PM MST | Monday - Thursday from 6AM to 6PM MST |