iWanamaker Getting Started Guide (for Sectionals)

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. Coaches will be required to submit rosters on both systems. Managers can continue to use the **Baumspage** resources to generate 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 be posted on **Baumspage**, a **Sectional Participation Report** will be sent to the **OHSAA**, and the teams and Individuals that qualify for the district will be advanced automatically**.**

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, E-Mail, and Password, then click **REGISTER AND GET STARTED**
   C. Enter the 4-digit code when you receive the e-mail.
2. Send an e-mail 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 e-mail stating you have rights as an **OHSAA League Administrator.**
      ii. To expedite that process, you may call, text, or e-mail **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 sectional or 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 Sect: iWanamaker** or **OHSAA Girls Sample Dist: iWanamaker**
      ii. You can add teams, add golfers, 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** and other **iWanamaker Tutorials** as needed while you experiment and become familiar with the system.

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**.
      o ***DO NOT DELETE IT***!
   b. To select the teams in your tournament, click **Add Team from League**
   c. Filter the list by **Gender**, **Division**, and **District**
   d. Add a checkmark for the teams needed, then scroll to the bottom and click **Import**.
   e. To add the golfers, select each team separately, and click **+ Add Golfers**
      o **Alert coaches to finalize their Seed order at the same deadline Date and Time as Baumspage.**
      o ***DO NOT ADD GOLFERS*** until after that deadline so the seed order will match the order on Baumspage!
   f. Click on **Seed** at the top to sort the **Seeds** from **1 to n**! and select the **five** numbered **1 to 5**!
      o Compare the **Seed** order and adjust as necessary to match the order on **Baumspage**.
      o Reconcile any differences by adjusting the **Seed** order in **iWanamaker**.
      o Follow up with coaches to confirm their intended order.

5. **Rounds:**
   a. Click **Add Round** to create your round.

   b. 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**
   c. For Max Score
      o **Enable** | Max Score Button Text: **Max Score is 12!** | Value: **12** | Max Score Eligibility: **Yes** | **Done**
   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 **1 to 5**.
- o Then **Hold shift to sort on multiple columns** and click on **Teams** to list them alphabetically.
- iii. **Select #1s** 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**
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, 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 the district.
   - 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 **Learderboard** 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 file will be exported to your download folder.
     - iii. 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 Girls** and export the **OCC #1 Cardinal @ Links of Echo Springs** 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 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: 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