



**FOX HOLLOW** Men's Golf Club  
Timonium, Maryland  
FOUNDED 1975



# FHMGC TOURNAMENT DIRECTOR'S HANDBOOK (UPDATED 2/5/2018)



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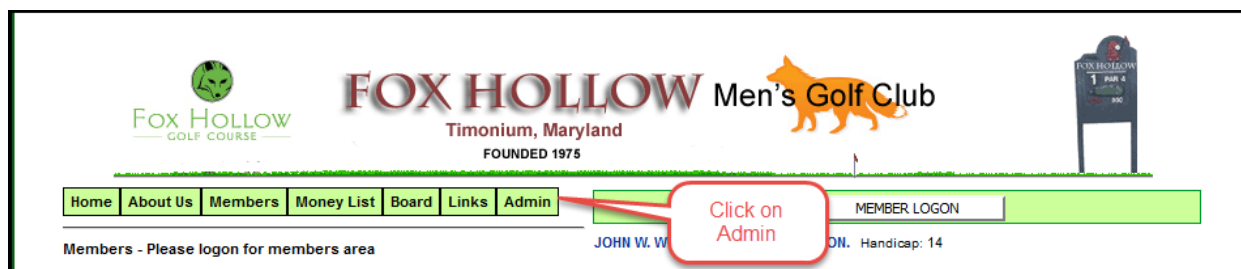
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## Chapter 1 - How to Upload PDF Flyer to Website

This tutorial explains how to upload a tournament flyer to the Fox Hollow Men's Golf Club website. To be able to accomplish this function, a member must have administrative privileges as a Tournament Director to access the Tournament Administration section of the website.

After a user logs into the website as a member of FHMGC, click on Admin to go to the Admin page that allows a member to enter the Tournament Administration section.

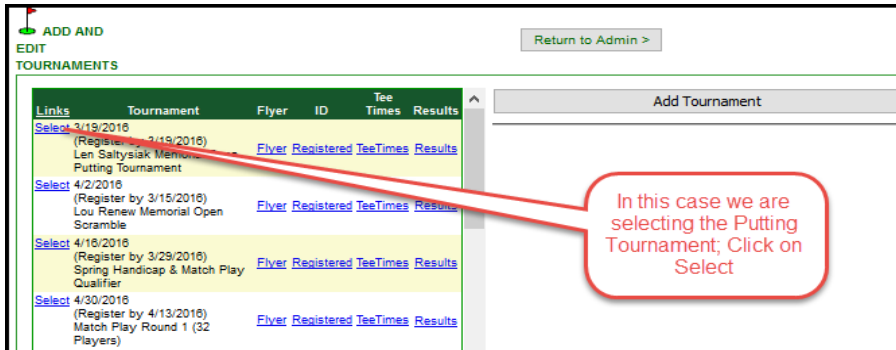


The next step is to click on "Enter or Update Tournament" that will allow one to start the update process.

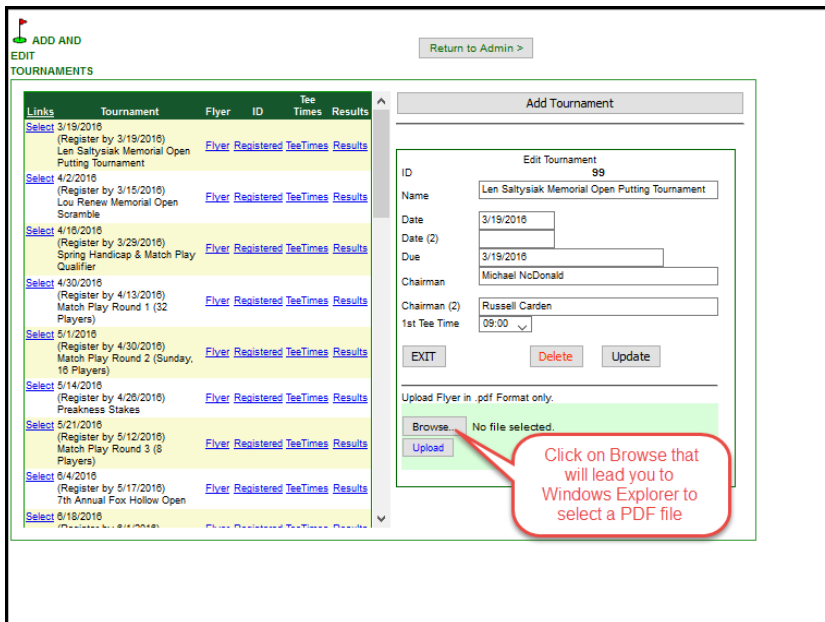




Select the tournament that you want to update. In the example below, we are selecting the Putting Tournament.

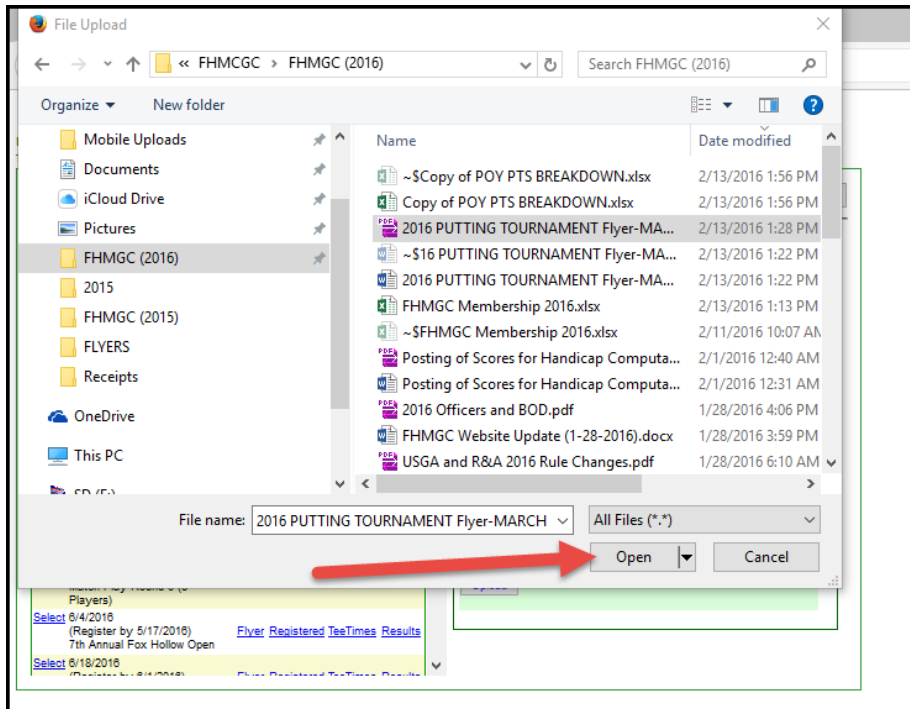


Click on Browse so that you can select the PDF to upload to the website.





Select the desired file from the Windows Explorer Window and click on Open.



Click on Upload to upload the file to the website

Click on Return to Admin



ADD AND EDIT TOURNAMENTS

Return to Admin >

Click here to return to Admin

Links	Tournament	Flyer	ID	Tee Times	Results
<a href="#">Select</a>	3/19/2016 (Register by 3/19/2016) Len Saltiesiak Memorial Open Putting Tournament	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>
<a href="#">Select</a>	4/2/2016 (Register by 3/15/2016) Lou Renew Memorial Open Scramble	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>
<a href="#">Select</a>	4/16/2016 (Register by 3/29/2016) Spring Handicap & Match Play Qualifier	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>
<a href="#">Select</a>	4/30/2016 (Register by 4/13/2016) Match Play Round 1 (32 Players)	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>
<a href="#">Select</a>	5/1/2016 (Register by 4/30/2016) Match Play Round 2 (Sunday, 16 Players)	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>
<a href="#">Select</a>	5/14/2016 (Register by 4/26/2016) Preakness Stakes	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>
<a href="#">Select</a>	5/21/2016 (Register by 5/12/2016) Match Play Round 3 (8 Players)	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>
<a href="#">Select</a>	6/4/2016 (Register by 5/17/2016) 7th Annual Fox Hollow Open	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>
<a href="#">Select</a>	6/18/2016 (Register by 5/31/2016)	<a href="#">Flyer</a>	<a href="#">Registered</a>	<a href="#">TeeTimes</a>	<a href="#">Results</a>

Add Tournament

Edit Tournament

ID: 99

Name: Len Saltiesiak Memorial Open Putting Tournament

Date: 3/19/2016

Date (2):

Due: 3/19/2016

Chairman: Michael McDonald

Chairman (2): Russell Carden

1st Tee Time: 09:00

EXIT Delete Update

Upload Flyer in .pdf Format only.

Browse... 2016 PUTTING TOURNA...r-MARCH

Upload

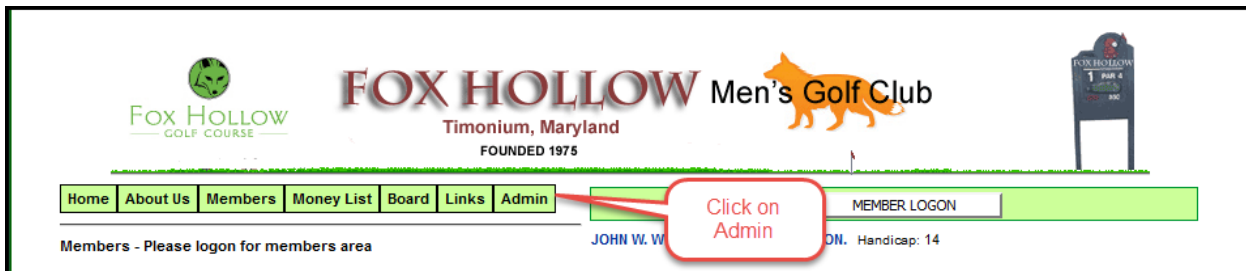
click on Upload to upload the file to the website

Click on Home to return to the home page. Click on Flyer associated with the desired tournament to determine if the expected flyer is displayed. Do you see the new flyer or the old flyer? If you see the new flyer displayed, you have successfully uploaded the new one. If the see the old flyer, the old flyer is probably in cache. Restart your browser to empty cache. Go to the website to determine if the new flyer is there. Hopefully, the new flyer if displayed. If not, contact the Webmaster or the President to resolve.



## Chapter 2 – How to Add or Delete Players to Tournament

This tutorial explains how to add or delete players to a tournament located on the Fox Hollow Men's Golf Club website. To be able to accomplish this function, a member must have administrative privileges as a Tournament Director to access the Tournament Administration section of the website. After a user logs into the website as a member of FHMGC, click on Admin to go to the Admin page that allows a member to enter the Tournament Administration section.



The next step is to click on "Edit Tournament Signup" that will allow one to add or delete a player.



Click on "Select Tournament" to select the desired tournament to which one wants to add or delete a player.



**SIGN-UP PLAYERS TO TOURNAMENTS** Return to Admin >

Select Tournament v

Number o Players: ^

**Enter Player in a Tournament**

ID \_\_\_\_\_

Tournament \_\_\_\_\_

Date \_\_\_\_\_

Player  v

Handicap

Request

Select the desired tournament to which you want to add or delete a player.

In the example below, the Putting Tournament was selected. The next step is to select the player that one wants to add to the tournament. In the example below, Stanley Block was selected. His handicap was entered and an optional special request was added. After that information is entered, Click on “Add Player in Tournament” to add the player to the list of players. After clicking on “Add Player in Tournament”, validate that player was added to list.

03/19/2016 - Len Saltysiak Memorial Open Putting Tournament v

Number o Players: 15 ^

Name	Links
BERNARD LINSENMEYER (22) 3/22/2016	<a href="#">Delete</a>
CHAZ PYLES (11) 2/14/2016	<a href="#">Delete</a>
DAN COYLE (12) 2/10/2016 Someone had to sign up with Don	<a href="#">Delete</a>
DAVID MITCHELL (Life Member) (14) 2/29/2016	<a href="#">Delete</a>
DON BLAIR (26) 2/8/2016 No snow Sunny Above Fifty degrees	<a href="#">Delete</a>
EMORY BROWN III (16) 3/22/2016	<a href="#">Delete</a>
GREG DOUGHERTY (9) 2/19/2016	<a href="#">Delete</a>

**Enter Player in a Tournament**

ID **99**

Tournament Len Saltysiak Memorial Open Putting Tournament

Date 3/19/2016

Player  v

Handicap

Request

Click on "Add Player in Tournament" after player, handicap, and request have been completed.

To delete a player from the list for the event, please click on delete and validate that player was deleted as a participant for the selected event.





03/19/2016 - Len Saltysiak Memorial Open Putting Tournament

Number o Players: 15

Name	Links
BERNARD LINSENMEYER (22) 3/22/2016	<a href="#">Delete</a>
CHAZ PYLES (11) 2/14/2016	<a href="#">Delete</a>
DAN COYLE (12) 2/10/2016 Someone had to sign up with Don	<a href="#">Delete</a>
DAVID MITCHELL (Life Member) (14) 2/29/2016	<a href="#">Delete</a>
DON BLAIR (26) 2/8/2016 No snow Sunny Above Fifty degrees	<a href="#">Delete</a>
EMORY BROWN III (16) 3/22/2016	<a href="#">Delete</a>
GREG DOUGHERTY (9) 2/19/2016	<a href="#">Delete</a>

**Enter Player in a Tournament**

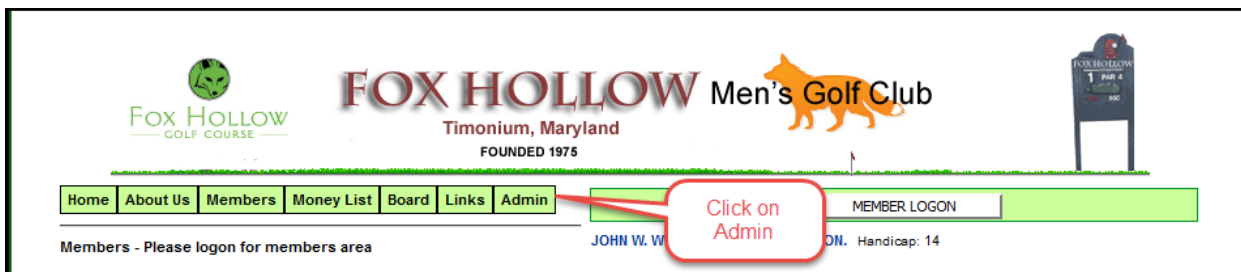
ID **99**  
Tournament Len Saltysiak Memorial Open Putting Tournament  
Date 3/19/2016  
Player   
Handicap   
Request

Click on "Delete" to delete a player

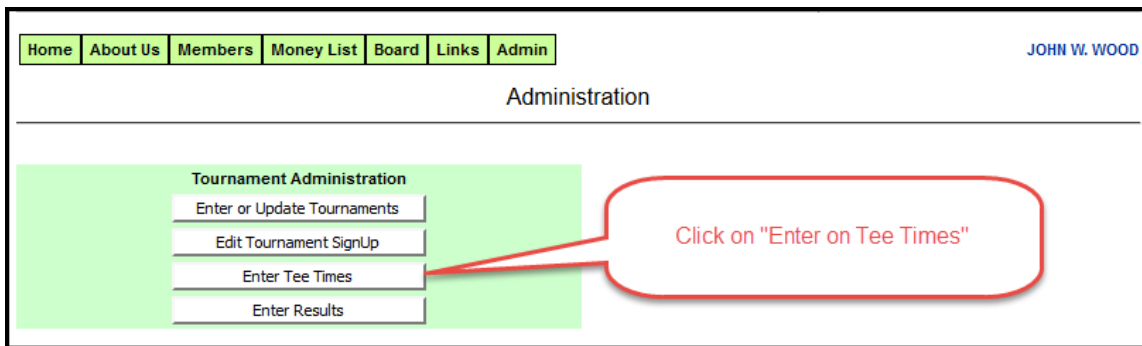


### Chapter 3 – How to Add or Delete Tee Times to Specified Tournament

This tutorial explains how to add or delete tee times to a tournament located on the Fox Hollow Men’s Golf Club website. To be able to accomplish this function, a member must have administrative privileges as a Tournament Director to access the Tournament Administration section of the website. After a user logs into the website as a member of FHMGC, click on Admin to go to the Admin page that allows a member to enter the Tournament Administration section.



The next step is to click on “Enter Tee Times” that will allow one to add or delete one or more tee times.



Select the desired tournament from the dropdown menu below.



**Tee Time Administration** Return to Admin >

Select Tournament Please select a tournament.

Print Tee Times

Number of Players: Time  Player

[Add Tee Times](#)

[Show SignUp List](#)

Select desired tournament from the dropdown menu.

In the example below, the Putting Tournament was selected.

The following functions may be performed from this screen:

1. Add a tee time
2. Delete a tee time
3. Print all tee times for the specified tournament
4. Show list of all tee times for the specified tournament

**Tee Time Administration** Return to Admin >

03/19/2016 - Len Saltysiak Memorial Open Putting Tournament 3/19/2016 Len Saltysiak Memorial Open Putting Tournament

[Print Tee Times](#) 09:00  DAN COYLE

Number of Players: 8 [Add Tee Times](#)

Time	Name	
10:00	EMORY BROWN III	<a href="#">Delete</a>
10:00	TONY OLSEN	<a href="#">Delete</a>
10:00	JOSEPH ALLULIS (2015 Club Champ)	<a href="#">Delete</a>
10:00	JOSEPH ALLULIS, SR	<a href="#">Delete</a>
10:00	GREG DOUGHERTY	<a href="#">Delete</a>
10:00	BERNARD LINSENMEYER	<a href="#">Delete</a>
10:00	JAY DUNN Life Member	<a href="#">Delete</a>
10:00	RICK SHUEY - Life Member	<a href="#">Delete</a>

[Show SignUp List](#)

Click to print tee

Click on dropdown menu to select time

Click on dropdown menu to select player

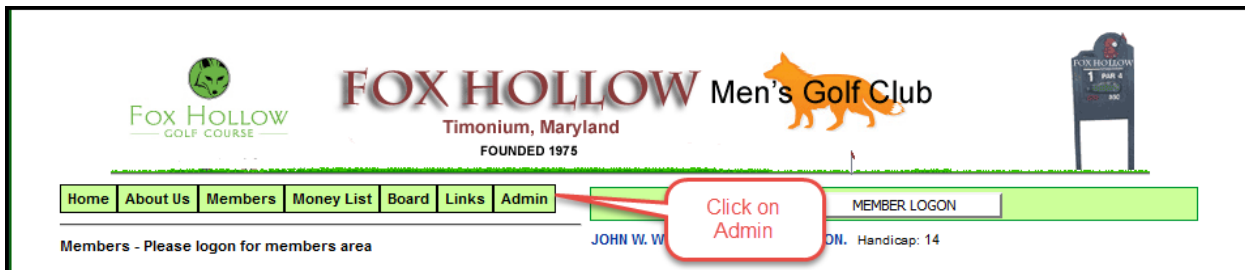
Click on "Show Signup List"

Click "Delete to delete a player"

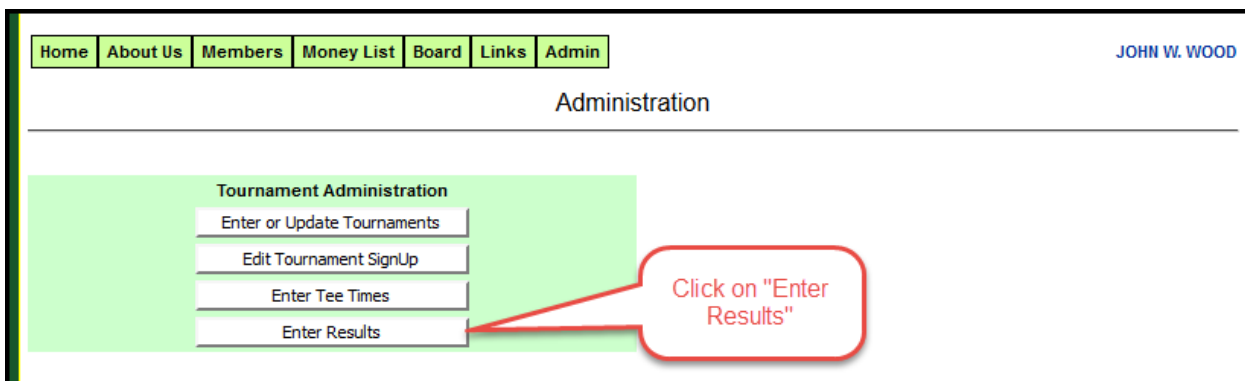


## Chapter 4 – How to Add Tournament Results

This tutorial explains how to add tournament results or delete to the Tournament Results page. Once this page is completed, the Money List is updated to reflect the cumulative results of each FGMGC member. To be able to accomplish this function, a member must have administrative privileges as a Tournament Director to access the Tournament Administration section of the website. After a user logs into the website as a member of FHMGC, click on Admin to go to the Admin page that allows a member to enter the Tournament Administration section.



Click on “Enter Results” to enter the results of the specified tournament



Select your tournament from the drop down menu



For each prize enter the following:

1. Name of player from the drop down list (name must be in tee time list to appear in the drop down for the results)
2. Enter player's flight from drop down menu (A, B, C, D, E, or N/A)
3. Enter Category from drop down menu (Net, Gross, Closest to Pin, Longest Drive, or other)
4. Enter Place from drop down menu (1, 2, 3, 4, 5, 6, 7, ... 12)
5. Enter prize amount in units of dollars.

After entering the prize data, click on "Add Result" and you will see the player's name for whom you entered the data.



## Chapter 5 – Planning and Executing Tournament Plan

Below is a list of activities that comprise a plan for the Fox Hollow Men's Golf Club Tournaments. Please use as a guideline because it is possible that not all activities apply to your tournament. Please notify the club president if you believe that an important activity is missing from the list. An Excel file exists that automatically populates the Activity Due Date based on the Tournament date. The following is an example of the plan for the Fox Hollow Open Tournament scheduled to be played on June 4, 2016.

### Fox Hollow Men's Golf Club Tournament Timeline

4/14/2018	FHMGC SCRAMBLE TOURNAMENT TIMELINE		
Activity Due Date	Date or Days Before Tournament	Activity	Responsible Role
	By March 1	Develop draft flyer and post on website.	Tournament Director
Thursday, March 15, 2018	30	Start Advertising by email	Tournament Director
Thursday, March 15, 2018	30	Provide tournament budget and number of reserved tee times	President and Treasurer
Thursday, March 15, 2018	30	Designate who is responsible for snacks and drinks (Refreshment Designee)	Hospitality Director
Thursday, March 15, 2018	30	Start Advertising via website. Update status weekly.	Webmaster
Thursday, March 15, 2018	30	Verify and Finalize Flyer; Repost on website if necessary	Tournament Director
On Going	30-0	Maintain Tournament Registration List for those who do not use the website to register or cancel.	Tournament Director
Thursday, March 22, 2018	23	Continue advertising via email every week	Tournament Director
Saturday, March 24, 2018	21	Assume responsibility for coolers - Pick up from the previous tournament	Hospitality Committee or Refreshment Designee



Tuesday, March 27, 2018	18	Contact Pro Shop and finalize number of tee times. Increase or decrease as necessary	Tournament Director
Friday, March 30, 2018	15	Continue advertising via email	Tournament Director
Friday, March 30, 2018	15	Develop draft prize schedule based on estimated participation (\$6/golfer) with a ratio of prizes to participants between 1:3 and 1:4. Ratio of prizes does not include the CTPs. Validate with President and Treasurer.	Tournament Director
Saturday, March 31, 2018	14	Obtain handicap report from Handicap Chairman for most recent course handicaps. Handicap report is updated on the 1st and 15th of every month.	Tournament Director
Wednesday, April 4, 2018	10	Continue advertising via email	Tournament Director
Wednesday, April 4, 2018	10	Check with Fox Hollow Pro Shop and determine the deadline to send them pairings and tee times so that they can create cart signs and scorecards.	Tournament Director
Saturday, April 7, 2018	7	Obtain large scoresheet from Pro Shop	Tournament Director
Saturday, April 7, 2018	7	Finalize prize schedule based on anticipated participation with a ratio of prizes to participants between 1:3 and 1:4, or check with President and Treasurer.	Tournament Director
Saturday, April 7, 2018	7	Develop pairings and tee times	Tournament Director
Sunday, April 8, 2018	6	Post tee times and pairings on website	Tournament Director
Monday, April 9, 2018	5	Call Pro Shop and release any unused tee time (if necessary)	Tournament Director
Monday, April 9, 2018	5	Email Fox Hollow pairings and tee times and indicate who is playing from the senior tees for course handicap purposes so that they can generate scorecards and cart signs with correct course handicaps.	Tournament Director
Monday, April 9, 2018	5	Develop Rules Sheet; good idea to include tournament description and prizes on the rules sheet	Tournament Director



Monday, April 9, 2018	5	Print one rule sheet for each cart and take to course on tournament day	Tournament Director
Thursday, April 12, 2018	2	Determine who will write the checks on tournament day and inform the TD	Treasurer
Friday, April 13, 2018	1	Purchase refreshments and bring receipts on tournament day	Hospitality Committee
Friday, April 13, 2018	1	Create Scoresheet - Large one; prepare Toys for Tots Sheet. Bring both to course on tournament day.	Tournament Director
Saturday, April 14, 2018	0	Arrive no later than 1 hour prior to first tee time to setup; verify that carts and scorecards are ready; tweak scorecards if necessary due to last minute lineup changes; bring one rule sheet for each cart and attach to scorecards; bring at least 4 copies of the pairings and tee times; distribute one to starter, one to ProShop, post one on window, and keep one to track check in; prepare CTPs with tape measures to be distributed to first group; check in members and collect tournament fees; give collected monies to check writer or designee	TD, ATD and Treasurer
Saturday, April 14, 2018	0	Provide prize break down to check writer	Tournament Director
Saturday, April 14, 2018	0	Pick up CTP tape measures and Toys for Tots chips from ProShop office and distribute tape measures to first group	Tournament Director
Saturday, April 14, 2018	0	Pick up gift cards for prizes from Pro Shop.	Check Writer
Saturday, April 14, 2018	0	Pickup prize cards from Pro Shop after finishing round	Scorer (Normally either TD or ATD)
Saturday, April 14, 2018	0	Unload snacks and coolers from vehicle(s).	Hospitality Committee
Saturday, April 14, 2018	0	Record scores	Scorer (Normally either TD or ATD)
Saturday, April 14, 2018	0	Award prizes	Tournament Director
Saturday, April 14, 2018	0	Transfer coolers and remaining snacks to next scheduled tournament crew.	Hospitality Committee





Saturday, April 14, 2018	0	Verify that grounds are clean (no trash outside trash can); return CTPs markers to Pro Shop.	Tournament Director
Saturday, April 14, 2018	0	Reimburse for refreshments; paid out from money collected for drinks at this tournament. Any shortages paid out from the Hospitality Director.	Hospitality Director
Saturday, April 14, 2018	0	Verify that grounds are clean (no trash outside trash can); return CTPs markers to Pro Shop	Tournament Director
Saturday, April 14, 2018	0	Reimburse for refreshments. Paid out from money collected for drinks at this tournament. Any shortages paid by Treasurer to either Hospitality Director or purchaser of goods.	Hospitality Director and Treasurer
Saturday, April 14, 2018	0	Post scores at Fox Hollow Handicap workstation in FH Pro Shop. Adjust for equitable stroke control before posting. Guidelines are posted on the wall at the workstation. Most scores are posted as on-tournament scores. Be cognizant of those players playing from senior tees. You may post the scores via your phone if you have installed the App and have added the members to your list required by the App.	Tournament Director
Monday, April 16, 2018	-2	Record results on website; write a narrative and send to Webmaster to post on website.	Tournament Director and Webmaster