

Team Management Overview

www.prePGA.com

Thank you for choosing the prePGA.com Golf Team Management System. Welcome to our family. We love to hear your comments and feedback. Please click the “Contact Us” button on the site if you have any questions or just to let us know what you think!

The prePGA Golf Team Management System uses a top-down approach to create and maintain a web-enabled, fully integrated golf team management system. League Managers, Coaches/Team Managers, Golfers and Fans will have managed access to League and Team information.

Top-Down simply means that the League Manager needs to take the first step and create a League Manager Account, including a *League Reference Code* that will be communicated to the coaches. The coaches will use this code when they login or create their *Coach/Team Manager Account* to associate their team with the league. Each of these accounts should take no longer than 15 minutes to setup.

Coach/Team Manager Account Setup

The Coach/Team Manager Account provides the structure to link the League to the Golfers and Fans. Creating a Coach/Team Manager Account is a quick process:

- 1) Obtain the name of your Golf Team Management website and the League Reference Code from your League Manager.
- 2) If you already have a Coach Account from a prior year, click the “Login” button and login to your account. Enter your League Reference Code and select your team from the list. You are done!
- 3) If you do not already have a Coach Account from a prior year, click the “Login” button in the left column and select the “click here to register” link toward the bottom of the page. Create your account and enter your League Reference Code and select your team from the list. Your account is ready to use.

Congratulations! Your Coach/Team Manager Account has been created. You will be sent an email with your UserID and password information. Please keep this email for future reference.

It is important to keep your email address up-to-date, both for communication with other coaches and just in case you forget your UserID or password – your information will be mailed to the email address on your account.

Once all the coaches have created their accounts and updated team, roster and course information, score entry will be a breeze. Scores can be entered for both Conference and Non-Conference matches against both conference teams and other teams. Non-Conferences matches will be used to determine your Overall Stats, but won't affect Conference stats.

Coach/Team Manager Account Instructions

When you login to your Coach/Team Manager Account you will see your Control Dashboard with the buttons down the right side to provide your controls.

- Score Entry
- **Photo Gallery**
- **Library**
- Team Roster
- Course List
- Team Info
- Dashboard
- Scorecard (this button in the left column and is available to everyone)

Note: The Login button in the right column will change to My Account once you login. The My Account button will take you back to the main control screen.

Items in **red** are new for 2013. The following is a description of these controls to help better understand each.

Score Entry:

One Team Manager/Coach will enter the scores for both teams. This ensures that both the Home Team and the Visiting Team have the same recorded scores and eliminates duplication of score entry. All points and standings are calculated automatically and posted to the site for all to see in real time. Simply click the Enter Scores button and proceed. Scores can be entered as individual golf hole scores or individual golfer totals scores.

Photo Gallery:

Coaches can easily upload photos that will be displayed in the Photo Gallery and in the headers. Kids (and their fans) like to see themselves on web, so we encourage you to upload lots of images. You can also have parents / fans email you pictures to upload.

Library:

Coaches can upload any pdf document to the site. There are several categories to choose from (News, League Info, Rules, Forms,...). All these documents are displayed by clicking the Library button and can be filtered to display only documents published by a single team/coach. Remember to title your documents accordingly – i.e. If you are posting a form for “St. Columban Registration” specify St. Columban in the title so people don’t think it is for any school. On the other hand, if you post an article about Rules, other teams will be equally interested.

Team Roster:

The “Player Information” page provides the ability to add all the names of your players to your Roster, including alternates. If there is a chance they will play, add them. If every coach’s list is complete, no players will have to be added during the score entry process -- making score entry quick and easy. As other golfers join your team, please add them.

Course List:

Add any courses that you plan to play that are not in the Course List – for conference, as well as, non-conference matches. If all the coaches keep this list up-to-date, score entry is quick and easy. This also assures that the Printable Scorecard is readily available in the pull down list.

Team Info:

Team/School Name: This should be the full name of the team. Abbreviations are OK, but not recommended. e.g. Mother Theresa Catholic Elementary School. You have the ability to change what the League Manager entered.

Team/School Abbreviation: This abbreviation will be used on the website where there is not room for the full length team name. e.g. MTCES for the above team name. If your team/school name is already short (around 15 characters), you may enter the full name for the abbreviation.

Coach Information: These contact information fields (name, phone, email address) are provided so you can keep them up-to-date. This will allow other coaches to have ready access to your information and will assure forgotten password / ID information gets emailed to the right place. Click the “Save” button to record any changes.

Dashboard:

Simply returns you to a status page that displays standing and a club list.

Scorecard (this button in the left column and is available to everyone):

A scorecard can be printed by selecting the “Scorecard” button in the left column of the website. One scorecard should be printed for the match, filled in completely with all six Home Team scores and all six Visiting Team scores, and then given to the coach responsible for entering the scores.

Having each player “sign” the scorecard to attest the accuracy is a recommended step that emphasizes the importance of accurately reporting scores. Any golf course with a computer connected to the Internet and a printer will be able to provide a scorecard if needed. Especially if coaches have already added all the courses to the list.

Print & Record your User Account Information:

Date: _____

UserID: _____

Password: _____ (passwords are cAsE sensitive)

Website: _____