Team Management Overview

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.

League Manager Account Set-up

The League Manager Account provides the foundation for Coach/Team Managers, Golfers and Fans. Creating a League Manager Account is a quick process:
1) Click the "League Setup" button located in the left column of www.prePGA.com.
2) Enter your name, ZIP code and e-mail address, then click the Submit Button.
3) Create an easy to remember UserID (the UserID is not case sensitive).
4) Create a Password (the Password IS case sensitive).
5) Click the "Finish" button. Your account is created. Your League Manager Account has been created. Note the "Logout" and "My Account" buttons in the left column. If you are logged in, these buttons will log you out of prePGA or take your to the main page of your account, respectively. If you not logged in to your account, both buttons will take you to a login page.

Congratulations! Your League 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.

NOTE: If you wish to print these instructions for future reference, there is space provided at the bottom to record your UserID and password. We recommend printing a copy to keep as a ready-reference with your other coaching documents.

League Manager Account Instructions

When you login to your League Manager Account you will see your Control Dashboard

with the buttons down the right side to provide your controls:

- League Information
- Score Entry
- Add Course
- Dashboard
- Printable Scorecard (this button in the left column and is available to everyone)

The following is a description of some of the fields to help better understand each.

There are three pages associated with your "League Management Account" – League Information, Player Information and E-mail. The buttons in the right column will move you between these pages. The following is a description of some of the fields to help better understand why it is needed and how it is used.

League Information:

League Manager Name and Contact 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 "Update League" button to record any changes.

League Name: This should be the full name of the league. Abbreviations are OK, but not recommended. e.g. Cincinnati Middle Schools.

League Reference Code: This is the code you will give to your coaches to allow them to link their accounts to the correct league.

Abbreviations are great here. A suggested reference code for the above league would be "cms2012". Reference Codes are NOT case sensitive, but you want to use a code that can easily be modified from year to year. Including the year in the code is a good idea.

Creating a Conference:

Once your league has been given a name, you will see that "league tree" on the left side of the League Information page and the ability to Add a Conference… in the lower right side of the page. Click on the League Name on the left and add your conferences.

Once your Conferences have been added, click on a conference and you will see the Add a Division… in the lower right of the screen. Add all Divisions to your Conferences.

Once your Divisions are added, click on a Division and you will see the Add a Team… in the lower right side of the screen. Add all Teams to your Divisions.

That is it! Your Conference has been created. Changes can be made up until the first scores are entered.

Add Course:

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.

Score Entry:

The League Manager can enter the scores for any teams. If for some reason a coach is not able to enter scores, the league manager can do so. 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.

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

A scorecard can be printed by selecting the "Team 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 certify 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 the needed. Especially if coaches have already added all the courses the teams will be playing to the course list.

Record your User Account Information:

Date: _____

UserID: _____

Password:_____ (passwords are CaSe sensitive)

Website:_____