ParMutuel

SETUP GUIDE

CLUB ADMIN

Set up your club

For club owners and admins

11 STEPS

You set the club up once, then hand the event to the person who runs the tournament. Members get pools on their phone, a live board in the clubhouse, and results that can come from Golf Genius.

Step by step

1 Finish club basics

Start with the essentials your members will see everywhere.

- Open **Settings → Club**.
- Fill in the club name, time zone, and credit name (what members see, such as "credits" or "chits").
- Set a default club share and save.

> **WHERE IT LIVES**
> Checklist row **Club basics**. The **Credit name** field is on that same form. The checklist counts this step as done after club settings are saved.

2 Say what a credit is worth, in your words

One short note keeps every member on the same page.

- On the same **Club** form, fill in **What a credit is worth**.
- Members see that note on their **Wallet**.
- Your club writes it. Leave dollar amounts out of it.

> **WHERE IT LIVES**
> The field sits under **Credit name**. It isn't its own checklist row.

3 Add your branding

Make every text and email look like it came from your club.

- Paste a club logo into **Logo URL** on the **Club** form.
- Sender setup is optional, under **Advanced (optional)**: **SMS sender name**, **Email from**, **Reply-to**, and a **Twilio messaging service SID**.
- Leave them blank and texts and email go out from ParMutuel's shared sender. This screen doesn't create that SID.

> **NOTE**
> This screen has no color, theme, or logo upload.

> **WHERE IT LIVES**
> The **Club** form, and **Advanced (optional)** on **Settings**. Branding isn't its own checklist row.

4 Accept the Terms and save house rules

This quick step unlocks your first tournament.

- On **Settings**, accept the Terms of Service for the club and save the house rules.
- Members see the house rules on the club and tournament pages.
- A tournament can't open until the Terms are accepted.

> **WHERE IT LIVES**
> The **Terms of Service** and **House rules** panels on **Settings**. While the Terms are still outstanding, the checklist **Open** step says **Accept**.

5 Connect Golf Genius

Link Golf Genius and save yourself some typing.

- In **Settings → Golf Genius**, add the club API key so rosters, pairings, and results can flow in.
- Not ready? Choose **Skip, I'll upload a team list** and connect later.

> **WHERE IT LIVES**
> Checklist row **Golf Genius**, with the same skip button. After a key is saved, **How often to check for results** is on that panel. The defaults are 5 minutes between rounds and 60 seconds while a round is live.

6 Invite your staff

Bring in the people who'll run the desk with you.

- Go to **Members → Invite people**.
- Set **Joins as** to **Staff (credit desk and tickets)** and send the link.
- You can also use **Add member** and pick the role there.

> **WHERE IT LIVES**
> **Members**, in the **Invite people** panel. The **Invite members** checklist row already notes that a staff invite is optional.

7 Set member roles

Give everyone the access they need, and no more.

- There are five roles: **Owner** (everything, including other owners), **Admin** (set up pools, results, settlement), **Staff** (credit desk, tickets, horse race), **Credit collector** (scan a credit request and activate it), and **Member** (no admin access).
- Change a role from the member's **Edit** dialog, or from **Settings → Team and roles**.

> **WHERE IT LIVES**
> The **Role** menu on **Add member** and on **Edit**. **Approve new members before they can play** is a checkbox on **Settings → Club**.

8 Invite members

Get your members in with one link, a code, or a quick scan.

- Create a **Whole club** invite to get a link, a short code, and a QR code for the credit desk.
- **Import people** handles an existing list and matches on phone, email, or Golf Genius ID.

> **WHERE IT LIVES**
> Checklist row **Invite members**. While nobody is on the roster yet, **Members** says they join from the invite link or QR, or from an import.

9 Issue credits

The Credit desk is where credits get posted, and it only takes a moment.

- When a member settles up with the club, open the **Credit desk**, find them, enter the amount, and tap **Post credits**. They get a text.
- Open requests from members show on this page too.
- **Bulk credit**, on the same page, posts a spreadsheet with name, phone, email, amount, and note.

> **WHERE IT LIVES**
> **Credit desk** in the admin menu. **Bulk credit** is a panel on that page, not a separate screen.

10 Check your pass

Here's what covers each event.

- Open **Billing**. Your first Club Event is included, with the full field and no side games. After that, buy a pass.
- A comped club opens without a pass.
- Drafts stay free, and a pass is used when the tournament opens.

> **WHERE IT LIVES**
> Checklist row **Pass or plan**, and the **Billing** page. The page lists **Club Event**, **Member-Guest**, and **Season Pass**.

11

Put the live board on the clubhouse TV

This is where the clubhouse gets lively.

- Tap **Open big screen** at the top of the tournament page, next to the tournament name.
- While the tournament is still a draft, that button is grayed out until you open the tournament.
- On the board, tap **Full screen** in the corner, or press **F**. It works on iPad Safari and on desktop browsers. iPhone Safari doesn't support it, so no **Full screen** button shows there. Use an iPad or a computer for the clubhouse TV.
- There's no login, and the board doesn't show member names.
- It keeps refreshing, so if the connection drops, it picks up again on the next check.

> **WHERE IT LIVES**
> **Open big screen**, at the top of every tournament page. **Full screen** is in the corner of the board. It isn't a checklist row.

✓

You're all set

Your club is ready. The tournament director builds the first event from Tournaments.

Good to know

How your club gets Team Draft

Team Draft is an add-on. It sits on top of your tournament pass and isn't part of the pass itself.

- The add-on is arranged with ParMutuel. A platform owner records it. Club owners and admins can't grant it, and the app has no request control and no price for it.
- Until the add-on is on, the **Team Draft** tab on a tournament shows the closed gates, and Team Draft can't be switched on for any event.
- With the add-on on, the event switch still starts off. The tournament director turns Team Draft on event by event (Tournament Director guide, step 6).
- **Billing** doesn't list a price for the add-on. A Season Pass does not include it.

Tips and FAQ

Do members settle anything in the app?

No. The club issues credits. Funding and settling up happen at the club, offline.

What is a credit worth?

Whatever the club sets and announces. Write it in **What a credit is worth** so members see the same note on their **Wallet**.

Do we have to use Golf Genius?

No. A Word or CSV team list works too. Golf Genius just saves typing and can pull results in.

Can admins enter pools in their own event?

Only if **Admins may buy their own tickets** is on in **Settings → Club**. It's off by default.

A member wants to sit out. What do I do?

Edit the member and set a self-exclusion. That stops them entering pools and turns off reminder texts. You can also set an exposure limit on the member.

Someone mistyped a credit amount.

Use **Adjustments** to correct a balance with a reason. Every change lands in the **Audit log**.

Who can see the TV board?

Anyone with the link. It shows pools and boards only, never member names or balances. Share it with the clubhouse.

What's club share?

It's the share held out of a pool before it's split, for prizes or the club. You set it per pool, from 0 to 30 percent, and members see it before they enter.