ParMutuel

SETUP GUIDE

TOURNAMENT DIRECTOR

Run the tournament

For admins who run the event. Owners can do this too.

14 STEPS

You run the event. This guide takes you from a blank tournament to settled results: load the field, build teams with Team Draft if you use it, open the pools, put the live board on the TV, and settle with one confirmation.

Step by step

1 Create the tournament

Start from Golf Genius, or enter it yourself.

- Go to **Tournaments → New tournament**.
- **Create from Golf Genius** is first when the club's key is connected. Pick the event, check the name, dates and team size, then create it. The rounds are added and mapped.
- **Create by hand** asks for the name, dates, team or individual format, players per team, and how entries are funded.

> **WHERE IT LIVES**
> Checklist row **Create your first tournament**.

> **HEADS-UP**
> If you turn on Team Draft later, it always builds teams of 4, even when this event's players per team is different.

> **NOTE**
> Not sure which funding choice to pick? See **How entries are funded** below.

2 Add your rounds

One round for each day of play.

- A tournament created from Golf Genius already has its rounds. Check the first tee time on each one.
- Otherwise, on **Overview**, open **Rounds and events** and add a round for each day.
- The first tee time matters, because pools close 10 minutes before it.

> **WHERE IT LIVES**
> **Overview → Rounds and events → Add a round**. The **First tee time** hint says importing a tee sheet can set it.

3 Link to Golf Genius

Point each round at the right scoring tournament.

- Open the **Golf Genius** page and pick the event. Saving adds any rounds that are missing and maps them.
- Check the scoring tournament on each round. Results pull from the one you pick.
- You can still change a mapping before you save.

> **WHERE IT LIVES**
> Tournament menu, **Golf Genius**. If the club has no key yet, the page links back to **Settings**.

4 Import the pool entries

Get the teams people back in from a tee sheet or a team list.

- On **Pool entries**, use **Pull from Golf Genius** when the event is linked and a round is mapped. Or upload a tee sheet (PDF or CSV, where each group becomes a team) or a Golf Genius team list (Word or CSV).
- Pool entries are the teams people back in Win, Place, and Show. The Team Draft roster is the player list, and drafted teams become the pool entries once teams are locked.
- Fix anything under **Lines the reader couldn't place**.
- Then run **Sync roster from Golf Genius** so each player on a pool entry lines up with a Golf Genius ID.

> **WHERE IT LIVES**
> Checklist row **Load the field**. The file hint shows the team-list shape: Last, First / Last, First (combined HI / HI diff).

5 Add pools and save the event rules

Set up the pools, then lock in your rules.

- On **Pools**, use **Create pools from a template** for a Win, Place, and Show pool on each round, plus an overall set when the tournament has one.
- Then on **Overview → Event rules**, replace every [BRACKETED] item and save.

> **WHERE IT LIVES**
> Checklist row **Pools and rules**. Club share on a pool is 0 to 30 percent, and members see it before they enter.

6 Turn on Team Draft

If your club runs Team Draft, switch it on here.

- Open the **Team Draft** tab. It stays off until the club has the add-on and the event switch is on, and the panel names whichever is still missing.
- Turn on Team Draft, then **Open the draft room**.
- A platform owner records the add-on. This screen doesn't show a price for it.

> **WHERE IT LIVES**
> Tournament menu, **Team Draft**. Clubs without the add-on see the closed gates, not a locked checklist row.

> **NOTE**
> The Club Admin guide explains how a club gets the Team Draft add-on.

7 Load the draft roster and set flights

Bring in your players and sort them into four even flights.

- When the tournament is linked to a Golf Genius event, open the draft room and tap **Pull roster and flights** on the **Golf Genius** panel. The club's Golf Genius key has to be saved. Names, contact info, and handicaps land on the same player list the draft uses.
- The pull recuts the field from those handicap indexes into flights A, B, C, and D. A is the lowest. Golf Genius's own flight groupings stay in Golf Genius.
- Review the flights. To switch someone, open **Roster and flights**, pick the flight (or an index), fill in **Reason for overrides and mappings**, and tap **Save**. That override is kept on the next pull. An index override recuts the flights on that pull.
- When the four flights are the same size, tap **Lock roster**.
- No Golf Genius event linked? Under **Upload roster**, upload the player list (CSV, Excel, or Word), tap **Preview roster**, fix any **Rows to fix**, then **Import roster**. **Sort into flights** splits players into flights A, B, C, and D by handicap (A is the lowest).
- After the roster is in, open **Invite players who have not joined** on this screen. It lists roster players who are not in the club yet. Review that list, then confirm to send. Pulling the roster or uploading the file does not send on its own. A player with no email and no mobile is not messaged. They can scan the join QR on the clubhouse TV once the tournament is open.

HEADS-UP

A draft always uses those four flights. They have to be the same size, so the player count has to divide by 4. If a pull leaves the earlier flights one player long, move players until the flights match. Flights must be equal before the roster can lock.

NOTE

A player with no Golf Genius roster id is skipped. A player with no handicap index sorts last in the cut, then stays off the draft list.

WHERE IT LIVES

The draft room, before the draft starts. After **Lock roster**, roster pulls pause until the roster is unlocked.

8 Set the picking order

Decide who drafts, and you're ready for draft night.

- Under **Who drafts**, choose **A flight drafts**, **A named list drafts**, **Team captains draft**, or **A custom pick order**. You need one drafter per team.
- Tap **Save who drafts**.
- The order snakes, and each pick has a 90-second timer. If time runs out, the lowest handicap still available in that flight is picked.

> **NOTE**
> Those two defaults (snake order and the 90-second timer) aren't settings on this screen.

> **WHERE IT LIVES**
> The draft room, under **Who drafts**. The four choices are the only controls there.

9 Run draft night

It's showtime. Put the board on the clubhouse TV.

- Tap **Start the draft**. **Open big screen** is at the top of the tournament page, next to the tournament name. Put that board on the clubhouse TV once the tournament is open.
- 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.
- The board shows a join QR for the club, so someone who missed the text or email can scan it from the TV and join.
- Drafters pick from their phones when they're on the clock, and each player drops off **Available** once picked.
- Use **Pick for the drafter**, **Undo last pick**, or **Pause the clock** if you need to.
- **Lock teams** when every team is full.

> **WHERE IT LIVES**
> **Open big screen**, at the top of every tournament page, next to the tournament name. While the tournament is still a draft, the button is grayed out until you open the tournament. **Full screen** is in the corner of the board.

10 Open the Team Pool

Bring teams up one at a time while members back them from their phones.

- After teams are locked, tap **Open the backing board**. Teams go up one at a time, in a shuffled order, and **Put the next team up** brings the next one on.
- Members back the team that's up from their phones by raising the credit amount while a timer runs (30 seconds, unless a later amount adds time).
- The top backer is the highest amount, and the board shows who backs each team. Tap **Sold to the top backer** to close that team on the highest amount.
- Buy-back is optional. Players on a sold team can tap **Buy half** on their phones while the window is open, or the desk can record a split. Choose **No buy-back** to skip it. Tap **Close the backing board** when every team has had a turn.

> **HEADS-UP**
> This isn't one open pool where every team can be backed at once.

> **WHERE IT LIVES**
> The **Team Draft** tab, in the **Team Pool** section. Members open **Team Pool** from the tournament's **Team Draft** page. **Open big screen** at the top of the tournament page is the clubhouse board.

11 Open the pools

When everything looks right, open it up to members.

- When the field and pools look right, open the tournament from **Overview → Status** so members can see the pools and send tickets.
- Pools close on their own 10 minutes before the first tee.
- You can **Extend** or **Close** any pool from the **Pools** tab.

> **WHERE IT LIVES**
> Checklist row **Open the tournament**. **Extend** is on each pool.

12 Run the live board on event day

Get the screens up and the desk running.

- Use **Open big screen** at the top of the tournament page and put it on the clubhouse screen. The board address is also on **Overview**.
- 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.
- **Open big screen** is grayed out while the tournament is still a draft. It goes live when you open the tournament.
- Staff post credits at the **Credit desk** and issue waiting tickets from **Payments & issuance** by matching the member's ref (such as **K7QX**).

> **WHERE IT LIVES**
> **Open big screen** at the top of every tournament page, **Full screen** in the corner of the board, **Credit desk**, and **Payments & issuance**. Staff can use these.

13 Confirm results and settle

The scores are in, so confirm the results once and everything settles together.

- When Golf Genius marks the round complete, open **Results** and tap **Pull from Golf Genius** (or upload a CSV).
- Match any row that didn't line up. A missing name shows as **Unknown entrant**.
- Check the **Settlement preview** and confirm.
- Nothing is posted until you confirm, and every pool on that event settles in one transaction.

> **WHERE IT LIVES**
> Tournament menu, **Results**. **Enter results** on **Overview** shows a count when a round is waiting.

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Pool desk

Square everyone up, then close it out.

- Open **Balances & payouts** to see each member's final balance, and mark each one off as the club settles up in person.
- Once every pool is settled, use the **Close** tab to close the tournament and export the reconciliation.
- Team Draft has its own **Pool desk** on the **Team Draft** tab after the backing board is closed.

> **WHERE IT LIVES**
> The tournament tabs **Balances & payouts** and **Close**. **Overview** calls the first one **Pool desk**.

✓

You're all set

The field is in and the pools can open. Put the live board up, then settle from Results when the scores are in.

Good to know

How entries are funded

Each tournament has a funding setting. It decides whether members pay for entries up front or at the table.

- You pick it under **Funding** on the **New tournament** form (step 1). You can change it later on the same tournament form. The change applies to new tickets.
- The choices are **Either (recommended)** (the default), **Pay at the table**, and **Prepaid credits**.
- **Prepaid credits:** a member's Wallet has to cover the ticket, or the entry can't be placed until they get more credits.
- **Pay at the table:** every entry waits at the credit desk with a short ref (such as **K7QX**) until staff collect and issue it in **Payments & issuance**.
- **Either (recommended):** entries the balance covers issue right away, and the rest wait with a ref. Entries still unpaid when the pool closes are canceled, unless the tournament has a grace period. During that window the desk can still collect. Anything unpaid after it ends is canceled. Members get a reminder before the close.

NOTE
Team Pool in Team Draft always uses credits already in members' Wallets, whatever this setting says.

HEADS-UP
The funding choice is on every tournament, including a Club Event. It is not limited to Member-Guest or Season Pass.

The horse race board

The horse race is a side game: a shootout where the field starts together and someone drops out on each hole until one is left.

- Create it on **Side games** with **Create side game**. The form asks for **Game**, **Name**, **Start time** (with the club time zone), **Club share %**, **Holes** (it starts at 9), **Out per hole** (it starts at 1), and **Ties broken by Chip-off** or **Scorecard**. You can turn on **Same-hole exits dead-heat** and **"First eliminated" pool for fun**. Pick the field from the tournament entrants, or add names.
- The pools are **Win** (last one standing), **Place** (top 2), and **Show** (top 3), plus that optional first-eliminated pool. Pools close at the shootout start time.
- On the tournament form, **Side-game wallets** is **Separate from the main pools** (the default) or **Shared with the main pools**. You can change it on the same form later.
- On each hole, open **Horse race** and tap who's out. The button reads **Pick who's out** until it names them out on that hole. The finishing order builds itself (last eliminated = first). The live elimination board updates on the pool page and the clubhouse TV board. An admin confirms the final order, and the race pools settle.

> **NOTE**
> Your first included Club Event has no side games. The horse race is included with Member-Guest, and a Season Pass covers the side games your club runs that season.

Tips and FAQ

A player withdraws before the pools close.

Scratch them on **Pool entries**. Tickets on that pool entry are returned in full.

Golf Genius changed a score after I confirmed.

Results shows **Result changed in Golf Genius**. Submit a corrected result. The earlier payouts are reversed, and members are told.

A pool didn't fill.

Refund all on the **Pools** tab returns every ticket. **Void** is for an abandoned game. No club share is kept.

The draft clock ran out.

The lowest handicap still available in that flight is picked. Use **Undo last pick** with a reason if the room disagrees.

Uneven flights?

The roster can't lock until flights A, B, C, and D are the same size. A Golf Genius pull gives the earlier flights one extra player when the count doesn't divide by 4. Move a player on **Roster and flights** (a reason is required) until they match. A field that doesn't divide into four equal flights can't be drafted.

Can I back teams in my own event?

Not in Team Draft. Owners and admins are blocked there. For regular pools it depends on **Admins may buy their own tickets**.

Is anything settled in the app?

No. Credits are issued by the club. Funding and settling up happen at the club.