**TWC Golf Genius Customer Manager’s duties**

**Who**: Tournament Chair and Handicap Chair

(Document updated on 03/17/21)

Task List, for each season, all to be done using Golf Genius application:

* Set up, if not done so already, a separate league for Women’s Club.
* Set up all events (tournaments descriptions, scorecards, and other details; this info can be reused for future seasons)
* Establish Master Roster listing all current members of TWC
* Transfer info from the Master Roster to the Event Roster for those members that sign up to play for each Tuesday, then to the Pairings Page.
* The night before the event:

Confirm the current Tournament Roster against the TCC Tee Sheet, update the handicap info, and create the scorecards (majors only) for the event.

* Print the scorecards at the pro shop in the morning of the event or by the TWC Customer Manager if necessary.
* At the end of play: Collect the signed and attested scorecards from the players.
* Enter the scores into the Leader board in Golf Genius
* Verify the results
* Determine prizes
* Post scores to GHIN from the Golf Genius
* Maintain the League Portal.