

NIHA Round Scorekeeping Standard Operating Procedures  
28 May 2020

1. Prepare files/folders for new Round Y
  - a. **Create Round File Folder.** Copy the following files/folders from the previous round to a new folder for the current round. Change Round # and course name to the current round and course.



**b. Prepare and Distribute Course Handicaps**

- i. Open the Tee Rating and Slope tab in the Round #X Handicaps excel spreadsheet. Update columns B-E using a course scorecard or using Fringe Golfer under the “Manage Golf Course “Admin Link. Search United States (MD), then the course name. Verify the Team flier contains the same info for each tee. **Important** – this worksheet serves as a Lookup Table and must remain sorted as is for the formulas to work.

	A	B	C	D	E
1	Tee	Color	Rating	Slope	Par
2	F	Red	68.3	123	72
3	M	Gold/Green	70.7	134	72
4	S	White	68.2	130	72
5					
6					

- ii. Once this tab is populated, Columns C-I will automatically be updated on the Course Handicap worksheet. The only column you need to update is the Handicap Index. Find the new Handicap Indexes in Fringe Golfers by clicking on “Home” under the Player Links. Manually update any Handicap Indexes that may have changed in Column E.

	A	B	C	D	E	F	G	H	I	J
1	Team	Last Name	First Name	Tee	Handicap Index	PB Dye Tees	PB Dye Rating	PB Dye Slope	PB Dye Par	PB Dye Handicap
2	4	Baker	Cheri	F		Red	68.3	123	72	
3	4	Chaney	Phil	S	15.5	White	68.2	130	72	18
4	4	Chen	Laura	F	16.7	Red	68.3	123	72	18
5	4	Chiodo	Terry	F		Red	68.3	123	72	
6	4	Coligan	John	S	12.9	White	68.2	130	72	15
7	4	Dilling	Tom	S	20.7	White	68.2	130	72	24
8	4	Droneburg	Denise	F	32.6	Red	68.3	123	72	35
9	4	Egolf	David	M	13.3	Gold/Green	70.7	134	72	16
10	4	Everett	James	S	19.8	White	68.2	130	72	23
11	4	Fitch	Ann Marie	F	17.6	Red	68.3	123	72	19
12	4	Grove	Gloria	F		Red	68.3	123	72	
13	4	Hall	Jim	S	15.5	White	68.2	130	72	18

- iii. There are 6 new players whose handicaps must be manually calculated until they have 6 scores. Use the file called New Player Handicaps to calculate their handicap indexes in accordance with the NIHGA rules. Manually enter their Handicap Indexes in Column E of the Course Handicap worksheet. After playing 6 rounds, these new players will have their handicaps indexes calculated in Fringe Golfer, but you must enter their first 6 scores in External Scores in Fringe Golfer. To do this, click on the Manage Golf League button under Admin Links. Click on the “+” next to NIHGA. Click on the blue tab called “Manage League Members”. Find the player’s name for which you want to enter a score and click “+” next to their name. You will then have to manually add a Course rating, Course Slope, Par and Player Score for each External score. You need a minimum of 6 scores to calculate a handicap. From there on out, Fringe Golfers will calculate their handicap.

		Worthington Manor				PB Dye				
Last Name	First Name	Adjusted Gross Score	Course Rating	Course Slope	Handicap Differential	Adjusted Gross Score	Course Rating	Course Slope	Handicap Differential	Handicap Index
Baker	Cheri	130	70.1	127	53.3	109	68.3	130	35.4	26.5
Chiodo	Terry	124	70.1	127	48.0	124	68.3	130	48.4	36.0
Grove	Gloria	110	70.1	127	35.5	109	68.3	130	35.4	26.5
Hicks	Gerry	108	70.1	127	33.7					
Puzio	Jen	111	70.1	127	36.4	111	68.3	130	37.1	27.3
Rockwell	Janice	128	70.1	127	51.5	122	68.3	130	46.7	35.0

- iv. Once you have completed steps i-iii, the Formatted Report worksheet is automatically updated. Save the Formatted Report worksheet as a PDF document named Round #X Handicaps.pdf. Distribute the PDF document to the Todd Smith, (Team 4 Captain), Wes Russell and Mike Zielinski (Team 7 Co-Captains), Greg Chicca (Team 8 Captain), and Greg Kubasik (website manager).

**c. Process Round Results**

- i. Gather all Scorecards via photo emails. Store the photos in the Scorecard folder for the Round. Name the scorecard files using a string of last names of players on the scorecard, so you can easily find the score of an individual later.
- ii. Record the scores in Fringe Golfer. Below are the steps to do that:
  1. Under Player Links, click Home. This will take you to the Leaderboard.
  2. Find the player’s name on the Leaderboard and click on the Name. This will take you to the Team Schedule.
  3. Click on the “+” next to the course that was played.
  4. Click on the Enter Scorecard tab.
  5. Pick the correct color tee, and enter scores hole-by-hole.
  6. If a player records a score higher than his/her ESC, reduce the score to the ESC. (you’ll have to reference the published course handicaps to know what their ESC is).
- iii. Populate the Scores tab of the Round#X Scores and Results file. First erase the Flight information and Gross Scores from the previous round by clearing the contents of Columns A and F. Then copy and

paste the Team, Last Name, and First Name from the Round #X Handicaps file, Course Handicaps tab. Then Copy and Paste Special (as values), Course Handicaps from Round #X Handicaps file, Course Handicaps tab, Column E to Round #6 Score and Results file, Scores tab, Column E. Be sure to use Paste Special (Values) otherwise you will get an error. Then manually type the gross scores (adjusted for ESC) in the Column F.

Flight Team	Last Name	First Name	Course Handicap	Gross Score	Net Score	Flight Options	No of Players per flight	Total Players
4	Baker	Cheri	30		-30	A	0	0
4	Chaney	Phil	18		-18	B	0	
4	Chen	Laura	19		-19	C	0	
4	Chiodo	Terry	40		-40	No Handicap	0	
4	Coligan	John	15		-15	Guest	0	
4	Dilling	Tom	23		-23	Not Playing	0	
4	Droneburg	Denise	36		-36			
4	Egolf	David	15		-15			
4	Everett	James	22		-22			
4	Fitch	Marie	20		-20			
4	Grove	Gloria	30		-30			

iv. **Establish Flights.** The only players eligible for a Flight assignment (and awards) are people who played and have established handicaps. Guests and new members without established handicaps are ineligible. The scorekeeper will use the Course Handicap to determine how to group players into flights. The idea is to evenly distribute the number of people across each flight. Columns J-L will assist the scorekeeping by counting how many people are in each flight.

- Sort the entire file by Gross Score by clicking the downward arrow at the top of Column F and select Ascending order. Those people with blank gross scores did not play in the round. Populate the Flight (Column A) with "Not Playing" using the pull down menu. If any people played and have N/A for their handicap, populate Flight (Column A) with "No Handicap" also in the pull down menu. Populate Column A with "Guest" for all guests that played.
- Next sort the list by Course Handicap in ascending order using the pull down menu in Column E. Assign each of the remaining players to a flight (A, B, or C) with lower handicaps assigned to Flight A and higher handicaps assigned to Flight C. Usually there will be roughly 10-15 players per flight.

v. **Determine Winners and Prepare the Awards Report.** You will need to sort the Scores tab to determine the winners for each award category (Team, Individual Low Gross and Individual Low Net) then manually copy and past the award information on the report tab.

- First update the title of the award report by typing the current round, course name, number of players and guests that participated.

2. Next update the Flight information in Column A of the report tab. This is primarily a manual process. Use the counts of players assigned to each flight in columns J-L.
3. Determine winners of the Individual Low Gross award for each flight. First filter the Flight to list only those players in Flight A. Do this by clicking on the funnel in the Flight column header. Keep the Sort in Ascending order, change the Filter to "equals" then Select "A" as follows. Then copy and paste the team, last name, first name and gross score of the top four low gross scores and paste them to the report in the appropriate place. You may need to copy more than 4 names if there are ties for last place.



Individual Awards			
Flight A	Team	Player	Gross Score
<b>0-15 Handicap (9 Players)</b>			

4. Determining individual low gross awards for Flights B and C in a similar manner and copy and paste the winners in the appropriate place on the report.
5. Determine Individual Awards for Low Net for each Flight by sorting on the Low Net score, then filtering on each Flight
6. Once all Individual Award names are copied onto the report, highlight the two Lowest Gross scores of each flight. If a tie, you may have more than two names. These people are now ineligible to win low net score awards.
7. The low net score winners are the two lowest Net Scores excluding any players who have already won a Low Gross award. Again, if there is a tie you may have more than two winners for this category.
8. The Team Award is determined by Filtering on team and sorting by low net score. The team points are determined by the team with the 5 lowest net scores for their team. Place the names and scores in the report. If there is a tie for 5<sup>th</sup> place, list all players who tied, but only record one score. The total of the 5 lowest net scores will be automatically calculated. The team with the lowest score is awarded 8 points, the next team wins 6 points, and the last team wins 4 points. In the even of a tie, the points are split between teams. Record the points on the report, then show the total number of points won year-to-date for the season points.
9. Perform a quality check of all files and reports. Save the reports as pdf documents and distribute the Team Captains and Co-Captains, and Greg Kubasik. Team Captains will distribute to all league members. Greg will post the file on the NIHGA.org web page.
10. Some worksheets or cells within a worksheet are “protected” to ensure no one accidentally edits formulas. If the worksheet must be changed, go to “Tools”, click on “Protection”, then “Unprotect Sheet”. Make necessary changes, then “protect” the sheet. If you want certain cells to remain unprotected, select the cells, go to “Format Cells”, click the “Protection” Tab, then unclick “Locked” and “Hidden”. Then protect the entire sheet...these cells will not be protected but everything else on the sheet will be. DO NOT USE PASSWORDS when protecting the cells.