

The Commissioner's Golf App

v3.3

1. Leagues & Switching

Tap the league name banner at the top of the Tee Sheet to open the League Switcher.

Leagues you have previously joined appear in the list — tap Switch to jump between them instantly with no password required.

Tap Edit List to remove old leagues from the list. The league disappears immediately without needing a refresh.

To join a new league tap Join / Create New League, enter the League ID and password provided by your commissioner.

To create a new league enter a unique League ID — you will be prompted to set a password that other players will use to join. You are then asked whether to create new admin credentials or use an existing account from another league.

Register Admin in the Admin tab locks league settings to your device so other players cannot change them.

Deleting a league removes all league data but keeps your admin login account so it can be reused with other leagues.

2. Admin Tab Setup

You must register as admin before editing any settings. Tap Register Admin and enter your admin credentials to claim the league.

League Banner

Set your League Name and Timezone. The league name appears on all automated emails sent to the pro shop. Save with the green button at the top of the admin tab.

Pro Shop Email

Enter the pro shop's email address. All automated tee time requests, final player lists, and no-show notifications are sent here.

Day Manager

Tap any day button (Sun–Sat) to configure that game day. Each day has its own settings:

- **Activate/Deactivate** — toggle whether the day is a play day. Deactivating suppresses all emails and draws for that day (e.g. course closed).

- **Tee Times** — set the tee times for that day. The number of tee times × 4 sets the player cap. These are also used in the final player list email. If you change tee times mid-week, re-save the day to immediately update the cap.
- **Lockout Time** — when sign-ups close. Within 2 minutes the server automatically runs the tee sheet blind draw and emails the final player list to the pro shop. All devices update instantly — no player needs to have the app open.
- **Results Draw Time** — within 2 minutes of this time the server automatically pairs teams and the Results tab unlocks on all devices. If set to the same time as Lockout, results teams are paired by handicap within tee sheet groups (lowest with highest) so partners play and compete together. If draw times differ, partners are randomly paired across the entire field.
- **Pro Shop Request** — set a trigger day and time to send an advance headcount email to the pro shop (typically 2–3 days before game day).

Course Setup

Enter par and handicap index for each hole. You can save multiple courses in the Course Library and switch between them. The active course is used for net score calculations.

Tee Groups

Define the tee colors available at your course (e.g. Blue, White, Red, Gold). Once added, each player in the roster can be assigned a tee color. The Admin roster automatically sorts players by tee group. Tee group assignments are saved and visible to all devices.

Group Message

Set a recurring message to be automatically sent to all members with an email address on a scheduled day and time. Useful for weekly sign-up reminders.

Game Settings

Set Game Mode, Bet Amount, Skins Fee, Handicap Allowance %, and Season Start/End dates. Automation is suspended outside the season dates.

- **1 Best Ball** — 2-man teams drawn at results time. The tee draw always balances handicaps across groups using a snake distribution. If the tee draw and results draw times are the same, partners are paired by handicap within their tee group (lowest with highest) so the players you compete against are the same players you walk the course with. If draw times differ, partners are randomly paired across the entire field. Each hole the best net score of the two partners counts.
- **2 Best Ball** — teams are the tee sheet groups. The tee draw balances handicaps across groups using a snake distribution. Works with twosomes, threesomes, and foursomes. Each hole the two best net scores from the group count.
- **Quota Game** — individual stableford-style points vs a personal target based on handicap.
- bogey = 1, par = 2, birdie = 3, eagle = 4, albatross = 5. Double bogey or worse = 0
- **Nines** — a 3-player points game. Requires exactly 3 players signed up. Every hole distributes 9 points based on net scores: low score gets 5 pts, middle 3 pts, high 1 pt. Ties split evenly. Player with most points wins the pot; tied players split. Payout Mode toggle: Total Points (winner takes pot) or Front / Back / Overall (Bet Amount split into 3 equal segments, each won by the leader for that portion of the round).
- **Nassau** — true 1-on-1 match play. Only works with 1 group of 2 or 3 players (Nassau button is greyed out otherwise). A twosome plays 1 match; a threesome plays 3 round-robin matches. Each match has three segments — Front 9, Back 9, and Overall — each worth one third of the Bet Amount. The player winning the most holes in a segment wins that segment; ties push. For

9-hole rounds the Bet Amount rides on a single match with no Front/Back split. Handicap Mode toggle: Full Strokes gives each player their full course handicap; Stroke Off Lower gives the lower-handicap player no strokes and the higher-handicap player only the difference (e.g. HCP 10 vs HCP 13 → 0 and 3 strokes). The Results tab shows holes-up/down per segment live and unlocks at lockout time.

- **All Net Birdies or Better Count** — optional toggle for either Best Ball mode. When enabled, if more players than the normal scoring threshold make net birdie or better on a hole, all of their

Enable GrossScoreBirdieOverride to make gross birdies or better automatically win skins outright — a net birdie cannot beat a gross birdie. Payout shows ★★ Gross Birdie when the winner needed no strokes, or

★ Gross Birdie / Net Eagle when strokes were applied.

Passwords

The League Password is what players enter when joining your league for the first time. The Admin Password is only for the commissioner to claim admin access.

3. Sign-Up & Roster

Players sign up on the Roster tab. The roster shows the current golf week (Sunday–Saturday).

First-time setup — each player must claim their name. Tap your name in the roster, then tap Claim to lock your profile to your device. This ensures only you can manage your own sign-ups. Until you claim your name, day slots are hidden and sign-ups are blocked.

Once claimed, tap your name to expand your day slots and toggle between OUT, GAME, and SKINS.

If you tap a name already claimed by another device you will see a message indicating it is taken. If a player gets a new phone, the commissioner must Unclaim their profile (admin roster) so they can re-claim on the new device.

Claiming is permanent per device — players do not need to re-claim each week.

The roster is capped based on the number of tee times configured for that day. Once full, additional players are blocked.

Caps are automatically rebuilt every Sunday based on your Day Manager tee time settings.

The commissioner can sign up any player and is not subject to claiming restrictions.

4. Automated Pro Shop Emails

A. Advance Tee Time Request

Sent on the day/time set in Day Manager. Counts signed-up players, rounds up to the nearest foursome, and requests that many tee times. Sets the player cap automatically.

B. Final Player List (Lockout)

Sent within 2 minutes of lockout time after the server runs the tee draw. The pro shop receives the final player list grouped by tee time. If no players signed up, the pro shop is notified that no tee times are needed.

Deactivated Days

Deactivating a day in Day Manager suppresses all emails for that day. No pro shop request and no final list will be sent.

5. Tee Sheet & Scorecards

The Tee Sheet shows groups and tee times after the server runs the blind draw within 2 minutes of lockout time. All devices update instantly — no player needs to have the app open.

Use the Select Game Day date picker to look back at any day in the current golf week (Sunday–Saturday).

One player per group claims the scorecard by tapping their group card. Only the claiming device can enter scores.

Scores save hole by hole in real time. Other players see live updates without claiming.

Tap Save Scores or Close & Exit to save and automatically refresh scores across all devices.

To move a player to a different tee time, tap the tee time on the tee sheet and use the Move radio button to select a new slot. In 1 Best Ball mode, if the Lockout Time and Results Draw Time are set to the same time, moving a player also moves their draw partner to the same new slot and clears the draw so the server automatically redraws teams within 2 minutes from the updated tee groups. If the two draw times differ, only the selected player moves and existing team pairings are unaffected.

 **Reset Locks** releases a claimed scorecard if a player's phone fails mid-round.

6. Results

The Results tab is locked until the results draw time set in Day Manager. For Quota, Nines, and Nassau game modes the Results tab unlocks at the tee sheet lockout time — no separate results draw is needed since these are individual (not team) games.

Within 2 minutes of draw time the server automatically pairs players into teams — all devices update instantly, no one needs to have the app open. In 1 Best Ball mode players are paired into 2-man teams — if the Results Draw Time matches the Lockout Time, partners are paired by handicap within their tee sheet group (lowest with highest); if draw times differ, partners are randomly paired across the entire field. In 2 Best Ball mode the tee sheet groups are used as teams automatically.

Team cards are color-coded: blue border while the round is in progress, turning green border when all players in the team have completed their round.

Once all scores are in tap Calculate to see final standings, net scores, and skins.

The Quota leaderboard shows each player's accumulated points vs their target mid-round (e.g. "7 of 16 pts"), ranked by who is closest to making quota. At the end of the round it switches to their final result (e.g. "+3 vs quota").

Use the date picker to look back at any game day in the current week.

If no game is scheduled for the selected day the tab shows No Game Scheduled.

 **Clear Result Teams and Redraw (Keep Scores)** — wipes team pairings and flags for the current day while keeping all entered scores. The server automatically redraws teams within 2 minutes so you can correct a pairing without re-entering scores.

7. Commissioner Tools

 **Force Tee Draw** — runs the blind tee sheet draw immediately regardless of lockout time. Overwrites any existing tee sheet for the selected day. Use when you need to draw earlier than scheduled or re-draw after a roster change. Requires at least 2 signed-up players.

 **Force Results Draw** — runs the results team pairing immediately regardless of results draw time. Does not clear existing scores. Requires at least 2 players.

 **Reset Week (Keep Roster)** — clears all week data for the current league — sign-ups, tee assignments, scores, and draws — and reloads the app. The member roster and all league settings are preserved. Use only as a last resort to recover from a corrupted week.

 **Clear Result Teams and Redraw (Keep Scores)** — clears team pairings and flags for the current day only. Scores are kept. The server automatically redraws teams within 2 minutes.

 **Reset Locks** — releases all scorecard claim locks for the current day. Use when a player's phone crashes mid-round and the scorecard stays locked to their device.

 **Unclaim Player** — each player in the admin roster has an Unclaim button once they have claimed their name. Use this when a player gets a new phone so they can re-claim on their new device. Only the commissioner can unclaim a player.

8. Ryder Cup Mode

Ryder Cup Mode runs a separate match-play competition completely isolated from the regular game — separate tee sheet, separate leaderboard, and separate scores. Only players signed up for the designated RC game day can be assigned to groups. Skins is automatically blocked for that specific day while RC mode is active. All other game days are unaffected.

Setup (Admin Only)

Tap  Ryder Cup Setup in the Admin tab. At the top select the RC Game Day from the dropdown — this sets which day's signup list is used for player selection and which day has skins blocked. Enter your two team names.

Set a Signup Lockout Time — players cannot sign in or out of the RC game day after this time. Tap  to clear. Leave blank to allow changes up to game time.

Add one group per foursome. For each group:

- Set a Tee Time for the group (tap  to clear)
- Assign two players to each team from that day's signup list
- Pick a Foursomes starter (who tees off on hole 1)
- Choose the Singles matchup (which players face each other in singles)

Each player can only be assigned to one group — they are removed from all other group dropdowns as soon as they are selected. Tap Save Setup when done.

Activating Ryder Cup Mode

Inside the Ryder Cup Setup modal tap Activate Ryder Cup Mode. All devices on the league automatically switch — the Tee Sheet tab becomes Ryder Cup group cards and the Results tab becomes the live Ryder Cup leaderboard. The RC game day is broadcast to every device so all players know which day it applies to. Tap the button again to deactivate and return all devices to the normal game.

Roster — RC Game Day Badge

On the weekly signup roster, the designated RC game day shows a red  Ryder Cup Game label on each player's signup button instead of the normal GAME label. Skins cannot be selected for that day —

tapping cycles between signed up and removed, bypassing the skins state entirely. All other days remain unaffected.

Three Formats Per Group

Each format covers 6 holes and is worth 1 point — win the format = 1 pt, tie = ½ pt, lose = 0 pt. Win the format by winning the most holes in that 6-hole stretch.

FOURSOMES Alternate Shots Holes 1–6

One shared score per team per hole. Dots show which holes the team receives strokes on (**50% of the combined team handicaps**). The scorecard shows the starter (who tees off on hole 1) — after that, whoever holes out, their partner tees off next. On dot holes (•) the receiving team's net score = gross – 1. Win the most holes to win the format.

FOUR-BALL Best Ball Holes 7–12

All four players enter their own score. The **best net score from each team** counts per hole. Each player receives their **full handicap** — on dot holes (•) that player's net = gross – 1. Win the most holes to win the format.

SINGLES Head-to-Head Holes 13–18

Two individual matches played simultaneously. Each player enters their own score and receives their **full handicap**. On dot holes (•) that player's net = gross – 1. Each match is decided independently — during play the individual player who is ahead is shown; when a match is won the winning team is identified. Record each player's result separately in the Pts column.

Point summary: Win a format = 1 pt · Tie = ½ pt · Lose = 0 pt. Each group contributes up to 3 points per team (4 if both singles matches split).

Scoring

Tap Claim & Score on any group card to lock the scorecard to your device — only the claiming device can enter scores. All other devices can tap View Scorecard to watch live without claiming. Enter scores hole by hole; amber cells indicate stroke holes. Scores auto-save as you type and push to all devices in real time. Tap Save Scores to save and close, or Close & Exit to save partial scores and return to the tee sheet. Use  Clear to wipe a group's scores if needed. The app handles reconnection automatically — scores saved offline sync as soon as connectivity is restored.

Leaderboard

The Results tab shows the live Ryder Cup leaderboard updating in real time as scores are entered on the course — no refresh needed. Total points for each team and a hole-by-hole breakdown of every match are displayed. Red cells = Team A won the hole, Blue cells = Team B won the hole, Gray = halved. A  In

Progress badge shows which groups are active with the last scored hole. A ☒ Complete badge appears once all 18 holes are entered.

Points are awarded per format — win the 6-hole format = 1 pt, tie = ½ pt, lose = 0 pt. Each group contributes up to 3 points per team.

9. Weekly Reset

Every Sunday at 3am the app automatically wipes last week's sign-ups, tee assignments, scores, and draws. Caps are rebuilt from your Day Manager tee time settings for the new week. This week's scores remain available for lookback until the following Sunday.

10. App Version Control

The app checks a minimum version requirement from the server each time it loads. If your version is outdated you will see an Update Required screen directing you to search for "Golf League Manager: Pro" in the App Store or Google Play. Updates ensure you always have the latest features and fixes.

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