

# Event Management Tools

## Contents

Event Management Tools page .....	2
Handy Email Lists .....	6
Event Email Lists .....	8
ListMaker .....	10
Signup Summary .....	12
Signup Details.....	14
Edit Signup Form .....	16
Adjust Quota .....	19
TC Worksheet .....	21
Index Verification .....	23

**Click on a topic to go directly to that page**

# Event Management Tools

The purpose of this document is to explain how to use the capabilities on the Event Management Tools page and the MyEvent Mgt Tools page to help you manage a NASMGA Tournament.

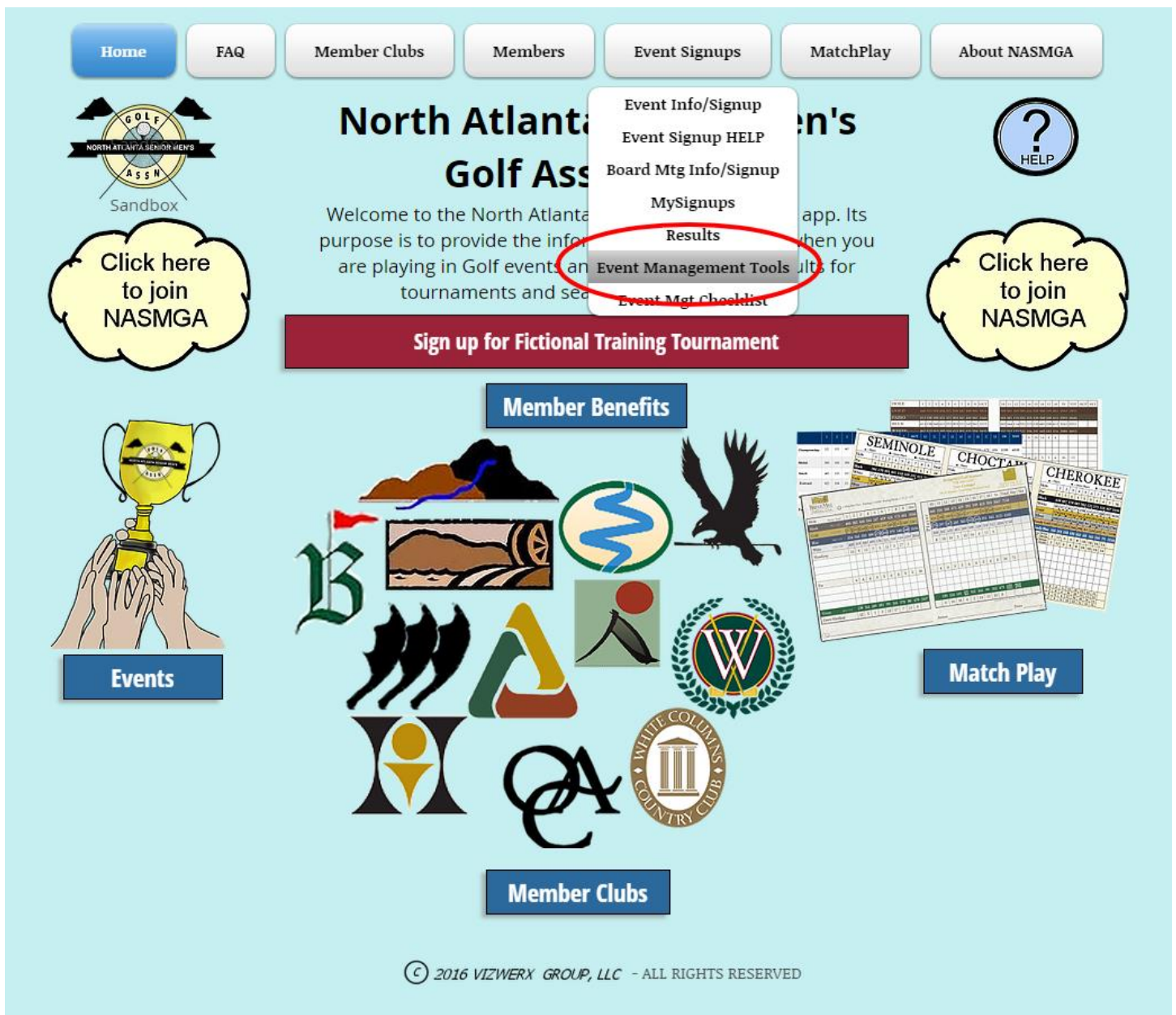
## Event Management Tools page

This page is the gateway to all the NASMGA Tournaments. Each tournament has a password protected page containing tools to help you manage your event. Only the Tournament Mgt Team and the Webmaster have the password.

**STEP 1:** Access Event Management Tools by following Event Signups/Event Mgt Tools (see Figure 1a).

**STEP 2:** Click on the Event Mgt Tools pulldown to go to the Event Mgt Tools screen – (see Figure 1b).

Figure 1a – Event Management Tools (pulldown)



# Event Management Tools

Figure 1b – Event Management Tools

Home    FAQ    Member Clubs    Members    Event Signups    MatchPlay    About NASMGA

**Event Management Tools**

Access to the MyEvent Mgt Tools for each event is password protected  
If you need access for a particular tournament, contact  
NasmgaRice@gmail.com

Active events are selectable → **Training Tournament**

Future events are not selectable → Future Tournament

Future Tournament

Future Tournament

Future Tournament

Future Tournament

Future Tournament

Future Tournament

Future Tournament

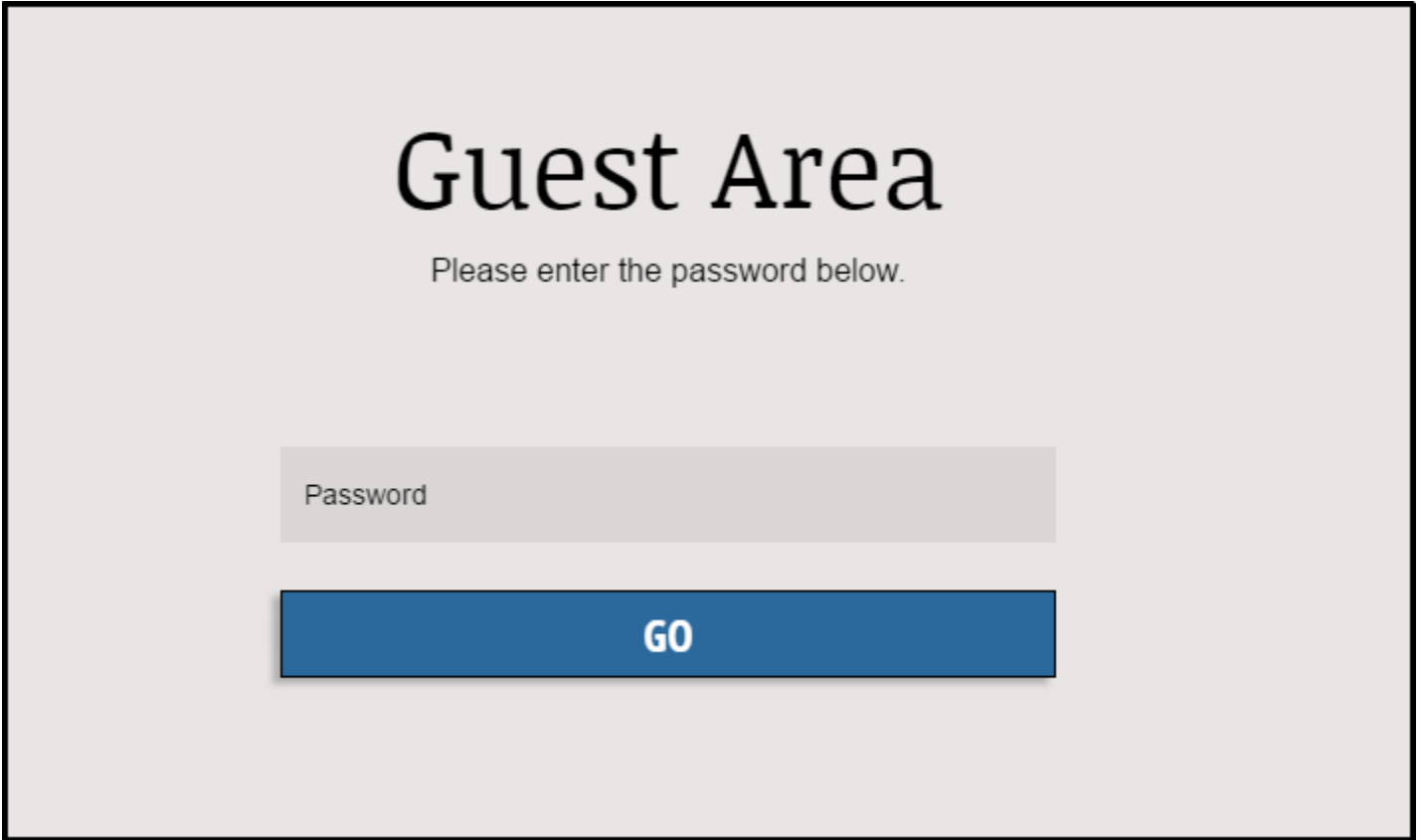
Future Tournament

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## Event Management Tools

**STEP 3:** Select the Event you want to manage, then type in the password on the password screen (see Figure 2a). You will see the MyEvent Mgt Tools page for that event. (see Figure 2b).

Figure 2 – MyEvent Management Tools



The image shows a web page titled "Guest Area" with a light gray background. Below the title, it says "Please enter the password below." There is a light gray rectangular input field containing the text "Password". Below the input field is a blue rectangular button with the text "GO" in white capital letters.

# Event Management Tools

Figure 2b – MyEvent Management Tools



Each event is password protected so only the Event Management Team and the Webmaster can get to the MyEvent Mgt Tools page.

**Note:** Section I discusses the Index Verification process which takes place a few days before an event. Club TC's will need to access the Index Verification screen (see Figure 11). The TC Worksheet section (section G) of this document discusses this topic.

# Event Management Tools

## Handy Email Lists (see Figure 3)

Navigate to this screen by using Event Signups>Event Management Tools>[Event Button]

Figure 3 – Handy Email Lists

**Handy Email Lists**

Highlight the email addresses you want to send to, then right click and use **Copy** and then **Paste** them into your email program on the **To:** line

Name	Board of Directors
Aronson	laro10@bellsouth.net,
Barker	bill@proforceatl.com,
Blaney	bpblaney@bellsouth.net,
Bosworth	bibosworth@bellsouth.net,
Brock	lsubrock@comcast.net,
Brock	kgbrock01@windstream.net,
Brooks	walterbrooks994@hotmail.com,
Cayes	l.m.cayes@gmail.com,
Cherney	dacherney@gmail.com,
Clark	theow3@aol.com,
Clausen	llclausen@comcast.net,
Cope	larcope@comcast.net,
Cordaro	ralphcordaro1240@gmail.com,
Elberson	elberson_gil@hotmail.com,
Etter	alan.etter@comcast.net,
Farris	farrisjsca@aol.com,
Fister	PaulFister@comcast.net,
French	rrfrench@bellsouth.net,
Gilton	pgilton@bellsouth.net,
Gordon	charlesjgordon@hotmail.com,
Hallacy	Dhallacy@bellsouth.net,
Hare	georgehare@att.net,
Krueger	edkrueger@bellsouth.net,
Liebman	bliebman@crsofga.com,
Lindberg	lindbergk1375@gmail.com,
Mayo	ssmayo@mindspring.com,

Name	Tournament Committee
Brock	lsubrock@comcast.net,
Cayes	l.m.cayes@gmail.com,
Cherney	dacherney@gmail.com,
Clark	theow3@aol.com,
Clausen	llclausen@comcast.net,
Cope	larcope@comcast.net,
Elberson	elberson_gil@hotmail.com,
Fister	PaulFister@comcast.net,
French	rrfrench@bellsouth.net,
Gilton	pgilton@bellsouth.net,
Gordon	charlesjgordon@hotmail.com,
Hallacy	Dhallacy@bellsouth.net,
Lindberg	lindbergk1375@gmail.com,
McGrath	joemcgrath40@gmail.com,
Medbery	wmedbery@gmail.com,
Peterson	dpeterson@goingforthegreen.com,
Rosetta	larryclaudette@comcast.net,
Tieken	dontieken@bellsouth.net,
Tollus	joe.tollus@yahoo.com,
Valentine	rich23231@att.net,
Vipond	thomas.vipond@aol.com,
Winter	lwwinter@windstream.net,
Zamborsky	joezamborsky@gmail.com,

Name	MatchPlay Committee
Aronson	laro10@bellsouth.net,
Barker	bill@proforceatl.com,
Bosworth	bibosworth@bellsouth.net,
Brock	kgbrock01@windstream.net,
Cope	larcope@comcast.net,
Etter	alan.etter@comcast.net,
Fister	PaulFister@comcast.net,
Liebman	bliebman@crsofga.com,
Medbery	wmedbery@gmail.com,
Parsel	par79vette@gmail.com,
Rice	kennethrice209@gmail.com,
Sievers	pilot114@mac.com,
Smithson	ms5557@bellsouth.net,
Walpe	theboiler@aol.com,

## Event Management Tools

The main purpose of this page is to provide the most up to date email list for three key NASMGA Management Groups.

Group 1: The entire Board of Directors

Group 2: Tournament Coordinators

Group 3: Match Play Committee

**PRO TIP:** It is possible to select email addresses by using copy/paste from the list into any other application. (eg. the To: block of an email). Follow these steps.

1. To select email addresses, left click and hold to the left of the email address you wish to select and drag your mouse to highlight all the addresses you want to select.
2. Release the mouse after you have highlighted the last name you desire to select then right click the and select "Copy".
3. When you select "Copy", whatever you have copied is moved your computer's clipboard.
4. Open the software (such as your email software) where you want to use the email addresses and navigate to the place you want to put the information.
5. Right click the mouse in the place where you want to put the data and select "paste".

**PRO TIP:** The Tournament Committee list is useful for event planning as you'll need to reach out to them at the appropriate time to have the **Indexes Verified**.

Since the Handy Email List function is available in several places in nasmga.com there is no "Return to MyEvent Mgt Tools" button. To get back to MyEvent Mgt Tools follow the path Event Signups/Event Mgt Tools/[Event Button].

**PRO TIP:** You can also use the "Back" arrow in your browser bar to go back to the MyEvent Mgt Tools page.





## Event Management Tools

**PRO TIP:** It is possible to select email addresses by using copy/paste from the list into any other application. (eg. the To: block of an email). Follow these steps.

1. To select email addresses, left click and hold to the left of the email address you wish to select and drag your mouse to highlight all the addresses you want to select.
2. Release the mouse after you have highlighted the last name you desire to select then right click the and select "Copy".
3. When you select "Copy", whatever you have copied is moved your computer's clipboard.
4. Open the software (such as your email software) where you want to use the email addresses and navigate to the place you want to put the information.
5. Right click the mouse in the place where you want to put the data and select "paste".

**PRO TIP:** The List of those NOT Signed Up Yet is displayed alphabetically and is searchable.

If you try to select anything from the **Not Signed Up Yet** list, you will notice that you automatically select the Name and the Email. This list usually contains several hundred names and email addresses which is too many to paste directly into an email package.

If you would like to send a targeted email to everyone who is NOT SIGNED UP for your event, please contact: [NasmgaRice@gmail.com](mailto:NasmgaRice@gmail.com) for assistance.

**PRO TIP:** You may return to MyEvent Mgt Tools by clicking the button just above the lists.

## Event Management Tools

### ListMaker (see Figure 5a and 5b) - **THIS IS AN ADVANCED USER FUNCTION.**

Navigate to this screen by using Event Signups>Event Management Tools>[Event Button]>[ListMaker Button]

The main purpose of this is a capability to create specialized subsets of information such as email address that can be used in other software such as a wordprocessor or email package.

When Listmaker is ready,click on the “OK” button in the message box in the middle of the screen.

Figure 5a – ListMaker

**List Maker**

**HINT:** You can use **Data>Filtered Views** to create custom lists, then **Copy and Paste** info into another application (eg. copy and paste email address into the **To:** block of an email.)

	A	B	C	D	E	F
1	Last	First	Email	GHIN or Handicomp	Club	Postion
2	-	-	-		-	-
3	Albracht	Lonnie	lalonalbracht@att.net,	123545	Alpharetta Athletic Club	
4	Andrews	Mike	mpandy@att.net,		Alpharetta Athletic Club	
5	Bianchi	John	jrb1779q@gmail.com,	2900121	Alpharetta Athletic Club	
6	Blum	David	dblum@ungalots.com,	4157977	Alpharetta Athletic Club	
7	Brunner	Rick	rbrunner6015@aol.com,	4764011	Alpharetta Athletic Club	
8	Carroll	Bob	rj.carroll@comcast.net	0	Alpharetta Athletic Club	
9	Cayes	Larry	l.m.c		Athletic Club	Board/TC/test
10	Chester	Peter	pmc		Athletic Club	
11	Colati	Tom	tcola		Athletic Club	
12	Colundjia	Mike	mcm		Athletic Club	
13	Curry	Garel	gare		Athletic Club	
14	Daly	Miles	miles		Athletic Club	
15	Davis	Barry	davis.barryj@yahoo.com,	1079682	Alpharetta Athletic Club	
16	Engstrand	David	dengstrand@att.net,	7920362	Alpharetta Athletic Club	
17	Falk	Bob	rfalk3@msn.com,	1861939	Alpharetta Athletic Club	
18	Franklin	Mark	mpflowers@comcast.net,	4029004	Alpharetta Athletic Club	
19	French	Ed	efrench664@aol.com,	0	Alpharetta Athletic Club	
20	Grimes	George	ghgrimes@bellsouth.net,	6477186	Alpharetta Athletic Club	
21	Jacobus	Jan	jcjacobus@me.com,	0	Alpharetta Athletic Club	
22	Jaeckle	Tim	jaecklet@bellsouth.net,	0	Alpharetta Athletic Club	
23	Malkasian	Ted	tedmalkasian@gmail.com,	7764015	Alpharetta Athletic Club	
24	Marett	Bill	wwmarett@fdn.com,	0	Alpharetta Athletic Club	
25	Martin	Jim	patjimmartin@aol.com,	6092800	Alpharetta Athletic Club	
26	Mass	Dan	danm125@gmail.com,	0	Alpharetta Athletic Club	
27	Mayo	Steve	ssmayo@mindspring.com,		Alpharetta Athletic Club	Board/Past Pres


## Event Management Tools

Notice that **Data** is the only function on this page that is available.

If you click on Data, you will see Filter Views. If you click on Filter Views, you will see a “pop out” menu with an option that says “Create Temporary Views” and a set of previously created views that you may use to create Temporary Views.

Figure 5b – ListMaker with Pop Out menus

Home FAQ Member Clubs Members Event Signups MatchPlay About NASMGA



# List Maker

**HINT:** You can use **Data>Filtered Views** to create custom lists, then **Copy and Paste** info into another application (eg. copy and paste email address into the **To:** block of an email.)

ListMaker (sandbox)
File Edit View Insert Format **Data** Tools Add-ons Help

Restricted Access

Restricted Access

	A	B		D	E	F
1	Last	First	Email	HIN or dicomp	Club	Position
2	-	-	-			
3	Albracht	Lonnie	lalonalt			
4	Andrews	Mike	mpandy	3545	Alpharetta Athletic Club	
5	Bianchi	John	jrb1779		Alpharetta Athletic Club	
6	Blum	David	dblum@	00121	Alpharetta Athletic Club	
7	Brunner	Rick	rbrunne			
8	Carroll	Bob	rj.carrol			
9	Cayes	Larry	l.m.cay			
10	Chester	Peter	pmc1777@yahoo.com,	81		Board/TC/test
11	Colati	Tom	tcolati@yahoo.com,			
12	Colundjia	Mike	mcmarkets@att.net,			
13	Curry	Garel	garel@bellsouth.net,			
14	Daly	Miles	miles.daly770@gmail.com,			
15	Davis	Barry	davis.barryj@yahoo.com,	10		
16	Engstrand	David	dengstrand@att.net,	79		
17	Falk	Bob	rfalk3@msn.com,	18		
18	Franklin	Mark	mpflowers@comcast.net,	40		
19	French	Ed	efrench664@aol.com,	0	Alpharetta Athletic Club	
20	Grimes	George	ghgrimes@bellsouth.net,	6477186	Alpharetta Athletic Club	
21	Jacobus	Jan	jcjacobus@me.com,	0	Alpharetta Athletic Club	
22	Jaeckle	Tim	jaecklet@bellsouth.net,	0	Alpharetta Athletic Club	
23	Malkasian	Ted	tedmalkasian@gmail.com,	7764015	Alpharetta Athletic Club	
24	Marett	Bill	wwmarett@fdn.com,	0	Alpharetta Athletic Club	
25	Martin	Jim	patjimmartin@aol.com,	6092800	Alpharetta Athletic Club	
26	Mass	Dan	danm125@gmail.com,	0	Alpharetta Athletic Club	
27	Mayo	Steve	ssmayo@mindspring.com,		Alpharetta Athletic Club	Board/Past Pres

Sort range...  
 Named ranges...  
 Protected sheets and ranges...  
 Split text to columns...  
**Filter views...**  
 Pivot table...  
 Validation...

Create new temporary filter view  
 Filter view options  
 Match Play Committee  
 Bridgemill Members  
 Sorted by Club  
 Tournament Committee  
 Board of Directors  
 Alphabetical  
 Learn more

# Event Management Tools

## Signup Summary (see Figure 6)

Navigate to this screen by using Event Signups>Event Management Tools>[Event Button]>[Signup Summary Button]

The main purpose of this screen is to show the Signup Summary information about this event.

Pay attention to the WAITLIST column. If there are people on the waitlist, the EVENT TC can see which club they are from and can use the Adjust Quota button at the bottom of the screen to make adjustments. (There is a step by step explanation of the Adjust Quota process in section F. of this document.)

Figure 6 – Signup Summary

Event Signup Summary				
Club Name	Quota	Registered	FreeQuota	Waitlist
Alpharetta Athletic Club	20	1	19	0
Big Canoe	8	1	7	0
Bridgemill Golf Club	5	1	4	0
Brookfield Country Club	5	1	4	0
Chestatee Golf Club	5	0	5	0
Crystal Falls Golf Club	5	4	1	0
Eagle Watch Golf Club	5	0	5	0
Fairways of Canton	6	2	4	0
Indian Hills Country Club	5	0	5	0
Indian Hills Country Club Two	5	1	4	0
Olde Atlanta Golf Club	5	2	3	0
Past Presidents	1	0	1	0
White Columns	20	0	20	0
Windermere	5	1	4	0
Woodmont Golf Club	6	4	2	0

## Signup Summary (continued)

## Event Management Tools

1. After adjusting the quota using the adjust quota button (which opens the adjust quota form), close the adjust quota form and return to the Signup Summary page. Refresh the page and the new quota data will be reflected. The columns that change when quota changes are: **Quota, FreeQuota and Waitlist.**
2. Users do not edit any data directly on this screen.

**PRO TIP:** If you have players on the WAITLIST, you may go directly to the Adjust Quota Form by using the button at the bottom of the screen. Section G of this document explains how to adjust the Quota for your event.

**PRO TIP:** You may return to the Event Mgt Tools page by pressing the button "Back to Event Mgt Tools" button.

## Event Management Tools

[Signup Details \(see Figure 7\)](#) – also displayed when users press the NASMGA icon on the **Event Signup page**.

Navigate to this screen by using Event Signups>Event Management Tools>[Event Button]>[Signup Details Button]

## Event Management Tools

The purpose of this screen is to show members who have signed up for the event.

Figure 7 - Signup Details

Home
FAQ
Member Clubs
Members
Event Signups
MatchPlay
About NASMGA



# Fictional Training Tournament

*Signups CLOSE at 9PM Dec 12, 2016*

To **edit your registration** info or to **cancel your signup**, go to the Event Info.Signup page under the NASMGA Events tab.

**(PRO TIP:** If you just signed up and don't see your name, press the icon at the top of your screen to refresh the signup table. It will look something like this --> )

Members Signed up: <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Search</span>				
Player Name ↕	Index ↕	Club ↕	You signed up at ↕	Waitlist ↕
Amacker,C	2.6	Brookfield Country Club	Monday, November 21, 2016 at 7:34:18 PM	NO
Amoth,G	25.2	BridgeMill Golf Club	Friday, November 18, 2016 at 1:01:38 PM	NO
Andrews,M	16.5	Alpharetta Athletic Club	Thursday, November 24, 2016 at 7:14:13 PM	NO
Arenz,D	5	Windermere	Monday, November 21, 2016 at 3:11:07 PM	NO
Beaupre,A	6	Woodmont Golf Club	Tuesday, November 22, 2016 at 8:01:27 AM	NO
Brackett,D	12	Fairways of Canton	Monday, November 21, 2016 at 3:28:17 PM	NO
Brock,J	12	Crystal Falls Golf Club	Monday, November 21, 2016 at 3:16:46 PM	NO
Brock,K	14.7	Woodmont Golf Club	Monday, November 21, 2016 at 3:17:08 PM	NO
Caldwell,K	4	Big Canoe	Sunday, November 20, 2016 at 11:29:11 AM	NO
Cope,L	19.6	Crystal Falls Golf Club	Wednesday, November 23, 2016 at 6:23:16 PM	NO
Guthrie,T	15	Woodmont Golf Club	Monday, November 21, 2016 at 7:31:19 PM	NO
Jones,D	2.5	Fairways of Canton	Monday, November 21, 2016 at 3:24:39 PM	NO
Karlo,D	8.9	Indian Hills Country Club Two	Tuesday, November 22, 2016 at 8:02:39 AM	NO
Krueger,E	4.7	Olde Atlanta Golf Club	Monday, November 21, 2016 at 7:33:30 PM	NO
Milton,R	5.9	Olde Atlanta Golf Club	Monday, November 21, 2016 at 7:13:09 PM	NO
Sappington,S	3.3	Crystal Falls Golf Club	Monday, November 21, 2016 at 6:58:15 PM	NO
Speichert,T	23.7	Crystal Falls Golf Club	Monday, November 21, 2016 at 6:55:23 PM	NO
Taylor,Z	9.3	Woodmont Golf Club	Thursday, November 24, 2016 at 7:17:26 PM	NO

## Event Management Tools

### [Edit Signup Form \(see Figure 8a and 8b\)](#)

Navigate to this screen by using Event Signups>Event Management Tools>[Event Button]>[Edit Signup Form Button]

The purpose of this screen is to allow the Event TC to edit information about their specific event.

Figure 8a – Edit Signup Form (part 1)

**QUESTIONS**    **RESPONSES** 21

# Fictional Tournament (sandbox)

SIGN UP AT THE BOTTOM OF THIS FORM OR Close this window to cancel

**Turtle Bay CC**  
57-091 Kamehameha Highway Kahuku, HI 96731

**Registration opens at 8:00 AM**  
DRIVING RANGE AVAILABLE FOR WARMUP STARTING AT 8 AM

**Shotgun Start – 9:00 AM**  
Description (optional)

**Format: Four Flights - Individual Stroke Play\***  
\* Each player plays his own ball counting each stroke until the ball is holed.

**Handicap: Full handicap will be used. Maximum of 36**  
Full handicaps with a maximum of 36 will be used by the PRO to set up flights based on Oct 1st handicap index revisions.

**Scoring: Individual Score - Play the ball down and putt out.**  
Scores should be posted by individual players for handicap purposes. Post this as a tournament score

**Entry Fee: \$55.00. Pay with credit card in the Pro Shop**

Do NOT use these icons without ADVANCED training in Google Forms



## Event Management Tools

### Edit Signup Form (continued)

1. After you click the Edit Signup Form button, you will arrive at the Signup Form.

2. If you see a "pencil" and the words **REQUEST EDIT ACCESS** in the upper right corner, it means you do not yet have permission to edit this form. Click the button and on the next screen click "Request access".

Your request is automatically routed to the owner of the form who will grant access or will copy you to discuss the need to edit the form. You WILL NOT be able to edit the form until you have been granted permission so if your need is immediate, you should email [nasmgarice@gmail.com](mailto:nasmgarice@gmail.com).

3. You will get an email at your club gmail address letting you know that you have been granted edit permission. The next time you click the Edit Signup Form button, you will be able to edit the form.

4. The form is divided into sections for each aspect of the tournament (ie. Location, Registration Time, Start Time, etc.). You may click on any of the items that describe the event and type the new information in.

5. To preview your form, press the "eyeball" icon in the upper right portion of the screen. It sits between a paint pallet icon and the cogged wheel icon. The form preview opens in another browser window. When you are done previewing close that window to return to the form itself.

6. Notice that each section has a main description in large font and a detailed description right below it in smaller font. You cannot change the font but you may edit both pieces of information.

7. When you click on any of the sections you will notice three icons (see **Figure 7a**) to the right of your description and five more icons just outside the form itself. Use of those icons is an ADVANCED topic. They allow you to DUPLICATE a section, DELETE a section and SHOW OR HIDE the description line (the detailed line). You SHOULD NOT use those functions until you are very comfortable with Google Forms. **The functions that are just outside the form itself SHOULD NOT be used when editing the form without assistance from a system administrator.** Since the fields in the form are tied to the database behind the form, it is imperative that adding questions, sections, etc. is only done in coordination with a system admin.

9. **DO NOT edit The PLAYER INFORMATION section. (see Figure 8b below)**

If you need other questions answered as part of your event, contact [NasmgaRice@gmail.com](mailto:NasmgaRice@gmail.com) to get the form adjusted.

10. When you are done editing the form, simply close the browser window that contains the form

# Event Management Tools

Figure 8b – Edit Signup Form (part 2)

**QUESTIONS**      **RESPONSES**

Contact name #1 goes here	Your email goes here	Your phone number goes here
Contact name #2 goes here	Your email goes here	Your phone number goes here
Contact name #3 goes here	Your email goes here	Your phone number goes here

### PLAYER INFORMATION

Please provide the information below to signup for this event (RED \* means required info)

**NASMGA ID \***

REMINDER: You can find your NASMA ID by searching the Members list

Short answer text

**Validation code \***

REMINDER: First three letters of your last name

Short answer text

**Index**

Enter your CURRENT handicap index from GHIN or Handicomp. LEAVE BLANK IF YOU ARE CANCELLING.

Short answer text

**Cancel**

Please check the box below if you need to cancel your signup

I need to cancel

**Final Confirmation**

PLEASE CHECK YOUR INFORMATION CAREFULLY THEN PRESS SUBMIT TO COMPLETE YOUR SIGNUP

**PRO TIP:** Changes to forms happen in REAL TIME. As soon as you make a change, that change is live and the next person to use the signup form will see the changes you just made. It is best to make all the changes to your form BEFORE the event goes live for signup. Though you may add or edit information after the event goes live for signup, it is obviously best to get it done before people start signing up for your event.

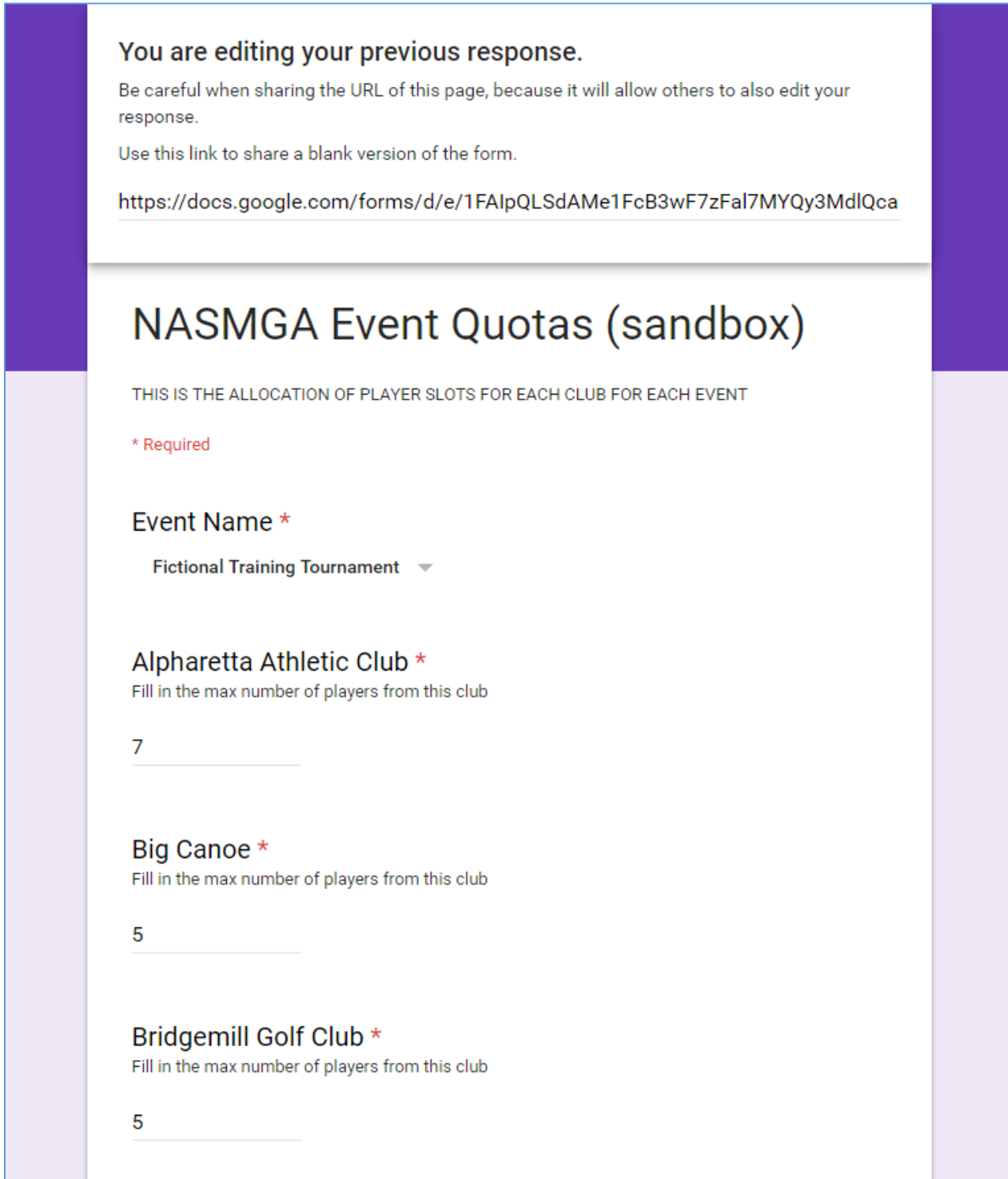
# Event Management Tools

## Adjust Quota (see Figure 9)

Navigate to this screen by using Event Signups>Event Management Tools>[Event Button]>[Adjust Quota Button]

The primary purpose of this page is to allow the EVENT TC to edit the allocation of player spots to each club.

Figure 9 – Edit Quota



**You are editing your previous response.**  
Be careful when sharing the URL of this page, because it will allow others to also edit your response.  
Use this link to share a blank version of the form.  
<https://docs.google.com/forms/d/e/1FAIpQLSdAMe1FcB3wF7zFaI7MYQy3MdlQca>

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## NASMGA Event Quotas (sandbox)

THIS IS THE ALLOCATION OF PLAYER SLOTS FOR EACH CLUB FOR EACH EVENT

\* Required

**Event Name \***  
Fictional Training Tournament ▼

**Alpharetta Athletic Club \***  
Fill in the max number of players from this club  
7

**Big Canoe \***  
Fill in the max number of players from this club  
5

**Bridgemill Golf Club \***  
Fill in the max number of players from this club  
5

## Event Management Tools

### Adjust Quota (continued)

1. After you click on the Adjust Quota button, you arrive at the Adjust Quota form. You will immediately notice the dialogue box at the top of the screen warning you that you are editing a previous response. You do not need to do anything in response to that dialogue box.
2. The Event Name field for your event should already be filled in. IF YOU ARRIVE AT THIS FORM AND THE EVENT NAME IS NOT FOR YOUR EVENT, contact nasmgarice@gmail.com IMMEDIATELY. Do Not edit this form if it is not already set up for your event.
3. Assuming the form is set up for your event, you may adjust the quota for each club by typing the new quota number right over the old quota number.
4. After you have made all your desired adjustments, click on the SUBMIT button at the bottom of the form. CAUTION - If you do not click SUBMIT, the quota adjustments will not be made. PRO TIP: Notice that the NASMGA Event Quotas form opens in a separate browser window. That can be handy if you want to look back at the Signup Summary page to remind yourself of how many slots you need to add to a club to get everyone off the waitlist. If you weren't on the Signup Summary page right before coming to the NASMGA Event Quotas form, you can click to the browser tab where nasmga.com is displayed and navigate to the Signup Summary page by following: Event Signups>Event Management Tools>(password)>[Event Button]>[Signup Summary Button].
5. After you click the submit button you will see a dialogue box that tells you your information has been recorded. Simply close the browser window that contains the form.
6. To see the effects of your quota changes, go to the Signup Summary page for your Event (REMEMBER: Event Signups>Event Management Tools>(password)>[Event Button]>[Signup Summary Button]). and refresh the browser. You should see your new quota numbers in the Quota Column. You should also see the changes

## Event Management Tools

### [TC Worksheet \(see Figure 10 and 11\)](#)

Navigate to this screen by using Event Signups>Event Management Tools>[Event Button]>[TC Worksheet Button]

The purpose of this screen is to allow the group managing the tournament to review the list of players who are signed up in more detail than is possible on the Signup Details screen. You may download the player list from this page.

**IMPORTANT:** This screen is also your gateway to the **VERIFY INDEXES** screen.

Figure 10 – TC Worksheet (Download page)

Home
FAQ
Member Clubs
Members
Event Signups
MatchPlay
About NASMGA

## Fictional Tournament TC Worksheet Download

New FTT - TC Worksheet Downloader (sandbox)  
File
Restricted Access

MyEvent Mgt Tools
Download by using File>Download As
Verify Indexes

A Timestamp	B Name	C NID	D GHIN/GHN	E Index	F Verified Index	G Club	H email	I Waitlist
11/20/2016 11:29:11	Caldwell,K	2003	4155079	4	4.2	Big Canoe	tom@vizwerx.com	NO
11/18/2016 13:01:38	Amoth,G	3000	10288864	25.2	24.4	BridgeMill Golf Club	nasmgaevents@gmail.com	NO
11/21/2016 19:34:18	Amacker,C	4000		2.6	2.5	Brookfield Country Club	iwexr-software@yahoo.com	NO
11/21/2016 15:16:46	Brock,J	5005	6471213	12	11	Crystal Falls Golf Club	iwexr-software@yahoo.com	NO
11/21/2016 18:58:15	Sappington,S	5030	123456	3.3	4	Crystal Falls Golf Club	iwexr-software@yahoo.com	NO
11/21/2016 18:54:26	Smith,C	5033	3908731	2.7	9	Crystal Falls Golf Club	iwexr-software@yahoo.com	NO
11/21/2016 18:55:23	Speichert,T	5034	6471204	23.7	23.9	Crystal Falls Golf Club	nasmgga.tournament.manager@gmail	NO
11/21/2016 15:28:17	Brackett,D	7002		12	11	Fairways of Canton	nasmgaevents@gmail.com	NO
11/21/2016 15:24:39	Jones,D	18007	6782223	2.5	2	Fairways of Canton	iwexr-software@yahoo.com	NO
11/22/2016 8:02:39	Karlo,D	9000	269781	8.9	9	ndian Hills Country Club Tw	nasmgaevents@gmail.com	NO
11/21/2016 19:33:30	Krueger,E	10016	7888533	4.7	8	Olde Atlanta Golf Club	nasmgga.tournament.manager@gmail	NO
11/21/2016 19:13:09	Milton,R	10020	210819	5.9	15.8	Olde Atlanta Golf Club	iwexr-software@yahoo.com	NO
11/21/2016 15:11:07	Arenz,D	12000	1994579	5	4.5	Windermere	iwexr-software@yahoo.com	NO
11/22/2016 22:16:24	Kristofferson,C	18033	126654	9.9	9.8	Windermere	tguthrie@yahoo.com	NO
11/22/2016 8:01:27	Beaupre,A	13002	520885	6	16	Woodmont Golf Club	nasmgaevents@gmail.com	NO
11/21/2016 15:17:08	Brock,K	13008		14.7	14.9	Woodmont Golf Club	iwexr-software@yahoo.com	NO
11/21/2016 19:31:19	Guthrie,T	13015	12345678	15	14.8	Woodmont Golf Club	tguthrie@yahoo.com	NO
11/23/2016 10:19:07	Horze,C	18034	563464	11.2	11.2	Woodmont Golf Club	crazyhorse@vizwerx.com	NO

Download by using File>Download As

## Event Management Tools

### Prepare for Index Verification:

Prior to providing the player list to the Club Pro, you must verify the index of each player based on the GHIN Update you are using for the tournament. Use the **Verify Indexes** button on the **TC Worksheet Downloader** screen (see Figure 10 above), to get to the Index Verification screen. The Tournament Management Group can input verified indexes as explained in the [Index Verification](#) section below but most likely, you will enlist the Club TC's to assist with index verification.

There are two methods for giving Club TC's access to the Index Verification page for your event:

**Method 1:** Provide the Club TC's with the password to your MyEvent Mgt Tools page and ask them to verify the indexes by navigating to the Index Verification page for your event. **(explained in section I and Figure 11 below).**

If you use Method 1, Club TC's will have access to all the functions on your MyEvent Mgt Tools page.

**Method 2:** Send the Club TC's an email with a link to the Index Verification Page for your event. The link can be found by navigating to the Index Verification page and looking in the browser bar at the top of your screen. You may copy/paste that link into an email for the club TC's.

If you use Method 2, the only pages the Club TC's will have access to are your TC Worksheet Downloader page and your Index Verification page.

Before you download the TC Worksheet, make sure all player indexes have been verified. Downloaded worksheets are NOT automatically updated if Index Verifications after you download the worksheet.

**Downloading:** When you are ready to download the spreadsheet, click on **File** at the top of the screen right above the MyEvent Mgt Tools button. You will see a pop out menu. The only function that is active is **Download As**. When you hover your mouse over the Download As selection another pop out menu appears. Select your download format (normally Microsoft Excel or PDF). Click on the desired output format and follow the prompts to finish the download

You will see a pop up on the lower left corner of your screen that indicates a file has been downloaded. You may click on that button to open the file. The file is automatically downloaded to your **Downloads directory** on your machine. The file name will be the same as you see on the Download page just beneath the NASMGA logo. If you have downloaded to EXCEL, click on the "Enable Editing" button at the top of the EXCEL screen.

**PRO TIP:** When you open the spreadsheet in EXCEL, click on "Enable Editing" and immediately save the file to a place on your computer where you can find it. You may keep the current filename or rename it.

The TC Worksheet for the Fictional Training Tournament is:

New FTT – TC Worksheet Downloader(sandbox) - [this is the first download]

If you have previously downloaded a TC Worksheet, the latest sheet will be indicated by a number surrounded by ().

New FTT – TC Worksheet Downloader(sandbox)(1) – [this is the second download]

New FTT – TC Worksheet Downloader(sandbox)(2) – [this is the third download], and so on.

**PRO TIP:** You may download the worksheet again to capture last minute updates (cancellations, late index verification, changes in email address, or GHIN number) however, that download will be a separate, file from any you have downloaded previously.

## Event Management Tools

### [Index Verification \(see Figure 11\)](#)

The purpose for this screen is to allow the Tournament Management Team and the Club TC's to input Verified Indexes for each of the tournament players.

Figure 11 – TC Worksheet (Verify Indexes page)

Home
FAQ
Member Clubs
Members
Event Signups
MatchPlay
About NASMGA

# Fictional Tournament Index Verification

New FTT (sandbox)
admin@nasmga.com

Restricted Access
Restricted Access
Restricted Access

MyEvent Mgt Tools

Enter verified indexes in the **Verified Index** column

Handicomp

Download

GHIN

Timestamp	Name	GHIN	Club	Index	Verified Index	Waitlist
11/20/2016 11:29:11	Caldwell,K	4155079	Big Canoe	4	4.2	NO
11/18/2016 13:01:38	Amoth,G	10288864	BridgeMill Golf Club	25.2	24.4	NO
11/21/2016 19:34:18	Amacker,C		Brookfield Country Club	2.6	2.5	NO
11/21/2016 15:16:46	Brock,J	6471213	Crystal Falls Golf Club	12	11.0	NO
11/21/2016 18:58:15	Sappington,S	123456	Crystal Falls Golf Club	3.3	4.0	NO
11/21/2016 18:54:26	Smith,C	3908731	Crystal Falls Golf Club	2.7	9.0	NO
11/21/2016 18:55:23	Speichert,T	6471204	Crystal Falls Golf Club	23.7	23.9	NO
11/21/2016 15:28:17	Brackett,D		Fairways of Canton	12	11.0	NO
11/21/2016 15:24:39	Jones,D	6782223	Fairways of Canton	2.5	2.0	NO
11/22/2016 8:02:39	Karlo,D	269781	Indian Hills Country Club Two	8.9	9.0	NO
11/21/2016 19:33:30	Krueger,E	7888533	Olde Atlanta Golf Club	4.7	8.0	NO
11/21/2016 19:13:09	Milton,R	210819	Olde Atlanta Golf Club	5.9	15.8	NO
11/21/2016 15:11:07	Arenz,D	1994579	Windermere	5	4.5	NO
11/22/2016 22:16:24	Kristofferson,C	126654	Windermere	9.9	9.8	NO
11/22/2016 8:01:27	Beaupre,A	520885	Woodmont Golf Club	6	16.0	NO
11/21/2016 15:17:08	Brock,K		Woodmont Golf Club	14.7	14.9	NO
11/21/2016 19:31:19	Guthrie,T	12345678	Woodmont Golf Club	15	14.8	NO
11/23/2016 10:19:07	Horze,C	563464	Woodmont Golf Club	11.2	11.2	NO

**Update permission required - contact [NasmgaRice@gmail.com](mailto:NasmgaRice@gmail.com)**

## Event Management Tools

**Figure 11** (above) shows the **Index Verification** page. The purpose of this screen is to allow Club TC's to input Verified Indexes for each of their players.

Club TC's have the ability to type in the Verified Index column. The only task for Club TC's is to input the Verified Index for each of their players. The list is sorted by Club.

Club TC's must be signed into Google with their Club Gmail account before they can update this page. The only column they have permission to write in is the Verified Index Page. If they try to edit any other information, they will get an error message which can be dismissed by pressing the X in the upper corner of the message box.

The information on this page is sorted by Club. The **Verified Index** column is highlighted in **YELLOW**.

**PRO TIP:** A quick link to GHIN.com and the Handicomp System is provided. When you select GHIN or Handicomp buttons, that website is opened in another window. You can copy a players GHIN or Handicomp number from the Index Verification page and (left click on the number in the GHIN/Handicomp column then right click and select copy) then paste the number into the correct location in the GHIN/Handicomp screen. Once you have the needed information, you can type it back into the Index Verification page of nasmga.com

**PRO TIP: Remember, Club TC's will either need the password for the MyEvents Mgt Tools page for the event or will need the link for the Index Verification page.** (explained in the [TC Worksheet section](#) above).

For assistance with Event Management Tools contact: NasmgaRice@gmail.com