

GETTING STARTED CHECKLIST:

- 1) Register for FREE Coach's Account
- 2) Watch Video Tutorial
- 3) Load Team Roster



How-to Register for FREE Coach's Account:

Link: <http://highschoolgolfscoreboard.com/signup/coach>

- Enter the required information and submit.
- Once your account is verified, your account login/password will be emailed to you.
- *Note: accounts may take up to 24 hours to verify if a personal email account is used (ie: aol, comcast, gmail) instead of official school address. (please check your junk folder just in case the account's settings are too high)*

How-to Load Team Rosters (very important!)

1. Login to <http://highschoolgolfscoreboard.com>
2. Click on the **Clubhouse** button at the top of the page and go to your team page.
3. Under 'Coaches Tools', select 'Manage Team Rosters' blue button.
4. Select the "Manage Players" tab.
5. To Add a Player, click the 'Add Player' tab at the top of the list (green plus icon). This will open a form in a new window. Complete form and click 'add player'. (*no nicknames please*)
6. To Edit a Player,
 - Highlight the player's name.
 - Then click the 'Edit Player' tab at the top of the list (*pencil icon*).
 - You may edit/update spelling of name, grad year, gender, roster status.
 - Click the 'update' button to save the changes!
7. To update Roster Status:
 - Highlight the player's name.
 - Then click the 'Roster Status' tab at the top of the list (*pencil icon*).
 - Select 'add' or 'remove' from active roster.
8. The player list (*similar to an Excel spreadsheet*), will show the status of 'On Roster' and/or 'Profile' for each player. (*players may have their own personalized profile page with yearly membership!*)
9. Duplicate Player names: Email Support at: support@highschoolgolfscoreboard.com. HSGS will combine the player id's in the system.

***One of the most important steps we are asking coaches to do is load their team roster. This eliminates the potential of duplicate player id's in the system. If the player is listed on the roster, it streamlines the tournament entry process. Thank you!*

VIDEO Tutorial: <http://www.highschoolgolfscoreboard.com/tutorials/coaches#player-tutorial-coaches-video-roster>

To update your team page, select the 'Update Team Page' blue button. You may customize your page to include your school's logo, mascot, website URL, etc.

How-to Enter Tournament Results: ** We only accept the FULL-FIELD results**

VIDEO Tutorial: <http://www.highschoolgolfscoreboard.com/tutorials/coaches>

1. Sign in to your account.
2. Click on the '**Clubhouse**' button on the top right of home page.
3. Click '**Manage Tournaments**' button.
4. Click the '**Add a Tournament**' button (you may view the tutorial here or skip by clicking 'Save & Continue')
5. Follow the screen prompts to enter the Tournament Information, Course & Round Information.
6. Enter the Player Scores: A drop down box will have each school listed with their roster; select player and enter their scores. If the roster is not loaded, you will need to click on the box and type in the player's name. (full name needed; no nicknames or abbreviations please)

You can login from any computer (school, home or office) to make the entire process more efficient. You don't have to submit a tournament all at once; stop and 'save' your work and complete it at a more convenient time.

Q & As: <http://www.highschoolgolfscoreboard.com/faq>

2011-2012 Season Ranking Criteria: <http://www.highschoolgolfscoreboard.com/tutorials/rankings>