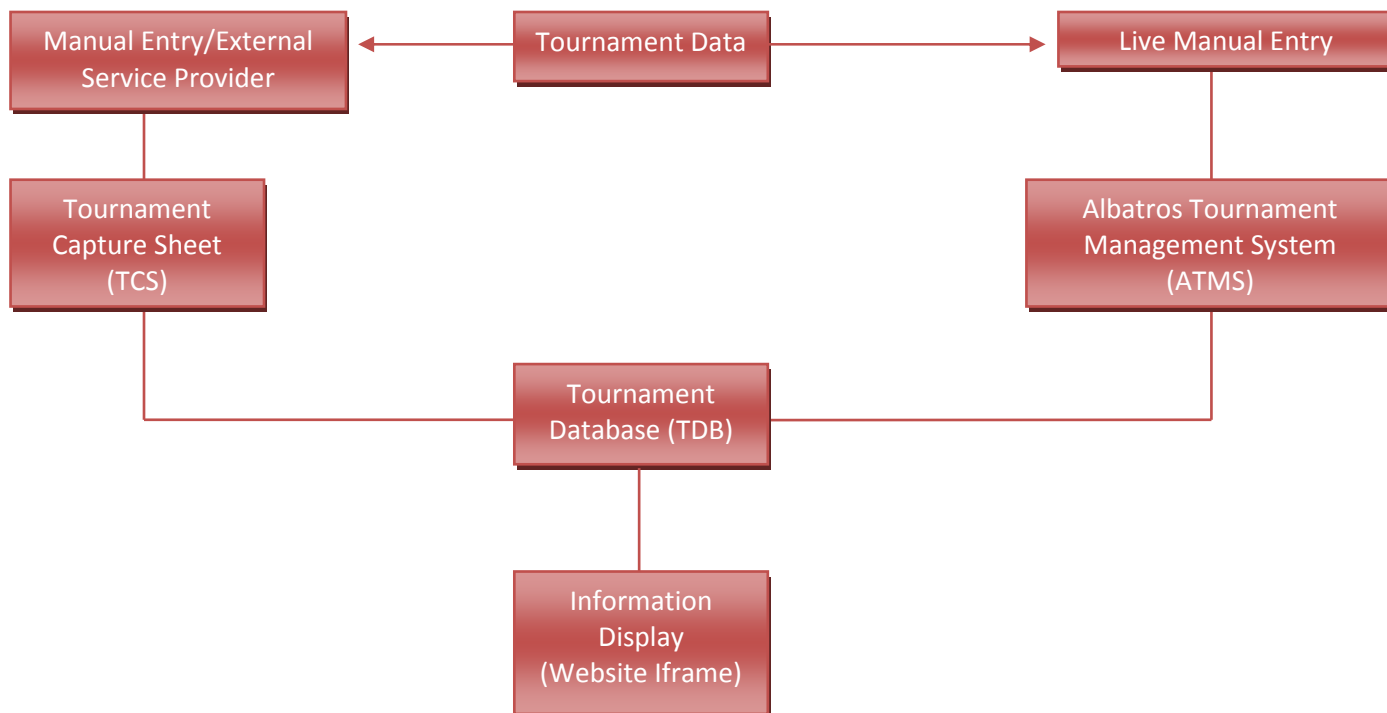


Creating a Schedule

This short document provides you with the details necessary to create and manage your tournament schedules using Albatros software.

Below is a diagram showing the process of data flow through the Albatros software:



Please read through all these steps before starting:

Step 1:

Create a list on excel with all the tournaments that need to be included in the schedule for the year. Include all the details: Date, venue, format, name etc. for each tournament

Step 2:

Verify that all the information in your list is correct. The best way to do this is to check the formats of the previous year's events by looking through the tournaments format and conditions document. Some of this information should be available on the Tournament & Results Iframe on your website, otherwise you will have to contact the tournament organiser.

Step 3:

Go through the list you have created and mark off which tournaments will use the ATMS and which tournaments will use the TCS. Tournaments that are going to use livescoring will use the ATMS, all other tournaments will use the TCS. If you unsure which tournaments will use which system then

start by looking at the tournament and results iframe from 2013/2014. You will be able to see a livescoring link attached to certain tournaments (Screenshot below).

The screenshot shows a website navigation menu with 'Tournaments & Results' highlighted. Below it is a table of tournaments. The 'SA Boys U16' tournament is selected, and its details are shown in a form below. A red arrow points from the 'I' (Information) button in the table to the 'Live Scoring' button in the tournament details. The 'Live Scoring' button is also highlighted with a red box. Below the buttons is a hole scorecard for Fish River Sun Golf Club.

Date	Tournament	Club	Winner	Points	I	P	D	R
05. Jan – 07. Jan 2014	SA Boys U16	Fish River Sun Golf Club	Herman Loubser	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09. Jan – 10. Jan 2014	National Order of Merit - Coastal 1	Royal Durban Golf Club	Jovan Rebula	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Jan 2014	Central Gauteng Mid-Amateur Open	Ruimsig Country Club	Leon de Lange	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Jan – 13. Jan 2014	DR Bam - NOoM	Pollak Park Golf Club	Kyle McClatchie	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Jan – 15. Jan 2014	Prince's Grant Amateur	Princes Grant Golf Club	N J Arnoldi	120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary
 Tournament: 9027000000366
 Club: Fish River Sun Golf Club
 Date: 05-01-2014 - 07-01-2014
 Number Of Rounds: 3

Contacts
 Contact Name
 Contact Phone
 Contact Email
 Comment

[Courses](#) [Players](#) [Tee Times](#) [Results](#)

Live Scoring Livescoring Draw Rd 3

Course	CR	Slope	Holes																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
FISH RIVER SUN GOLF CLUB CLUB	72.0	113	si	17	5	3	7	15	1	9	13	11	2	16	10	6	4	8	14	18	12	-	
			par	4	5	4	3	5	4	4	3	4	4	3	5	4	4	3	5	4	4	4	72
			len	336	458	363	161	503	388	341	149	333	347	155	456	391	354	172	452	322	329	6010	

It is most likely that these tournaments will use the ATMS again. You will also know that certain unions use the ATMS. Therefore the Western Province, Central Gauteng, Southern Cape and Boland events are most likely to use the ATMS. However, the onus is on you to make sure which tournaments will use which system.

Step 3 (Additional Note):

Please mark all team events (IPT's, Test Matches etc.) as TCS. The reason for this will be explained later.

Step 4:

You should now have a list of all your tournaments showing all their details as well as where they need to be created.

Start creating all the tournaments marked as TCS, on the TCS. For team events (IPT's etc.) follow the instructions in "Addendum A" at the end of this guide.

New: We have created a new development for easier allocation of ownership. The federation user can now allocate ownership to the union via the TCS rather than the TDB. Please see the extension to "Addendum A" regarding this new development.

All events created on the TCS are automatically transferred to the TDB. If you have any questions on how to create a tournament on the TCS please consult the TCS User Manual, it can be found in the training room on the website: <http://www.albatros golf.co.za/tournament-solutions/tournament-solution-support/training-room-2/>

Step 5:

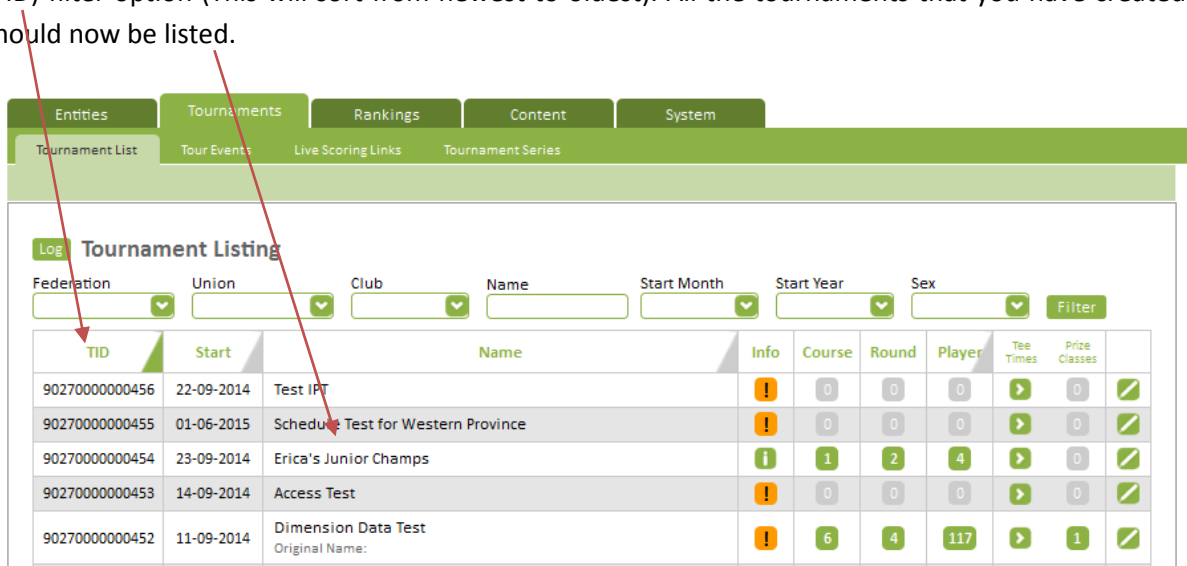
Once all tournaments have been created on the TCS, start creating the remaining tournaments on the ATMS. Don't forget, once you have created a tournament on the ATMS you need to manually transfer it to the TDB. If you have any questions about creating a tournament please consult the ATMS user manual.

Step 5 (Matchplay Events):

Matchplay events need to be created on the ATMS under SP Tournaments. If you have any questions on the creation of matchplay events please consult the matchplay user manual.

Step 6:

Log in to the TDB. It should automatically open on the tournament list. Click on the Tournament ID (TID) filter option (This will sort from newest to oldest). All the tournaments that you have created should now be listed.



Step 7:

You now need to go through all your newly created tournaments and assign them ownership on the TDB. See "Addendum B", at the end of this document.

Step 8:

You now need to assign all the tournaments to the different rankings. Please consult the respective chapter in the TDB manual if you are unsure how to do this.

Step 8 (Additional):

Tournaments that don't count towards the rankings need to be stored in the corresponding dummy ranking. This will be found in the same season as the normal ranking. Please see "Addendum C", if you are unsure where this is.

Step 9:

Your schedule will now be complete. You can now edit the settings for the Iframe. If you don't know how to edit the settings then please consult the TDB Manual.

Please Note:

'IT IS IMPORTANT THAT WHEN CREATING A SCHEDULE, IF THERE IS ANY UNCERTAINTY AS TO THE CORRECT STEPS TO FOLLOW, PLEASE CONTACT ALBATROS GOLF SOLUTIONS FOR GUIDANCE. In the event of Albatros Golf Solutions having to rectify schedule errors arising from tournaments created unnecessarily or through failure to follow the step outlined above, then the party creating the error will be charged the time Albatros Golf Solutions require to rectify the error or errors. The rate charged will be the current hourly rate (Presently R400 per hour (ex VAT)), time is charged in fifteen minute intervals.'

Addendum A

Creating a Team Tournament on the TCS for schedule purposes.

The TDB was created for the purpose of managing rankings. Therefore, team tournaments, which don't count for rankings, cannot be transferred from the ATMS to the TDB. However, it is still necessary to display these events on the Tournament & Results and Upcoming Events Iframes.

The easiest way to do this is to create a "dummy" team event on the TCS. Below is a description of how to do this:

Login to the TCS. On the tournament list page click "Add".

Neil Homann | Tournament Operators (TCS) | Logout

ALBATROS
Tournament Database

Tournament List Reports

Tournament Listing

Name Start Month Start Year Filter

TID	Start	Name	Info	Course	Round	Player	Tee Times	Prize Classes	Action
90270000000417	25-05-2014	Boland Sen Amt	!	1	2	0	▶	0	✓ ✕
90270000000453	14-09-2014	Access Test	!	0	0	0	▶	0	✓ ✕
90270000000455	01-06-2015	Schedule Test for Western Province	!	0	0	0	▶	0	✓ ✕

! - data missing [critical] ! - data missing [not critical]

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Fill in the name, club and dates. Select "Strokeplay" next to formula, even if the tournament is not a strokeplay event. Click "Create" once you have done this.

Tournament List Reports

Name *

Club *

Start Date *

End Date *

Formula *

Created By -- unknown --

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This is all you have to do for team events.

Addendum A (Extension)

We have created a new development that helps in the allocation of ownership for federations.

Once you have created your tournament on the TCS, you will see a number of different information tabs. Click, on the "Union Access" tab.

The screenshot shows a web interface for tournament management. At the top, there are tabs for 'Tournament List' and 'Reports'. Below this, a header bar contains the tournament ID '90270000000457', the name 'Boland Open', the formula 'Strokeplay', the date '03. Oct 2014', and the club 'Clanwilliam Golf Club'. There is an 'Update Handicaps' button on the right. Below the header, there are several navigation tabs: 'Edit', 'Courses (0)', 'Rounds (0)', 'Players (0)', 'Tee Times', 'Data Status', and 'Union Access'. The 'Union Access' tab is highlighted in orange. Below the tabs, there is a table with columns for 'Name', 'Tee Colour', 'Length', and 'Results'. There is also an 'Add Course' button on the right.

The following page will open:

The screenshot shows the 'Union Access' page. It has the same header as the previous page, but the 'Union Access' tab is now active. Below the header, there is a message: 'Please indicate unions which administrators are allowed to access/edit/remove this tournament'. Below this message is a list of golf unions. The 'Boland Golf Union' is highlighted in green, indicating it has been selected. The other unions listed are: 'Border Golf Union', 'Central Gauteng Golf Union', 'Eastern Province Golf Union', 'Ekurhuleni Golf Union', 'Free State and Northern Cape Golf Union', 'Gauteng North Golf Union', 'Karoo Golf Union', 'Kwa-Zulu Natal Golf Union', 'Limpopo Golf Union', 'Mpumalanga Golf Union', 'North West Province Golf Union', 'Southern Cape Golf Union', and 'Western Province Golf Union'.

You can allocate ownership to the respective union by clicking on the union name. Once selected, the union name will be highlighted in green. You have now successfully allocated ownership.

Addendum B

Make sure you are in the tournament list:

The screenshot shows the 'Tournament Listing' page. At the top, there are navigation tabs: Entities, Tournaments (selected), Rankings, Content, and System. Below these are sub-tabs: Tournament List (selected), Tour Events, Live Scoring Links, and Tournament Series. The main content area has a 'Log' button and a 'Tournament Listing' title. There are several filter fields: Federation, Union, Club, Name, Start Month, Start Year, and Sex, followed by a 'Filter' button. Below the filters is a table with columns: TID, Start, Name, Info, Course, Round, Player, Tee Times, and Prize Classes. The table contains five rows of tournament data. A red arrow points from the 'Info' button in the first row to the 'Info' button in the second row.

TID	Start	Name	Info	Course	Round	Player	Tee Times	Prize Classes
9027000000456	22-09-2014	Test IPT	!	0	0	0	▶	0
9027000000455	01-06-2015	Schedule Test for Western Province	!	0	0	0	▶	0
9027000000454	23-09-2014	Erica's Junior Champs	i	1	2	4	▶	0
9027000000453	14-09-2014	Access Test	!	0	0	0	▶	0
9027000000452	11-09-2014	Dimension Data Test Original Name:	!	6	4	117	▶	1

Click on the Info (I) button. Now select who the owners are by clicking on the owner at the bottom.

New: The Union ownership no longer needs to be allocated here. Please see the extension to Addendum A regarding this development.

The screenshot shows the 'Info' page for a tournament. At the top, there are tabs: Info (selected), Courses (0), Rounds (0), Players (0), Tee Times, Prize Classes (0), Rankings (0), Files (0), and Mods. Below the tabs is a form with several fields: Data Source (TCS — Neil Homann), Albatros ID, Format (Normal), Formula (Strokeplay), Series (N/A), Region Kind, and Age Groups (N/A). To the right of these fields are fields for Contact Name, Contact Phone, Contact Email, and Comment. Below the form is a section titled 'Data Errors' with the following text: 'Rounds, Courses: No rounds, No courses; Players: No players'. At the bottom is a section titled 'Tournament Owners' with a table. A red arrow points from the 'Info' button in the table above to the 'Union' column in the 'Tournament Owners' table.

Federation	Union	Club
South African Golf Association	Boland Golf Union	!Brodsky Golf Club
Womens Golf South Africa	Border Golf Union	Aachen GC
	Central Gauteng Golf Union	Aberdour G.C
	Eastern Province Golf Union	

Addendum C

Team events added here:

The screenshot shows a web application interface with a navigation menu at the top. The main content area displays a table of rankings for the 'SAGA Open (rolling 24 months)'. The table has columns for 'Events', 'Ranking', 'Frame', 'In-Season Settings', 'Extract', and 'Action'. The first row, '20 Dummy Ranking (TAR) / ZA_SAGA_Open', is highlighted with a red box and contains a warning icon and the text 'No counting events'. The second row, '73 SAGA Open Ranking / ZA_SAGA_Open', is highlighted in grey. A red arrow points from the text 'Team events added here:' to the first row.

Events	Ranking	Frame	In-Season Settings	Extract	Action
20	Dummy Ranking (TAR) / ZA_SAGA_Open No counting events		Edit Players	HTML XLS PDF	✓ ✕
73	SAGA Open Ranking / ZA_SAGA_Open Hide Players with Zero results: Yes	URL	Edit Players	HTML XLS PDF	✓ ✕