

UNDERSTANDING DRAWS AND POINTS

Many clubs run balloted draws or chit entries for peak tee times on certain days, or in some instances draws are run daily.

The key feature of the iGolf draw system is the ability of the allocate tee times based on accumulated points by each player. Points are added to each player each time a draw and are calculated based on how close a person or group comes to the tee time they have requested. The tee sheet administrator is able to set how many points are assigned for each tee time depending on how close the player comes to their requested time. Once this preference is set up the system will automatically add points when a draw is run. Points are set up in a series of 4 options that are listed as Class 1, 2, 3 and 4. Class 1 receives the most amount of points and is allotted when a person receives the exact time, or very close to the time they requested (usually within 15 minutes). Class 2 would assign fewer points as it would be further away from the requested time (usually 30 minutes). Class 3 would receive fewer points again and Class 4 would usually receive zero points as it would be set to a time significantly outside of the requested tee time.

PLACING PLAYERS INTO THE TEE SHEET

An example of a draw and point allotment would be as follows: A person books his or her group and requests a tee time of 9:00am. They would then select a window of time before and after their requested time that they would be willing to play if they cannot get their exact time. This allows the system to review accumulated points from all players vying for the time of 9:00am and place people into time as close as possible to their requested time. If a spot is not available for the requested time the iGolf system would work out from the requested time until it finds a spot for that group. Keep in mind that it is important that players assign their actual available window of time they can play. If a player sets the window too small then there could be a chance that the person would not receive a tee time if they have accumulated too many points. In this case they would be placed outside of the draw and be listed as an unassigned tee time.

ACCEPTING DRAWS

Once a draw has been run by the proshop the system would place the players into their designated spots by giving priority to people or groups with the fewest number of points. The administrator could then review and adjust the tee sheet if

needed. If everything is good the draw would then be accepted and tee times would be placed into the live tee sheet. An email is then sent to all players informing them of where they placed on in the draw and the time they will tee off.

The total number of points a player has accumulated can be reviewed by the tee sheet administrator at any time and points can also be ignored for specific draws that do not require priority sorting.

ENTERING DRAWS

Step One

Tee times can be entered directly into the tee sheet or entered into a draw. When a player clicks on a day that will be running a draw the person must enter a ballot in order to receive a tee time for that day. If the draw has already been run or there isn't a draw set up for that day then the player would be able to book a tee time directly onto the tee sheet based on availability. To enter a draw they would click on the "Create Entry" button in the title bar that also includes a description of the draw. Once the tee booking interface has opened you have two methods of entering another member. You can select a player from your Buddy List which will be listed in the Members box (once you have created a Buddy List). You can select all the members in your Buddy List by holding your mouse button down and dragging over the list. You can also hold the control button down and click on multiple players.

If you are adding a player not in your Buddy List you can search for another member by typing their last name into the Search Box. As you type the name it will zero in on the name you are searching for. Quite often you will only need to type a few letters in order to see the members name.

As you locate the players you must click on their name. They will become highlighted. Once a player is highlighted you will need to click "+ Player" to move them to the Selected Players box. If you would like to bring a guest that has already played with you, they will be listed in the Guest box and you can click on their name to highlight the guest and then click "+ Guest" to add them to your group. If they are not in your list you can click "Create Guest" and try to locate the guest in the search box. If they are located in the Search you can highlight the guest and click "+ Guest" to include them in your guest list. If they are not in the system you will then have to click "Create Guest" and fill in the guest info. The guest will automatically be added to your guest list.

DRAWS AND LOTTERY BOOKING CONTINUED

Step Two

You will first be prompted to enter your Desired Time. This is the time that you would like to play. Click on the drop down menu and select a time by clicking on it.

Now you are required to select the absolute earliest time you or your group is available to play. Click on the drop down and select your time.

Then you must define the absolute latest time you or your group is available to tee off. Click on the drop down and select your time.

Once you are happy with your selections Click the "Submit" button to complete your draw entry.

UNDERSTANDING YOUR WINDOW OF AVAILABILITY

It is important that all players understand that the iGolf system will not give preference to anyone based on the size of their window of availability. The system can only fit your group into the time frame you have defined, so it is very important that your window of availability is properly set to your absolute earliest and latest time you are willing to accept a tee time. If this is not set properly you will run the risk of not getting a tee time for you or your group.

ADDITIONAL POINTS ABOUT MAKING DRAW ENTRIES

Point #1: Duplicate entries

If you submit a draw entry that includes the name of someone that has already been included in the draw by someone else, you will be notified by the system that the person is already in the Draw. You will need to remove that person from your entry before the system will allow you to complete the entry.

Point #2: Member is not listed

If you cannot find the name of a member you are trying to enter, it is because they are restricted from playing at that time. Restricted players can only be entered by the tee sheet administrator in the pro shop.

Point #3: Restricted member classes

The times that are indicated in the drop down menus are class and user sensitive. This means that the system will look at draw time and the class restrictions of the members you are playing with and only provide you with the times that the group as a whole are eligible to play in.

For example: a Draw is set up from 6:00am to 6:00pm on a Saturday. Lets say that you are trying to enter a ballot for yourself, 2 full play members and a Junior. You and your other 2 members may be eligible to play the entire day, but a Junior is set up with a restricted time that only allows them to play before 7:00am or after 2:00pm on Saturdays. The times in the "Desired Time" drop down box would only list the available times for the restricted Junior member of 6:00am to 7:00am and then from 2:00pm to 6:00pm. If the Junior were removed from the booking, the "Desired Time" drop down box would include all the times available to the 3 full play members between 6:00am and 6:00pm.

CHANGING AND/OR DELETING YOUR DRAW ENTRIES

As long as a draw has not been run, players are able to change or delete their draw entry. When a player returns to a day where the draw is set up they will see a "Modify Entry" button and a "Cancel Entry" button. To modify your specified times "Modify Entry" button. The first screen that comes up will be the player information. Click "Continue". You can modify your Desired Time, Your Earliest Time, or your Latest Time, or any combination there of. Click "Submit" to complete the edit. Once you return to the tee sheet you will see the change in your times reflected in the summary above the "Modify Entry" button.

If you need to withdraw your Draw entry before the Draw has been processed simply go to the day of Draw and click the "Cancel Entry" button. You will get a pop up box asking you to confirm that you want to remove your entry. Click "OK" to remove your entry.

Once you return to the tee sheet you will notice that the "Create Entry" button appears again. If you do become available again, you can re-enter a Draw entry.

Note:

When deleting a Draw entry submitted by yourself on behalf of you and other players, it will also remove the other players from the Draw.

It is important to understand that if you are the only one in the group that can no longer play, you must delete your entry and have someone else in the group submit a new entry.



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