

# SCOTS

## Quick Start Guide

The following procedure is used to establish a new Tournament.  
Run the SCOTS program. The following screen will appear:

**Tournament Setup**

Tournament Name:  # of Rounds:   Gross Tournament

Sponsor:  # of Players/Team:   Net Tournament

Break Ties starting on Hole #:   Use Max Male Index:

Use Max Female Index:

**Flight and Round Information** **Logo Information**

Flights: # of Flights:   Use same TBox for All Flights

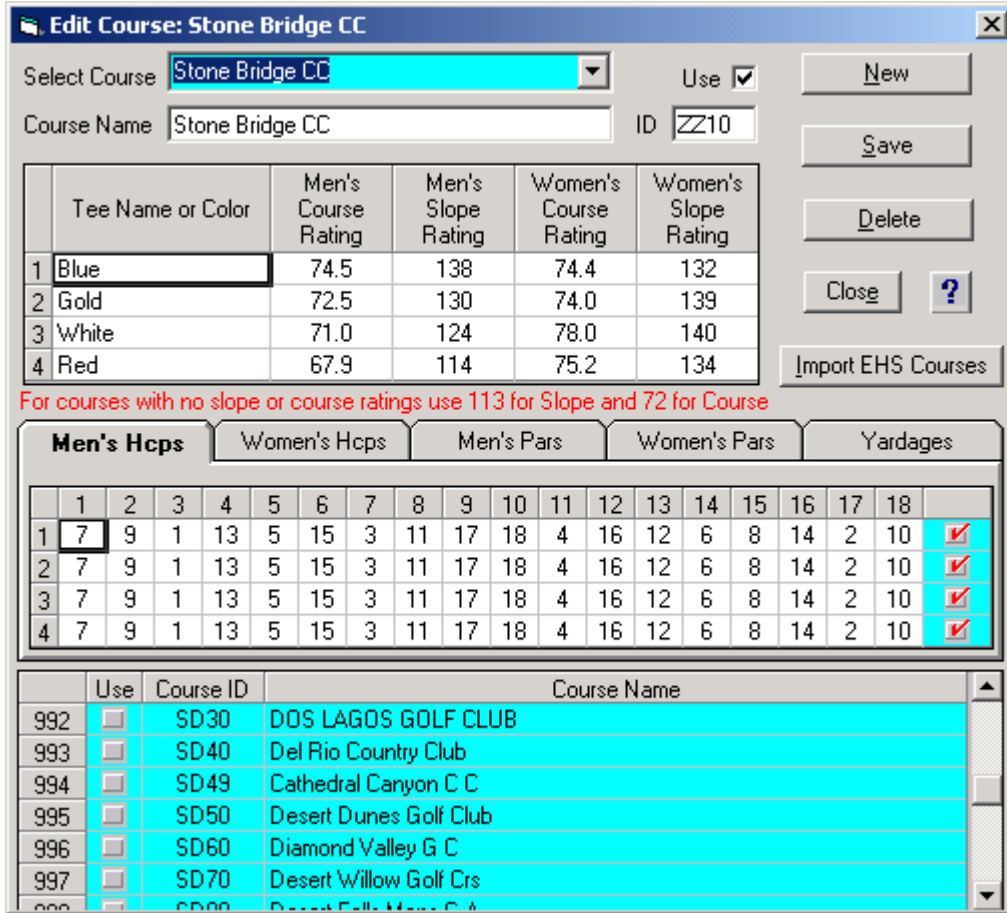
Rnd	Tourney Type	Course	Date
-----	--------------	--------	------

If the tournament about to be entered is using a new Course, close the Tournament Setup screen by clicking the "X" at the upper right or by clicking the "Activate" button. The Main SCOTS screen should now be visible.



1. Click the "Course Setup" button to enter the information for the course(s) involved with this tournament:

- Course Name
- Tee Boxes with associated Men's and Women's Course and Slope ratings
- Men's and Women's pars per Tee Box
- Men's and Women's handicap holes per Tee Box
- Yardages



Then click the "Save" button to save the course information. Click the "Close" button to exit the Course Setup screen and display the Main SCOTS screen.



Click the "Tournament Setup" button to enter the tournament information. The following screen will appear:

**Tournament Setup**

Tournament Name: Example Tournament      # of Rounds: 2       Gross Tournament      ?

Sponsor:      # of Players/Team: 1       Net Tournament

Use Max Male Index: 36.4      Open ...

Use Max Female Index: 40.4      Save

Tournament Types ...      Break Ties starting on Hole #: 10       Use Max Female Index: 40.4      Delete

**Flight and Round Information**      Logo Information

Flights: # of Flights: 2

1 Champion

2 Amateur

Use same TBox for All Flights

Rnd	Tourney Type	Course	Date
1	Individual Stroke Play	Stone Bridge CC	06/09/2006
2	Individual Stroke Play	Stone Bridge CC	06/10/2006

Activate

## 2. Enter the Tournament Setup Information:

- Tournament Name (**mandatory**)
- Sponsor Name (not required)
- Number of Rounds for the Tournament (**mandatory**)
- Number of Players per Team (**mandatory**)
- Number of Flights and Flight Descriptions (**must enter at least 1 Flight**)
- Tournament Type for Each Round (Tournament Types limited by # of Players/Team)
- Course for Each round
- Tournament Date for Each Round (only necessary if exporting scores)

Click the "Save" button and enter the "File name" on the "Save As" screen.

**Save As**

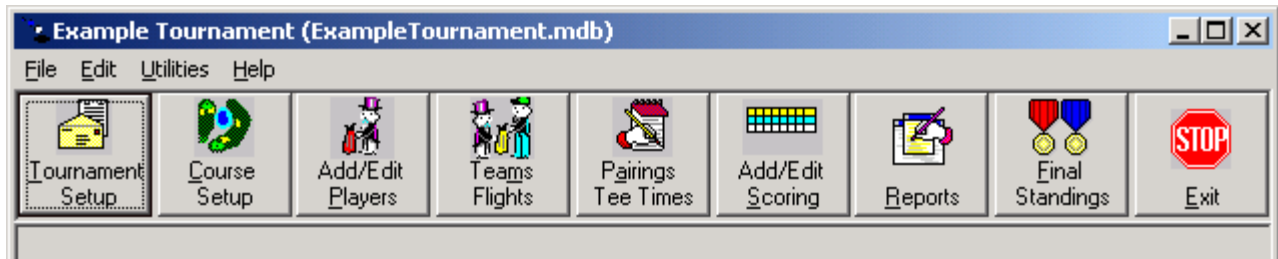
Save in: DBFiles

020801142605.MDB	060427140832.MDB	1Cris
020921103216.MDB	060510130655.MDB	1Ecle
020928075408.MDB	060605111818.MDB	1Indi
041006174633.MDB	060605210053.MDB	1Stat
041006174726.MDB	060607164232.MDB	1Test
041008150936.MDB	060609121021.MDB	2002
060427134142.MDB	060609154203.MDB	2002
060427135819.MDB	060609212832.MDB	2002
060427140238.MDB	060610152813.MDB	2002

File name: ExampleTournament      Save

Save as type: SCOTS Tournament Files (\*.MDB)      Cancel

Click the "Save" button and note that the Main menu caption at the top will now reflect the Tournament Name.



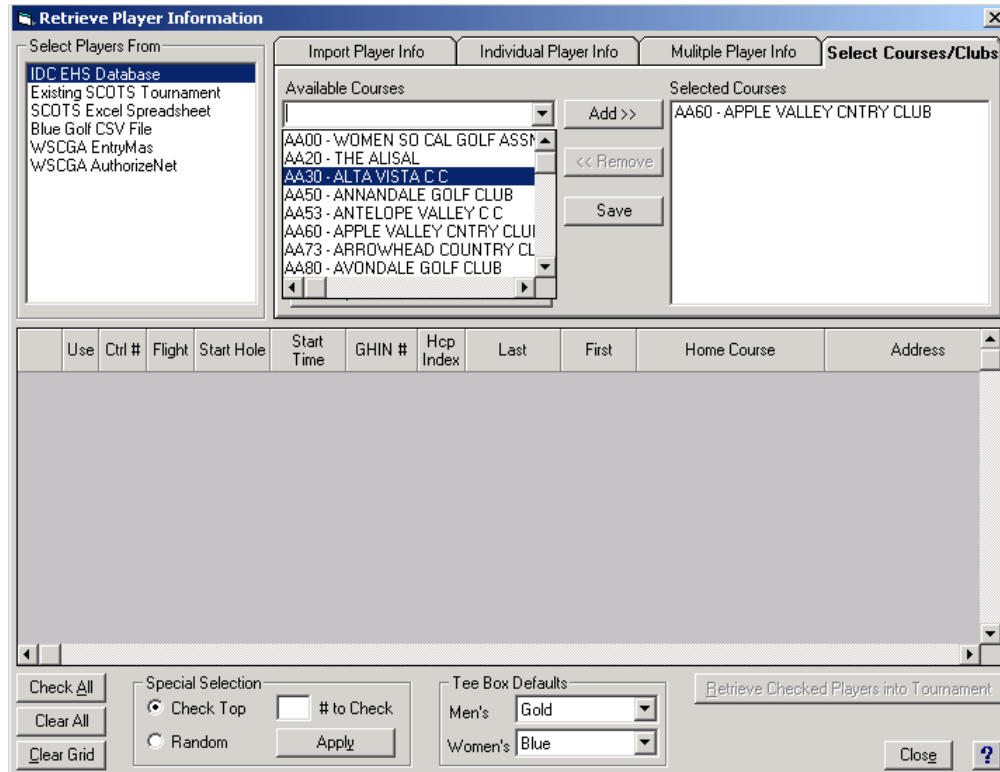
3. Enter/Import the Participants' information by clicking the "Add/Edit Players" button.

Control #	Player Name	M/F	Entry #	Pd	Flight	Team Name	Index

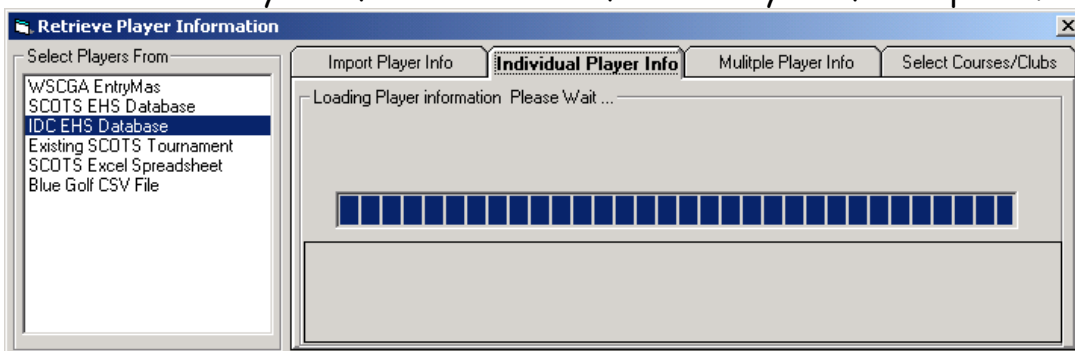
Players can be imported from various file types including:

- Existing SCOTS tournaments
- IDC Player databases
- Blue Golf Export files
- SCOTS spreadsheet files

In this example, click the "Import Players" button to view the following screen. Then select the "IDC EHS Database" choice in the "Select Players From" list. On the "Select Courses/Clubs" tab, find the desired Course from the "Available Courses" drop down list box. The courses are arranged in alphabetical order by the 4-character club code. When the desired course is selected, click the "Add >>" button to place the course in the "Selected Courses" list and then click the "Save" button.



Next click the "Individual Player Info" tab and wait for the Player info to update.



Start entering the GHIN # or player's last name until the desired player is retrieved. Click the "Get Info" button to retrieve the selected player's info to the Individual Player Info grid. Then click the "Add" button to add the information to the Import Players grid

Select Players From

- IDC EHS Database
- Existing SCOTS Tournament
- SCOTS Excel Spreadsheet
- Blue Golf CSV File
- WSCGA EntryMas
- WSCGA AuthorizeNet

Import Player Info | **Individual Player Info** | Multiple Player Info | Select Courses/Clubs

Select a Player by typing 6 digit Member #

Select a Player by typing the Last Name, First Name

WINCHELL, VICKI (F663343)

	Add	GHIN #	Last	First	M/F	Index	Course/Club
1	Add	663343	WINCHELL	VICKI	F	16.3	AX99 - WSCGA OFFICE
2	Add	663343	WINCHELL	VICKI	F	16.3	AA00 - WOMEN SO CAL GOLF

	Use	Ctrl #	Flight	Start Hole	Start Time	GHIN #	Hcp Index	Last	First	Home Course	Address
1	<input checked="" type="checkbox"/>					663343	16.3	WINCHELL	VICKI	AX99 - WSCGA OFFICE	

Check All | Clear All | Clear Grid

Special Selection

Check Top  # to Check

Random

Tee Box Defaults

Men's

Women's

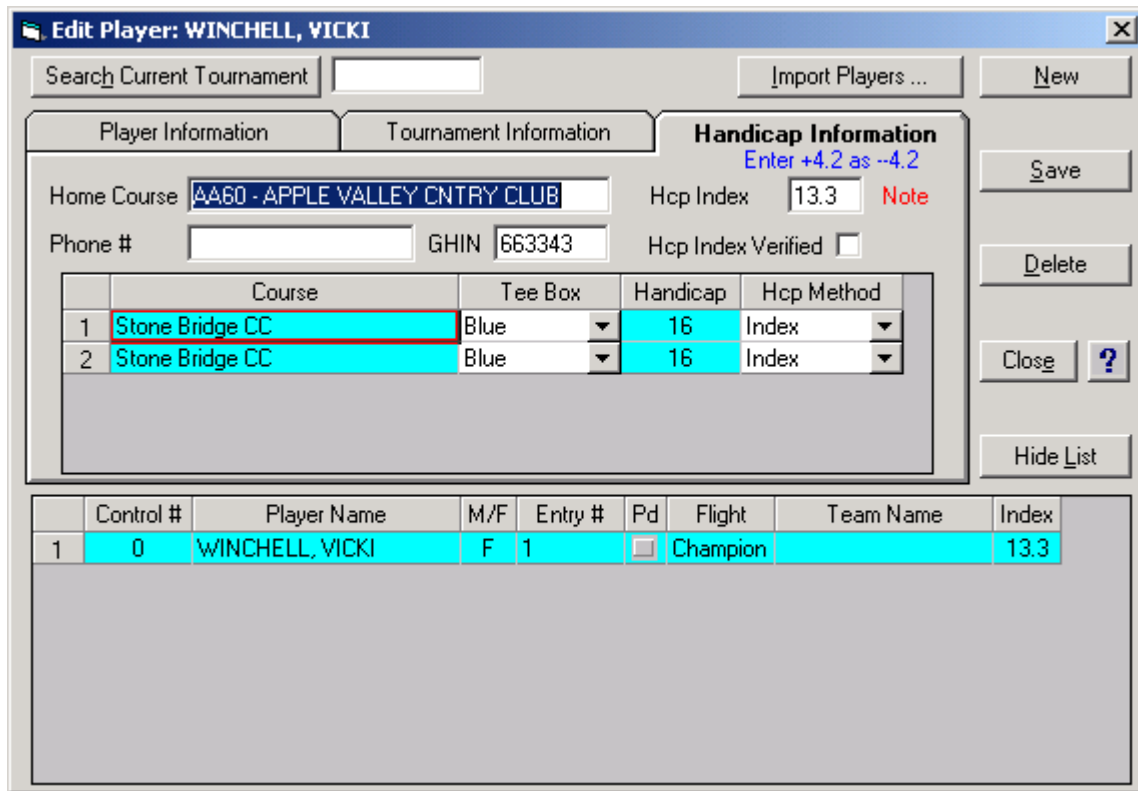
Continue this procedure until all desired participant information is now located in the Imports Players grid. Check each "Use" column check box next to the players that will be brought into the current tournament and click the "Retrieve Checked Players into Tournament" button.

The following dialog box will appear. Please note that not all import types will contain Control Numbers, handicap indexes, Tee Boxes and/or Flight information. You will need to do this in a subsequent step.

SCOTS 4.2.1

**i** NOTE: Control Numbers, Handicap Indexes, Tee Boxes and Flights might need to be updated for the Players just imported from existing Tournaments.

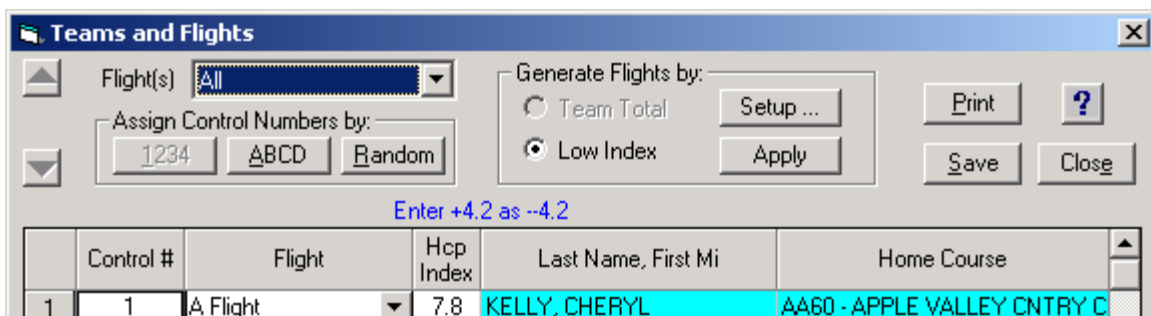
Note that the "Add/Edit Players" screen should now contain all of the players eligible for the current tournament.



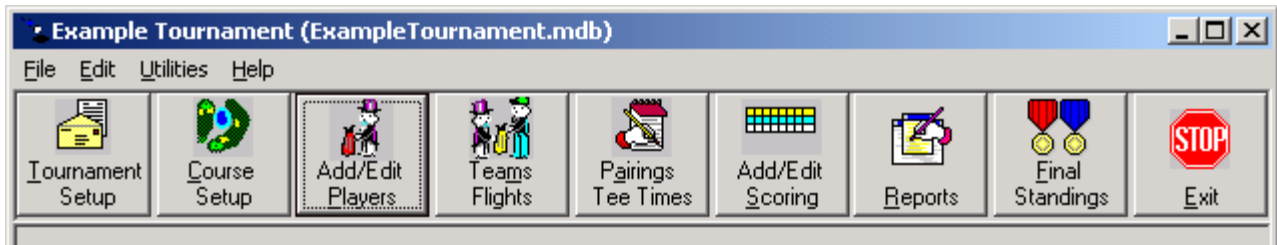
Now that the players have been entered for the tournament, Control or Team numbers must be entered. The easiest way to do this is to close the "Add/Edit Players" screen and click the "Teams Flights" button from the Main screen.



4. Determine the Teams and Flights. Note that the individual player's Control numbers, flights and handicap index can be entered on the Teams and Flights screen as well as the Add/Edit Player's screen. Click the "Save" button followed by the "Close" button.



5. Determine the first round's Pairings and Tee Times by clicking on the "Pairings Tee Times" button on the Main SCOTS screen.



**NOTE:** This step must be completed for each round. Adjusted handicaps are calculated for each player or team for use on the Scoring screen. If Course information (like course ratings, slope ratings or handicap holes) or player information (like handicap index, Tee Box or Control Number) changes, Pairings and Tee Times must be re-Saved to guarantee valid scoring results. In other words, the Pairings and Tee Times screen must be re-Saved for each round after changes have been made and each score card must be re-Saved for proper handicap and scoring results.

Select the Start Type, Start Time, Interval and # per Hole. Then click the "Autofill" button followed by the "Save" button. Close the screen by clicking the "Close" button.



**Pairings/Tee Times**

Round: 1      Tournament Type: Individual Stroke Play      Autofill      Save      ETP

Flight(s): All      Start Type: Regular      Interval: 7/8      Print

Cut ...      Undo Cut ...      Start Time: 07:00 am      # per Hole: 4      Clear Times      Close      ?

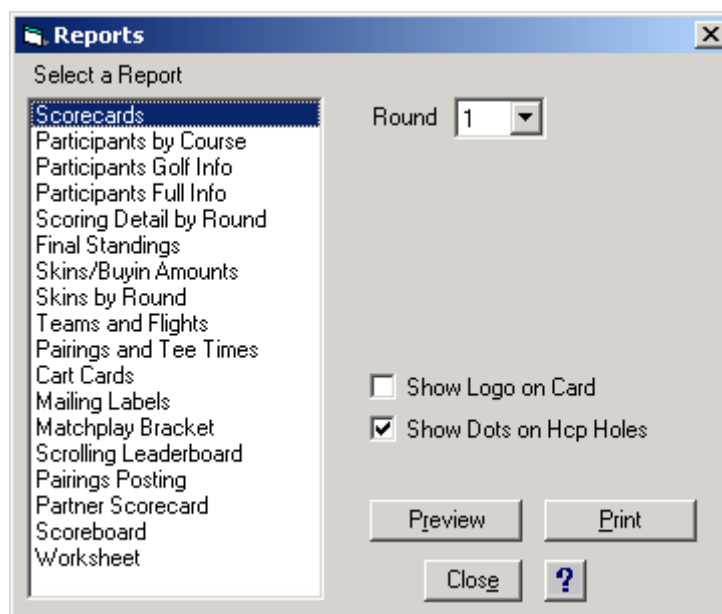
Ctrl #	Last Name, First Mi	Home Course	Flight	Tee Box	Hcp	Adj	Tee Time	Hole
1	1 WINCHELL, VICKI	AA60 - APPLE VALLEY	Champion	Blue	16	16	07:00 AM	1

Color legend for handicap limits      Max Index Limit      Stroke Limit      Scheid/Mod Peoria

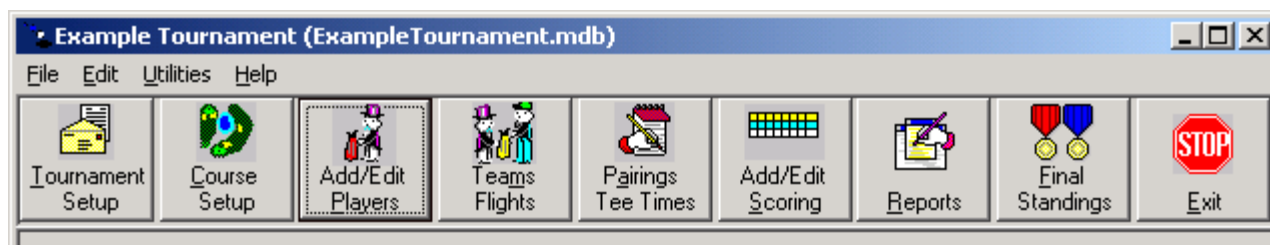
6. Print out the Pairings and/or score cards (this step is optional), by clicking the "Reports" button on the Main SCOTS screen



Select the "Scorecards" report and the appropriate Round. Then click the "Print" button to send the score cards to the local, default printer.



7. As players complete their rounds, score cards are turned in for entry into the Scoring screen. Click the "Add/Edit Scoring" button on the Main SCOTS screen to enter scores.



Select the appropriate Round and enter the Control # or name of the Player and click the "Retrieve" button. The navigation arrows can also be used to quickly display the desired Player's score card. Enter the gross score for each hole and click the "Save" button. When scores have been entered for all players, click the "Close" button.

**Enter Individual scores for: Test Tournament Name**

Round: 1 | Tournament Type: Individual Stroke Play | Save

Control # or Name: 64 | Retrieve | Flight: B Flight | Save All

Player Status: Qualified | Delete

Enter Total Gross Scores | Web | Close | ?

Course Information	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Tot
1 Par	4	4	4	3	4	5	4	5	3	36	3	4	4	3	5	4	4	4	5	36	72
2 Handicap	7	9	1	13	5	15	3	11	17		18	4	16	12	6	8	14	2	10		

Individual Gross Scores

Name	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Tot	Hcp	Net
1 WINCHELL, VICKI	6	4	5	4	4	5	4	5	6	43	4	5	4	6	4	5	6	5	4	43	86	19	67

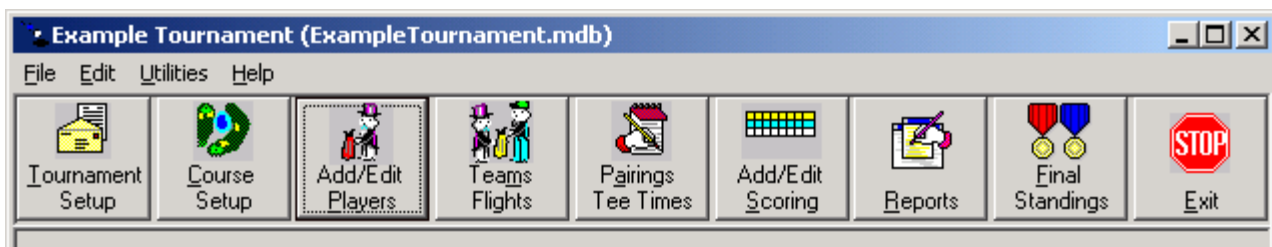
Color Hcp Holes: +1 Stroke (blue), 1 Stroke (yellow), 2 Strokes (green), 3 Strokes (magenta), 4 Strokes (orange)

Combined Scores For: WINCHELL, V

Scores/Points	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Tot	Hcp	Net
1 Gross Scores	6	4	5	4	4	5	4	5	6	43	4	5	4	6	4	5	6	5	4	43	86	19	67
2 Net Scores	5	3	3	3	3	4	3	4	5	33	3	4	3	5	3	4	5	4	3	34			67

8. After all scores have been entered, repeat steps 5-7 until all rounds are complete.

9. Click the "Final Standings" button on the Main SCOTS screen to display various reports to determine winners



The Final Standings screen can be used to display and print out all possible tournament formats as selected on the Tournament Setup screen. Over-the-field winners can be omitted from the final Gross and Net standings. Alternation of Gross and Net winners can also be accomplished for final standings.

**Final Standings** [X]

Round: 1 [v]  
 Flight: All [v]

Display:  Scores  Points  
 Individual  Team  
 Omit Over-the-Field Winners

Alternate Gross/Net [A] Close [C] ? [Q]

Scores								Final Gross Standings				Final Net Standings					
Gross Scores				Net Scores													
	Name	Ttl Grs	Rnd	Lst 9	Lst 6	Lst 3	Lst 1					Ttl Net	Rnd	Lst 9	Lst 6	Lst 3	Lst 1
1	WINCHELL, VICKI	90	90	45	30	15	5		1	WINCHELL, VICKI	74	74	37	25	12	4	

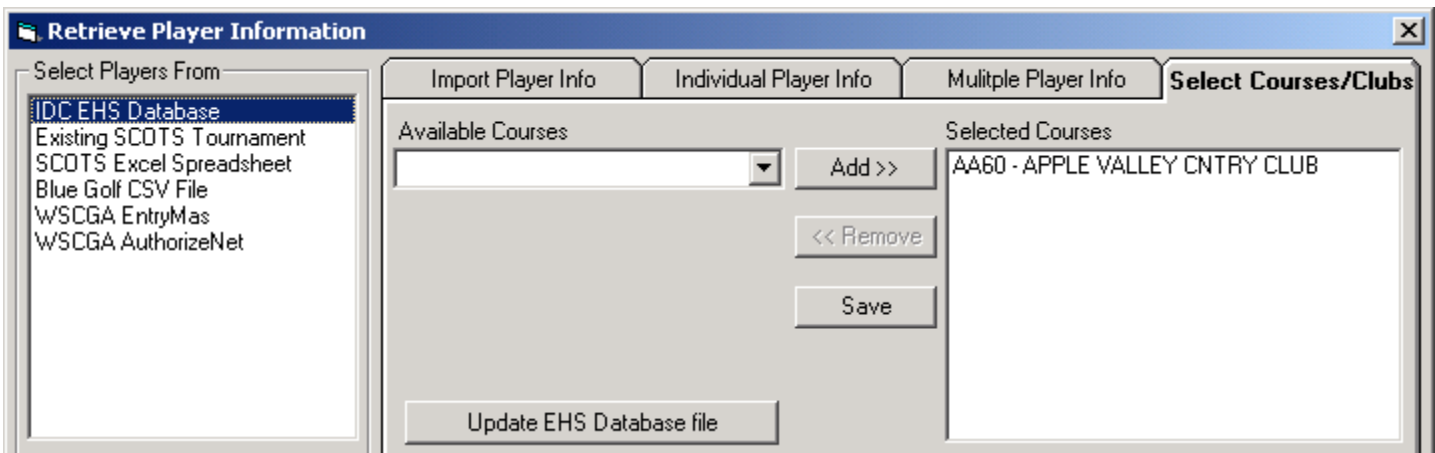
## Other Functions of SCOTS

### 1. EHS Updates

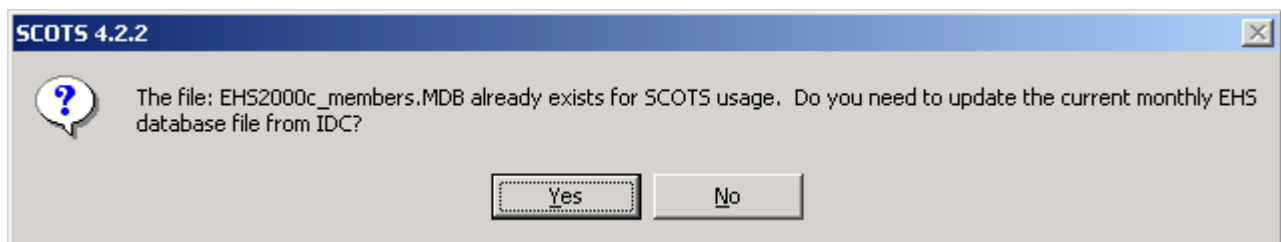
The most current EHS handicap information should be used for tournaments. EHS updates are available on a regular basis from IDC. These updates should normally be completed before entering a SCOTS tournament. However, if pairings and/or scoring information has already been recorded in a SCOTS tournament, and newer EHS handicap information becomes available, the following update procedure can be used.

Open the existing tournament to be updated with the newest EHS handicap information.

Go to the Add/Edit Players Screen and click the "Import Players..." button to display the "Retrieve Player Information" Screen.

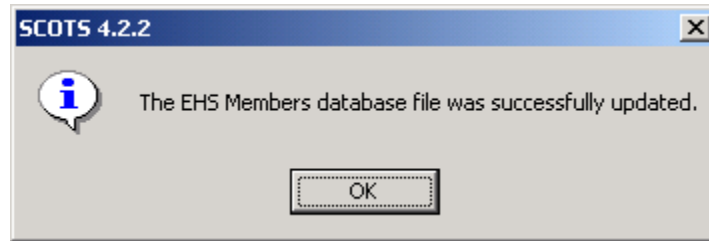


Click the IDC EHS Database item in the "Select Players From" list. Next click the "Select Courses/Clubs" tab. Then click the Update EHS Database file button. The following message will appear.

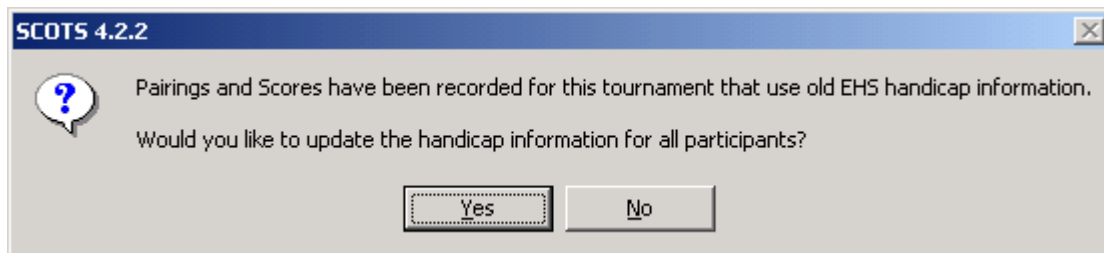


Click the "Yes" button to update SCOTS with the current EHS data.

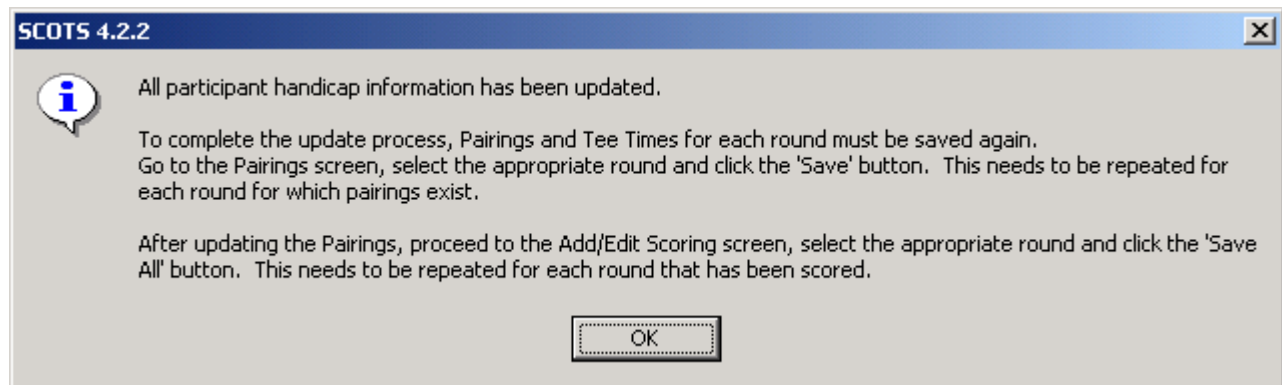
Upon successful completion of updating SCOTS with the most recent EHS data, the following screen will appear.



If Pairings and/or Scores have been entered for the existing Tournament, the following message will appear.



To update the handicap information for all participants in the existing Tournament, click the "Yes" button.

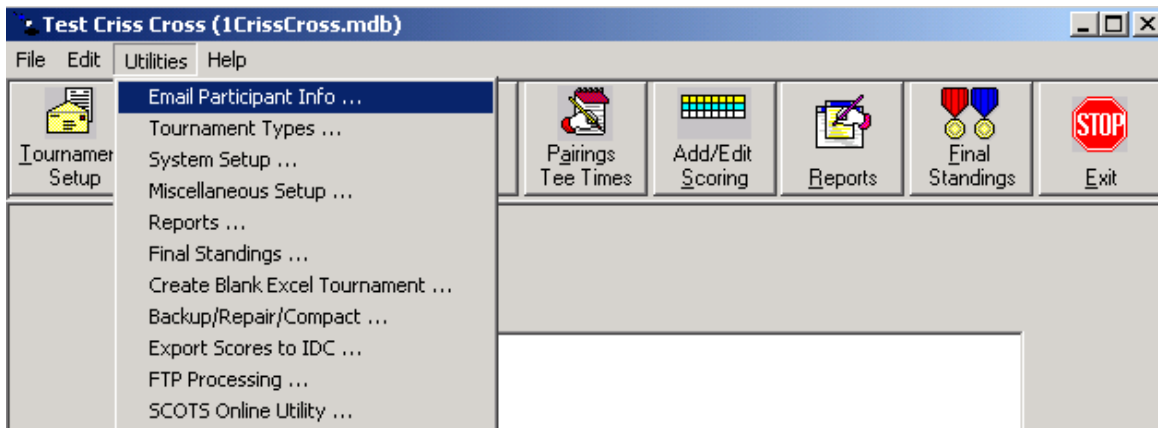


To complete the update process, follow the procedure in the message on the Pairings and Scoring screens.

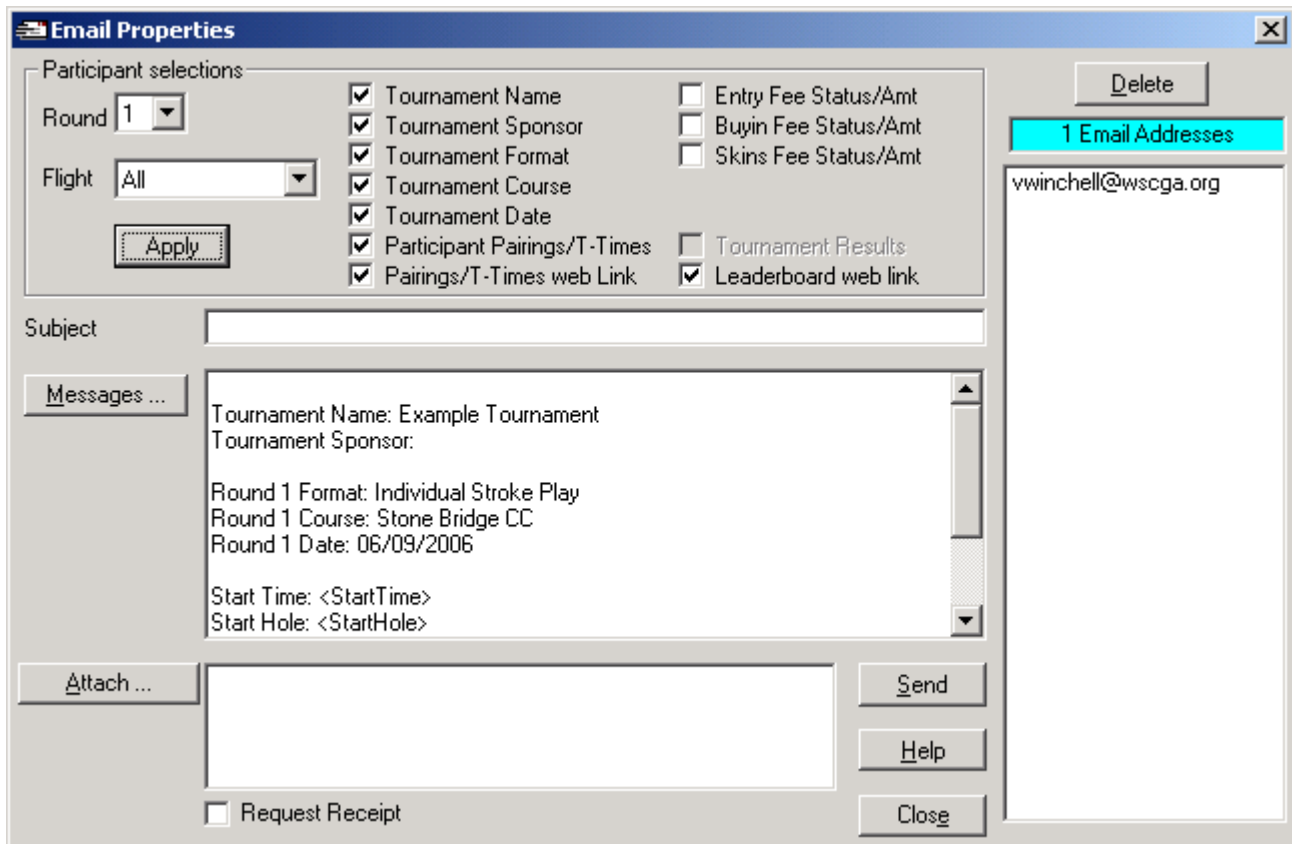
NOTE: This procedure must be followed for EACH Tournament that requires EHS handicap information to be updated.

## 2. Email Notifications

Email notifications can be easily sent to each player in the tournament through SCOTS.

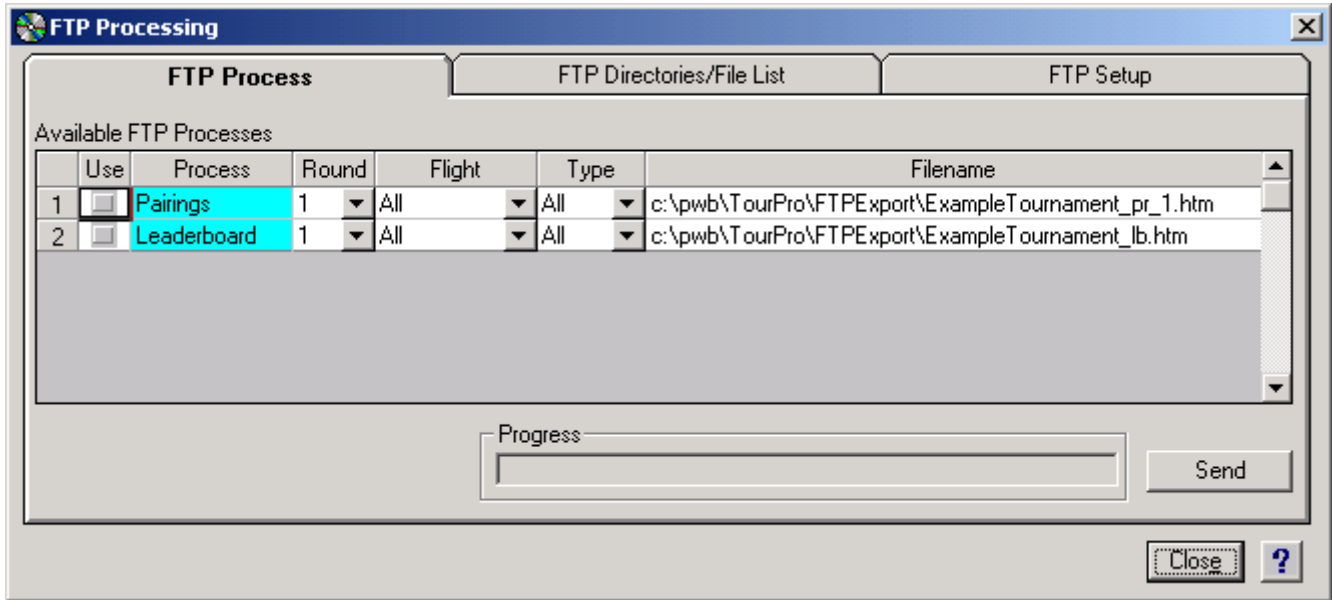


A variety of selections are available to be automatically included in email messages by checking the appropriate boxes. Files (which could include driving directions or maps) can also be attached to the e-mail by clicking the "Attach" button and browsing for the file.

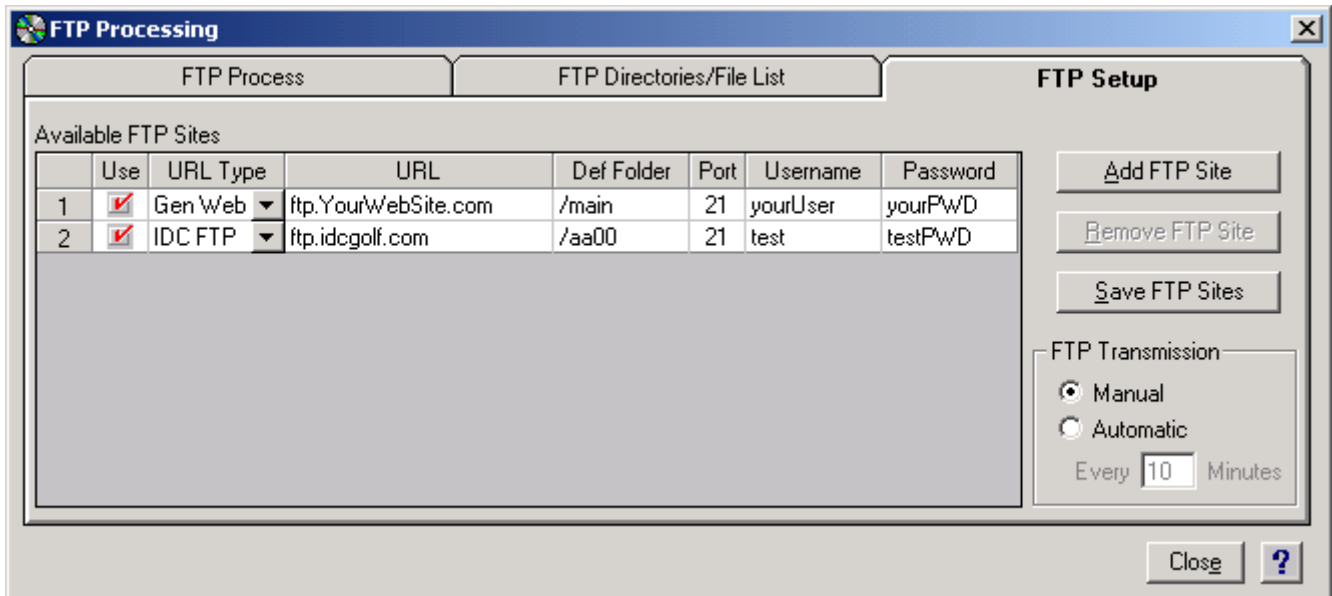


### 3. File Transfer Protocol (FTP) of Pairing and Leaderboard information

Pairings and Leaderboard information can be FTP'd to the desired web server for processing and viewing. All required files that will be sent by FTP are generated by SCOTS. There is no additional charge for this feature.



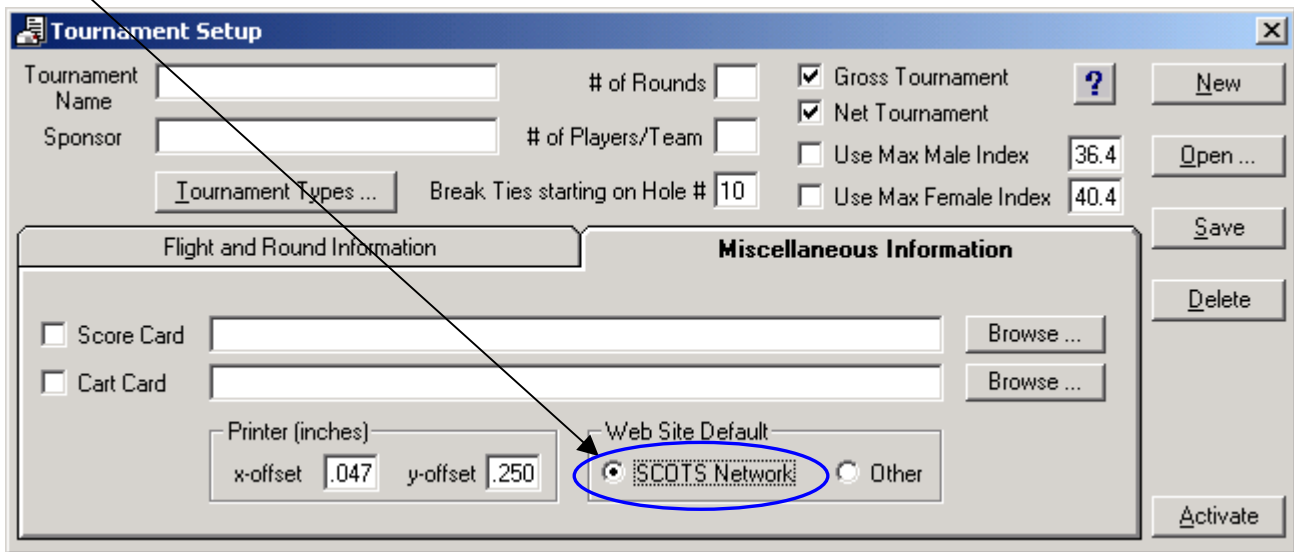
Existing websites/servers are entered on the FTP Setup tab.





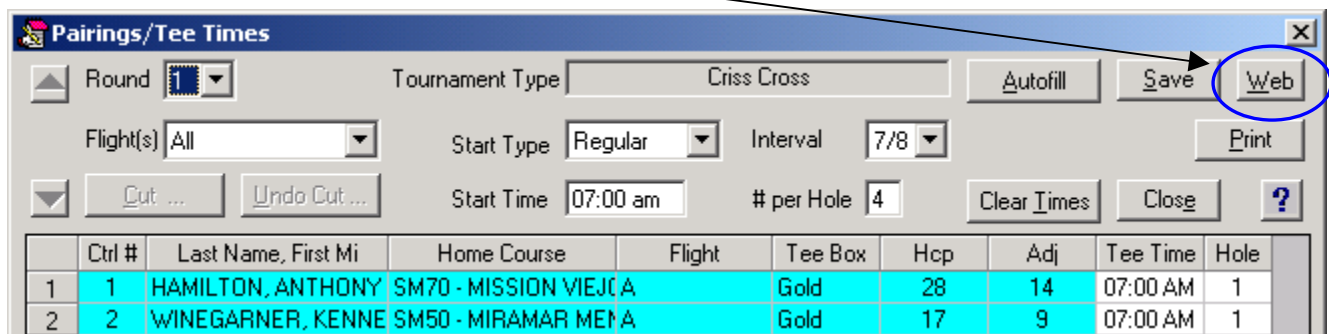
### 4. SCOTS Network Website

The current tournament information can be uploaded and displayed on the SCOTS Network website [www.scotsnetwork.com](http://www.scotsnetwork.com). Association/Club information, Tournament information, Pairings, Leaderboard, Individual and Team Scores, Final Standings and Statistics can all be viewed on the web site. There is a separate installation procedure that must be made as well as an additional, annual fee associated with this feature. Additional information can be found on the SCOTS Network website [www.scotsnetwork.com](http://www.scotsnetwork.com) or by contacting [support@buddesystems.com](mailto:support@buddesystems.com). The Tournament Setup Screen can be used to set the SCOTS Network as the default.

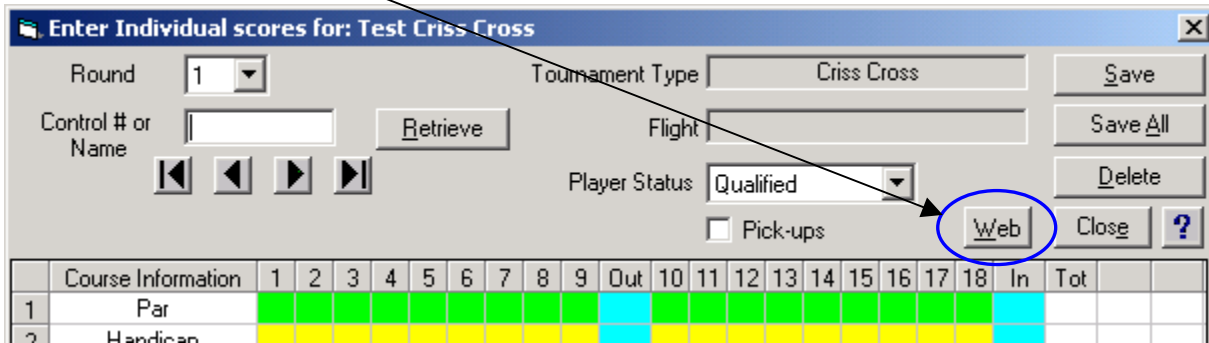


The SCOTS Network Utility is used to send current tournament information to the SCOTS Network website. There are 3 different locations in the SCOTS program which can be used to display the SCOTS Network Utility screen

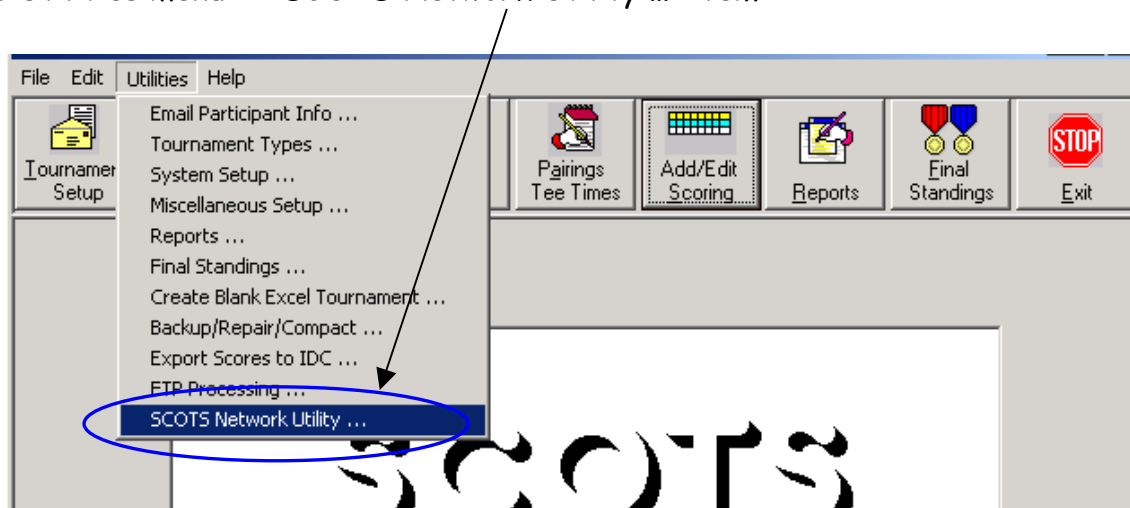
A. The Pairings screen



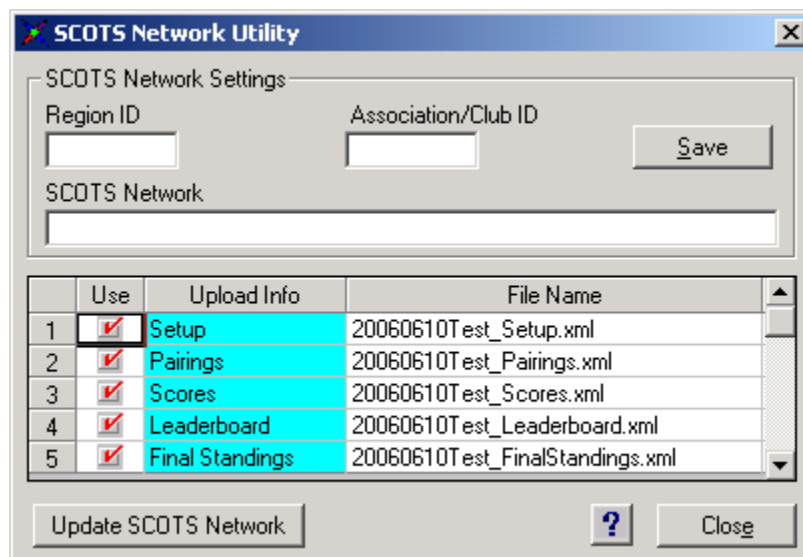
B. The Scoring Screen



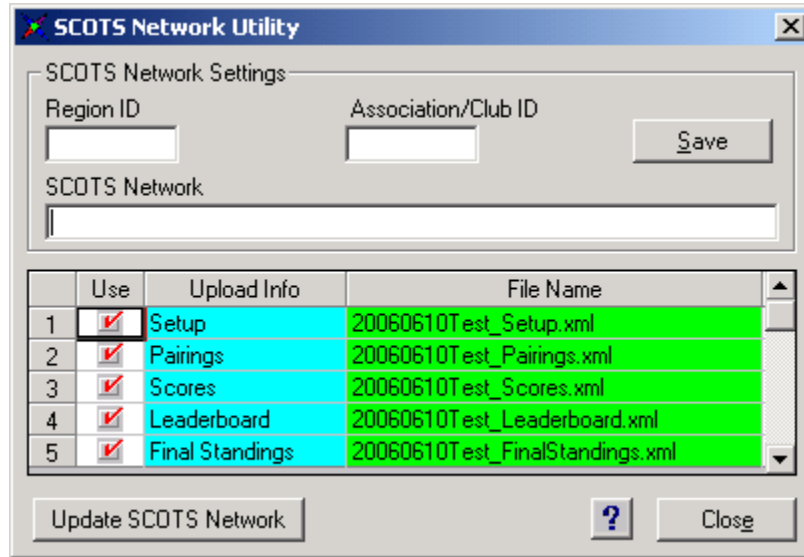
C. The Utilities menu -> "SCOTS Network Utility ..." item



After paying the annual fee, a Region ID, Association/Club Id, and SCOTS Network URL will be provided. Enter these values into the appropriate fields and click the "Save" button.



To upload tournament information to the SCOTS Network website, check the "Use" box in front of the desired "Upload Info" items and click the "Update SCOTS Network" button. Upon completion of the update process, each selected item that was successfully transmitted will have a Green background color.



All uploaded tournaments will be displayed on the appropriate Association/Clubs page of the SCOTS Network website.

