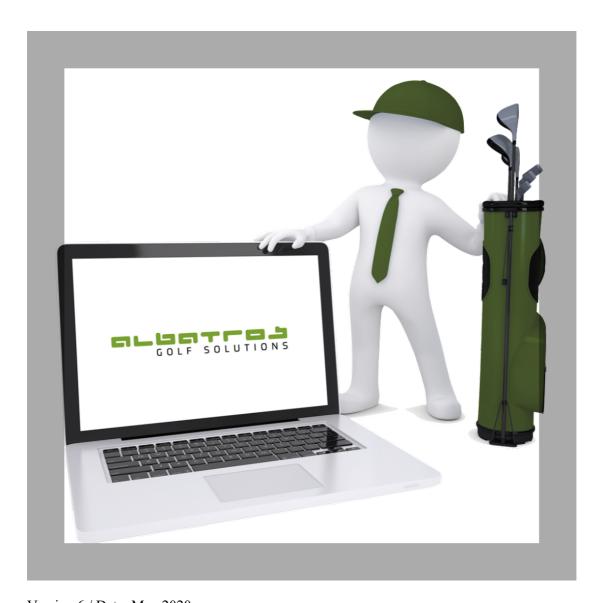


Instruction Manual

Albatros Tournament Database



Version 6 / Date: May 2020



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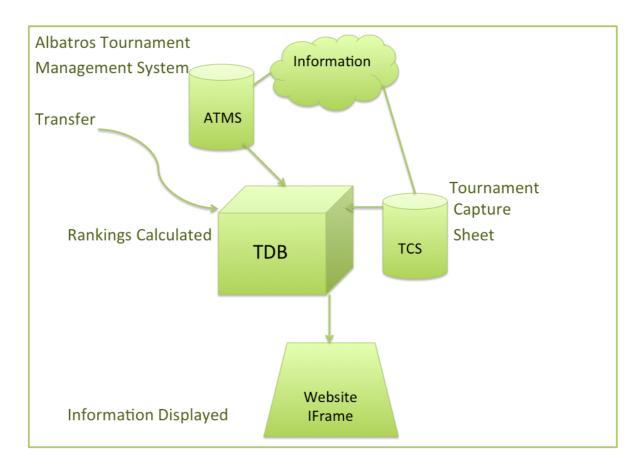


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Introduction

The Albatros Tournament Database (TDB) is used to create and manage ranking systems for a Federation, Union or Club. The TDB allows for the creation of a variety of different rankings, to best suit the users requirements. The rankings, once completed, are then easily publishable to a variety of different formats. As the TDB forms part of the Albatros software and is used together with the ATMS (Albatros Tournament Management System) and the TCS (Tournament Capture Sheet) it is beneficial to understand the structure of the software. Below is a diagram to explain this.



It is advisable to have a training session prior to using the TDB. The manual can then be used as a reference for the various settings and to continue managing the rankings and IFrames.

To understand the basics of the TDB it is first necessary to understand the structure and terminology in the creation of a ranking.

A ranking is formed through the compilation of a number of events/tournaments. A ranking on the TDB is created from tournaments captured on the Albatros Tournament Management System (ATMS) or the Tournament Capture Sheet (TCS). Therefore it is necessary to first capture the data. It is suggested that the ATMS be used as the scoring system of choice when running a tournament. The reason for this is that capturing data after a tournament is completed, can often lead to inaccuracies in the data. The incorrect player being added is the most common occurrence. It is therefore extremely important that all information on the ATMS is correct. If this is not possible, the TCS may be used to capture results. Please note the TCS is limited in it's use and a tournament cannot be run on the TCS. It is merely a means to capture results that need to be used for Rankings.



For information on the ATMS please consult the ATMS manual and obtain login details from the Tournament Administrator.

For information on the TCS please obtain login details from the Tournament Administrator. The TCS is a fairly simple platform for capturing results and is almost self explanatory in nature, however, once logged in there is a 'Help' button at the bottom of the page where a manual can be downloaded giving instructions on the TCS. Tournaments captured on the TCS are automatically on the TDB.

Once a tournament has been captured on the ATMS it then needs to be <u>transferred</u> to the TDB. This is done using the TDB Transfer function on the ATMS.

Once transferred, to the TDB, a tournament is then added to a *Ranking*. A *Ranking* is a calculation taking into account players results from tournaments and listing these players on a Ranking from best to worst. The Ranking allows you for the adjustment of certain parameters to suit the users needs. A *Ranking* is added to a *Season*. A *Season* is usually for a limited time period e.g. 12 months, although it can be indefinite(Rolling). A *Season* contains all the information for a ranking.

Each Season is allocated to a *Tour*. Each *Tour* can contain a number of *Seasons*. A *Tour* should last indefinitely, with only the *Seasons* contained within it changing.

This manual takes the user through the process of creating and managing your rankings as well as using other features on the TDB.







Ownership

You as the user will be given ownership over all sections of the TDB that are relevant to you. This means all tours, season's etc. that belong to you, will be able to be edited and revised. It is therefore important that when you transfer something to the TDB, that it is allocated an owner (Allocate it to yourself). This is explained under the relevant sections in the manual. The ownership system is currently based on Federations, Unions and Clubs. A federation would be the South African Golf Association (SAGA) or the Women's Golf South Africa (WGSA). A union would be a provincial union such as the Western Province Golf (WPG). A club would be a Golf Club that is registered with a union and federation.

System Requirements

The recommended web browser is **Firefox**. It is suggested that the latest version be downloaded from the website prior to using the required URL.

As the system is web based, it does require constant internet connectivity. It does not require a lot of bandwidth, a simple 3g or 4g card with a reasonable signal will suffice.

In terms of hardware it is recommended that as a minimum the following is used:

• Windows 7 operating system

In terms of software, the TDB does not require any software to operate other than the TDB link itself. However it is recommended that a computer has as a minimum the following:

• Microsoft Office (2003 or later);



1 Login

Enter the following URL to access the Albatros Tournament Database (From now on referred to as TDB): http://admin.mygolftournament.co.za/

The following webpage may appear (Figure 1):

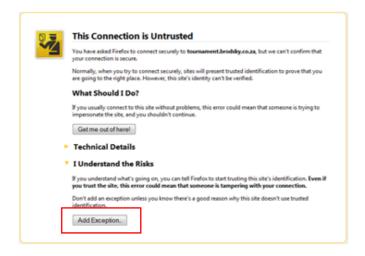


Figure 1

Click on the add exception button to proceed to the TDB home page.

The following web page should now open (Figure 2):

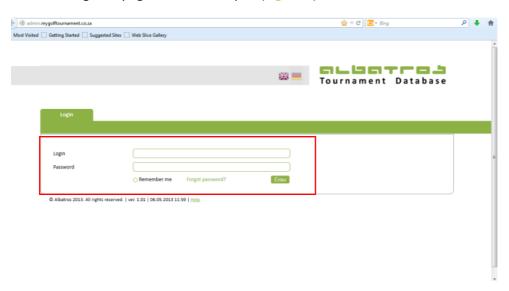


Figure 2

Enter the username and password, provided by Albatros Solutions, in the spaces next to Login and Password (Figure 2). Then click "Enter".



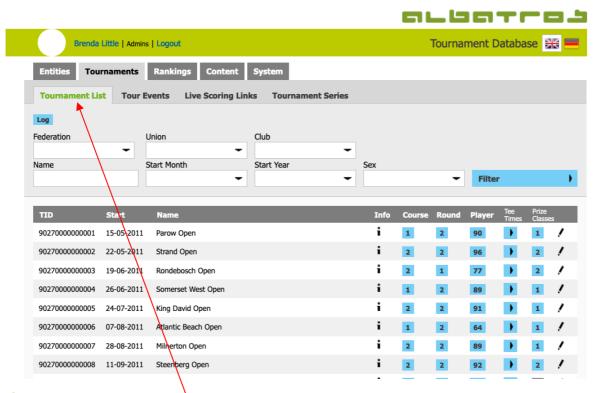


Figure 3

Once you have logged on, your name should appear in the top left corner. The default page, when logging in, will be the "Tournament List" page. This page will show all the tournaments that have been transferred to the TDB to date.

2 Entities

When logging in there are a number of Tabs along the top, the first being Entities.

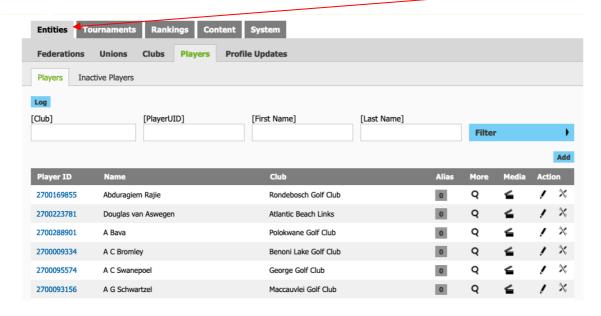


Figure 4



2.1 Federations

Click on the tab "Entities" and then "Federations". A list of all the current federations on the TDB will be shown. If you are an owner of a federation then you will be able to edit its name by clicking on the edit button.

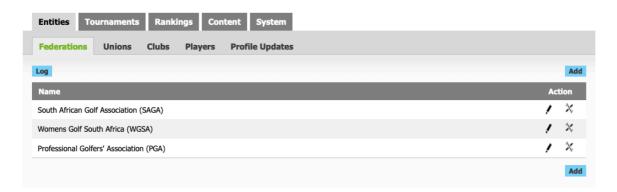


Figure 5

2.2 Unions

Click on the tab "Entities" and then "Unions". A list of all the current unions on the TDB will be shown. If you are an owner of a specific union then you will be able to edit its name by clicking on the edit button.

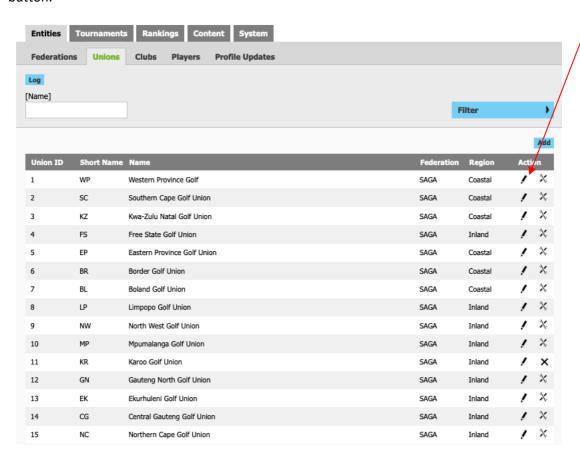


Figure 6



2.3 Clubs

Click on the tab "Entities" and then "Clubs". A list of all the clubs currently on the TDB will be shown.

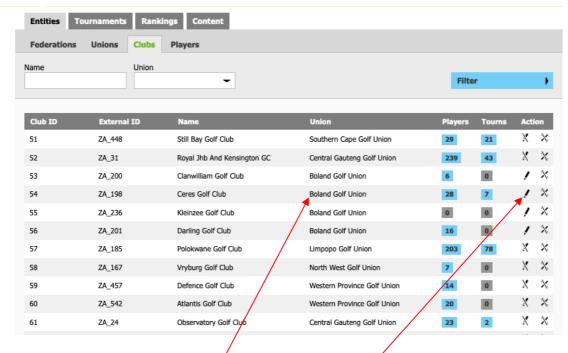


Figure 7

Each club is assigned to a specific union. If you click on the "edit" button then you will be able to adjust certain settings. You will only be able to edit clubs that belong to your Union.

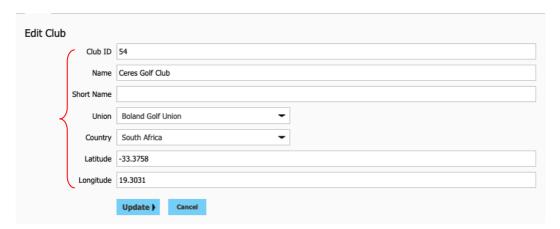


Figure 8

The number under "Tourns" (Figure 7) indicates the number of tournaments, on the TDB, that have been held at that course. If you click on the number you will be able to view the tournaments that have been held at that course (Figure 9).



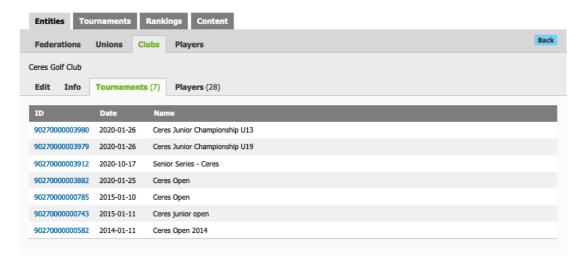


Figure 9

The number under "Players" (Figure 7) indicates the number of players from that club who have been loaded onto the TDB. These players would have competed in a tournament that has been transferred to the TDB.

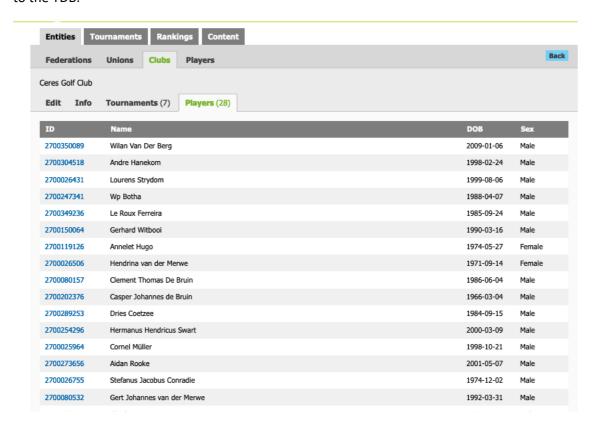


Figure 10



2.4 Players

Click on the tab "Entities" and then "Players". A list of all the players currently on the TDB will be shown. You can use the filter to search for a player.

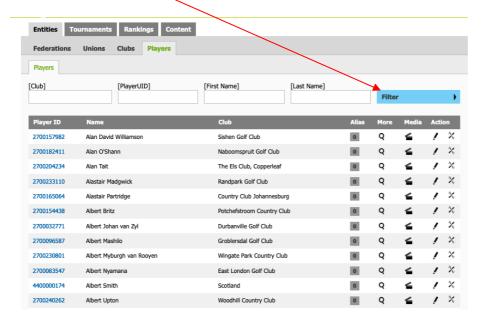


Figure 11

You can view details on a player by clicking on the magnifying glass under "More".



Figure 12

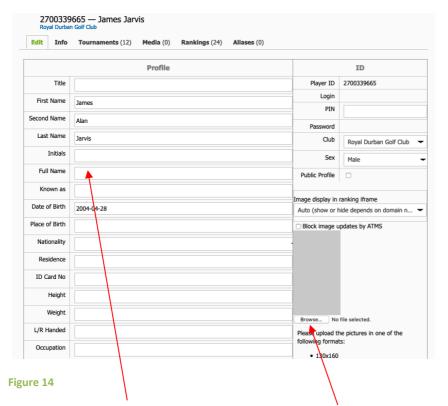
You will be able to view the player's basic information, the tournaments he has played in, upload a photo of the player and see what rankings he belongs to as well as see if he has any Aliases (This is when a player has two Player ID's which need to be merged).



Figure 13



To edit the players information click on the button under "Action". (Figure 12)



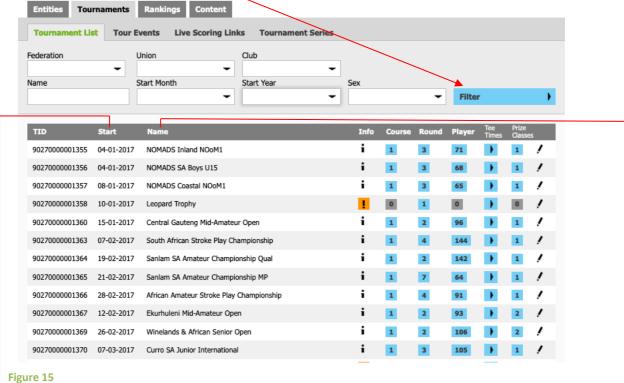
You can enter information into the blocks and click "Browse" to upload a photo. When complete click "Update" at the bottom of the page. NB: It is not recommended to change the Players name entirely as the information needs to be consistent with the information that is on the Handicap server but it may, however, be necessary to edit information that is incorrect.



3 **Tournaments**

Tournament List

The tournament list shows all the tournaments that have been transferred from the ATMS to the TDB or captured on the TCS. To access the tournament list, click on the tab "Tournaments" and then "Tournament List". The Filter can be used if you wish to select tournaments for a specific Union or Club or a specific Month or Year.



A list of all the tournaments with a variety of information for each tournament is shown. You can use the filter function to find the specific tournament you want. Alternatively you can sort the tournaments by TID, Start (date), Name or info, by clicking on the heading in that column. The list above is currently sorted by start (date). Once a tournament is given ownership all the information is displayed on the "Tournaments and Results iFrame".

Tournaments & Results



Figure 16



It is therefore important to view and check the various details for your tournaments.

3.1.1 Transferring a Tournament from the ATMS to the TDB

To transfer a tournament from the ATMS you need to firstly log into the ATMS and select the tournament that you wish to transfer. (If you require assistance with these steps please consult the ATMS Manual).

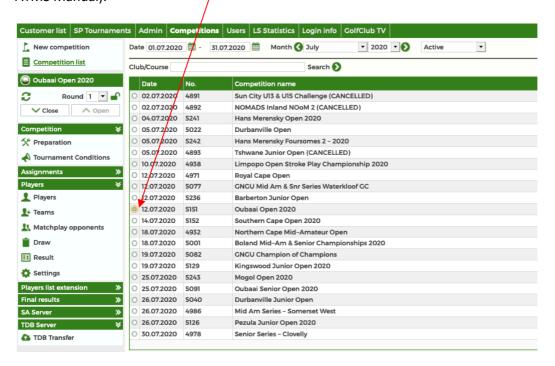


Figure 17

Click the dropdown tab "TDB Server" and select the "TDB Transfer" tab. The following page will open:

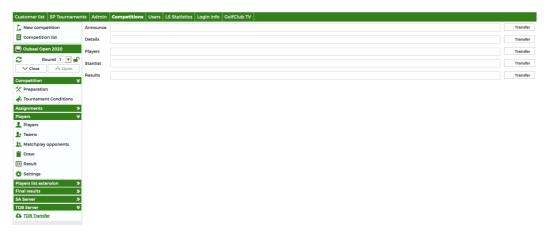


Figure 18

The tournament is transferred by clicking the button "Transfer" next to the various options. There are 5 options for you to transfer. By transferring an option it will transfer that item as well as everything above it. For example, if you transfer "Players" then both "Details" and "Announce" will also be transferred.



Once you have transferred an option, the time and date of transfer will then be displayed. This will update every time you transfer a tournament or round.



Figure 19

Announce: Only the name of the tournament and the date will be transferred.

Details: The different age groups, prize classes, tournament format, and number of rounds will be transferred

Players: This will transfer all the players with their details and handicaps. Any updated information after the transfer will have to be retransferred.

Startlist: This will transfer the draw/start list once it has been created.

Results: This will transfer all the results once they have been entered.

NB. "Announce", "Details" and "Players" only have to be transferred for round 1. "Startlist" and "Results" must be transferred for every round of the tournament. Therefore you will need to change between the different rounds.

3.1.2 Managing Tournament List details

It is important, when a new tournament is transferred to the TDB, that it is given an owner. You do this by clicking on the 'Info' button.

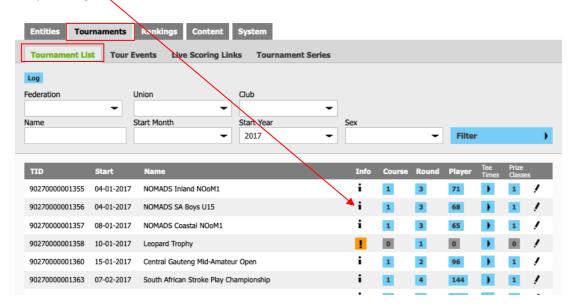


Figure 20



The page will open and you can then click on the Federation or Union that needs to take ownership. The option selected will be highlighted in green.

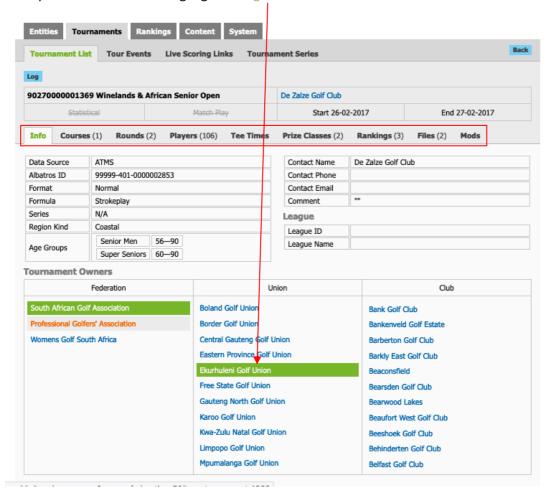


Figure 21

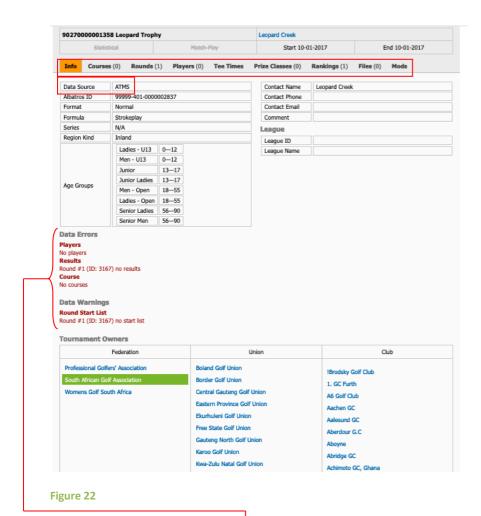
There are various tabs along the top of each tournament:

Info: Will give you further information on the tournament. The data source will also be indicated (ie ATMS or TCS) as well as an Albatros ID number and the format and formula of the tournament (ie all inforamtion that was set up on the ATMS will be transferred to the TDB).

<u>NB:</u> that currently the TDB <u>only supports Stroke Play/Medal</u> tournaments. Stableford tournaments should not be transferred to the TDB as the information will not appear correctly on the TDB. If a tournament is run with mixed divisions (ie A Div & B Div Medal and C Div Stableford) then the evalulation needs to be changed and the results regenerated before the tournament is transferred to the TDB.

If there is an orange error message then certain components of the tournament have not yet been transferred from the ATMS. If you click on the error message then the following page will open:





All the errors are shown over here. As you can see no course, players, start list or results have been transferred from the ATMS. This may be the case when a tournament is first transferred in order to appear on the Tournaments & Results Iframe but it cannot be used for Ranking calculations until results have been transferred once the tournament takes place. If there is a yellow error message it means that the information that is missing is not critical eg. A start list, and the tournament can thus be used for Ranking purposes.

Courses: Will show you how many courses have been allocated to the tournament. If you click on the number below 'Course' then the following webpage will open:



Figure 23

Details of the assigned course/s will be shown.

Rounds: Will show you the number of rounds that have been assigned to the tournament.



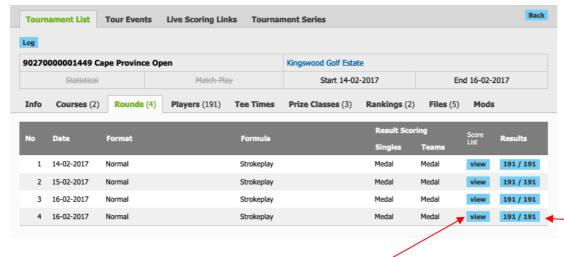


Figure 24

If you wish to view results for the round, click on "View". If you wish to view individual players scorecards click on the numbers under "Results".

If you click on "view" the following webpage will open:

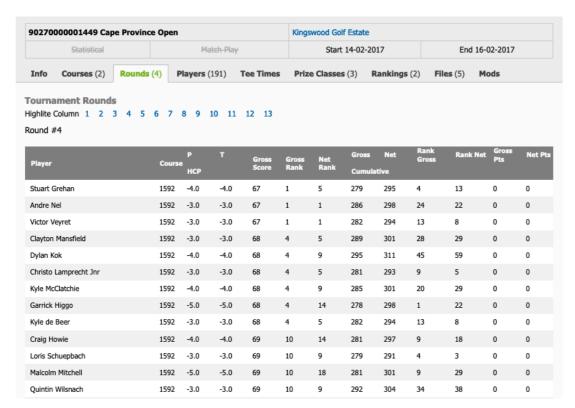


Figure 25



If you click under "Results" the following webpage will open with player's scorecards:

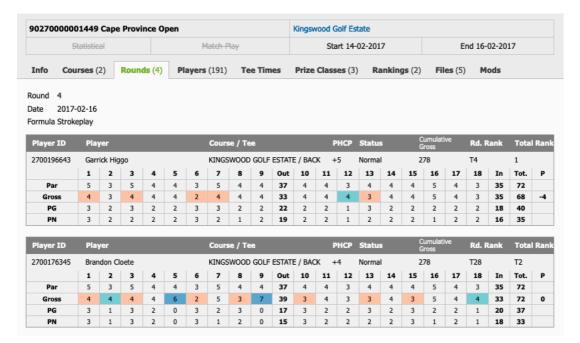


Figure 26

Players: The list under players shows the players competing in the tournament as well as their results.

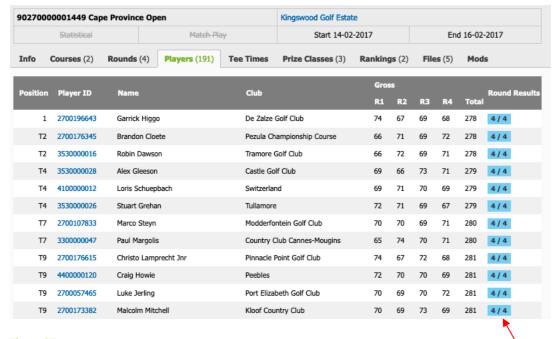


Figure 27

If you wish to view the player's results for each round, click on the number under "Round Results". (Figure 28)



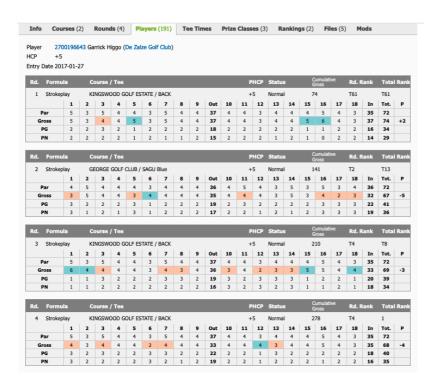


Figure 28

Tee Times: Will show you the draw for the tournament.

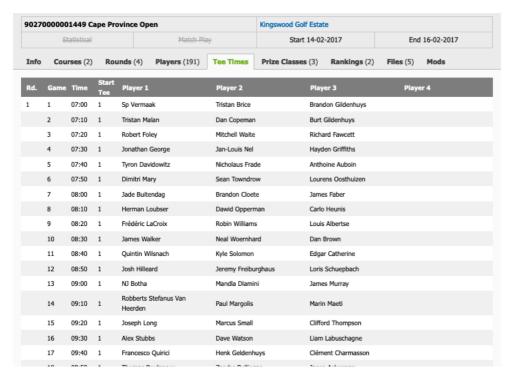


Figure 29



Prize Classes: This shows the number of prize classes allocated for the tournament:

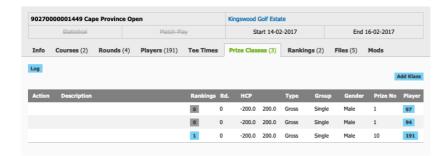


Figure 30

Rankings: Displays what Rankings the tournament is attached to. (Other Unions may also use your tournament results for their Rankings.)



Figure 31

Files: PDF's can be uploaded to the tournament which can be viewed and downloaded from the Tournaments & Results IFrame. Do this by clicking on "Add File".



Figure 32

Give the File a name and browse your desktop to upload the file. Click "Create".

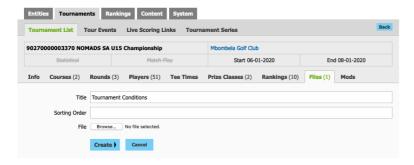


Figure 33



Mods: Various modifications can be made here. The Tournament name can be amended, although it is advisable to keep the name the same as on the ATMS. Tournament Points can be added. This will also then be displayed on the Tournaments & Results IFrame. The External Link can be Enabled. This provides the 'E' button on the Tournaments & Results IFrame for Online Entries. Any amendments need to be Saved.

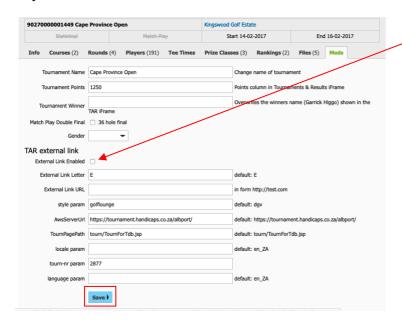


Figure 34

4 Rankings

4.1 Creating and Editing a Tour

Creating a tour allows you to allocate seasons and thereby generate your rankings.

4.1.1 Creating a Tour

To create a tour, click on the tab "Rankings" and then "Tours".

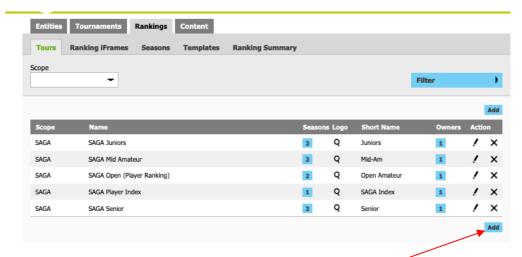


Figure 35

A list of all the available tours will show.



To create a new tour, click on the "Add" button. The following page will open:

Add New Tour	
Name	
Short Name	
Scope	Undefined
Order No	
Logo	Browse No file selected.
	Create Cancel
Figure 36	

Give the tour a "Name" and a "Short name".

"Scope" refers to who the owners of the tour are.

Click the dropdown tab under "Scope" and select an owner from the list provided.

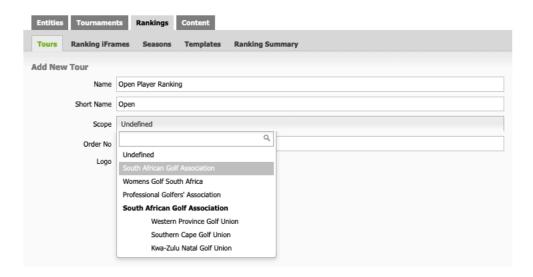


Figure 37

4.1.2 Editing a Tour

You can edit certain features on your tour.

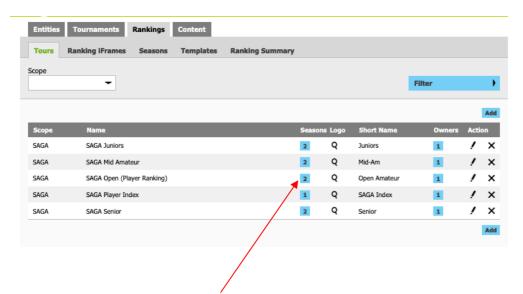




Figure 38

By clicking on the button under "Seasons" you will be able to manage the various seasons within your tour, as well as create new seasons.

By clicking on the button under "Owners" you will be able to view who owns the tour.

To edit the initial parameters that you entered under,"Figure 37", click on the pencil ! under "Action".

If you wish to delete a tour, click on the delete button × under action. NB: Be very careful when deleting a tour as this information will NOT be recoverable once deleted.

4.2 Seasons List

4.2.1 Adding a Season to the Season List

To add a season, click on the "Rankings" tab and then click on "Seasons". Click on the button "Add".

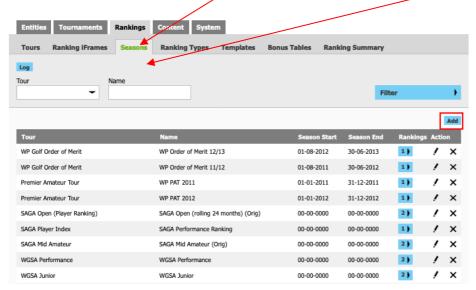


Figure 39

The following webpage will open:

Entities Tournamer	nts Rankings Content					
Tours Ranking iFra	mes Seasons Templates Ranking Summary					
Add Season						
Tour	-					
Name						
Short Name						
Season Start	15-05-2020					
Season End	15-05-2021 🖮					
SOAP Hide hide in getCurrentRankings, getSeasonsRankings functions output						
	Create Cancel					

Figure 40



Choose the appropriate Tour for your season by selecting the dropdown menu and clicking on one of the options. To create a Tour please refer to "4.1.1 Creating a Tour".

Give the Season a "Name" and "Short name" Figure 40 and select the period over which the season will run. A short name appears on the iFrames you create, this is discussed in "5 Managing Website Iframes". If the season is a rolling season then enter 00-00-0000 in the Season Start/End blocks. Once complete click 'Create' and you will be returned to the Seasons list. The season will now have been created.

4.2.2 Managing a Season

Parameters for the Season may be edited by clicking on the "Edit" button 1.

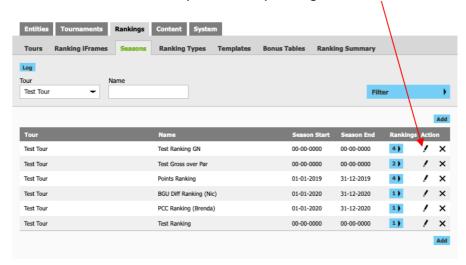


Figure 41

It is <u>NOT</u> advisable to Delete a Season unless you are sure that it is not needed.

4.3 Rankings

There are various Ranking Types (Calculations) within the TDB. It is best to have a discussion with the Tournament Administrator to determine which Ranking type would be best suited to your needs and to obtain a full explantion of how each Ranking is calculated. The two main types of Rankings are:

- Performance Rankings This ranking is calculated automatically once a tournament has been
 added to the Ranking as a Stroke Differential is calculated for each player based on the the
 results of the tournament.
- Points based Rankings This Ranking needs Points tables to be applied. Players accumulate points based on the results of the tournament.



4.3.1 Adding a Ranking

To add a ranking to a season, click on "Rankings" then "Seasons". Then select the season by clicking on the arrow button under the "Rankings" column.

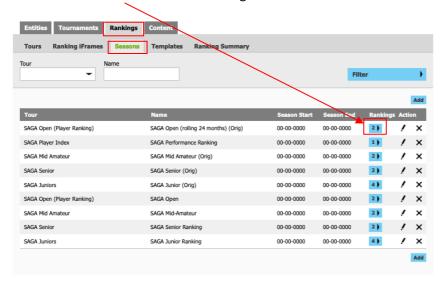


Figure 42

The following webpage will open:

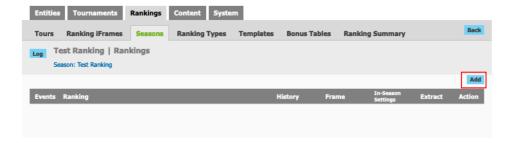


Figure 43

Click on "Add" to add a ranking to the season

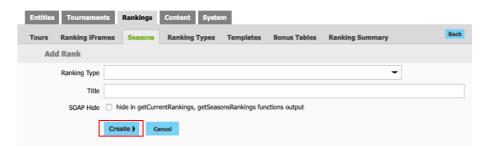


Figure 44

Select the appropriate "Ranking Type". Provide a name for the ranking in the block next to "Title". Once complete click "Create".



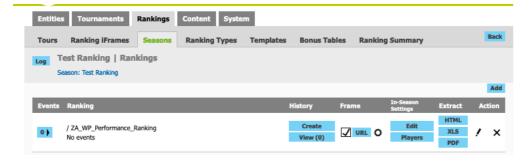


Figure 45

The ranking has now been created. Please note that once a <u>Ranking Type</u> has been selected this cannot be changed as the calculation of the Ranking pertains to that Ranking Type. Make sure you fully understand the various Ranking Types so that the appropriate one can be selected.

4.3.2 Managing a Ranking

To manage the Ranking, click on the tab "Rankings" and then "Seasons". Once in the season list click on the arrow next to the season you wish to manage.

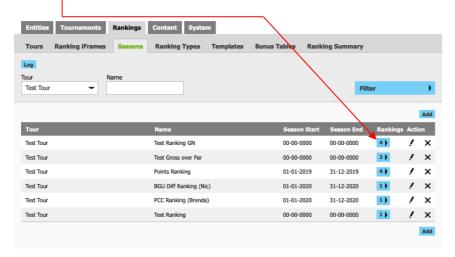


Figure 46

The following page will open, showing the various Rankings within the Season.

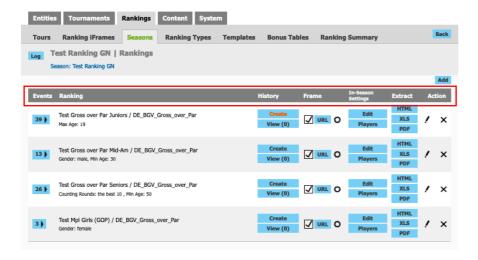


Figure 47



There are various options on this page that can be used to manage your Ranking.

- **1. Events:** This shows the amount of tournaments that have been added to the ranking. By clicking on the arrow button next to the number, you will be able to manage the tournaments in your ranking.
- 2. Ranking: This shows the name of the ranking.
- **3. History:** A snap shot of the ranking at any given time can be created.
- **4.** Frame: This allows you to view a URL, as well as adjust certain settings for the iFrame.
- **5. In-Season Settings:** This allows you to manage settings for your season.
- **6. Extract:** This allows you to extract the ranking to a different format.
- 7. Action: This is where the 'Edit' & 'Delete' buttons are.

4.3.3 Changing the In-Season SETTINGS in a Ranking

Certain settings can be changed to suit the format of your ranking. There are two options under "In-Season Settings" that allow you to adjust certain parameters for your ranking, "Edit" and "Players".

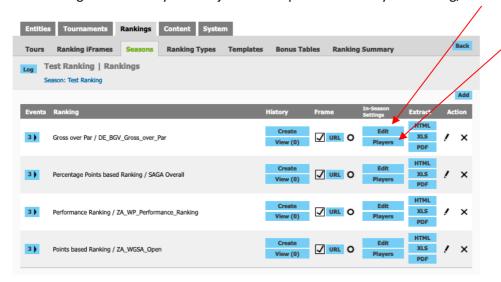


Figure 48

The 'Edit' Setting allows you to adjust certain parameters for your ranking. Depending on the type of Ranking the settings will vary.

Performance Rankings have options as seen below:

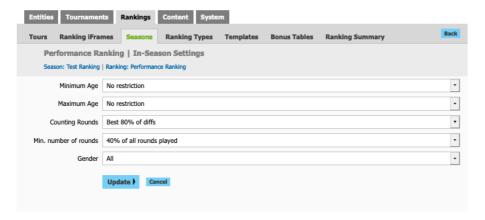


Figure 49



Here parameters can be set pertaining to a Minimum & Maximum age, Percentage of counting rounds, Percentage of Minimum number of rounds played and Gender.

Points based Rankings have options as seen below:

Entities	Tournamen	ts Rankings	Content	System						
Tours	Ranking iFra	mes Seasons	Ranking '	Types Te	mplates Bo	nus Tables	Ranking Sun	nmary		Back
Per	Percentage Points based Ranking In-Season Settings									
Sea	Season: Test Ranking Ranking: Percentage Points based Ranking									
	Minimum Age No restriction								-	
	Maximum Age No restriction								•	
	Gender	No restriction								•
	Aged-Out Filter	No	-							
	-	This filters players reassigned: players				age against the	e current date (p	ositions		
Tied	positions mode	Average	•							
	Coastal	No restriction	-		Inlar	d No restrict	ion	-		
Age	Category * Min	No restriction	•	Age	e Category * Ma	No restrict	ion	-		
Age C	Category ** Min	No restriction	-	Age	Category ** Ma	No restrict	ion	-		
	Min Events	No restriction	-	DNQ I	oelow Min Even	ts No		-		
Poi	nts aggregation	on Average (Sliding Divisor)							•	
	Sliding Divisor Add									
Who	get the points	Valid results only								-
Hide Pl	ayers with Zero results	No								•
		Update) Ca	ncel							

Figure 50

Here parameters can be set pertaining to Minimum and Maximum age, gender, Coastal & Inland events as well as a Sliding Divisor for managing the number of events to be counted. It is worth spending a bit of time exploring the various options and what each one does, or consult with the Tournament Administrator to see if there are settings to suit your requirements.

The 'Players' Setting allows you to hide individual players from the rankings. This is usually necessary when a player is not eligible for a ranking. To hide a player, you need to select the small circle next to the players name under the column 'Hide'.

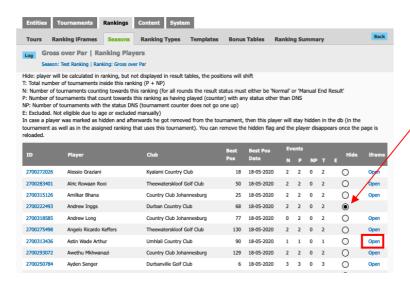


Figure 51



A black dot will appear in the circle; this means the player has now been hidden. By following this procedure the player will be removed from the ranking iframe. A description at the top of the page provides an explanation to some of the headings. You can also open the player's iframe and view the tournaments he has played in by clicking "Open". Once you have selected the players you wish to hide click on the "Back" button to return to the previous page.

Refer to "4.6 Managing the Removal, Exclusion and/or Hiding of Players" for the difference between Hiding a player from the Ranking and hiding a player from a tournament.

4.4 Managing Tournaments in the Ranking

You need to first select "Rankings", then "Seasons" and then choose the season you wish to manage from the season list. This was shown in 4.3.2 Managing a Ranking "Figure 47". You should be on this Web page:

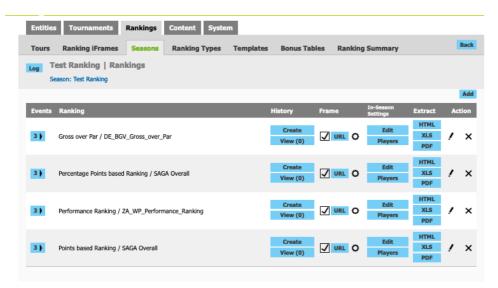


Figure 52

To manage tournaments you need to click the button with the arrow that has the number of events indicated on it 3. The following webpage will open with a list of all the tournaments, in alphabetical order, in your ranking.

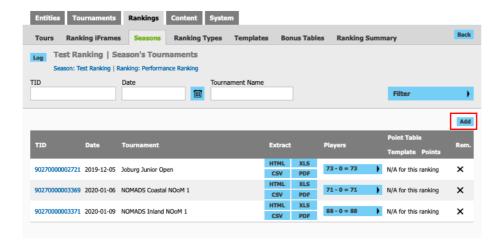


Figure 53



4.4.1 Adding a Tournament to the Ranking

To add a tournament to the ranking you need to click the add button in the top right hand corner. The following page opens:

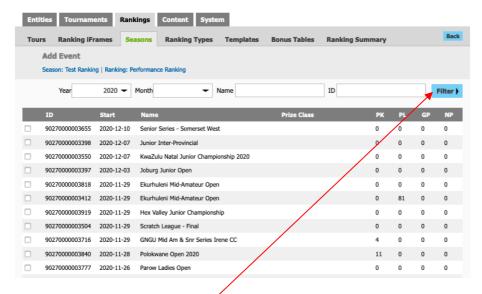


Figure 54

This will show a list of all the tournaments currently loaded onto the TDB. You now need to select the appropriate tournament for your ranking. Due to the large amount of tournaments on the TDB it is advisable to use the filter option to find the correct tournament. You can filter by "Year", "Month", "Name" or "ID". To select the appropriate year or month click on the drop down arrow. A dropdown menu will appear, choose the appropriate year or month. Alternatively, you can type in the name of your tournament in the box below "Name". It is best to use the same name as the name on the Albatros Tournament Management System (ATMS), when filtering. Once you have selected the most appropriate parameters click "Filter". All tournaments with the selected parameters will now be shown. Select the tournament by selecting the box to the left and clicking on 'Save'.

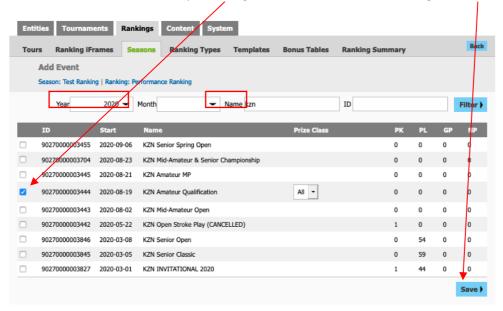


Figure 55



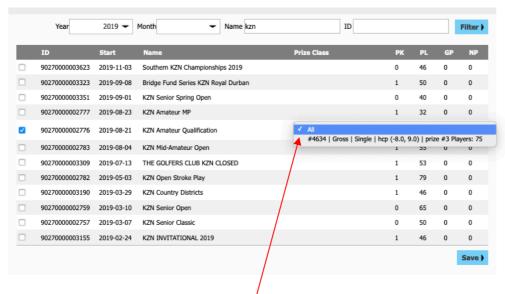


Figure 56

If applicable select the appropriate "Prize Class" for the tournament. This is useful when excluding B-Division players from a tournament, where only A-Division players are required. The prize classes need to be setup in the ATMS prior to the transferring of the tournament. When complete, click "Save". This will add the tournament to the Rankings Tournament List. If no Prize class is selected then all players in the tournament will be added to the Ranking.

Tournaments can be removed from a Ranking by clicking the 'Delete' button:

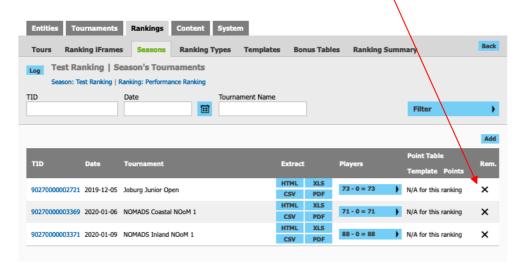


Figure 57

This will be applicable on a rolling Ranking where a current tournament replaces the tournament from the previous year.

On a Performance Ranking all that is required is for the Tournament to be added to the Ranking. The Stroke Differential for each player will then be calculated automatically.



4.4.2 Applying a Points Table to the Ranking

Once you have added the tournament you will automatically be returned to the Rankings Tournament List (Figure 53). You then need to find the tournament you have added, all tournaments are in alphabetical order. The tournament you have added may show up with the error message "PT: Point Table not set" below it. This informs you that you need to allocate a Points Table Template to your tournament.

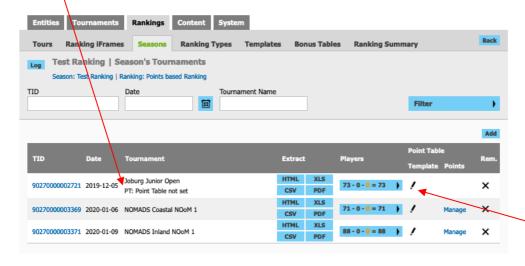


Figure 58

Points Table - This is where a Points Table is applied to the Tournament results and players are awarded points according to their finishing positions. These Points Tables are customizable and can be created according to the users needs. Each player is awarded points and the players are ranked from best to worst. The points can be set to take the SUM of Points or the AVERAGE of Points.

<u>A Percentage Points Table</u> – The table that is applied in this option is a percentage (also customizable) and one can then allocate a number of points for each tournament. e.g. 1000 points - if the first position on the table gets 10% the player is awarded 100 points. Once again, each player is awarded points and the players are ranked from best to worst. The points can be set to take the SUM of Points or the AVERAGE of Points.

For creating of Points Tables please see (4.5 Creating and Editing a Points Table).

To allocate a Points Table Template click on the edit button under template. The following webpage will open:

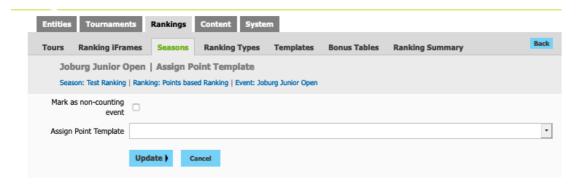


Figure 59



To select a point's table template, click the dropdown tab next to "Assign point Template". Then choose the relevant template for your tournament by clicking on one of the options.

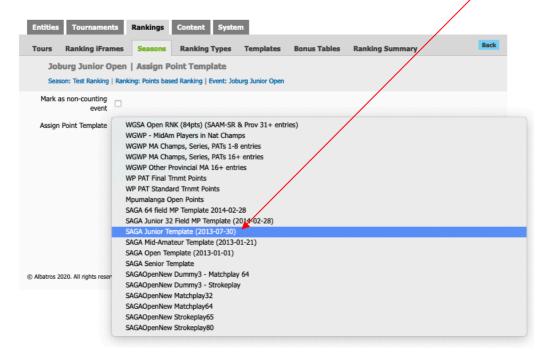


Figure 60

Click "Update" to assign the template to your tournament. You will automatically be returned to the Rankings Tournament List shown in (Figure 58). The Points Table Template will now have been assigned to the tournament.

If your ranking is a Percentage based Points Ranking an **additional** error "PT: Zero base value" will show:

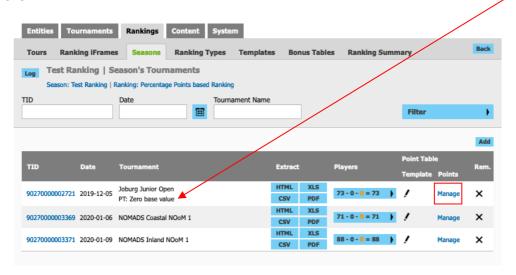


Figure 61



This error informs you that you have not given the template a base value, which essentially means that you need to allocate the amount of points applicable for that tournament. To allocate the amount of points the tournament is worth, click on "Manage" under Points.

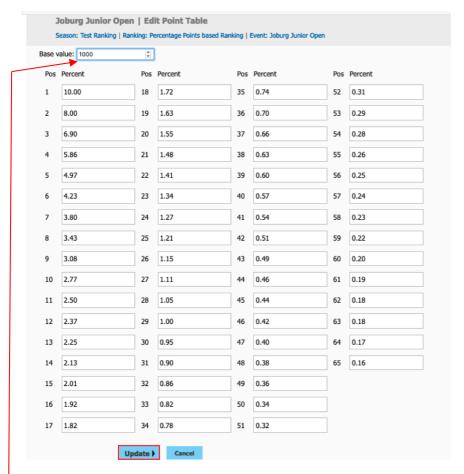


Figure 62

This page shows the percentage allocation of points for each individual position in the tournament. To adjust the point's allocation for the tournament, change the number in the block next to base value. Then click update. The correct points will now be allocated to the appropriate players and you will automatically be returned to the Ranking's Tournament List (Figure 58).

4.4.3 Other features when managing tournaments

4.4.3.1 Filter Function

The filter can be used to find a tournament within your ranking. A more detailed description on how to use the filter was described under "4.4.1 Adding a Tournament to the Ranking".

4.4.3.2 Viewing Participating Players

It is possible to view the participating players for a specific tournament. Depending on the parameters set for your rankings certain players will be excluded on age or other criteria.



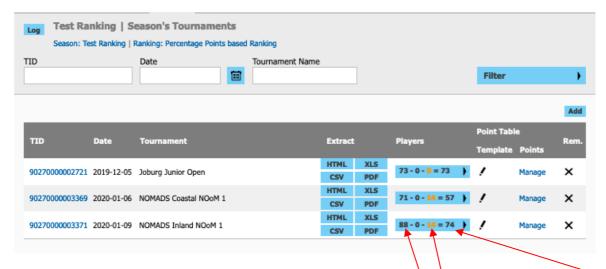


Figure 63

Under the heading "Players" there will be a variety of numbers. The first number is the total amount of players that participated in the particular event. The number in orange is the number of players excluded from the ranking due to certain criteria, usually age. The number after the = sign indicates the number of players counting towards the ranking for the tournament.

If you click the arrow under "Players" the following webpage will show:

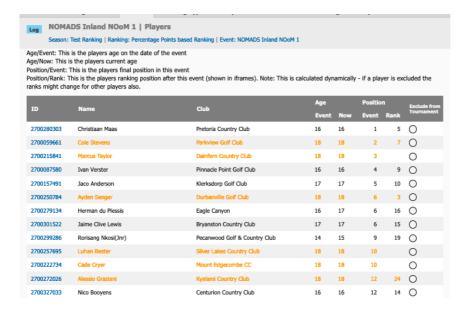


Figure 64

The players highlighted in orange have been excluded from the ranking due to preset criteria, usually age. This page is useful for picking up errors in Date of Birth if your ranking is based on age.

4.4.3.3 Extracting Ranking Point allocations

If you want to check what points players have been allocated for a specific tournament or that the results are correct, then you can extract the results by clicking on one of the options under extract. An HTML file is a web based file that will open in a new tab on your browser. You can also extract an XLS file, which uses Excel to open, a PDF file, which uses Adobe Reader or a CSV file, which uses Excel but differs in format to the XLS.



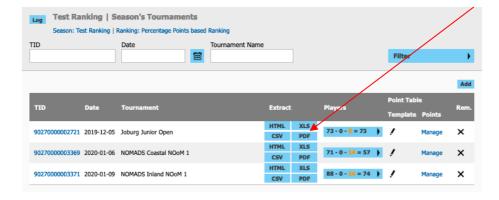


Figure 65

By checking the results you can confirm that you have used the correct points template and that the allocation of points are correct for the tournament.

For a Performance Ranking (where the top third nett scores are used to calculate the dynamic rating) the results should be checked to make sure the Dynamic Rating is reasonable. N/A handicaps can throw the dynamic rating out. For a Performance Ranking that is related to Course information the Course Information needs to be checked for accuracy.

4.5 Creating and Editing a Points Table

To create a Point's Template you need to click on the tab "Rankings" and then select the tab "Templates".

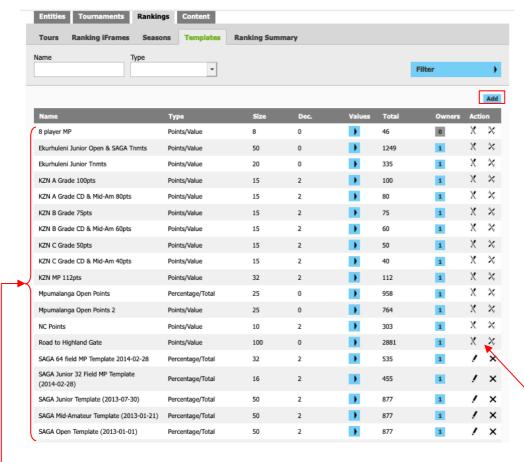


Figure 66



All the templates that have already been created will be listed below. Templates that are not owned by you will be greyed out.

To create new templates you will need to click on the button "Add". The following web page will open:

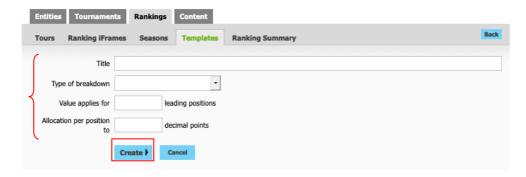


Figure 67

In the block next to "Title", fill in the name of your template.

The "Type of breakdown" refers to the type of Points Template that you wish to create. A "Points/Value" means that each position will be allocated a set amount of points. A "Percentage/Total" means that each position will be given a specific percentage of the total points allocated for the tournament.

The block next to "Value applies for leading positions", is the number of positions that you wish to receive points. For example if only the top 20 players are to receive points then insert "20" into the block. The block next to "Allocation per position to decimal points", is the amount of decimal places you want given per position. Once you have filled in the variables click "Create".



Figure 68

Your newly created template will appear in the list, with the allocated parameters. You now need to allocate the values to the template. Click on the arrow under values and the following page will open:



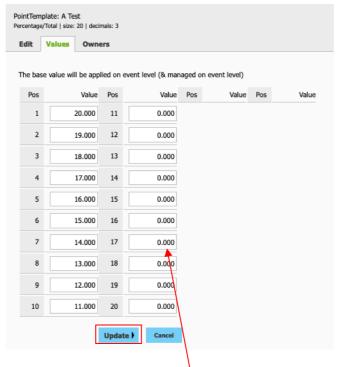


Figure 69

On this page you can allocate values for each position. If the type is "points/value" then each position will receive the number of points entered under value. If the type is "percentage/total" then each position will receive the percentage, of the base value, entered under value. Once you have entered all the necessary values click on "Update" to save the values and return to the list of templates.

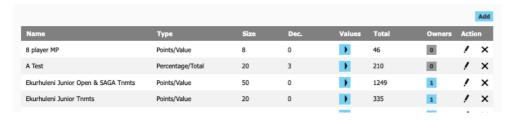


Figure 70

Finally, to finish creating your template it is necessary to give it an owner. You do this by clicking on the icon under owner. If it is greyed out, then an owner still needs to be added. After clicking on the icon, the following web page will open:



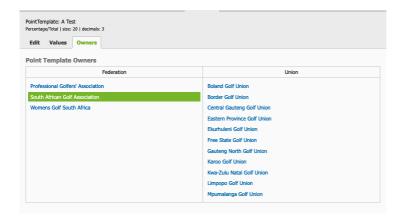


Figure 71

A list of all the potential owners will appear. These owners could be a federation such as SAGA or an individual union. To choose an owner, click on the name. Once selected, the name will be highlighted in green. Then click "back" to return to the list. Your template is now completed.

If you wish to edit or delete your template, use the "Edit" and "Delete" buttons to the right of the name.



Figure 72

4.6 Managing the Removal, Exclusion and/or Hiding of Players

There will be cases where a player has to be removed/hidden from a Tournament or the Ranking for various reasons. There are currently two options or ways in which the player can be removed. These options are specific to what effect you wish to have on the Ranking.

The <u>First option</u> is to <u>remove a player from the tournament</u>. This will exclude the player from the tournament, making it look as if he never entered the event. He will receive no points and no position. All other players that have finished behind him in the event will effectively take his position and points.

The <u>Second option</u> is to <u>remove the player from the ranking</u>. In this scenario the player will be hidden from the ranking. All players that are behind him in the ranking will move up a position. The player's participation in an individual tournament will not be effected. He will still receive points and a position in each individual tournament.

Please note that neither of these options impacts the way in which the Results of a Tournament are displayed on the Tournaments & Results IFrame. All excluded/hidden players will still appear in the Results which are pulled directly from the ATMS. These exclutions are merely used to manage the Ranking.



4.6.1 Removing a Player from a Tournament

To remove the player from the tournament and implement the changes discussed in option 1 above, you need to go to the appropriate ranking's tournament list. Consult 4.4 Managing Tournaments in the Ranking if you are unsure on how to access this.

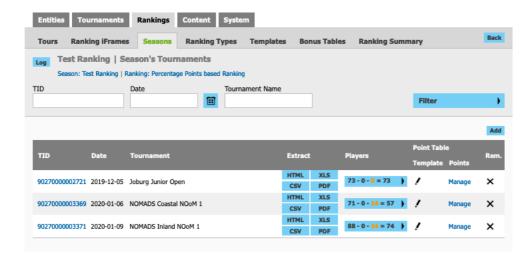


Figure 73

Then click on the arrow • under the column "Players", next to the appropriate tournament. The following page will open:

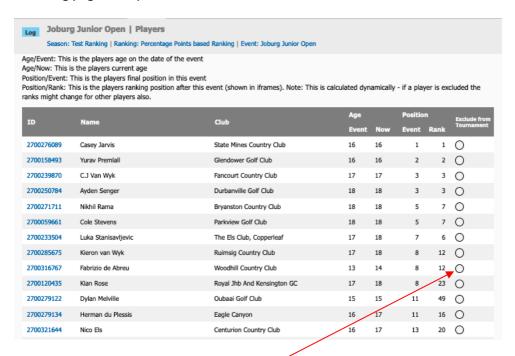


Figure 74

To exclude the player click on the circle, next to the player's name, under the column, "Exclude from Tournament".

The player will now be excluded from the tournament and not receive a position or points.



4.6.2 Removing a Player from a Ranking

When you remove a player from the ranking you are effectively hiding them from the ranking so that they don't receive a position. This option is best used when the player does not qualify for the rankings due to turning professional, being an international player or being a player from another Union.

The Second option also works well for Performance Rankings as there is no allocation of points and the player simply must not appear on the Ranking. This option works well for Unions where the players displayed on the Ranking need to be from that Union only.

To remove the player from the ranking go to "Rankings" & "Seasons" and then select the appropriate season, all rankings in the season should then be displayed:

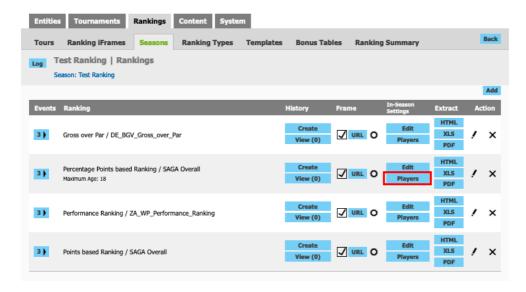


Figure 75

Click on the tab "Players", under the column "In-Season Settings", next to the appropriate ranking. To remove the player from the rankings click on the circle, next to the player's name, under the column "Hide".



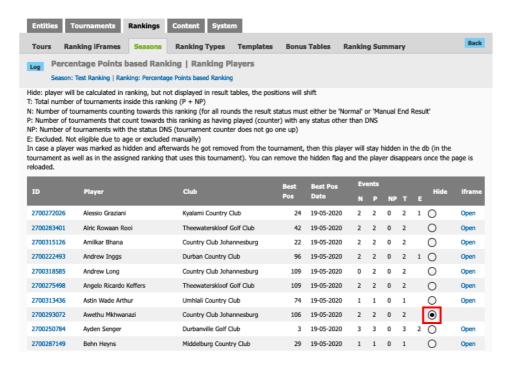


Figure 76

The player will be removed from the ranking. The player will remain hidden from the Ranking even if other tournaments with this same player are added to the Ranking.

If you wish to reinstate the player to the rankings just click on the circle again.

4.7 Viewing and Publishing a Ranking

Once tournaments have been added to a ranking and if need be a points table allocatd, the calculation will automatically take place. You will now be able to view and publish the ranking. To view and publish the rankings you need to select your season from the season list by clicking on the arrow.

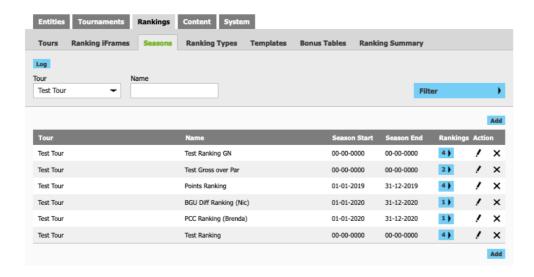


Figure 77

The following web page will open:



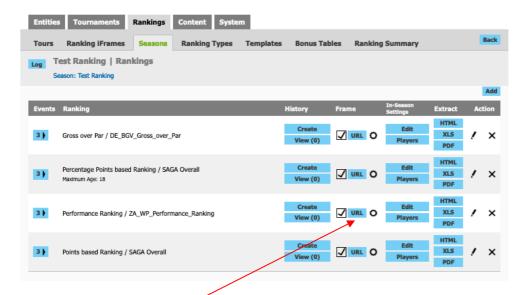


Figure 78

To view an online version of the ranking, you will need to generate an iFrame. You do this by clicking on the word "URL", under "Frame".

4.7.1 Viewing an IFrame

Once you have clicked on the word URL, under Frame, a new tab will open. This will show a summary of the ranking:

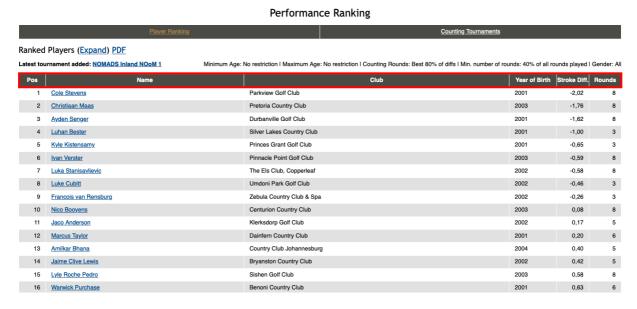


Figure 79

The iFrame shows the position of each player, personal information and their total Points Tally or Stroke Differential.

If you wish to view additional information on a specific player then click on the player's name. This will show the players personal information, the Tournaments he has participated in as well as the Points or Stroke Differential pertaining to that player.



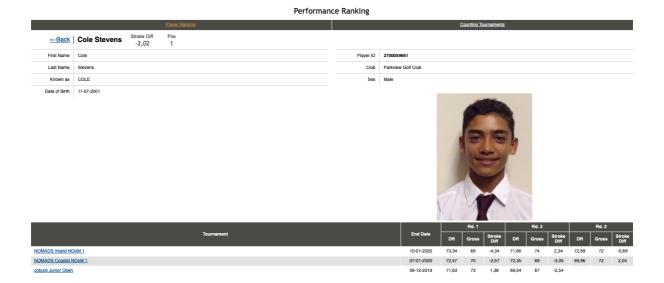


Figure 80

Under "Counting Tournaments" one can see which tournaments count for the Ranking.



Figure 81

By clicking on a specific tournament the details for that tournament can be seen:

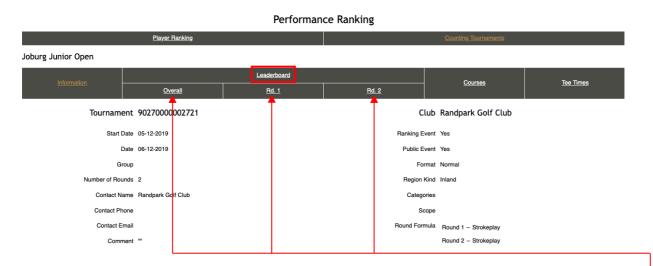


Figure 82

If you wish to view the results of the tournament then you can click on the "Leaderboard" button. This will show you the overall results for the tournament. If you wish to view individual hole by hole results for each round click on the specific round. Course and Tee Time information can be obtained by clicking on "Courses" and "Tee Times" respectively.



4.7.2 Publishing a Ranking

The TDB allows you to extract your ranking to a suitable format of your choosing.

Firstly, you need to select the chosen Ranking. There are Four options under extract:

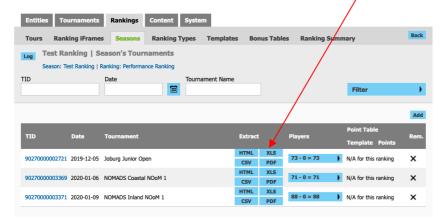


Figure 83

HTML will open the rankings in a new tab on your browser. CSV will open the ranking in a simple version of excel. XLS will open the ranking in an excel document and therefore requires Microsoft excel or equivalent. PDF will open the ranking in a PDF format and will require Adobe Reader to view.

A PDF can also be extracted off the iFrame, by clicking on "PDF" on the iFrame homepage.

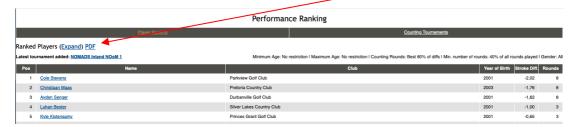


Figure 84

4.7.3 Adjusting IFrame SETTINGS for Rankings

To adjust the settings for your iFrame you need to click on the settings button next to URL

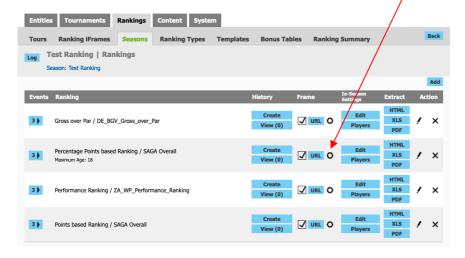


Figure 85



The following web page will open giving a number of different variables for the iFrame.

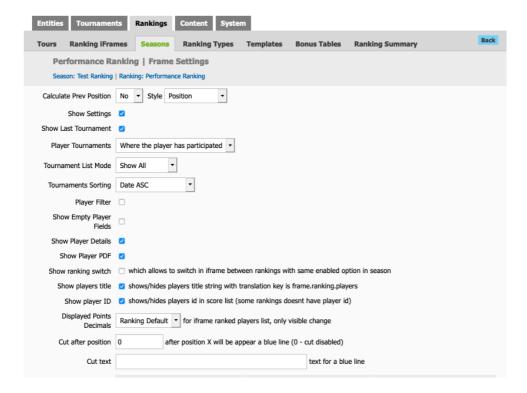


Figure 86

- 1. Calculate Prev Position: This is if you want the 'Previous position' column to show
- 2. Show Settings: This displays the settings at the top of the Iframe

Minimum Age: No restriction I Maximum Age: No restriction I Counting Rounds: Best 80% of diffs I Min. number of rounds: 40% of all rounds played I Gender: male

3. Show Last Tournament: Shows the last tournament added to the rankings.

Latest tournament added: NOMADS Inland NOoM 1

- **4. Player Tournaments:** For the players' profile you can select if you want all the tournaments displayed or only the tournaments the player participated in.
- **5. Tournament List Mode:** This allows all tournaments to be shown that are on the Ranking or alternatively the tournaments will only be displayed once they take place.
- **6. Tournament Sorting:** This is the order in which you want your tournaments sorted
- 7. Player Filter: This provides a filter function to search for players



8. Show Empty Player Fields: This will display fields on the players profile that are empty.



9. Show Player Details: This puts an "Expand" button at the top of the page which gives an overview of each players Tournaments with their differentials.

Ranked Players (Expand) PDF

- 10. Show Player PDF: A PDF of the Ranking can be downloaded see screen shot above.
- **11. Show Ranking Switch:** If there are a number of Rankings within the season and this switch is activated on all of them, there will be a dropdown in the top righthand corner to switch between the various Rankings.



12. Show players title: If the players Title is in his profile this will be displayed.



- 13. Show Player ID: Points based Rankings display the Player ID.
- **14. Displayed Points Decimals:** When creating a Points Tables the number of Decimal points to be calculated can be selected. This setting selects the number of decimal points to be displayed.



- **15. Cut after position:** A cut line can be shown on the Ranking.
- 16. Cut text: Text can be entered into the cut line.



17. Player Fields: Player field that you want to have displayed can be selected from the list.

The other settings such as language, style and colour scheme can all be changed to suit the nature of the ranking.

Once complete, click "Update" at the bottom of the page.

Figure 87 and Figure 88 display which features each parameter change makes.



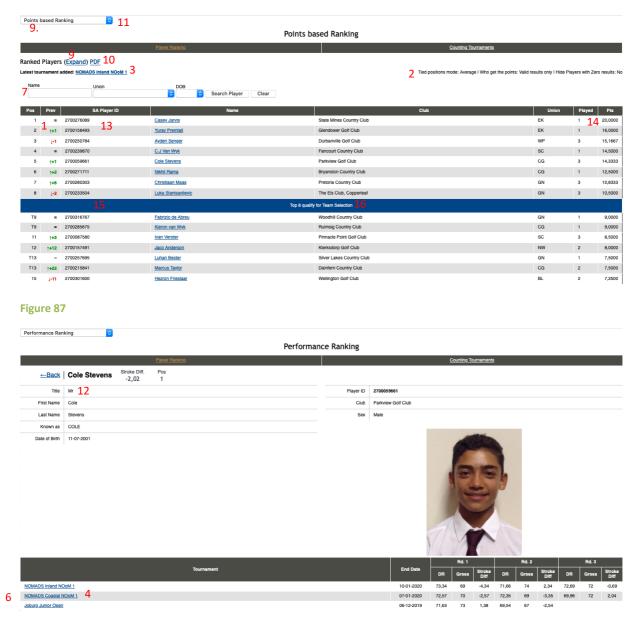


Figure 88

At the bottom of the Settings page there is Java script that can be given to a Website developer to embed the Iframe into the page on a website.

Common settings Colour Scheme	sAGA (grey)		
Hide Language Switch	Yes T		
Default Language	•		
Allowed hosts (5 she	ould be enough) if none set, allow all		
Host1			
Host2			
Host3	Host2		
Host4			
Autosize JS HTML			
<pre><script src="https://admin.mygoiftournament.co.za/frame.js?srid_399=frame" type="text/javascript"></script></pre>			
	Update) Cancel		

Figure 89



4.8 Ranking Summary

To access a summary of all available rankings click on the tab "Rankings" and then "Ranking Summary". The following page will open:

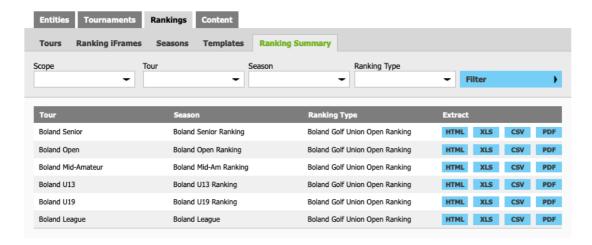


Figure 90

You can extract your ranking to one of the formats discussed under "4.7.2 Publishing a Ranking"



5 Managing Website Iframes

If your website has been linked to the TDB then you will be able to manage certain iFrames on your website.

To manage your iFrames click on "Rankings" and then "Ranking iFrames"

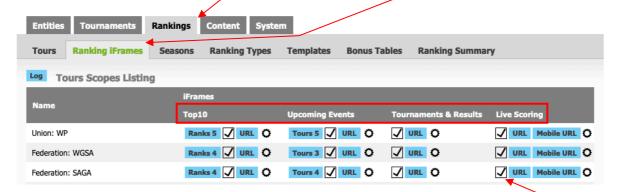


Figure 91

A webpage with a list of all the different iFrames will open. There are 4 iFrames that can be managed from the TDB: Top 10, Upcoming Events, Tournaments & Results and Live Scoring. To activate the Iframe make sure the box is ticked for that specific IFrame.

5.1 Top Ten IFrame



Figure 92

The Top 10 iFrame displays the top 10 ranked players for a particular <u>season</u> on the Ranking. The rankings you wish to display in the iframe can be selected by clicking on the 'Ranks' button The following web page will open:

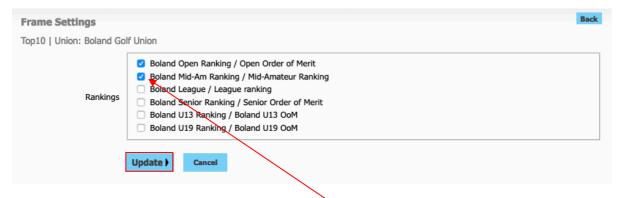


Figure 93

Select or deselect a ranking by clicking in the box with a tick. If there is a tick in the box then that means the ranking has been selected. Once complete click "Update".





The settings for the iFrame can be edited by clicking on the settings button. The following web page will open:

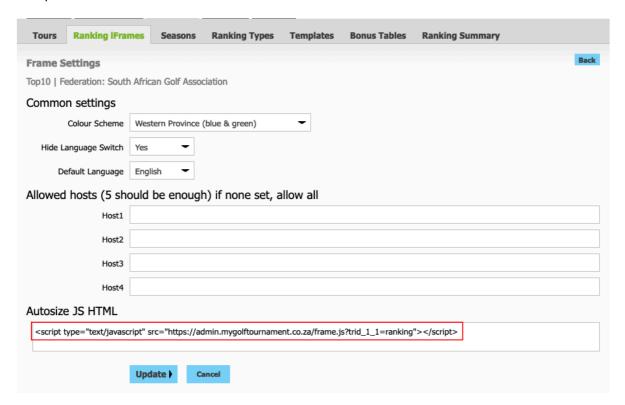


Figure 95

There are 3 Common settings: Colour scheme – an appropriate colour can be selected. "Hide Language Switch" – 'Yes' means that the language displayed will be what is selected under "Default language" and 'No' means the User will be able to choose their language preference. "Default language" - options are English or German.

Once complete click "Update". Once again there is Java script that can be given to a Website developer to embed the Iframe into the page on a website. To view how the iFrame looks, click on "URL".



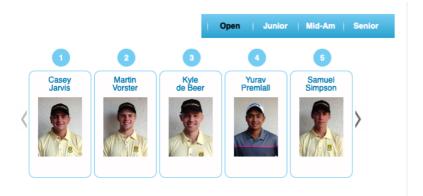


Figure 96

Users of your website can change between positions by clicking on the side arrows. They can also change between rankings by clicking on the various ranking options:



Figure 97

<u>Please note</u> that a separate Season has to be created for each Ranking that you want to have displayed on the Top Ten IFrame.

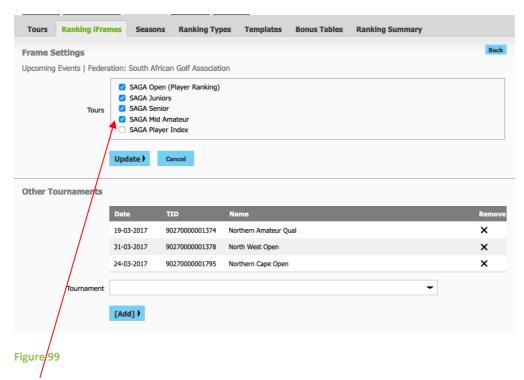
5.2 Upcoming Events IFrame



Figure 98

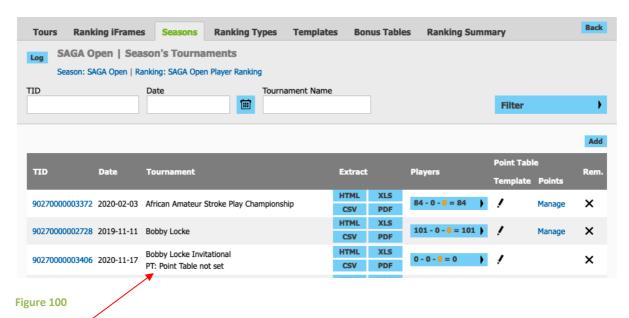
The upcoming events iFrame allows you to manage all upcoming events for your Schedule. To edit parameters for upcoming events, click on the edit button Tours 4. The following web page will open:





Select the upcoming events you wish to show from the various rankings, by selecting or deselecting the boxes next to rankings. These boxes show the tours owned by SAGA. Currently all events under the tours that are ticked, will show on the upcoming events list. It is important to note that for a tournament to show up on the upcoming events list, it must be added to a ranking. This means that the tournament must already be created on the ATMS, transferred to the TDB and added to the Tournament List.

This example is displayed using a tournament from the SAGA.



The Bobby Locke Invitational 2020 is an upcoming event. It has already been created on the ATMS, transferred to the TDB and given a tournament owner. As you can see it has been added to the rankings tournament list under the SAGA Open season and ranking. This process must be followed in order for the event to show on the iFrame for upcoming events.



If a tournament does not count for a ranking but you still wish to have it displayed in the upcoming events you will need to add it to a Dummy Ranking – this is a Ranking created specifically for Tournaments that don't count for Rankings.

The next page shows a screen shot of the upcoming events. You can choose between Full Schedule, Open and Juniors. These headings are linked to the boxes that were ticked next to rankings "Figure 99".



Figure 101

The iFrame settings for upcoming events can also be adjusted, by clicking on the settings button.



Figure 102



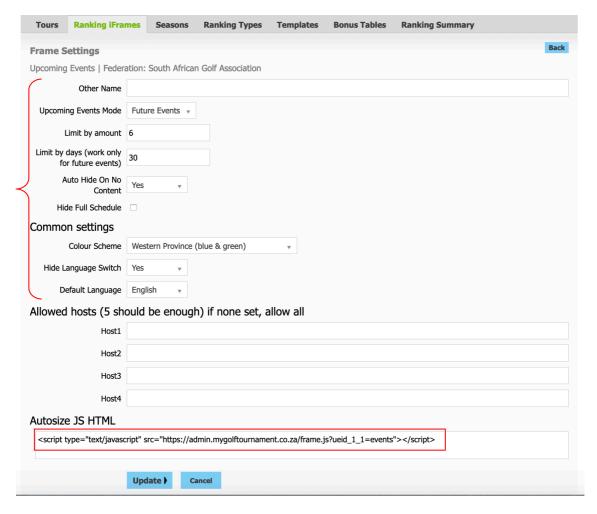


Figure 103

- 1. **Other name:** This will create a separate tab for example, upcoming International events.
- 2. **Upcoming Events Mode:** By clicking the dropdown tab one can choose between future events and all events. If future events is selected then only events that have not yet taken place will be shown. If all events is selected then past events will also show.
- 3. **Limit by Amount:** This feature allows the number of tournaments to be displayed to be limited on the Iframe.
- 4. **Limit by Days:** In the example above, 30 is entered in the block. This means that only future events within the next 30 days will be included on the Upcoming Events List.
- 5. Auto Hide On No Content: This will automatically hide the Iframe if there is no content.
- 6. **Hide Full Schedule:** If this option is select then the full schedule button will be removed from the iFrame on the website.

There are 3 Common settings: Colour scheme – an appropriate colour can be selected. "Hide Language Switch" – 'Yes' means that the language displayed will be what is selected under "Default language" and 'No' means the User will be able to choose their language preference. "Default language" - options are English or German.

Once complete click "Update". Once again there is Java script that can be given to a Website developer to embed the Iframe into the page on a website. To view how the iFrame looks, click on "URL".



5.3 Tournaments and Results Iframe

This Iframe includes a schedule of all upcoming as well as past events. The iFrame allows website users to view information on each tournament such as participating players, draws results and online entries. It also allows for files to be uploaded for the tournament e.g. entry form or tournament conditions. This is shown in more detail under "3.1.2 Managing Tournament List details" (Figure 32 & Figure 33).



Figure 104

To edit the tournament and results iFrame, click on the settings button •, under "Tournaments & Results". The following page will open:

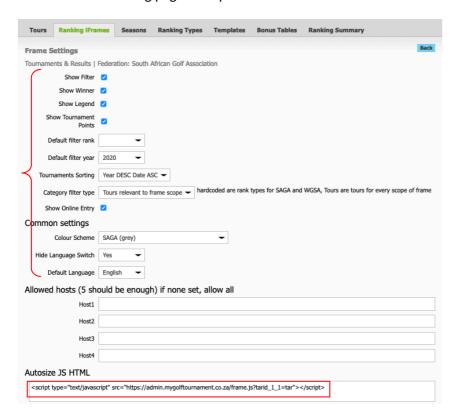


Figure 105

- 1. **Show Filter:** If this is selected then the filter will be displayed at the top.
- 2. **Show Winner:** This will show a column with the name of the tournament winner.
- 3. **Show Legend:** This will show the meaning of the "I", "P", "D", "R" and "E" columns.
- 4. **Show Tournament Points:** This will show the number of points the tournament is worth, towards a Points based ranking.
- 5. **Default filter rank:** This is if one of the filter options to be displayed is required to be the default on the page.
- 6. **Default filter year:** This filters a specific year as default.



- 7. **Tournaments Sorting:** Tournaments can be displayed in Ascending/Descending Date, Name or Year order.
- 8. **Catergory filter type:** These are Tours relevant to frame scope.
- 9. **Show Online Entry:** This shows the "E" (Online Entry) Column. The "E" button can be activated on each tournament individually . See (Figure 34).

There are 3 Common settings: Colour scheme – an appropriate colour can be selected. "Hide Language Switch" – 'Yes' means that the language displayed will be what is selected under "Default language" and 'No' means the User will be able to choose their language preference. "Default language" - options are English or German.

Once complete click "Update". Once again there is Java script that can be given to a Website developer to embed the Iframe into the page on a website. To view how the iFrame click on "URL".

Tournaments & Results

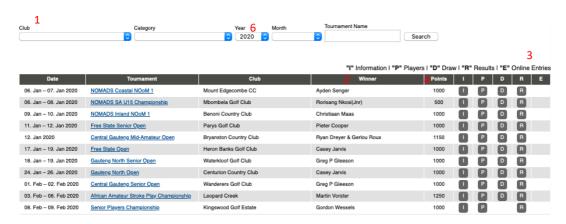


Figure 106

5.4 Live Scoring IFrame

5.4.1 IFrame

The Live Scoring iFrame displays the live scoring leaderboard on your website:

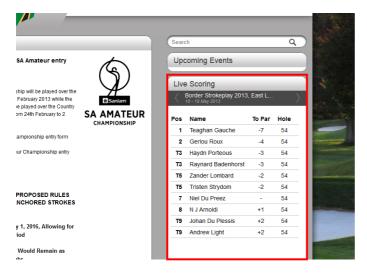


Figure 107



To display a tournament on the livescoring leader board you need to first make sure that it is created on the ATMS, transferred to the TDB and allocated to a tournament owner "3.1.2 Managing Tournament List details" (Figure 20. Once on the TDB it must be added to a season "4.4.1 Adding a Tournament to the Ranking" (Figure 55), and therefore form part of the rankings. If the tournament does not form part of ranking, yet you wish to display it on the LS iframe, you will need to assign it to one of the dummy rankings. As you can see in the screen shot, the Border Strokeplay has been added to the SAGA Open season.

5.4.2 Live Scoring Links

Once this has been done click on the tab "Tournaments" and then "Live Scoring Links".

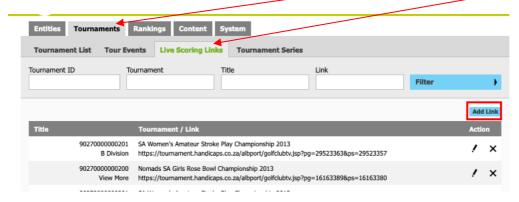


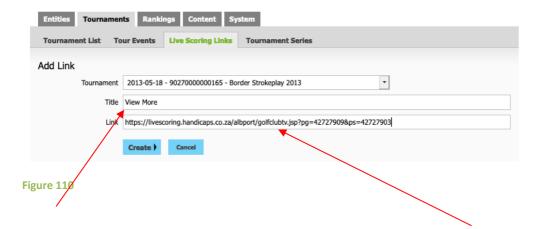
Figure 108

To add a Button with a link onto the Live Scoring Iframe click on "Add link"



Figure 109

Click on the dropdown tab "Tournament" and then select the tournament from the list. The tournaments are sorted by date. "Title" refers to the name on the button that appears under the leaderboard.





"View More" has been entered under "Title". You must now add a link, so that website users will be able to view the entire leader board by clicking on the button created. The URL Link from the Golfclub TV on the ATMS must be pasted in the block next to "Link". Refer to the ATMS Manual for creating of Golfclub TV links.

Once this has been done click "Create". The tournament will now appear in the list.



Figure 111

If one goes to the SAGA website and clicks refresh, the updated tournament with the "View More" button will be displayed:

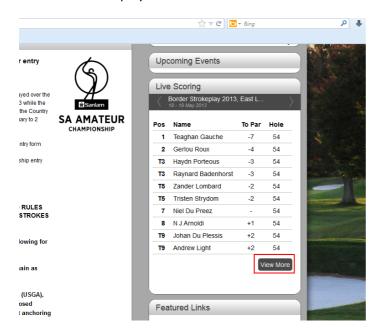


Figure 112

If one clicks on the "View More button", the full leaderboard will open in a new tab:



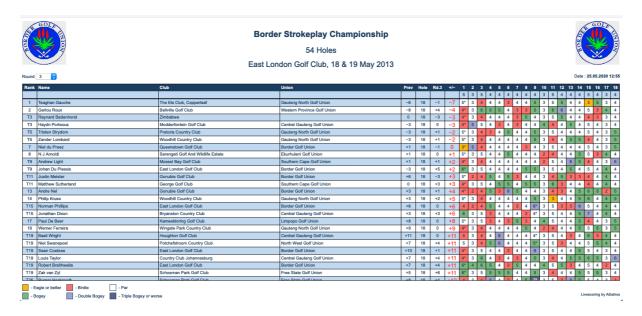


Figure 113

A number of Tabs can be added to the Iframe for a specific tournament. Eg A Div, B Div, Draw etc.

The Live Scoring iFrame settings can also be adjusted by clicking on the settings button ?:



Figure 114



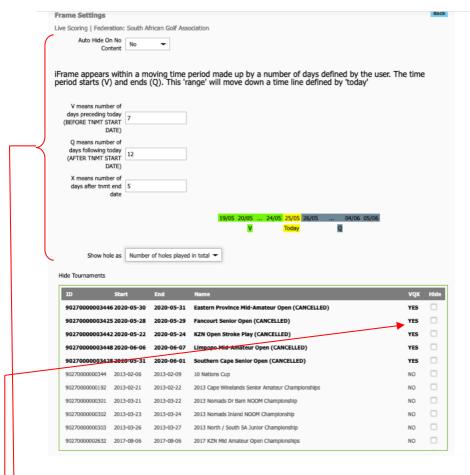


Figure 115

-These settings allow the time one wants the tournament to display on the Iframe on your website for. To hide on no content, select "Yes" on the dropdown tab next to "Auto hide on no content". What this means is if the tournament has no link attached to it then it will automatically be hidden.

"V" means the number of days preceding the Tournament date that you want it to display on the Iframe.

"Q" means the number of days after the Tournament start date that you want it to display on the Iframe.

"X" means the number of days after the Tournament end date that you want it to display on the Iframe.

Show hole as: Either Hole number where the player is currently at OR Number of holes played in total.

This allows tournaments that one may not want displayed to be hidden at a given time, on the live scoring iframe, by clicking on the box next to the tournament.



5.4.3 Mobile Leaderboard

This feature allows for better viewing for mobile users. It is an extension of the Live Scoring Iframe so that viewers can see the entire leaderboard rather than just the top 10 places.

Go to the Ranking Iframes and click on "Mobile URL" under the Live Scoring Iframe:

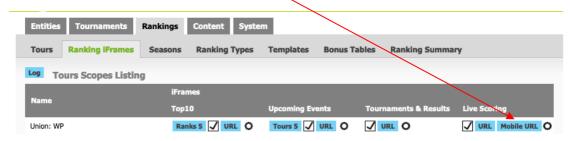


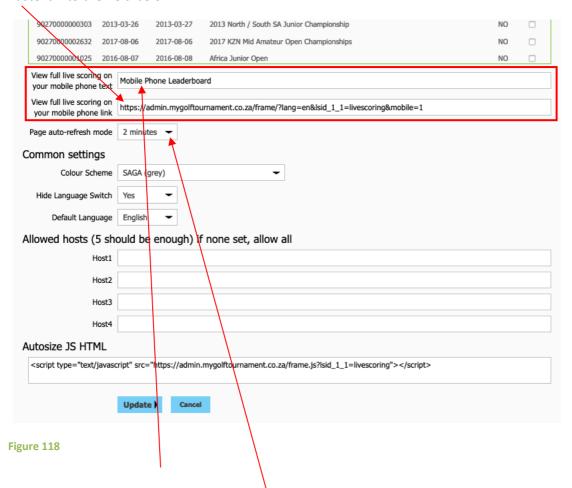
Figure 116

Copy the URL that is displayed:



Figure 117

Paste it into the field below:





The Name "Mobile Phone Leaderboard" can be type in.

Page auto-refresh mode can be set from 1 to 10 minutes.

The link will appear at the bottom of the Live Scoring Iframe:



Figure 119

There are 3 Common settings: Colour scheme – an appropriate colour can be selected. "Hide Language Switch" – 'Yes' means that the language displayed will be what is selected under "Default language" and 'No' means the User will be able to choose their language preference. "Default language" - options are English or German.

Once complete click "Update". Once again there is Java script that can be given to a Website developer to embed the Iframe into the page on a website. To view how the iFrame looks click on "URL".

6 TDB Reports

6.1 How to access Reports on the TDB

To access TDB Reports, click on the "Content" and "Reports":



Figure 120

The reports can be generated in a number of different formats.

6.2 List of Reports

Players: Gives a list of all players on the TDB, with details.

Aliases: Gives a list of all players that have aliases (where two Player ID's have been merged).

Hole in One: Gives a list of all players that have scored a hole in one, including details of the course and hole.



7 Frequently Asked Questions (FAQs)

Tournament List

1. I can't find my tournament in the tournament list?	1. If you are having problems locating your tournament first make sure that you have transferred the correct tournament from the ATMS. To see the latest tournaments to be transferred to the TDB, click on "TID". If you still can't find your tournament use the filter function.
2. Why is there an error sign under the column "Info"?	2. The error sign means that a piece of information is missing. A yellow error sign will mean that a non-critical piece of information is missing whereas an orange error sign will mean that a critical piece of information is missing.
3 What does the grey zero, under one of the columns, next to my tournament mean?	3. The grey zero means that there is no information in that respective column. This is usually helpful for determining where the error message is coming from.

Transfer of tournament data from the ATMS

1. Why are my results in the TDB not the same as the ATMS?	1. If you have a difference in results it is most likely because you have two different divisions set up in the ATMS. When transferred to the TDB the results of all the divisions are transferred together into one result list. This may cause a difference in the position of some of the players.
2. If I transfer a tournament, with a number of different divisions, how do I differentiate by division?	2. The only place in the TDB where you can select a specific division is when allocating a tournament to a ranking. Tip: Therefore you are unable to differentiate on your tournament and results iFrame between divisions and all players results will be displayed together.
3. If I am creating a schedule what should I transfer from the ATMS?	3. You first need to create your tournament. Then transfer just the first two options "Details" and "Announce".



IFrames

1. How do I add more options to the Ttop 10 iframe?	1This is explained in the TDB Manual.
2. I have an international tournament that does not belong in anyone of the ranking headings, how do I display it on the upcoming results iframe?	2. If you consult the TDB Manual this is explained.
3. My tournament is not being displayed in the "Tournament and Results" iframe?	3. You need to allocate ownership for it to be displayed.
4. When I filter by category, my tournament is not displayed?	4. You need to allocate it to that specific ranking if you wish for it to be displayed under that category.
5. How do I display the amount of points the tournament is worth?	4. You need to add the number of points under "Mods" and then click "Show Tournament Points" under settings.
6. How do I add files, such as PDF's, to my tournament?	5. You need to go to "Files" in the Tournament and then you can add a file to your tournament. You will be able to sort the files here.

Live Scoring

1. How do I display live scoring on the "Livescoring IFrame".	1. This is explained in the TDB Manual
2. If I have two different divisions in a single tournament, how do I display both of them?	2. You need to create two links and link them to the same tournament.
3. If the Live Scoring IFrame is not in use, what should I do?	3. It is best to hide the live scoring iframe when not in use.
4. My tournament is not displaying on the live scoring iframe?	4. The tournament may not be within the dates prescribed in your settings. The tournament may not have been given an owner. You have not transferred the "Players" from the ATMS. The tournament may be hidden in settings.



Rankings

1. Why does a player appear twice in the same ranking?	1. This means the player has two different Player ID numbers. If you find this please contact the TDB coordinator.
2. What do I do if I find duplicate player profiles?	2. Please contact the TDB Co-ordinator as the two profiles will have to be merged.