



CYPRUS GOLF FEDERATION COMPETITIONS COMMITTEE

Olympic House, B208, Amphilopoulos 21, 2025 Nicosia, Cyprus | Tel +357 22449874 | Fax +357 22 449876 | cgf@cgf.org.cy | www.cgf.org.cy

LIVE SCORING

PURPOSE AND FUNCTIONALITIES

For competitions management, the Live Scoring features make available:

- The digital registration and certification of scores, by players and markers, providing more security in the registration, certification and verification of scores and reducing the tasks of registration of scores by Committees;
- Opportunities for the dematerialization of procedures;
- The possibility of seeing scores in real time, increasing the interest and engagement to the events, namely by external spectators.

PROCEDURES

TOURNAMENT MANAGEMENT WITH LIVE SCORING

INTRODUCTION

- The tournament definition should be based on the pre-defined Terms of Competition. The Committee must decide, before the Live Scoring tournament creation, which procedures to use in the tournament for registration, certification and score submission purposes and, in due time, inform players;
- Live Scoring tournament management is integrated with Datagolf, so it combines features accessible via Datagolf and the Live Scoring web app;
- Currently, Live Scoring functionalities are already available for the following playing formats: Stroke Play (Net and Gross), but without Maximum Result, Stableford (Net and Gross) and Bogey Par, covering Individual Tournaments, Foursomes, Greensomes, Scramble. Tournaments of one or more rounds are included, with aggregate classifications. Regarding other forms of competition, the Committee may consider using Live Scoring, only for the purpose of collecting scores.

INSTRUCTION SUMMARY

In Datagolf:

- Set up the Tournament, including admissions and the draw
- Create Live Scoring
- Publish access to Live Scoring, credentials, and classification

In the Live Scoring web app:

- Configure Live Scoring web app options
- Check and manage draw
- Follow and check Live Scoring classification

In Datagolf:

- Import competition scores
- Send competition and publish results



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STEP BY STEP INSTRUCTIONS

The Live Scoring module allows various configurations, adaptable to different procedures and methods of operation of Clubs/Organisers, so the instructions represent only an example.

In Datagolf

SETTING UP THE TOURNAMENT

Create and set up the tournament, do the admissions, update the tournament data such as handicaps and golf course data and finalize the draw (See [Tournament Management](#)).

Using Live Scoring requires that the draw is already available on Datagolf. Live Scoring should only be set up when all tournament data is finalized.

In Datagolf

CREATING THE LIVE SCORING

Go to Configuration

Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring

Live Scoring Access configuration

- Admin: Set the Tournament Admin Live Scoring password for the Club/Organiser.
- Players: Set the time for players' access. It represents the time in advance for the digital cards to be available for each player, before the corresponding tee time in the draw, for example: 10 minutes. This time allows you to make some final changes before the scores start to be inserted.

Tournament in Live Scoring Set Up

- Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Create Live Tournament
- Select the chosen option: "Automatically set marker for each score" or "Players record their own results".
- Select the chosen option: "With Electronic Certification (requires signatures of marker and player)" or "Without Electronic Certification".
- OK -> Receive successful export message.

EXPLANATORY NOTE: Objectives and Configuration of Live Scoring Set up

In general, there are two main combinations for using Live Scoring:

- Combination 1: Automatically set marker for each score + With Electronic Certification: the registration, signing and certification of the scorecard is done electronically. Any paper supports are only for backup purposes.
- Combination 2: Players record their own results + Without Electronic Certification: the registration and certification of the scorecard is done on the paper scorecard and the Committee asks each player to also enter their own score digitally, to speed up the input of scores and the publication of results.

These step-by-step instructions focus on the complete use of Live Scoring, available through "Combination 1". In addition, information on "Combination 2" is provided under "Alternative Configuration: Players Only Enter their Scores" at the end of these instructions.



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Deleting Live Scoring Tournament

The Delete Live Scoring feature should be avoided and only used when you need to delete or restart the Live Scoring web app

If necessary to add players to the draw and to the Live Scoring, and as long as Live Scoring is not yet in use by any player, it is possible to delete and create the Tournament Live Scoring again. Live Scoring cannot be deleted when it is already in use by players.

The Create/Regenerate IDs function should not be used without a specific reason as it changes the credentials of all players.

ID	Name	Hour	Hole	Tee	Match	HCP	Course	Play	Calc. HCP	Prefer. Hour	Password	Pin Code
1	Afonso Pereira	08:00	1	Amarelas	1 (1)	7,3	0	0	Y	Normal	p1	1
5	Anibal Martins	08:00	1	Amarelas	1 (2)	23,9	16	15	Y	Normal	p5	5
6	Diogo Oliveira	08:00	1	Amarelas	1 (3)	27,0	19	18	Y	Normal	p6	6
7	Isabel Gonçalves	08:00	1	Vermelhas	1 (4)	25,0	17	16	Y	Normal	p7	7
8	José da Silva	08:10	1	Amarelas	2 (1)	17,0	9	9	Y	Normal	p8	8
2	António Silva	08:10	1	Amarelas	2 (2)	25,0	17	16	Y	Normal	p2	2
4	Ana Ferreira	08:10	1	Vermelhas	2 (3)	29,0	21	20	Y	Normal	p4	4
9	Martim Rodrigues	08:10	1	Vermelhas	2 (4)	38,0	27	26	Y	Normal	p9	9
10	João Costa	08:20	1	Amarelas	3 (1)	10,0	3	3	Y	Normal	p10	10
11	Francisco Correia	08:20	1	Amarelas	3 (2)	36,0	27	26	Y	Normal	p11	11
3	Maria Santos	08:20	1	Vermelhas	3 (3)	6,0	0	0	Y	Normal	p3	3
12	Sandra Fernandes	08:20	1	Vermelhas	3 (4)	15,0	8	8	Y	Normal	p12	12

MANAGING ACCESS SCORING

Players will need Live Scoring access and credentials. This information can be made available through:

- myFPG: inform players that on the day of the tournament, on myFPG dashboard the link and Live Scoring access credentials are available, to enter and login. (See [Live Scoring for Players](#));
- QR Code Printing: the Club/Organizer can, additionally, print QR Codes to access Live Scoring directly, by printing cards or printing labels;
- Sending credentials: alternatively, the Club/Organizer can digitally provide each player with their credentials and the login access link, previously exported to a file.

No installation by the players is required.





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EXPLANATORY NOTE: Players Credentials

With Live Scoring it is available, for each player, their:

- ID: Identifies the player in that specific Live Scoring;
- Password: The access password of the player for that specific Live Scoring, also necessary to certify a score;
- Pin Code: The Pin of the player in that specific Live Scoring, only used in case of redistribution of the marker by the players.

Creating QR Codes

- Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Create QR Codes

Printing Cards Option

The Committee may decide to print scorecards as a backup to the electronic scorecard.

When using electronic certification, these cards are to be directly delivered to the marker of the score.

- Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Print Cards -> select the chosen options -> Ok -> Print
With the configuration option “Automatically set marker for each score” the following options are suggested:
 - QR Code from Player: the card will be delivered to the marker and includes the player’s name.
 - QR Code with no Player: the card will be delivered to the marker who writes the name of the player that has been assigned online.

Printing Labels Option

- Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Labels -> select the chosen options -> Ok -> Print

With the option ” Automatically set marker for each score” the following option is suggested:

- Include QR Code: The label will be placed on the card given to the marker, who will have to write, on the card, the info about the player that has been assigned online. When applying the label on the card, enough space should be left for the player’s identification.

Provide Access Credentials Option

The Committee can digitally provide, in advance, the access data to the electronic scorecards:

- Credentials:
 - Export IDs: Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Export IDs

The credentials are exported to an Excel file, hence available to use within the Club/Organizer’s own mailing tool, to send to each player only their credentials.

- Link:
 - The link can be made available through a general list of the Club/Organizer Live Scoring access links (See DGLinks Instructions) or through a specific Tournament Live Scoring access link:
 - Copy Web Link: – Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Copy Web Link -> Copy Link for user access.



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UPDATE HANDICAPS

It is recommended to update handicaps once again, on the day of the tournament, with the updated handicaps of the day and before entering the scores:

- Tournaments -> Registration -> Refresh Handicaps button -> Yes -> Confirm -> Update Handicaps Live Scoring -> Yes

Notes:

Updates resulting from the server connection are also transmitted to the Live Scoring web app. Local manual changes in the Datagolf admissions are not updated in the Live Scoring web app and require a manual change online (Live Scoring web app -> Manage Draw), and vice versa.

There may be differences between previously printed cards or labels, so evaluate if reprinting is necessary.

PROVIDING PUBLIC ACCESS TO LIVE SCORING CLASSIFICATIONS

The Club/Organizer can provide access to Live Scoring results online, for example, on its website.

The results link can be made available through the general list of Club/Organizer Live Scoring ratings links (See DGLinks Instructions) or through the specific Live Scoring link of the Tournament:

- Tournaments/Results ->Tournaments -> Select Tournament -> Live Scoring -> Copy Web Link -> Copy Link to Classifications.

EXPLANATORY NOTE: Live Scoring results have a provisional nature and do not substitute the official results of the tournament.

The Live Scoring results are available, in net or gross, with values relative to:

- Strokes over/under Par, when in strokes;
- Points more/less than 2 points per hole (36 points for 18 holes), when in points.

They include all entries and do not apply ties. Tied players are shown, first by number of holes played, then by tee times and alphabetical order. Official results are published by the Committee.

ACCESSING LIVE SCORING MANAGEMENT IN THE WEB APP

In Datagolf

Access the Live Scoring web app: Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Web Admin

In the Live Scoring web app

The browser with the Live Scoring web app of the tournament is opened. Enter the access credentials of the Committee:

- ID: **admin** (This is always the Club/Organizer ID in any Live Scoring)
- Password: the password previously set by the Club/Organizer, in Datagolf, for the Live Scoring of the Tournament.



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EXPLICATORY NOTE: The Club/Organizer must take the necessary precautions so that, while the Live Scoring is running, no entity or user external to the Committee has the password, since it gives access to the scores and management functions. The list with the passwords for each Live Scoring is available in the Club Area -> Administration -> Live Scoring.

After login, the general Live Scoring screen is displayed, with access to menus. If the Club/Organizer has multiple tournaments running on the same day, it will be possible to switch between tournaments, selecting the name and type.

Live Scoring

Settings Draw Classification Confirmation Volunteers Exit Help

Monthly Competition - 2022-06-22

Export

Live Scoring Check																													
Match	Hole	Hole	Stgr	Name	ID	Pass	Pin	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Marker	M-ID	Upd at	Fed.No
1	08:00	1		Afonso Pereira				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Anibal Martins	5	12:39:16	17269
1	08:00	1		Anibal Martins				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Diogo Oliveira	6	12:39:16	2663
1	08:00	1		Diogo Oliveira				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Isabel Gonçalves	7	12:39:16	999999
1	08:00	1		Isabel Gonçalves				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Afonso Pereira	1	12:39:16	999999
2	08:10	1		António Silva				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Ana Ferreira	4	12:39:16	22229
2	08:10	1		Ana Ferreira				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Martim Rodrigues	9	12:39:16	19650
2	08:10	1		José da Silva				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	António Silva	2	12:39:16	999999
2	08:10	1		Martim Rodrigues				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	José da Silva	8	12:39:16	999999
3	08:20	1		Maria Santos				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Sandra Fernandes	12	12:39:16	38233
3	08:20	1		João Costa				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Francisco Correia	11	12:39:16	999999
3	08:20	1		Francisco Correia				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Maria Santos	3	12:39:16	999999
3	08:20	1		Sandra Fernandes				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	João Costa	10	12:39:16	999999

Go to page: 1 Row count: 250 Showing 1-12 of 12

LIVE SCORING OPTIONS ONLINE CONFIGURATIONS

- Web app Live Scoring -> Settings
- Check or select the chosen settings -> Save

Available options:

- Tournament starts at: by default the time of the first tee time in the draw.
- Tournament ends at: by default 9pm and represents the end time of the classifications.
- Minutes before start to allow login: the time for each player to login previously set in Datagolf. It can be changed in the Live Scoring web app.
- Show Ratings for the players: when selected, allows players to view provisional classifications.
- Require Signatures: Live Scoring set up about requiring electronic certification. It can be changed in the Live Scoring web app.
- Hide No Score option: when checked removes the possibility of a hole not holed out.
- Hide points column in score: when selected removes the display of Stableford points on the card.
- Link for classifications: allows you to copy, to easily share the link to the Live Scoring of the Tournament
- Link for general access: allows to copy, to easily share the link for the Tournament Live Scoring login
- Tournament Message: allows the Committee to issue a general announcement, which is available at the top of the classification page in the web app. For example, about declaring the tournament as temporarily suspended and indicating the reasons why.





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CHECK DRAW

- Web app Live Scoring -> Draw -> Check

The Draw is also available in the dashboard of the web app Live Scoring.

MANAGING THE DRAW

IMPORTANT NOTE: Only change players who have not yet logged in and started recording scores.

Change Group or Marker

Web app Live Scoring -> Draw -> Manage -> Click on the player's name

- Match: to change the group
- Marker: to change the marker within the group
- Playing Handicap: for manual exceptional changes (also requires manual change in Datagolf)

EXPLANATORY NOTE: The players have the technical possibility to change the players whose cards they are going to mark, but they must follow the guidelines of the Committee about that possibility.

CHECK LIVE SCORING CLASSIFICATION

Web app Live Scoring -> Classification

CONFIRMATION AND CLOSING LIVE SCORING GROUPS

As each group finishes its round, the Committee checks in the web app if each score has been properly recorded, certified and submitted.

Confirm group option

The Committee can note which groups have already returned their scores:

- Live Scoring web app -> Confirmation -> Close Match (under each group)

Making Corrections by the Committee

Once signed by the marker and player, the score can no longer be changed by them.

Exceptionally, it may be necessary for the Committee to make corrections to scores in Live Scoring:

- Correct Score: web app Live Scoring -> Confirmation -> click on Match -> click on Player -> correct, save and exit

Change Score Status and No Shows

- Change Score Status:
 - web app Live Scoring -> Confirmation -> click on Match -> click on Player -> Click on OK Status -> Change to applicable Status -> Confirm
- In the event of a No Show, the Club/Organizer should:
 - Change the status of the score (Live Scoring -> Confirmation -> Click on the match -> Change Status -> select/select -> confirm).
 - Change the marker on the player who was going to have the No Show player as a marker (Live Scoring -> Draw -> Manage). Alternatively, you can instruct players to directly redistribute markers in the event of a No Show in the group.



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In Datagolf

IMPORT TOURNAMENT SCORES

Once the Live Scoring is finished, the tournament management goes back to Datagolf.

Import Scores

- Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Import Results -> Import Button

Options:

- Import all scores (including unsigned ones.)
- Import only scores confirmed by the marker and by the player
- Import scores confirmed by the marker
- Counting only: displays the number of Live Scoring scores and their status.

Note: any changes made in the meantime in Datagolf to the scores will be overwritten (with the exception of counting).

Guidance Note: The option to import only scores confirmed by the marker and player is the preferred option for Live Scoring tournament management, using all features of electronic card certification. In tournaments without electronic certification, the import option should be all scores option.

Checking/Correcting Status of Scores

When importing the Live Scoring to Datagolf the following correspondences apply and the Committee must check to keep them, or select the correct option:

- OK = Valid Card
- Disqualified = Disqualified without Result (in Datagolf, decide to keep it or change to Disqualified with Result)
- No Ret = No Return (in Datagolf, decide to keep it or change to Disqualified/No Return with Result)
- No Show = No Show
- (See [Status of Scores](#) for score status information and instructions. In the case of a Disqualified/No-Return with Result status and with an incomplete result, to use the automatic score completion feature, go to Results -> Standard Input (card by card) -> select the player -> Complete Result.

SENDING COMPETITION AND PUBLISHING RANKINGS

(See [Tournament Management](#))

Submit Competition

Tournaments/Results -> Tournaments -> Select Tournament -> Send to Server

Print Results

Tournaments/Results -> Tournaments -> Select Tournament -> Results -> Select predefined classification type -> Print



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ALTERNATIVE CONFIGURATION: PLAYERS ONLY ENTER THEIR SCORES

The Live Scoring module functionalities can also be partially used to assist in a tournament where the registration and certification of scores is done traditionally through the paper scorecards.

In this situation, and just to speed up the registration of scores and the publication of the results, the Committee asks the players, at the end of the round, to additionally register their score digitally.

Summary of Tournament Management Instructions

In Datagolf

- Create the Live Scoring Tournament: using the “Players record their own results + Without Electronic Certification” options
- Manage the Live Scoring Access:
 - Inform players that Live Scoring access is easily obtained through myFPG: on the day of the tournament, on the myFPG dashboard, the link and Live Scoring access credentials are available, to enter and login.
 - Each player’s credentials and access link can also be distributed, exported to Excel.

As for the additional options of access, and in this configuration:

- In the options of printing cards or labels, it is suggested: “No QR Code” (for the normal use of the cards, with exchange by the players, for registration and certification purposes) and providing the credentials by other means.
- In the case of printing cards or labels “With QR Code from Player”, the card cannot be given to the certifying marker, it will only be signed by him, because the QR Code has the player’s credentials.
- Additionally, Player QR Code labels may also be distributed to each player with their credentials, but outside of their scorecard, either alone or on their own instructions document.

In the web app Live Scoring

Follow the scoring in the web app.

Import Scores

- Import all the scores and check the cards.
- Finalize procedures on score status (See [View Score Status](#))

Send the Competition

- Send the competition and print the results.

OPTIONAL EXTRA FUNCTION: MANAGE VOLUNTEERS FOR SCORE REGISTRATION

The Committee can decide to have volunteers to enter, in Live Scoring, the hole-by-hole scores, as the round is running. These users have limited functions in the web app.

- Live Scoring web app -> Volunteers

Define the credentials for additional users

- ID: verify the ID of each user (“v”, from 1 to 18).
- Password: generate passwords automatically or write them.



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- Status: activate the required users by selecting their status.
- Holes: select all or which holes each user will have access to
- Save

The Club/Organiser must provide each volunteer with their credentials and the login link of the Live Scoring for the Tournament (Datagolf: Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Copy Web Link -> Copy Link for access).

The Committee can provide these users with a printout of the draw, and it can also include the pre-defined pace of play (Datagolf -> Tournaments/Results -> Tournaments -> Select Tournament -> Live Scoring -> Print Matches)

18/12/2023