# Filling out the Event File



### Updated January 2025

#### On Sunday, you will receive from Fred the Event File for your Event on Monday.

Please start by reading the Event File Instructions (first tab). Scroll down! Read this Tab EVERY EVENT YOU WORK to keep yourself familiar with what you need to do.

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A	2 v : X v .	fx Event File Instructi	ons								
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1	TAB	Comment		Instructions							
3 4	Event File Instructions	This file is the only file you need to email after the event is complete.	А. В. С.	Update the 4 tabs as listed below (Info for Website through Tournament Summary)     Email the completed Event File to the Webmaster, Treasurer, Turnament Chair, Technology Chair, Handicap Chair, Technical Associate and Technical Assistant. Copy and Paste this list:     onalagoon@gmail.com, pjlambdin@yahoo.com, runnercorpuz@aol.com, joezamborsky@gmail.com, cm157sib@gmail.com, smgahhita@yahoo.com, claudiapeters124@yahoo.com     You are done.   You are done.							
5	Special Situations	1	Α.								
6 7 8	Event Pairings	Contains the pairings for the event with any changes that were made prior to the EC's receiving the Event File	A. B. C. D.	You must enter any changes that are not already reflected in the pairings, highlight the change and indicate date of the change so that the proper charges / refunds can be made. If there are cancellations - enter their ID # & name in "Cancellations" section. If this cancellation results in the replacement of a team, the non-cancelling partner receives a full refund and playing credit. Enter his ID # and name in the "Partner Gets Credit" columns. Enter the ID # and name of any no shows or late cancellations (after Noon on Firday before event) in the "No Show/I ate Cancell' section and removed from the pairings.							
10 11 12 13 14 15	Results Form	Contains a list of prize winners for the event. This will be posted on the website	A. B. C. D. E. F.	Enter the hole #'s for the CTP prizes. If golf certificates are awarded as a CTP prize, enter that on second line of CTP section. Enter hole # and ID # of player for each CTP prize. When ID # is entered, name should appear. Check name to make sure prizes are awarded properly. Enter information on Hole-In-One, if that occurs. Enter the prize amount awarded for 1st & 2nd place in each flight. Enter ID # for team members (check name) and score for each winner.							
18			Α.	A. Enter the number of "Reg Members" in the event and the amount of the "Golf Fee".							
19			B.	Enter the number of "Reg Members" in the event and the amount of the "Entry Fee".							
20			C. D.	Enter the number of "Host Club Members" in the event. If some members pay by check (does not happen often), enter the number of "Reg Members" and							
21	Treasurer's Report	Contains information on income (credit card & checks) and expenses (to golf	E.	Enter the number of "Cancellations" in the appropriate line for "Reg Member" or "Host Club Member".							
	A member may be given a full refund in come cases/ If this occurs, enter the number of "Full Refunds"										

#### Do you have a Special Situation? Late Cancellations? No Shows? Please read Tab 2!

Even if you don't have a Special Situation, you should read this Tab. *EVERY EVENT YOU WORK!* 

Special Situations have a habit of arising at the very last minute. Someone doesn't show, someone gets hurt, etc.



Personally, I like to start by *reviewing* the Transactions Tab (the last one in the report).

Look at how many registrations you have for host club members (\$25 only) and non-host club members (\$25 + applicable cart fee). The first column has a running count of each type.

Look at the refunds were made and for how much – that tells you the number and types of cancellations – members of host clubs, non-host club registrants, etc.

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2	1	refund	7/22/23	11:42 AM	(\$70.00)	Jeff	Dils	Event 25	CC of Hilton Head	d
3	2	refund	7/21/23	6:44 PM	(\$70.00)	Tony	Ladouceur	Event 25	CC of Hilton Head	d
1	1	sale	7/20/23	10:16 AM	\$25.00	Warren	Beam	Event 25	CC of Hilton Head	d
5	2	sale	7/20/23	10:16 AM	\$25.00	Jim	Carey	Event 25	CC of Hilton Head	d
5	3	sale	7/20/23	10:16 AM	\$25.00	Jerry	Hankins	Event 25	CC of Hilton Head	d
7	4	sale	7/20/23	10:16 AM	\$25.00	Jerry	Helbig	Event 25	CC of Hilton Head	d
3	5	sale	7/20/23	10:16 AM	\$25.00	Rick	Lazzari	Event 25	CC of Hilton Head	d
Э	6	sale	7/23/23	12:59 PM	\$25.00	Ken	Levy	Event 25	CC of Hilton Head	d
0	7	sale	7/20/23	10:16 AM	\$25.00	Howard	Madsen	Event 25	CC of Hilton Head	d
1	8	sale	7/20/23	10:16 AM	\$25.00	David	Magdalenski	Event 25	CC of Hilton Hear	d
2	9	sale	7/20/23	10:16 AM	\$25.00	Walter	Marett	Event 25	CC of Hilton Head	d
3	10	sale	7/20/23	10:16 AM	\$25.00	Deane	McCarthy	Event 25	CC of Hilton Head	d
4	11	sale	7/20/23	10:16 AM	\$25.00	Andy	Onda	Event 25	CC of Hilton Head	d
5	12	sale	7/20/23	10:16 AM	\$25.00	Dave	Palmetier	Event 25	CC of Hilton Head	d
6	13	sale	7/20/23	10:16 AM	\$25.00	Joe	Perota	Event 25	CC of Hilton Head	d
7	14	sale	7/20/23	10:16 AM	\$25.00	Steve	Riffle	Event 25	CC of Hilton Head	d
8	15	sale	7/20/23	10:16 AM	\$25.00	Brian	Stirrat	Event 25	CC of Hilton Head	d
9	16	sale	7/20/23	10:16 AM	\$25.00	Steve	Stone	Event 25	CC of Hilton Head	d
0	17	sale	7/20/23	10:16 AM	\$25.00	Dave	Tarantino	Event 25	CC of Hilton Head	d
1	18	sale	7/20/23	10:16 AM	\$25.00	John	Winnestaffer	Event 25	CC of Hilton Head	d
2	1	sale	7/20/23	10:16 AM	\$95.00	Russ	Avery	Event 25	CC of Hilton Head	d
3	2	sale	7/20/23	10:16 AM	\$95.00	Tom	Barreca	Event 25	CC of Hilton Head	d
4	3	sale	7/20/23	10:16 AM	\$95.00	Emil	Bilinski	Event 25	CC of Hilton Head	d
5	4	sale	7/20/23	10:16 AM	\$95.00	Rick	Carter	Event 25	CC of Hilton Head	d
6	5	sale	7/20/23	10:16 AM	\$95.00	Allan	Crumes	Event 25	CC of Hilton Head	d
7	6	sale	7/20/23	10:16 AM	\$95.00	Dennis	D'Amato	Event 25	CC of Hilton Head	d
8	7	sale	7/20/23	10:16 AM	\$95.00	Bob	Davis	Event 25	CC of Hilton Head	d
9	8	sale	7/20/23	10:16 AM	\$95.00	Jack	Dawson	Event 25	CC of Hilton Head	d
0	9	sale	7/20/23	10:16 AM	\$95.00	Joe	De Pietro	Event 25	CC of Hilton Head	d
1	10	sale	7/20/23	10:16 AM	\$95.00	Jeff	Dils	Event 25	CC of Hilton Head	d
2	11	sale	7/20/23	10:16 AM	\$95.00	Bob	Doe	Event 25	CC of Hilton Head	d
3	12	sale	7/20/23	10:16 AM	\$95.00	Paul	Eads	Event 25	CC of Hilton Head	d
1000			7/20/22	10 15 111	005 00	-			co Cuulo II	

I also will run a list of how many registrants we had. Good to know for the Treasurer's Report!

And look at the total revenue for the Event to use as a double-check in the Treasurer's Report.

#### Otherwise, PLEASE DON'T TOUCH THE TRANSACTIONS TAB!

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29	sale	7/20/23 10	:16 AM	\$95.00	Ronald	Miller	Event 25	CC of Hilton Head	1
30	sale	7/20/23 10	:16 AM	\$95.00	Ed	Millette	Event 25	CC of Hilton Head	1
31	sale	7/20/23 10	:16 AM	\$95.00	Bob	Molloy	Event 25	CC of Hilton Head	1
32	sale	7/20/23 10	:16 AM	\$95.00	Mike	Morrison	Event 25	CC of Hilton Head	1
33	sale	7/20/23 10	:16 AM	\$95.00	Patrick	Onofrio	Event 25	CC of Hilton Head	1
34	sale	7/20/23 10	:16 AM	\$95.00	Russ	Padgett	Event 25	CC of Hilton Head	1
35	sale	7/20/23 10	:16 AM	\$95.00	Primo	Primozich	Event 25	CC of Hilton Head	1
36	sale	7/20/23 10	:16 AM	\$95.00	Greg	Ratajczak	Event 25	CC of Hilton Head	1
37	sale	7/20/23 10	:16 AM	\$95.00	Mark	Rendfeld	Event 25	CC of Hilton Head	1
38	sale	7/20/23 10	:16 AM	\$95.00	John	Reno	Event 25	CC of Hilton Head	1
39	sale	7/20/23 10	:16 AM	\$95.00	Richard	Ries	Event 25	CC of Hilton Head	1
40	sale	7/20/23 10	:16 AM	\$95.00	Joe	Roberts, Jr.	Event 25	CC of Hilton Head	1
41	sale	7/20/23 10	:16 AM	\$95.00	Bob	Sadlier	Event 25	CC of Hilton Head	1
42	sale	7/20/23 10	:16 AM	\$95.00	Bill	Saumsiegle	Event 25	CC of Hilton Head	1
43	sale	7/20/23 10	:16 AM	\$95.00	Jeff	South	Event 25	CC of Hilton Head	I
44	sale	7/20/23 10	:16 AM	\$95.00	Scott	Stehlik	Event 25	CC of Hilton Head	1
45	sale	7/20/23 10	:16 AM	\$95.00	Ken	Strati	Event 25	CC of Hilton Head	1
46	sale	7/20/23 10	:16 AM	\$95.00	Greg	Streber	Event 25	CC of Hilton Head	1
47	sale	7/20/23 10	:16 AM	\$95.00	Craig	Trobaugh	Event 25	CC of Hilton Head	1
48	sale	7/20/23 10	:16 AM	\$95.00	Tom	Willison	Event 25	CC of Hilton Head	1
49	sale	7/20/23 10	:16 AM	\$95.00	Fred	Wisegarver	Event 25	CC of Hilton Head	1
50	sale	7/22/23 4:	30 PM	\$95.00	Marty	Zanotti	Event 25	CC of Hilton Head	1
51	sale	7/20/23 10	:16 AM	\$95.00	Mike	Zarro	Event 25	CC of Hilton Head	1
				\$5,155.00					

Look at the 3<sup>rd</sup> Tab – Event Pairings. The left side shows the pairings that are in Golf Genius when the Event File was sent to you. The right side has event info at the top and shows any Cancelations and Alternates for the event. Any further cancelations or no shows must be entered by you.

.4	A	В	С	D	E	F	G	Н		J	K	L	М	N	0
1	Group	Time	Hole	ID #	Name	Index	Team	Flight	Tee		Event #	28			
2	1	10:00 AM	1	836	Pelin, John	1.3	1	1	Club		Date	1/15/24			
3	1	10:00 AM	1	723	Welch, Sean	5.4	1	1	Club		Course	Landings: Oakridge			
4	1	10:00 AM	1	838	Stanton, Jim	1.4	2	1	Club		Format	2 Man: BB of Partners			
5	1	10:00 AM	1	616	Rychalsky, Rich	6.4	2	1	Club		EC	Larry Landis & Jeff Dor	ward		
6	2	10:00 AM	2	555	Magdalenski, David	1.9	3	1	Club						
7	2	10:00 AM	2	599	Beam, Warren	6.4	3	1	Club						
8	2	10:00 AM	2	966	Strati, Ken	4.8	4	1	Club			Late Cancel		No Show	
9	2	10:00 AM	2	997	South, Jeff	7.8	4	1	Medal		ID #	Name	ID #	Nan	ne
10	3	10:00 AM	4	200	Iffland, JR	3.3	5	1	Club		199	Gottschall, Dave			
11	3	10:00 AM	4	183	Henderson, Dennis	9.9	5	1	Club						
12	3	10:00 AM	4	561	Rendfeld, Mark	6.1	6	1	Club						
13	3	10:00 AM	4	258	Logston, Roger	7.3	6	1	Medal						
14	4	10:00 AM	6	216	Jones, Dave	2.1	7	1	Club						
15	4	10:00 AM	6	214	Martinez, Mike	12.5	7	1	Club		CA	NCELLATIONS	Par	tner Gets Cr	edit
16	4	10:00 AM	6	508	Lazzari, Rick	3.6	8	2	Club		ID #	Name	ID #	Nan	ne
17	4	10:00 AM	6	119	Walsh, Dave	13.8	8	2	Medal		180	Crumes, Allan			
18	5	10:00 AM	7	395	Roberts, Jr., Joe	7.8	9	2	Medal						
19	5	10:00 AM	7	949	Sadlier, Bob	10.3	9	2	Club						
20	5	10:00 AM	7	692	McKenna, Charlie	7.7	10	2	Club						
21	5	10:00 AM	7	726	Hutchison, Jim	10.4	10	2	Club						
22	6	10:00 AM	8	246	Elliot, Dave	8	11	2	Club						
23	6	10:00 AM	8	199	Gottschall, Dave	10.3	11	2	Club			Alter	rnates		
24	6	10:00 AM	8	171	Eads, Paul	10.2	12	2	Medal		ID #	Name	Index	Entry #	Tee
25	6	10:00 AM	8	231	Lyle, Dave	10.3	12	2	Medal						
26	7	10:00 AM	9	992	McCollum, Don	8.5	13	2	Club						
27	7	10:00 AM	9	209	Ries, Don	12.4	13	2	Medal						
28	7	10:00 AM	9	411	Wisegarver, Fred	10.3	14	2	Medal						
29	7	10:00 AM	9	716	Berlier, Jim	10.7	14	2	Medal						
30	8	10:00 AM	10	635	Altman, Pete	9.4	15	2	Club						
31	8	10:00 AM	10	745	Tomassini, Bill	11.6	15	2	Club						
32	8	10:00 AM	10	952	MacIntyre, Chick	11.2	16	3	Medal						
33	8	10:00 AM	10	299	Garcia, Mark	11.3	16	3	Medal						
34	9	10:00 AM	11	792	Rosen, Bernie	11.4	17	3	Club						
35	9	10:00 AM	11	136	Hund, Mark	11.8	17	3	Club						
36	9	10:00 AM	11	710	Riffle, Steve	9.4	18	3	Club						
37	9	10:00 AM	11	874	Bennett, Don	14.3	18	3	Medal						

The right side of the Event Pairings tab helps all understand how many Cancellations there were, any No Shows, and how many Alternates came in, etc.

Any changes to the player list *after you receive the Event File* must be updated on this tab. No Shows, Late Cancellations, etc., that come in Sunday night or Monday morning must be entered in the proper section.

A A	(a 1	В	С	D	E	F	G	Н	1	J	К	L	М	N	0
1 Gro	up	Time	Hole	ID #	Name	Index	Team	Flight	Tee		Event #	28			
2 1		10:00 AM	1	836	Pelin, John	1.3	1	1	Club		Date	1/15/24			
3 1		10:00 AM	1	723	Welch, Sean	5.4	1	1	Club		Course	Landings: Oakridge			
4 1		10:00 AM	1	838	Stanton, Jim	1.4	2	1	Club		Format	2 Man: BB of Partners			
5 1		10:00 AM	1	616	Rychalsky, Rich	6.4	2	1	Club		EC	Larry Landis & Jeff Dor	ward		
6 2		10:00 AM	2	555	Magdalenski, David	1.9	3	1	Club						
7 2		10:00 AM	2	599	Beam, Warren	6.4	3	1	Club						
8 2		10:00 AM	2	966	Strati, Ken	4.8	4	1	Club			Late Cancel		No Show	
9 2		10:00 AM	2	997	South, Jeff	7.8	4	1	Medal		ID #	Name	ID #	Nan	ne
10 3		10:00 AM	4	200	Iffland, JR	3.3	5	1	Club		199	Gottschall, Dave			
11 3		10:00 AM	4	183	Henderson, Dennis	9.9	5	1	Club						
12 3		10:00 AM	4	561	Rendfeld, Mark	6.1	6	1	Club						
13 3		10:00 AM	4	258	Logston, Roger	7.3	6	1	Medal						
14 4		10:00 AM	6	216	Jones, Dave	2.1	7	1	Club						
15 4		10:00 AM	6	214	Martinez, Mike	12.5	7	1	Club		CA	NCELLATIONS	Pa	rtner Gets Cr	redit
16 4		10:00 AM	6	508	Lazzari, Rick	3.6	8	2	Club		ID #	Name	ID #	Nan	ne
17 4		10:00 AM	6	119	Walsh, Dave	13.8	8	2	Medal		180	Crumes, Allan			
18 5	,	10:00 AM	7	395	Roberts, Jr., Joe	7.8	9	2	Medal						
19 5		10:00 AM	7	949	Sadlier, Bob	10.3	9	2	Club						
20 5		10:00 AM	7	692	McKenna, Charlie	7.7	10	2	Club						
21 5		10:00 AM	7	726	Hutchison, Jim	10.4	10	2	Club						
22 6	;	10:00 AM	8	246	Elliot, Dave	8	11	2	Club						
23 6	;	10:00 AM	8	199	Gottschall, Dave	10.3	11	2	Club			Alte	rnates		
24 6	;	10:00 AM	8	171	Eads, Paul	10.2	12	2	Medal		ID #	Name	Index	Entry #	Tee
25 6	;	10:00 AM	8	231	Lyle, Dave	10.3	12	2	Medal						
26 7		10:00 AM	9	992	McCollum, Don	8.5	13	2	Club						
27 7	<u> </u>	10:00 AM	9	209	Ries, Don	12.4	13	2	Medal						
28 7	<u> </u>	10:00 AM	9	411	Wisegarver, Fred	10.3	14	2	Medal						
29 7	<u> </u>	10:00 AM	9	716	Berlier, Jim	10.7	14	2	Medal						
30 8		10:00 AM	10	635	Altman, Pete	9.4	15	2	Club						
31 8		10:00 AM	10	745	Tomassini, Bill	11.6	15	2	Club						
32 8		10:00 AM	10	952	MacIntyre, Chick	11.2	16	3	Medal						
33 8		10:00 AM	10	299	Garcia, Mark	11.3	16	3	Medal						
34 9		10:00 AM	11	792	Rosen, Bernie	11.4	17	3	Club						
35 9		10:00 AM	11	136	Hund, Mark	11.8	17	3	Club						
36 9		10:00 AM	11	710	Riffle, Steve	9.4	18	3	Club						
37 9		10:00 AM	11	874	Bennett, Don	14.3	18	3	Medal						

Any changes to the playing roster *after you receive the Event File from Fred* – e.g., Sunday evening or the morning of the Event – *must* be updated on this Tab. E.g.,

Late CancellationsNo Shows the day of the Event

Let's say Player A gets ill Sunday afternoon and calls you to withdraw. You have an Alternate, Player B, with a similar handicap index. You call Player B and he's delighted to be able to play!

Put Player A's ID # & name into the Late Cancel list.

Delete Player B's name from the Alternates list to show he is no longer available as a replacement.

If Player C doesn't show up at the event, put his ID # & name in the No Show list.

In this case, you are not likely to put an Alternate into the playing field. You will likely have to use a Blind to replace Player C. See the "Managing SMGA Events On-Site Through USGA-TM" for how to insert a "Blind." Tab 4 – Results Form is completed *after* the Event is finished – to capture the results. It is a summary of the tournament results that is posted on the SMGA YTD Results page.

Who won? Who finished second and third? What were the winning scores? How much did we pay the flight winners (total, individually)?

What holes were the CTPs on? Who had CTPs? Who got \$50 and who got a golf certificate? (And please indicate how many players the golf certificate was good for – Golf for 2? Golf for 4?)

You need to put in the SMGA ID # for each "winner" and the Member's name will be automatically populated. But double check that the right guy's name came up.

All the blue shaded boxes should be filled in.

A	В	С	D	E	F	G	Н
Eve	ent #	28	Date:	8/21	/23	Section:	A 8
		-					
IJ	Course:	Landin	ngs - Oakridge	F	ormat:	2-Man: BB of Partne	rs
Eve	nt Chair	men:	La	rry Land	lis & Je	ff Dorward	
				Ho	les		
	CTP:		\$50.00 Each	5	16		
	CTP:		GOLF for 2	3	12		
	Hole	I/D #	Name	Hole	I/D #	Name	
	5	710	Steve Riffle	16	997	Jeff South	
	3	231	Dave Lyle	12	616	Rich Rychalsky	
		НС	DLE IN ONE				
Flt. Win	ners(ea.):		\$60.00				
Runners	Up (ea.)		\$40.00				
Flt.	Place	I/D #	Name		I/D #	Name	Score
1	1st	223	JR Iffland		183	Dennis Henderson	66
1	2nd	836	John Pelin		723	Sean Welch	70
2	1st	692	Charlie McKenna		726	Jim Hutchison	70
2	2nd	508	Rick Lazzari		119	Dave Walsh	72
3	1st	246	Dave Elliot		190	Bob Davis	73 (MOC)
3	2nd	952	Chick MacIntyre		299	Mark Garcia	73
4	1st	313	Paul Lambdin		989	Jim Strausbaugh	69
4	2nd	735	Gary Lautzenhiser		901	Tim O'Toole	70

Tab 5 is the Treasurer's Report.

It is *absolutely crucial* that this Tab be properly and accurately filled out because Paul Lambdin uses this for our financial and banking records.

Fred will populate it with most of the relevant information as of Sunday, but it is still the ECs' responsibility to ensure the accuracy of the information.

And there is some information that the ECs must input or double-check and change. All ECinput cells are in *light blue*. Other cells are locked down. Please *do not* unlock them and make any changes.

If you have any problem, please call Fred (843-597-1078)!

			_
Venue	Landings - Oakridge	Event #	28
	TREASURER'S REPORT	Date	21-Aug
	("Tab" between blue place holders to insert specific data)		
	· · · · · · · · · · · · · · · · · · ·		
	Cash Into SMGA Account		
	Members Initially Registered		
56	Credit Card: SMGA Reg Member Golf Fees @	\$60.00	\$3,360
56	Credit Card: SMGA Reg Member Entry Fees @	\$25	\$1,400
5	Credit Card: SMGA Host Club Member Entry Fees @	\$25	\$125
	Check: SMGA Reg Member Golf Fees @	\$60.00	\$0
	Check: SMGA Reg Member Entry Fees @	\$25	\$0
	Check: SMGA Host Club Member Entry Fees @	\$25	\$0
1	Cancellation Refunds for Reg Member @	(\$60.00)	(\$60.00)
	Cancellation Refunds for Host Club Members @	\$0	\$0
	Full Refund: SMGA Reg Member @	(\$85.00)	\$0
	Full Refund: SMGA Host Club Member @	(\$25.00)	\$0
	Total Cash into SMGA Bank Account	( <b>1</b> )	\$4.825.00
	Number That Actually Played		
1	NO SHOW / LATE CANCEL - Reg Members		
	NO SHOW / LATE CANCEL - Host Club Members	No Funds G	io In This Entry
59	Members Actually Played	Box	
	Tournament Expenses		
59	Bag Attendants Gratuity @	\$2	\$118
59	Prize Money - Available @	\$15	\$885
2	Closest to Pin Prizes @	\$50	\$100
	Gift Certificate Prize Money Available		\$785
	Gift Certificate Prize Money - Awarded		\$800
54	Golf Fees @	\$60.00	\$3,240
	Other Expenses (Hospitality, Etc.)		\$0
	culor Expenses (neepitality, 200)	TOTAL	\$4,258,00
	Payables to Golf Course		,
To:	Check Bag Attendant	Bag Attds.	\$118
To:	Debit Card to Host Club	Prize Fees	\$900
To:	Debit Card to Host Club	Golf Fees	\$3.240
		TOTAL	\$4,258,00
	Total Loss/Gain to SMGA Treasury		\$567.00
	Itemized Description of Additions to SMGA Treasury		
61	Administrative Fee	\$5	\$305
61	Frequent Player Fee	\$3	\$183
	Net Gain or Loss on Tournament	<b>4</b> 5	\$79.00
	Signatures		Date
Co-Chair	s/ Jeff Dorward		21-Aug
C- CL-1-			24 A

## Start by reconciling the Treasurer's Report against the Transactions Tab.

The TR shows there were 56 Regular Members, 5 Host Club Members, and 1 Regular Member Cancellation.

	Cash Into SMGA Account								
	Members Initially Registered								
56	56 Credit Card: SMGA Reg Member Golf Fees @ \$60.00								
56	56 Credit Card: SMGA Reg Member Entry Fees @ \$2								
5	Credit Card: SMGA Host Club Member Entry Fees_@	\$25	\$125						
	Check: SMGA Reg Member Golf Fees @ \$60.00								
	Check: SMGA Reg Member Entry Fees @	\$25	\$0						
	Check: SMGA Host Club Member Entry Fees _ @	\$25	\$0						
1	Cancellation Refunds for Reg Member@	(\$60.00)	(\$60.00)						
	Cancellation Refunds for Host Club Members @	\$0	\$0						
	Full Refund: SMGA Reg Member _@	(\$85.00)	\$0						
	Full Refund: SMGA Host Club Member @ (\$25.00)								
	Total Cash into SMGA Bank Account		\$4,825.00						

#### So does the Transaction tab

	A	В	C	D	E	F	G	
I	Count	type	time	amount	first_name	last_name	Event name:	
2	1	refund	8/20/23 12:41 PM	(\$60.00)	Allan	Crumes	Event 28 Landings	
	1	sale	8/17/23 10:41 AM	\$25.00	Pete	Altman	Event 28 Landings	
	2	sale	8/17/23 10:41 AM	\$25.00	Gary	Lautzenhiser	Event 28 Landings	
5	3	sale	8/17/23 10:41 AM	\$25.00	Tim	O'Toole	Event 28 Landings	
5	4	sale	8/17/23 10:41 AM	\$25.00	Bernie	Rosen	Event 28 Landings	
7	5	sale	8/17/23 10:41 AM	\$25.00	BILL	TOMASSINI	Event 28 Landings	
3	1	sale	8/17/23 10:41 AM	\$85.00	Tom	Barreca	Event 28 Landings	
Э	2	sale	8/17/23 10:41 AM	\$85.00	Warren	Beam	Event 28 Landings	
1	54	sale	8/17/23 10:41 AM	\$85.00	Dave	Walsh	Event 28 Landings	
2	55	sale	8/17/23 10:41 AM	\$85.00	Sean	Welch	Event 28 Landings	
3	56	sale	8/17/23 10:41 AM	\$85.00	Fred	Wisegarver	Event 28 Landings	
4				\$4,825.00				
5								

The Treasurer's Report shows there was 1 Regular Member (no Host Club Members) who cancelled. He got a \$60 golf fee refund.

There was 1 "No Show/Late Cancel" member for this even. He did not receive a refund.

4 L		Check: SWGA HOST CHUD Member Chury Fees _ @	<b>⊅</b> ∠3	ΦU				
3	1	Cancellation Refunds for Reg Member@	(\$60.00)	(\$60.00)				
Ł		Cancellation Refunds for Host Club Members @	\$0	\$0				
5		Full Refund: SMGA Reg Member _@	(\$85.00)	\$0				
5		Full Refund: SMGA Host Club Member _@	(\$25.00)	\$0				
2		Total Cash into SMGA Bank Account		\$4,825.00				
3		Number That Actually Played						
3	1	NO SHOW / LATE CANCEL - Reg Members	No Funds G	o In This Entry				
)		no i unus d	o in this chuy					
	59	59 Members Actually Played Box						

#### The Transactions Tab reflects the 1 cancellation.

	A	В	С	D	E	F	G
1	Count	type	time	amount	first_name	last_name	Event name:
2	1	refund	8/20/23 12:41 PM	(\$60.00)	Allan	Crumes	Event 28 Landings
3	1	sale	8/17/23 10:41 AM	\$25.00	Pete	Altman	Event 28 Landings
	-		- la - los as as as a	Aar 00	-		E 1001 II

Remember: No Show/Late Cancellations forfeit both their Entry Fee AND their golf fee. It's "money in the bank" for SMGA.

## The Total Cash into the SMGA Bank Account was \$4,825

#### \$3,360 in cart fees + \$1,400 in Entry Fees - \$60 in Cancellation Refunds

	Cash Into SMGA Account		
	Members Initially Registered		
56	Credit Card: SMGA Reg Member Golf Fees @	\$60.00	\$3,360
56	Credit Card: SMGA Reg Member Entry Fees @	\$25	\$1,400
5	Credit Card: SMGA Host Club Member Entry Fees_@	\$25	\$125
	Check: SMGA Reg Member Golf Fees @	\$60.00	<b>\$</b> 0
	Check: SMGA Reg Member Entry Fees@	\$25	\$0
	Check: SMGA Host Club Member Entry Fees _ @	\$25	\$0
1	Cancellation Refunds for Reg Member@	(\$60.00)	(\$60.00)
	Cancellation Refunds for Host Club Members @	\$0	\$0
	Full Refund: SMGA Reg Member _@	(\$85.00)	\$0
	Full Refund: SMGA Host Club Member _@	(\$25.00)	\$0
	Total Cash into SMGA Bank Account		\$4,825.00

And this agrees with the Transactions Tab! If it doesn't agree, you must explain why there is a difference! Usually from a cancellation.

	Count	type	time	amount	first_name	last_name	Event name:
:	1	refund	8/20/23 12:41 PM	(\$60.00)	Allan	Crumes	Event 28 Landings
:	1	sale	8/17/23 10:41 AM	\$25.00	Pete	Altman	Event 28 Landings
	2	sale	8/17/23 10:41 AM	\$25.00	Gary	Lautzenhiser	Event 28 Landings
i	3	sale	8/17/23 10:41 AM	\$25.00	Tim	O'Toole	Event 28 Landings
;	4	sale	8/17/23 10:41 AM	\$25.00	Bernie	Rosen	Event 28 Landings
	5	sale	8/17/23 10:41 AM	\$25.00	BILL	TOMASSINI	Event 28 Landings
1	1	sale	8/17/23 10:41 AM	\$85.00	Tom	Barreca	Event 28 Landings
1	2	sale	8/17/23 10:41 AM	\$85.00	Warren	Beam	Event 28 Landings
1	54	sale	8/17/23 10:41 AM	\$85.00	Dave	Walsh	Event 28 Landings
2	55	sale	8/17/23 10:41 AM	\$85.00	Sean	Welch	Event 28 Landings
3	56	sale	8/17/23 10:41 AM	\$85.00	Fred	Wisegarver	Event 28 Landings
4			$\sim$	\$4,825.00	$\mathbf{D}$		

59 Members actually played – Not a full field.

So, 59 guys contributed \$2 each to the Bag Attendants Gratuity and contributed \$15 each to the Prize Money pool.

> - \$118 for Bag Attendents - Total Prize Money Available was \$885.

The Landings gave us two "Golf for 2" certificates for Closest to the Pins. SMGA contributed two \$50 prizes for the other two Closest to the Pins.

This is an EC input!

\$885 - \$100 leaves \$785 in the Prize Money Fund.

The ECs determine how much prize money is actually awarded. To get the prizes to come out to whole dollars, the prize money awarded occasionally exceeds the total prize fund by a couple of bucks.

2	-	Tournament Expenses		•	$\frown$
3	59	Bag Attendants Gratuity	@	\$2	\$118
Ł	59	Prize Money - Available	@	\$15	\$885
5	2	Closest to Pin Prizes	@	\$50	\$100
5		Gift Certificate Prize Money Available			\$785
1	$\sim$	Gift Certificate Prize Money - Awarded			\$800
3	54	Golf Fees	0	\$60.00	\$3,240
3		Other Expenses (Hospitality, Etc.)			\$0
) [				TOTAL	\$4,258.00

How much do we pay in Prize Money? While ECs have some latitude, the Board Handbook has recommendations.

For Better Ball of Partners, we usually have 6 Flights if we have a full field (100 players), and we typically pay 1<sup>st</sup> and 2<sup>nd</sup> in each Flight.

> ~60% to the 1<sup>st</sup> place team ~40% to the 2<sup>nd</sup> place team

For The Legends, the ECs wanted the prizes to be in whole dollars for each team member. So with 4 Flights, they gave out \$800 in prizes even though he had "only" \$785 in the prize fund.

> \$120 for 1<sup>st</sup> place or \$60 per player \$80 for 2<sup>nd</sup> place or \$40 per player

#### 4-Man Team: 2 BB of 4 example

:		Tournament Expenses			
:	83	Bag Attendants Gratuity	@	\$2	\$166
	83	Prize Money - Available	@	\$14	\$1,162
i 🗌	2	Closest to Pin Prizes	@	\$50	\$100
;		Gift Certificate Prize Money Available			\$1,062
· 🗌		Gift Certificate Prize Money - Awarded			\$1,080
	83	Golf Fees	@	\$65.00	\$5,395.00
1		Other Expenses (Hospitality, Etc.)			\$0.00
1				TOTAL	\$6,741.00

For 2 Best Balls of 4, the event will have multiple Flights of 4 or 5 teams with only the 1<sup>st</sup> place team in each Flight winning the prize for that Flight.

The Tournament Expenses shown above is from an event that had 5 Flights. With whole dollar prizes for the 1<sup>st</sup> place team in each Flight, they gave out \$1,080 in prizes even though they only had a prize fund of \$1,062 available.

> \$216 for each Flight with 1<sup>st</sup> place only – \$54 per player

It's OK to spend *a little bit* more than what's in the prize fund, particularly since in this example, the Event also had 2 late cancellations where we were retaining the golf fees. But don't go overboard!

## With all this information, we know our Income and our Expenses.

## Our Income was \$4,825. Our Expenses were \$4,258.

	Tournament Expenses			
59	Bag Attendants Gratuity	@	\$2	\$118
59	Prize Money - Available	0	\$15	\$885
2	Closest to Pin Prizes	@	\$50	\$100
	Gift Certificate Prize Money Available			\$785
	Gift Certificate Prize Money - Awarded			\$800
54	Golf Fees	@	\$60.00	\$3,240
	Other Expenses (Hospitality, Etc.)			\$0
			TOTAL	\$4,258.00

The Treasurer's Report worksheet will automatically populate what we owe to the Host Golf Course.

	Payables to Golf Course		
To:	Check Bag Attendant	Bag Attds.	\$118
To:	Debit Card to Host Club	Prize Fees	\$900
To:	Debit Card to Host Club	Golf Fees	\$3,240
		TOTAL	\$4,258.00

Income was \$4,825 and Expenses were \$4,258. So, the gain for the SMGA Treasury was \$567.

Out of this \$567, we allocate \$305 for Administration (61 Registrants x \$5) and \$183 for the FPT (61 Registrants x \$3). Hence, the "profit" of the Event was \$79.

Why "so much"? Remember, the late canceler forfeited their Cart Fee (\$60) AND their Entry Fee (\$25). And we don't have "expenses" to the golf course for anyone who cancels. But this really isn't excess "profit" for SMGA. Anticipated cancellations are built into our Budget.

	Payables to Golf Course		
To:	Check Bag Attendant	Bag Attds.	\$118
To:	Debit Card to Host Club	Prize Fees	\$900
To:	Debit Card to Host Club	Golf Fees	\$3,240
		TOTAL	\$4,258.00
	Total Loss/Gain to SMGA Treasury		\$567.00
	Itemized Description of Additions to SMGA Treasury		
61	Administrative Fee @	\$5	\$305
61	Frequent Player Fee @	\$3	\$183
	Net Gain or Loss on Tournament		\$79.00

The 6<sup>th</sup> Tab is the Tournament Summary.

Just as the title says, this is an overall summary of how the tournament went.

This is particularly useful for *next* year's ECs to know the Pros to contact, what went right and what could be improved upon.

Any complaints or suggestions for future Events at this course should be noted in this Tab.

			Doard/To	urnamont	Summary			
			Board/10	unament	Summary			
Event #	28		Date:	8/21/23			Section:	A & B
Course:	Landings	Oakridge		Format:	2-Man: BB	of Partne	rs	
List of Hos	t Club Pers	sonnel who	helped run	tournamer	nt (Name &	Title)		
<u>Fitle</u>			Name					
Pro Chris I			Chris Leake					
Asst Pro Danielle			Danielle					
Bag Attenda	ints		Anderssitte	d Tauran	at Discretes			
Gen Mgr			Andrew Wa	rd, Tournam	ent Director			
Course Co	nditions							
on the soft s	side.							
Speed of P	Play							
Statistics	20		61					
Played			59					
Alternates	Replaceme	ents	1	Larry Landis	s (EC) played	as a non-c	ompeting mark	er
Cancellatio	ns		2		(			
Disqualifie	d							
Late Cance	llation		1					
No Show								
	S							
Complaint								
Complaint Soft bunkers	S.							
Complaint Soft bunkers	s.	1						
Complaint Soft bunkers Suggested	s. I Improvem	ents for Ne	ext Year					
Complaint Soft bunkers Suggested Schedule fo	s. <u>I Improvem</u> r a Monday t	ents for Ne hat doesn't o	ext Year ccur until afte	r the Preside	ent's Cup eve	nt.		
Complaint Soft bunkers Suggested Schedule fo	s. <u>I Improvem</u> r a Monday t	i <u>ents for Ne</u> hat doesn't o	ext Year ccur until afte	r the Preside	ent's Cup eve	nt.		
Complaint Soft bunkers Suggested Schedule for General Re	s. <u>I Improvem</u> r a Monday t emarks	hat doesn't o	e <u>xt Year</u> ccur until afte	r the Preside	ent's Cup eve	nt.		

If you have a Special Situation, it is important that you document it **somewhere**. If you cannot document it in the Treasurer's Report Tab, please document it in the Tournament Summary Tab.

When you send out the completed Event File, you might also include a brief explanation in your email.

If you encounter a situation that is *not* covered by information provided in the Special Situation Tab, please call Fred or Paul Lambdin and ask for their advice on how to handle it.

If you have an "Extra Special" Situation – Say you bought a keg of beer on a really hot day – record it in the "Other" place on the Treasurer's Report. If you do this, please just note the expense in an email to Paul and Fred and they will handle it. (A keg of beer, for example, will be recorded against the SMGA Budget as a *Hospitality* expense, not an *Event* expense.)