

## Quick First Setup and Start (Version 5.0)

Firstly, download MakeGolfScorecard.com Tool and move it to chosen location on your computer with installed Microsoft Excel.

Then, open the file and **Enable Macros** for proper operation.

### Courses

#### Setting up golf course

- Open **Courses Worksheet**
- Scroll down to any empty Golf Course table and fill yellow fields
  - Enter Golf Course Name
  - Identification of Tee boxes that you usually play
  - Distances, Pars and Indexes for each hole
  - Course and Slope Rating – this is used to calculate playing handicaps
- Go to **Select Course Menu box** at the top of the worksheet
  - Select your Golf course
  - Select Tees for each row on your scorecard (up to three)
  - Select Playing Tees for playing handicap

### Group

#### Setting up players

- Open **Group Worksheet**
  - Enter players individually
    - Enter each player's name with handicap to **PLAY Table**
  - or
  - Enter all players in your group with their handicaps to **POOL Table** on right
    - Clear **PLAY Table** using the **Clear** Button
    - Select players for a game by checking the **Use** Check box in **POOL Table**
    - Use **Import** button to import selected players to **PLAY Table**

### Scorecard

#### Setting up scorecard

- Open **Scorecard Worksheet**
  - Fill yellow fields with Tournament's name and date
  - For full playing handicap use 100% HCP
  - Use two additional lines for special tournament instructions
  - Select Group as Player's Source

[Print LTR](#)
[Print 2p LTR](#)
[Print A4](#)
[Print 2p A4](#)

Print your scorecard

- Open **PRINT Worksheet** for regular scorecard, 2p for 2-person scorecard
- Choose desired formatting for A4 or US Letter (LTR) paper size
- Go to Excel's File Menu and select Print to print your scorecards