Check list for running LiquorLand Teams

- **In Scorer go to Administration/Scorer Options and change the Default Payment Type to LiquorLand Teams.**
- In Teams click on Players and enter the team's name and handicap of those playing. This should be done prior to the day if possible.
- In Teams click on Draw and do a manual draw and Print. This should be done prior to the day if possible. Do this for both Round 1 and Round 2
- In Teams (check you are on the correct round), click on Draw, and put in the dealing file.
- Put in Section A.
- Put in Starting Board (for Round 1 this is 1 and for Round 2 this will be 11).
- Create Remote database.
- Start Remote Server.
- In BSC put in a temporary pin like 2807 (the date of the event) and untick Travellers.

Start of Play

- Make any announcements. Keep it brief.
- Remind them to press the orange icon on the tablets for the director.
- Have the players move to their away tables.
- When all have moved the start BSC (you don't want players entering names until they have moved)

At the end of the round

- Click on Upload Names. Then Click on ENTER NAMES This must be done each round as C Points are allocated from this screen. **Check the date at the top left is correct.**
- Go back to the event details screen and click on Enter Scores and then on Upload Results.
- Go back to the events detail screen and Calculate Results and print the results and the team match details. You can also print team sheets by going to Enter Scores. Also print HCP results.
- **DO NOT PUBLISH TO THE WEB AT THIS STAGE**

Before the next round

- All players need to be at their home table.
- Have each table reset their tablet for a new game.(must show start) They may need the pin.
- *Give out the sponsors prize.*
- Read out the winners of the first round.
- Have players move to their away tables and then start BSC.

Finishing Up

- Repeat the steps **"At the end of the round"** above
- Be on Round 1 and go to the draw screen
- Now click on Enter Names. It is here you must check and process the cashless payments. Put in the team number to bring up a Team Member that needs their payment type changed. eg directors, visitor etc.
- Process the payments. NB you only need to do this for Round 1.
- Now before putting the results on the web, click on Enter Scores and put in a team number 1 say and change for both teams the VPs to what it shows for Hcp VPs. (Scorer will not show Hcp Results for Teams on the web unless you do this manually). Repeat for team number 2 etc. Now publish to the web but make certain you are on the correct round**. NB you do this for each round.**
- **Go to Administration/Scorer Options and change the Default Payment Type back to Cashless Payments. This is ESSENTIAL!**

Do Backup

- Choose option 5
- Enjoy a wine or two