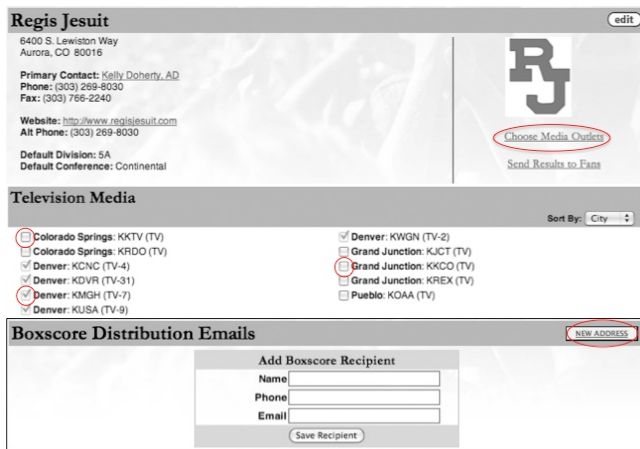


## Step 1: Logging In

Your password can easily be changed or reset by visiting [www.varvee.com](http://www.varvee.com), scrolling over the “Coach Sign In” box and clicking submit. Input your email address into the Need or Forgot Your Password? Box to receive a new password. If you need to be added to the system, your AD can easily add you as a coach or you can contact us at [info@varvee.com](mailto:info@varvee.com) or (303) 377-5575. Once you have your password, login to the system at [www.varvee.com](http://www.varvee.com) and use “Coach Sign In”.

## Step 2: Specifying Media Outlets & Other Recipients

After logging in, you will be taken to your Team Page. At the top of this page you can choose the media outlets to receive your results.



**Regis Jesuit**  
 6400 S. Lewiston Way  
 Aurora, CO 80016  
 Primary Contact: Kelly Doherty, AD  
 Phone: (303) 269-8030  
 Fax: (303) 766-2240  
 Website: <http://www.regisjesuit.com>  
 Alt Phone: (303) 269-8030  
 Default Division: 5A  
 Default Conference: Continental

**Television Media**  
 Sort By: City

Colorado Springs: KKTV (TV)  
 Colorado Springs: KRDO (TV)  
 Denver: KCNC (TV-4)  
 Denver: KDVR (TV-31)  
 Denver: KMGH (TV-7)  
 Denver: KUSA (TV-9)  
 Denver: KWGN (TV-2)  
 Grand Junction: KJCT (TV)  
 Grand Junction: KKCO (TV)  
 Grand Junction: KREX (TV)  
 Pueblo: KOAA (TV)

**Boxscore Distribution Emails**  
 Add Boxscore Recipient  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Save Recipient

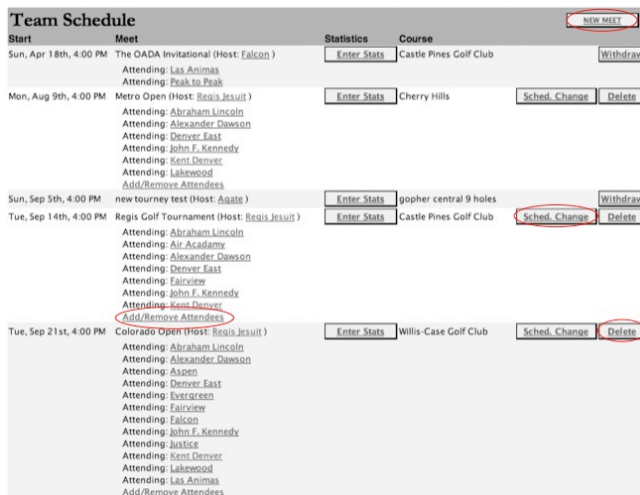
To add or adjust media recipients, select **Choose Media Outlets** on the upper right side of the page.

To select additional media outlets, click the box next to their name.

To send results to anyone else - family, friends, and fans and unlisted Media Outlets – click **Send Results to Fans**. Then click **New Address** and enter their name, optional phone number, and email address.

## Step 3: Reviewing Your Schedule & Adding/Editing Tournaments

Also on your Team Page is your Team Schedule. You can easily choose meets to attend or host a meet in this section.



Start	Meet	Statistics	Course
Sun, Apr 18th, 4:00 PM	The OADA Invitational (Host: Falcon) Attending: Las Animas Attending: Peak to Peak	Enter Stats	Castle Pines Golf Club Withdraw
Mon, Aug 9th, 4:00 PM	Metro Open (Host: Regis Jesuit) Attending: Abraham Lincoln Attending: Alexander Dawson Attending: Denver East Attending: John F. Kennedy Attending: Kent Denver Attending: Lakewood Add/Remove Attendees	Enter Stats	Cherry Hills Sched. Change Delete
Sun, Sep 5th, 4:00 PM	new tourney test (Host: Adalte)	Enter Stats	gopher central 9 holes Withdraw
Tue, Sep 14th, 4:00 PM	Regis Golf Tournament (Host: Regis Jesuit) Attending: Air Academy Attending: Alexander Dawson Attending: Denver East Attending: Falcon Attending: John F. Kennedy Attending: Kent Denver Add/Remove Attendees	Enter Stats	Castle Pines Golf Club Sched. Change Delete
Tue, Sep 21st, 4:00 PM	Colorado Open THOST: Regis Jesuit) Attending: Abraham Lincoln Attending: Alexander Dawson Attending: Aspen Attending: Denver East Attending: Evergreen Attending: Falcon Attending: Falcon Attending: John F. Kennedy Attending: Justice Attending: Kent Denver Attending: Lakewood Attending: Las Animas Add/Remove Attendees	Enter Stats	Willis-Case Golf Club Sched. Change Delete

To add or attend a meet, click **New Meet**. In the Create Meet window select either an existing tournament to join, or create a tournament and specify: name, number of rounds, course, players participating, and the date. (Note: Meets count 4 players' scores for the Team Score unless you change it. Meets default to 18 holes. If you are participating in a 9-hole match check the **9 Holes** box under **New Meet** or **Schedule Change**.)

To edit information of any meet on the schedule, click **Schedule Change**. You can **Add/Remove Attendees** by clicking the corresponding link in the Opponent/Meet column. (Note: This information can be edited for a tournament with stats already reported by the host.)

To delete a meet from your schedule, click **Delete**. To withdraw from a meet click **Withdraw**.

To view the Meet Page, click the corresponding button in the **Statistics** column. From the Meet page you can Input Stats, print Tee-Sheets and Box Scores.

## Step 4: Inputting Your Roster

The last section of your Team Page is the Roster and Stats section. Here your Roster and year-to-date stats are displayed.

Team Roster & Season Stats					ADD NEW PLAYER	
Year	Player	Past Event (Course)	Rating	Slope	Score	Edit Player
So	Caleb Cunningham	new_tourney_test (gopher central 9 holes)	0	0	39	
Jr	Phillip Jones	new_tourney_test (gopher central 9 holes)	0	0	42	
Fr	Gus Woodring	new_tourney_test (gopher central 9 holes)	0	0	50	

To add a player to the roster, simply click **Add New Player**. Enter the player's full name and year of graduation (not the grade).

After clicking **Add Player**, the player will be added to your roster for the full season.

## Step 5: Inputting Meet Stats

It is easiest for the meet host to input all the results from a meet, but any coach can do it. To input meet results, click **Enter Stats** on your schedule to go to the Meet Page for that meet. On the Meet Page click **Record & Distribute This Game's Stats**.

**Masters**  
Sun, Oct 10th, 4:00 PM - Airforce course  
Course Rating: 75.600 Course Slope: 73.000  
First 4 players count in team score - 18 Holes

**Kent Denver**

Player Name	Round 1 Score	Add Player
Greg Burrows	<input type="text" value="0"/>	
John Damron	<input type="text" value="0"/>	
Ben Donovan	<input type="text" value="0"/>	
Stevey McCallahan	<input type="text" value="0"/>	
Beau Schoolcraft	<input type="text" value="0"/>	
Matt Schovee	<input type="text" value="0"/>	

**Regis Jesuit**

Player Name	Round 1 Score	Add Player
Caleb Cunningham	<input type="text" value="0"/>	
Phillip Jones	<input type="text" value="0"/>	
Gus Woodring	<input type="text" value="0"/>	
Eldrick Woods	<input type="text" value="70"/>	

Replace all team scores with players scores?

1. Input Round 1 scores for each golfer on your team.

All Players on your team will be automatically listed under your Team.

2. If the event is specified as a two-round event, then a second column for Round 2 will exist.

The two-round total will be automatically calculated for you.

3. If a player is not listed on the roster, click **Add Player** to add him/her to the roster.

4. After inputting individual stats, you will be taken to a page to verify Team Scores, which we automatically calculate and display for your verification.

Once all stats have been entered, click **Save Stats!** After clicking Save Stats!, a summary of your game will be automatically sent to media outlets and other recipients that you have specified.

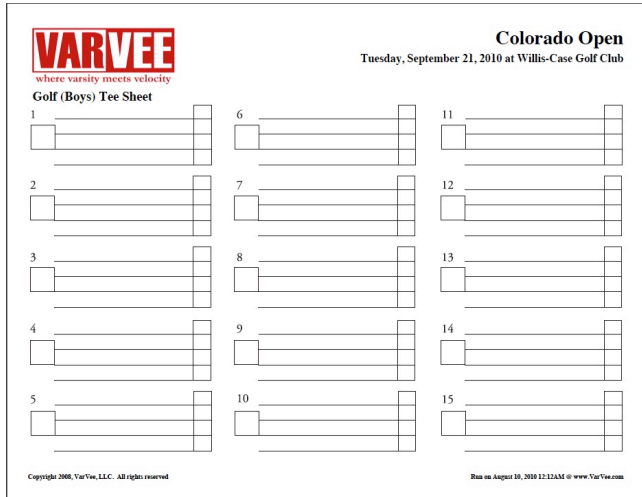
For help getting started with VarVee, email [info@varvee.com](mailto:info@varvee.com).

*Note: The **Replace team scores with player scores** box should typically not be checked. Only check it when re-adding scores for players that were not previously entered and you want the team score to match the sum of all your player's scores.*

## Box Score and Tee-Sheets

Match stat sheets and Postgame Box Scores are two of the many features of VarVee.


### Tee-Sheet



From the **Meet Page**, click **Printable Stat Collection Sheet**.

For Golf we provide a **Tee-Sheet** to simplify your stat input.

### Event Box Score



Once the stats have been entered for a meet, click **Box Score For this Event** from the **Event Page**.

The **Event Box Score** includes:

- Date, Time, and Location
- Round Scores
- Final Scores
- Team Scores
- Individual Ranking
- Team Ranking
- Top Individual Performers for the Event

The **Event Box Score** is the document sent to your media and other recipients.

## Adding/Editing Users

To change your Username, Password, or other Personal Information, click **My Profile** in the upper right-hand corner of the page.



To add additional users for your team (Assistant Coaches, Managers, etc.), go to your **Team Page**, click **Add Coach** and enter name, email address, phone number, and title. To edit existing users, click **Edit**.



## Golf User Guide

### Common Issues in Golf:

- If you are participating in a 9-hole match check the "9 Holes" box under "Schedule Change".
- The system defaults to 4 players counting in the match. If you want to count 3 players enter the number 3 under "Change Schedule" (see Step 3 above).