# Tags Master — Instructions & Definitions

Tags Master is made up of three parts: score tracking (provided by UDisc), player tag check-in, and Tag Master approval of check-ins — including collecting physical tags and, if applicable, cash for games.

## Definitions & Key Terms

**Disc Golf Club —** An organized group of players who manage events across multiple leagues (e.g., Mile High Disc Golf Club, "MHDGC").

**League —** A recurring group within a Club that plays at a common place and time (e.g., MHDGC Interlocken).

**Event —** A specific occurrence within a League (e.g., Monday, August 11 at 5:00 PM).

**Tag Master(s) —** The individual(s) who manage a League's events, oversee tag check-in and check-out, and confirm that all players have also checked in on UDisc.

**Tags Master (the app) —** The application used for player check-in, pulling UDisc scoring data, and calculating tag check-out. It provides statistics per League and Event based on play within the Club.

**UDisc —** The mobile app players use to join a League and, at event time, check in and record and submit their scores. Tags Master imports this scoring data to calculate tag assignments.

**Bag Tag —** A physical tag carried by each player, stamped with the Club's design and Tag Number. Each tag has a unique QR code on the back that links to that Club's Tag Check-In page.

## Player Bag Tag Self Check-In

1. Scan the QR code on the back of your tag with your mobile device to open the check-in link.
2. Tap Continue to Check-In.
3. Select the Event you're playing in.
4. Confirm the date — it defaults to the current date; change it only if needed.
5. Choose your name from the dropdown menu, or select Other and enter your name.
6. Enter the number of the tag you're holding and playing for this event.
7. Tap Check In.
8. Your tag is now checked in. Hand it to the Tag Master for verification and holding until the event concludes.

***If error:*** tag shows as already checked in by another player:

1. Double-check that you entered the correct tag number.
2. If the number is correct, ask the Tag Master to look up the tag and remove the existing check-in.
3. Once cleared, complete your check-in using steps 1–7 above.

***Note:*** *You must also check in to the Event in UDisc. Checking in on Tags Master does not check you in on UDisc — both are required.*

## Tag Master Check-In

1. Remind players to self-check-in their tags and to check in on UDisc.
2. Once all players and tags are checked in, open the Tag Master Report from the Club's Tags Master page. https://tagmasters.discfi.com, Choose your Club
3. Enter your Club's Access Code (only shared with Tag Masters)
4. Choose your Event (Course) from the dropdown
5. Choose date (defaults to current date)
6. If Tag Master is Checking In Tags (no Player self checked in), add player from drop down, enter bag tag number for that player.
7. If Tag Master is Validating Player Self Check-In, ensure player to tag when doing step 8, add any players and tags as necessary.
8. Collect each checked-in tag and verify it against the player listed in the report.
9. If cash games are being played, collect and record the buy-in amount (this is not visible to players).
10. Click Update Report.
11. Play the event and enjoy.

## Tag Master Check-Out

1. Confirm the event has ended and all scorecards are finalized and submitted in UDisc.
2. Open the Tag Master Report and select the event and date.
3. Review the report, which lists all players, tags checked in, and the cash amounts recorded at check-in.
4. Click Pull UDisc Event Stats Now to import that event's scoring data.
5. Tags Master will calculate the tag output automatically based on scoring.
6. Verify the calculated tag output (no manual entry needed).
7. Enter any CTPs (Closest to Pin) or aces recorded during the event.
8. Click Update Report to finalize.
9. Hand out tags according to the report.

***Note:*** *Cash winnings are never disclosed or recorded in Tags Master.*

## Tag Master Tag Lookup

Tag Masters can look up any tag to see who it's currently assigned to and whether it's checked in to an event. If a tag was checked in incorrectly, a Tag Master can remove that check-in.

1. Open Tag Lookup at the bottom of the Tag Master Report screen.
2. Enter the tag number and click Lookup.
3. The result shows whether the tag is checked in; if so, you can remove the check-in from here.

***Note:*** *Players can look up who currently holds any tag using the Tag Tracker on the Club's Tags site. Only Tag Masters can remove a checked-in tag.*