



in association with



GHIN Admin Portal Guide

Welcome to the GHIN Admin Portal Guide. This document is intended to support KGA club administrators' understanding of the site's key features. The GHIN Admin Portal is accessible on any device with an internet connection.

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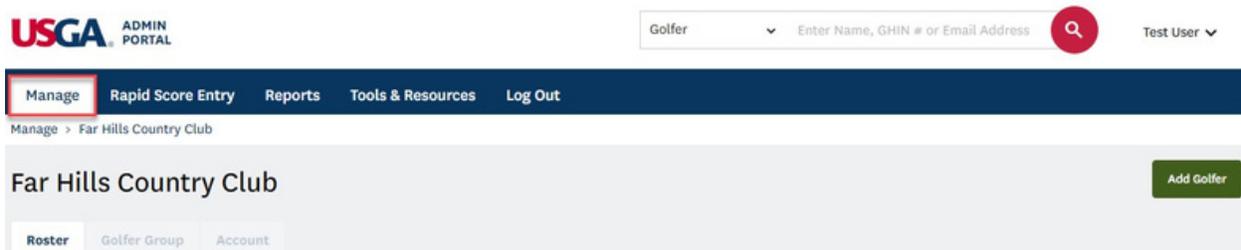
Note: Click on the title of a section to jump straight to that section.

Club Primary Account

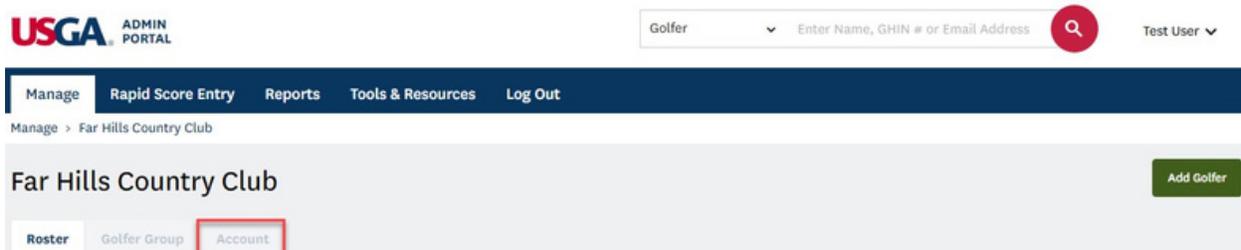
The Club Primary Account section allows Club Users to view profile information, manage addresses and contacts, and upload a Club logo.

Accessing Club Primary Account

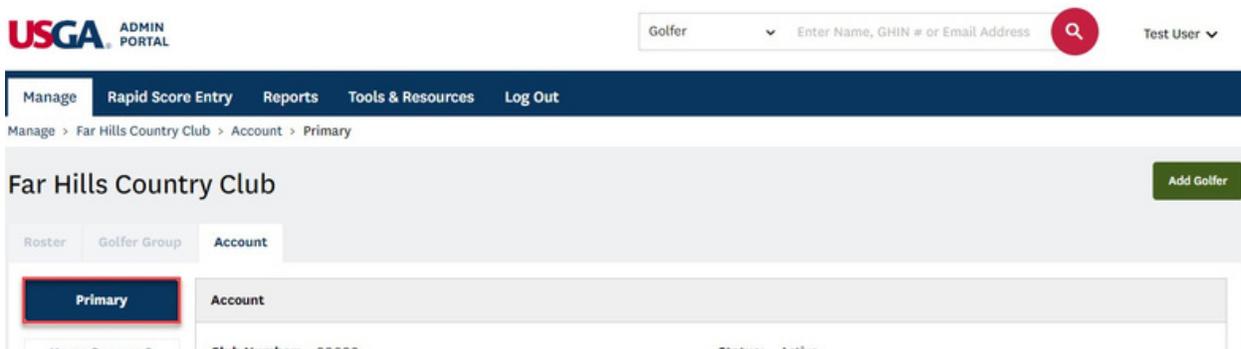
1. To access Primary Account, click “Manage” on the top navigation bar.



2. Click “Account” to access the Club Account tab.



3. Then click “Primary” to access the Primary account tab which includes Club account information, addresses and logo.



Account Information

Club Users can view their club profile information at the top of the page. To make any changes to this information, please contact your Association.

Roster	Golfer Group	Account																		
<div style="display: flex;"> <div style="width: 20%;"> <p>Primary</p> <p>Home Courses & Kiosk Setup</p> <p>Membership Types</p> <p>Manage Users</p> </div> <div style="width: 80%;"> <p>Account</p> <table border="0"> <tr> <td>Club Number: 29623</td> <td>Status: Active</td> </tr> <tr> <td>GHP ID: 988</td> <td>Last Status Update: 11/05/2019</td> </tr> <tr> <td>Club Name: Far Hills Country Club</td> <td>Club Creation Date: 11/05/2019</td> </tr> <tr> <td>Short Name:</td> <td>Club Category: Private</td> </tr> <tr> <td>Association Name: GHIN Test Association</td> <td>Club Type: Type 3</td> </tr> <tr> <td>Handicap Chair:</td> <td>Is Test Club?: Yes</td> </tr> <tr> <td>Phone: 2012342300</td> <td>Authorized?: Yes</td> </tr> <tr> <td>Email:</td> <td>Is DAC?: No</td> </tr> <tr> <td>Website:</td> <td>Front End Provider: GHIN</td> </tr> </table> </div> </div>			Club Number: 29623	Status: Active	GHP ID: 988	Last Status Update: 11/05/2019	Club Name: Far Hills Country Club	Club Creation Date: 11/05/2019	Short Name:	Club Category: Private	Association Name: GHIN Test Association	Club Type: Type 3	Handicap Chair:	Is Test Club?: Yes	Phone: 2012342300	Authorized?: Yes	Email:	Is DAC?: No	Website:	Front End Provider: GHIN
Club Number: 29623	Status: Active																			
GHP ID: 988	Last Status Update: 11/05/2019																			
Club Name: Far Hills Country Club	Club Creation Date: 11/05/2019																			
Short Name:	Club Category: Private																			
Association Name: GHIN Test Association	Club Type: Type 3																			
Handicap Chair:	Is Test Club?: Yes																			
Phone: 2012342300	Authorized?: Yes																			
Email:	Is DAC?: No																			
Website:	Front End Provider: GHIN																			

Account Information

Users can manage the Primary, Mailing and Billing addresses for their Club on the primary tab. Additionally, a contact can be assigned to each address type. The contact does not need to be an Admin Portal User.

1. To add or change an address or contact information, click “Edit” to the left of the address.

Addresses			
Address Type	Address	Contact Information	
Primary	77 Liberty Corner Road Liberty Corner, New Jersey, 07938, United States	Test Contact testcontact@test.com 78978798779	Edit
Mailing	77 Liberty Corner Road Liberty Corner, New Jersey, 07938, United States	Test Contact testcontact@test.com 78978798779	Edit
Billing	77 Liberty Corner Road Liberty Corner, New Jersey, 07938, United States		Edit

2. Fill out all required fields and click “Save” to update.

Note: If the billing or mailing address/contact is the same as the primary address/contact, check “Same as primary” to pre-populate the form with the primary address/contact details.

Edit Billing Address Information
✕

Address Information Same as primary

Country *

Address 1 *

Address 2

City * State * Postal Code *

Address Contact Same as primary

Prefix

First Name * Middle Name

Last name * Suffix

Email * Phone Number *

Club Logo

At the bottom of the Primary tab, Club Users can manage their Club’s logo. The logo will be displayed on reports.

1. To upload a logo, either drag and drop the file into the grey box or click “Choose from Computer.”

Association Logo



Drag & Drop file here to upload
or

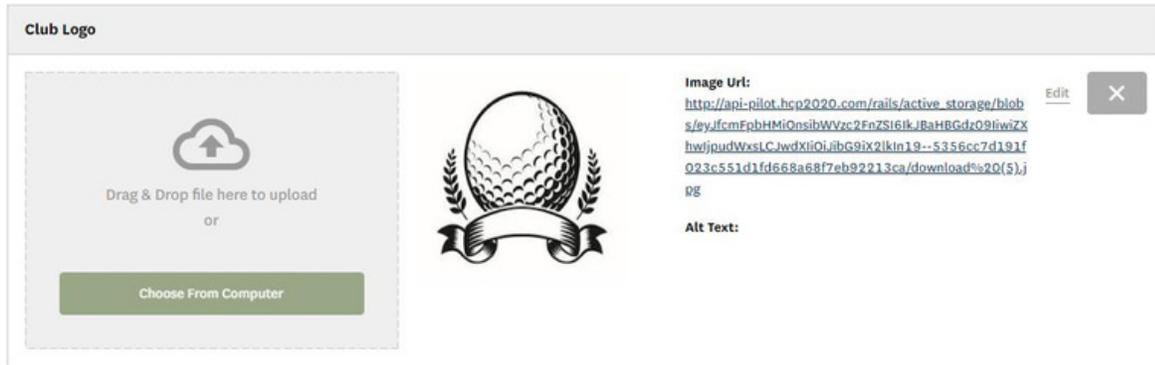
Choose From Computer

Ratio - 1:1
 Minimum Width & Height - 155 px
 Required Format - PNG, JPG

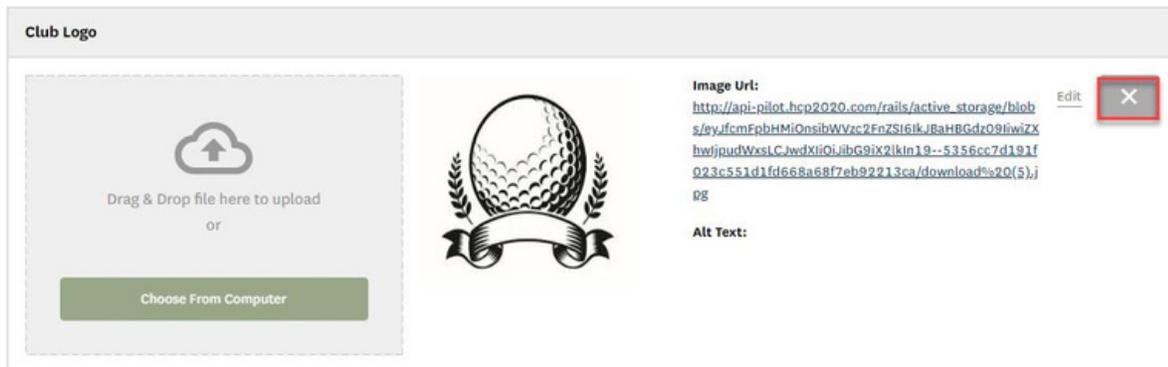
✕

Note: The image requirements are displayed in the upload window. If your logo does not fit these requirements, we suggest adding padding to achieve the proper ratio.

2. Once uploaded, the logo will display alongside the upload box.



3. To delete the logo, click the "X" in the upper right-hand corner of the Club Logo section.



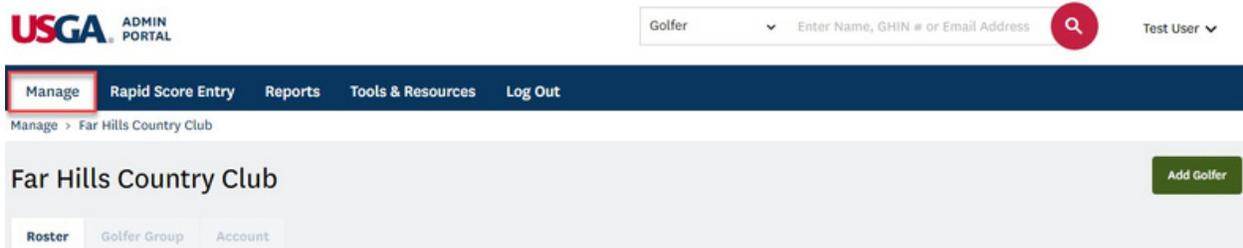
4. You will be presented with a message asking if you wish to continue. Click "Yes" to delete the image.

Manage Users

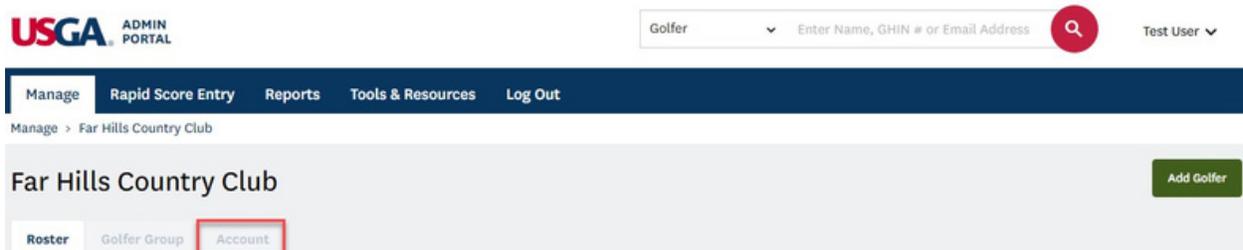
The Manage Users section allows Club Users to create, view and manage Users within their Club. You must be a user to log in. Additionally, please be sure to keep your list of users up-to-date for your facility.

Accessing Manage Users

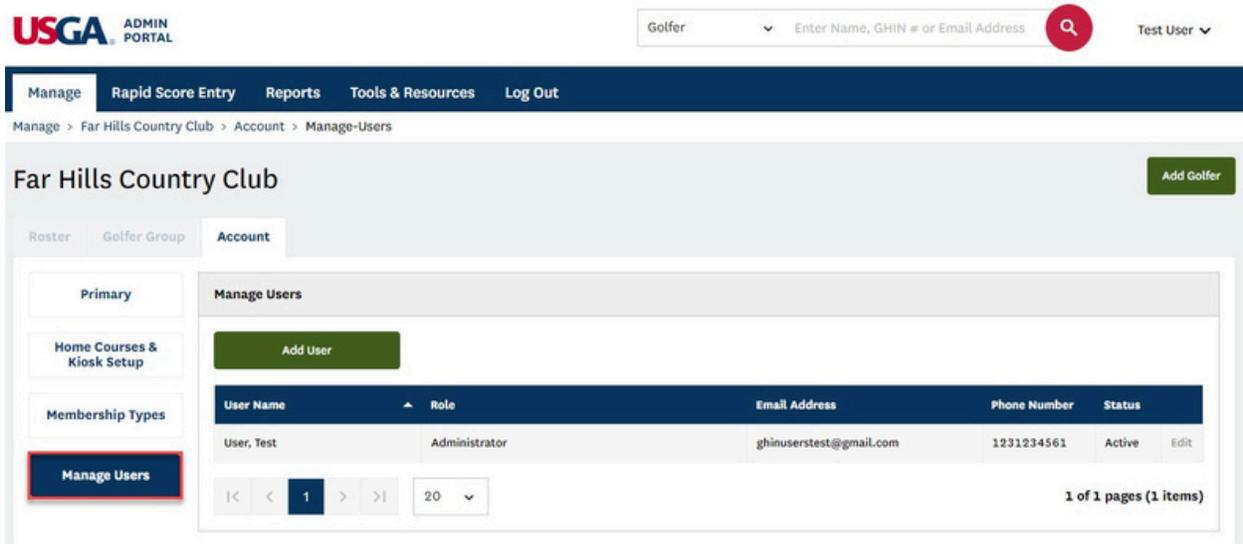
1. To access Manage Users, click “Manage” on the top navigation bar.



2. Click “Account” to access the Club Account tab.

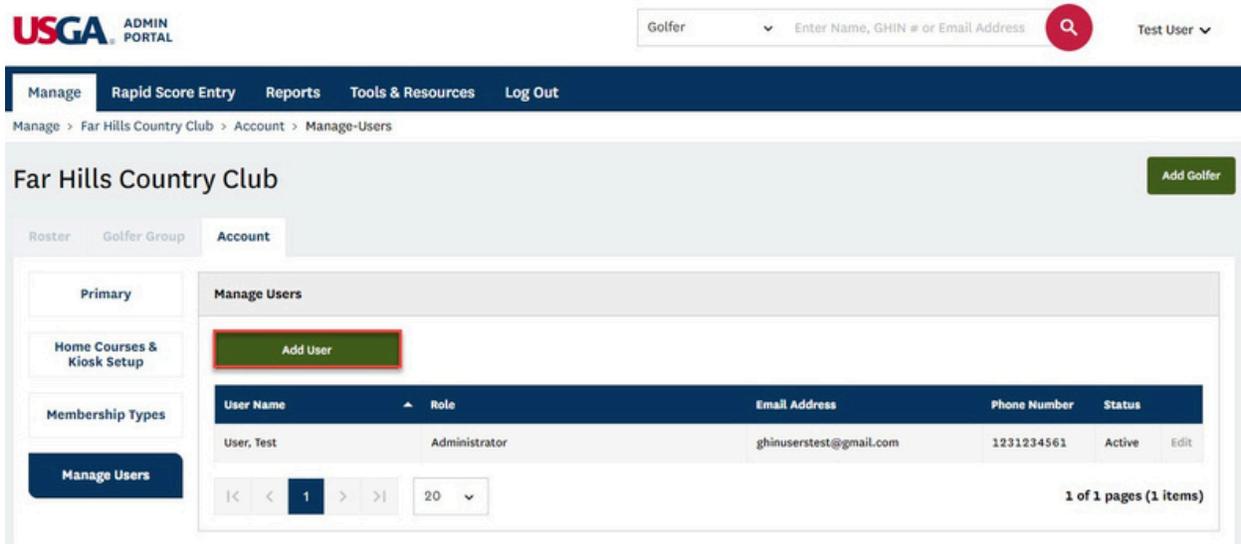


3. Then click “Manage Users” to access the User Management section.



Adding a User

1. Click “Add User” to create a new User for your Club.



The screenshot shows the USGA Admin Portal interface. At the top, there is a search bar with the text "Enter Name, GHIN # or Email Address" and a "Test User" dropdown. Below this is a navigation menu with options: Manage, Rapid Score Entry, Reports, Tools & Resources, and Log Out. The main content area is titled "Far Hills Country Club" and includes a sub-menu with "Roster", "Golfer Group", and "Account". Under "Account", there are several options: Primary, Home Courses & Kiosk Setup, Membership Types, and Manage Users. The "Manage Users" section is active, showing a table with one user: "User, Test" with the role "Administrator", email "ghinuserstest@gmail.com", and phone number "1231234561". A red box highlights the "Add User" button at the top of the table.

2. You will first be asked to enter the User’s email address and click “Continue.” We will then search to see if the individual is an existing user.



The screenshot shows a blue modal window titled "Add User". Below the title bar, there is a form with a label "Email *" and a text input field containing "TestUser@USGA.org". To the right of the input field is a blue button labeled "Continue", which is highlighted with a red box.

3. If the email address lookup does not return a match, you will be presented with a form to enter the individual’s name and contact information. At the bottom of the form, you will be asked to designate a Role and can set the account status.

Note: Clubs can assign Roles as “Administrators” (who have all full read and write access) or “Admin-Read Only” (who have read-only access). There is no limit to the number of users that can be added.

4. Click “Save” to create the User. The User will receive an email to the supplied email address asking them to set a password in order to complete their account setup.

+ Add User ×

Prefix

First Name * Middle Name

Last Name * Suffix

Phone * Email *

Role *

Active

Cancel
Save

5. If the email address lookup returns a match, the form will be pre-populated with the User's contact information. Make any necessary updates and select a role before adding them to your club.
6. Click "Save" to add the User to your Club.
7. Existing Users will receive an email notification informing them of their new permissions.

Editing a User

1. To edit a User, click "Edit" to the right of the User's status.

The screenshot shows the 'Manage Users' interface for Far Hills Country Club. At the top, there's a search bar and a user dropdown. Below is a navigation menu with 'Manage', 'Rapid Score Entry', 'Reports', 'Tools & Resources', and 'Log Out'. The breadcrumb trail is 'Manage > Far Hills Country Club > Account > Manage-Users'. The main content area has tabs for 'Roster', 'Golfer Group', and 'Account'. Under 'Account', there's a 'Manage Users' section with an 'Add User' button and a table. The table has columns for 'User Name', 'Role', 'Email Address', 'Phone Number', and 'Status'. One user is listed, and the 'Edit' button next to their status is highlighted with a red box. A pagination bar at the bottom shows '1 of 1 pages (1 items)'.

2. Apply any necessary changes to the User's contact information or role. Click "Save" to apply the changes.
3. To activate or inactivate a user, select or deselect the checkbox next to Active. Click "Save" to apply the changes. The status will display to the right of the User's phone number on the Manage Users screen.

+ Edit Test User **x**

Prefix

First Name *

Middle Name

Last Name *

Suffix

Phone *

Email *

Role *

Active

Cancel

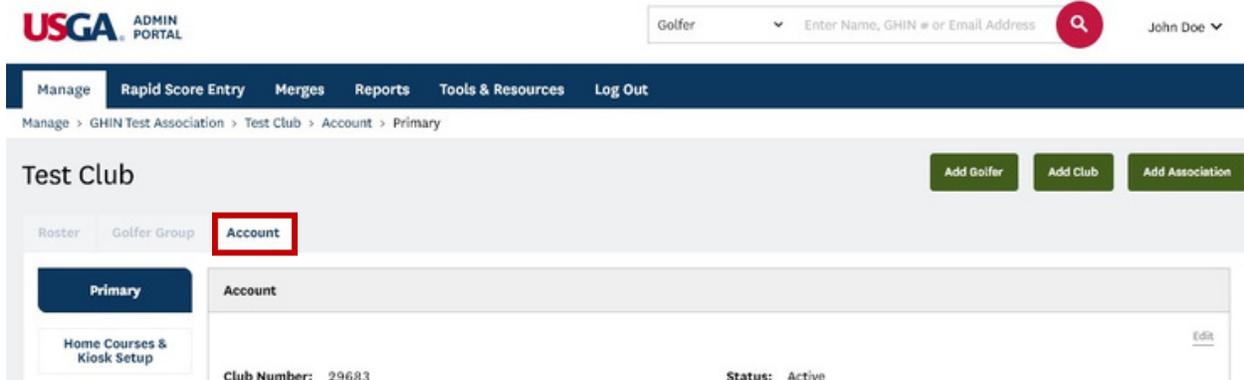
Save

Home Courses & Kiosk Setup

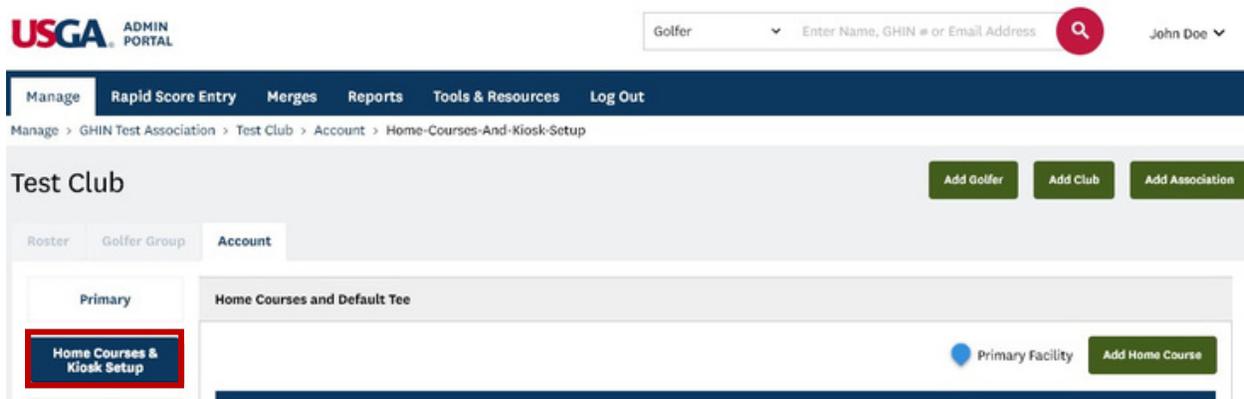
The Club Account section allows Club users to setup and manage Home Courses and Kiosks for their Club(s).

Accessing Home Courses & Kiosk Setup

1. Click "Account" to access the Club Account Section.



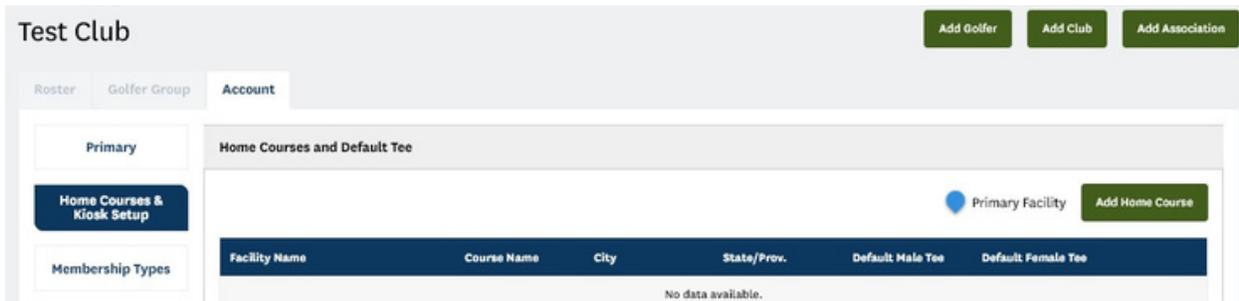
2. Then click "Home Courses & Kiosk Setup."



Home Courses and Default Tees

Admins have the ability to add and manage Home Courses and Default Tees for a Club. **Note:** Home Courses & Default Tees will be migrated over from the existing system.

1. Click “Add Home Course.”



2. Search and Select a Facility.



3. Once a facility has been selected, you can set default tees for each gender (**Note:** Default tees are not required for Home Courses). The tees selected will be the default tees that appear within the Kiosk for the Club’s Home course(s).

+ Add Home Course and Default Tees ×

Winged Foot Golf Club

Please select Home Courses and Default Tees (not required) below. If this facility is the Primary Facility, check the checkbox below.

	Course Name	Default Male Tee	Default Female Tee
<input checked="" type="checkbox"/>	East	Blue ▼	Green ▼
<input checked="" type="checkbox"/>	West	BLUE ▼	Gold ▼

Primary Facility

Back
Save

4. After clicking “Save” you will see the Home Courses & Default Tees by gender with the ability to “Edit” or “Remove.”

Test Club
Add Golfer
Add Club
Add Association

Roster Golfer Group Account

Primary

Home Courses & Kiosk Setup

Membership Types

Manage Users

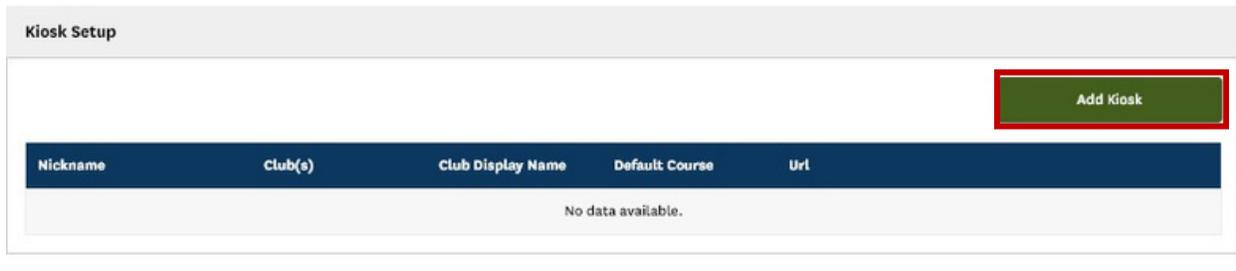
Home Courses and Default Tee
Primary Facility
Add Home Course

Facility Name	Course Name	City	State/Prov.	Default Male Tee	Default Female Tee		
Winged Foot Golf Club ●	East	Mamaroneck	US-NY	Blue	Green	Edit	Remove
Winged Foot Golf Club ●	West	Mamaroneck	US-NY	BLUE	Gold	Edit	Remove

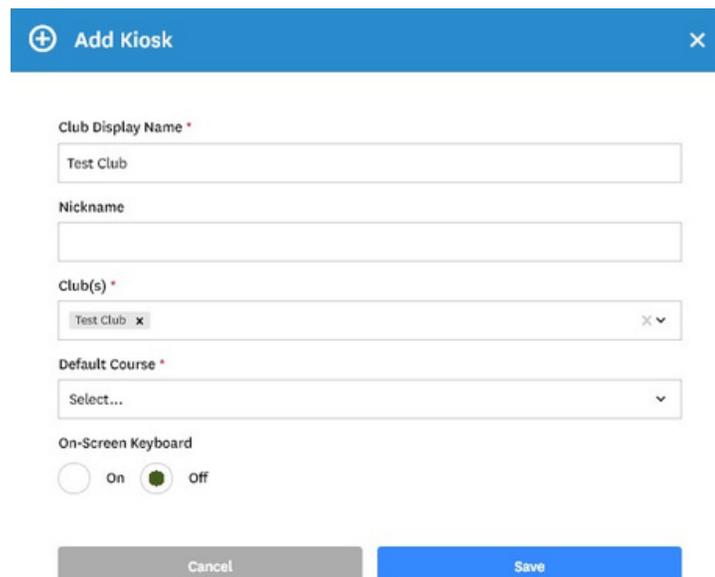
Kiosk Setup

Club Admins have the ability to setup and manage multiple Kiosks for their Club(s). *Kiosks are being phased out, however here are the steps for facilities who currently have kiosks.*

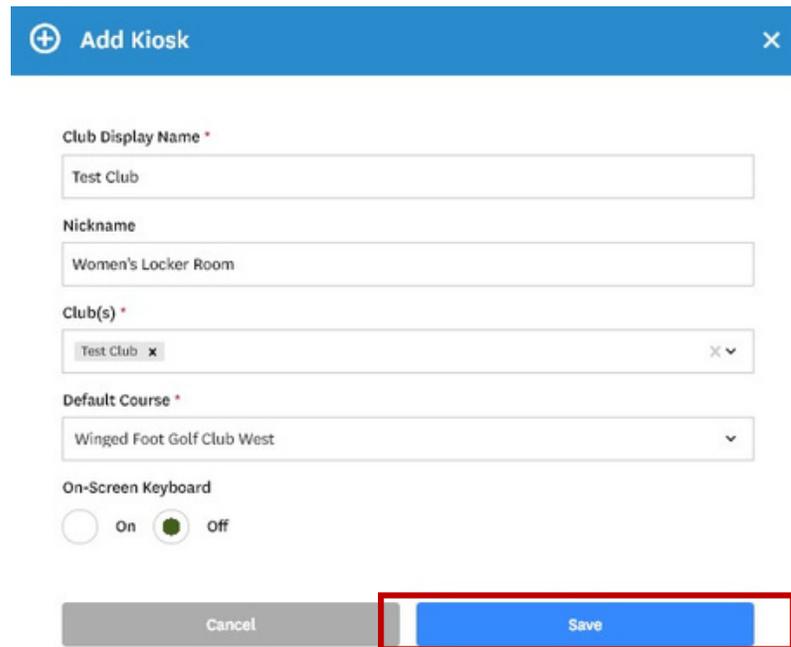
1. Click “Add Kiosk” to add a new Kiosk.



2. Enter the following:
 - a. **Club Display Name** – This is will be defaulted to the Club Name, but is editable. This is the text that will appear on the Golfer Access screen within the Kiosk
 - b. **Nickname** – This optional field is available in case an Admin sets up multiple Kiosks for the Club (e.g. Locker Room, Pro Shop, etc.) This will not be visible to the golfer and is only used to help the Admin differentiate the multiple Kiosks.
 - c. **Clubs** – The Admin has the ability to setup the Kiosk for multiple Clubs if they are an Admin for multiple clubs. Members of Club(s) the Kiosk is setup for will be able to access the Kiosk by entering their Last Name, Local Number or GHIN Number; “Guests” will need to enter GHIN Number.
 - d. **Default Course** – This will be the Default Course selected when a golfer attempts to post a score or lookup a Course Handicap within the Kiosk. The list to select will be based on the “Home Courses” of the Club(s) selected.
 - e. **On-Screen Keyboard** – This will determine whether an on-screen keyboard will appear within the Kiosk



- Click "Save" to create the Kiosk



- Once the Kiosk is saved, the user will see the Kiosk settings as well as the URL to access the Kiosk (**Note:** The URL will be www.kiosk.usga.org/customtextgenerated).

Kiosk Setup

[Add Kiosk](#)

Nickname	Club(s)	Club Display Name	Default Course	Url		
Women's Locker Room	Test Club	Test Club	Winged Foot Golf CL...	www.ghin.com/kiosk/34p6vp	Edit	Delete

- The user will also have the ability to "Edit" or "Delete" the Kiosk.

Kiosk Setup

[Add Kiosk](#)

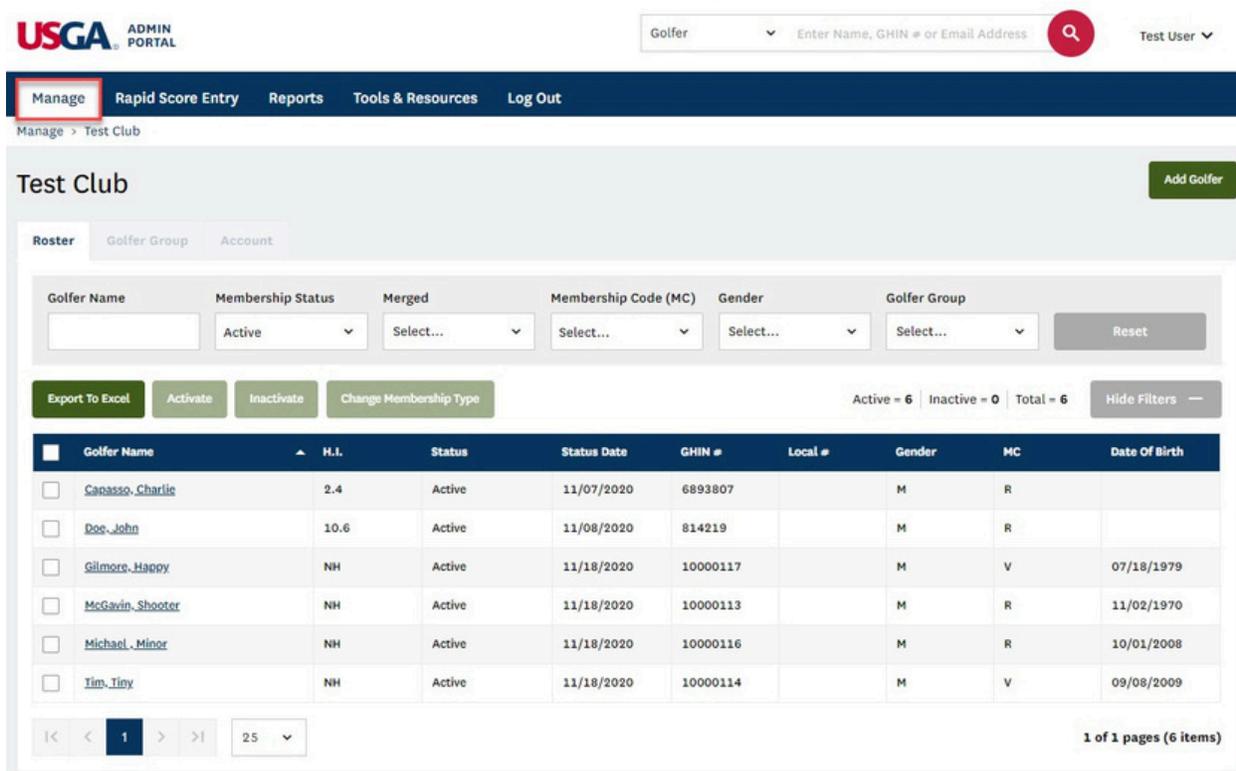
Nickname	Club(s)	Club Display Name	Default Course	Url		
Women's Locker Room	Test Club	Test Club	Winged Foot Golf CL...	www.ghin.com/kiosk/34p6vp	Edit	Delete

Golfer Roster

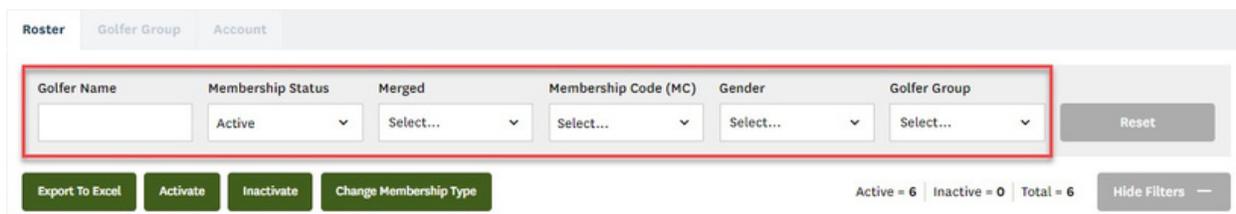
Users can manage the Golfer Roster, including how to update Golfer information, change and delete membership codes, complete special updates, and export Roster elements.

Accessing the Golfer Roster

1. To access the Golfer Roster, click “Manage” on the top navigation bar.



2. Use the filters at the top of the page to narrow down your selection. The filters default to show all with the exception Membership Status.



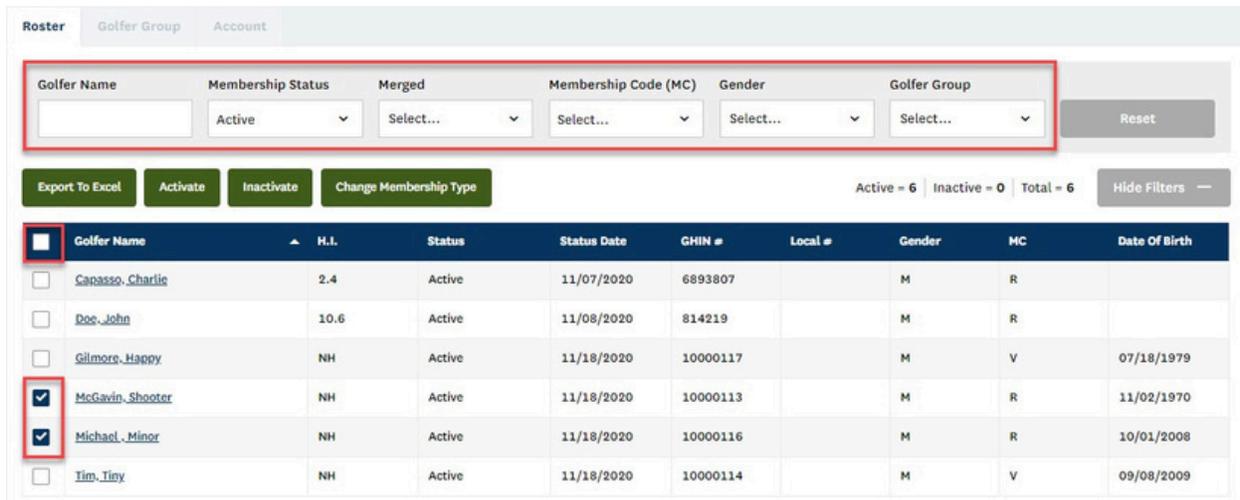
Click “Reset” to return the filters to their initial state. Click “Hide Filters” to hide the filters.

3. Beneath the filters, you will see buttons for performing bulk actions and the Golfer Roster.

Export Golfer Information to Excel

From the Golfer Roster, you can export a list of Golfers to Excel.

1. Update the filters to narrow your population and/or select any Golfers by clicking the checkbox to the left of the Golfer Name.

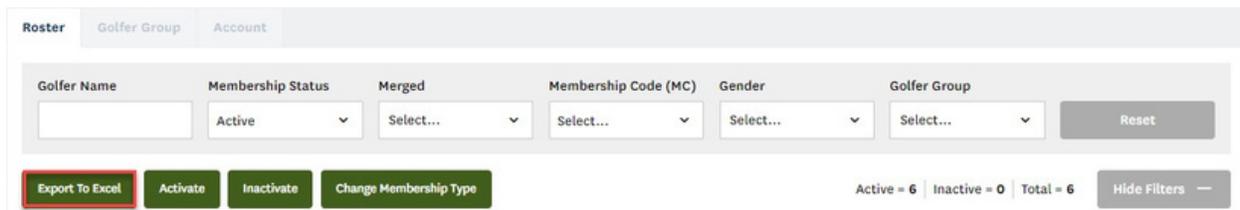


The screenshot shows the 'Roster' page with the following filters: Golfer Name (empty), Membership Status (Active), Merged (Select...), Membership Code (MC) (Select...), Gender (Select...), and Golfer Group (Select...). Below the filters are buttons for 'Export To Excel', 'Activate', 'Inactivate', and 'Change Membership Type'. A summary bar shows 'Active = 6 | Inactive = 0 | Total = 6' and a 'Hide Filters' button. The table below has the following columns: Golfer Name, H.I., Status, Status Date, GHIN #, Local #, Gender, MC, and Date Of Birth. The table contains six rows of golfer data. The 'Export To Excel' button and the checkbox in the header of the table are highlighted with red boxes.

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/>	Capasso, Charlie	2.4	Active	11/07/2020	6893807		M	R	
<input type="checkbox"/>	Doe, John	10.6	Active	11/08/2020	814219		M	R	
<input type="checkbox"/>	Gilmors, Happy	NH	Active	11/18/2020	10000117		M	V	07/18/1979
<input checked="" type="checkbox"/>	McGavin, Shooter	NH	Active	11/18/2020	10000113		M	R	11/02/1970
<input checked="" type="checkbox"/>	Michael, Minor	NH	Active	11/18/2020	10000116		M	R	10/01/2008
<input type="checkbox"/>	Tim, Tiny	NH	Active	11/18/2020	10000114		M	V	09/08/2009

Click the checkbox in the header to select all Golfers on that page.

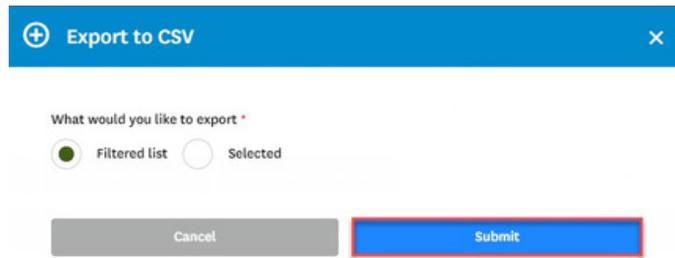
2. Once your population is selected, click "Export to Excel" to generate a CSV file.



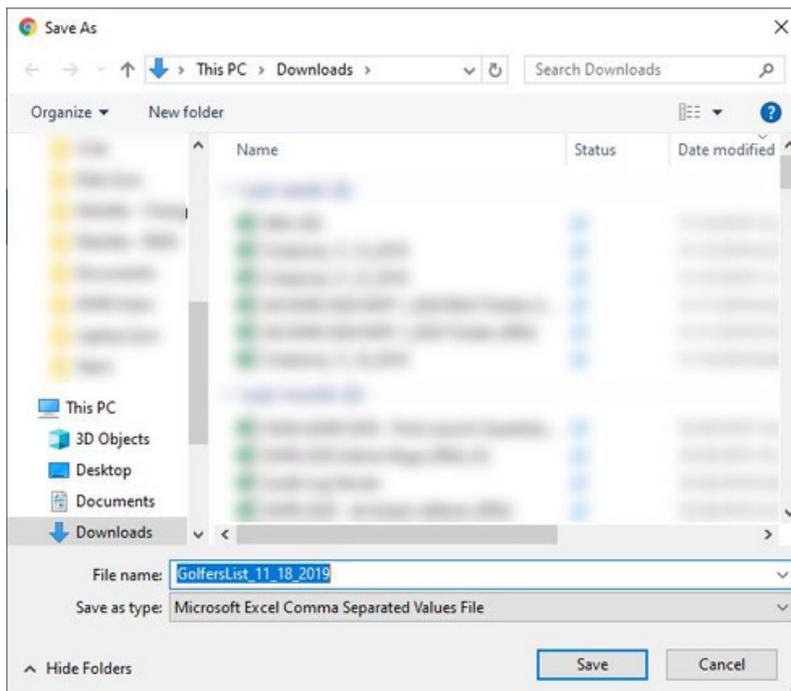
This screenshot is identical to the one above, but the 'Export To Excel' button is highlighted with a red box.

3. You will be presented with two options:
 1. Filtered List – Exports all Golfers meeting the criteria defined in your filters (in the above screenshot – all active Golfers)
 2. Selected Golfers – Exports only those Golfers with a checkbox next to the Golfer Name.

Select an option and click “Submit” to export the file.



4. You will then be asked to select a location to save the file to your computer.



5. Once you select a file location and save the file, you will be able to open and interact with it.

Activating/Inactivating Golfers

1. Select the Golfer(s) to activate or inactivate and then click either “Activate” or “Inactivate” in the top green panel.

The screenshot shows a web interface for managing a roster. At the top, there are tabs for 'Roster', 'Golfer Group', and 'Account'. Below these are several filter dropdowns: 'Golfer Name', 'Membership Status' (set to 'Active'), 'Merged', 'Membership Code (MC)', 'Gender', and 'Golfer Group'. A 'Reset' button is to the right. Below the filters is a green action bar with buttons for 'Export To Excel', 'Activate', 'Inactivate', and 'Change Membership Type'. The 'Activate' button is highlighted with a red box. To the right of the buttons, it shows 'Active = 6', 'Inactive = 0', and 'Total = 6'. Below this is a table of golfers with columns: Golfer Name, H.I., Status, Status Date, GHIN #, Local #, Gender, MC, and Date Of Birth. The golfer 'Gilmore, Happy' is selected with a checked checkbox, which is also highlighted with a red box.

	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/>	Capasso, Charlie	2.4	Active	11/07/2020	6893807		M	R	
<input type="checkbox"/>	Doe, John	10.6	Active	11/08/2020	814219		M	R	
<input checked="" type="checkbox"/>	Gilmore, Happy	NH	Active	11/18/2020	10000117		M	V	07/18/1979
<input type="checkbox"/>	McGavin, Shooter	NH	Active	11/18/2020	10000113		M	R	11/02/1970
<input type="checkbox"/>	Michael, Minor	NH	Active	11/18/2020	10000116		M	R	10/01/2008
<input type="checkbox"/>	Tim, Tiny	NH	Active	11/18/2020	10000114		M	V	09/08/2009

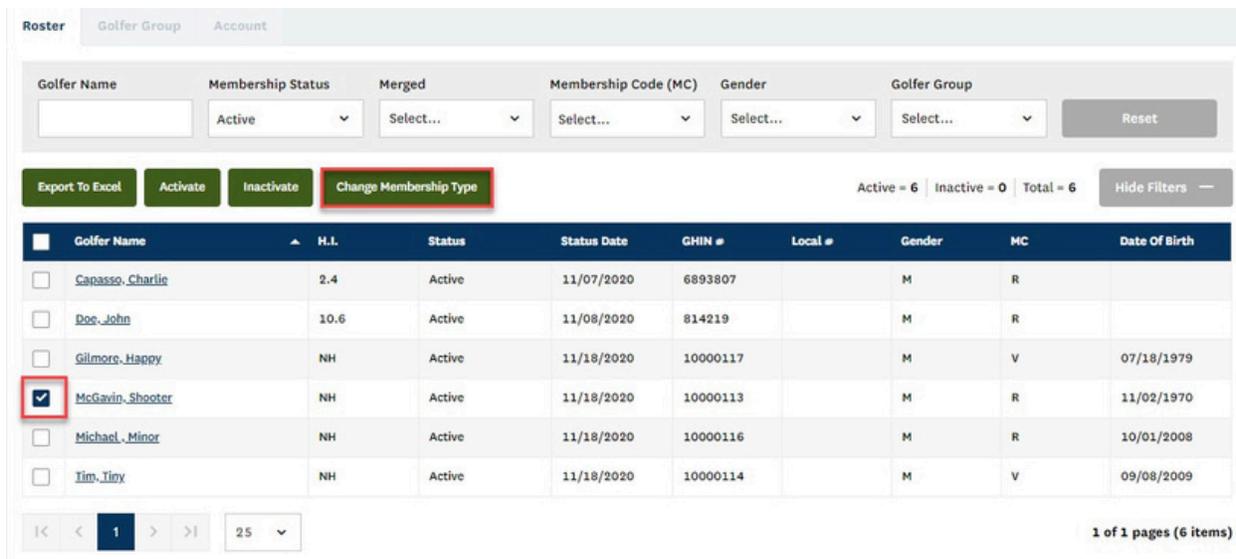
2. Click “Now” to activate / inactivate immediately. To have the action performed in the future, click “Future Date” and input the date on which the action is to be performed. Click “Submit” to confirm.

The screenshot shows a blue dialog box titled 'Activate 1 Golfer'. Inside, it asks 'When would you like to activate the selected golfer?'. There are two radio button options: 'Now' (unselected) and 'Future Date' (selected). Below the 'Future Date' option is a date input field containing '11/20/2019'. At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'.

3. To confirm that the action is complete, go to the Golfer’s profile. Click the “Account tab” and then the “Club Memberships” tab in the left sidebar. The “Membership Auto Start/End Date” listed on this page is the day the Golfer’s membership will be updated.

Changing Membership Codes

1. To change membership codes for Golfers within a Club, select the Golfer(s) to edit and click “Change Membership Code.”



The screenshot shows a web interface for managing a roster of golfers. At the top, there are tabs for 'Roster', 'Golfer Group', and 'Account'. Below the tabs is a search and filter section with fields for 'Golfer Name', 'Membership Status' (set to 'Active'), 'Merged' (set to 'Select...'), 'Membership Code (MC)' (set to 'Select...'), 'Gender' (set to 'Select...'), and 'Golfer Group' (set to 'Select...'). A 'Reset' button is located to the right of these filters. Below the filters are several action buttons: 'Export To Excel', 'Activate', 'Inactivate', and 'Change Membership Type' (which is highlighted with a red box). To the right of these buttons, it shows 'Active = 6', 'Inactive = 0', and 'Total = 6'. A 'Hide Filters' button is also present. The main part of the interface is a table with the following columns: 'Golfer Name', 'H.I.', 'Status', 'Status Date', 'GHIN #', 'Local #', 'Gender', 'MC', and 'Date Of Birth'. The table contains six rows of data, with the row for 'McGavin, Shooter' selected (checkbox checked). At the bottom, there is a pagination control showing '1' of 1 pages (6 items).

	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/>	Capasso, Charlie	2.4	Active	11/07/2020	6893807		M	R	
<input type="checkbox"/>	Doe, John	10.6	Active	11/08/2020	814219		M	R	
<input type="checkbox"/>	Gilmore, Happy	NH	Active	11/18/2020	10000117		M	V	07/18/1979
<input checked="" type="checkbox"/>	McGavin, Shooter	NH	Active	11/18/2020	10000113		M	R	11/02/1970
<input type="checkbox"/>	Michael, Minor	NH	Active	11/18/2020	10000116		M	R	10/01/2008
<input type="checkbox"/>	Tim, Tiny	NH	Active	11/18/2020	10000114		M	V	09/08/2009

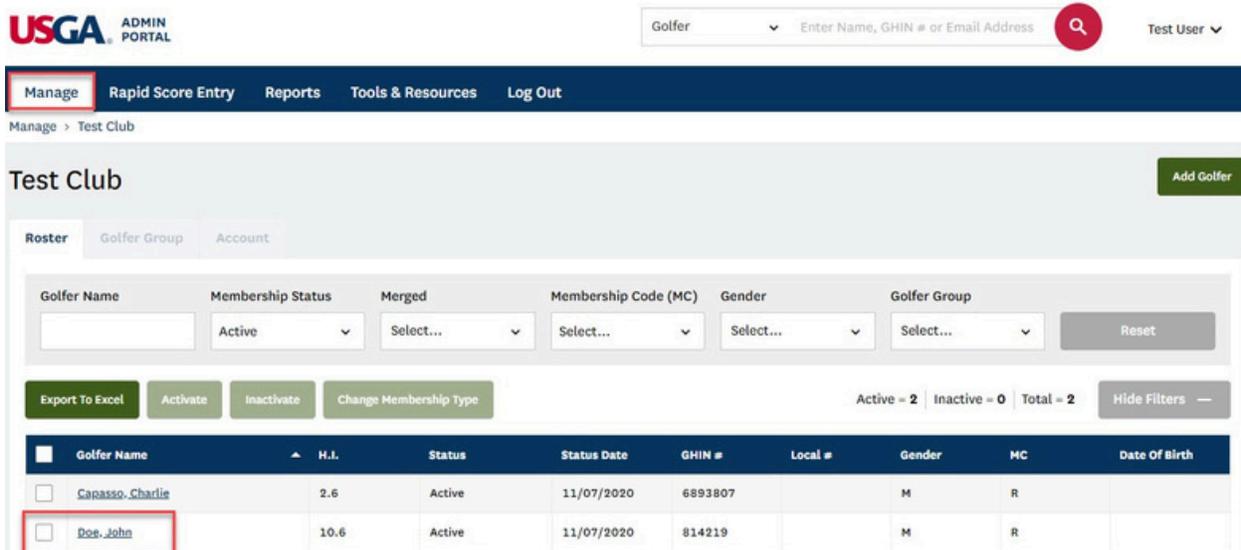
2. Select the new Membership Code from the dropdown and click “Submit” to save. **Note: The Junior designation can only be applied to a Golfer’s record if the Golfer is under 19 years of age and has a valid date of birth in the system. Please be sure to update the codes for any aged-out junior golfers.**

Golfer Account

The Golfer Account section allows Association and Club Users to update profile information and manage addresses for a golfer.

Accessing Golfer Account

1. To access the Golfer’s account, click “Manage” on the top navigation bar and double-click on the Golfer you wish to Manage. You can also navigate directly to the Golfer using Global Search.



USGA ADMIN PORTAL

Golfer Enter Name, GHIN # or Email Address Test User

Manage Rapid Score Entry Reports Tools & Resources Log Out

Manage > Test Club

Test Club

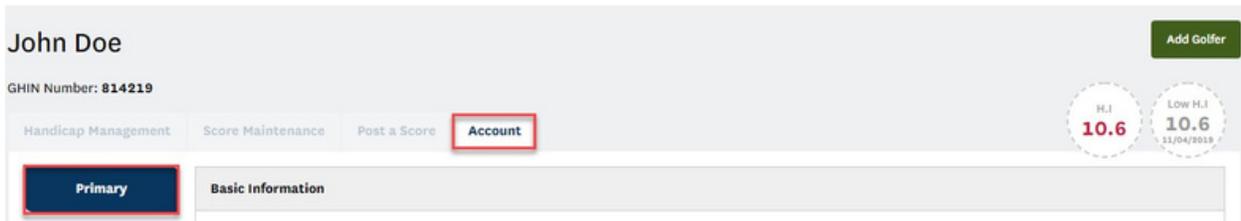
Roster

Golfer Name Membership Status Merged Membership Code (MC) Gender Golfer Group

Active - 2 | Inactive - 0 | Total - 2

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/>	Capasso, Charlie	2.6	Active	11/07/2020	6893807		M	R	
<input type="checkbox"/>	Doe, John	10.6	Active	11/07/2020	814219		M	R	

2. Click “Account” to access the Golfer’s Account and “Primary” to view the Primary Account Details.



John Doe

GHIN Number: 814219

Handicap Management Score Maintenance Post a Score **Account**

H.I. 10.6 Low H.I. 10.6 (11/04/2019)

Editing Golfer Account Information

Association and Club Users can view and edit Golfer profile information at the top of the page.

1. To edit the Golfer's profile, click "Edit" in the upper right-hand corner.



Basic Information

Name: John Doe **Is Minor?:** No

Gender: Male **Home Club:** Test Club

Date of Birth:

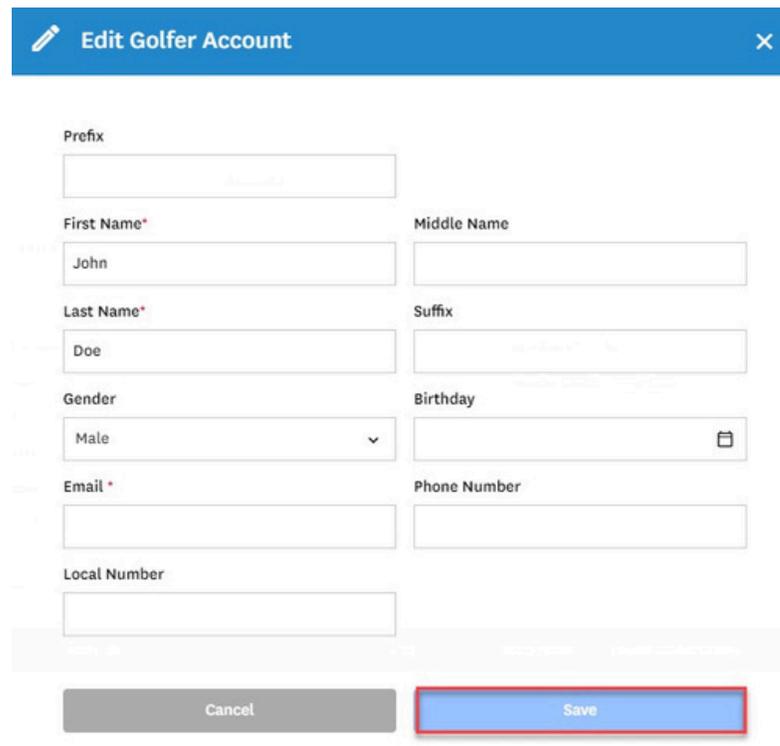
Phone Number:

Email Address:

Is Merged?: No

Edit

2. A modal will open with fields that can be edited. Make any necessary changes and click "Save" to apply the changes.



Edit Golfer Account

Prefix

First Name* John Middle Name

Last Name* Doe Suffix

Gender Male Birthday

Email* Phone Number

Local Number

Save

Note: you will only have access to edit profile information for Golfer's in your Club or Association.

Adding an Address

1. To add an address, click “Add” to the left of the address.

Addresses							
Type	Address	City	State/Prov.	Postal Code	Country	Date Range at Address	
Primary							Add
Secondary							

2. Fill out all required fields and click “Save” to update.

+
Add Primary Golfer Address Information
×

Address Information

Country *

Address 1 *

Address 2

City * State * Postal Code *

3. If the Golfer has two addresses, you can also add a secondary address and provide dates of residency. When dates are provided, the date range for the primary address is adjusted.

+ Add Secondary Golfer Address Information ×

Address Information

Country *

Address 1 *

Address 2

City * State * Postal Code *

Start Date End Date

Editing an Address

- To edit a Golfer's address, click "Edit" to the right of the address.

Addresses							
Type	Address	City	State/Prov.	Postal Code	Country	Date Range at Address	
Primary	77 Liberty Corner Rd	Liberty Cor...	New Jersey	07938	United States	04/16 - 11...	Edit Delete
Secondary	132 Main St.	Orlando	Florida	32830	United States	11/15 - 04...	Edit Delete

- Make any necessary updates and click "Save" to submit.

Edit Primary Golfer Address Information
✕

Address Information

Country *

Address 1 *

Address 2

City * **State *** **Postal Code ***

Start Date **End Date**

Cancel
Save

Deleting an Address

1. To delete an address, click “Delete” to the right of the address.

Addresses							
Type	Address	City	State/Prov.	Postal Code	Country	Date Range at Address	
Primary	77 Liberty Corner Rd	Liberty Cor...	New Jersey	07938	United States	04/16 - 11...	Edit Delete
Secondary	132 Main St.	Orlando	Florida	32830	United States	11/15 - 04...	Edit Delete

2. You will be asked if you wish to remove the address. Click “Yes” to delete.

Are you sure you want to remove this address?
✕

No
Yes

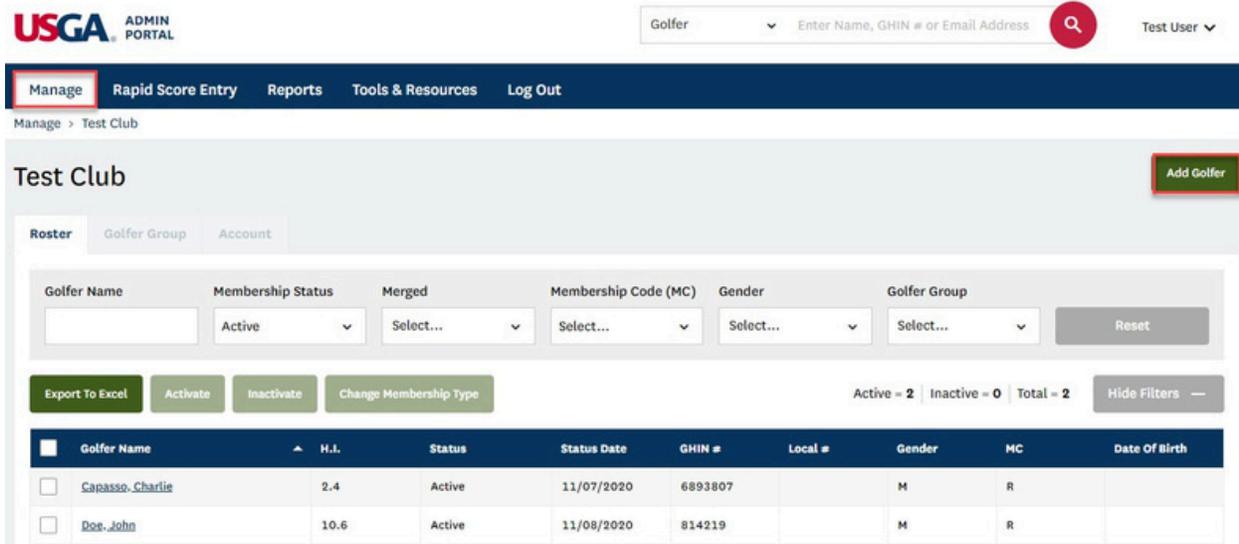
Note: If the Golfer had two addresses, the date range will reset when one is deleted.

Add Golfer/Add a Junior or Minor Golfer

Association and Club Users can add new or existing Golfers to a Club from the Manage section of Admin Portal.

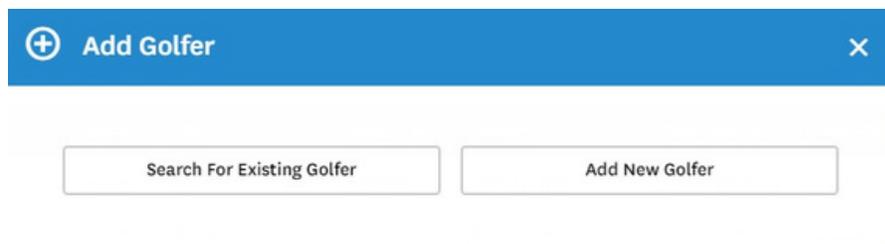
Adding a Golfer

1. From anywhere within the “Manage” section, click “Add Golfer” in the upper right-hand corner.



	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/>	Capasso, Charlie	2.4	Active	11/07/2020	6893807		M	R	
<input type="checkbox"/>	Dos, John	10.6	Active	11/08/2020	814219		M	R	

2. Indicate if you wish to add a new golfer or search for an existing golfer.



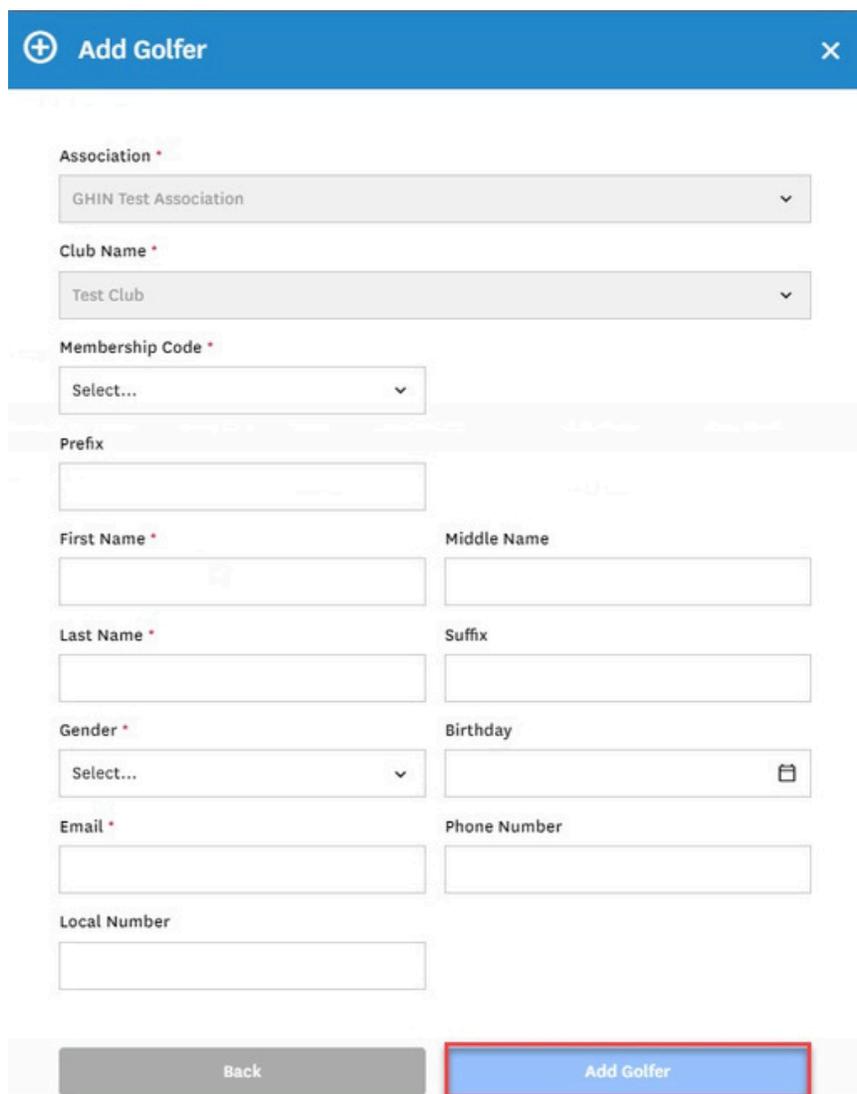
Adding a New Golfer

1. Click “Add New Golfer” to create a new Golfer.



+ Add Golfer ×

2. Enter all required fields and click “Add Golfer” to save.



+ Add Golfer ×

Association *
 GHIN Test Association ▼

Club Name *
 Test Club ▼

Membership Code *
 Select... ▼

Prefix

First Name *
Middle Name

Last Name *
Suffix

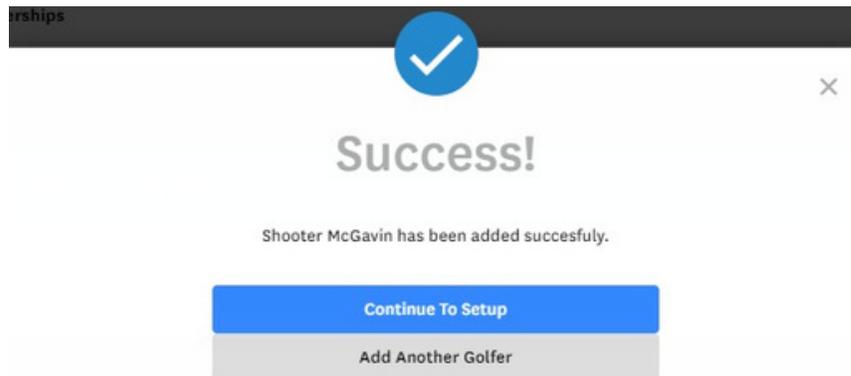
Gender * Select... ▼
Birthday 

Email *
Phone Number

Local Number

Note: If creating a Golfer with a Junior Membership Type, date of birth is required. Email addresses are required for all standard Golfers. Emails are not permitted for minors (under 13 years old).

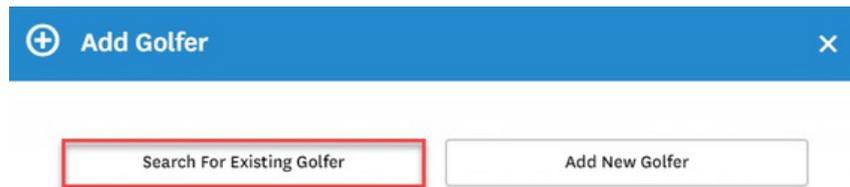
- On creation, you will be presented with a success message. From here, you will be presented with an option to continue setting up the Golfer’s profile or add another Golfer.



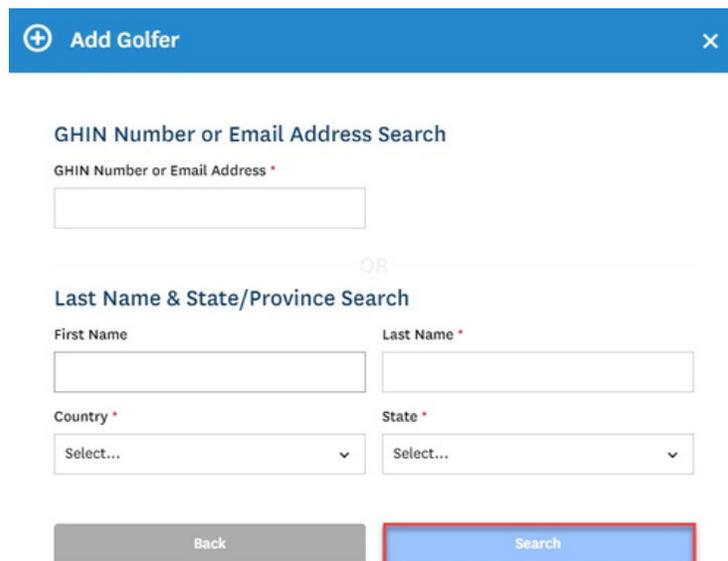
If you do not wish to proceed with either option, click “X” in the upper right-hand corner to close the window.

Add an Existing Golfer

- Click “Search for Existing Golfer” to add an existing Golfer.

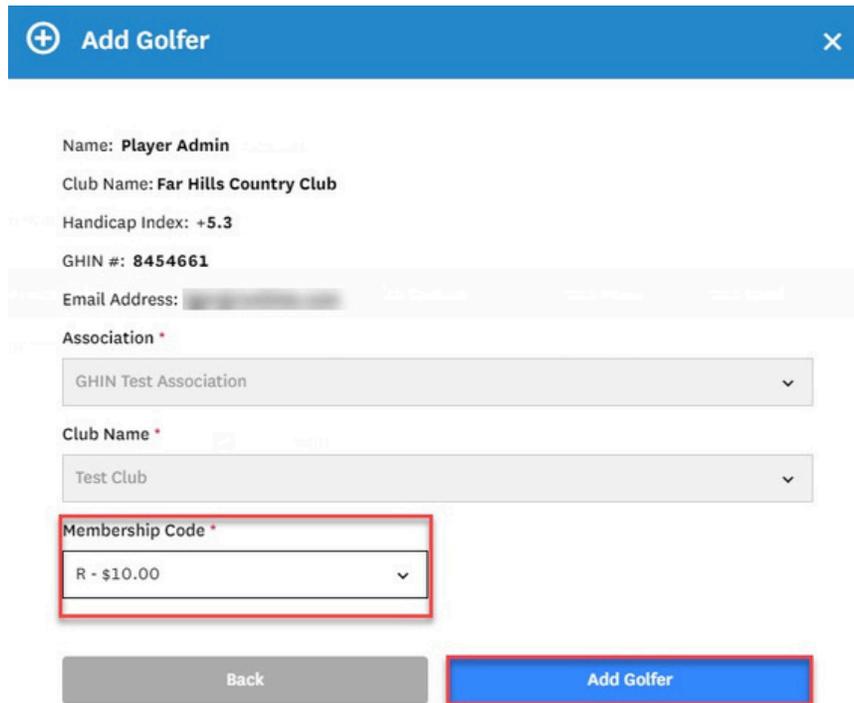


- Search for the Golfer using the following options:
 - GHIN Number or Email Address; OR
 - Last name and State/Province



A screenshot of the "Add Golfer" window showing the search form. The window has a blue header bar with a white plus icon and the text "Add Golfer" on the left, and a white 'X' icon on the right. Below the header, the form is titled "GHIN Number or Email Address Search" and contains a single text input field labeled "GHIN Number or Email Address *". Below this, there is a horizontal line with the word "OR" in the center. Underneath, the form is titled "Last Name & State/Province Search" and contains four input fields: "First Name", "Last Name *", "Country *", and "State *". The "Country" and "State" fields are dropdown menus with "Select..." as the placeholder text. At the bottom of the form, there are two buttons: a grey "Back" button and a blue "Search" button (highlighted with a red border).

3. Select a Membership Code to assign to the Golfer and click “Add Golfer” to save.

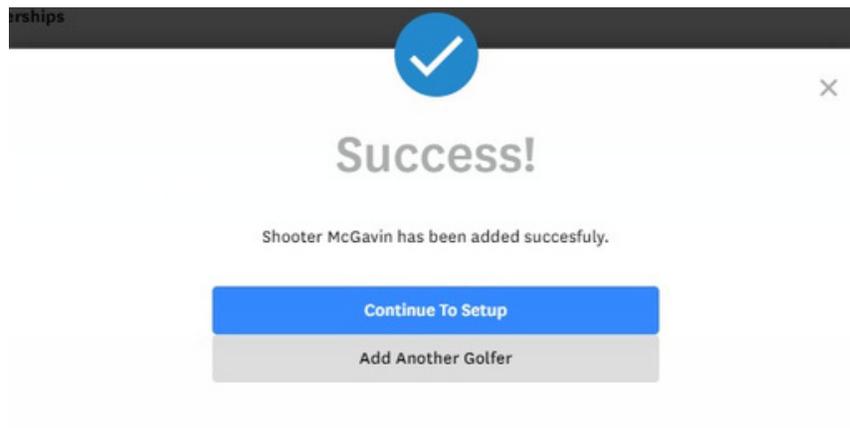


The screenshot shows a form titled "Add Golfer" with a blue header bar containing a plus icon and a close icon. The form fields are as follows:

- Name: **Player Admin**
- Club Name: **Far Hills Country Club**
- Handicap Index: **+5.3**
- GHIN #: **8454661**
- Email Address: [Redacted]
- Association: **GHIN Test Association** (dropdown menu)
- Club Name: **Test Club** (dropdown menu)
- Membership Code: **R - \$10.00** (dropdown menu, highlighted with a red box)

At the bottom of the form are two buttons: a grey "Back" button and a blue "Add Golfer" button (highlighted with a red box).

4. You will be presented with a success message on saving.



Adding a Minor Golfer

When adding a golfer, a new section will automatically appear if the birthdate provided by the user indicates that the golfer is a minor. **Please note that a minor golfer is a child aged 13 or younger and WILL require a guardian on their account.**

+ Add Golfer ×

Association *
Greater Cincinnati Golf Association

Club Name *
Blue Ash Golf Course

Membership Code *
J - J

Prefix

First Name *
Teadora

Middle Name

Last Name *
Silvers

Suffix

Gender *
Female

Birthday *
04/05/2020

Email

Phone Number

Local Number

Note: The birthdate provided indicates this golfer is a minor. A guardian is required for golfers less than 13 years of age. The guardian must be at least 19 years of age.

Does the guardian have a GHIN Number? *

Yes No

Guardian GHIN Number *

8444712

Prefix Guardian First Name * Guardian Middle Name

 Andrey

Guardian Last Name * Suffix

Akselrod

Guardian Email * Guardian Phone Number

2020ghin+999@ghin.com

Relationship to Minor *

Coach

Back Add Golfer

At the top of the new section (highlighted in yellow below), there is a note indicating that a guardian is required for a minor golfer. The first question you will be asked is if the guardian has a GHIN number.

- If you answer “YES” you will be asked to enter the GHIN Number. If the GHIN number is valid, the information you see here is automatically pulled from the profile. If it is not, you will be notified that GHIN Number entered doesn’t exist.
 - Note: Guardians who are also golfers (have a GHIN#) do not need to have an active club membership to be a guardian.

Note: The birthdate provided indicates this golfer is a minor. A guardian is required for golfers less than 13 years of age. The guardian must be at least 19 years of age.

Does the guardian have a GHIN Number? *

Yes No

Guardian GHIN Number *

8444712

Prefix

Guardian First Name *

Andrey

Guardian Middle Name

Guardian Last Name *

Akselrod

Suffix

Guardian Email *

2020ghin+999@ghin.com

Guardian Phone Number

Relationship to Minor *

Coach



Back

Add Golfer

- If You answer "NO" (guardian does not have a GHIN #) you will need to fill out the required information manually. One additional piece of information we are going to collect is
- "Relationship to Minor" (I.E. "father", "mother", "coach").

Note: The birthdate provided indicates this golfer is a minor. A guardian is required for golfers less than 13 years of age. The guardian must be at least 19 years of age.

Does the guardian have a GHIN Number? *

Yes

No

Prefix

Guardian First Name *

Guardian Middle Name

Guardian Last Name *

Suffix

Guardian Email *

Guardian Phone Number

Relationship to Minor *

Back

Add Golfer

Adding a Junior Golfer

A Junior golfer is **NOT** required to have a guardian assigned to them. A junior golfer is a child between the ages of 13 and 19. An email address will be required for a junior if they do not have a guardian assigned to them. When a guardian is assigned, an email address is optional. If an email address is entered for both the junior and a guardian, all communications would be sent to both the golfer and the guardian.

Note: The birthdate provided indicates this golfer is a junior (> 13 but < 19 years of age). A guardian is not required, but can be added for Junior golfers. The guardian must be at least 19 years of age.

Would you like to assign a guardian? *

Yes No

Does the guardian have a GHIN Number? *

Yes No

Prefix

Guardian First Name *

Guardian Middle Name

Guardian Last Name *

Suffix

Guardian Email *

Guardian Phone Number

Relationship to Minor *

Father

Back

Add Golfer

Golfer Guardianship Section for Minor/Junior Golfers

Minor and Junior golfers will have a new section called “Guardianship” added to their profile.

All guardians that can act on behalf of the minor are listed. Guardians can be inactivated, and additional guardians can be added using the button provided. Clicking on the guardian name will bring you to their account.

Note: When a guardian does not have a GHIN number, the field displays “N/A”.

The screenshot shows the profile page for a "Minor Golfer" with GHIN Number 777777. The page includes navigation tabs for Handicap Management, Score Maintenance, Post a Score, Account, and Audit Log. On the right, there are statistics for 18 Index (14.8) and 9 Index (28.4N) as of 02-15-2018. The left sidebar has buttons for Primary, Club Memberships, Email Subscription Management, and Guardianship (highlighted with a red arrow). The main content area is titled "Guardian Management" and contains a table of guardians.

Guardian Name	GHIN Number	Phone	Email	Relationship to Minor	Guardianship Status	Status Date	
Guardian Number1	111111111	9083191111	Guardian@number1.com	Father	Active	03/15/2020	Edit
Guardian Number2	N/A	9083192222	Guardian@number2.com	Coach	Inactive	03/15/2020	Edit

Guardianship Section for Guardians

Guardians who are also golfers (have a GHIN#) will also have the “Guardianship” section added. All minors that they are assigned to are listed. Additional minors can be added using the button provided. Clicking on the minor name will bring you to their account.

The screenshot shows the profile page for "Dr. Paul Rea" with GHIN Number 115114 and email prea@prea.com. The page includes navigation tabs for Handicap Management, Score Maintenance, Post a Score, Account, and Audit Log. On the right, there are statistics for 18 Index (14.8) and 9 Index (28.4N) as of 02-15-2018. The left sidebar has buttons for Primary, Club Memberships, and Guardianship (highlighted with a red arrow). The main content area is titled "Minor Management" and contains a note and a table of minors.

Note: Guardianship status is managed from the minor account.

Minor Name	GHIN Number	Gender	Birthdate	Club Name	Relationship to Minor	Guardian Status	Status Date
Rea, Ben	458473908	Female	01/04/2015	Some Club Name	Father	Active	03/15/2020
Cessna, Samuel	11172739	Male	11/28/2010	Some Club Name	Coach	Active	03/15/2020
Mills, Madison	746399285	Male	12/03/1999	Some Club Name	Coach	Inactive	02/01/2010

For the non-golfing guardian, only the account tab will display, and within it, only the Primary and Guardianship sections will exist.

Senior NCO Brian Michael Cessna
bmcassna@cessna.com

Account Audit Log

Primary
Guardianship

Minor Management

Note: Guardianship status is managed from the minor account. [Add Another Minor](#)

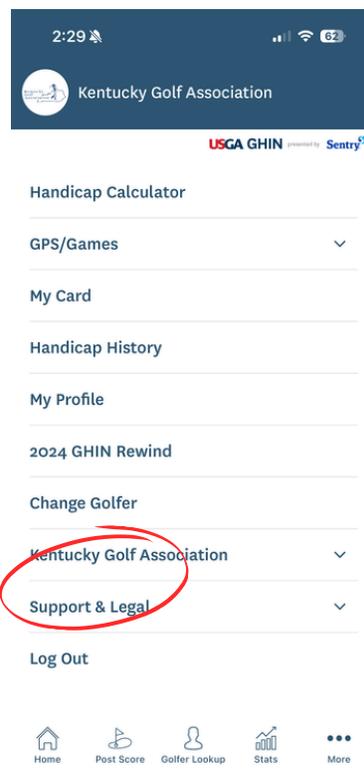
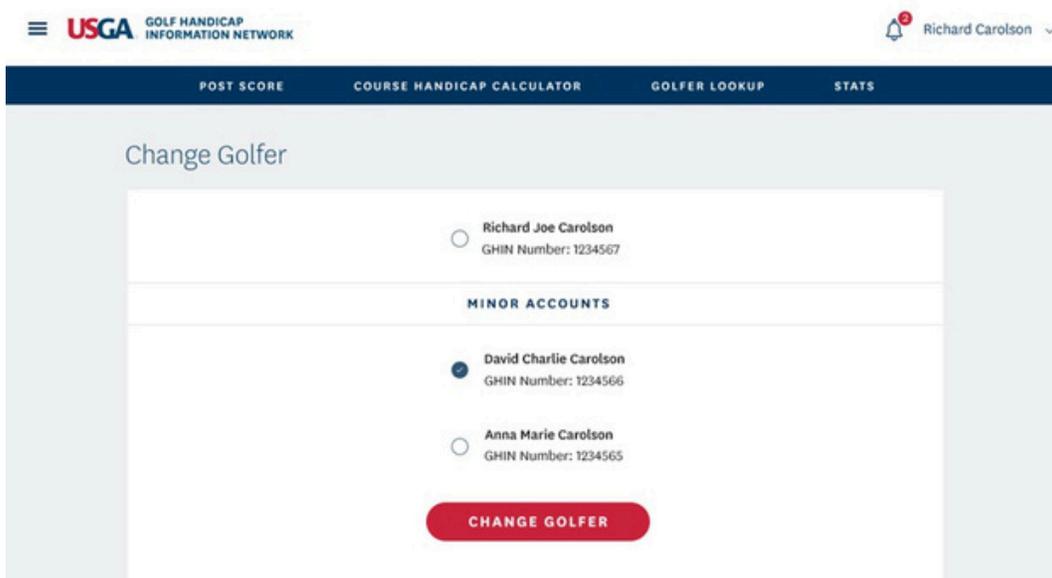
Minor Name	GHN Number	Gender	Birthdate	Club Name	Relationship to Minor	Guardian Status	Status Date
Cessna, Maggie	458473908	Female	01/04/2015	Some Club Name	Father	Active	03/15/2020
Cessna, Samuel	11172739	Male	11/28/2010	Some Club Name	Father	Active	03/15/2020
Mills, Madison	746399285	Male	12/03/1999	Some Club Name	Coach	Inactive	02/01/2010

Golfer Products Impact

When a guardian has minors attached to their account, they will be able to select which golfer to proceed as when they log in. The top image shows how it displays in the GHIN website. In the app, the guardian will click “More” in the bottom right corner and select “Change Golfer”, displayed in the bottom image.

A guardian can also switch between golfers within the menu of both the GHIN Mobile App and ghin.com.

And lastly, if a golfer is identified as a minor they will NOT be able to post scores via the Kiosk and the ability for a guardian to post for a minor will not be allowed either.

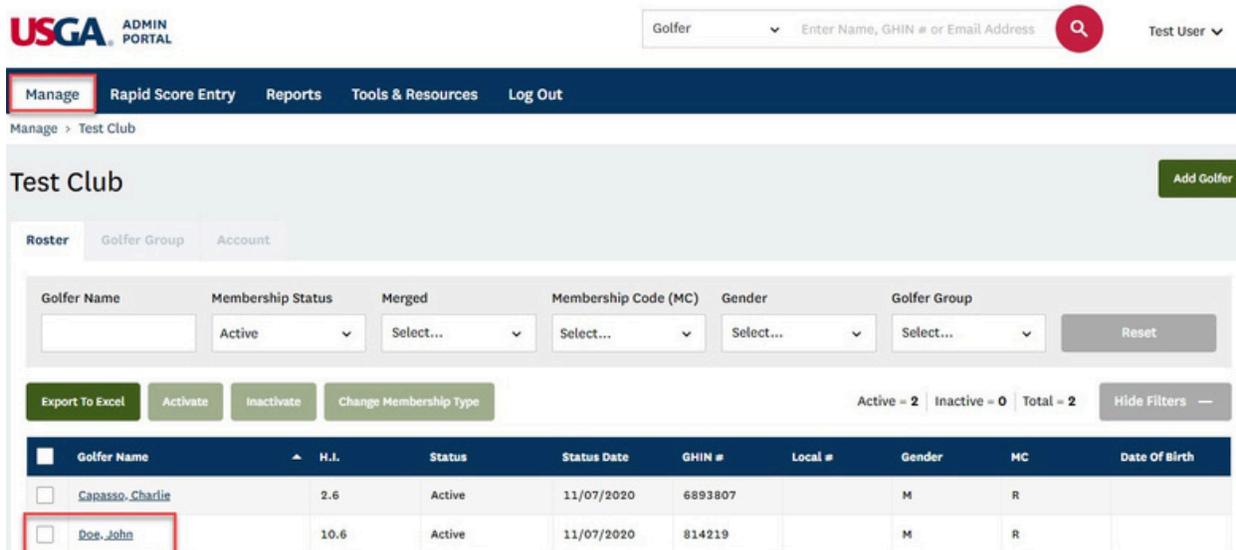


Golfer Club Memberships

The Golfer Club Memberships section allows Association and Club Users to view and manage affiliations and club-related data.

Accessing Club Memberships Account

- To access the Golfer's account, click "Manage" on the top navigation bar and double-click on the Golfer you wish to Manage. You can also navigate directly to the Golfer using Global Search.



USGA ADMIN PORTAL

Manage > Test Club

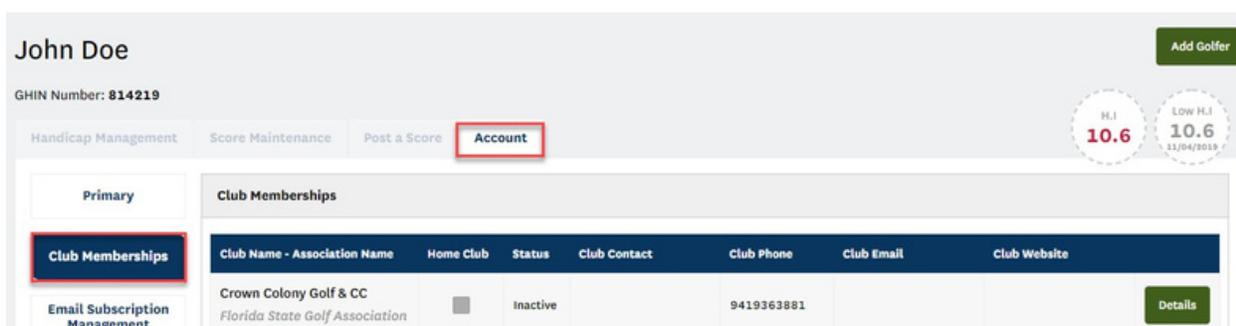
Test Club

Roster | Golfer Group | Account

Active - 2 | Inactive - 0 | Total - 2

Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
Capasso, Charlie	2.6	Active	11/07/2020	6893807		M	R	
Doe, John	10.6	Active	11/07/2020	814219		M	R	

- Click "Account" to access the Golfer's Account and "Club Memberships" to view the Club Membership details.



John Doe

GHIN Number: 814219

Handicap Management | Score Maintenance | Post a Score | **Account**

H.I. 10.6 | Low H.I. 10.6 (11/04/2019)

Primary | **Club Memberships** | Email Subscription Management

Club Name - Association Name	Home Club	Status	Club Contact	Club Phone	Club Email	Club Website
Crown Colony Golf & CC Florida State Golf Association		Inactive		9419363881		

Viewing Club Membership Details

The Club Memberships table provides an overview of all Club Memberships.

1. Locate the membership you would like more information on and click “Details” to expand the view.
2. The Club Membership Details for that relationship will be displayed at the bottom of the page.

John Doe

GHIN Number: 814219

Add Golfer

H.I.
10.6

Low H.I.
10.6
11/18/2018

Primary

Club Memberships

Email Subscription Management

Club Memberships

Club Name - Association Name	Home Club	Status	Club Contact	Club Phone	Club Email	Club Website	Details
Crown Colony Golf & CC <small>Florida State Golf Association</small>	<input type="checkbox"/>	Inactive		9419363881			Details
Test Club <small>GHIN Test Association</small>	<input type="checkbox"/>	Active					Details
The Kelly Club <small>GHIN Test Association</small>	<input checked="" type="checkbox"/>	Active		9082538800			Details

The Kelly Club - GHIN Test Association

Active Home Club

[Edit](#)

Association Number: 98

Association Name: GHIN Test Association

Club Number: 29709

Club Name: The Kelly Club

Membership Code: R

Local Number: 53

Date Added to Association: 10/14/2014

Date Added to Club: 10/14/2014

Status Date: 10/14/2014

Membership Auto Start Date:

Membership Auto End Date: 2014-10-14

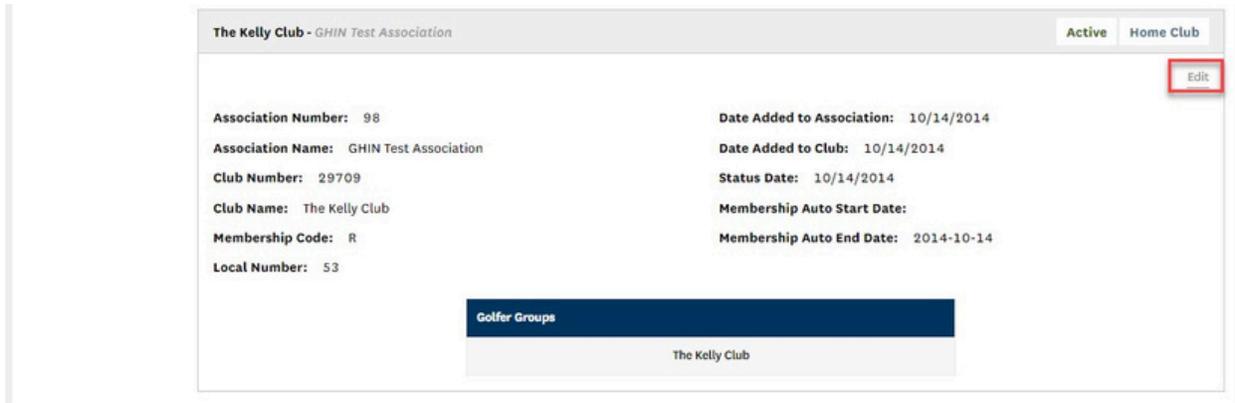
Golfer Groups

The Kelly Club

Note: you can only view Club Membership details for clubs that you have access to manage.

Editing Club Membership Details

1. To edit Club Memberships, click “Edit” in the upper right-hand corner of the detailed view.



The Kelly Club - GHIN Test Association Active Home Club Edit

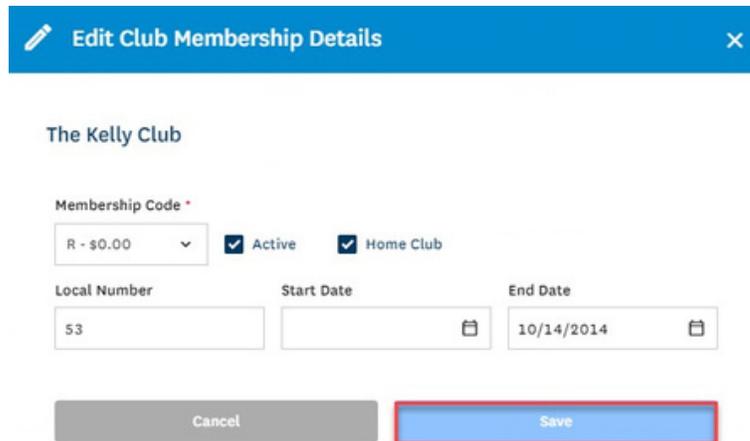
Association Number: 98
Association Name: GHIN Test Association
Club Number: 29709
Club Name: The Kelly Club
Membership Code: R
Local Number: 53

Date Added to Association: 10/14/2014
Date Added to Club: 10/14/2014
Status Date: 10/14/2014
Membership Auto Start Date:
Membership Auto End Date: 2014-10-14

Golfer Groups

The Kelly Club

2. Make any necessary updates and click “Save” to apply the changes.



Edit Club Membership Details ×

The Kelly Club

Membership Code *
 R - \$0.00 Active Home Club

Local Number **Start Date** **End Date**
 53 10/14/2014

Updating Home Club

The Golfer's Home Club is designated with a checkbox on the Club Memberships table.

1. To update, click the checkbox to the right of the Club Name for the new Home Club.

John Doe
GHIN Number: 814219

Handicap Management | Score Maintenance | Post a Score | **Account**

H.I. 10.6 | Low H.I. 10.6 (11/18/2019)

Primary

Club Memberships

Club Name - Association Name	Home Club	Status	Club Contact	Club Phone	Club Email	Club Website
Crown Colony Golf & CC <i>Florida State Golf Association</i>	<input type="checkbox"/>	Inactive		9419363881		Details
Test Club <i>GHIN Test Association</i>	<input checked="" type="checkbox"/>	Active				Details
The Kelly Club <i>GHIN Test Association</i>	<input type="checkbox"/>	Active		9082538800		Details

2. On selecting a checkbox, you will be presented with a message asking if you wish to change the Home Club. Click “submit” to proceed with the change.

Change Home Club?

Are you sure you want change the home club for John Doe to The Kelly Club ?

[Cancel](#) [Submit](#)

3. The new Home Club will be indicated with a checked checkbox on the Club Memberships table.

John Doe
GHIN Number: 814219

Handicap Management | Score Maintenance | Post a Score | **Account**

H.I. 10.6 | Low H.I. 10.6 (11/18/2019)

Primary

Club Memberships

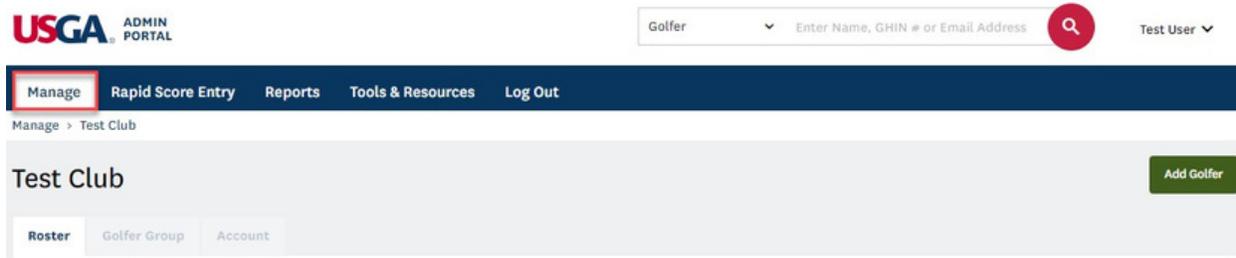
Club Name - Association Name	Home Club	Status	Club Contact	Club Phone	Club Email	Club Website
Crown Colony Golf & CC <i>Florida State Golf Association</i>	<input type="checkbox"/>	Inactive		9419363881		Details
Test Club <i>GHIN Test Association</i>	<input type="checkbox"/>	Active				Details
The Kelly Club <i>GHIN Test Association</i>	<input checked="" type="checkbox"/>	Active		9082538800		Details

Golfer Groups

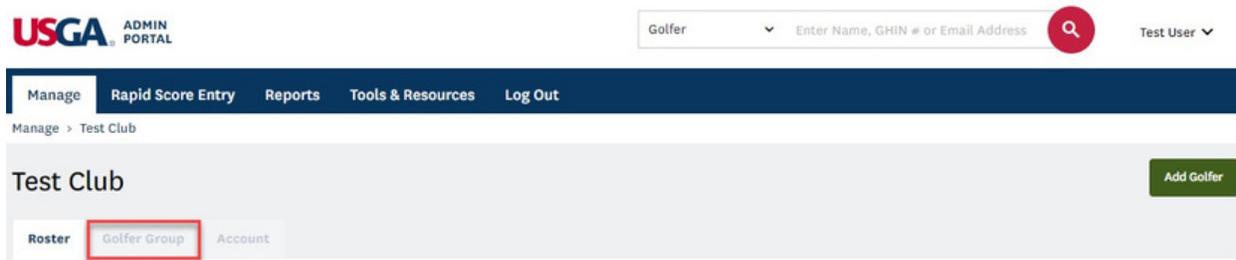
Association and Club Users can manage the grouping of Golfers on their roster.

Accessing Golfer Groups

1. To access Golfer Groups, click “Manage” from the primary navigation.

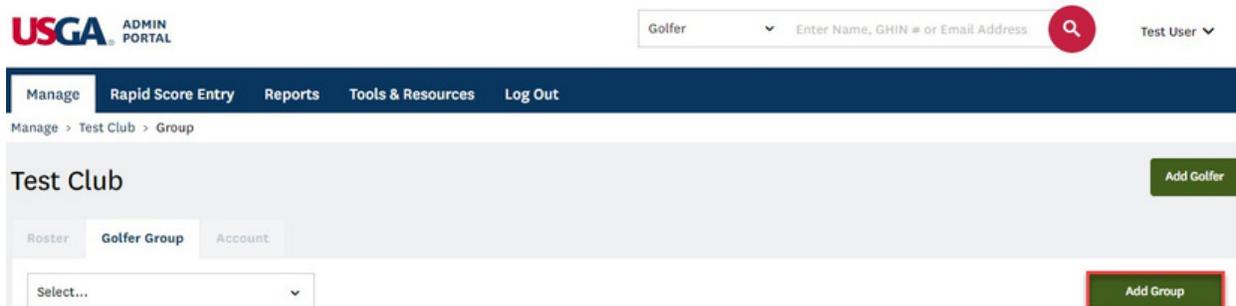


2. Select the “Golfer Group” tab.



Adding a Golfer Group

1. Click “Add Group” to create a new Golfer Group.



- Enter a unique name for your Golfer Group and click “Submit” to create.

- To add Golfers to your newly created group, first select your Golfer Group from the picklist at the top of the page.

- Then use the filters to narrow down your population.

- Select any Golfers that you would like to add to the group and press the “>” button to add them.

Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/> Charlie Capasso	2.4	6893807	M	Active
<input type="checkbox"/> Happy Gilmore	NH	10000117	M	Active
<input type="checkbox"/> Happy Gilmore	NH	10000118	M	Active
<input checked="" type="checkbox"/> Happy Gilmore	NH	10000119	M	Active
<input checked="" type="checkbox"/> John Doe	10.6	814219	M	Active
<input checked="" type="checkbox"/> Minor Michael	NH	10000116	M	Active
<input type="checkbox"/> Shooter McGavin	NH	10000111	M	Inactive
<input type="checkbox"/> Shooter McGavin	NH	10000112	M	Inactive
<input type="checkbox"/> Shooter McGavin	NH	10000113	M	Active
<input type="checkbox"/> Tiny Tim	NH	10000114	M	Active

6. Once you have added the Golfer(s), click “Save Group” to save your changes.

Available Golfers (7)

<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Charlie Capasso	2.4	6893807	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000117	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000118	M	Active
<input type="checkbox"/>	Shooter McGavin	NH	10000111	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000112	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000113	M	Active
<input type="checkbox"/>	Tiny Tim	NH	10000114	M	Active

>

<

Test Golfer Group (3)

<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Happy Gilmore	NH	10000119	M	Active
<input type="checkbox"/>	John Doe	10.6	814219	M	Active
<input type="checkbox"/>	Minor Michael	NH	10000116	M	Active

Cancel Save Group

7. The newly created group will also be available as a filter on the Golfer Roster.

Test Club Add Golfer

Roster Golfer Group Account

Golfer Name:

Membership Status: Active ▼

Merged: Select... ▼

Membership Code (MC): Select... ▼

Gender: Select... ▼

Golfer Group: Select... ▼

Select All

Test Club

Test Golfer Group

Reset

Hide Filters —

Export To Excel Activate Inactivate Change Membership Type

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Date Of Birth

Note: Newly created Golfers are not automatically added to a group. This needs to be completed as a separate manual step.

Editing a Golfer Group

- To remove a Golfer(s) from a group, select a Golfer(s) from the group on the right by clicking the checkbox to the left of the Golfer Name. Click “<” to remove from the group and “Save Group” to apply the changes.

Available Golfers (7)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Charlie Capasso	2.4	6893807	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000117	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000118	M	Active
<input type="checkbox"/>	Shooter McGavin	NH	10000111	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000112	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000113	M	Active
<input type="checkbox"/>	Tiny Tim	NH	10000114	M	Active

Test Golfer Group (3)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Happy Gilmore	NH	10000119	M	Active
<input checked="" type="checkbox"/>	John Doe	10.6	814219	M	Active
<input type="checkbox"/>	Minor Michael	NH	10000116	M	Active

- To modify the group name, click “Edit Name” to the right of the group name.

Roster
Golfer Group
Account

Test Golfer Group
▼

Edit Name

Delete

Add Group

- Apply any changes and click “Submit” to save.
- To delete a Golfer Group, click “Delete” to the right of the group name.

Roster
Golfer Group
Account

Test Golfer Group
▼

Edit Name

Delete

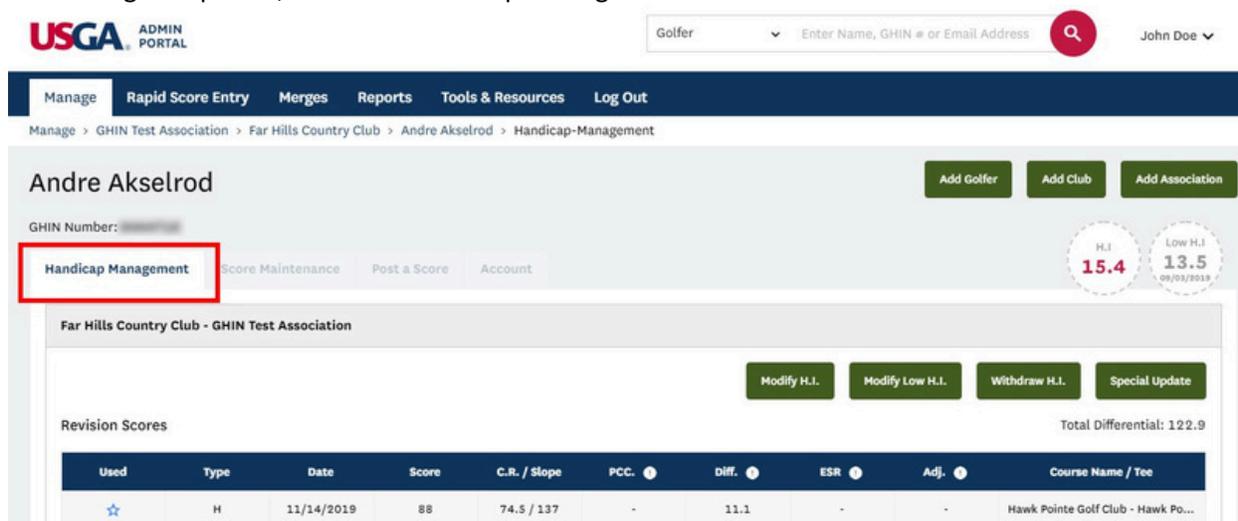
Add Group

Handicap Management

This guide will outline the methods by which an Admin can change the Handicap Index and Low Handicap Index for individual Golfers.

Accessing Handicap Management

1. From the golfer profile, click the “Handicap Management tab.



The screenshot shows the USGA Admin Portal interface. At the top, there is a search bar with the text "Golfer" and "Enter Name, GHIN # or Email Address". Below the search bar is a navigation menu with options: "Manage", "Rapid Score Entry", "Merges", "Reports", "Tools & Resources", and "Log Out". The main content area displays the profile for "Andre Akselrod". A red box highlights the "Handicap Management" tab. To the right of the profile, there are two circular indicators for the Handicap Index (H.I.) and Low Handicap Index (Low H.I.). The H.I. is 15.4 and the Low H.I. is 13.5. Below the profile, there are buttons for "Add Golfer", "Add Club", and "Add Association". A table of "Revision Scores" is visible, with columns for "Used", "Type", "Date", "Score", "C.R. / Slope", "P.C.C.", "Diff.", "ESR", "Adj.", and "Course Name / Tee".

Handicap Index & Low Handicap Index

The Handicap Index and Low Handicap Index are displayed in the upper right-hand corner of the Golfer’s profile. The Low H.I. circle will display the date of the Low Handicap Index.

Handicap Index Modifications



When the Handicap Index or Low H.I. are modified in any way (automatic or manual), a red information icon will display to the left of the golfer’s handicap index. When clicked, a popup will open and display information about the modification such as the date and by whom it was modified, the full H.I. (the H.I. prior to the modification) and when the modification is set to expire. Hard and Soft Caps will also be identified here.

The screenshot shows the USGA Admin Portal interface for a golfer named John Doe. At the top, there is a search bar and a navigation menu. A red information icon is present next to the golfer's name. Below the navigation, there are buttons for 'Remove H.I. Modification', 'Withdraw H.I.', and 'Special Update'. A 'Revision Scores' table is displayed, showing a list of scores with columns for Type, Date, Score, C.R./Slope, PCC, Diff., ESR, Adj., and Course Name / Tee. A total differential of 4.9 is shown. A popup notification indicates that the H.I. index was modified on 01/27/2025 by Abby Ligons, with a full H.I. of 3.9 and an expiration date of 01/30/2025. A red circle with '2.0M' and '(3.9)' is also visible.

Revision Scores Table

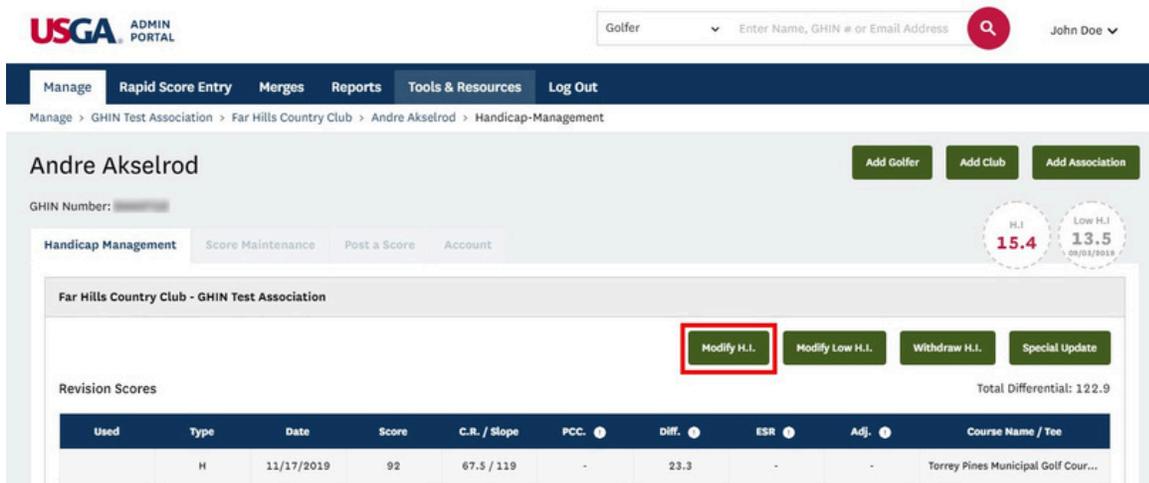
The Revision Scores table lists the 20 scores that were considered for the current revision. The scores that were used to calculate the current Handicap Index are marked with a blue star in the “Used” column. Click the white information icons in the header row for information regarding PCC, Diff., ESR and Committee Adjustments.

Handicap Index History

A bar chart of the golfers H.I. over a rolling 12-month period is displayed at the bottom of the page. A bar will display the day after a score was posted, edited or deleted or anything changes in the revision scores. These changes may or may not cause a change in the handicap index.

Modify a Handicap Index

1. Press the “Modify H.I.” button to apply a handicap index modification.

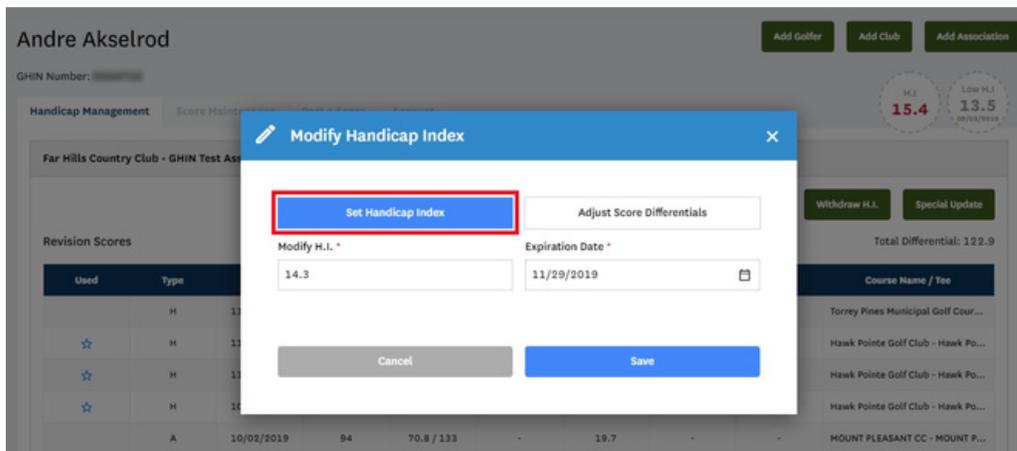


The screenshot shows the USGA Admin Portal interface for a user named Andre Akselrod. The page title is "Andre Akselrod" and the current page is "Handicap-Management". The current Handicap Index (H.I.) is 15.4, and the Low H.I. is 13.5. The "Modify H.I." button is highlighted with a red box. Below the buttons is a table of Revision Scores.

Used	Type	Date	Score	C.R. / Slope	P.C.C.	Diff.	ESR	Adj.	Course Name / Tee
	H	11/17/2019	92	67.5 / 119	-	23.3	-	-	Torrey Pines Municipal Golf Cour...

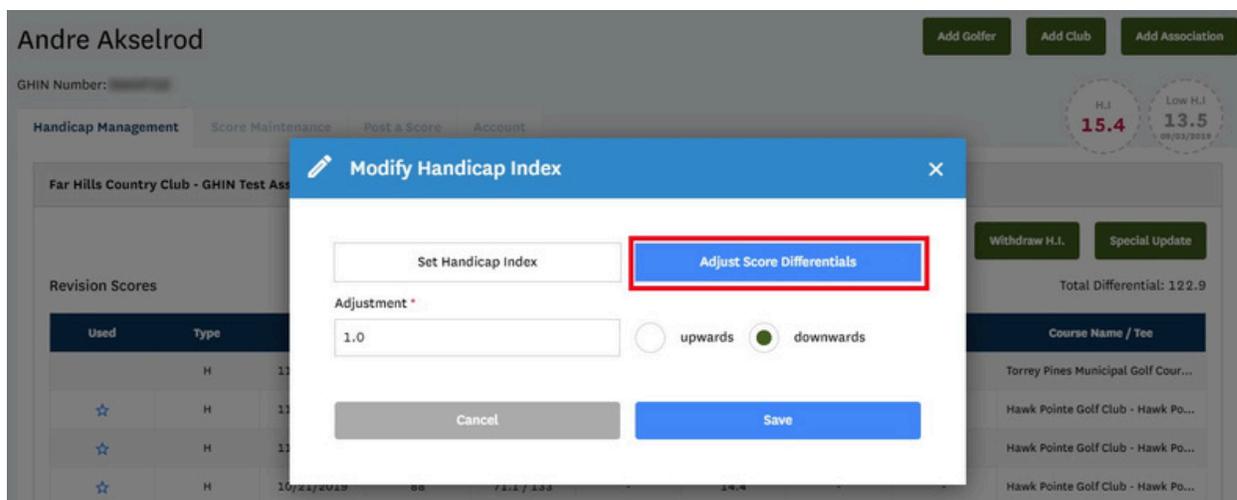
2. On the modal, choose from two modification options:

Set Handicap Index: Enter the modified Handicap Index, set an expiration date and press the “Save” button.



The screenshot shows the "Modify Handicap Index" modal window. The "Set Handicap Index" option is selected and highlighted with a red box. The "Adjust Score Differentials" option is also visible. The "Modify H.I." field contains the value 14.3, and the "Expiration Date" field contains 11/29/2019. The "Save" button is highlighted in blue.

Adjust Score Differentials: Enter the adjustment you would like to apply and then indicate if it should be an upward or downward adjustment by clicking the appropriate radio button. Press the “Save” button when done.



The Handicap Index will be immediately modified, and the information icon will display as noted earlier.

Remove Handicap Index Modification

Once a manual modification is put into place, the “Modify H.I.” button will change to “Remove H.I. Modification” which allows the modification to be quickly removed.



Modify Low Handicap Index

Applying the Low Handicap Index Modification:

1. Press the “Modify Low H.I.” button to apply a low handicap index modification.



- Enter the Low H.I. modification and press the “Save” button.



Removing Low H.I. Modification:

- Once a manual modification is put into place, the “Modify H.I.” button will change to “Remove Low H.I. Modification” which allows the modification to be quickly removed.

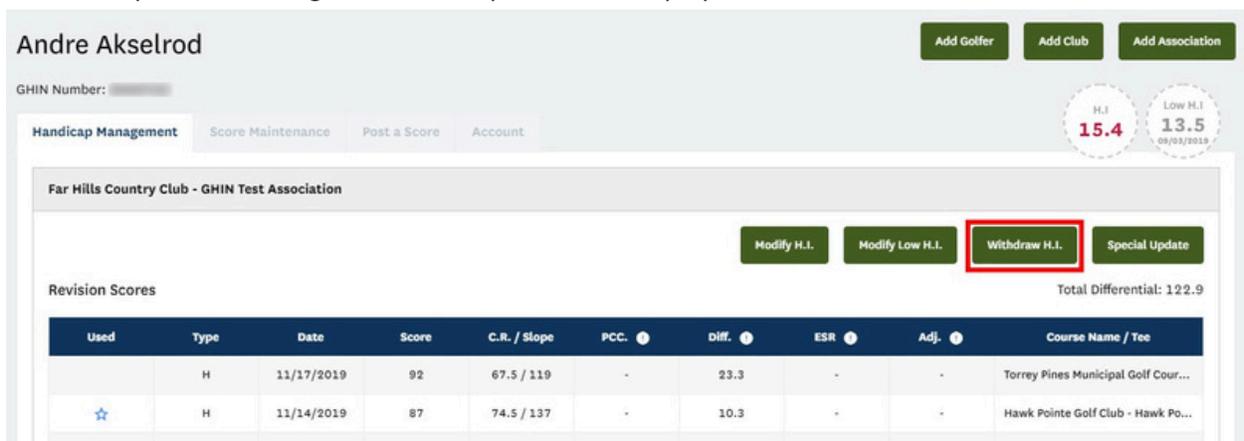


Withdraw Handicap Index

Withdrawing a golfer’s handicap index is a last-resort action when the player has been posting false scores or not complying with posting stipulations. ***Before withdrawing their handicap, the golfer MUST be notified that action is being taken.***

Applying the Withdrawal:

Press the “Withdraw H.I.” button to withdraw the golfer’s handicap index. Set an expiration date and then press “Withdraw”. When processed the golfer’s handicap index will display as “WD”.



Used	Type	Date	Score	C.R. / Slope	P.C.C.	Diff.	ESR	Adj.	Course Name / Tee
	H	11/17/2019	92	67.5 / 119	-	23.3	-	-	Torrey Pines Municipal Golf Cour...
☆	H	11/14/2019	87	74.5 / 137	-	10.3	-	-	Hawk Pointe Golf Club - Hawk Po...

✎ Withdraw Handicap Index ✕

Expiration Date *

11/29/2019 📅

Cancel
Withdraw



Removing the Withdrawal:

Once the golfer's Handicap Index has been withdrawn, the "Withdraw H.I." button will change to "Remove Withdraw H.I." which allows the modification to be quickly removed.



Special Update

Press the "Special Update" button to manually initiate a revision update for the golfer. This feature can be used in cases where scores were edited, added or deleted.

Andre Akselrod

GHIN Number:

Add Golfer
Add Club
Add Association

Handicap Management

Far Hills Country Club - GHIN Test Association

H.I.
15.4

Low H.I.
13.5
09/03/2019

Modify H.I.
Modify Low H.I.
Withdraw H.I.
Special Update

Revision Scores Total Differential: 122.9

Used	Type	Date	Score	C.R. / Slope	P.C.C.	Diff.	ESR	Adj.	Course Name / Tee
	H	11/17/2019	92	67.5 / 119	-	23.3	-	-	Torrey Pines Municipal Golf Cour...

⚠ Special Update golfer: Andre Akselrod ✕

You are about to perform a Special Update.

Cancel
Confirm

Andre Akselrod

Add Golfer Add Club Add Association

GHIN Number:

H.I. **13.3**

Low H.I. **9.1**
10/01/2019

Handicap Management Score Maintenance Post a Score Account

Far Hills Country Club - GHIN Test Association

Modify H.I. Modify Low H.I. Withdraw H.I. Special Update

Revision Scores

Total Differential: 114.9

Used	Type	Date	Score	C.R. / Slope	PCC.	Diff.	ESR	Adj.	Course Name / Tee
	H	11/17/2019	92	67.5 / 119	-	23.3	-	-	Torrey Pines Municipal Golf Cour...

USGA Handicap Review Tool Phase 1 User Guide

Handicap Review Tab

Individual golfers can be selected to receive a handicap review in the Admin Portal.

Upon visiting the selected golfer's profile, the 'Handicap Review' tab can be selected to produce a page will display the information pertaining to handicap review.

Jennifer Day Add Golfer Add Club Add Association

GHIN Number: [] []

Handicap Management Score Maintenance Post a Score Profile Audit Log **Handicap Review**

H.I. 10.0 Low H.I. 10.0 07/31/2024

- New Jersey State Golf Association

Modify H.I. Modify Low H.I. Withdraw H.I. Special Update

Revision Scores Total Differential: 79.6

Type	Date	Score	C.R./Slope	PCC	Diff.	ESR	Adj.	Course Name / Tee
☆ CH	07/20/2024	79	71.4 / 129	-	6.7	-	-	Deal Golf & Country Club / Red
☆ CH	07/18/2024	79	71.4 / 129	-	6.7	-	-	Deal Golf & Country Club / Red
☆ CH	07/17/2024	79	71.4 / 129	-	6.7	-	-	Deal Golf & Country Club / Red
H	07/15/2024	85	71.4 / 129	-	11.9	-	-	Deal Golf & Country Club / Red
H	07/14/2024	85	71.4 / 129	-	11.9	-	-	Deal Golf & Country Club / Red
H	07/13/2024	85	71.4 / 129	-	11.9	-	-	Deal Golf & Country Club / Red

New Handicap Review The 'New Handicap Review' button will initiate a new handicap review for the selected golfer.

Jennifer Day Add Golfer Add Club Add Association

GHIN Number: [] []

Handicap Management Score Maintenance Post a Score Profile Audit Log **Handicap Review**

H.I. 10.0 Low H.I. 10.0 07/31/2024

Most Recent Handicap Review

To initiate a new handicap review for this golfer, press the button below.

New Handicap Review

This will produce a pop-up confirming that you would like to perform a new Handicap Review for the golfer.

Are You Sure? ✕

Are you sure you want to perform a new Handicap Review for Jennifer Day ?

Cancel Confirm

Clicking 'Confirm' will run a handicap review on the golfer. If the review results in a recommended Handicap Index® adjustment, the review details will appear under 'Most Recent Handicap Review'. When a review results in no recommended adjustment, the results will be available under 'Handicap Review History'.

Most Recent Handicap Review

The 'Most Recent Handicap Review' section contains information about the most recent and pending handicap review. An entry will appear in this section after a handicap review is initiated and results in a recommended Handicap Index adjustment. An admin can choose whether to accept the adjustment by clicking the 'Apply' or 'Deny' button in the bottom right corner of the section. Additionally, if the recommended adjustment is applied, the 'Details' button in the table will produce a screen including an in-depth analysis into the review.

Most Recent Handicap Review

To initiate a new handicap review for this golfer, press the button below.

New Handicap Review You must Apply or Deny the most recent run handicap review prior to initiating a new one

Date & Time	Scores Posted	Total High Flags	Total Low Flags	% High Flags	% Low Flags	Adjustment	Details
07/23/2024 10:48:50	23	0	3	0.0%	13.0%	- 1	Details

Apply Deny

The message "You must Apply or Deny the most recent run handicap review prior to initiating a new one" will appear along with the most recent handicap review. Once a selection has been made regarding the previous review, the 'New Handicap Review' button can be used again.

Handicap Review History

After initiating a handicap review for a golfer, the results will be displayed under 'Handicap Review History'. Within this table you can see the following information about past handicap reviews:

- Date & Time Initiated

- Total Scores Posted during Review Period
- Total High Flags Total Low Flags % High Flags
- % Low Flags Recommended Adjustment
- Value Adjustment Applied (Yes/No) Data &
- Time Applied

Reviews with a corresponding recommended Handicap Index adjustment will include a 'Details' button that, once clicked, will provide a screen with more details of the review. Note: there is no 'Details' button when the recommended adjustment is 0.

Handicap Review History

To view the details of a specific Handicap Review, press the "Details" link.

Most Recently Applied Adjustment

Date & Time	Scores Posted	Total High Flags	Total Low Flags	% High Flags	% Low Flags	Adjustment	Applied	Date & Time Applied	
07/23/2024 10:48:50	23	0	3	0.0%	13.0%	- 1	Yes	07/23/2024 10:50:47	Details
07/22/2024 12:12:38	23	0	3	0.0%	13.0%	- 1	No	07/23/2024 10:42:48	Details
07/22/2024 12:12:02	22	0	2	0.0%	9.1%	0	No	07/22/2024 12:12:02	
07/22/2024 12:10:58	20	0	0	0.0%	0.0%	0	No	07/22/2024 12:10:58	

1 < < 1 > > | 25 ▾

1 of 1 pages (4 items)

Detailed View Additional analysis on a handicap review can be accessed by clicking the 'Details' button associated with a review.

Jennifer Day

GHIN Number: 12419917

Review Run

07/23/2024 10:48:50

Handicap Index*

9.0M

Low H.I.™

9.0

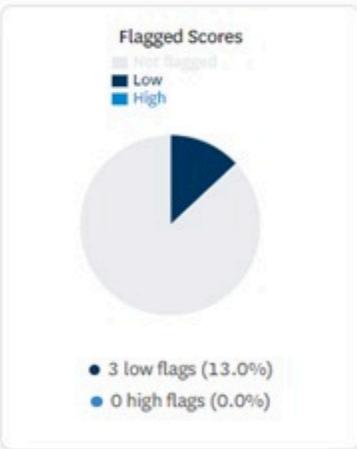
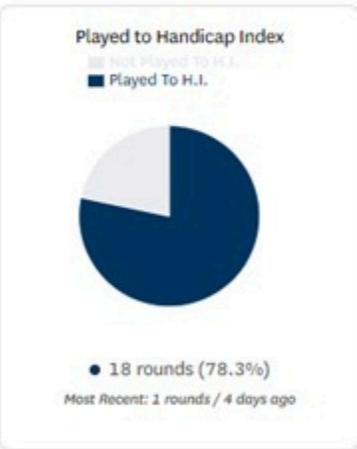


Handicap Index was adjusted by -1
Decreased from 10.0 to 9.0

Applied on 07/23/2024 at 10:48:50

23 Scores in Review Period

07/23/2023 - 07/23/2024



Additional review details

General Rounds		Competition Rounds		Handicap Index	
Total	Avg. Diff.	Total	Avg. Diff.	Min	Max
20	13.0	3	6.7	10.0	10.0

Scores in Review ▼

The top left of the screen displays the golfer’s name and their GHIN® number. At the top right of the screen, the time the review was run as well as the golfer’s Handicap Index and Low Handicap Index™ at the time of the review are shown.

The adjustment value (upward or downward) is also shown along with the adjusted Handicap Index . If a decision on the adjustment has not been made, ‘Apply’ and ‘Deny’ buttons will be available for the admin to make their selection. The detailed view gives deeper insight into the review with 3 visual representations:

- ‘H.I. During Review’ – Line graph showing change in H.I. ‘Played to Handicap Index’ – Pie chart showing % of rounds played to H.I.

- ‘Flagged Scores’ – Pie chart showing % of low flags and % of high flags.

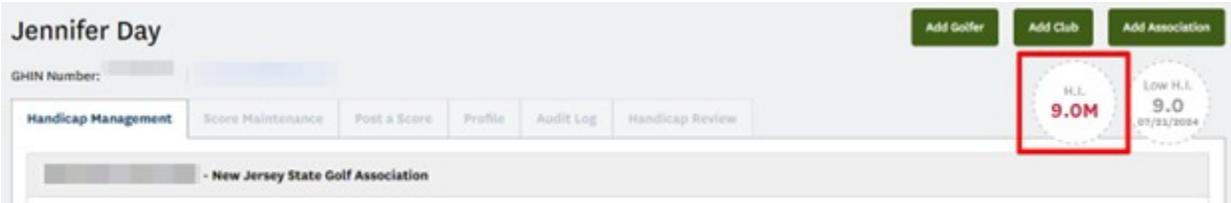
‘Additional Review Details’ displays further information regarding total rounds and the average Score Differentials™ from general rounds and competition rounds along with the minimum and maximum Handicap Index of the golfer under review. The ‘Scores in Review’ section of the detailed view displays all the rounds evaluated in the review period. Scores highlighted in yellow represent scores that have been flagged. The flags assigned to these scores are shown under the ‘Flagged’ column.

Type	Date Played	Score	C.R./Slope	Diff.	Course Name / Tee	Date Posted	Flagged
CH	07/20/2024	79	71.4 / 129	6.7	Deal Golf & Country Club / Red	07/23/2024 10:54:39	Low
CH	07/18/2024	79	71.4 / 129	6.7	Deal Golf & Country Club / Red	07/23/2024 10:54:39	Low
CH	07/17/2024	79	71.4 / 129	6.7	Deal Golf & Country Club / Red	07/23/2024 10:54:39	Low
H	07/15/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	
H	07/14/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	
H	07/13/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	
H	07/12/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	
H	07/11/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	
H	07/10/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	
H	07/09/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	
H	07/08/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	
H	07/07/2024	85	71.4 / 129	11.9	Deal Golf & Country Club / Red	07/23/2024 10:54:39	

Applying a Recommended Handicap Index Adjustment

There are two possible ways of applying a recommended adjustment to a golfer’s Handicap Index. Under the ‘Most Recent Handicap Review’ section, an admin can select the ‘Apply’ button to apply the adjustment. Additionally, the ‘Apply’ button will also be available after selecting the ‘Details’ button for a review.

After applying the adjustment, the golfer’s Handicap Index will be updated within their profile. The Handicap Index will include an ‘M’ next to the number to indicate an adjustment (or modification) has been put in place. The application of adjustments are eligible for soft caps and hard caps, making it possible for the golfer’s Handicap Index to not move the entire amount of the adjustment.



Denying a Recommended Handicap Index Adjustment

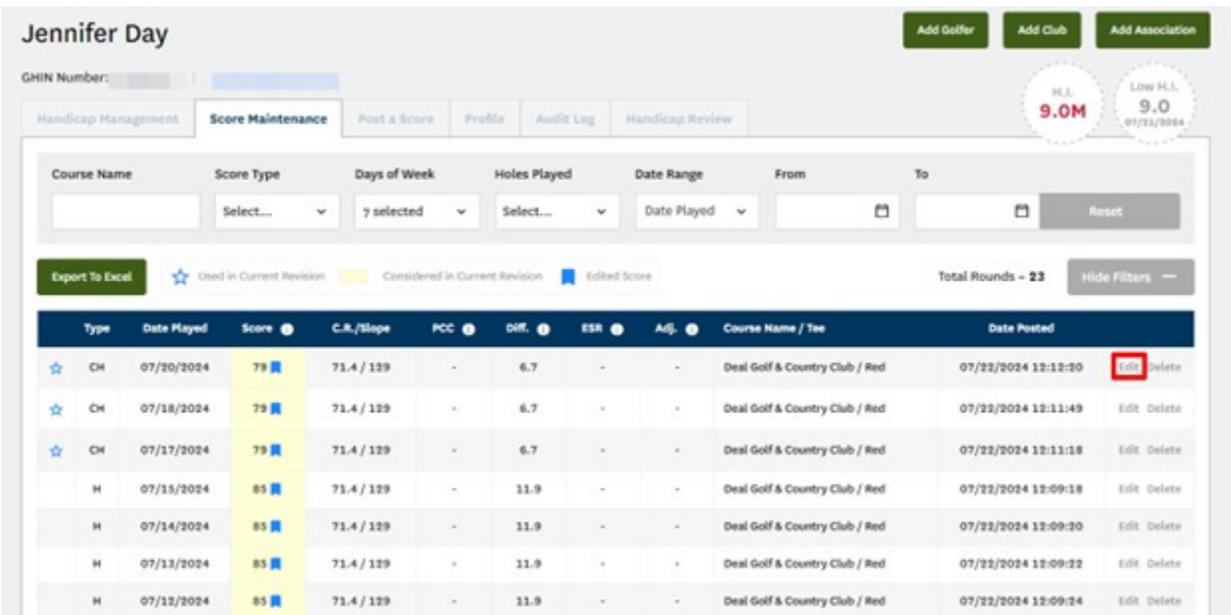
To deny a recommended Handicap Index adjustment, an admin can select the 'Deny' button under the 'Most Recent Handicap Review' section or press 'Deny' in the detailed view.

Denying an adjustment will result in no change to a golfer's Handicap Index.

To apply a Handicap Index adjustment different from the one recommended, use the 'Modify H.I.' button under the 'Handicap Management' tab.

Removing a Handicap Index Adjustment

A Handicap Index adjustment can be removed by navigating to the 'Score Maintenance' tab, selecting 'Edit' on the most recent score listed and clicking on 'Remove Score Differentials'. Once this is successfully completed, a user must then navigate to the 'Handicap Management' tab and select the 'Special Update' button. After confirming the special update, the adjustment and 'M' will be removed from the golfer's Handicap Index.



 **Edit Score** ✕

Date Played * 07/20/2024 	Score Type <input type="radio"/> Home <input type="radio"/> Away <input checked="" type="radio"/> Competition	Holes <input type="text" value="18"/> <input type="text" value="9"/>
Choose Course / Tee Lookup Method <input checked="" type="radio"/> Home Courses/Tees <input type="radio"/> Course/Tee Search	Course/Tee Played * Deal Golf & Country Club Red (71.4 / 129 / 73) ✕	
	Front 9 <input type="text"/>	Back 9 <input type="text"/>
	Total 18* <input type="text" value="79"/>	
<input style="border: 2px solid red;" type="button" value="Remove Score Differentials"/> <input type="button" value="Close"/> <input type="button" value="Edit Score"/>		

Jennifer Day

GHIN Number:

Handicap Management Score Maintenance Post a Score Profile Audit Log Handicap Review

H.I. **9.0M**

Low H.I. **9.0**
07/11/2024

New Jersey State Golf Association

USGA Handicap Review Tool Phase 2 User Guide

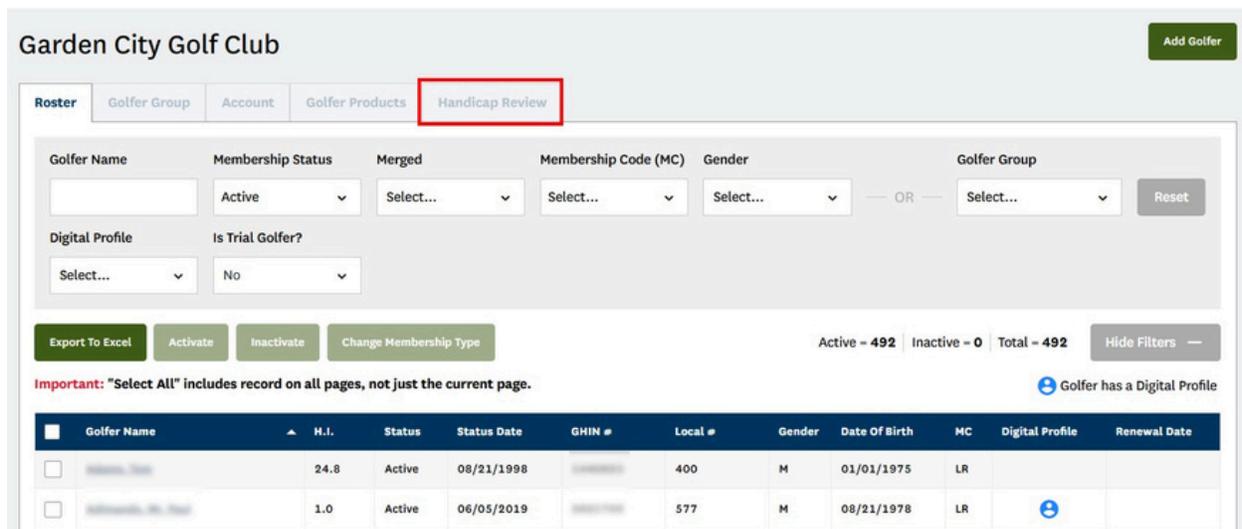
1. Introduction This guide details the Phase II enhancements to the Handicap Review feature. These updates aim to provide clubs with more comprehensive tools for monitoring handicaps and ensuring fairness. Key new features include:

- **Club-Wide Review:** Run the Handicap Review process for your entire active club roster at once.
- **Enhanced Results Page:** A dedicated page to view the results of club-wide reviews, including detailed statuses and filtering options.
- **Automatic Expiry:** Pending recommended adjustments will automatically expire after 14 days if no action is taken.
- **Improved Golfer Details:** More insights into a golfer's performance, including Actual vs. Expected score differentials and a Competition Factor.
- **Audit Logs:** Tracking of when club-wide reviews are initiated.

2. Accessing Handicap Review

To access the Handicap Review features for your club:

1. Navigate to your club's main page.
2. Select the "**Handicap Review**" tab.

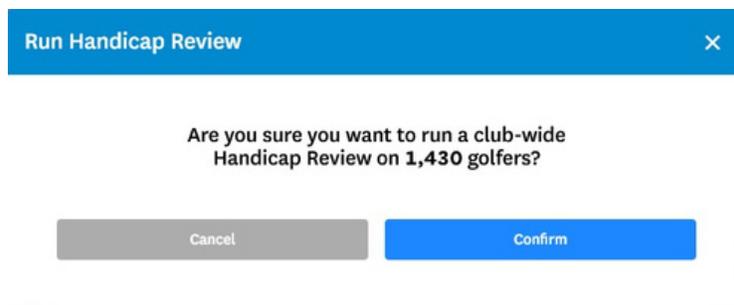


(Fig. 1 - New Handicap Review tab)

3. Running a Club-Wide Handicap Review You can now initiate a Handicap Review for all active members of your club simultaneously.

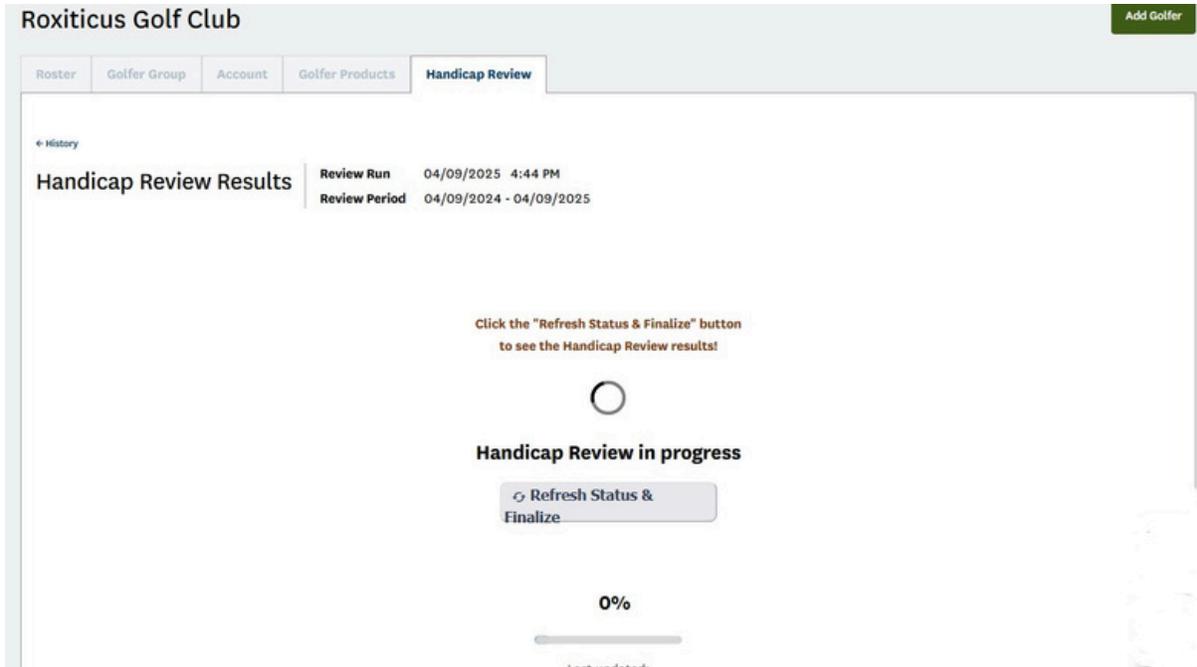
- **Prerequisite:** You can only start a **new** club-wide review if there are **no** golfers with "Pending" recommended adjustments from previous reviews (either club-wide or targeted). If there are pending adjustments, the "New Handicap Review" button will be disabled. You must address these pending items first (see Section 5). **Steps:**

- 1. Go to the "Handicap Review" tab on your club page. 2. If available, click the "**New Handicap Review**" button. 3. A confirmation window will appear. Click "**Confirm**" to proceed. *(See Fig. 2)*
 4. The system will begin processing all eligible golfers in your club. You will be taken to the **Handicap Review Results page**.

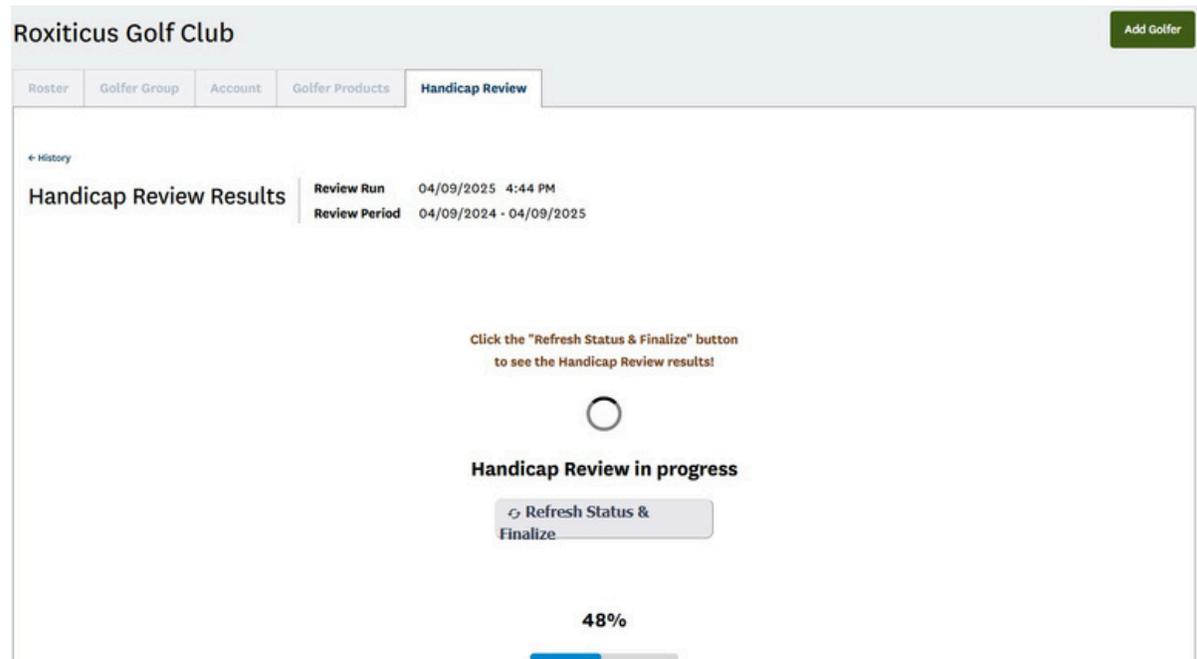


(Fig. 2 - Confirmation Modal)

- **During Processing:**
 - An indicator will show that the review is running.
 - A "**Refresh Status & Finalize**" button allows you to update the status manually. (See Fig. 3 - 4)
 - Each time you manually update the status, the page will display the "Last Updated" timestamp. **Note - to complete the review, once the status hits 99%,**
 - ***you need to click the button one last time to finalize the review.***



(Fig. 3 - Status Percentage at 0%)



(Fig. 4 - Status Percentage at 48%)

4. Understanding the Handicap Review Results Page Once the club-wide review is complete, the results page displays detailed information for all golfers included in the review. *(See Fig. 5)*

Handicap Review Results

Review Run: 04/09/2025 4:44 PM
Review Period: 04/09/2024 - 04/09/2025

Filters: Golfer Name, Gender, Status

Summary: Adjustment Recommended = 9 | No Adjustment Recommended = 441 | Ineligible for Review = 128

	Golfer Name	Recommended Adjustment	Status	Applied by	Date Applied	Expiration Date	Scores Posted	High Flags	Low Flags	View Details
<input type="checkbox"/>	[Redacted]	+ 1	Pending	-	-	04/11/2025	38	6 (15.8%)	1 (2.6%)	Details
<input type="checkbox"/>	[Redacted]	- 1	Pending	-	-	04/11/2025	39	0 (0.0%)	4 (10.3%)	Details
<input type="checkbox"/>	[Redacted]	- 1	Pending	-	-	04/11/2025	93	0 (0.0%)	6 (6.5%)	Details
<input type="checkbox"/>	[Redacted]	- 1	Pending	-	-	04/11/2025	57	3 (5.3%)	6 (10.5%)	Details
<input type="checkbox"/>	[Redacted]	- 1	Pending	-	-	04/11/2025	13	0 (0.0%)	2 (15.4%)	Details
<input type="checkbox"/>	[Redacted]	- 1	Pending	-	-	04/11/2025	127	0 (0.0%)	5 (3.9%)	Details
<input type="checkbox"/>	[Redacted]	- 1	Pending	-	-	04/11/2025	85	0 (0.0%)	6 (7.1%)	Details
<input type="checkbox"/>	[Redacted]	- 1	Pending	-	-	04/11/2025	136	0 (0.0%)	8 (5.9%)	Details
<input type="checkbox"/>	[Redacted]	- 1	Pending	-	-	04/11/2025	168	0 (0.0%)	7 (4.2%)	Details
<input checked="" type="checkbox"/>	[Redacted]	0	No Adj.	-	-	04/11/2025	23	0 (0.0%)	1 (4.3%)	Details

Page 1 of 58 pages (578 items)

(Fig. 5 - Handicap Review Results page)

- **Display Grid:** Includes all the standard golfer details as provided in the targeted Handicap Review, plus a new "**Expiration Date**" field for golfers recommended for an adjustment.
- **Filtering Options:** Use the filters at the top to narrow down the list to the various categories: *(See Fig. 6)*
 - **Name:** Filter by golfer name.
 - **Gender:** Filter by gender.
 - **Status:** Filter golfers based on their Handicap Review status:
 - **All (Default):** Shows all active golfers processed in this review.
 - **Adjustment Recommended:** Golfers flagged for potential adjustment. Sub-filters include:
 - **Pending:** Recommendation made, awaiting action (within 14-day expiry).
 - **Applied:** Recommendation was applied by the club.

- Denied: Recommendation was denied by the club. ● Expired: Recommendation was not actioned within 14 days and expired.
- **No Adjustment Recommended:** Golfers processed, but no adjustment flagged. ***This will be the majority of the golfers in the club.***
- **Ineligible (All):** There are 2 categories of ineligible golfers. Golfers who are ***excluded from the Handicap Review processing*** and golfers who were processed during Handicap Review but are ***not eligible for Handicap Index adjustment***. Sub-filters are defined below, and whether the group falls into the "excluded" or "not eligible" category.
 - < 20 Scores: Incomplete scoring record (3-19 scores)
 - Not eligible for Handicap Index adjustment.
 - Not Home Club: Golfer's designated Home Club is different.
 - Not eligible for Handicap Index adjustment.
 - < 3 Scores (NH): Not enough scores to calculate a Handicap Index.
 - Excluded from Handicap Review processing
 - Withdrawn H.I.: Golfer's Handicap Index is withdrawn.
 - Existing Pending Review: Another club has an active pending review for this golfer.
 - Excluded from Handicap Index processing
 - Existing Modified Golfer: Golfer's Handicap Index is currently modified.
 - Not eligible for Handicap Index adjustment.

Handicap Review Results

Review Run 04/09/2025 4:44 PM
 Review Period 04/09/2024 - 04/09/2025

The screenshot shows a web interface for reviewing handicap results. At the top, there are search filters for Golfer Name, Gender, and Status. Below these are buttons for 'Export To Excel', 'Apply', and 'Deny'. A summary bar indicates 'Adjustment Recommended = 9' and 'No Adjustment Recommended = 0'. The main table lists 10 golfers with columns for Name, Recommended Adjustment, Status, Applied by, Date Applied, and Expiration Date. A dropdown menu is open over the table, showing options to 'Select All', 'Adjustment Recommended' (with sub-options for Applied, Denied, Expired, and Pending), and 'No Adjustment Recommended' (with sub-options for Ineligible, < 20 Scores, Not Home Club, < 3 Scores (NH), Withdrawn H.I., Existing Pending Review, and Existing Modified Golfer). A pagination bar at the bottom shows page 1 of 14 pages (137 items).

Golfer Name	Recommended Adjustment	Status	Applied by	Date Applied	Expiration Date
<input type="checkbox"/>	+ 1	Pending	-	-	04/11/2025
<input type="checkbox"/>	- 1	Pending	-	-	04/11/2025
<input type="checkbox"/>	- 1	Pending	-	-	04/11/2025
<input type="checkbox"/>	- 1	Pending	-	-	04/11/2025
<input type="checkbox"/>	- 1	Pending	-	-	04/11/2025
<input type="checkbox"/>	- 1	Pending	-	-	04/11/2025
<input type="checkbox"/>	- 1	Pending	-	-	04/11/2025
<input type="checkbox"/>	- 1	Pending	-	-	04/11/2025
<input type="checkbox"/>	- 1	Pending	-	-	04/11/2025
<input checked="" type="checkbox"/>		Ineligible	-	-	04/11/2025

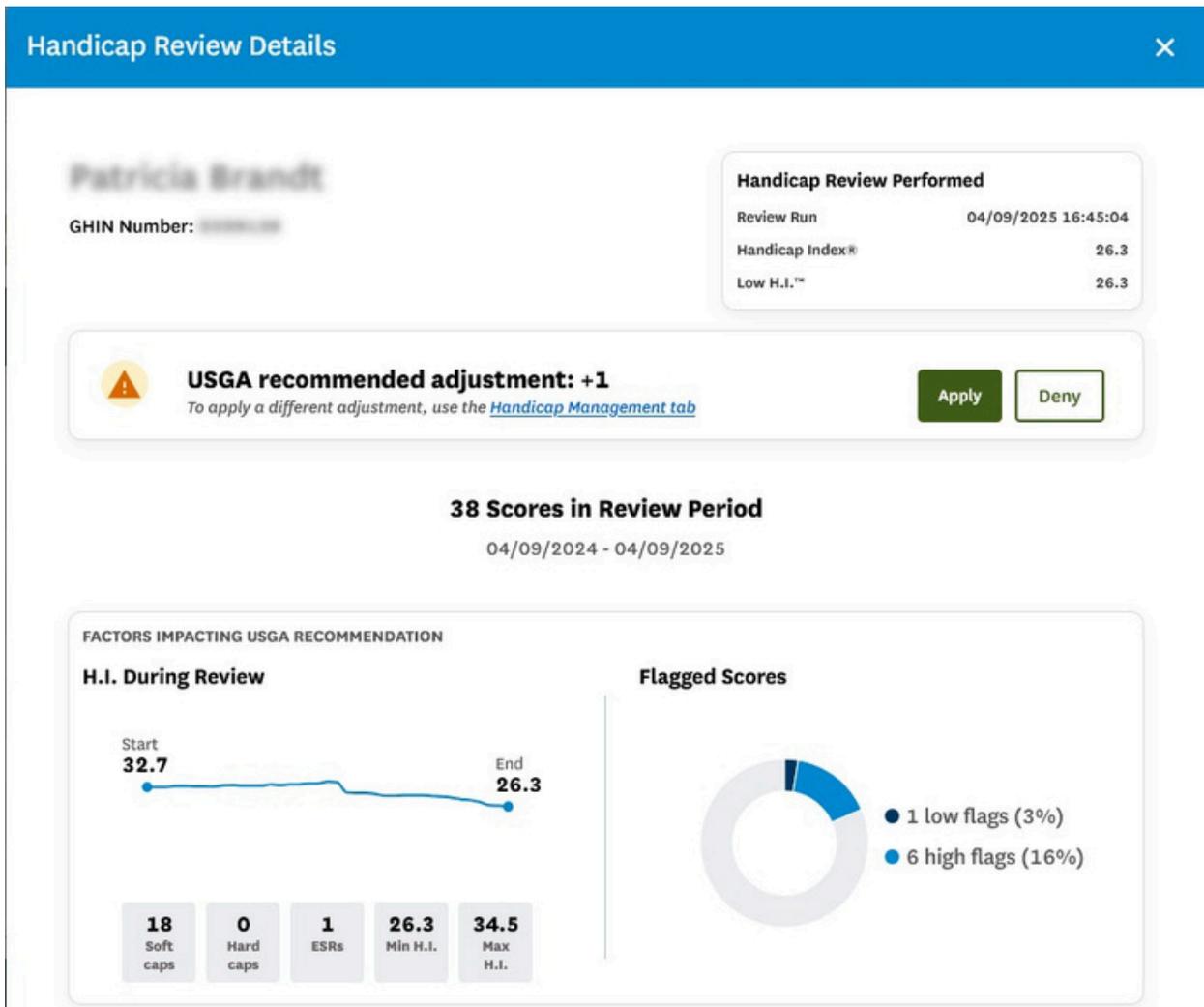
(Fig. 6 - Handicap Review Results page with Filtering options)

5. Managing Recommended Adjustments (Applying/Denying)

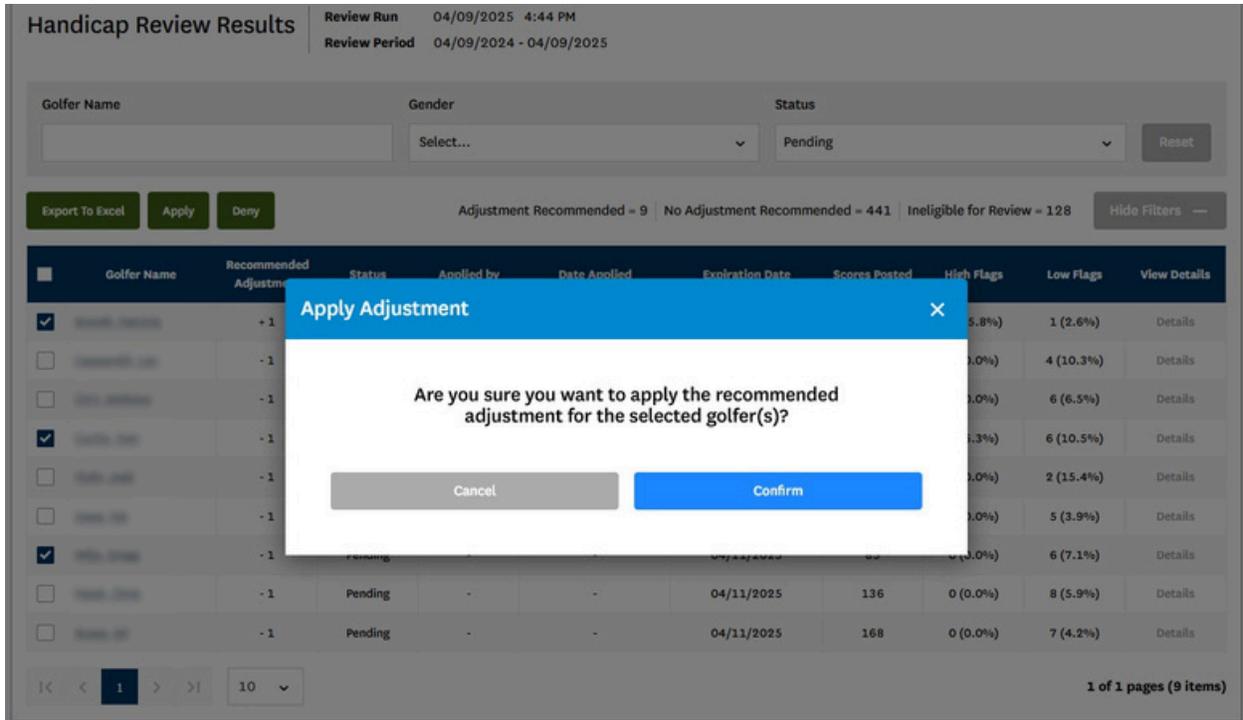
When the review recommends adjustments ("Pending" status), the club must decide whether to apply or deny the adjustment ***There are 3 ways to manage the recommended adjustment for the pending list of golfers.***

- ***Individual Golfer via the Details Modal***
 - Click the "Details" column link associated with the chosen golfer ● This will bring up the "Details" modal displaying all relevant data points collected during Handicap Review processing.
 - Click the "Apply" or "Deny" button. ● Confirm the action. ● The golfers will be changed to "Approved" or "Denied" based on the action, ***(See Fig. 7)***
- ***Multiple Golfers via the Display Grid***
 - Click the individual checkboxes next to each golfer, ● Click the "Apply" or "Deny" button. ● Confirm the action.

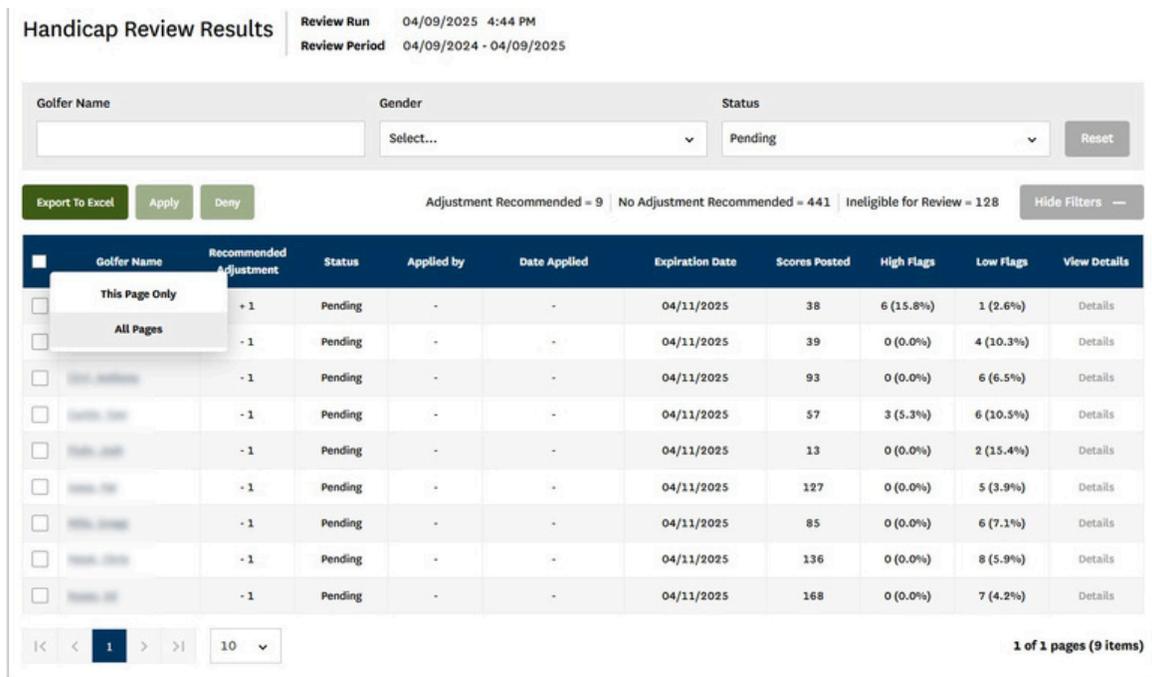
- The selected golfers will be changed to "Approved" or "Denied" based on the action. *(See Fig. 8)*
- **All Golfers via the Display Grid**
 - Click the checkbox in the header row • Choose to select "golfers on the current page only" or "select all golfers on all pages"
 - Click the "Apply" or "Deny" button. • All golfers will be changed to "Approved" or "Denied" based on the action. *(See Fig. 9)*



(Fig. 7 - Apply/Deny individual Golfer via the Details Modal)



(Fig. 8- Applying the recommended adjustment to 3 select golfers | Confirmation screen shown)



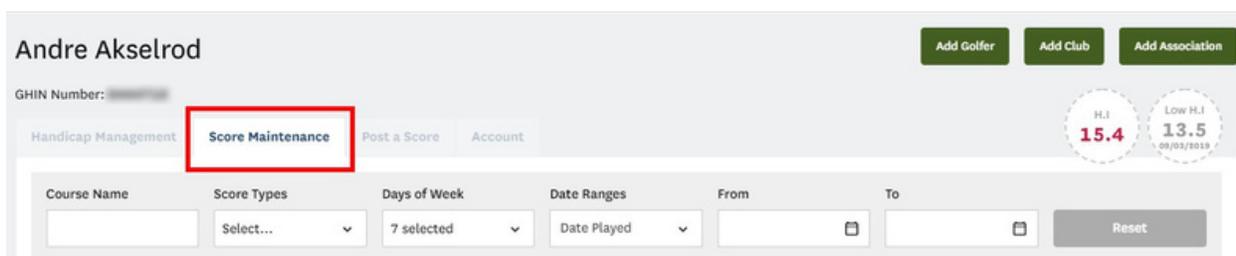
(Fig. 9- clicking the checkbox in the header row allows the club to select the page of golfers or "all" golfers)

Score Maintenance

This user guide will outline the methods by which an admin can maintain scores for individual golfers.

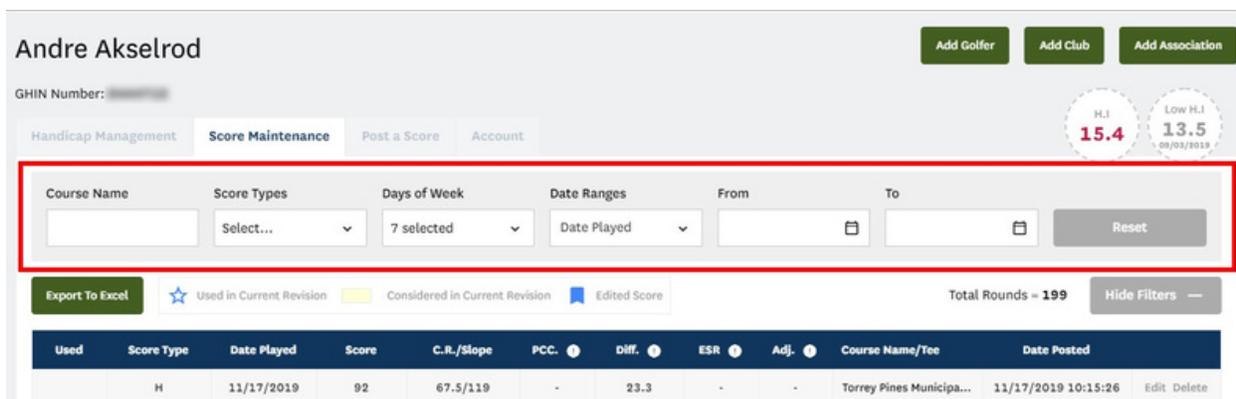
Accessing Score Maintenance

From the golfer profile, press the “Score Maintenance” tab.



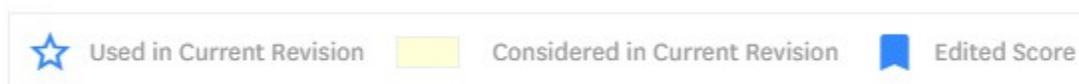
Filtering the Score List

Use the filters at the top of the page to search for rounds played on certain courses, on specific days and with certain Score Types.



Score Maintenance Key

The score maintenance key is located at the top of the score table.



1. A blue star indicates if the round was used to calculate the current Handicap Index
2. If the score cell has a yellow background, this is visual indicator that the score was considered (Most Recent 20 at the time of the revision)
3. A blue ribbon indicates if a score has been edited. When clicked, a modal will open and display all score audits for that round.

Exporting Scores

Scores can be exported using the “Export to Excel” button at the top left of the score table.

Andre Akselrod Add Golfer Add Club Add Association

GHIN Number: XXXXXXXX

Handicap Management **Score Maintenance** Post a Score Account

H.I. **15.4** Low H.I. **13.5** 09/03/2019

Course Name Score Types Days of Week Date Ranges From To Reset

Export To Excel ☆ Used in Current Revision Considered in Current Revision Edited Score Total Rounds = 199 Hide Filters

Used	Score Type	Date Played	Score	C.R./Slope	PCC. ⓘ	Diff. ⓘ	ESR ⓘ	Adj. ⓘ	Course Name/Tee	Date Posted	Edit	Delete
	H	11/17/2019	92	67.5/119	-	23.3	-	-	Torrey Pines Municipa...	11/17/2019 10:15:26	Edit	Delete
	H	11/14/2019	87	74.5/137	-	10.3	-	-	Hawk Pointe Golf Clu...	11/14/2019 15:06:40	Edit	Delete

Score Table

Click the white information icons in the header row for information regarding PCC, Diff., ESR and Committee Adjustments.

Editing a Score

Once you locate the score to be modified, press the “Edit” link at the end of that score row.

	H	04/09/2018	89	70.8/130	-	15.8	-	-	River Vale Country Club	04/09/2018 10:55:18	Edit	Delete
--	---	------------	----	----------	---	------	---	---	-------------------------	---------------------	----------------------	------------------------

A modal will open which will allow you to make score modifications. The hole type cannot be changed while editing. I.E. An 18-hole score cannot be changed to a 9-hole score. In addition, score entry method cannot be changed. I.E. A Total Score cannot be changed to a HBH Score or vice versa. Note: Penalty scores cannot be edited and therefore the “Edit” link will not display.

1. Editing a Total Score

The 'Edit Score' modal shows the following fields:

- Date Played: 04/09/2018
- Score Type: Home (selected), Away, Competition
- Holes: 18 (selected), 9
- Choose Course / Tee Lookup Method: Home Courses/Tees (radio), Course/Tee Search (radio)
- Course Played: River Vale Country Club
- Tee: Blue (70.8 / 130 / 71)
- Front 9: []
- Back 9: []
- Total 18: 89
- Buttons: Close, Edit Score

2. Editing a Hole-by-Hole Score

The 'Edit Score' modal shows the following fields:

- Date Played: 11/17/2019
- Score Type: Home (selected), Away, Competition
- Holes: 18 (selected), 9
- Choose Course/Tee Lookup Method: Home Courses/Tees (radio), Course/Tee Search (radio)
- Course Played: Torrey Pines Munic...
- Tee (C.R. / Slope / Par): Silver (67.5 / 119 / 68)
- Scorecard table with columns 1-18 and Out/IN, and rows for Yards, Par, Stroke Index, Score, and Adj. Score.
- Buttons: Edit Score

Deleting a Score

A “Delete” link can be found at the end of each score row. When pressed, a confirmation modal will open verifying that you wish to delete the score. Once deleted, record of the action will be recorded in the audit logs.

	A	10/02/2019	94	70.8/133	-	19.7	-	-	MOUNT PLEASANT CC...	11/14/2019 16:29:08	Edit	Delete
--	---	------------	----	----------	---	------	---	---	----------------------	---------------------	----------------------	------------------------

Posting a Score

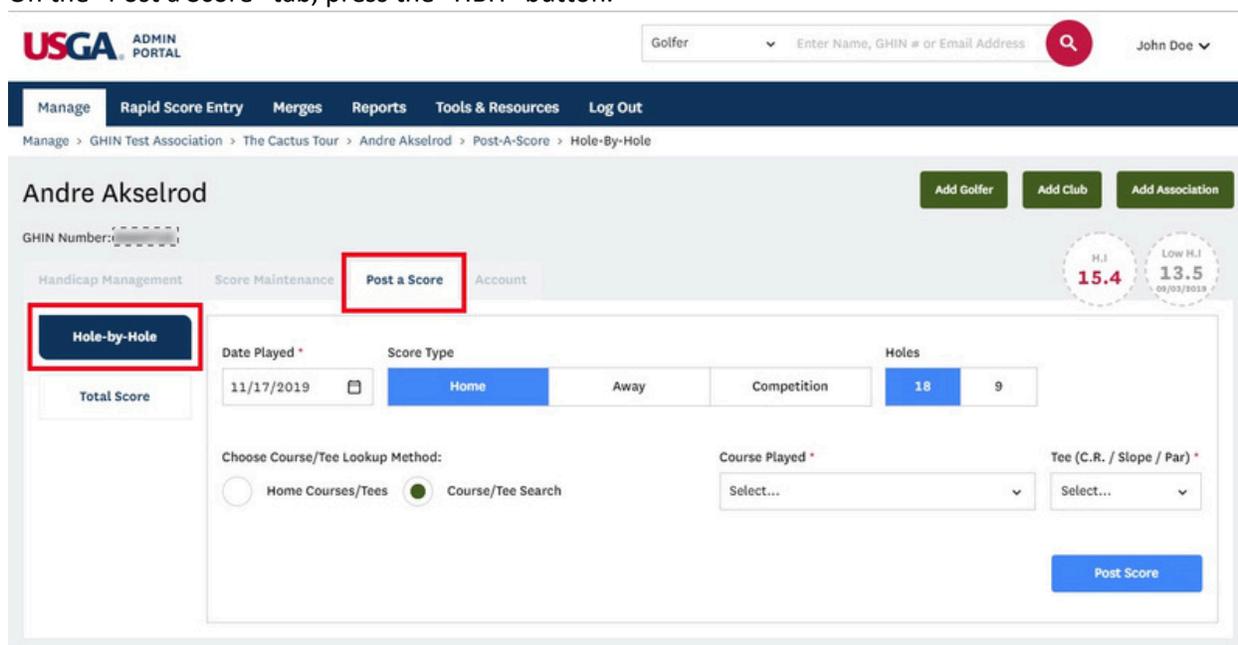
This user guide will outline the methods by which an admin can Post a Score for an individual golfer.

Accessing Post a Score

From the golfer profile, press the “Post a Score” tab. There are two methods by which to post a score, Hole-by-Hole or Total Score.

Posting a Hole-by-Hole (HBH) Score

1. On the “Post a Score” tab, press the “HBH” button.



The screenshot shows the USGA Admin Portal interface for posting a score. At the top, there is a search bar and a user profile for John Doe. Below this is a navigation menu with options like Manage, Rapid Score Entry, Merges, Reports, Tools & Resources, and Log Out. The main content area is for golfer Andre Akselrod, with a GHIN Number field. There are three tabs: Handicap Management, Score Maintenance, and Post a Score (highlighted in red). Under the Post a Score tab, there are two buttons: Hole-by-Hole (highlighted in red) and Total Score. The Hole-by-Hole form includes fields for Date Played (11/17/2019), Score Type (Home, Away, Competition), Holes (18, 9), Course Played (Select...), and Tee (C.R. / Slope / Par) (Select...). A Post Score button is located at the bottom right of the form.

2. Provide the “Date Played”, “Score Type”, “Holes” and then select a Course/Tee by using one of the lookup methods:

Home Courses/Tees Method: If the club has default courses & tees setup this will be the default option. When the course is selected the scorecard will display and will populate with the Yardage, Par and Stroke Index for the selection.

Andre Akselrod
 GHIN Number: [REDACTED]
 Add Golfer Add Club Add Association
 H.I. 15.4 Low H.I. 13.5 09/03/2019
 Handicap Management Score Maintenance **Post a Score** Account

Hole-by-Hole
 Total Score

Date Played * 11/17/2019
 Score Type Home Away Competition
 Holes 18 9

Choose Course/Tee Lookup Method:
 Home Courses/Tees Course/Tee Search

Course/Tee Played
 Winged Foot Golf Club East / White 2017 (72.2 / 136 / 70)

	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOT
Yards	373	466	141	538	388	174	437	441	386	3344	342	355	538	141	385	324	434	185	381	3085	6429
Par	4	4	3	5	4	3	4	4	4	35	4	4	5	3	4	4	4	3	4	35	70
Stroke Index	1	3	5	7	9	11	13	15	17		2	4	6	8	10	12	14	16	18		
Score	5	5	4	6	5	4	6	5	6	46	5	6	4	5	4	5	6	3	6	44	90
Adj. Score	5	5	4	6	5	4	6	5	6	46	5	6	4	5	4	5	6	3	6	44	90

Post Score

Courses/Tee Search Method: If the club does not have default courses & tees setup this will be the default option. When this method is chosen you can search for the course by typing in the Course Played field which will present matches in a drop-down as they are found.

Andre Akselrod
 GHIN Number: [REDACTED]
 Add Golfer Add Club Add Association
 H.I. 15.4 Low H.I. 13.5 09/03/2019
 Handicap Management Score Maintenance **Post a Score** Account

Hole-by-Hole
 Total Score

Date Played * 11/17/2019
 Score Type Home Away Competition
 Holes 18 9

Choose Course/Tee Lookup Method:
 Home Courses/Tees Course/Tee Search

Course Played *
 hawk pointe
 Hawk Pointe Golf Club (Washington, US-NJ)

Tee (C.R. / Slope / Par) *
 Select...

Post Score

3. Once a course is selected, the tees associated with that selection will populate the “Tee (C.R. / Slope / Par) drop-down. The tee information is also connected to your Hole choice. If “18” was chosen 18-hole tees will display. If “9” was chosen, 9-hole tees will display.

Course Played *
Hawk Pointe Golf Club (Washington, US-... →

Tee (C.R. / Slope / Par) *

- Reserve (68.9 / 125 / 71)
- Green (74.5 / 137 / 73)
- Gold (72.5 / 136 / 73)
- Reserve (68.9 / 125 / 71)
- White (67.4 / 122 / 70)
- Blue (71.1 / 133 / 72)

	10	11	12	13	14	15	16
Yards	399	359	354	170	328	502	175
Par	4	4	4	3	4	5	3
Stroke Index	2	4	6	8	10	12	14
Score							
Adj. Score							

As hole scores are entered, the Adj. Score will automatically be calculated, as do the Out, In and Total Scores.

	1	2	3	4	5	6	7	8	9	OUT
Yards	364	283	105	388	325	427	378	92	432	2794
Par	4	4	3	4	4	4	4	3	4	34
Stroke Index	1	3	5	7	9	11	13	15	17	
Score	6	5	7							18
Adj. Score	6	5	6							17

	10	11	12	13	14	15	16	17	18	IN	TOT
Yards	297	105	393	407	277	288	142	347	417	2673	5467
Par	4	3	4	4	4	4	3	4	4	34	68
Stroke Index	2	4	6	8	10	12	14	16	18		
Score											18
Adj. Score											17

Once all hole scores are entered, press the “Post Score” button. When the score is posted the chosen selections will remain until they are manually changed.

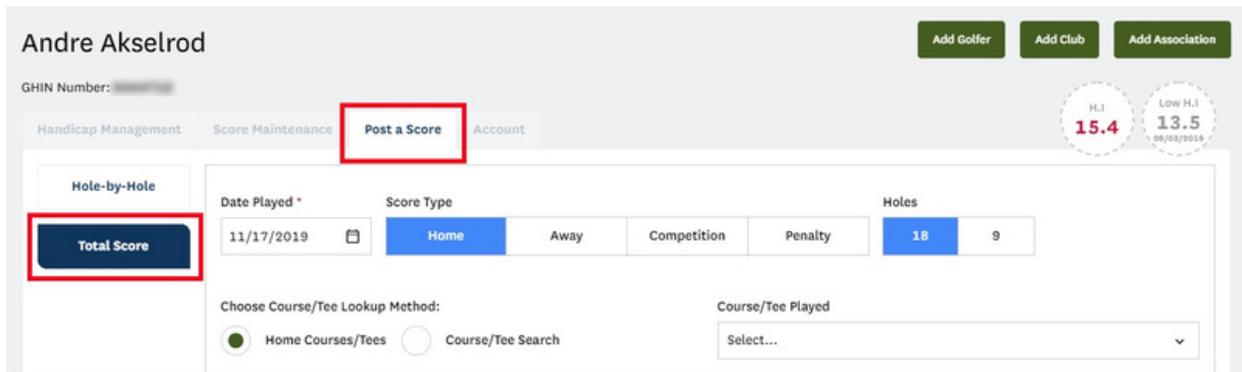
	1	2	3	4	5	6	7	8	9	OUT
Yards	364	283	105	388	325	427	378	92	432	2794
Par	4	4	3	4	4	4	4	3	4	34
Stroke Index	1	3	5	7	9	11	13	15	17	
Score	6	5	7	5	5	5	5	5	4	47
Adj. Score	6	5	6	5	5	5	5	5	4	46

	10	11	12	13	14	15	16	17	18	IN	TOT
Yards	297	105	393	407	277	288	142	347	417	2673	5467
Par	4	3	4	4	4	4	3	4	4	34	68
Stroke Index	2	4	6	8	10	12	14	16	18		
Score	4	5	4	5	4	5	4	5	4	40	87
Adj. Score	4	5	4	5	4	5	4	5	4	40	86

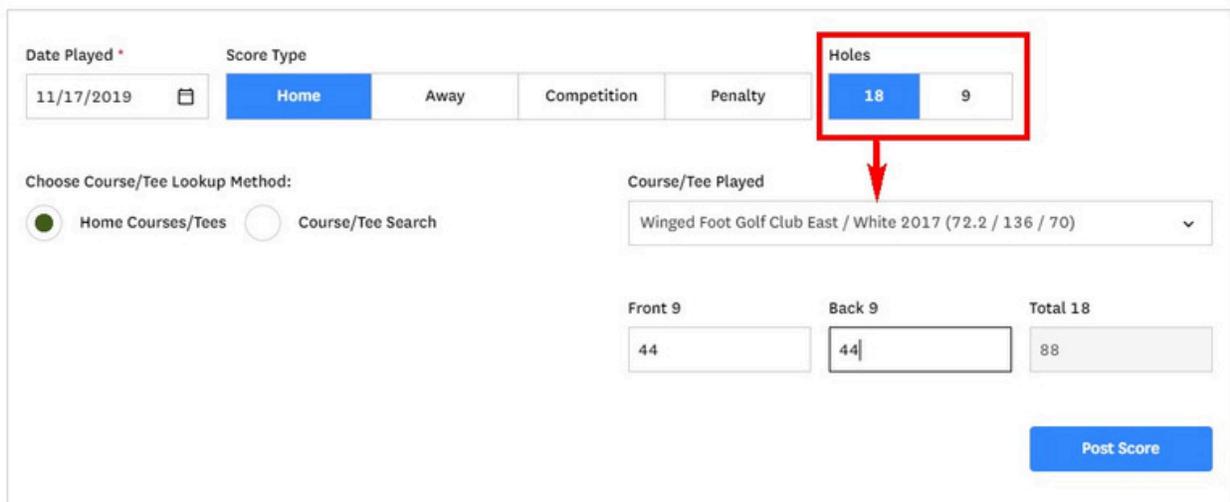


Posting a Total Score

1. On the “Post a Score” tab, press the “Total Score” button.



2. Provide the “Date Played”, “Score Type”, “Holes” and select a Course/Tee by using one of the lookup methods identified in the HBH method.
3. Once a course is selected, the tees associated with that selection will populate the “Tee (C.R. / Slope / Par) drop-down. The tee information is also connected to your Hole choice. If “18” was chosen 18-hole tees will display. If “9” was chosen, 9-hole tees will display.



When posting an 18-hole score, you may post either a pair of 9's or the total 18 score. Once all data is provided, press the "Post Score" button.

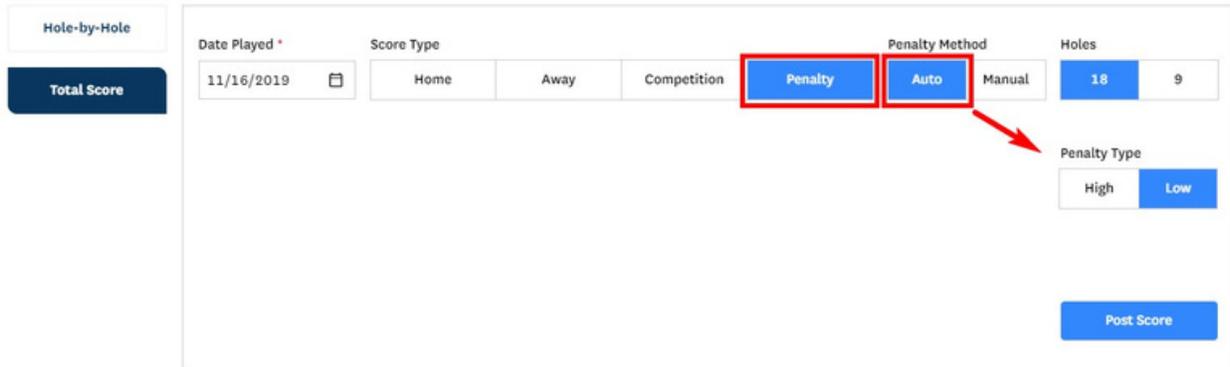
Penalty Scores

Penalty scores are posted when golfers did NOT immediately post a round after completing play. *This option is ONLY available to post as a total score.*

1. From the "Post a Score" tab within the golfer profile, click the "Total Score" button and then press "Penalty".

2. You will notice there are two methods by which to post a penalty score, "Auto" and "Manual":

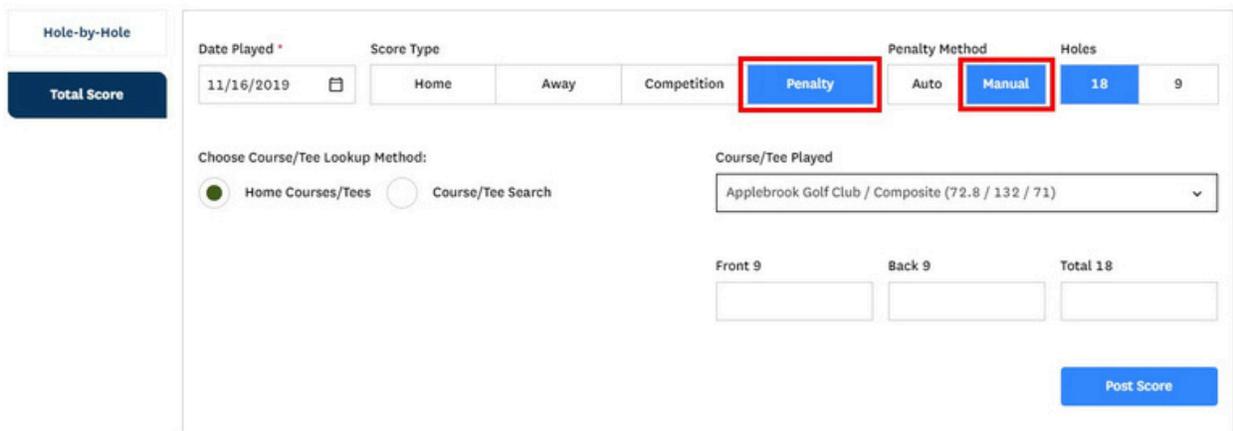
Auto Penalty: This penalty option will post a duplicate score (aside from the date) automatically based on the score with the Highest or Lowest differential based on their most recent 20 scores.



The screenshot shows a form for posting a score. On the left, there are two buttons: 'Hole-by-Hole' and 'Total Score'. The main form area has several sections:

- Date Played:** 11/16/2019
- Score Type:** Home, Away, Competition
- Penalty Method:** Penalty, Auto, Manual. 'Penalty' and 'Auto' are highlighted with red boxes.
- Holes:** 18, 9
- Penalty Type:** High, Low. A red arrow points from the 'Auto' button to the 'Low' option.
- Post Score:** A blue button at the bottom right.

Manual Penalty: When you choose the manual penalty method you will use the existing score posting processes with a few exceptions. You cannot post a manual penalty score using HBH. You must select a tee/rating from the Course Rating Application.



The screenshot shows a form for posting a score. On the left, there are two buttons: 'Hole-by-Hole' and 'Total Score'. The main form area has several sections:

- Date Played:** 11/16/2019
- Score Type:** Home, Away, Competition
- Penalty Method:** Penalty, Auto, Manual. 'Penalty' and 'Manual' are highlighted with red boxes.
- Holes:** 18, 9
- Choose Course/Tee Lookup Method:** Home Courses/Tees (selected), Course/Tee Search
- Course/Tee Played:** Applebrook Golf Club / Composite (72.8 / 132 / 71)
- Front 9:** [Empty input field]
- Back 9:** [Empty input field]
- Total 18:** [Empty input field]
- Post Score:** A blue button at the bottom right.

Manual Course & Rating Entry

- From the “Post a Score” tab within the golfer profile, click the “Total Score” button and then chose the “Course/Tee Search” Course Lookup Method. You will see a link under the “Course Played” field labeled “Manual Course Entry (Not Recommended)”.

Andre Akselrod

GHIN Number: [REDACTED]

Handicap Management | Score Maintenance | **Post a Score** | Account

H.I. 15.4 | LOW H.I. 13.5 | 09/03/2019

Total Score

Date Played * 11/16/2019 | Score Type Home | Away | Competition | Penalty | Holes 18 | 9

Choose Course/Tee Lookup Method: Home Courses/Tees Course/Tee Search

Course Played * Select... **Manual Course Entry (Not Recommended)**

Tee (C.R. / Slope / Par) * Select... **Manual Rating Entry**

Front 9 [] | Back 9 [] | Total 18 []

Post Score

- There are two ways to use the manual entry method.

Manual Course Entry: If you can’t find the course during a search, you can manually enter both the “Course Name Played” and the rating information using the “Manual Course Entry” option under the “Course Played” field.

Course Played * Select... **Manual Course Entry (Not Recommended)**

Tee (C.R. / Slope / Par) * Select... **Manual Rating Entry**

Manual Course Entry

Course Name Played* McGowan Golf & Country Club

	Score	CR	Slope
Front 9	[]	[]	[]
Back 9	[]	[]	[]
Total 18	90	71.9	113

Cancel Save

Manual Rating Entry: If the course is found during a search, you can manually enter the rating information manually using the “Manual Rating Entry” option.

Course Played *

Hawk Pointe Golf Club (Washington, US-... X v

Manual Course Entry (Not Recommended)

Tee (C.R. / Slope / Par) *

Select... v

Manual Rating Entry



Manual Rating Entry X

Course Name Played*

Hawk Pointe Golf Club (Washington, US-NJ)

	Score	CR	Slope
Front 9			
Back 9			
Total 18	88	71.2	113

Cancel Save

- Once the information is provided in the modal, click “Save”. On the Post a Score page, you will notice that the information you entered in the modal has been populated. Press the “Post Score” button to post the score. **Note:** It is not recommended that scores be posted using Manual Course Entry, however, the manual course entry method is provided so that golfers who play at a Facility/Course that cannot be found in the Course Rating Application can post their scores. Manual Course Entry is not available when posting Penalty Scores or using the Hole by Hole Method.

Rapid Score Entry

Rapid Score Entry provides the admin with the ability to preset data fields that will be the same for each score being entered. Presetting fields like Date, Posting Method, Score Type, Course and Tee can speed up the score entry process.

There are two ways that a user can add scores rapidly and the flows are different depending on the choice.

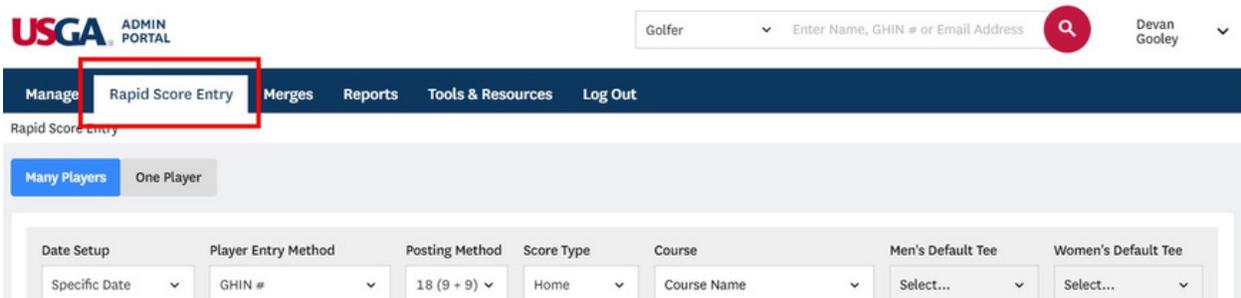
1. Add one or more scores for MANY golfers (Perfect for competition score entry)
2. Add many scores for ONE golfer (Perfect for golfer onboarding)

Note:

- GHIN # is the only Player Entry Method option currently available.
- “Hole by Hole” Rapid Score Entry will be implemented in a future release.
- Auto Advance (skipping over preset fields) will be implemented in a future release.

Accessing Rapid Score Entry

Click “Rapid Score Entry” from the primary navigation.



Entering Scores for “Many Players”

Use the “Many Players” method if scores for all golfers (or most of them) have the same attributes (Date, Posting Method, Score Type, Course and Tee). Setting up this data prior to entering scores defaults the data in the score entry row making score entry faster.

Default Tees for men and women can be setup at the same time and will populate based on the gender of the golfer associated with the GHIN number entered.

1. Select the “Many Players” button.

The screenshot shows the USGA Admin Portal interface. At the top right, there is a search bar with the text "Golfer" and "Enter Name, GHIN # or Email Address" and a search icon. Below the search bar is the user name "Devan Gooley". The main navigation bar includes "Manage", "Rapid Score Entry", "Merges", "Reports", "Tools & Resources", and "Log Out". Under "Rapid Score Entry", there are two buttons: "Many Players" (highlighted with a red box) and "One Player". Below these buttons is a setup area with several dropdown menus: "Date Setup" (Specific Date), "Player Entry Method" (GHIN #), "Posting Method" (18 (9 + 9)), "Score Type" (Home), "Course" (Course Name), "Men's Default Tee" (Select...), and "Women's Default Tee" (Select...).

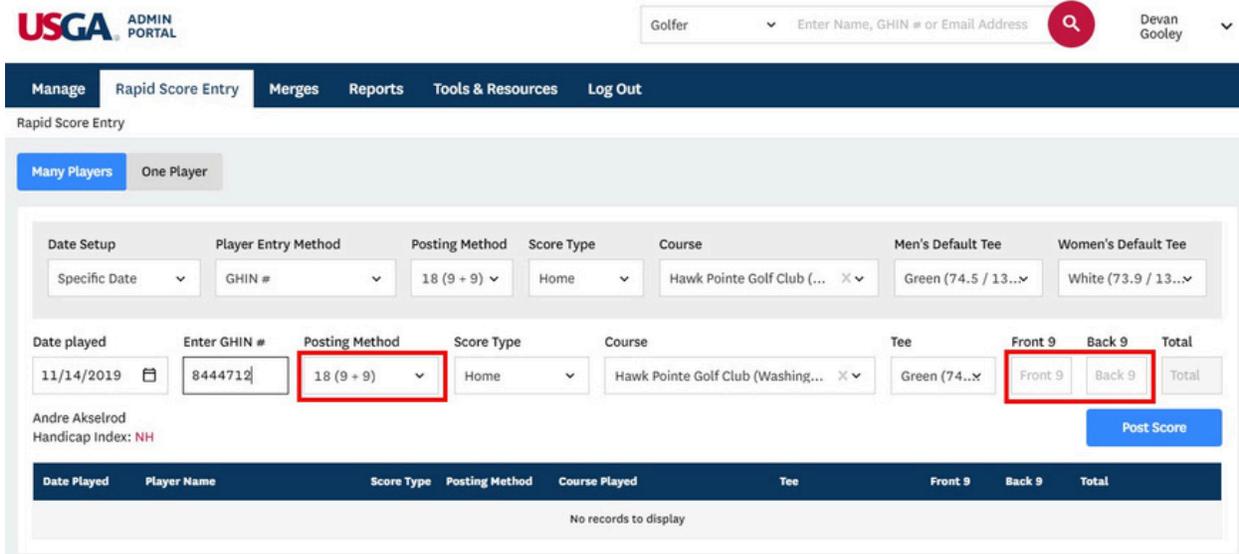
2. In the setup area, preset common data fields. Presetting data fields will update the Score Entry Row below, except for the Tee as it is directly associated with the gender of the golfer.

This screenshot shows the same setup area as the previous one, but with a red box around the dropdown menus. Red arrows point from the "GHIN #", "Posting Method", "Score Type", and "Course" dropdowns to their respective fields in the "Date played" row below. The "Date played" row now shows "11/14/2019", "Player Entry", "18 (9 + 9)", "Home", and "Hawk Pointe Golf Club (Washing...". The "Men's Default Tee" dropdown is now set to "Green (74.5 / 13...)" and the "Women's Default Tee" is "White (73.9 / 13...". A "Post Score" button is visible at the bottom right of the form.

3. Enter a GHIN number. Once a GHIN number is entered, the name of the golfer and the handicap index will display in the lower left. The golfer in the example below is a male, so the male tee has been defaulted.

This screenshot shows the "Enter GHIN #" field filled with the number "8444712". Below this field, the golfer's name "Andre Akselrod" and "Handicap Index: NH" are displayed. The "Men's Default Tee" dropdown is now highlighted with a red box and has an arrow pointing to it from the "Green (74...)" option. The "Date played" row now shows "11/14/2019", "8444712", "18 (9 + 9)", "Home", and "Hawk Pointe Golf Club (Washing...". The "Post Score" button is still present.

- You can change any of the preset in the Score Entry Row during the score entry process. Once the score is posted the fields will reset to the defaults. Depending on the Posting Method chosen, the score boxes will change accordingly. If "18 (9+9)" is chosen, the Front 9 and Back 9 boxes are enabled and the Total score box is disabled. If you choose a total score option, the Total score box will be enabled and the Front 9 and Back 9 boxes will be disabled.



USGA ADMIN PORTAL

Golfer: Enter Name, GHIN # or Email Address Devan Gooley

Manage Rapid Score Entry Merges Reports Tools & Resources Log Out

Rapid Score Entry

Many Players One Player

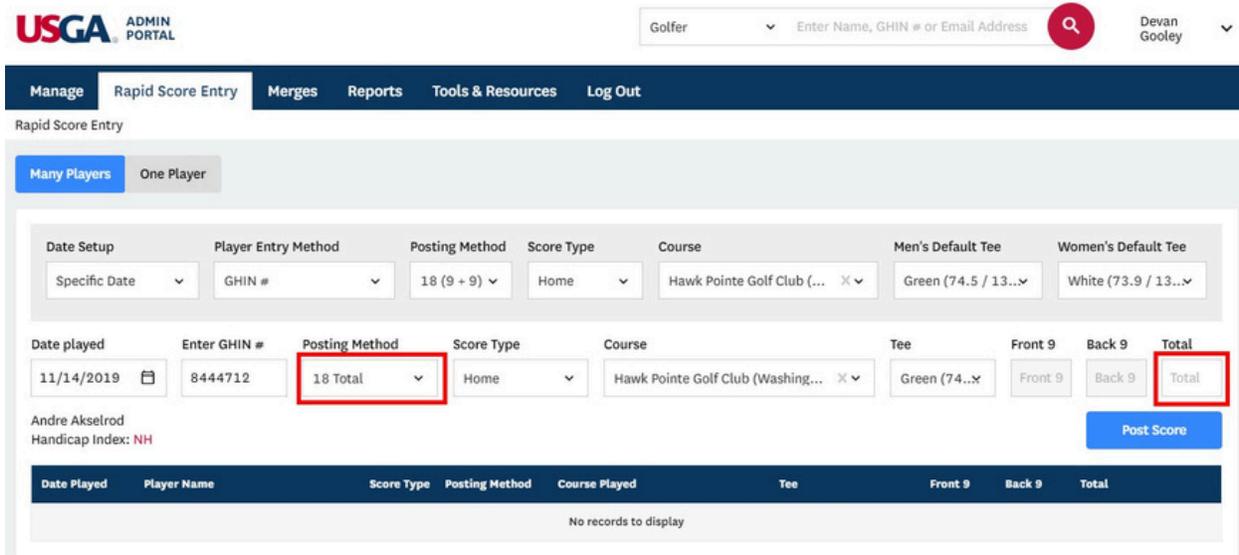
Date Setup: Specific Date, Player Entry Method: GHIN #, Posting Method: 18 (9 + 9), Score Type: Home, Course: Hawk Pointe Golf Club (...), Men's Default Tee: Green (74.5 / 13...), Women's Default Tee: White (73.9 / 13...)

Date played: 11/14/2019, Enter GHIN #: 8444712, Posting Method: 18 (9 + 9), Score Type: Home, Course: Hawk Pointe Golf Club (Washing...), Tee: Green (74..x), Front 9, Back 9, Total

Andre Akselrod
Handicap Index: NH

Post Score

Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total
No records to display								



USGA ADMIN PORTAL

Golfer: Enter Name, GHIN # or Email Address Devan Gooley

Manage Rapid Score Entry Merges Reports Tools & Resources Log Out

Rapid Score Entry

Many Players One Player

Date Setup: Specific Date, Player Entry Method: GHIN #, Posting Method: 18 (9 + 9), Score Type: Home, Course: Hawk Pointe Golf Club (...), Men's Default Tee: Green (74.5 / 13...), Women's Default Tee: White (73.9 / 13...)

Date played: 11/14/2019, Enter GHIN #: 8444712, Posting Method: 18 Total, Score Type: Home, Course: Hawk Pointe Golf Club (Washing...), Tee: Green (74..x), Front 9, Back 9, Total

Andre Akselrod
Handicap Index: NH

Post Score

Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total
No records to display								

- Once scores are entered and the Post Score button is pressed the score will immediately be posted to the golfers scoring record. It will also display in the table below and can be deleted if necessary. Deleting the score from the table will immediately remove the score from the golfers scoring record.

If the score was posted with the 18 (9+9) posting method, the Front 9 and Back 9 scores will display in the table, in addition to the total.

Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total	
2019-11-14	Andre Akselrod [8444712]	H	18 (9 + 9)	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)	44	44	88	Delete

If the score was posted using the 18 Total or the 9 Total posting method, the Front 9 and Back 9 score columns will be blank, and the total score will be displayed.

Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total	
2019-10-02	Andre Akselrod [8444712]	H	9 Total	Hawk Pointe Golf Club	Green F9 (37.2 / 37)			51	Delete
2019-10-28	Andre Akselrod [8444712]	H	18 Total	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)			89	Delete

Entering Scores for “One Player”

The “One Player” method is set up differently than the Many Players method. With this method, the golfer is identified in the setup section rather than the score entry row because all scores being added belong to a specific golfer.

The One Player method can truly be the most rapid of the rapid score entry methods. If the golfer plays the same course & tee, the only data you would be entering is the date and score, which makes it easy to add a lot of scores in a short amount of time.

It can be even faster if you use the Ascending or Descending date order, which automates the date change. The date will be incremented up or down for each score posted. For example, choose “Ascending” date order and choose a date from last month in the score entry row.

Date Setup
Ascending Date

Player Entry Method
GHIN #

Enter GHIN #
8444712

Andre Akselrod
Handicap Index: NH

Date played	Posting Method	Score Type	Course	Tee (C.R. / Slope / Par)	Front 9	Back 9	Total
09/30/2019	18 (9 + 9)	Home	Hawk Pointe Golf Club (...)	Green (74.5 / 137 / 73)	45	51	96

Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total
No records to display								

The first score will be posted with the initial date set. Every score posted after that will have a date that equals the last date posted, plus 1.

Date played: 10/01/2019
 Posting Method: 18 (9 + 9)
 Score Type: Home
 Course: Hawk Pointe Golf Club (...)
 Tee (C.R. / Slope / Par): Green (74.5 / 137 / 73)
 Front 9: 51
 Back 9: 52
 Total: 103

Date incremented automatically

Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total
2019-09-30	Andre Akseirod [8444712]	H	18 (9 + 9)	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)	45	51	96 Delete

Date played: 10/02/2019
 Posting Method: 18 (9 + 9)
 Score Type: Home
 Course: Hawk Pointe Golf Club (...)
 Tee (C.R. / Slope / Par): Green (74.5 / 137 / 73)
 Front 9: 49
 Back 9: 54
 Total: 103

Date incremented automatically

Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total
2019-10-01	Andre Akseirod [8444712]	H	18 (9 + 9)	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)	51	52	103 Delete
2019-09-30	Andre Akseirod [8444712]	H	18 (9 + 9)	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)	45	51	96 Delete

Once you set a field in the score entry row, it will remain the same until it is changed. For example, if course and tee are changed when posting a score, it will be the default from that point on.

Date played: 10/02/2019
 Posting Method: 18 (9 + 9)
 Score Type: Away
 Course: MOUNT PLEASANT CC (M...)
 Tee (C.R. / Slope / Par): SILVER (70.8 / 133 / 70)
 Front 9: 51
 Back 9: 43
 Total: 94

Date incremented automatically

Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total
2019-10-01	Andre Akseirod [8444712]	H	18 (9 + 9)	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)	51	52	103 Delete
2019-09-30	Andre Akseirod [8444712]	H	18 (9 + 9)	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)	45	51	96 Delete

Date played: 10/03/2019
 Posting Method: 18 (9 + 9)
 Score Type: Away
 Course: MOUNT PLEASANT CC (M...)
 Tee (C.R. / Slope / Par): SILVER (70.8 / 133 / 70)
 Front 9: 43
 Back 9: 43
 Total: 86

Date incremented automatically

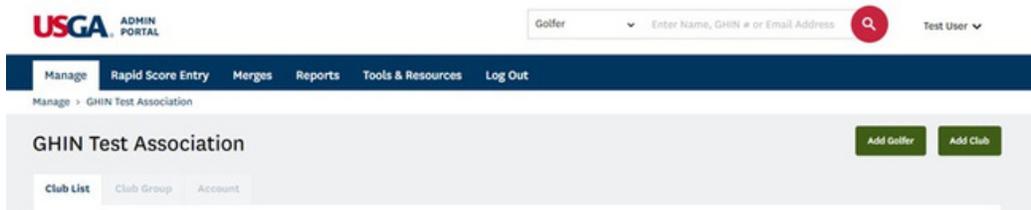
Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total
2019-10-02	Andre Akseirod [8444712]	A	18 (9 + 9)	MOUNT PLEASANT CC	SILVER (70.8 / 133 / ...)	51	43	94 Delete
2019-09-30	Andre Akseirod [8444712]	H	18 (9 + 9)	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)	45	51	96 Delete
2019-10-01	Andre Akseirod [8444712]	H	18 (9 + 9)	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)	51	52	103 Delete

View a Template Report

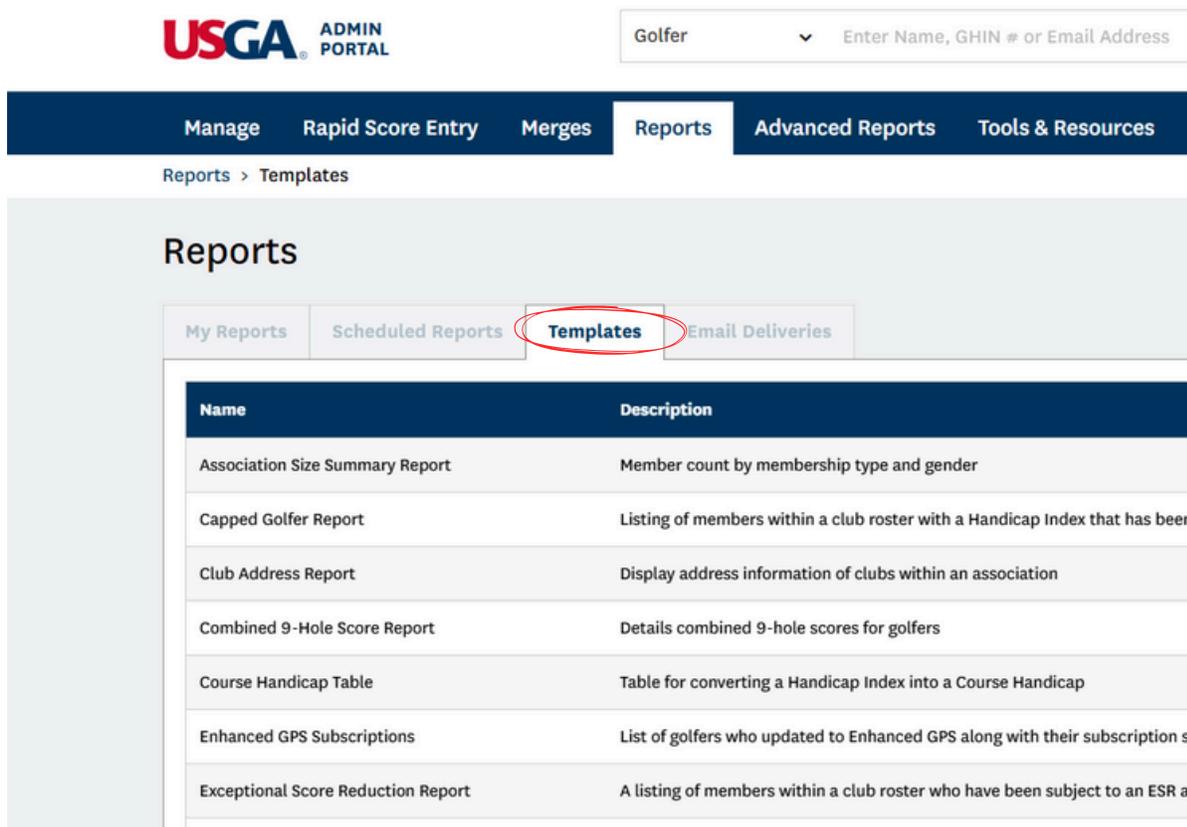
This section provides an overview of a User’s ability to view template reports. Note: All template reports provide the end user with real-time data.

Accessing Template Reports

1. From the homepage, click “Reports” on the top navigation bar.



2. Click the “Template Reports” tab.



3. Find the desired report from the available list and click “View”.

USGA ADMIN PORTAL

Golfer Enter Name, GHIN # or Email Address Include Inactives

Manage Rapid Score Entry Merges **Reports** Advanced Reports Tools & Resources Log Out

Reports > Templates

Reports

My Reports Scheduled Reports **Templates** Email Deliveries

Name	Description	Schedule	View
Association Size Summary Report	Member count by membership type and gender	Schedule	View
Capped Golfer Report	Listing of members within a club roster with a Handicap Index that has been suppressed after a soft or hard cap	Schedule	View
Club Address Report	Display address information of clubs within an association	Schedule	View
Combined 9-Hole Score Report	Details combined 9-hole scores for golfers	Schedule	View
Course Handicap Table	Table for converting a Handicap Index into a Course Handicap	Schedule	View
Enhanced GPS Subscriptions	List of golfers who updated to Enhanced GPS along with their subscription start and end date	Schedule	View
Exceptional Score Reduction Report	A listing of members within a club roster who have been subject to an ESR adjustment	Schedule	View

4. Update filters as desired and click “Submit” to run the report.

Enhanced GPS Subscriptions	List of golfers who updated to Enhanced GPS along with their subscription start and end date	Schedule	View
Exceptional Score Reduction Report	A listing of members within a club roster who have been subject to an ESR adjustment	Schedule	Hide

Club Name	Gender	Golfer Status	Score Type
<All>	All	Active	<All>
Holes Played	Played Date Start	Played Date End	ESR Adjustment
<All>	<One month ago>	01/28/2025	All

Advanced

Handicap Index & Course/Playing Handicap Report	Display player roster with course/playing handicap across selected tees	Schedule	View
Handicap Index History Enhanced Report	All golfer revision data over a defined time frame	Schedule	View

5. The Report Viewer window will then open in a new tab for the User to interact with

Export 100% 1 / 4



in association with
USGA

Exceptional Score Reduction Report

Kentucky Golf Association
All Clubs
Date Played: 11/1/2024 - 1/28/2025

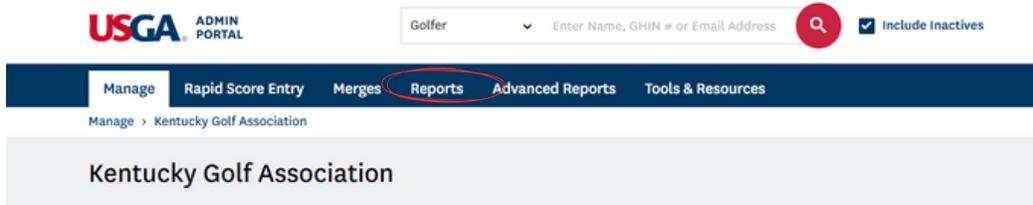
GHIN Number	Local Number	Golfer Name	Golfer Status	ESR Adjustment	Score Type	Date Played	AGS	Course Rating	Slope Rating	Differential	Handi (Dat
				-2	EA	1/2/2025	92	68.9	122	19.4	
				-1	EH	12/27/2024	77	70.2	128	5.0	
				-1	EH	11/18/2024	74	69.5	129	2.9	
				-1	EA	12/20/2024	64	56.3	90	8.7	
				-1	EA	11/15/2024	84	74.0	144	6.8	
				-1	EA	11/5/2024	84	72.0	141	8.6	
				-1	EA	11/9/2024	83	73.2	139	7.0	
				-1	ECH	1/1/2025	96	70.9	129	21.0	
				-1	EA	1/1/2025	89	76.0	145	9.1	
				-1	EA	1/16/2025	69	59.2	106	9.4	

Schedule a Template Report

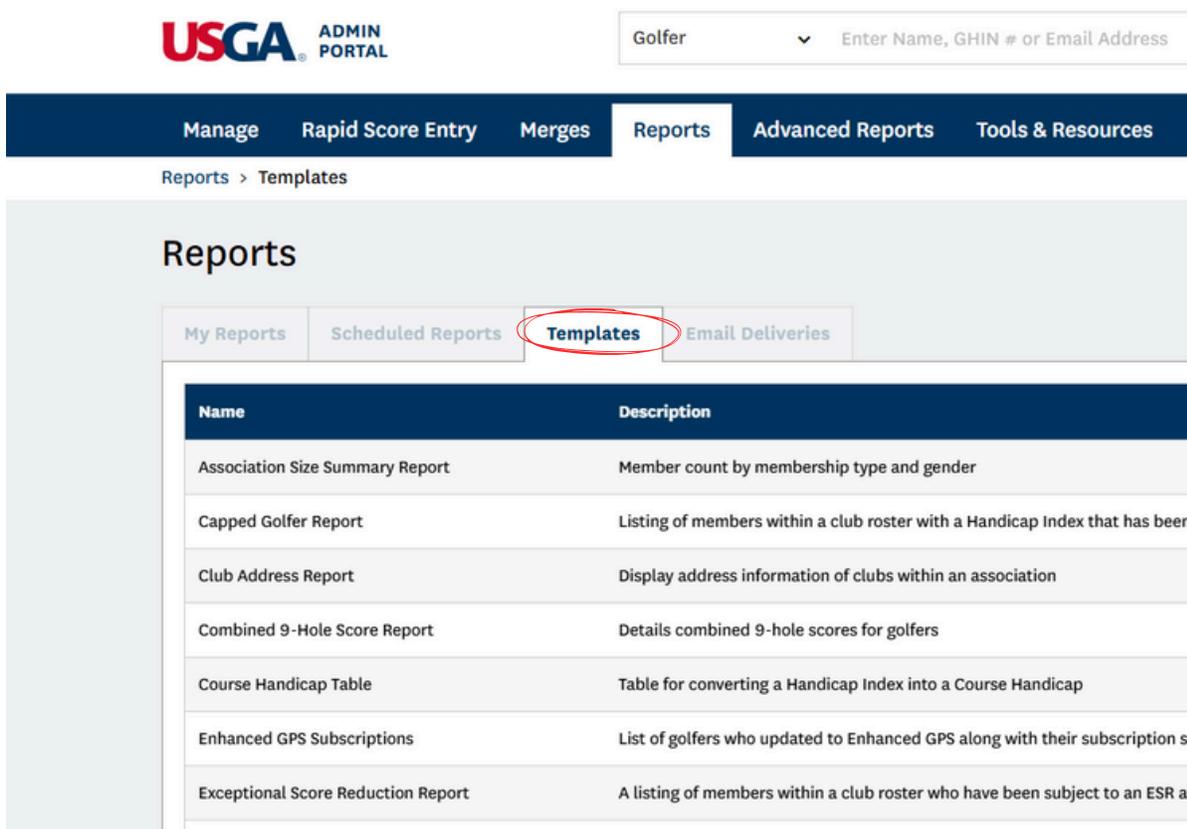
This section provides an overview of a User’s ability to schedule a template report.

Scheduling a Template Report

1. From the homepage, click “Reports” on the top navigation bar.



2. Click the “Template Reports” tab.



3. Find the desired report from the available list and click “Schedule.”

The screenshot shows the USGA Admin Portal interface. At the top, there is a search bar with a dropdown menu set to 'Golfer' and a search icon. Below the search bar is a navigation menu with options: Manage, Rapid Score Entry, Merges, Reports, Advanced Reports, Tools & Resources, and Log Out. The 'Reports' section is expanded, showing a list of reports under the 'Templates' tab. The reports listed are:

Name	Description	Schedule	View
Association Size Summary Report	Member count by membership type and gender	Schedule	View
Capped Golfer Report	Listing of members within a club roster with a Handicap index that has been suppressed after a soft or hard cap	Schedule	View
Club Address Report	Display address information of clubs within an association	Schedule	View
Combined 9-Hole Score Report	Details combined 9-hole scores for golfers	Schedule	View
Course Handicap Table	Table for converting a Handicap index into a Course Handicap	Schedule	View
Enhanced GPS Subscriptions	List of golfers who updated to Enhanced GPS along with their subscription start and end date	Schedule	View
Exceptional Score Reduction Report	A listing of members within a club roster who have been subject to an ESR adjustment	Schedule	View

4. Select schedule filters and click “next.”

The screenshot shows the configuration page for the 'Exceptional Score Reduction Report'. The 'Filters' tab is active, and the following filters are visible:

- Club Name: <All>
- Gender: All
- Golfer Status: Active
- Score Type: <All>
- Holes Played: <All>
- Played Date Start: One month ago
- Played Date End: 01/28/2025
- ESR Adjustment: All

At the bottom of the filter section, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted.

5. Name the schedule and click “Add Email” to enter the email addresses the report will be sent to. Click next when done.

The screenshot shows the 'Publish' tab of the report configuration. The 'Schedule Name' field is empty. The 'File Types' section has 'PDF' selected. The 'Mail To' table is currently empty, with the text 'No data available' displayed. The 'Add Email' button is visible in the top right corner of the table area. At the bottom, there are 'Back' and 'Next' buttons.

6. Finally, select the timing and frequency of receiving the reports.

Enhanced GPS Subscriptions Schedule View

List of golfers who updated to Enhanced GPS along with their subscription start and end date

Exceptional Score Reduction Report Hide View

A listing of members within a club roster who have been subject to an ESR adjustment

① Filters ② Publish ③ Time

Time Zone
 GMT-05:00 US/Eastern

Time Type
 Run periodically

Duration
 Run After
 Run Until

Date Period Type
 Daily
 Every 1 day
 Every weekday

Time Period Type
 At
 Time: 09:00 AM

Back Schedule

Handicap Index & Course/Playing Handicap Report Schedule View

Display player roster with course/playing handicap across selected tees

Handicap Index History Enhanced Report Schedule View

All golfer revision data over a defined time frame

6. Clicking the “Time Type” drop down allows you to select when you would like the reports sent and how often.

① Filters ② Publish ③ Time

Time Zone
 GMT-05:00 US/Eastern

Time Type
 Run periodically

Duration
 Run After
 Run Until

Date Period Type
 Weekly
 Every 1 week
 On Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Time Period Type
 At
 Time: 09:00 AM

Back Schedule

Handicap Index & Course/Playing Handicap Report Schedule View

Display player roster with course/playing handicap across selected tees

① Filters ② Publish ③ Time

Time Zone
 GMT-05:00 US/Eastern

Time Type
 Run at a specified time

Date
 01/28/2025

Time
 09:18 AM

Back Schedule

Handicap Index & Course/Playing Handicap Report Schedule View

Display player roster with course/playing handicap across selected tees

① Filters ② Publish ③ Time

Time Zone
 GMT-05:00 US/Eastern

Time Type
 Run now

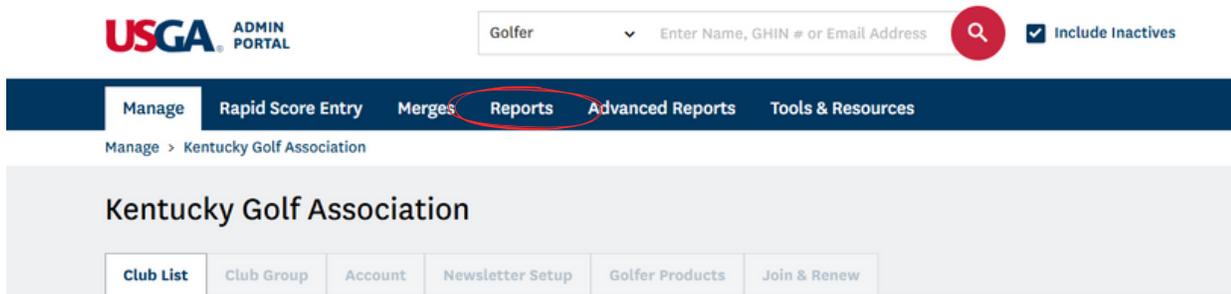
Back Schedule

Handicap Index & Course/Playing Handicap Report Schedule View

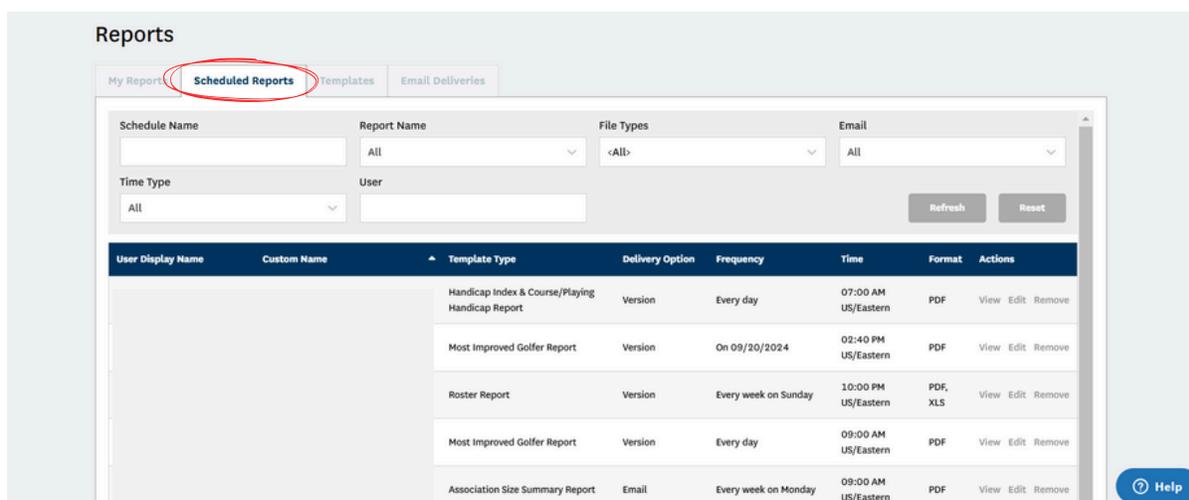
Display player roster with course/playing handicap across selected tees

Edit a Scheduled Report

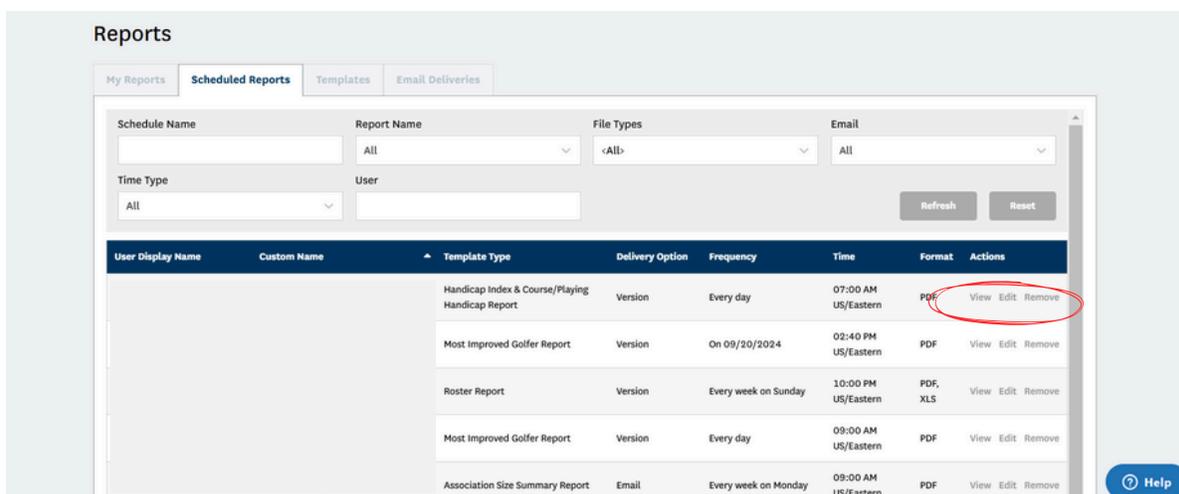
- From the homepage, click “Reports” on the top navigation bar.



- Click the “Scheduled Reports” tab.



- Once you find the Scheduled Report that you wish to interact with, you can View, Edit or Remove the existing scheduled report.



Kentucky Golf Association



Thank You for Being a Valued Member Club of the KGA!

We appreciate your partnership and commitment to providing accurate and accessible GHIN handicapping to your members. It is vital to the integrity of the game and the enjoyment of all golfers.

Should you need further assistance or have any questions, we are here to help!
Please don't hesitate to reach out to:

Kentucky Golf Association
kentucky@kygolf.org
(502) 243-8295