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.

Updated: January 2025

Contents

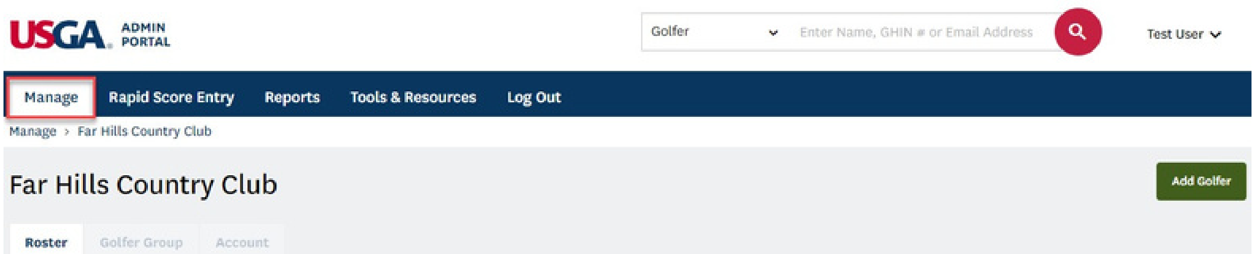
Note: Click on the title of a section to jump straight to that section.

Club Primary Account

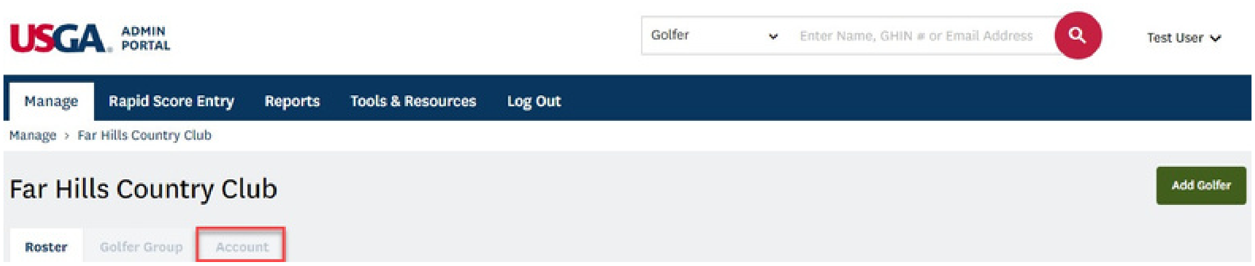
The Club Primary Account section allows Club Users to view profile information, manage addresses and contacts, and upload a Club logo.

Accessing Club Primary Account

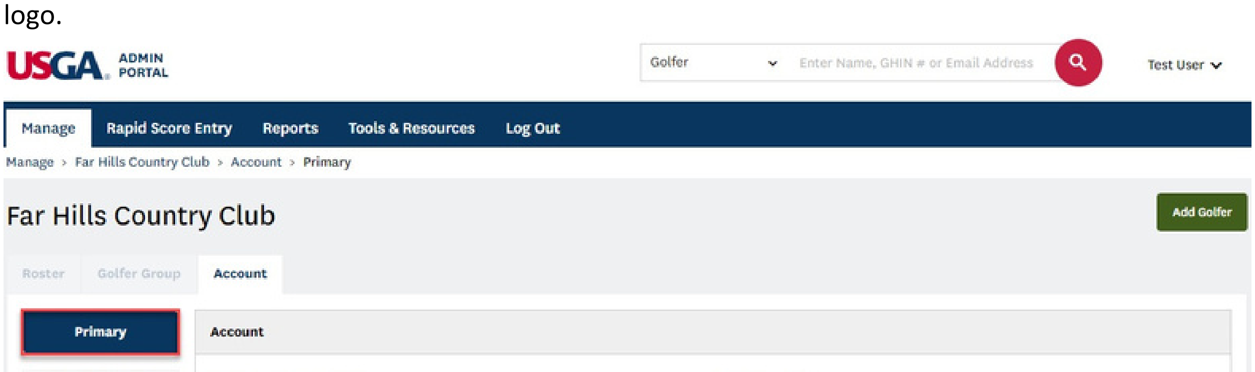
1. To access Primary Account, click “Manage” on the top navigation bar.



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

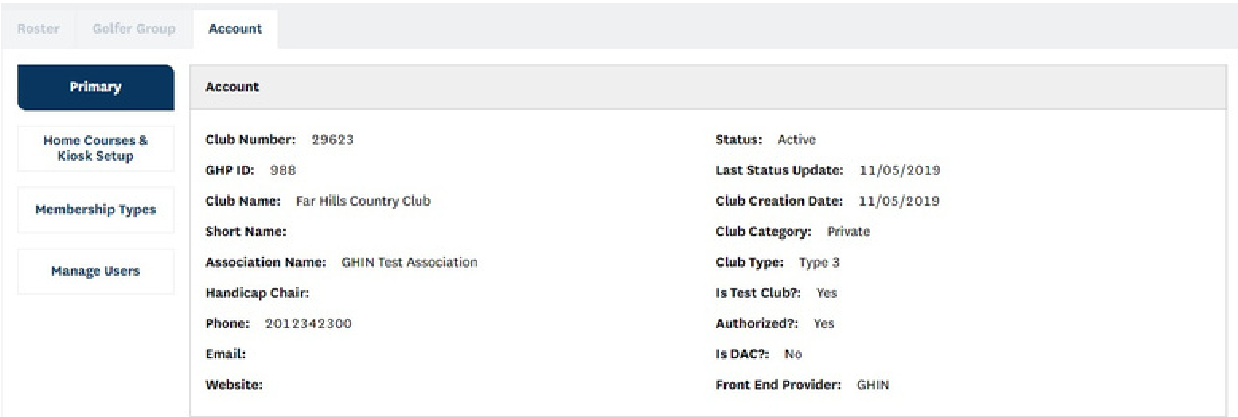


3. Then click “Primary” to access the Primary account tab which includes Club account information, addresses and logo.



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.



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.

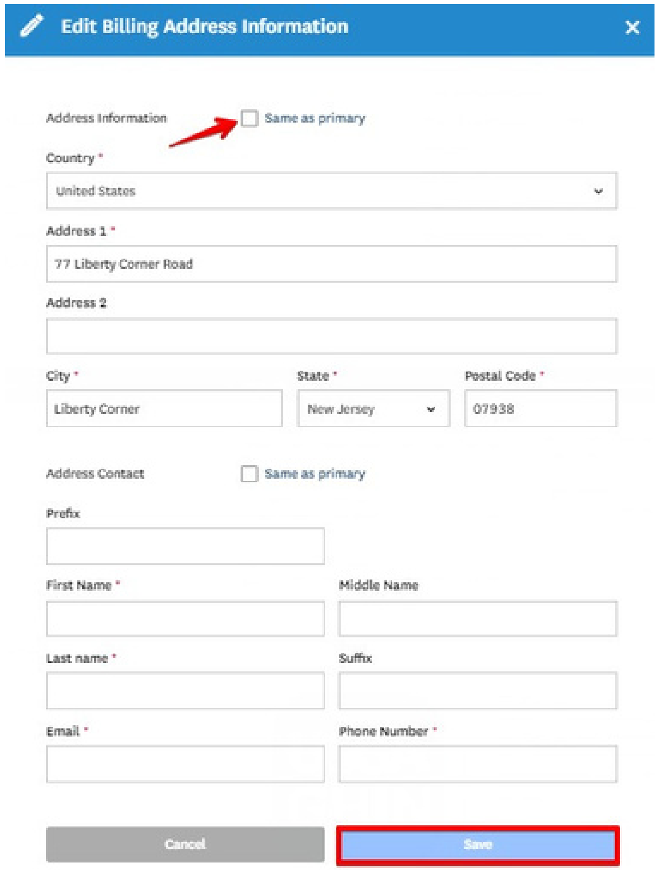
1. To add or change an address or contact information, click “Edit” to the left of the address.

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.



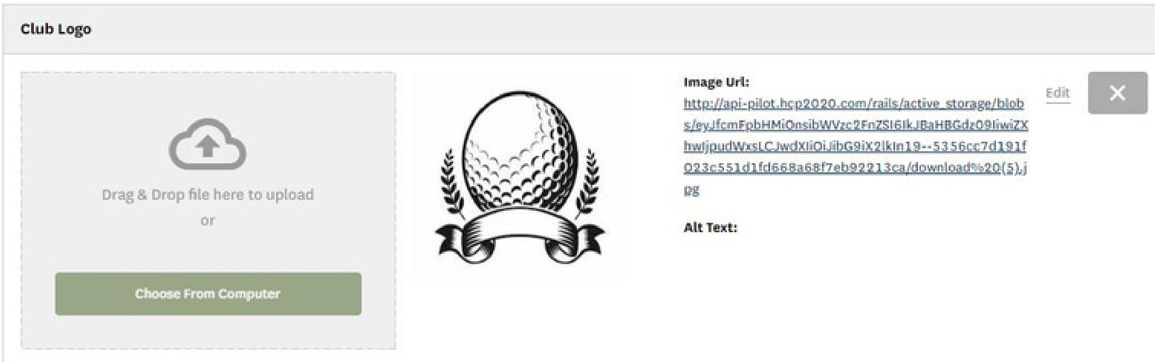
Club Logo

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

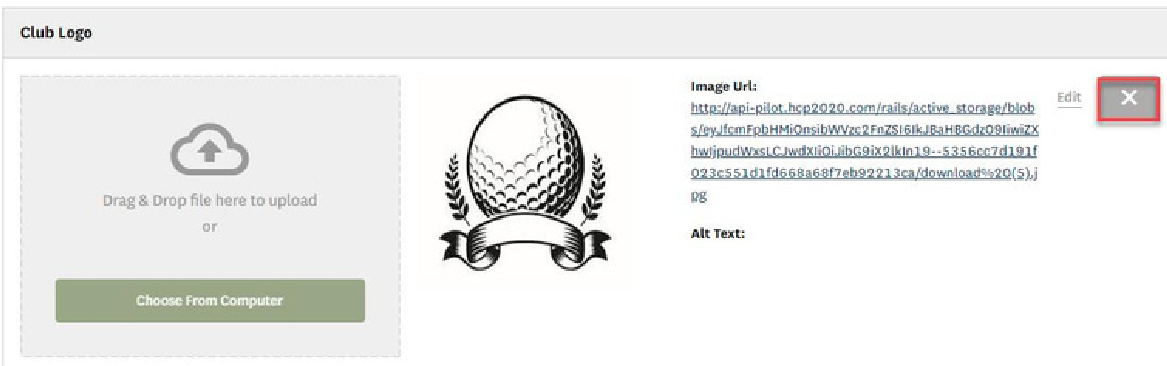
1. To upload a logo, either drag and drop the file into the grey box or click "Choose from Computer."

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.



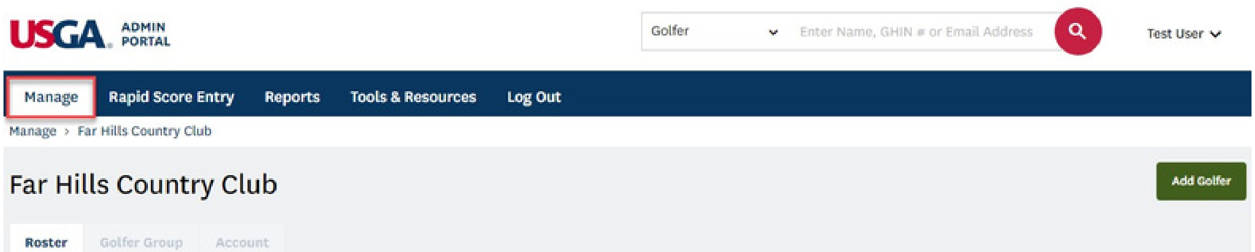
4. You will be presented with a message asking if you wish to continue. Click "Yes" to delete the image.

Manage Users

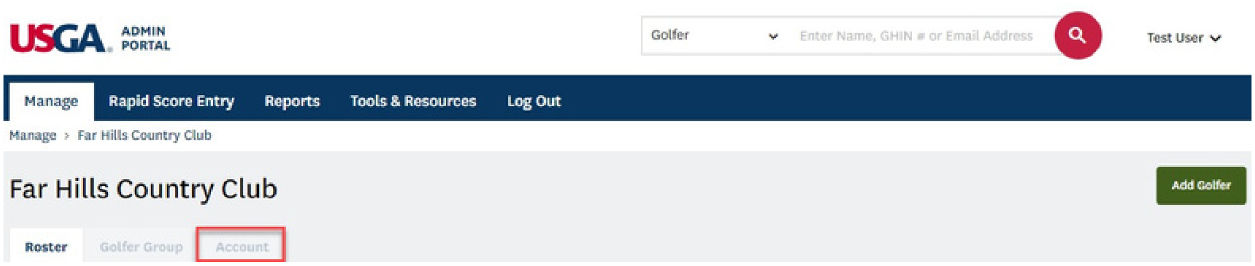
The Manage Users section allows Club Users to create, view and manage Users within their Club. You must be a user to log in. Additionally, please be sure to keep your list of users up-to-date for your facility.

Accessing Manage Users

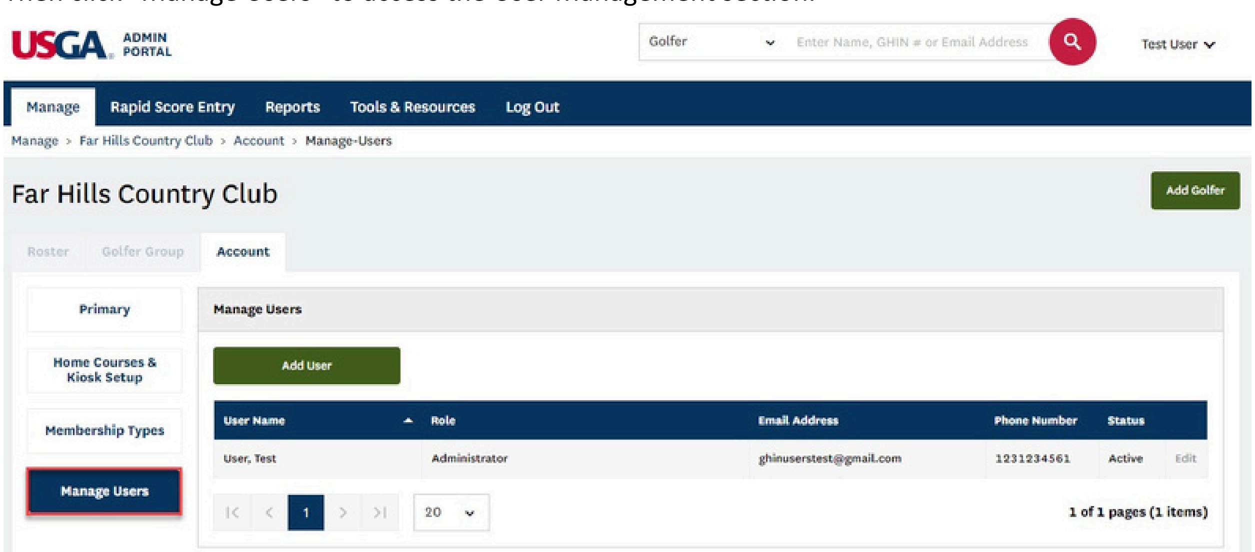
1. To access Manage Users, click "Manage" on the top navigation bar.



2. Click "Account" to access the Club Account tab.

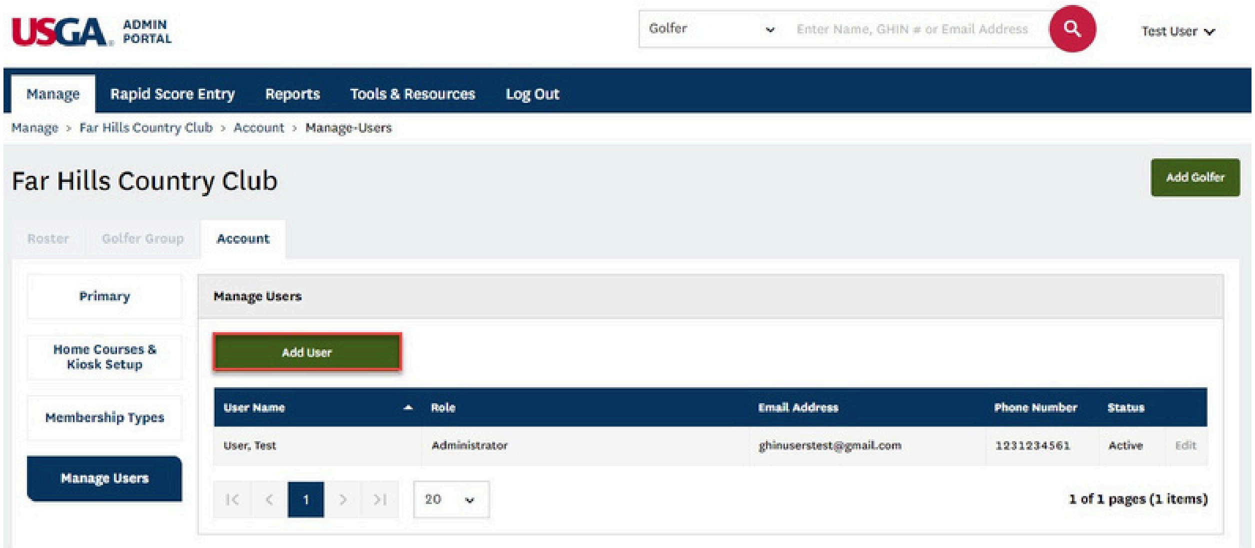


3. Then click "Manage Users" to access the User Management section.



Adding a User

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

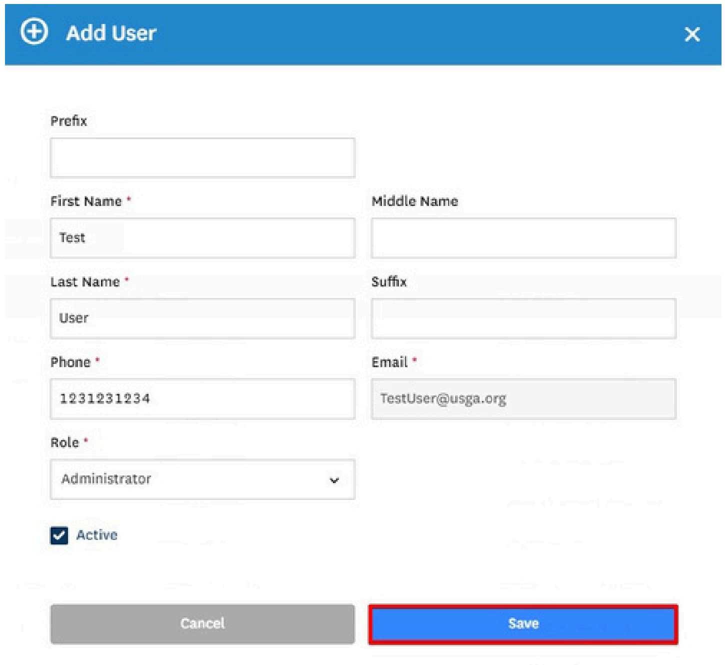


2. You will first be asked to enter the User’s email address and click “Continue.” We will then search to see if the individual is an existing user.

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.



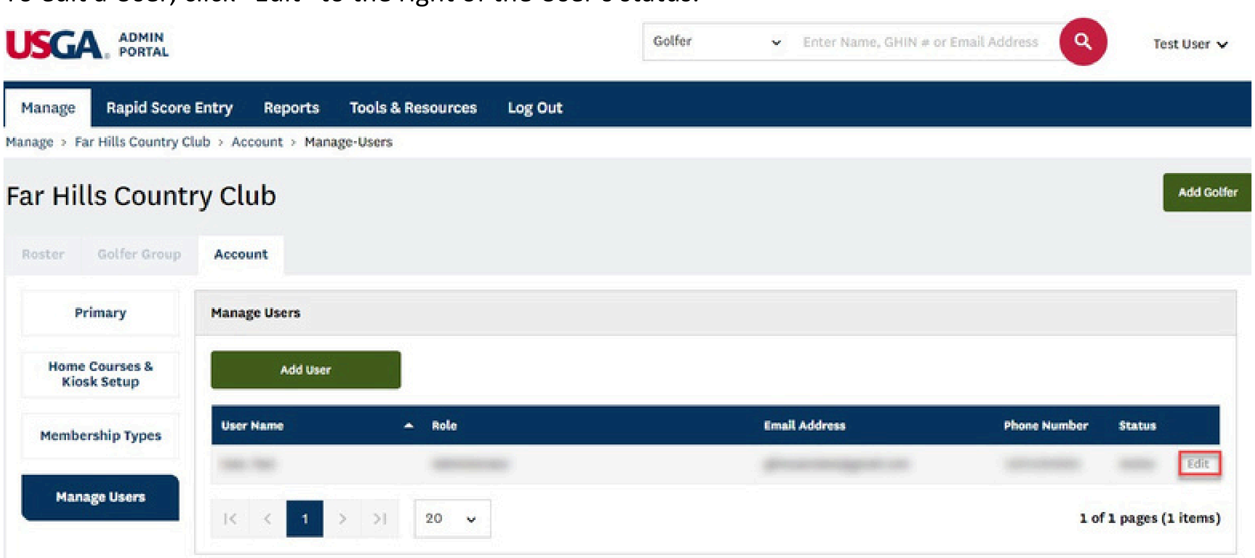
5. If the email address lookup returns a match, the form will be pre-populated with the User's contact information. Make any necessary updates and select a role before adding them to your club.

6. Click "Save" to add the User to your Club.

7. Existing Users will receive an email notification informing them of their new permissions.

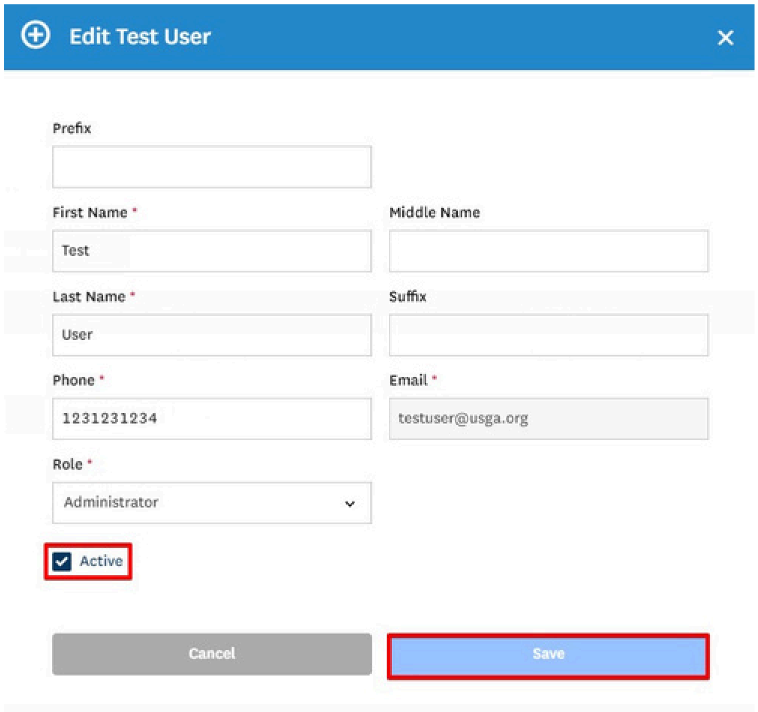
Editing a User

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



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.

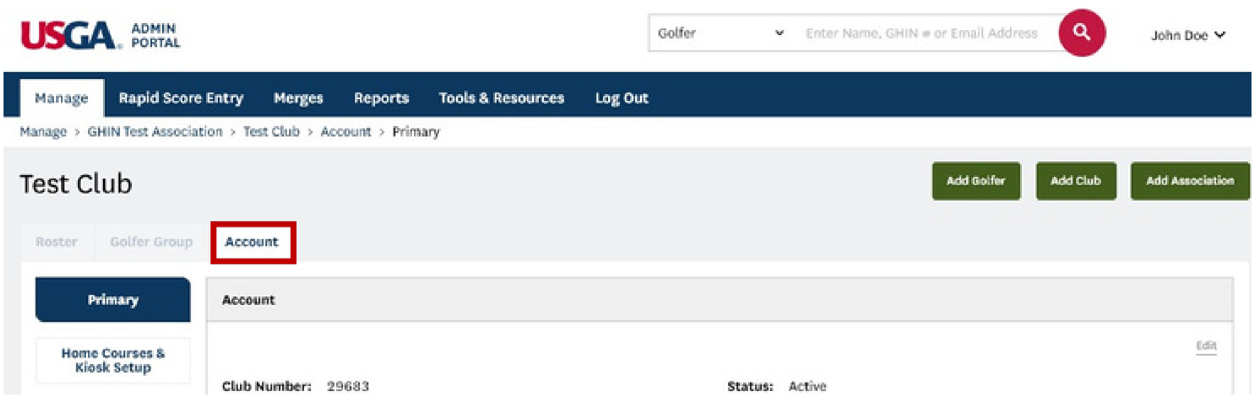


Home Courses & Kiosk Setup

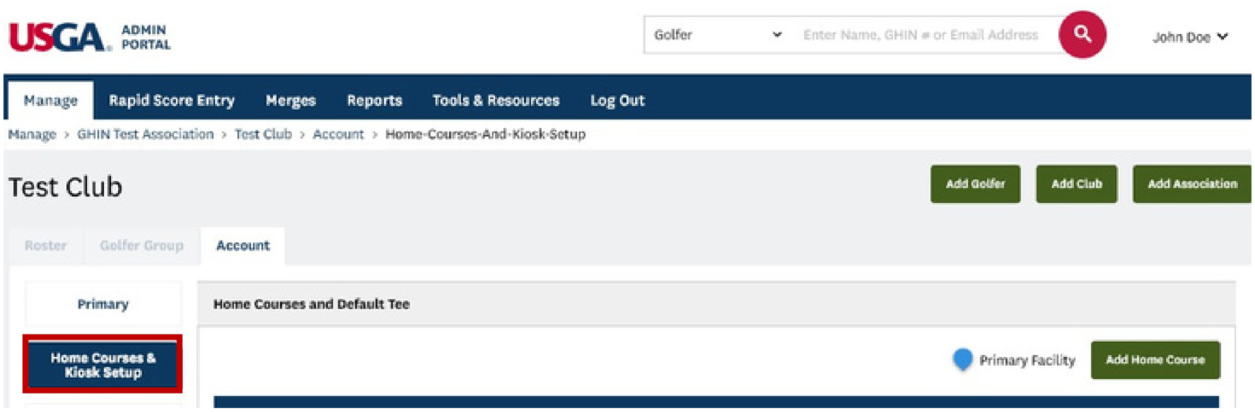
The Club Account section allows Club users to setup and manage Home Courses and Kiosks for their Club(s).

Accessing Home Courses & Kiosk Setup

1. Click “Account” to access the Club Account Section.



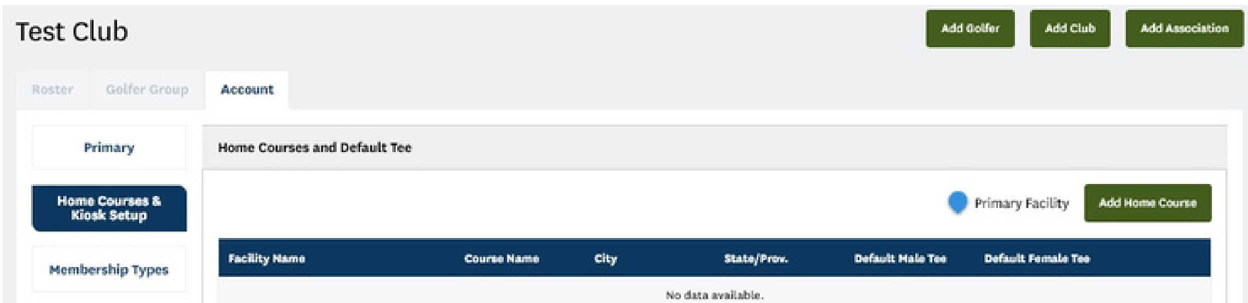
2. Then click “Home Courses & Kiosk Setup.”



Home Courses and Default Tees

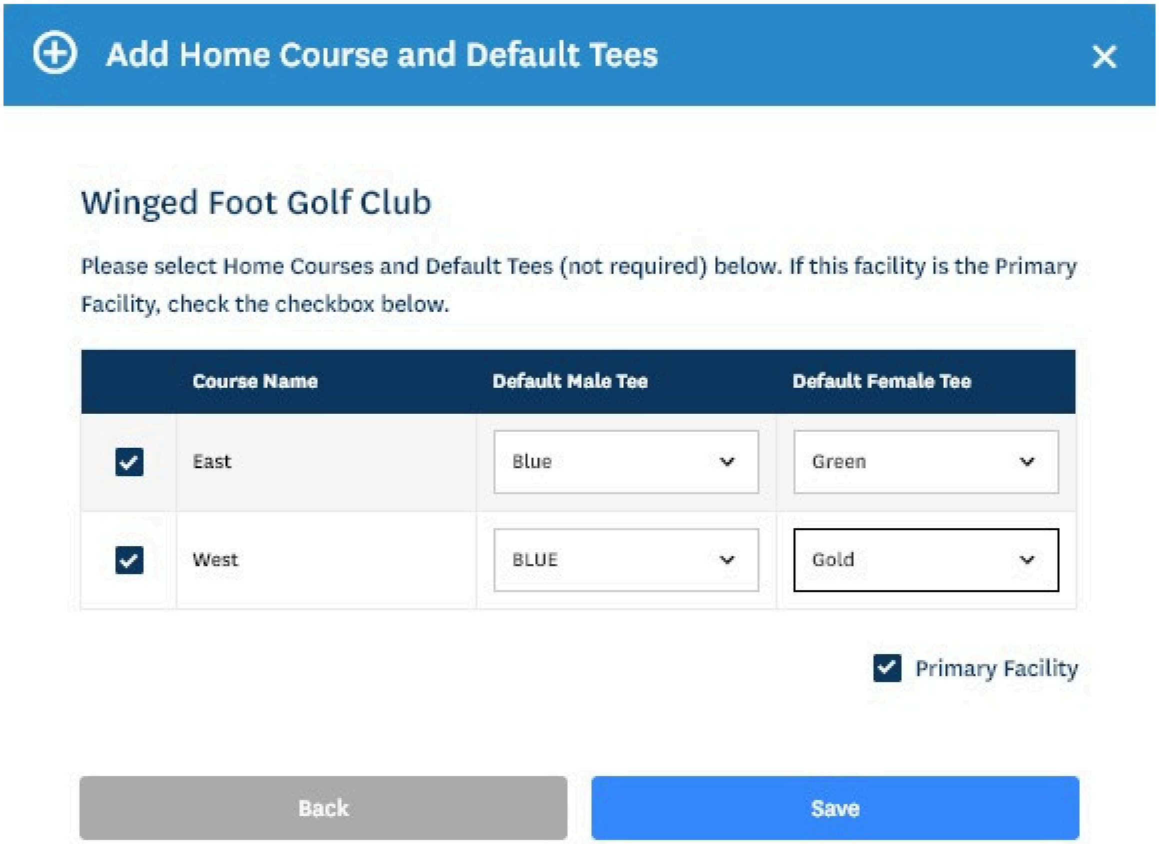
Admins have the ability to add and manage Home Courses and Default Tees for a Club. **Note:** Home Courses & Default Tees will be migrated over from the existing system.

1. Click “Add Home Course.”

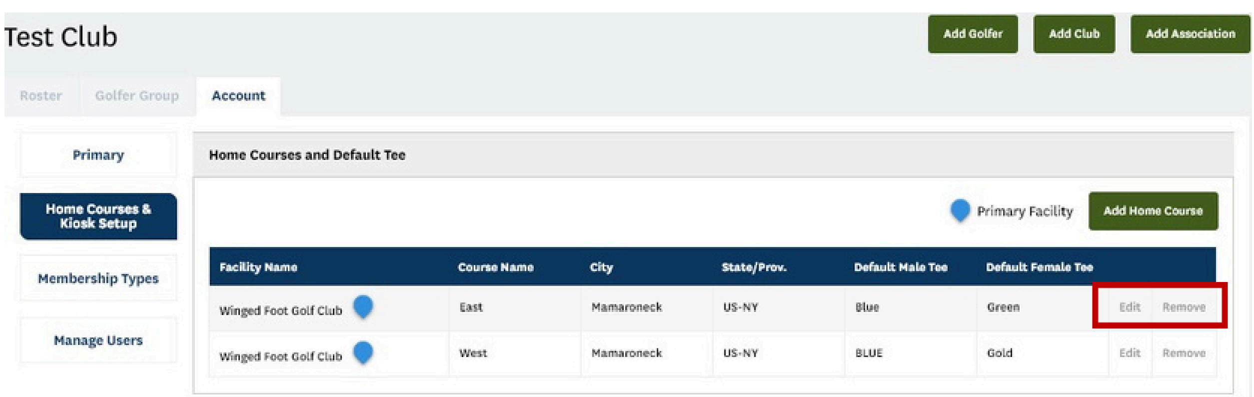


2. Search and Select a Facility.

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).



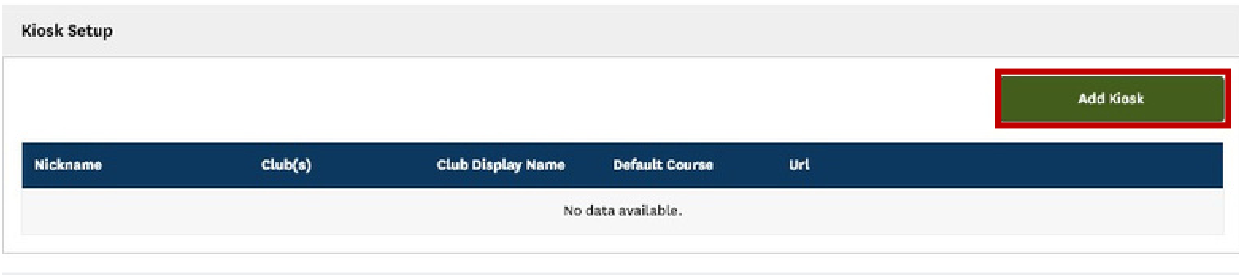
4. After clicking “Save” you will see the Home Courses & Default Tees by gender with the ability to “Edit” or “Remove.”



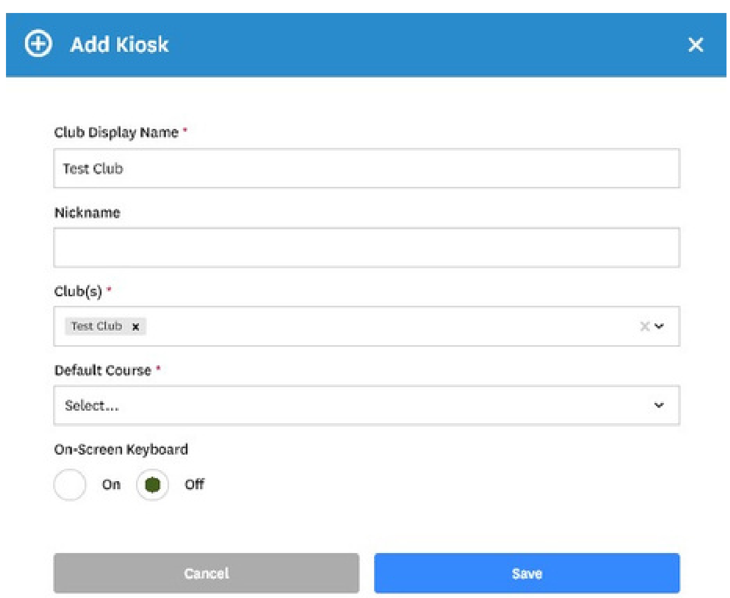
Kiosk Setup

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.*

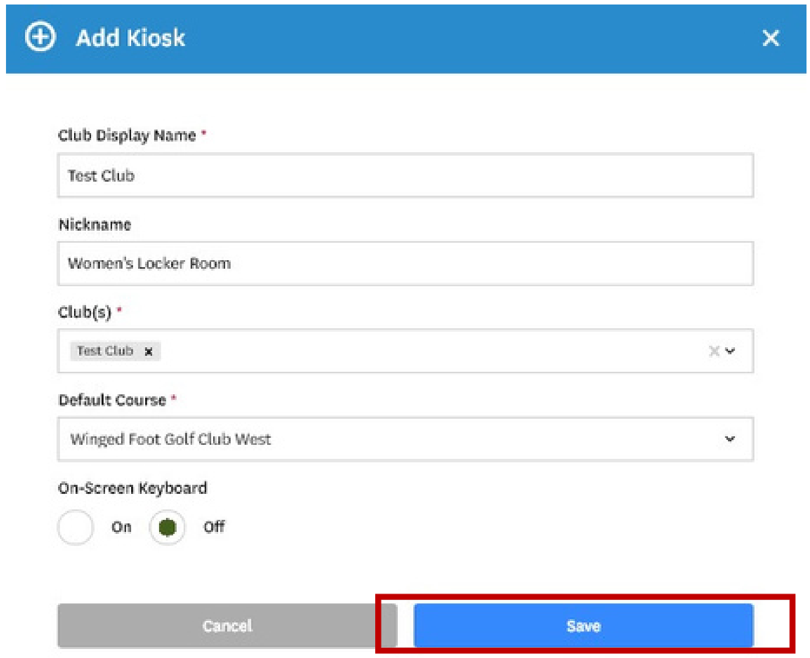
1. Click "Add Kiosk" to add a new Kiosk.



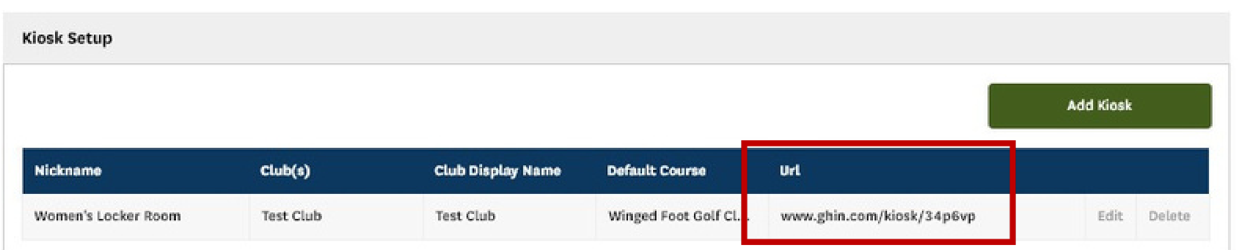
2. Enter the following:
   a. **Club Display Name –** This is will be defaulted to the Club Name, but is editable. This is the text that will appear on the Golfer Access screen within the Kiosk
   b. **Nickname –** This optional field is available in case an Admin sets up multiple Kiosks for the Club (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



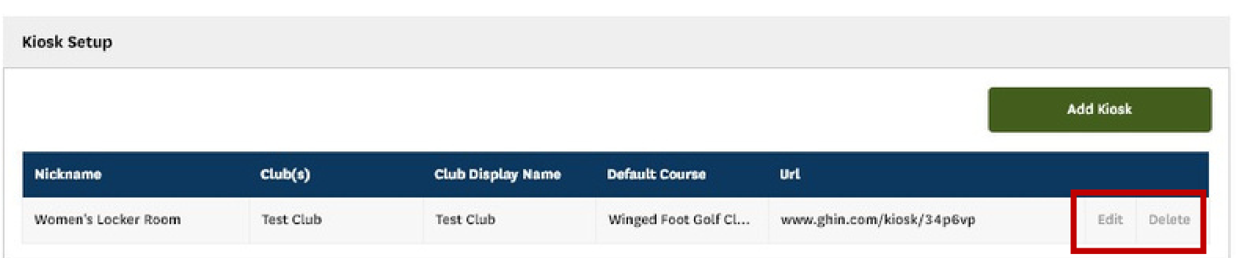
3. Click “Save” to create the Kiosk



4. 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).



5. The user will also have the ability to “Edit” or “Delete” the Kiosk.

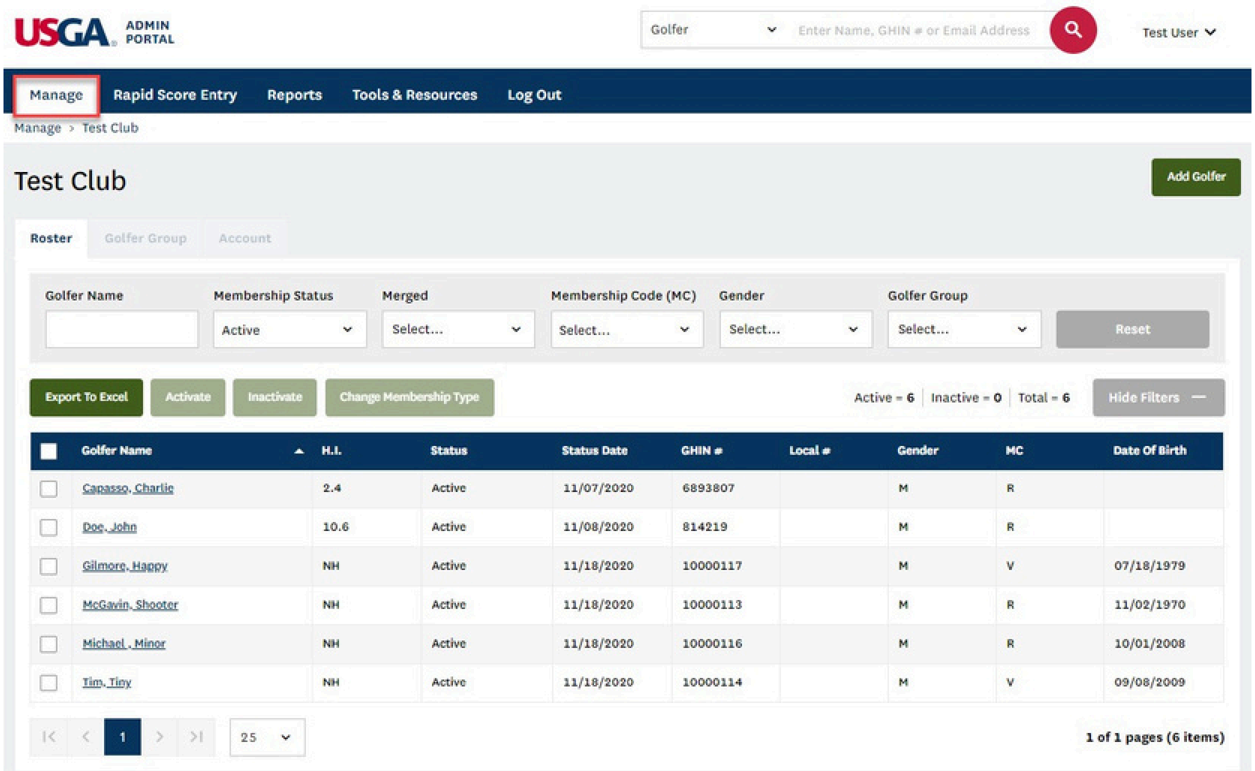


Golfer Roster

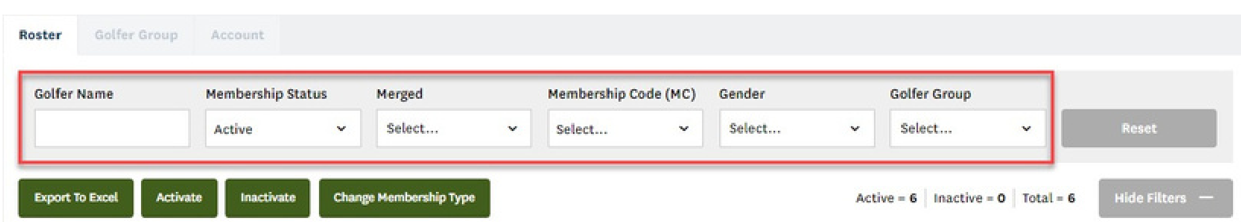
Users can manage the Golfer Roster, including how to update Golfer information, change and delete membership codes, complete special updates, and export Roster elements.

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.



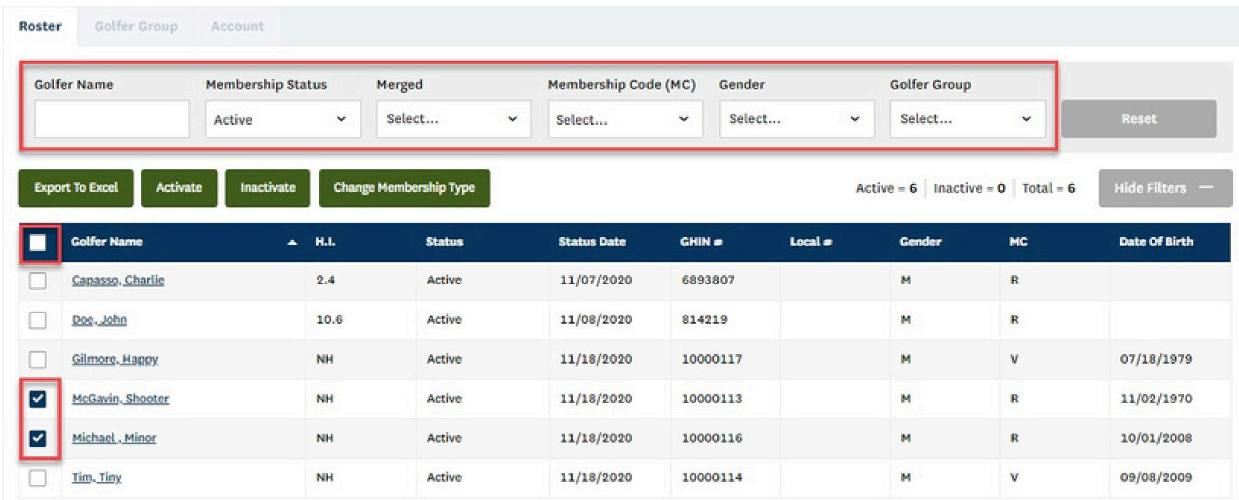
Click “Reset” to return the filters to their initial state. Click “Hide Filters” to hide the filters.

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

Export Golfer Information to Excel

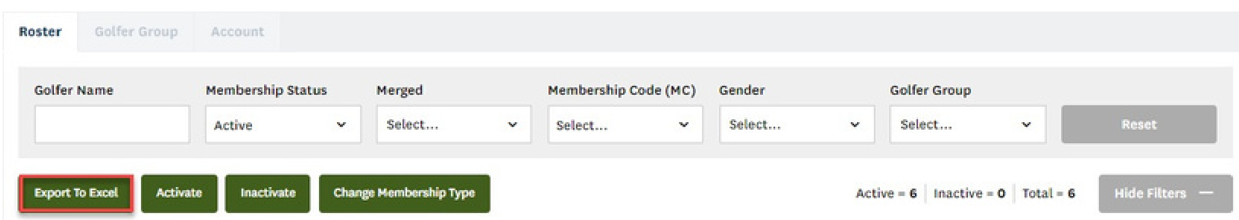
From the Golfer Roster, you can export a list of Golfers to Excel.

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



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.

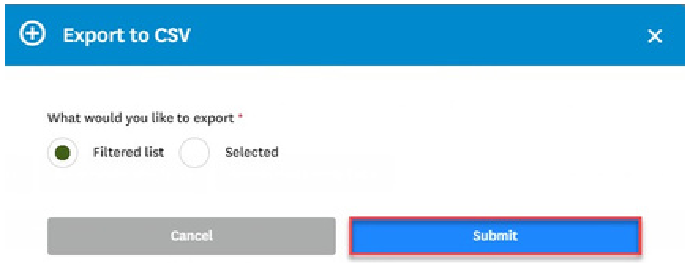


3. You will be presented with two options:

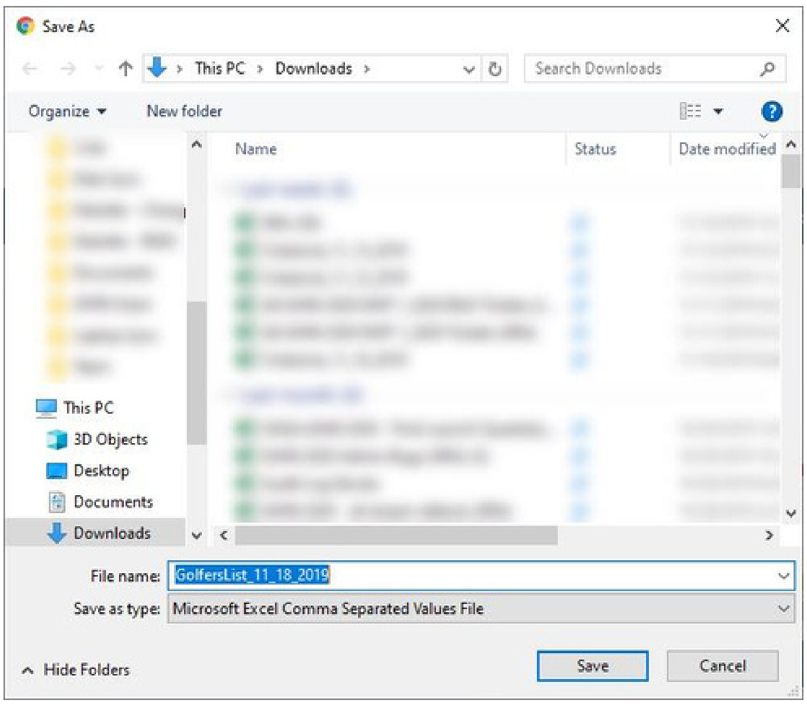
    1. Filtered List – Exports all Golfers meeting the criteria defined in your filters (in the above screenshot – all active Golfers)

    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.



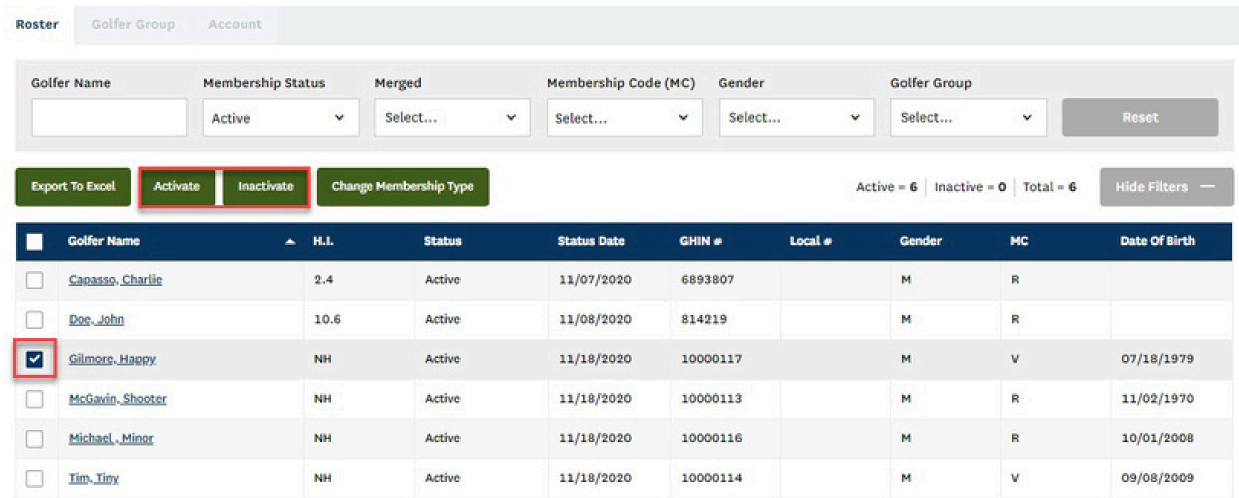
4. You will then be asked to select a location to save the file to your computer.



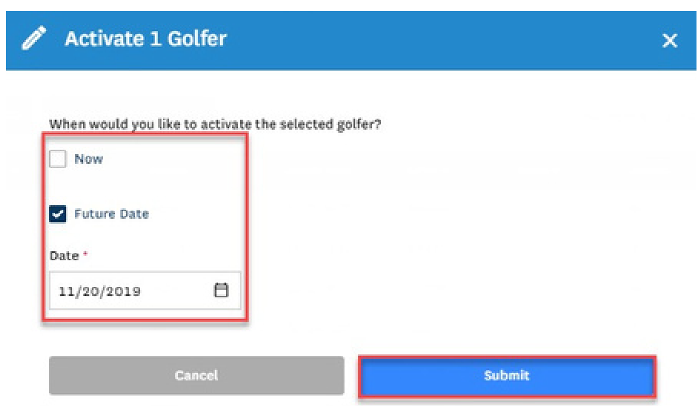
5. Once you select a file location and save the file, you will be able to open and interact with it.

Activating/Inactivating Golfers

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



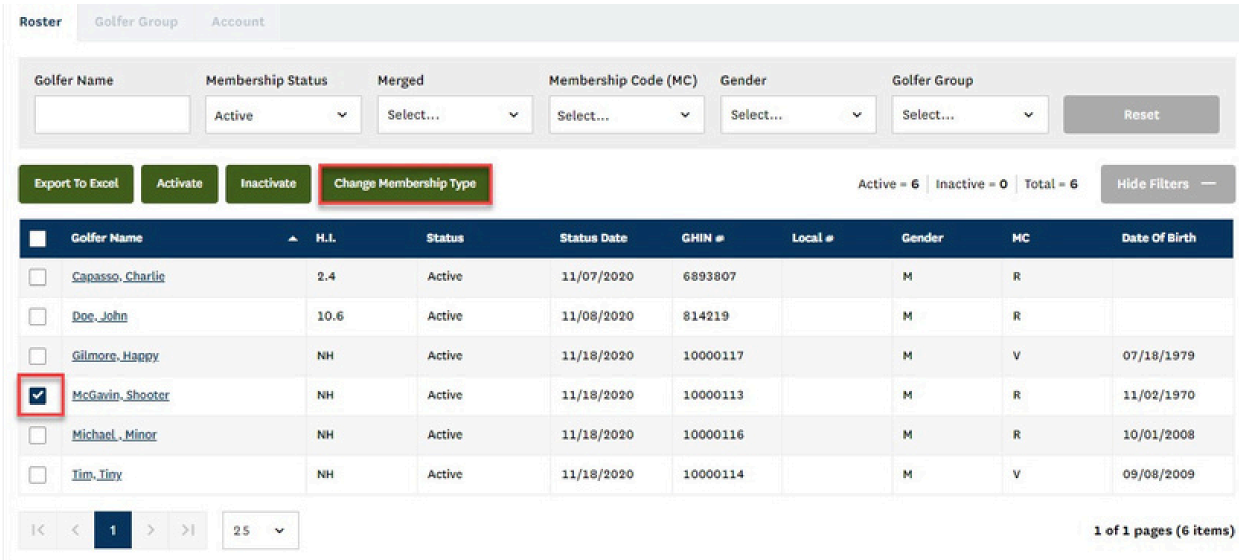
2. Click "Now" to activate / inactivate immediately. To have the action performed in the future, click "Future Date" and input the date on which the action is to be performed. Click "Submit" to confirm.



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."



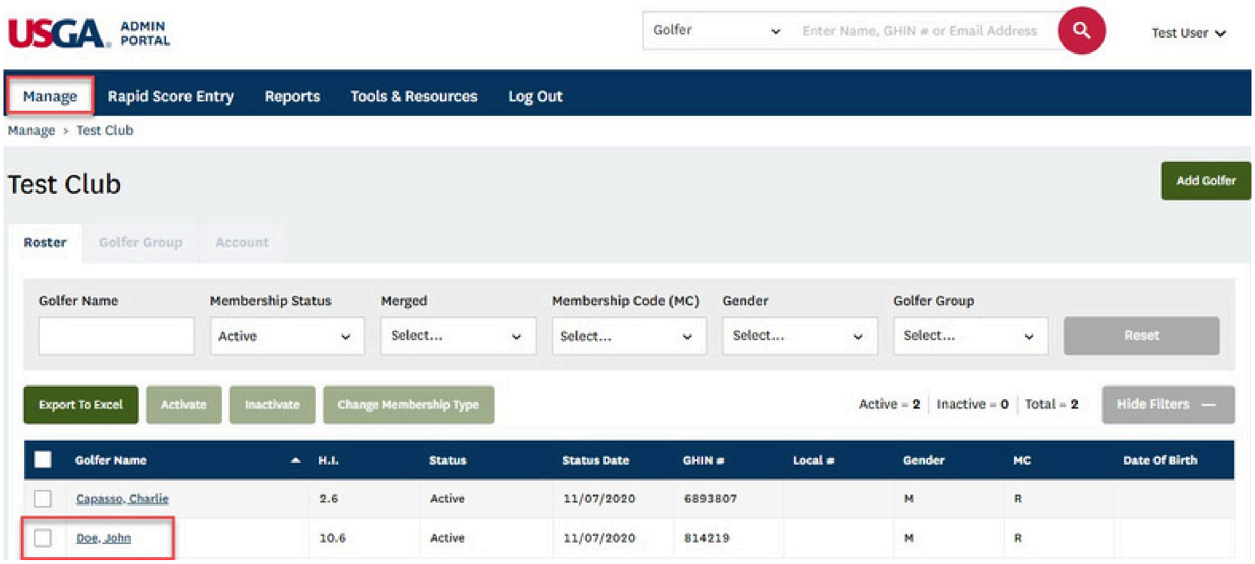
2. Select the new Membership Code from the dropdown and click "Submit" to save. ***Note: The Junior designation can only be applied to a Golfer's record if the Golfer is under 19 years of age and has a valid date of birth in the system. Please be sure to update the codes for any aged-out junior golfers.***

Golfer Account

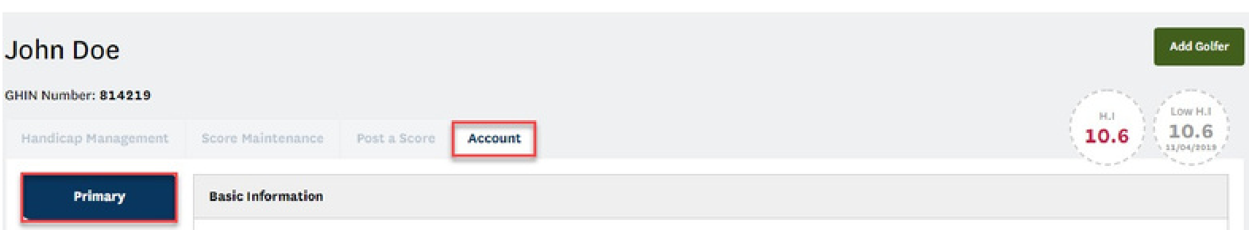
The Golfer Account section allows Association and Club Users to update profile information and manage addresses for a golfer.

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.



2. Click "Account" to access the Golfer's Account and "Primary" to view the Primary Account Details.

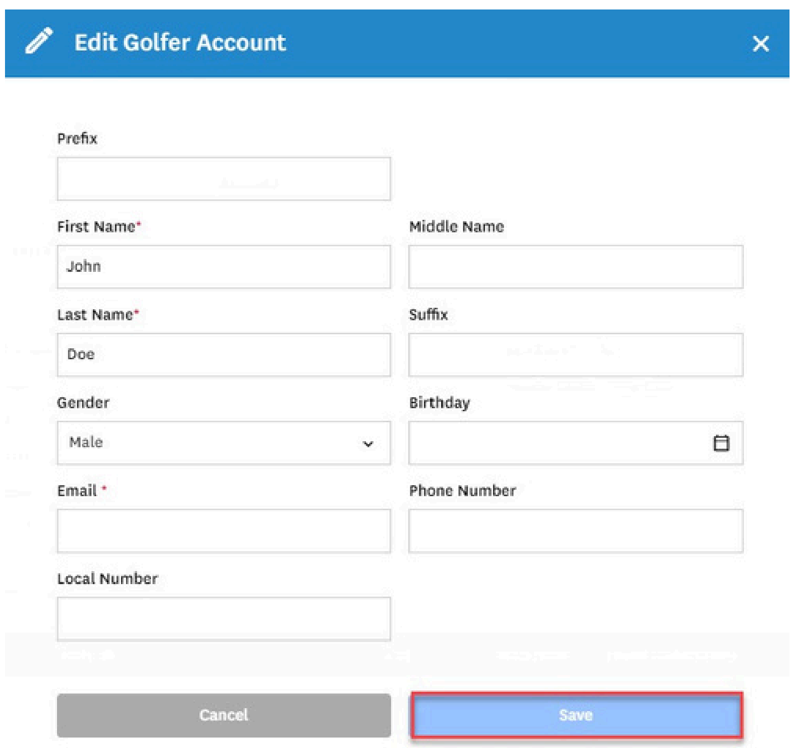


Editing Golfer Account Information

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.

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

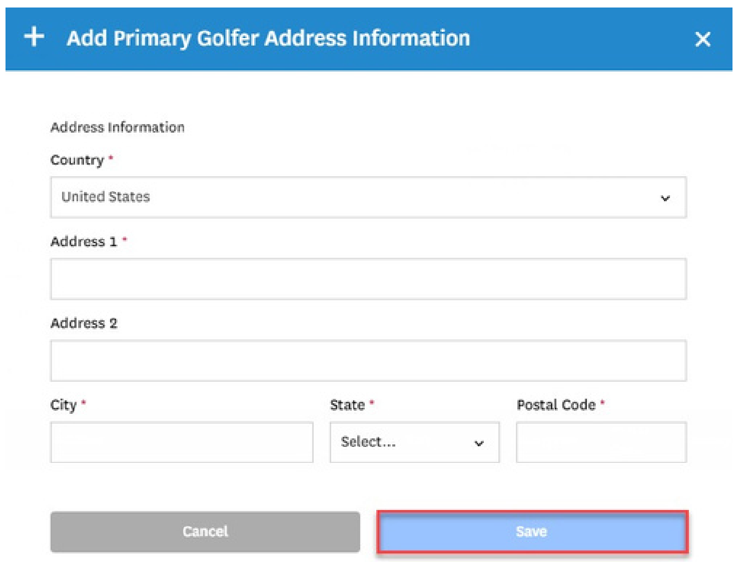


Note: you will only have access to edit profile information for Golfer's in your Club or Association.

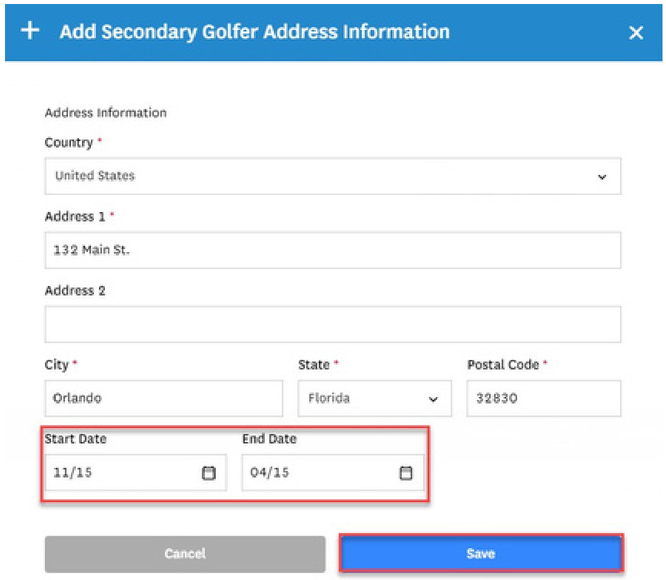
Adding an Address

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

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

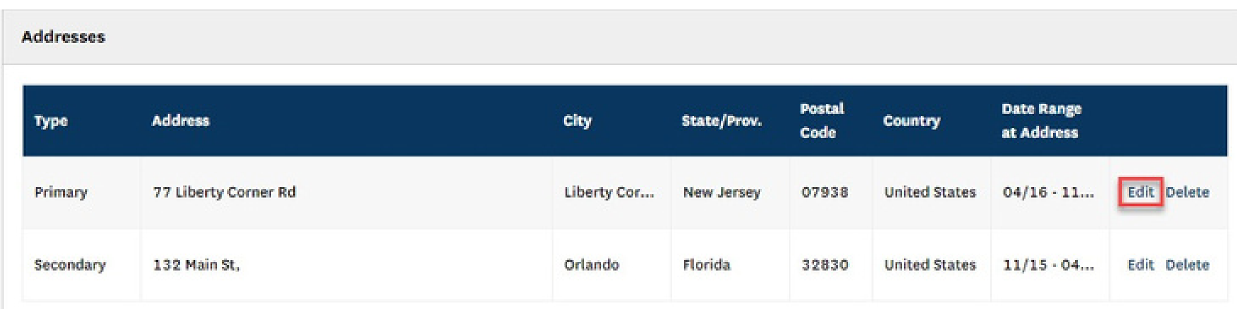


3. If the Golfer has two addresses, you can also add a secondary address and provide dates of residency. When dates are provided, the date range for the primary address is adjusted.



Editing an Address

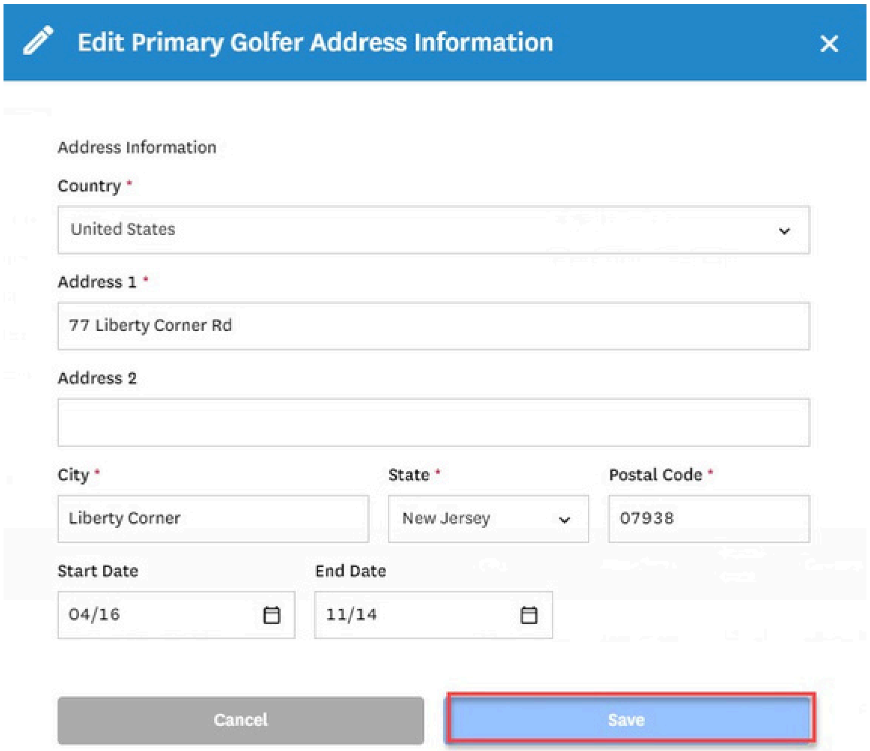
1. To edit a Golfer's address, click "Edit" to the right of the address.



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

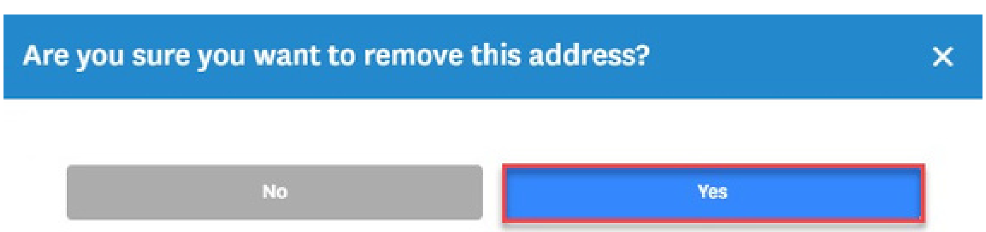
2. Make any necessary updates and click "Save" to submit.



Deleting an Address

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

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



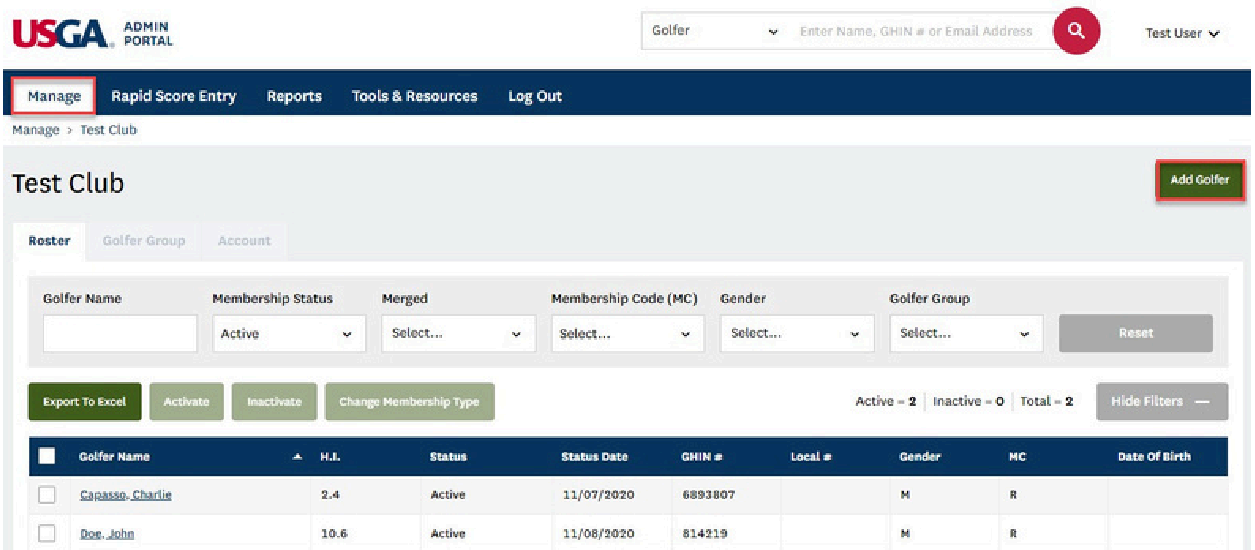
Note: If the Golfer had two addresses, the date range will reset when one is deleted.

Add Golfer/Add a Junior or Minor Golfer

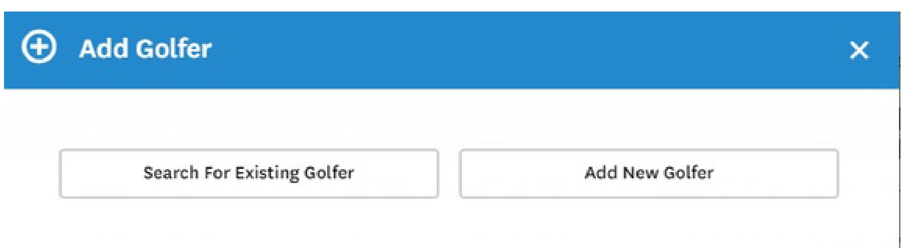
Association and Club Users can add new or existing Golfers to a Club from the Manage section of Admin Portal.

Adding a Golfer

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



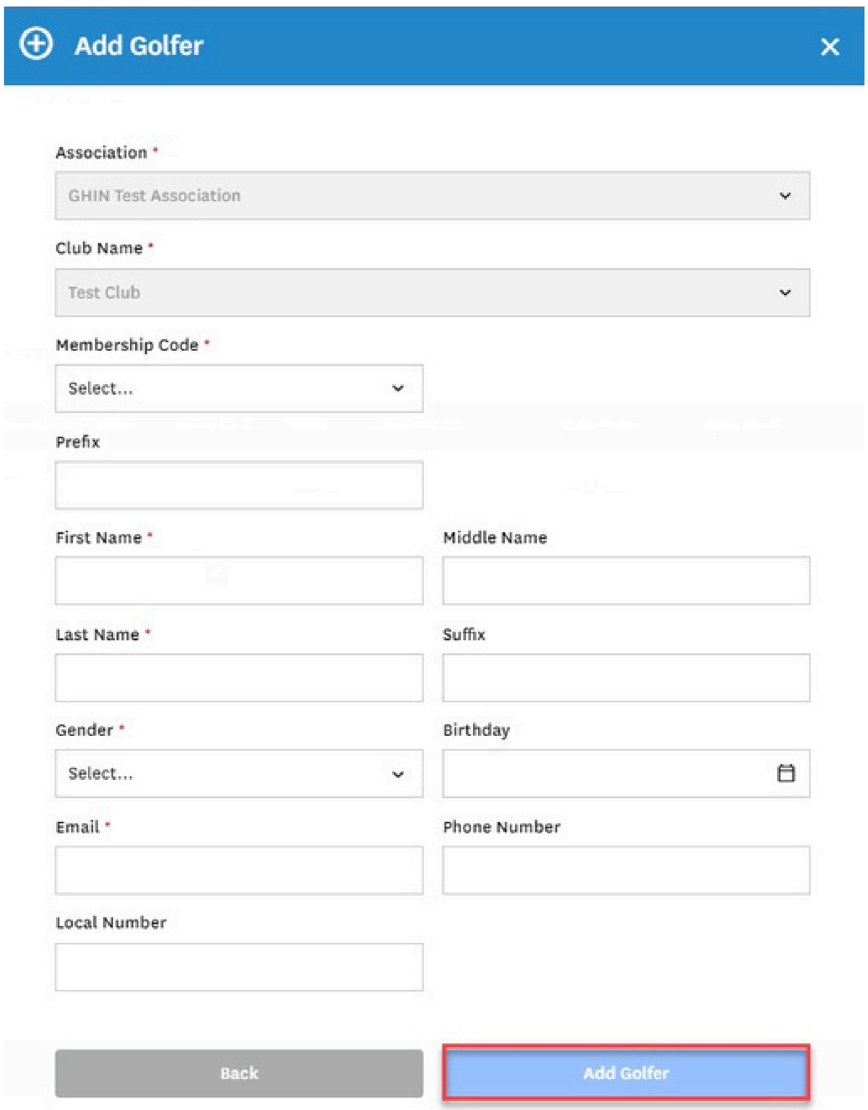
2. Indicate if you wish to add a new golfer or search for an existing golfer.



Adding a New Golfer

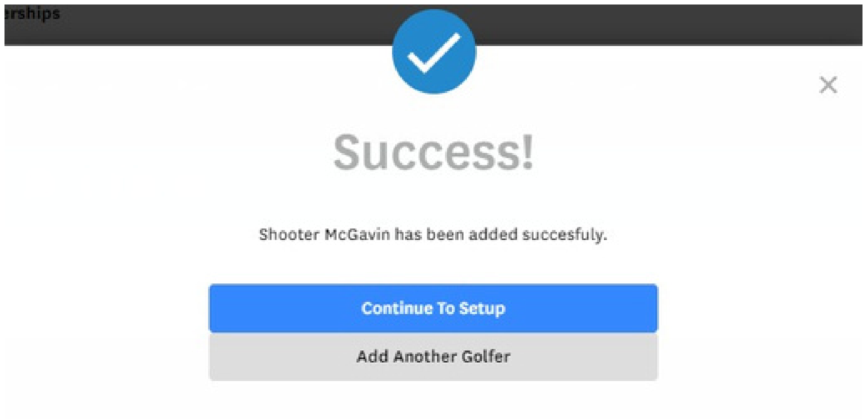
1. Click "Add New Golfer" to create a new Golfer.

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



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).

3. 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.

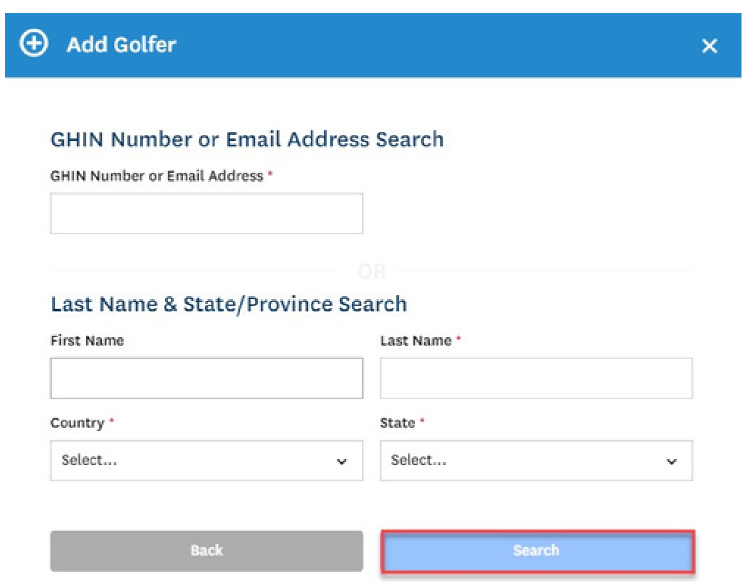


If you do not wish to proceed with either option, click "X" in the upper right-hand corner to close the window.

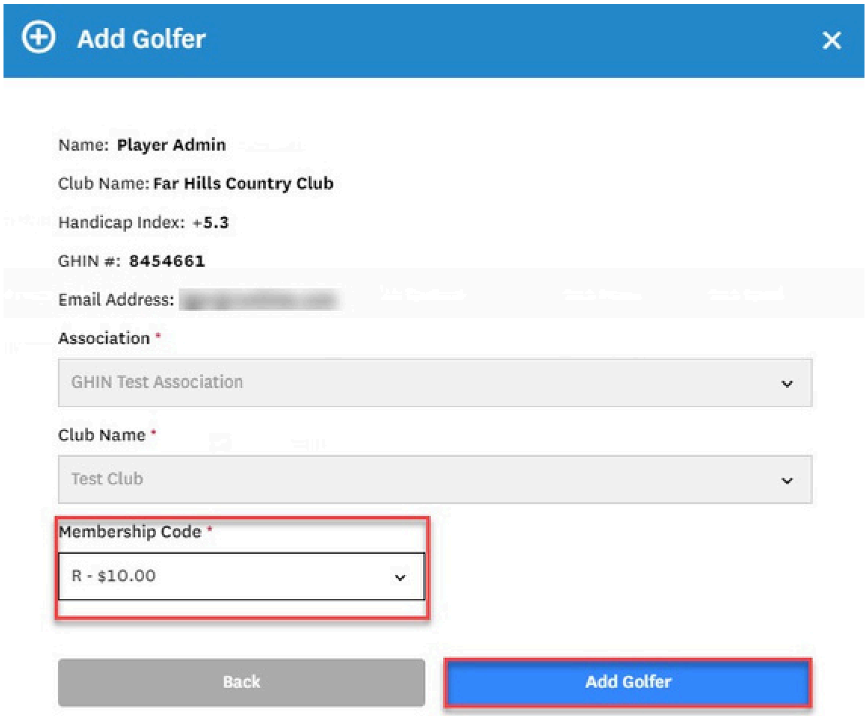
Add an Existing Golfer

1. Click "Search for Existing Golfer" to add an existing Golfer.

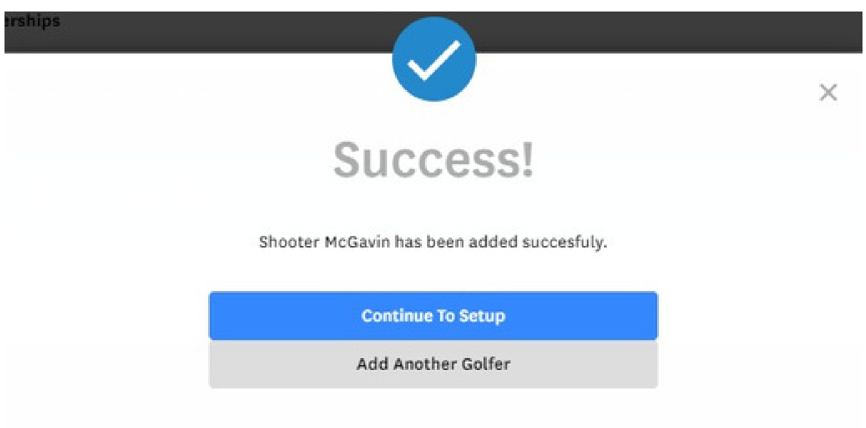
2. Search for the Golfer using the following options:
   a. GHIN Number or Email Address; OR
   b. Last name and State/Province



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

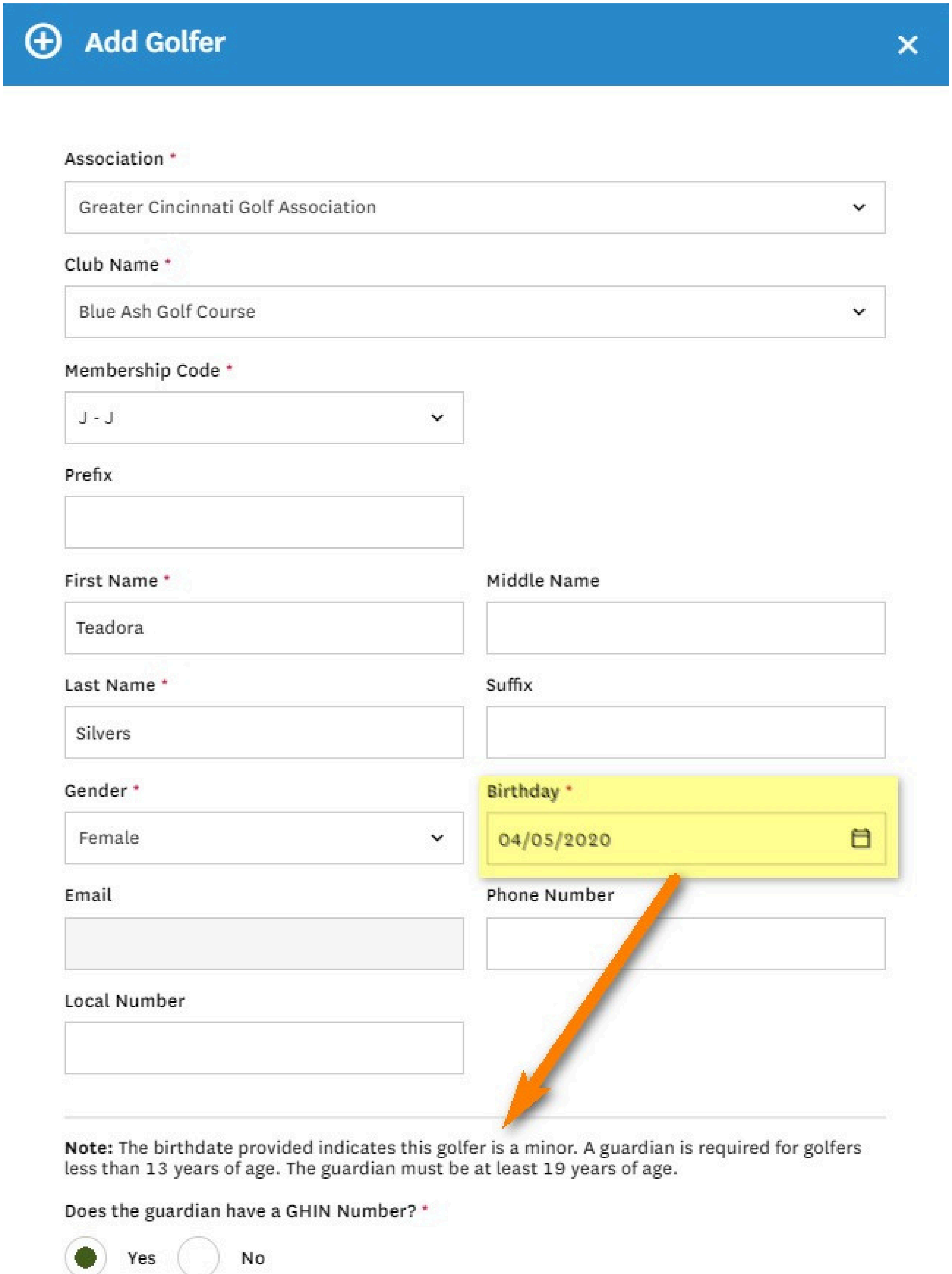


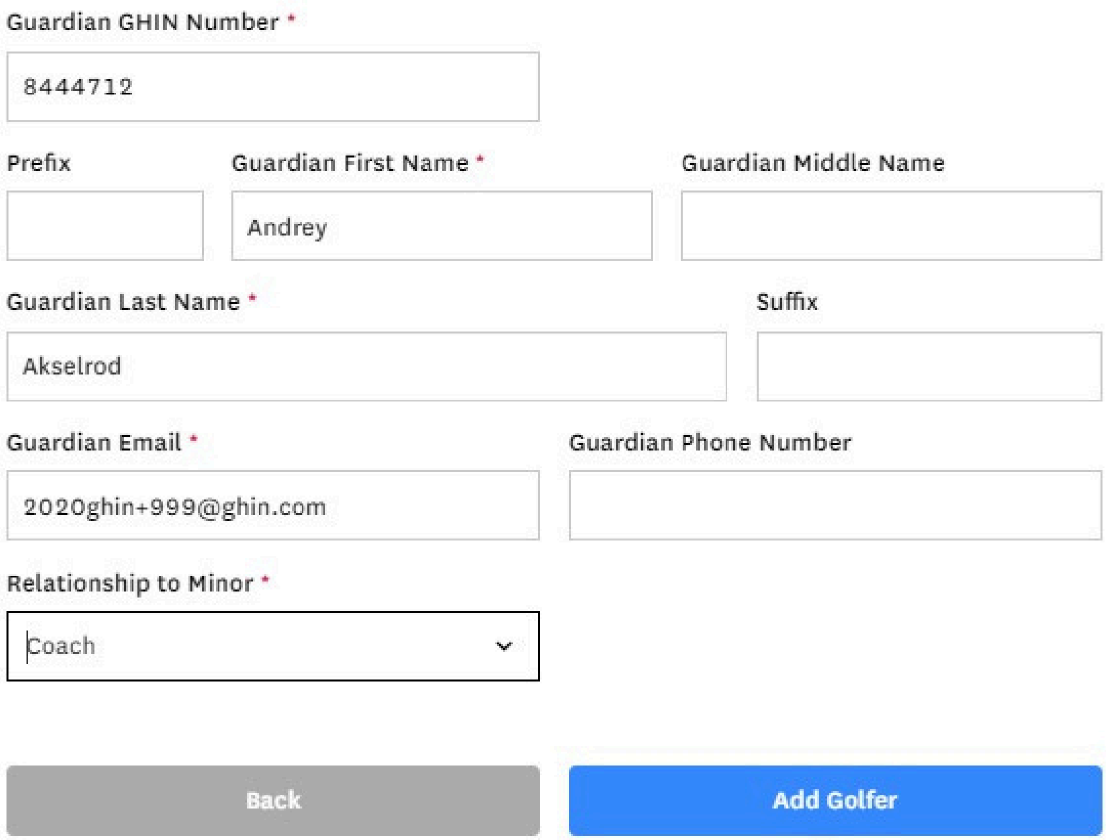
4. You will be presented with a success message on saving.



Adding a Minor Golfer

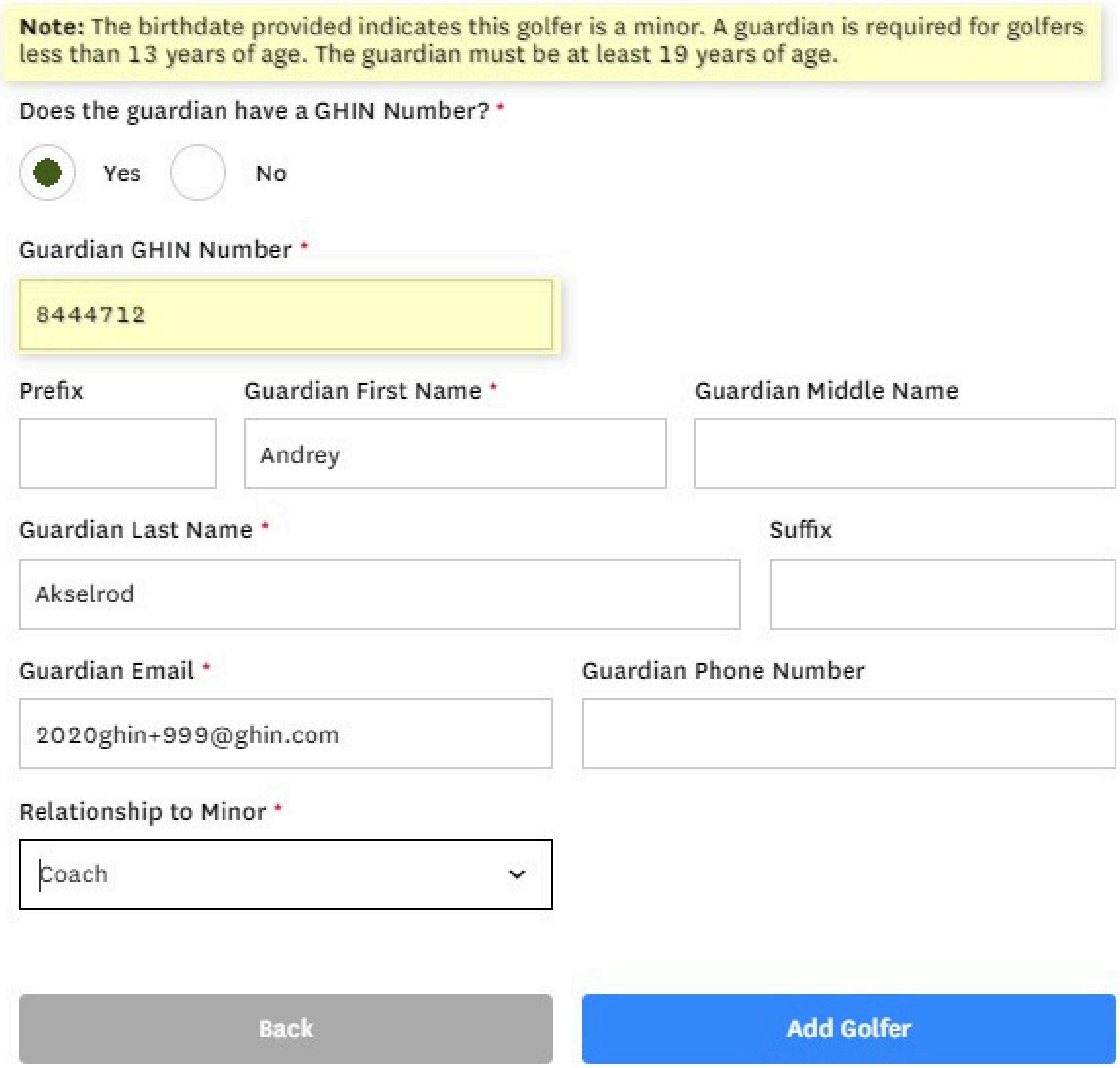
When adding a golfer, a new section will automatically appear if the birthdate provided by the user indicates that the golfer is a minor. **Please note that a minor golfer is a child aged 13 or younger and WILL require a guardian on their account.**





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.



- 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 *

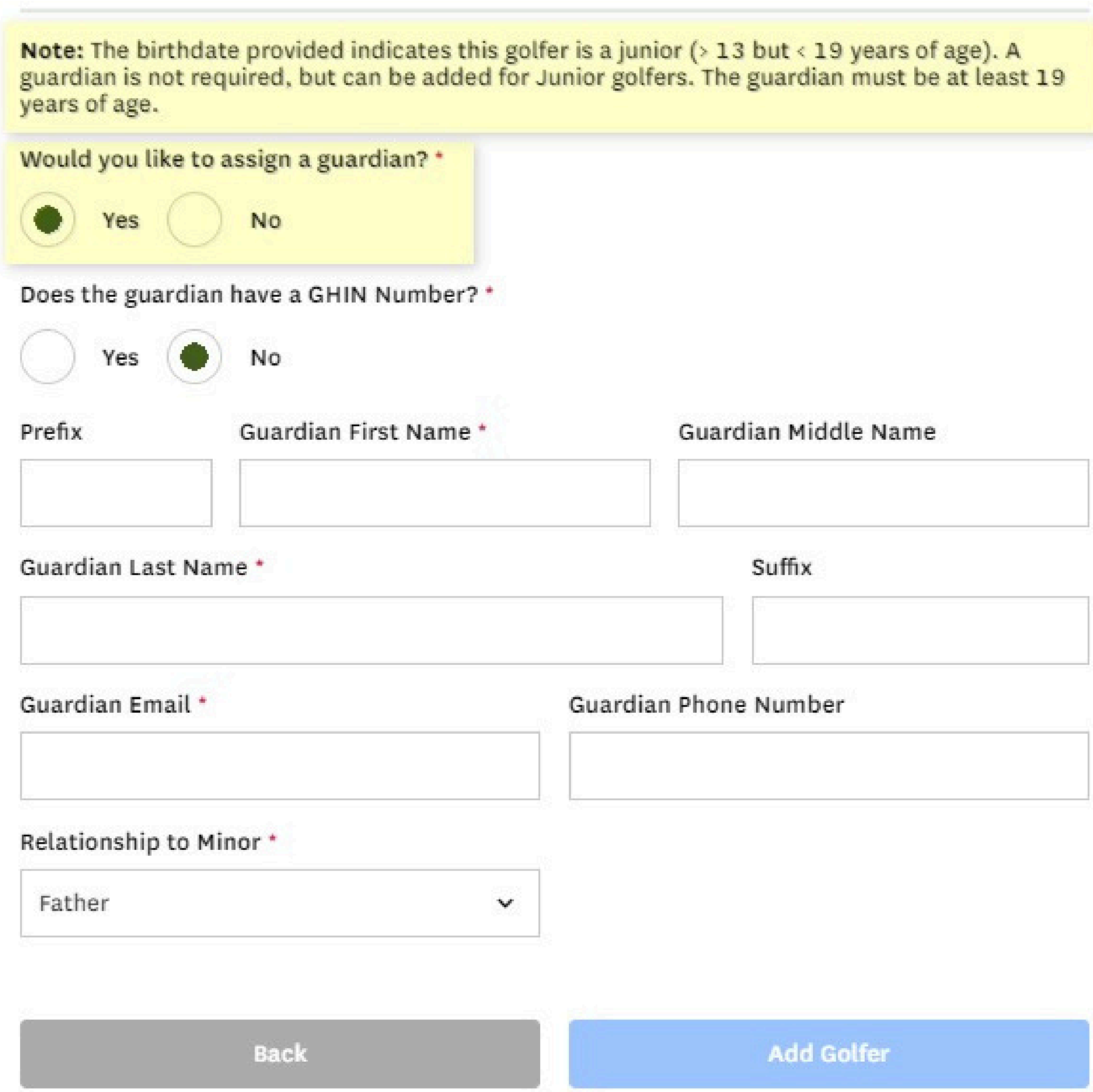
Father

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.

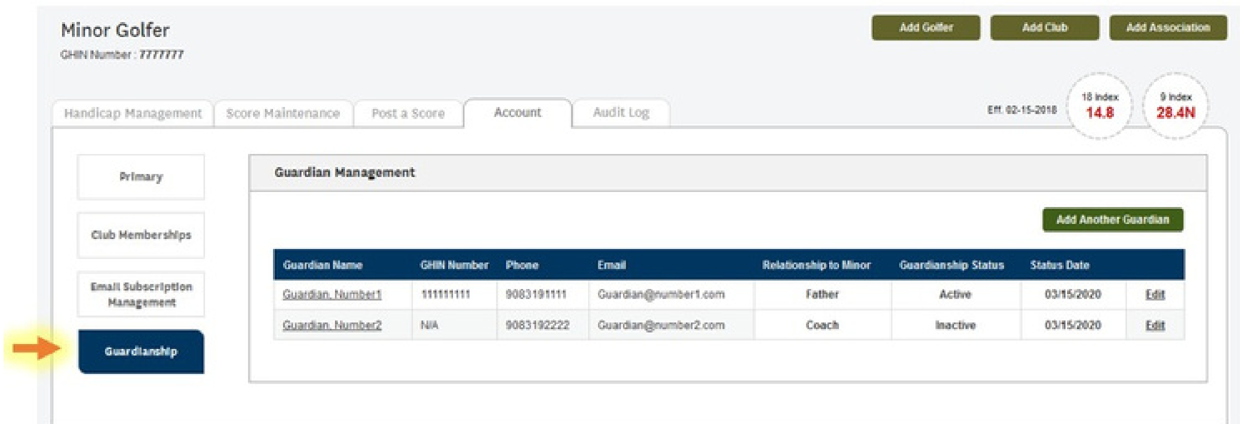


Golfer Guardianship Section for Minor/Junior Golfers

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

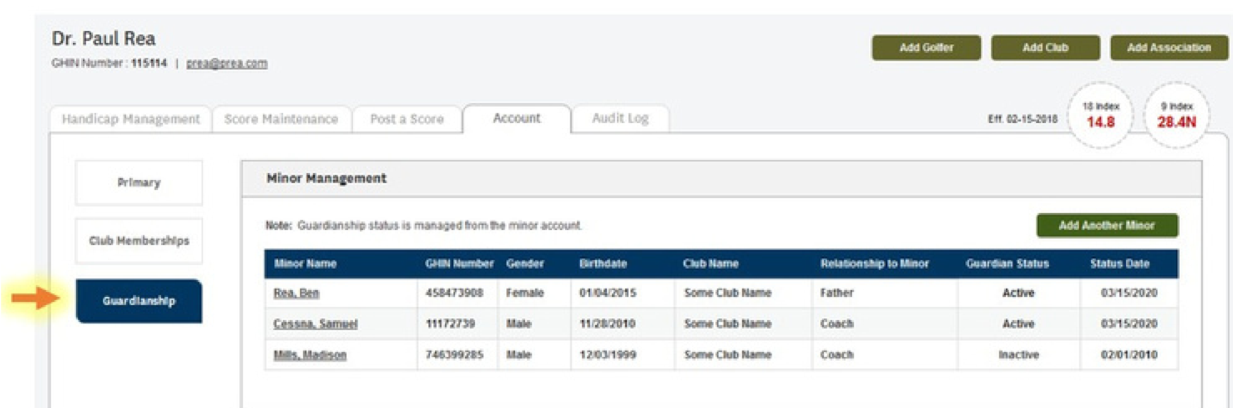
All guardians that can act on behalf of the minor are listed. Guardians can be inactivated, and additional guardians can be added using the button provided. Clicking on the guardian name will bring you to their account.

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

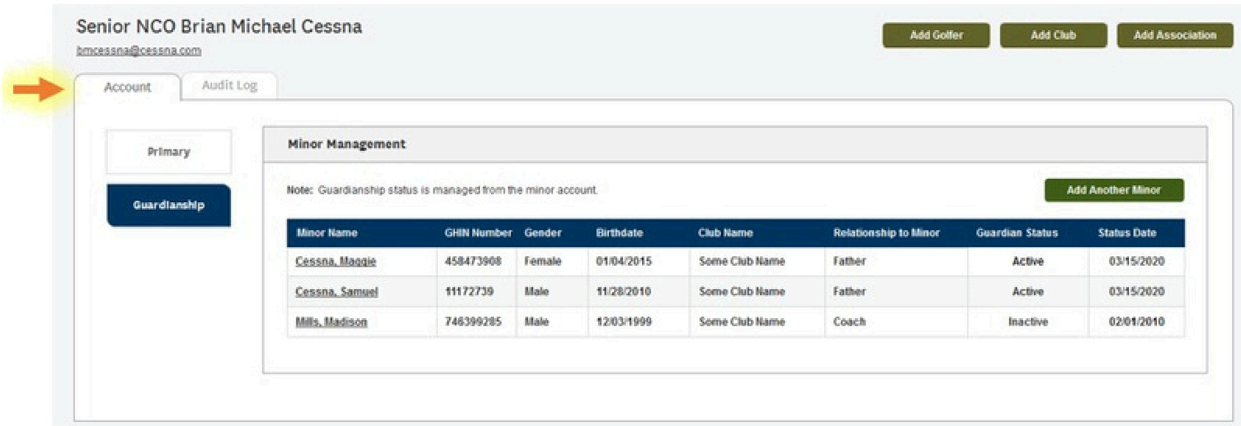


Guardianship Section for Guardians

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.



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

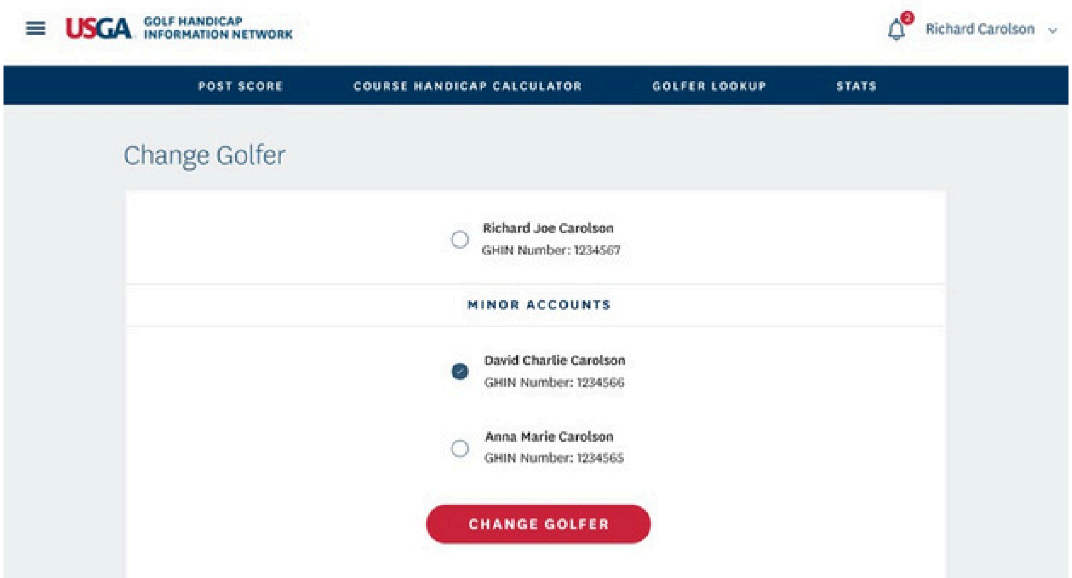


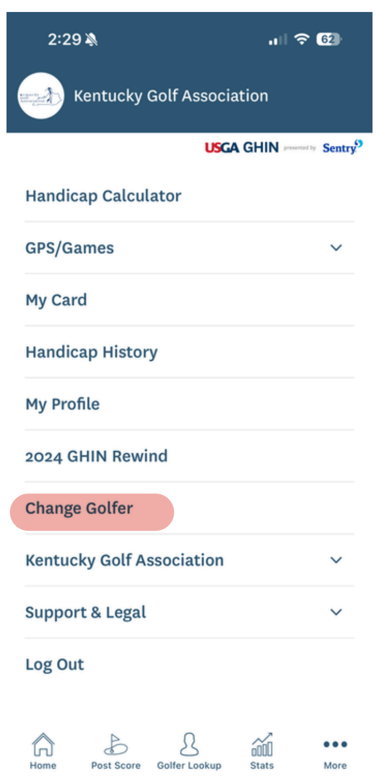
Golfer Products Impact

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.



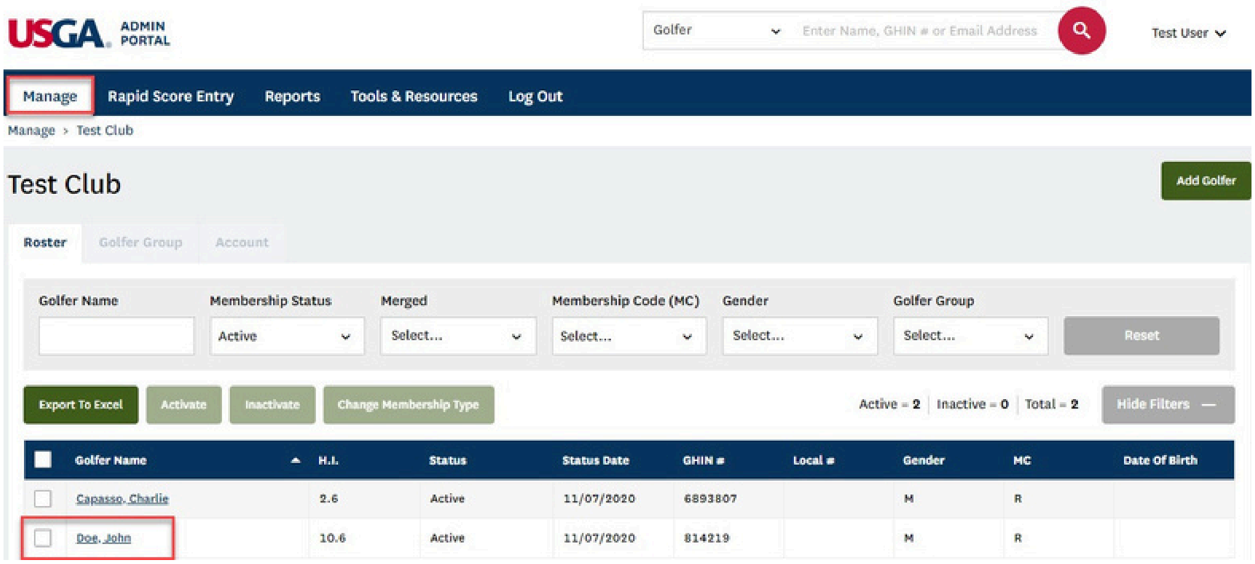


Golfer Club Memberships

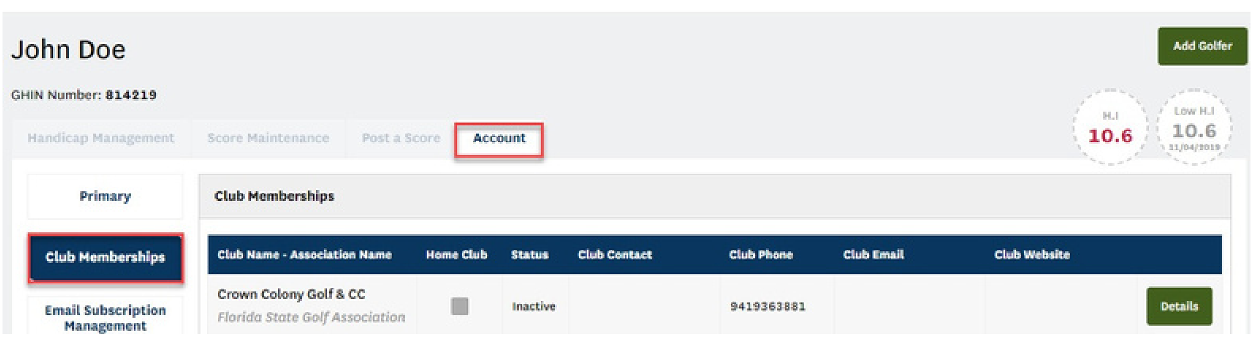
The Golfer Club Memberships section allows Association and Club Users to view and manage affiliations and club-related data.

Accessing Club Memberships Account

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.



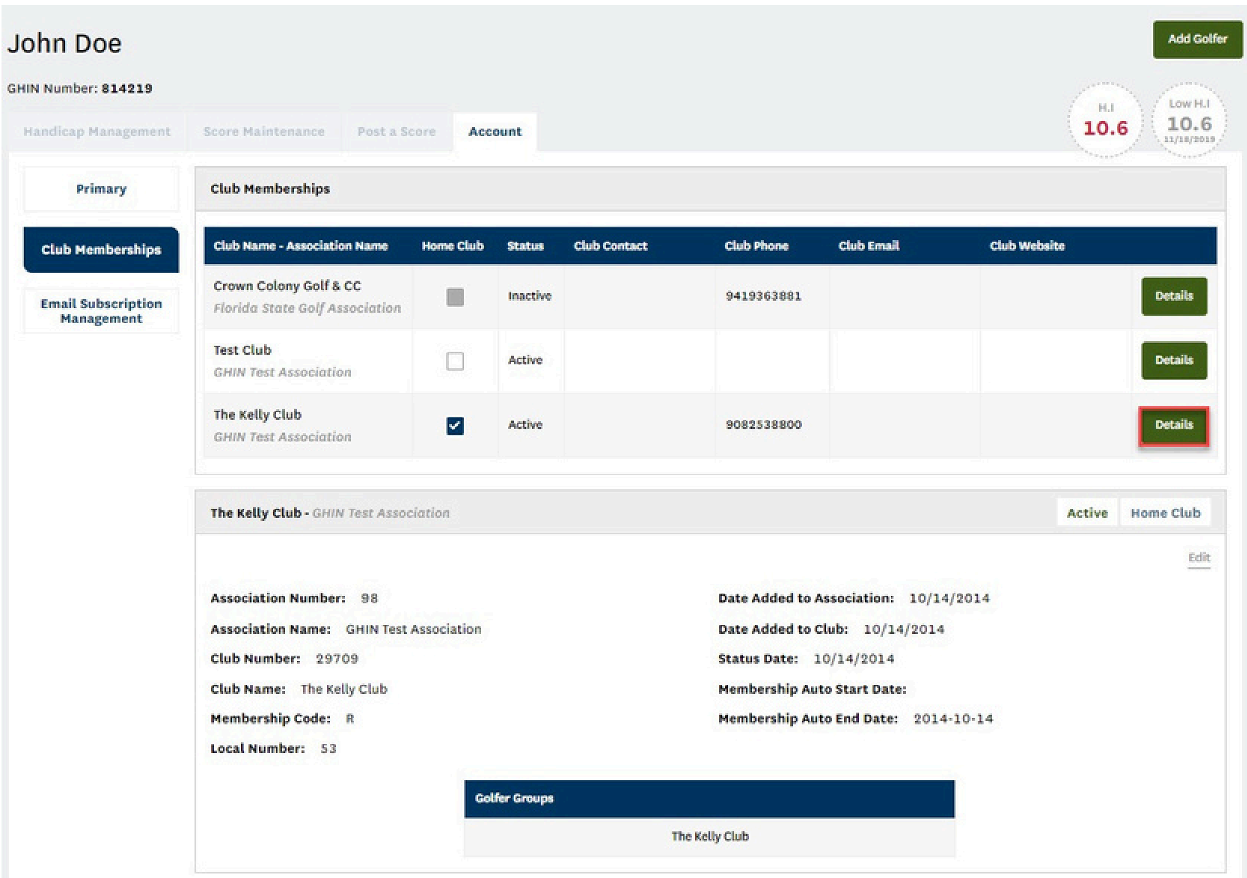
2. Click "Account" to access the Golfer's Account and "Club Memberships" to view the Club Membership details.



Viewing Club Membership Details

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

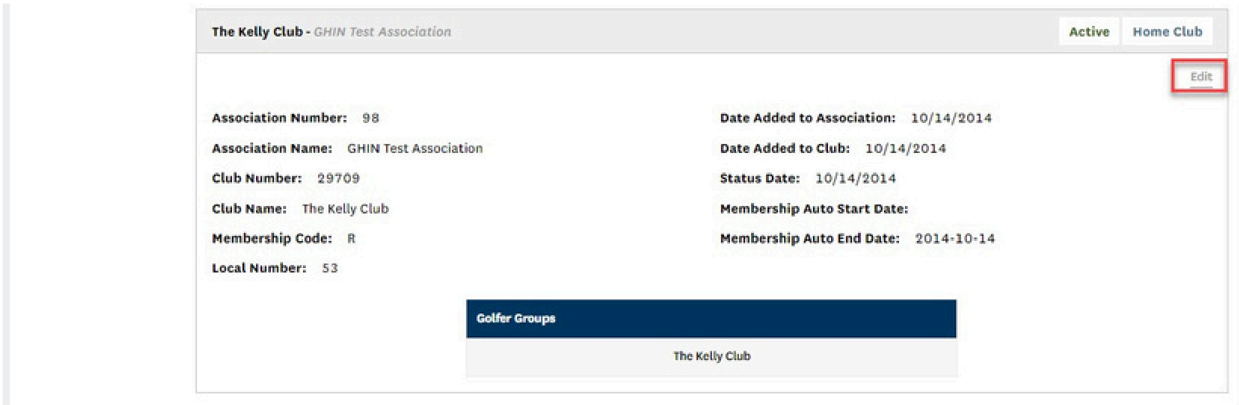
1. Locate the membership you would like more information on and click “Details” to expand the view.
2. The Club Membership Details for that relationship will be displayed at the bottom of the page.



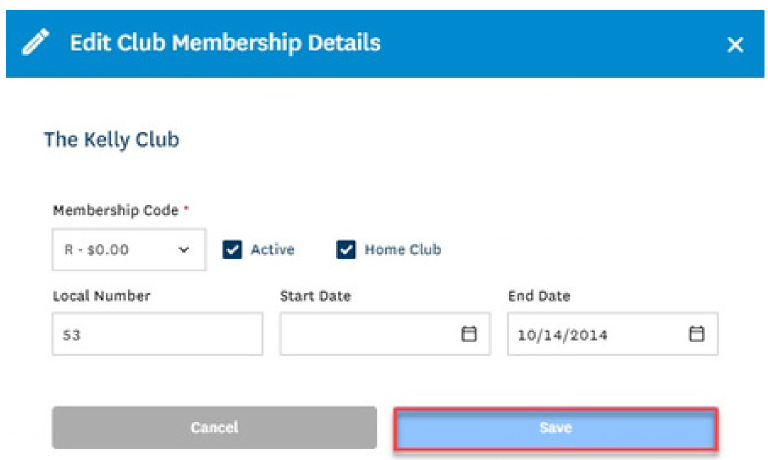
Note: you can only view Club Membership details for clubs that you have access to manage.

Editing Club Membership Details

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



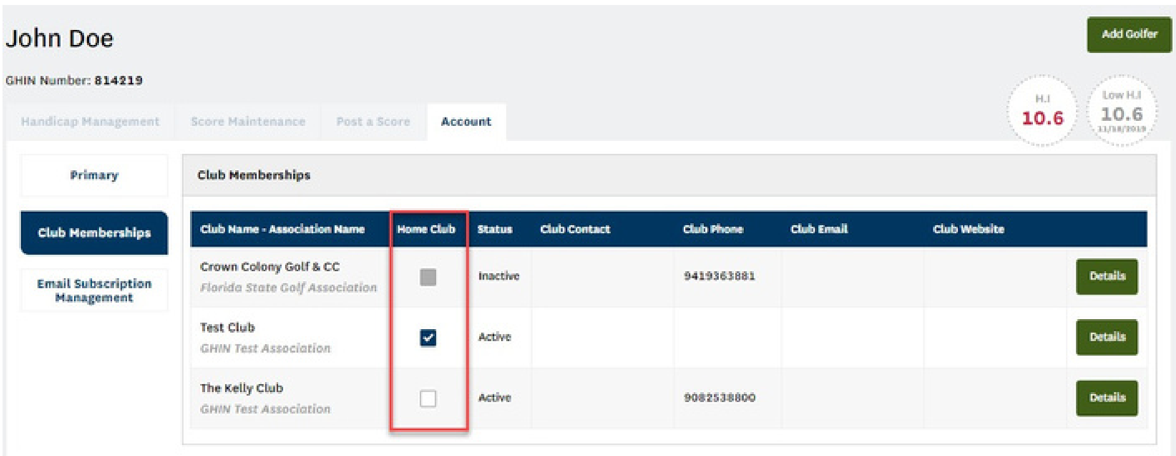
2. Make any necessary updates and click “Save” to apply the changes.



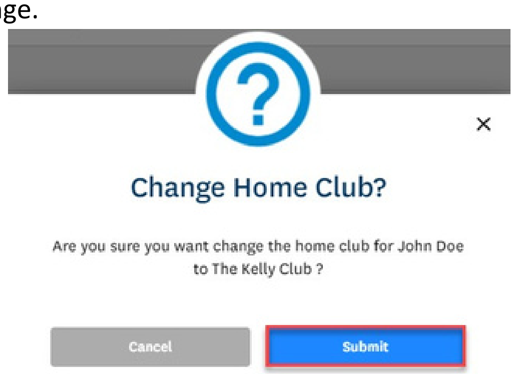
Updating Home Club

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

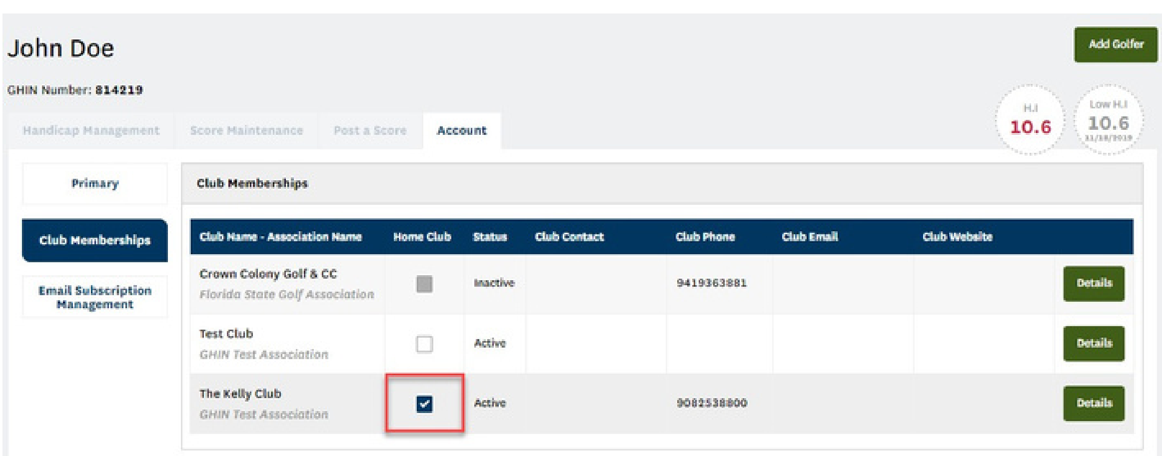
1. To update, click the checkbox to the right of the Club Name for the new Home Club.



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.



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

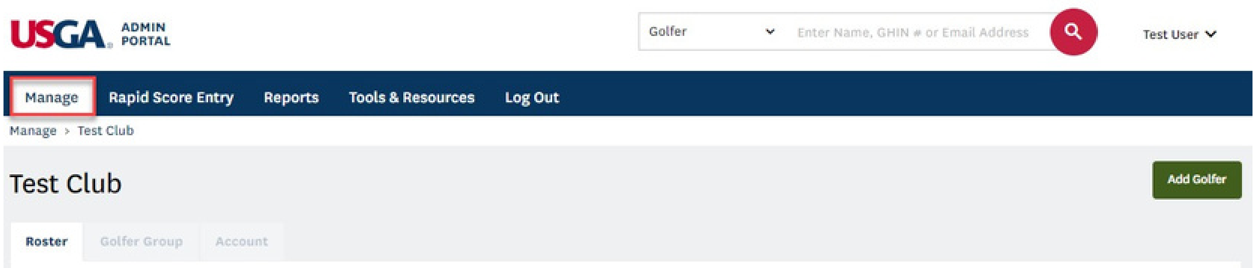


Golfer Groups

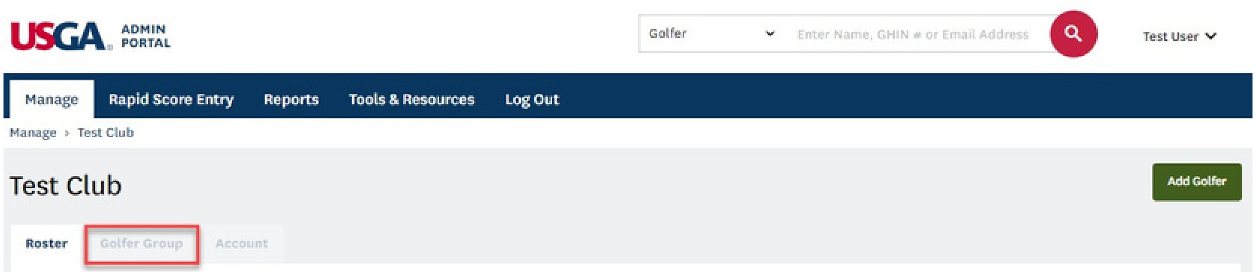
Association and Club Users can manage the grouping of Golfers on their roster.

Accessing Golfer Groups

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

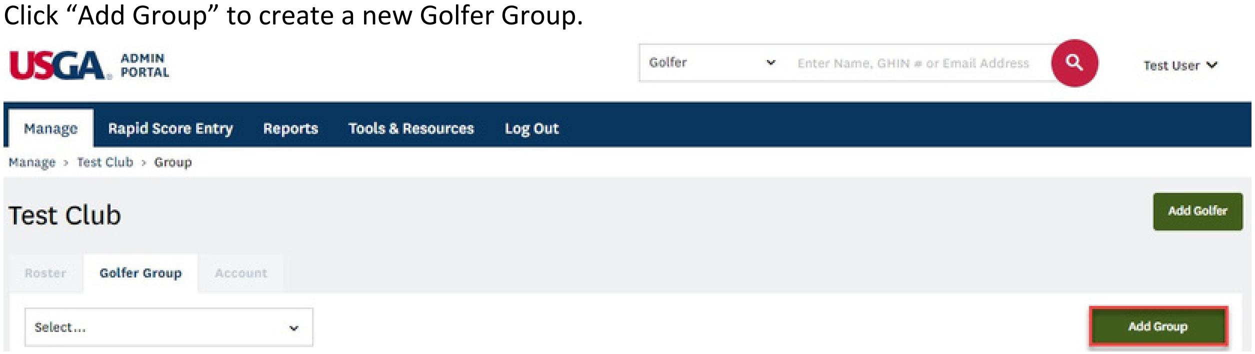


2. Select the “Golfer Group” tab.

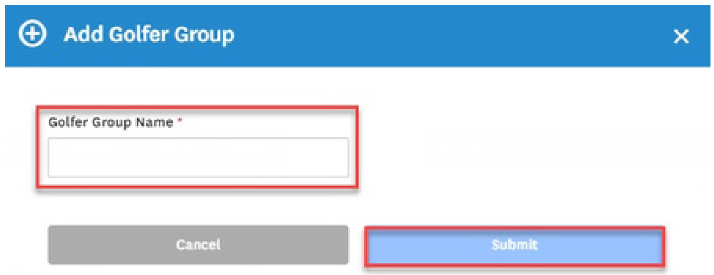


Adding a Golfer Group

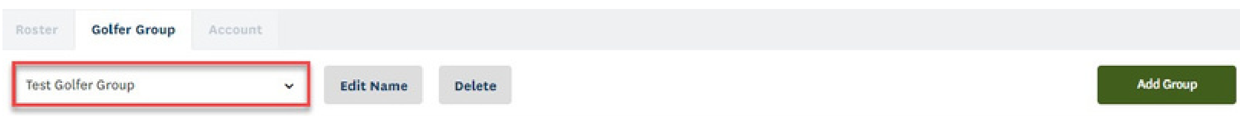
1. Click “Add Group” to create a new Golfer Group.



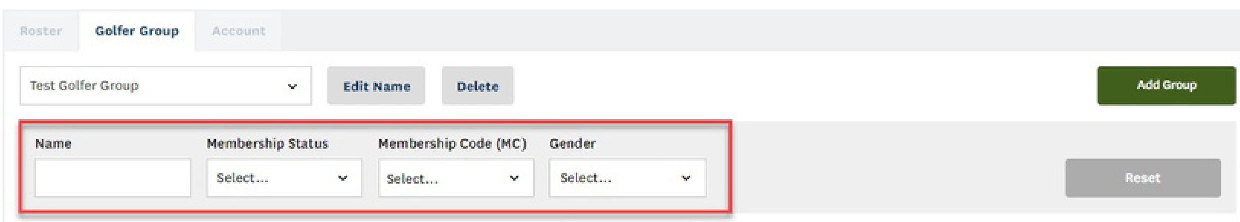
2. Enter a unique name for your Golfer Group and click “Submit” to create.



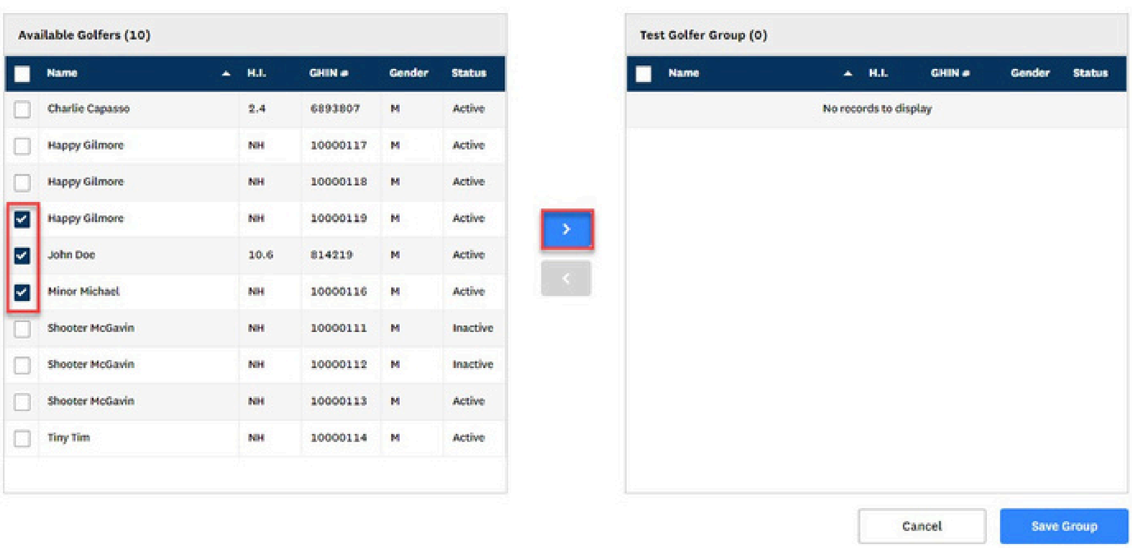
3. To add Golfers to your newly created group, first select your Golfer Group from the picklist at the top of the page.



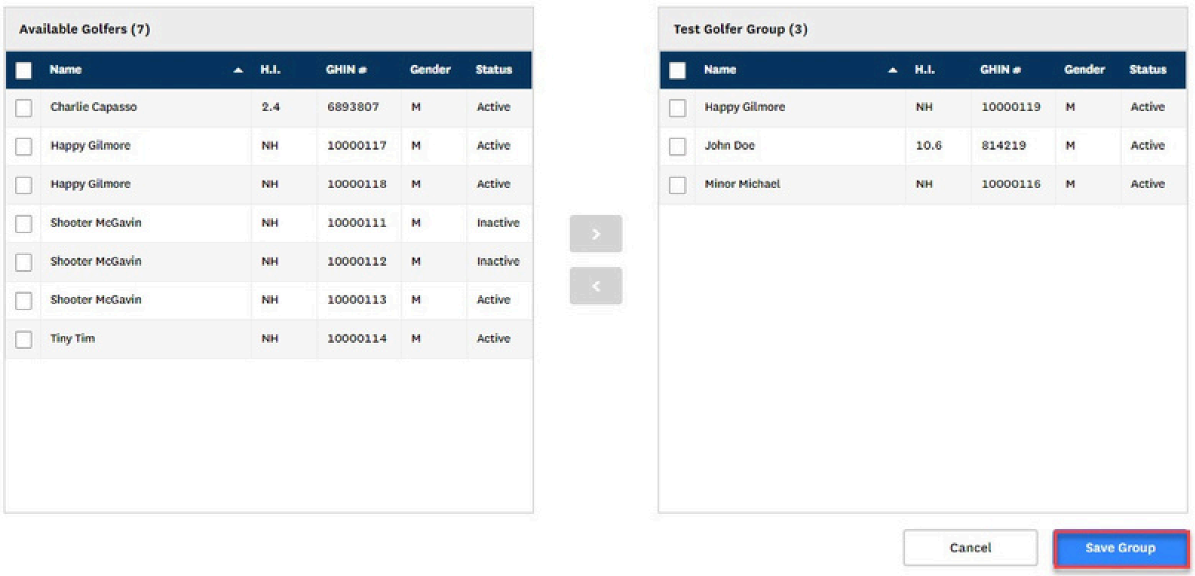
4. Then use the filters to narrow down your population.



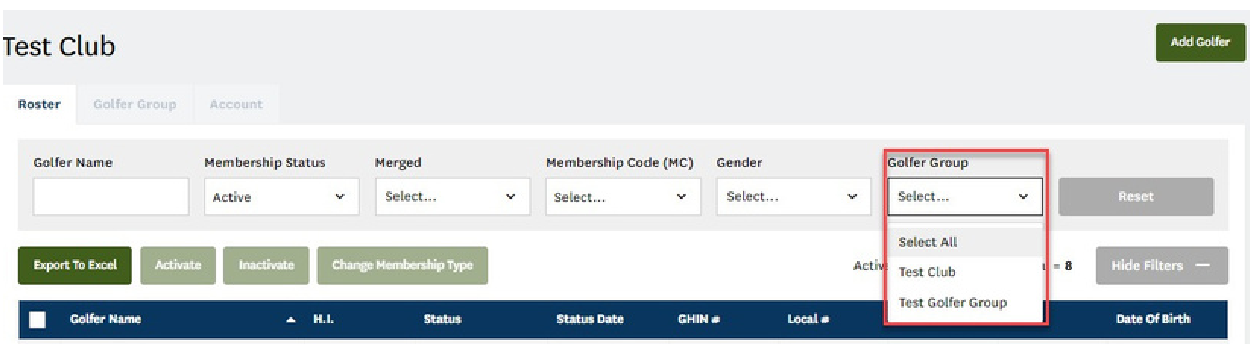
5. Select any Golfers that you would like to add to the group and press the “>” button to add them.



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



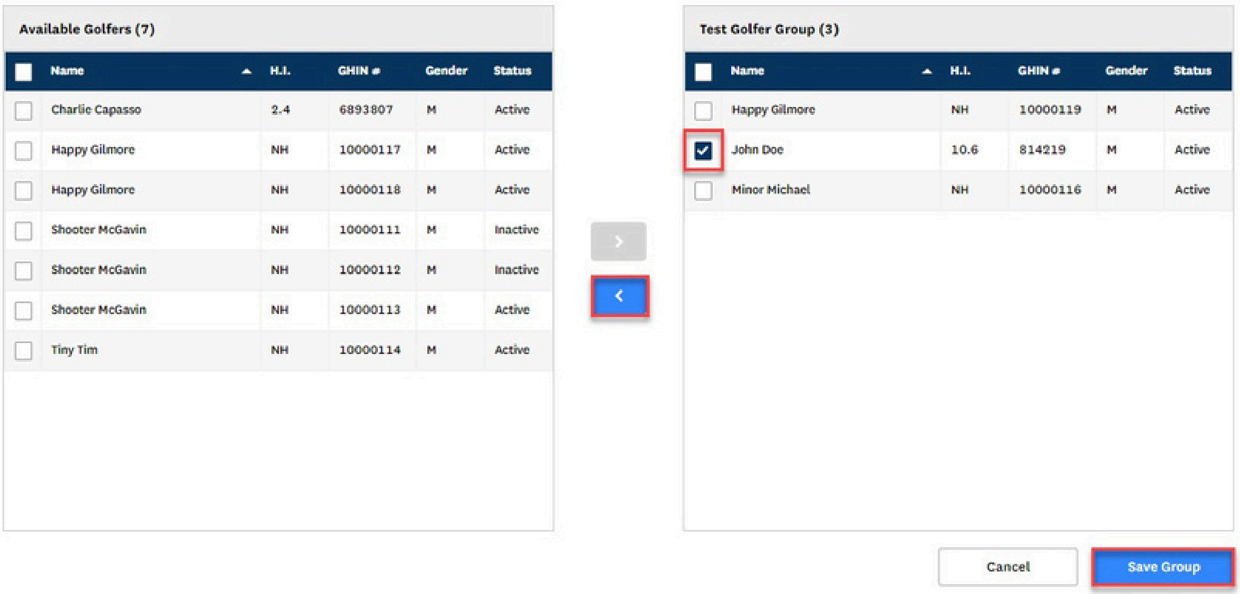
7. The newly created group will also be available as a filter on the Golfer Roster.



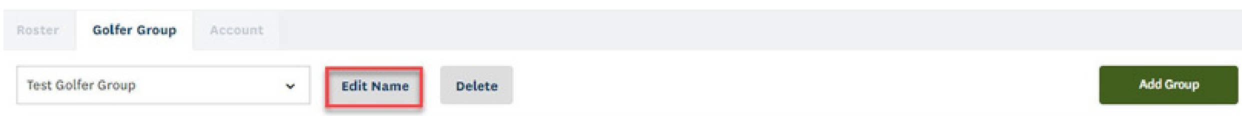
Note: Newly created Golfers are not automatically added to a group. This needs to be completed as a separate manual step.

Editing a Golfer Group

1. 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.

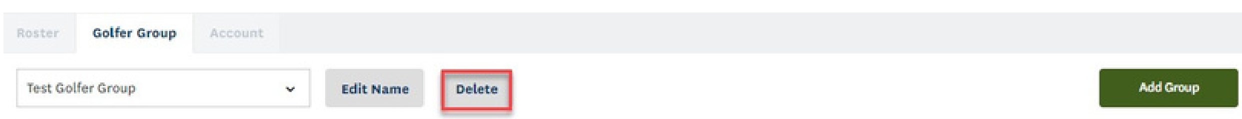


2. To modify the group name, click “Edit Name” to the right of the group name.



3. Apply any changes and click “Submit” to save.

4. To delete a Golfer Group, click “Delete” to the right of the group name.

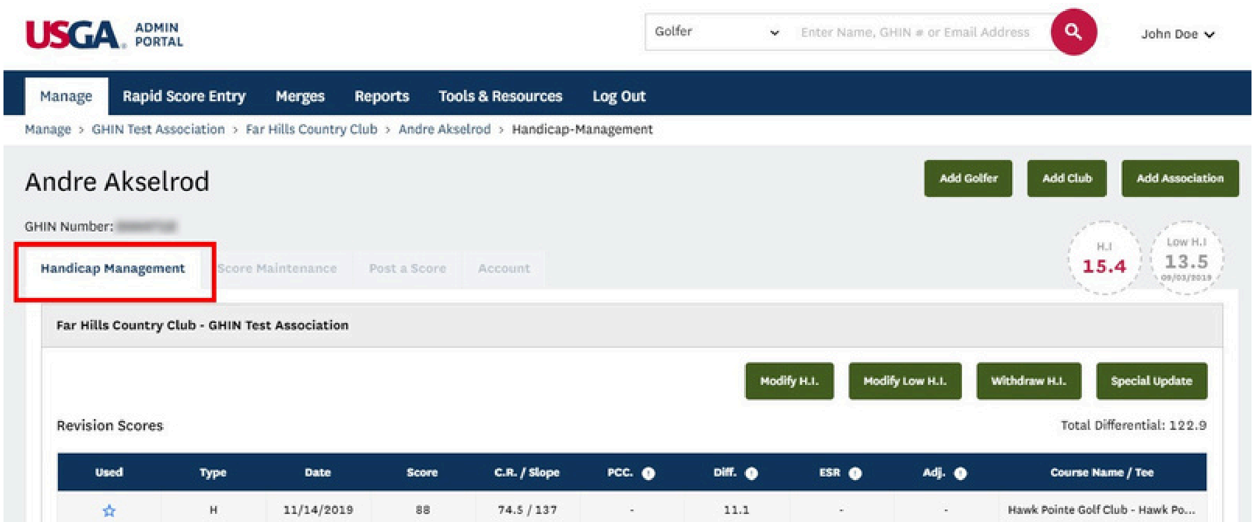


Handicap Management/Handicap Review Tool User Guide

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.

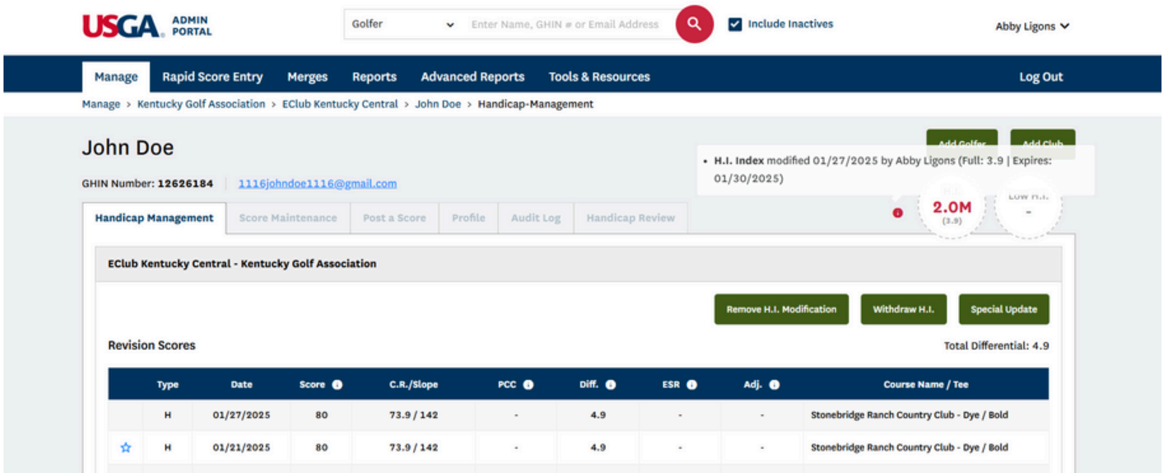


Handicap Index & Low Handicap Index

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.



Revision Scores Table

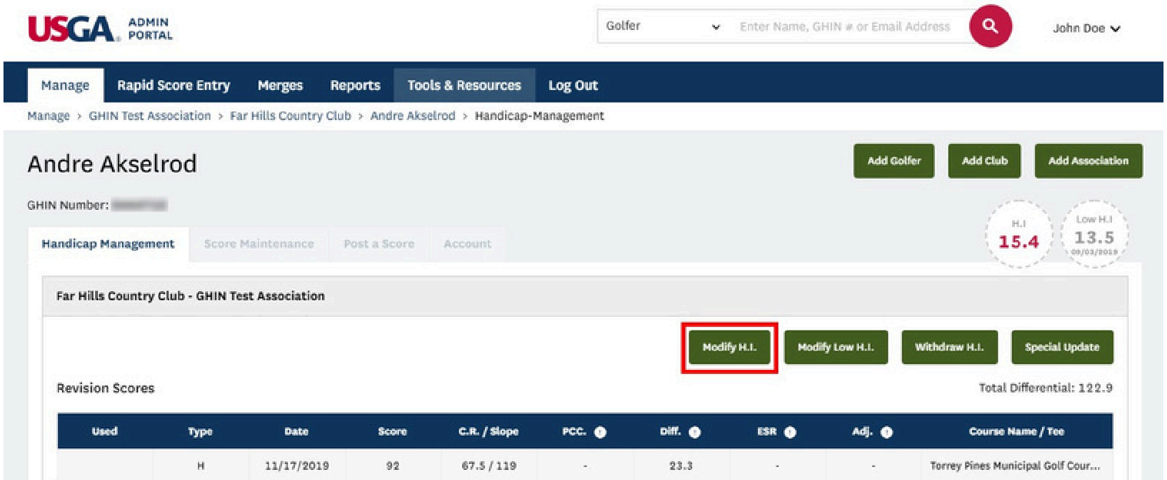
The Revision Scores table lists the 20 scores that were considered for the current revision. The scores that were used to calculate the current Handicap Index are marked with a blue star in the "Used" column. Click the white information icons in the header row for information regarding PCC, Diff., ESR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

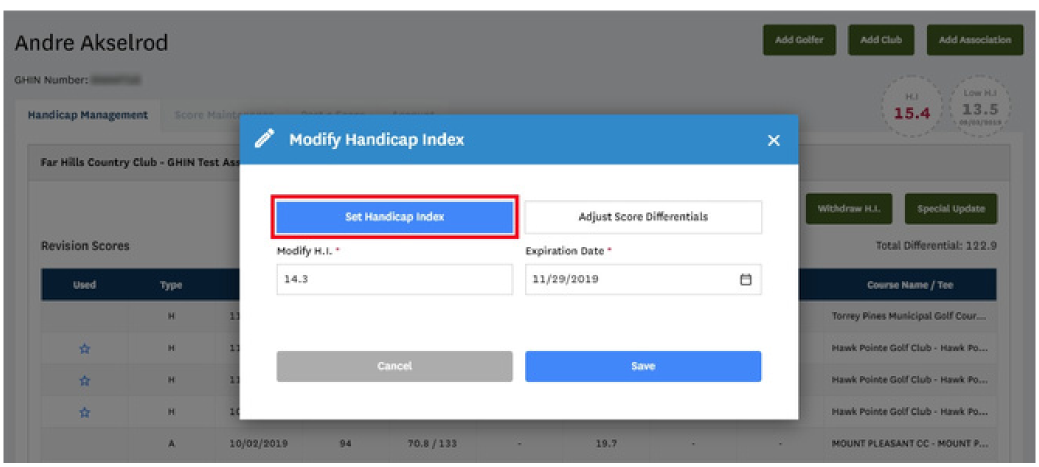
Modify a Handicap Index

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

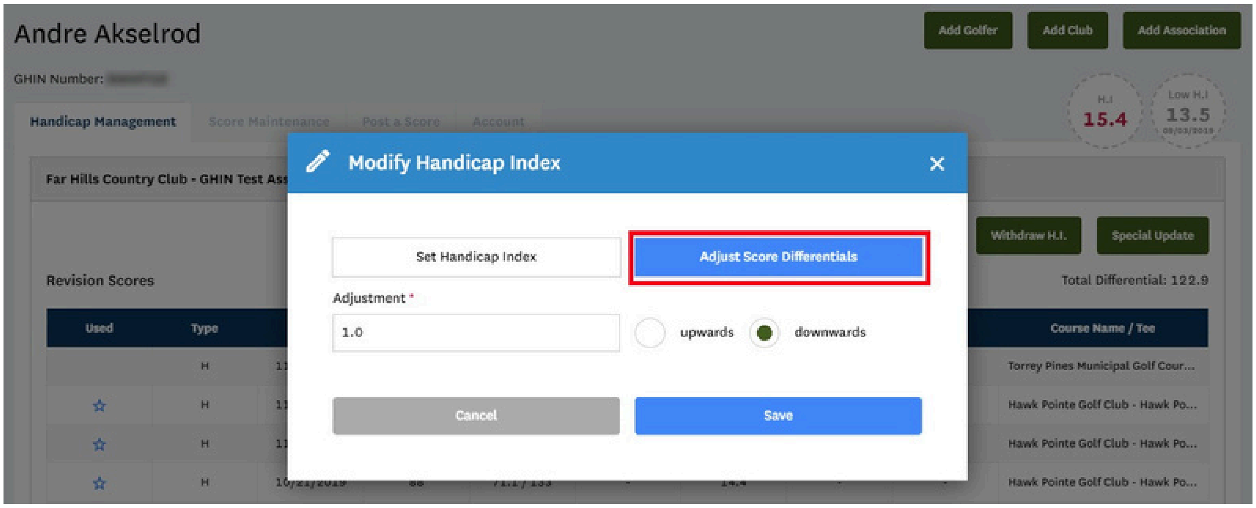


2. On the modal, choose from two modification options:

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



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

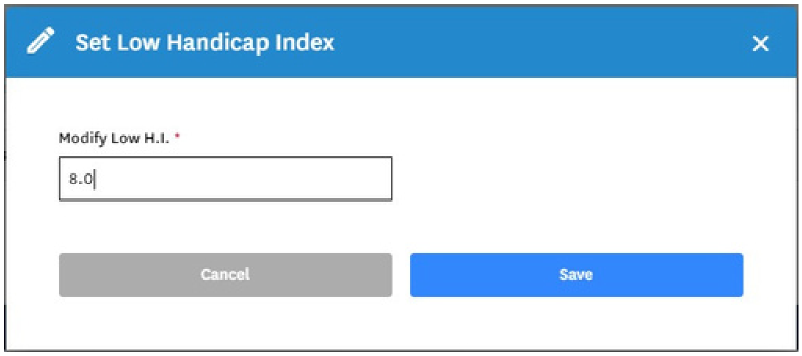
Once a manual modification is put into place, the "Modify H.I." button will change to "Remove H.I. Modification" which allows the modification to be quickly removed.

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.

2. Enter the Low H.I. modification and press the "Save" button.



Removing Low H.I. Modification:

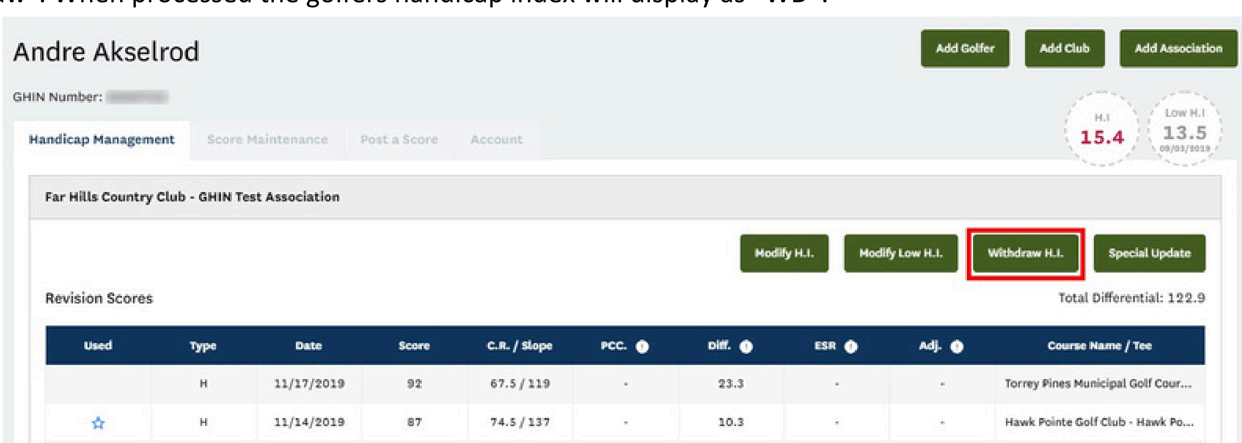
1. Once a manual modification is put into place, the "Modify H.I." button will change to "Remove Low H.I. Modification" which allows the modification to be quickly removed.

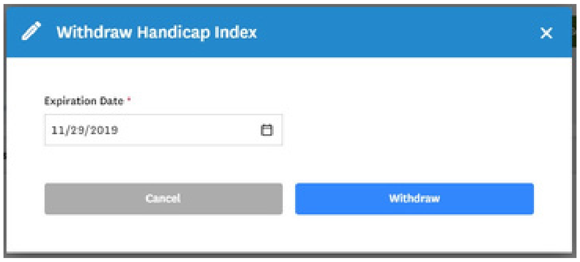
Withdraw Handicap Index

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 golfers handicap index. Set an expiration date and then press "Withdraw". When processed the golfers handicap index will display as "WD".



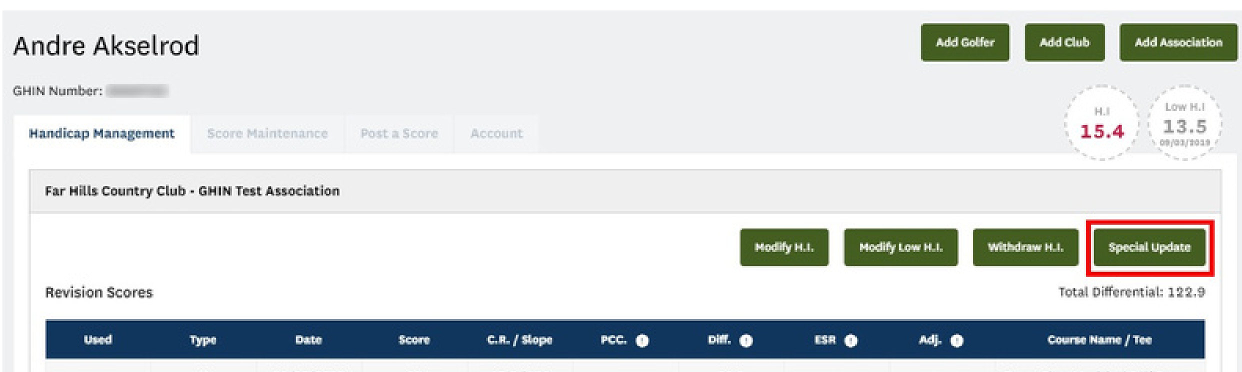


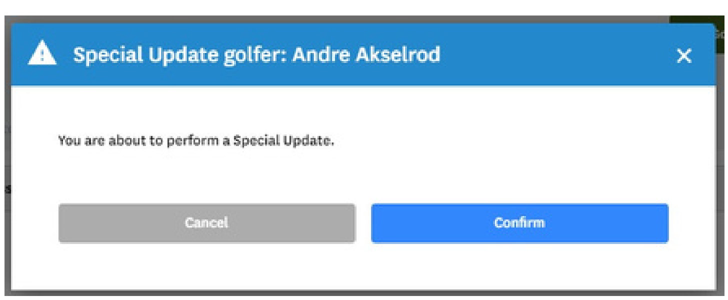
Removing the Withdrawal:

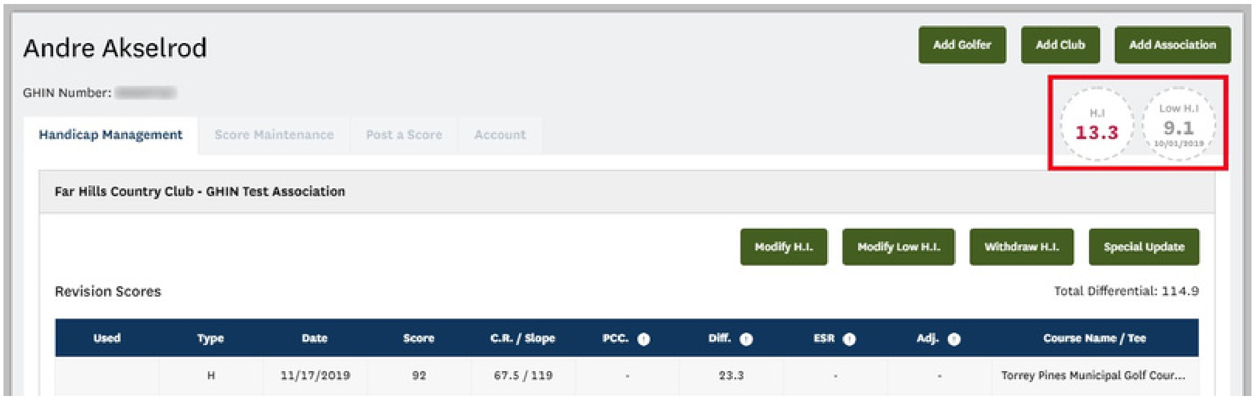
Once the golfers Handicap Index has been withdrawn, the “Withdraw H.I.” button will change to “Remove Withdraw H.I.” which allows the modification to be quickly removed.

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.





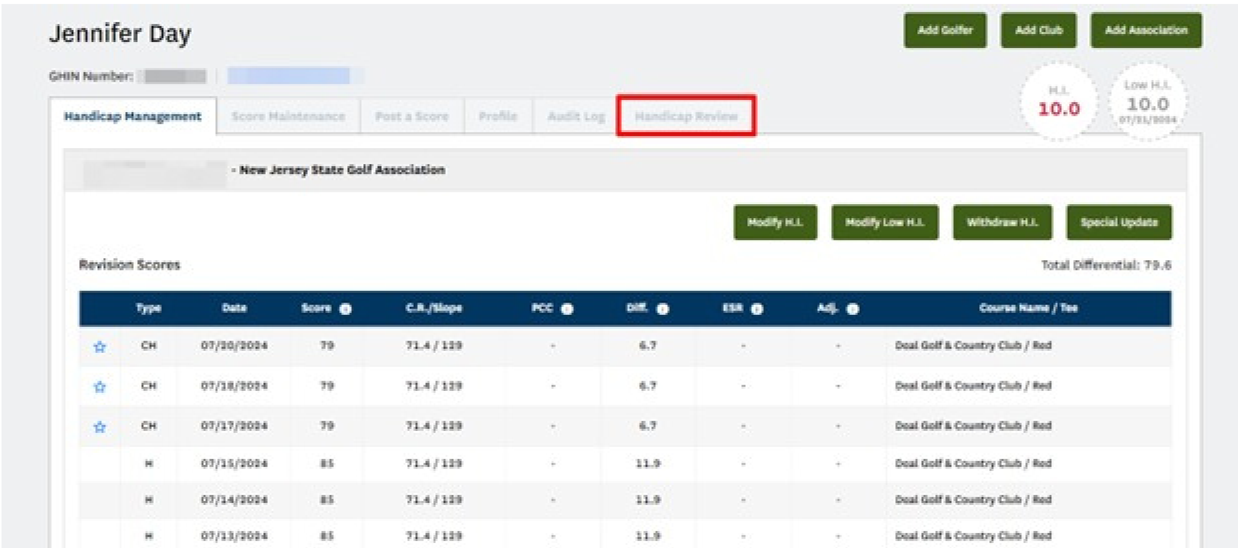

Andre Akselrod
Add Golfer
Add Club
Add Association
GHIN Number:
H.I
13.3
Low H.I
9.1
Handicap Management
Score Maintenance
Post a Score
Account
Far Hills Country Club - GHIN Test Association
Modify H.I.
Modify Low H.I.
Withdraw H.I.
Special Update
Revision Scores
Total Differential: 114.9
Used
Type
Date
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

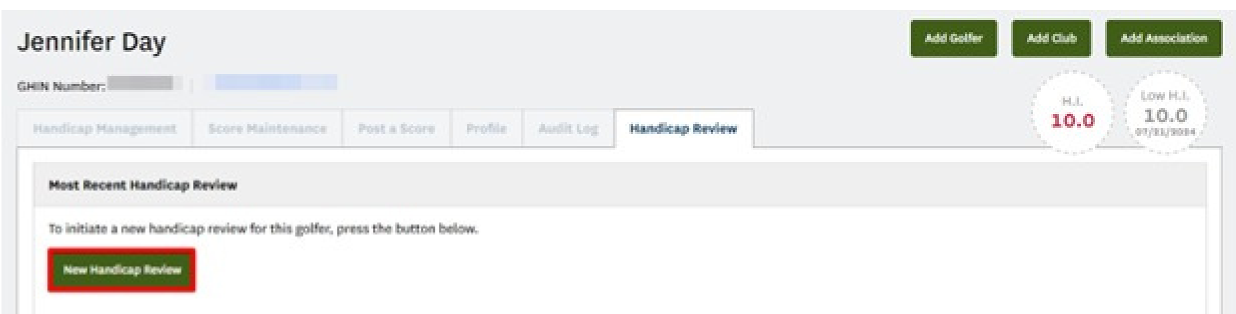
Handicap Review Tab

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

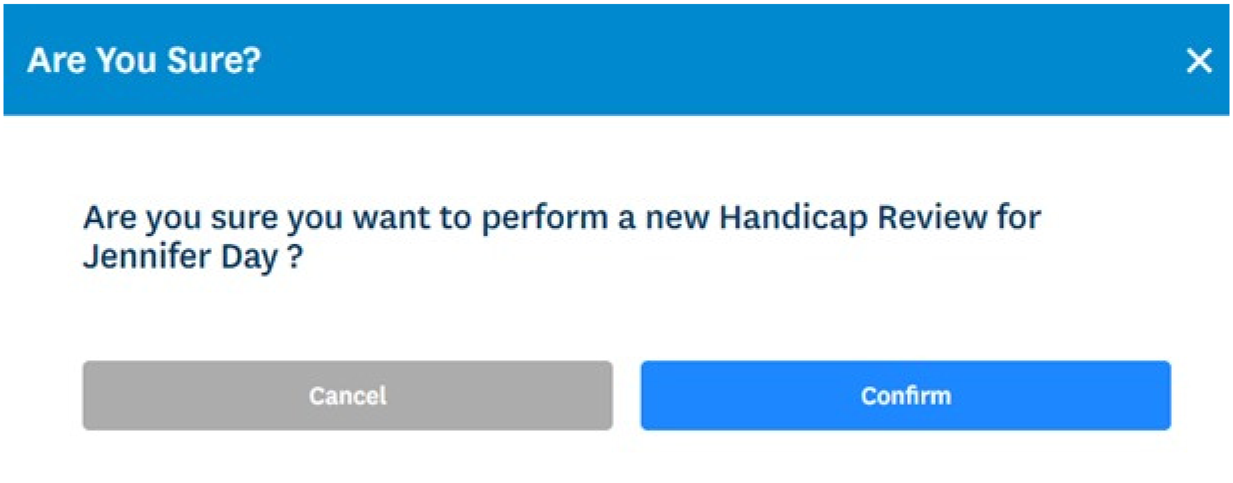
Upon visiting the selected golfer's profile, the 'Handicap Review' tab can be selected to produce a page will display the information pertaining to handicap review.



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



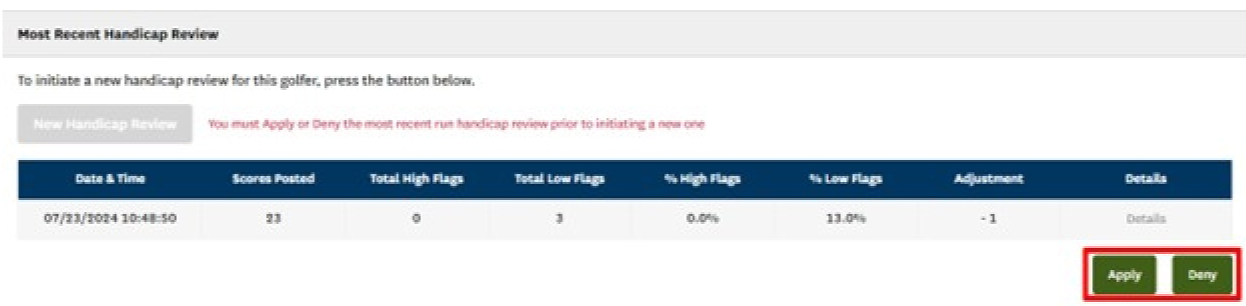
This will produce a pop-up confirming that you would like to perform a new Handicap Review for the golfer.



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.



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.

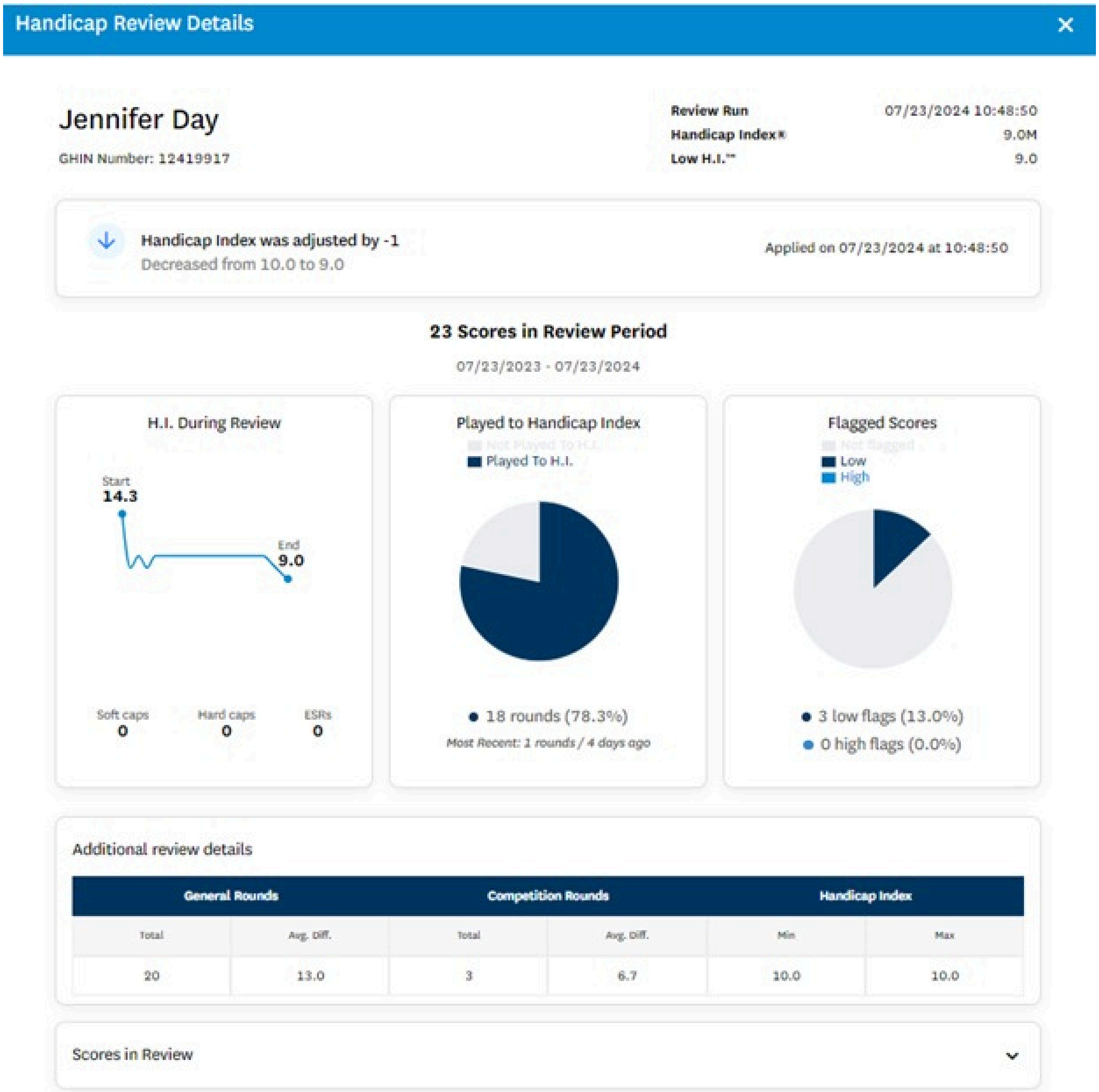
Most Recently Applied Adjustment

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 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.



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.

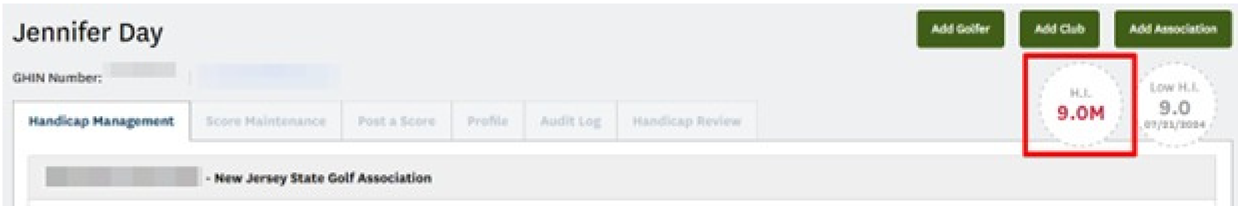
Scores in Review

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.



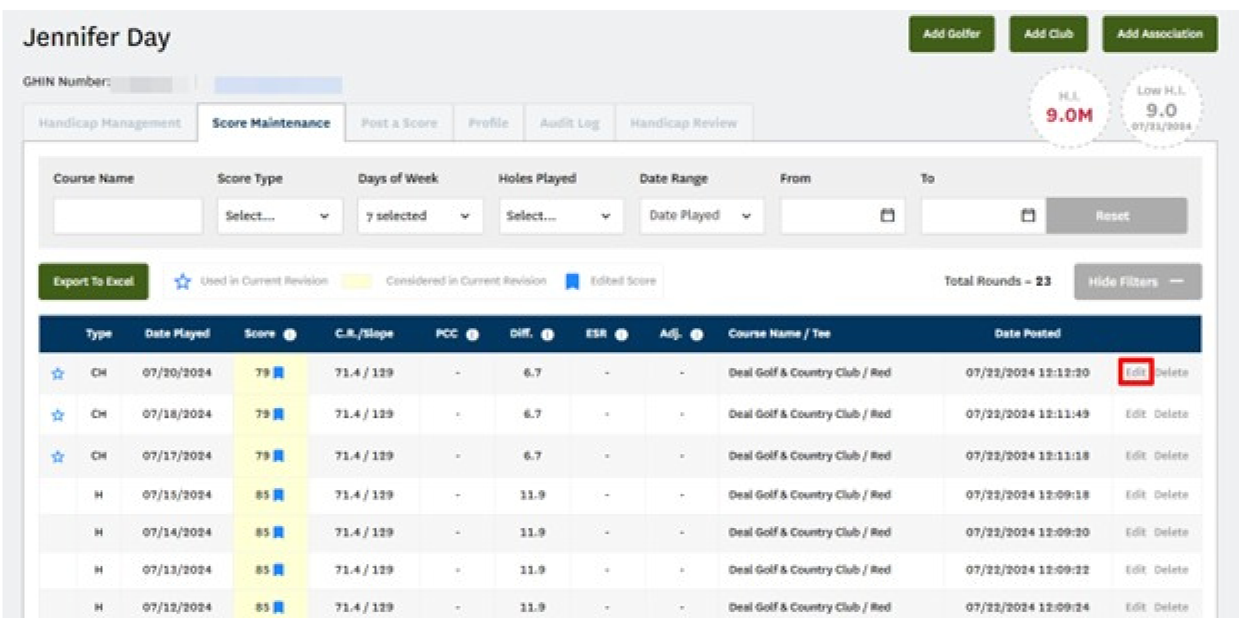
Denying a Recommended Handicap Index Adjustment

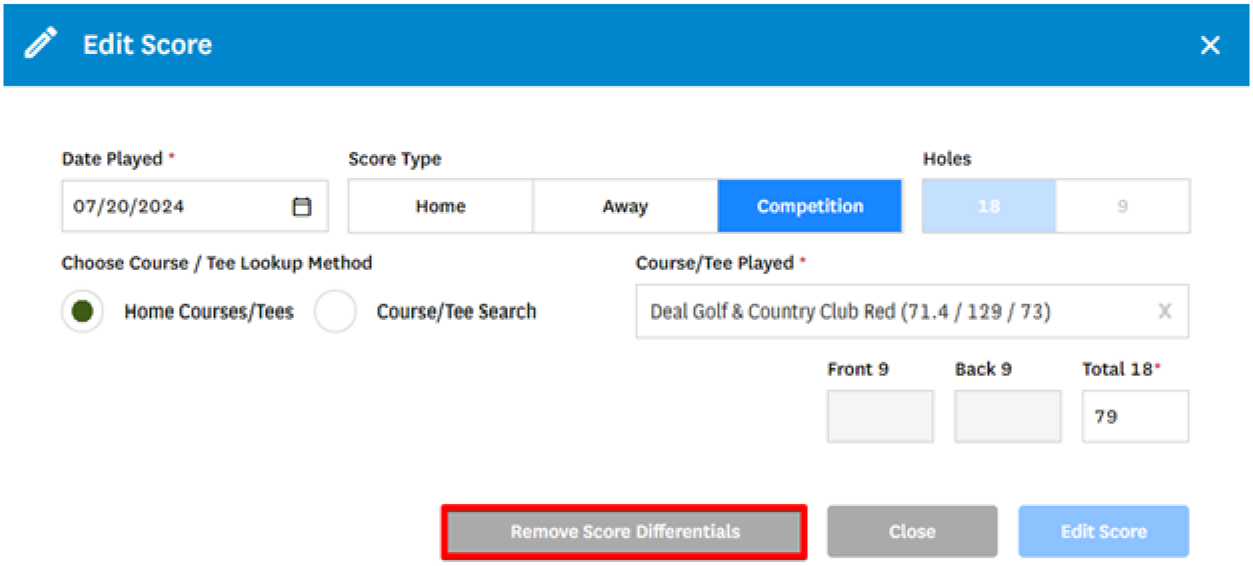
To deny a recommended Handicap Index adjustment, an admin can select the ‘Deny’ button under the ‘Most Recent Handicap Review’ section or press ‘Deny’ in the detailed view.
Denying an adjustment will result in no change to a golfer’s Handicap Index.

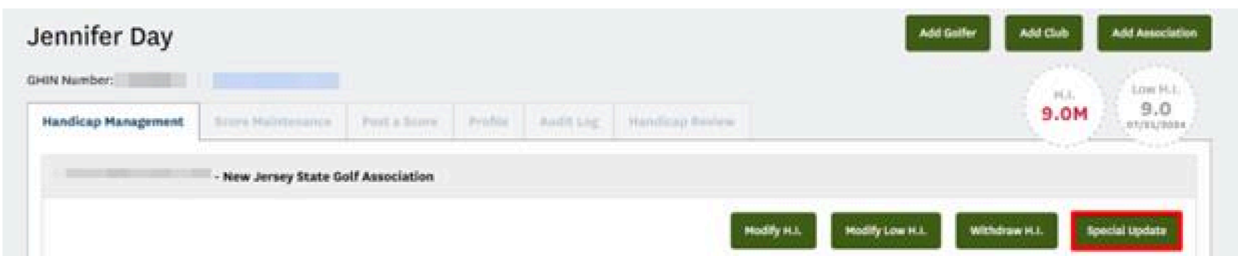
To apply a Handicap Index adjustment different from the one recommended, use the ‘Modify H.I.’ button under the ‘Handicap Management’ tab.

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
Home
Away
Competition
Holes
18
9
Choose Course / Tee Lookup Method
Home Courses/Tees
Course/Tee Search
Course/Tee Played *
Deal Golf & Country Club Red (71.4 / 129 / 73)
Front 9
Back 9
Total 18*
79
Remove Score Differentials
Close
Edit Score

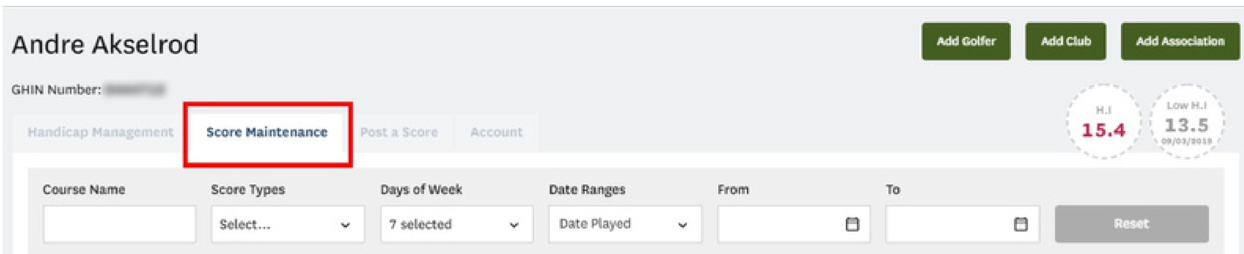

Jennifer Day
Add Golfer
Add Club
Add Association
GHIN Number:
Handicap Management
9.0M
9.0
- New Jersey State Golf Association
Modify H.I.
Modify Low H.I.
Withdraw H.I.
Special Update

Score Maintenance

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

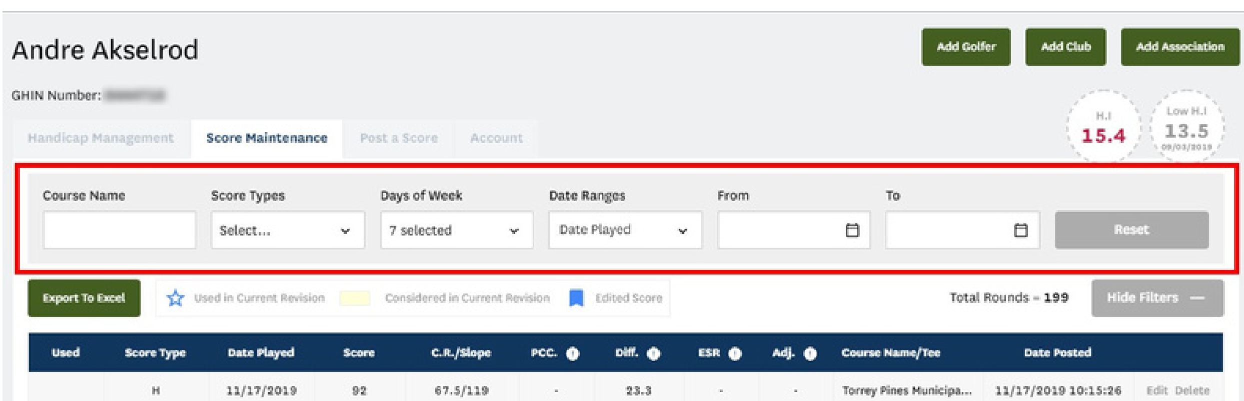
Accessing Score Maintenance

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.



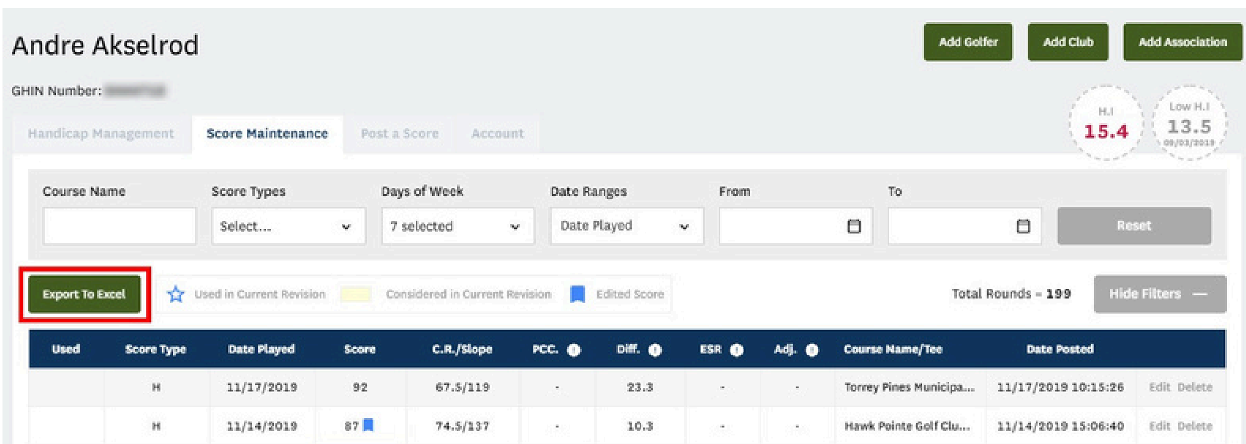
Score Maintenance Key

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.



Score Table

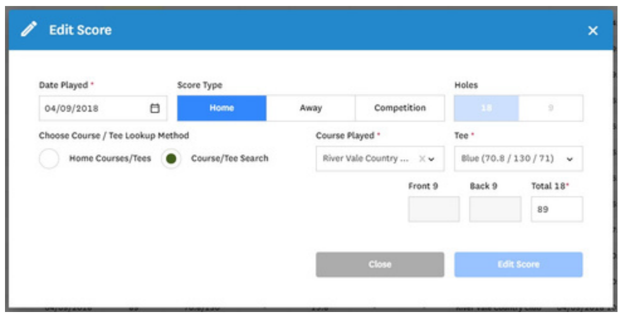
Click the white information icons in the header row for information regarding PCC, Diff., ESR and Committee Adjustments.

Editing a Score

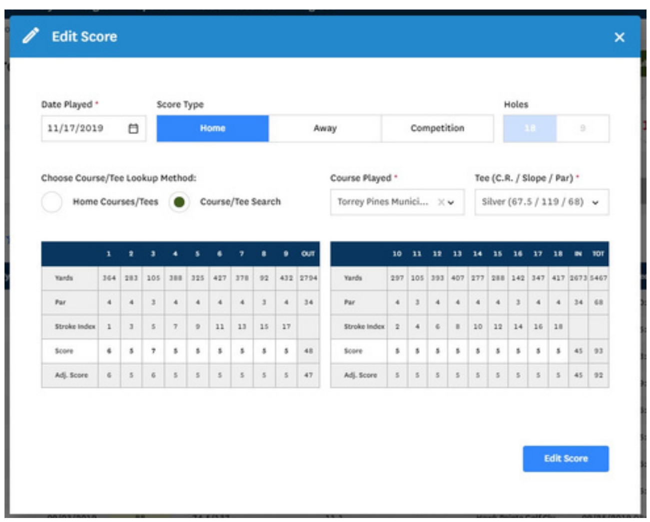
Once you locate the score to be modified, press the “Edit” link at the end of that score row.

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



2. Editing a Hole-by-Hole 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.

Posting a Score

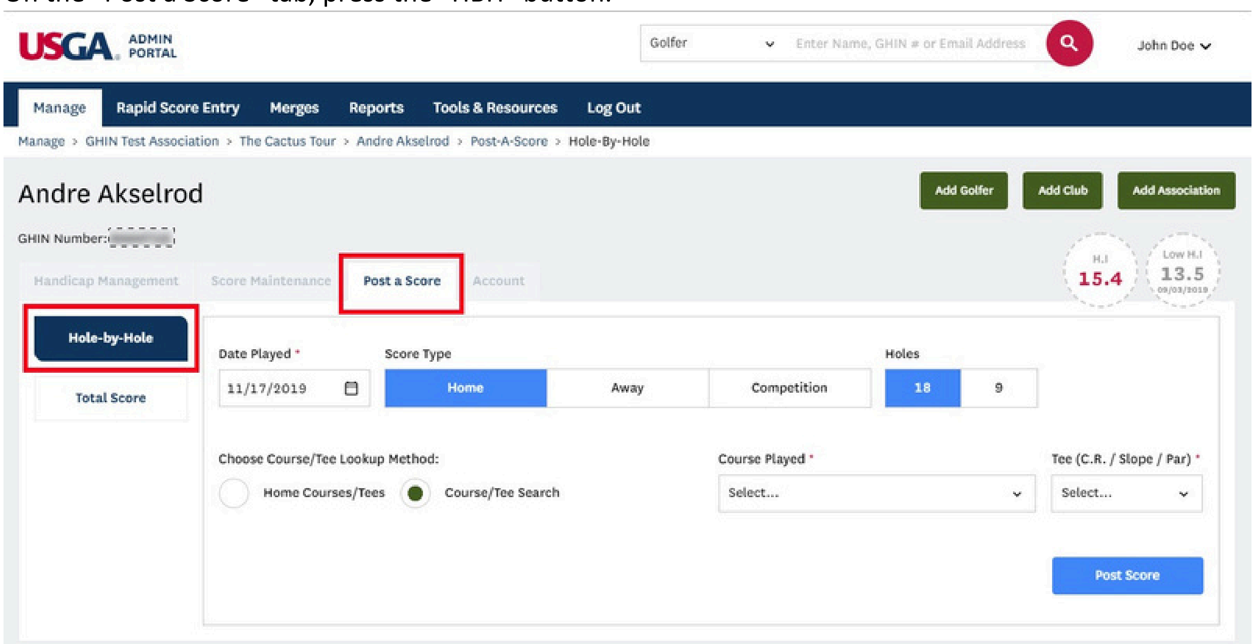
This user guide will outline the methods by which an admin can Post a Score for an individual golfer.

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.

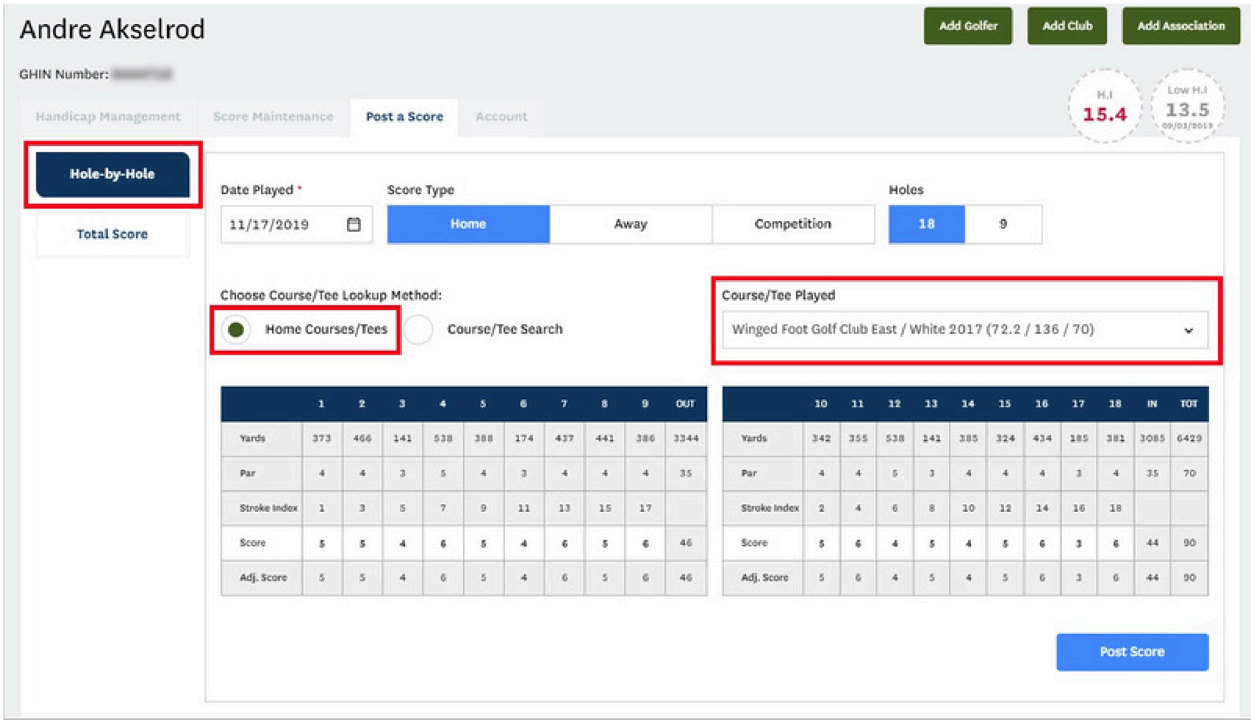
Posting a Hole-by-Hole (HBH) Score

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

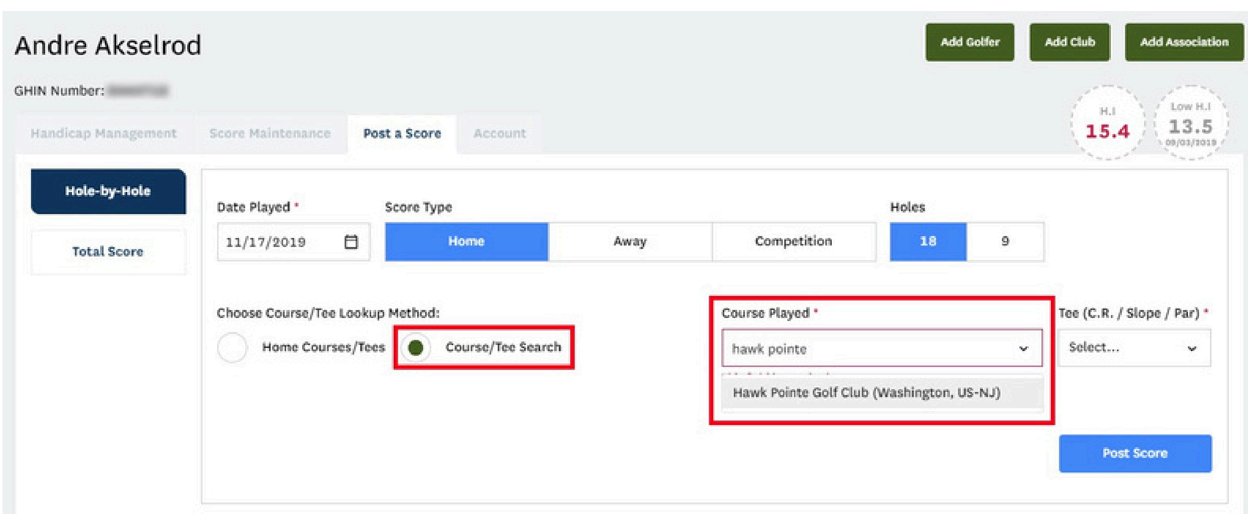


2. Provide the “Date Played”, “Score Type”, “Holes” and then select a Course/Tee by using one of the lookup methods:

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.



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.



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.

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

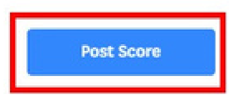
	1	2	3	4	5	6	7	8	9	OUT
Yards	364	283	105	388	325	427	378	92	432	2794
Par	4	4	3	4	4	4	4	3	4	34
Stroke Index	1	3	5	7	9	11	13	15	17	
Score	6	5	7	|						18
Adj. Score	6	5	6							17

	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.

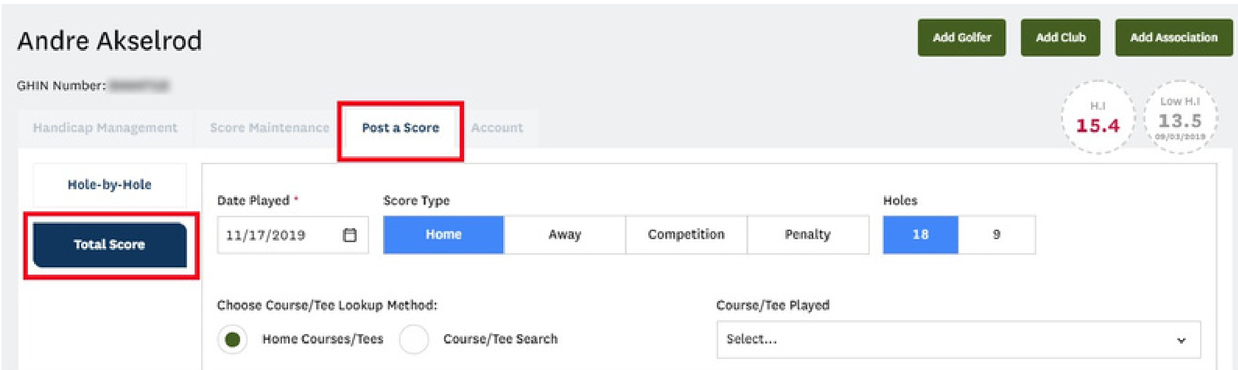
	1	2	3	4	5	6	7	8	9	OUT
Yards	364	283	105	388	325	427	378	92	432	2794
Par	4	4	3	4	4	4	4	3	4	34
Stroke Index	1	3	5	7	9	11	13	15	17	
Score	6	5	7	5	5	5	5	5	4	47
Adj. Score	6	5	6	5	5	5	5	5	4	46

	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



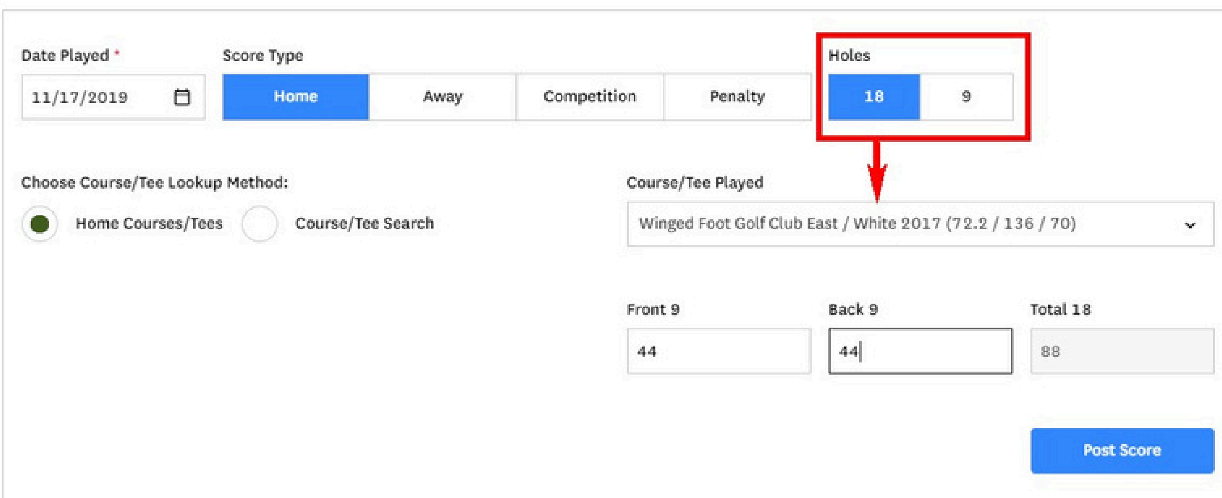
Posting a Total Score

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

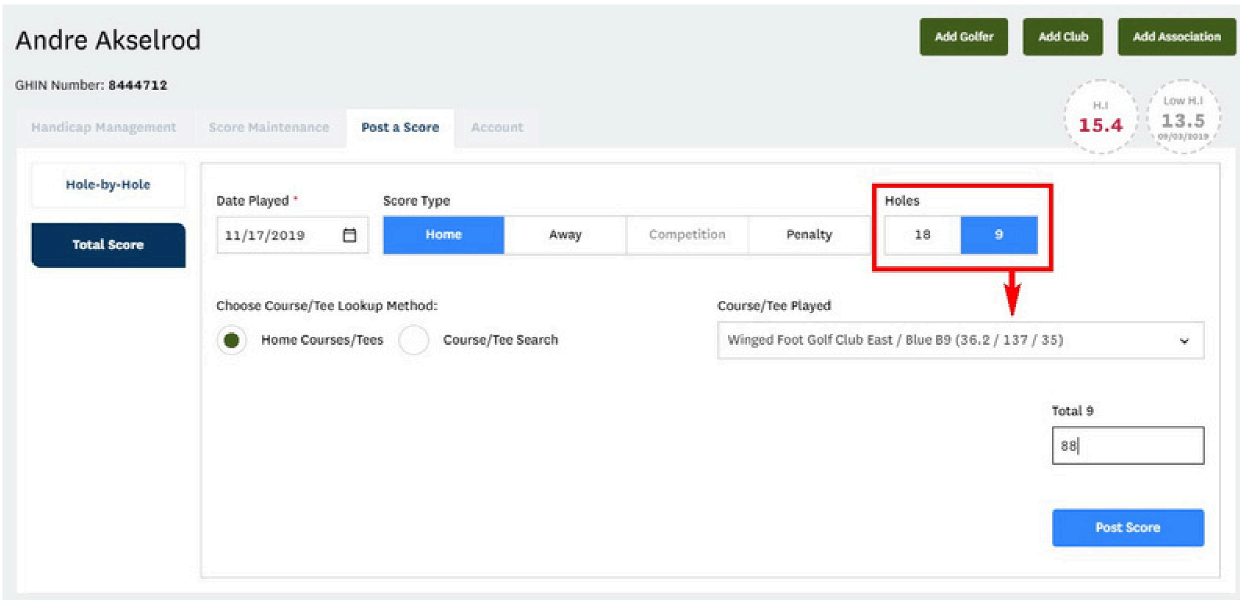


2. Provide the "Date Played", "Score Type", "Holes" and select a Course/Tee by using one of the lookup methods identified in the HBH method.

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.



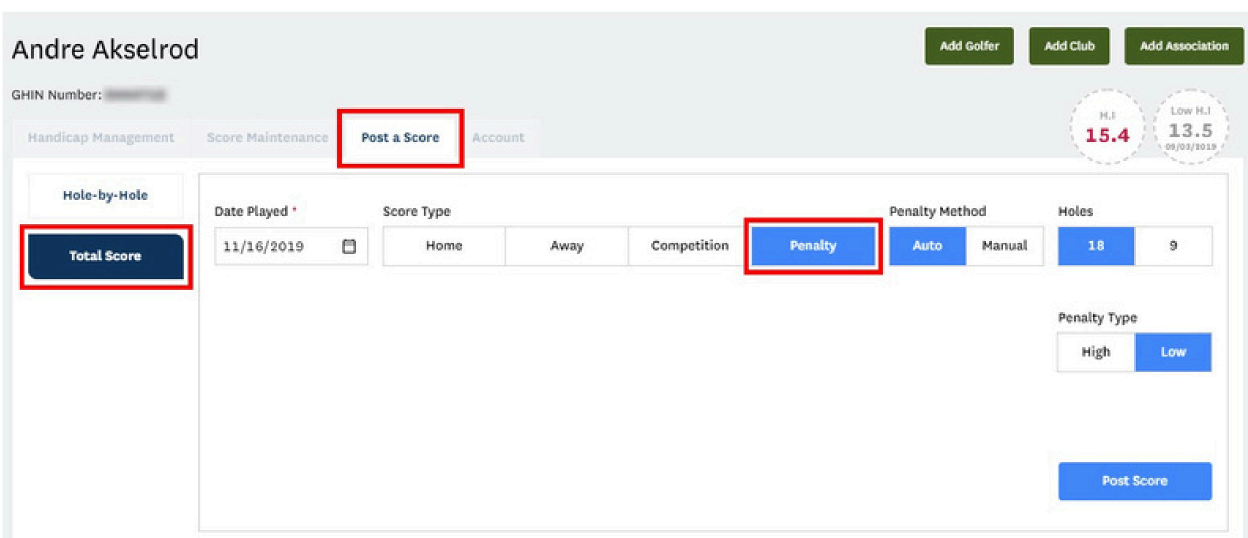
When posting an 18-hole score, you may post either a pair of 9's or the total 18 score. Once all data is provided, press the "Post Score" button.



Penalty Scores

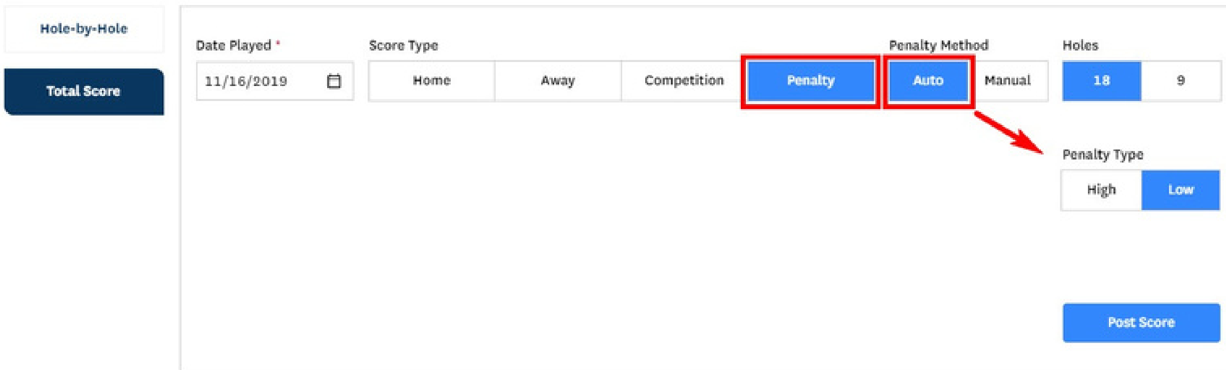
Penalty scores are posted when golfers did NOT immediately post a round after completing play. *This option is ONLY available to post as a total score.*

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

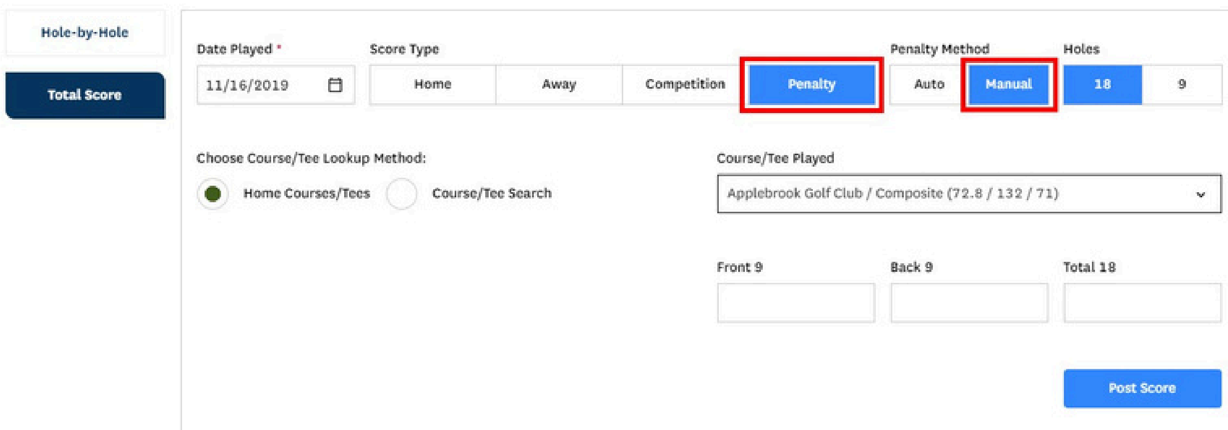


2. You will notice there are two methods by which to post a penalty score, "Auto" and "Manual":

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.

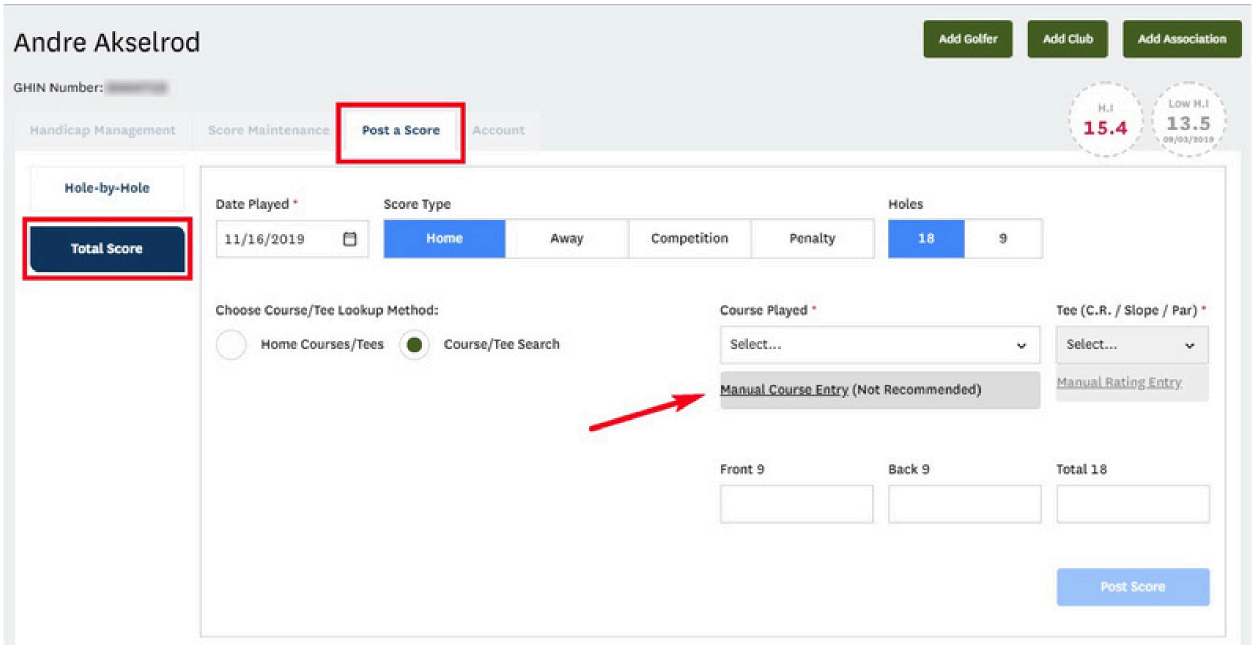


Manual Penalty: When you choose the manual penalty method you will use the existing score posting processes with a few exceptions. You cannot post a manual penalty score using HBH. You must select a tee/rating from the Course Rating Application.



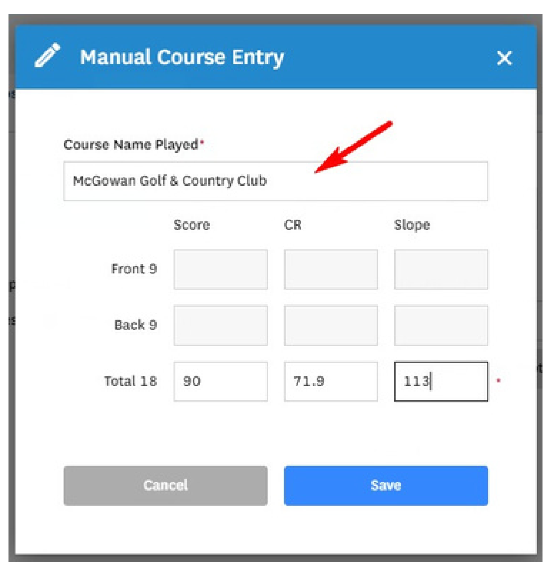
Manual Course & Rating Entry

1. 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)”.

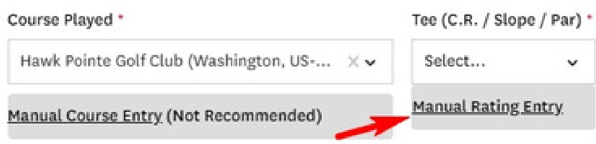


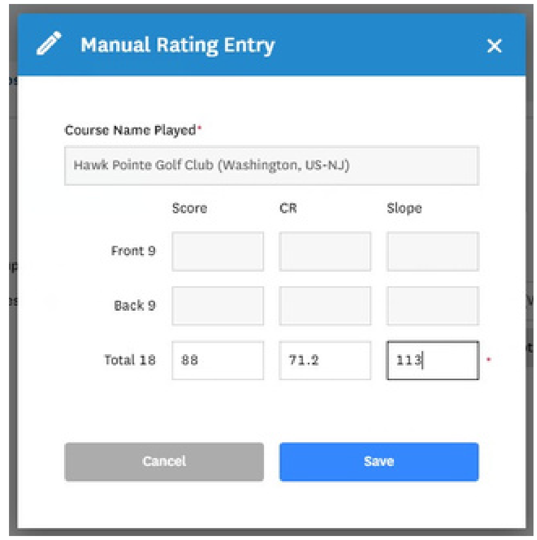
2. There are two ways to use the manual entry method.

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.



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.





3. 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.

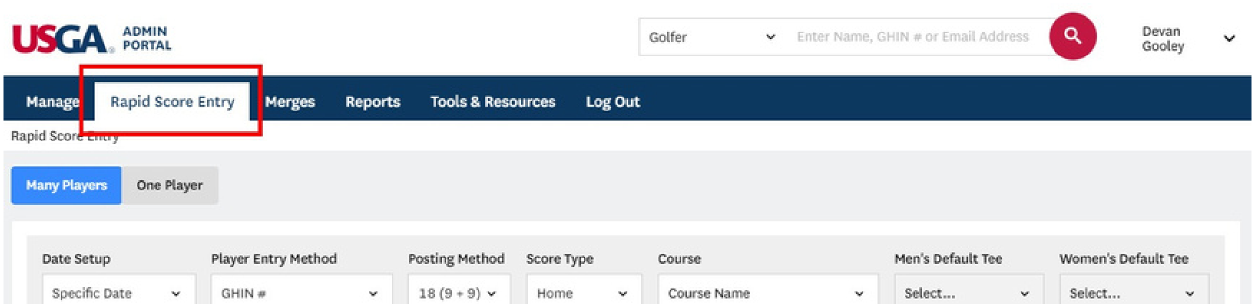
1. Add one or more scores for MANY golfers (Perfect for competition score entry)
2. Add many scores for ONE golfer (Perfect for golfer onboarding)

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.

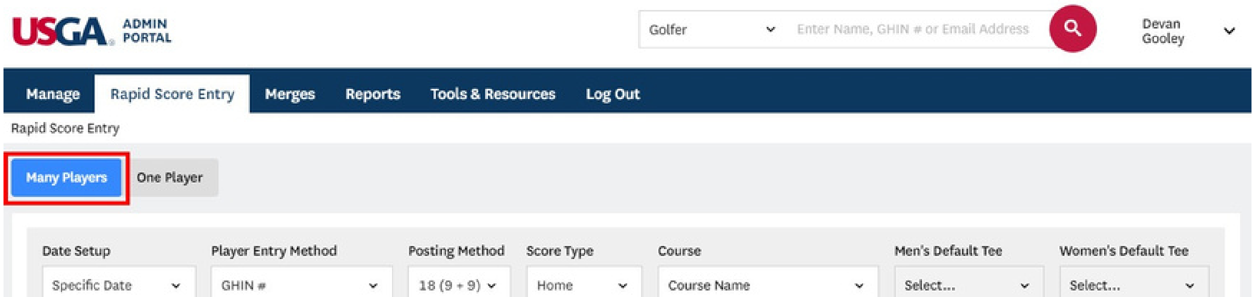


Entering Scores for "Many Players"

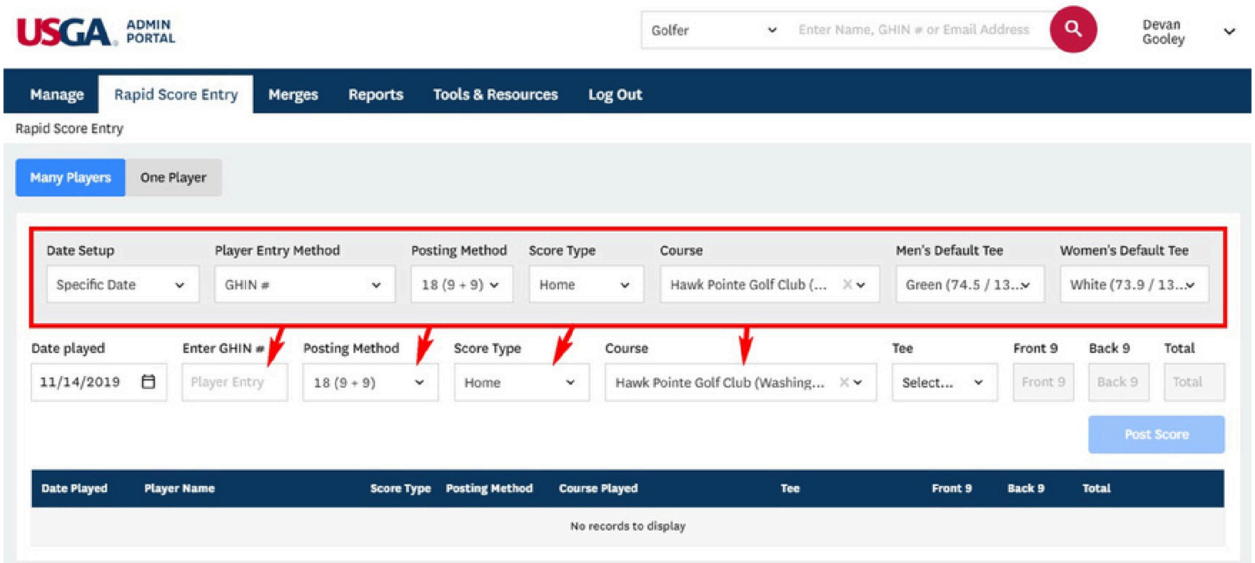
Use the "Many Players" method if scores for all golfers (or most of them) have the same attributes (Date, Posting Method, Score Type, Course and Tee). Setting up this data prior to entering scores defaults the data in the score entry row making score entry faster.

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.

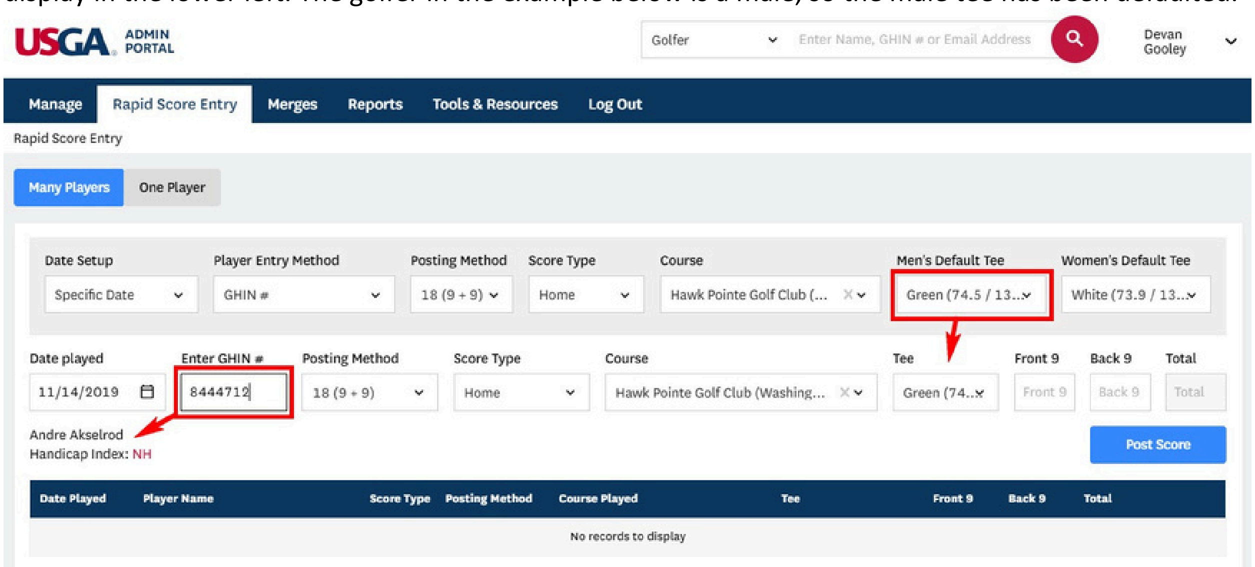
1. Select the “Many Players” button.



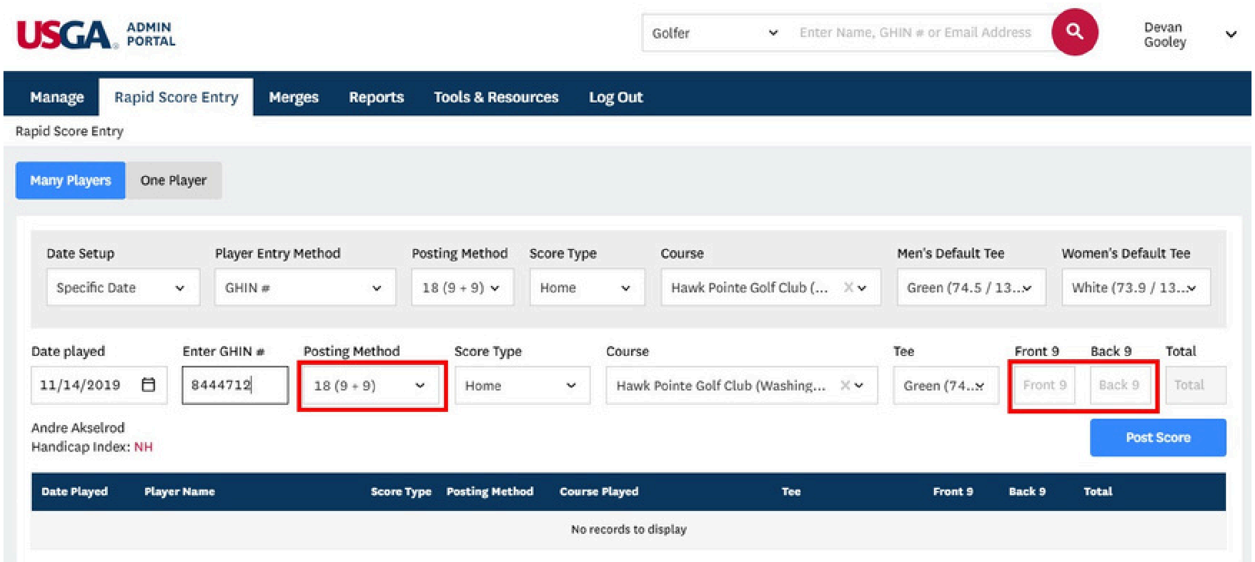
2. In the setup area, preset common data fields. Presetting data fields will update the Score Entry Row below, except for the Tee as it is directly associated with the gender of the golfer.

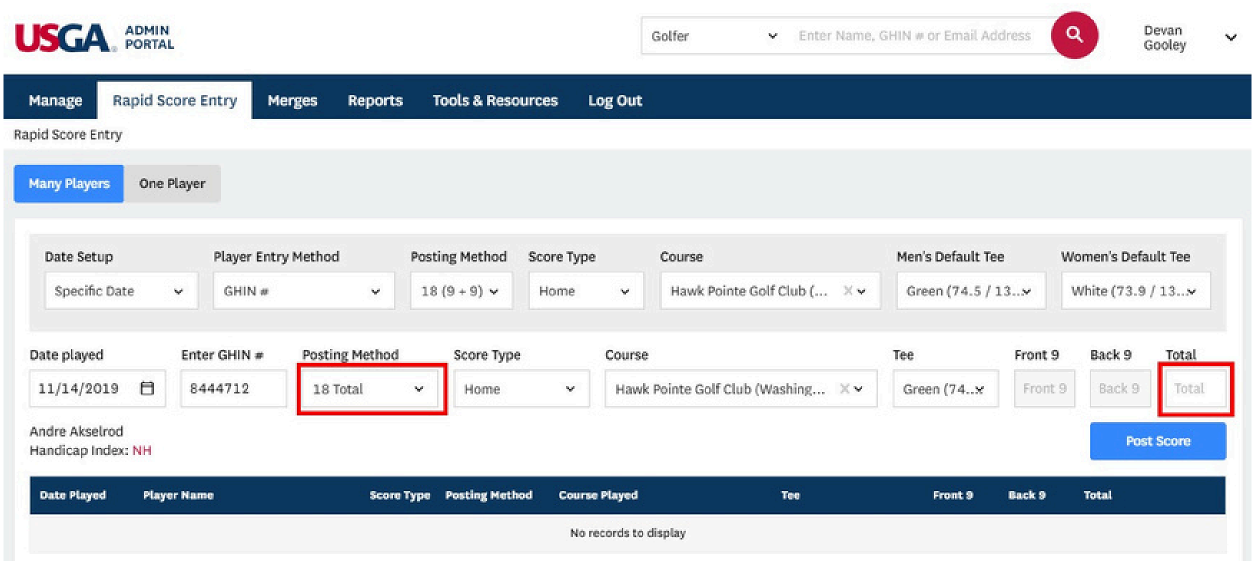


3. Enter a GHIN number. Once a GHIN number is entered, the name of the golfer and the handicap index will display in the lower left. The golfer in the example below is a male, so the male tee has been defaulted.



4. 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.





5. 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.

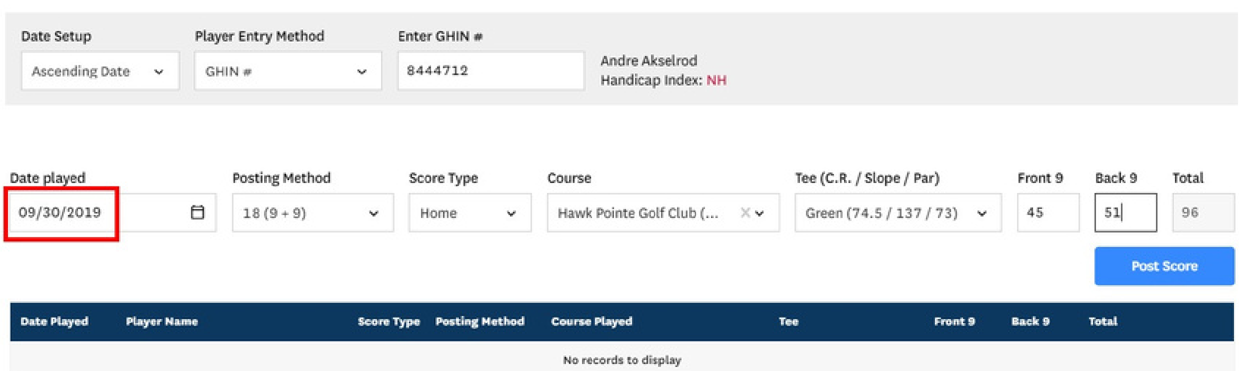
Date Played	Player Name	Score Type	Posting Method	Course Played	Tee	Front 9	Back 9	Total	
2019-10-02	Andre Akselrod [8444712]	H	9 Total	Hawk Pointe Golf Club	Green F9 (37.2 / 37)			51	Delete
2019-10-28	Andre Akselrod [8444712]	H	18 Total	Hawk Pointe Golf Club	Green (74.5 / 137 / 73)			89	Delete

Entering Scores for "One Player"

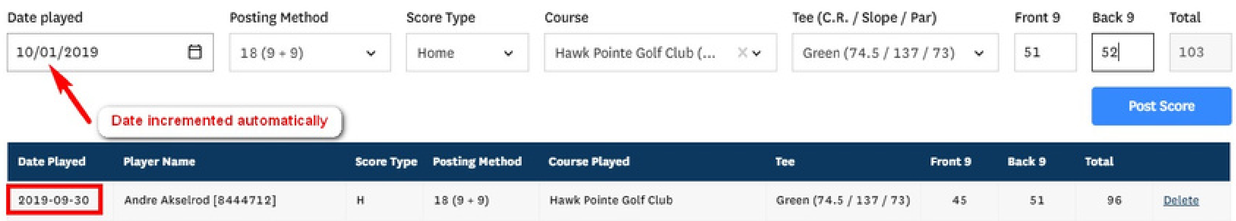
The "One Player" method is set up differently than the Many Players method. With this method, the golfer is identified in the setup section rather than the score entry row because all scores being added belong to a specific golfer.

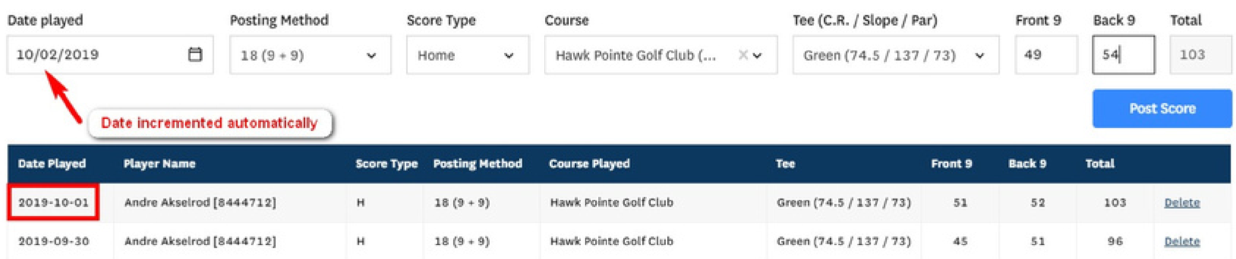
The One Player method can truly be the most rapid of the rapid score entry methods. If the golfer plays the same course & tee, the only data you would be entering is the date and score, which makes it easy to add a lot of scores in a short amount of time.

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.

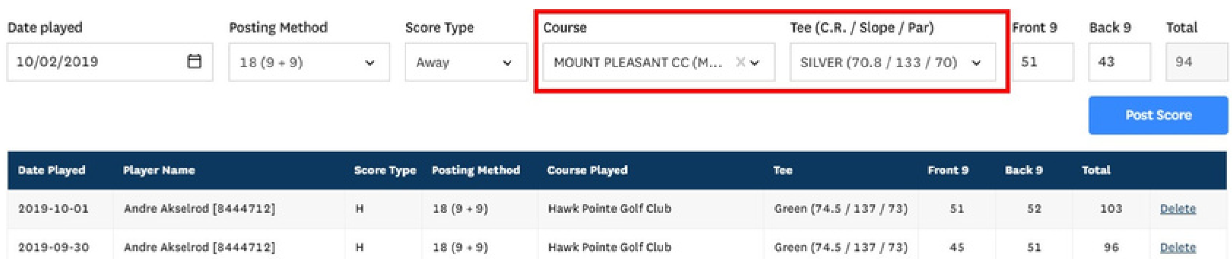


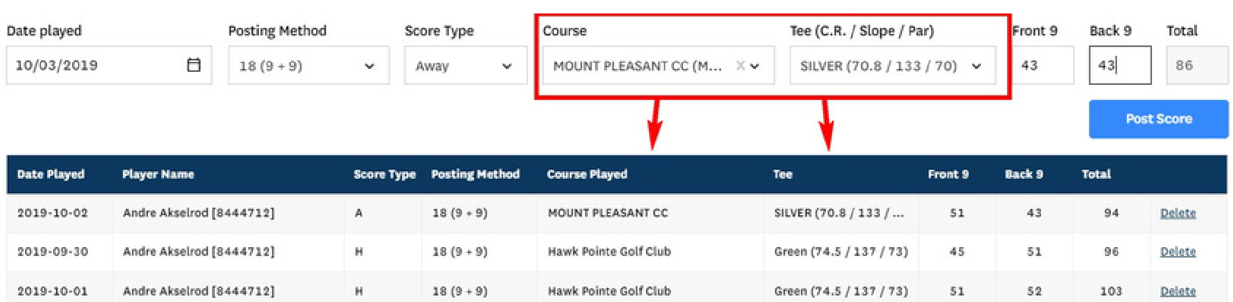
The first score will be posted with the initial date set. Every score posted after that will have a date that equals the last date posted, plus 1.





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.



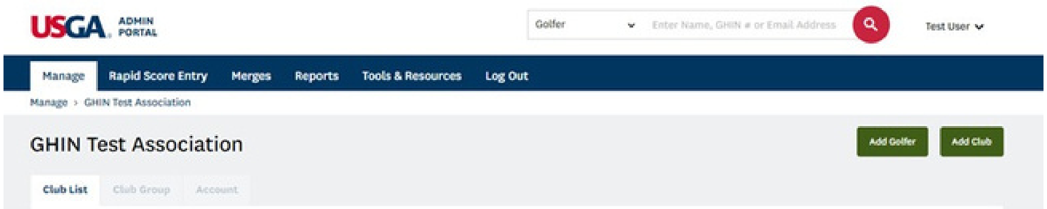


View a Template Report

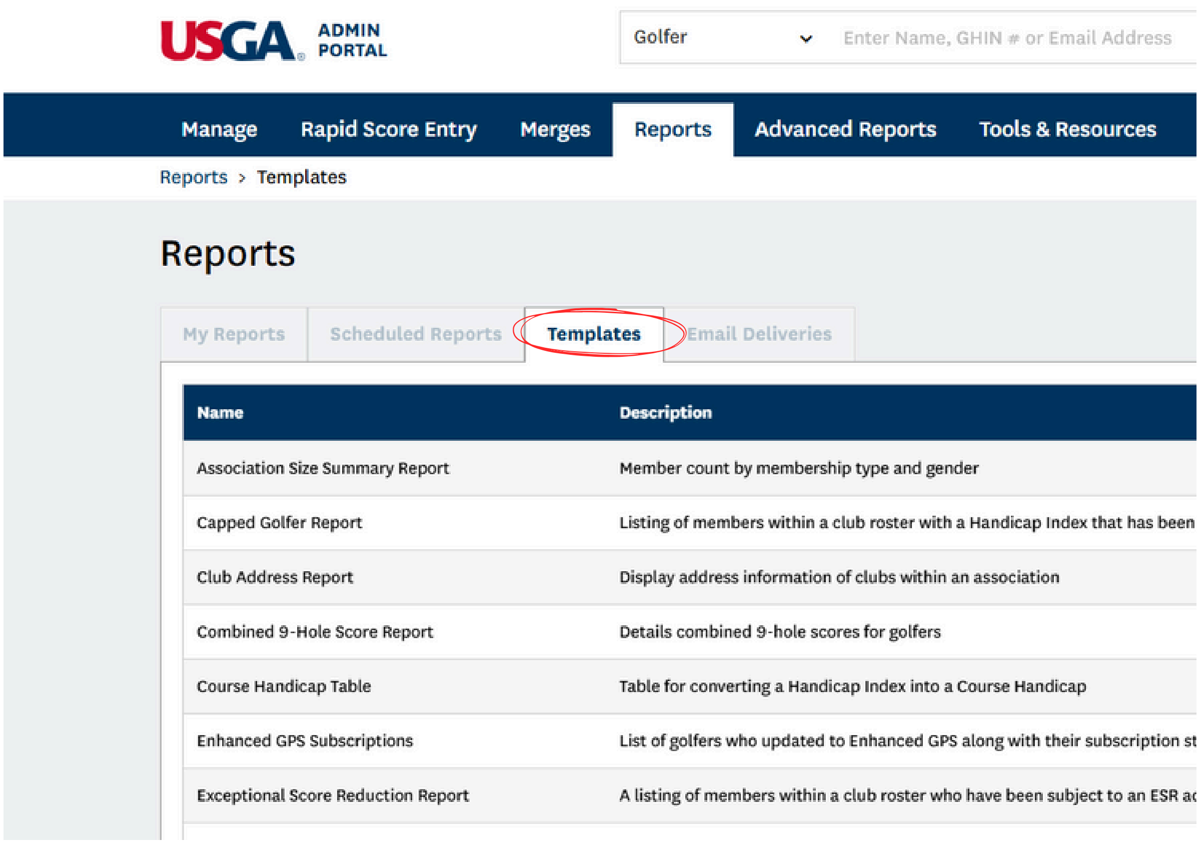
This section provides an overview of a User's ability to view template reports. Note: All template reports provide the end user with real-time data.

Accessing Template Reports

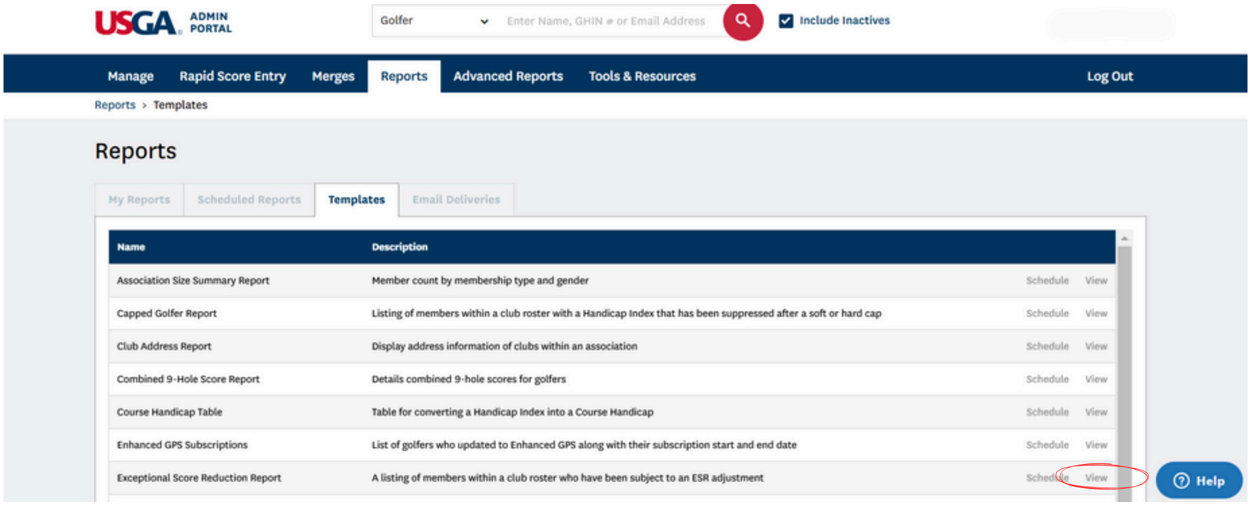
1. From the homepage, click "Reports" on the top navigation bar.



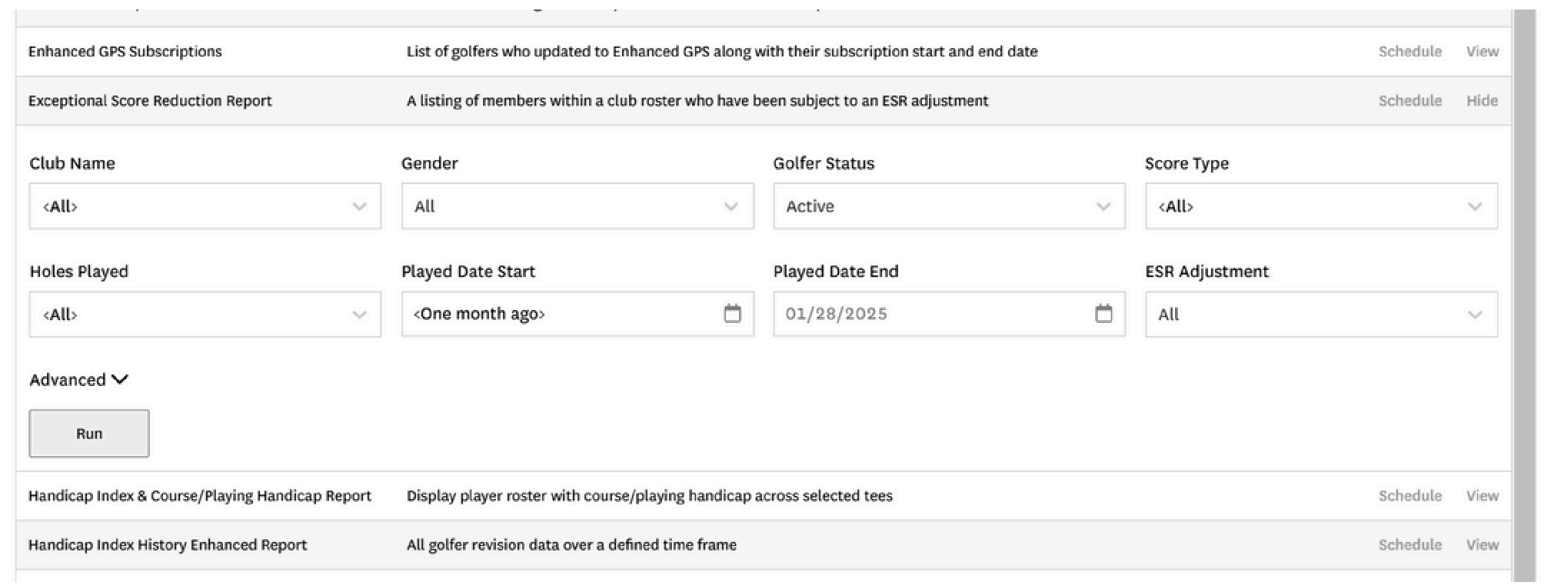
2. Click the "Template Reports" tab.



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



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



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

Export 100% 1 / 4

Exceptional Score Reduction Report

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

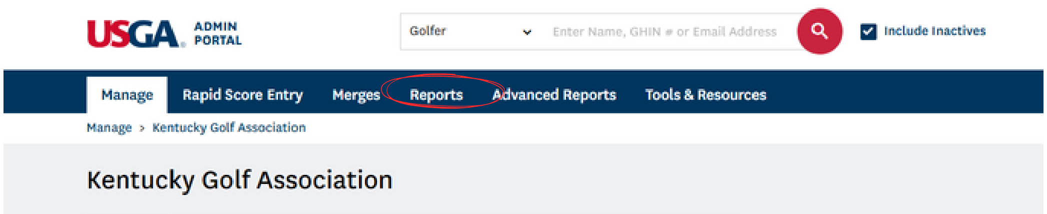
GHIN Number	Local Number	Golfer Name	Golfer Status	ESR Adjustment	Score Type	Date Played	AGS	Course Rating	Slope Rating	Differential	Handi (Dat
				-2	EA	1/2/2025	92	68.9	122	19.4	
				-1	EH	12/27/2024	77	70.2	128	5.0	
				-1	EH	11/18/2024	74	69.5	129	2.9	
				-1	EA	12/20/2024	64	56.3	90	8.7	
				-1	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

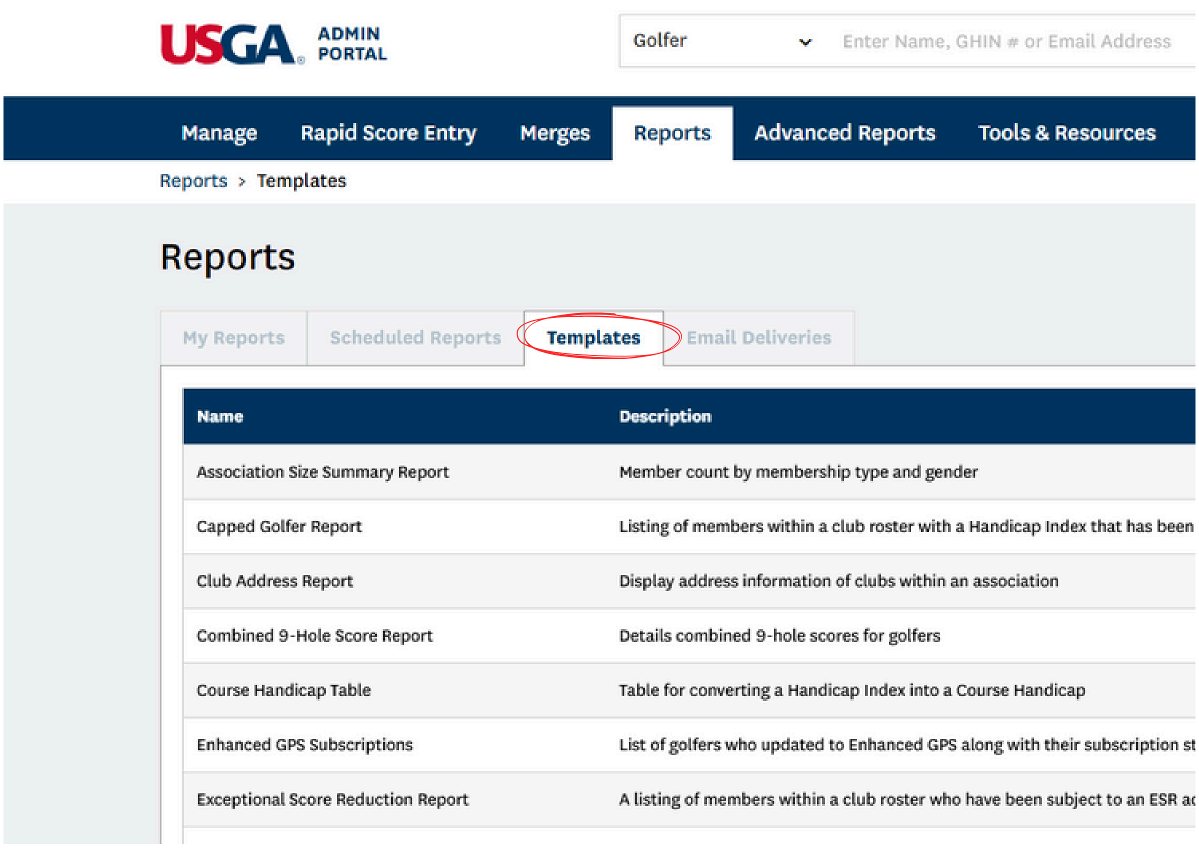
This section provides an overview of a User's ability to schedule a template report.

Scheduling a Template Report

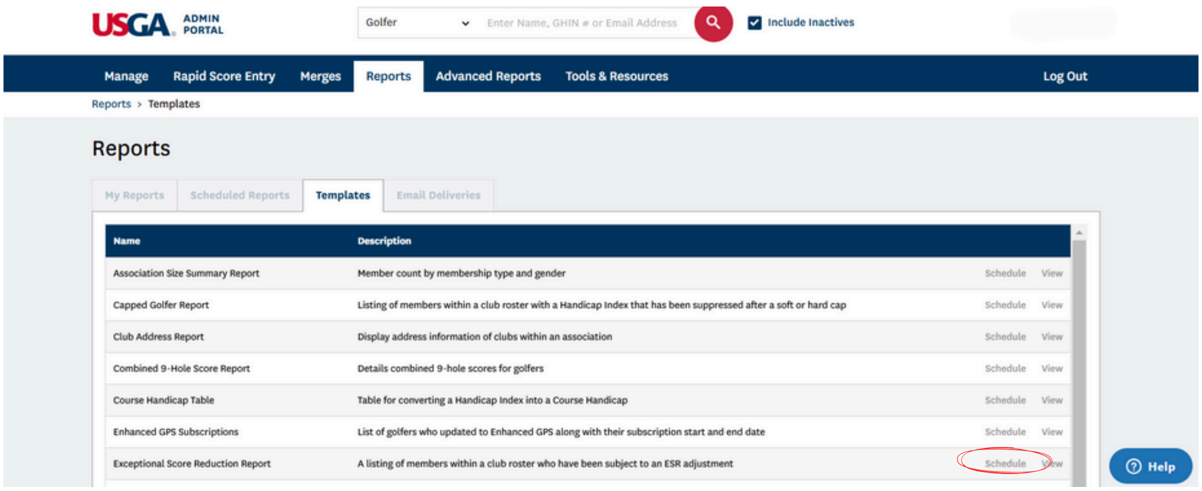
1. From the homepage, click "Reports" on the top navigation bar.



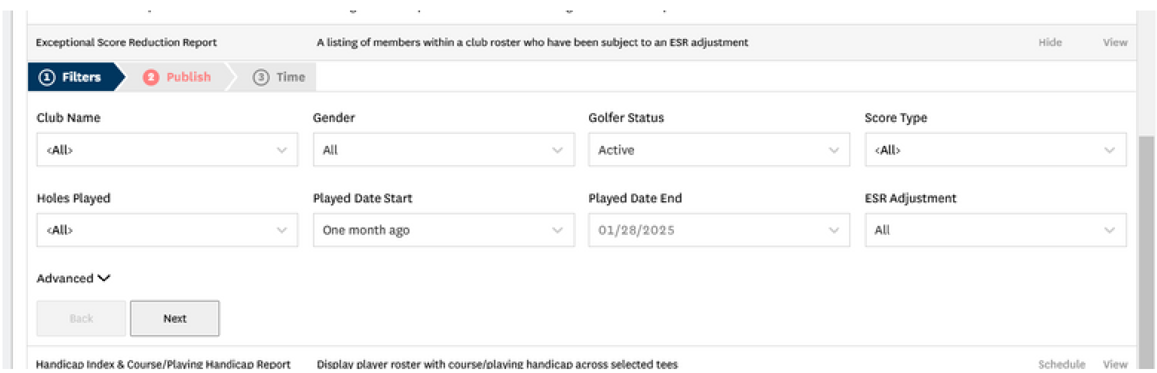
2. Click the "Template Reports" tab.



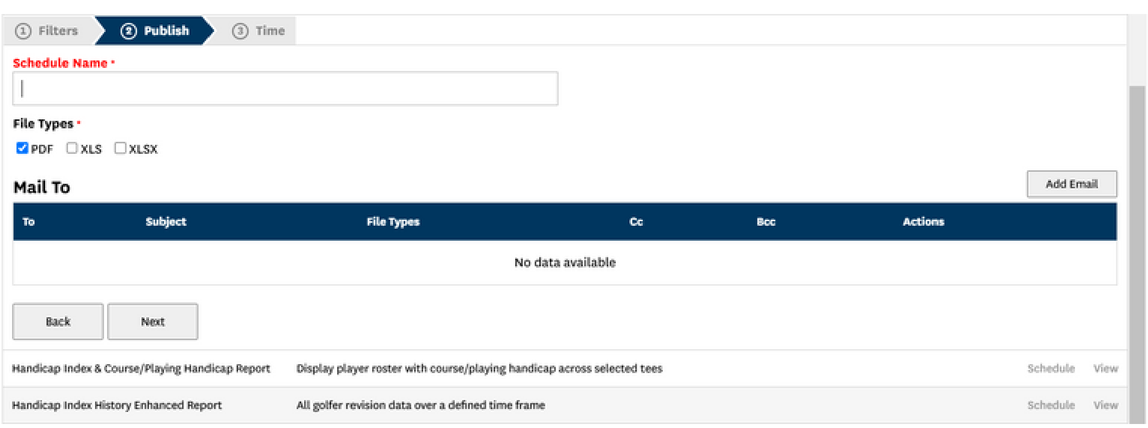
3. Find the desired report from the available list and click “Schedule.”



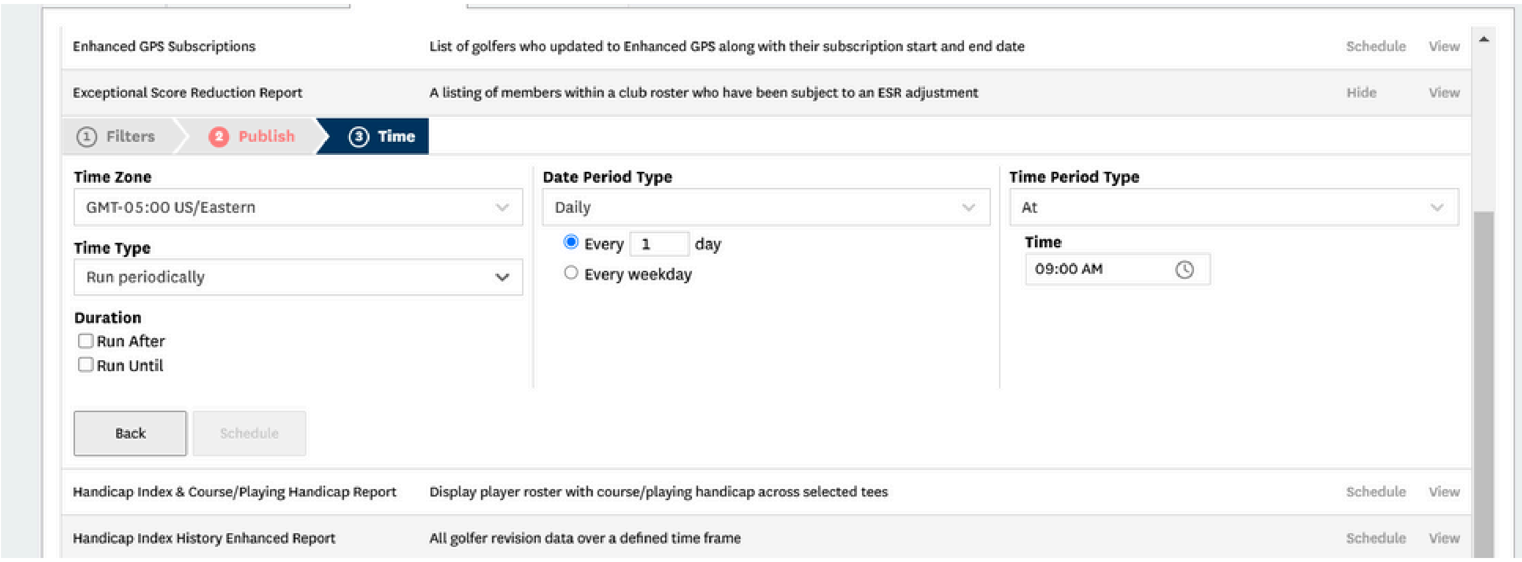
4. Select schedule filters and click “next.”



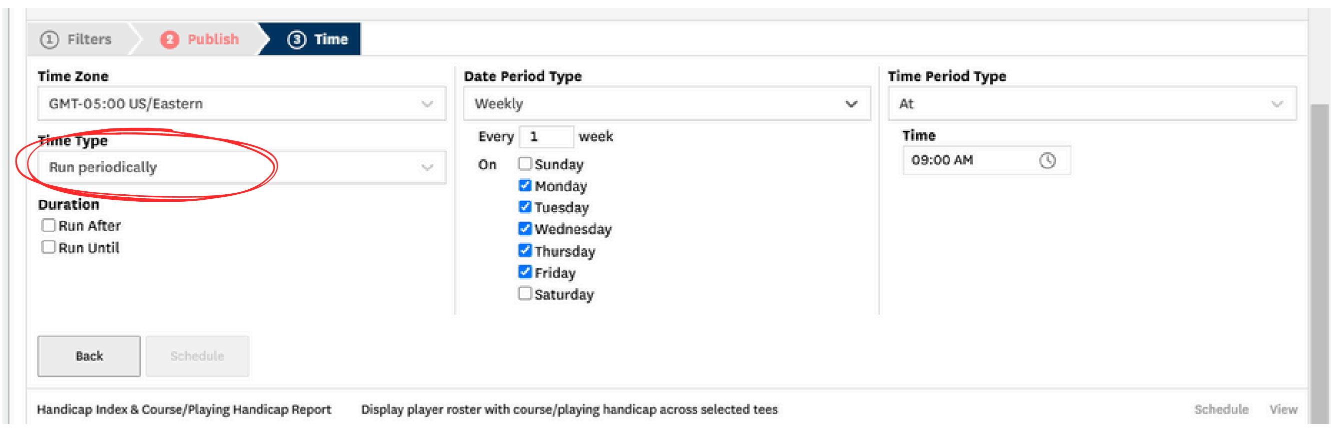
5. Name the schedule and click “Add Email” to enter the email addresses the report will be sent to. Click next when done.

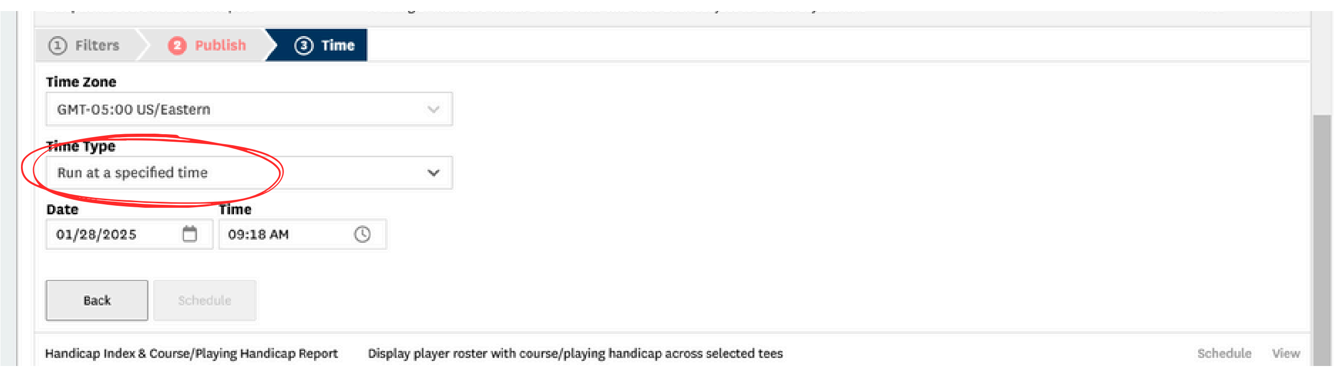


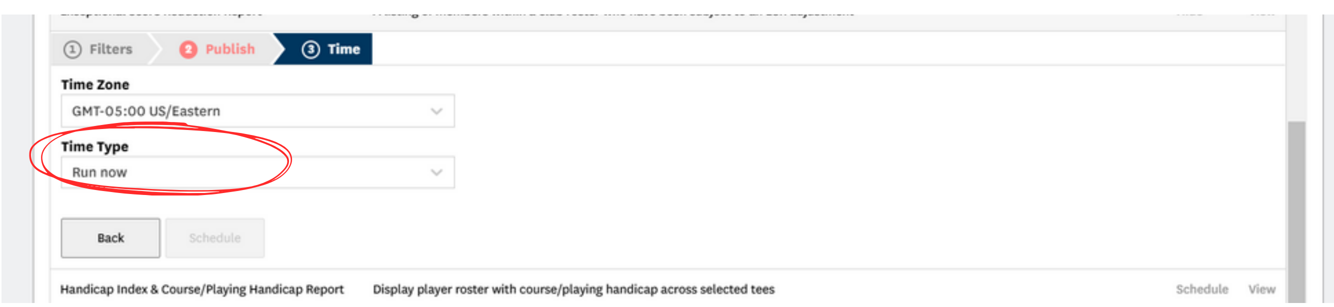
6. Finally, select the timing and frequency of receiving the reports.



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

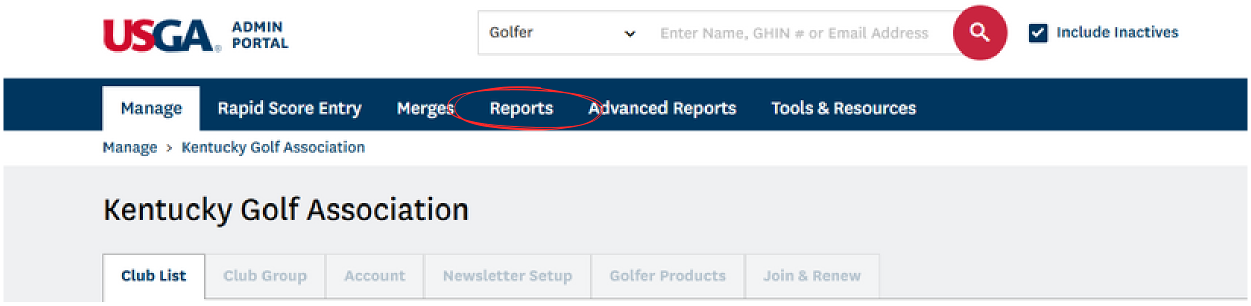




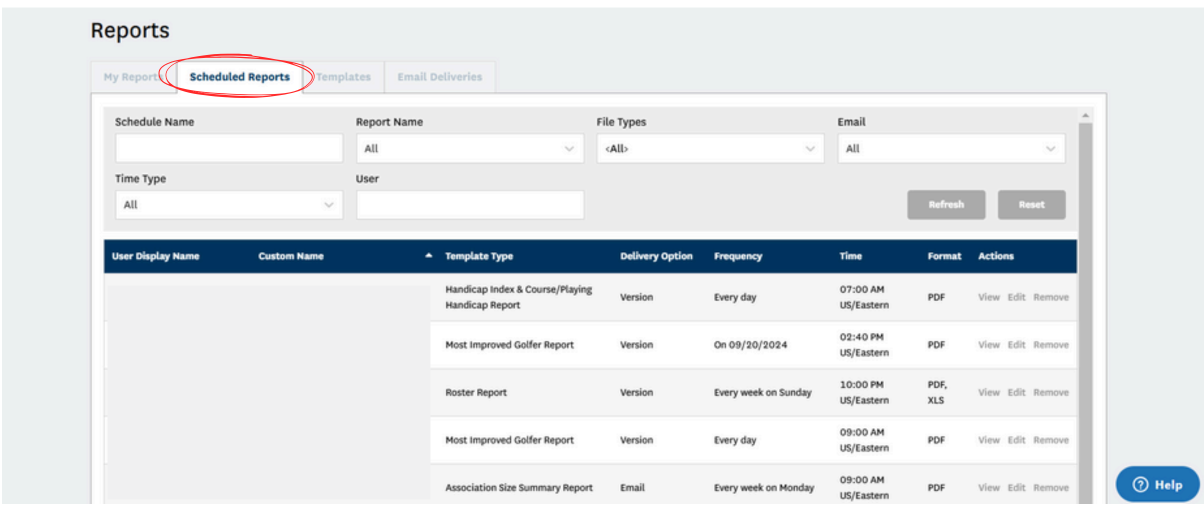


Edit a Scheduled Report

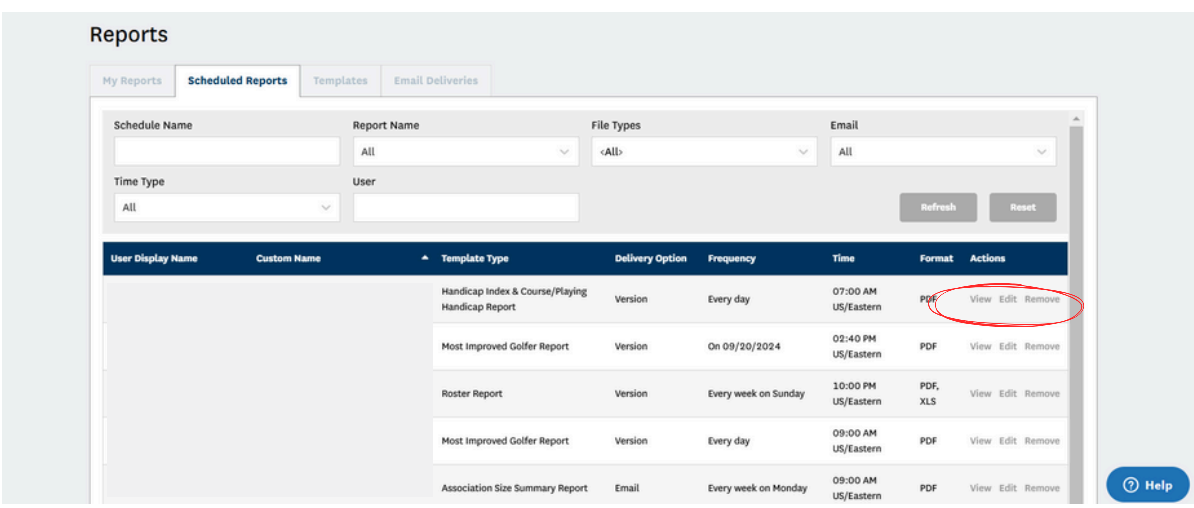
1. From the homepage, click “Reports” on the top navigation bar.



2. Click the “Scheduled Reports” tab.



3. 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