CYPRUS GOLF FEDERATION

HOW TO GUIDES

for
DataGolf Administrators – Club Area
&
Licensed CGF players – MyCGF

Version 1.1
6 October 2020

CYPRUS GOLF FEDERATION

How to Guides

A series of How to Guides for DataGolf administrators and MyCGF users. The guides use sample screenshots showing actual records, processes and results. The players whose records are on display have given their permission for them to be on public view.

DataGolf and MyCGF are ever evolving and improvements continue to be made to make the user experience and functionality as friendly and usefull as possible, whilst maintaining the required standards of the WHS. As and when CGF releases new functions, DataGolf administrators and MyCGF users will benefit from those features.

Individual MyCGF users have limited access to some functions and at the top of each guide there is a short note that identifies if the function is available for DataGolf administrators or general users. Whilst not all of the functions are available right now, new features are work in progress and undergoing testing on a continuous basis.

We hope this guide will enable all users the opportunity to become familiar with the current application and have early sight of new features which lie ahead.

CGF HR&CRC
6 October 2020

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How to Guide # 1 - An overview of MyCGF – Your personal DataGolf Portal.

The MyCGF portal permits Federated Members of the CGF to view their Results, WHS Index, Handicap history and the self-submission of handicap qualifying scorecards.

MyCGF incorporates historical playing records from the European Golf Association (EGA) Handicap System updated to the World Handicap System (WHS) in May 2020.

In order to access and use the MyCGF portal, it is imperative that you ensure the DataGolf administrator at your club has registered a valid and correct email address in your personal profile, in their database. Shared email addresses are allowed; however, you will need access to the email in order to complete the initial Registration and Activation process.

To start using the portal you must first complete the Registration process.

Registration Requirements

1. In order to register in MyCGF you must first know your federated number, you can ask your Home Club's Handicap Administrator or use the Search facility under "HANDICAPPING & RULES" → "National Hcp Listing" on the CGF website.
2. It is also necessary that you have a current and correct email address registered with the Federation through your Home Club. For security and confidentiality purposes, the registration process will only be completed once you have confirmed the registration, by replying to an email.

Note that Registration will not be possible when:

a. The federation number does not exist, or
b. The federated member is already registered, in which case you must use Login to access your Player Area, or
c. The federated member does not have a valid email address - in which case you should contact your Home Club to update your email. Until this is updated, you cannot continue or complete the registration process.

Registration Process

3. Enter your federated number and click "Register" so that the system can verify that your data is valid. Check your data, If the verification is successful, the data for registration is shown:
   a. Name of the Federated Member
   b. Federation Number
   c. Home Club
   d. Federated Member Email (for reasons of confidentiality, it is only partially shown. Should that appear not to be correct stop this process and contact your Home Club to check and update your email).
   e. Confirm Registration
   f. Click after verifying that the displayed data is correct.
   g. A mail message will be sent - check your mailbox.
   h. Click the link in the mail message to confirm your email address and to continue with the registration process.
   i. Define and confirm your access password. (Do not forget it!!)
   j. You must also acknowledge and accept the conditions shown and click Create User.

A message informing you that the process has been completed will then be displayed.

Once you are registered and have activated your account. The next time you access the portal with your federation license number and your password, you will land on your personal Player Area. Here you will see tabs for the following areas (top right corner):

Home

It is recommended that you read and understand the Terms and Conditions.

Profile

1. Select the Profile tab and review your personal profile details.
2. If you wish to edit any entries select the "Edit Profile" button.
3. You can only edit the following fields: Address, City, Zip Code, District, Country, Email and Phone.

4. If your Birth Date is incorrect, select the “Request correction” button, complete corrected details and then select “Ask for correction”.
5. If you wish to add an image of yourself select the image upload button and follow the onscreen instructions.
6. A number of buttons have been pre-checked, we recommend you do not uncheck any boxes as you may not receive future information releases.
7. Once you have completed any edits select the Save button and you will be returned to the Player Area Profile page.
8. You will be able to see your updated profile information.
9. The club DataGolf installation will auto update any edits you might make.

Results

The Results page contains your Player Record where you can check your results, WHS history and your handicap charts.

Results. All competition and EDS results entered into DataGolf.

1. Select any Tournament to review the scorecard.
2. Select Scorecard and scroll across Info, Statistics or All scores to further review data.
3. Select X Scorecard to return to the full results record.

WHS Index. The WHS page contains your HI record calculated under WHS.

1. Select any Tournament to review the scorecard.
2. Select Scorecard and scroll across Info, Statistics or All scores to further review data.
3. Select X Scorecard to return to the full handicap records.

Charts. The Charts tab includes Player Graphs so you can review all your handicap movements.

1. Select the Type button and change HCP to SGD to review your score differential.
2. Select or hover over any of the content to see a drop-down menu review of that entry.
3. Double click to review the Scorecard behind the results menu.
4. To exit Charts, select the X in your browser window.

Scorecards

This function enables you to register and submit individual casual round scores. It only permits scorecard entry for CGF member courses. For a full narrative of how to register and submit a scorecard select the Help button or view **How to Guide #2.**

Marker

You are required to enter details of your Marker who must be a player that holds an active CGF Federation Licence and is also registered as a MyCGF user. Your club admin has the authority to review and challenge any individual round scores to ensure they are not being used to manipulate handicaps.

Image

You can import an image of your scorecard to supplement the score entry.

Definitions

This tab shows the course Definitions information of the round played.

Further Notes on Scorecards

1. Self-submission of score cards relies upon the Integrity of the player and marker. Club administrators and CGF HR&CRC will monitor submission of individual scores and will investigate any suspicious or manipulative activity.
2. Card submission “time window”: Cards should be submitted by midnight local time on the day of play for inclusion in the nightly server handicap updates. Cards can only be submitted on the registered day of play. Older cards will not be accepted.

Payments

Shows the Federation Fee payments made against your profile.

Exit

Log off your personal area of MyCGF, enjoy your game!!

End

How to Guide # 2 - Register a round and Submit an individual scorecard using MyCGF.

Function available to all active CGF Federated players.

An Individual scorecard may also be referred to as General Play card, Supplementary Card or Extra Day Scorecard (EDS).

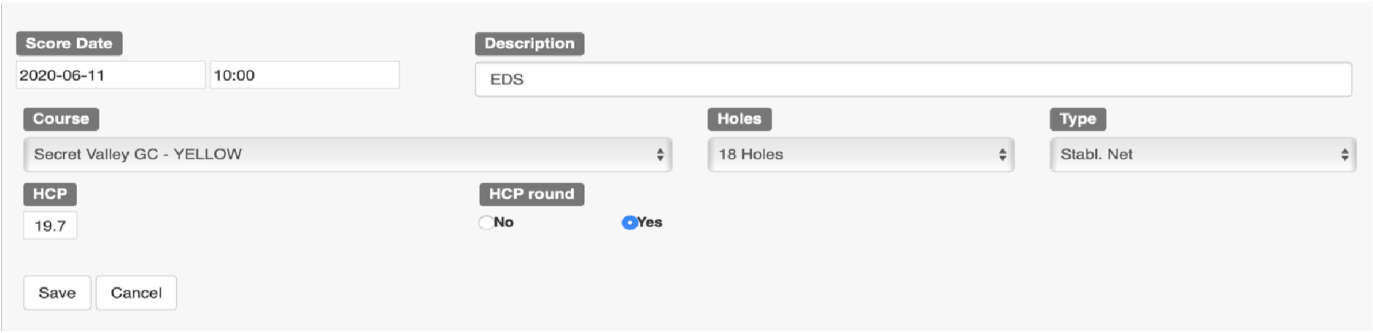
Step 1

1. Log in to MyCGF.
2. Go to the Scorecards tab and press Enter.
3. Select “Register New Scorecard”.

Step 2

1. Enter the date of the Round.
2. You can pre-register one day in advance or register on the day of play.
3. You cannot register a card the day after you have played.
4. Enter the tee time
5. Enter a Description: “EDS” – is sufficient.
6. Select the course and tees you play from, number of holes and Type format.
7. HCP field populates automatically.
8. Select HCP round, the default is “Yes” which signifies this will be a handicap qualifying round.
9. Select Save.

There is no need to use the system for rounds which are not qualifying.

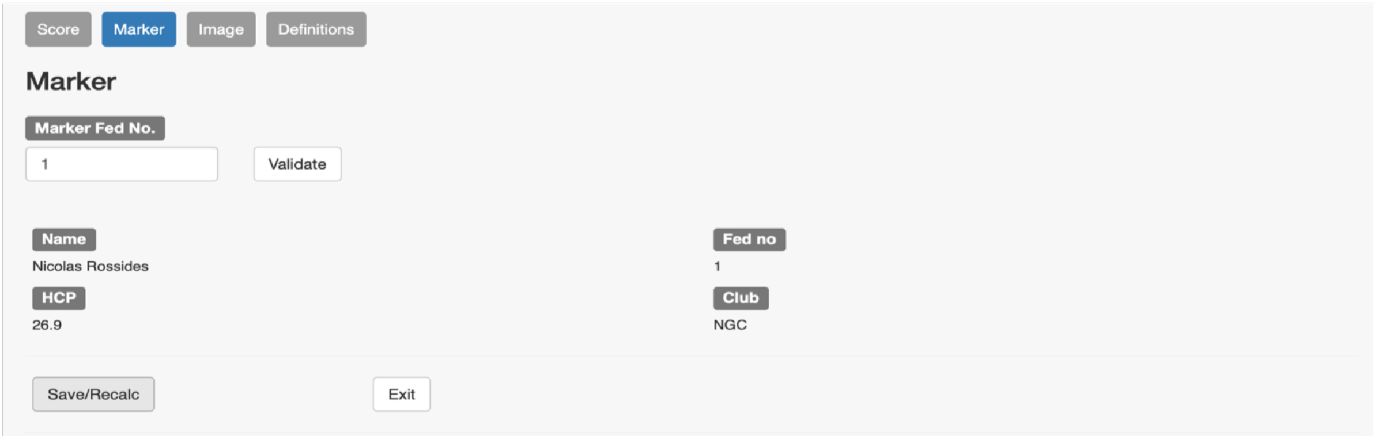


Step 3

You will now be prompted to enter your markers CGF Federation number (in this example we have used federation number 1), then select Validate.

1. The Marker will receive notification that they have been registered as the Marker for this round.
2. The Marker's details will populate automatically. If that is the correct person then select

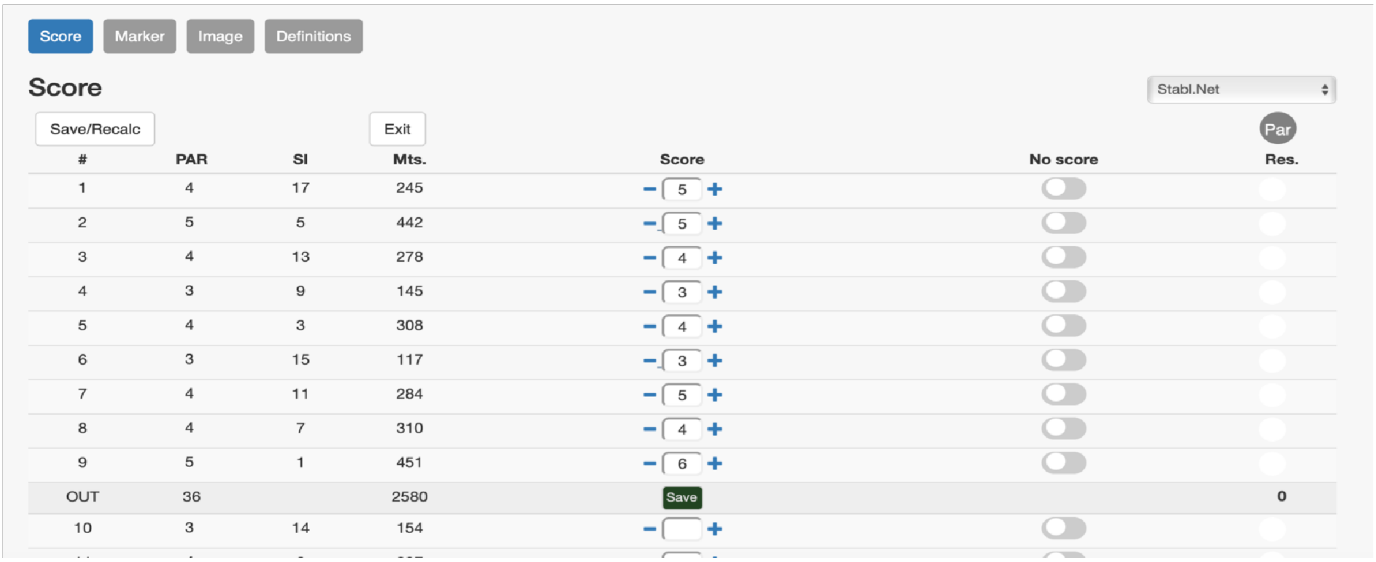
   "Save/Recalc" then "Exit".



Note: Only active CGF federated players registered with MyCGF may be used as markers and the marker MUST additionally be registered as a MyCGF user.

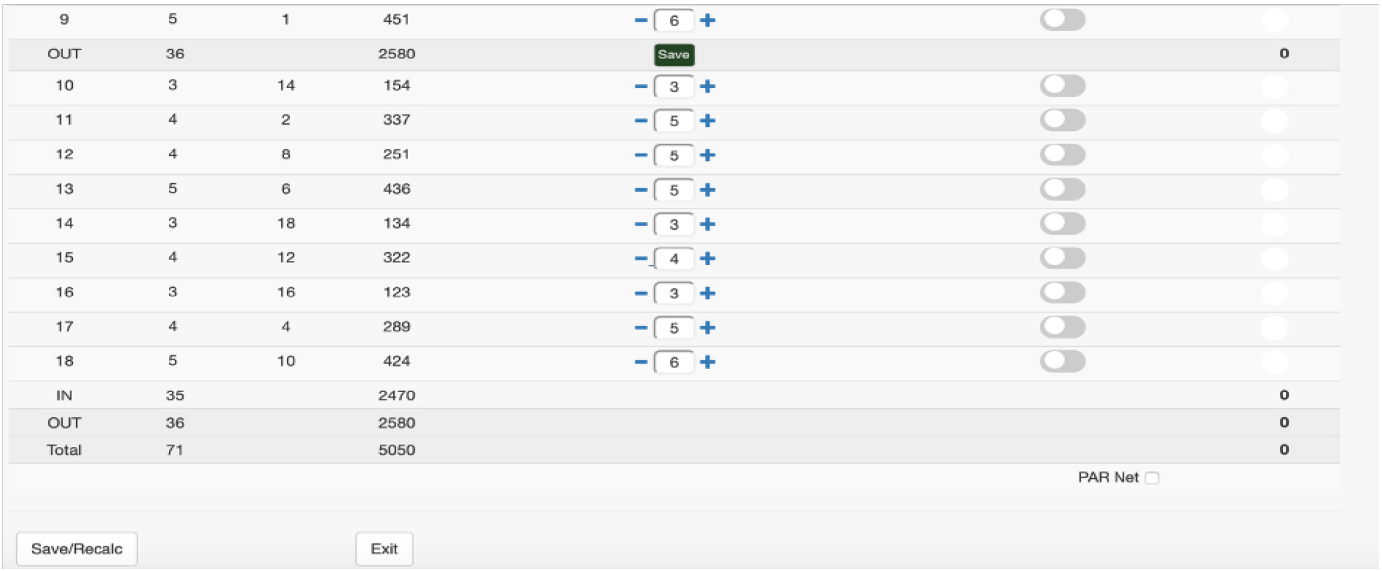
Step 4

1. Now complete the scorecard with hole by hole entry using the + - options.
2. Once you have completed the front 9 select "Save".



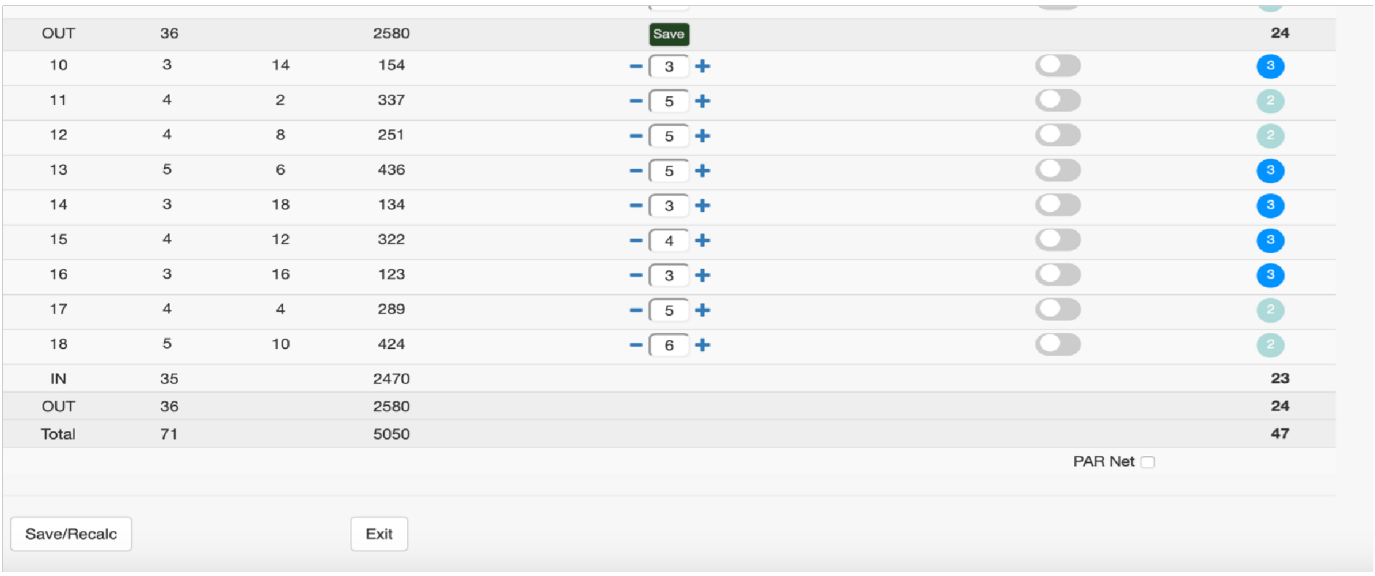
Step 5

1. Now complete the remaining holes.
2. Correct any errors NOW.
3. Select “Save/Recalc”.



Step 6

1. The scorecard will now show the completed score and points as appropriate.
2. Select “Save/Recalc”.
3. Select “Exit”.

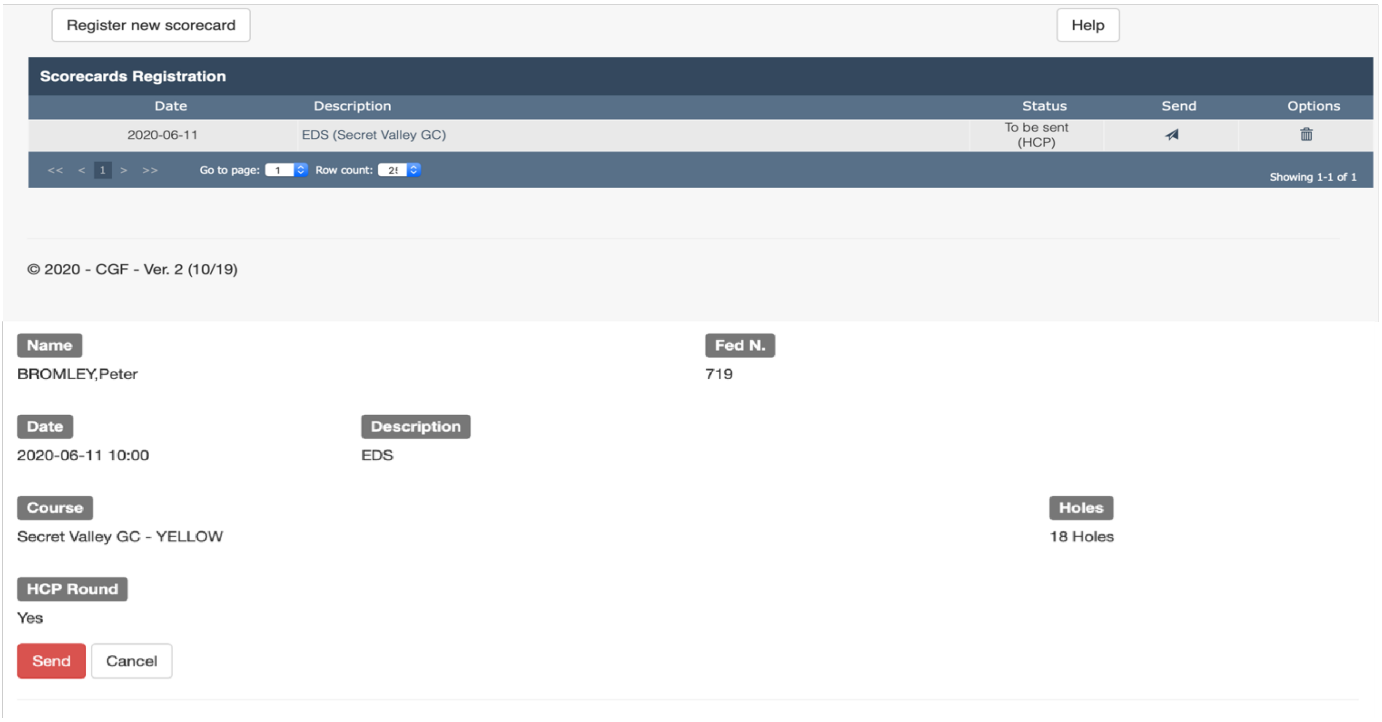


Step 7

1. Your scorecard now needs to be sent to the server.
2. You will see an entry under “Status” (in this case “To be Sent (HCP)”), and under “Send” column an arrow graphic.
3. You MUST now select the arrow as part of the process of sending to the server.

Step 8

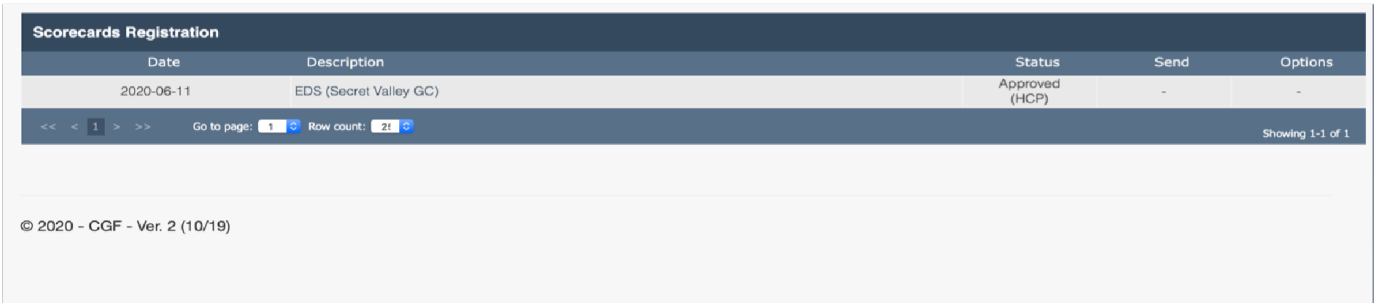
1. The next screen shows a resumé of your entry.
2. Select the Red button “SEND” to finalise the process.



Step 9

Success!!

When you see this display your new scorecard has been automatically approved. If not go back over the previous Steps until you succeed.



Step 10

1. Now navigate out to your Results.
2. Your scorecard will show at the top of your Results History.
3. You will see that the final column SD (Score Differential) is empty and does not show a calculation.
4. The SD will appear the next morning, once the nightly handicap update has run and populate your WHS Index page.

Cautionary warning:

Self-submission of Individual scorecards relies upon your Integrity so please ensure you have completed your hole by hole score entries correctly. Once submitted you are not able to amend the entry.
You should submit your scorecard as soon as possible on the day of play, after completion of your round, and before midnight (local time).

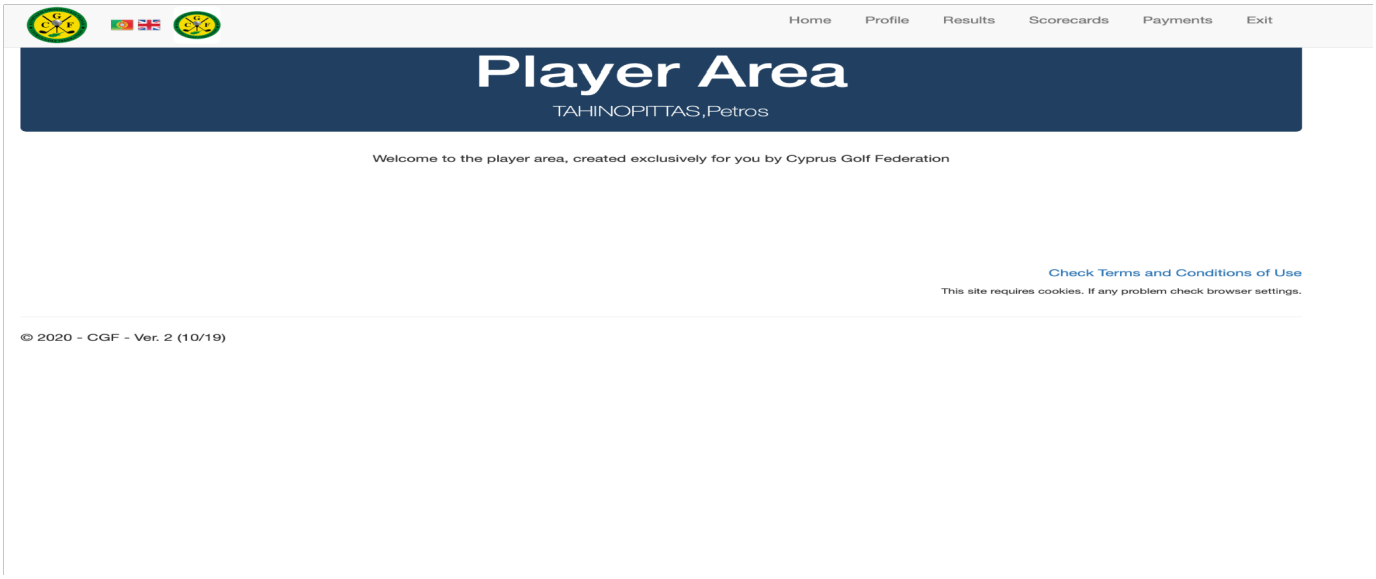
End

How to Guide # 3 - Award an initial Handicap Index (HI).

Full function available to DataGolf admin, Scorecard registration function available to all active Federated players.

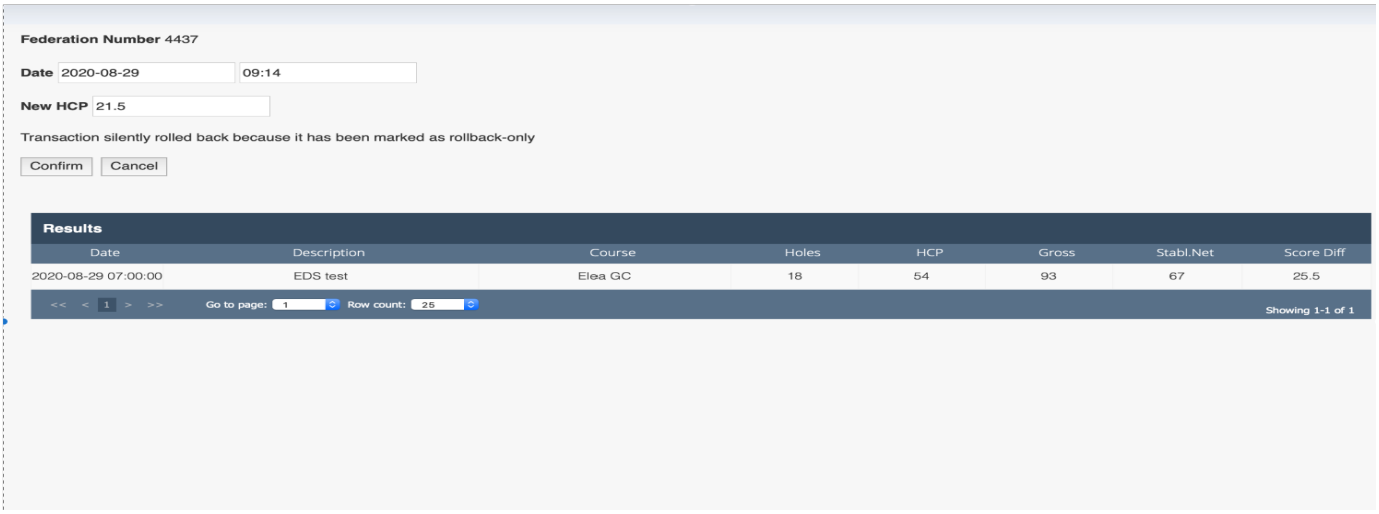
Step 1

1. A player can submit their First scorecard for Handicap purposes using MyCGF, by registering a new scorecard in the same way as when submitting any other qualifying scorecard. (How to Guide # 2)
2. It is recommended that a HI for a new player begins with an 18-hole score.



Step 2

1. The player completes the scorecard submission and that is the limit of their involvement, the remaining actions are restricted to DataGolf Admins.
2. Once submitted the next card will display in the Club Area (Restricted access) under Configuration → Administration → Initial Handicaps.
3. Review the submission.
4. If you have knowledge of the players previous golf experience you can manually adjust the suggested HI at this point.
5. Do so if you feel the new HI will better reflect their starting ability.
6. If you opt to overwrite the initial handicap we recommend only lowering and not increasing the HI.
7. Select Confirm.

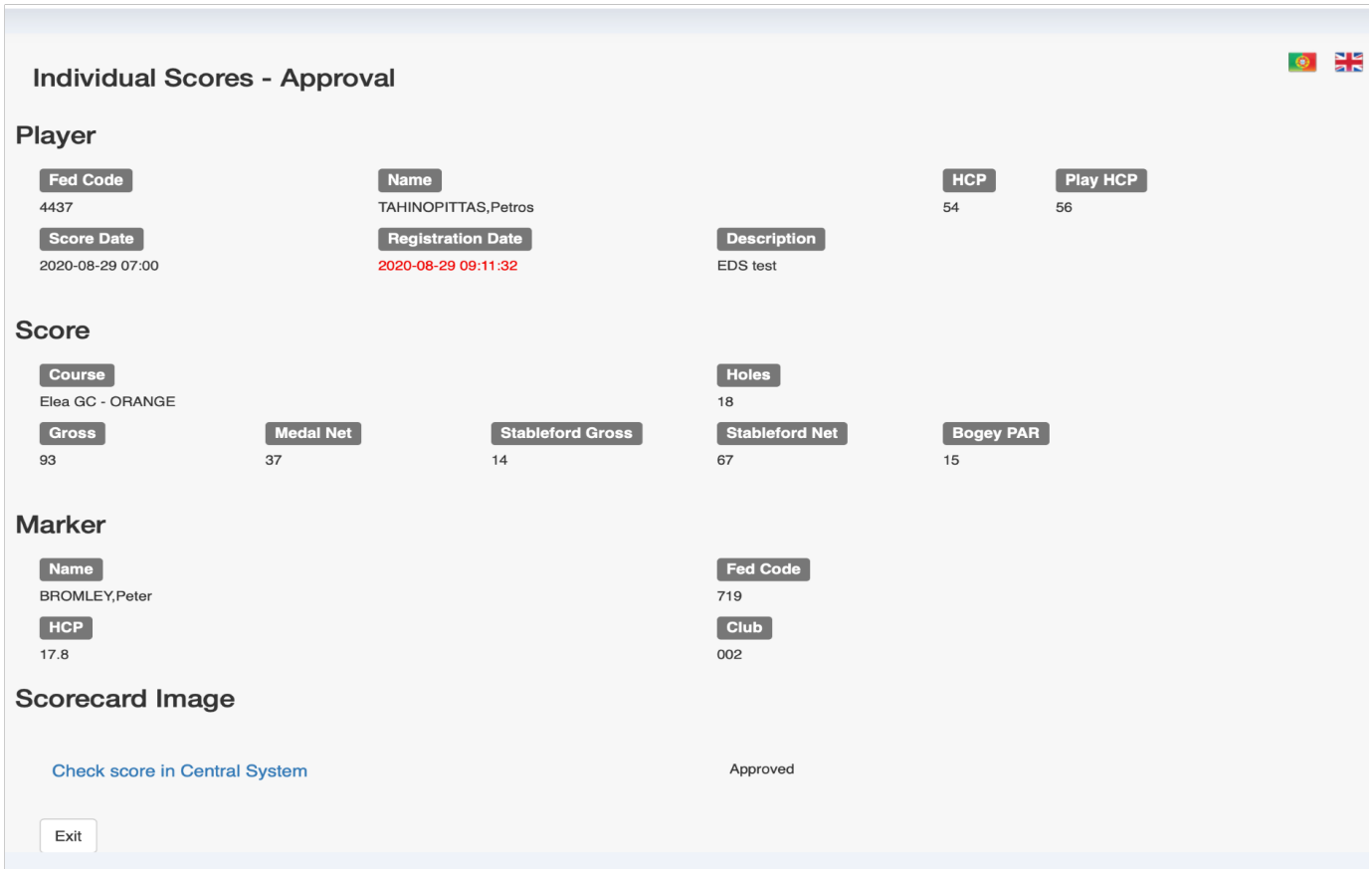


Step 3

Once confirm has been selected the submission displays within Single Scores Approval, and the Player Records, Results and WHS Index record will update.

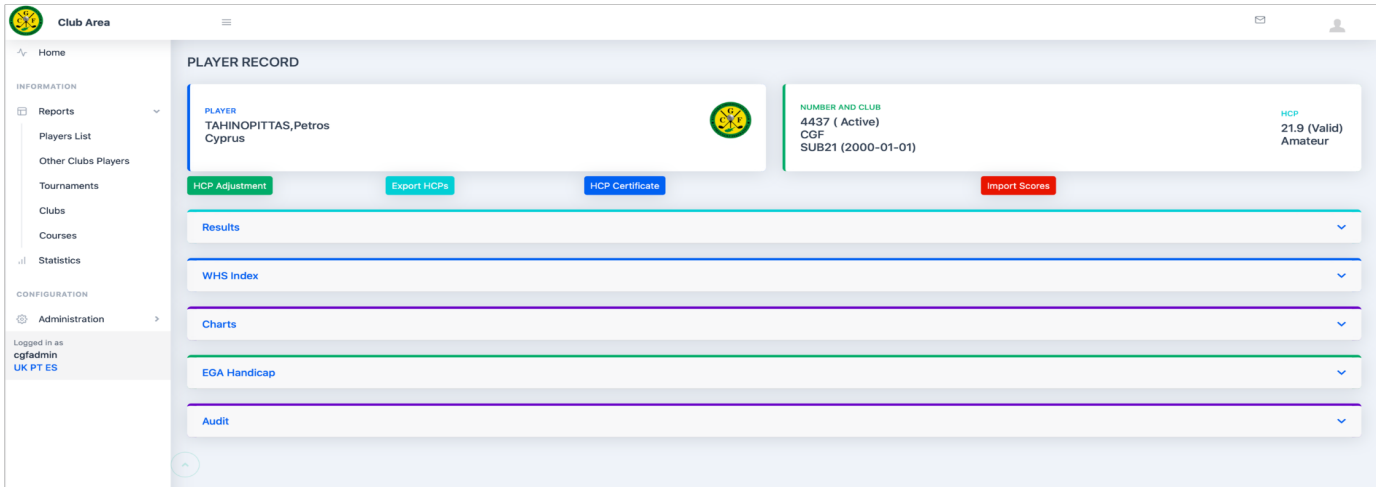
Step 4

1. You can review the submission by selecting the players name.
2. Once finished select Exit.



Step 5

1. Go to Reports → Player List, type the player federation number into search and select the player - you arrive at this display.
2. You can see that under HCP a Valid handicap is displayed.



Step 6

The confirmed submission now appears under the Results and WHS Index tabs, without having to wait for the overnight handicap update run.

The player now has a WHS HI and can compete worldwide using their valid handicap index.

End

How to Guide # 4 – How to Import Scores

Function available to Club Admin only.

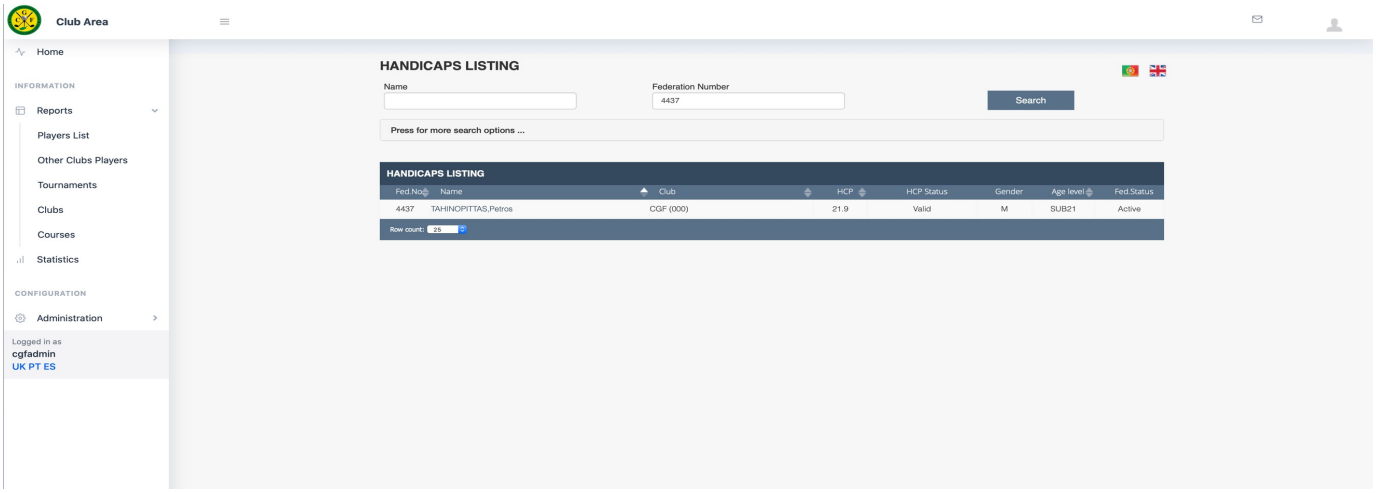
This function is **ONLY** available to your Club DataGolf admin staff and will **NOT** be available to individuals.

This process is used to either;

1. Import scores for a player who holds a WHS handicap from a federation outside of the jurisdiction of the CGF. Such players are required to present a Handicap History showing upto their last 20 acceptable qualifying rounds, or
2. Import scores presented by players who have been playing off island. The player presents a certified scorecard to his home club and it becomes a Club DataGolf Administrators task to populate the players record.
3. The same step process applies to either situation.

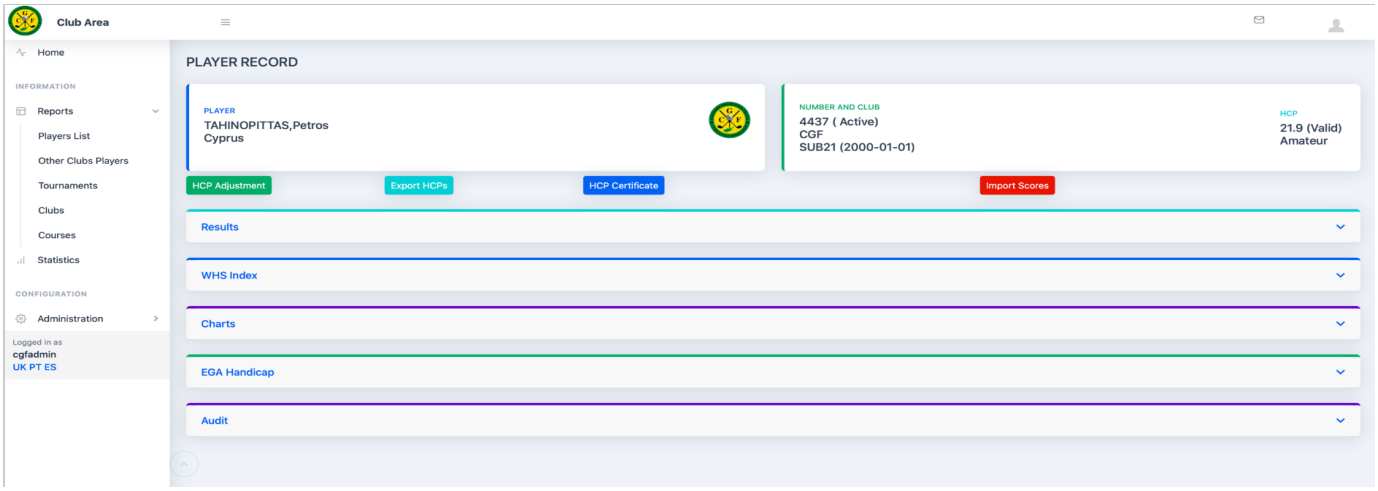
Step 1

1. Select the player from the Players List in the Club Admin area.
2. Enter on the players Name to move to the next menu.



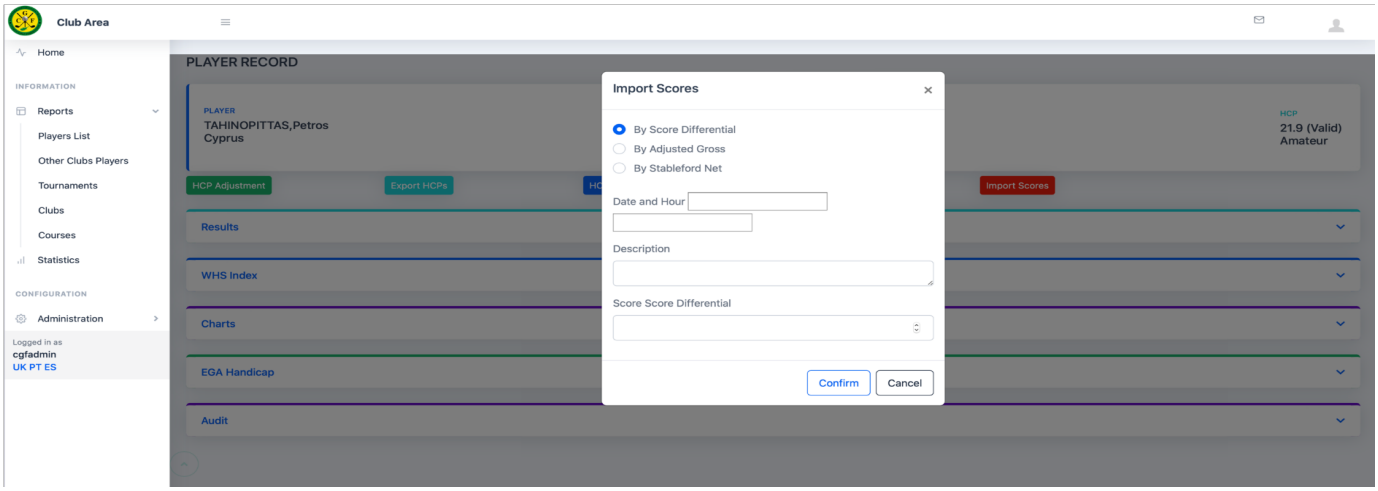
Step 2

1. Now select the red Import Scores button.



Step 3

1. A drop-down menu appears with three options, these are methods to import scores, they are - By Score Differential, By Adjusted Score or By Stableford Net.
2. The players history record or scorecard ***provided by the player*** must contain sufficient information for you to be able to populate a new record.



Step 4

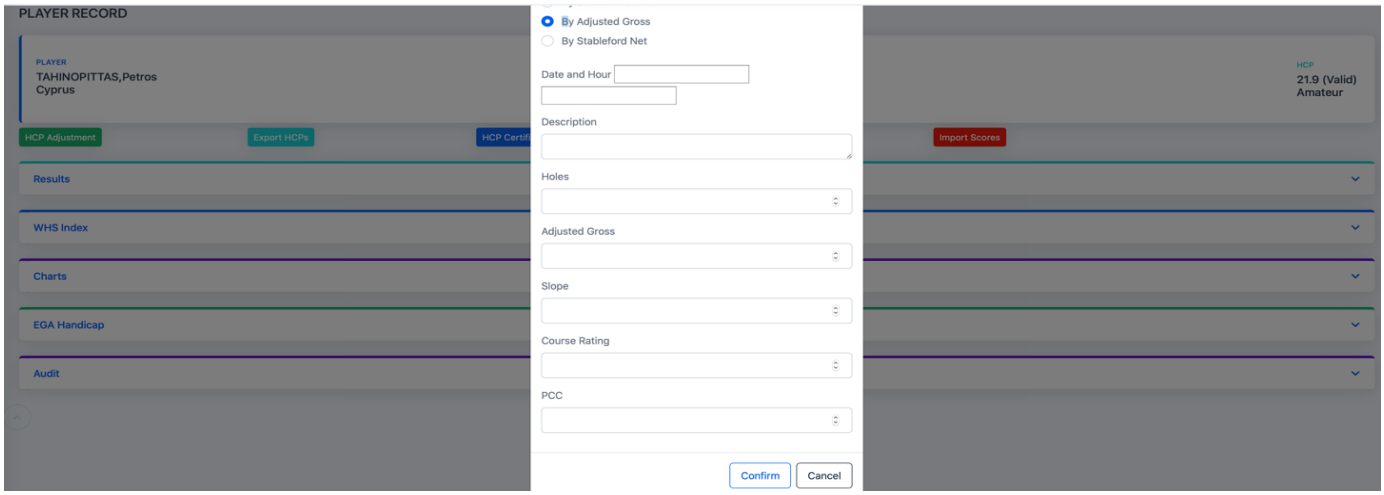
All three methods use a similar process but require varying amounts of effort and input.

Method 1 – By Score Differential

This is the simplest method and normally used where the player has provided a Handicap history record showing the SD for each round on record.

1. For an incoming player with an established history you will need to enter up to 20 scores to ensure that DataGolf has suitable history to correctly calculate their WHS record.
2. Check the By Score Differential button.
3. Complete the Date and Hour boxes ensuring where more than one round has been played on the same date a different time is used. Future updates of this process will clarify the format of input into these two boxes as yyyy-mm-dd and hh:mm.
4. Description, for simplicity type in History or you may opt to fully complete the event details.
5. From the playing history provided enter the Score Differential.
6. Select Confirm.
7. Repeat the process for the next submission until all cards have been entered. All results will appear in the players History and after an overnight handicap update will show in the players WHS index in chronological order.

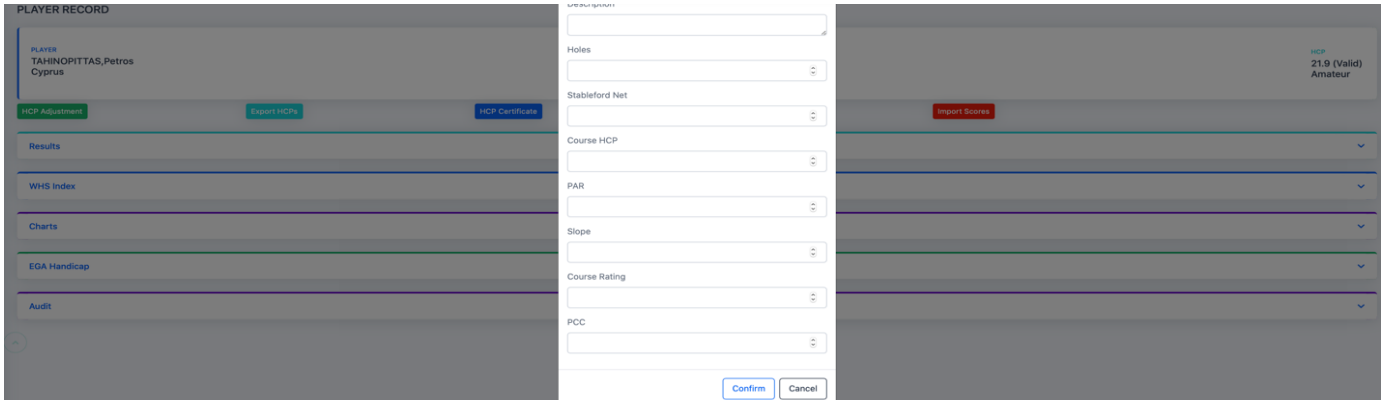
Method 2 – By Adjusted Gross



Use this Method for importing scorecards submitted for Non CGF events outside of the CGF area of jurisdiction, such as when on Golf trips overseas.

1. Check the By Adjusted Gross button.
2. Complete the Date and Hour boxes ensuring where more than one round has been played on the same date a different time is used. Future updates of this process will clarify the format of input into these two boxes as yyyy-mm-dd and hh:mm.
3. Description - for simplicity type in History or you may opt to fully complete the event details.
4. Holes - enter how many played, 18 or 9.
5. Adjusted Score – enter the Gross score from the scorecard.
6. Slope - enter the Slope rating of the Tees played.
7. Course Rating - enter the Course Rating of the Tees played.
8. PCC - enter the PCC if known or enter 0 if not known.
9. Select Confirm.
10. Repeat the process until all cards have been entered. All results will appear in the players History and after an overnight handicap update will show in the players WHS index in chronological order.

Method 3 – By Stableford Net



Use this for importing Stableford scorecards submitted for Non CGF events outside of the CGF area of jurisdiction, such as when on Golf trips overseas.

1. Check the By Stableford Net button.
2. Complete the Date and Hour boxes ensuring where more than one round has been played on the same date a different time is used. Future updates of this process will clarify the format of input into these two boxes as yyyy-mm-dd and hh:mm.
3. Description, for simplicity type in History or you may opt to fully complete the event details.
4. Holes – enter how many played, 18 or 9.
5. Stableford Net - calculate the Stableford Net score from the scorecard.
6. Course HCP - enter the players Course handicap.
7. Par - enter the Par for the tee set played.
8. Slope - enter the Slope rating of the Tees played.
9. Course Rating - enter the Course Rating of the Tees played.
10. PCC - enter the PCC if known or enter 0 if not known.
11. Select Confirm.
12. Repeat the process until all cards have been entered. All results will appear in the players History and after an overnight handicap update will show in the players WHS index in chronological order.

Example 1
An example from a player's results history of a fully populated player record using the above methods, and how it appears in their Results folder.

Date	Tournament	Course	Holes	PAR	Origin	HCP	Index	PlayHCP	Stabl.	Gross (adj)	To Par	SD	Actions
2020-09-06	History	NONE	18	72	First	Yes	25.4	25	36	99	+27	25.4	
2020-08-15	History	NONE	18	72	First	Yes	25.9	26	36	96	+24	25.9	
2020-08-08	History	NONE	18	72	First	Yes	38.0	38	36	103	+31	38	
2020-07-26	History	NONE	18	72	First	Yes	32.4	32	36	104	+32	32.4	
2020-07-12	History	NONE	18	72	First	Yes	36.4	36	36	108	+36	36.4	
2020-06-28	History	NONE	18	72	First	Yes	26.5	27	36	98	+26	26.5	
2020-06-14	History	NONE	18	72	First	Yes	24.5	25	36	96	+24	24.5	
2020-03-14	History	NONE	18	72	First	Yes	34.5	35	36	106	+34	34.5	
2020-01-19	History	NONE	18	72	First	Yes	42.3	42	36	114	+42	42.3	
2019-12-11	History	NONE	18	72	First	Yes	40.1	40	36	112	+40	40.1	
2019-11-10	History	NONE	18	72	First	Yes	26.5	27	36	98	+26	26.5	
2019-10-27	History	NONE	18	72	First	Yes	25.5	26	36	93	+21	25.5	
2019-10-06	History	NONE	18	72	First	Yes	34.4	34	36	106	+34	34.4	
2019-08-22	History	NONE	18	72	First	Yes	42.8	43	36	114	+42	42.8	
2019-08-08	History	NONE	18	72	First	Yes	47.6	48	36	119	+47	47.6	
2019-08-04	History	NONE	18	72	First	Yes	33.0	33	36	105	+33	33	
2019-06-29	History	NONE	18	72	First	Yes	37.0	37	36	109	+37	37	
2019-06-15	History	NONE	18	72	First	Yes	30.4	30	36	102	+30	30.4	
2019-06-02	History	NONE	18	72	First	Yes	35.4	35	36	107	+35	35.4	
2019-05-29	HISTORY	NONE	18	72	First	Yes	31.7	32	36	103	+31	31.7	
2019-05-25	HISTORY	NONE	18	72	First	Yes	35.7	36	36	107	+35	35.7	
2009-12-31	Starting Virtual Score	None	18	72	First	Yes	45.0	45	36	72	PAR	45	

Notes:
You can use History as a simple explanation in the Tournament field or the full name of the event.
You cannot populate the Course details.

Example 2

And those same results as they appear once calculated in the players WHS index folder.

You can see it is now a fully established record with more than 20 scorecards being submitted and shown as 8 of 20.

The best eight SD calculations appearing in red text in the righthand column.

'020-09-06	International	NONE	18	72	First	27.9	25	36	0	0	25.4	27.9	27.1		

Score Average	No. Scores	adjustment	Adjusted Avg	low Hcp	softCap	hardCap	calculated Hcp	
27.05	8 of 20	0	27.05	27.9	27.05 (30.9)	27.05 (32.9)	27.1	

Date	tournament	course	Holes	C.R. / Slope / PAR	HCP Index	Play HCP	Stb	Gross	PCC	SD	adj.Excep.	adj.Manual	adj.Pen	Differ
2020-09-06	International	NONE	18	68.9 / 134 / 72	25.4	25	36	99	0	25.4	0	0	0	25.4
2020-08-15	History	NONE	18	67.1 / 126 / 72	25.9	26	36	96	0	25.9	0	0	0	25.9
2020-08-08	History	NONE	18	64 / 116 / 72	38	38	36	103	0	38	0	0	0	38.0
2020-07-26	History	NONE	18	72 / 113 / 72	32.4	32	36	104	0	32.4	0	0	0	32.4
2020-07-12	History	NONE	18	72 / 113 / 72	36.4	36	36	108	0	36.4	0	0	0	36.4
2020-06-28	History	NONE	18	72 / 113 / 72	26.5	27	36	98	0	26.5	0	0	0	26.5
2020-06-14	History	NONE	18	72 / 113 / 72	24.5	25	36	96	0	24.5	0	0	0	24.5
2020-03-14	History	NONE	18	72 / 113 / 72	34.5	35	36	106	0	34.5	0	0	0	34.5
2020-01-19	History	NONE	18	72 / 113 / 72	42.3	42	36	114	0	42.3	0	0	0	42.3
2019-12-11	History	NONE	18	72 / 113 / 72	40.1	40	36	112	0	40.1	0	0	0	40.1
2019-11-10	History	NONE	18	72 / 113 / 72	26.5	27	36	98	0	26.5	0	0	0	26.5
2019-10-27	History	NONE	18	65.5 / 122 / 72	25.5	26	36	93	0	25.5	0	0	0	25.5
2019-10-06	History	NONE	18	72 / 113 / 72	34.4	34	36	106	0	34.4	0	0	0	34.4
2019-08-22	History	NONE	18	72 / 113 / 72	42.8	43	36	114	0	42.8	0	0	0	42.8
2019-08-08	History	NONE	18	72 / 113 / 72	47.6	48	36	119	0	47.6	0	0	0	47.6
2019-08-04	History	NONE	18	72 / 113 / 72	33	33	36	105	0	33	0	0	0	33.0
2019-06-29	History	NONE	18	72 / 113 / 72	37	37	36	109	0	37	0	0	0	37.0
2019-06-15	History	NONE	18	72 / 113 / 72	30.4	30	36	102	0	30.4	0	0	0	30.4
2019-06-02	History	NONE	18	72 / 113 / 72	35.4	35	36	107	0	35.4	0	0	0	35.4
2019-05-29	HISTORY	NONE	18	72 / 113 / 72	31.7	32	36	103	0	31.7	0	0	0	31.7

End

How to Guide # 5 - How to Review a Players WHS Index Record

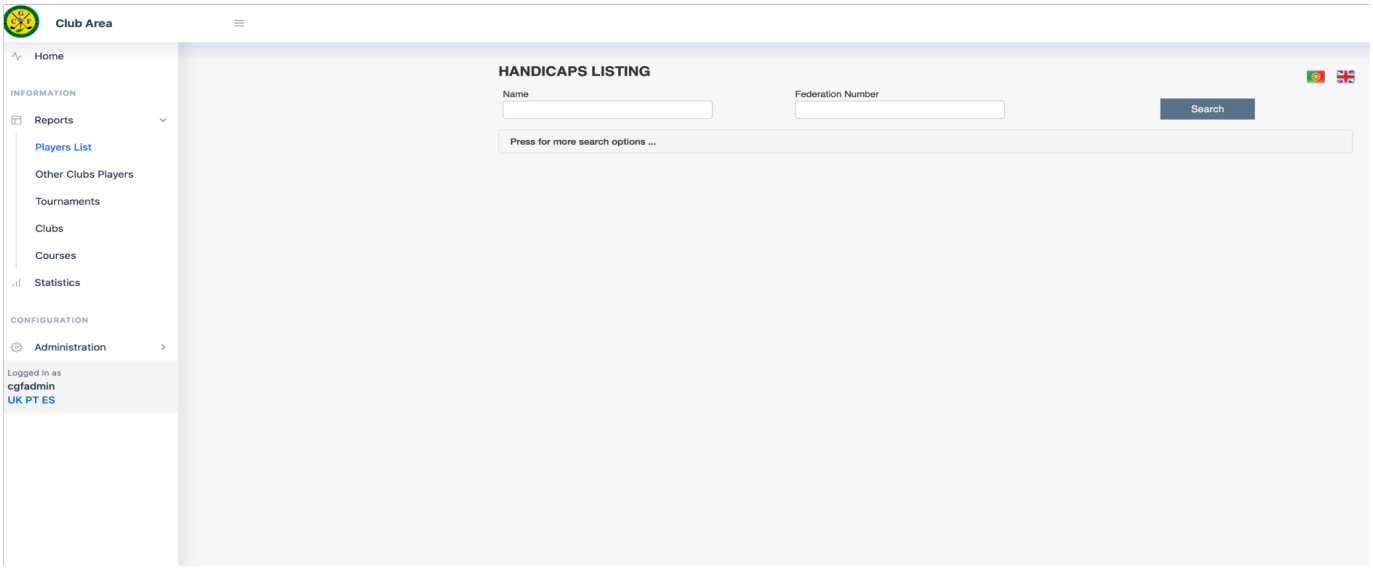
Full functionality available to Club Admin only.

With the permission of the player concerned their Player record has been used in this "How to Guide" the screenshots are actual records.

Step 1

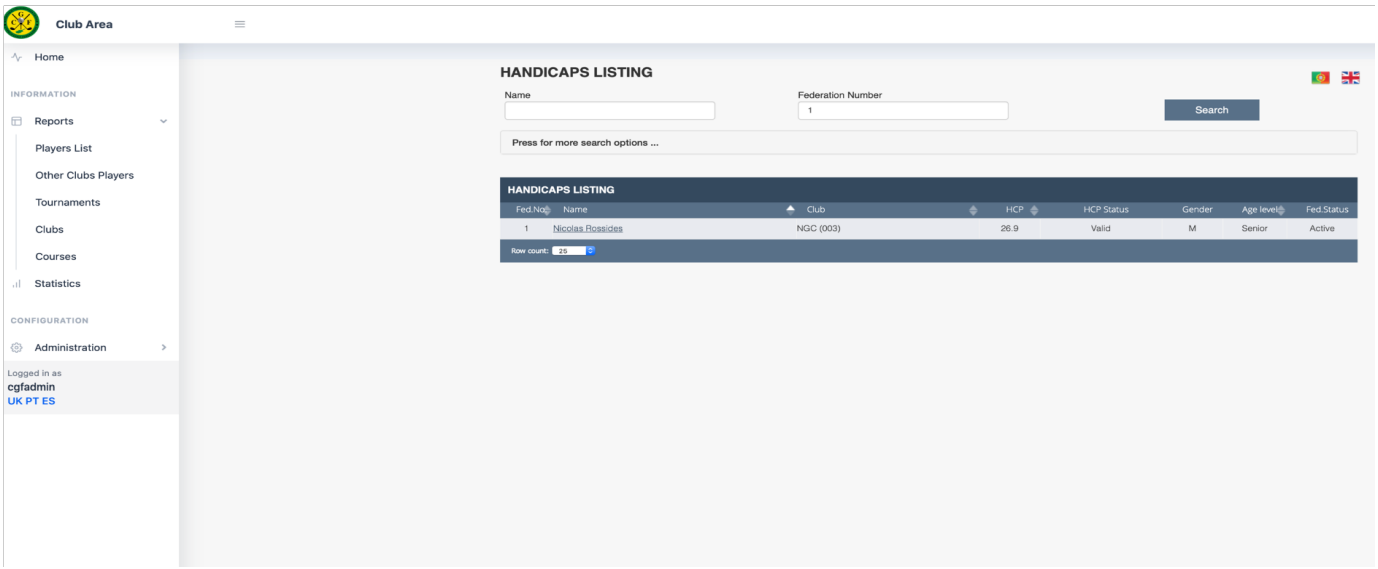
1. Via the Club Area select Reports.
2. Then select Player List.

.



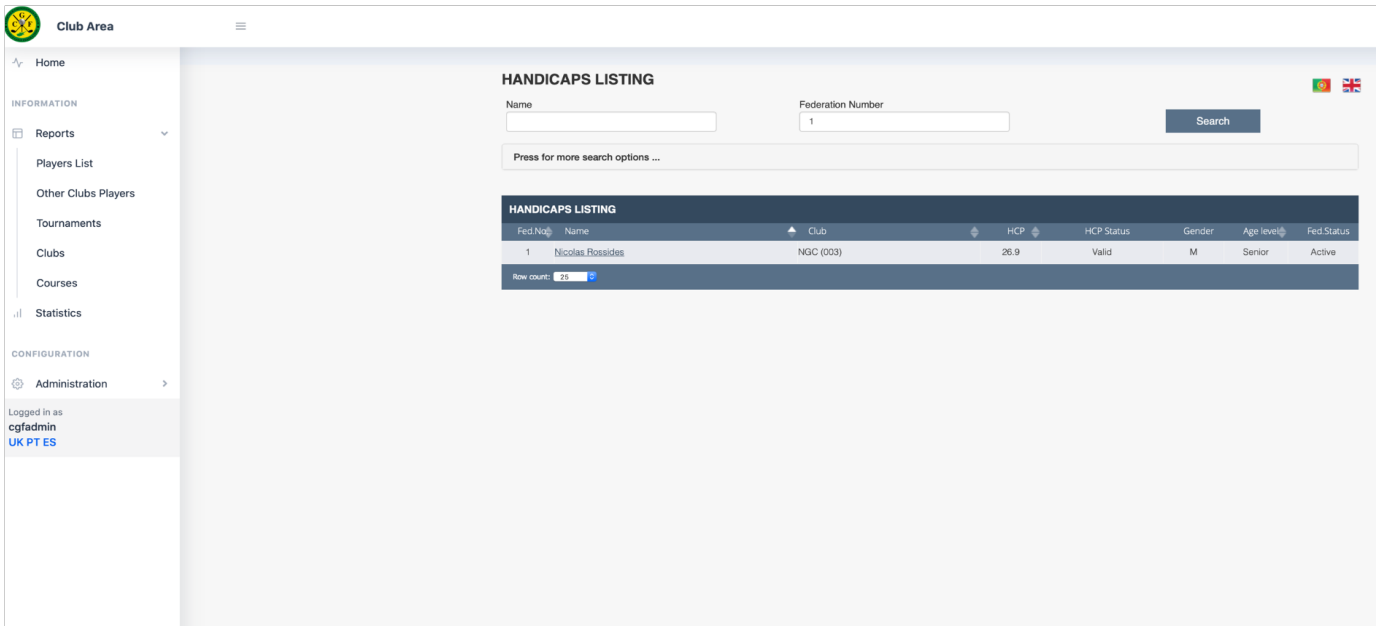
Step 2

1. Key in either the Players name or their Federation Number and hit Search.
2. The Search will now display any matches.



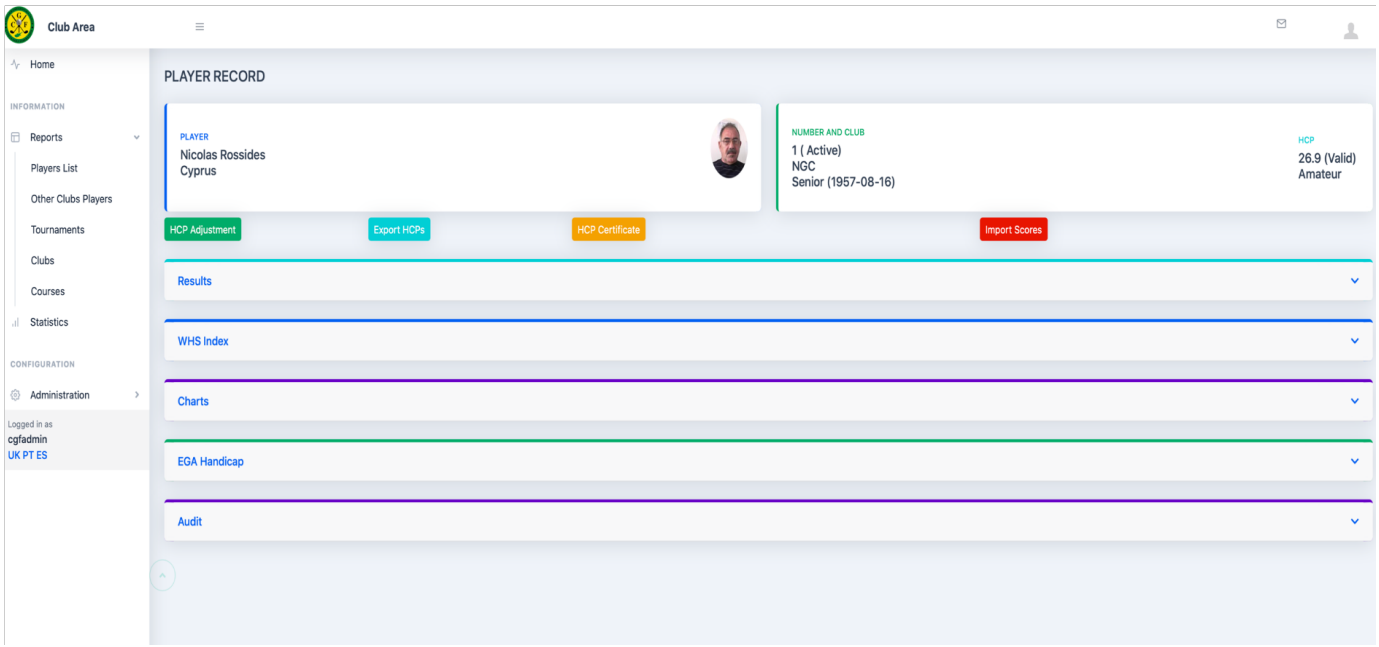
Step 3

1. If a player name was keyed in, more than one player with same name might appear, select the correct one.
2. If the federated licence is used than only that players record will display.
3. Select enter on the player name.



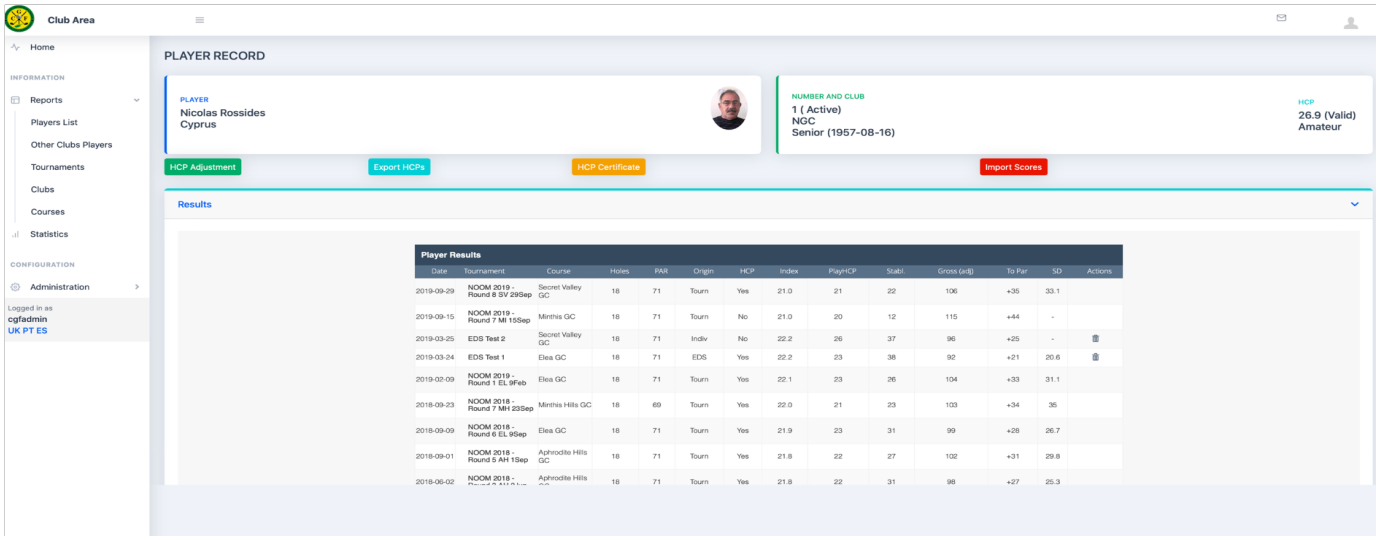
Step 4

Their real time record folder will appear.



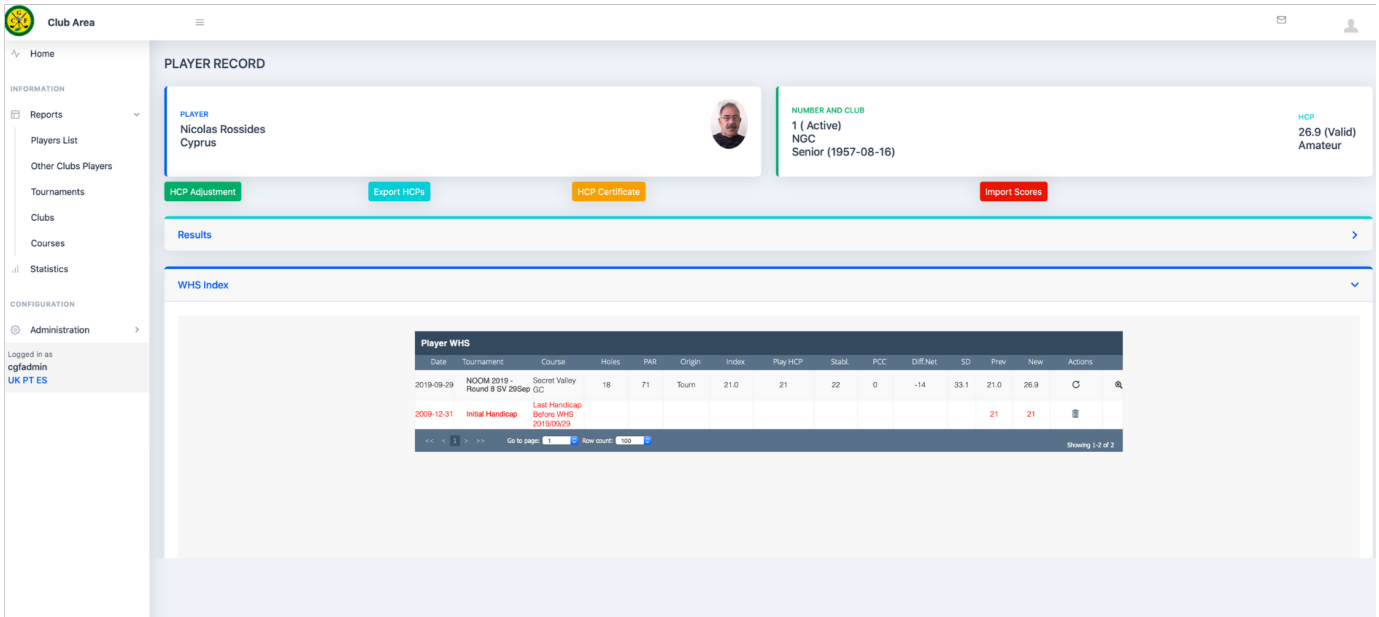
Step 5

1. Select Results to display all Tournaments that the player has been entered into and any EDS cards they may have submitted.
2. The results history contains both handicap and non-handicap qualifying records
3. The dustbin icon may be used to delete records, be careful IF you use it!



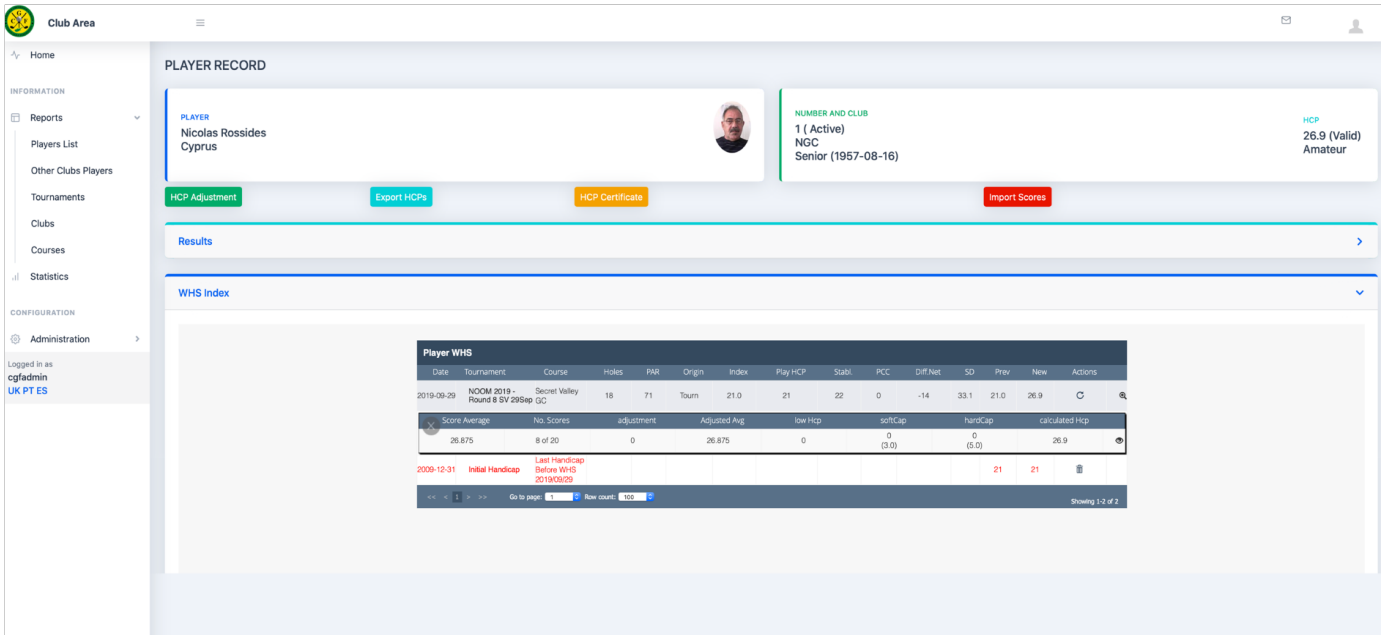
Step 6

1. Back out of Results and now select the WHS Index tab.
2. The WHS Index folder only contains Handicap Qualifying scores.
3. The players last acceptable score with WHS HI detail will display.
4. Select the “magnifying glass icon” in the righthand column to expand the content.



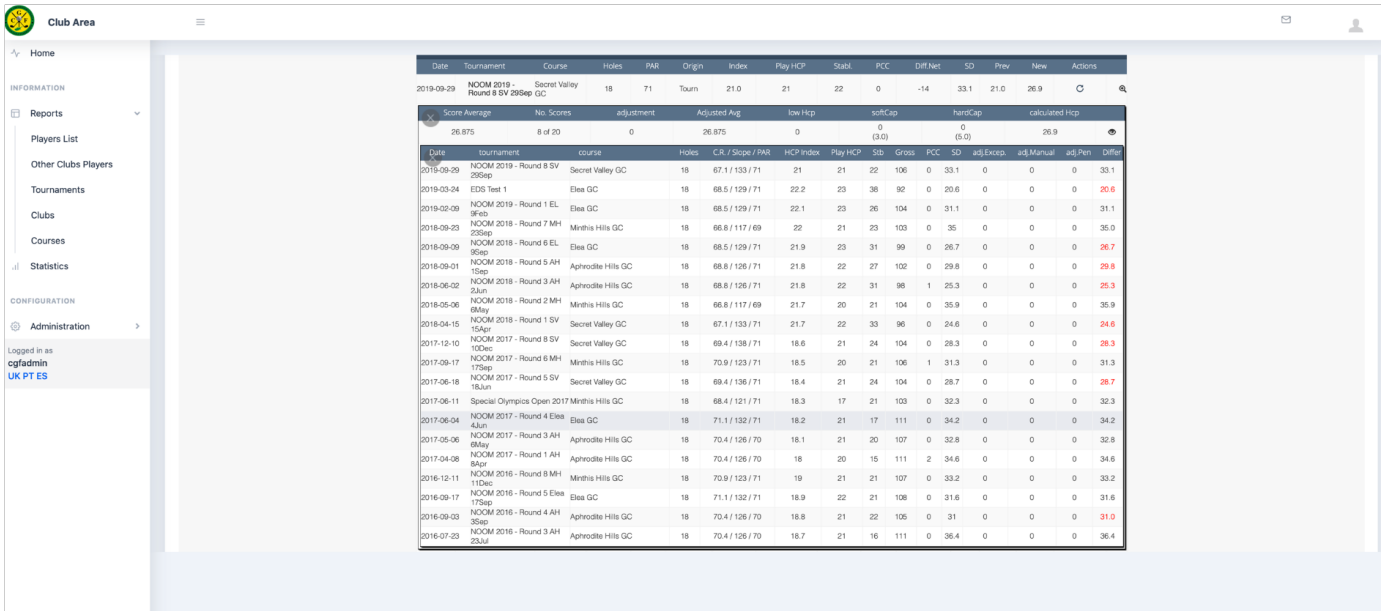
Step 7

This will then display the WHS HI and the results of the calculations they are derived from.



Step 8

1. Select the “eye” icon on the first line entry to again expand and display their Qualifying score history.
2. You will see in the “differ” column upto 8 score differentials in Red text.
3. The SD in red are those used in the best 8 from 20 calculation.
4. The display shows in descending order from newest down to oldest records.
5. Any subsequent acceptable score is automatically placed at the top of the list and removes the oldest entry on the record.

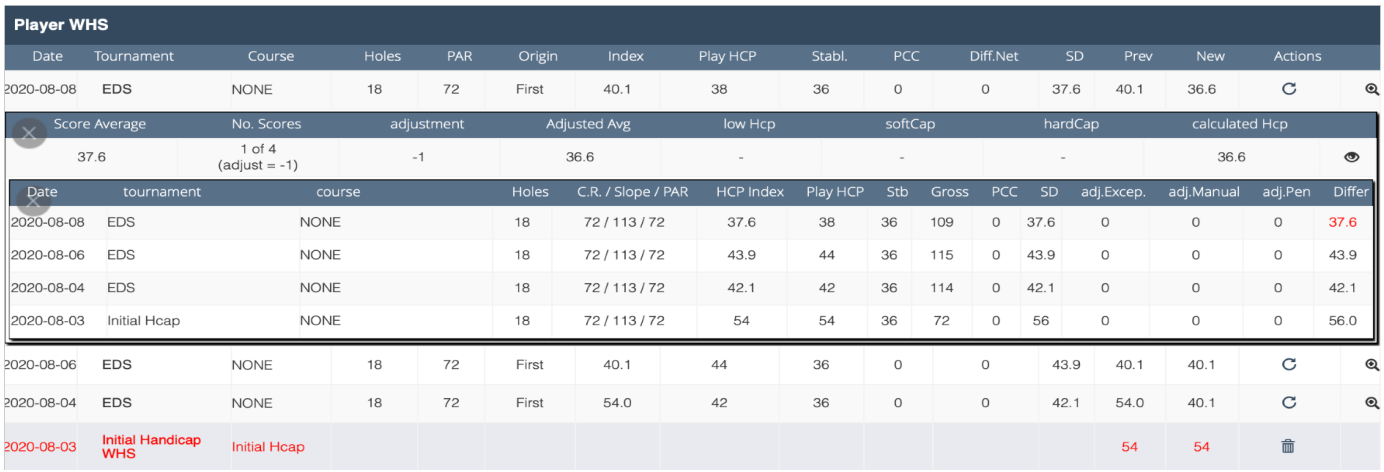


Step 9

You can back out of the folder or menu at any time by selecting the folder name.

Notes and Examples:
The following show the differences between the previous screenshot in Step 8 for a player with an established handicap of 20 handicap qualifying rounds, to these examples where the players HI is based upon only 4 scores.

Example 1.
A record with less than 20 scores is “Not yet established” and the No of scores entry might show for example as 1 of 4. Refer to the RoH Rule 5.2a page 53 and 54.



Player WHS

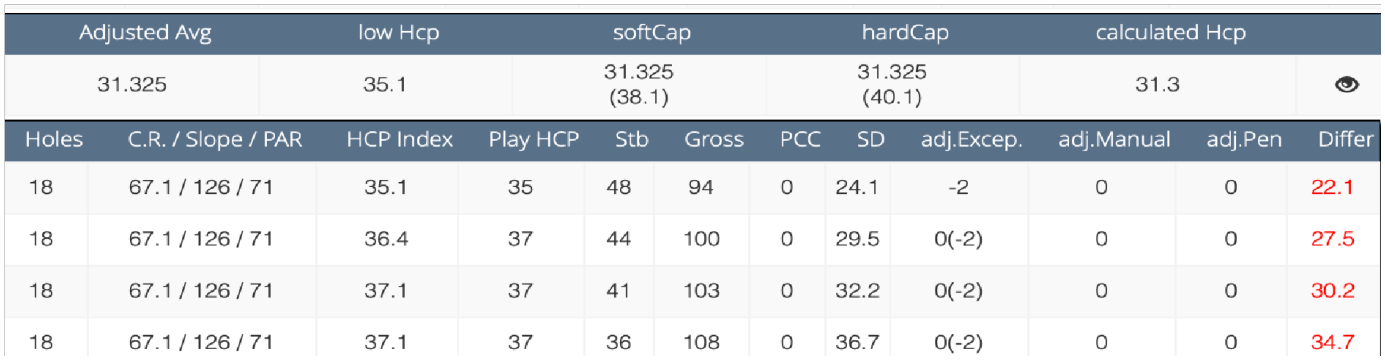
Date	Tournament	Course	Holes	PAR	Origin	Index	Play HCP	Stabl.	PCC	Diff.Net	SD	Prev	New	Actions
2020-08-08	EDS	NONE	18	72	First	40.1	38	36	0	0	37.6	40.1	36.6	

Score Average	No. Scores	adjustment	Adjusted Avg	low Hcp	softCap	hardCap	calculated Hcp
37.6	1 of 4 (adjust = -1)	-1	36.6	-	-	-	36.6

Date	tournament	course	Holes	C.R. / Slope / PAR	HCP Index	Play HCP	Stb	Gross	PCC	SD	adj.Excep.	adj.Manual	adj.Pen	Differ
2020-08-08	EDS	NONE	18	72 / 113 / 72	37.6	38	36	109	0	37.6	0	0	0	37.6
2020-08-06	EDS	NONE	18	72 / 113 / 72	43.9	44	36	115	0	43.9	0	0	0	43.9
2020-08-04	EDS	NONE	18	72 / 113 / 72	42.1	42	36	114	0	42.1	0	0	0	42.1
2020-08-03	Initial Hcap	NONE	18	72 / 113 / 72	54	54	36	72	0	56	0	0	0	56.0

2020-08-06	EDS	NONE	18	72	First	40.1	44	36	0	0	43.9	40.1	40.1	
2020-08-04	EDS	NONE	18	72	First	54.0	42	36	0	0	42.1	54.0	40.1	
2020-08-03	Initial Handicap WHS	Initial Hcap										54	54	

Example 2.
Where a player has submitted an Exceptional Score, adjustments will be auto applied. Refer to the RoH Rule 5.9 page 65. Be aware that the rules and subsequent calculation relate to Score Differential and not stableford points.
Any adjustments appear in the adj. Excep column.



Adjusted Avg	low Hcp	softCap	hardCap	calculated Hcp
31.325	35.1	31.325 (38.1)	31.325 (40.1)	31.3

Holes	C.R. / Slope / PAR	HCP Index	Play HCP	Stb	Gross	PCC	SD	adj.Excep.	adj.Manual	adj.Pen	Differ
18	67.1 / 126 / 71	35.1	35	48	94	0	24.1	-2	0	0	22.1
18	67.1 / 126 / 71	36.4	37	44	100	0	29.5	0(-2)	0	0	27.5
18	67.1 / 126 / 71	37.1	37	41	103	0	32.2	0(-2)	0	0	30.2
18	67.1 / 126 / 71	37.1	37	36	108	0	36.7	0(-2)	0	0	34.7

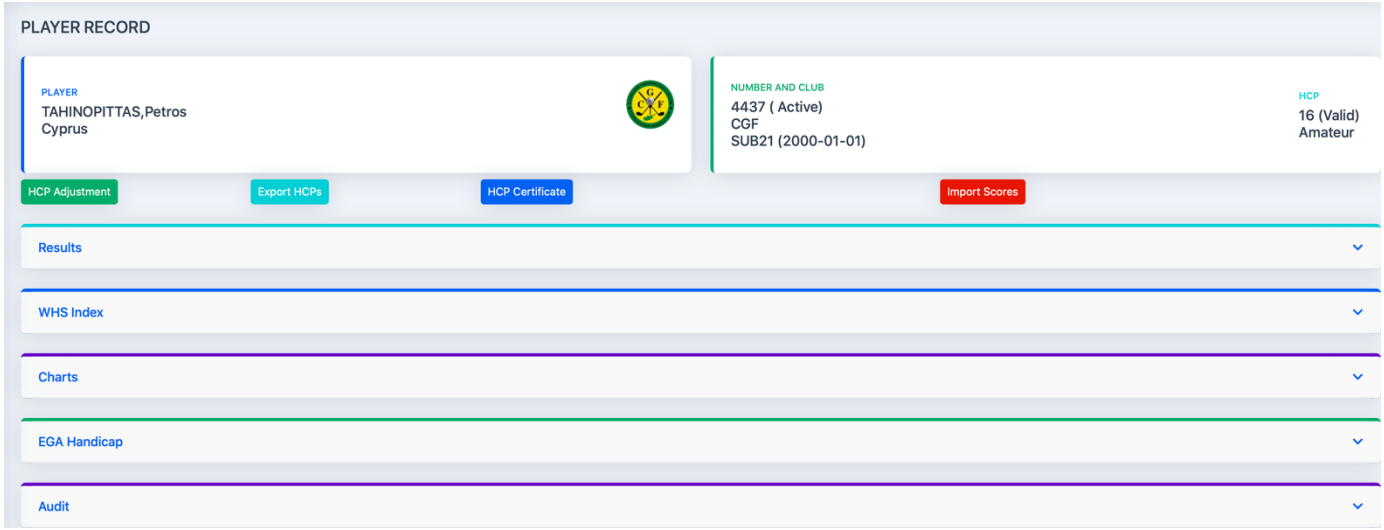
End

How to Guide # 6 - How to Download a Handicap Certificate

Access available to all active Federated players.

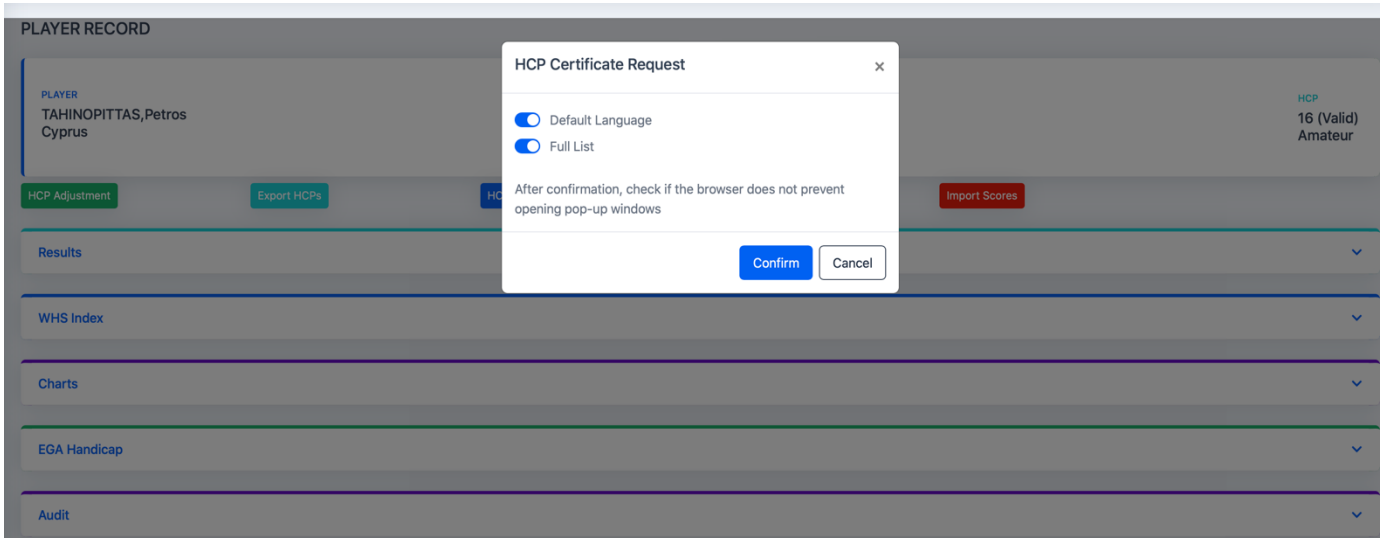
Step 1

1. From the Players record select the dark blue button - Handicap Certificate.
2. Select Confirm.



Step 2

1. Right mouse click and select Copy, paste the document to a suitable location on your device.



Step 3

1. Subject to your browser security settings the Certificate will appear.

HANDICAP CERTIFICATE

Name: TAHINOPITTAS,Petros

Federation No.: 4437 Handicap Index: 16 HCP Status: Valid

Certificate Date: 2020-09-27 (Valid till next Qualifying Round) Low Handicap Index: 0

Club: Cyprus Golf Federation

#	Date	Tournament	Holes	CR/Slope/PAR	Index	Play HCP	PCC	Gross Adjust	Stabl Net	Score Diff	Adjust Total	Final SD
1	2020-09-26	EDS	18	67.1 / 126 / 71	21.9	21	0	86	42	17.0	0.0	17.0
2	2020-09-26	EDS	18	68.5 / 129 / 71	21.9	23	0	96	34	24.1	0.0	24.1
3	2020-09-26	EDS	18	70.4 / 129 / 71	21.9	24	0	98	33	24.2	0.0	24.2
4	2020-09-25	Initial for Hcap (test)	18	67.1 / 126 / 71	21.9	21	0	96	32	25.9	-2.0	23.9

In this example the Handicap index shown as 16 highlights that the player has only submitted 4 cards for handicap and presently falls into the less than 20 score card submission process as per Rules of Handicapping, Rule 5.2a.

It is recommended to stamp and sign the record to provide a degree of authenticity to the receiving club.

End

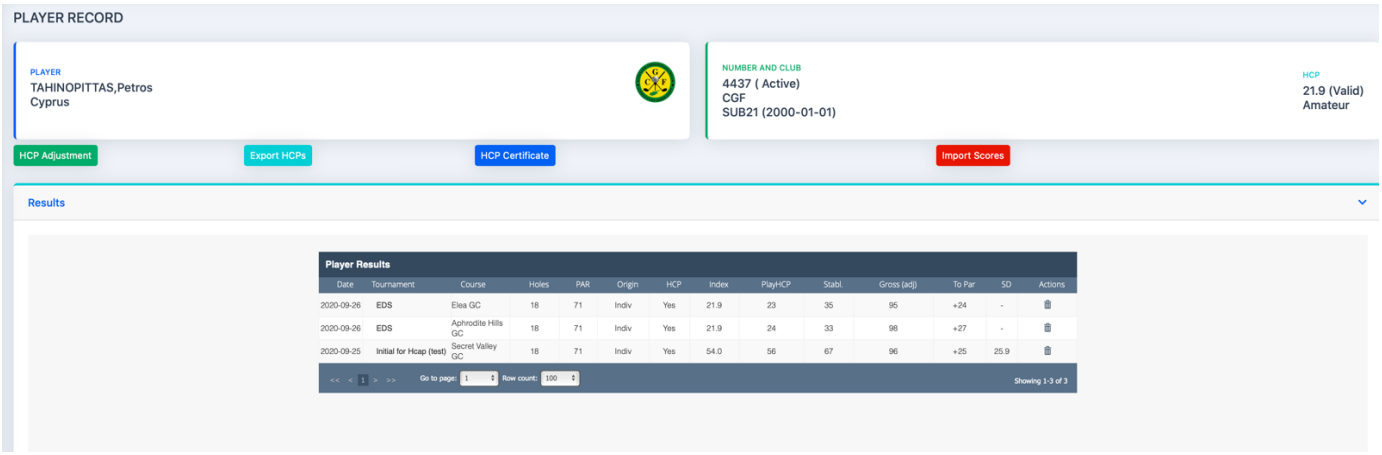
How to Guide # 7 – How to Delete an Individual score.

Access available to Club Admin only.

Should it be necessary to delete an Individual score (EDS) from a playing history.

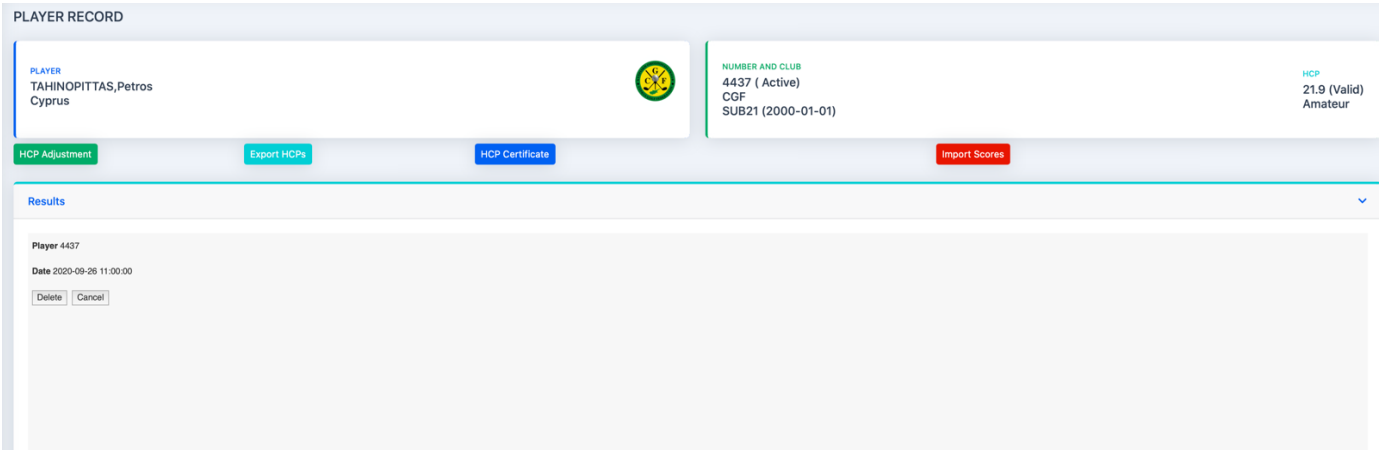
Step 1

1. Go to the Players Record
2. Select Results
3. Identify the Result you wish to delete.



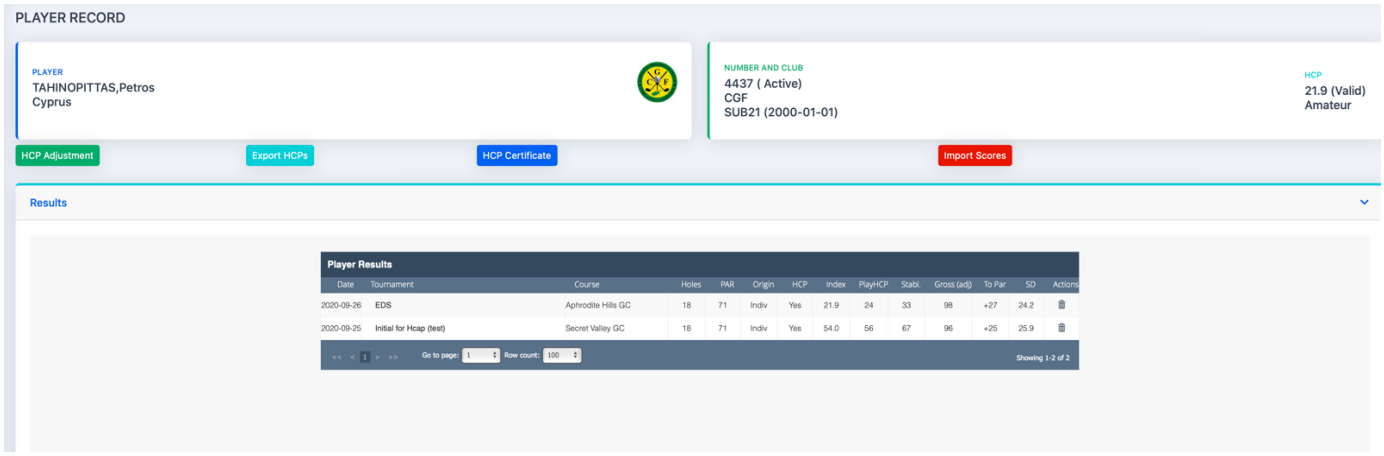
Step 2

1. Identify the result to be deleted and click on the Dustbin Icon
2. This process is NOT reversible so be carefull.
3. Select delete



Step 3

1. The result has now been deleted from the player record.
2. The players current HI would be recalculated during the overnight update process.



End