



## CYPRUS GOLF FEDERATION

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### **MyCGF – Your personal DataGolf Portal.**

**Update 13 June 2020**

The MyCGF portal permits Federated Members of the CGF to view their Results, 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 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 his 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**

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" of this website).

It is also necessary that you have an updated 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:*

- *The Federation number does not exist.*
- *The federated member is already registered - (in which case you must use Login to access your Player Area, or*
- *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**

1. Enter your federated number and click "Register" so that the system can verify that your data is valid.
2. Check your data  
If the verification is successful, the data for registration is shown:
  - i. Name of the Federated Member
  - ii. Federation Number
  - iii. Home Club



## CYPRUS GOLF FEDERATION

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- iv. 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).
3. Confirm Registration
  - i. Click after verifying that the displayed data is correct.
  - ii. A mail message will be sent - check your mailbox.
4. Click the link in the mail message to confirm your email address and to continue with the registration process.
5. Define and confirm your access password. (Do not forget it!!)
6. 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   Profile   Results   Scorecards   Payments   Exit

### Home

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

### Profile

- a. Select the Profile tab and review your personal profile details.
- b. If you wish to edit any entries select the "Edit Profile" button.
- c. You can only edit the following fields: Address, City, Zip Code, District, Country, Email and Phone.
- d. If your Birth Date is incorrect, select the "Request correction" button, complete corrected details and then select "Ask for correction".
- e. If you wish to add an image of yourself select the image upload button and follow the onscreen instructions.
- f. A number of buttons have been pre-checked, we recommend you do not uncheck any boxes as you may not receive future information releases.
- g. Once you have completed any edits select the Save button and you will be returned to the Player Area Profile page.
- h. You will be able to see your updated profile information.
- i. The club DataGolf installation will auto update any edits you might make.



## CYPRUS GOLF FEDERATION

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### Results

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

- a. R Results. All competition and EDS results entered into DataGolf.
  - i. Select any Tournament to review the scorecard.
  - ii. Select Scorecard, Info, Statistics or All scores to further review data.
  - iii. Select X Scorecard to return to the full results record.
  
- b. W WHS Index. The WHS page contains your HI record calculated under WHS.
  - I. Select any Tournament to review the scorecard.
  - II. Select Scorecard, Info, Statistics or All scores to further review data.
  - III. Select X Scorecard to return to the full handicap records.
  
- c. C Charts. The Charts tab includes Player Graphs so you can review all your handicap movements.
  - i. Select the Type button and change HCP to SGD to review your score differential.
  - ii. Select or hover over any of the content to see a drop-down menu review of that entry.
  - iii. Double click to review the Scorecard behind the results menu.
  - iv. To exit this page, select the X in your browser window.

### Scorecards

This function enables you to register and submit entry of individual casual round scores. It currently only permits scorecard entry for CGF courses, it will eventually be updated to permit submission of scores from rounds played overseas.

For a full narrative of how to register and submit a scorecard click [here](#).

### Marker

You are required to enter details of your Marker who must be a player that holds an **active** CGF Federation Licence. 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 scan in 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

- **Audits:** 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.
  
- **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 will be only be accepted on the registered day of play (P day) or P day plus one (P+1). Older cards will not be accepted.



## CYPRUS GOLF FEDERATION

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### **Payments.**

Shows the Federation Fee payments made against your profile.

### **Exit.**

To log off your personal area of MyCGF

Enjoy your game.