

Carolinas GHIN Support



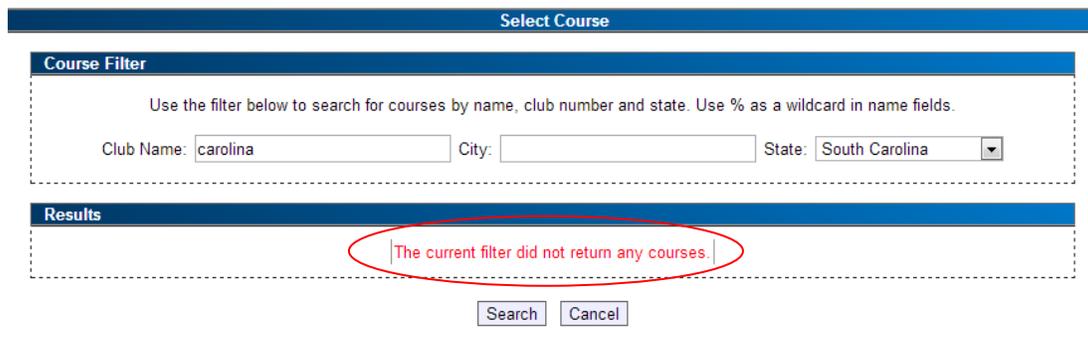
Answers to Common Questions About GHP Online Club Management

www.ghinclub.net

Below are answers to common questions we have been getting from Carolinas GHIN golf clubs about the GHIN Handicap Program. Please review and we highly recommend printing out this document for future reference.

 **When using a search field anywhere in the program try using a % symbol as a wildcard when performing the search.**

Example:



Select Course

Course Filter

Use the filter below to search for courses by name, club number and state. Use % as a wildcard in name fields.

Club Name: City: State:

Results

The current filter did not return any courses.

For instance, in the above screen shot you are asked to select a course. Suppose you are searching for The Carolina Country Club in SC. The screen shot shows that just searching for Club Name: “carolina” in State: “South Carolina” did not return any matches. Typing “carolina” in the Club Name field is too specific. There are no clubs called “Carolina” in South Carolina.

However, there are quite a few clubs in South Carolina that have “Carolina” as part of their name. Therefore if you use the “wildcard” as part of your search you will increase the chances of finding the course you want and as a bonus you won’t have to type in the complete name of the club:

Select Course

Course Filter

Use the filter below to search for courses by name, club number and state. Use % as a wildcard in name fields.

Club Name: City: State:

Results

Course	Tee	Gender	Side	CR/Slope	State
Select Country Club of South Carolina	Member / Forward Tees	Male	18	68.0/120	SC
Select Country Club of South Carolina	Forward Tees	Male	18	65.4/112	SC
Select Mid Carolina Club	Back Tees	Male	18	71.4/128	SC
Select Mid Carolina Club	Middle Tees	Male	18	70.0/123	SC
Select Mid Carolina Club	Forward Tee	Male	18	68.3/118	SC
Select Old Carolina Golf Club	Back - Gold Tees	Male	18	74.0/146	SC
Select Old Carolina Golf Club	Middle - Blue Tees	Male	18	72.3/142	SC
Select Old Carolina Golf Club	Front - White Tees	Male	18	70.6/140	SC
Select The Carolina Country Club	Back Tee - Black	Male	18	73.8/137	SC
Select The Carolina Country Club	Middle Tee - Gold	Male	18	72.1/132	SC
Select The Carolina Country Club	Front Tee - Blue	Male	18	70.6/125	SC
Select The Carolina Country Club	Senior Tee - White	Male	18	68.2/120	SC
Select The Carolina Country Club	Super Senior - Green	Male	18	66.4/114	SC

The above screen shot shows that using % makes the club name appear in the list.

 **Do not use "State" when searching for golfers.**

This search for a golfer using the State field will only return only the names of golfers who have a state entered in the Address field of their GHIN record. For instance, in the screenshot below suppose you are searching for a Mr. Frank Ford in SC.

Golfer Lookup

Use the filter below to search for players by GHIN Number, name and other options. Use % as a wildcard in First Name, Last Name or Email.

GHIN Number: Association: Status: Member Type:

Last Name: First Name: State: H.I. Range: to

Email: eGolfer:

Search Results

The current filter did not return any golfers.

You can see above, searching for Last Name = "Ford", First Name = "f%", and State = "South Carolina" did not find any golfers.

Golfer Lookup

Golfer Lookup

Use the filter below to search for players by GHIN Number, name and other options. Use % as a wildcard in First Name, Last Name or Email.

GHIN Number: Association: Status: Member Type:

Last Name: First Name: State: H.I. Range: to

Email: eGolfer:

Search Results

Active Golfers Returned: Inactive Golfers Returned: Total Golfers Returned:

Club No.	Association/Club	GHIN No.	Name	H.I.	City	State	Active	
82-2045-01	G.A. SERVICES OF THE CAROLINAS COUNTRY CLUB OF CHARLESTON	0928062	FORD III, FRANK	+0.3			Yes	Scores

Showing 1-1 of 1 Items per Page: Previous Next

The better method for searching for a golfer whose state you know is to search for them within a state association. In the above screen shot, searching for Last Name = "Ford", First Name = "f%", and **Association = "G.A. Services of the Carolinas."** results in the golfer's name being found.

Steps to set a default posting tee for an individual member on your roster.

Step 1 - Use **Golfer View** or **Golfer Lookup** to find the member's GHIN record (called the Golfer Maintenance Screen – see below)

Step 2 – Click on the **Player Settings** tab (circled on the screenshot below)

Step 3 – In the resulting window you can search for and set the default tee for your member by clicking the **Select Tee** box. (Hint: remember to use the wildcard % symbol to help the search)

Golfer Maintenance

[Score Maintenance](#) [Additional Addresses](#)

General Information

GHIN Number: # Active: # Inactive: Local Number: Type:

Working Club: Status: Status Date:

Creation Dates

GHIN Number: Association: Club: Service:

Golfer Information

Name/Address | eRevision | IGN | Optional Fields | **Player Settings** | Inactivate Dates

Default Tee

Tee: CR/Slope:

Name:

Score Entry Method:

Handicap Index Information

Information	H.I.	Total Diff.	Effective Date
Current:	NH		01/15/2013
Previous:	NH		01/01/2013
Low:	NH		12/01/2012
Trend:	NH		

Rounds: T Scores: Avg. Diff:

[Show Revision Scores](#)

Steps to correct errors in score posting.

Step 1 - Use **Golfer View** or **Golfer Lookup** to find the specific member's GHIN record (called the Golfer Maintenance Screen – see below)

Step 2 – Verify you are in the correct member's record and click on the **Score Maintenance** link at the top of the page (circled on the screenshot below)

Golfer Maintenance

[Score Maintenance](#) [Additional Addresses](#)

General Information

GHIN Number: # Active: # Inactive: Local Number: Type:
 Working Club: Status: Status Date:

Creation Dates

GHIN Number: Association: Club: Service:

Golfer Information						Handicap Index Information			
Name/Address	eRevision	IGN	Optional Fields	Player Settings	Inactivate Dates	Information	History		
Prefix: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Current:	3.3	34.4	01/15/2013
Name: <input type="text" value="JOHN SMITH"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Previous:	3.3	34.4	01/01/2013
Address: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Low:	3.3	34.4	01/15/2013
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>				Trend:	3.3L	34.4	
Email: <input type="text" value="JSMITH76@GMAIL.COM"/>						Rounds:	<input type="text" value="0"/>	T Scores:	<input type="text" value="0"/>
eGolfer: <input type="text" value="<None>"/>						Avg. Diff:	<input type="text" value="7.0"/>		
Birthdate: <input type="text"/>						Show Revision Scores			
Gender: <input type="text" value="Male"/>									

Step 3 – The Score Maintenance window shows you all of the scores posted for the member. Changes can be made by selected several options: Edit, Delete, Add Score, & Add Penalty Score (all circled below):

Score Maintenance

Use the filter below to display scores.

[Golfer Maintenance](#)

Golfer Information

GHIN Number: Working Club:
 Handicap Index: Name:

Score Filter

Filter Type:

Use the filter below to search for scores. Use % as a wildcard in the course name. List of values without a selection will select all.

Course Name: Date Played Range: to Days of Week:
 Score Types:
 Date Posted Range: to
 # Scores to Return:

Scores

Avg. Diff: Playing Indicator: Score added/changed since last Revision Score considered for last Revision

Type	Date	Score	CR/Slope	Used	Diff.	Course	Date Updated		
AI	08/23/2012	79	71.4/128		6.7	MACGREGOR DOWNS	12/17/12 08:04:02 PM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
AI	08/18/2012	74	70.0/131	*	3.5	MOUNT MITCHELL GOLF CLUB	12/17/12 08:04:02 PM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
I	07/26/2012	85	73.8/141		9.0	CLUB AT 12 OAKS, THE	12/17/12 08:04:02 PM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
AI	06/24/2012	82	70.9/131		9.6	TALAMORE GOLF RESORT	12/17/12 08:04:02 PM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
AI	06/23/2012	78	71.4/127		5.9	LEGACY	12/17/12 08:04:02 PM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
AI	06/22/2012	81	72.3/130		7.6	DORMIE CLUB	12/17/12 08:04:02 PM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Showing 1-6 of 6 Items per Page: Previous Next

 **Steps to add a member to your roster who *already has a GHIN* number from another club.**

Step 1 - Use **All Golfers - Golfer Public View** to look up the member's GHIN number.

Step 2 – Confirm the member's information in the Golfer View screen

Step 3 – Click on the **Transfer** button at the bottom of the screen to add this player and their existing GHIN number to your roster. The member's GHIN number will now be associated with both your club and the member's prior club(s).

Golfer View

[Score View](#)

General Information

GHIN Number: 7315336 # Active: 2 # Inactive: 0 Local Number: 13131 Type: R
Working Club: 98-0017-01 - FAR HILLS CLUB Status: Active Status Date: 03/15/2011

Golfer Information

Name/Address

Prefix	First	Middle	Last	Suffix
	HAL		BEAHAM	

City: TRENTON State: New Jersey Zip: 08874 Gender: Male

Handicap Index Information

Information	H.I.	Total Diff.	Effective Date
Current:	12.1	126.4	11/01/2011
Previous:	12.1	126.4	10/15/2011
Low:	12.1	126.4	11/01/2011
Trend:	12.1L	126.4	

Rounds: 0 T Scores: 3 Avg. Diff: 21.1
[Show Revision Scores](#)

Transfer

 **Steps to add a member to your roster who *does not have a* previous GHIN number.**

Step 1 - Use **My Golfers – Add Golfer**

Step 2 – Enter all of the member's personal information except Local # in the fields provided and click on **Add Golfer** when finished.

Add Golfer

Service Selection					
Please select a service and enter the information below to add a golfer to the club. To transfer a golfer with an existing GHIN Number, please use Golfer Public View					
Service:	1 - 18 HOLE MEN	Local Number:		Type:	R

Golfer Information					
Name:	Prefix	First	Middle	Last	Suffix
		John		Smith	
Address:					
City:			State:		Zip:
Email:	ghinsupport@carolinagolf.org				Clear Address Fields
Birthdate:				Gender:	Male

Add Golfer

 **When adding new golfers to your roster, do not assign them a Local Number**

The program will assign them a unique number automatically once you click "Add Golfer". You can edit the local number once the new record is created if you prefer to assign them a different Local Number than the one generated by the system.