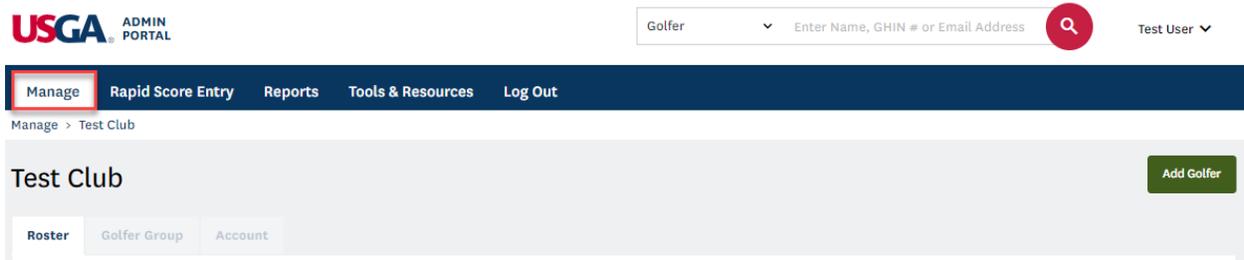


# Golfer Groups

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

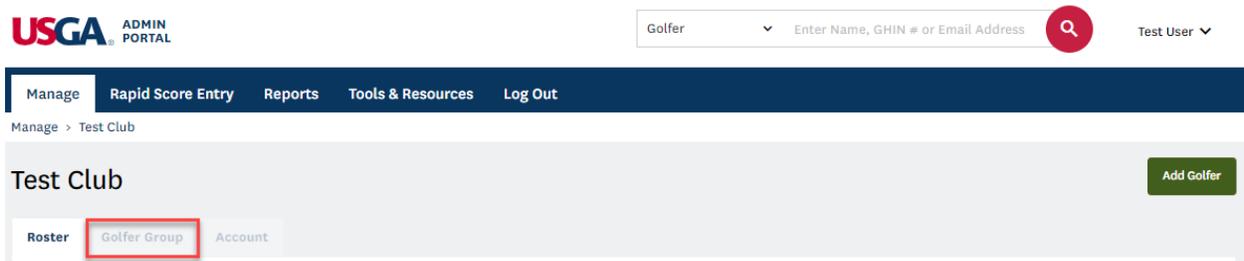
## Accessing Golfer Groups

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



The screenshot shows the USGA Admin Portal interface. At the top left is the USGA logo and 'ADMIN PORTAL'. To the right is a search bar with a dropdown menu set to 'Golfer' and a search icon. Further right is a user profile dropdown labeled 'Test User'. Below this is a dark blue navigation bar with the following items: 'Manage' (highlighted with a red box), 'Rapid Score Entry', 'Reports', 'Tools & Resources', and 'Log Out'. Below the navigation bar is a breadcrumb trail: 'Manage > Test Club'. The main content area is titled 'Test Club' and features an 'Add Golfer' button in the top right corner. At the bottom of the main content area are three tabs: 'Roster', 'Golfer Group', and 'Account'.

2. Select the “Golfer Group” tab.



This screenshot is identical to the one above, but the 'Golfer Group' tab in the bottom navigation area is now highlighted with a red box, indicating it has been selected.

## Adding a Golfer Group

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

The screenshot shows the USGA Admin Portal interface. At the top, there is a search bar with the text 'Golfer' and a dropdown menu, and a search icon. To the right, it says 'Test User'. Below the search bar is a navigation menu with 'Manage', 'Rapid Score Entry', 'Reports', 'Tools & Resources', and 'Log Out'. Underneath, there is a breadcrumb trail: 'Manage > Test Club > Group'. The main content area is titled 'Test Club' and has a tabbed interface with 'Roster', 'Golfer Group', and 'Account'. The 'Golfer Group' tab is active. A dropdown menu shows 'Select...' and an 'Add Group' button is highlighted with a red box.

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

The screenshot shows a modal window titled 'Add Golfer Group'. It has a blue header with a plus icon and a close icon. Below the header is a text input field labeled 'Golfer Group Name \*'. At the bottom of the modal are two buttons: 'Cancel' and 'Submit'.

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

The screenshot shows the 'Test Club' page with the 'Golfer Group' tab active. The dropdown menu now shows 'Test Golfer Group' selected. To the right of the dropdown are 'Edit Name' and 'Delete' buttons. An 'Add Group' button is also visible.

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

The screenshot shows the 'Test Club' page with the 'Golfer Group' tab active. The dropdown menu shows 'Test Golfer Group'. Below the dropdown are 'Edit Name' and 'Delete' buttons. An 'Add Group' button is also visible. A filter bar is highlighted with a red box, containing four dropdown menus: 'Name', 'Membership Status', 'Membership Code (MC)', and 'Gender'. A 'Reset' button is located to the right of the filter bar.

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

Available Golfers (10)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Charlie Capasso	2.4	6893807	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000117	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000118	M	Active
<input checked="" type="checkbox"/>	Happy Gilmore	NH	10000119	M	Active
<input checked="" type="checkbox"/>	John Doe	10.6	814219	M	Active
<input checked="" type="checkbox"/>	Minor Michael	NH	10000116	M	Active
<input type="checkbox"/>	Shooter McGavin	NH	10000111	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000112	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000113	M	Active
<input type="checkbox"/>	Tiny Tim	NH	10000114	M	Active

Test Golfer Group (0)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
No records to display					

Cancel Save Group

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

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

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

Cancel Save Group

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

Test Club Add Golfer

Roster Golfer Group Account

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

Active Select... Select... Select... Select... = 8

Export To Excel Activate Inactivate Change Membership Type Hide Filters

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Date Of Birth
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**Note:** Newly created Golfers are not automatically added to a group. This needs to be completed as a separate manual step.

## Editing a Club 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.

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

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

> <

Cancel Save Group

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

Roster **Golfer Group** Account

Test Golfer Group Edit Name Delete Add Group

3. Apply any changes and click "Submit" to save.

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

Roster **Golfer Group** Account

Test Golfer Group Edit Name Delete Add Group