

# Handicap Management

This user guide will outline the methods by which an admin can manage the Handicap Index and Low Handicap Index for individual golfers.

## Accessing Handicap Management

From the golfer profile, press the “Handicap Management” tab.

The screenshot shows the USGA Admin Portal interface. At the top left is the USGA logo and 'ADMIN PORTAL'. A search bar contains 'Golfer' and a dropdown menu with 'Enter Name, GHIN # or Email Address'. A user profile 'John Doe' is visible in the top right. A navigation bar includes 'Manage', 'Rapid Score Entry', 'Merges', 'Reports', 'Tools & Resources', and 'Log Out'. Below this, a breadcrumb trail reads 'Manage > GHIN Test Association > Far Hills Country Club > Andre Akselrod > Handicap-Management'. The main content area is for 'Andre Akselrod'. It features a 'GHIN Number:' field, a 'Handicap Management' tab (highlighted with a red box), and other tabs like 'Score Maintenance', 'Post a Score', and 'Account'. On the right, there are buttons for 'Add Golfer', 'Add Club', and 'Add Association'. Two circular indicators show the current H.I. as 15.4 and the Low H.I. as 13.5, with the date 09/03/2019. Below this, there are buttons for 'Modify H.I.', 'Modify Low H.I.', 'Withdraw H.I.', and 'Special Update'. A 'Revision Scores' table is shown with a 'Total Differential: 122.9'. The table has columns: Used, Type, Date, Score, C.R. / Slope, PCC, Diff., ESR, Adj., and Course Name / Tee. One row is visible with a star icon in the 'Used' column, Type 'H', Date '11/14/2019', Score '88', C.R. / Slope '74.5 / 137', PCC '-', Diff. '11.1', ESR '-', Adj. '-', and Course Name 'Hawk Pointe Golf Club - Hawk Po...'

## Handicap Index & Low Handicap Index

The Handicap Index and Low Handicap Index are displayed in the upper right side of the golfer’s profile. The Low Handicap Index circle will display the date of the Low H.I.

## 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 raw 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.

Note: The term “RAW” is being reviewed and may change.

Andre Akselrod

GHIN Number: 8444712

H.I. Index modified 11/17/2019 by USGA Admin (Raw: 15.4 | Expires: 11/18/2019)

Handicap Management Score Maintenance Post a Score Account

H.I. 16.8M (15.4) Low H.I. 13.5 (09/03/2019)

Far Hills Country Club - GHIN Test Association

Remove H.I. Modification Modify Low H.I. Withdraw H.I. Special Update

Revision Scores

Total Differential: 122.9

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...

## 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.

## Modifying a Golfers H.I

### Applying Modification

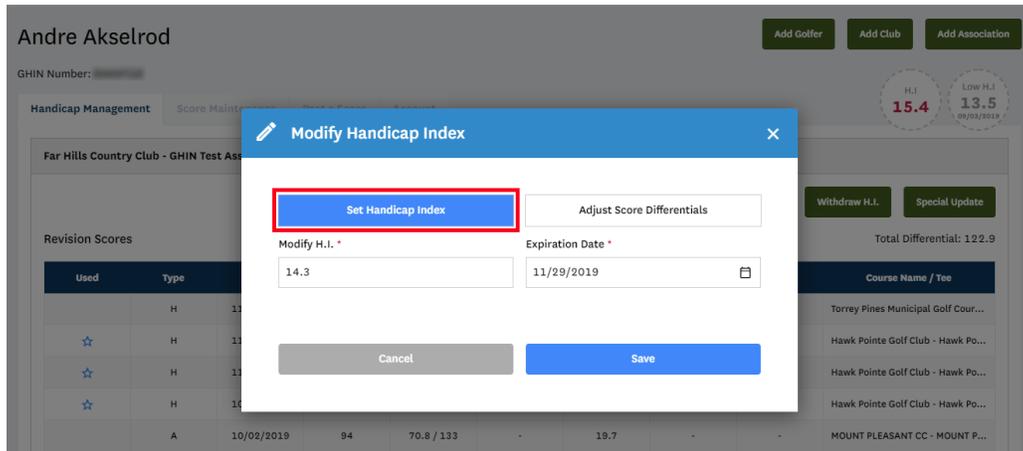
Press the “Modify H.I.” button to apply a handicap index modification.

The screenshot shows the same user profile for Andre Akselrod, but with the 'Tools & Resources' menu item selected. The 'Modify H.I.' button in the action bar is highlighted with a red rectangle. The current Handicap Index is 15.4, and the Low H.I. is 13.5. The revision scores table below shows a score of 92 used for the calculation.

On the modal, choose from two modification options.

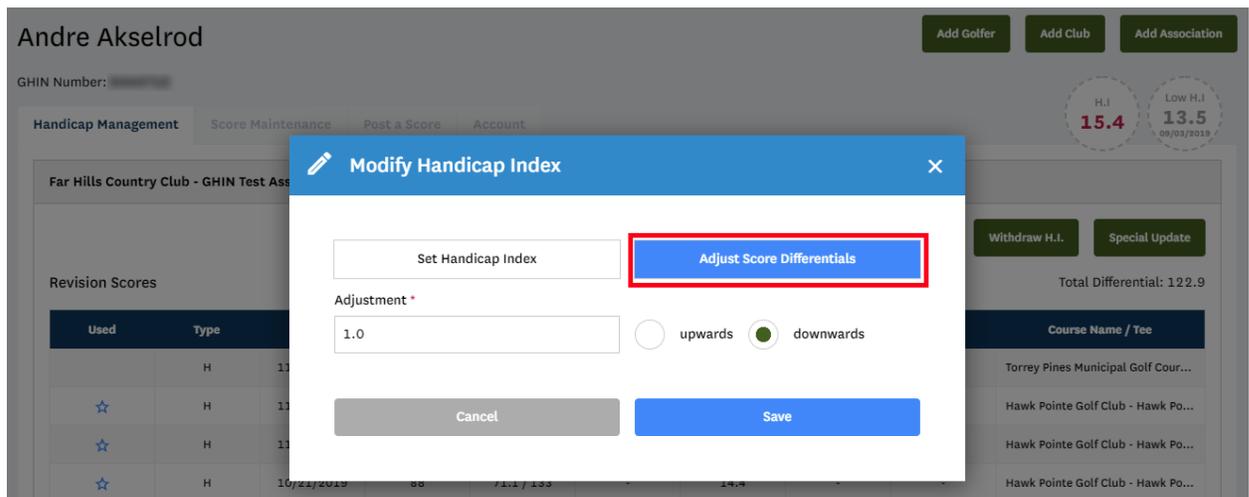
- **Set Handicap Index:**

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.

## Removing 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.



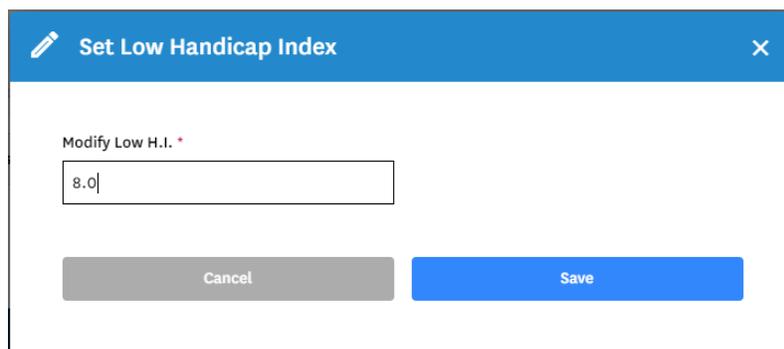
## Modify Low H.I.

### Applying the Low H.I. Modification

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



Enter the Low H.I. modification and press the “Save” button.



## Removing Low H.I. Modification

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 H.I.

### Applying Withdrawal

Press the “Withdraw H.I.” button to withdraw the golfers handicap index. Set an expiration date and

then press “Withdraw”. When processed the golfer's handicap index will display as “WD”.

Andre Akselrod

GHIN Number: [REDACTED]

Add Golfer Add Club Add Association

Handicap Management Score Maintenance Post a Score Account

H.I. 15.4 Low H.I. 13.5 09/03/2019

Far Hills Country Club - GHIN Test Association

Modify H.I. Modify Low H.I. Withdraw H.I. Special Update

Revision Scores Total Differential: 122.9

Used	Type	Date	Score	C.R. / Slope	P.C.C.	Diff.	ESR	Adj.	Course Name / Tee
	H	11/17/2019	92	67.5 / 119	-	23.3	-	-	Torrey Pines Municipal Golf Cour...
☆	H	11/14/2019	87	74.5 / 137	-	10.3	-	-	Hawk Pointe Golf Club - Hawk Po...

Withdraw Handicap Index

Expiration Date \*

11/29/2019

Cancel Withdraw



## Removing the Withdraw

Once the golfer's 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: [REDACTED]

Handicap Management Score Maintenance Post a Score Account

H.I. 15.4  
Low H.I. 13.5  
09/03/2019

## Far Hills Country Club - GHIN Test Association

Modify H.I. Modify Low H.I. Withdraw H.I. **Special Update**

Revision Scores

Total Differential: 122.9

Used	Type	Date	Score	C.R. / Slope	P.C.C.	Diff.	ESR	Adj.	Course Name / Tee
	H	11/17/2019	92	67.5 / 119	-	23.3	-	-	Torrey Pines Municipal Golf Cour...

**Special Update golfer: Andre Akselrod**

You are about to perform a Special Update.

Cancel Confirm

# Andre Akselrod

Add Golfer Add Club Add Association

GHIN Number: [REDACTED]

Handicap Management Score Maintenance Post a Score Account

H.I. 13.3  
Low H.I. 9.1  
10/01/2019

## 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	P.C.C.	Diff.	ESR	Adj.	Course Name / Tee
	H	11/17/2019	92	67.5 / 119	-	23.3	-	-	Torrey Pines Municipal Golf Cour...