

# Posting a Score

This user guide will outline the methods by which an admin can Post a Score for an individual golfer.

## Accessing Post a Score

From the golfer profile, press the “Post a Score” tab. There are two methods by which to post a score.

- Hole-by-Hole
- Total Score

## Posting a Hole-by-Hole (HBH) Score

On the “Post a Score” tab, press the “HBH” button.

The screenshot shows the USGA Admin Portal interface for Andre Akselrod. The top navigation bar includes 'Manage', 'Rapid Score Entry', 'Merges', 'Reports', 'Tools & Resources', and 'Log Out'. The breadcrumb trail is 'Manage > GHIN Test Association > The Cactus Tour > Andre Akselrod > Post-A-Score > Hole-By-Hole'. The main content area is titled 'Andre Akselrod' and features a 'Post a Score' tab highlighted with a red box. Below the tab are two buttons: 'Hole-by-Hole' (highlighted with a red box) and 'Total Score'. The form includes a 'Date Played' field with a calendar icon, a 'Score Type' section with 'Home', 'Away', and 'Competition' options, and a 'Holes' section with '18' and '9' inputs. There are also dropdown menus for 'Course Played' and 'Tee (C.R. / Slope / Par)'. A 'Post Score' button is located at the bottom right of the form.

Provide the “Date Played”, “Score Type”, “Holes” and then select a Course/Tee by using one of the lookup methods.

- **Home Courses/Tees Method:** If the club has default courses & tees setup this will be the default option. When the course is selected the scorecard will display and will populate with the Yardage, Par and Stroke Index for the selection.

Andre Akselrod

GHIN Number: [REDACTED]

Handicap Management | Score Maintenance | **Post a Score** | Account

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

**Hole-by-Hole**

Date Played \* 11/17/2019

Score Type: Home (selected), Away, Competition

Holes: 18 (selected), 9

Choose Course/Tee Lookup Method:
   
 Home Courses/Tees
   
 Course/Tee Search

Course/Tee Played: Winged Foot Golf Club East / White 2017 (72.2 / 136 / 70)

	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOT
Yards	373	466	141	538	388	174	437	441	386	3344	342	355	538	141	385	324	434	185	381	3085	6429
Par	4	4	3	5	4	3	4	4	4	35	4	4	5	3	4	4	4	3	4	35	70
Stroke Index	1	3	5	7	9	11	13	15	17		2	4	6	8	10	12	14	16	18		
Score	5	5	4	6	5	4	6	5	6	46	5	6	4	5	4	5	6	3	6	44	90
Adj. Score	5	5	4	6	5	4	6	5	6	46	5	6	4	5	4	5	6	3	6	44	90

Post Score

- Courses/Tee Search Method:** If the club does not have default courses & tees setup this will be the default option. When this method is chosen you can search for the course by typing in the Course Played field which will present matches in a drop-down as they are found.

Andre Akselrod

GHIN Number: [REDACTED]

Handicap Management | Score Maintenance | **Post a Score** | Account

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

**Hole-by-Hole**

Date Played \* 11/17/2019

Score Type: Home (selected), Away, Competition

Holes: 18 (selected), 9

Choose Course/Tee Lookup Method:
   
 Home Courses/Tees
   
 **Course/Tee Search**

Course Played \* hawk pointe (selected)  
Hawk Pointe Golf Club (Washington, US-NJ)

Tee (C.R. / Slope / Par) \* Select...

Post Score

Once a course is selected, the tees associated with that selection will populate the "Tee (C.R. / Slope / Par) drop-down. The tee information is also connected to your Hole choice. If "18" was chosen 18-hole tees will display. If "9" was chosen, 9-hole tees will display.

Course Played \*

Hawk Pointe Golf Club (Washington, US-...

Tee (C.R. / Slope / Par) \*

Reserve (68.9 / 1...v

Green (74.5 / 137 / 73)

Gold (72.5 / 136 / 73)

Reserve (68.9 / 125 / 71)

White (67.4 / 122 / 70)

Blue (71.1 / 133 / 72)

	10	11	12	13	14	15	16
Yards	399	359	354	170	328	502	175
Par	4	4	4	3	4	5	3
Stroke Index	2	4	6	8	10	12	14
Score							
Adj. Score							

As hole scores are entered, the Adj. Score will automatically be calculated, as do the Out, In and Total Scores.

	1	2	3	4	5	6	7	8	9	OUT
Yards	364	283	105	388	325	427	378	92	432	2794
Par	4	4	3	4	4	4	4	3	4	34
Stroke Index	1	3	5	7	9	11	13	15	17	
Score	6	5	7							18
Adj. Score	6	5	6							17

	10	11	12	13	14	15	16	17	18	IN	TOT
Yards	297	105	393	407	277	288	142	347	417	2673	5467
Par	4	3	4	4	4	4	3	4	4	34	68
Stroke Index	2	4	6	8	10	12	14	16	18		
Score											18
Adj. Score											17

Once all hole scores are entered, press the "Post Score" button. When the score is posted the chosen selections will remain until they are manually changed.

	1	2	3	4	5	6	7	8	9	OUT
Yards	364	283	105	388	325	427	378	92	432	2794
Par	4	4	3	4	4	4	4	3	4	34
Stroke Index	1	3	5	7	9	11	13	15	17	
Score	6	5	7	5	5	5	5	5	4	47
Adj. Score	6	5	6	5	5	5	5	5	4	46

	10	11	12	13	14	15	16	17	18	IN	TOT
Yards	297	105	393	407	277	288	142	347	417	2673	5467
Par	4	3	4	4	4	4	3	4	4	34	68
Stroke Index	2	4	6	8	10	12	14	16	18		
Score	4	5	4	5	4	5	4	5	4	40	87
Adj. Score	4	5	4	5	4	5	4	5	4	40	86

Post Score

## Posting Total Scores

On the “Post a Score” tab, press the “Total Score” button.

Andre Akselrod

GHIN Number: [REDACTED]

Handicap Management | Score Maintenance | **Post a Score** | Account

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

Hole-by-Hole

**Total Score**

Date Played \* 11/17/2019

Score Type: Home (selected), Away, Competition, Penalty

Holes: 18, 9

Choose Course/Tee Lookup Method: Home Courses/Tees (selected), Course/Tee Search

Course/Tee Played: Winged Foot Golf Club East / White 2017 (72.2 / 136 / 70)

Provide the “Date Played”, “Score Type”, “Holes” and select a Course/Tee by using one of the lookup methods identified in the HBH method.

Once a course is selected, the tees associated with that selection will populate the “Tee (C.R. / Slope / Par)” drop-down.

The tee information is also connected to your Hole choice. If “18” was chosen 18-hole tees will display. If “9” was chosen, 9-hole tees will display.

Date Played \* 11/17/2019

Score Type: Home (selected), Away, Competition, Penalty

Holes: 18, 9

Choose Course/Tee Lookup Method: Home Courses/Tees (selected), Course/Tee Search

Course/Tee Played: Winged Foot Golf Club East / White 2017 (72.2 / 136 / 70)

Front 9: 44 | Back 9: 44 | Total 18: 88

Post Score

When posting an 18-hole score, you may post either a pair of 9’s or the total 18 score.

Andre Akselrod

GHIN Number: 8444712

Handicap Management | Score Maintenance | **Post a Score** | Account

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

Hole-by-Hole

**Total Score**

Date Played \* 11/17/2019

Score Type: Home | Away | Competition | Penalty

Holes: 18 | 9

Choose Course/Tee Lookup Method:
   
 Home Courses/Tees
   
 Course/Tee Search

Course/Tee Played: Winged Foot Golf Club East / Blue B9 (36.2 / 137 / 35)

Total 9: 88

**Post Score**

Once all data is provided, press the “Post Score” button.

### Penalty Scores

From the “Post a Score” tab within the golfer profile, click the “Total Score” button and then press “Penalty”.

Andre Akselrod

GHIN Number: [REDACTED]

Handicap Management | Score Maintenance | **Post a Score** | Account

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

Hole-by-Hole

**Total Score**

Date Played \* 11/16/2019

Score Type: Home | Away | Competition | **Penalty**

Penalty Method: Auto | Manual

Holes: 18 | 9

Penalty Type: High | Low

**Post Score**

You will notice there are two methods by which to post a penalty score, “Auto” and “Manual”.

**Auto Penalty:** This penalty option will post a duplicate score (aside from the date) automatically based on the score with the Highest or Lowest differential based on their most recent 20 scores.

<input type="button" value="Hole-by-Hole"/> <input type="button" value="Total Score"/>	Date Played *	Score Type			Penalty Method			Holes	
	11/16/2019	Home	Away	Competition	<b>Penalty</b>	<b>Auto</b>	Manual	18	9
								Penalty Type	
								High	Low
								<input type="button" value="Post Score"/>	

**Manual Penalty:** When you choose the manual penalty method you will use the existing score posting processes with a few exceptions. You cannot post a manual penalty score using HBH. You must select a tee/rating from the Course Rating Application.

<input type="button" value="Hole-by-Hole"/> <input type="button" value="Total Score"/>	Date Played *	Score Type			Penalty Method			Holes	
	11/16/2019	Home	Away	Competition	<b>Penalty</b>	Auto	<b>Manual</b>	18	9
Choose Course/Tee Lookup Method:									
<input checked="" type="radio"/> Home Courses/Tees <input type="radio"/> Course/Tee Search				Course/Tee Played					
				<input type="text" value="Applebrook Golf Club / Composite (72.8 / 132 / 71)"/>					
Front 9			Back 9			Total 18			
<input type="text"/>			<input type="text"/>			<input type="text"/>			
								<input type="button" value="Post Score"/>	

## Manual Course & Rating Entry

From the "Post a Score" tab within the golfer profile, click the "Total Score" button and then chose the "Course/Tee Search" Course Lookup Method. You will see a link under the "Course Played" field labeled "Manual Course Entry (Not Recommended)".

Andre Akselrod

GHIN Number: [REDACTED]

Handicap Management | Score Maintenance | **Post a Score** | Account

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

Hole-by-Hole | **Total Score**

Date Played \* 11/16/2019 | Score Type Home | Away | Competition | Penalty | Holes 18 | 9

Choose Course/Tee Lookup Method:  Home Courses/Tees  Course/Tee Search

Course Played \* Select... | Tee (C.R. / Slope / Par) \* Select...

**Manual Course Entry (Not Recommended)** | Manual Rating Entry

Front 9 | Back 9 | Total 18

Post Score

There are two ways to use the manual entry method.

- Manual Course Entry:** If you can't find the course during a search, you can manually enter both the "Course Name Played" and the rating information using the "Manual Course Entry" option under the "Course Played" field.

Course Played \* Select... | Tee (C.R. / Slope / Par) \* Select...

Manual Course Entry (Not Recommended) | Manual Rating Entry

**Manual Course Entry**

Course Name Played\* McGowan Golf & Country Club

	Score	CR	Slope
Front 9			
Back 9			
Total 18	90	71.9	113

Cancel | Save

- Manual Rating Entry:** If the course is found during a search, you can manually enter the rating information manually using the "Manual Rating Entry" option.

Course Played \*

Hawk Pointe Golf Club (Washington, US-... X v

Tee (C.R. / Slope / Par) \*

Select... v

Manual Course Entry (Not Recommended)

Manual Rating Entry

**Manual Rating Entry**

Course Name Played\*

Hawk Pointe Golf Club (Washington, US-NJ)

	Score	CR	Slope
Front 9			
Back 9			
Total 18	88	71.2	113

Cancel Save

Once the information is provided in the modal, click “Save”. On the Post a Score page, you will notice that the information you entered in the modal has been populated. Press the “Post Score” button to post the score.

**Note:** It is not recommended that scores be posted using Manual Course Entry, however, the manual course entry method is provided so that golfers who play at a Facility/Course that cannot be found in the Course Rating Application can post their scores.

Manual Course Entry is not available when posting Penalty Scores or using the Hole by Hole Method.

## Score Maintenance

This user guide will outline the methods by which an admin can maintain scores for individual golfers.

### Accessing Score Maintenance

From the golfer profile, press the “Score Maintenance” tab.

Andre Akselrod

GHIN Number: [REDACTED]

Handicap Management **Score Maintenance** Post a Score Account

Add Golfer Add Club Add Association

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

Course Name	Score Types	Days of Week	Date Ranges	From	To	
	Select... v	7 selected v	Date Played v			Reset



## Filtering the Score List

Use the filters at the top of the page to search for rounds played on certain courses, on specific days and with certain Score Types.

Andre Akselrod

GHIN Number: [REDACTED]

Handicap Management | **Score Maintenance** | Post a Score | Account

H.J. 15.4 | Low H.J. 13.5 (09/03/2019)

Course Name: [ ] | Score Types: Select... | Days of Week: 7 selected | Date Ranges: Date Played | From: [ ] | To: [ ] | Reset

Export To Excel | ☆ Used in Current Revision | Considered in Current Revision | Edited Score | Total Rounds = 199 | Hide Filters

Used	Score Type	Date Played	Score	C.R./Slope	P.C.C.	Diff.	ESR	Adj.	Course Name/Tee	Date Posted	Edit	Delete
	H	11/17/2019	92	67.5/119	-	23.3	-	-	Torrey Pines Municipa...	11/17/2019 10:15:26		

## Score Maintenance Key

The score maintenance key is located at the top of the score table.

☆ Used in Current Revision | Considered in Current Revision | Edited Score

- A blue star indicates if the round was used to calculate the current Handicap Index
- If the score cell has a yellow background, this is visual indicator that the score was considered (Most Recent 20 at the time of the revision)
- A blue ribbon indicates if a score has been edited. When clicked, a modal will open and display all score audits for that round.

## Exporting Scores

Scores can be exported using the “Export to Excel” button at the top left of the score table.

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

Course Name:  Score Types:  Days of Week:  Date Ranges:  From:  To:

Used in Current Revision  Considered in Current Revision  Edited Score Total Rounds = 199

Used	Score Type	Date Played	Score	C.R./Slope	PCC. ⓘ	Diff. ⓘ	ESR ⓘ	Adj. ⓘ	Course Name/Tee	Date Posted	Edit	Delete
	H	11/17/2019	92	67.5/119	-	23.3	-	-	Torrey Pines Municipa...	11/17/2019 10:15:26	Edit	Delete
	H	11/14/2019	87	74.5/137	-	10.3	-	-	Hawk Pointe Golf Clu...	11/14/2019 15:06:40	Edit	Delete

## Score Table

Click the white information icons in the header row for information regarding PCC, Diff., ESR and Committee Adjustments.

## Editing a Score

Once you locate the score to be modified, press the "Edit" link at the end of that score row.

	H	04/09/2018	89	70.8/130	-	15.8	-	-	River Vale Country Club	04/09/2018 10:55:18	<input type="button" value="Edit"/>	Delete
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A modal will open which will allow you to make score modifications. The hole type cannot be changed while editing. I.E. An 18-hole score cannot be changed to a 9-hole score. In addition, score entry method cannot be changed. I.E. A Total Score cannot be changed to a HBH Score or vice versa. Note: Penalty scores cannot be edited and therefore the "Edit" link will not display.

- **Editing a Total Score**

✎ Edit Score✕

Date Played \*

Score Type

Home

Away

Competition

Holes

18

9

Choose Course / Tee Lookup Method

Home Courses/Tees
  Course/Tee Search

Course Played \*

Tee \*

Front 9

Back 9

Total 18\*

89

Close

Edit Score

- Editing a HBH Score

✎ Edit Score✕

Date Played \*

Score Type

Home

Away

Competition

Holes

18

9

Choose Course/Tee Lookup Method:

Home Courses/Tees
  Course/Tee Search

Course Played \*

Tee (C.R. / Slope / Par) \*

	1	2	3	4	5	6	7	8	9	OUT		10	11	12	13	14	15	16	17	18	IN	TOT	
Yards	364	283	105	388	325	427	378	92	432	2794	Yards	297	105	393	407	277	288	142	347	417	2673	5467	
Par	4	4	3	4	4	4	4	3	4	34	Par	4	3	4	4	4	4	3	4	4	34	68	
Stroke Index	1	3	5	7	9	11	13	15	17		Stroke Index	2	4	6	8	10	12	14	16	18			
Score	6	5	7	5	5	5	5	5	5	48	Score	5	5	5	5	5	5	5	5	5	5	45	93
Adj. Score	6	5	6	5	5	5	5	5	5	47	Adj. Score	5	5	5	5	5	5	5	5	5	5	45	92

Edit Score

## Deleting a Score

A “Delete” link can be found at the end of each score row. When pressed, a confirmation modal will

open verifying that you wish to delete the score. Once deleted, record of the action will be recorded in the audit logs.

	A	10/02/2019	94	70.8/133	-	19.7	-	-	MOUNT PLEASANT CC...	11/14/2019 16:29:08	Edit Delete
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## Migrated Combined Scores

Combined scores that were migrated into the Admin Portal from GHP will only be editable as a total score. In addition, only the date and score can be edited for rounds of this type.

The two individual 9-hole rounds that were combined were not available for migration.

	N	05/02/2017	89	68.7/123	-	18.6	-	-	Hawk Pointe Golf Clu...	05/02/2017 05:41:05	Edit Delete
--	---	------------	----	----------	---	------	---	---	-------------------------	---------------------	-------------

Edit Score
✕

Date Played \*

Score Type

Holes

05/02/2017

Home

Away

Competition

18

9

Choose Course / Tee Lookup Method

Course Name \*

Home Courses/Tees
  Course/Tee Search

Hawk Pointe Golf Club / San Ca

Score

CR

Slope

Front 9

Back 9

Total 18

89

68.7

123

Close

Edit Score