Posting a Score

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

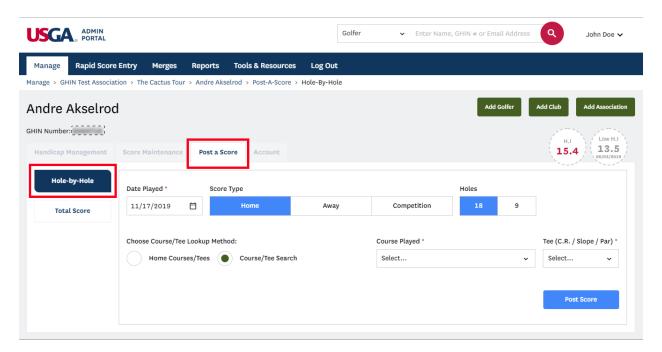
Accessing Post a Score

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

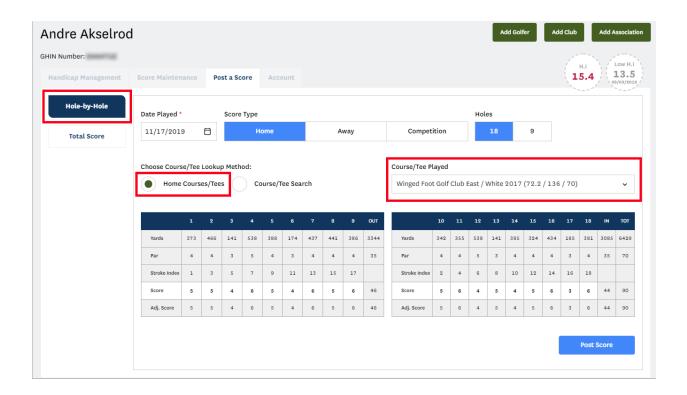
Posting a Hole-by-Hole (HBH) Score

On the "Post a Score" tab, press the "HBH" button.

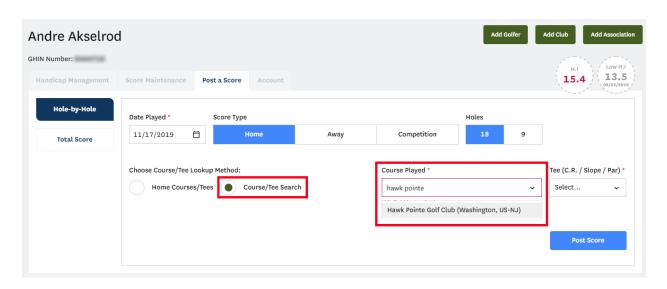


Provide the "Date Played", "Score Type", "Holes" and then select a Course/Tee by using one of the lookup methods.

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.



• 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.



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.



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



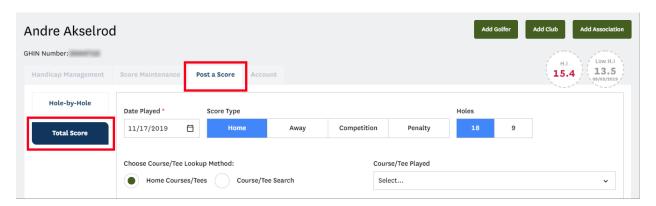
Once all hole scores are entered, press the "Post Score" button. When the score is posted the chosen selections will remain until they are manually changed.



Post Score

Posting Total Scores

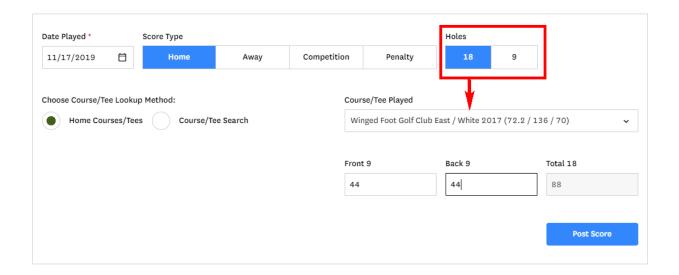
On the "Post a Score" tab, press the "Total Score" button.



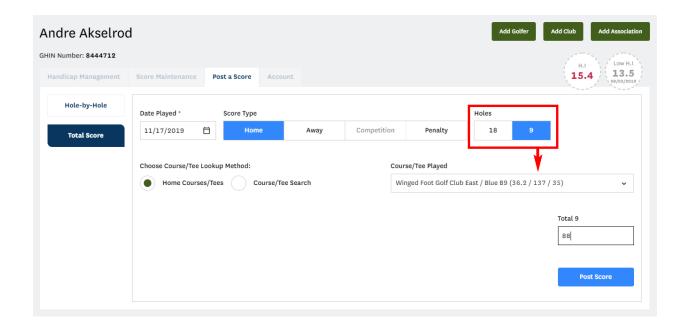
Provide the "Date Played", "Score Type", "Holes" and select a Course/Tee by using one of the lookup methods identified in the HBH method.

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.



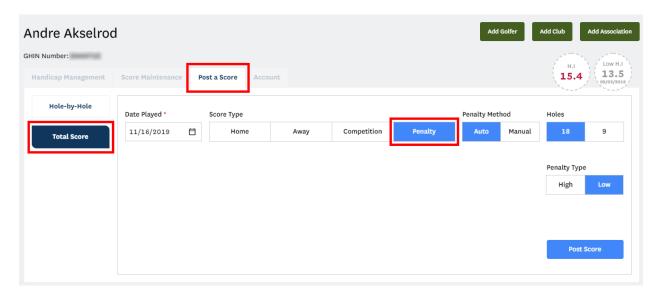
When posting an 18-hole score, you may post either a pair of 9's or the total 18 score.



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

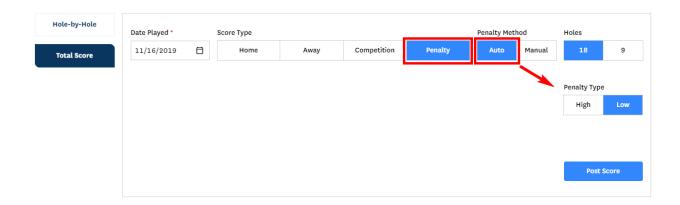
Penalty Scores

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

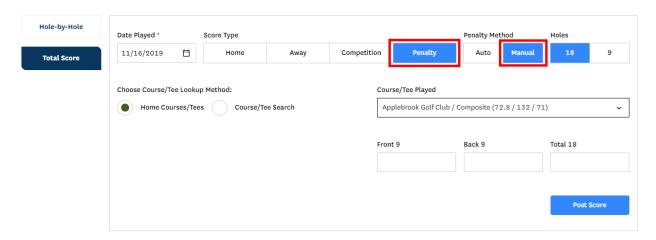


You will notice there are two methods by which to post a penalty score, "Auto" and "Manual".

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.

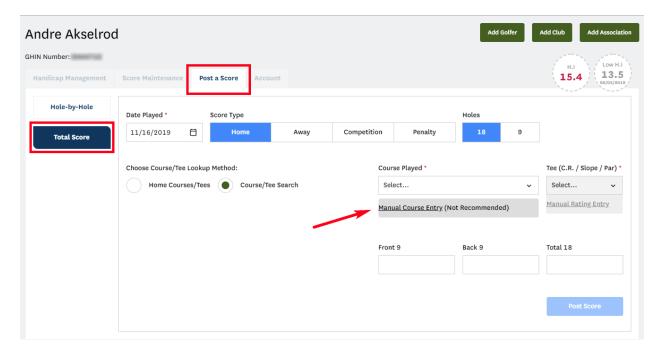


Manual Penalty: When you choose the manual penalty method you will use the existing score posting processes with a few exceptions. You cannot post a manual penalty score using HBH. You must select a tee/rating from the Course Rating Application.



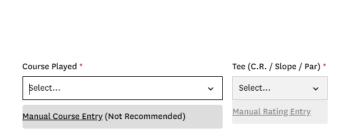
Manual Course & Rating Entry

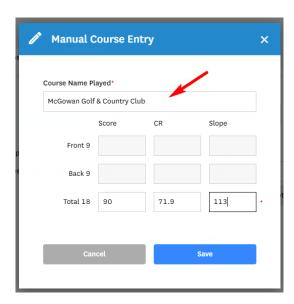
From the "Post a Score" tab within the golfer profile, click the "Total Score" button and then chose the "Course/Tee Search" Course Lookup Method. You will see a link under the "Course Played" field labeled "Manual Course Entry (Not Recommended)".



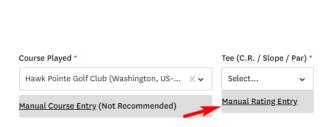
There are two ways to use the manual entry method.

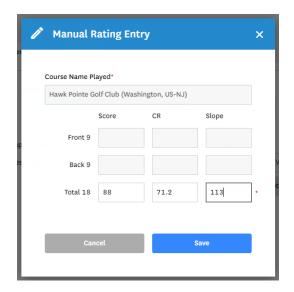
• Manual Course Entry: If you can't find the course during a search, you can manually enter both the "Course Name Played" and the rating information using the "Manual Course Entry" option under the "Course Played" field.





• 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.





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.

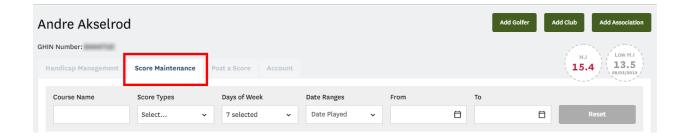
Manual Course Entry is not available when posting Penalty Scores or using the Hole by Hole Method.

Score Maintenance

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

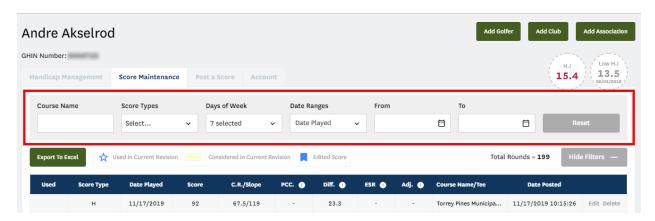
Accessing Score Maintenance

From the golfer profile, press the "Score Maintenance" tab.



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.



Score Maintenance Key

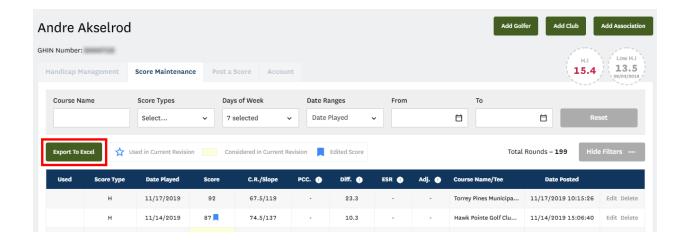
The score maintenance key is located at the top of the score table.



- 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.



Score Table

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

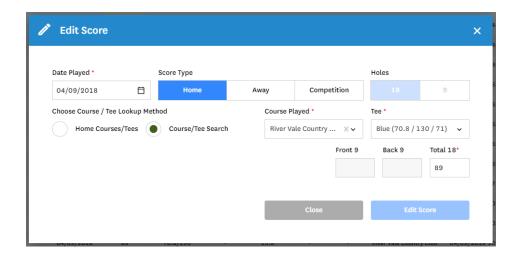
Editing a Score

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

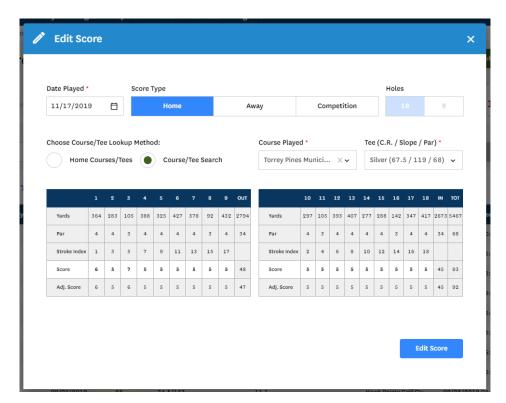


A modal will open which will allow you to make score modifications. The hole type cannot be changed while editing. I.E. An 18-hole score cannot be changed to a 9-hole score. In addition, score entry method cannot be changed. I.E. A Total Score cannot be changed to a HBH Score or vice versa. Note: Penalty scores cannot be edited and therefore the "Edit" link will not display.

Editing a Total Score



Editing a HBH 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.



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.

