

FAQs – CLUB MANAGEMENT & REPORTS

CLUB MANAGEMENT & REPORTS



As an Admin you will need to access the Classic View of the Golf Canada Score Centre to manage your golfers and run reports. This can be reached by clicking on the Admin name in the black bar that runs across the page when you first login and click on Classic View from the drop-down menu.

CLUB MANAGEMENT & REPORTS

This section has been designed to help clubs manage the golfers they have on the Score Centre (the Club Roster) as well as the information Golf Canada has on the club to make sure everything is up-to-date and accurate.

As an Administrator the Classic View of the Score Centre is setup to toggle between the Golfer Menu – to see the experience your golfers have with the system and the Admin Menu – which allows you to manage the club roster and run reports.



COURSE PROFILE

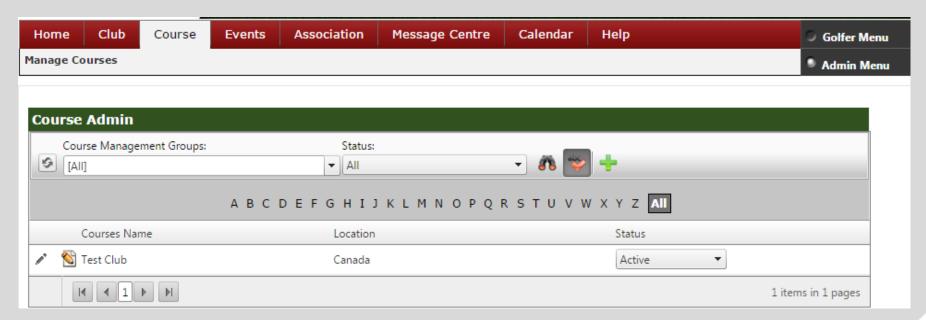


How to Update Your Course Profile - For clubs with a golf course

Each course has the ability to keep their course information up-to-date on the Score Centre to ensure Golf Canada has the most accurate information possible. This will allow Golf Canada the ability to use this information in our Course Search to communicate to golfers.

From the Admin menu go to "Courses" and click the "Manage Courses" button.

Click on the pencil icon to the left of the course you wish to edit.



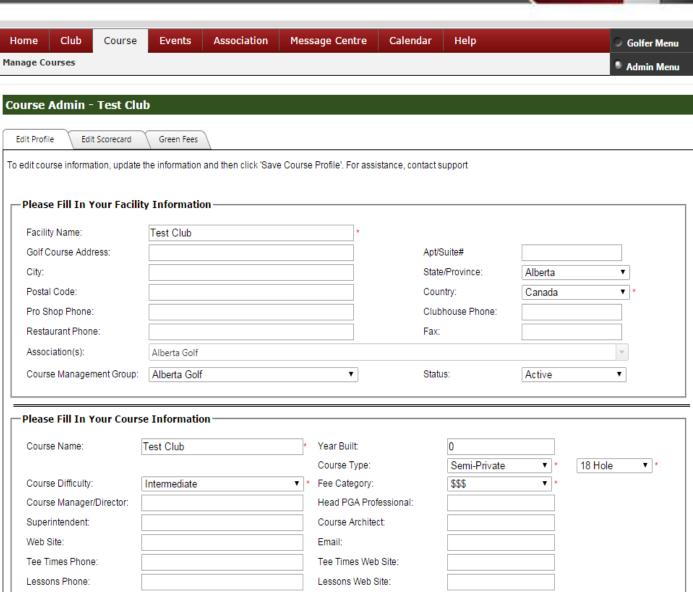
COURSE PROFILE



How to Update Your Course Profile

to your course address, phone numbers, etc. Click on the "Save Course Profile" button to save changes. Click "Home" to return to your homepage.

Review and make revisions



CLUB PROFILE

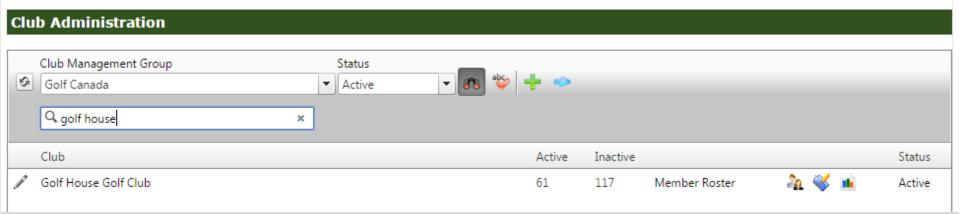


How to update your Club Profile

Each course has the ability to keep their club information up-to-date on the Score Centre to ensure Golf Canada has the most accurate contact information possible. Golf Canada and your Provincial Association can use this information to populate the online Course Lookup and communicate with the golf club. In order to update your course profile:

From the Admin click "Club," then "Manage Club."

Click on the pencil icon to the left of the club name.

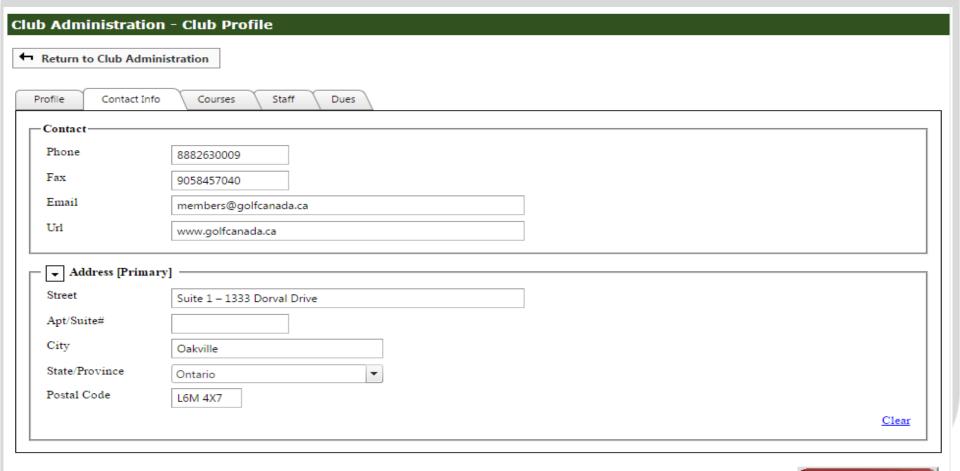


CLUB PROFILE



How to update your Club Profile continued

Update Club information and click "Save" at the bottom of the page when completed. Click "Home" to return to your homepage.

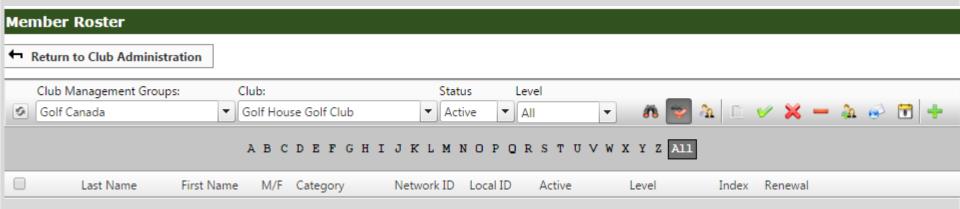




How to add new members to your Club Roster

If the golfer is new to your club:

From your Member Roster click the " * " or from the home screen click "Add a Golfer"





How to add new members to your Club Roster

If the golfer is new to your club continued:

Input in the details for the new member, making sure all required fields are filled. Click "Add Member."

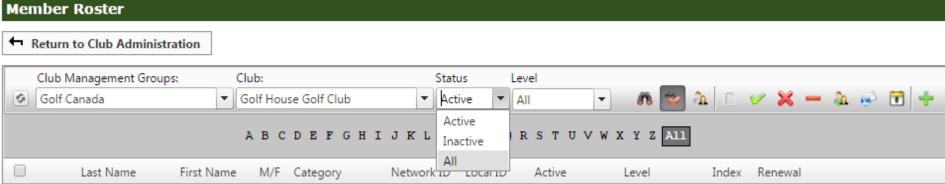
—Personal Info————	
First Name	
Last Name	
E-mail	
Gender	▼
Language	
- Membership Info	
Membership Level:	Select ▼
Membership Category:	Select ▼
Handicap Type:	Default
Sub Group:	Select ▼
—Username/Password——	
Username:	
Password:	
Confirm New Password:	

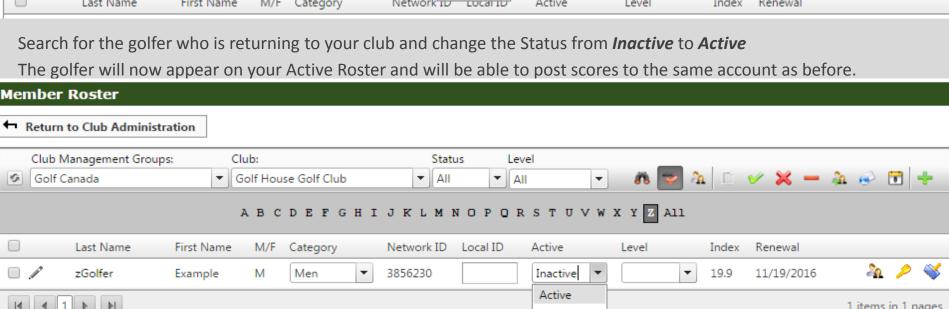


How to activate a returning member on your Club Roster

If the golfer previously had an account with your Club and has rejoined, you can reactivate their previous account.

From your Member Roster change the Status from *Active* to *All*







How to transfer the scoring record new members to your Club Roster from another club

New members of a club are often former members of another club. If the member is transferring from a club that is using the Golf Canada Score Centre, the program allows the member's files to be easily transferred from their former club to their new club. This allows the member to maintain their scoring records, stats, etc... without having to re-enter them manually.

In order to transfer a member's account, contact a Golf Canada support representative by email members@golfcanada.ca or 1.800.263.0009 x399. If you are a member at a golf course in Ontario you must contact the Golf Association of Ontario.

If you wish to do a bulk upload of a complete member list, please contact Golf Canada.



How to Merge a Golfer's Accounts

Sometimes players are members at more than one golf club. These players are required to post their scores to both clubs' handicap rosters in order for their Handicap Factor to be legitimate. In this circumstance, the member's accounts must be merged to allow the individual to enter their scores on both clubs' handicap rosters. The member would have to specify a "primary club" and a "secondary club" of their choosing (for system purposes) but the member will appear on both clubs' rosters.

In order to merge a member's account, contact a Golf Canada support representative by email members@golfcanada.ca or 1.800.263.0009 x399. If you are a member at a golf course in Ontario you must contact the Golf Association of Ontario.



How to set Golfers to Inactive

Active members are members who are in good standing with their golf club or association. A golfer that is no longer a member at your club or not in good standing should be made to inactive. To Inactivate a golfer:

Click "Find a Golfer."

Filter your club's status to "All."

Find the member whose status you wish to change, click the drop down menu and select "Active" or "Inactive."

A member must be active in your club roster in order to be able to post scores.

How to Change a Golfer's Username and Password

To assist your golfer click on "Find a Golfer."

Click on the gold key icon (>) to either reset the members' password or e-mail the password to them.

If you choose to make changes, we recommend using the member's e-mail as their Username and "golf2016" as their Password which they can change at a later date.

Click "Return to Club Administrator."



How a Member can Change their Username and Password

Members are encouraged to use the password retrieval tool located under the Member Login http://golfcanada.ca/members/reset/. In any other situation, you're able to reset and provide usernames and passwords to your members.

A member can also change their Username and/or Password by:
Going to "Profile" and clicking "Edit Profile."
Click on "Account
Settings" and enter the desired Username and Password and click
"Save".

Contact Info Profile	Account Settings Membership Personal Info
Communication and Pri	ivacy Settings
Personal Settings	Public Private
☑ Email Notifications?	☐ Printed Newsletters?
✓ Email Newsletters?	☐ Score Posting Email?
✓ Special Notifications?	
Username/Password	
Username	examplegolfer
	Password Reset
Default Course and Tee	
Course	Glen Abbey Golf Club ▼
Tee	Men's BLACK ▼
Tournament Tee	
Edit My Course List	
	from your personal course list. This is the list displayed when posting scores.



How to Export a Cub Roster

The club roster shows each member, their Username and Handicap Factor. The roster can be exported to an Excel spreadsheet where it is expanded to include each member's contact information, and rounds to date. In the excel worksheet, the data can be organized to best suit the administrators purpose.

To access your club's roster:

Click "Find a Golfer" or go to Club Management section of the Score Centre Click the Export to Excel " icon.

Member Roster ← Return to Club Administration Club Management Groups: Club: Status Level Golf Canada Golf House Golf Club AII Active A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Last Name First Name Category Network ID Local ID Index Renewal Active Level Administrator Golf House М Men 423271 Active NH N/A



How to Create Subgroups

Subgroups can be created to make it easier to pull reports for certain groups of golfers such as Leagues. In the Club Administration section click on the Subgroup icon " ** "

Club Administration

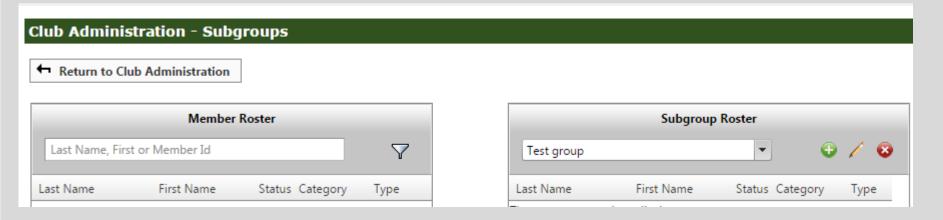


Create a subgroup by clicking on the " , give the subgroup a name and hit save.



How to Create Subgroups Continued

The box on the left contains your entire Active Roster. Move the members' who are part of the subgroup to the box on the right. To do so, click on the appropriate member's name and click the ">>" button. The member will then appear in the box on the right. Continue this until all the appropriate members are listed in this box and the click Save.





How to Access Reports on the Golf Canada Score Centre

The reports generated on the Score Center can be exported into an excel spreadsheet for easy organization and manipulation.

To access these reports:

Go to the Club

Administration section.

Click on the Run a Report

" icon . Select and click

the desired report to open

click "Export" to make

adjustments and view the

report in Excel. The "View

Report" button updates the

parameters of the report

prior to exporting it.

click "Export"

Click on the "Select a Format

and choose "CSV", then

Club Administration - Reports

← Return to Club Administration

Allocation Method Based On Scores

Bag and Locker Storage

Factor By Date

XXXXXX

Golfer Handicap By Tees (18 Hole - Landscape)

Golfer Handicap By Tees (18 Hole - Portrait)

the report in a PDF format, or Golfer Handicap By Tees (9 Hole - Landscape)

Golfer Handicap By Tees (9 Hole - Portrait)

Golfer Information By Club

Handicap Conversion Chart

Handicap Labels

Handicap Roster

XXXXXX

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Hole Ringer Report (YTD, Lifetime, Custom)
Individual Score History

Member Roster

Member Roster with Last 20 Scores

Member Roster YTD Scores

Member Sizes and Preferences

Monthly Rounds

Open Export
Open Export

Open Export

Open Export
Open Export

Open Export

Open Expor



Examples of reports include:

- Rounds posted by Tee (to see which tees are played the most or least);
- Monthly Rounds (to let you know when your course is played the most; therefore allowing you to set special rates for less popular dates)
- Golfer Handicap by Tees (to help you organise Club Championships, League nights, etc.)
 - Most Improved Golfer (to see who has been improving over the course of the season or month, allowing your club to recognise these golfers, or to offer lessons to golfers who may be looking to improve)



Golf Canada Score Centre Terms of Service

Please take the time to read over our Terms of Service for the Golf Canada Score Centre: http://golfcanada.ca/app/uploads/2014/06/GC-Privacy-Policy.pdf

