

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.



Welcome Golf Canada | Logout

Shop Français

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[Manage Club](#) | [Kiosk Options](#)

[Admin Menu](#)

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.

The screenshot shows the Golf Canada Admin interface. At the top is a navigation bar with tabs: Home, Club, Course, Events, Association, Message Centre, Calendar, Help, Golfer Menu, and Admin Menu. Below the navigation bar is a "Manage Courses" button. The main content area is titled "Course Admin" and contains a "Course Management Groups" section. This section has a dropdown menu for "Course Management Groups" set to "[All]", a "Status:" dropdown set to "All", and a "+ Add" button. Below this is a list of course management groups with columns for "Courses Name", "Location", and "Status". The first entry is "Test Club" located in "Canada" with a status of "Active". At the bottom right, it says "1 items in 1 pages".

Courses Name	Location	Status
Test Club	Canada	Active

COURSE PROFILE



How to Update Your Course Profile

Review and make revisions to your course address, phone numbers, etc. Click on the “Save Course Profile” button to save changes. Click “Home” to return to your homepage.

Home Club **Course** Events Association Message Centre Calendar Help Golfer Menu Admin Menu

Manage Courses

Course Admin - Test Club

Edit Profile Edit Scorecard Green Fees

To edit course information, update the information and then click 'Save Course Profile'. For assistance, contact support

Please Fill In Your Facility Information

Facility Name:	<input type="text" value="Test Club"/>	*	Apt/Suite#	<input type="text"/>
Golf Course Address:	<input type="text"/>		State/Province:	<input type="text" value="Alberta"/>
City:	<input type="text"/>		Country:	<input type="text" value="Canada"/>
Postal Code:	<input type="text"/>		Clubhouse Phone:	<input type="text"/>
Pro Shop Phone:	<input type="text"/>		Fax:	<input type="text"/>
Restaurant Phone:	<input type="text"/>		Association(s):	<input type="text" value="Alberta Golf"/>
Course Management Group:	<input type="text" value="Alberta Golf"/>		Status:	<input type="text" value="Active"/>

Please Fill In Your Course Information

Course Name:	<input type="text" value="Test Club"/>	*	Year Built:	<input type="text" value="0"/>	
Course Difficulty:	<input type="text" value="Intermediate"/>	*	Course Type:	<input type="text" value="Semi-Private"/>	*
Course Manager/Director:	<input type="text"/>		Fee Category:	<input type="text" value="\$\$\$"/>	*
Superintendent:	<input type="text"/>		Head PGA Professional:	<input type="text"/>	
Web Site:	<input type="text"/>		Course Architect:	<input type="text"/>	
Tee Times Phone:	<input type="text"/>		Email:	<input type="text"/>	
Lessons Phone:	<input type="text"/>		Tee Times Web Site:	<input type="text"/>	
			Lessons Web Site:	<input type="text"/>	

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 Administration

Club Management Group

Status

 Golf Canada

Active



Q golf house



Club	Active	Inactive		Status
 Golf House Golf Club	61	117	Member Roster   	Active

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.

Club Administration - Club Profile

[← Return to Club Administration](#)

Profile Contact Info Courses Staff Dues

Contact

Phone	<input type="text" value="8882630009"/>
Fax	<input type="text" value="9058457040"/>
Email	<input type="text" value="members@golfcanada.ca"/>
Url	<input type="text" value="www.golfcanada.ca"/>

▼ Address [Primary]

Street	<input type="text" value="Suite 1 - 1333 Dorval Drive"/>
Apt/Suite#	<input type="text"/>
City	<input type="text" value="Oakville"/>
State/Province	<input type="text" value="Ontario"/> ▼
Postal Code	<input type="text" value="L6M 4X7"/>

[Clear](#)


Save

ROSTER MANAGEMENT



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”

Member Roster

[← Return to Club Administration](#)

Club Management Groups:

Club:

Status

Level



Golf Canada



Golf House Golf Club



Active



All



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

M/F

Category

Network ID

Local ID

Active

Level

Index

Renewal

ROSTER MANAGEMENT



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	<input type="text"/>
Last Name	<input type="text"/>
E-mail	<input type="text"/>
Gender	<input type="text" value="▼"/>
Language	<input type="text" value="▼"/>

Membership Info

Membership Level:	<input type="text" value="Select ▼"/>
Membership Category:	<input type="text" value="Select ▼"/>
Handicap Type:	Default
Sub Group:	<input type="text" value="Select ▼"/>

Username/Password

Username:	<input type="text"/>
Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

ROSTER MANAGEMENT



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**

Member Roster

[← Return to Club Administration](#)

Club Management Groups: Club: Status: Level:

A B C D E F G H I J K L R S T U V W X Y Z **All**

<input type="checkbox"/>	Last Name	First Name	M/F	Category	Network ID	Local ID	Active	Level	Index	Renewal
--------------------------	-----------	------------	-----	----------	------------	----------	--------	-------	-------	---------

Search for the golfer who is returning to your club and change the Status from **Inactive** to **Active**

The golfer will now appear on your Active Roster and will be able to post scores to the same account as before.

Member Roster

[← Return to Club Administration](#)

Club Management Groups: Club: Status: Level:

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

<input type="checkbox"/>	Last Name	First Name	M/F	Category	Network ID	Local ID	Active	Level	Index	Renewal
<input type="checkbox"/>	zGolfer	Example	M	Men	3856230		Inactive		19.9	11/19/2016

1 items in 1 pages

ROSTER MANAGEMENT



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.

ROSTER MANAGEMENT



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.**

ROSTER MANAGEMENT



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.”

ROSTER MANAGEMENT



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".

Member Profile - zGolfer, Example

- Contact Info
- Profile
- Account Settings
- Membership
- Personal Info

Communication and Privacy Settings

Personal Settings Public Private

Email Notifications? Printed Newsletters?
 Email Newsletters? Score Posting Email?
 Special Notifications?

Username/Password

Username

Default Course and Tee

Course

Tee

Tournament Tee

Edit My Course List

Add or remove courses from your personal course list. This is the list displayed when posting scores.

CLUB REPORTS




How to Export a Club 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	Active	All											
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															
<input type="checkbox"/>	Last Name	First Name	M/F	Category	Network ID	Local ID	Active	Level	Index	Renewal					
<input type="checkbox"/>	 Administrator	Golf House	M	Men	423271		Active		NH	N/A					


CLUB REPORTS







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

Club Management Group: Status: 

Club	Active	Inactive		Status
 Golf House Golf Club	61	117	Member Roster   	Active

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

CLUB REPORTS



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 then click Save.

Club Administration - Subgroups

[← Return to Club Administration](#)

Member Roster



Last Name	First Name	Status	Category	Type
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Subgroup Roster



Last Name	First Name	Status	Category	Type
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CLUB REPORTS



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

the report in a PDF format, or

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 on the “Select a Format”

and choose “CSV”, then

click “Export”.

Club Administration - Reports


[← Return to Club Administration](#)

Allocation Method Based On Scores	Open	Export
Bag and Locker Storage	Open	Export
XXXXXX	Open	Export
Factor By Date	Open	Export
Golfer Handicap By Tees (18 Hole - Landscape)	Open	Export
Golfer Handicap By Tees (18 Hole - Portrait)	Open	Export
Golfer Handicap By Tees (9 Hole - Landscape)	Open	Export
Golfer Handicap By Tees (9 Hole - Portrait)	Open	Export
Golfer Information By Club	Open	Export
Handicap Conversion Chart	Open	Export
Handicap Labels	Open	Export
Handicap Roster	Open	Export
XXXXXX	Open	Export
Hole Ringer Report (YTD, Lifetime, Custom)	Open	Export
Individual Score History	Open	Export
Member Roster	Open	Export
Member Roster with Last 20 Scores	Open	Export
Member Roster YTD Scores	Open	Export
Member Sizes and Preferences	Open	Export
Monthly Rounds	Open	Export

CLUB REPORTS



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)

CLUB REPORTS



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>

