



## **GHINCLUB.NET**

Navigating to and around the site:

- 1) In web browser (IE or Firefox) type "www.ghinclub.net" into the address bar.
- 2) Enter Club Number: (example: 65123) and Password (will not print): (example: CC123) and click [Submit].
  - a. You can also click on the "Education & Training" link to see Demos of both GHPv5 and TPPv4 functionality.
- 3) Once in the site you will see your Clubname and the NYSGA logo across the top of the page.
- 4) There are links across the top bar just under your Clubname:
  - a. HOME - Always takes you back to this page.
  - b. SOFTWARE - Takes you to a page with overviews of both the GHP and TPP programs.
  - c. EDUCATION - Same link as on the Logon page (Demos on GHP & TPP).
  - d. LOOKUP - Enables single or multiple GHIN# player lookup or Lastname lookup. Note: Lastname lookup now includes GHIN#.
  - e. RATINGS - Takes you to USGA.ORG and the National Course Rating & Slope Database where you can look up ratings for any course listed in this nationwide database.
  - f. FAQ'S - Takes you to a page with the top ten frequently asked questions on ghinclub.net.
  - g. MAINTENANCE - New browser window will pop-up for Player Management functions. (if your browser is blocking "pop-ups", you will have to allow them for ghinclub.net.
- 5) Home page also includes News from the NYSGA, GHIN and the USGA.
- 6) There are also Quick Links to other related sites and Contact Us links to NYSGA personnel.

Player Maintenance:

- 1) There are three (3) drop-down menus for choosing what to show and how to show it. After making the appropriate choices, click on [Produce List].
  - a. You will now see a list of your members. Each name is a link to that player's information page.
  - b. This page shows all the relevant information about this player including their score history.
  - c. There are links in several places on this page to [Save], [Undo], [Edit Scores], [Add Scores] and [Return to Member Roster]. These should be self-explanatory.
- 2) There are several buttons just above the List:
  - a. [Add Golfer] - Note that you must choose a specific Service to use this function.
    - i. This will step you through the process of adding a golfer to that Service of your Club.
  - b. [Reports] - This screen allows you to select a Report and enter the email address to which this report will be sent.
    - i. For each Report type there are parameters that can be set by the appropriate drop-down
    - ii. Menus to the right of the Report Name.
    - iii. When you are done selecting a report and it's parameters click on [Submit Request] and the Report will be emailed to you.
    - iv. There is a [Web Reports] link at the bottom of this page that takes you to a screen that allows you to select a number of custom reports and modify them as you choose. The Web Report will be displayed on the screen and you will be allowed to Export it in one of four different formats to your computer.
  - c. [Last Name Lookup] - Just as it says. You can search in all Associations or specific Association.
  - d. [Rapid Score Entry ] - Allows you to choose a Player then add a score for that Player.
    - i. You must manually enter Course Rating & Slope Rating of course played (no lookup).

That's it. Have fun. Any questions, please contact us.