



## GOLF LIFE MANAGEMENT SYSTEM Member Manual

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## **HANDICAP ACCOUNT ACTIVATION**

Before using the Golf Life Management System, you must activate you handicap account. You will need your EWGA Member Id# and your EWGA password to complete this process.

### **How to Activate:**

1. Go to the EWGA website, [www.ewga.com](http://www.ewga.com), and login to the Members Only area. The link for Members Only is located in the upper left hand corner.
2. Click on the Activate Golf Life Management System link located on the lower left hand side of the screen.
3. Follow the instructions on the Golf Life Management System activation screen. When prompted for your password, be sure to enter the same password you use to access the EWGA Members Only area.
4. When the activation process has been initiated, you will be thanked for activating your account. Shortly after this, you will receive an email at the address on file with EWGA advising you that your EWGA Golf Life Management Account has been activated.
5. After receiving the email, you can begin to use the handicap system. There are two ways to access t his system:
  - a. Log into the Members Only area of the EWGA website and click on the *Golf Life Management* link on the lower left hand corner.
  - b. Click on the *Post a Score* link located in the lower left and corner of the EWGA website home page.

### **If you have problems activating contact:**

1. [members@ewga.com](mailto:members@ewga.com) for password problems.
2. [golf\\_life@ewga.com](mailto:golf_life@ewga.com) for any other problems.

## CREATING A COURSE LIST

Golf Life Management System (GLMS) has over 17,000 courses in its database. Before starting to post scores, it is advisable to create a personal list of courses frequently played. This will speed up your posting process and give you an opportunity to assure that the courses you frequently play are in the current database, that the tees you play are listed and that the slope and rating for those tees is correct.

### **How to Create Your List:**

6. Click on the *Courses* button on the top blue menu bar from any page in GLMS and the Course Directory search page will load.
7. Fill in the Search Form and click on *Search*. A list of courses that meet your search criteria will be loaded.
8. Click on Course Name of the club you wish to load into your list. A profile of that club will be displayed and you can check for the accuracy of the information at this time.
9. Click on the *Add to My List* button on the right hand side of the screen and the course will be loaded into your personal course list.

### **Best Method for Searching:**

When searching for a particular course, it is best to enter just a keyword from the name of course and the state. So if you were searching for Blue Heron Pines in Galloway, NJ, enter Heron for the club name and New Jersey for the state. The results will show you every course in New Jersey that has the word Heron in its name.

This prevents errors due to slight differences in the course name or location.

### **Notes:**

If one of your favorite courses is missing or information on the course needs updating, please click on the *Missing or Incorrect Data* link on the GLMS posting page. Follow the instructions on the screen to report the course. GLMS will notify you once the course directory is updated. You will still be able to post if the course is missing or the information is incorrect by using the Manual Entry procedure. Please see the POST A SCORE section of the Manual.

## POST A SCORE

Once your account is activated you can start posting scores. Golf Life Management Systems (GLMS) allows you to post your total gross score or a hole-by-hole score for those that wish to maintain a more detailed account.

### **Post a Total Score**

1. From *My Home Page*, click on the *Post Total Score* button on the right hand side of the screen.
2. Enter in the following data:
  - a. The date
  - b. The course played. You can select this from the drop down box that contains your personal course list (see the Create Course List page of this manual to add courses to your drop down box) or you can search the course directory using the link immediately below the Course Name field.
  - c. The tees played.
  - d. The slope and rating should be displayed. If they are not correct or missing please click on the *Missing or Incorrect Data* link on the GLMS posting page. Follow the instructions on the screen to report the course. GLMS will notify you once the course directory is updated.
  - e. Enter your total score after any adjustments for Equitable Stroke Control.

### **Post a Hole-by-Hole Score**

1. From *My Home Page*, click on the *Post Hole-by-Hole Score* button on the right hand side of the screen.
2. Enter in the following data:
  - a. The date
  - b. The course played. You can select this from the drop down box that contains your personal course list (see the Create Course List page of this manual to add courses to your drop down box) or you can search the course directory using the link immediately below the Course Name field.
  - c. The tees played.
  - d. Choose which statistics to track such as total putts, fairways hit, etc.
  - e. The tees played.
  - f. Click on *Go To Scorecard* and enter the hole-by-hole information. Enter the full score for each hole. Do not adjust for Equitable Stroke Control, the system will do that for you.

### **Post When a Course is Not in the Directory**

- f. To post a score when the course is not found in the course directory, select **Manual Entry** from the Course Name dropdown box. Enter the information from Post Total Score above with the addition of the Course

Name and the Rating and Slope. (NOTE: you can not enter a hole-by-hole score for a Manual Entry)

Please notify GLMS of any course additions or corrections that are need by click on the *Missing or Incorrect Data* link on the GLMS posting page. Follow the instructions on the screen to report the course. GLMS will notify you once the course directory is updated.

### **Posting an Attested Score**

Attested scores are valuable method of providing peer review. Before internet posting was allowed, this peer review was accomplished by turning in score cards with attested signatures. When your partner signed your card, she was attesting to your score for that day.

Golf Life Management System is internet based and in order to provide that same peer review, the system will allow you to post attested scores via the internet. After you have posted an attested score, anyone looking at your scoring record can see that it's an attested score and will see the name of the person attesting.

It is important to note, when you post an attested score, you will be asked for the name and score of the other player(s). If the other player(s) is an EWGA member, you will be posting their scores also. Be sure you have told all EWGA members in your group that you will be posting for them.

### **How to Post an Attested Score:**

1. Click *YES* in the Attested Score Box located below the Total Score entry field.
2. From the drop down box, select the number of players that you will be posting for other than yourself
3. Select whether the other player is an EWGA member or non-member
4. **MEMBER** - select the member from the drop down box or use the Search Player Directory if the member's name does not appear. Next select the tees played and enter the score. Their score will be posted.
5. **NON-MEMBER** - Enter the player's name, email address, tees played and score. They will have to post their own score with their handicap service.
6. Click on Post Score(s)

### **NOTES:**

1. You may not attest your own score. If you enter yourself as the attester, your score will be posted twice.

2. It is a good practice to post attested scores while playing with other EWGA members. Anyone looking at your scoring record will see that you are an active member with a true handicap.
3. Although you have the ability to post attested scores with them, there is no reason to post scores attested by non-members.

## **EDIT A SCORE**

Members may edit their own scores and correct the date, course, tees or score. Members may not delete their scores. Please contact your Chapter Handicap Chair if you need a score deleted.

### **Edit a Score**

1. From *My Home Page*, click on the View Scoring Record button located on the right hand side of the screen
2. Click on the All Scores button located just above the list of scores.
3. Click on the *Score* for the round that you wish to edit and the posting screen will load with the information for you to edit. You may edit any of the information displayed.
4. Click on Post Score when done editing and the change will be loaded into your scoring record. That score will then be displayed in Red, indicating that it has been edited.

## **FREQUENTLY ASKED QUESTIONS**

- 1. Who do I contact for help?**
- 2. When I click on *Search Course Directory* nothing happens**
- 3. It says my handicap is pending. What does that mean?**
- 4. How do I change my home course?**
- 5. The course I played is not in my drop down box**
- 6. I can't find the course I played in the system**
- 7. The slope and rating are wrong.**
- 8. I entered my score once, but it's in there twice. What happened?**
- 9. How do I delete a score?**
- 10. How do I transfer my handicap from another club or service?**
- 11. The handicap screens are in a foreign language?**

### **1. Who do I contact for help?**

1. For questions on how to use the system or general handicap questions, your first contact should be your Chapter Handicap Chair. You also can contact the EWGA handicap office at [golf\\_life@ewga.com](mailto:golf_life@ewga.com).
2. For updates to the course directory in GLMS, please contact [support@ngn.com](mailto:support@ngn.com)

### **2. When I click on *Search Course Directory* nothing happens?**

This system uses popups, please configure your browser to allow popups from this site.

### **3. It says my handicap is pending. What does that mean?**

In order to be issued a handicap you must have the equivalent of five 18 hole rounds posted. Two 9 hole rounds will automatically be combined to form an 18 hole round.

Also, in the U.S. handicaps are calculated only on specific dates known as revision dates. So U.S. members must also go past a revision date after posting the minimum of five rounds. The next revision date for your Chapter is displayed below the Print Handicap Card button on *My Home Page*.

For Canadian members, revision dates are not used so the only requirement is the five round minimum.

#### 4. How do I change my home course?

1. From *My Home Page*, click on the red *My Home Course Edit* button.
2. Click on the *Search Course Directory* link located immediately below your current Home Course name.
3. Use the search page to located your home course and click in the *Select* Box to the right of the course name.
4. Click on the *Select* button below to the list of courses. Your selection will be displayed, if correct, select the default tees that you play from and then click on *Submit* and the course will be designated as your Home Course.

#### 5. The course I played is not in my drop down box?

You can add courses to your drop down box, please see the Create Course List page of this manual for instructions.

#### 6. I can't find the course I played in the system?

When searching for a particular course, it is best to enter just a keyword from the name of course and the state. So if you were searching for Blue Heron Pines in Galloway, NJ, enter Heron for the club name and New Jersey for the state. The results will show you every course in New Jersey that has the word Heron in its name. This prevents errors due to slight differences in the course name or location.

If you are still unable to locate the course, please notify GLMS of any course additions or corrections that are need by click on the *Missing or Incorrect Data* link on the GLMS posting page. Follow the instructions on the screen to report the course. GLMS will notify you once the course directory is updated.

In the meantime, you may go ahead and post by selecting **Manual Entry** from the Course Name dropdown box. Enter all of the information including the course name, rating and slope.

#### 7. The slope and rating are wrong?

Please notify GLMS If they are not correct or missing please click on the *Missing or Incorrect Data* link on the GLMS posting page. Follow the instructions on the screen to report the course. GLMS will notify you once the course directory is updated.

To post your score before the update is made, please select **Manual Entry** from the Course Name dropdown box and you will be able to enter the name of the course and the correct slope and rating.

## **8. I entered my score once, but it's in there twice. What happened?**

You most likely posted an attested score and used yourself as the attester. This will cause the score to post twice to your record. You will have to contact your Chapter Handicap Chair or [golf\\_life@ewga.com](mailto:golf_life@ewga.com) to have the score deleted.

Please see the section on posting scores for more information about attested scores.

## **9. How do I delete a score?**

You can not delete your own scores. You should contact your Chapter Handicap Chair or [golf\\_life@ewga.com](mailto:golf_life@ewga.com) for assistance.

## **10. How do I transfer my handicap from another club or service?**

There is no way to automatically transfer your scoring history into the GLMS system. If you want to establish your handicap with GLMS, you must re-enter the scores that are on your old handicap system into GLMS.

To do this you will need a printout of your previous score history that includes:

- The date
- The course name
- What tees you played
- Your score

Enter in all the scores from your scoring record regardless of the date of the score. Your handicap is computed from your last 20 scores, so if your record has more than 20 scores, you may enter just the most recent 20.

Once you have completed entering your scores and gone past a revision date, you will have an official handicap. The revision date is the actual date that your handicap is calculated. You can see your next revision date on the GLMS *My Home Page* or *Player Profile* screen. It's immediately below the *Print Handicap Card* button.

## **11. The handicap screens are in a foreign language?**

GLMS has both an English and French version and you can control which version you see. There is a toggle switch on the *My Home Page* section and it's located in the upper right-hand side of the screen, just below the blue tool bar. Depending on the current setting the switch will say *English* or *Français*. By clicking on this link, you can switch between English and French.