

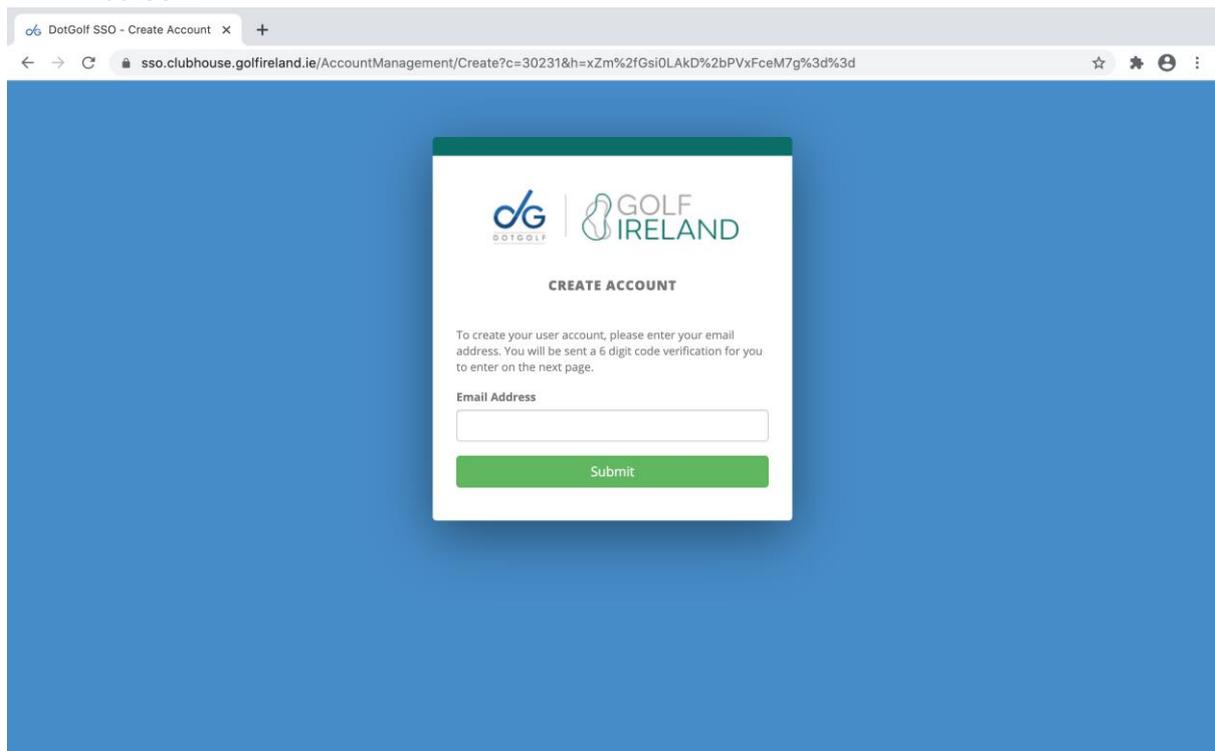
## Help Guide for Use of the Principal Functions in the Golf Ireland Clubhouse

### What is the Golf Ireland Clubhouse?

The Golf Ireland Clubhouse is the new platform which Affiliate Clubs can use to view and adjust a member's Handicap Index, order member cards and add open fixtures to the Golf Ireland website. The Golf Ireland Clubhouse will replace Golfnet with effect from 2<sup>nd</sup> November 2020.

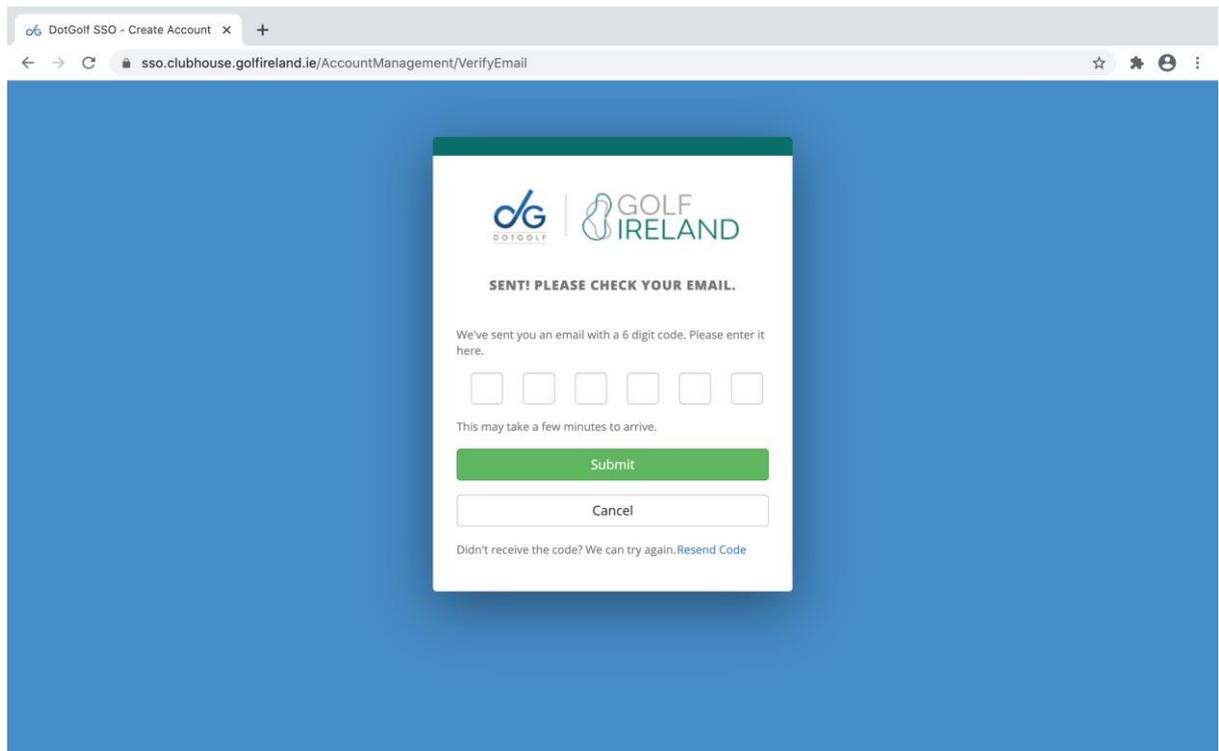
### Logging on to the Golf Ireland Clubhouse for the first time:

1. Click on the link provided to you in the email and you will be presented with this screen:



The screenshot shows a web browser window with the address bar displaying [sso.clubhouse.golfireland.ie/AccountManagement/Create?c=30231&h=xZm%2fGsi0LakD%2bPVxFceM7g%3d%3d](https://sso.clubhouse.golfireland.ie/AccountManagement/Create?c=30231&h=xZm%2fGsi0LakD%2bPVxFceM7g%3d%3d). The page content includes the DotGolf and Golf Ireland logos, the heading "CREATE ACCOUNT", and instructions: "To create your user account, please enter your email address. You will be sent a 6 digit code verification for you to enter on the next page." Below the instructions is a text input field labeled "Email Address" and a green "Submit" button.

2. Enter your email address and click "submit".
3. You will receive an email with a 6-digit code.
4. Enter the six-digit code on the following screen:



5. You will then be prompted to enter a new username and password, and to confirm your password. **PLEASE ENSURE YOU WRITE DOWN YOUR USERNAME AND PASSWORD AS THEY WILL BE REQUIRED TO LOG ON IN THE FUTURE.**
6. Once you have successfully logged on, you will see the home page of the clubhouse section of the site which contains contact details and a count of your club's membership under various Golf Ireland defined categories.

**Please note:** the link provided in the email can be used to create multiple accounts.

### **How to view the WHS Indices of members of your club.**

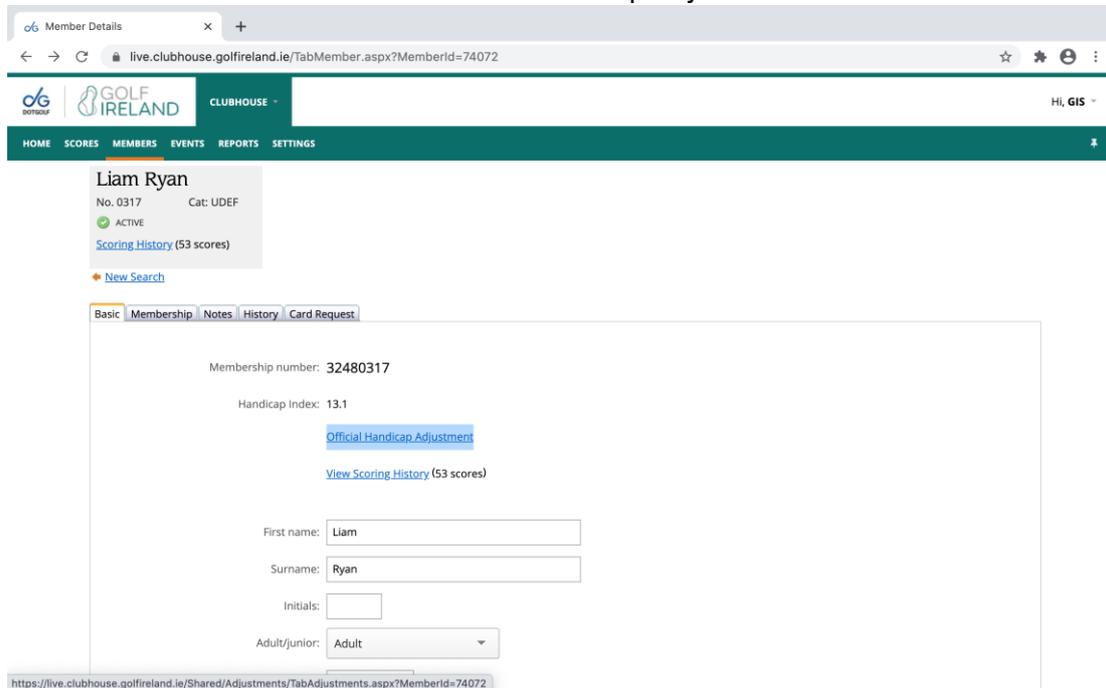
1. Once you are logged on, click "Reports" on the main menu.
2. Under "Handicapping" click "Member Handicap Listing". Scroll to the bottom of the page and click "Preview" or "Print", as desired.
3. Note that there are a number of filters on this report, to allow you to produce a custom report if you so wish.

### **How to view a comparison between the CONGU Handicaps and WHS Indices of members of your club.**

1. Once you are logged on, click "Reports" on the main menu.
2. Under "Handicapping" click "Handicap Comparison Report". Scroll to the bottom of the page and click "Preview" or export, as desired.

### **How to apply an adjustment to a player's handicap.**

1. Click the “Members” tab and enter the surname or CDH number of the relevant member.
2. Select the relevant member from the drop-down list
3. Under the “Basic” tab click “Official Handicap Adjustment”



4. Click the “Apply Adjustment” link.
5. Enter the desired adjustment in the “Adjustment Value for Each Score” box.
6. Leave the “Reset Low Handicap Index” tick-box checked.
7. Click “Save Changes”.

**Note:** Adjustments will be shown in the Member Handicap Adjustment Report in the “Reports” tab.

### How to add Open Fixtures to the Golf Ireland website.

**Note:** Fixtures can be added with immediate effect, and they will be displayed on the new Golf Ireland website from when it is launched on 2<sup>nd</sup> November 2020.

1. Click the “Events” tab on the main menu.
2. On the calendar, hover the cursor over the top left hand side of the date on which you wish to add a fixture and click “Add+NEW”.
3. Enter the name and detail of the Open Fixture.
4. If the event is a recurring one, click the recurring checkbox and enter the relevant details.
5. Click “Save Changes”.

### How to order Member Cards:

1. Click the “Members” tab and enter the surname or CDH number of the relevant member.
2. Select the relevant member from the drop-down list
3. Click the “Card Request” tab on the member’s record page.
4. Select the reason for ordering the card from the drop-down menu.
5. Click “Submit Request”
6. Click “Save Changes”

**Notes:**

1. Cards are automatically ordered for newly created members.
2. Cards should be ordered on golfnet.ie up until 31<sup>st</sup> October and on the Golf Ireland Clubhouse from 1<sup>st</sup> November onwards.

**How to enter a Score onto a Player’s Handicap Register:**

Scores should be uploaded from your club’s competitions software. In the event that a score fails to upload, it can be manually entered under the “Scores” tab on the main menu.

**For Technical Support**

Please email [support@golfireland.ie](mailto:support@golfireland.ie).