



England Golf

World Handicap System

(WHS) Platform

Club User Guide

Version 4.0

September 2021



Introduction

This user guide provides additional information to support club handicap committees using the England Golf World Handicap System (WHS) Platform.

The WHS Platform provides golf clubs with direct access into the central system for handicap and member management.

Who Should Read This Document?

This document is aimed primarily at committees and officials within golf clubs responsible for handicapping and administration of club membership.

Document Control

Version	Date	Reason for Change	Approved By
1.0	12.10.20	First Issue	GH
2.0	15.1.21	Process Updates	GH
3.0	22.06.21	Additions and updates	GH
4.0	July 2021	Additions and digital updates	GH

Change Description

Version	Item	Reason for Change
2.0	Registering for Platform	Update on information required
	All Sections	Addition of Visual aids
	Adding an International Score	Additional information provided
	Adding a Member	Additional information provided
3.0	Resigning a player	Option to delete a duplicate
	Default markers	Tee marker options
	Unfinancial	Removal of this function
4.0	System updates – default markers	Review and inclusion of video links

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Video Support: [Accessing the WHS Platform](#)

Platform Registration

1. Follow the link provided in the email you have received, and you will reach a page asking you to Create an Account:

- Add in your contact email address;
- Click Submit.

2. You will then be sent an email (this can take a few minutes to arrive so please be patient). This email will be from the following domain - no-reply@golf.co.nz. If the email doesn't arrive in your inbox, please be sure to check your junk/spam folder.

3. You will receive a 6-digit code, which you will need to progress the registration.

4. Create a User ID and Password – keeping them safe for future use. **Note: do not use the following as your User ID:**

- An email address;
- Your Membership Number (this is used for access to the Player Portal);
- Generic terms such as, Handicaps, Manager, Professional (these may cause you login issues in future).

Logging in

Video Support: [Logging in](#)

To login you will need to use - <http://org.whsplatform.Englandgolf.org/>

We recommend saving this to your favourites for ease of future use.

Enter the User ID and Password previously registered to access the platform.



Note: Should you forget your password, click forget password and enter your User ID or Email address and you will be sent a 6-digit reset code.

Home Page/Dashboard: Overview

Video Support: [Home Page Overview](#)

What you will see..... the Home Screen/Dashboard:

The screenshot shows the WHS Platform Home Page/Dashboard. The interface includes a top navigation bar with the England Golf logo, a menu bar, and a user profile dropdown. The main content area is divided into several sections:

- 1 - Account Settings:** Located in the top right corner, indicated by a red arrow pointing to the user profile dropdown.
- 2 - Menu Bar:** A horizontal bar below the navigation bar containing links to HOME, SCORES, MEMBERS, REPORTS, and SETTINGS.
- 3 - Membership Overview:** A section on the left featuring a pie chart showing the distribution of members by gender (Men: 281, Women: 24) and a total of 305 members. A link 'View all members...' is provided.
- 4 - Club Contacts:** A section on the right titled 'Brightmet Club Contacts' showing contact details for a manager (Graham E) and an email address, with a link to 'Update Contacts...'. A status indicator '50% Complete' is shown.
- 5 - System information:** A section on the left titled 'WHS World Handicapping System' with a status message 'WHS is active for England.' and a note 'Handicaps are now revised daily.'
- 6 - Inbox:** A section on the right titled 'Inbox (2)' showing a list of messages with columns for FROM, SUBJECT, and RECEIVED. The messages include a 'Home Club Change Request Accepted' and a 'Welcome to your new World Handicap Sy...'. A link 'View Sent Items (8)' is also present.

1: Home Page: 'Account Settings'

User profile details, logout and change password setting option available here via the down arrow and 'Accounts Settings' button:



Hi, ENG

ES

ENG Support
100244 - Brightmet Golf Club

ACCOUNT SETTINGS

LOGOUT

User ID (login): gemmatest

Short name or Initials: (eg. Bob)

Full Name: (eg. Bob Jones)

Email Address:

Change Password:

Old:

New:

Confirm:

Maximum 32 characters.

SAVE CHANGES

CANCEL

2: Home Page: 'WHS Platform' Menu Bar

There are five tabs / menu options which are: home, scores, members, reports, and settings with various functionality within each – as indicated in the previous page graphic.

'Home'

This is your club home page / dashboard showing: club contacts (also available via '[Settings](#)'), membership overview pie chart, updates regarding WHS and Inbox for all system generated notifications (member movements between clubs and tournament status requests).

ENGLAND GOLF

WHS PLATFORM

Hi,

HOME SCORES MEMBERS REPORTS SETTINGS

Membership Overview

View all members...

WHS World Handicapping System

WHS is active for England.
Handicaps are now revised daily.

Brightmet Club Contacts 50% Complete

Manager:
Email:
[Update Contacts...](#)

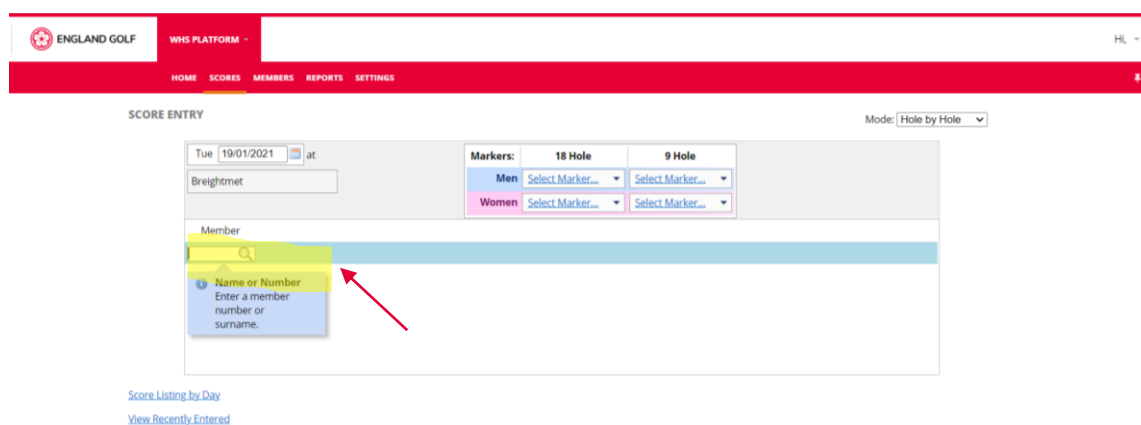
Inbox (2) View Sent Items (8)

FROM	SUBJECT	RECEIVED	
Chorley	Home Club Change Request Accepted - D...	Sun 6/12/2020 18:57	View...
England Golf	Welcome to your new World Handicap Sy...	Tue 13/10/2020 11:04	View...

[View All...](#)

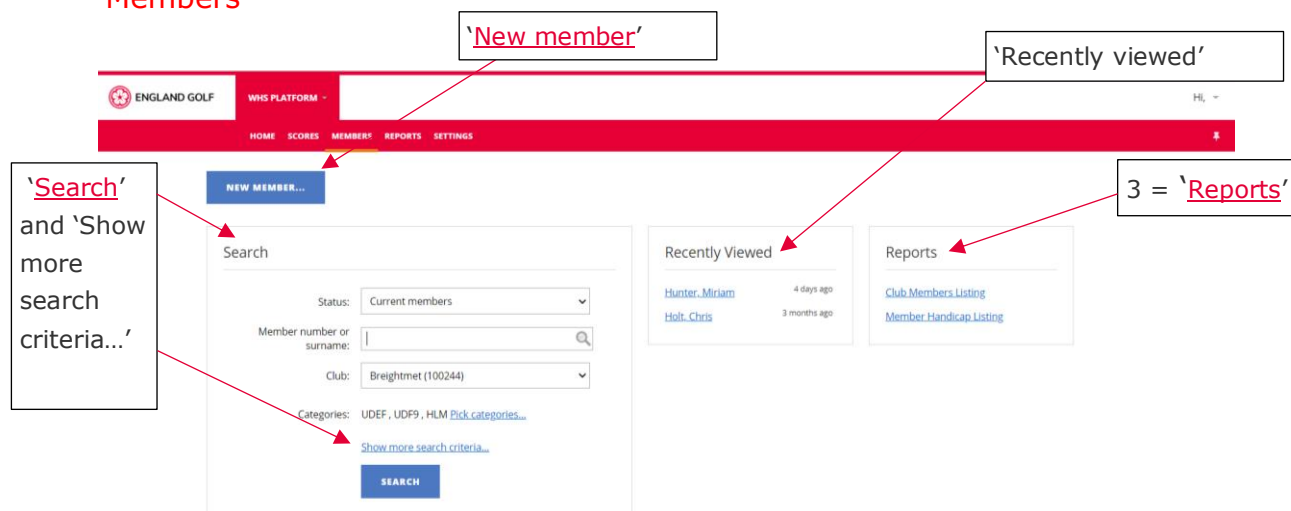
'Scores'

The scores tab allows for scores to be manually recorded (home and away scores – including international scores) – see '[Entering a score](#)' for further details.



- Listing of scores by date and recently entered is available via the 'Score Listing by Day' and 'View Recently Entered' links on the scores tab as highlighted above.

'Members'

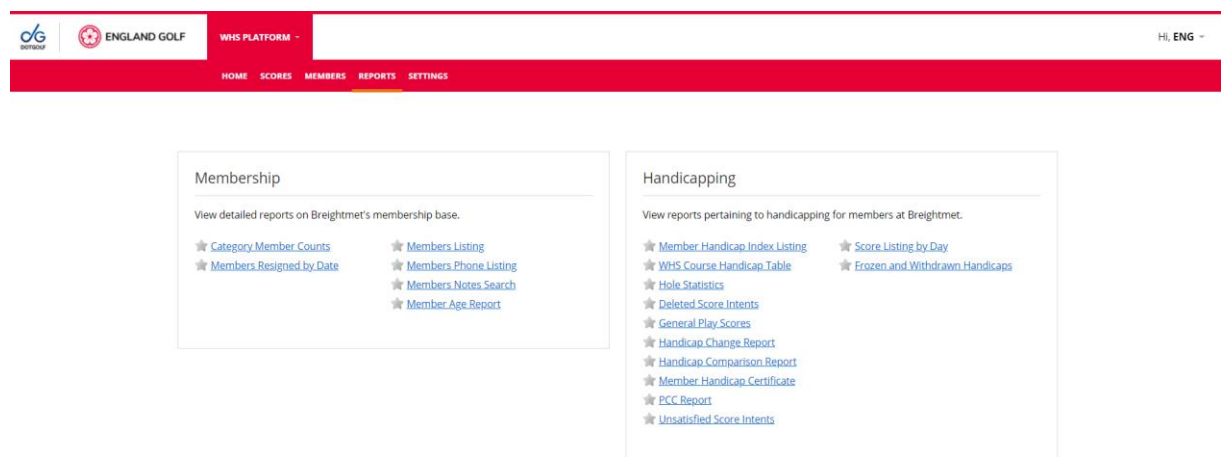


- Functionality to add a new member (see section [New Members: Adding a Member](#) for further details).

- Search area initially by membership number (formerly known as CDH id), or by 'last name, first name'. There is also an advanced search via 'Show more search criteria...'. (See section [Existing Members: Searching for and Updating Members Information](#)).
- Member 'Recently Viewed' (for quick access to a recently searched for member record) and '[Reports](#)' are available links.

'Reports'

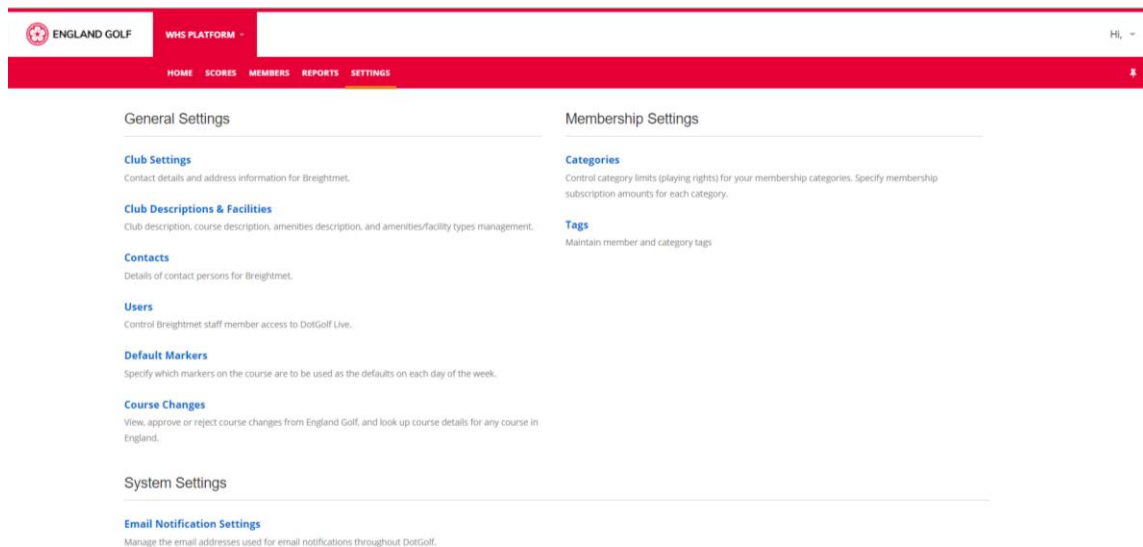
Two main types of reports are available, Membership & Handicapping:



- Comprehensive report functions available from both categories (see '[Reports](#)' section for further details).

'Settings'

Access to all setting menus (see '[Settings](#)' for further details):



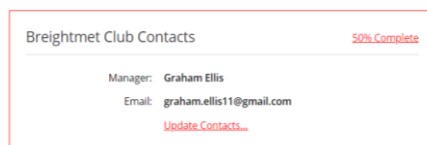
3: Home Page: 'Membership Overview'

A visual representation of members by gender:



4: Home Page: 'Club Contacts'

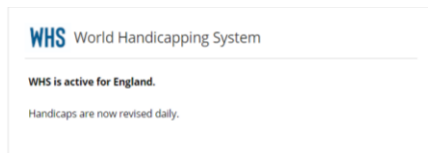
Main contact is displayed with the option to 'Update Contacts...' (also available via '[Settings](#)' tab):





5: Home Page: 'WHS System Information'

Displaying a WHS system status message from the WHS system:



6: Home Page: Club 'Inbox'

All club/member inbox notifications (e.g. from England Golf, WHS system generated notifications, tournament status requests, or from other clubs) will appear here.

You can also select 'View All' to see complete list of inbox items or 'View Sent Items' via the relevant links:

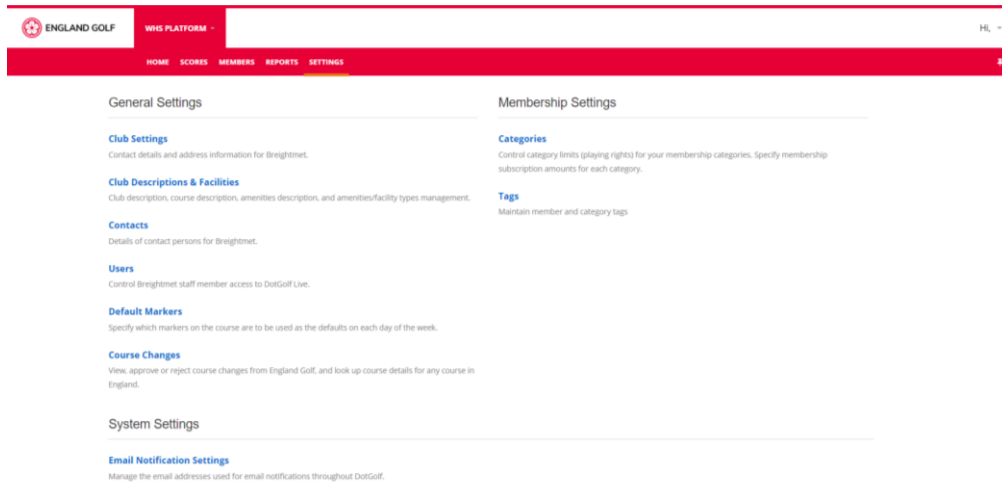
Inbox (2) View Sent Items (8)			
FROM	SUBJECT	RECEIVED	
Chorley	Home Club Change Request Accepted - D...	Sun 6/12/2020 18:57	View...
England Golf	Welcome to your new World Handicap Sy...	Tue 13/10/2020 11:04	View...
View All...			

System Contacts

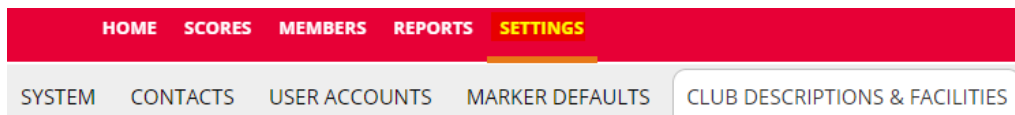
CONTACT	ROLE	DESCRIPTION
[golf.sales@cardenpark.co.uk]	Generic	This is the generic club contact email address.
	Enquiries	Receive an email notification when an enquiry is submitted from the club website
	Membership	Receive an email notification when a new member signs up or when a new subs payment comes through from the club website or through automatic billing

Settings: Overview

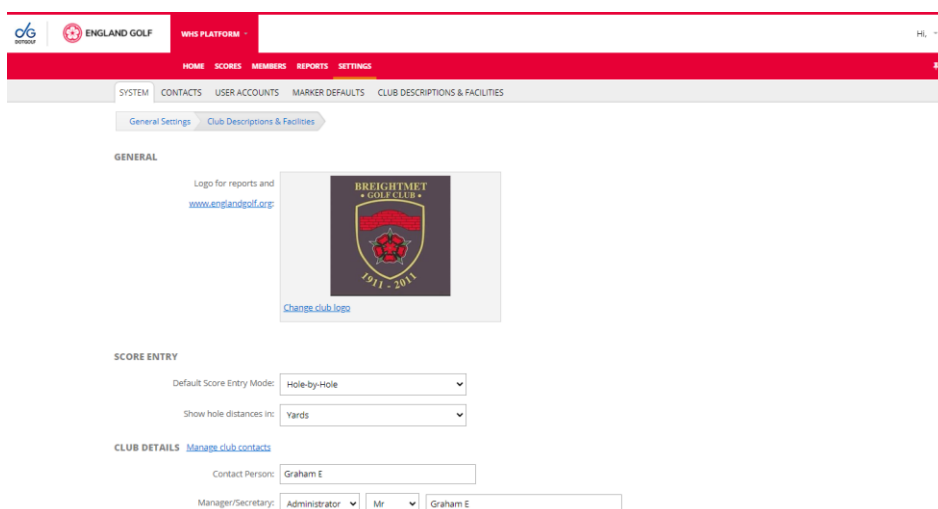
What you will see..... the Settings page shows three main categories: 'General Settings'; 'Membership Settings'; and 'System Settings' with links under each of them to access the relevant settings:



Selecting any of the links on the above main 'Settings' menu option will show grey sub-heading tabs 'System', 'Contact', 'User Accounts', 'Marker Defaults', and 'Club Description & Facilities' for quick access to these options. However, all options can also be accessed via the main 'Settings' menu option as highlighted on this screenshot:



Settings: Club Settings / System - Updating or editing club information



1. Select the 'Settings' menu option/tab.
2. Select 'Club Settings'
 - The grey sub-heading tabs 'General Settings' and 'Club Descriptions & Facilities' can now be selected to allow the club to record further details such as a course & club descriptions, amenities, images, and facilities.
3. Add your club logo which is used to personalise reports and Handicap Certificates, note: PNG, JPG, TIF or BMP files are accepted.
4. Update Club Details: club main contact Name, club address, club phone number.
5. Click the 'Save Changes' button at the bottom of the page (or 'Cancel' to exit without saving).



Settings: Club Description & Facilities - Updating or editing club information

HOME SCORES MEMBERS REPORTS **SETTINGS**

SYSTEM CONTACTS USER ACCOUNTS MARKER DEFAULTS CLUB DESCRIPTIONS & FACILITIES

MANAGE CLUB DESCRIPTIONS & FACILITIES

Club Main Description

B I U  

Former LPGA commissioner Mike Whan will take over as chief executive officer for the USGA later this year, it has been confirmed.



Whan announced last month that he was stepping down from his role with the LPGA after an 11-year tenure, and he will now replace Mike Davis as USGA CEO in the summer.

Davis is leaving the USGA after 30 years to launch a new golf course design business with Tom Fazio, and Whan is looking forward to the challenge ahead.

"As someone who grew up loving this game, I have always had huge respect for the USGA and its role in leading our sport," said Whan.

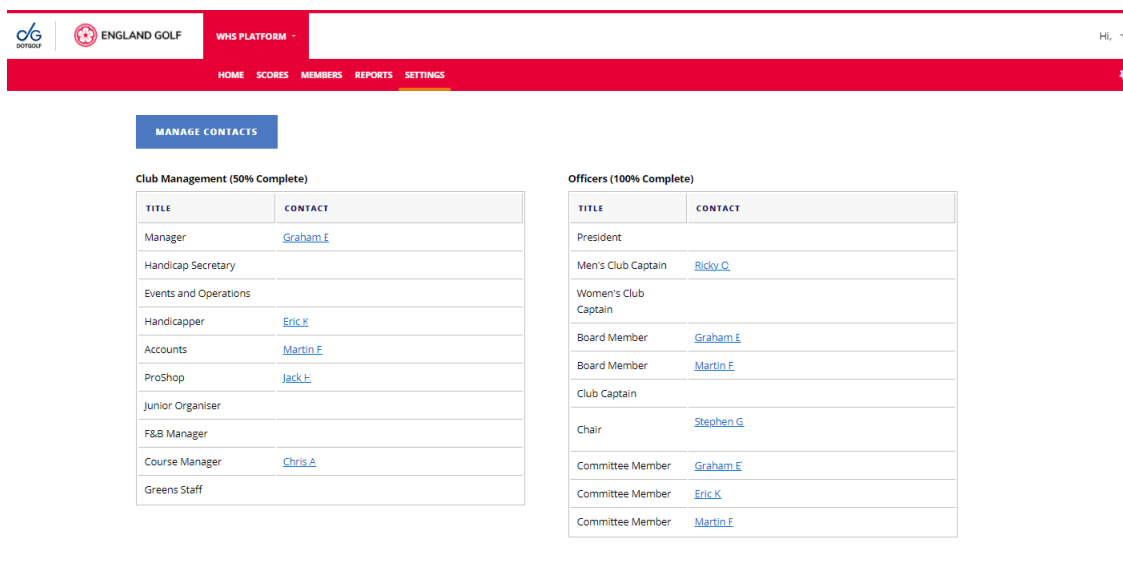
Former LPGA commissioner Mike Whan will take over as chief executive officer for the USGA later this year, it has been confirmed.

Course Description

B I U  

1. Select the 'Settings' menu option/tab.
2. Select 'Club Descriptions & Facilities'
 - The grey sub-heading tabs 'General Settings' and 'Club Descriptions & Facilities' can now be selected to allow the club to record further details such as a course & club descriptions, amenities, images, and facilities.
3. Add your club, course, amenities descriptions logo along with facility types for your club.
4. Click the 'Save Changes' button at the bottom of the page (or 'Cancel' to exit without saving).

Settings: Contacts: Updating or editing Club contacts, staff, and officers



MANAGE CONTACTS

Club Management (50% Complete)

TITLE	CONTACT
Manager	Graham E
Handicap Secretary	
Events and Operations	
Handicapper	Eric K
Accounts	Martin F
ProShop	Jack L
Junior Organiser	
F&B Manager	
Course Manager	Chris A
Greens Staff	

Officers (100% Complete)

TITLE	CONTACT
President	
Men's Club Captain	Ricky Q
Women's Club Captain	
Board Member	Graham E
Board Member	Martin F
Club Captain	
Chair	Stephen G
Committee Member	Graham E
Committee Member	Eric K
Committee Member	Martin F

1. Select the 'Settings' menu option/tab.
2. Select 'Contacts'.



3. Select 'Manage Contacts' to update any of the contact information displayed or to add a new contact by selecting the relevant option from the drop-down list:

MANAGE CONTACTS

[Back](#)

Select a Contact

-- Select --

-- Select --

-- Create New Contact --

David Parker [TestclubManager@englandgolf.org] [Manager]

Minnie Cooper [TestClubHCPSecretary@englandgolf.org] [Handicap Secretary]

- a. If an existing contact is selected you can then update the information as necessary, or delete the contact:

MANAGE CONTACTS

[Back](#)

Select a Contact: Minnie Cooper [TestClubHCPSecretary@englandgolf.org] [Handicap Secretary] ▼

Email	<input type="text" value="TestClubHCPSecretary@englandgolf.org"/>	Work Phone	<input type="text" value="07735 458452"/>
First Name	<input type="text" value="Minnie"/>	Mobile	<input type="text"/>
Last Name	<input type="text" value="Cooper"/>		

Role(s) **Club Management Roles**

(You can tick one or more roles)

- ☐ Manager
- ☒ Handicap Secretary
- ☐ Handicapper
- ☐ Events and Operations
- ☐ Accounts
- ☐ Junior Organiser

- select either 'Save Changes', 'Cancel', or 'Delete' at the bottom of the page:

- ☐ Club Captain
- ☐ Chair
- ☐ Committee Member

System Roles

- ☐ Generic (This is the generic club contact email address.)
- ☐ Enquiries (Receive an email notification when an enquiry is submitted from the club website)
- ☐ Membership (Receive an email notification when a new member signs up or when a new subs payment comes through from the club website or through automatic billing)



b. If 'Create New Contact' is selected you can then add the new contact information as necessary, or delete the contact:

Select a Contact -- Create New Contact -- ▼

Email

Work Phone

First Name

Mobile

Last Name

Role(s) **Club Management Roles**

(You can tick one or more roles)

- ☐ Manager
- ☐ Handicap Secretary
- ☐ Handicapper
- ☐ Events and Operations
- ☐ Accounts
- ☐ Junior Organiser
- ☐ F&B Manager

- select either 'Save Changes', 'Cancel', or 'Delete' at the bottom of the page:

- ☐ Club Captain
- ☐ Chair
- ☐ Committee Member

System Roles

- ☐ Generic (This is the generic club contact email address.)
- ☐ Enquiries (Receive an email notification when an enquiry is submitted from the club website)
- ☐ Membership (Receive an email notification when a new member signs up or when a new subs payment comes through from the club website or through automatic billing)

NOTE: at least one contact (preferably the Club Manager or Secretary) should have 'Generic' selected in System Roles – this is displayed at the bottom of the 'Contacts' page:



HOME SCORES MEMBERS REPORTS SETTINGS		
Junior Organiser	Nigel Date [nigel.date@woodhallspagolf.com]	Committee Member Nigel Date [nigel.date@woodhallspagolf.com]
F&B Manager	Tina Osbourne [t.osbourne@woodhallspagolf.com]	
Course Manager	Sam Rhodes [s.rhodes@woodhallspagolf.com]	
Greens Staff	Sam Rhodes [s.rhodes@woodhallspagolf.com]	

System Contacts

CONTACT	ROLE	DESCRIPTION
Nigel Date [nigel.date@woodhallspagolf.com]	Generic	This is the generic club contact email address.
	Enquiries	Receive an email notification when an enquiry is submitted from the club website
	Membership	Receive an email notification when a new member signs up or when a new subs payment comes through from the club website or through automatic billing

And is editable within the the contacts' settings via 'Manage Contacts' as per steps 1-3 above:

System Roles

- ☒ Generic (This is the generic club contact email address.)
- ☐ Enquiries (Receive an email notification when an enquiry is submitted from the club website)
- ☐ Membership (Receive an email notification when a new member signs up or when a new subs payment comes through from the club website or through automatic billing)

Settings: Users – Updating or Adding user accounts for platform access

WHS PLATFORM

Hi, -

HOME SCORES MEMBERS REPORTS SETTINGS

SYSTEM CONTACTS USER ACCOUNTS MARKER DEFAULTS CLUB DESCRIPTIONS & FACILITIES

General Settings Users

☐ Show deleted or expired users

User Accounts:

LOGIN	TYPE	FULL NAME	LAST LOGIN	
gemmatest	Super Admin		(Never)	
engsupport	User	ENG Support	(Never)	Select
	User	Graham E	(Never)	Select
	User		(Never)	Select
	User	K	(Never)	Select
	User	Martin G	(Never)	Select

[Create a New User...](#)

1. Select the 'Settings' menu option/tab.



2. Select 'Users' to display current user accounts set up as per the screenshot above (and to 'Show deleted or expired users' click the tick box as shown above existing users).
3. To add a new user click 'Create a New User' **Note:** to edit an existing user account jump to step 7 below.
4. Complete all fields for the new user:
 - Add a 'Login/User ID' to be used at login as the 'Username' Note: Do not use membership number/CDH id as this could conflict with member account access;
 - Enter short name and full name in relevant fields;
 - Add Email Address;
 - Enter password in 'New Password' and 'Confirm Password' fields to be used at login;
 - Set 'Account Expiry' (default of 'Never Expires' is recommended);
 - Set Course Access if applicable (default of 'All Courses' is recommended).
5. Select relevant 'Permissions' according to the user's role within the club:

PERMISSIONS

General

- ☐ Access to ALL areas (Super Admin)
- ☒ Permit login to England Golf WHS Platform

Handicapping / Membership Admin

- ☐ Scores (creating scores, plus viewing, editing, and deleting past scores if admin or readonly member access is also ticked)
- ☐ Scores - Edit-only (requires readonly or admin member access to be ticked)
- ☐ Scores - Read-only (requires readonly or admin member access to be ticked)
- ☐ Membership Admin (all membership administration functions)
- ☐ Members - Read-only

Other

- ☐ Course Admin (accepting/rejecting course changes)
- ☐ Access to Reports

SAVE CHANGES

CANCEL



6. Click the 'Save Changes' button at the bottom of the page (or 'Cancel' to exit without saving).

7. To edit an existing user click 'Select' next to their details:

☐ Show deleted or expired users

User Accounts:	LOGIN	TYPE	FULL NAME	LAST LOGIN	
	csotest	Super Admin	CSO TEST	(Never)	Select
	davidtestclub	User		(Never)	Select

Edit the relevant information or tick the box 'Delete User Account' (as highlighted below) if access is no longer required for the user:

EDITING USER ACCOUNT - CSOTEST

[✚ Back to User Accounts](#)

Login/User ID (excluding club prefix):	<input type="text" value="csotest"/>
Short name or Initials: (eg. BobJ)	<input type="text" value="CSO"/>
Full Name: (eg. Bob Jones)	<input type="text" value="CSO TEST"/>
Email Address:	<input type="text" value="gemma.hunter@englandgolf.org"/>
Reset Password:	
	New Password: <input type="text"/>
	Confirm Password: <input type="text"/>
Account Expires:	<input type="text" value="Never Expires"/> ▼
Course Access:	<input type="text" value="All Courses"/> ▼
	<input type="checkbox"/> Delete User Account

Click the 'Save Changes' button at the bottom of the page (or 'Cancel' to exit without saving).



Members: Existing Members: Searching

Video Support: [Members](#)

Video Support: [Members outside England \(Wales/Ireland\)](#)

1. Select the 'Members' menu option/tab.

2. In the 'Search' box:

- a. Via the 'Status' drop-down box select the relevant option for searching: 'Current members', 'Resigned members' or 'Current and resigned members';
- b. Enter member number (formerly known as CDH id) or surname in the 'Member number or surname' field and select relevant member from the dropdown list of results:

Search

Status:

Member number or surname:

Club: -- Filter by Club --

Categories:

MEM NO	NAME	MEMBER OF	HCAP
1015971190	Cooper, Minnie	Test Club	4.7
1015428458	Cooper, Myles	Marriott Breadsall Priory GC	22.1
1014050781	Cooper, A	Ashton-in-Makerfield	14.6
1016203558	Cooper, A	Bootle	10.6
1006117863	Cooper, A	Enville	10.9
1013545259	Cooper, A	Ruddington Grange	17.0
1010669118	Cooper, A	Royal Cromer	18.2
1006284820	Cooper, A C	Morecambe	33.2

Recently Viewed

- [Alexander, Alex](#) 4 days ago
- [Cooper, Minnie](#) 6 days ago
- [O'MacDoNaLd, Alex](#) last week
- [O'MacDoNaLd, Alex](#) last week
- [O'MacDoNaLd, Alex](#) 2 weeks ago
- [O'MacDoNaLd, Alex](#) 2 weeks ago
- [O'MacDoNaLd, Alex](#) a month ago
- [O'MacDoNaLd, Alex](#) a month ago
- [O'MacDoNaLd, Alex](#) 2 months ago
- [O'MacDoNaLd, Alex](#) 2 months ago

c. You can also search by club (default is your club) or 'All Clubs' from the 'Club' dropdown.

3. You can also generate a member listing from the reports section. This provides a full list of members, by Surname, you can click on the Membership Number to take you to their record:

[NEW MEMBER...](#)

Search

Status:

Member number or surname:

Club:

Categories: UDEF, UDF9, 01 [Pick categories...](#)

[Show more search criteria...](#)

[SEARCH](#)

Recently Viewed

- [Alexander, Alex](#) 4 days ago
- [Cooper, Minnie](#) 6 days ago
- [O'MacDoNaLd, Alex](#) last week
- [Dickinson, Sammi](#) last week
- [Parker, David](#) 2 weeks ago
- [Norman, Ellie](#) 2 weeks ago
- [Rose, Danny](#) a month ago
- [Parker, David](#) a month ago
- [Power, Max](#) 2 months ago
- [Mouse, Mickey](#) 2 months ago

Reports

- [Club Members Listing](#)
- [Member Handicap Index Listing](#)

4. For quick access, you can see 'Recently Viewed' members via this area:



NEW MEMBER...

Search

Status:

Member number or surname:

Club:

Categories: UDEF, UDF9, 01 [Pick categories...](#)

[Show more search criteria...](#)

Recently Viewed	
Norman, Ellie	6 minutes ago
Aaronson, Aaron	1 hour ago
Alexander, Alex	5 days ago
Cooper, Minnie	6 days ago
O'MacDoNaLd, Alex	last week
Dickinson, Sammi	last week
Parker, David	2 weeks ago
Rose, Danny	a month ago
Parker, David	a month ago
Power, Max	2 months ago

Reports
Club Members Listing
Member Handicap Index Listing

Members: Existing Members: Updating

Following the member [search](#), within the member record there are four tabs / menu options which are: Basic; Membership; Notes; and History:

o/g ENGLAND GOLF WHS PLATFORM

HOME SCORES MEMBERS REPORTS SETTINGS

Minnie Cooper
No. 1015971190 Cat: UDEF ACTIVE
[Scoring History \(23 scores\)](#)
[New Search](#)

Basic | Membership | Notes | History

Membership number: 1015971190

Handicap Index: 4.7
[Official Handicap Adjustment](#)
[View Scoring History \(23 scores\)](#)

First name:

Surname:

Initials:

Adult/Junior:

Date of birth:



Members: Existing Members: Basic tab

Basic | Membership | Notes | History

Membership number: 1015971190

Handicap Index: 4.7

[Official Handicap Adjustment](#)

[View Scoring History \(23 scores\)](#)

First name:

Surname:

Initials:

Adult/junior:

Date of birth:

Gender: Female [Change](#)

Membership Type: 18 hole ([Help](#))

☐ Professional

Password for www.englandgolf.org: Status: Registered [Reset Password](#)

Tags:

Within the 'Basic' tab (as shown above) you can:

- View scoring history;
- Make an official handicap adjustment (see '[Making a Handicap Adjustment](#)');
- Edit member's personal details (name, date of birth, address, email address, phone numbers, etc);
- Select the tick box if the member is a Professional;
- If the member requests it, you have the ability to reset the member's password for their My England Golf account/MyEG app (see '[Resetting password](#)').

Additional notes:

- Please ensure the member's **Date of Birth** and **Email address** are accurately recorded as a minimum within the WHS platform, without this information the handicap index will not be activated for use and the member will be unable to



access their WHS My England Golf member account or MyEG app and any of their affiliation benefits.

- Membership Type should read - 18 hole.
- If 'Gender' is incorrect for the member select 'Change' next to the incorrect gender type and this will generate a change request process with the WHS technical support team for actioning (note: you will be contacted as part of the process).
- If any changes are made please select 'Save Changes' at the bottom of the page (or 'Cancel' to exit without saving):



Members: Existing Members: Resetting password

If the member requests it, you have the ability to reset the member's password for their My England Golf account/MyEG app as follows:

1. Select 'Reset Password' within the member's Basic tab:

Basic | Membership | Notes | History

Membership number: 1015971190

Handicap Index: 4.7

[Official Handicap Adjustment](#)

[View Scoring History](#) (23 scores)

First name:

Surname:

Initials:

Adult/junior:

Date of birth:

Gender: Female [Change](#)

Membership Type: 18 hole ([Help](#))

☐ Professional

Password for www.Englandgolf.org: Status: Registered [Reset Password](#)



2. A text box will appear with a randomly generated password:

Password for www.englandgolf.org:

A random password has been generated and is displayed below. This may be edited if desired.

You need to save your changes by clicking the Save Changes button at the bottom of this form. **The new password will not become active until saved.**

TRZpsDMC (cancel)

Phonetically:

T R Z papa sierra D M C

3. Selecting '(cancel)' within the above box will cancel the password reset and return to the original member basic information page with password unchanged.
4. If you want to keep the randomly generated password select 'Save Changes' at the bottom of the page:

SAVE CHANGES

CANCEL

5. If you want to enter a different password, for example one chosen by the member, you can overtype the random password with the alternative password and select 'Save Changes' at the bottom of the page:

SAVE CHANGES

CANCEL



Members: Existing Members: Membership tab

The screenshot shows the 'Membership' tab for a member named Miriam Hunter. The member's details include their name, number (1010159718), category (UDEF), and status (ACTIVE). A 'Scoring History' link shows 15 scores. Below this is a 'New Search' button. The 'Membership' tab is selected, showing fields for 'Home club' (Brightmet), 'Membership category' (UDEF Undefined (315)), 'EG Category' (Club Member (Adult) with a 'change' link), and 'Membership status' (Active with a 'Resign' link). At the bottom are 'SAVE CHANGES' and 'CANCEL' buttons.

Within the 'Membership' tab (as shown above) you can:

- Edit Membership Category: if none are set up, members will default to 'UDEF (Undefined)' – see '[Adding A Club Membership Category](#)' for further information;
- View EG Category – this will always be 'Club Member' (Adult or Junior);
- Resign a Member (this includes members who may have passed away) – see '[Resigning A Member](#)' for further information.

Note: if any changes are made select 'Save Changes' at the bottom of the page (or 'Cancel' to exit without saving):

Two buttons are shown: a green 'SAVE CHANGES' button and a blue 'CANCEL' button.



Members: Existing Members: Notes tab

o6
ENGLAND GOLF

WHS PLATFORM

HOME SCORES MEMBERS REPORTS SETTINGS

Hi,

Miriam Hunter
No. 1010159718 Cat: UDEF
ACTIVE
[Scoring History \(15 scores\)](#)
[New Search](#)

Basic Membership Notes History

Notes

Miriam currently has no notes.

Post a new note:

☐ Alert users when they look at this member record.

SAVE CHANGES CANCEL

Within the 'Notes' tab (as shown above) you can:

- View membership notes;
- Delete a membership note;
- Add a membership note – which you can make visible to other clubs by using the 'Alert' tick box as needed:

Basic Membership Notes History

Notes

DATE	POSTED BY	DETAILS	ALERT	
18/06/2021	CSO	handicap view taken place - 18/6/21 - GH	<input checked="" type="checkbox"/>	Delete

Post a new note:

☒ Alert users when they look at this member record.

Note: if any changes are made select 'Save Changes' at the bottom of the



page (or 'Cancel' to exit without saving):



Members: Existing Members: History tab

The screenshot shows the WHS Platform interface. At the top, there's a navigation bar with 'HOME', 'SCORES', 'MEMBERS', 'REPORTS', and 'SETTINGS'. The 'MEMBERS' tab is selected. Below this, a sidebar shows the member's profile for 'Miriam Hunter' with details like 'No. 1010159718', 'Cat: UDEF', and 'ACTIVE' status. The main content area has tabs for 'Basic', 'Membership', 'Notes', and 'History'. The 'History' tab is active, displaying a table titled 'Member History'.

DATE TIME			
23/10/2020 17:41	Contacts	E:	E: M
15/10/2020 17:33	Contacts		M:
15/10/2020 17:28	Contacts	E:	E:
15/10/2020 17:20	Contacts		E:
23/09/2020 03:56	Category		UDEF
23/09/2020 03:55	Name		Miriam HUNTER
23/09/2020 03:53	Home Club		Breightmet
23/09/2020 03:53	Gender		Female
23/09/2020 03:53	Membership Type		18 Hole

Within the 'History' tab (as shown above) you can view audit history for changes to the member's profile – and use the tick box 'Include User (if available)' to show the user or system responsible for the change.

New Members: Adding a Member (no membership number / new to Golf)

The following steps should be taken to add a member with no known previous membership number or is brand new to golf.

Note: for overseas members they will require an English record creating (as per below steps) and then any historical/overseas scores manually adding to their newly created record (see '[Adding an International Score](#)'), until the global merger of all global systems has been implemented.



1. Select the 'Members' tab:

WHS PLATFORM

HOME SCORES **MEMBERS** REPORTS SETTINGS

NEW MEMBER...

Search

Status: Current members

Member number or surname:

Club: Test Club (910001)

Categories: UDEF, UDF9, 01 [Pick categories...](#)

[Show more search criteria...](#)

SEARCH

Recently Viewed

Cooper, Minnie	a minute ago
Norman, Ellie	2 hours ago
Aaronson, Aaron	4 hours ago
Alexander, Alex	5 days ago
O'MacDoNaId, Alex	last week
Dickinson, Sammi	last week
Parker, David	2 weeks ago
Rose, Danny	a month ago
Parker, David	a month ago
Power, Max	2 months ago

Reports

[Club Members Listing](#)

[Member Handicap Index Listing](#)

2. Select 'New Member' to take you to the 'Add Member' screen:

ADD MEMBER

Previous Membership:

Name: First Last

Gender: Male Female

Email: Email Address

Date of Birth: dd/mm/yyyy

Club Category: -- Select -- This field is required.

SUBMIT

Note: If you have a possible membership number (formerly known as CHD id) you can enter it in the 'Previous Membership' field to search for it, if no matches are found continue with the following steps.

3. Complete all fields:

- Populate First and Last Name fields
- Select Gender
- Add email address



d. Enter Date of Birth (DOB)

e. Select Club Category - Unless you have set up additional categories use UDEF as a default (see '[Adding A Club Membership Category](#)' for further information)

Additional notes:

Please ensure the member's **Date of Birth** and **Email address** are accurately recorded as a minimum within the WHS platform, without this information the handicap index will not be activated for use and the member will be unable to access their WHS My England Golf member account or MyEG app and any of their affiliation benefits.

4. Click 'Submit':

a. Should any of the information provided (name, email address, DOB) match a player already in the system you will be shown the 'potential duplicates' that already exist within the WHS system with a membership number. You then have the ability to use the existing membership number by clicking 'Merge' next to the relevant 'duplicate' as shown below (this avoids any new membership numbers being created where a membership number/member record already exists):

POTENTIAL DUPLICATES FOUND

We've found the following records with similar details to those you've entered. Use the Merge link if you see a record that belongs to the member you're currently adding. This will ensure that we transfer the member's previous scoring history and other details over to their new record.

MEMBERSHIP NO.	STATUS	NAME	CLUB	HDCP	SCORES	
1010981473	Resigned	Rose, J	Ex-Home Club Not Set		--	Merge
1009079224	Resigned	Rose, J	Ex-Home Club Not Set		--	Merge
1008270117	Resigned	Rose, J	Ex-Home Club Not Set		--	Merge
1008043705	Resigned	Rose, J	Ex-Home Club Not Set		--	Merge
1006296021	Resigned	Rose, J	Ex-Home Club Not Set		--	Merge
1003897748	Resigned	Rose, J	Ex-Home Club Not Set	27.3	--	Merge
1002194982	Resigned	Rose, J	Ex-Home Club Not Set		--	Merge
1002037652	Resigned	Rose, J	Ex-Home Club Not Set		--	Merge
1012320795	Resigned	Rose, J	Ex-Home Club Not Set		--	Merge
1010817654	Resigned	Rose, J	Ex-Home Club Not Set	22.3	--	Merge
1009849110	Resigned	Rose, J	Ex-Home Club Not Set	22	--	Merge
1001561925	Resigned	Rose, J	Ex-Seaford Head	22.4	--	Merge

Note: This will ensure the existing membership number (formerly known as



CDH id) can be used by the member rather than creating a new (duplicate) record for the member.

- b. If there is no match on the data provided you can select 'Create New Member' at the bottom of the screen:

If none of the results match, create a new member. This will create a brand new record with a pending handicap and a blank scoring history.



Note: This will create a membership number (formerly known as CDH id) for the member.

5. Member is now free to start adding scores to generate a handicap index.

New Members: Adding a Member (change of home club / adding a participant to the club membership list)

The following steps should be taken to add a member to your club membership list (i.e. adding as a home club or secondary club member) who already has a membership number including those with Welsh or Irish numbers.

Note: for overseas members they will require an English record creating (as per ['New Members: Adding a Member \(with no membership number / new to Golf\)'](#)) and then any historical/overseas scores manually adding to their newly created record (see ['Adding an International Score'](#)), until the global merger of all global systems has been implemented.

1. Select the 'Members' tab:

WHS PLATFORM

HOME SCORES **MEMBERS** REPORTS SETTINGS

NEW MEMBER...

Search

Status:

Member number or surname:

Club:

Categories: UDEF, UDF9, 01 [Pick categories...](#)

[Show more search criteria...](#)

SEARCH

Recently Viewed

[Cooper, Minnie](#) a minute ago

[Norman, Ellie](#) 2 hours ago

[Aaronson, Aaron](#) 4 hours ago

[Alexander, Alex](#) 5 days ago

[O'MacDoNald, Alex](#) last week

[Dickinson, Sammi](#) last week

[Parker, David](#) 2 weeks ago

[Rose, Danny](#) a month ago

[Parker, David](#) a month ago

[Power, Max](#) 2 months ago

Reports

[Club Members Listing](#)

[Member Handicap Index Listing](#)

2. Enter the membership number or surname in the 'Membership number or surname' search field and click on the spyglass search icon:

WHS PLATFORM

HOME SCORES **MEMBERS** REPORTS SETTINGS

NEW MEMBER...

Search

Status:

Member number or surname:

Club:

Categories: UDEF, UDF9, 01 [Pick categories...](#)

[Show more search criteria...](#)

SEARCH

Notes:

- try searching by name and change the search status to 'Current and Resigned members' to check if the member is a 'Resigned member' and if so, you can reinstate them;
- you can filter the search by club from the 'Filter by Club drop down menu';



- when using a Welsh or Irish ID number ensure the correct country is selected from the country dropdown box as highlighted below in green: the system will create an English membership number (formerly known as CDH id) which will allow scores to be posted to the original Welsh/Irish record:

ADD MEMBER

Previous Membership: 1010

Name: England -- Filter by Club --

Gender: England Ireland Wales No members found.

Email: Email A

Date of Birth: dd/mm/yyyy

Club Category: -- Select -- This field is required.

SUBMIT

3. From the list of results displayed click on the member you wish to add to your club membership and their record will be displayed, where you can now click 'Add Member':

WHS PLATFORM

HOME SCORES MEMBERS REPORTS SETTINGS

Miriam Hunter

1010159718

Affiliated Member

[Scoring History](#) (25 scores)

Name: Miriam Hunter

Membership number: 1010159718

Handicap Index: 31.2

Member of: Breightmet

ADD MEMBER

MIRIAM'S MOST RECENT SCORES:

DATE	COURSE	MARKER	SCORE
10/08/2021	Breightmet	RED	112
4/08/2021	Breightmet	RED	106
28/07/2021	Breightmet	RED	106
21/07/2021	Breightmet	Red F9	50
7/07/2021	Breightmet	Red F9	58
30/06/2021	Breightmet	RED	108
2/06/2021	Breightmet	RED	113
26/05/2021	Breightmet	RED	115
28/04/2021	Breightmet	RED	110
14/04/2021	Breightmet	RED	112

[View All Scores](#)

Note: If no matching records are found you will need to use the 'New Member' button to add the member (see [New Members: Adding a Member \(with no](#)



membership number / new to Golf):

WHS PLATFORM

HOME SCORES MEMBERS REPORTS SETTINGS

NEW MEMBER...

Search

Status: Current members

Member number or surname:

Club: Test Club (910001)

Categories: UDEF, UDF9, 01 [Pick categories...](#)

[Show more search criteria...](#)

SEARCH

4. On the 'Add Member' screen you must now enter the following member's information:

- Email address;
- Date of Birth;
- Select Club Category - Unless you have set up additional categories use UDEF as a default (see '[Adding A Club Membership Category](#)' for further information).

Additional notes:

Please ensure the member's **Date of Birth** and **Email address** are accurately recorded as a minimum, without this information the handicap index will not be activated for use and the member will be unable to access their My England Golf member account or MyEG app and any of their affiliation benefits.

5. If the player is already a member at another club, the default option will be to add the member as a secondary member (formally an away player) of your



club:

ADD MEMBER

Previous Membership:

Name:

Gender: ☒ Male ☐ Female

Email:

Date of Birth:

Club Category: This field is required.

Since Peter is an active member at Market Rosen, we'll be adding a secondary membership at Breightmet.

☐ Request home club change to Breightmet

6. If you want to make your club the member's home club you need to click the 'Request home club change...' tick box which will send a home club change request to the members' current home club for them to accept before the members' record reflects your club as their home club (see [Notifications](#) for further information):

ADD MEMBER

Previous Membership:

Name:

Gender: ☒ Male ☐ Female

Email:

Date of Birth:

Club Category: This field is required.

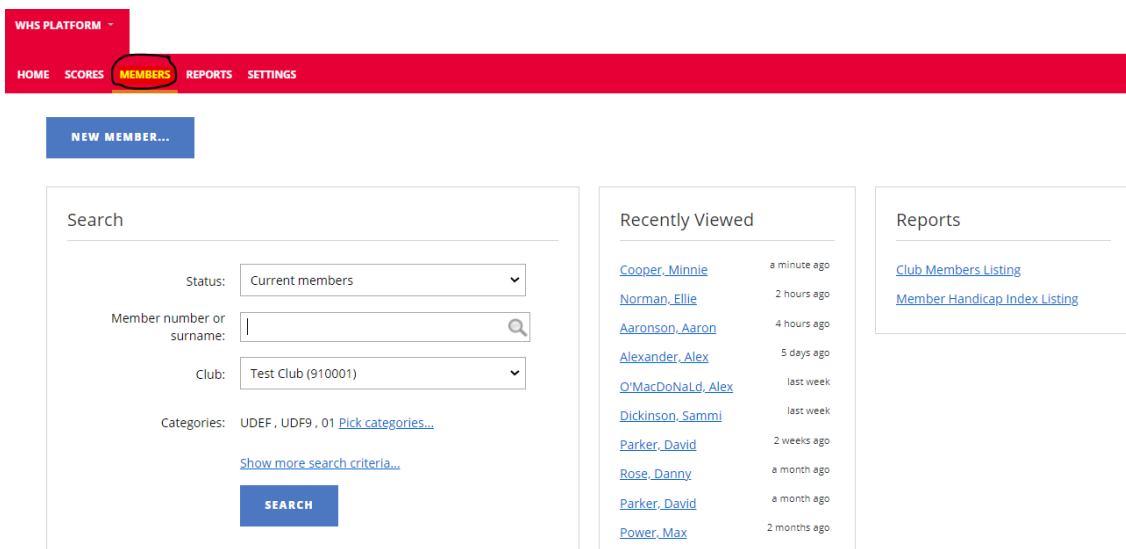
Since Peter is an active member at Market Rosen, we'll be adding a secondary membership at Breightmet.

☐ Request home club change to Breightmet

7. Click on the 'Submit' button to save the changes.

Resigning A Member / Marking Member as Deceased

1. Select the 'Members' menu option/tab:



WHS PLATFORM

HOME SCORES **MEMBERS** REPORTS SETTINGS

NEW MEMBER...

Search

Status: Current members

Member number or surname:

Club: Test Club (910001)

Categories: UDEF, UDF9, 01 [Pick categories...](#)

[Show more search criteria...](#)

SEARCH

Recently Viewed

[Cooper, Minnie](#) a minute ago

[Norman, Ellie](#) 2 hours ago

[Aaronson, Aaron](#) 4 hours ago

[Alexander, Alex](#) 5 days ago

[O'MacDoNaId, Alex](#) last week

[Dickinson, Sammi](#) last week

[Parker, David](#) 2 weeks ago

[Rose, Danny](#) a month ago

[Parker, David](#) a month ago

[Power, Max](#) 2 months ago

Reports

[Club Members Listing](#)

[Member Handicap Index Listing](#)

2. In the 'Search' box:

- Via the 'Status' drop-down box select the relevant option for searching: 'Current members', 'Resigned members' or 'Current and resigned members';
- Enter member number (formerly known as CDH id) or surname in the 'Member number or surname' field and select relevant member from the dropdown list of results:

Search

Status:

Member number or surname:

Club: -- Filter by Club --

Categories:

MEM NO	NAME	MEMBER OF	HCAP
1015971190	Cooper, Minnie	Test Club	4.7
1015428458	Cooper, Myles	Marriott Breadsall Priory GC	22.1
1014050781	Cooper, A	Ashton-in-Makerfield	14.6
1016203558	Cooper, A	Bootle	10.6
1006117863	Cooper, A	Enville	10.9
1013545259	Cooper, A	Ruddington Grange	17.0
1010669118	Cooper, A	Royal Cromer	18.2
1006284820	Cooper, A C	Morecambe	33.2

Recently Viewed

- [Alexander, Alex](#) 4 days ago
- [Cooper, Minnie](#) 6 days ago
- [O'MacDoNald, Alex](#) last week
- last week
- 2 weeks ago
- 2 weeks ago
- a month ago
- a month ago
- 2 months ago
- 2 months ago

c. Select relevant club (default is your club), or 'All Clubs' from the 'Club' dropdown for a full system wide search.

3. Within the member record select the 'Membership' tab:

ENGLAND GOLF WHS PLATFORM - HI, ENG

HOME SCORES MEMBERS REPORTS SETTINGS

Miriam Hunter

No. 1010159718 Cat: UDEF

ACTIVE

[Scoring History](#) (19 scores)

[New Search](#)

Basic Membership Notes History

Home club: Breightmet

Membership category: UDEF Undefined (340)

EG Category: Club Member (Adult) [change](#)

Membership status: Active [Resign](#)

[SAVE CHANGES](#) [CANCEL](#)

4. Select 'Resign' under membership status to resign the member (this includes members who may have passed away or for any duplicate records created in

error):

Basic Membership Notes History

Home club: Test Club

Membership category: UDEF Undefined (31) ▼

EG Category: Club Member (Adult) [change](#)

Membership status: ✔ Active [Resign](#)

5. A message box will appear with various 'resign' options to select from.:

Basic Membership Notes History

Home club: Test Club

Membership category: UDEF Undefined (31) ▼

EG Category: Club Member (Adult) [change](#)

Membership status:

To resign this member, check the box below.
Remember to save your changes. ([cancel](#))

☐ **Resign** Minnie Cooper from Test Club

☐ Member is deceased

☐ Delete Member (if created in error)

[SAVE CHANGES](#) [CANCEL](#)

- Tick the 'Resign' tick box to resign the member from your club if the member has left or wishes to move clubs. Once the member is resigned, they remain in the system without any attachment to a club.

You can also select from the following options where appropriate:

- Tick the 'Member is deceased' tick box if you have been advised the member has passed away. **Note:** Ensure email address is also removed from this member's records on both the platform and the club systems



to ensure any email communications cannot inadvertently be sent to the member.

- Tick the 'Delete Member (if created in error)' tick box for identified duplicate member records.

6. Click 'Save Changes' at the bottom of the page (or 'Cancel' to exit without saving).

Making a Handicap Adjustment

Video Support: [Handicap Adjustments](#)

1. Select the 'Members' menu option/tab.
2. Search for Member (see [Members: Existing Members: Searching](#)).
3. Within the Member record, in the 'Basic' tab – click 'Official Handicap Adjustment':

The screenshot shows the England Golf WHS Platform interface. At the top, there's a navigation bar with 'HOME', 'SCORES', 'MEMBERS', 'REPORTS', and 'SETTINGS'. Below this, the member record for 'Miriam Hunter' is displayed. The 'Basic' tab is active, showing the membership number '1010159718' and the handicap index '28.7'. A red circle highlights the 'Official Handicap Adjustment' link. Below this, there are input fields for 'First name' (Miriam), 'Surname' (HUNTER), 'Initials', 'Adult/junior' (set to Adult), and 'Date of birth' (23/1).

The 'Handicap Adjustment' options available are:



- **Freeze Handicap Index** - When a player's handicap index is frozen, it will not be updated as new scores are posted. (See '[Freeze Handicap Index](#)');
- **Apply Adjustment** - Manual handicap index adjustments are applied to each of the most recent 20 score differentials in the scoring record from when they are created.
They may be used to adjust a player's handicap index to better reflect the player's demonstrated ability;
- **Withdraw Handicap Index** - A member's handicap index should be withdrawn if they deliberately or repeatedly fail to comply with the player's responsibilities under the Rules of Handicapping (see Appendix A).

Handicap Adjustment: Freeze Handicap Index

1010159718 - MIRIAM HUNTER Active
Handicap Index: 28.7

[Back to member](#)
[Show Handicap Freeze History](#)

- [Freeze Handicap Index](#)
- [Apply Adjustment](#)
- [Withdraw Handicap Index](#)

Freeze this member's Handicap Index

When a player's Handicap Index is frozen, it will not be updated as new scores are posted.

When a handicap freeze expires or is lifted by a handicap committee or authorized association, the scores in the player's scoring record will be used to calculate the player's Handicap Index as normal.

Start Date:

Expiry Date: (optional)

Frozen Handicap Index:

SAVE CHANGES

CANCEL

Existing handicap freezes for this member

1. Before deciding to freeze a member's handicap index, please ensure that you have conducted a review of the members handicap index as outlined in Rule 7.1a (i) of the Rules of Handicapping (<https://www.Englandgolf.org/download/England-golf-rules-of-handicapping/>).
2. The member must be informed that the index is to be frozen, giving them opportunity to respond.
3. You must enter start and expiry date in the relevant fields.



4. You must set the level to which the handicap index is to be frozen:

Freeze this member's Handicap Index

When a player's Handicap Index is frozen, it will not be updated as new scores are posted.

When a handicap freeze expires or is lifted by a handicap committee or authorized association, the scores in the player's scoring record will be used to calculate the player's Handicap Index as normal.

Start Date:

Expiry Date: (optional)

Frozen Handicap Index:

SAVE CHANGES

CANCEL

5. On expiry of the time period, the handicap index will be recalculated using the most recent scores in the member's record.

6. The handicap committee can remove the freeze at any time.

7. Save changes by clicking 'Save Changes' at the bottom of the page (or 'Cancel' to exit without saving).

Handicap Adjustment: Apply Adjustment

1010159718 - MIRIAM HUNTER Active
Handicap Index: 28.7

[Back to member](#)

[Show Handicap Freeze History](#)

- [Freeze Handicap Index](#)
- [Apply Adjustment](#)
- [Withdraw Handicap Index](#)

Apply an Adjustment to this member's recent scores

Manual Handicap Index adjustments are applied to each of the most recent 20 Score Differentials in the scoring record from when they are created.

They may be used to adjust a player's Handicap Index to better reflect the player's demonstrated ability.

This will allow for the Handicap Index to be updated as new scores are posted.

A handicap committee can remove the adjustment at any time if the adjustment is determined to no longer be warranted.

Any adjustment to a player's Handicap Index must be applied only after the player has been informed and has had an opportunity to respond.

Adjustments should only increase a player's Handicap Index by up to 5.0 strokes above the player's Low Handicap Index, unless there are exceptional circumstances.

Such circumstances could include a player who has a long-term illness or injury preventing them from playing golf at the level previously attained.

Adjustments higher than the current player's handicap are not allowed for

- a) Men with a handicap index of 0 or below.
- b) Women with a handicap index of 2 or below.

Adjustments must be sanctioned or ratified by an authorized association or handicap committee.

If an applied adjustment increases a player's Handicap Index, consider resetting the player's Low Handicap Index to prevent the player's handicap being upwardly capped despite the adjustment.

This causes the player's Low Handicap Index to become the lowest Handicap Index achieved by a player

- a) during the 365-day period preceding their most recent score OR
- b) during the period between their most recent score and the creation date of the adjustment, whichever is lower.

Adjustment Value for each score

Reset Low Handicap Index ☒

SAVE CHANGES

CANCEL

Existing handicap adjustments for this member



1. Before deciding to apply a handicap adjustment to a member's handicap index, please ensure that you have conducted a review of the members handicap index as outlined on Rule 7.1a (i) of the Rules of Handicapping (<https://www.englandgolf.org/download/england-golf-rules-of-handicapping/>).
2. Enter an 'Adjustment Value for each score' which will apply an adjustment to the last 20 scores within the member's record.
3. When applying an adjustment, we recommend that you also reset the player's Low Index by ticking the 'Reset Low Handicap Index' tick box:

Adjustment Value for each score

Reset Low Handicap Index ☒

SAVE CHANGES **CANCEL**

4. Handicaps can only be adjusted -/+ 5, any larger adjustments will need to be approved by the county through the platform (clubs will need to liaise with their County Handicap Advisor in this instance).
5. Save changes by clicking 'Save Changes' at the bottom of the page (or 'Cancel' to exit without saving).

Handicap Adjustment: Withdraw Handicap Index

1010159718 - MIRIAM HUNTER  Active
Handicap Index: 28.7

[Back to member](#)
[Show Handicap Freeze History](#)

- [Freeze Handicap Index](#)
- [Apply Adjustment](#)
- [Withdraw Handicap Index](#)

Withdraw this member's Handicap Index

A member's Handicap Index should be withdrawn if they deliberately or repeatedly fail to comply with the player's responsibilities under the Rules of Handicapping (see Appendix A). The withdrawal of a player's Handicap Index should be applied only after the player has been informed and has had an opportunity to respond to a handicap committee, authorized association, or other disciplinary panel.

A player must be notified of the length of time their Handicap Index will be withdrawn and any additional conditions.

☐ Confirm Withdrawal

Expiry Date: (optional)

WITHDRAW **CANCEL**



1. A member's handicap index should be withdrawn if they deliberately or repeatedly fail to comply with the player's responsibilities under the Rules of Handicapping (see Appendix A of the Rules of Handicapping: <https://www.englandgolf.org/download/england-golf-rules-of-handicapping/>).
2. Members must be informed and allowed to respond, offered the opportunity to appeal before this is actioned.
3. Select the tick box 'Confirm Withdrawal'.
4. A time period must be defined by entering a date in the 'Expiry Date' entry field:

Withdraw this member's Handicap Index

A member's Handicap Index should be withdrawn if they deliberately or repeatedly fail to comply with the player's responsibilities under the Rules of Handicapping (see Appendix A). The withdrawal of a player's Handicap Index should be applied only after the player has been informed and has had an opportunity to respond to a handicap committee, authorized association, or other disciplinary panel.

A player must be notified of the length of time their Handicap Index will be withdrawn and any additional conditions.

☐ Confirm Withdrawal

Expiry Date: (optional)

WITHDRAW

CANCEL

5. Click 'Withdraw' at the bottom of the page to confirm the handicap index withdrawal (or 'Cancel' to exit without saving).



Entering a score

Video Support: [Adding a Score for a member \(at home\)](#)

Video Support: [Adding Scores for Members \(Away within England\)](#)

Video Support: [Adding an International Score](#)


Video Support: [Entering a score for a visitor](#)

The same process below is to be used for the recording of home and away scores for members and visitors.

For scores that have not been previously added or is a late inclusion in the record.

1. Select the 'Scores' menu option/tab.
2. On the 'Score Entry' screen, the date will default to today's date but can be changed by clicking on the calendar icon to bring up a calendar for you to select the correct date for the score:

SCORE ENTRY Mode: Hole by Hole ▼

Fri 15/01/2021  at		Markers:		18 Hole	9 Hole
Brighton		Men	Select Marker...	Select Marker...	Select Marker...
		Women	Select Marker...	Select Marker...	Select Marker...
Member					
<input type="text"/>					

[Score Listing by Day](#)
[View Recently Entered](#)

3. In 'Member' search field, enter membership number or surname:

SCORE ENTRY Mode: Hole by Hole ▼

Fri 15/01/2021 at

Breightmet

Markers:

	18 Hole	9 Hole
Men	Select Marker...	Select Marker...
Women	Select Marker...	Select Marker...

Member

🔍

[Score Listing by Day](#)
[View Recently Entered](#)

4. Select the required member record from the list by clicking on it:

SCORE ENTRY Mode: Hole by Hole ▼

Fri 15/01/2021 at

Breightmet

Markers:

	18 Hole	9 Hole
Men	Select Marker...	Select Marker...
Women	Select Marker...	Select Marker...

Member

🔍

Hunter

England ▼ -- Filter by Club -- ▼

MEM NO	NAME	MEMBER OF	HCAP
1014190250	Hunter, Jay	Breightmet	14.1
1014736502	Hunter, Matthew	Breightmet	10.8
1010159718	Hunter, Miriam	Breightmet	28.7
1010157886	Hunter, Nigel	Breightmet	1.8
1004973585	Hunter	Hickleton	13.1
1014636826	Hunter,	Davenport	29.9
1008395491	Hunter,	The Royal St George's	26.0
1004976919	Hunter,	Hickleton	12.2

[Score Listing](#)
[View Recently](#)

5. Select the 'Course / Marker' from the dropdown list. Note: the 'Select Course and Marker' drop down list will default to those set up for your club:

SCORE ENTRY

Mode: **Hole by Hole** ▼

Fri 15/01/2021 at		Markers:		18 Hole	9 Hole
Brightmet		Men	Select Marker...	Select Marker...	
		Women	Select Marker...	Select Marker...	
Member	Course / Marker				
1010159718	Select Course and Marker...				
Hunter, Min	Women's markers on: Brightmet				
Brightmet					
IDX 28					
Competit	18 Hole				
Stroke	9 Hole				
	RED				
	Heritage 9				
No eligible competitions for this player.					

[Score Listing by Day](#)

[View Recently Entered](#)

- a. If you need to change the club to an away/overseas club type the club's name into the 'Type to search for away courses' entry field. Note: the more you type the better your search results:

SCORE ENTRY

Mode: **Hole by Hole** ▼

Sun 1/08/2021 at		Markers:		18 Hole	9 Hole
Test Club-Championship		Men	Select Marker...	Select Marker...	
		Women	Select Marker...	Select Marker...	
Member	Course / Marker				
1015971190	Select Course and Marker...				
Cooper, Min	Women's markers on: Test Club-Championship				
Test Club					
IDX 4					
Competit	Type to search for away courses				
Stroke	Yellow				
	Red F9				
<p>ENGLAND</p> <p>Test Club-Championship</p> <p>IRELAND</p> <p>WALES</p> <p>INTERNATIONAL</p> <p>Add International Course...</p>					

[Score Listing by Day](#)

[View Recently Entered](#)

- b. Courses in England will appear first in the list, followed by courses from overseas, so you will need to scroll the dropdown list to locate the required course:

SCORE ENTRY

Mode: **Hole by Hole**

Sun 1/08/2021 at

Test Club-Championship

Markers: 18 Hole 9 Hole

Men [Select Marker...](#) [Select Marker...](#)

Women [Select Marker...](#) [Select Marker...](#)

Member Course / Marker

1015971190 [Select Course and Marker...](#) [Save](#) [Cancel](#)

Cooper, Min

Test Club

IDX 4.

Competi

Stroke

Women's markers on: [Test Club-Championship](#)

[Yellow](#)

[Red F9](#)

mar

Denmark - Parken

Portugal - Quinta Da Marinha

Spain - Retamares

Spain - Santa Maria

Panama - Santa Maria Golf Club

New Zealand - Te Marua

Spain - Villamartin

[Add International Course...](#)

[Score Listing by Day](#)

[View Recently Entered](#)

- c. Note: if the required course is not in the dropdown list and is a courses from outside England it will need to be added as an overseas course via the 'Add International Course' option (see [Entering an overseas/international score](#)):

SCORE ENTRY

Mode: **Hole by Hole**

Sun 1/08/2021 at

Test Club-Championship

Markers: 18 Hole 9 Hole

Men [Select Marker...](#) [Select Marker...](#)

Women [Select Marker...](#) [Select Marker...](#)

Member Course / Marker

1015971190 [Select Course and Marker...](#) [Save](#) [Cancel](#)

Cooper, Min

Test Club

IDX 4.

Competi

Stroke

Women's markers on:

[Marriott Breadsall Priory GC-Moorland Course](#)

marek

[Red](#)

[Red F9](#)

No courses found.

[Add International Course...](#)

[Score Listing by Day](#)

[View Recently Entered](#)

6. Select the required 'Marker' (tee set used).
7. Record each hole-by-hole score for holes played. (Once 10 scores have been inputted the 'Auto Complete' option is available and, if selected, adds relevant

default values for these un-played holes.):

SCORE ENTRY Mode: **Hole by Hole**

Fri 15/01/2021 at
Brechtmet

Markers: 18 Hole 9 Hole
Men Select Marker... Select Marker...
Women Select Marker... Select Marker...

Member Course / Marker
1010159718 Brechtmet - RED

Hunter, Miriam 1010159718 Friday
Brechtmet
ID# 28.7 COURSE 32 15 Jan 2021

Competition ☒ General Play
Strokeplay ☒ Matchplay
☐ Penalty Score

No eligible competitions for this player.

	1	2	3	4	5	6	7	8	9	Front	10	11	12	13	14	15	16	17	18	Back	Total
Adj										0											0
# Strokes	2	2	2	2	1	2	1	2	2	1	2	2	2	2	1	2	2	2	2		
Par	4	4	4	4	3	4	4	5	36	3	4	5	5	4	3	4	3	5	36	72	
Stroke	8	14	10	4	16	6	18	2	12	15	11	3	9	1	17	5	13	7			
Yards	378	310	307	317	239	150	225	320	418	141	318	437	428	377	106	299	130	419			

[Score Listing by Day](#)
[View Recently Entered](#)

8. Set relevant Score types:

SCORE ENTRY Mode: **Hole by Hole**

Fri 15/01/2021 at
Brechtmet

Markers: 18 Hole 9 Hole
Men Select Marker... Select Marker...
Women Select Marker... Select Marker...

Member Course / Marker
1010159718 Brechtmet - RED

Hunter, Miriam 1010159718 Friday
Brechtmet
ID# 28.7 COURSE 32 15 Jan 2021

Competition ☒ General Play
Strokeplay ☒ Matchplay
☐ Penalty Score

No eligible competitions for this player.

	1	2	3	4	5	6	7	8	9	Front	10	11	12	13	14	15	16	17	18	Back	Total
Adj										0											0
# Strokes	2	2	2	2	1	2	1	2	2	1	2	2	2	2	1	2	2	2			
Par	4	4	4	4	3	4	4	5	36	3	4	5	5	4	3	4	3	5	36	72	
Stroke	8	14	10	4	16	6	18	2	12	15	11	3	9	1	17	5	13	7			
Yards	378	310	307	317	239	150	225	320	418	141	318	437	428	377	106	299	130	419			

[Score Listing by Day](#)
[View Recently Entered](#)

- Select Round type (Competition / General Play score)
- Select the format of play (Strokeplay/Matchplay) (Medal/Stableford/Par)
- Tick Penalty Score tick box if necessary (see Penalty Score Guidance here <https://www.Englandgolf.org/wp-content/uploads/2021/09/Penalty-Scores-Branded.pdf>)



**ENGLAND
GOLF**

9. Click 'Save' to save the score and add it to the members' scoring record:

SCORE ENTRY

Mode: Hole by Hole

Fri at

Markers:	18 Hole	9 Hole
Men	Select Marker...	Select Marker...
Women	Select Marker...	Select Marker...

Member

Course / Marker

1010159718 ■ Breightmet - RED

1	2	3	4	5	6	7	8	9	Front	10	11	12	13	14	15	16	17	18	Back	Total
									0										0	
# Strokes	2	2	2	2	1	2	1	2	2		1	2	2	2	1	2	2	2		
Par	4	4	4	4	3	4	4	5	36	3	4	5	4	3	4	3	5	36	72	
Stroke	8	14	10	4	16	6	18	2	12		15	11	3	9	1	17	5	13	7	
Yards	378	310	307	317	239	150	225	320	418		141	318	437	428	377	106	299	130	419	

Hunter, Miriam
 Breightmet
 IDX **28.7** COURSE **32**

Friday
15
 Jan 2021

Adj
 Stbfd

Competition ☒ General Play
 Strokeplay ☒ Matchplay
☐ Penalty Score

No eligible competitions for this player.

[Save](#)
[Cancel](#)

Note: an error is created for any abnormal scores relative to the current handicap index. This is a double check prior to the score being submitted to the system.

If an error in the record is noticed, this can be rectified via the 'edit' option for that score within the members' scoring history.

Entering an overseas/international score

1. Select the 'Scores' menu option/tab.
2. On the 'Score Entry' screen, the date will default to today's date but can be changed by clicking on the calendar icon to bring up a calendar for you to select the correct date for the score:

SCORE ENTRY

Mode: Hole by Hole

Fri 15/01/2021 at

Brightmet

Member

Markers: 18 Hole 9 Hole

Men Select Marker... Select Marker...

Women Select Marker... Select Marker...

[Score Listing by Day](#)

[View Recently Entered](#)

3. In 'Member' search field, enter membership number or surname:

SCORE ENTRY

Mode: Hole by Hole

Fri 15/01/2021 at

Brightmet

Member

Markers: 18 Hole 9 Hole

Men Select Marker... Select Marker...

Women Select Marker... Select Marker...

[Score Listing by Day](#)

[View Recently Entered](#)

4. Select the required member record from the list by clicking on it:

SCORE ENTRY

Mode: Hole by Hole

Fri 15/01/2021 at

Brightmet

Member

Hunter

England -- Filter by Club --

MEM NO	NAME	MEMBER OF	HCAP
1014190250	Hunter, Jay	Brightmet	14.1
1014736502	Hunter, Matthew	Brightmet	10.8
1010159718	Hunter, Miriam	Brightmet	28.7
1010157886	Hunter, Nigel	Brightmet	1.8
1004973585	Hunter,	Hickleton	13.1
1014636826	Hunter,	Davenport	29.9
1008395491	Hunter,	The Royal St George's	26.0
1004976919	Hunter,	Hickleton	12.2

[Score Listing](#)

[View Recently](#)

5. Select the arrow in the dropdown list for 'markers' (Note: the 'Select Course and Marker' drop down list will default to those set up for your club):

SCORE ENTRY Mode: Hole by Hole

Fri 15/01/2021 at Breightmet		Markers: <div style="display: flex; justify-content: space-around;"> <div> 18 Hole Men Select Marker... Women Select Marker... </div> <div> 9 Hole Men Select Marker... Women Select Marker... </div> </div>	
Member 1010159718 Hunter, Mir Breightmet IDX 28	Course / Marker <div style="border: 1px solid black; padding: 2px;"> Select Course and Marker... </div> <div style="margin-top: 5px;"> Women's markers on: Breightmet </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> 18 Hole ■ RED ■ Heritage 9 </div> <div> 9 Hole </div> </div> </div>		

[Score Listing by Day](#)
[View Recently Entered](#)

6. Courses in England appear first in the list, followed by courses from overseas, so you will need to scroll the dropdown list to locate the required course.
7. If the required course is not in the dropdown list and is a course from outside England it will need to be added as an overseas course via the 'Add International Course' option:

SCORE ENTRY Mode: Hole by Hole

Sun 1/08/2021 at Test Club-Championship		Markers: <div style="display: flex; justify-content: space-around;"> <div> 18 Hole Men Select Marker... Women Select Marker... </div> <div> 9 Hole Men Select Marker... Women Select Marker... </div> </div>	
Member 1015971190 Cooper, Min Test Club IDX 4.	Course / Marker <div style="border: 1px solid black; padding: 2px;"> Select Course and Marker... </div> <div style="margin-top: 5px;"> Women's markers on: Test Club-Championship </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> Yellow ■ Red F9 </div> <div> Red F9 </div> </div> </div>		

[Score Listing by Day](#)
[View Recently Entered](#)

SCORE ENTRY

Mode: Hole by Hole

Fri 15/01/2021 at

Brightmet

Markers: 18 Hole 9 Hole

Men Select Marker... Select Marker...

Women Select Marker... Select Member...

Member Course / Marker

1010159718 Select Course and Marker... Save

Hunter, Mir Brightmet 28 Cancel

Competi RED

Stroke Heritage 9

No eligible competitions for this player

Score Listing by Day

View Recently Entered

Women's markers on: Brightmet

Type to search for away courses

ENGLAND

Brightmet

IRELAND

WALES

INTERNATIONAL

Add International Course...

8. Within the 'Create/Edit International Course' box, select the country from the dropdown list and enter the information in the entry fields:

- Country round was played in
- Course Name
- Marker Name (Tee Name)
- Gender (this will default to the gender of the member whose score is being added)
- 9/18 hole
- Course Rating*
- Slope Rating*
- Course Par*

*All the above detail can be obtained from the USGA course rating database (available here: <http://ncrdb.usga.org/>), from the host club website, or directly from the scorecard.

Create/Edit International Course

International courses are visible to all golf clubs using the system, so please verify the accuracy of the data before submitting.

Country:

Course Name:

Marker Name:

Gender: *Gender is required.*

Type:

Course Rating:

Slope:

Par:

OK

[Cancel](#)

9. Click OK on the 'Create/Edit International Course' box.

10. Add Adjusted Gross Score:

SCORE ENTRY Mode:

Wed 18/08/2021 at

Markers: **18 Hole** **9 Hole**

Men

Women

Member	Course / Marker	Front	Total
1015971190 <input type="text" value="Bl - Bl"/>	All Holes Attempted (*): <input checked="" type="checkbox"/>		Total Adj Gross: <input type="text" value=""/>
Cooper, Minnie 1015971190 Wednesday	# Strokes	Par	72
Test Club		Stroke	
IDX 4.7 COURSE 5		Yards	
Aug 2021			
Competition <input type="radio"/> General Play			
Strokeplay <input type="radio"/> Matchplay			
<input type="checkbox"/> Penalty Score			

[Score Listing by Day](#)

[View Recently Entered](#)

11. Click 'Save' to save the score and add it to the members' scoring record.



Viewing a Member's scoring record

Video Support: [Viewing a Member's scoring record](#)

1. Select the 'Members' menu option/tab:

2. Search for member (see [Members: Existing Members: Searching](#))

3. Member's 'Scoring History' can be selected by clicking the link either via the member overview area or via the basic tab:

4. Scoring record displayed (most recent score first):

23 scores found:

	ENTERED	PLAYED	COURSE	MARKER	SLOPE	ADJ GROSS	COURSE RATING	SCORE DIFF	PCC	ADJUSTMENT	HDCP INDEX	COURSE HDCP	ENTERED BY		
1	29/07/2021	29/07/2021	Hessle	Red	129	82	73.7	7.3 ★	0		4.9	6	CSO	C	Edit
3	28/07/2021	28/07/2021	Test Club	red	124	74	68.9	4.6 ★	0		5.6	6	CSO	C	Edit
4	28/07/2021	28/07/2021	Rockliffe Hall	Red B9	129	40 ●	37.2	5.8 ★	0		5.6	4	CSO	C	Edit
2	29/07/2021	28/07/2021	Test Club	red	124	72	68.9	2.8 ★	0		6.0	7	CSO	C	Edit
5	20/07/2021	20/07/2021	Test Club	Red F9	124	37 ●	34.2	7.3 ★	0	1.3	5.5	1	Test Club	G	Edit
6	14/07/2021	8/07/2021	Rhos-on-Sea	Red	119	80	71.5	9.4	0	1.3	4.9	5	ENG	C	Edit
7	26/07/2021	5/07/2021	Quinta De Lago	Red	122	72	72.6	-1.3 ★	--	-0.7	9.5	10	CSO	C	Edit
8	5/07/2021	3/07/2021	Test Club	Red F9	124	42 ●	34.2	11.7	0	-0.7	8.8	3	CSO	G	Edit
9	24/06/2021	24/06/2021	Woodhall Spa-Bracken	Red	128	84	71.9	10.0	0	-0.7	9.7	11	CSO	C	Edit

- Scores used in the handicap index calculation are highlighted and indicated by a yellow star.
- 9-hole scores marked with a blue dot.
- C indicates a Competition score.
- G indicates a General Play Score.
- P indicates a Penalty Score.

Editing or Deleting a Members' score

1. Follow [Viewing a Member's scoring record](#) to access the member's scoring history.
2. Should you wish to edit a score click 'Edit' next to the relevant score and depending on how the score was entered you will have the option to edit the hole-by-hole score or the Adj Gross Score.
3. Should you wish to delete a score you will first need to select edit next to the score and then click delete. **Note:** Please take care when deleting a score as

once delete is clicked the score is removed and cannot be recovered.

23 scores found:

ENTERED	PLAYED	COURSE	MARKER	SLOPE	ADJ GROSS	COURSE RATING	SCORE DIFF	PCC	ADJUSTMENT	HDCP INDEX	COURSE HDCP	ENTERED BY
<div> <div>Member</div> <div>Course / Marker</div> <div>101597119 Hessle - Red</div> <div>All Holes Attempted (*): <input checked="" type="checkbox"/></div> <div>Total Adj Gross: 82</div> <div>Save</div> </div>												
<div> <div>Cooper, Minnie</div> <div>1015971190 Thursday</div> <div># Strokes</div> <div>0 0 1 0 0 1 1 0 0</div> <div>0 0 1 0 0 1 0 1 0</div> <div>Cancel</div> </div>												
<div> <div>Test Club</div> <div>IDX 5.6</div> <div>COURSE 6</div> <div>< 29 ></div> <div>Jul 2021</div> <div>Par</div> <div>4 3 5 4 5 4 4 3 5</div> <div>37</div> <div>4 3 4 4 5 4 3 4 5</div> <div>36</div> <div>73</div> <div>Delete</div> </div>												
<div> <div>Stroke</div> <div>11 15 3 7 13 5 1 17 9</div> <div>14 16 6 10 8 2 18 4 12</div> </div>												
<div> <div>Yards</div> <div>290 170 458 316 412 321 321 124 451</div> <div>277 144 354 287 404 389 125 328 407</div> </div>												
<div> <div>Competition</div> <div><input type="checkbox"/> General Play</div> <div><input checked="" type="checkbox"/> Matchplay</div> <div><input type="checkbox"/> Penalty Score</div> </div>												

4. Ensure you click Save if you have made any changes:

23 scores found:

ENTERED	PLAYED	COURSE	MARKER	SLOPE	ADJ GROSS	COURSE RATING	SCORE DIFF	PCC	ADJUSTMENT	HDCP INDEX	COURSE HDCP	ENTERED BY
<div> <div>Member</div> <div>Course / Marker</div> <div>101597119 Hessle - Red</div> <div>All Holes Attempted (*): <input checked="" type="checkbox"/></div> <div>Total Adj Gross: 82</div> <div>Save</div> </div>												
<div> <div>Cooper, Minnie</div> <div>1015971190 Thursday</div> <div># Strokes</div> <div>0 0 1 0 0 1 1 0 0</div> <div>0 0 1 0 0 1 0 1 0</div> <div>Cancel</div> </div>												
<div> <div>Test Club</div> <div>IDX 5.6</div> <div>COURSE 6</div> <div>< 29 ></div> <div>Jul 2021</div> <div>Par</div> <div>4 3 5 4 5 4 4 3 5</div> <div>37</div> <div>4 3 4 4 5 4 3 4 5</div> <div>36</div> <div>73</div> <div>Delete</div> </div>												
<div> <div>Stroke</div> <div>11 15 3 7 13 5 1 17 9</div> <div>14 16 6 10 8 2 18 4 12</div> </div>												
<div> <div>Yards</div> <div>290 170 458 316 412 321 321 124 451</div> <div>277 144 354 287 404 389 125 328 407</div> </div>												
<div> <div>Competition</div> <div><input type="checkbox"/> General Play</div> <div><input checked="" type="checkbox"/> Matchplay</div> <div><input type="checkbox"/> Penalty Score</div> </div>												

Viewing or Deleting a Members' score intent

Score intents can also be accessed via various reports, please see [Reports: Unsatisfied Score Intents](#) and [Reports: Deleted Score Intents](#) for further information.

To view score intents via the member's scoring history:

1. Follow [Viewing a Member's scoring record](#) to access the member's scoring history.
2. Any score intents will be displayed above the scoring history:



SCORE LISTING FOR MINNIE COOPER (1015971190) Active

[Minnie Cooper's details](#)
[Print Handicap Certificate](#)

Member Of: Test Club

Handicap Index: 4.7

Low Index: 4.9

[Show Filters](#)

1 score intent found:

CREATED	INTENDED PLAY DATE	CLUB		
10/08/2021 15:29:37	10/08/2021	Woodhall Spa	G	Linked to a scorecard - pending score submission If you delete this score intent, the scorecard (linked to it) will be deleted and can no longer be submitted for handicapping. Delete

23 scores found:

	ENTERED	PLAYED	COURSE	MARKER	SLOPE	ADJ GROSS	COURSE RATING	SCORE DIFF	PCC	ADJUSTMENT	HDCP INDEX	COURSE HDCP	ENTERED BY		
1	29/07/2021	29/07/2021	Hessle	Red	129	82	73.7	7.3	✱	0	4.9	6	CSO	C	Edit
3	28/07/2021	28/07/2021	Test Club	red	124	74	68.9	4.6	✱	0	5.6	6	CSO	C	Edit
4	28/07/2021	28/07/2021	Rockliffe Hall	Red B9	129	40	37.2	5.8	✱	0	5.6	4	CSO	C	Edit
2	29/07/2021	28/07/2021	Test Club	red	124	72	68.9	2.8	✱	0	6.0	7	CSO	C	Edit

3. The score intent will show date 'Created', 'Intended play date', the 'Club' the score intent was created at, and 'G' for general play.

4. Here is a guide to any text next to a score intent:

4 score intents found:





CREATED	INTENDED PLAY DATE	CLUB		
8/07/2021 16:34:11	8/07/2021	Woodhall Spa	G	Linked to a scorecard - awaiting score verification If you delete this score intent, the scorecard (linked to it) will be deleted and can no longer be submitted for handicapping. Cancel Submission Delete
13/06/2021 17:58:44	13/06/2021	The Belfry	G	Delete
13/06/2021 17:57:27	13/06/2021	The Belfry	G	Delete
25/05/2021 16:47:00	25/05/2021	Woodhall Spa	G	Linked to a scorecard - pending score submission If you delete this score intent, the scorecard (linked to it) will be deleted and can no longer be submitted for handicapping. Delete

- 'Linked to a scorecard – pending score submission' means the scorecard has been created via the MyEG app and has not yet been submitted.
- 'Linked to a scorecard – awaiting score verification' means the scorecard has been submitted via the MyEG app and has not yet been verified/attested.
- No text next to the scorecards means the scorecard has been created by a club system/other non EG app/PSI/etc.

5. Here is a guide to any edit options next to a score intent:

- a. Delete: You can 'Delete' any score intent via the delete link next to the score. **Note:** this will delete the scorecard from the member's scoring history, and it will no longer be available to submit/edit later or add to the player's scoring history. When 'Delete' is selected the scorecard is deleted from the members' 'Enter Score' area of the MyEG app. Any deleted score intents can be viewed in the report: [Reports: Deleted Score Intents](#).
- b. Cancel: You can 'Cancel Submission' of a score intent which states 'Linked to a scorecard – awaiting score verification' for example if the member has selected the incorrect attester or the attester is unable to access the MyEG app to verify the score. When 'Cancel Submission' is selected the scorecard is returned as an active scorecard to the members' 'Enter Score' area of the MyEG app for the member to correct and re-submit the scorecard for verification/attestation. Any unsatisfied score intents can be viewed in the report: [Reports: Unsatisfied Score Intents](#).

4 score intents found:

CREATED	INTENDED PLAY DATE	CLUB		
8/07/2021 16:34:11	8/07/2021	Woodhall Spa		<p>Linked to a scorecard - awaiting score verification</p> <p>If you delete this score intent, the scorecard (linked to it) will be deleted and can no longer be submitted for handicapping.</p> <p>Cancel Submission</p> <p>Delete</p>
13/06/2021 17:58:44	13/06/2021	The Belfry		Delete
13/06/2021 17:57:27	13/06/2021	The Belfry		Delete
25/05/2021 16:47:00	25/05/2021	Woodhall Spa		<p>Linked to a scorecard - pending score submission</p> <p>If you delete this score intent, the scorecard (linked to it) will be deleted and can no longer be submitted for handicapping.</p> <p>Delete</p>

Adding A Club Membership Category

1. Select the 'Settings' menu option/tab.



2. Under 'Membership Settings', select 'Categories':

HOME SCORES MEMBERS REPORTS **SETTINGS**

General Settings
Club Settings
Contact details and address information for Test Club.
Club Descriptions & Facilities
Club description, course description, amenities description, and amenities/facility types management.
Contacts
Details of contact persons for Test Club.
Users
Control Test Club staff member access to your WHS Platform.
Default Markers
Specify which markers on the course are to be used as the defaults on each day of the week.
Course Changes
View, approve or reject course changes from England Golf, and look up course details for any course in England.

Membership Settings
Categories
Control category limits (playing rights) for your membership categories. Specify membership subscription amounts for each category.
Tags
Maintain member and category tags

System Settings
Email Notification Settings
Manage the email addresses used for email notifications throughout your WHS Platform.

3. Click the 'New Category' button:

NEW CATEGORY...

MAINTAIN CATEGORIES

Select Category: -- Select a Category -- [Delete Category...](#)

Name:

Description:

Default EG category:

☐ Full playing category

☐ Include complimentary carts

Membership Type ([Help](#)): 18 Hole

Tags:

SAVE CHANGES **CANCEL**



4. Complete all fields on the 'Create Category' page:

CREATE CATEGORY

Category Code:

Name:

Description:

Default EG category:

☐ Full playing category

☐ Include complimentary carts

Membership Type ([Help](#)):

Tags:

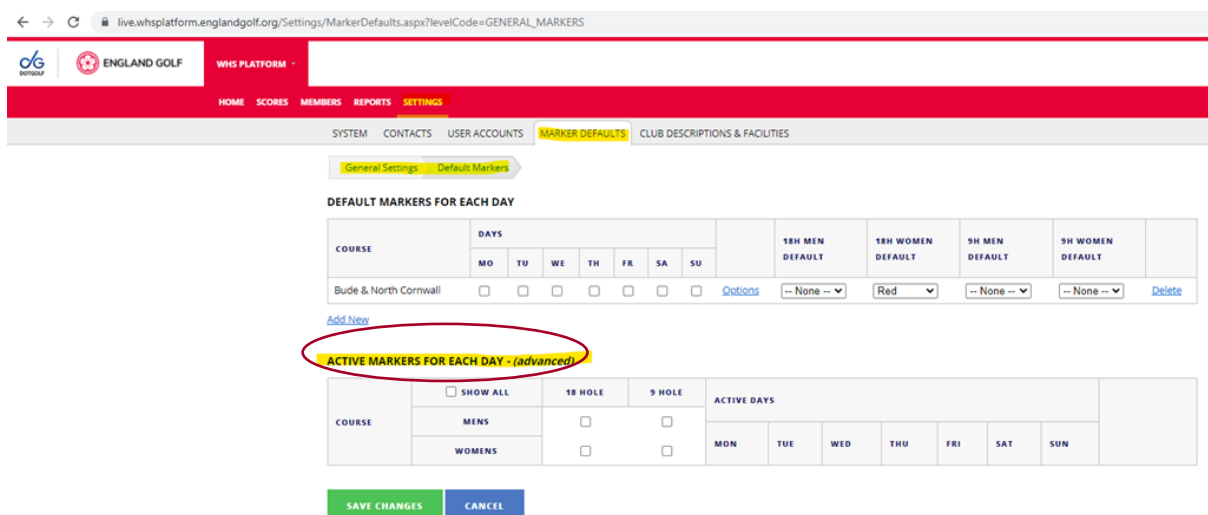
- Add Category Code
- Name
- Brief Description
- EG Category (leave as 'Club Member' which is the default option)
- Membership type: select 9 or 18 hole from the dropdown box
- Tags (optional)

5. Save changes by clicking 'Save Changes' at the bottom of the page (or 'Cancel' to exit without saving).

Settings: Default Markers (tee sets in the 'Settings' menu)

Note: check all your tee sets are set up via 'Default markers', only then will golfers be able to submit a scorecard for them via the MyEG app.

1. Select the 'Settings' menu option/tab.
2. Under 'General Settings', select 'Default Markers'.
3. **Note:** Ignore the top section 'Default Markers for each day' as this is NOT live and does not control the active markers (i.e. it does not select which markers are available for app scorecards download).
4. Go to '**ACTIVE MARKERS FOR EACH DAY - (advanced)**':



live.whsplatform.EnglandGolf.org/Settings/MarkerDefaults.aspx?levelCode=GENERAL_MARKERS

ENGLAND GOLF WHS PLATFORM

HOME SCORES MEMBERS REPORTS SETTINGS

SYSTEM CONTACTS USER ACCOUNTS MARKER DEFAULTS CLUB DESCRIPTIONS & FACILITIES

General Settings Default Markers

DEFAULT MARKERS FOR EACH DAY

COURSE	DAYS							18H MEN DEFAULT	18H WOMEN DEFAULT	9H MEN DEFAULT	9H WOMEN DEFAULT
	MO	TU	WE	TH	FR	SA	SU				
Bude & North Cornwall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Options -- None --	Red	-- None --	-- None --

[Add New](#)

ACTIVE MARKERS FOR EACH DAY - (advanced)

COURSE	<input type="checkbox"/> SHOW ALL	18 HOLE	9 HOLE	ACTIVE DAYS						
	MENS	<input type="checkbox"/>	<input type="checkbox"/>	MON	TUE	WED	THU	FRI	SAT	SUN
	WOMENS	<input type="checkbox"/>	<input type="checkbox"/>							

SAVE CHANGES CANCEL

5. The 'Show all' tick box is selected as default and you can select/de-select options in 'MENS', 'WOMENS', 18 Hole, or 9 Hole using the checkboxes to display the list of relevant active markers. Note: 'MENS' markers are displayed shaded light blue and 'WOMENS' markers a light red:

ACTIVE MARKERS FOR EACH DAY - (advanced)

COURSE	<input checked="" type="checkbox"/> SHOW ALL	18 HOLE	9 HOLE
-- All --	MENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	WOMENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Example 1: Using the tick boxes to display only 'MENS' and '18 Hole' shows:

WHS PLATFORM

HOME SCORES MEMBERS REPORTS SETTINGS

SYSTEM CONTACTS USER ACCOUNTS MARKER DEFAULTS CLUB DESCRIPTIONS & FACILITIES

General Settings Default Markers

DEFAULT MARKERS FOR EACH DAY

COURSE	DAYS							18H MEN DEFAULT	18H WOMEN DEFAULT	9H MEN DEFAULT	9H WOMEN DEFAULT		
	MO	TU	WE	TH	FR	SA	SU						
Bude & North Cornwall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Options	-- None --	Red	-- None --	-- None --	Delete

[Add New](#)

ACTIVE MARKERS FOR EACH DAY - (advanced)

COURSE		SHOW ALL		18 HOLE		9 HOLE		ACTIVE DAYS							
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
	MENS														
	WOMENS														
Bude & North Cornwall	Red	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options	
Bude & North Cornwall	White	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options	
Bude & North Cornwall	Yellow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options	

[SAVE CHANGES](#) [CANCEL](#)

Example 2: Using the tick boxes to 'Show all' displays:

ACTIVE MARKERS FOR EACH DAY - (advanced)

COURSE		<input checked="" type="checkbox"/> SHOW ALL	18 HOLE	9 HOLE	ACTIVE DAYS								
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
	MENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
	WOMENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
Bude & North Cornwall	Red	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	White	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Yellow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	White B9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	White F9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Yellow B9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Yellow F9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Red	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	White	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Yellow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Red B9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Red F9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options

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6. **Note:** all markers are set to be active every day as default unless/until they are unchecked.
7. a. Clicking 'Options' next to the marker displays four standard selections: Everyday (this is the default); Weekdays; Weekends; and None (selecting this will mean the marker is never active):

ACTIVE MARKERS FOR EACH DAY - (advanced)

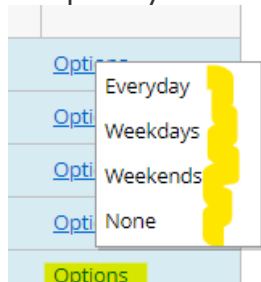
COURSE	<input checked="" type="checkbox"/> SHOW ALL	18 HOLE	9 HOLE	ACTIVE DAYS							
	MENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MON	TUE	WED	THU	FRI	SAT	SUN	
	WOMENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
<div>-- All --</div>											
Test Club-Championship	White			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Test Club-Championship	yellow			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Test Club-Championship	white f9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Test Club-Championship	yellow f9			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Options

b. Alternatively, each marker can be checked or unchecked by day to give the desired availability (as highlighted below):

ACTIVE MARKERS FOR EACH DAY - (advanced)

COURSE	<input checked="" type="checkbox"/> SHOW ALL	18 HOLE	9 HOLE	ACTIVE DAYS								
	MENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
	WOMENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MON	TUE	WED	THU	FRI	SAT	SUN		
<div>-- All --</div>												
Test Club-Championship	White			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options	
Test Club-Championship	yellow			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options	
Test Club-Championship	white f9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Options	
Test Club-Championship	yellow f9			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Options	

Note: to remove a marker from being available for app scorecard download permanently or for an extended period select 'None'. This might be useful for temporary courses e.g. Winter specific layouts:



c. Example: In the first five lines below the top four markers are set using the standard selections (Everyday, Weekdays, Weekends, and None); the fifth marker is shown using the self-select for 'Mon', 'Wed', 'Fri' only.

ACTIVE MARKERS FOR EACH DAY - (advanced)

COURSE	<input checked="" type="checkbox"/> SHOW ALL	18 HOLE	9 HOLE	ACTIVE DAYS							
	MENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MON	TUE	WED	THU	FRI	SAT	SUN	
	WOMENS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
Bude & North Cornwall	Red			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Options <div>Everyday</div>
Bude & North Cornwall	White			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Options <div>Weekdays</div>
Bude & North Cornwall	Yellow			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Options <div>Weekends</div>
Bude & North Cornwall	White B9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Options <div>None</div>
Bude & North Cornwall	White F9			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Options
Bude & North Cornwall	Yellow B9			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Yellow F9			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Red			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	White			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Yellow			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Red B9			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options
Bude & North Cornwall	Red F9			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Options

SAVE CHANGES

CANCEL

Change of credentials/ISV's

Should a golf club wish to change their competition software provider, any change must be communicated with England Golf, via the relevant change form **(CR004)** here: <https://www.EnglandGolf.org/handicapping/club-resources/#changerequest>, completing section 1 & 2 only.

This ensures that the appointed software provider can communicate with the WHS portal, and a formal credentials request is required in advance of any change date (at least 14 days in advance).

Any request must be completed and returned by a senior person (manager/secretary) at the club. Any request from a software provider directly (ISV), will be ignored and not processed.



Reports

1. Select the 'Settings' menu option/tab.
2. The three report categories are:
 - Membership
 - Handicapping
 - Courses
3. Select any report from under each heading.
4. You will then have three report viewing options: 'Previews' (will display the data on screen), 'View in Excel' or 'Export PDF':

A screenshot of a web form titled "DELETED SCORE INTENTS". The form has three main input fields: "Club" with a dropdown menu showing "Abbey Hill", "From" with a date field showing "Mon 16/08/2021" and a calendar icon, and "To" with a date field showing "Sun 22/08/2021" and a calendar icon. Below these fields are three blue buttons: "PREVIEW", "VIEW IN EXCEL", and "EXPORT PDF".

DELETED SCORE INTENTS	
Club	Abbey Hill ▼
From	Mon 16/08/2021
To	Sun 22/08/2021
<div><button>PREVIEW</button><button>VIEW IN EXCEL</button><button>EXPORT PDF</button></div>	

Reports: Course handicap table

These tables are compiled via the tee data within the WHS portal for each club and can be located within the handicaps reports 'WHS Course Handicap reports'. There are then a series of drop dropdowns and settings that can be configured – see image below.



The screenshot shows the England Golf WHIS Platform interface. The top navigation bar includes links for HOME, SCORES, MEMBERS, REPORTS, and SETTINGS. The main content area is titled 'COURSE HANDICAP TABLE' and contains a configuration form with the following options:

- Choose Marker: Championship - Men's White
- Effective from date: 26/07/2021
- Font Size: Normal (10pt)
- Show Colour: ☒ Display the marker colour (if any)

Buttons for UPDATE, PRINT (PDF), and VIEW IN EXCEL are available. Below the form is a 'Screen View' section with a 'Show printer friendly view' link. The preview shows the 'COURSE HANDICAP TABLE' for the 'Test Club Golf Club' and 'Test Club-Championship Course'. The table is for 'Championship - Men's White (from 26 Jul 2021)' with a Par of 71 and Slope of 134. The table lists Handicap Index and Course Handicap ranges for various scores.

Handicap Index	Course Handicap	Handicap Index	Course Handicap
+5.0 to +4.7	+6	26.6 to 27.4	32
+4.6 to +3.8	+5	27.5 to 28.2	33
+3.7 to +3.0	+4	28.3 to 29.0	34
+2.9 to +2.2	+3	29.1 to 29.9	35
+2.1 to +1.3	+2	30.0 to 30.7	36

Reports: Unsatisfied Score Intents

The 'Unsatisfied Score Intents' report displays details of score intents that have been declared but no score returned.

Example: This member has '4 score intents found' on their scoring history – so this member will be listed on the report:

4 score intents found:

CREATED	INTENDED PLAY DATE	CLUB		
8/07/2021 16:34:11	8/07/2021	Woodhall Spa		Linked to a scorecard - awaiting score verification If you delete this score intent, the scorecard (linked to it) will be deleted and can no longer be submitted for handicapping. Cancel Submission Delete
13/06/2021 17:58:44	13/06/2021	The Belfry		Delete
13/06/2021 17:57:27	13/06/2021	The Belfry		Delete
25/05/2021 16:47:00	25/05/2021	Woodhall Spa		Linked to a scorecard - pending score submission If you delete this score intent, the scorecard (linked to it) will be deleted and can no longer be submitted for handicapping. Delete

The reports can be configured over specific date ranges, or by a specific member. The report displays the time, date, and venue of the intent. See image below:



UNSATISFIED SCORE INTENTS

County:

Choose Specific Member (optional):

[PREVIEW](#) [VIEW IN EXCEL](#) [EXPORT PDF](#)

PLAY DATE	CREATED DATE	NAME	MEMBERSHIP NUMBER	HANDICAP INDEX	TYPE	CLUB
10/08/2021	10/08/2021 15:29:37	Cooper, Minnie	1015971190	4.7	General Play	Woodhall Spa

Clicking on the membership number (above) within the report preview will take you to the scoring history for the member with the score intent displayed:

SCORE LISTING FOR MINNIE COOPER (1015971190) Active

[★ Minnie Cooper's details](#)
[Print Handicap Certificate](#)

Member Of: Test Club
Handicap Index: 4.7
Low Index: 4.9
[Show Filters](#)

1 score intent found:

CREATED	INTENDED PLAY DATE	CLUB	
10/08/2021 15:29:37	10/08/2021	Woodhall Spa	<div><div>Linked to a scorecard - pending score submission If you delete this score intent, the scorecard (linked to it) will be deleted and can no longer be submitted for handicapping.</div>Delete</div>

Note: see [Viewing or Deleting a Members' score intent](#) for further information.

Reports: Deleted Score Intents

The 'Deleted Score Intents' report displays details of score intents that have been deleted.

The reports can be configured over specific date ranges, or by a specific member. The report displays the membership number, member name, whether the score was submitted via the MyEG app or other, along with total deleted score intents. time, date, and venue of the intent. See image below:

DELETED SCORE INTENTS

Club:

From: Tue

To: Sun

[PREVIEW](#) [VIEW IN EXCEL](#) [EXPORT PDF](#)

MEMBER NO.	MEMBER NAME	MY ENGLAND GOLF APP	OTHER	TOTAL
1016786508	Dickinson, Sammi		9	0
1015971190	Cooper, Minnie		8	0
1016052181	Alexander, Alex		6	0
1003210545	Greener, Michael		3	0
1009765486	Goodwin, Ruth		2	0
1015969685	Parker, David		1	0
1015970749	Rose, Danny		1	0

Clicking on the membership number (above) within the report preview will take you to the list of deleted score intents which also shows further information:

- date/time scorecard was 'Created' and 'Deleted';
- date round was 'Played';
- 'Reason' for deleting the scorecard as entered if the scorecard was created/deleted via the MyEG app. Note: if reason is 'None Specified' this means the club has deleted the score intent;
- 'Is competition';
- 'Has Started Scoring';
- 'Is App' for if the scorecard was created via the MyEG app:

DELETED SCORE INTENTS

From: Tue

To: Sun

[PREVIEW](#) [VIEW IN EXCEL](#) [EXPORT PDF](#)

Member: [1015971190](#) Cooper, Minnie

CREATED	COURSE	PLAYED	DELETED	REASON	IS COMPETITION	HAS STARTED SCORING	IS APP
04/08/2021 09:39:00	Kenwick Park	4/08/2021	10/08/2021 15:26:54	Testing	No	Yes	Yes
02/08/2021 13:09:22	Louth	2/08/2021	03/08/2021 12:08:18	Testing	No	Yes	Yes
28/07/2021 09:45:55	Woodhall Spa	28/07/2021	29/07/2021 11:19:16	Testing	No	Yes	Yes
20/07/2021 11:51:15	Test Club	20/07/2021	20/07/2021 11:52:08	Test	No	Yes	Yes
07/07/2021 12:27:46	Louth	7/07/2021	08/07/2021 15:19:14	None Specified	No	Yes	Yes
05/07/2021 12:45:07	Louth	5/07/2021	07/07/2021 12:27:25	Test	No	Yes	Yes
01/07/2021 10:45:14	Test Club	1/07/2021	01/07/2021 10:46:18	Test	No	No	Yes
17/06/2021 16:40:40	Louth	17/06/2021	17/06/2021 16:40:48	Test	No	No	Yes
17/06/2021 16:30:06	Louth	17/06/2021	18/06/2021 15:23:00	None Specified	No	No	Yes



Note: the above information is to aid club's decision making as to whether scoring integrity has been abused by a member.

Reports: General Play Scores

This report displays all the general play scores submitted to WHS. The attester's name is the player who formally approved the score, via the England Golf app. Any score with no attester name listed, will have been approved by third-party app/software.

The screenshot shows the WHS Platform interface for General Play Scores. The page has a red header with the England Golf logo and navigation tabs: HOME, SCORES, MEMBERS, REPORTS, and SETTINGS. The main content area is titled "GENERAL PLAY SCORES" and includes filters for "From" (Sun 11/07/2021) and "To" (Sun 18/07/2021). There is a checkbox for "Include Competition Scores" and three buttons: "PREVIEW", "VIEW IN EXCEL", and "EXPORT PDF". Below these is a table with the following data:

PLAYDATE	MEMBER NO.	NAME	COURSE	MARKER	SCORE	COMPETITION SCORE	IS APP	ATTESTER
15/07/2021 00:00:00	1016052181	Vincent, Alex	Test Club-Championship	yellow	20	No	Yes	Duck, Donald

The bottom of the screenshot shows a Windows taskbar with the date 26/07/2021 and time 15:48.

Reports: Handicap Review Report

This report provides detail over specific date dates of players who are outside of any normal scoring – showing unusual distribution of scores.



Handicap Review Report

Club: Test Club

From: Wed 1/07/2020

To: Mon 26/07/2021

☒ Flagged Players Only

[PREVIEW](#) [VIEW IN EXCEL](#) [EXPORT PDF](#)

As part of a Handicap Review, this report can help identify players whose Handicap Index may require review and further consideration by the Committee. Players will be flagged by the report if they have multiple scores which would be unlikely if a players scoring distribution was normal (within the report date range).

NAME	MEM. NO	HANDICAP INDEX	SCORES IN DATE RANGE	LOW SCORES	HIGH SCORES
Baggins, Bilbo	1016633687	13.3	23	4	0
Cooper, Minnie	1015971190	7.5	18	1	8
Norman, Ellie	1015969784	14.0	5	0	3
Parker, David	1015969685	6.0	8	0	5
Pott, Hunny	1016680227	9.7	13	0	4
Sturbs, Mick	1016667405	8.3	14	1	3

Further Help – WHS Platform

1. Additional support can be provided by sending an email to WHS.Support@englandgolf.org;
2. Please provide your club's name and contact number;
3. A description of the issue/additional help required;
4. Please allow 48 hours for a response;
5. If the issue is regarding the Rules of Handicapping, please see [Further Help - Rules of Handicapping](#) below.

Further Help – Changes to Tee Data within the WHS Portal

Should a club wish to add or remove tee data, update yardages, change Stroke Index values, apply for slope and rating values (formal, provisional, or temporary), or change their ISV competition software provider. Please follow this link for the relevant processes and CRXXX forms



<https://www.Englandgolf.org/handicapping/club-resources/#changerequest>. On receipt of the relevant documentation, the team will support any required changes - <https://www.Englandgolf.org/handicapping/club-resources/>.

Further Help - Rules of Handicapping

Should you have any questions regarding the application of the Rules of Handicapping, please contact your County Handicap Advisor.

Additional guidance can be found here:

- Rules of Handicapping: <https://www.Englandgolf.org/wp-content/uploads/2020/08/England-Golf-Rules-of-Handicapping.pdf>
- Guidance on the WHS Rules of Handicapping as applied within GB&I: <https://www.Englandgolf.org/wp-content/uploads/2020/09/Guidance-on-the-WHS-Rules-of-Handicapping-as-applied-within-GBI.pdf>

Further Help – World Handicap System

Club resources can be located here:

<https://www.Englandgolf.org/handicapping/club-resources/>.

If further assistance is needed, the agreed communication hierarchy to be followed for queries is as follows:

