

## Handicap Index & Rounds Posted Report Guidelines

Please provide the appropriate authenticated (e.g. Golf Genius, and/or GHIN) report(s) that includes the following information for all WDCGA members from your Club (new and renewing):

- 20 rounds verified as posted in the preceding 12 months (November 1, 2020– October 31, 2021)
- **November 1, 2021** handicap index that is within specified WDCGA limits for regular members (and higher than specified WDCGA index for members who qualify as associates)
- Only for Maryland clubs, the CCID or GHIN ID for members.

Your Pro can print the appropriate report(s) for the above criteria. Each report should be 1 page (2 pages for large clubs). *Please, do NOT send each member's individual printout.*

Make sure to update your club's membership in your District GHIN Group **before** running the report(s).

**Clubs Using GHIN and Golf Genius:** *If any member pays her Handicap Fee at another club, she will not appear on your Club's GHIN reports. So, you will need to manually add her info to your Club reports* after you personally access her GHIN record to find her STATS and Past 12 Month Scores to determine the number of rounds she has posted. Call the Handicap Chair, Lisa Moore, 703-307-6000, if you need help doing this.

- Ask your Pro to access the GHIN program at your Club
- **Select Rounds Posted Report**
- Select appropriate handicap Group (e.g., District for WDCGA members)
- Enter appropriate dates (November 1, 2020 - October 31, 2021)
- List names alphabetically
- Click Submit - Print out **two copies** of report.
- Provide your Pro with a list of all your members with their GHIN #'s in a digital spreadsheet
- Ask your Pro to access the Golf Genius Program at your Club
- Ask your Pro to create a permanent "District" event that will have all (including non-Handicap Fee Payers at your Club) your WDCGA members as entrants. This is necessary to be able to pull Handicap Indexes for any past date from the GHIN database, which can NOT be done using the GHIN Handicap Index Report (as it only returns the Handicap Index of the report's run date).
- Ask your Pro to update the event's Handicap Index to November 1, 2021
- Ask your Pro to Print **two copies, names listed alphabetically** of this event's (titled Handicap Indexes as of November 1, 2021) entrants' Handle (FName + LName), Hdcp Index, Club, and GHIN #.