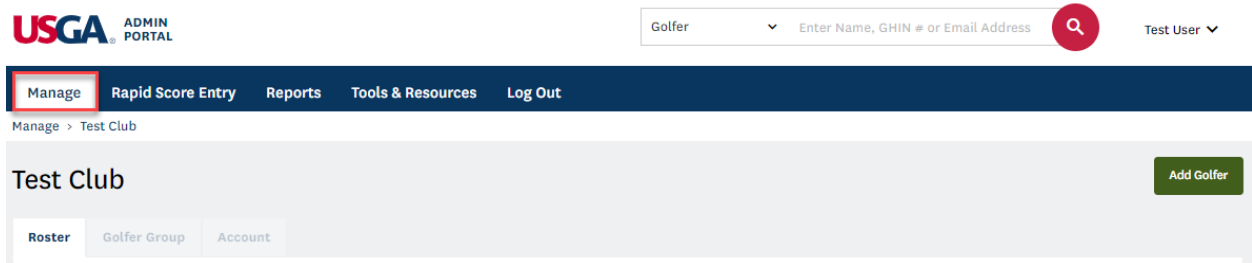


Golfer Groups

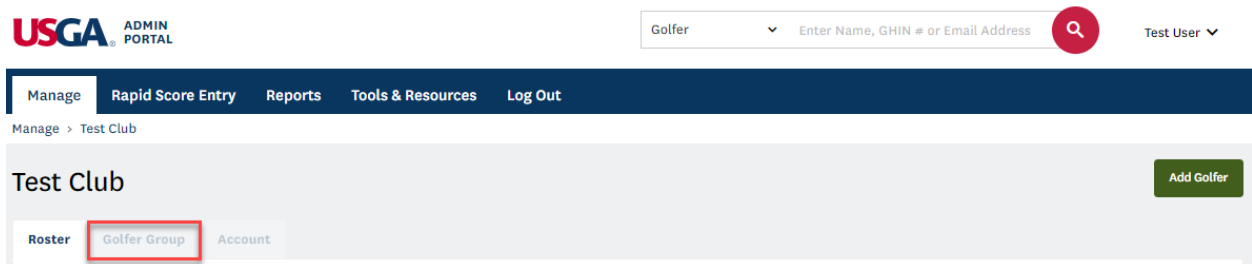
Association and Club Users can manage the grouping of Golfers on their roster.

Accessing Golfer Groups

1. To access Golfer Groups, click “Manage” from the primary navigation.



2. Select the “Golfer Group” tab.



Adding a Golfer Group

1. Click “Add Group” to create a new Golfer Group.

The screenshot shows the USGA Admin Portal interface. At the top, there is a search bar with the text 'Golfer' and a dropdown arrow, followed by the placeholder text 'Enter Name, GHIN # or Email Address'. To the right of the search bar is a red circular search icon and a user profile dropdown labeled 'Test User'. Below the search bar is a dark blue navigation bar with the following menu items: 'Manage', 'Rapid Score Entry', 'Reports', 'Tools & Resources', and 'Log Out'. Underneath the navigation bar, the breadcrumb trail reads 'Manage > Test Club > Group'. The main content area is titled 'Test Club' and features a green 'Add Golfer' button in the top right corner. Below the title, there are three tabs: 'Roster', 'Golfer Group', and 'Account', with 'Golfer Group' being the active tab. A dropdown menu is visible with the text 'Select...'. A red box highlights a green 'Add Group' button in the bottom right corner of the main content area.

2. Enter a unique name for your Golfer Group and click “Submit” to create.

The screenshot shows a blue modal window titled 'Add Golfer Group' with a close button (X) in the top right corner. Inside the modal, there is a text input field labeled 'Golfer Group Name *'. Below the input field are two buttons: a grey 'Cancel' button and a blue 'Submit' button. A red box highlights the 'Submit' button.

3. To add Golfers to your newly created group, first select your Golfer Group from the picklist at the top of the page.

The screenshot shows the 'Test Club' page with the 'Golfer Group' tab active. A dropdown menu is open, showing 'Test Golfer Group' selected. To the right of the dropdown are 'Edit Name' and 'Delete' buttons. A green 'Add Group' button is visible in the top right corner. A red box highlights the dropdown menu.

4. Then use the filters to narrow down your population.

The screenshot shows the 'Test Club' page with the 'Golfer Group' tab active. A dropdown menu is open, showing 'Test Golfer Group' selected. To the right of the dropdown are 'Edit Name' and 'Delete' buttons. A green 'Add Group' button is visible in the top right corner. Below the dropdown, there are four filter options: 'Name', 'Membership Status', 'Membership Code (MC)', and 'Gender', each with a 'Select...' dropdown menu. A red box highlights these filter options. A grey 'Reset' button is visible in the bottom right corner.

5. Select any Golfers that you would like to add to the group and press the “>” button to add them.

Available Golfers (10)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Charlie Capasso	2.4	6893807	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000117	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000118	M	Active
<input checked="" type="checkbox"/>	Happy Gilmore	NH	10000119	M	Active
<input checked="" type="checkbox"/>	John Doe	10.6	814219	M	Active
<input checked="" type="checkbox"/>	Minor Michael	NH	10000116	M	Active
<input type="checkbox"/>	Shooter McGavin	NH	10000111	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000112	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000113	M	Active
<input type="checkbox"/>	Tiny Tim	NH	10000114	M	Active

Test Golfer Group (0)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
No records to display					

Cancel Save Group

6. Once you have added the Golfer(s), click “Save Group” to save your changes.

Available Golfers (7)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Charlie Capasso	2.4	6893807	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000117	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000118	M	Active
<input type="checkbox"/>	Shooter McGavin	NH	10000111	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000112	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000113	M	Active
<input type="checkbox"/>	Tiny Tim	NH	10000114	M	Active

Test Golfer Group (3)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Happy Gilmore	NH	10000119	M	Active
<input type="checkbox"/>	John Doe	10.6	814219	M	Active
<input type="checkbox"/>	Minor Michael	NH	10000116	M	Active

Cancel Save Group

7. The newly created group will also be available as a filter on the Golfer Roster.

Test Club Add Golfer

Roster Golfer Group Account

Golfer Name Membership Status Merged Membership Code (MC) Gender Golfer Group

Active Select... Select... Select... Select... = 8

Export To Excel Activate Inactivate Change Membership Type Hide Filters

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Date Of Birth
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Note: Newly created Golfers are not automatically added to a group. This needs to be completed as a separate manual step.

Editing a Club Group

1. To remove a Golfer(s) from a group, select a Golfer(s) from the group on the right by clicking the checkbox to the left of the Golfer Name. Click "<" to remove from the group and "Save Group" to apply the changes.

Available Golfers (7)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Charlie Capasso	2.4	6893807	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000117	M	Active
<input type="checkbox"/>	Happy Gilmore	NH	10000118	M	Active
<input type="checkbox"/>	Shooter McGavin	NH	10000111	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000112	M	Inactive
<input type="checkbox"/>	Shooter McGavin	NH	10000113	M	Active
<input type="checkbox"/>	Tiny Tim	NH	10000114	M	Active

Test Golfer Group (3)					
<input type="checkbox"/>	Name	H.I.	GHIN #	Gender	Status
<input type="checkbox"/>	Happy Gilmore	NH	10000119	M	Active
<input checked="" type="checkbox"/>	John Doe	10.6	814219	M	Active
<input type="checkbox"/>	Minor Michael	NH	10000116	M	Active

> <

Cancel Save Group

2. To modify the group name, click "Edit Name" to the right of the group name.

Roster **Golfer Group** Account

Test Golfer Group Edit Name Delete Add Group

3. Apply any changes and click "Submit" to save.

4. To delete a Golfer Group, click "Delete" to the right of the group name.

Roster **Golfer Group** Account

Test Golfer Group Edit Name Delete Add Group