WORLD HANDICAP SYSTEM

in association with
USGA

WHS & GHIN Transition Checklist – Prior to December 31

☐ **Run Most-Improved Golfer Reports prior to December 15th**

2019 data for this report will not be available after this date

☐ **Inform members that eGolfer program is ending and data will be lost**

Member must save/print any eGolfer player statistics before year-end – see notice at GHIN.com

☐ **During the transition, no handicap information will be available in TM-Club**

Plan ahead by printing out your club's Handicap Roster prior to year-end to use during transition

☐ **Identify any scheduled report that will need to be recreated**

Golfer print groups will be retained by the system – but the reports will have to be recreated in new GHIN

☐ **Communicate to members the transition timing (January 1 thru January 5)**

During the transition to WHS, GHIN posting system will be shut down from January 1-January 5

☐ **Duplicate email addresses will be deleted from both members at transition**

Each golfer must have a unique email address – make adjustments ahead of transition, if possible. Contact Donna Stephens at donna@alabamagolf.org with any email updates.

☐ **Identify duplicate GHIN records within your club that need merging**

Contact Donna Stephens at donna@alabamagolf.org to merge duplicate records.

☐ **Save and/or Print any critical December 15th reports**

Use the Print Reports option in your GHIN Admin program - www.ghinclub.net log in with club credentials

☐ **Stroke Index Values (formerly Handicap Hole Allocation)**

Submit club scorecard(s) to AGA with the Stroke Index values for Men and Women (i.e. Handicap Hole Allocation) via fax to 205-806-6518 or email to brian@alabamagolf.org. These numbers are required for members to post hole-by-hole scores in WHS. Contact Brian Scheufler if your club is interested in using the new Stroke Index allocation method using Course Rating data.

☐ **Post All Scores and Perform Final Transmission for Client-Based Clubs**

Post all acceptable TM-Club & member scores 2019 scores prior to the end of day on December 31st.

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WHS & GHIN Transition Checklist – January 1 thru January 5

☐ **Club Posting Stations should be shutdown**

Place the kiosk shutdown notice on the face of all score posting computers

☐ **Members should hold all scorecards until system is back up and functional**

Remind golfers to denote the date, the tee & CH that day so posting will be accurate after transition

☐ **During the transition, no handicap information will be available in TM-Club**

Handicap information will have to be added or edited manually using data from 2019 printed reports

☐ **Remove old score posting kiosk URL's and shortcuts**

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ALABAMA GOLF ASSOCIATION **USGA.**

WHS & GHIN Transition Checklist – After Launch on January 6

☐ **GHIN Users finish creating login accounts**

Each registered user will receive an email instructing them to complete their account set-up

☐ **Club-Admin should add additional Admin users to the system as needed**

☐ **Club-Admin should spot-check GHIN data in new system**

Including: Member status, golfer groups, scoring history, former 9-holers, etc.

☐ **Set-up clubhouse posting computer(s) to run new Kiosk Posting Station**

Instruction guide is available online at - www.alabamagolf.org/WHS

☐ **Club-Admin print Handicap Index template report in GHIN Admin Portal for 1/6/2020**

☐ **TM-Club Manager should update all Handicap Indexes for all future events**

Including performing a Master Roster Refresh and updating Handicap Indexes for all leagues

☐ **Encourage members to upgrade mobile app (should be an upgrade not new install)**

Mobile app is the most useful method for posting scores and monitoring a member's GHIN record

☐ **Create Golfer Group reports as needed**

☐ **Post scores from any event in TM-Club run during the transition shutdown**

Posting of scores in TM-Club during the transition was not available – posting can now be completed

☐ **Members should post held scores as soon as possible after transition**

Scores posted after January 1, 2020 will follow the new WHS Rules of Handicapping

☐ **Members should receive a GHIN email communication with new Handicap Index**

All members with valid email addresses should receive a welcome email from USGA GHIN system

☐ **Members should update their Partners list in the mobile app and desktop dashboard**

Now called "following" lists – members can track fellow GHIN users on these devices

☐ **Admin should check the par values for their course(s) and tees in Kiosk**