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.
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
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