

Add Golfer

Association and Club Users can add new or existing Golfers to a Club from the Manage section of Admin Portal.

Adding a Golfer

1. From anywhere within the “Manage” section, click “Add Golfer” in the upper right-hand corner.

USGA ADMIN PORTAL

Golfer Enter Name, GHIN # or Email Address Test User

Manage Rapid Score Entry Reports Tools & Resources Log Out

Manage > Test Club

Test Club Add Golfer

Roster Golfer Group Account

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

Active Select... Select... Select... Select... Reset

Export To Excel Activate Inactivate Change Membership Type Active = 2 Inactive = 0 Total = 2 Hide Filters

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/>	Capasso, Charlie	2.4	Active	11/07/2020	6893807		M	R	
<input type="checkbox"/>	Doe, John	10.6	Active	11/08/2020	814219		M	R	

2. Indicate if you wish to add a new golfer or search for an existing golfer.

+ Add Golfer X

Search For Existing Golfer Add New Golfer

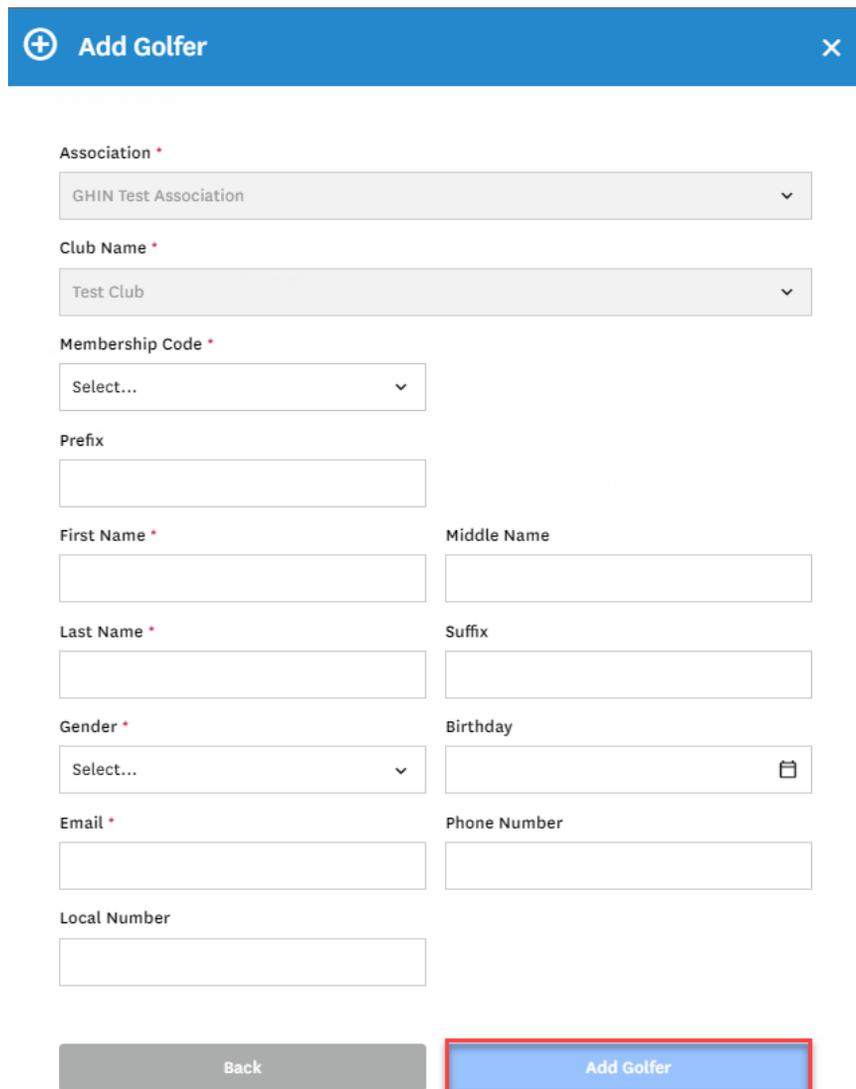
Adding a New Golfer

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



The screenshot shows the top portion of a blue modal window titled "Add Golfer" with a close button (X) in the top right corner. Below the header are two buttons: "Search For Existing Golfer" and "Add New Golfer". The "Add New Golfer" button is highlighted with a red rectangular border.

2. Enter all required fields and click “Add Golfer” to save.



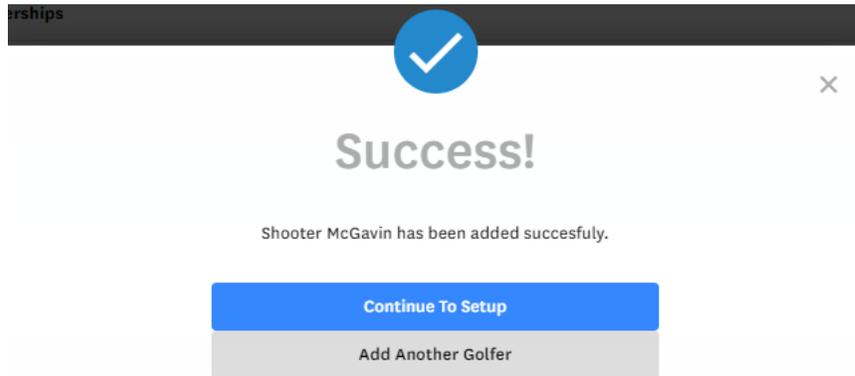
The screenshot shows the full "Add Golfer" form within a blue modal window. The form contains the following fields and controls:

- Association ***: A dropdown menu with "GHIN Test Association" selected.
- Club Name ***: A dropdown menu with "Test Club" selected.
- Membership Code ***: A dropdown menu with "Select..." selected.
- Prefix**: An empty text input field.
- First Name ***: An empty text input field.
- Middle Name**: An empty text input field.
- Last Name ***: An empty text input field.
- Suffix**: An empty text input field.
- Gender ***: A dropdown menu with "Select..." selected.
- Birthday**: A date picker field.
- Email ***: An empty text input field.
- Phone Number**: An empty text input field.
- Local Number**: An empty text input field.

At the bottom of the form are two buttons: a grey "Back" button and a blue "Add Golfer" button. The "Add Golfer" button is highlighted with a red rectangular border.

- If creating a Golfer with a Junior Membership Type, date of birth is required.
- Email addresses are required for all standard Golfers. Emails are not permitted for minors (under 13 years old).

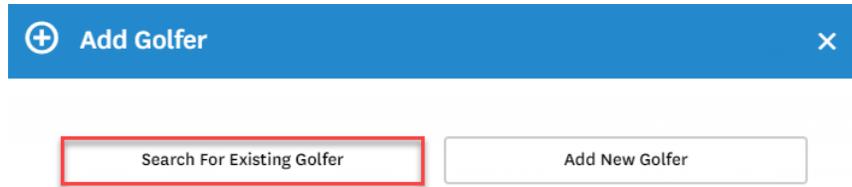
3. On creation, you will be presented with a success message. From here, you will be presented with an option to continue setting up the Golfer's profile or add another Golfer.



If you do not wish to proceed with either option, click "X" in the upper right-hand corner to close the window.

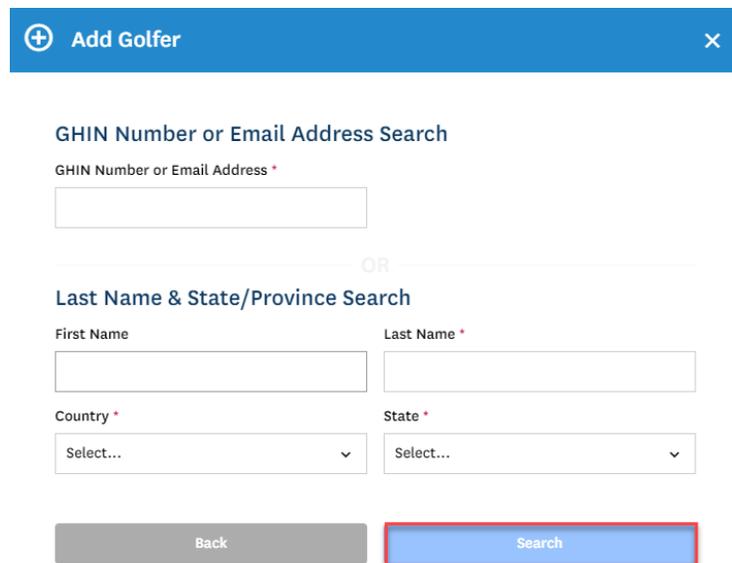
Search for Existing Golfer

1. To add an existing golfer to your, click “Search for Existing Golfer.”



The screenshot shows a blue header bar with a white plus icon and the text "Add Golfer" on the left, and a white close icon on the right. Below the header, there are two buttons: "Search For Existing Golfer" and "Add New Golfer". The "Search For Existing Golfer" button is highlighted with a red rectangular border.

2. Search for the Golfer using the following options:
 - a. GHIN Number or Email Address; OR
 - b. Last name and State/Province



The screenshot shows the "Add Golfer" modal window with search options. The header bar is blue with a white plus icon and "Add Golfer" text, and a white close icon. Below the header, there are two search sections. The first section is titled "GHIN Number or Email Address Search" and has a text input field labeled "GHIN Number or Email Address *". Below this is a horizontal line with the word "OR" in the center. The second section is titled "Last Name & State/Province Search" and has four input fields: "First Name", "Last Name *", "Country *", and "State *". The "Country" and "State" fields are dropdown menus with "Select..." text. At the bottom, there are two buttons: "Back" and "Search". The "Search" button is highlighted with a red rectangular border.

3. Select a Membership Code to assign to the Golfer and click “Add Golfer” to save.

+ Add Golfer ✕

Name: **Player Admin**
Club Name: **Far Hills Country Club**
Handicap Index: **+5.3**
GHIN #: **8454661**
Email Address: **[REDACTED]**

Association *

GHIN Test Association ▼

Club Name *

Test Club ▼

Membership Code *

R - \$10.00 ▼

Back Add Golfer

4. You will be presented with a success message on saving.

Memberships ✕



Success!

Shooter McGavin has been added succesfully.

Continue To SetupAdd Another Golfer