

GHIN Digital Profile Setup

Step by Step Guide for Clubs & Courses



STEP 1 - Log into the GHIN Admin Portal

HERE:

USGA Admin Portal Log In

USGA

Email Address *

This field is required

Password *

Remember Me [Forgot your password?](#)

Log In

STEP 2 - Export Roster to Excel



The Links At Mass Golf

Add Golfer

Roster

Golfer Group

Count

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 = 56 | Inactive = 0 | Total = 56

Hide Filters

Important: When using the "Select All" checkbox, any action being performed will be taken on all records on all pages, not just the current page.



Golfer Name



H.I.

Status

Status Date

GHIN #

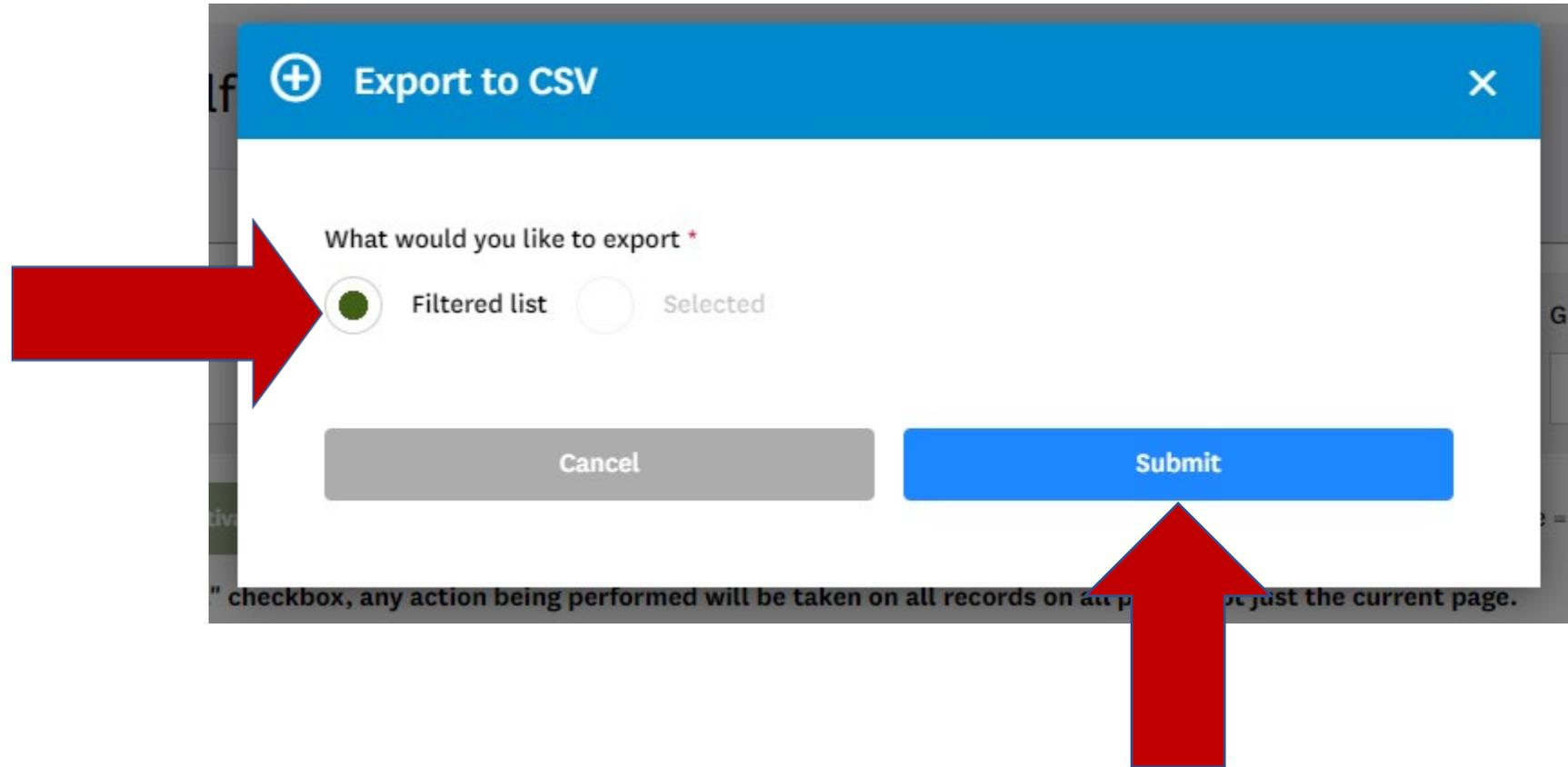
Local #

Gender

MC

Date Of Birth

STEP 3 - Submit



Export to CSV

What would you like to export *

Filtered list Selected

Cancel Submit

"checkbox, any action being performed will be taken on all records on all pages, not just the current page.

The image shows a dialog box titled "Export to CSV" with a close button (X) in the top right corner. Below the title bar, there is a question "What would you like to export *" followed by two radio button options: "Filtered list" (which is selected, indicated by a green dot) and "Selected". At the bottom of the dialog, there are two buttons: "Cancel" (grey) and "Submit" (blue). A large red arrow points from the left towards the "Filtered list" radio button, and another large red arrow points from the bottom towards the "Submit" button. Below the dialog box, there is a line of text: "checkbox, any action being performed will be taken on all records on all pages, not just the current page."

STEP 4 - Download & Open Excel File



The Links At Mass Golf

Add Golfer

Roster

Golfer Group

Account

Golfer Name

Membership Status

Merged

Membership Code (MC)

Gender

Golfer Group

Active

Select...

Select...

Select...

OR

Select...

Reset

Excel

Activate

Inactivate

Change Membership Type

Active =

Inactive = 0

Total =

Hide Filters

Important: When using the "Select All" checkbox, any action being performed will be taken on all records on all pages, not just the current page.

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
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If the Excel file does not download:

Go to “Reports” tab

“Templates” tab

Go to “Roster Report”

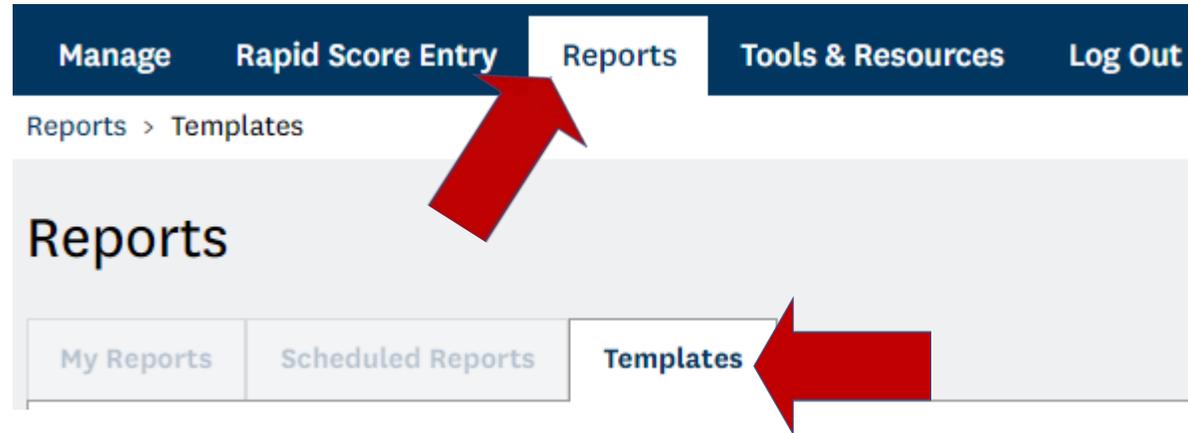
Click on ‘View”

Click on “Submit”

Click on the Export icon in the top left

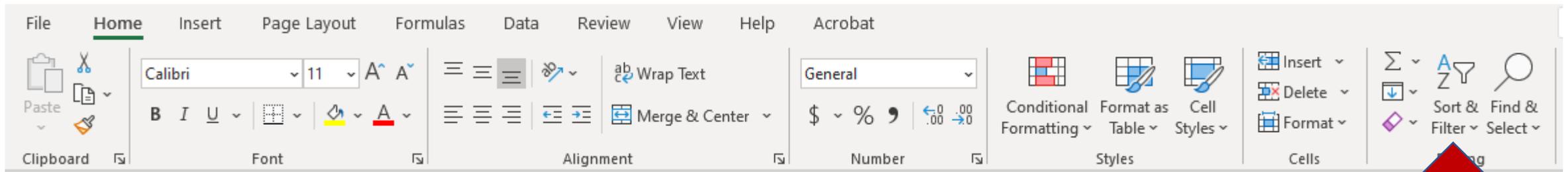
Export to Excel

Proceed to STEP 5



STEP 5 - Open spreadsheet and sort by "Digital Profile" column:

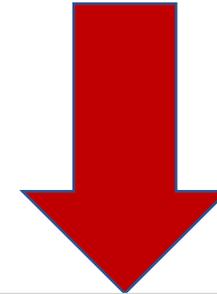
Golfer Name	H.I.	Status	Status Date	GHIN#	Local#	Gender	Membership Code	Date Of Birth	Digital Profile	Email
Cora	3.3	Active	2018-03-01 00:00:00 UTC	957367	57	F	R	8/20/1995	No	abc@gmail.com
Bill	13	Active	2019-01-10 00:00:00 UTC	7625041	96	F	R	5/11/1987	No	abc@hotmail.com
Sam	3	Active	2018-03-01 00:00:00 UTC	7769757	593	M	R		Yes	abc@yahoo.com
Nick	22	Active	2020-06-01 00:00:00 UTC	10443939		M	R	9/11/1998	No	def@gmail.com
David	NH	Active	2018-03-01 00:00:00 UTC	1204459	22	M	R		No	def@hotmail.com
Paul	4.8	Active	2018-03-01 00:00:00 UTC	1728367	36	M	R		No	def@yahoo.com
Tim	9.4	Active	2018-03-01 00:00:00 UTC	1412159	33	M	R		No	ghi@gmail.com
Kevin	6	Active	2021-01-25 21:23:37 UTC	7820799	1115	M	R	10/28/1987	No	ghi@hotmail.com
Matt	10.8	Active	2020-06-11 00:00:00 UTC	10478590		M	R		Yes	ghi@yahoo.com



Click on Sort & Filter and select "filter" from drop down menu:

STEP 6 - Open spreadsheet and sort by "Digital Profile" column:

Click on Sort & Filter and select "filter" from drop down menu in "Digital Profile" column:



Golfer Name	H.	Stat	Status Date	GHIN#	Loca	Gend	Membership Cod	Date Of Bir	Digital Profi	Email
Cora	3.3	Active	2018-03-01 00:00:00 UTC	957367	57	F	R	8/20/1995	No	abc@gmail.com
Bill	13	Active	2019-01-10 00:00:00 UTC	7625041	96	F	R	5/11/1987	No	abc@hotmail.com
Nick	22	Active	2020-06-01 00:00:00 UTC	10443939		M	R	9/11/1998	No	
David	NH	Active	2018-03-01 00:00:00 UTC	1204459	22	M	R		No	def@hotmail.com
Paul	4.8	Active	2018-03-01 00:00:00 UTC	1728367	36	M	R		No	
Tim	9.4	Active	2018-03-01 00:00:00 UTC	1412159	33	M	R		No	ghi@gmail.com
Kevin	6	Active	2021-01-25 21:23:37 UTC	7820799	1115	M	R	10/28/1987	No	ghi@hotmail.com

"No" = Golfers who need to setup a GHIN digital profile

STEP 7 - Verify email addresses



Golfer Name	H.I.	Stat	Status Date	GHIN#	Local	Gender	Membership Cod	Date Of Bir	Digital Profi	Email
Cora	3.3	Active	2018-03-01 00:00:00 UTC	957367	57	F	R	8/20/1995	No	abc@gmail.com
Bill	13	Active	2019-01-10 00:00:00 UTC	7625041	96	F	R	5/11/1987	No	abc@hotmail.com
Nick	22	Active	2020-06-01 00:00:00 UTC	10443939		M	R	9/11/1998	No	
David	NH	Active	2018-03-01 00:00:00 UTC	1204459	22	M	R		No	def@hotmail.com
Paul	4.8	Active	2018-03-01 00:00:00 UTC	1728367	36	M	R		No	
Tim	9.4	Active	2018-03-01 00:00:00 UTC	1412159	33	M	R		No	ghi@gmail.com
Kevin	6	Active	2021-01-25 21:23:37 UTC	7820799	1115	M	R	10/28/1987	No	ghi@hotmail.com

7a - Verify the address in the “Email” column is current and correct

7b - Locate the correct email for golfers with no address “Email” column

See how to update and add email addresses in Step 8:

STEP 8 - Update and add email addresses

Manage Rapid Score Entry Reports Tools & Resources Log Out

Manage > The Links At Mass Golf

The Links At Mass Golf

[Add Golfer](#)

Roster [Golfer Group](#) [Account](#)

Golfer Name: Membership Status: Merged: Membership Code (MC): Gender: OR Golfer Group: [Reset](#)

[Export To Excel](#) [Activate](#) [Inactivate](#) [Change Membership Type](#) Active = 1 | Inactive = 0 | Total = 1 [Hide Filters](#)

Important: When using the "Select All" checkbox, any action being performed will be taken on all records on all pages, not just the current page.

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/>	Golfer_Test_5	8.8	Active	02/28/2018	5651964	15	M	R	

[|<](#) [<](#) **1** [>](#) [>|](#) [v](#)

1 of 1 pages (1 items)

Click on Golfer name

STEP 8 - Update and add email addresses

Test 5 Golfer [Add Golfer](#)

GHIN Number: 5651964 | def@gmail.com

Handicap Management | Score Maintenance | Post a Score | **Account** | Audit Log

H.I. 8.8 | Low H.I. -

Primary

Club Memberships

Email Subscription Management

Basic Information

[Edit](#)

Name: Test 5 Golfer **Is Minor?:** No

Gender: Male **Home Club:** The Links at Mass Golf

Date of Birth: **Golf Canada Network ID:**

Phone Number: **Is Archived?:** No

Email Address: def@gmail.com

Is Merged?: No

Digital Profile Information

Golfer Profile Creation Date: [Resend Invitation To Create A Digital Profile](#)

Invitation Sent Date: - [Generate "Digital Profile Creation" Link](#)

Last Login: 02/10/2021

GHIN Terms of Service Accepted: -

GHIN Privacy Policy Accepted: -

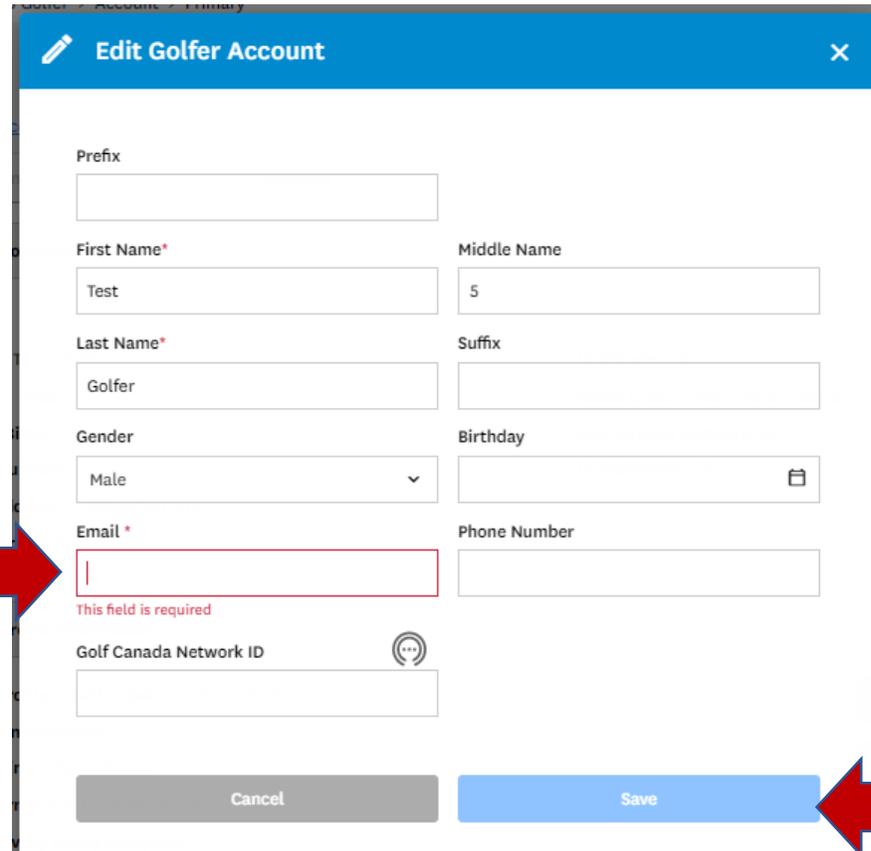


8a - Click on "Account" tab



8b - Click "Edit"

STEP 8 - Update and add email addresses



The screenshot shows a web form titled "Edit Golfer Account" with a blue header bar containing a pencil icon and a close button. The form fields are arranged in two columns. The left column contains: "Prefix" (empty), "First Name*" (containing "Test"), "Last Name*" (containing "Golfer"), "Gender" (dropdown menu with "Male" selected), "Email*" (empty, with a red border and a red error message "This field is required" below it), and "Golf Canada Network ID" (empty). The right column contains: "Middle Name" (containing "5"), "Suffix" (empty), "Birthday" (empty with a calendar icon), and "Phone Number" (empty). At the bottom, there are two buttons: a grey "Cancel" button and a blue "Save" button. A red arrow points from the text "8c - Update email address" to the "Email*" field, and another red arrow points from the text "8d - Click 'Save'" to the "Save" button.

8c – Update email address

8d – Click “Save”

STEP 9 - Now that the correct email address in the GHIN system, contact your golfers who need to create a GHIN digital profile:

The screenshot shows a golfer's profile page. At the top, there are two circular indicators: 'H.I. 8.8' and 'Low H.I. -'. Below these, there is an 'Edit' link. The profile details include: 'Is Minor?: No', 'Home Club: The Links at Mass Golf', 'Golf Canada Network ID:', and 'Is Archived?: No'. At the bottom of the page, there are two green buttons: 'Resend Invitation To Create A Digital Profile' and 'Generate "Digital Profile Creation" Link'. A large red arrow points from the text '9a - Resend Invitation to Create a Digital Profile' to the first button.

9a – “Resend Invitation to Create a Digital Profile”

This will auto send an email to the golfer reminding them to setup a GHIN Digital Profile:

Subject: ACTION REQUIRED: Complete Your GHIN Digital Profile!
From: "GHINProfile@USGA.org" <GHINProfile@USGA.org>
Date: 3/1/21 10:24 pm
To: [Redacted]

GHIN

Dear Test,

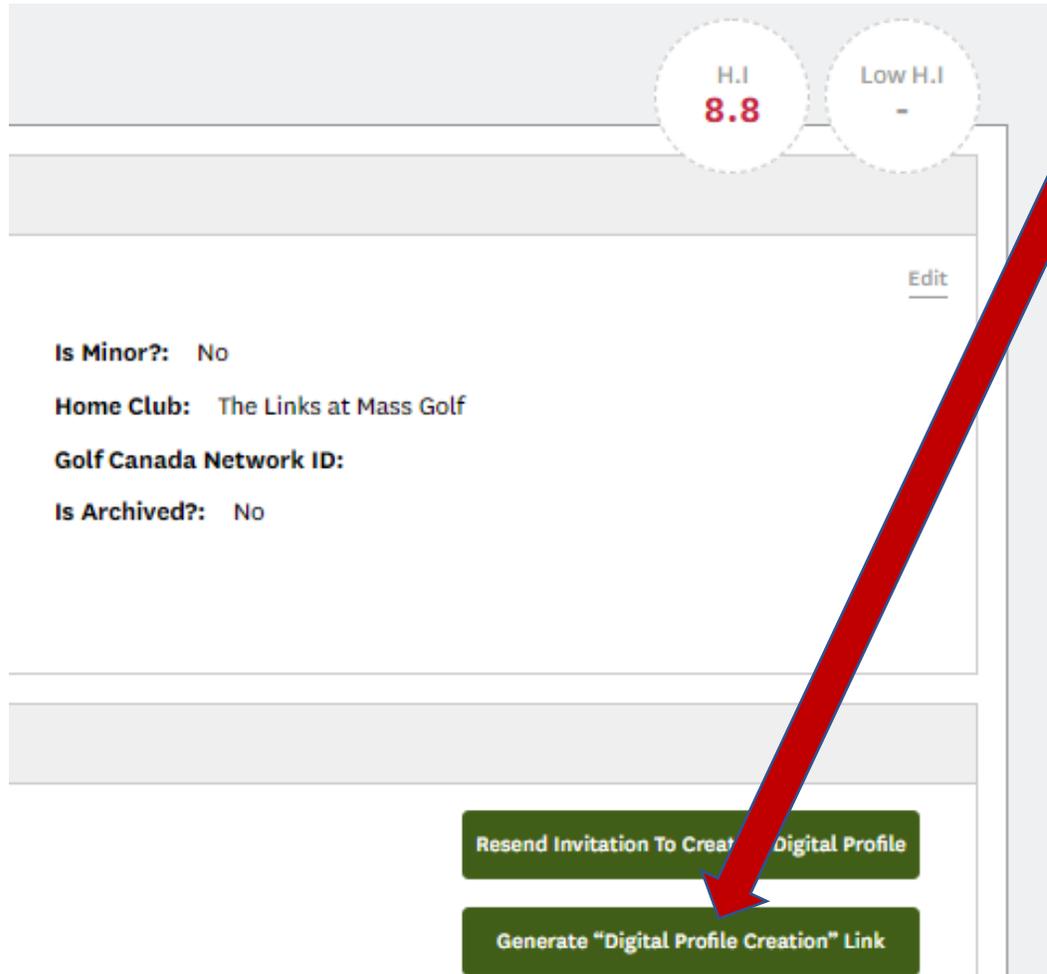
For the security and privacy of our golfers, we now require all golfers to create a profile and set a password to access the GHIN Mobile App and ghin.com.

Click [here](#) or on the link below to create your profile and set a password. Once an account has been established, you can access the GHIN Mobile App and ghin.com with your GHIN Number or Email Address and the Password that you have created.

https://ghin.com/auth/create_profile/yBQG43dYX4sd7xxLRySR



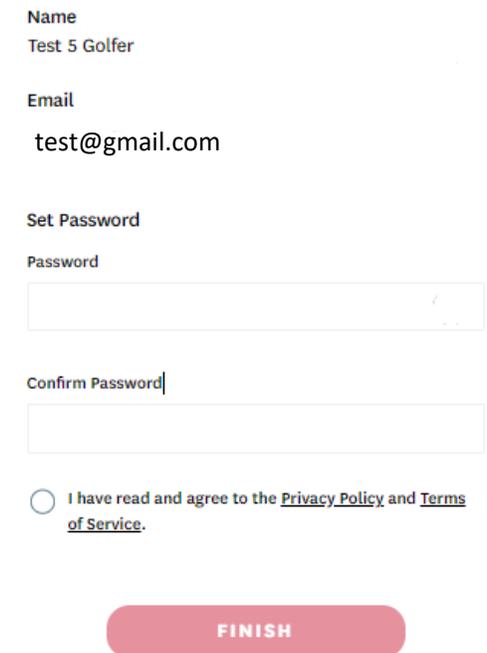
STEP 9 - Now that the correct email address in the GHIN system, contact your golfers who need to create a GHIN digital profile:



A screenshot of a GHIN golfer profile page. At the top, there are two circular indicators: 'H.I. 8.8' and 'Low H.I. -'. Below these, there is an 'Edit' link. The profile information includes: 'Is Minor?: No', 'Home Club: The Links at Mass Golf', 'Golf Canada Network ID:', and 'Is Archived?: No'. At the bottom of the profile section, there are two green buttons: 'Resend Invitation To Create Digital Profile' and 'Generate Digital Profile Creation Link'. A large red arrow points from the text 'OR you can...' towards the 'Generate Digital Profile Creation Link' button.

OR you can “Generate ‘Digital Profile Creation’ Link”

This will generate a golfer specific link that you can email to the golfer and will take them to the Digital Profile Setup:



A screenshot of the Digital Profile Setup form. It includes the following fields and options:

- Name: Test 5 Golfer
- Email: test@gmail.com
- Set Password: Password
- Confirm Password: Confirm Password
- I have read and agree to the [Privacy Policy](#) and [Terms of Service](#).
- FINISH button

Please Note:

Golfers who have not setup a GHIN Digital Profile will not be able to post scores to the GHIN app and GHIN.com

Thank you for your assistance!

Questions? Contact Mike Wice: mwice@massgolf.org

774-430-9072

