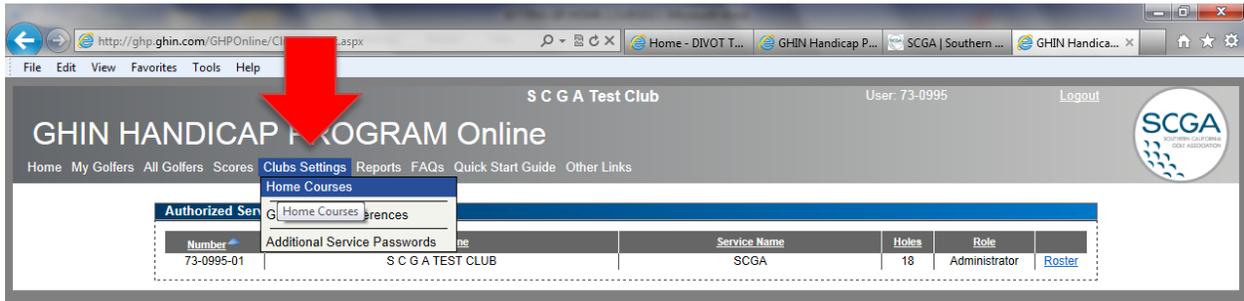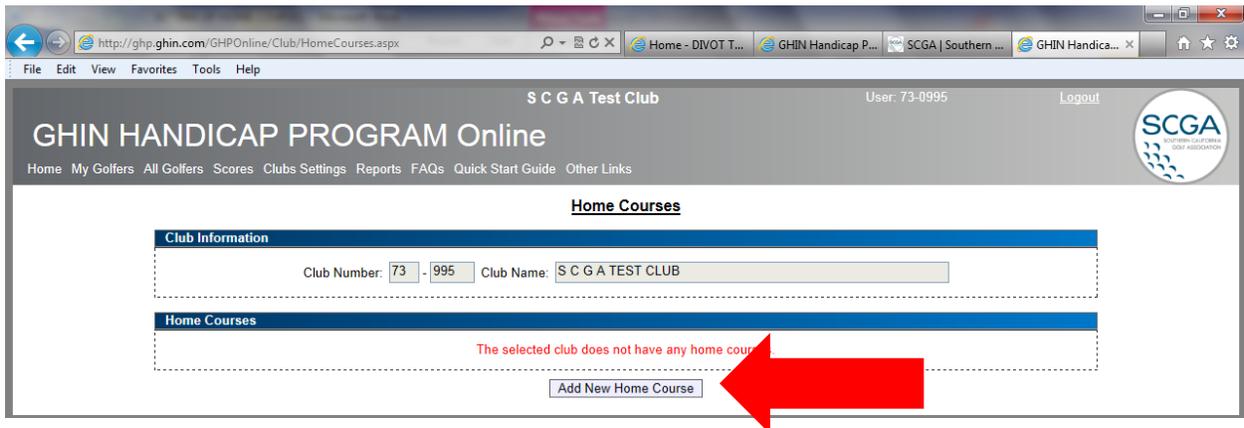**SETTING UP HOME COURSES**

Setting up Home Courses will allow a club to specify a course that is played regularly by members as "Home" in order to print a Handicap Index/CH report based on the tees from that course.
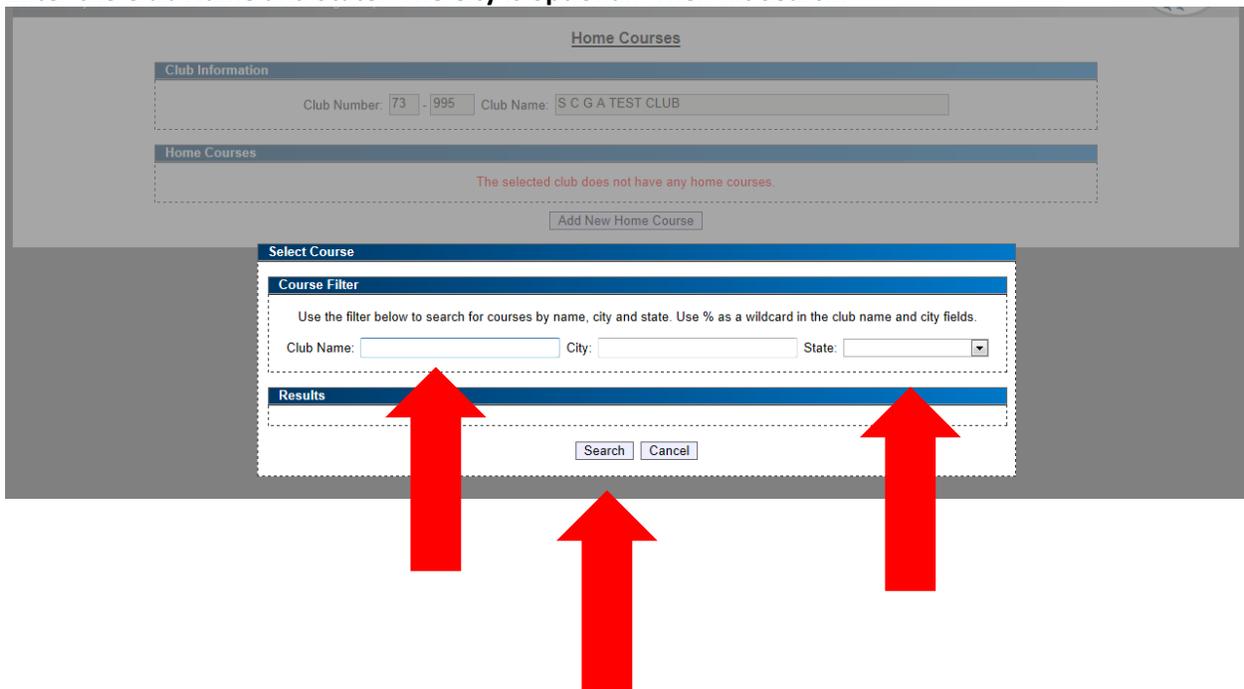
Log into GHP Online-Club and Go to Club Settings. At the drop down box, Click on Home Courses.

Click on Add New Home Courses

Enter the Club Name and State. The City is optional. Then hit Search.

If you are unsure of the exact name of the club, use the wild card %. Example: %tukwet%

That will bring up all of the clubs in the state with "Tukwet" in the name. Select which course you wish to add.

That will add the course to the Home Courses list.

You may repeat the above steps to continue to add the courses you wish. In this example, Admiral Baker - North Course was also added as a "home" course.

Then proceed to the Reports screen and select the Handicap Index /CH report.

Choose which course you want to use to run the Handicap Index/CH report. All of the "home" courses will be listed.

The report can then be printed or exported.