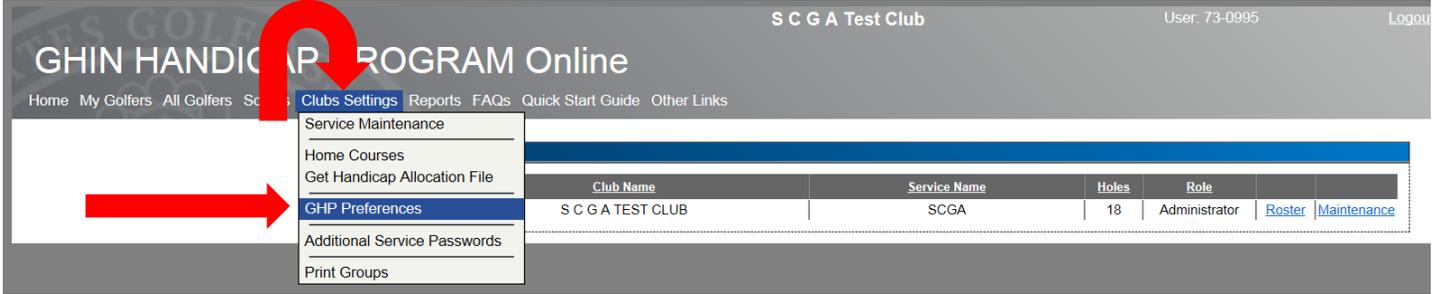


**OPTIONAL INFORMATION FIELDS**

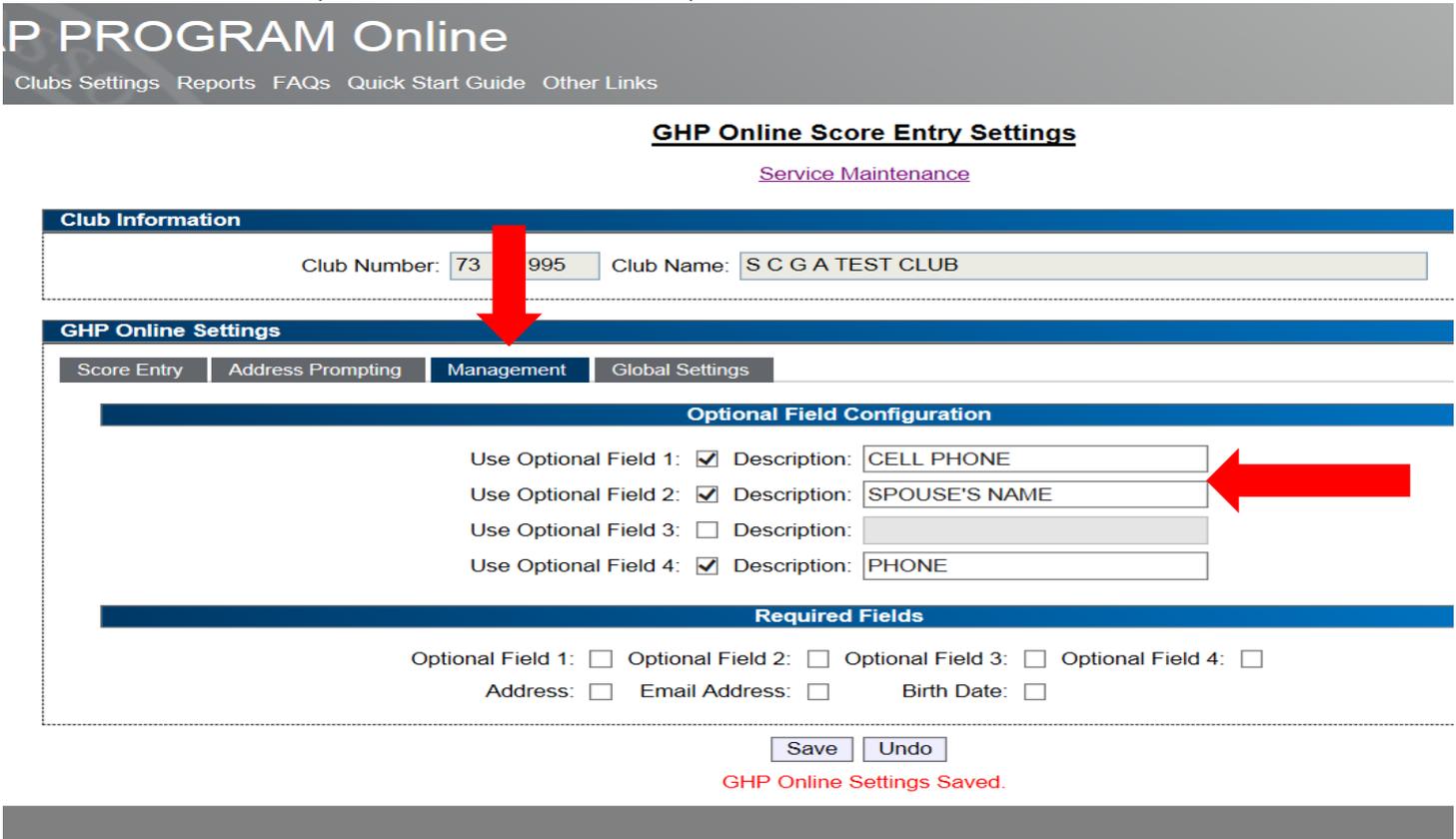
Within the GHIN service, member clubs have the use of optional information fields. The SCGA currently uses and positions your club to track and save the fourth of four fields for a member’s telephone number. That leaves three optional information fields available for club use – such as cell phone number; or a spouse’s name; or a shirt size or ??? Here’s how to set them up:

When you log into GHP Online Club, go to Club Setting and GHP Preferences:



Depending on how your club is set up, you will see one of two screens.

If you see this screen, go to section GHP Online Settings, go to the Management tab and open it. Set up the fields as desired and click on Save. In this example, we added Cell Phone and Spouse’s Name:



Or, if you see the screen below, go directly to the Optional Fields tab and open it. Set up the fields as desired and click on Save Only. In this example, we added Cell Phone and Spouse's Name:

# SRAM Online

Reports FAQs Quick Start Guide Other Links

## GHP Settings

[Service Maintenance](#)

**Club Information**

Club Number:  -  Club Name:

---

**GHP Score Entry Settings**

Entry Options
Wizard Options
Display Options
Member Lookup Options
Control Options
Screen Saver
Other Software

Player Lookup:  Score Entry Method:   
 Number Entry Type:  Default Score Type:   
 Show Score History before Posting?:  Advance when option selected?:

---

**GHP Management Settings**

Management Options
Communications
Optional Fields
Address Management
Global Settings

Use Optional Field 1:  Description:   
 Use Optional Field 2:  Description:   
 Use Optional Field 3:  Description:   
 Use Optional Field 4:  Description:

Go to the club roster and open up a member's file. Open the Optional Fields tab under Golfer Information. Enter the information and Save. In both examples, we added Cell Phone and Spouse's Name

## Golfer Maintenance

[Score Maintenance](#) [Additional Addresses](#)

**General Information**

GHIN Number:  # Active:  # Inactive:  Local Number:  Type:   
 Working Club:  Status:  Status Date:

---

**Creation Dates**

GHIN Number:  Association:  Club:  Service:

---

**Golfer Information**

Name/Address
eRevision
IGN
Optional Fields
Player Settings
Inactivate Dates

Optional Fields	
Field Name	Field Value
CELL PHONE	<input type="text" value="123-455-5555"/>
SPOUSE'S NAME	<input type="text" value="Nancy"/>
PHONE	<input type="text" value="555-555-1234"/>

**Handicap Index Information**

Information	H.I.	Total Diff.	Effective Date
Current:	<b>3.2M</b>	43.0	11/15/2014
10-2:	4.1	43.0	
Previous:	3.2M	43.0	11/01/2014
Low:	3.2M	43.0	11/15/2014
Trend:	4.1L	43.0	

Rounds:  T Scores:  Avg. Diff:   
[Show Revision Scores](#)

To retrieve the information, go to Reports.

SCGA Test Club User: 73-0995 Logout

# GHIN HANDICAP PROGRAM Online

Home My Golfers All Golfers Scores Clubs Settings Reports FAQs Quick Start Guide Other Links

Number	Club Name	Service Name	Holes	Role		
73-0995-01	S C G A TEST CLUB	SCGA	18	Administrator	<a href="#">Roster</a>	<a href="#">Maintenance</a>

Go to Club Roster and under Report Output Columns, choose the items in the Available Columns that you would like to move under the Display Columns and run the report. You will have the option to export the report in various methods.

Tools ? [Icons]

Welcome 73-0995 [Logout](#)

## GHIN Web Reports

[Schedule Report](#)

[Run Report](#)

- Report Menu
- Club Reports
  - Address Labels
  - Club Roster**
  - Course Handicap Table
  - Handicap Index/CH
  - Handicap History
  - Handicap Index Range
  - Handicap Labels
  - Handicap Revision Scores
  - Internet Scores Posted
  - Local Number
  - Low Handicap Index
  - Most Improved Golfer
  - Reduced Golfers
  - Revision Golfers
  - Rounds Posted
  - Score Posting Sheets
  - Scores Posted
  - Shaft Labels
  - 9 Hole Scores Posted
- Report Scheduling
  - My Scheduled Reports
  - My Report Log

### Club Roster Report

Report Filters

Association: 73 Southern California Golf Assoc  
Club: 995 S C G A Test Club  
Service: 01 - Scga  
Print Group: <None>

Status: Active Only  
Address Type: Primary Address Only

Report Output Columns

Sort Column: Member Name Name Format: Full Name

Available Columns	Display Columns
Zip	GHIN Number
Address Description	Name
Gender	Phone
Handicap Index	Cell Phone
Date of Birth	
Email Address	
Spouse's Name	

Report Appearance

Detail Font Size: 8 pt

Include Logo:  Output Columns: 1

Page Header 1st page only:  Paper Size: Letter

Separate Services per Page:  Paper Orientation: Landscape

Header:  Style: Large (14 pt)

Footer: Page {PageNumber} of {PageCount} Style: Normal (11 pt)