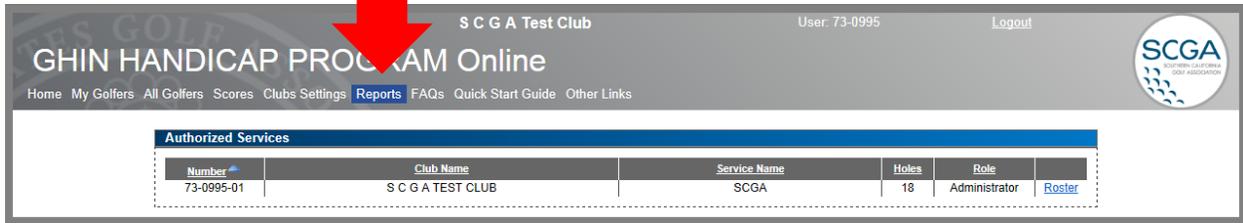


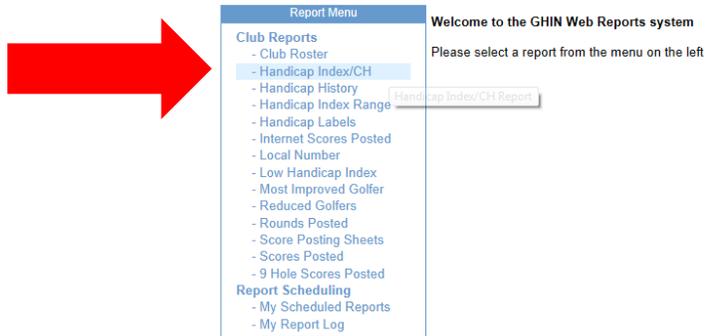
If you create or send out reports on a regular basis, you should consider using the “Scheduling Reports” tool in GHP Online Clubs. To schedule your reports, go to the tab in the GHP Online Club site that says “Reports”.



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

From there, choose the report you would like to schedule and double click on it to open it.

Welcome 73-0995 [Logout](#)  
GHIN Web Reports

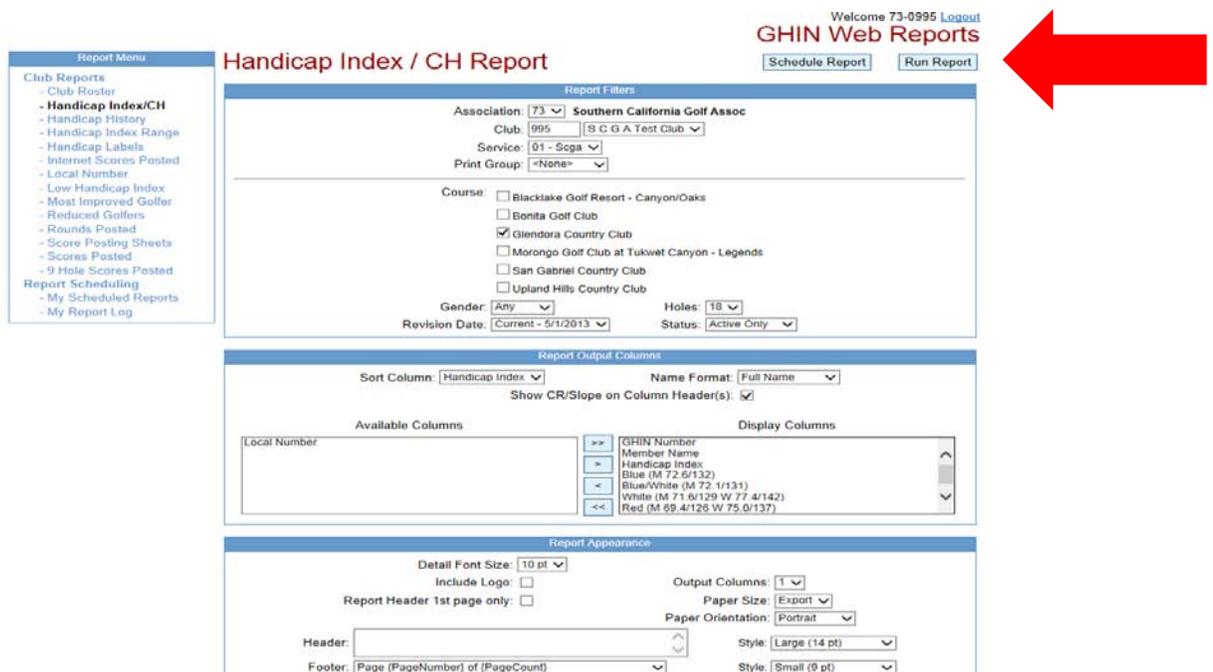


Report Menu

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

Welcome to the GHIN Web Reports system  
Please select a report from the menu on the left

Then you will determine the type, filters, output, and appearance of your report. You should actually run the report to make sure it has the information and design needed. Once this is determined, choose “Schedule Report” at the top of the page next to “Run Report”.



Welcome 73-0995 [Logout](#)  
GHIN Web Reports

[Schedule Report](#) [Run Report](#)

**Handicap Index / CH Report**

Report Filters

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

Course:
 

- Blacklake Golf Resort - Canyon/Oaks
- Bonita Golf Club
- Glendora Country Club
- Morongo Golf Club at Tukwet Canyon - Legends
- San Gabriel Country Club
- Upland Hills Country Club

Gender: Any Holes: 18  
 Revision Date: Current - 5/1/2013 Status: Active Only

Report Output Columns

Sort Column: Handicap Index Name Format: Full Name  
 Show CR/Slope on Column Header(s):

Available Columns: Local Number  
 Display Columns:
 

- GHIN Number
- Member Name
- Handicap Index
- Blue (M 72.6/132)
- Blue/White (M 72.1/131)
- White (M 71.6/129 W 72.4/142)
- Red (M 69.4/126 W 75.0/137)

Report Appearance

Detail Font Size: 10 pt  
 Include Logo:   
 Report Header 1st page only:   
 Header:   
 Footer: Page (PageNumber) of (PageCount)

Output Columns: 1  
 Paper Size: Export  
 Paper Orientation: Portrait  
 Style: Large (14 pt)  
 Style: Small (8 pt)

Enter the description and the run frequency of the report (daily, weekly, monthly, revision date). Depending on the timeframe you choose, other choices must be made (i.e. time, date, etc.).

**Schedule Report**

**Note:** The report will be scheduled using the currently selected settings. If you have not yet entered the criteria you would like the report to run with, please hit "Cancel" below and make your selections, then click the "Schedule Report" button again to complete this dialog.

Description:

Run Frequency:

Run Time:  :

---

Multiple email addresses can be entered with comma or semi-colon separators

Send To:

Copy To:

Blind Copy To:

<< Red (M 69.4/126 W 75.0/137)

Then, enter all of the email addresses to send the reports at the scheduled time. Click on Schedule at the bottom of the page. The screen will then show "My Scheduled Reports" where you can view details, edit or delete the report. You may schedule as many reports as you wish.