



# SCOTTISH CENTRAL DATABASE OF HANDICAPS

## CLUB – GUIDANCE PACK

### REGISTRATION, UPLOADING MEMBERSHIP DATA AND AN OVERVIEW OF FUNCTIONALITY

#### INTRODUCTION:

This document will provide step-by-step guidance for:

- Accessing the CDH
- The Initial Club Registration Process
- Liaison and support from your Handicapping Software Provider (ISV)
- Accessing the full range of CDH functionality available to affiliated golf clubs following the upload of your membership data to the CDH

#### ACCESSING THE CDH:

Scottish Golf affiliated clubs can access the CDH at <http://scotland.cdh.golfbox.dk>

#### CLUB REGISTRATION & LOGGING ON – USERNAME/PASSWORD

- Your Username is your CDH Club ID Number and this has, along with your Password, been preset by GolfBox.
- Login with Username and Password previously provided\*.
- Review and accept both the CDH Terms & Conditions and Privacy Policy using the tick boxes
- Click 'Submit' to complete registration

*\*If you require a reminder of your Login details please email [CDH@scottishgolf.org](mailto:CDH@scottishgolf.org)*

#### UPLOADING MEMBERSHIP DATA TO CDH:

- You are now required to liaise with your ISV/Handicapping Software Supplier to upload your membership data to the CDH.
- For this you will need your Club CDH ID Number, again previously advised (Login Username).
- Your ISV will assist you achieve the following steps:
  - Access a revised version of ISV handicapping software that allows you to interface with the CDH
  - Upload your membership data to the CDH
  - Receive the allocated Unique Scottish Golf ID Numbers for each of your home members directly back into your handicapping software
  - Uploading the full handicap records for 'home' members to the CDH

- To test the transferring of data to and from the CDH, including testing the receipt of away scores from the CDH

## CDH FUNCTIONALITY

Please note – the full functionality outlined below will not be activated until after you have completed the upload of your membership data to the CDH

- Club functionality includes:
  - Amend Golf Club Security Password
  - Administer Club Information
  - Administer Club Members Details (Home and Away Members)
  - Reports (Member Handicap List/Away Scores)

## SUPPORT:

- **GolfBox:**

If you experience any **errors** on the CDH website or any problems relating to the club information, member scores or handicapping data within the CDH reports you are trying to access, contact GolfBox via:

Company Help Desk:

Tel: +45 21 73 40 00

Skype Name: ryan.pearse

E-mail: [rp@golfbox.dk](mailto:rp@golfbox.dk)

- **ISV's (Handicapping Software Providers):**

If clubs experience any issues relating to the data being transferred to or from the CDH from your handicapping software (e.g. Member Information, Player's Scores, Handicap Information etc.), contact your club's ISV to request help in correcting the data transferred to the CDH.

- **Governing Body:**

For any other issues relating to the CDH contact:

E-mail: [cdh@scottishgolf.org](mailto:cdh@scottishgolf.org)

Tel: 01334-466477