



SCOTTISH CENTRAL DATABASE OF HANDICAPS

GOLFER – GUIDANCE PACK

Introduction:

This document is written to assist individual members of golf club's to access, register and view their own individual handicapping data – their handicap and full player handicap record - on the CDH.

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

- Acquiring your Scottish Golf ID Number (only available from a player's 'home' golf club)
- Accessing the CDH
- The Individual Registration Process
- Accessing the full range of CDH functionality available to individual golfers

Acquiring Your Scottish Golf ID Number:

Individual members of affiliated golf clubs will only be able to access the CDH once their 'home' club has uploaded to the CDH and advised each of their 'home' members their individual Scottish Golf ID Number.

Your Scottish Golf ID Number will be 10 digits long and will start with a 4 if allocated via a 'home' club in Scotland.

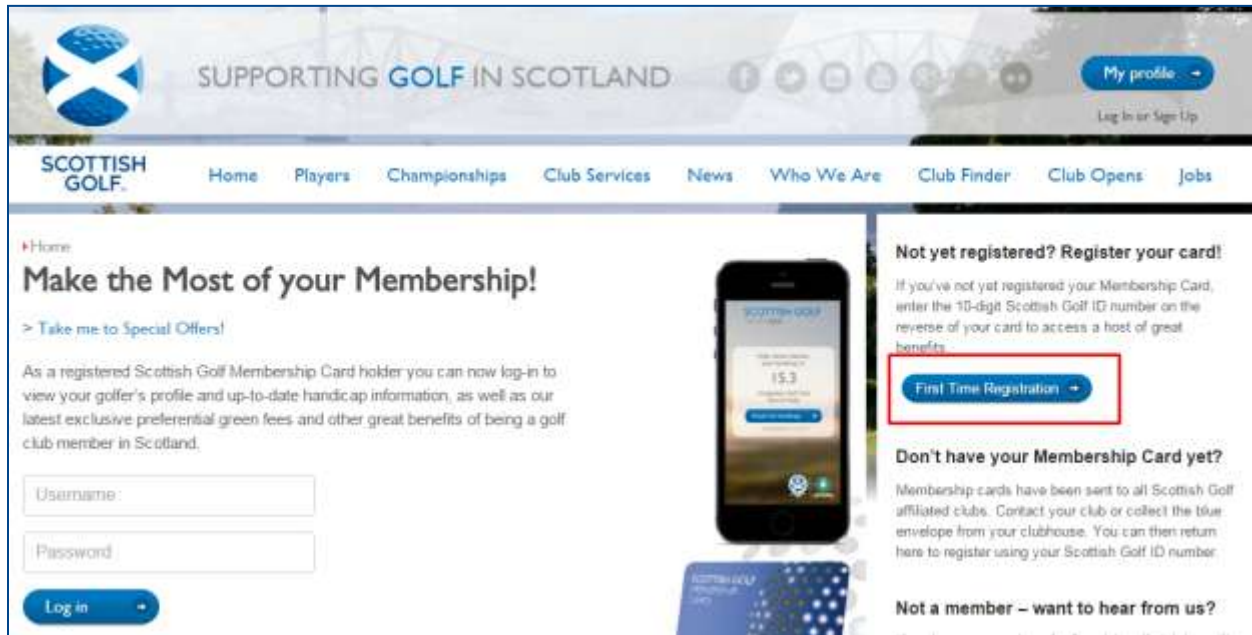
Accessing The CDH:

Once you have received your Scottish Golf ID Number from your home club you can register and login to the CDH at www.scottishgolf.org/register. When successfully logged in you can look up:

- **Your CONGU® Handicap:** You will only have access to your individual handicap information – your Exact Handicap, your Playing Handicap, the number of away scores returned via the CDH but still awaiting processing by your home club and the date that your handicap was last updated by your home club on the CDH.
- **Your Full Player Handicap Record:** Showing all your competition results in chronological order, with all associated handicap adjustments.

First Time Registration

The individual member CDH login Page looks as below. For first time registration please click on the First Time Registration button highlighted below and follow the on screen instructions.



Your Member Information Page

When entering your Scottish Golf ID Number you will be taken into the 'Your Member Information' page:

This is your CDH Home page where you must set your username/ password – this page also contains details of:

- Your Scottish Golf ID Number
- Your nominated 'Home' Club
- Other golf clubs of which you are a member
- Your Exact Handicap
- Your Playing Handicap
- Your Username/Password

You will not be able to alter the greyed out fields but you have access to all other fields to alter as appropriate.

There are a number of red question marks on this page – by rolling your mouse over these they give explanations of why certain fields are required and what options are available to you within the CDH. For example, you can ‘opt-in’ to receive ebuletin updates on developments across Scottish Golf, or when developed in the future, to be able to verify your handiap via SMS enquiry and messaging from the CDH server.

You must enter your username and password here for future access to the CDH and you are also required to accept the Terms & Conditions to compete registration.

Terms & Conditions:

We would urge all members of affiliated golf clubs who are registering to use the CDH to read the Terms & Conditions before accepting them – these only run to a few pages but importantly these Terms & Conditions explicitly state who has access to the CDH and who can view and process specified data within the CDH.

Individual Handicap Look-Up

Once registered onto the CDH you will now have access to view your own handicap. The look-up screens are as below:

The screenshot shows a web interface for the Scottish Golf Club (GC) Membership Handicap Look-Up. The page has a blue header with navigation links: 'Your Information', 'Player Handicap', 'Full Player Handicap Record', 'Help', and 'Logout'. The main content area features the 'SCOTTISH GC' logo and 'Membership Handicap' text. Below this, it says 'Handicap Look-Up' and 'You have 0 scores outstanding.' There are five input fields: 'MEMBER NAME', 'MEMBER UNIQUE ID', 'EXACT HANDICAP' (displaying '21.1c'), 'PLAYING HANDICAP' (displaying '21c'), and 'DATE HANDICAP LAST UPDATED' (displaying '01/10/2015'). A note at the bottom states: 'If your handicap is marked with a 'c' then it is correct as at the last date shown, however the 'c' indicates that there are away scores pending uplift from the CDH by your home golf club which when processed will bring your handicap fully up-to-date.' The footer indicates 'Powered by GolfBox A/S'.

Individual CONGU® Player Handicap Record Look-Up

You will also have access to view your own full CONGU® Player Handicap Record. A view of the handicap record page can be seen below:

Your Information Player Handicap Full Player Handicap Record Help														Logout »	
		Membership HANDICAP RECORD													
Unique Id: ...		Home Club: ...													
Comp Date	Rnd	Competition	Course	SSS	CSS	Gross Score	Hcp	Nett Score	Adj Gross Score	Stab / Par Score	Par	Hcap Adj	Rev Exact Hcap	Rev Play Hcap	
21/05/2015	1	Supplementary Score	Elmwood Golfing Society	71	71	100	21	79	99			0.1	21.1	21	
02/02/2015		Year End - 't' Removed											21.0	21	
19/01/2015		Allocation											21.0	21	
05/01/2015		Allocation											21.0	21	
31/05/2014	1	June Medal (SLGA)	Elmwood Golfing Society	71	71	100	21	79	98			0.1	21.0	21	
25/05/2014	1	Ladies Open S Ford Bronze	Cruden Bay Golf Club	71	74		21			25	71	0.0	20.9	21	
10/05/2014	1	Catherine Inglis Salver	St Regulus Ladies Golf Club	75	77	112	21	91	107			0.1	20.9	21	
19/04/2014	1	Lady Captains Trophy	Elmwood Golfing Society	71	70	92	21	71	91			0.0	20.8	21	
12/04/2014		General Play											20.8	21	
02/03/2014		Ann. Revue - 't' Removed											21.0	21	

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Support:

For any issues relating to the CDH please contact

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