Club Training Session

Launch Preparations

Lexi McCormick-Smith & Fran Nee

Agenda

Launch Timeline Review

Launch Tasks

Pre-Migration Tasks

Takeaways

Cutover Tasks

Questions

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Launch Timeline Review

Club Training Session - Launch Prep

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Timeline Categories

Pre-Migration

From today until current GHIN is turned off.

Clubs should do as much work to prepare for the launch as possible

Cutover

GHIN data (association, club, golfer, score) is migrated into new platform.

Blackout Period
No Score Posting

Launch

GHIN products are launched for Clubs & Golfers.

Your association will notify you when score posting has resumed.

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Launch Timeline

Pre-Migration

Cutover

Launch

11/1

12/1

12/15

1/1

1/5

1/6

GHIN Product Training Begins

Continued training and data validation

Last USGA Revision

Clubs & Associations to run reports and capture / archive data

Launch WHS

GHP Database, Application and APIs to be taken offline

Score posting is not available.

All scores should be held.

GHIN Product Launch

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Messaging Timeline

Pre-Migration			Cutover	Launch
Oct.	Nov.	Dec.	1/1 – 1/2	1/6
ghin.com	GHP Golfer GHP Club eNewsletter	Mobile App	Web Reports DOD	GHP Golfer

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Pre-Migration

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Pre-Migration – GHP Tasks

- ✓ Messaging on current GHIN Products
- ✓ Identify Key Scheduled Reports
    - ✓ Download reports
- ✓ Roster Clean Up
- ✓ Duplicate email addresses
- ✓ Setup default courses to reduce workload for Kiosk setup

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GHP Club Messaging

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GHP Golfer – Kiosk Messaging

GHIN.com Messaging

eNewsletter Messaging

What You Should be Doing in GHP

Identify Key Scheduled Reports

- Review scheduled reports in GHIN Web Reports
- Take notes of the type of report, filters you have selected and who the reports are sent to
- All reports will need to be recreated in Admin Portal
- Save and/or print any desired reports with the December 15th revision

Welcome 98-0575 Logout

GHIN Web Reports

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

Filters

User Name: <All> ▼   Report: <All> ▼

Scheduled Reports for 98-0575

				Report	Schedule Days	Schedule Time
Edit	Delete	View Details	Report Log	Club Roster Report Roster	Revision Date: Association 98	5:47 AM

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What You Should be Doing in GHP

Roster Clean Up – Duplicate Golfers

- Turn off all filters on the roster page
- Sort golfers alphabetically by last name
- Look for any potential duplicate golfers
- Validate any duplicates and forward the request to merge scoring records to your golf association – note which GHIN # to keep

Club Roster

Golfer Lookup

Golfer Lookup

Search by name must include Last Name and one of Association, GHIN #, First Name or State. Use % as a wildcard in First/Last Name or Email.

GHIN Number: [ ]   Service: <All> ▼   Status: All ▼   Member Type: [ ]

Last Name: [ ]   First Name: [ ]   State: <All> ▼   H.I. Range: [ ] to [ ]

Email: [ ]   eGolfer: Ignore eGolfer Status ▼

[Search] [Export Current Results] [Clear Current Tab]

Search Results

Active Golfers Returned: 95   Inactive Golfers Returned: 1   Total Golfers Returned: 96

Club No.	GHIN No.	Local	Name	H.I.	Status Date	Address	City	State	Active
98-0575-01	1710315	87	ALEXANDER, JOHN	9.9	11/21/2019	123 MAIN STREET	MELROSE	MA	Yes
98-0575-01	1625137	47	ANDERSON, DAN	5.6	11/21/2019	123 MAIN ST	NASSAU, BAHAMAS	*F	Yes
98-0575-01	1742477	82	BARRETT, MARTY	9.9	11/21/2019	123 MAIN STREET	FAR HILLS	NJ	Yes
98-0575-05	7315374	66	BAUER, T ROB	NH	05/11/2018	2554 ARCOLA LANE	WASHINGTON	NJ	No
98-0575-05	9123456	35	BB, BB	22.7	09/28/2016				Yes
98-0575-01	0059321		BELTRAN, CARLOS	9.6M	11/21/2019				Yes
98-0575-01	1199432	5205	BERGERON, PAT	8.4	11/21/2019	77 LIBERTY CORNER ROAD	FAR HILLS	NJ	Yes
98-0575-01	3052473	101	BETRAN, CAR	NH	11/21/2019				Yes
98-0575-01	1633471	59	BORQUE, RAY	7.0	11/21/2019	123	SAN DIMAS	PA	Yes
98-0575-01	0602894	56	BRADY, TOM	NH	11/21/2019				Yes
98-0575-01	1461545	97	BRYANT, KRIS	11.5	11/21/2019	123 MAIN STREET	LIBERTY CORNER	NJ	Yes
98-0575-01	1625136	46	BYLSMA, DAN	11.9	11/21/2019				Yes
98-0575-01	1625150	58	CARDONA, MISSY	8.7	11/21/2019	123 MAIN STREET	MELROSE	MA	Yes
98-0575-01	4161985	105	DEWEESE, CHAD	NH	11/21/2019				Yes
98-0575-01	0000099	106	DEWEESE, CHAD	13.4	11/21/2019				Yes

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What You Should be Doing in GHP

Roster Clean Up – Missing Data

- Turn off all filters on the roster page
- Sort golfers by address
- Look for any missing address data and update necessary fields (street address, city, state ZIP code)

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What You Should be Doing in GHP

Roster Clean Up – Duplicate Emails

- Go to GHIN Web Reports
- Select the Club Roster Report
- Set the status to any
- Select the filters GHIN #, Name, Email Address and Status
- Run report
- Identify where duplicate email addresses exist across different golfers.
- Update one of the profiles with a new, unique email address

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What You Should be Doing in GHP

Roster Clean Up – Invalid Birth Dates

- Go to GHIN Web Reports
- Select the Club Roster Report
- Set the status to any
- Select the filters GHIN #, Name, Date of Birth, and Status
- Run report
- Identify where the birth date of a golfer may not make sense
- Update any junior golfers with appropriate birth date and membership type J (if needed)

What You Should be Doing in GHP

Set Home Course(s)

- Go to Club Settings
- Select Home Courses
- Review the list of Home Courses
- Add or remove any courses as needed

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What Should You be Doing in December?

Data
• Identify reports that will need to be re-created in the new platform.   ○ Scheduled Reports • Save / print out any critical December 15th reports • Ensure GHP Client clubs make final transmission before cutover. • Update Handicap Index in USGA TM prior to Dec 31st • Turn off posting computers at the end of the day, December 31st

Communication
• Communicate cutover window and impact to golfers • Communicate key tasks and/or changes to golfers • Work with vendors who integrate with your GHIN data (i.e.., Tournament Expert, Club Essentials)to ensure all products work as expected at launch.

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Communication Between Club and AGA

Considerations

- ✓ Clearly identify your club admin to the association – provide contact information
- ✓ Understand how your association will communicate key information to the club
- ✓ Understand how your club will access the new kiosk after launch
- ✓ Understand key transition dates
  - ■ When to turn off score posting computer
  - ■ Timeframe when scores cannot be posted
  - ■ When to turn posting computer back on
- ✓ Request access to the Admin Portal from your association
- ✓ Know how to reach your association for support and questions

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Cutover

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Jan 1st

GHP Database, Application and APIs to be taken offline at 12:01am EST

Jan. 2nd – Jan. 5th

✓ NO SCORE POSTING
   ✓ Please hold all scores to post on Jan. 6th
   ✓ All scores held during cutover are subject to rules of WHS

✓ Communicate timeline to golfers
✓ Can continue to use USGA TM
✓ Turn off score posting computer
✓ Direct members to your association website or USGA.org/handicapping for questions about WHS

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Launch

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What Should You do at Launch?

Data	Communication	Tasks

• Perform data validations in Admin Portal.	• Golfers should be alerted of the following:
	  o Score posting has resumed
	  o Golfers should post scores held during migration
	  o Download the updated Mobile App.
		• Locate credential email and finish creating their login account
		
		• Turn on posting computer and launch new kiosk URL

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What The USGA will do at Launch

Jan. 6th

USGA will notify all stakeholders (including golfers) that all products/systems are now available and score posting has resumed.

- Admin Portal & Reporting
- Golfer Products
    - Mobile App
    - Kiosk
    - GHIN.com
- Data Services

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Launch Prep Takeaways

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If You Do Nothing Else

Communicate Cutover period to Golfers

Read & take action on communications from your AGA

Turn off posting computers at the end of the day, December 31st

December 31st – Access Removed from all current GHIN Products

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Additional Club Trainings

Admin Portal will review golfer administration tasks including, score posting and Handicap Index management.

Template Reports will provide an overview/walk-through of the reports available in the new platform.

Kiosk Setup & Overview will show how to setup a Club Kiosk and provide a demonstration of the Kiosk features and functionality

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Questions & Feedback

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Contact your AGA with questions

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