



2012

**League Coordinator
Handbook**

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Contact List for League Coordinators

The following individuals are available to support you in your League Coordinator role – to help with questions, problems, and/or suggestions.

Note: If a member has a question you can't answer, then refer her to the [Chapter Web site](#), where she can select the appropriate email link for her question (e.g., league; membership; handicap).

Chapter Resources

League Team

- [Sue Weber](#) Contact for league-related issues.
- [Maria Levin](#) Contact for league assignment issues, including alternates.
- [Amy Soisson](#) Contact for contract issues or course issues that you cannot resolve by first consulting with the course manager.

Treasurer

[Robin Duffy](#)

If you have...	Then...
a general financial issue	Contact Sue Weber first; contact Robin Duffy if Sue is unavailable.
a question about payment amount or payment date to the course	Contact Amy Soisson
an end of the season check request	Send the invoice to Robin Duffy at EWGA, PO Box 360, Avon, MA 02322. All check request forms maybe be obtained from the File Cabinet on the Website

Handicap Chair

[Jill Tyzack](#)

Contact for questions regarding handicap.

Webmaster

[Charlene Gaboriault](#)

Send noteworthy league news and photographs.

Contact List for League Coordinators, continued

Email Addresses

Role	Contact	Email
Communications	Becky McKie	communications@ewgaboston.org
Handicap Chair	Jill Tyzack	golfhandicap@ewgaboston.org
League Chair	Sue Weber	leagues@ewgaboston.org
Treasurer	Robin Duffy	finance@ewgaboston.org

Online Resources

- [EWGA Boston Chapter](#)
 - [Etiquette and Conduct Code](#)
 - [Inclement Weather Policy](#)
 - [Refund Policy](#)
 - [League Attendance Policy](#)
- [National EWGA](#)
- [U.S. Golf Association](#)(Rules of Golf)
- [Using the EWGA Handicap System \(GN21\)](#)
- [Golf Handicap and Information Network \(GHIN\)](#)

Coordinators' Responsibilities

League Sign-up Dates

March 25, 2012	Online Registration for Leagues Starts
April 25, 2012	Online Registration for Leagues Closes
May 7, 2012	Online Registration for Alternates Closes
Week of May 6th	League Play Starts
Week of Aug 19th	League Play Ends

Before the First Day and/or on the First Day

After you receive the roster for your league, contact and welcome every member of your league (including alternates) by email – or phone, if the member does not have an email address.

Invite all league members to a preseason meeting prior to the first day of play. Ideally the meeting should be held at your course of play. Invite the course pro to review local rules and to conduct a mini-clinic.

In your initial contact with your league members – at the preseason meeting and/or through email – outline the following topics/procedures as they pertain to your league. (Refer to the Boston Chapter Web site and this handbook for supporting information)

Coordinators' Responsibilities, continued

- Maintain sign in sheet including alternates
 - Posting scores
 - Determining tee times (where applicable)
 - Determining foursomes - attempt to mix up groups each week
 - Local rules
 - Pace of play
 - How to keep a handicap and the purpose of keeping a handicap
 - Alternates
 - Inclement weather
 - Social events
 - Other (e.g., contests that you may conduct each week)
- Coordinators' Responsibilities, continued

At the Course

Once the playing season begins, you are your league's contact person for EWGA. Introduce yourself to the clubhouse personnel (before the first day of play) and review the following with them:

- Your contact information. Let them know that you are the first person they should contact in the event of a problem with your league during the season.
- The local rules.
- The payment procedure (if you pay weekly).
- Your sign-in procedure. Ask where they would like you to place the sign-in sheet. At some courses the sign-in sheet is left with the staff and they put it out for early bird arrivals – you can always ask if they are willing to do that.

Coordinators' Responsibilities, continued

On the first day, make the players feel comfortable by:

- Greeting them as they arrive and introducing new players.
- Explaining the sign-in sheet. Detail its location and uses: signing in and recording scores, putts, chip-ins, and birdies.
- Handing out copies of the local rules and pace of play information if you did not send it by email.
- Asking if there are any questions about league procedures.
- Explaining again how your league determines tee times and foursomes. It's a good idea to mix groups with new and veteran, experienced and newcomers.
- Encouraging members to stay after golf to socialize if your course has an eating facility. For the morning leagues this may not be feasible; try to come up with an alternative.

You may have covered these items in your preseason meeting, but there's no harm in reviewing.

If you have a member who is new to golf, pair her up with a more experienced player to help her with course management, rules, golf etiquette, and pace of play. The more experienced member will act as a mentor. Spread the mentoring around so it is a fun thing to do.

Alternates

When you receive the names and contact information for your league alternates, forward them to your league members.

Alternates should make payment arrangements directly with the person for whom they are substituting. The Coordinator may assist in facilitating payment. Alternates should sign in and indicate if they have paid.

You may, as Coordinator, have a policy where a listed alternate could play if space is available and if she pays the green fee. Be sure to let alternates know if this is the case.

Coordinators' Responsibilities, continued

Payment of Fees

Weekly Pay

For some leagues the Coordinator pays the course weekly. You will receive 14 or 15 checks that are made out to the course where you play. These checks are signed by the Treasurer. Your task is to fill out the amount of the check. The amount is determined by multiplying the number of players by the green fee for your course. Put this information at the bottom of the form ***League Sign-in and Score Sheet Instructions***.

Pre-pay/Installment

For some leagues the payment is made prior to the season or in installment payments. You may be asked to deliver a check to your course.

Contracts

The majority of our leagues have a league contract or agreement that details the green fees and other information that is unique to the league. If there is a contract for your league, then you will receive a copy. If there is no contract, then you will receive a note outlining the course agreement.

Communicating League News via the Chapter Web Site

To add more value and community spirit to the Chapter, you may want to use the Chapter Web site to communicate league news. This is not a substitution for regular email communication with your league, but a way to share key events – such as winners of a competition or hole-in-one accomplishments – with the Chapter as a whole.

Coordinators' Responsibilities, continued

Here are some guidelines:

- The copy should be very short and sweet – four to five sentences at a maximum.
- Send the text in an email to the [Webmaster](#); she will cut and paste it into an HTML file. No need to worry about formatting.
- Identify the name of the league in your email (including day, if there are multiple leagues at your course).
- Remember that we have one person performing the duties of Webmaster – think moderation!

You may also want to send some photos for the website. Ideally, each photo should be resized to no more than 250 pixels wide, saved in .jpeg format, and not exceed 50kb.

End of the Season Report

Each Coordinator is responsible for submitting an attendance record at the end of the season. The purpose for this report is to assist in estimating the number of slots for your league for next year. You will use the information recorded on the weekly sign-in sheets to complete the report, which will be provided to you.

League Sign-in and Score Sheet Instructions

The League Sign-in and Score Sheet serves two purposes: to track attendance and to provide data for the selection of players to represent the league in the Boston Chapter League Championship. Our goal is to have every league complete the sheet weekly and to play in the League Championship.

Regular Player Instructions

On the first day of league play, greet the players as they arrive and provide instructions for completing the sheet.

- Before play, ask each player to check off her name.
- After play, ask each player to record her:
 - Score
 - Chip-ins and birdies, if applicable

Alternate Player Instructions

Before play, ask each alternate to:

- Sign in under the Alternates section
- Indicate who she is substituting for or whether she is just showing up to play
- Indicate (yes or no) whether she paid

Note: As specified on the sheet, if she is playing for a regular member, she should reimburse that person. If she is just showing up, she should pay the Coordinator. For any instances in which the alternate indicates she did not pay, you should follow up to secure payment.

League Sign-in and Score Sheet Instructions, continued

Coordinator Instructions

For each week of league play – prior to play:

- Place a blank League Sign-in and Score Sheet at a designated check-in point (e.g., pro shop)
- Record the current date on the sheet

For each week of league play – following play (after all players have finished):

- Tally the total number of (regular) players and record the number in the space provided at the bottom of the sheet
- If you pay weekly, enter the amount of the check and check number in the space provided and settle payment with the pro shop
- File completed League Sign-in and Score Sheets to use in determining which players qualify for League Championship.
- Send form as requested above.

Date:

League Sign-in and Score Sheet

Name	Score	Chip-ins (hole #)	Birdies (hole #)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			

Alternates

Name	Member Playing for or just showing up?	Paid? *
1.		
1.		
1.		

** If playing for a regular member, reimburse her; if just showing up, pay the Coordinator.*

League regulars playing: _____ **Amount Pd:** _____ **Ck #:** _____

League Championship

Location:	TBA
Date/Time:	Sunday, September 9, 2012
Tee Times:	Modified Shotgun - each league will be randomly assigned a starting hole
The Course:	TBA
Fee:	The fee for participation is \$50 per player

League Team Selection Process

Each league must have 4 players to represent them at the League Championship; League Coordinator is responsible for filling vacant spot with 2nd qualified player (based on the criteria). League MUST be represented by 4 players in order to qualify (unusual circumstances will be considered). NO alternates can compete.

Criteria for Participating in the League Championship

- **League Coordinator**
- **Highest Handicap** – the individual with the highest handicap as of 9/1/2012 will qualify to play
- **Lowest Handicap** – the individual with the lowest handicap as of 9/1/2012 will qualify to play
- *Note: if the League coordinator represents either of these 2 players, then the next highest or lowest handicap will be the representative*
- **Lottery** – any member of the league, who has a handicap, and would like to participate in the League Championship will be entered into a lottery and chosen by the League Coordinator

League Championship, continued

Each player representing a league for the League Championship **must have a handicap**. No exceptions. The handicap may be established using league and non-league play. Preferably each league player will use the EWGA Handicap System (GN21) for her handicap. Alternately, a player may use the Golf Handicap and Information Network (GHIN) handicap system.

Format

On every hole, each team member may hit a tee shot. The team then selects one of the tee shots from which to play. All team members may then hit a shot from that position. This procedure is repeated until the ball is holed out. Each team member must hit and use **a minimum of three tee shots** per 18-hole round. The scorecard should be marked for each hole with the initials of the player whose tee shot was chosen.

Each team member may place her ball within one club length of the selected shot, no nearer the hole. If the selected shot is played from a hazard, bunker, rough, or fringe of the green, the ball may be placed within one club length of the selected shot, but no nearer the hole and remaining in the hazard, bunker, rough, or fringe of the green. When putting, the ball must be placed within one putter head length of the selected shot, but no nearer the hole.

Once the ball is holed out, no further strokes are permitted. Team members may stand behind one another (on an extension of the line of play or putt) while they are making a stroke or putting.

League Championship, continued

Scoring

The method for determining the team handicap is the same method as used by EWGA for scramble teams in championship tournament play: Apply a factor for each team member, according to her handicap. These four factors are added together and the total becomes the team handicap.

<u>Team Member Course Handicap</u>	<u>Factor</u>
0 – 13.0	+ 2
13.1 – 20	+ 1
20.1 – 27	0
27.1 – 33	- 1
33.1 – and over	- 2

The net score is determined by subtracting or adding the team handicap to the team gross score.

Awards

Two teams will be recognized:

- League Champions – the league team with the **Lowest net score** will be declared EWGA Boston League Champion
- 1st place to League team with **Lowest gross score**

Individuals on a team who is closest to the Pin ... 2 winners on 2 different holes.

Pace of Play

Maintaining pace of play is always a challenge. Each of us must do everything we can to keep up with the group in front.

How Do You Know You Are Keeping Up?

1. When you arrive at the tee for a par 3 or par 4, the group in front of you should be on, or approaching the green.
2. When you arrive at the tee for a par 5, the group in front of you should still be in the fairway, not on the green.
3. You are definitely not keeping up if you arrive at any tee except for a par 3 and you are all alone on the hole!

Helpful Hints for Keeping Up

Always be Ready to Hit

- Think ahead so that you are **ready** to play when it is your turn.
- Proceed directly to your own ball. Don't hang back, especially if you are on the other side of the fairway from the away golfer.
- Take **one** practice swing and get set while others are hitting.
- Play "**ready golf**" whenever safe.
- "**Ready golf**" means the player with the honors should be **ready** to hit first - if not, then someone else should.

Don't Waste Time

- Carry an extra ball, tees, and a ball marker in your pocket.
- Take more than one club with you when you leave the cart to go to your ball so you don't have to go back if you've misjudged the distance or situation. Anticipate your next shot and take the appropriate club(s) with you.
- Do not take longer than **3-4 minutes** to look for a lost ball. If the lost ball is not yours, look for it **after** you hit your ball
- Have your next club in hand; after you hit, get your club(s) and be ready to proceed to your ball.
- Watch where your playing partners' balls go so finding them takes less time.
- When you've reached your maximum score under Equitable Stroke Control (ESC), pick up.

Pace of Play, continued

On the Course

- Know when it is your turn and be ready to take your shot.
- Identify your ball before you hit it.
- While waiting to hit, Survey your shot, select your clubs, take them from the bag, and stand ready to set up and make the shot.
- When walking - walk briskly between shots.
- Play a provisional ball if you hit one that may be lost or out of bounds.
- Drivers of the cart should drop off their partners, and drive to their own balls to get ready to play. An alternative is to park the cart between the two balls.
- Pace yourself by focusing on the group ahead of you, not behind you.

On the Green

- Leave clubs at the back or side of the green closest to the next tee.
- When you have putted out, gather all your equipment before the others putt.
- Verbally establish the order of putting so no one wonders who is away - be ready to putt first if you are farthest.
- Be ready to putt before it is your turn.
- Read the line of your putt while others are putting.
- Putt out short putts whenever possible. Don't interfere with someone else's putt, but if you won't, don't waste time marking and then replacing your ball.
- Manage the pin. The golfer closest to the hole should tend the pin and the first person to putt out should be ready to replace it.
- Exit the green and tally your scores at the next tee.

Summary

- Walk to your ball as soon as possible - think about a shot in advance.
- Hit your shot first, and then look for a lost ball.
- Line up a putt before it is your turn; putt out immediately if you are not in someone's line.
- **Play ready golf!**

You can find additional information on the [Chapter Web site](#).

A League Coordinator's Guide to USGA Handicapping

This section is provided to assist League Coordinators in:

- Encouraging league players to develop and keep a USGA handicap.
- Understanding the USGA handicap system.
- Answering questions from your league players about the process.
- Planning on-course competitions using handicaps.

In the next section, you will learn about using the EWGA Handicap System (GN21) to support league activities.

Why Keep a Handicap?

All players should be encouraged to establish a handicap. Advantages of keeping a USGA handicap include:

- It allows for comparison with other golfers and competition on a "level playing field".
- Players can enter into friendly competitions with the equalizing factor of handicaps.
- Handicaps are required to participate in the EWGA Championship Series and the Boston Chapter League Championship competition as well as some weekend Chapter events. Many clubs and private tournaments require handicaps for their tournaments.
- The GN21 provides the opportunity to track improvement and personal statistics to help analyze one's game and plan personal improvement.

Exception: Par 3 Courses

Lost Brook is not regulation length and does not qualify for USGA/MGA rating. As a result, rounds played here cannot be used for handicap calculations. There are procedures for developing "local" handicaps for local contests. If you would like help with this, contact the [Handicap Chair](#). League players at Lost Brook can still establish a USGA handicap by playing other courses and posting those scores to the system.

A League Coordinator's Guide to USGA Handicapping, continued

What is a Handicap Index?

A USGA handicap index is calculated according to a mathematical formula based on posted scores and the difficulty of the courses played. A handicap index reflects the golfer's playing potential because it is based on the best scores over a given number of rounds, ideally the best 10 scores of the last 20 rounds. However, only five 18-hole scores are needed to establish a handicap index, so most league players will have enough scores even if they **only** play with their league. The system will automatically combine two nine-hole scores to create an 18-hole score. Scores are retained in the history and the most recent 20 are used for calculation regardless of what year they were played.

A handicap is normally expressed as an 18-hole index. For the purpose of nine-hole competitions, the index can be halved and stated as a nine-hole handicap.

A player's handicap for a particular course is calculated using the handicap index and the slope for the tee box used by the player. For a nine-hole handicap, the nine-hole slope should be used. Golf courses have conversion charts for converting a handicap index to a course handicap.

GHIN is an alternative USGA handicap service, but not the service provided as part of EWGA dues. Players may choose to maintain a GHIN handicap in addition to a GN21 handicap if required by other clubs or leagues, but must post each score separately to each system.

GN21 is powered by Golfnet which is used in many country clubs and is on a par with GHIN. The EWGA uses GN21 because GHIN is not available in all states or Canada. If your GN21 handicap is ever questioned, you should point out that it is the same as a Golfnet handicap.

A League Coordinator's Guide to USGA Handicapping, continued

Handicapping - Equitable Stroke Control

Once a player has established a handicap, posted scores should reflect any adjustments called for by the Equitable Stroke Control (ESC) process.

ESC is a downward adjustment of an individual hole score based on handicap to ensure that one bad hole does not have a disproportionate effect on a golfer's handicap. This procedure is used for handicap score posting only and is not to be used in any type of competition.

The table below shows the adjustment to be made for golfers of different abilities.

Table 1: Equitable Stroke Control (ESC)

18-hole Course Handicap	Equivalent 9-hole Course Handicap	Maximum Score to be Posted
9 or less	4 or less	Double Bogey
10-19	5-9	7
20-29	10-14	8
30-39	15-19	9
40 and up	20 and up	10

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Planning Contests Using Handicaps

You may wish to offer contests among players who have established handicaps, while allowing other players to play their own game. Check with your pro shop for the table to convert a USGA handicap index into a "course handicap" for the tees you play in your league. Then halve the course handicap to establish a nine-hole handicap.

Following are some options.

A League Coordinator's Guide to USGA Handicapping, continued

Match Play

Players compete head-to-head for each hole, based upon "net score" for the hole. Here is how the "net score" is calculated. The difference between the lowest course handicap amongst the group playing and each of the other players' course handicaps is the number of strokes each player receives; the player with the lowest course handicap receives no strokes. The strokes are allocated on the handicap-stroke holes listed on the scorecard. For example, in an 18-hole competition, Players A, B, C and D have handicaps 20, 26, 34 and 38 respectively. Player A receives no strokes, B receives 6 strokes, C receives 14 strokes and D receives 18 strokes. The "net score" for a hole is the actual score reduced by any strokes received for that hole. Two or four players compete against each other, or two two-woman teams compete against each other, using the best net score of the two members of the team. The player or team winning the most holes outright wins the match.

Stroke Play

Players complete their round, recording their own gross score. Then the nine-hole handicap is subtracted from the total for the net score. Lowest net score wins.

Best Ball

Players in two-woman teams record the best net score for each hole. The team with the lowest score wins.

Point Quota

Point values are assigned for birdies, pars, bogies, etc. A quota is established for each player based upon her handicap. The player who accumulates the most points over her quota wins.

Who Do I Contact If I Have Questions Regarding Handicaps?

If you have handicap questions regarding this document, your handicap calculation, Boston area courses, or Boston Chapter handicap services, please email our [Handicap Chair](#).

Using the EWGA Handicap System (GN21)

Accessing the GN21

There are several ways to access the GN21, including:

- Through [National Golf Network \(NGN\)](#). This is simplest as you then just have to enter your Username (same as EWGA Member ID Number) and Password (same as EWGA Password).
- Through [National EWGA](#).
 - Enter your email address and EWGA Password, and
 - Click the Handicap link on the left navigation bar

In both cases, the GN21 "My Golf Life" page is displayed. The procedures outlined in this handbook start from "My Golf Life".

Note: If you are playing in a tournament that requires verification of your handicap, the tournament representative can access GN21 via either of the above links and complete the verification without having to sign in.

Customizing Your GN21 Home Page

To get started with the GN21, it is advisable to customize your information. The tables that follow will walk you through the steps to:

- Create lists of courses you play frequently.
- Designate your home course. The EWGA Boston Chapter's home course is Brookmeadow and this can only be changed by Golfnet. However, you can change your personal home course.
- Create lists of players; useful for league co-ordinators

These steps will save you time in the long run.

Using the EWGA Handicap System (GN21), continued

Creating a Course List

Step	Action
1.	From My Golf Life Page , click the Red Button "Courses" at the top of the page.
2.	Then click the My Course List near the top of the right side of the page.
3.	Click the red Add button.
4.	Search the course directory and when you have found the course you want, click 'add' .
5.	Repeat until the list is complete.
	Be sure to include in this list your home course.

Designating Your Home Course

THE EWGA Boston Chapter's home course is Brookmeadow and this is set as the default "home course".

Step	Action
1.	To set your personal home course, start at the "My Golf Life" page.
2.	Click the red 'Enter Score' button.
3.	This link will take you to a screen with My Default Course and My Default Tees . Click the arrow in the My Default Course box and your course list will appear
4.	Select your home course and appropriate tees from this list.

Using the EWGA Handicap System (GN21), continued

Using GN21 to Support Coordinator Duties

Building a List of Players

Building a list of the players in your league will help your administration of the players' score history and enable you to verify GN21 handicaps at any time.

Follow the steps in the table that follows to build the list.

Step	Action
1	From My Golf Life Page , click the Message Center button at the top of the page.
2	Click the My Player List link near the top of the right side of the page. Click the red Add button to add a player.
3	In the Member Directory , enter the first and last name of the player. Click Search <i>Result: All players matching your criteria are displayed.</i>
4	Click add for the player you wish to add to your list. <i>Result: Your player list is displayed showing your complete player list with the player you just added.</i>
5	Repeat Steps 2-4 until your list is complete.
6	The default name of your list is My Players .

Once your list is complete, you can access it from **My Golf Life page** by clicking the **Lists** button. On the **Lists** page, select the desired list from the drop-down list box. You can then edit (add or remove players) the list as necessary throughout the season.

Using the EWGA Handicap System (GN21), continued

Posting Players' Scores

A player (Player 1) cannot enter a score for another player (Player 2), even if Player 1 is attesting the score for the Player 2. A player can enter her own score that has been attested by another player by answering the question, "Would you like to enter a player who attested your round?" on both the **Enter Score** and **Enter Hole-By-Hole Score** screens.

Determining "Most Improved" Player

GN21 does not provide this computation directly. However, if most of your players use GN21, it will simplify this process for you.

If you have questions about how to fairly determine "most improved", please contact the [Handicap Chair](#).

Posting Scores

A player must activate her GN21 account before she can begin to post scores. Scores must be entered on the Internet through GN21. (The computers at golf courses generally provide GHIN services.)

Important: Be certain to check that the correct 18-hole or nine-hole selection, the tees played, along with the slope and rating information all are correct after the page has refreshed before clicking "Post Score". You can report incorrect data by clicking on 'click here to report missing or inaccurate course information'.

It is important that nine-hole scores be posted properly as nine-hole scores. Major distortion of handicap calculations result otherwise. When entering a nine-hole score, be sure that the proper slope and rating information have been entered for the nine holes you played. Most league courses have been officially rated separately for the front nine and back nine. The course rating will be a number near par for the nine holes, while the slope will still be similar to the 18-hole slope number. The system will combine two nine-hole scores into an 18-hole score for computation purposes.

Using the EWGA Handicap System (GN21), continued

Posting a Total Score

Step	Action
1	From My Golf Life Page , click the red Enter Score button.
2	Complete the following: <ul style="list-style-type: none"> ▪ Date of Score – Using the format specified ▪ Course Name – Using “Away Score: Course Finder” link if the course is not in your My Courses list. A link is provided to report missing courses. ▪ Holes Played ▪ Type of Play – Check “Tournament” if applicable; otherwise, leave blank ▪ Tee Box ▪ Rating and Slope – Check to make sure the slope and rating match your scorecard. A link is provided to report missing course data. ▪ ESC Adjusted Gross Score – Adjusted for Equitable Stroke Control
3	Verify the information you entered and click the red Post Score button.

Using the EWGA Handicap System (GN21), continued

Posting a Hole-By-Hole Score

Step	Action
1	From My Golf Life Page , click the red Enter Hole-By-Hole Score button.
2	Complete the following: <ul style="list-style-type: none"> ▪ Date of Score – Using the format specified ▪ Course Name – Using “Away Score: Course Finder” link if the course is not in your My Courses list. ▪ Holes Played ▪ Score Type – Check “Tournament” if applicable; otherwise, leave blank
3	Complete the Select Player and Tees box.
4	In the Stats box, indicate if you want to Track Statistics . <ul style="list-style-type: none"> ▪ If so, then indicate which of the following to track: <ul style="list-style-type: none"> ○ Total Putts ○ Greens in Regulation ○ Sand Saves ○ Fairways in Regulation ○ Driving Distances ○ Ups & Downs ○ Penalty Strokes ▪ If not, then go to the next step.
5	Verify the information you entered and click Go To Scorecard . <i>Result: A scorecard is displayed with space to enter the hole-by-hole information (the score and any additional statistics you specified.)</i>
6	Complete the scorecard. <i>Note: When entering hole-by-hole, do NOT adjust for Equitable Stroke Control, as the system will do this automatically, taking into account the player’s course handicap.</i>
7	Verify the information you entered. You may click Confirm Score , Edit Score or Cancel

Using the EWGA Handicap System (GN21), continued

Posting a Score to a Course Not Found in the Database

To post a hole-by-hole score, a correct scorecard for the course must be in the course database. Please notify EWGA if the course information is incomplete or incorrect, using the link provided.

To post a total score when the course is not found in the current database, follow the steps in the table below.

Step	Action
1	From My Golf Life Page , click the red Enter Score button
2	Enter the information as specified in the <i>Posting a Total Score</i> procedure for all fields except Course Name .
3	From the Course List drop-down list box, select Manual Entry from the bottom of the list. <i>Result: Two additional fields are displayed: Enter Course Name and Enter Tee Name and the Rating and Slope fields contain zeros.</i>
4	Complete the additional information, verify your entries, and click the red Post Score button.

Correcting or Deleting a Score

If you realize you have made an error in posting a score, follow the steps in the table below to correct it.

Step	Action
1	From My Golf Life Page , click the red Scoring Record button. <i>Result: All of the scores you posted through the GN21 are displayed.</i>
2	Click the pencil icon next to the score you need to correct.
3	Click the red Edit Score or Delete Score button
4	If correcting the score, edit the score as necessary and click Post Score .

Who Do I Contact If I Have Questions Regarding the GN21?

Your [Handicap Chair](#) and the national EWGA office are available for questions regarding your use of GN21.