

Score Entry Instructions for MARGA Secretaries

To enter scores

- 1) Log in to www.golfsoftware.com (Customer Number is 17607).
- 2) Click "Administration Panel" if that comes up.
- 3) Click Load Roster if that comes up.
- 4) Verify that the "View" is the correct one for your course and that golfers in your league are at the top in alphabetical order. If not, click the view and choose your view from "Custom Views". You will need to change sort; if you have a problem, call Steve Lesgold (608-467-8618) or email Steve (steve.lesgold@uwalumni.com).
- 5) Click "+Score" on the line of the golfer for whom you wish to enter a score.
- 6) Make sure number of holes, date, course, and tee are correct. Use **18 Hole** for Yahara Monday and Odana Wednesday, and **9 Hole** for all other leagues. Use **Yahara Hills-East Course** or **Yahara Hills- West Course** for Yahara Monday and **Yahara Hills- East Course Front** or **Yahara Hills- West Course Front** for Yahara Friday and make sure it is set to "Regular Score"
- 7) Enter score
- 8) If you are done with that golfer click "Save"; if you want to add another score for same golfer click "Save & add another". If you decide to not enter a score, choose "Close".
- 9) Repeat steps 5-8 as needed (step 6 will only be needed for first score entry if at all)
- 10) Logout when done by choosing "Log out" when moving mouse over picture of person in upper right.

To view and print a handicap report

- 1) Mouse over the triangle to the left of "Players" at the top if you are viewing the roster
- 2) Click on "Reports"
- 3) Click on "Custom Reports"
- 4) Click "View Report" for your course
- 5) Under "Players to include, make sure it says your league equals "y", e.g., "Yahara Monday Equals: y". If not, click "Select Players to Include" and put a "y" in the appropriate box next to "Equals" and press "Done" when you are finished.
- 6) Click "View Report"
- 7) To Print choose the icon that looks like a printer

To return to score entry

- 1) Close any open reports and move mouse over same triangle as in 1) above, but this time it says "Reports" to its right
- 2) Click on "Manage/Load" under "Rosters"