

Handicap System

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Overview

The Handicap System

The following is a sample HANDICAP SYSTEM screen:

The screenshot shows the 'Handicap System 5.0' window with the title 'Roster: Software Systems for Golf'. The menu bar includes 'Roster', 'Reports', 'View', 'Tools', 'Setup', and 'Help'. Below the menu bar are buttons for 'Open', 'Sort', 'Custom Reports', 'Standard Reports', 'Calculate', and 'Courses'. A search bar and a dropdown for 'Show Both' are present. The main area displays a table with the following columns: 'Print?', 'ID#', 'Name', 'Index', 'Hcp', and 18 numbered columns for hole scores (#1 to #18). The data is sorted by handicap (Hcp) in ascending order. At the bottom of the window, there are buttons for 'New', 'Edit', 'Delete', 'View Scores', and 'Add Score'. The status bar at the very bottom shows 'USGA(tm) handicap 18 holes', 'Current date: 04/11/00', 'Last revision: 01/01/00', 'Season start: 01/01/00', and 'SAMPLE ROSTER'.

HS behaves like most Windows programs. Command buttons and pull down menus are continuously displayed, so you always know which options are available. Names and handicaps are displayed in a spreadsheet format. The top left corner of the screen displays the six pull down menus -- ROSTER, REPORTS, VIEW, TOOLS, SETUP, and HELP. Under the menus are command buttons which show some of the more commonly used functions...SORT, REPORTS, CALCULATE and COURSES. These menus and buttons contain various functions, discussed later. Displayed under these buttons are the Home Course and tees used to determine course handicaps. Under the list of golfers are command buttons that let you perform various actions: NEW - add a golfer, EDIT - edit a golfer, DELETE - delete a golfer, VIEW SCORES - view a golfer's scores, and ADD SCORE - add a score for a golfer. The bottom row displays the current calculation mode, current date, last revision date, and the season start date.

Creating a Roster

HS lets you maintain any number of rosters to track golfers, scores, handicaps, addresses, etc. To create a new roster:

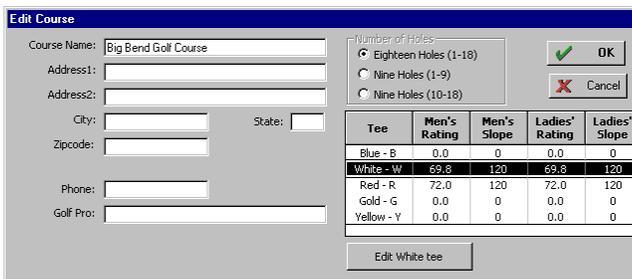
1. Select "Create New Roster" from the ROSTER menu.
2. The "Create New Roster" form will appear. Click the [New Roster] button and type the name of your new roster in the "Roster Name" box and click [OK].
3. The "What kind of roster?" box will appear. If you are tracking eighteen hole handicaps, type in 18. If you are tracking nine hole handicaps, type in 9. If you track both eighteen and nine hole handicaps you must create a separate roster for eighteen and another roster for nine hole handicapping. HS calculates eighteen and nine hole handicaps differently, so 9\18 hole scores cannot be mixed together. Note: Nine hole scores can be combined to form an eighteen hole score in an 18 hole roster.
4. To load your new roster, highlight the roster in the Roster list and click [Load Roster].

Entering Courses

Courses are entered in the course library. To access the Course Library select "Course Library" from the SETUP menu or click the [COURSES] button. The COURSE LIBRARY lets you maintain a list of courses. Course information includes: course name, address, phone, pro, tees, ratings, slopes, yardage, pars, and hole handicaps. You can store information for any number of courses. This means your membership can play on any number of courses.



Click the [New] button. The "Add Course" form will appear. Type in the "Course Name" and mark the "Number of Holes" for the course (18, 1-9, or 10-18). Address, phone, and golf-pro information is optional.



You must enter information for at least one tee box. Select the tee to edit (blue, white, red, gold, yellow) and click the [Edit] button. The "Edit Tee" form will appear. Note: Tee colors can be changed to any color.



Type in the rating and slope for both men and women. **RATINGS:** Course ratings are required for the correct calculation of handicaps. **SLOPES:** Slopes are required if you are calculating a USGA index. If a course does not have a set slope, leave the slope blank or enter 113. 113 is the default for an un-sloped course.

Enter the yards, pars, and handicaps for each hole. Note: If you choose not to enter pars, HS will not allow hole by hole entry for calculating an adjusted gross score using Equitable Stroke Control.

Course information is utilized as follows:

1. The course ratings and slopes are used for handicap calculations.
2. The pars and hole handicaps are required for the automatic calculations. Pars are used in the Equitable Stroke Control calculations.

Entering Golfers

Adding Golfers

1. Click the [New] button or press the "INSERT" key while viewing the list of golfers. The "Golfer Information" form will appear.

2. ID#: Type the ID NUMBER and press "TAB".

Note: If you choose not to assign an ID number HS will automatically assign one. All reports have an option to NOT show ID#s. Unique ID#s are required if you are using the Easy Entry System, Tournament Management System, or League Management System in conjunction with HS. ID#s are used to transfer information between these programs.

3. NAME: Type FIRST NAME and LAST NAME and press "TAB".

4. INDEX: Type the golfer's current INDEX and press "TAB".

Note: The INDEX can be left blank. This value remains constant until a valid index is calculated. An index is only calculated when using the "USGA HANDICAP(tm)" calculation mode. USGA requires a golfer to have at least 5 scores before an index can be calculated.

5. COURSE HANDICAP: Type the golfer's COURSE HANDICAP and press "TAB".

Note: The HANDICAP can be left blank. This value remains constant until a valid handicap is calculated.

6. GENDER: Mark the correct gender. HS selects the appropriate rating and slope of each tee according to set gender.

7. Enter the appropriate data for the remaining fields. Any of the fields can be left blank. Click the TAB for "Addresses", "Miscellaneous" or "Notes" to view other fields. Many of these fields appear on standard reports. For example, if you enter addresses, you can print mailing labels and address directories. Any field can be displayed on custom reports (see Custom Reports and Views [on page 30](#)). You can even create custom fields for tracking any information your group may need (see on Roster Options [on page 10](#)).

8. Click [OK] or press "ENTER" to save the information.

Note: To exit the form WITHOUT saving the entered information, click [CANCEL] or press "ESC".

Editing a Golfer

Highlight the golfer to edit and click the [EDIT] button or press **F10**.

Note: To quickly move to a golfer, type his\her ID Number or last name.

Deleting a Golfer

Highlight the golfer to delete and click the [DELETE] button, or press the "DELETE" key.

Note: To quickly move to a golfer, type his\her ID Number or last name.

Entering Scores

Speed keys allow you to enter scores quickly without many key strokes. These keys allow you to use the numeric pad exclusively and save data entry time.

To add a score:

1. Highlight the golfer in golfer list. To quickly highlight a golfer, type his \her ID Number or last name.
2. Click the [ADD SCORE] button, or press one of the following keys:
 - "+" (Plus key) to add a score (cursor ready in the adjusted gross score box).
 - "*" (Star key) to add a score (cursor ready in the course box).
 - "." (Period key) to edit golfer's index (cursor ready in the index box).
 - "F9" key to add two 9 hole scores to form an 18 hole score (18 hole handicaps only).
3. After you have entered the golfer's adjusted gross and are still positioned in the Adjusted Gross Score box, the following speed keys are available:
 - "ENTER" save current score, ready to select next golfer.
 - "+" (Plus key) save current score, return to adjusted gross score box ready to add another score.
 - "*" (Star key) save current score, return to Course box ready to add another score.
 - "-" (Minus key) abort score entry and return to the Golfer List.
 - "/" (Slash key) or "T" toggles tournament\regular score.
 - "."(Period key) or "S" opens the score card for hole by hole entry.

EXAMPLE:

I have five scores to add for SMITH and one for JONES (both played the same course, tees, dates)

To add scores:

Type 'SM' --- to move to SMITH.

Type '+' --- add scores window appears

Type each score and press "+". Type "ENTER" when finished adding the 5th score.

Type 'JO' --- to move to JONES.

Type '+' --- add scores window appears.

Type the score and press "ENTER".

The Score Box

The score box lets you post all the information necessary for a score...course, tee, date, adjusted score, and score type.

Add Score

Golfer: Mary Dowlen Hcp: 6

Course: Big Bend Golf Course

Tee: Red Rating: 74.5 Slope: 120

Date: 04/11/00

Adj Gross Score: 80

Score type:
 Regular
 Tournament

Score Card OK Cancel

KEY ACTION
+ Save score, return to AdjScore box ready to add another.
* Save score, return to Course box ready to add another.
- 'Minus key'--Cancel.
/ Toggle Regular/Tournament score type.
. 'Period key'--View Score Card.
'Enter' Save score, return to last form.

Course

HS needs to know the course and tee a score was played on, so it can retrieve the correct rating and slope. Ratings and slopes are used to calculate handicaps. There are two ways to select a course from the course library. When you are in the course box:

1. Type the first letter of the course until it appears and press "ENTER".
2. Click your mouse on the down arrow to open the list box and select the course. The "Alt" + "Down Arrow" also opens the list box.

NOTE: If the course the score was played on is not in your course library, you may either enter it as an "(Rating\Slope) away course" (see below) or exit the score box and click the [Courses] button to enter the new course in your course library. Courses should be placed in the library if they will be used on a regular basis.

3. If the course is not a regular course and you don't want it be in your course library, select the course named "(Rating\Slope) Away course" and Press "ENTER".
Type the correct rating and press "ENTER".
Type the correct slope and press "ENTER".

Note: The last course you select becomes the default course for the next score you add.

Tee

The tee box works just like the course box. Type the first letter of the tee to select it and press "ENTER", or click the down arrow to open up the list box and select the correct tee.

Note: The last tee you select becomes the default tee for the next score you add. Men and women have different default tees.

Date

Type the date or accept the default (today's date) and press "ENTER". Press "C" or click the [^] button to view the calendar.

Note: HS always sorts scores by date (newest to oldest, most recent first). If you enter several scores for a golfer with the same date, HS will maintain the order depending upon the order in which the scores are entered. If scores have the same date, the last score entered is considered the newest score. This concept can save considerable time when entering batches of scores. For example, assume you have a golfer with 20 scores to enter. Instead of entering a date for each score, just enter the scores oldest to newest with the same date. The proper order will be maintained. HS uses the most recent scores for handicap calculations.

Score Type

If the score is a tournament score, type "/" (Slash) key or "T" while in the Adjusted Gross Score box. You can also click your mouse on the "Tournament" or "Regular" option.

Note: USGA handicapping gives special consideration to tournament scores. You can also select to use only tournament scores with custom handicapping. Tournament scores have a 'T' posted beside them.

Adjusted Gross Score

The adjusted gross score is not the actual score a golfer shoots, but his \her score after adjustment. The basic reason for adjustments is so that exceptionally bad holes do not disproportionately increase a golfer's handicap. Adjustments are usually made using the USGA \ RCGA Equitable Stroke Control formula. However if you are calculating a custom handicap you can use any type of adjustment procedure, or none at all.

To enter the ADJUSTED SCORE, type the score and press one of the following speed keys:

- "ENTER" save current score, ready to select next golfer.
- "+" (Plus key) save current score, return to "Adjusted Gross Score" box, ready to add another score.
- "*" (Star key) save current score, return to Course box, ready to add another score.
- "-" (Minus key) abort score entry and return to the Golfer Table.

Score Card Option

If you want *HS* to calculate the adjusted gross score using the USGA or RCGA Equitable Stroke Control press "." (period), "S", or click the [Score Card] button. A score card for the selected course will appear.

Score Card												
Course: Big Bend Golf Course										Tee: Red		Cr's Hcp: 6
Hole	1	2	3	4	5	6	7	8	9	Out	Men's Rating Slope	
Handicap	11	15	3	13	5	1	9	17	7		72.1	113
Par	4	3	5	3	5	5	4	3	5	37		
Score	5	4	5	3	5	6	6	3	7	44	Ladies' Rating Slope	
Adj Score	5	4	5	3	5	6	6	3	7	44	74.5	120
Hole	10	11	12	13	14	15	16	17	18	In	Totals	
Handicap	12	6	18	2	16	10	4	8	14			
Par	4	4	3	5	3	4	5	4	4	36	73	
Score	4	5	2	5	4	4	6	4	5	39	83	
Adj Score	4	5	2	5	4	4	6	4	5	39	83	

Type the score for each hole. Press "ENTER" or click the [OK] button and the ADJUSTED GROSS SCORE will be calculated. *Note: The score card cannot be accessed if the ".Rating\Slope" course is selected.*

Viewing Scores

To view a golfer's scores, highlight the golfer and press "ENTER" or click the button [View Scores]. Something similar to the following screen will appear.

#	Date	Course	Tee	Rating	Slope	Score	Used
1	10/03/00	Westfield Golf Club 18 Hole	White	68.8	120	79	
2	09/12/00	Riverside Country Club	White	69.1	122	78	
3	08/17/00	Westfield Golf Club 18 Hole	White	68.8	120	86	
4	08/04/00	Gage Golf Association	White	68.4	117	81	
5	07/21/00	Osprey Ridge	White	69.0	128	76	Yes
6	07/14/00	Westfield Golf Club 18 Hole	White	68.8	120	72	Yes
7	07/07/00	Pine Needles (Orchard & Pir	White	66.2	106	76	
8	07/01/00	Westfield Golf Club 18 Hole	White	68.8	120	72	Yes
9	06/30/00	Westfield Golf Club 18 Hole	White	68.8	120	78	
10	06/20/00	Restigouche Golf Club	White	69.1	126	76	Yes
11	06/16/00	Westfield Golf Club 18 Hole	White	68.8	120	78	
12	06/13/00	Magnetic Hill Golf Club	White	65.6	109	81	
13	06/09/00	Gowan Brae Golf Club	White	70.5	126	75	Yes
14	06/06/00	Golf Pokemouche Ltee	White	68.4	122	76	Yes
15	06/05/00	Westfield Golf Club 18 Hole	White	68.8	120	79	
16	06/02/00	Westfield Golf Club 18 Hole	White	68.8	120	76	Yes
17	05/30/00	Westfield Golf Club 18 Hole	White	68.8	120	79	
18	05/29/00	Sussex Golf & Curling Club	White	68.9	116	77	Yes
19	05/16/00	Westfield Golf Club 18 Hole	White	68.8	120	82	
20	05/15/00	Westfield Golf Club 18 Hole	White	68.8	120	77	Yes

Combine Two Nines

Scores since previous revision on 08/30/00: 2
Scores since last revision on 09/30/00: 1
Scores since season start on 04/01/00: 21
Total Scores in database: 22

This window lets you view all of the golfer's scores. Scoring information includes the date, course played, tee played, rating, slope, and adjusted gross score. The "Used" column indicates if the score is used in the calculation of handicaps. The golfer's handicap at the time the score was entered is also displayed. Scroll the list to the right to see this column.

If you want to view more than the last 20 scores, click the [Show All Scores] button, and scroll down the list to view the additional scores.

Adding a Score

To add a score, click the [NEW] button, or press the "INSERT" key.

Note: Using speed keys is a much faster way to add scores, see [Entering Scores on page 4](#).

Editing Scores

To edit a score, double-click the score, highlight the score and click the [EDIT] button, or press the "ENTER" key.

Deleting Scores

Highlight the score to delete and click the [DELETE] button, or press the "DELETE" key. Select "YES" to delete the score.

Combing two nine holes scores to form an 18 hole score.

To combine two nines...

1. Highlight golfer's name and press F9.
-OR-
2. While viewing the golfer's scores, click the [Combine Two Nines] button, or press F9.

Note: This option is valid only when calculating 18 hole handicaps. If you have created a nine hole roster, this option is not available.

Combine Consecutive Nine Hole Scores

Golfer Pat Allen

First Nine Hole Score

Course: Big Bend Back

Tee: White Rating: 34.5 Slope: 118

Adj Gross Score: 37

Second Nine Hole Score

Course: .(Rating\Slope) 9 Hole away course

Tee: R\5 Rating: 33.40 Slope: 112

Date: 04/12/00

Adj Gross Score: 39

OK Cancel

This window allows you to enter two 9 hole scores to produce an 18 hole score. The USGA says, "Nine-hole scores occur when any two nine-hole rounds are played. The two nine-hole scores are added to create an acceptable score. Nine-hole scores do not have to be made on the same golf course and can be made on the same nine holes played twice." Section 5c USGA HANDICAP SYSTEM manual.

Enter First Nine Hole Score

This works just like adding a regular score. See Entering Scores on page 4. Remember only nine hole courses can be selected as the course played.

If you do not yet have the second nine to enter, click [OK]. HS will wait for the second nine to be entered before it can post the score. On the form that lists the golfer's scores you will see the text "Waiting for second nine" under the [Combine Two Nines] button.

Enter Second Nine Hole Score

Once the second nine hole score is entered, the two nines hole scores are added together and posted as an 18 hole score. Ratings are added together to form an 18 hole rating, and an average slope is calculated.

$$18 \text{ Rating} = \text{First 9 Rating} + \text{Second 9 Rating}$$
$$18 \text{ Slope} = (\text{First 9 Slope} + \text{Second 9 Slope}) / 2$$

Note: You will notice the score is posted with a "C". This indicates that it was formed by combining two nine hole scores.

Menu functions

The HANDICAP SYSTEM uses menus to perform special functions. HS has six pull down menu's -- ROSTER, REPORTS, VIEW, TOOLS, SETUP, and HELP.

Roster Menu

- **Create a New Roster**
Creates a new roster. You can create any number of rosters. See [Creating a Roster on page 1](#) for more information.
- **Open Existing Roster**
Lets you load a roster to work with.
- **Print\Export Roster**
Allows you to print the current list you are viewing to your printer or export to a file. You can export the list to HTML (Web format), Microsoft Excel, or Tab Delimited.
- **Backup Data...**
Allows you to backup your data (all rosters) to a floppy disk or another drive. The backup saves all rosters into one compressed file. Good for sending data files over the internet or transferring data from one computer to another.
- **Restore Data...**
Restores a backup file. Note: When you restore a backup, all HS data currently on the computer is replaced by the "restored" data.
- **Delete Roster**
Lets you delete an entire roster. HS requires you to type "YES" to verify deletion.
- **Repair Roster**
Repairs a damaged roster.
- **Exit**
Exits the program. You can also press Ctrl+X to select this option.

Reports Menu

- **Custom Reports**
Columnar reports which you can design to any format you wish. See [Custom Reports and Views on page 30](#) for more info.
- **Standard Reports**
Text based reports have a set layout. See [Standard Reports on page 26](#) for more info.
Note: You can also click the [Custom Reports] or [Standard Reports] button to select these reports.

View Menu

You can change what information is viewed on your roster at any time.

- **Default View**
Select this to see the default view of your roster. Displays "Print?", "ID#", "Name", "Handicap", etc..
- **Custom Views...**
Select this to see\create any view of your roster. Custom views work exactly like custom reports. See [Custom Reports and Views on page 30](#) for more info.

Tools Menu

- **Sort Roster...**
Allows you to sort your roster. The order you sort your roster is the order in which the roster is display and the order in

which standard reports are printed. Note: You can also click the [Sort] button to select this option.

- **Calculate Handicaps...**
Calculates a new handicap for all golfers or just the one highlighted. You can also use this function to calculate a "History Handicap". See Calculating handicaps [on page 13](#) for more information.
- **Select or UNSelect ALL golfers to print.**
Selects\UNSelects all golfers to print. A check is placed in the golfer's "Print?" column. Only golfers selected to print will appear on reports.
- **Select to print using criteria...**
Lets you specify criteria for which golfers are selected to print. See Selecting Golfers to Print [on page 24](#) for more information.
- **Set Dues for all golfers...**
If you track dues for your membership select this option to set dues for all golfers. Simply type the amount due and the due date. HS will set the dues for all golfers. Note: To quickly see who owes what, click the VIEW menu and select "Custom Views". Select the "Dues" view to see dues owed.
- **Transfer golfers between rosters...**
Lets you copy or move golfers from one roster to another. You can copy or move golfers from one roster to another at any time. *Tip: You could create an "Inactive" roster, then use this tool to move an "inactive" golfer from your "Active" roster to the "Inactive" roster. If a golfer ever becomes active again, simply move him\her from the "Inactive" roster back to the "Active" roster.*

Setup Menu

- **Roster Options...**
Set home course, season start date, organization name, miscellaneous field names, and other options which control how HS behaves. See Roster Options [on page 10](#) for details.
- **Calculation Options...**
This option lets you set the calculation mode (USGA, RCGA or Custom). See Handicap Setup [on page 15](#) for more information.
- **Course Library**
Opens the course library, which lets you add and edit courses. You can also click the [Courses] button to select this option.
- **Fonts...**
Select this option to change the fonts used for display on the screen.

Help Menu

Online help, version information, and technical support info.

Roster Options

Select "Roster Options on the SETUP menu to set the following parameters:

Home Course(s)

Lets you set the course\tees for which a course handicap is calculated. According to the USGA, a golfer does not play off his USGA Index. Rather, he converts the USGA Handicap Index to a Course Handicap and plays off the Course Handicap. The formula for conversion is **Handicap = Index X (Slope of course / 113)**. That is, the course handicap equals the golfer's index times the slope of the course and tees being played divided by 113.

The first (top) course on this form is the primary Home Course and is displayed as the handicap on all lists and reports. You can also set and display home course handicaps for up to 5 additional course\tee boxes. These additional courses handicaps can be displayed on any custom list view or custom report.

For example, set the 5 (or fewer) additional course values to whatever course and tee you choose. Select "Custom Views" on the VIEW menu and load the "Many Course Handicap" view. You will see up to 6 handicaps for each golfer on the screen.

Season Start Date

The SEASON START is the date your golf season started. HS uses this date to track the number of scores a golfer has since the season started.

Organization Info

The organization name and address appear on most reports.

Miscellaneous Field Names

Miscellaneous fields let you track any information you wish. The following 3 types (date, text, and currency) are available:

Date (2 fields)

Text (1 field up to 30 characters wide)

Text (2 fields up to 20 characters wide)

Text (2 fields up to 10 characters wide)

Currency (5 fields that track any dollar amount)

Name the fields anything you wish. For example, you will notice the first date field is by default named "Birthday".

To enter data in any of these fields, view the golfer's "Information" form and click the "Miscellaneous" TAB.

These fields can be display on any custom list or customreport.

Options

Appearance

- Use alternating colors on the main list. Mark this option to show the main golfer list with alternating colors. Makes the golfer list easier to read.
- Highlight scores used for handicaps in color. Makes the scores list easier to read.
- Use color on the scorecard to indicate par, birdie, etc.
- Display 9 hole handicaps with a "N". If you are following USGA or RCGA rules you should display all nine hole handicaps with a "N".
- Do not allow 9 hole scores to be posted with a "T" (indicates a tournament score). If you are following USGA or RCGA rules this option should be marked. USGA does not allow 9 hole scores to be posted with a "T".

Operation

- Last course\tee used is the default for next entry score entry. If this option is not marked, the course you have set as the "Primary Home Course" is always the default when entering a new score.
- When adding scores, display all golfer's scores before showing the add score form. If you check this option, HS will display all golfer's scores on the right side of the screen before showing the add score form. On slower computers the process of displaying scores between each new score added is too slow and this option should not be used.
- Notify if handicaps are NOT up-to-date. If you check this option, HS will notify you if new scores have been added or edited and handicaps are not up-to-date with changes made. If you are calculating USGA handicaps you probably want to leave this option unchecked, because handicaps are recalculated at a specified date, not each time a new score is added.

Validation

In most situations the following options should NOT be checked. However if your group is using HS to track points and needs to enter 0,1,2, etc as a score, on a course with a 0 rating the following options are available:

- Allow any score entry. If you check this option, HS will allow any score entry...including a 0 to be entered.
- Allow scores to be posted with a course rating of 0. If you mark this option HS will allow you to enter a score on the "(Rating\Slope) Away" course with a rating of 0.

Handicap Overview

Types of Handicapping

HS can calculate three types of handicaps: **USGA(tm) handicap**, **RCGA(tm) handicap** and/or a **Custom handicap**.

- USGA mode calculates an exact United States Golf Association index \ handicap.
- RCGA mode calculates an exact Royal Canadian Golf Association factor \ handicap.
- CUSTOM mode lets you set up your own handicap parameters.

A custom handicap is sometimes referred to as a "local" handicap. You are not locked into just one calculation mode. You can switch calculation modes at any time. For example, your club may issue USGA handicaps to its membership, but for local tournaments use a custom handicap that is based only on scores shot in tournament play.

Below is a typical scenario of the cycle involved to maintain a roster of golfers and calculate\report handicaps. First you should determine the length of your handicap revision cycle. If you are calculating a USGA handicap, the USGA says:

"USGA Handicap Indexes shall be revised no less often than once a month and no more often than once every two weeks during the playing season or calendar year." From the USGA HANDICAP SYSTEM MANUAL. Go to www.usga.org to see this manual online.

Thus, those calculating a USGA handicap should use a cycle from twice to once a month. The length of your revision cycle may vary over time but it is a good idea to establish a regular schedule. Handicaps will be more consistent and your membership will appreciate timely revisions.

The Handicap Cycle

Maintain the roster:

1. ADD any new golfers.
2. ADD any new courses to the COURSE LIBRARY.
3. ADD new scores for each golfer.

On the handicap revision date:

1. Calculate the new handicaps.
2. Print reports. Reports you may wish to print:
Handicap Cards (For members' personal use)
Handicap Directory (For posting on a bulletin board)
Handicap Sheets (To show each golfer's itemized scores)
3. Review\Edit\Delete any scores the golfer may contest and reprint any necessary reports.

Calculating handicaps

To calculate a new handicap, click the [Calculate] button or select "Calculate Handicaps" on the ROSTER MENU. This window appears:

Calculate Handicaps

Calculate Current Handicap

Revision Date: 05/01/00 ^ Previous Revision: 04/01/00 ^

Only scores with dates prior to or on the revision date will be used in the calculation of handicaps.

Calculate handicaps for all golfers

Calculate handicap for Begley, Lowell only

Calculate History Handicap

History Date: 05/01/99 ^ Last History Date: 05/01/99

Only scores with dates prior to or on the history date will be used to calculate 'history' handicaps. History handicaps are used in the most Improved Golfer Report.

Calculate History Handicap

Cancel

Calculate Current Handicap

Type in the REVISION DATE (current date is the default). The revision date is very important. HS uses only scores with dates on or before the revision date for handicap calculations.

Type in the PREVIOUS REVISION date (the last revision date is the default). This date is used in reports to indicate how many scores a golfer has had since the last revision.

Click [Calculate handicaps for all golfers] to calculate handicaps.

Click [Calculate handicaps for "golfer" only] to calculate a handicap for only the highlighted golfer.

Calculate History Handicap

History handicaps are used in the Most Improved Golfer Report as the comparison handicap. In other words, a history handicap is the old handicap being compared to the current handicap.

Type in the HISTORY DATE. HS uses only scores with dates on or before the history date to calculate the history handicap.

Handicap Nomenclature

Index

An "Index" by definition means you are using the USGA formula to calculate handicaps. HS follows the exact USGA formula to calculate indexes. If you select to calculate a custom handicap, indexes will not be shown.

Factor

A "Factor" by definition means you are using the RCGA formula to calculate handicaps. HS follows the exact RCGA formula to calculate factors. If you select to calculate a custom handicap, factors will not be shown.

Handicap

If you are calculating a custom handicap, the handicap is calculated according to the custom parameters you have set up. If you are using the USGA calculation mode, a course handicap is the conversion of a golfer's index to a course handicap and uses the following formula.

$$\text{Course Handicap} = \text{Index} \times \frac{(\text{Slope of Home Course} \setminus \text{Tee})}{113}$$

A handicap may appear with a letter preceding it. The following nomenclature is used:

"*" A handicap was not calculated. If you manually entered a handicap it remains stagnant. Note: HS looks at score dates when calculating a handicap. Thus if all your scores have the date 05/01/01 or after and you specify a date of 04/01/01 for the revision date, no handicaps will be calculated.

"L" Used for USGA or RCGA 18 hole handicaps only. This indicates a "LOCAL" 18 hole handicap. The 18 hole handicap exceeds the USGA handicap ceiling. See USGA \ RCGA Handicap Mode [on page 15](#) for more information.

"T" For USGA or RCGA handicaps: Indicates that the handicap was reduced by the USGA "REDUCTION OF HANDICAP INDEX FOR EXCEPTIONAL TOURNAMENT PERFORMANCE". For detailed information see section 5-2 of the USGA HANDICAP SYSTEM manual.

For custom handicaps: Indicates that you have marked to use only tournament scores to calculate a handicap.

"N" Indicates a nine hole handicap.

"J" Used for USGA or RCGA 9 hole handicaps only. This indicates a "LOCAL" 9 hole handicap. The 9 hole handicap exceeds the USGA handicap ceiling. See USGA \ RCGA Handicap Mode [on page 15](#) for more information.

Handicap Setup

To change handicap calculation modes, select "Calculation Options" on the SETUP menu. HS provides three calculation modes: USGA, RCGA and CUSTOM. Drop the list box and select the appropriate mode.

1. USGA mode calculates an exact United States Golf Association handicap.
2. RCGA mode calculates an exact Royal Canadian Golf Association handicap. Note: RCGA now refers to the "index" as "factor". If you are using the RCGA mode, "factor" will replace the word "index".
3. CUSTOM mode lets you set up your own handicap parameters.

Note: You can switch between USGA, RCGA, and CUSTOM calculation modes at any time. Switching handicap modes has no effect on scoring information, HS simply recalculates new handicaps based on the new setting.

USGA \ RCGA Handicap Mode

Number of Handicap Differentials Available	Handicap Differentials Used
5 or 6*	Lowest 1
7 or 8	Lowest 2
9 or 10	Lowest 3
11 or 12	Lowest 4
13 or 14	Lowest 5
15 or 16	Lowest 6
17	Lowest 7

"Calculation Parameters" TAB

Click the "Calculation Parameters" TAB to set the ceiling for indexes. 36.4 for men and 40.04 for women is the recommended ceiling, however you can relax the Index ceiling if desired. Any 18 hole handicap that exceeds the standard USGA \ RCGA limit is identified in HS with a "L" (to indicate a Local handicap). Any 9 hole handicap that exceeds the standard USGA \ RCGA limit is identified in HS with a "J" (to indicate a 9 hole local handicap). A Handicap Index computed above the limit can only be used for intra-club play.

HS also contains a table which displays the number of differentials used according to the number of scores available. For example, if a golfer has 9 scores to look at, only the lowest 3 differentials will be used to calculate a handicap. This table follows USGA \ RCGA rules and cannot be changed.

"Stroke Control" TAB

Click the "Stroke Control" TAB to see how Equitable Stroke Control (ESC) is calculated \ figured. This table follows USGA \ RCGA rules and cannot be changed.

How are USGA \ RCGA handicap indexes calculated?

This is a brief overview of how handicap indexes are calculated. The "Reduction of Handicap Index for Exceptional Tournament Performance" is not discussed. For complete information about USGA handicapping refer to the "USGA Handicap System Manual". This manual can be ordered from the USGA (908-234-2300) or visit their website at www.usga.org. For information about RCGA visit their website at www.rcga.org

Step 1

The first step is to enter only a golfer's adjusted gross scores (not gross scores). To adjust an original gross score you use the Equitable Stroke Control (ESC). ESC is used to downwardly adjust individual hole scores for handicapping purposes in

order to create handicaps that better represent a golfer's playing ability. ESC prescribes a maximum number of strokes that can be entered for any hole. This maximum is based on the golfer's Course Handicap and is obtained from the table shown below. Note: You must enter scores hole by hole (use score card) for the software to automatically calculate an adjusted gross score.

18 hole handicapping

USGA	
Course Handicap	Limit on any hole
9 or less	Double bogey
10 through 19	7
20 through 29	8
30 through 39	9
40 and above	10

RCGA	
Course Handicap	Limit on any hole
Plus or scratch	1 over par
1 through 18	2 over par
19 through 32	3 over par
33 and above	4 over par
---	---

9 hole handicapping

USGA	
Course Handicap	Limit on any hole
4 or less	Double bogey
5 through 9	7
10 through 14	8
15 through 19	9
20 or more	10

RCGA	
Course Handicap	Limit on any hole
Plus or scratch	1 over par
1 through 9	2 over par
10 through 18	3 over par
19 and above	4 over par
---	---

Maximum strokes per hole are allowed according to the player's course handicap. If a golfer does not yet have an index, the maximum allowed index will be used. (36.4 / 18.2 for men, 40.4 / 20.2 for women--for 18 \ 9 hole handicaps).

Step 2

The second step in computing a Handicap Index is to compute a Handicap Differential for each score that is to be considered in the Handicap Index calculation. The Handicap Differential is computed using the following formula:

$$\text{Handicap Differential} = (\text{Adjusted Gross Score} - \text{Course Rating}) \times 113 / \text{Slope Rating}$$

(113 is the Base Slope, or the Slope Rating of a course of standard difficulty according to the USGA.)

If your adjusted gross score is more than the Course Rating for the course on which the round was played, the Handicap Differential will be a positive number. If your adjusted gross score is lower than the Course Rating, the Handicap Differential will be negative.

Step 3

The third step in calculating your Handicap Index is to select the lowest Handicap Differentials. The following table is used when selecting the best, or lowest, Handicap Differentials. If more than 20 scores have been entered, the 10 best differentials of the 20 most recent scores are used for the calculation.

USGA System Number of Handicap Differentials Available	Handicap Differentials Used	RCGA System Number of Handicap Differentials Available	Handicap Differentials Used
5 or 6 *	Lowest 1	5 to 6*	Lowest 1
7 or 8	Lowest 2	7 or 8	Lowest 2
9 or 10	Lowest 3	9 or 10	Lowest 3
11 or 12	Lowest 4	11 or 12	Lowest 4
13 or 14	Lowest 5	13 or 14	Lowest 5
15 or 16	Lowest 6	15 or 16	Lowest 6
17	Lowest 7	17	Lowest 7
18	Lowest 8	18	Lowest 8
19	Lowest 9	19	Lowest 9
20	Lowest 10	20	Lowest 10

* The USGA \ RCGA does not calculate a handicap until five scores have been recorded.

Step 4

The fourth step in computing the Handicap Index is to calculate the average of the selected lowest Handicap Differentials. Simply add the selected Handicap Differentials together and divide by the number of selected Handicap Differentials.

Step 5

The fifth step in calculating the Handicap Index is to compute the net Handicap Differential average. For the USGA, and RCGA System the percentage by which the Handicap Differential averages are multiplied is 96%.

Step 6

Step six in computing the Handicap Index, is to delete the digits after the tenths place of the net Handicap Differential average. Do NOT round off to the nearest tenths place. As established by the USGA, the default maximum Handicap Index on an 18-hole course is 36.4 for males and 40.4 for females. On a nine-hole course the default maximum Handicap Index is 18.2 for males and 20.2 for females. The maximum ceiling can be increased.

Example of a Handicap Index Calculation

The following is an example of how the Handicap Index is calculated using the USGA System. This example assumes only 14 scores have been posted for this golfer.

Sum of the lowest five Handicap Differentials:	68.7
Average of lowest Handicap Differentials (68.7 divided by 5):	13.74
Handicap Differential Average multiplied by 96%:	13.1904
Delete digits after tenths place:	13.1
Handicap Index (factor for RCGA):	13.1

Step 7

The final step is to calculate a Course Handicap.

A Course Handicap is the number of strokes a player receives on each particular course.

The computer determines a course handicap by multiplying the Handicap Index by the Slope Rating (from the course and tee you choose) and dividing by 113 (the base slope) then rounding to the nearest whole number.

$$\text{Course Handicap} = \text{Index} \times \frac{(\text{Slope of Home Course} \backslash \text{Tee})}{113}$$

Example of a Handicap Index Calculation

The following assumes an index of 12.5 and a Home course slope of 120.

$$\text{Course Handicap} = 12.5 \times 120 / 113 = 13$$

More about USGA Handicapping

The Handicap System can calculate indexes and handicaps using the exact USGA (United States Golf Association) calculation formulas and nomenclature. This also includes the "Reduction of Handicap Index for Exceptional Tournament Performance". *If a player consistently scores better in tournaments, his\her handicap is subject to adjustment by the "USGA Handicap Index for Exceptional Tournament Performance".*

However, just because you have our software does not automatically mean you can issue USGA handicaps. Your organization must first be in compliance with USGA guidelines to issue USGA handicaps. Any organization wishing to issue USGA handicaps should be familiar with the guidelines and rules required by the USGA. These guidelines and rules are thoroughly discussed in the "USGA Handicap System Manual". This manual can be ordered from the USGA. You can visit the USGA website at www.usga.org

Note: If your organization does not qualify to issue USGA handicaps, you can still use the Handicap System to issue a custom handicap which emulates the USGA. This would not be an official USGA handicap, but would be very close. See Custom Handicapping Mode on page 19.

Below is a brief overview of requirements required by USGA to issue USGA handicaps. The basic qualification is called peer review. The USGA's peer review requirements are paramount for any golf club that wishes to issue USGA Handicap Indexes to its members. In brief, peer review means that golfers regularly play together. Scores are posted

personally, in a timely manner, at a common location. Reports are posted for all to see and "peers" have an opportunity to know what scores other "peers" are posting. In essence, the purpose of peer review is to keep all golfers honest. These are excerpts from the "USGA Handicap System Manual":

DEFINITION OF A GOLF CLUB

Section 2 of the USGA Handicap System Manual defines a golf club as follows:

A "golf club" is an organization of at least ten individual members, that operates under bylaws with a Handicap Committee to supervise golf activities, **provide peer review**, and maintain the integrity of the USGA Handicap System. Members of a golf club must have a reasonable and regular opportunity to play golf with each other. They must be able to return scores personally, and these scores must be available for review by fellow club members. Note: For administrative reasons, some golf associations may require a golf club to have more than the USGA minimum of ten members in order for that club to be a member of the golf association.

The following USGA Handicap Decisions further clarify the USGA Handicap System requirements for a golf club:

1. Golf Club Composed of Company Employees

Q: A group of 52 employees of our company formed a golf club. The members work at the same office and play in a weekly league after work. We have by-laws based on the USGA's sample "By-Laws for a Club Without Real Estate" with officers and meetings. A Handicap Committee has been formed and Handicap Reports are posted on a bulletin board for all to see. Scores are personally posted by the members and reviewed by the Handicap Committee. All other requirements of the USGA Handicap System are followed. Is this group a "golf club" for purposes of the USGA Handicap System so that it can issue Handicap Indexes to its members?

A: Yes. Peer Review standards are being met as members have a reasonable and regular opportunity to play golf with each other, as well as review scores posted and the Handicap Committee has the reasonable opportunity to provide its necessary peer review oversight requirements set forth in Section 8.

2. Clarification of Term "Golf Club"

Q: Membership in a golf organization is open to any player living within a large geographic area. In general, the members play at different golf facilities within the area, and do not normally play golf with one another. Only a small percentage of the members ever compete together. Is this organization a "golf club" within the meaning of the term in Section 2?

A: No. Section 2 states that in order for an organization to be considered a golf club, "members must have a reasonable and regular opportunity to play golf with each other."

3. Club Members at a Driving Range Issued USGA Handicaps

Q: May a driving range sell memberships to its customers in order to issue USGA Handicap Indexes?

A: No. Hitting balls at the same driving range does not provide the opportunity to play golf together as required in the definition of a golf club.

4. Organization Recruiting Members Through Advertisement

Q: An organization places an advertisement in a public newspaper inviting golfers to join a group that it calls a "golf club." The golfer is asked to sign-up by mail and mail in a check to a central office where a "Handicap Committee" resides. In return, he will receive a Handicap Index. Members are invited to play in tournaments held frequently and handicap reports are mailed to each member on revision dates. Members generally mail-in scores to the office organization. Can this organization meet the USGA Handicap System definition of a "golf club" and can it issue golfers Handicap Indexes?

A: No. A strong sense of a cohesion and organization must exist amongst the members of a group or else the essential element of peer review is absent. Because of the advertising in a public newspaper, most members of this organization would join as strangers, live over a relatively large geographic area and have insufficient opportunity to play golf regularly with one another. Furthermore, a Handicap Committee must be in a position to implement its peer review responsibilities. The organization described cannot provide the Handicap Committee with effective local oversight of its membership. The ability to play in group tournaments does not provide the peer review required by the USGA Handicap System for either the players or the Handicap Committee. Further, another independent reason why this group does not function as a golf club is that most scores are mailed in, which severely limits peer review by players and the Handicap Committee; this is not within the spirit of Section 5-2a and Section 8. Finally, another reason that peer review requirements are not being met is that this organization does not post scores and reports at a common location to be seen by the membership.

Custom Handicapping Mode

Why would you ever want to use your own CUSTOM handicapping parameters? Mainly because the USGA calculation procedure calls for a rolling average using the 10 lowest out of 20 scores, and you must have at least 5 scores just to calculate a USGA handicap. For clubs that play less than 20 weeks a year, it makes more sense to use a smaller rolling average to handicap golfers. Or maybe your organization does not meet the requirements to issue USGA handicaps. In that case you can set up a custom mode to emulate the USGA system. The calculated handicap would not be an official USGA handicap, but would be very close.

Note: If you use the custom handicapping mode, no index (factor for RCGA) will be produced, only a handicap. An index by definition means you are using the USGA formulas to calculate handicaps.

If you set the Handicap Calculation mode to Custom Handicap the following screen will appear:

Handicap Setup

Handicap Calculation Mode: Custom Handicap

Calculation Parameters

Handicap Percent(%) figure: 96

Number of scores handicap based on: 20

Minimum number of scores needed before a handicap can be calculated: 5

Number of scores a golfer has available to calculate a handicap	Discard Highest	Discard Lowest
5	4	0
6	5	0
7	5	0
8	6	0
9	6	0
10	7	0
11	7	0
12	8	0

Use only Tournament scores (Scores marked with a 'T') in the handicap calculation.

Max allowed handicap

Male: 36 Female: 40

Round or Truncate

Round Handicap (7.50 -> 8)

Truncate Handicap (7.50 -> 7)

Handicaps are rounded/truncated only when viewed on the score card or reports.

Handicap style

Number of decimal places for handicap: 0

Do NOT use Home Course slope in final calculation. Usually this option should NOT be checked.

OK Cancel

To set up handicapping:

1. What Handicap Percent Figure do you want to use?

The handicap % figure is used to calculate the final handicap.

Example:

If Handicap Percent figure = 90% and a golfer's preliminary handicap is 12 then ...

Final Handicap = Handicap x 90%

Final Handicap = 12 x .90 = 10.8

Final Handicap = 11 (if rounded) 10 (if truncated)

2. How many scores will a golfer's handicap be based on?

Determine how many scores you want a golfer's handicap to be based on. For example, if a golfer gave you his last 100 scores, how many would you use to base his handicap on? The maximum number of past scores HS will look at is 30. Enter this number in the box "Number of scores handicap based on".

Note: The more scores a handicap is based on, the less fluctuation you will see in handicaps. In other words, if a golfer's handicap is based on 20 scores, any new score will have a 1 in 20 (5%) weight on his handicap. However, if his handicap was based on only 4 scores, any new score would have a 1 in 4 (25%) weight on his handicap.

3. What is the minimum number of scores a golfer must have before a handicap can be calculated?

Enter the number of scores a golfer must have before a handicap can be established. HS will not calculate a handicap until he/she has at least this many scores.

4. What should HS do in every instance it may encounter? Drop any high or low scores when calculating a handicap?

Fill in the handicap table to tell HS what to do in every instance it may encounter. What should HS do if a golfer has only one score to look at, only two scores to look at, only three scores to look at, etc. Do you want to drop any high or low scores when calculating a handicap?

Example:

If you want HS to calculate a handicap based on a golfer's last 6 scores, the parameters would be filled in...
"# of scores handicap based on": 6 But when a golfer has 6 scores to base a handicap on do you want to drop any high or low scores before calculating a handicap? What if a golfer only has 5 prior scores to look at? Do you want HS to drop any high or low score then? What should HS do if a golfer has only 4,3,2, or 1 scores available? You must fill in the table to indicate exactly what you want the program to do in every instance it may encounter.

For example you may decide on the following...

A golfer's handicap will be based on the best 4 of the last 6 scores shot.

If a golfer only has 5 scores, the best 4 of the 5 will be used.

If a golfer only has 4 scores, the best 3 of the 4 will be used.

If a golfer only has 3 scores, all 3 scores will be used.

If a golfer only has 2 scores, no handicap will be calculated.

If a golfer only has 1 score, no handicap will be calculated.

The Parameters will be filled out as follows....

Number of scores a golfer has available to calculate a handicap	Discard Highest	Discard Lowest
3	0	0
4	1	0
5	1	0
6	2	0

According to the table above...

- A golfer must have at least 3 scores before a handicap can be calculated.
- When a golfer has 3 scores available for handicapping, no high scores are discarded. This means that all 3 scores are used to calculate a handicap.
- When a golfer has 4 scores available for handicapping, one high score is discarded. This means that the best 3 scores are used to calculate a handicap.
- When a golfer has 5 scores available for handicapping, one high score is discarded. This means that the best 4 scores are used to calculate a handicap.
- When a golfer has 6 scores available for handicapping, 2 high scores are discarded. This means that the best 4 scores are used to calculate a handicap.
- When a golfer has MORE than 6 scores available for handicapping, only the last 6 scores are considered for handicaps. Of these 6, the best 4 scores are used to calculate a handicap.

Note: Many clubs choose to drop some high scores, so that one bad score does not increase a handicap excessively. This helps deter sandbagging. If a golfer shoots an unusually high score, he may think it will make his handicap go up, but in reality it has no effect on his handicap since this high score will be discarded for handicap purposes.

5. Do you have a Maximum Handicap?

Specify the maximum handicap allowed in your league. The recommended USGA maximum handicap is 36 for men and 40 for women for 18 holes. If you are calculating nine hole handicaps, the recommended maximum is 18 for men and 20 for women. If you don't have a maximum handicap, type in 99.

6. Do you want to Round or Truncate handicaps?

USGA recommends that handicaps be rounded to the nearest whole number, but some leagues prefer to truncate (chop off the decimal points) handicaps.

<u>Handicap</u>	<u>Round</u>	<u>Truncate</u>
7.49	7	7
7.50	8	7
7.99	8	7

7. How many decimal places do you wish to calculate a handicap to?

Handicaps can be calculated to none, one, or two decimal places.

8. Other options.

- "Use only Tournament Scores"
If you mark this option, only tournament scores (scores entered with a T) are considered for handicapping. All other scores are ignored. Custom parameters work just the same, except only Tournament scores are considered. If this option is marked, handicaps will have a "T" posted beside them.
- "Do NOT use Home Course slope in final calculation"
The final handicap is usually determined by converting the custom handicap into a Final home course handicap.

$$\text{Final Handicap} = \text{Preliminary Handicap} \times \frac{(\text{Slope of Home Course} \setminus \text{Tee})}{113}$$

If you mark the option "Do NOT use Home Course slope in final calculation" this final formula is not used.

Custom Handicap Examples

You want to use the best 4 of the player's last 6 scores, and use 90% to determine the handicap. The Parameters will be set as follows:

Handicap Percent(%) figure 90

of scores handicap based on....6

<u># of Scores Available</u>	<u>Discard Highest</u>	<u>Discard Lowest</u>
1	0	0
2	1	0
3	1	0
4	2	0
5	2	0
6	2	0

When a player has 1 score, this score will be used for a handicap. (No scores are discarded)

When a player has 2 scores, the lowest 1 will be used for a handicap. (Highest 1 score discarded)

When a player has 3 scores, the lowest 2 will be used for a handicap. (Highest 1 score discarded)

When a player has 4 scores, the lowest 2 will be used for a handicap. (Highest 2 scores discarded)

When a player has 5 scores, the lowest 3 will be used for a handicap. (Highest 2 scores discarded)

When a player has 6 scores, the lowest 4 will be used for a handicap. (Highest 2 scores discarded)

John Smith now has 7 scores entered. What is his handicap? HS calculates the handicap as follows:

<u>Score #</u>	<u>Used</u>	<u>Score</u>
1	*	91
2	*	89
3	*	95
4		99
5		97
6	*	93
7		99

John has 7 scores available. Only the last 6 scores are selected for consideration. The best 4 of these 6 differentials are used to determine the handicap. Assume 71.3 is the rating and 115 the slope for all scores.

<u>SCORE</u>	<u>Differential</u>	
91	$(91-71.3) \times 113/115 =$	19.4
89	$(89-71.3) \times 113/115 =$	17.4
95	$(95-71.3) \times 113/115 =$	23.3
93	$(93-71.3) \times 113/115 =$	21.3

		81.4

The average differential is determined – $35.9 / 4 = 20.35$

The handicap is determined and rounded off

$20.35 \times .90$ (handicap % figure) = 18.32

Home course is sloped at 115.

Final Handicap = $18.32 \times 115/113$

Handicap for John Smith is 18.64

Handicap Example 2

Suppose you want to calculate a simple handicap by averaging the last three scores. How would the CUSTOM HANDICAP parameters be set?

Handicap Percent(%) figure 100

of scores handicap based on....3

<u># of Scores Available</u>	<u>Discard Highest</u>	<u>Discard Lowest</u>
1	0	0
2	0	0
3	0	0

Handicap Example 3

Suppose you want to calculate a handicap by selecting 3 out of the last 5 scores. When you have 5 scores you want to drop the high and low scores and use the rest for handicapping. How would the CUSTOM HANDICAP parameters be set?

Handicap Percent(%) figure 90

of scores handicap based on....5

<u># of Scores Available</u>	<u>Discard Highest</u>	<u>Discard Lowest</u>
1	0	0
2	0	0
3	0	0
4	1	0
5	1	1

As scores accumulate they would be selected for handicapping as follows:

1 SCORE available - All scores selected

2 SCORES available - All scores selected

3 SCORES available - All scores selected

4 SCORES available - High score dropped, other 3 selected

5 SCORES available - High score dropped, low score dropped, other 3 selected
 6 SCORES available - Last 5 considered - High dropped, low dropped, other 3 selected
 7 SCORES available - Last 5 considered - High dropped, low dropped, other 3 selected
 (and so forth...)

Emulating the USGA formula.

If you want to emulate the USGA handicap system, fill in the form as follows:

Handicap Percent(%) figure 96
 # of scores handicap based on....20
 Min # scores needed...5

# of Scores Available	Discard Highest	Discard Lowest
5	4	0
6	5	0
7	5	0
8	6	0
9	6	0
10	7	0
11	7	0
12	8	0
13	8	0
14	9	0
15	9	0
16	10	0
17	10	0
18	10	0
19	10	0
20	10	0

The table above follows the exact USGA formula - 96% of the best 10 out of 20 scores. Please note that 20 scores are required to produce a full USGA handicap and at least 5 scores are required before an initial handicap is calculated.

You can deviate slightly from the USGA and relax the minimum number of scores required from 5 to 1. This allows you to calculate the initial handicap with only one score. Remember—only the best score out the first 5 or 6 will be used for handicapping. The results will be that handicaps will move only down at first and then handicaps will slowly stabilize.

Handicap Percent(%) figure 96
 # of scores handicap based on....20
 Min # scores needed...1

# of Scores Available	Discard Highest	Discard Lowest
1	0	0
2	1	0
3	2	0
4	3	0
5	4	0
6	5	0
7	5	0
8	6	0
9	6	0
10	7	0
11	7	0
12	8	0
13	8	0
14	9	0
15	9	0
16	10	0
17	10	0
18	10	0
19	10	0
20	10	0

Reports

Standard and Custom Reports

HS offers various reports formats with two types of report styles...Standard and Custom.

Standard reports have "set" layouts. Reports include roster reports, directories, posting sheets, handicap labels, mailing labels, most improved golfer, course reports, and more. Reports are printed in a text based (non-columnar) style and print in a mono spaced font, just like the end of this sentence. If you choose to print any standard report to disk (export as a file), it is saved as a text file. Text files can be imported into almost any word processor. Standard reports can also be sent to the Handicap System editor where comments can be added and other changes made.

Custom reports are "columnar" reports which can be customized. Several "sample" layouts have been created for you to choose from, however you can also create any number of report layouts which display only the items you choose. Because custom reports are columnar in nature they print in a more eye pleasing proportional spaced font. If you choose to print any custom report to disk (export as a file), it can be saved in several different formats, including HTML (Web based), Excel, or TAB delimited.

Selecting Golfers to Print

The "Print?" column on the main list indicates if a golfer is marked to print. Only golfers that have a check in this column will appear on reports. Golfers can be selected manually or automatically.

Note: If you do not see a "Print?" column on your list, you are viewing a custom list which does not include this column. It will be impossible to tell which golfers are selected to print. To correct this problem, select a view that shows the "Print?" column or click the VIEW menu and select "Default View".

- **Manual selection**

To manually select or unselect a golfer to print, click the box in the "Print?" column. Or highlight the golfer and press the "SPACEBAR" to toggle the print selection. Use the mouse, "Arrows", "PGUP", or "PGDN" to scroll through the list of golfers. Or type the golfer's ID number or last name to move to a golfer.

- **Automatic selection**

To mark all golfers to print, select "Select ALL golfers to print" on the TOOLS menu.

To mark all golfers NOT to print, select "UNSelect ALL golfers to print" on the TOOLS menu.

To mark golfers using a selection criteria, select "Select to print using criteria" on the TOOLS menu.

	Field Name	Selection criteria
1	Gender	Men
2	Flight	Not used
3	Group #	Not used
4	Group Text	.A.]
5	Misc Text1	
6	Misc Text2	
7	Misc Text3	
8	Misc Text4	
9	Misc Text5	
10	Email	
11	Home Phone	
12	Work Phone	
13	Due Notes	

To mark golfers using criteria, specify the selection criteria in each field. The following nomenclature is used:

```
Typing      Would Mark a field which
=====
x           contains exactly the same as x
x..        starts with x
..x..      has x in it
..         has anything in it
```

X represents a number or text.

All criteria must match for a golfer to be selected. If you want golfers that have already been selected to remain selected you must remove (uncheck) the option "UNSelect all golfers, before selecting which golfers to print".

*Example: The sample screen will select any **men** in group A to print. Any golfers that do not meet this criteria will be unselected because the option "UNSelect all golfers, before selecting which golfers to print" is checked.*

To mark golfers with scores on\after a specific date, enter the "scores on\after this date" and click the button [Mark Golfers].

Sorting Golfers to print

All reports are printed in the order in which the roster is sorted. To sort the roster, click the [Sort] button and this window appears...

Primary Sort	Secondary Sort	Third Sort
Print?	Print?	Print?
ID#	ID#	ID#
Flight	Flight	Flight
Name	Name	Name
Index	Index	Index
Hcp	Hcp	Hcp
E-Mail	E-Mail	E-Mail
Home Phone	Home Phone	Home Phone
Work Phone	Work Phone	Work Phone

Sort Style	Sort Style	Sort Style
<input checked="" type="radio"/> A to Z, 1 to 9	<input checked="" type="radio"/> A to Z, 1 to 9	<input checked="" type="radio"/> A to Z, 1 to 9
<input type="radio"/> Z to A, 9 to 1	<input type="radio"/> Z to A, 9 to 1	<input type="radio"/> Z to A, 9 to 1

Cancel OK

Select the items to sort by. Also select the sort order (A to Z) or (Z to A). Click [OK] to sort the golfers.

Note: HS can sort by 1, 2, or 3 items. In the above example, golfers will be first sorted by flight, then by handicap, and if handicaps are equal then they will be sorted by name.

Standard Reports

Follow these basic steps to print any report.

1. Select the golfers you want to appear on the report.
2. Sort the golfers in the order you want them to appear on reports.
3. Click the [Standard Reports] button and select the report to print from the REPORT menu.
4. Customize any options for the selected report. Click the [Report Setup] button to change page layout.
5. Click the [Build Report] button to view the report.
6. (Optional) Print the report on paper or save it as a file.

Repeat this process for each report you wish to print.

Customizing report options

Most reports can be customized by setting the appropriate options on the report's parameters form. After you select a report, the following form (or similar form) will appear:

The screenshot shows a dialog box titled "Handicap Sheet - Group". It contains several sections of options:

- Print ID#
- Telephone Number
- Print Group
- Print Course Handicap
- Print Home Course
- Extra Home Courses:
 - Course 2: Men's Slope: Ladies' Slope:
 - Course 3: Men's Slope: Ladies' Slope:
- Print Scores
- Print Score Dates
- Print Score Courses
- Number of scores to print:
- Print # of Rounds

At the bottom are three buttons: "Report Setup", "Build Report", and "Cancel".

This form allows you to customize how the report will appear. For example, this report has been customized to display the golfer's ID#, telephone number, course handicap, # of rounds, and last 20 scores. Feel free to experiment to see the different kinds of reports you can build. Change parameters as desired and click [BUILD REPORT] to view the report.

Customizing report layout/header/style

You can also change the HEADER, LAYOUT and STYLE of a report. Click the [Report Setup] on the report's option screen to view the following screen:

The screenshot shows a dialog box titled "Report Parameters" with three main sections:

- Report Header:**
 - Name: Software Systems for Golf
 - Address: 1512 Seabrook Ave
 - Address: Cary, NC 27511
 - Address:
 - Phone: 919-460-7424
 - Blank Line:
 - Title:
 - Dotted Line:
 - Page Number
 - Report Date:
- Report Layout:**
 - Portrait Landscape
 - Reset Defaults
 - Page Length: Top Margin:
 - Page Width: Bottom Margin:
 - Left Margin:
 - Use extended margins. This option should be marked. However, if your printer gives a 'Legal Tray' error message, unmark this option.
- Report Style:**
 - Font: Courier New
 - Style: Regular
 - Size: 11
 - Set Font
 - Double Space Text
 - Close

Report Header

The header for any page report can be customized. The above example has the following items checked: organization name, report title, dotted line, page number, and report date. Each of these items will appear on the header of each page.

Report Layout

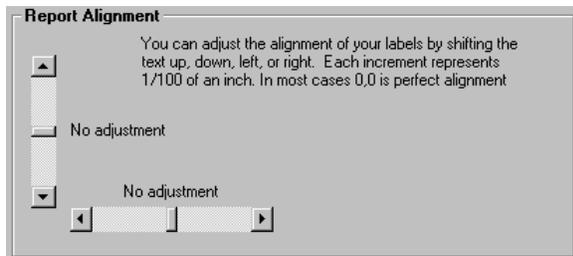
Each report can have a custom layout.

- Reports can be printed in portrait mode (width 8.5" x height 11") or landscape mode (width 11" x height 8.5"). You can also print on other size paper, such as legal paper, just change the page length and width to match the paper size.
- HS lets you set the number of lines of text per page (page length), and the amount of characters per line (page width). The amount of text that can fit on a page depends upon the size font you have selected. The table below lists the number of lines and characters per line that can fit on a page for any given size font.

Portrait			Landscape		
Font Size	Page Width(# characters per line)	Page Length(# lines)	Font Size	Page Width(# characters per line)	Page Length (# lines)
8	120	85	8	132	63
9	104	72	9	132	54
10	96	64	10	126	48
11	85	60	11	112	45
12	80	56	12	105	41
13	75	53	13	99	40
14	49	68	14	90	37
15	45	65	15	85	34
16	42	60	16	79	31

Note: The above parameters may vary with your printer. A quick way to see how much text can fit on a page for a given size font is to print the "Alignment Report" on the REPORT menu.

- "Use extended margins." This option should be checked. If you mark this option, any text that cannot fit on the page will be truncated (cut-off) and not printed. If this option is NOT marked, excess text will spill to the next page and an extra page maybe ejected. Some printers will not support this option. If you receive an error message such as "Tray not found", "Legal Size tray needed", or other message, do not mark this option.
- Resetting Defaults. Click the [Reset Defaults] button to reset to the default layout.
- If you are printing labels that require special alignment, the following "Alignment" option will be available:



If your labels do not align correctly, use this to shift the text of the labels, up, down, left, or right.

Report Style

Click the [Set Font] button to change the font type, style, and size. Many reports can also be double spaced.

Printing \ Saving A Report

You can print any report to your printer or disk (that is, save it on disk). To print a report:

1. Display the report. You can add comments to a report before printing.
2. When the report is on the screen, click on [Print]. The Print form appears.
3. If you wish to save the report as a file, check the "Print to file" option. Type the name of the file. HS creates an ordinary ASCII text file to use with a word processing program.
4. Click [OK] to print.

Editing \ Saving \ Retrieving \ Merging (Standard reports only)

HS features a report EDITOR which works just like a word processor. Reports can be altered, saved, printed, and retrieved later with all changes saved. The EDITOR also includes options to copy, cut, and paste information. Multiple reports can even be merged to form a single report.

Moving a Standard Report to the Editor

1. Make sure you are viewing the report you need to edit on the report screen.
2. Pull down the EDITOR menu and select "Edit report you are viewing".
3. HS will load the EDITOR with the report ready to edit.

The report is automatically given the following file name "RRR-MMDD.TXT". RRR represents the report number, MM the current month, and DD the current day. The file extension TXT stands for TEXT file.

Editing a Standard Report

The EDITOR works just like a word processor. Some of the most used keys are:

ARROW KEYS Move around page	SHIFT-ARROWS Select Text
ENTER Insert a line	CTRL-C Copy Text
DELETE Delete character under cursor	CTRL-V Paste Text
INSERT Toggle insert \ overstrike entry	CTRL-X Cut Text
BACK SPACE Delete left of the cursor	

Merging two reports together

To merge two or more reports together use the following procedure:

1. Make sure you are viewing the first report you need to merge in the EDITOR.
2. Select "Select All" on the Edit menu. Then select the "Copy" option on the EDIT menu to copy the text.
3. Load the second report and paste the copied text into it. Select "Paste" on the EDIT menu.
4. Repeat step two for each additional report you wish to merge (append) together.
5. After you have appended all reports, pull down the FILE menu and save the report.

Saving A Report

To save any changes you make in a report, pull down the FILE menu and select "Save". Select "Save as" if you want to change the name of the report.

Loading a Saved Report

1. Pull down the EDITOR menu and select "Edit reports saved to disk".
2. The EDITOR will be loaded.
3. Pull down the FILE menu and select "Open" to load your saved report.

Printing a Report in the Editor

To print a report, pull down the FILE menu and select PRINT.

Miscellaneous Notes

Asterisks next to golfer's name

On some reports, an asterisk (*) will appear to the left side of a golfer's name. This indicates that his \her handicap or index has changed since the last handicap revision. If you do not want these asterisks to appear on reports, calculate new handicaps twice. In other words, calculate new handicaps, then immediate recalculate handicaps again. The second time you calculate handicaps the handicaps will be the same, thus the asterisks which indicate a change in handicaps will be removed.

Most Improved Golfer Report

The most Improved Golfer report ranks players by the USGA improvement factor.

The USGA factor is calculated as follows:

$$\text{Factor} = \frac{(\text{History Handicap Index} + k)}{(\text{Current Handicap Index} + k)}$$

Note: $k = 12$ for 18 hole indexes $k = 6$ for 9 hole indexes

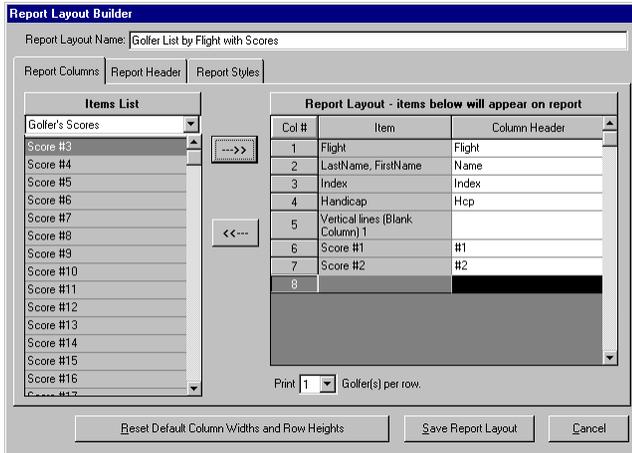
The History Handicap Index is the older handicap index being compared. You can calculate this history handicap by clicking the [CALCULATE] button. See Calculating handicaps [on page 13](#).

The Current Handicap Index is the golfer's current index.

Note: You can compare indexes or handicap.

Custom Reports and Views

Custom reports\views let you create reports\views that show each player and his \her respective information. Custom reports\views are laid out in a columnar format. In other words, each row consists of a player and each column displays information about the player. You can create any number of report\view layouts. Custom reports and custom views work exactly the same. For simplicity "reports\views" will be referred to as only "reports" for the remainder of this documentation.



Design a report layout. Save it. And issue a report using this layout at any time.

To create, load, edit or delete a custom report, click the [CUSTOM REPORTS] button. A list of all report layouts you have created will appear.



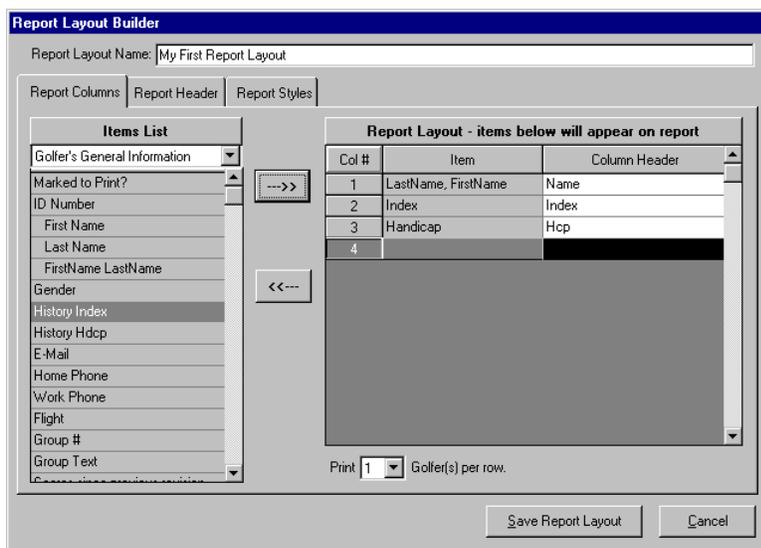
1. To view a report - Double-click the report layout or click the [Use Report Layout] button.
2. To create a new report layout - Click the [New Report Layout] button.
3. To edit a report layout - Click the [Edit Report Layout] button.
4. To delete a report layout - Click the [Delete Report Layout] button.

Tip: Feel free to experiment. Any report layout you create can be altered or deleted at any time. (There are 9 sample report layouts that you can view. Feel free to view\edit these layouts. They will give you a good idea of how report layouts are created.) Samples include:

- Directory of Golfers. Simple name, phone, and address directory.
- Handicap Directory. Directory of golfers with index, handicaps, number of season scores, season high, season low, and phone number.
- Handicap Directory – 2 or 3 golfers per row. Directory of golfers with index and handicaps.
- Handicap Directory with scores. Displays each player, index, handicap, and last 20 scores.
- Posting Sheet. For posting scores.
- Signup sheet. Displays each golfer with a "Signup" check box.

Building a New Report Layout

Click the [New Report Layout] button. A box will appear asking for the Report Layout name. Enter the name of the layout. Click OK and the Report Layout Builder will appear...



On the form you will notice two columns. The column on the left is the ITEMS LIST, which contains items that can be placed on the report. The column on the right is the REPORT LAYOUT, which shows items that will appear on the report.

Selecting an item to place on a report

Items are listed in different categories so that you can quickly find them. At the very top of the ITEMS LIST you will notice a drop down list box. This box contains the different categories available. Select the items category you wish to view. For example, the category currently selected in the above sample screen is "Golfer's General Information". See the table below for the different categories and items you can place on reports.

Add an item to a report

Double click the item on the ITEMS LIST (left side) and it will move to the right (on the REPORT LAYOUT). You will notice when you add an item it is inserted in the column currently highlighted on the REPORT LAYOUT.

Remove an item from a report

If you need to remove an item from the REPORT LAYOUT, double click to remove it back to the ITEMS LIST.

Customizing column headers

HS automatically inserts a "Column Header" for each item you place on a report layout. However, if you do not like the default, you can change this at any time. Simply edit the "Column Header" and type the text you wish to appear.

There is a special item you can type in a column header to instruct the program to perform a line feed.

- <L> - Will cause the text that appears after this to be on the next line.

Example: Assume you place the item "Amount Due" on your report layout. You type the following in for the Column Header: Amount<L>Due

The column header would appear as:

Amount Due

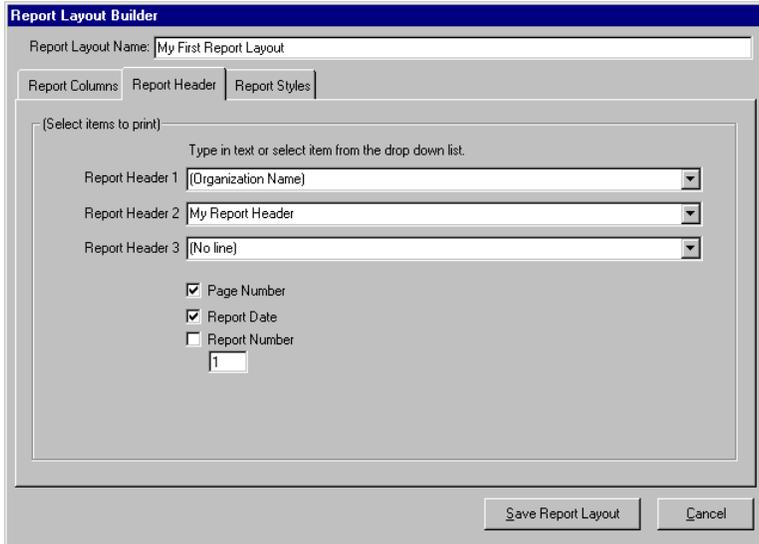
<L> instructs the software to move further text to the next line.

Number of golfers per row

The box under the Report Layout List, "Print X Golfer(s) per row", lets you indicate how many golfers you want to display per row. The default is one and usually you will only want to display one golfer per row. However you may show up to three golfers per row. For example, you want a simple telephone directory with just the golfer's name and phone number. You may wish to display 2 or 3 golfers per row to save paper, and the width of the report would not be too wide to accommodate this.

Report Headers

Click the "Report Header" TAB to see which items will appear on the report header.



The screenshot shows the "Report Layout Builder" dialog box with the "Report Header" tab selected. The "Report Layout Name" is "My First Report Layout". The "Report Columns" tab is also visible. The "Report Header" section contains three dropdown menus for "Report Header 1", "Report Header 2", and "Report Header 3". The first dropdown is set to "(Organization Name)", the second to "My Report Header", and the third to "(No line)". Below these are three checkboxes: "Page Number" (checked), "Report Date" (checked), and "Report Number" (unchecked). A small text box containing "1" is located below the "Report Number" checkbox. At the bottom right are "Save Report Layout" and "Cancel" buttons.

A report can have up to three lines on its header. Simply type the text you want to appear on the report header or drop the list box and select one of the following items:

- (Organization Name) - Displays the name of the organization.
- (Organization Phone#) - Displays the organization's phone number.
- (Home Course) - Displays the home course and tees.
- (No line) - Displays no line.

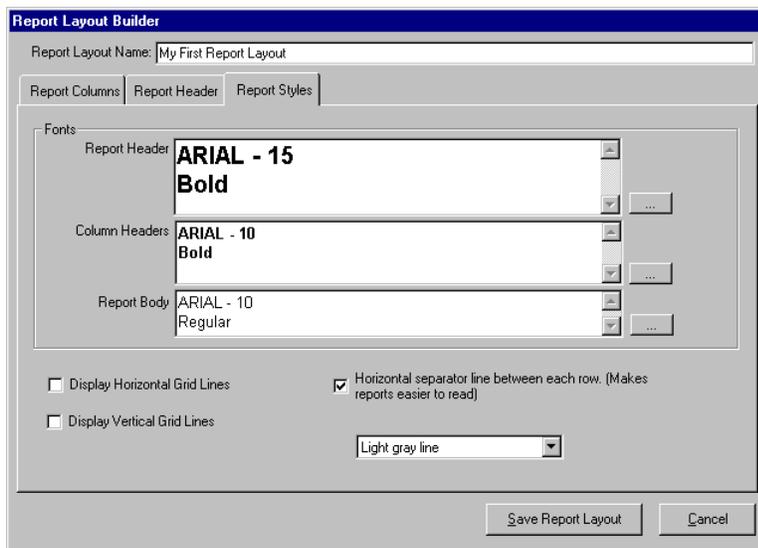
Note: The organization info and home course are set on "Roster Option" under the SETUP menu.

You can also check one of the following to appear on the report:

- Page Number
- Report Date (Current Date)
- Report Number (HS will display the report number you type in.)

Report Styles

Click the Report Styles TAB to see how fonts and grid lines will be displayed on the report.



You can set font styles for the Report Header, Column Headers and Report Body. Just click the box to change the font and size. If you wish to display heavy horizontal or vertical lines to separate rows or columns, check the "Display Horizontal" or "Display Vertical Grid Lines" check box. You can also display a lighter line between rows by checking the "Horizontal separator line between each row". Then select the shade of the line...light gray, gray, or black. *Tip: Placing light lines between rows on wide reports, make them easier to read.*

Using Report Layouts

Click the [Use Report Layout] button to view the report.

Sorting a report

Click the [Sort] button and select the columns to sort by. You can sort up to three columns simultaneously. Columns can be sorted ascending or descending. Assume you wanted a report to show flights, then gender in each flight (women first), then gender by name. You would set your report to sort first by flight (A to Z), then gender (A to Z), and finally by name (A to Z).

Resizing columns and rows

The FIRST time you display a report, HS automatically sets the column widths to the defaults. In most cases you will want to resize the columns to fit your own specifications. You will notice that columns are numbered 1,2,3,etc. Columns can be resized by clicking the line between the column numbers and dragging right (make the column bigger) or left (make the column smaller).

Row heights can also be changed. Click the row sizer on the left side of the screen and drag down (make the row bigger) or up (make the row smaller). HS will ask if you want all rows the same size. If YES then all rows will be resized, if NO then only the selected row will be resized. *Tip: You can quickly eliminate a golfer from a report by resizing his\her row so that it is no longer visible.*

Note: HS automatically saves the columns width and row sizes you have set...so the next time you display the report layout it will use the widths you have specified.

Tip: To quickly set column widths back to the defaults:

1. Highlight the Report Layout in the Reports Layout List.
2. Click the [Edit Report Layout] button.

3. On the Report Layout Builder click the button on the bottom left corner [Reset Default Column Widths and Row Heights].

Exporting reports to other programs (HTML, Excel, or Text formats)

To export a report, click the [PRINT] button. Click the [Export to HTML, Excel or Text File] button. Select the correct format and save the report.

Any deluxe report, custom report, or list view can be saved into a HTML or Excel file format. HTML is the universal format for viewing on the web or transferring reports and data from one program to another. This means you can view\import into any program that supports HTML without losing any formatting. HTML files can be imported directly to your website. Or pass reports to league members. As long as they have a web browser, MS Word, MS Excel, or any program that reads HTML, they can view the report.

Tip: To export data to any program, simply build a custom report with only the items you wish to export, generate the report and save as a HTML file for import into a database or spreadsheet program.

Custom Report\View Items

<u>Golfer's General Information</u>	<u>Description</u>
Marked to Print?	Indicates if a golfer is marked to print.
ID Number	ID number.
LastName, FirstName	Name. You can choose to display name as "lastname, firstname", "firstname lastname", or firstname and lastname in separate columns.
Gender	Displays M or F for gender.
Index or Factor	USGA index, RCGA factor.
Handicap	Handicap.
History Index	Calculated history index using the "History Date" on the "Calculate Handicaps" form as the calculation date.
History Handicap	Calculated history handicap using the "History Date" on the "Calculate Handicaps" form as the calculation date.
E-Mail	Email address.
Home Phone	Home phone.
Work Phone	Work phone.
Flight	Golfer's flight A, B, C, D, etc.
Group #	Golfer's group number 0 to 9.
Group Text	Text that describe a group the golfer is in.
Score since previous revision	Number of scores posted to a golfer since the previous revision date.
New scores since last revision	Number of scores posted to a golfer since handicaps were last revised (calculated).
Total scores for season	Total scores posted to a golfer since the season start date.
Total scores in database	Total scores a golfer has in the database.
Home Address	Addresses can be displayed in one column or 3 separate columns.
Work Address	Addresses can be displayed in one column or 3 separate columns.
Fax Number	Fax number.
Amount Due	\$ Amount Due.
Due Date	Date the amount is due.
Due Notes	Notes about a golfer's dues.
*Misc Date (2 Custom fields available)	Custom DATE fields can be named anything.
*Misc Text (5 Custom fields available)	Custom TEXT fields can be named anything.
*Misc Currency (5 Custom fields available)	Custom CURRENCY fields can be named anything.
Comments	Comments about a golfer.

<u>Calculated Items</u>	<u>Description</u>
High score for the season	The highest score the golfer has had since the season start date.
Low score for the season	The lowest score the golfer has had since the season start date.
Point Quota	Point Quota = 36 – Handicap
Chicago Point Quota	Point Quota = 39 – Handicap
Handicap on course\tee (You can display up to 5 home course handicaps)	Additional home course\tees can be set by selecting “Roster Option” on the SETUP menu. Click the “Home Course(s)” TAB to set the course\tee names. See Roster Options on page 10 .

<u>Golfer's Scores</u>	<u>Description</u>
Score 1-20 (Golfer's last 20 scores)	Score #1 is the most recent, score #20 is oldest. A '*' preceding the score indicates that it was used for handicapping.

<u>Golfer's Most Recent Score</u>	<u>Description</u>
Date	Score date.
Course	Course score was shot on.
Tee	Tee score was shot from.
Rating	Rating of the course\tee.
Slope	Slope of the course\tee.
Adjusted Gross Score	Adjusted Gross Score (Score used for handicapping).
Gross	Gross Score (Actual score).
Handicap	Golfer's handicap at the time the score was shot.
Net	Net score = gross score – handicap
Score on Hole 1-18	Score on each hole.

<u>Special Columns</u>	<u>Description</u>
Vertical Lines 1-5	Displays a double vertical line on the column. Good for separating one section of columns from another.
Blank Column 1-5	Displays a blank column. No information will be inserted in this column. Good for reports where you may need a column to hand write information in.

* The names for miscellaneous\custom fields can be set by selecting "Roster Option" on the SETUP menu. Click the "Miscellaneous Field Names" TAB to set the field names. See Roster Options [on page 10](#).

Product Support Policy

Product Support

1. Free technical support for one year after the purchase date of the software.
2. After the one year day free technical support period has expired, you have two options to extend technical support. A six month contract can be purchased for \$35.00 or a full year contract for \$50.00. The \$35.00/\$50.00 covers any number of technical support calls, emails, or faxes for an entire six months/year.
3. Technical support hours:

March through May 9:00AM to 5:00PM EST Monday-Friday
June through February 9:00AM to 3:00PM EST Monday-Friday

Call Technical Support at 1-919-460-1628

Technical support is provided only on this number. If you call one of our other lines, you will be directed to this number. Sorry we cannot call you back.

Tech support email: tech@golfsoftware.com

Please include your tech number and product version in the email.

If you are experiencing a "severe" problem (program won't load or bad installation disk) the technical support fee will be waived.

Before you call or email

Visit our world wide web site at: www.golfsoftware.com for most frequently asked questions. Click "Tech Support", then click "Handicap System FAQ".

Look at online help and the printed documentation. 95% of all questions received are addressed in the documentation. Make sure you have read the troubleshooting section and the FAQ (Frequently asked questions) section.

When you call or email

Please be at your computer with the program running and the product documentation at hand. If you are not at your computer, it is very hard for us to track down your problem and answer your questions.

Be prepared to give the following information:

1. Your tech ID number. This number can be found on the HELP menu under "About".
2. The software you are using.
3. The type of hardware that you are using, including network hardware.

Software Systems for Golf's support services are subject to prices, terms, and conditions in place at the time the service is used. Prices and terms can change without notification.

To suggest a new feature

If you want to suggest a new feature or enhancement for this software:

- Fax your suggestion to (919)-460-1628.
- Email to INFO@GOLFSOFTWARE.COM
- Mail to: Software Systems for Golf, Attn: Suggestion, 1119 Tanglewood Drive, Cary, NC 27511.
- Visit our world wide web site at: <http://www.golfsoftware.com>

To Place an order

1. Order online at our world wide web site: www.golfsoftware.com
2. Call 919-460-7424 to place your order. This line is for orders only.
3. Fax your order to 919-460-1628.
4. Mail your order to:

SOFTWARE SYSTEMS for GOLF
1119 Tanglewood Drive
Cary, N.C. 27511

Disclaimer

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Install the Handicap System on Windows 2000 / 98 / 95 / NT

1. Place the CD-ROM into your computer's CD-ROM drive.
2. The Install menu should launch automatically. If it does not, double-click the MY COMPUTER icon on your Windows desktop, double-click the CD-ROM drive icon in the MY COMPUTER folder, then double-click the SETUP icon.
3. Click the "INSTALL PRODUCTS" button and install the Handicap System.
4. Follow the installation steps to install the disks.

If while trying to install the program you get a message "**File is locked and cannot be updated. Please shut down all other running applications and restart the installation.**" This means another program (which is running) has locked a file which the installation cannot update. To remedy the problem, shut down all other running applications. Unfortunately Windows 95/98 does not always display all running applications on the "Task Bar". To see all programs which are running, press CTRL + ALT + DEL keys at the same time. A list of all programs which are running will be displayed.

1. 99% of the time the program that needs to be shut down is the "Microsoft Office Manager" toolbar. Select "Office Manager" in the list of tasks, then select "END TASK". Office Manager will disappear from the task list as will the toolbar. Note: This toolbar will reappear the next time you start your computer.
2. Very rarely it is another program that is causing the problem. If you see any of these program on your task list ("opware16", "opware32", "farmon", "farmon32") select the program in the list of tasks, then select "END TASK"

After shutting down the conflicting program the installation should work fine. If it will still not install...

1. Reboot your computer
2. Repeat steps 1 and 2 above. And try to install the program.
3. If it will still not install, press CTRL + ALT + DEL to view the task list. You will have to experiment with which program you have that is locking the installation. Select a program and click "END TASK". Try to install the program. Do this until you find which program is causing the problem. Note: Do NOT "END TASK" for the following programs "Explorer", "Osa" or "Robot". If you do Windows 95, 98 will reboot.

Note: Once installed the program runs just like any other program (run any number of programs simultaneously.)