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## **1.0 Introduction**

### **1.1 Installing Handicap Manager**

The Handicap Manager setup program can be run directly from the Northern Systems Inc web site. If the handicap computer cannot attach to the Internet, the setup program can be downloaded to a USB Stick using any Internet connected computer and run from the USB Stick on the handicap computer. The setup program will automatically create an icon on the desktop which can be used to invoke Handicap Manager.

### **1.2 Getting Started**

Step 1) Securing the system

If the Handicap Manager software is being used by a golf club and members are being allowed to enter their own scores, steps should be taken to ensure that members do not accidentally modify the system configuration. To restrict access to system management functions select Maintenance / Disable Manager's Menus. If a system manager's password has not yet been defined you will be offered the opportunity to define one. When disabling the Manager's Menus you will be asked if the Manager's Menus should be disabled on startup. Disabling the Manager's menus on startup ensures that a member cannot restart the software to access the management features. As an added security feature, it is not possible shut down the application with the Manager's Menus disabled.

Step 2) Entering Golf Courses

Before entering golfers into the member database, you must enter the golf courses which will be assigned as the Home Course for the golfers you will be entering. Handicap Manager will not allow you to enter any members until at least one golf course has been entered.

To Add a new golf course :

- 1) select Add from the program menu
- 2) select Add Course (9 hole) or Add Course (18 hole) from the drop down menu.

For further information on entering golf courses, see section 2.2 "Updating the Course Database".

Step 3) Creating Flights

To Add a new flight :

- 1) select Add from the program menu
- 2) select Add Flight from the drop down menu.

For further information on entering golf courses, see section 2.3 "Updating the Flight Database".

Step 4) Entering Members

To Add a new member :

- 1) select Add from the program menu
- 2) select Add Member from the drop down menu.
- 3) For further information on entering golf courses, see section 2.1 "Updating the Member Database".

### **1.3 Stroke Limitation**

Most handicap systems use some form of stroke limitation to ensure that a handicap reflects a member's ability by adjusting any abnormally high scores which would be out of character for a particular member. For example, the WHS limits the # of strokes per hole for handicapping purpose to net double bogie. A net double bogie score is computed as follows :

$$\text{Net Double Bogie} = \text{Hole Par} + \text{Handicap Strokes} + 2$$

## 2.0 System Manager Activities

### 2.1 Adding/Changing/Removing Members

To Add, Change, or Remove a member, select Add, Change, or Remove from the program menu and then select Add Member, Change Member, or Remove Member from the secondary menu.

The system will prompt for the following information:

- 1) member id (maximum 10 characters)
- 2) member name (max 20 characters last name, max 10 characters first name)
- 3) gender (Male or Female)
- 4) detail level ( It is this option which determines the amount of information that can be entered for each round of golf for a given member. The detail level options are : No Detail, Scores Per Hole, Scores and Putts, Scores and Fairways Hit, and Scores, Fairways Hit, and Putts. The amount of detail information entered will affect the amount of statistical data available. If only total scores are entered, ESC must be applied manually by the golfer and no member level statistics will be available. If scores per hole are entered, ESC is applied by the system and numerous member level statistics are available. If fairways hit and putts are not entered, all statistics will assume the fairway was hit and 2 putts per hole.)
- 5) home course (This should be the course the member plays most often.)
- 6) Member Status (Members defined as Inactive are omitted from reports.)
- 7) flight (If only one flight exists, it will automatically be inserted.)
- 8) password (max 10 characters) (If it is not defined at this time, members can at any time define their own password.)
- 9) Handicap Status (The handicap status can be any one of the following values; Normal, Manually Adjusted, Tournament Adjusted, or Revoked. By default, a member's handicap status will be Normal. If automatic adjustment of handicaps based on exceptional tournament performance has been enabled, a member's handicap status could automatically be changed between Normal and Tournament Adjusted if the member's performance in tournaments warrants the change. If a member's handicap must be manually adjusted for one reason or another, changing the handicap status to Manually Adjusted will make it possible to manually enter a new handicap index. If the member's handicap status is Manually Adjusted or Revoked, it will remain Manually Adjusted or Revoked until explicitly changed back to Normal.)
- 10) Initial Handicap Index (When adding a new member, an initial handicap index can be entered. This handicap will be used until sufficient rounds have been entered to compute a handicap.)
- 11) Historical Data (When adding a new member, the most recent 20 scores can be entered by clicking on the History button. A window will then be displayed to facilitate the rapid entry of the most recent 20 scores.)

The screenshot shows a software window titled "Member Database Maintenance" with a close button (X) in the top right corner. The window is divided into several sections for data entry:

- ID:** A text box containing "JOHN".
- Name (Last / First):** Two text boxes containing "Hutton" and "John".
- Member Since:** A date field showing "09-Dec-1999" with a dropdown arrow.
- Gender:** A dropdown menu set to "Male".
- Detail Level:** A dropdown menu set to "Scores & putts".
- Home Course:** A dropdown menu set to "Canadian East 9 (White)".
- Flight:** A dropdown menu set to "The Weekend Duffers".
- Member Status:** A dropdown menu set to "Active".
- HC Status:** A dropdown menu set to "Normal".
- Current HC Factor:** A text box containing "7.4".
- Initial HC Factor:** A text box containing "N/A".
- Password:** A text box containing "\*\*\*".
- Hcap Card Req'd?:** A dropdown menu set to "Yes".
- Address:** A vertical stack of text boxes containing "Northern Systems Inc", "Attn: John Hutton", "14 Sarrazin Way", "Ottawa, ON Canada", and "K2J 3Z5".
- Telephone #s:** A text box containing "613-826-9691".
- Listed?:** A checked checkbox.
- Email Address:** A text box containing "jhutton@northernsystems.com".
- Member Miscellaneous:** Two empty text boxes.

At the bottom of the window, there is a text instruction: "Click on the 'History' button to enter or change the initial 20 historical rounds for the member." Below this instruction are three buttons: "History" (blue oval), "OK" (green oval with a checkmark), "Cancel" (red oval with an X), and "Help" (blue oval with a question mark).

## 2.2 Resetting A Member's Password

When performing a Member Change, if the member had entered a password, it can be erased or overwritten. To change a member's password, perform a Member Change as described in section 2.1.1 and manually enter the new password. To erase a member's password, perform a Member Change as described in section 2.1.1 and enter <TAB> as the new password. This is a useful feature for assisting members who forget their password

## 2.3 Updating the Course Database

To Add, Change, or Remove a course, select Add, Change, or Remove from the program menu and then select Add Course(18 hole), Add Course(9 hole), Change Course, or Remove Course as appropriate from the secondary menu.

- 1) Course name (max 25 characters)
- 2) Abbreviated course name (max 5 characters)
- 3) Tee name (max 15 characters)
- 4) Course rating
- 5) Slope Rating
- 6) Par for each of the 18 holes
- 7) Yardage of each hole
- 8) Handicap holes for each hole on the course

Course Maintenance (18 hole)

Course Name	Sandridge Dunes			18	F9	B9	18	F9	B9		
Abbrev Name	Dunes			Men's Rating	70.7	35.3	35.4	Slope (M)	124	124	124
Tee	White			Ladies Rating	76.7	38.4	38.3	Slope (F)	132	132	132

Optional Information

Hole	1	2	3	4	5	6	7	8	9	Out
Par (M)	4	5	3	5	4	3	4	4	4	36
Par (F)	4	5	3	5	4	3	4	4	4	36
Yards	357	496	179	490	319	131	405	323	331	3031
Hcap (M)	1	13	9	3	17	5	7	15	11	
Hcap (F)	1	13	9	3	17	5	7	15	11	

Hole	10	11	12	13	14	15	16	17	18	In	Tot
Par (M)	4	4	5	4	3	4	4	3	5	36	72
Par (F)	4	4	5	4	3	4	4	3	5	36	72
Yards	359	289	450	339	175	401	381	153	501	3048	6079
Hcap (M)	8	16	4	12	2	10	18	14	6		
Hcap (F)	8	16	4	12	2	10	18	14	6		

Phone #  
555-1212

Fax #  
[Empty]

Force rounds to be entered hole by hole for this course

OK Cancel Help

When removing a course, the system will first confirm that no members have the selected course as their Home Course. Only then will Handicap Manager allow the course to be removed from the database.

## 2.4 Updating The Flight Database

Handicap Manager uses flights as a means of organizing members into logical groups. In addition to being used when producing reports, these groupings or flights are used to determine the type of handicapping which should be performed for the flight. The handicap type of each flight can independently be set to any of the four 9 or 18 hole custom handicap configurations. In addition to gender, handicap can be used to differentiate between flights. For example, a "Men's 'A' Flight" might consist of all male members with handicaps below 10.

The system comes with an initial flight assigned the name "Flight 1". New flights can be given any name up to 25 characters in length. There can be up to 10 flights.

To Add, Change, or Remove a flight, select Add, Change, or Remove from the program menu and then select Add Flight, Change Flight, or Remove Flight as appropriate.

When removing an existing flight, the system will confirm that there are no members in the flight and only then remove the flight from the flight database.

## **2.5 Express Score Entry**

The Express Score Entry screen provides an efficient means for batch entry of large numbers of golf scores. To take full advantage of the Express Score Entry screen, it is recommended that you sort the cards by date and group cards from each golf course together. To access the Express Score Entry facility, select Add from the program menu and then select Express Round Entry.

For the first round you must :

- 1) enter the date the round was played (the system will initially default to the current date)
- 2) select the appropriate course
- 3) select the appropriate member
- 4) enter the gross score
- 5) enter the adjusted gross score or if the adjusted gross score is equal to the gross score, you can press the <TAB> key and the system will set the adjusted gross score equal to the gross score
- 6) click on the Tournament round? box if the round was played as part of a tournament.

For subsequent scores you need only select the appropriate member and enter the gross and adjusted gross scores.

## **2.6 Adjusting Golf Scores**

Changing, or Removing a round is performed by selecting Change, or Remove from the program menu and the appropriate entry from the secondary menu.

To modify an existing round, select Change from the program menu and Change Round from the secondary menu. After you select the appropriate member, the system will allow you to select the round to be changed. When the desired round has been selected, the system will allow you to change or completely reenter the round.

To remove an existing round, select Remove from the program menu and Remove Round from the secondary menu. After you select the appropriate member, the system will allow you to select the round to be removed.

## **2.7 Database and Program Backup, Restore, and Recovery**

To make a backup of the database, select "File" / "Database Backup" and select the destination to which the backup file should be written. The program files are not included in a database backup. After the database backup is complete you will be asked if you wish to create a new setup disk. If you elect to create a setup disk, an executable program called setup.exe will be created. NSI recommends that the setup program be written to an external device such as a USB Stick. The USB Stick should then be stored in a safe place along with your database backup, preferably separate from your computer. If you ever need to recover your system after a hard disk failure or other catastrophic event, you should insert the USB Stick and run the setup.exe program by clicking Start / Run and entering the command F:\setup.exe. After running the setup program you should then restore from the matching database backup.

## **3.0 Member Activities**

### **3.1 Entering Scores (For courses in the courses database)**

To enter a round played on a member's home course or any other course defined in the course database, click on the Add Round button on the toolbar or select Add from the program menu and Add Round from the secondary menu.

If a password has been defined for the member, the system will prompt for the password before a round can be entered.

All members need to enter the following information about each round played.

- 1) The date on which the round was played.
- 2) The course on which the round was played.
- 3) Whether or not the round was part of a tournament

The additional information recorded depends on the Detail Level defined for the member.

No Detail                      1) The gross score (before applying ESC)  
   2) The adjusted gross score (after applying ESC)

Scores Only                      1) The score for each hole.

Scores and Fairways Hit

- 1) The score for each hole.
- 2) Whether or not the fairway was hit from the tee.

Scores and Putts

- 1) The score for each hole.
- 2) The number of putts for each hole.

Scores, Fairways, and Putts

- 1) The score for each hole.
- 2) The number of putts for each hole.
- 3) Whether or not the fairway was hit from the tee.

Detail Round Entry for Member : [ Hutton, John ]

Round Date: 11-Dec-2002 Course Hcap: 18 Course Rating: 66.8  
 Course Name: Canadian West 18 (Orange) Slope: 118

Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Tot
Par	5	4	3	4	4	4	3	5	3	35	5	4	4	4	4	4	3	5	4	37	72
Score	6	5	3	3	5	4	7			33										0	33
ESC							2			2										0	2
Adj	6	5	3	3	5	4	5			43										55	98
Net	5	4	2	2	4	3	6			24										-9	15
Putts	2	2	2	2	2	2	2	2	2	18	2	2	2	2	2	2	2	2	2	18	36
Fairways	y	y		y	y	y		y		6/6	y	y	y	y	y	y		y	y	8/8	14
S Saves										0/0										0/0	0
Penalty										0										0	0
Misc										0/0										0/0	0
Handicap	11	7	13	3	1	5	15	9	17		16	10	12	2	4	8	18	14	6		

Medal Play     Tournament Round  
 Stableford Round  
 Par Competition

      

### 3.2 Entering Scores (Away Course)

To enter a round played on an AWAY course or any course not defined in the course database, select Add from the program menu and Add AWAY Round from the secondary menu. The system will prompt for the information identified in section 3.1.2.

For a round played at an Away course (a course which is not defined in the course database), the member must enter:

- 1) The date on which the round was played.
- 2) The course on which the round was played.
- 3) The gross score (before applying ESC)
- 4) The adjusted gross score (after applying ESC)
- 5) The course rating
- 6) The course slope

### 3.3 Viewing Handicap Data / Peer Review

The ability of members to conduct peer review is an important component of most handicap systems. Handicap Manager assists in this process through printed reports which can be posted as well as the Handicap Statistics facility which allows any member to view the handicap data of any other member. Handicap data is accessed by clicking on the Handicap Data button or selecting Statistics from the program menu and Handicap Data from the secondary menu.

An asterisk next to a round number indicates that the differential for that round has been used in the computation of the current handicap. An "A" preceding a differential indicates that the round was played on an "away" course. An "C" preceding a differential indicates that the round is made up of two 9 hole rounds which have been combined to form an 18 hole round. An "I" preceding a differential indicates that the round was entered over the Internet via the eHandicap Network. A "T" following a differential indicates that the round was played as part of a tournament.

Handicap Data for Member : Hutton, John

**Handicap Information for Hutton, John (JOHN)**

Home Course : Fairwinds Golf Course - White  
 Home Club Hcap: 16  
 Club Index: 21.0

On your home course (FW-B), a score of 85 would lower your Club Index to 20.9.  
 Based on your 365 day low index of 18.9 on 02-Sep-2018, your Club Index cannot rise above 23.9.  
 \*\* A 9 hole round has not yet been matched, a 49 at Canadian GCC on 30-Sep-18.

Rnd	Entered	Played	Course	Tee	Rating	EQ	Index	Gross	Adj	Diff	MAAdj	ESR	NDiff
1*	19/05/24	19/05/24	FW-B	White	67.2	114	20.9	88	88	20.6			20.6
2	19/05/23	19/05/23	FW-B	White	67.2	114	20.2	92	92	24.6			24.6
3	19/05/19	19/05/19	FW-B	White	67.2	114	20.0	92	92	24.6			24.6
4*	19/05/16	19/05/16	FW-B	White	67.2	114	19.5	90	90	22.6			22.6
5	19/05/15	19/05/14	FW-B	White	67.2	114	19.3	94	94	26.6			26.6
6	19/05/15	19/05/12	FW-B	White	67.2	114	19.3	99	98	30.5			30.5
7	18/10/09	18/09/16	EMER	White	71.0	113	19.3	98	98	A27.0			27.0
8	18/10/09	18/09/02	Stone	White	66.2	123	18.9	94	93	A24.6			24.6
9*	18/05/23	18/05/23	FW-B	White	67.2	114	18.4	90	90	22.6			22.6
10	18/05/19	18/05/19	FW-B	White	67.2	114	18.4	91	90	22.6			22.6
11	18/05/19	18/05/17	FW-B	White	67.2	114	18.4	99	98	30.5			30.5
12*	18/05/19	18/05/16	FW-B	White	67.2	114	18.4	89	89	21.6			21.6
13	18/05/19	18/05/15	FW-B	White	67.2	114	18.4	96	95	27.6			27.6
14*	17/09/04	17/09/04	COMB		68.0	129	18.1	94	93	C21.9			21.9
15	17/07/03	17/07/03	EMER	White	71.0	113	18.1	98	97	A26.0			26.0
16*	17/06/19	17/06/17	COMB		68.0	129	17.8	91	91	C20.1			20.1
17	17/05/17	17/05/17	FW-B	White	67.2	114	18.1	99	98	30.5			30.5
18*	17/05/17	17/05/16	FW-B	White	67.2	114	18.0	89	88	20.6			20.6
19	17/05/17	17/05/15	FW-B	White	67.2	114	17.6	94	94	26.6			26.6
20*	16/05/25	16/05/16	FW-B	Blue	69.2	118	17.8	89	88	18.0			18.0

Details OK Print HTML Help

### 3.4 Changing (or setting) a Password

Any member can set or change his or her own password without assistance from the System Manager. To set or change a password, select Change from the program menu, Change Password (Member) from the secondary menu.

If a password already exists, the system will ask for the existing password before prompting for the new password. If <TAB> is entered as the new password, the password will be erased and no longer prompted for. If a member forgets a password, the System Manager cannot determine the password but can remove the password or set the password to a new value. (See section 2.1.2 Resetting A Member's Password.)

### 3.5 Statistics

#### 3.5.1 General Statistics

The General Statistics can be very useful in identifying trends that are developing within your game. To get these statistics, click on the Gen Stats button on the toolbar or select Statistics from the program menu and General Statistics from the secondary menu. This option allows comparison of the last round entered, a summary of the last 5 rounds entered, and a summary of all rounds entered. The total number of rounds is also given. As illustrated in figure 6, each of these groups is further broken down into PAR 3s, PAR 4s, PAR 5s, and ROUND information allowing comparison of performance on each type of hole.

Statistics are given in an easy to understand format for :

- Avg Fair (average fairway shots),
- Avg Putt (average number of putts),
- F Hit (percentage of fairways hit)
- GIR\*\* (percentage of greens reached in regulation)
- PAR (percentage of times the hole was completed in PAR or less)
- G\_Index (golf index = avg # of strokes over par)
- Avg Over (the average number of strokes over par per 18 holes).

Below these statistics is shown your Club Index

General Statistics Screen 1 of 2									
	Av Fair	Av Putt	F Hit	GIR	Par	G-Index	S-Save	Penalty	Av Over
<b>Last Round</b>									
Par 3s ( 4)	2.000	2.000		50.0%	50.0%	1.00			
Par 4s ( 10)	2.900	2.000	100.00%	30.0%	30.0%	0.90			
Par 5s ( 4)	3.750	2.000	100.00%	25.0%	25.0%	0.75			
Par 6s ( 0)	0.000	0.000	0.00%	0.0%	0.0%	0.00			
Round ( 18)	2.889	2.000	100.00%	33.3%	33.3%	0.89	n/a	0.00	16.00
<b>Last 5 Rounds</b>									
Par 3s ( 20)	1.650	2.000		50.0%	50.0%	0.65			
Par 4s ( 50)	3.220	2.000	100.00%	22.0%	22.0%	1.22			
Par 5s ( 20)	4.100	2.000	100.00%	20.0%	20.0%	1.10			
Par 6s ( 0)	0.000	0.000	0.00%	0.0%	0.0%	0.00			
Round ( 90)	3.067	2.000	100.00%	27.8%	27.8%	1.07	n/a	0.00	19.20
<b>Overall (20) rnds</b>									
Par 3s ( 72)	2.000	1.986		30.6%	30.6%	0.99			
Par 4s (186)	3.371	2.000	96.77%	14.5%	14.5%	1.37			
Par 5s ( 66)	4.076	2.000	98.48%	21.2%	21.2%	1.08			
Par 6s ( 0)	0.000	0.000	0.00%	0.0%	0.0%	0.00			
Round (324)	3.210	1.997	97.22%	19.4%	19.4%	1.23	n/a	0.00	22.06
Club Index = 21.0 (Using 8 of 20 differentials)									
<input type="button" value="OK"/> <input type="button" value="Print"/> <input type="button" value="Help"/> <input type="button" value="HTML"/>									

### 3.5.2 Round Statistics

To get Round Statistics, select Statistics from the program menu, Round Statistics from the secondary menu, and choose the member and round to be analyzed. These statistics consist of two screens of information. The first screen displays the round information which was entered to the score entry screen. The scores and putts of any holes for which an "x" was entered will be shown with an "x" beside them. (IE: 5x, 6x, 7x etc.) The line identified as Pnts shows the Stableford points which would have resulted if the round had been played as part of a Stableford competition. The statistics on the second screen, as shown in figure 7, include the score for each hole and the corresponding par, an analysis of the round including course handicap, and a graphic comparison of the front 9, back 9 and round, broken down into a graph of BIRDIES, PARS, 1 OVERS, 2 OVERS, 3 OVERS, OTHERS (Scores more than 3 over par) and GIRs.

The Strokes Over Par panel in the lower right corner of the screen graphically illustrates the score for each hole with respect to par. Strokes less than par are represented by a "<", and strokes over par by a ">". Strokes in excess of what was allowed by ESC are represented by an asterisk.

The three scores shown in the upper right corner of the screen are, from left to right, the gross score, adjusted gross score (after Stroke Limitation), and the net score (gross score minus the member's course handicap at the time the round was played).



Round Statistics Screen 2 of 2 [Member : Hutton, John]																			
<b>Round #:</b> 2		<b>Par/Rating:</b> 70/65.3		<b>Date:</b> 18-Oct-2002															
<b>Course:</b> Cedar Hill (White)		<b>Slope:</b> 108		<b>Score:</b> 85/84/68															
1:	5/4	2:	5/4	3:	5/5	4:	6/4	5:	3/3	6:	5/4	7:	4/4	8:	5/4	9:	3/3		
10:	5/4	11:	4/4	12:	7/4	13:	4/4	14:	3/3	15:	4/3	16:	5/4	17:	6/5	18:	6/4		
		<b>Av Fair</b>	<b>Av Putt</b>	<b>F Hit</b>	<b>GIR</b>	<b>Par</b>	<b>G-Index</b>	<b>Over par</b> : 15				<b>Tot putts</b> : 36							
<b>Par 3</b>	( 4)	1.250	2.000		75.00%	75.00%	0.250												
<b>Par 4</b>	(12)	3.083	2.000	0.00%	25.00%	25.00%	1.083												
<b>Par 5</b>	( 2)	3.500	2.000	0.00%	50.00%	50.00%	0.500												
<b>Round</b>	(18)	2.722	2.000	0.00%	38.89%	38.89%	0.833									<b>Differential:</b> 19.6			
		<b>Front</b>	<b>Back</b>	<b>Round</b>					<b>Strokes Over Par</b>										
<b>Eagles</b>	:	:	:	:					1	:	>	10	:	>					
<b>Birdies</b>	:	:	:	:					2	:	>	11	:	:					
<b>Pars</b>	:>>>>	:>>>>	:>>>>	:>>>>>>>					3	:	:	12	:	>>*					
<b>1 Overs</b>	:>>>>	:>>>>	:>>>>	:>>>>>>>					4	:	>>	13	:	:					
<b>2 Overs</b>	:>	:>	:>	:>>					5	:	:	14	:	:					
<b>3 Overs</b>	:>	:>	:>	:>					6	:	>	15	:	>					
<b>Others</b>	:	:	:	:					7	:	:	16	:	>					
<b>GIRs</b>	:>>>>	:>>>>	:>>>>>>>							8	:	>	17	:	>				
<b>Score</b>	: 41	: 44	: 85							9	:	:	18	:	>>				

### 3.5.3 Course Statistics

To get Course Statistics, select Statistics from the program menu, Course Statistics from the secondary menu, and choose the member and course to be analyzed. These statistics compare performance on each hole of the course on a hole by hole basis as shown in figure 8. These statistics include the low, avg and high, fairway shots, putts, scores, the percentage of times the fairway was hit and the green was reached in regulation (GIRs), the percentage of times the hole was completed in PAR or better, and the GOLF INDEX (avg number of strokes over par).

The Best Round column shows the best score the member has had on each hole with respect to par. At the bottom of this column the score shown is the score which would have resulted if all best scores had been in one round. Note that pars are represented by an asterisk, strokes less than par by a "<", and strokes over par by a ">".

Course Statistics - All Rounds [Member : Hutton, John]														
Warroad Estates (Blue), 3 Rnds from all available rnds.														
Hole	Par	**Fairway**			Avg Putt	**Scoring**			Avg Pnlty	Drive Fair	Green Reg	% In Par	Golf Index	Best Round
		Low	Avg	Hi		Low	Avg	Hi						
1	3	2	2.0	2	2.0	4	4.0	4	.00		0%	0%	1.00	:>
2	5	4	4.0	4	2.0	6	6.0	6	.00	100%	0%	0%	1.00	:>
3	3	2	2.7	4	2.0	4	4.7	6	.00		0%	0%	1.67	:>
4	4	2	3.0	4	2.0	4	5.0	6	.00	100%	33%	33%	1.00	*
5	4	3	4.3	6	2.0	5	6.3	8	.00	100%	0%	0%	2.33	:>
6	4	2	3.0	4	2.0	4	5.0	6	.00	100%	33%	33%	1.00	*
7	4	3	4.0	5	2.0	5	6.0	7	.00	100%	0%	0%	2.00	:>
8	5	3	4.3	6	2.0	5	6.3	8	.00	100%	33%	33%	1.33	*
9	4	3	3.0	3	2.0	5	5.0	5	.00	100%	0%	0%	1.00	:>
10	4	2	3.3	4	2.0	4	5.3	6	.00	100%	33%	33%	1.33	*
11	4	2	2.3	3	2.0	4	4.3	5	.00	100%	66%	66%	0.33	*
12	5	3	4.3	6	2.0	5	6.3	8	.00	100%	33%	33%	1.33	*
13	3	1	2.7	4	2.0	3	4.7	6	.00		33%	33%	1.67	*
14	4	3	3.7	4	2.0	5	5.7	6	.00	100%	0%	0%	1.67	:>
15	4	3	4.0	6	2.0	5	6.0	8	.00	100%	0%	0%	2.00	:>
16	3	1	1.3	2	2.0	3	3.3	4	.00		66%	66%	0.33	*
17	4	2	3.7	7	2.7	4	6.3	11	.00	0%	66%	66%	2.33	*
18	5	5	6.3	8	2.0	7	8.3	10	.00	100%	0%	0%	3.33	:>>
AVG					2.0		98.7		0.00	92%	22%	22%	1.48	82

One screen of statistics will be shown containing information from the most recent 20 rounds of golf. If the member has more than 20 rounds entered, a second screen of graphics will then be displayed containing information from all rounds entered.

### **3.5.4 Match Play Round Comparisons**

Match Play Round Comparison allows you to view a match played by up to four members and compare the results of each member graphically. To get these statistics, select Statistics from the program menu, Match Play Statistics from the secondary menu, and from the dialog screen displayed, select the members involved in the match and the common round to be analyzed.

The results for each member will be displayed on a hole by hole basis with respect to par as shown in figure 9. Pars will be represented by an "\*", strokes less than par by a "<", and strokes over par by a ">".

The Skin column indicates how the match would have gone if a "Skins Game" format were being played.

## **3.6 Graphics**

### **3.6.1 Handicap Trend Graphics**

To get Handicap Trend Graphics, select Graphics from the program menu, Handicap Trend from the secondary menu, and choose the member to be analyzed. These graphics provide a visual representation of the member's handicap, exact handicap, or handicap index at the time of each of the most recent 20 rounds. The rounds played on the member's home course are shown in blue and the rounds played on other courses are shown in green.

### **3.6.2 Gross/Adj/Net Scores Graphics**

To get Gross/Adj/Net Graphics, select Graphics from the program menu, Gross/Adj/Net from the secondary menu, and choose the member to be analyzed. These graphics provide a visual representation of the member's most recent 20 rounds with the Net score shown in blue, the incremental strokes which make up the adjusted gross score shown in green, and the incremental strokes which make up the Gross score (the strokes which were disallowed by ESC) shown in Red.

To get Stroke Analysis Graphics, select Graphics from the program menu, Stroke Analysis \_ Bar or Stroke Analysis \_ Pie from the secondary menu, and choose the member to be analyzed. These graphics provide a visual representation of the member's most recent 20 rounds with the breakdown of different stroke types shown via different colors as follows :

Dark Blue	Tee shots
Light Blue	Fairway Shots
Red	Penalty Strokes
Green	Putts

The Stroke Analysis \_ Bar option presents this information in the form of a Bar Graph.

The Stroke Analysis \_ Pie option presents this information in the form of a Pie Chart. Under this option, each pie chart is overlaid on top of the ideal pie chart to give you an indication of how your shot distribution compares to the ideal.

### **3.6.3 Stroke Analysis Graphics**

To get Stroke Analysis Graphics, select Graphics from the program menu, Stroke Analysis \_ Bar or Stroke Analysis \_ Pie from the secondary menu, and choose the member to be analyzed. These graphics provide a visual representation of the member's most recent 20 rounds with the breakdown of different stroke types shown via different colors as follows :

Dark Blue	Tee shots
Light Blue	Fairway Shots
Red	Penalty Strokes
Green	Putts

The Stroke Analysis \_ Bar option presents this information in the form of a Bar Graph.

The Stroke Analysis \_ Pie option presents this information in the form of a Pie Chart. Under this option, each pie chart is overlaid on top of the ideal pie chart to give you an indication of how your shot distribution compares to the ideal.

### 3.6.4 Course Graphics

To get Course Graphics, select Graphics from the program menu, Course Graphics from the secondary menu, the member to be analyzed, and the course to be analyzed. These graphics provide a visual representation of the same information which is available under the Course Statistics option.

## 4.0 Reporting

### 4.1 Member Lists

To print a member list, select Print from the program menu and the appropriate entry from the secondary menu depending on the type of member list you require. Three different types of member lists can be created; Summary, Detail, and Score Posting. Each type of list has been designed with a distinct purpose in mind.

The Summary Member Listing is an easy to read listing of all members from which the members can quickly confirm their own handicap index or home course handicap as well as the indexes and handicaps of their playing partners.

The Detail Member Listing contains all the information shown in the Summary Member Listing plus the course and adjusted gross score for each of the last 20 rounds entered for each member.

### 4.2 Tournament Results

To print tournament results, select Print from the program menu and select Print Tournament Results from the secondary menu. You will then be asked to enter the date of the tournament, the course on which the tournament was played, and the format of the tournament. Numerous tournament formats are available. Tournament results can be printed by Gross score, as shown in figure 14, Net score or several variations of the Stableford scoring system.

A tournament report will be created including all members for whom a tournament round was entered on the selected course and day.

### 4.3 Handicap Auditing

When this option is selected, a report will be created of all members whose handicap has been manually adjusted, revoked, tournament adjusted, or have scored sufficiently below their handicap in tournaments such that their scores could be used for automatic downward adjustment of their handicap. In each case, the current status of the member's handicap is shown.

### 4.4 Course List

To print a course list, selecting Print from the program menu and Course List from the secondary menu.

### 4.5 Best Round Report

This report can be obtained by selecting Print from the program menu, Best Round Report from the secondary menu, and the appropriate course from the list of courses. The report will contain the best scores with respect to par, on a hole by hole basis, of all members who have played the specified course. Pars are represented by a "\_", birdies by a "B", Eagles by an "E", 1 overs by a "1", 2 overs by a "2", etc. This type of report is interesting to members since it shows them the holes on which they have scored well and presents them with a challenge to lower their score on the holes they don't do well on.

**Best 18 Report - Gross Scores**

11-Dec-2002 NSI Golf League Page 1  
Member Listing - Best Score per Hole (Gross Scores)  
01-Jan-2001 to 31-Dec-2002

	1	2	3	4	5	6	7	8	9	Out	0	1	2	3	4	5	6	7	8	In	Tot	Rnds
<b>Cedar Hill</b>																						
<b>Tee : White</b>	4	4	5	4	3	4	4	4	3	35	4	4	4	4	3	3	4	5	4	35	70	
Hartholt, JHart	1	1	1	1	-	-	-	1	-	40	B	-	B	-	-	-	1	-	1	35	75	( 3)
Hillock, Jim	1	1	-	1	2	1	1	1	2	45	1	1	1	1	2	2	1	-	1	45	90	( 1)
Hutton, John	1	1	-	-	-	B	-	-	-	36	-	-	B	-	-	-	1	B	B	33	69	( 5)
KcKee, Doug	2	1	-	1	2	1	1	1	2	46	1	1	1	1	2	2	1	1	2	47	93	( 1)

OK Print HTML ? Help

## **5.0 System Configuration**

System configuration is performed by selecting Maintenance from the program menu and System Configuration from the secondary menu. All system configuration options are selectable from the configuration screen.

### **5.1 Screen I/O and Configuration**

#### **5.1.1 Date Format**

Handicap Manager allows you to select the format you wish to use for entering dates. The allowable date formats are yy/mm/dd, mm/dd/yy, and dd/mm/yy, where yy = year, mm = month, and dd = day.

#### **5.1.2 Member Selection**

Handicap Manager allows you to perform member selection by Member Name or Member ID.

#### **5.1.3 Address Label Format**

Selecting this option allows you to choose between the six forms for address labels. Three of the forms are based on 8.5x11 paper while the other three forms are based on A4 paper. The "Avery" column indicates the Avery Label Form number for each form.

Avery Label	Across	Down	Page Size
5159 4 x 1 ½	2	7	8.5x11
5160 2 5/8 x 1	3	10	8.5x11
5161 4 x 1	2	10	8.5x11
5162 4 x 1 1/3	2	7	8.5x11
7160 63.5 x 38.1	3	7	A4
7161 63.5 x 46.56	3	6	A4
7162 99.06x33.87	2	8	A4

#### **5.1.4 Disabling Manager's Menus on Startup**

Selecting this option will cause the Manager's menus to be disabled when Handicap Manager is invoked. The management features should be disabled if a computer is being made available for members to enter their own scores. When the management features are disabled it is not possible to exit out of Handicap Manager.

#### **5.1.5 Backup Interval**

On a scheduled basis Handicap Manager reminds you to perform a backup of the database. This option allows you to select the interval between reminders.

#### **5.1.6 Member Lists in Bold / Dotted Lines on member Lists**

Handicap Manager allows you to specify if the Member lists should be printed entirely in a Bold font and if dotted lines should be used on member lists. The default is for member lists to be printed in a combination of bold and normal fonts without dotted lines.

#### **5.1.7 Member AWAY Round Entry**

This option determines whether or not AWAY rounds can be entered when the Manager's menus are disabled.

### **5.2 Handicap Configuration**

#### **5.2.1 Handicap Card Format**

Selecting this option allows you to choose between several formats of handicap cards. The "Avery xxxx" formats are designed to print on sheets of Avery compatible. The "Standard" format prints on 8.5 \* 11 paper, 4 cards per page.

#### **5.2.2 Enter Gross and Adjusted gross Scores**

This option allows you to specify whether the Handicap Manager non detail round entry screen should prompt for both gross and adjusted gross scores. If this option is not selected, Handicap Manager will prompt for adjusted gross scores only.

### **5.2.3 Non Home Course Handling**

This option allows the System Manager to specify whether or not Handicap Manager should mark all rounds played on courses other than the member's home course as away rounds on screens, reports and handicap cards.

### **5.3.1 Number of Members and Rounds To Be Stored**

The default number of rounds to be stored per member is 250 for Personal editions and 50 for Professional editions. Upon selection of this option, the System Manager can, subject to available disk space, set the number of rounds to be stored to be between 50 and 1000 inclusive.

### **5.3.2 Number of Rounds to be Included in Statistics**

By default, Handicap Manager uses the most recent 20 rounds when computing statistics. This option allows the system manager to toggle the system between using 20 rounds and all available rounds when computing statistics.

### **5.3.3 Inclusion/Exclusion of Par 3s in Driving Accuracy Statistics**

By default, Handicap Manager excludes Par 3s from Driving Accuracy statistics. This option allows the system manager to enable or disable the inclusion of Par 3s into the Driving Accuracy statistics.

### **5.4 Changing System Manager's Password**

Selecting Change / Change Password (Manager's) facilitates creation of, or changes to, the System Manager's password. If you have set or changed the password and cannot remember what it is set to, run Handicap Manager with the keyword "OVERRIDE" added to the command line. IE: Click Start / Run and enter "C:\HM4\HM4WIN.EXE OVERRIDE" and click on OK. This will cause the Manager's password to default to "GOLF".

### **5.5 Change Club Name**

By default, Handicap Manager prints "Handicap Manager Version x.xxx", where x.xxx represents the version number, on the top of all screens and reports. By selecting Maintenance / Club Name & Desktop Configuration, the system manager can append to this default a custom report heading such as a Golf Club name.

### **5.6 Downloading Updates from the Internet**

To download and apply an update directly from the web, confirm that your computer is connected to the Internet, select Maintenance from the program menu, select Update via Internet from the drop down menu.

## **6.0 Club Handicap Configuration**

### **6.1 Configuring the handicap parameters**

Handicap Manager includes 4 customizable handicap configurations. To view or set handicap computational parameters, select Maintenance from the program menu, Club Handicap Configuration from the secondary menu, and choose 1 of the 4 available club handicap configurations.

On the Club Handicap Configuration you can adjust :

- the # of rounds to be used based on the # of rounds available
- the # of best rounds to be used
- the way in which abnormally high scores should be limited for handicapping purposes
- the amount by which a handicap should be allowed to rise over a selectable # of days
- whether or not the course rating and course par should be included in the calculation of a playing handicap

Handicap Manager can be configured to approximately the former USGA Handicap System or the new WHS but it cannot be configured to exactly match either. It should not be assumed that the handicaps produced would be accepted for play outside of your club. The differences include :

- Under the former USGA Handicap System, handicap calculations used 96% of the average of the best 10 differentials. The use of 96% of the differential average is no longer an available feature.
- Under the former USGA Handicap System, a handicap index could be manually adjusted and that handicap index would be frozen until the member's handicap status was returned to "normal". Manual adjustments are now performed in WHS style. Adjusting a handicap index is now performed by applying an adjustment to the member's most recent 20 handicap differentials. Rather than the manual adjustment being fixed, the manual adjustment fades over time as new rounds are entered.

- Under the former USGA Handicap System, handicap indexes were adjusted automatically based on exceptional performance in tournaments. Exceptional score adjustments are now performed in WHS style. If the differential for a round is sufficiently below the member's current handicap index, an adjustment is applied to the member's most recent 20 handicap differentials. Similar to manual adjustments, exceptional score adjustments fade over time as new rounds are entered.
- Under the WHS, slight upwards or downward adjustments are applied when the member has entered 3, 4, or 6 rounds. Handicap Manager cannot be configured to perform those adjustments.
- Under the WHS, a daily Playing Performance Conditions Calculation (PCC) is performed and differentials may be adjusted up or down based on the result of the PCC. Handicap Manager does not perform this computation.
- The WHS uses a Cap system which specifies how much an index can rise above the golfer's lowest index over the previous 12 months. Soft and Hard Caps exist at 3.0 and 5.0 above the 12 month low index with only 50% of the index increase allowed between the soft cap and hard cap. For example, if a golfer's index rose by 5.0, the 1<sup>st</sup> 3.0 would be allowed at 100% and 50% of the amount over 3.0 would be allowed resulting in a Capped index of 4.0 higher than the golfer's 12 month low index. Handicap Manager includes a similar limiting system which it calls Anchoring. The initial and final anchor are both configurable as is the duration (in days) from which the golfer's low index should be drawn from.

Club Handicap Configuration 1

Rounds used vs rounds available			
1	Best 0 of 1	11	Best 3 of 11
2	Best 0 of 2	12	Best 4 of 12
3	Best 1 of 3	13	Best 4 of 13
4	Best 1 of 4	14	Best 4 of 14
5	Best 1 of 5	15	Best 5 of 15
6	Best 2 of 6	16	Best 5 of 16
7	Best 2 of 7	17	Best 6 of 17
8	Best 2 of 8	18	Best 6 of 18
9	Best 3 of 9	19	Best 7 of 19
10	Best 3 of 10	20	Best 8 of 20

How do these settings differ from the 2019 USGA Handicap System?

How do these settings differ from the 2020 World Handicap System?

Stroke Limitation

Use the pre-2020 USGA limits  
 Use the same limits as the WHS  
 Use the following custom settings

Handicap Range	Stroke Limit
1 All Remaining	Net Double Bogie
2 All Remaining	Net Double Bogie
3 All Remaining	Net Double Bogie
4 All Remaining	Net Double Bogie
5 All Remaining	Net Double Bogie
When no handicap	Par + 5

Equalization Factor Name: EQ

Default Equalization Factor: 113

Max rounds to be considered: 20

Initial Index Anchor: 3.0

Final Index Anchor: 5.0

Anchor duration (days): 365

Include Course Rating and Par in Course Handicap calculation:

Upscale 9 hole rounds to 18 holes:

OK Cancel Help

## **7.0 eHandicap Network**

### **7.1 Configuring the desktop system**

Prior to performing your first upload to the eHandicap Network you must enter the Internet Club ID assigned to you by NSI. If you have not yet applied for an Internet Club ID, complete the Internet Club ID request form at <http://www.eHandicap.net/ClubID>.

To configure the eHandicap Network options select Maintenance / eHandicap Network Configuration. On this window you can enter your Internet Club ID and the corresponding Internet authorization key.

The eHandicap Network allows you to decide if your members should be able to enter scores over the Internet. If you wish to allow individual members to enter scores, enable the Allow web entry of scores By Members option. In order to enter a score over the eHandicap Network a member must have a password defined on the desktop system and the password must be entered when entering a score. If you wish to allow a web manager to enter scores, enable the Allow web entry of scores By Web Manager option. On that same window you must define a web manager's password which will be prompted for when entering scores.

The Web Message box allows you to enter a web message up to 250 characters in length which will be seen as a scrolling marque by your members when they access the eHandicap Network.

On this window you can enter up to 3 lines of text which will appear on the front of your member's online handicap cards. The most common use of these lines is to enter the club name in line 1 and to use lines 2 and 3 to indicate the location where the club operates.

If some of your members would prefer not to have their handicap data visible via the eHandicap Network, click on the Select Golfers to be uploaded to the eHandicap Network button.

### **7.2 Uploading to the eHandicap Network**

If the computer running the Handicap Manager software can connect to the Internet, simply attach to the Internet and then click on the eHandicap Network button on the toolbar.

To upload handicap data if the club computer is not connected to the Internet:

- 1) select File / Export data for later Uploading to the NSI eHandicap Network. You will be prompted to insert a blank diskette into the A drive onto which a program called upload.exe will be written to the diskette. The upload program will contain a compressed copy of your handicap data.
- 2) On an Internet connected computer, insert the upload disk created in step 1, Click Start / Run, and enter the command "a:\upload.exe" and click OK. In the background your handicap data will automatically be uploaded to the eHandicap Network.

### **7.3 Accessing the eHandicap Network and entering scores**

Data you have uploaded will be available immediately on the eHandicap Network at <http://www.eHandicap.net>. In order to view their handicap data, all your members need to do is enter the Club ID assigned to their club. Members can perform a search of the club database by entering the Club ID assigned to their club and a portion of the last name of the golfer they wish to look up.

To enter a score via the eHandicap Network:

- 1) display the member's handicap data
- 2) enter the member's password or the web manager's password
- 3) click on the Express, Detail, Detail+, or Away button