



RCGA NETWORK QUICK START GUIDE



March 2011

Welcome to the RCGA Network. This Quick Start Sheet provides the basic information to get you started on the Network. You may write down your logon details in the spaces provided and use this sheet as a reference.

My Name	My Username	My Password

How to Post Scores at Home	How to Post Scores at the Club Kiosk
<ol style="list-style-type: none"> 1. Go to www.golfcanada.ca and at the top right side login with your username and password. 2. Click ENTER SCORE. 3. Under SCORE INFORMATION, type in the date of the score (DD-MM-YYYY) or click the CALENDAR POPUP to select the date. 4. Select the course or click AWAY SCORE: COURSE FINDER to search for an away course. 5. TO POST SCORES MANUALLY, CLICK IN THE COURSE LIST BOX AND SELECT MANUAL ENTRY. 6. Select the holes played and tee name. The course rating will populate automatically. 7. To post a tournament score click in the TOURNAMENT box. 8. In the ADJUSTED GROSS SCORE box enter your ADJUSTED GROSS SCORE. 9. Click the POST SCORE, verify the score details on the confirmation page and click CONFIRM SCORE to post the score. 10. Repeat for additional rounds. 11. Click the LOGOUT button when done 	<ol style="list-style-type: none"> 1. At the Club Kiosk Screen, click MEMBER NAME LOOKUP. 2. Type in your Last Name and click FIND. 3. A list of matches will appear. Click the SELECT button by the correct name. If the name does not appear on the screen, use the arrows to scroll through till you find the correct name and then click the SELECT button. 4. The SCORE CENTRE MAIN MENU appears. Click the appropriate GOLF BALL. 5. Follow the prompts. To make any changes click the CHANGE button. 6. When completed click LOGOFF to logout. To return to the SCORE CENTRE MAIN MENU, click MAIN MENU on any page

Change your Home Course & Default Tee for Score Posting Only	
<ol style="list-style-type: none"> 1. Go to www.golfcanada.ca and at the top right side login with your username and password. 2. Put your cursor on PROFILE and select EDIT PROFILE. 3. Click ACCOUNT SETTINGS tab 4. Scroll down to the section, DEFAULT COURSE AND TEE. 	<ol style="list-style-type: none"> 5. Click in the COURSE box and select FIND COURSE to search for a course 6. A search box will open. Type any part of the name of the course in the NAME box. Change STATE/PROVINCE to British Columbia and click SUBMIT. 7. Click the ADD link for the course you want as your default course. Select your default tee and click SAVE button.

How to Change Your Username/Password	How to Edit Your Profile
<ol style="list-style-type: none"> Go to www.golfcanada.ca and at the top right side login with your username and password. Put your cursor on PROFILE and select EDIT PROFILE. Click ACCOUNT SETTINGS tab. Make the changes under the section USERNAME/PASSWORD and click SAVE button. 	<ol style="list-style-type: none"> Go to www.golfcanada.ca and at the top right side login with your username and password. Put your cursor on PROFILE and select EDIT PROFILE. Click PROFILE tab and make the changes to your profile. Click SAVE button when completed.

How to Change Your Personal Details	How to Edit Your Privacy Settings
<ol style="list-style-type: none"> Go to www.golfcanada.ca and at the top right side login with your username and password. Put your cursor on PROFILE and select EDIT PROFILE. Click PERSONAL INFO tab. Make the appropriate changes and click SAVE button. 	<ol style="list-style-type: none"> Go to www.golfcanada.ca and at the top right side login with your username and password. Put your cursor on PROFILE and select EDIT PROFILE. Click ACCOUNT SETTINGS tab and make the changes under COMMUNICATION AND PRIVACY SETTINGS. Click SAVE button when completed.

How to Edit or Delete Scores	
<p>You can delete scores within 24 hours of posting. At any other times you must contact your club manager. However, you can edit scores at any time.</p> <ol style="list-style-type: none"> Go to www.golfcanada.ca and at the top right side login with your username and password. Click SCORING RECORD. Locate the score and click the VIEW/EDIT (pencil icon) for the score. 	<ol style="list-style-type: none"> To delete the score click the DELETE ROUND button. To Edit the Score click EDIT SCORE button. Make the appropriate changes and click POST SCORE button Verify the score details and click CONFIRM SCORE button.

How to Use Game Tracker	
<p>You can use Game Tracker to track the following statistics, <i>Fairways in Regulation, Greens in Regulation, Putts, Sand Saves, Up & Downs, Penalty Strokes, Driving Distance</i></p> <ol style="list-style-type: none"> Go to www.golfcanada.ca and at the top right side login with your username and password. Click ENTER HOLE-BY-HOLE SCORE. Type in the date of the score (DD-MM-YYYY) or click the CALENDAR POPUP to select the date. 	<ol style="list-style-type: none"> Select the course or click AWAY SCORE: COURSE FINDER to search for an away course. Select the holes played and tee name. To post a tournament score click in the TOURNAMENT SCORE box. Put a check mark in the YES box beside TRACK STATS and the statistics to track will appear. Under CHOOSE STATISTICS TO ENTER select the appropriate stats to track. Click GO TO SCORECARD and follow the prompts.

How to Print Handicap Card

Often you will need to verify your Handicap Factor for tournaments or to access some courses (e.g. the golf courses at St. Andrews). The RCGA Network allows you to retrieve this card from anywhere with a computer and Internet access.

1. Go to www.golfcanada.ca and at the top right side login with your username and password
2. Click SCORING RECORD button
3. Under HELPFUL LINKS click PRINT HANDICAP CARD link and follow the prompts

How to View Your Factor History

This allows you to go back as far as 3 years to view the fluctuation of your Handicap Factor. The history is displayed in both a numerical and graphical form.

1. Go to www.golfcanada.ca and at the top right side login with your username and password
2. Click SCORING RECORD button
3. Under HELPFUL LINKS click VIEW FACTOR HISTORY link
4. Set the desired date period by using the FILTER drop-down

How is my Handicap Factor Calculated?

The calculation of your Handicap Factor is based on the RCGA Handicap Manual. A Handicap Factor is used to indicate a measurement of a player's potential ability on a course of standard playing difficulty. Your Handicap Factor is computed from no more than 20 scores plus any eligible tournament scores. To see how your Handicap Factor is calculated:

1. Go to www.golfcanada.ca and at the top right side login with your username and password
2. Click SCORING RECORD button
3. Under HELPFUL LINKS click HOW IS MY FACTOR COMPUTED? link

How to Create Lists

The RCGA Network allows you to create and develop a quick link to other members and courses

To add a member to your Member List:

1. Go to www.golfcanada.ca and at the top right side login with your username and password.
2. Put your cursor on CLUB & MEMBERS and select MY PLAYER LIST
3. To create a new list, click CREATE NEW LIST
4. To add players to an existing list, click ADD and search for the member
5. Click on the "add" link beside the desired member and that individual will be added to your List

To add a course to your Course List:

1. Put your cursor on COURSES and select MY COURSE LIST.
2. Click ADD and search for the course
3. Click on the "add" link beside the desired course and that course will be added to your Course List.

How to get your Club Roster

The club roster allows you to view the Handicap Factor of every member of your club. It also offers you a quick link to each member's profile, simply by clicking on the individual's name. To view Club Roster:

1. Go to www.golfcanada.ca and at the top right side login with your username and password.
2. Put your cursor on CLUB & MEMBERS and select MY CLUB ROSTER

How to Post Your Picture

Posting a picture is a great way to get to know members and put a name with a face. To post a picture

1. Go to www.golfcanada.ca and at the top right side login with your username and password
2. Put your cursor on PROFILE and select EDIT PROFILE. Click PERSONAL INFO tab
3. Click the SELECT button under the picture spot to select the picture
4. Click SAVE button when completed

What Does the "R" Beside My Handicap Factor Mean?

If you have an "R" beside your handicap factor, it means that your factor is reduced because of Exceptional Tournament Scores. The reduction calculation is triggered when you have two or more eligible tournament scores. An eligible tournament score is defined as any tournament score made within the last 12 months inclusive of any made within the player's current 20 score history.

A player's Handicap Factor may be reduced under this procedure when a player has a minimum of two eligible score differentials for tournament scores that are at least three (3.0) strokes better than the player's RCGA Handicap Factor. Tournament scores are valid for one year. The "R" will disappear when the two tournament scores that caused the reduction drop off the one year list, or when the member shoots scores closer to the tournament scores in her last 20 scoring history.

A tournament score is exceptional when its differential is at least 3 strokes better than the current handicap factor. Because the handicap factor is computed each time you post a score, the "R" may go on/off depending on factors including whether the two tournament score differentials are 3 strokes better than the current handicap factor, additional tournament scores.

The reduction calculation is done by the system in the background in just the same way that the handicap factor is computed. It is not initiated by anyone. Your club's handicap committee has the power to override the reduction where it is warranted.

To see how your the Tournament Reduction calculation is made:

1. Go to www.golfcanada.ca and at the top right side login with your username and password
2. Click SCORING RECORD button
3. Under HELPFUL LINKS click HOW IS MY FACTOR COMPUTED? link