

## Club Checklist

Upon gaining access to the Admin Portal on January 6<sup>th</sup>, please complete the following tasks.

- ✓ Create additional club admin accounts
- ✓ Complete club set up
- ✓ Familiarize yourself with the portal and bookmark [adminportal.usga.org](http://adminportal.usga.org)
- ✓ Complete club set up
  - ✓ Update addresses and set primary, billing and mailing contacts
  - ✓ Upload club logo for reports (optional)
  - ✓ Review and update Home Courses and Default Tees as needed
  - ✓ Review Membership Types
- ✓ Perform high-level data validation
  - ✓ Confirm that club profile data is up to date
  - ✓ Ensure golfer roster is accurate
  - ✓ Review Golfer Groups – any Print Groups and Services from GHP should be created as Golfer Groups You can edit the names and members as needed for clarity
  - ✓ Validate golfer and score data
- ✓ Prepare Club Kiosks
  - ✓ Review autogenerated Kiosks and edit as needed
  - ✓ Create additional Kiosks as needed
  - ✓ Set up new Kiosks on Club computers
  - ✓ Ensure all “old” Kiosk links have been removed and replaced
  - ✓ Add Kiosk URL to desktop, Startup Menu, bookmarks bar, etc.
- ✓ Create and schedule template reports as needed
- ✓ Alert golfers that scores should be held from Jan 1<sup>st</sup>-5<sup>th</sup> and posted on January 6<sup>th</sup>
- ✓ Alert golfers to update their GHIN Mobile App on January 6<sup>th</sup>

Please notify your association if you notice any data inconsistencies or issues before making any updates.