

Golfer Primary Account

The Golfer Account section allows Association and Club Users to update profile information and manage addresses for a Golfer.

Accessing Primary Account

1. To access the Golfer's account, click "Manage" on the top navigation bar and double-click on the Golfer you wish to Manage. You can also navigate directly to the Golfer using Global Search.

The screenshot shows the USGA Admin Portal interface. At the top, there is a navigation bar with the USGA logo and 'ADMIN PORTAL' text. A search bar is present with the placeholder text 'Enter Name, GHIN # or Email Address'. The 'Manage' tab is highlighted in the navigation bar. Below the navigation bar, the page title is 'Test Club'. There are tabs for 'Roster', 'Golfer Group', and 'Account'. A filter section includes fields for 'Golfer Name', 'Membership Status' (set to 'Active'), 'Merged', 'Membership Code (MC)', 'Gender', and 'Golfer Group'. Below the filters are buttons for 'Export To Excel', 'Activate', 'Inactivate', and 'Change Membership Type'. A summary bar shows 'Active = 2 | Inactive = 0 | Total = 2'. A table lists golfers with columns: Golfer Name, H.I., Status, Status Date, GHIN #, Local #, Gender, MC, and Date Of Birth. The golfer 'Doe, John' is highlighted with a red box.

<input type="checkbox"/>	Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/>	Capasso, Charlie	2.6	Active	11/07/2020	6893807		M	R	
<input type="checkbox"/>	Doe, John	10.6	Active	11/07/2020	814219		M	R	

2. Click "Account" to access the Golfer's Account and "Primary" to view the Primary Account details.

The screenshot shows the 'John Doe' golfer account page. The page title is 'John Doe'. Below the title, the GHIN Number is '814219'. There are tabs for 'Handicap Management', 'Score Maintenance', 'Post a Score', and 'Account'. The 'Account' tab is highlighted. Below the tabs, there are two circular badges: 'H.I. 10.6' and 'Low H.I. 10.6 11/04/2019'. Below the badges, there are two buttons: 'Primary' and 'Basic Information'. The 'Primary' button is highlighted with a red box.

Editing Golfer Account Information

Association and Club Users can view and edit Golfer profile information at the top of the page.

1. To edit the Golfer's profile, click "Edit" in the upper right-hand corner.



Basic Information

Name: John Doe **Is Minor?:** No

Gender: Male **Home Club:** Test Club

Date of Birth:

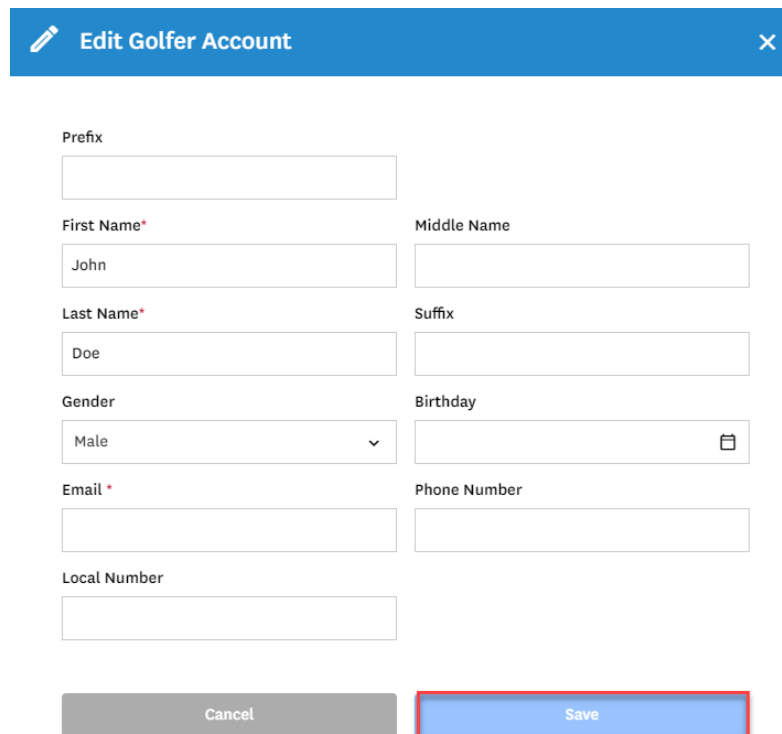
Phone Number:

Email Address:

Is Merged?: No

[Edit](#)

2. A modal will open with fields that can be edited. Make any necessary changes and click "Save" to apply the changes.



Edit Golfer Account

Prefix

First Name* John Middle Name

Last Name* Doe Suffix

Gender Male Birthday

Email* Phone Number

Local Number

[Cancel](#) [Save](#)

Note: you will only have access to edit profile information for Golfer's in your Club or Association.

Adding an Address

1. To add an address, click “Add” to the left of the address.

Addresses							
Type	Address	City	State/Prov.	Postal Code	Country	Date Range at Address	
Primary							<input type="button" value="Add"/>
Secondary							

2. Fill out all required fields and click “Save” to update.

+ Add Primary Golfer Address Information

Address Information

Country *
United States

Address 1 *

Address 2

City * State * Postal Code *

Select...

3. If the Golfer has two addresses, you can also add a secondary address and provide dates of residency. When dates are provided, the date range for the primary address is adjusted.

+ Add Secondary Golfer Address Information

Address Information

Country *
United States

Address 1 *
132 Main St.

Address 2

City * State * Postal Code *

Orlando Florida 32830

Start Date End Date


11/15 04/15

Editing an Address

1. To edit a Golfer's address, click "Edit" to the right of the address.

Addresses							
Type	Address	City	State/Prov.	Postal Code	Country	Date Range at Address	
Primary	77 Liberty Corner Rd	Liberty Cor...	New Jersey	07938	United States	04/16 - 11...	Edit Delete
Secondary	132 Main St,	Orlando	Florida	32830	United States	11/15 - 04...	Edit Delete

2. Make any necessary updates and click "Save" to submit.

 **Edit Primary Golfer Address Information** ✕

Address Information

Country *

Address 1 *

Address 2

City * State * Postal Code *

Start Date End Date

Deleting an Address

1. To delete an address, click “Delete” to the right of the address.

Addresses							
Type	Address	City	State/Prov.	Postal Code	Country	Date Range at Address	
Primary	77 Liberty Corner Rd	Liberty Cor...	New Jersey	07938	United States	04/16 - 11...	Edit Delete
Secondary	132 Main St,	Orlando	Florida	32830	United States	11/15 - 04...	Edit Delete

2. You will be asked if you wish to remove the address. Click “Yes” to delete.

Are you sure you want to remove this address? ×

Note: If the Golfer had two addresses, the date range will reset when one is deleted.