

# Golfer Email Subscription Management

The Golfer Email Subscription Management section allows Association and Club Users to view and manage email preferences for a Golfer.

## Accessing Email Subscription Management

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.

USGA ADMIN PORTAL

Golfer  Enter Name, GHIN # or Email Address  Test User

**Manage** Rapid Score Entry Reports Tools & Resources Log Out

Manage > Test Club

### Test Club

Roster Golfer Group Account

Golfer Name Membership Status Merged Membership Code (MC) Gender Golfer Group

Active = 2 | Inactive = 0 | Total = 2

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

2. Click "Account" to access the Golfer's Account and "Email Subscription Management" to view the Golfer's email subscriptions.

USGA ADMIN PORTAL

Golfer  Enter Name, GHIN # or Email Address  Test User

**Manage** Rapid Score Entry Reports Tools & Resources Log Out

Manage > Test Club > John Doe > Account > Email-Subscription-Management

### John Doe

GHIN Number: 814219

Handicap Management Score Maintenance Post a Score **Account**

H.I. 10.6 Low H.I. 10.6 (11/18/2019)

Primary Club Memberships **Email Subscription Management**

#### Email Subscription Management


Email Campaign	Sent By	Subscribed?	Date of Change	
Newsletter	Florida State Golf Association	Yes	11-04-2019	<input type="button" value="Edit"/>
Newsletter	GHIN Test Association	Yes	11-15-2019	<input type="button" value="Edit"/>

## Managing Email Subscriptions

1. To update preferences, click "Edit" for the Email Campaign you wish to update.

Email Subscription Management				
Email Campaign	Sent By	Subscribed?	Date of Change	
Newsletter	Florida State Golf Association	Yes	11-04-2019	Edit
Newsletter	GHIN Test Association	Yes	11-15-2019	Edit

2. Update you email subscriptions and click "Save" to apply.

 **Edit Email Subscription** ×

Subscribed?

Yes  No

3. The changes will be reflected in the Email Subscription Management table.

Email Subscription Management				
Email Campaign	Sent By	Subscribed?	Date of Change	
Newsletter	Florida State Golf Association	Yes	11-04-2019	Edit
Newsletter	GHIN Test Association	No	11-18-2019	Edit