



## WHS & GHIN-2020 Transition Checklist – Prior to transition

- Run Most-Improved Golfer Reports prior to December 15th**  
2019 data for this report will not be available after this date
- Inform members that eGolfer program is ending and data will be lost**  
Member must save/print any eGolfer player statistics before year-end – see notice at GHIN.com
- During the transition, no handicap information will be available in TM-Club**  
Plan ahead by printing out your club's Handicap Roster prior to year-end to use during transition
- Identify any scheduled report that will need to be recreated**  
Golfer print groups will be retained by the system – but the reports will have to be recreated in GHIN-2020
- Communicate to members the transition timing**  
During the transition to WHS, there will be a period when the GHIN posting system will be shut down
- Duplicate email addresses will be deleted from both members at transition**  
Each golfer must have a unique email address – make adjustments ahead of transition, if possible  
Change of email address form is available online at **QuickLinks** at [www.carolinasghinsupport.org/ghin-2020](http://www.carolinasghinsupport.org/ghin-2020)
- Merge duplicate GHIN records within your club**  
Contact Carolinas GHIN Support team to merge GHIN numbers – (910) 687-4040 (Judy 9:00a – 1:00p)
- Save and/or Print any critical December 15<sup>th</sup> reports**  
Use the Print Reports option in your GHIN Admin program - [www.ghinclub.net](http://www.ghinclub.net) log in with club credentials  
See Instruction guide available online at **QuickLinks** at [www.carolinasghinsupport.org/ghin-2020](http://www.carolinasghinsupport.org/ghin-2020)
- Stroke Index Values**  
Go to **QuickLinks** at [www.carolinasghinsupport.org/ghin-2020](http://www.carolinasghinsupport.org/ghin-2020) to choose your Stroke Index method and submit your custom index values, if needed
- Post All Scores**  
Post all acceptable TM-Club & member scores 2019 scores prior to the end of day on December 31<sup>st</sup>.

# WORLD HANDICAP SYSTEM



in association with  
**USGA**

## WHS & GHIN-2020 Transition Checklist – During transition

- Club Posting Stations should be shutdown**  
Post the shutdown notice on the face of the posting computers
- Members should hold all scorecards until system is back up and functional**  
Remind golfers to denote the date, the tee & CH that day so posting will be accurate after transition
- During the transition, no handicap information will be available in TM-Club**  
Handicap information will have to be added or edited manually using data from 2019 printed reports
- Remove old posting kiosk shortcuts**  
Instruction guide is available online at **QuickLinks** at [www.carolinasghinsupport.org/ghin-2020](http://www.carolinasghinsupport.org/ghin-2020)



## WHS & GHIN-2020 Transition Checklist – After Start-up

- GHIN-2020 Users finish creating login accounts**  
Each registered user will receive an email instructing them to complete their account set-up
- Club-Admin should add additional Admin users to the system as needed**  
See tutorial on adding Admins at QuickLinks at [www.carolinasghinsupport.org/ghin-2020](http://www.carolinasghinsupport.org/ghin-2020)
- Club-Admin should spot-check GHIN-2020 data in new system**  
Including: Member status, golfer groups, scoring history, former 9-holers, etc.
- Set-up clubhouse posting computer to run new Kiosk Posting Station**  
See tutorial on setting up your Kiosk at QuickLinks at [www.carolinasghinsupport.org/ghin-2020](http://www.carolinasghinsupport.org/ghin-2020)
- Club-Admin print Handicap Index template report in GHIN Admin Portal for 1/6/2020**  
See tutorial on printing template reports at QuickLinks at [www.carolinasghinsupport.org/ghin-2020](http://www.carolinasghinsupport.org/ghin-2020)
- TM-Club Manager should update all Handicap Indexes for all future events**  
Including performing a Master Roster Refresh and updating Handicap Indexes for all leagues
- Encourage members to upgrade mobile app (should be an upgrade not new install)**  
Mobile app is the most useful method for posting scores and monitoring a member's GHIN record
- Create Golfer Group reports as needed**  
See tutorial on printing template reports at QuickLinks at [www.carolinasghinsupport.org/ghin-2020](http://www.carolinasghinsupport.org/ghin-2020)
- Post scores from any event in TM-Club run during the transition shutdown**  
Posting of scores in TM-Club during the transition was not available – posting can now be completed
- Members should post held scores as soon as possible after transition**  
Scores posted after January 1, 2020 will follow the new WHS Rules of Handicapping
- Members should receive a GHIN email communication with new Handicap Index**  
All members with valid email addresses should receive a welcome email from USGA GHIN

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- Members should update their Partners list in the mobile app and desktop dashboard**

Now called “following” lists – members can track fellow GHIN users on these devices

- Admin should check the par values for their course(s) and tees**

Using the kiosk, instructions can be found at **QuickLinks** at [www.carolinaghinsupport.org/ghin-2020](http://www.carolinaghinsupport.org/ghin-2020)