

GUW/SGU Step by Step Guide to Activating the CDH

The Implementation of the CDH is intended to assist clubs and their handicap administrators by automatically returning players' 'away' scores to their 'home' golf clubs, ensuring the integrity of the CONGU[®] Unified Handicapping System's application. The data will also allow the governing bodies to analyze demographic and participation trends within golf, assisting the Unions' decision making of where to best invest the resources to develop the game and importantly encourage growth in golf club membership.

This document has been created by Club Systems International to assist the Golf Clubs when activating the Central Database for the first time.

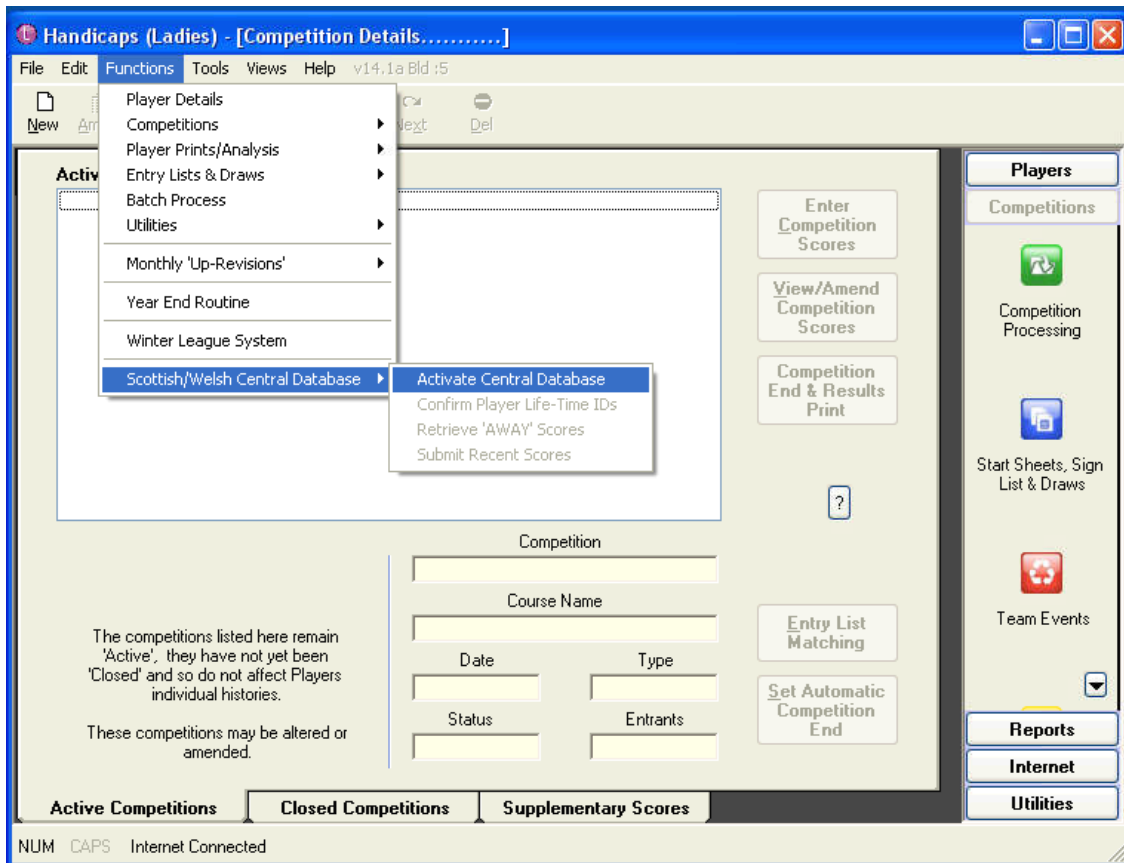
Before you start the upload please ensure:

- 1) You have read through any CDH documentation sent from your Golfing Union.
- 2) You have read through the step by step guide below.
- 3) You have your **Club ID Number** from your Golf Union.

You will need access to the CLUB2000 Handicapping programs, both Mens and Ladies will need to be activated seperately.

Please ensure that you have internet access on the machine you wish to upload from.





Step 1

- Open the CLUB2000 Handicapping Program.
- Ensure you are currently running Version 14.
- Click the **“Functions”** tab along the dropdown menus
- Drop Down to **“Scottish/Welsh Central Database”**
- Finally click on **“Activate Central Database”**

CDH Configuration Wizard

Central Database of Handicaps

Welcome to the SGU/GUW Central Database of Handicaps (CDH).
Users should have received information, via the SGU/GUW, detailing the on-line registration process. Once completed, you will have been allocated a 7 digit, unique, Club ID number.

Please enter your unique Club ID number below

(This 'wizard' will take approx. 30 minutes to complete)

Competition

Course Name

Date Type

Status Entrants

Enter Competition Scores

View/Amend Competition Scores

Competition End & Results Print

Entry List Matching

Set Automatic Competition End

Players

Competitions

Competition Processing

Start Sheets, Sign List & Draws

Team Events

Reports

Internet

Utilities

Active Competitions Closed Competitions Supplementary Scores

NUM CAPS CDH Active

Communicating with CDH

Step 2

- Please enter your **Unique Club ID** number which you should have received from your relevant Union.
- Then Click Next.



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Website www.club2000.co.uk ■ **Email** sales@club2000.co.uk ■ **Email** support@club2000.co.uk

Company Registration No. 03550638 ■ **Vat No.** 719 5125 32 ■ **Directors** G.D. Roberts (Chairman), R.E. Peabody (Managing), G.I. Roberts, J.A. Penson

CDH Configuration Wizard

Central Database of Handicaps

Unique Club ID : 4101473
 Club Name : Cruden Bay Golf Club
 Area Authority : Aberdeenshire
 Union : Scottish Ladies Golfing Association

Please ensure that the club name, described above, is the correct name for your club. If this is not the correct name for your club, please check your unique Club ID and try again.

Cancel Back Next

Enter Competition Scores
 View/Amend Competition Scores
 Competition End & Results Print
 ?
 Entry List Matching
 Set Automatic Competition End

Players
 Competitions
 Competition Processing
 Start Sheets, Sign List & Draws
 Team Events

Reports
 Internet
 Utilities

The competitions listed here remain 'Active', they have not yet been 'Closed' and so do not affect Players individual histories.
 These competitions may be altered or amended.

Competition
 Course Name
 Date Type
 Status Entrants

Active Competitions Closed Competitions Supplementary Scores

NUM CAPS CDH Active Communicating with CDH

Step 3

- Once your ID has been entered, it will search for your Club.
- Please ensure your Club Name is correct before pressing Next.

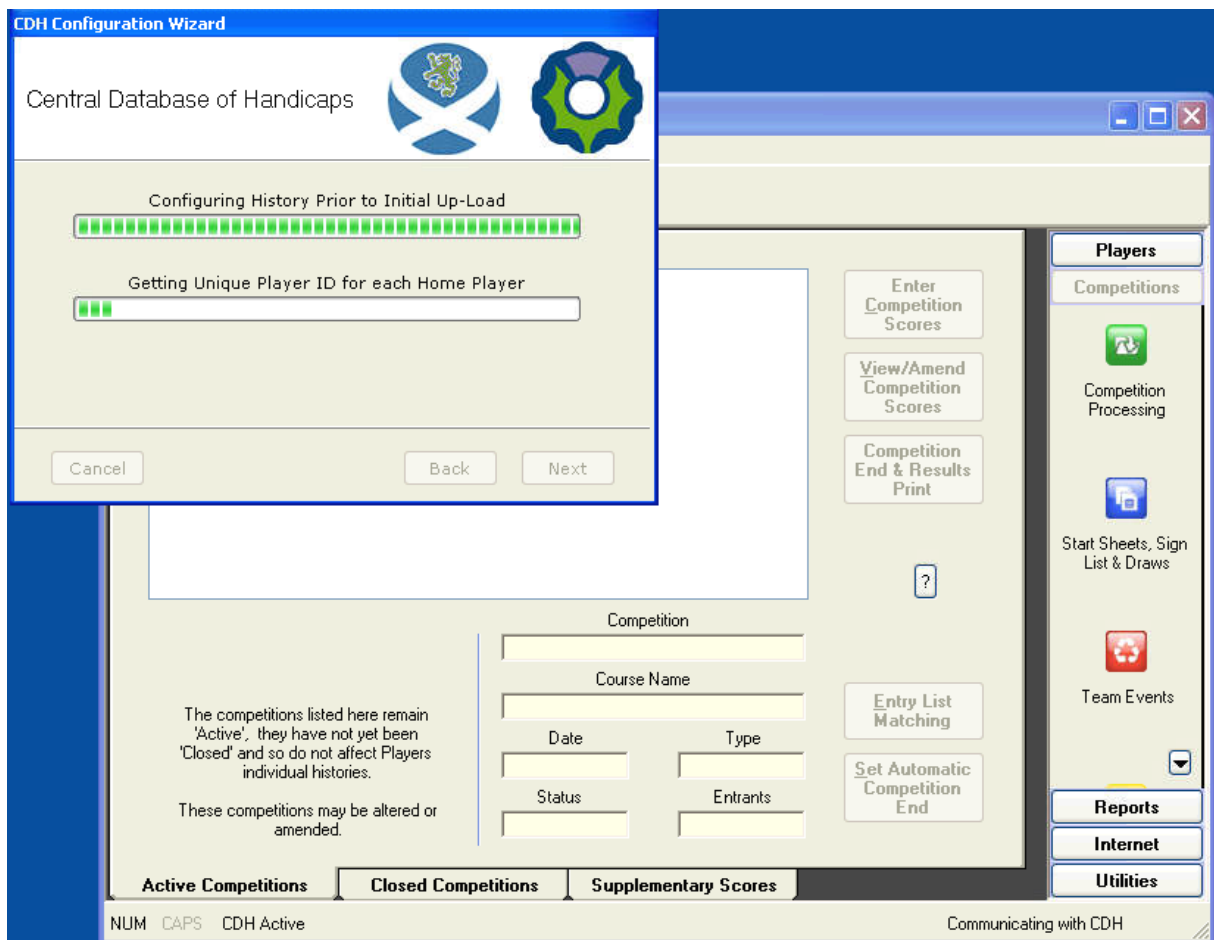


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Step 4

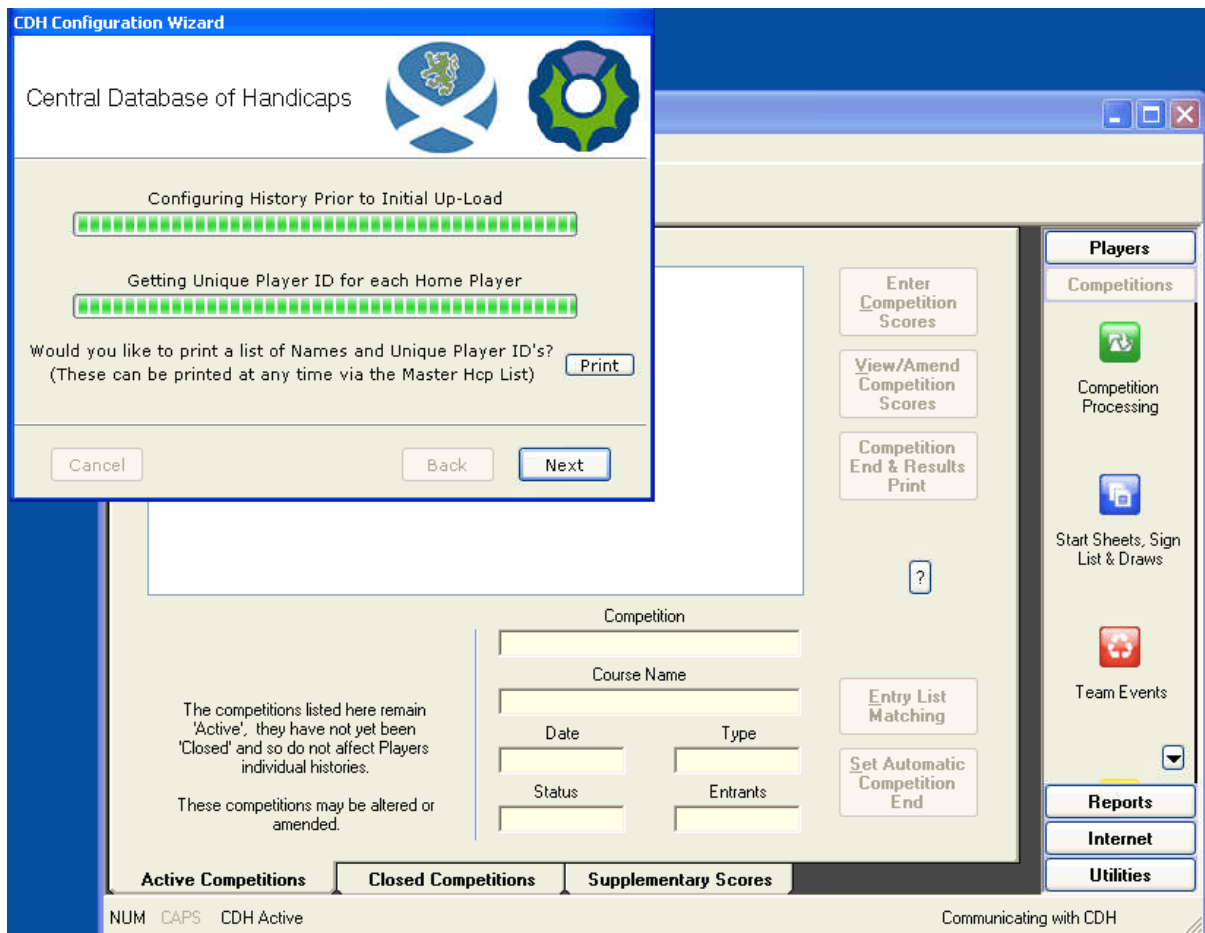
- The wizard will then configure the history before uploading the information
- Once the history has been configured, each player will be allocated an ID number.



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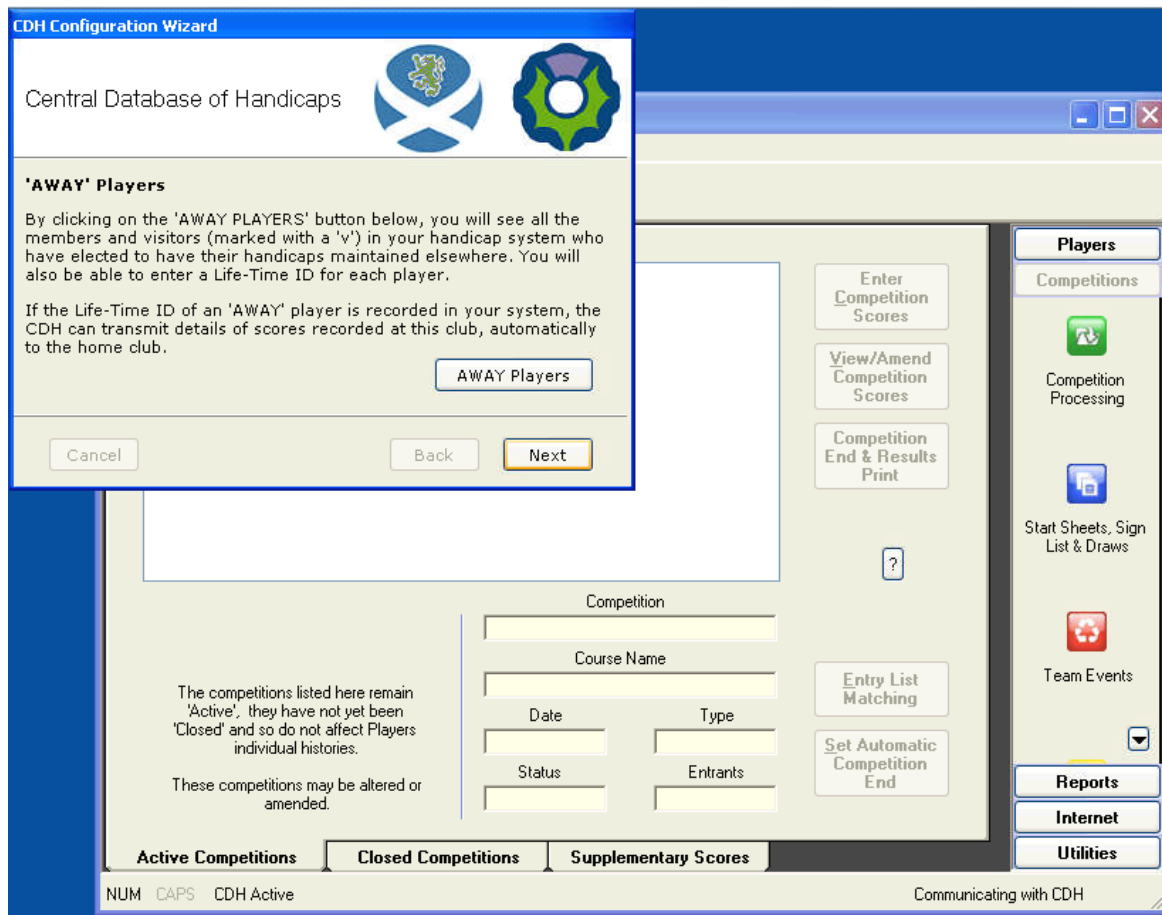
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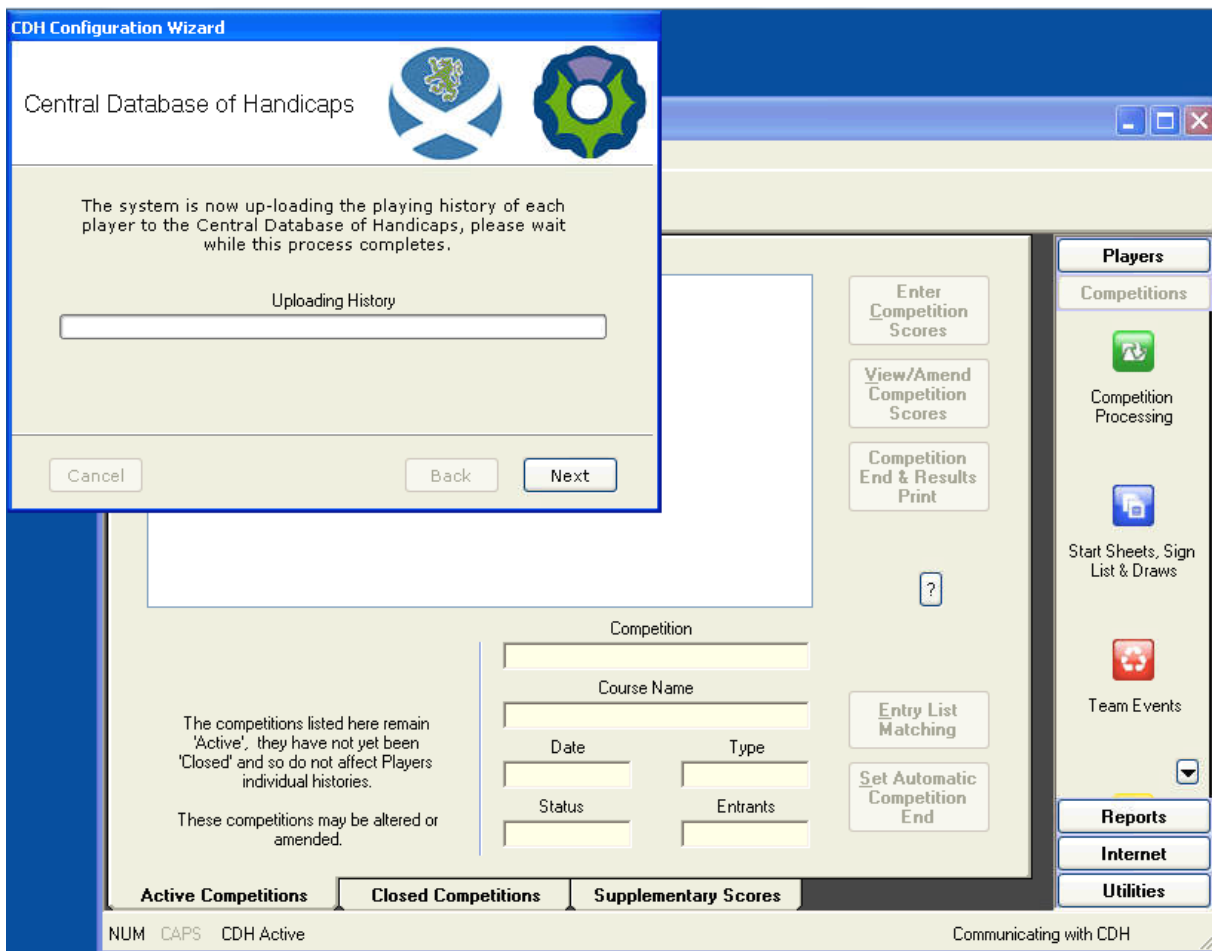
Step 5

- Once the Unique ID's have been downloaded for each member the wizard will ask you if you want to print a list of player names with their ID numbers
- Once you have printed this list, press next.



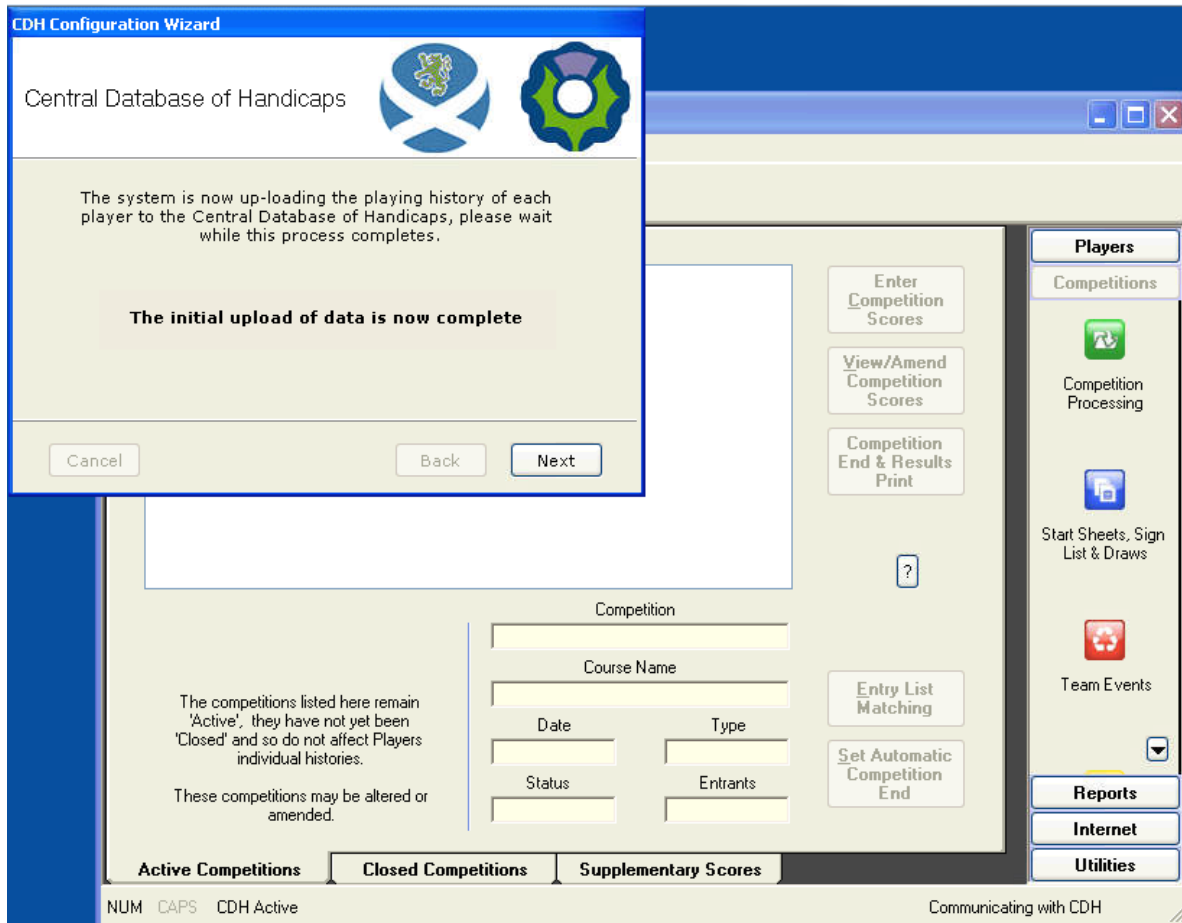
Step 6

- The wizard will now ask if you have any **away players** ID's which you may want to enter.
- You **Do Not** have to input these ID's at this point, but you can if you have them
- When you are ready to continue, Press next.



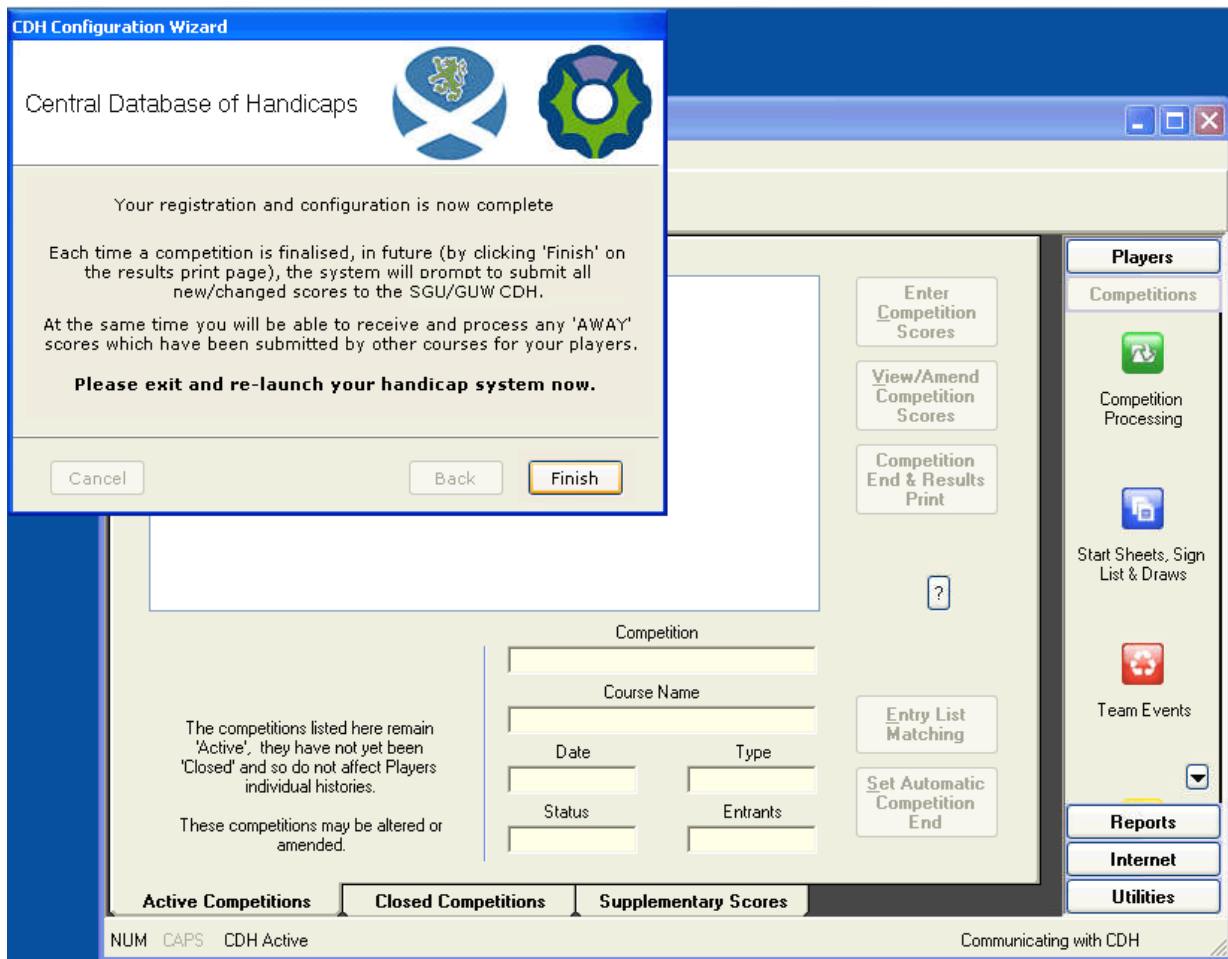
Step 7

- Now all the information from above has been inputted, the wizard is now ready to upload to the CDH for the first time.
- The green loading bar will fill up as the data is loaded to the CDH servers.
- This screen can look like it has “frozen or stopped”, if it looks like this, it needs to be left until the green bar has filled up.
- Depending on your internet speed this can be completed instantly or the wizard can take up to 30 minutes to complete.



Step 8

- Once all the information has been uploaded to the Central Database of Handicaps you should see a screen that states **“The initial upload of data is now complete”**
- Once you receive this screen please press **Next**



Step 9

- The message above confirms the completion of the initial upload to the CDH.
- The handicaps system will now shutdown.
- Please reopen and ensure your home players now have a valid **Unique ID number**.

