

Official Index Report for Men's Interclub B. Step by Step.

With GGGolf system:

- 1) Administrator login (Log-in) GGGolf
- 2) **Creation of your qualified Team. Click on the parameter button**
 - a) Select the "Groups" tab
 - b) Click on the red "+" sign
 - c) Create a group + description + type. Ex: Interclub Men B
 - d) Go to add your interclub team members (Right section)
 - e) Close
- 3) Click on the "Capitainerie" tab at the top
- 4) Click first line "Handicap report"
 - a) Select group of members, and select your group created previously
 - b) in option, **change the two dates to** (the 3rd Sunday of July (Men B))
 - c) click "Generate"
 - d) print, scan or create a PDF

With the Golf Canada Score Centre system:

- 1) Login as an AdminClub
- 2) Create an Interclub B group, Click on the Sub Group tab:
Add Group, Register (Ex: Interclub Men B)
save
Lower: "add name, member"
Enter the name of the qualified member and save.
Repeat for all 12 players
- 3) Click on the "Reports" tab
 - a. Under Handicap section :
 - i. Click on "Factor by date"
 - ii. Select the date
 1. Click on the calendar beside "Select Date"
 2. Select the 3rd Sunday of July (Men B)
 - iii. Choose the category
 1. Click "Select handicap Group"
 2. or click "Club Subgroups" if your Interclub group exist under the Subgroups tab (**Step 2) already done**)
 - iv. Generate report
 1. Click on "View Report" button (Top right)
 - v. Download in Excel format
 1. Click on the disc icon
 2. Choose the format
 - 4) Sort, select according to your needs