

GOLASSO GOLF SYSTEMS SCREEN SHOT GUIDE

USING THE CLUB MEMBERS DATABASE

AUSTRALIAN EDITION

GUIDE SUMMARY

This guide explains the features of the Club Member Database.

The software can automatically update the database with results in Event Files.

The data can also be entered and edited manually as shown in this guide.

The database maintains 20-round score histories for each club member.

Member handicaps are automatically calculated from the score histories.

Season money winnings and other season stats can be maintained in the database.

GENERAL INFORMATION

To start, click the Desktop Icon.

Keyboard Key Locations

Escape (**Esc**) Key: Top Left Corner

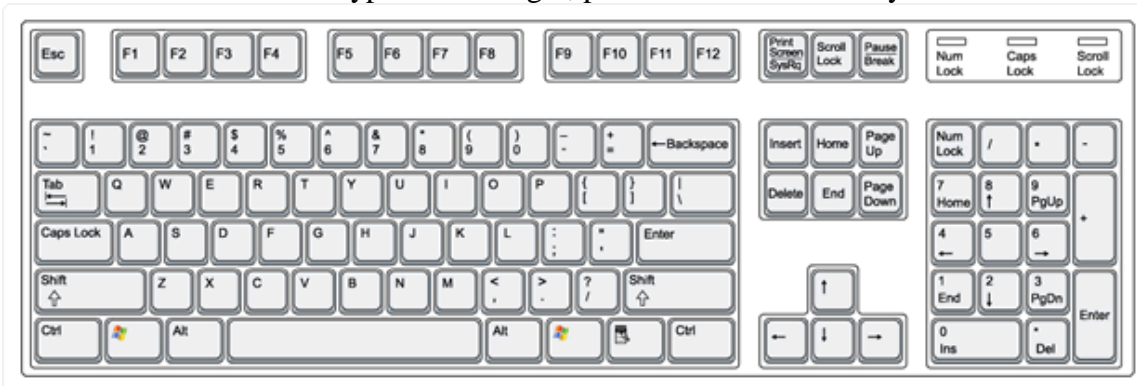
Function Keys (**F1** to **F12**): Top Row

Tab Key: To the left of the Letter Q Key

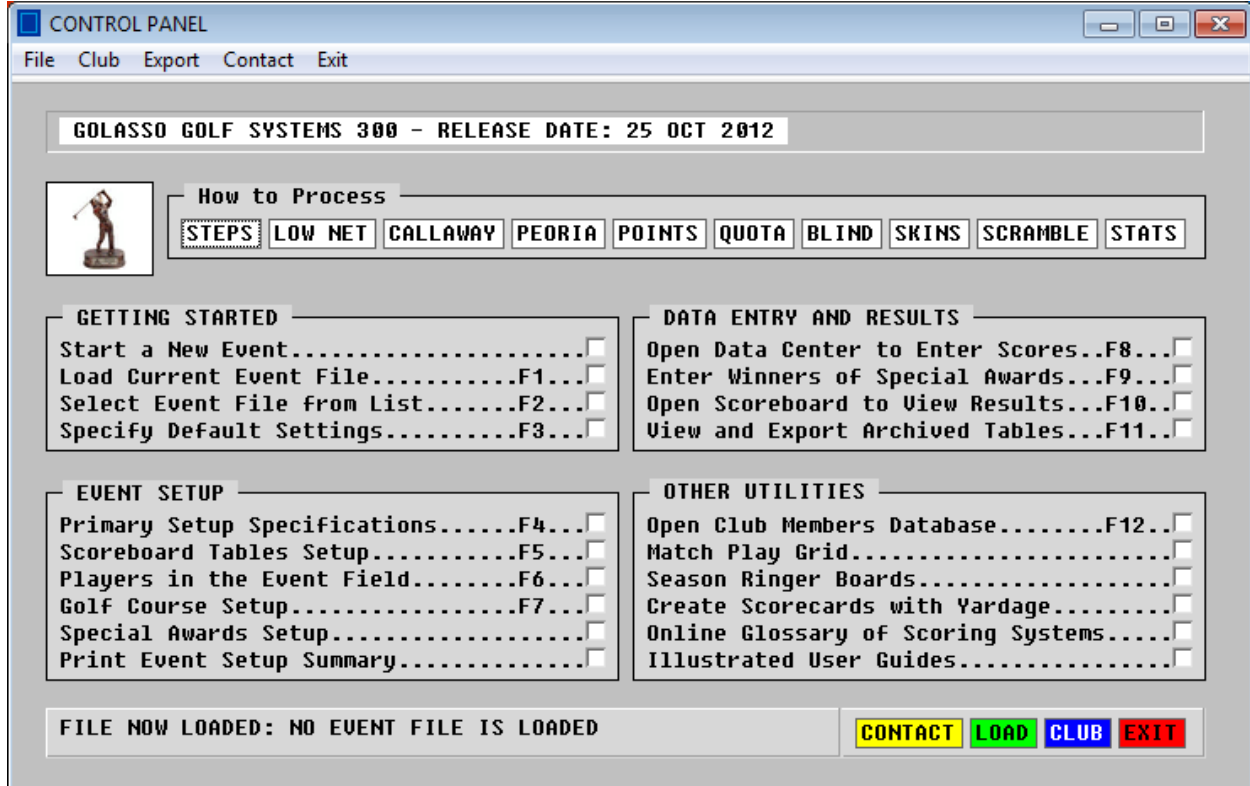
PageUp and **PageDown** Keys: To the right of the Letter Keys

Arrow Keys: To the right of Letter Keys

To activate the Number Keypad on the right, press the Num Lock Key.



The Control Panel appears when the application is opened.

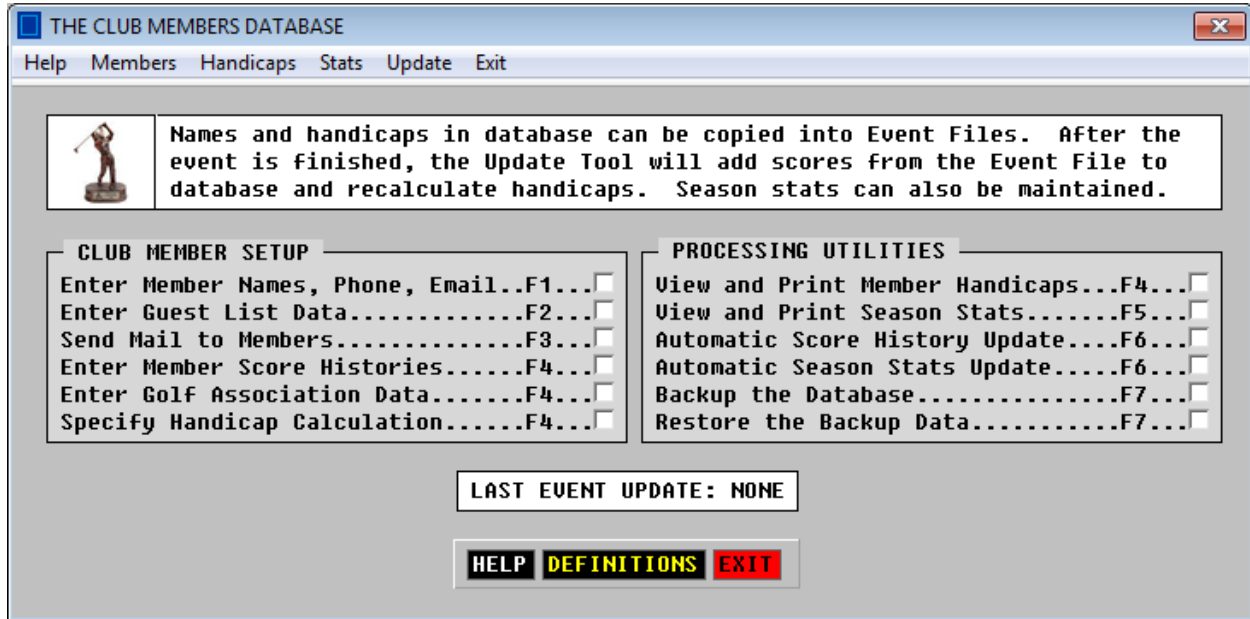


Check the box or press F12 Key or click **CLUB** button to open the Club Member Database.

SETTING UP THE DATABASE

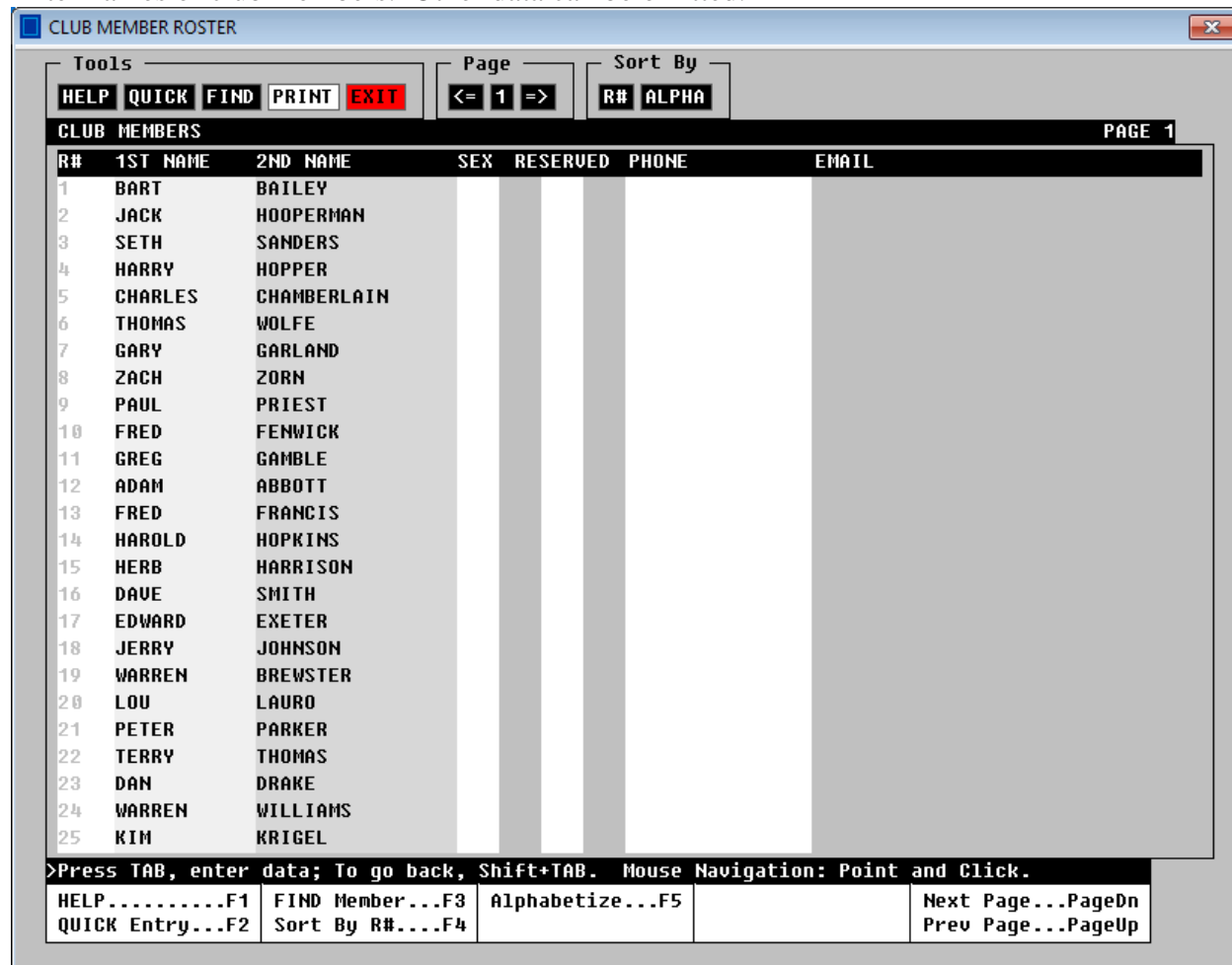
The Utility Menu appears as shown below when the database is opened.

The first step is to enter the names of the members. Check the box or press F1 Key.



The Club Member Roster

Enter names of club members. Other data can be omitted.



NOTES:

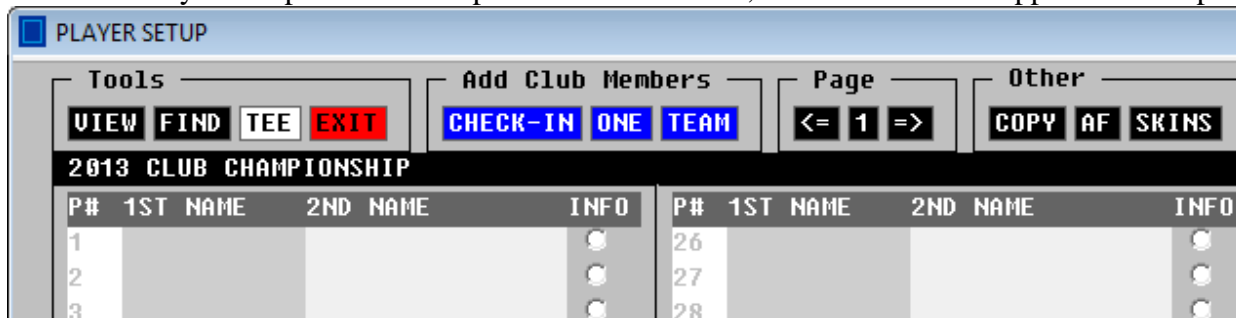
1. The sex identifier is blank for a male and can be any character for a female.
2. Use the **QUICK** tool to speed up data entry if data such as phone number is omitted.
3. If a member leaves the club, erase name. Associated data is automatically erased.
4. If a name is erased, there will be a gap in the Roster List. To remove gaps, click the **ALPHA** button to sort the members alphabetically with no gaps. Then click the **SAVE** button to save the alphabetized roster without gaps.

The Guest List

Non-members who play frequently at the club can be entered on the Guest List window. When there is a Member-Guest event, guests can be transferred to the Event File from the Guest List instead of typing the names on the Event Setup window.

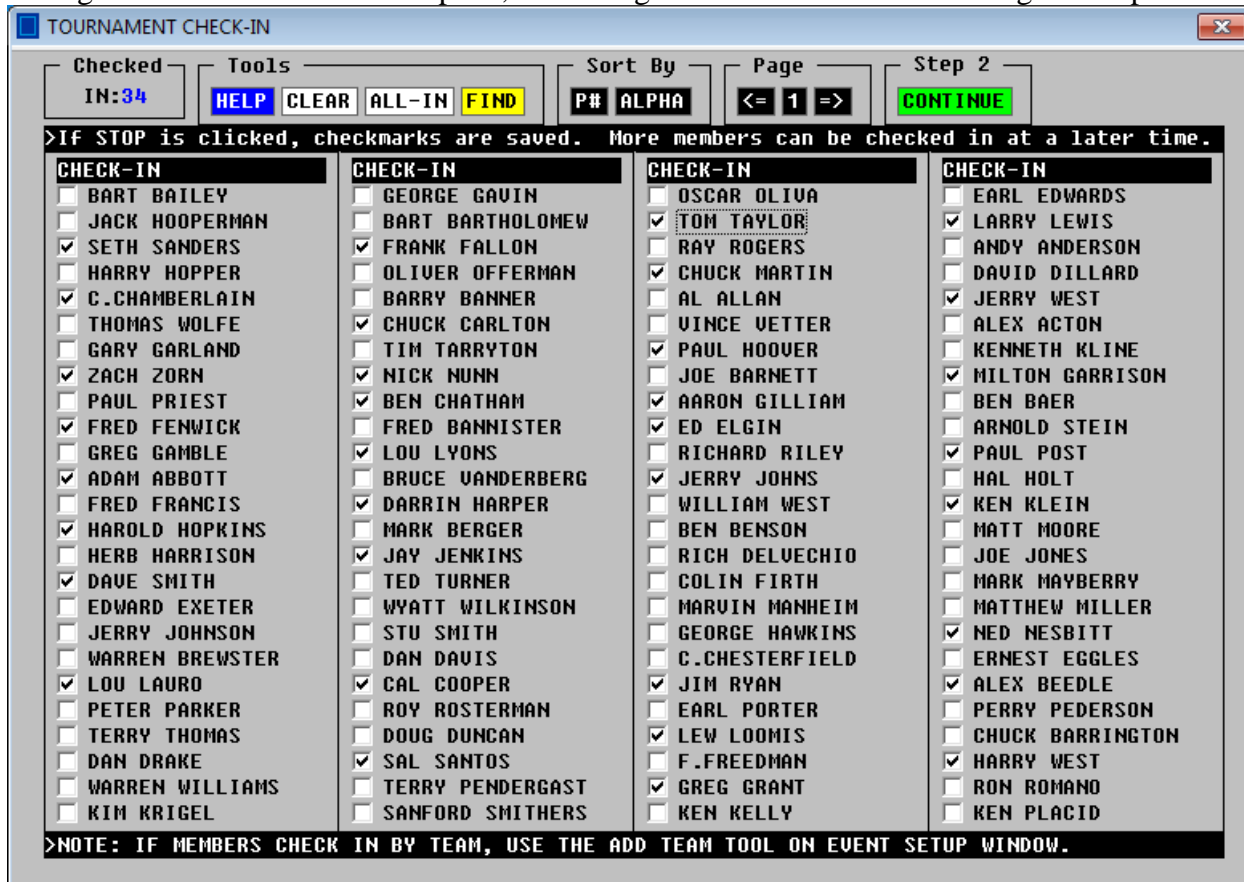
TRANSFERRING MEMBERS TO EVENT FILES

Instead of typing the names and handicaps of members who attend events, use the Transfer Tools in the software to automatically copy names and handicaps from the database to an Event File. When the Player Setup Window is opened for Event Files, three blue buttons appear at the top:



Check-In Window

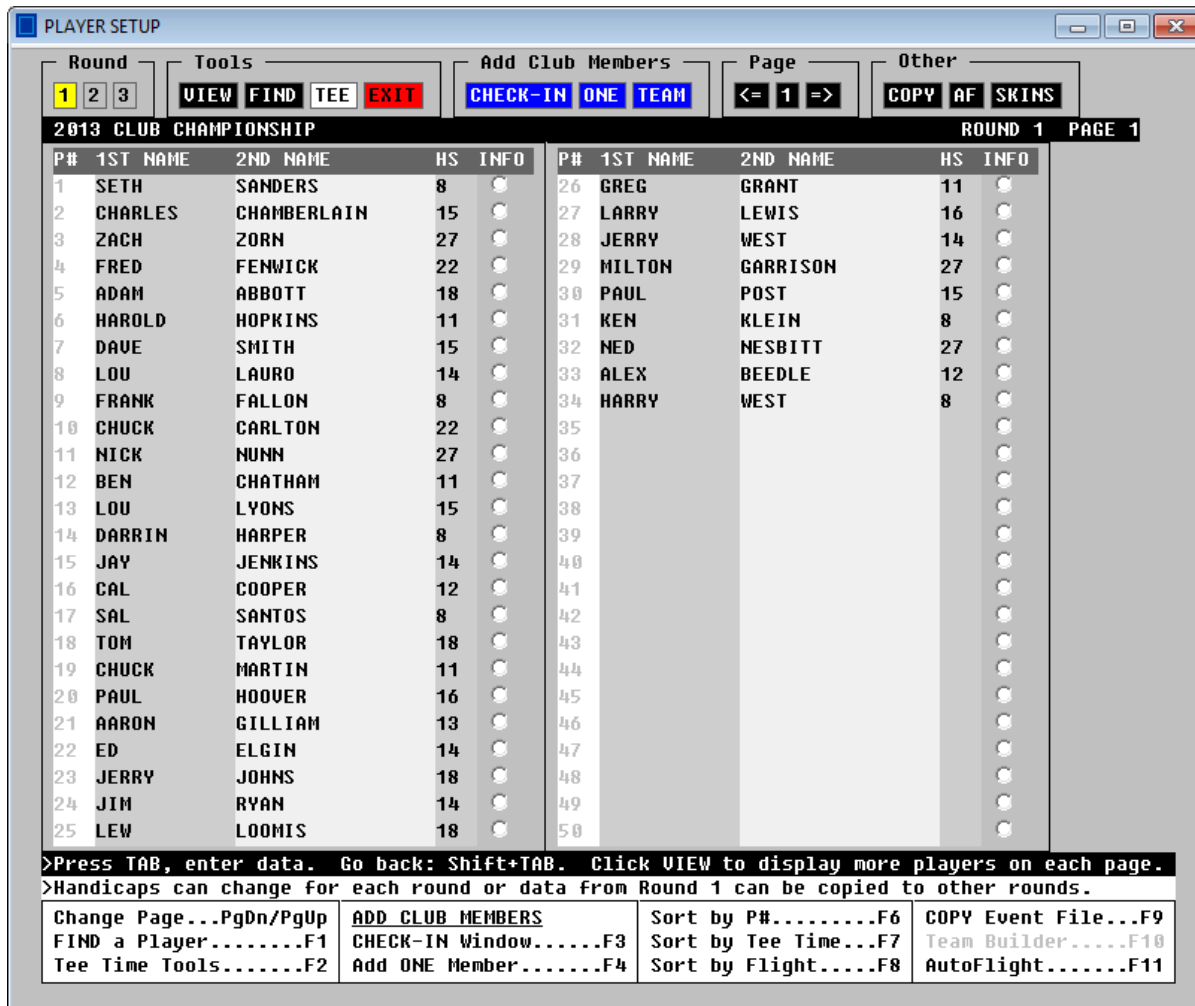
Click the **CHECK-IN** button and the window below will appear. When a member comes to the course to enter the event, check the box by the member's name. To undo a checkmark, click the box again. When the field is complete, click the green **CONTINUE** button to go to Step 2.



In Step 2, select the associated data for players who checked in for the event.



Click **COPY** and the names and 18-Hole HS values are transferred as shown below.



Add Team Tool

Click the blue **TEAM** button and the window below will appear. Use this tool for team events in which the members make reservations or check in as a team. This tool also can be used to record tee time reservations for daily play at the golf course. See User Guide #22.

ADD TEAM TO EVENT
X

Use Tab Key to go to Name Box. Press a Letter Key repeatedly to locate players with names that begin with that letter. Enter Team Number. Click ADD.

P	MEMBER LIST	GUEST LIST
1	CHAMBERLAIN CHARLES ▾	▾
2	GARLAND GARY ▾	▾
3	FENWICK FRED ▾	▾
4	SMITH STU ▾	▾

CURRENT: LAST TEAM ENTERED: 9
 ADD AS TEAM NUMBER: 10

INCLUDE ASSOCIATED PLAYER DATA:

HS:9H HCAP:9H MAIL
 HS:18H HCAP:18H PHONE

CANCEL
ADD

Add One Player

Click the blue **ONE** button and the window shown to the right will appear. Use this tool to add a member name and handicap to the event if the player arrives late. Alternatively, enter the name manually. If manual entry is used, be sure to type the name exactly as it appears in the Member Database (case sensitive).

ADD PLAYER
X

ADD ONE MEMBER TO THE EVENT FIELD

1. Press a Letter Key repeatedly to locate members with names that begin with that letter.
2. Enter position in Event File.
3. Check to copy associated data.
4. Click the ADD button.

MEMBER NAMES

PRIEST PAUL ▾

GUEST NAMES

▾

CURRENT: FIRST EMPTY SLOT: 35
 CURRENT: LAST SLOT FILLED: 34
 ADD PLAYER AS P#: 35

INCLUDE ASSOCIATED PLAYER DATA:

HS:9H HCAP:9H MAIL
 HS:18H HCAP:18H PHONE

CANCEL
ADD

MAINTAINING CLUB MEMBER HANDICAPS (Australian Edition)

On the Club Member Database Menu, press F4 Key to open the Handicap Window.

The initial display will show five columns: **ASSN**, **CLUB**, **ADJ**, **EVENT** and **HS**.

ASSN: Official Golf Association handicap. This is entered manually or can be imported.

CLUB: Handicap calculated by software using the member Score Histories.

ADJ: Adjustment to a member's handicap. This value is entered manually.

EVENT: A weighted average of the **ASSN** and **CLUB** values (plus any Adjustment).

HS: The **HS** is the Handicap Strokes, which is **EVENT** rounded to nearest integer.

(NOTE: The value 1.5 rounds up to 2, but the value -1.5 rounds down to -1)

The screenshot shows a software window titled "CLUB HANDICAPS". At the top, there are menu options: "Roster" (with "SPECS" and "VIEW" buttons), "Edit" (with "ASSN" and "ADJ" buttons), "Sort By" (with "ASSN", "CLUB", "EVENT", and "ALPH" buttons), "Page" (with "<= 1 =>" buttons), and "Tools" (with "FIND", "ARCHIVE", "PRINT", and "EXIT" buttons). The main area displays a table of club members with columns: MEMBER HANDICAPS, ASSN, CLUB, ADJ, EVENT, and HS. The table is split into two columns. The first column lists members from BART BAILEY to KIM KRIGEL. The second column lists members from GEORGE GAVIN to SANFORD SMITHERS. At the bottom, there is a legend for keyboard shortcuts: Method SPECS... F1, VIEW Options... F2, Page 1 Next: PgDn, Enter Assn Handicaps... F3, Enter Adjustments... F4, Sort by CLUB... F5, Sort by ASSN... F6, Sort by EVENT... F7, Alphabetize... F8, ARCHIVE... F11, PRINT... F12.

MEMBER HANDICAPS	ASSN	CLUB	ADJ	EVENT	HS	MEMBER HANDICAPS	ASSN	CLUB	ADJ	EVENT	HS
BART BAILEY....	11.5	13.2	0.0	13.2	13	GEORGE GAVIN....	0.0	14.2	0.0	14.2	14
JACK HOOPERMAN..	14.1	12.5	0.0	12.5	13	BART BARTHOLOMEW	0.0	15.2	0.0	15.2	15
SETH SANDERS....	8.6	7.7	0.0	7.7	8	FRANK FALLON....	0.0	7.7	0.0	7.7	8
HARRY HOPPER....	17.5	15.2	0.0	15.2	15	OLIVER OFFERMAN..	0.0	12.5	0.0	12.5	13
C.CHAMBERLAIN...	18.3	14.2	0.0	14.2	14	BARRY BANNER....	0.0	13.2	0.0	13.2	13
THOMAS WOLFE....	12.5	11.1	0.0	11.1	11	CHUCK CARLTON...	0.0	21.5	0.0	21.5	22
GARY GARLAND....	10.2	10.6	0.0	10.6	11	TIM TARRYTON....	0.0	17.0	0.0	17.0	17
ZACH ZORN.....	23.6	25.9	0.0	25.9	26	NICK NUNN.....	0.0	25.9	0.0	25.9	26
PAUL PRIEST.....	17.4	17.0	0.0	17.0	17	BEN CHATHAM.....	0.0	10.6	0.0	10.6	11
FRED FENWICK....	26.8	21.5	0.0	21.5	22	FRED BANNISTER..	0.0	11.1	0.0	11.1	11
GREG GAMBLE....	-0.8	-1.5	0.0	-1.5	-1	LOU LYONS.....	0.0	14.2	0.0	14.2	14
ADAM ABBOTT....	17.7	17.0	0.0	17.0	17	BRUCE VANDERBERG	0.0	15.2	0.0	15.2	15
FRED FRANCIS....	25.7	25.9	0.0	25.9	26	DARRIN HARPER...	0.0	7.7	0.0	7.7	8
HAROLD HOPKINS..	10.3	10.6	0.0	10.6	11	MARK BERGER....	0.0	12.5	0.0	12.5	13
HERB HARRISON...	17.6	11.1	0.0	11.1	11	JAY JENKINS....	0.0	13.2	0.0	13.2	13
DAVE SMITH.....	15.5	14.2	0.0	14.2	14	TED TURNER.....	0.0	21.5	0.0	21.5	22
EDWARD EXETER...	14.3	15.2	0.0	15.2	15	WYATT WILKINSON..	0.0	17.0	0.0	17.0	17
JERRY JOHNSON...	10.2	7.7	0.0	7.7	8	STU SMITH.....	0.0	25.9	0.0	25.9	26
WARREN BREWSTER..	17.3	12.5	0.0	12.5	13	DAN DAVIS.....	0.0	10.6	0.0	10.6	11
LOU LAURO.....	14.8	13.2	0.0	13.2	13	CAL COOPER.....	0.0	11.1	0.0	11.1	11
PETER PARKER....	23.9	21.5	0.0	21.5	22	ROY ROSTERMAN...	0.0	14.2	0.0	14.2	14
TERRY THOMAS....	18.0	18.9	0.0	18.9	19	DOUG DUNCAN....	0.0	15.2	0.0	15.2	15
DAN DRAKE.....	29.8	25.9	0.0	25.9	26	SAL SANTOS.....	0.0	7.7	0.0	7.7	8
WARREN WILLIAMS..	11.6	10.6	0.0	10.6	11	TERRY PENDERGAST	0.0	12.5	0.0	12.5	13
KIM KRIGEL.....	12.2	11.1	0.0	11.1	11	SANFORD SMITHERS	0.0	13.2	0.0	13.2	13

Plus Handicaps

Highly skilled players may have a handicap below zero. This has come to be known as a Plus Handicap and a Plus Sign (+) appears before the value. The software uses a Minus Sign. See the display above for the club member named Greg Gamble.

Setting Up Club Handicap Tracking

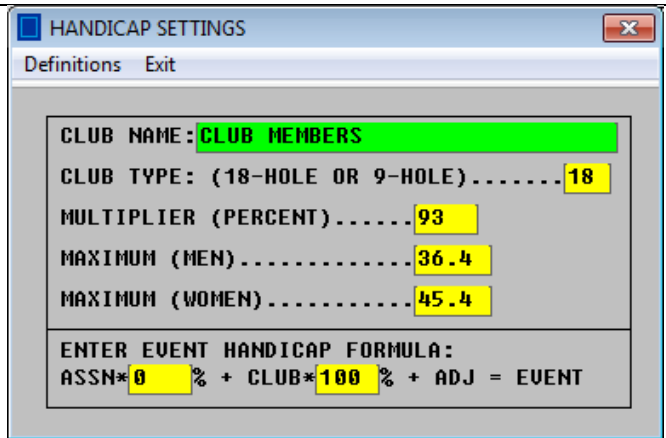
1. Click the **SPECS** button to specify primary handicap parameters.
2. Enter score histories. After initial setup, the software can update score histories automatically with the scores of members in Event Files.

Handicap Settings

Enter the name of your club. If the club course has 18 holes, enter 18. Then enter the Multiplier and Handicap Maximums. The default values will appear as shown.

Event Handicap Formula

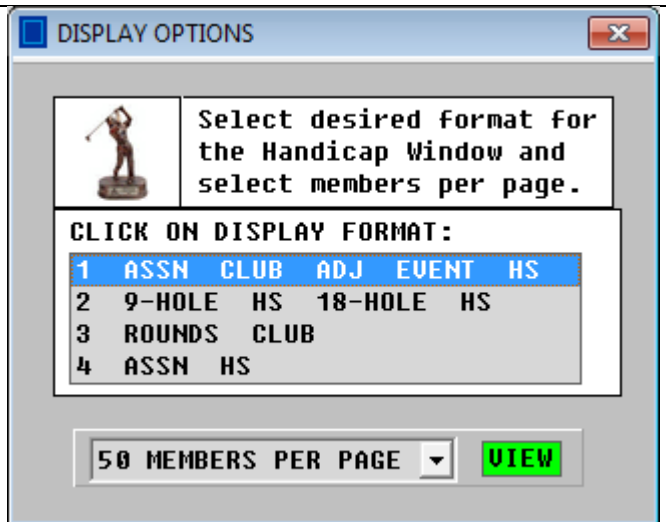
Enter the weights for ASSN and CLUB values. They do not have to sum to 100%. If you plan to use only the ASSN values, enter zero for the CLUB weighting.



Display Options

Click the **VIEW** button to change the display on the Handicap Window. Note that the software will calculate handicaps for 9-Hole events and 18-Hole events regardless of the club course type.


Set the number of members displayed per page to fit the size of your screen.



MANUAL ENTRY OF SCORE HISTORIES

When the database is initially set up, score histories of members should be entered manually. Alternatively, our staff can roll over the current score histories you have into the database. The software then updates the score histories automatically with member scores in Event Files. Score histories can be set up or edited as follows:

1. Click the Member Name on the Handicap Window to view the Score History.
2. Click the **EDIT** button and the window shown below appears. Enter scores and ratings. The Scratch Rating for the course played is an integer that differs for men and women. After your edits are completed, click the **SAVE** button to see the handicap (next page).


BART BAILEY

NOTE: IF Round 21 data is entered, Round 1 data will be eliminated from the player score history when the SAVE button is clicked.

ROUND	SCORE	PAR	RATING
1	88	72	71
2	91	72	71
3	87	72	71
4	86	72	71
5	84	72	71
6	89	72	71
7	85	72	71
8	87	72	71
9	90	72	71
10	86	72	71
11	90	72	71
12	88	72	71
13	91	72	71
14	86	72	71
15	84	72	71
16	87	72	71
17	88	72	71
18	85	72	71
19	86	72	71
20	90	72	71
21			

ENTER FOLLOWING DATA FOR ALL ROUNDS PLAYED:
 SCORE = Total gross score for the round
 PAR = Total Par for the course played
 RATING = Scratch Rating for the course played

Enter data, press TAB Key to move forward.
 Press Shift and TAB Keys to move backward.

The Update Utility automatically updates the
 Score Histories with results in Event Files.

CANCEL
SAVE

Shown below is the handicap calculation. The best score differentials are highlighted in blue.

SCORE HISTORY
X

BART BAILEY

DIFFERENTIAL = SCORE - SCRATCH RATING

Maximum DIFF is 40 for Men, 50 for Women

ROUND	SCORE	PAR	OVER	RATING	DIFF
1	88	72	16	71.0	17.0
2	91	72	19	71.0	20.0
3	87	72	15	71.0	16.0
4	86	72	14	71.0	15.0
5	84	72	12	71.0	13.0
6	89	72	17	71.0	18.0
7	85	72	13	71.0	14.0
8	87	72	15	71.0	16.0
9	90	72	18	71.0	19.0
10	86	72	14	71.0	15.0
11	90	72	18	71.0	19.0
12	88	72	16	71.0	17.0
13	91	72	19	71.0	20.0
14	86	72	14	71.0	15.0
15	84	72	12	71.0	13.0
16	87	72	15	71.0	16.0
17	88	72	16	71.0	17.0
18	85	72	13	71.0	14.0
19	86	72	14	71.0	15.0
20	90	72	18	71.0	19.0

BART BAILEY

HANDICAP METHOD: DIFFERENTIAL

SUM (BEST 8 OF LAST 20) = 114.00

AVERAGE (114.00/8) = 14.25

PERCENTAGE: 93

CALCULATED CLUB HANDICAP: 13.2

MAXIMUM FOR MEN: 36.4

EDIT
ARCHIVE
PRINT
EXIT

Limited Score History

If a player has not played 20 rounds, the best scores counted are shown below:

Score History	Scores Counted	Score History	Scores Counted
19 or 20 Rounds	Best 8	11 or 12 Rounds	Best 4
17 or 18 Rounds	Best 7	9 or 10 Rounds	Best 3
15 or 16 Rounds	Best 6	7 or 8 Rounds	Best 2
13 or 14 Rounds	Best 5	1 to 6 Rounds	Best 1

Handicap Truncation

The calculated Club Handicap is truncated after the tenths place. In the calculation above, 93% of 14.25 equals 13.2525; the truncated value is 13.2, as digits after the tenths place are ignored.

Entering Golf Association Handicaps

The Australian Golf Association Handicap can be entered for each player manually by clicking the **ASSN Edit** button. We also provide software that allows you to import the values from another source file. The decision whether to use the ASSN value or the CLUB handicap for your events is up to you. With weighting factors, the EVENT handicap can be set to preference.

The screenshot shows a software window titled "CLUB HANDICAPS". At the top, there are menu options: "Roster", "Edit", "Sort By", "Page", and "Tools". Under "Edit", there is a "SAVE" button. Under "Sort By", there are buttons for "ASSN", "CLUB", "EVENT", and "ALPH". Under "Page", there are navigation arrows and the number "1". Under "Tools", there are "FIND" and "EXIT" buttons. The main area is titled "CLUB MEMBERS" and "PAGE 1". It contains two columns of member data, each with a "MEMBER HANDICAPS" header. The columns are: MEMBER, HANDICAPS, ASSN, CLUB, ADJ, EVENT, and CH. The ASSN column is highlighted in green. The first column lists members from BART BAILEY to KIM KRIGEL. The second column lists members from GEORGE GAVIN to SANFORD SMITHERS. At the bottom, there is a blue instruction bar: ">Press TAB, enter value. Mouse: Point and click. Click SAVE button when done." Below this is a keyboard shortcut table:

Method SPECS... F1	Enter Assn Handicaps.... F3	Sort by CLUB..... F5	Alphabetize..... F8
VIEW Options... F2	Enter Adjustments..... F4	Sort by ASSN..... F6	ARCHIVE..... F11
Page 1 Next: PgDn		Sort by EVENT..... F7	PRINT..... F12

DISCLAIMER: The Club Handicap generated by the software is not intended to reproduce the official Golf Association handicap under the rules of your local Golf Association.

The Handicap Adjustment

Click the **ADJ Edit** button to open the window below. In the example below, Harry had his handicap reduced by 1.0 because he won the previous week's event and there is a rule that the winner of the event must play to a reduced handicap the following week. In the example below, Thomas had his handicap increased by 1.5 because he is recovering from an injury.

CLUB HANDICAPS
_ _ _ X

Roster

Edit

Sort By

Page

Tools

SPECS VIEW

SAVE

ASSN CLUB EVENT ALPH

<= 1 =>

FIND EXIT

CLUB MEMBERS
>Click to View Score History
PAGE 1

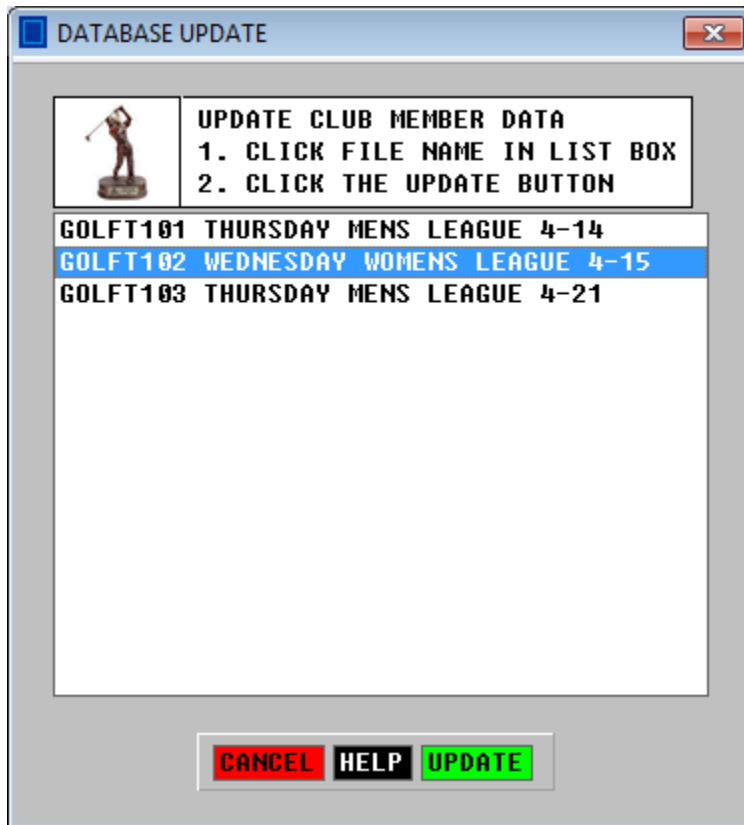
MEMBER	HANDICAPS	ASSN	CLUB	ADJ	EVENT	CH	MEMBER	HANDICAPS	ASSN	CLUB	ADJ	EVENT	CH
<input type="checkbox"/> BART BAILEY.....	0.0	13.3			13.3	14	<input type="checkbox"/> GEORGE GAVIN....	0.0	14.6			14.6	15
<input type="checkbox"/> JACK HOOPERMAN..	0.0	12.8			12.8	13	<input type="checkbox"/> BART BARTHOLOMEW	0.0	15.6			15.6	16
<input type="checkbox"/> SETH SANDERS....	0.0	7.9			7.9	8	<input type="checkbox"/> FRANK FALLON....	0.0	7.9			7.9	8
<input type="checkbox"/> HARRY HOPPER....	0.0	15.6		-1.0	15.6	16	<input type="checkbox"/> OLIVER OFFERMAN.	0.0	12.8			12.8	13
<input type="checkbox"/> C.CHAMBERLAIN...	0.0	14.6			14.6	15	<input type="checkbox"/> BARRY BANNER....	0.0	13.3			13.3	14
<input type="checkbox"/> THOMAS WOLFE....	0.0	11.5		1.5	11.5	12	<input type="checkbox"/> CHUCK CARLTON...	0.0	21.6			21.6	22
<input type="checkbox"/> GARY GARLAND....	0.0	10.9			10.9	11	<input type="checkbox"/> TIM TARRYTON....	0.0	17.2			17.2	18
<input type="checkbox"/> ZACH ZORN.....	0.0	26.1			26.1	27	<input type="checkbox"/> NICK NUNN.....	0.0	26.1			26.1	27
<input type="checkbox"/> PAUL PRIEST.....	0.0	17.2			17.2	18	<input type="checkbox"/> BEN CHATHAM.....	0.0	10.9			10.9	11
<input type="checkbox"/> FRED FENWICK....	0.0	21.6			21.6	22	<input type="checkbox"/> FRED BANNISTER..	0.0	11.5			11.5	12
<input type="checkbox"/> GREG GAMBLE.....	0.0	-0.7			-0.7	-1	<input type="checkbox"/> LOU LYONS.....	0.0	14.6			14.6	15
<input type="checkbox"/> ADAM ABBOTT.....	0.0	17.2			17.2	18	<input type="checkbox"/> BRUCE VANDERBERG	0.0	15.6			15.6	16
<input type="checkbox"/> FRED FRANCIS....	0.0	26.1			26.1	27	<input type="checkbox"/> DARRIN HARPER...	0.0	7.9			7.9	8
<input type="checkbox"/> HAROLD HOPKINS..	0.0	10.9			10.9	11	<input type="checkbox"/> MARK BERGER.....	0.0	12.8			12.8	13
<input type="checkbox"/> HERB HARRISON...	0.0	11.5			11.5	12	<input type="checkbox"/> JAY JENKINS.....	0.0	13.3			13.3	14
<input type="checkbox"/> DAVE SMITH.....	0.0	14.6			14.6	15	<input type="checkbox"/> TED TURNER.....	0.0	21.6			21.6	22
<input type="checkbox"/> EDWARD EXETER...	0.0	15.6			15.6	16	<input type="checkbox"/> WYATT WILKINSON.	0.0	17.2			17.2	18
<input type="checkbox"/> JERRY JOHNSON...	0.0	7.9			7.9	8	<input type="checkbox"/> STU SMITH.....	0.0	26.1			26.1	27
<input type="checkbox"/> WARREN BREWSTER.	0.0	12.8			12.8	13	<input type="checkbox"/> DAN DAVIS.....	0.0	10.9			10.9	11
<input type="checkbox"/> LOU LAURO.....	0.0	13.3			13.3	14	<input type="checkbox"/> CAL COOPER.....	0.0	11.5			11.5	12
<input type="checkbox"/> PETER PARKER....	0.0	21.6			21.6	22	<input type="checkbox"/> ROY ROSTERMAN...	0.0	14.6			14.6	15
<input type="checkbox"/> TERRY THOMAS....	0.0	17.2			17.2	18	<input type="checkbox"/> DOUG DUNCAN....	0.0	15.6			15.6	16
<input type="checkbox"/> DAN DRAKE.....	0.0	26.1			26.1	27	<input type="checkbox"/> SAL SANTOS.....	0.0	7.9			7.9	8
<input type="checkbox"/> WARREN WILLIAMS.	0.0	10.9			10.9	11	<input type="checkbox"/> TERRY PENDERGAST	0.0	12.8			12.8	13
<input type="checkbox"/> KIM KRIGEL.....	0.0	11.5			11.5	12	<input type="checkbox"/> SANFORD SMITHERS	0.0	13.3			13.3	14

>Press TAB, enter value. Mouse: Point and click. Click SAVE button when done.

Method SPECS... F1	Enter Assn Handicaps.... F3	Sort by CLUB..... F5	Alphabetize..... F8
VIEW Options... F2	Enter Adjustments..... F4	Sort by ASSN..... F6	ARCHIVE..... F11
Page 1 Next: PgDn		Sort by EVENT..... F7	PRINT..... F12

AUTOMATIC UPDATE OF SCORE HISTORIES

The software will automatically transfer the scores in Event Files to the Club Member Database. First, the software checks if a name in the database matches a name in the Event File. If the names match (case sensitive), then the database is updated with the score in the Event File. Only scores for completed rounds will be transferred. If the Event File contains scores for a player in a multiple round event, all scores will be transferred. On the Club Database Menu, select the option for Automatic Update and the window below will appear. Click on an Event File. Then click the **UPDATE** button.



TRACKING SEASON STATS

The software can track a wide variety of stats. The data is automatically updated with the results of an event using the Update Tool shown above. Stats can also be updated and edited manually.

Stats are divided into four groupings:

Group A: Season Money Winnings: Individual, Team, Skins, Misc Awards, Total

These stats are based on prize awards specified in the Event Files.

Group B: Scoring Averages: Total, Par 3 Holes, Par 4 Holes, Par 5 Holes

These stats are based on hole-by-hole entry of scores in the Event Files.

Group C: Putts and Greens: Putts Per Hole, GIR, Putts Per GIR, Saves, Fairways Hit

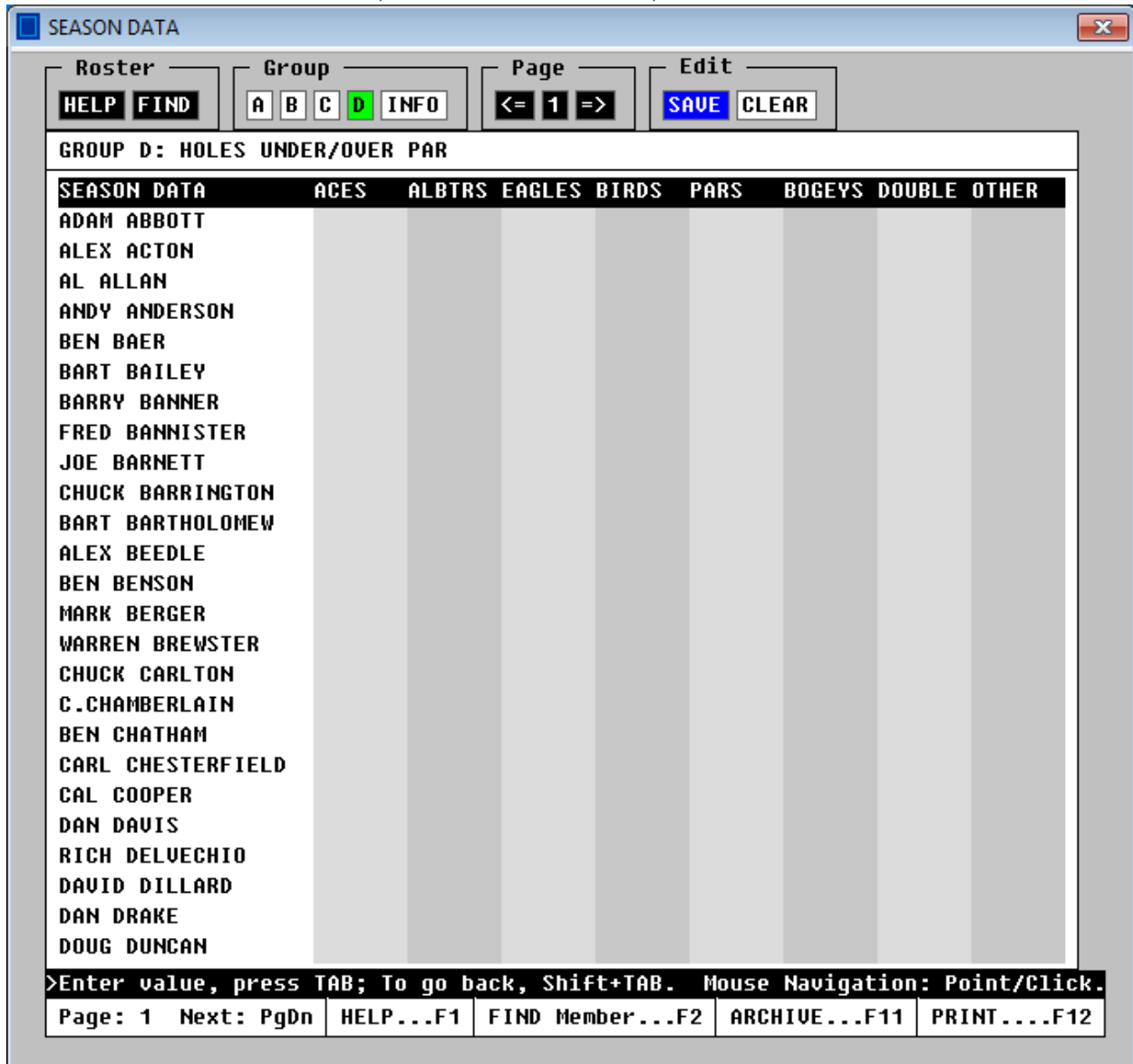
These stats are based on hole-by-hole entry of scores and putts in the Event Files.

Group D: Holes Under Par and Over Par: Aces, Eagles, Birdies, Pars, Bogeys, Double, Other

These stats are based on hole-by-hole entry of scores in the Event Files.

Clearing Stats for a New Season

At the end of the season, print and archive final stats tables. Then clear the tables for the next season. To clear the stats tables, click the **EDIT** button, then click the **CLEAR** button.



BACKUP AND RESTORE

A backup file containing the database can be created at any time. When it is created, it will be identified by the date and time that it was created. To restore the backup file as the active database, select the RESTORE option on the Backup and Restore Window.

