



## Electronic Scorecard Return for Competitions - Singles

### Procedure to be followed.

- **One paper card will be issued for each competition tee slot.**
- One player in the group will record all scores on that card. PLAYERS A, B , C, D. **PLEASE ENSURE ALL DETAILS ARE ENTERED ON THE CARD AS REQUIRED, THIS INCLUDES NAMES, COMPETITION NAME, DATE, TIME, TEES PLAYED AND HANDICAPS FOR EACH PLAYER. *The requirement to fill out a paper card correctly has not changed.***
- On completion of the round. **All players in the group must safely agree their score with the marker. The marker should sign the card.**
- **All players in singles should safely take a photograph of the scorecard for their reference.** The marker, once satisfied all parties are in agreement and in possession of an image of the card, must then post the card into a designated scorecard box which will be in a readily available position in the **shop or inside the starters hut when the shop is closed.** **Agree between your group who will take responsibility to enter all of the group's scores via the Electronic Card.**
- One of each group in singles must then use the Electronic Scorecard to submit their card via email to the competition secretary before 10pm on the date of competition
- **Please only return 1 card by email per group.**

### Using the Electronic Scorecard

- **The scorecard can be accessed via the new Club Competitions (Competition Scorecard section ) page on the club website.** A copy of the card will also be sent in an attachment to every email address of players on the competition BRS time sheet.
- The card is pre -populated to include the date and competition name.
- To complete the card simply download the card by pressing the link on the page. Only fill in the shaded boxes. Only enter gross scores in the relevant column.
- **Remember to enter the name in the bottom of the card of the person verifying it as correct. This should be the person submitting the card via email.**
- **Save the excel file /card after inputting scores** to your device then attach it to an email and email [competitions@hlsGC.co.uk](mailto:competitions@hlsGC.co.uk) Follow the guidance in the yellow box on the scorecard. Email any queries to same address. Please can all groups attempt to email their card in good time and **NO LATER THAN 10PM.**
- If there are any issues with your group's card we will email the sender with instructions to correct it.
- A provisional result will be published as soon as possible and will be subject to any necessary amendments before a formal result can be declared. For CSS & handicap adjustments each card also has to be entered separately into the club Cobra software and this may take some time . The initial result published will be in advance of this procedure unless advertised at the time of publishing. The CSS will be published asap along with a revised handicap list reflecting any adjustments resulting from that competition .
- The scorecard uses the Microsoft Excel software. It is not designed as a phone app and works best on a PC/ Laptop. It can be used on Excel apps on smart phones but it's a much easier experience on a normal computer. FREE VERSIONS OF OTHER COMPATIBLE SPREADSHEET SOFTWARE ARE AVAILABLE ONLINE.
- Assistance is on hand for all players via the shop or email.