



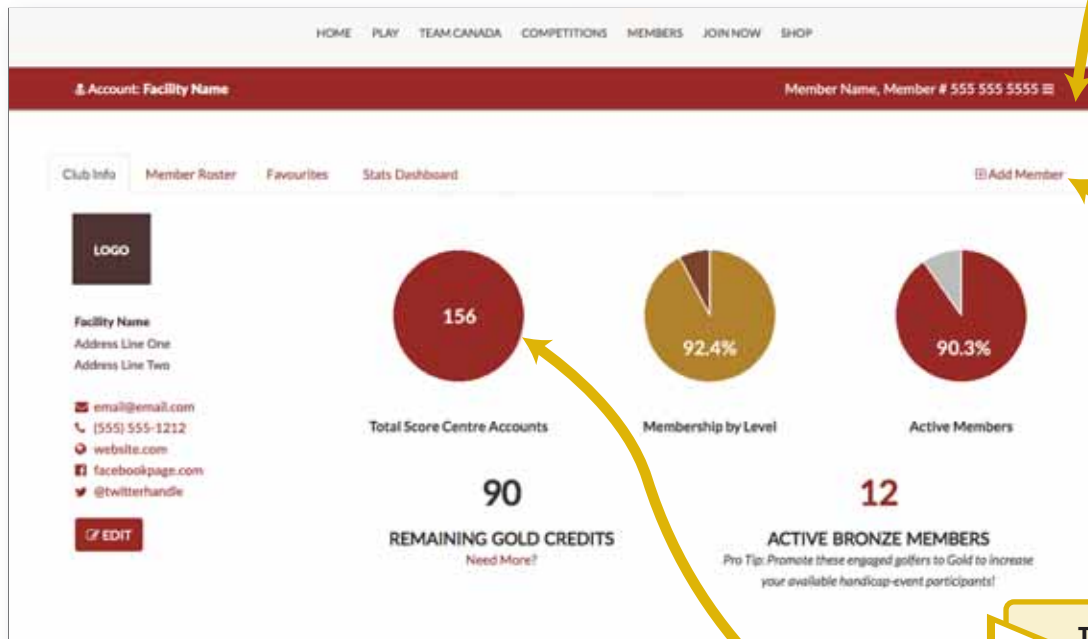
# NEW GOLF CANADA SCORE CENTRE ADMIN CHEAT SHEET

The new Score Centre admin console provides easier access to the more common features used within the old Score Centre interface (known as the Classic View, which is still accessible) and provides additional at-a-glance reporting.

## QUESTION: How do I access the new admin console?

Use the right-hand drop down menu in the black bar at the across the top of your screen. Click “Admin”. The black bar will turn red when you are in the new admin console.

**TIP:** The black menu bar changes to red when you’re in the admin console.




**NOTE:** When you “Add a Member”, or promote a member to Gold she will receive an email detailing required next steps. You no longer need to enter a username and on behalf of new members.

**TIP:** Many charts in the new Score Centre admin interface are interactive and lead to more detailed information. For example, click on the Total Score Centres Account chart to view of all of your current member accounts.

## QUESTION: What can I do on the console page?

This console features a series of tabs that allow you to quickly navigate between key features.

**Club Info** – Provides at-a-glance information about your club and membership roster. You can view specific roster segments by clicking on the interactive charts. You can also update your club information directly from this page. This information is used throughout the golfer-facing pages within the Golf Canada Score Centre.

**Member Roster** – Displays a list view of members within your club. This view includes commonly accessed information such as current handicap factor and member card number. You can quickly promote bronze members to gold using the promote action icon (  ) or view your members scoring history by clicking on their name.

**Stats Dashboard** – Presents unique real-time visual insights into scores posted at your club from members or guests, new or repeat customers and provides a link to additional club reports in the Classic View.

**Add Member** – Allows you to create new members with just a few keystrokes. Follow the on-screen prompts to top-up your Gold membership credits.

Friendly and knowledgeable Golf Canada customer service personnel are always happy to help you. Contact them at 1.800.263.0009 ext. 399 or via email at [members@golfcanada.ca](mailto:members@golfcanada.ca)