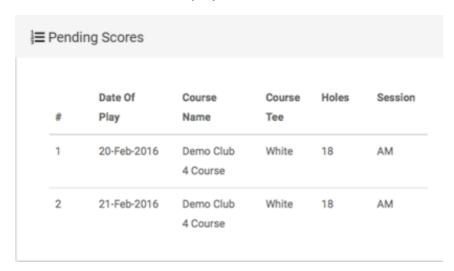3.2.2 The Dashboard displays the following:
- **My Handicap Index** – your latest HI based on the latest HI Revision
- **Latest Score** – last score that you submitted
- **Pending Scores** – displays games that you have played but have yet to submit scores (only if the clubs upload the playlist information to CHS).
- **Quick Submit Score** – widget to start submitting your score
- **Quick Search Handicap Book** – widget to do a peer review

3.2.3 More details on how to navigate from the dashboard to other functions will be described in the later sections.

4 Score Entry
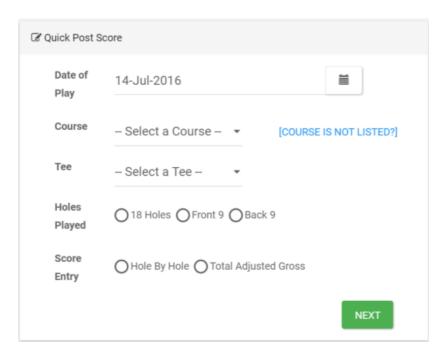
4.1 Pending Scores

4.1.1 If you have played a golf game (and your club has uploaded the relevant play list information to CHS), but have yet to submit your score, it will be listed in the **Pending Scores List** on your Dashboard. The screenshot below shows a sample of the information that will be displayed.
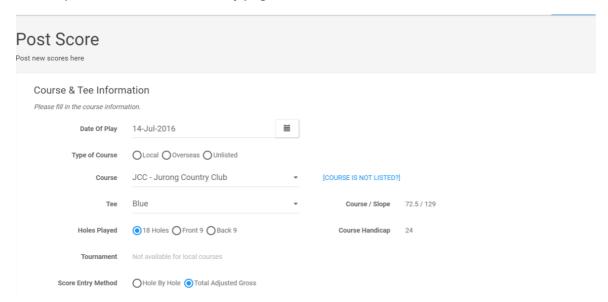

4.1.2 You can click on a pending score, and you will be directed to the **Score Entry** page. The details like the *Date of Play*, *Course Name* etc., will be automatically pre-populated.

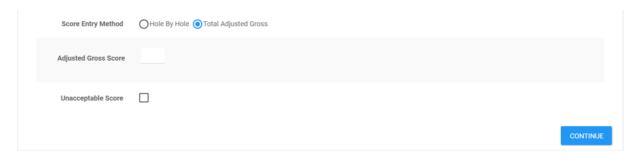4.1.3 Details on the **Score Entry** page will be described in the next sub-sections.

4.2 New Score

4.2.1 If there are no pending score records, you can submit a score using the **Quick Post Score** widget in your Dashboard.

4.2.2   Select your **Date of Play**, **Course**, **Tee** and **Holes Played.**

4.2.3   You can enter either a **Hole by Hole** or **Total Adjusted Gross** score. Click Next to proceed to the **Score Entry** page.

4.2.4   The selections you have made on the **Quick Post Score** widget will be reflected in this page.

4.3   Total Adjusted Gross Score Entry

4.3.1   To enter a total adjusted gross score, select the **Total Adjusted Gross** option in the *Scoring Information* section.

4.3.2 Once you have selected the option, the **Adjusted Gross Score** field will be displayed.

4.3.3 Enter your gross score and click on the **Continue** button. A summary page displaying the details you entered earlier will be displayed for your review.

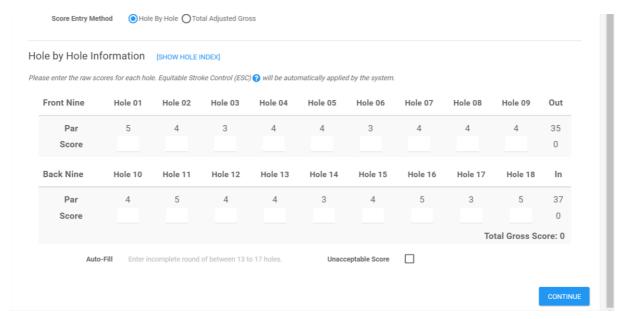4.3.4 If the score you entered is not within the system-configured suggested ranges, there will be a warning message in the summary page that the score you entered may be too high or too low. This serves as a gentle reminder to check that you selected the number of holes played correctly, but you will still be allowed to submit the score.

4.3.5 The suggested score ranges are:
- For 9-hole card, scores are usually between 32 and 64
- For 18-hole card, scores are usually 65 and above

4.3.6 If the scores entered are within the suggested ranges, there will be no warning message displayed.

4.3.7 The screenshot in the following page shows a summary page that displays a warning message.

4.3.8 You may click on Cancel to return to the Score Entry page to make changes, or click on the **Confirm** button after you have verified that the score details are correct.

4.3.9 Your score will be submitted successfully and you will be returned to the Dashboard.

4.4 Hole-By-Hole Score Entry

4.4.1 To enter a Hole-By-Hole Score, select the **Hole By Hole** option in the *Scoring Information* section.

4.4.2 Once you have selected the option, the *Hole By Hole Information* section will be displayed.

4.4.3 The par for each hole will be displayed. If you wish to view the Hole Index details for the course, click on the *Show Hole Index* link.

4.4.4 Enter your __raw__ score for each hole.

4.4.5 The auto-fill checkbox becomes enabled after you have entered between *13 and 17 holes for an 18-hole card*, *or between 7 and 8 holes for a 9-hole card*.

4.4.6 If you wish to auto-fill uncompleted holes, check the Auto-Fill checkbox.

4.4.7   Click on the **Continue** button. A summary page displaying the details you entered earlier will be displayed for your review.

4.4.8   ESC will be automatically applied based on your course handicap, and those scores with ESC applied will be highlighted in orange. You may hover over the scores in orange to view the raw score that you entered previously.

4.4.9   In addition, if you had selected Auto-Fill, the scores for uncompleted holes will be recorded as par plus any handicap strokes that you are entitled to receive. Unfinished holes will have scores preceded by an *X-*.

4.4.10 If you wish to understand more about why and how ESC was applied on your scores, you can click on the ***Show Equitable Stroke Control (ESC) Table*** link. Details about ESC based on the USGA handicap book will be displayed.

Equitable Stroke Control (18 Holes)

Course Handicap	Maximum No. On Any Hole
9 or Less	Double Bogey
10 through 19	7
20 through 29	8
30 through 39	9
40 or More	10

All scores for handicap purposes, including tournament scores, must be subject to the application of *Equitable Stroke Control (ESC)*.

ESC is applied when a player's actual or most likely score exceeds a maximum number, based on the table above, for the player's Course Handicap from the tees played.

~USGA Section 4-3

4.4.11 You may click on Cancel to return to the Score Entry page to make changes, or click on the **Confirm** button after you have verified that the score details are correct.

4.4.12 Your score will be submitted successfully and you will be returned to the Dashboard.
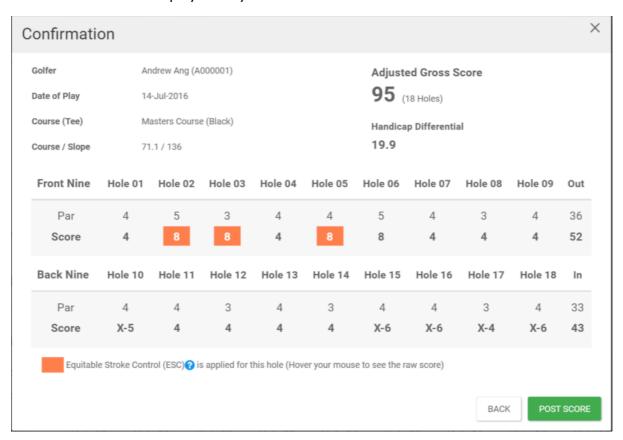
4.5   Unlisted Courses

4.5.1   If you played overseas at a USGA rated course, but the course is currently not listed in CHS, you will still be able to submit a score in CHS.

4.5.2   On the top navigation menu, select **Scores → Post New Score**.

4.5.3   In the score entry page, click on the **Unlisted** radio button in the Type of Course field.

4.5.4   You will be required to enter the following details:

- Course Name
- Tee
- Course and Slope Rating

4.5.5 After you have entered the required information, the Course Handicap will be automatically calculated and displayed.

4.5.6 If you select the option to enter a total adjusted gross score, you will just need to submit your score as described in the earlier sub-sections.

4.5.7 If you wish to enter a hole-by-hole score, the Hole By Hole Information section will be displayed as shown below, and you will have to enter the Par for each hole in the course.

Hole by Hole Information

Please enter the raw scores for each hole. Equitable Stroke Control (ESC) ❓ *will be automatically applied by the system.*

Front Nine	Hole 01	Hole 02	Hole 03	Hole 04	Hole 05	Hole 06	Hole 07	Hole 08	Hole 09	Out
Par										0
Score										0

Back Nine	Hole 10	Hole 11	Hole 12	Hole 13	Hole 14	Hole 15	Hole 16	Hole 17	Hole 18	In
Par										0
Score										0

Total Gross Score: 0

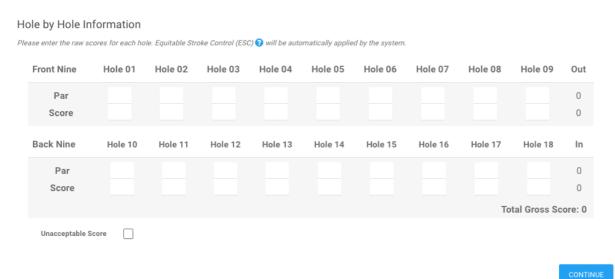Unacceptable Score ☐

CONTINUE

4.5.8 You can then enter your raw scores submit your score as described in the earlier sub-sections.

4.6 Unacceptable Scores for Handicapping

4.6.1 To submit a score as Unacceptable Score for Handicapping (USH), you can check the **Unacceptable Score** checkbox in the Score Entry page.

Unacceptable Score for Handicapping

Please select a valid reason for the score being unacceptable for handicapping.

Unacceptable Reason
✓ -- Please select a Reason --
Fewer than seven holes played
Inactive season established by the authorized golf association
Length of the course is less than 3,000 yards(18) or 1,500 yards(9)
Competition with excessive club/equipment restrictions
Course with no USGA Course Rating or Slope Rating
Non-conforming club, balls or tees
Rule 14-3 (Rules of Golf), artificial device or unusual equipment is used during the execution of a stroke

4.6.2 You are required to select a reason for USH before you are able to submit the score. The reasons are configured by SGA and based on the USGA Handicap Manual.

4.6.3 You can then continue to view the score summary and submit the score.

4.7   Search and View Submitted Scores

4.7.1   To view and search the scores you submitted previously, select **Scores → View Posted Scores** on the top navigation menu, or by clicking on the **Latest Score** widget.

4.7.2   The score search page will be displayed with the following search criteria.
- Date of Play
- Club
- Course

4.7.3   Enter your search criteria and click on the **Search** button. The search results will be displayed in a table with the following columns:
- Date of Play
- Course Tee
- Score
- Processed for HI - Scores that have already been used in the latest Handicap Revision will have status Processed, while scores that have not been used will have status New.

Showing records 1 - 10 of 13

#	Date Of Play	Course	Score	Processed for HI
1	02-Aug-2016	WGC - Warren Golf & Country Club (Gold) / OCC - Aranda/Vanda Course Out (Blue)	83CA	New
2	02-Aug-2016	RCC - Lake Course In (Blue) / Keppel - Keppel Club Out (Blue)	96CA	New
3	02-Aug-2016	CGC - Changi Golf Club (Blue)	77A	New
4	02-Aug-2016	OCC - Aranda/Vanda Course (Blue)	78A	New
5	02-Aug-2016	WGC - Warren Golf & Country Club (Gold)	80A	New
6	02-Aug-2016	SEMCC - Sembawang Country Club (Black)	97TA	New
7	02-Aug-2016	SEMCC - Sembawang Country Club (White)	123A	New
8	02-Aug-2016	NSRCC - Kranji Sanctuary (Black)	110A	New
9	20-Jul-2016	SGC - Serapong Course In (Black) / SGC - Serapong Course In (Black)	96CA	New
10	06-Jul-2016	SGC - Serapong Course (Black)	77A	New

First   Previous   **1**   2   Next   Last

4.7.4   Click on any of the records to view the details of the score. The screenshot below is a sample of a submitted hole-by-hole score. You can click on the **Back** button to return to the search results page.

Posted Scores
Search and view posted scores here

BACK

Score information

Golfer	Adam Anderson (A000001)
Date of Play	02-Aug-2016
Course Tee	OCC - Aranda/Vanda Course (Blue)
Course/Slope Rating	72.3 / 132
Holes Played	18 Holes

Total Adjusted Gross Score

78 (18 Holes)

Handicap Differential

4.9

Hole by hole information

Front Nine	Hole 01	Hole 02	Hole 03	Hole 04	Hole 05	Hole 06	Hole 07	Hole 08	Hole 09	Out
Par	4	3	4	5	4	3	5	4	4	36
Score	6	3	3	5	5	5	5	5	5	42

Back Nine	Hole 10	Hole 11	Hole 12	Hole 13	Hole 14	Hole 15	Hole 16	Hole 17	Hole 18	In
Par	4	3	4	3	4	5	4	4	5	36
Score	6	5	6	3	3	3	3	3	4	36

◼ ESC has been applied on the scores for this hole (Hover your mouse over the orange area to see the raw score)

Submitted by Adam Anderson @ 02 Aug 2016 4:49PM from Web

4.7.5   As part of CHS requirements, you are not allowed to edit your scores after submission. If any updates are required, you may contact your club admin for assistance.