

# INSTRUCTIONS FOR GENERATING THE FALL TEAM 2024 AVERAGE HANDICAP INDEX REPORT (Microsoft Windows Instructions)

1. Log in to the USGA Admin Portal.
2. On the Home page click on "Reports" from the blue ribbon at the top of the page.
3. Then select the "Templates" tab to the right of the "My Reports" tab.
4. A listing of report templates will appear. Scroll down to the 7<sup>th</sup> report entitled Handicap Index History Enhanced Report. Select "view" which is to the right of the report description.
5. Scroll down and you will see several boxes to enter which are named: revision date from, revision date to, golfer gender, golfer status, starting handicap index, GHIN Number, and Advanced.
6. In the box under "Revision Date From" click on the calendar icon and click on the back arrow until you reach February 2024. Select February 1, 2024.
7. In the box under "Revision Date To" click on the calendar icon and select August 1, 2024.
8. In the box under "Golfer Gender" click on the down arrow and select Female.
9. Leave the "Golfer Status" as active.
10. Leave the "Starting Handicap Index" as No.
11. Leave the GHIN Number box blank.
12. Click on the arrow to the right of "Advanced" and change the Page Orientation Box to "Portrait" by clicking on the down arrow in the box and clicking on "Portrait".
13. Then click on the "Run" button.
14. The Handicap Index history Enhanced Report will open (this may take a little time).
15. In the grey ribbon at the top left select Export.
16. An "export Report" window will open up. Select Export in the blue box.
17. A pdf version of the report will open. Select the printer icon on the top right.
18. A Print window will open. Select Print in the blue box.
19. A window will open for you to save the PDF File As. Be sure to change the File Name to {Club Name} Six Month Average Handicap Index Report August 1, 2024. Save it to a location that you can access later in order to attach the file to an email you will send to your Fall Team Captain.

The Fall Team Captain will then be able to view each player's "Avg H.I. Value = XX.X. This is the number located two lines below the player's name. She can then enter each player's Avg H.I. Value into her team roster. This is the handicap index we will use for the entire season.