

“Join the IGA Online” Clubs

How to Activate/Inactivate Golfers

UPDATED – MARCH 2020

If you participate in the "Join the IGA Online" membership program we **DO NOT** want you inactivating golfers listed with an **O - Online Membership Code (MC)** in your GHIN roster. The status of these individuals is monitored by the IGA and should not be changed by the club.

When activating/inactivating golfers please follow this step-by-step guide. If you have any uncertainty please call our office at 515-207-1062 or email katelynn@iowagolf.org.

1. From the dashboard you must first narrow down your roster to avoid inactivating the Online Members. You do this through the **Membership Code (MC)** function.

The screenshot shows the USGA Admin Portal interface for the Iowa Golf Association Test Club. The 'Membership Code (MC)' dropdown menu is open, showing options: 'Select all', 'J - J', 'O - Online', and 'R - R'. The 'O - Online' option is selected. The roster table below shows the following data:

Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/> Austin, Jane	9.5	Active	05/12/2012	224638	63	F	R	
<input type="checkbox"/> Benet, Steve	9.1	Active	04/07/2014	7900349	50	M	R	01/01/1961
<input type="checkbox"/> Bird, Fred	2.1	Active	04/07/2014	5583204	112	M	R	01/03/1995
<input type="checkbox"/> Bird, Larry	4.7	Active	04/07/2014	1199056	14	M	R	03/16/1994

2. Select all groups other than the Online Members to narrow down your roster (J-J = Junior, R-R = Regular).

The screenshot shows the USGA Admin Portal interface for the Iowa Golf Association Test Club. The 'Membership Code (MC)' dropdown menu is open, showing options: 'Select all', 'J - J', 'O - Online', and 'R - R'. The 'J - J, R - R' option is selected. The roster table below shows the following data:

Golfer Name	H.I.	Status	Status Date	GHIN #	Local #	Gender	MC	Date Of Birth
<input type="checkbox"/> Andreasen, Jon	9.9	Active	01/29/2020	6492672	18	M	R	
<input type="checkbox"/> Backstrom, Jon	8.9	Active	02/27/2020	6943856	35	M	R	
<input type="checkbox"/> Budler, Tom	11.9	Active	01/29/2020	2626673	80	M	R	
<input type="checkbox"/> Crandell, Josh	9.6	Active	01/29/2020	4208469	238	M	R	

3. Once you click outside the **Membership Code (MC)** dropdown your roster will adjust automatically and you can then inactivate or activate your modified roster without affecting the Online Members.