

Important Information for San Diego High School Girls' Golf Coaches

Please read the information below carefully and contact your league representative if you have any questions.

STUDENTS ARE NOT TO POST ANY NINE-HOLES SCORES DURING THE CIFSDS SEASON. Failure to comply with this may result in the disqualification for CIF. Please remind the students any nine-hole rounds played outside of the school matches during the August 12-October 22 time period are to be disregarded in totality. Only coaches are to post match scores to a player's file during the season.

Find Your Roster

1. Go to the CIF website, www.cifsd.org, and print out a list of your current players with their SCGA membership number. Verify the spelling and school code identifier for your players. Players must be identified to a school in order to be considered for CIF. School codes are available on www.cifsd.org
2. Any players not currently listed on the roster will need a new membership application filled out. The application is a web form link from the CIF website, www.cifsd.org. The form can be accessed directly via the link [New Player CIF Registration](#). Applications for brand new golfers must be completed online by **Tuesday, October 22, 2019**.
*Birth dates for all players are required on all applications. Inclusion of email address is encouraged. Note: If you are a coach and adding yourself to the roster, please input your school code followed by the letter c (for coach).
3. Member numbers for newly added golfers will be emailed to the email address of the coach entered in the web form within one business day. An updated overall roster will be posted by CIF periodically.
4. To delete any players who are no longer part of the team, please use this web form link: [Delete Player Request](#), which will also be available on www.cifsd.org. This is important, as the SCGA continues to incur expenses for individuals listed as active.

Posting Scores

1. Score posting can begin with your first match.
2. Post all scores by the Saturday following a match. ALL final scores must be posted by midnight on **Tuesday, October 22, 2019**. No exceptions.
3. If a player currently has an SCGA number associated with the High School Girls you can begin posting scores immediately. You will need to have the golfer's seven-digit number and last name. Passwords are not needed.
4. All scores are to be entered as 9-hole scores. If an 18-hole match is played you will need to enter the score as two 9-hole scores to be considered for CIF.
5. To post a score, please go to www.scga.org, scroll down the page and access Post A Score under My SCGA or go to www.ghin.com and click on post a score. Enter the player's SCGA/GHIN number and last name and click on continue.
Important – use the real last name of the player listed on your roster, not the school code. Select the date of the round; "Type" should be Away; change the Holes to 9 Holes by using the drop down. Select the state where the course is located or type CA and the field should populate with California; move to the "Starts With" box and select the first letter of the course name. At the course box, the courses that begin with the letter you typed in previously should be available as choices. Choose the correct course and move to the tee field and choose the appropriate tee name, which will include the rating information. In the ESC Score box, input the score for the player.
6. **Please review all of the relevant information in relation to a score BEFORE clicking the post score button.**
7. A warning may come up if a score being posted is abnormal, which asks for confirmation by requiring the post score button to be chosen a second time. If the score is accurate, but will not be accepted, contact the handicap department at the SCGA office to get the score posted: (800) 913-7242 or handicap@scga.org
8. If you do not see the correct tee name for the tees played DO NOT post the score. Please contact the SCGA office to get the correct ratings: (800) 913-7242 or handicap@scga.org.

Reviewing Posted Scores

1. After completing a posting, if it is not yet combined with another nine-hole score, it will appear at the bottom of the list of scores for a player.
2. Once two nine-hole scores have been posted they will be combined into an 18-hole score and the combination moves to the top of the screen. The independent 9-hole scores will not be available for viewing after being combined.

Questions

1. For any questions please contact your league representative.