

JWGL ENTER SCORES—Overview

Procedures and **IMPORTANT** information before you actually begin

After 5am on Wednesday the online booking system closes. After that you must call the course to add, change or cancel your tee time. **Only the Jefferson staff** can assign a player to an existing or empty group, or change the group a player is assigned to.

How Will this Work?

BEFORE going to the tee box, decide which two (2) players will be scorekeepers for the entire group DURING the round.

The 1st scorekeeper records all scores on a paper scorecard.

The 2nd scorekeeper records all scores by either:

- a) recording all scores on a 2nd paper scorecard **OR**
- b) entering all scores online into jwglgolf.com

AFTER the round, at the course, total the paper scorecard(s).

If 2 paper scorecards were kept, compare the totals then sign and attest. Enter the scores online, then upload the scorecard. *(Can be done either at the course or at home)*

If 1 paper scorecard was kept, compare the totals with the scores entered DURING the round.

Sign and attest the paper scorecard then upload.

Paper Method: *(same as pre-COVID):*

Two players record all scores on paper scorecards.

After the round, total and compare the 2 scorecards.
Do this BEFORE leaving the course.

Assign one player to enter all the scores online and then upload a picture of the attested scorecard.

This can be done at the course (if one group member has a smart phone—with one player reading the scores for the other player to enter) or by one player at home.

Hybrid Method:

One player records all scores on a paper scorecard.
Second player enters all scores online DURING the round (into their smart phone).

After the round, total the paper scorecard and compare with the scores that were entered online during the round. Do this BEFORE leaving the course.

Then upload a picture of the attested paper scorecard.

HINT: If entering at the course, save cellular fees by connecting to the Jefferson wifi

Open the **JWGL website** (jwglgolf.com)

Log in with your email address and password.

Click “Stay Logged in” on the sign in screen.

JWGL ENTER SCORES—User Instructions

What you Need to Know

After 5am on Wednesday, the “ENTER SCORES” block will appear when you log in to jwglgolf.com

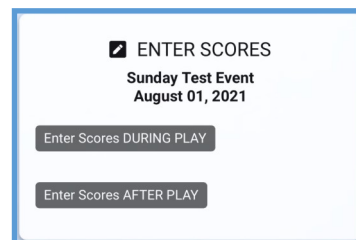
Decide HOW your group will Enter Scores:

DURING play

OR

AFTER play

Click the appropriate button. **DURING** play or **AFTER** play
(If you change your mind later you will be able to change.)

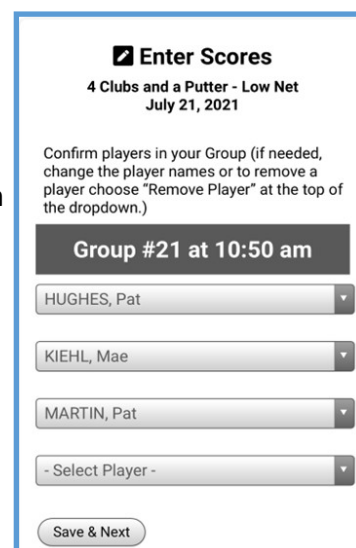


The list of players for your group are displayed in alphabetical order
(pre-populated from the Bookings as of 5am Wednesday)

Confirm that the Players shown are the correct names of the actual players in your group.

- To **add** or **change** a **player**, click the player name or Select Player then choose the correct group member name from the dropdown list.
- To **remove** a player, click the player's name then select “Remove Player” from the TOP of the dropdown list.

IMPT: Your name and “Remove Player” are at the TOP of the dropdown.



Enter DURING play:

HOLE# is at the top

PLAYERS are alpha by last name.

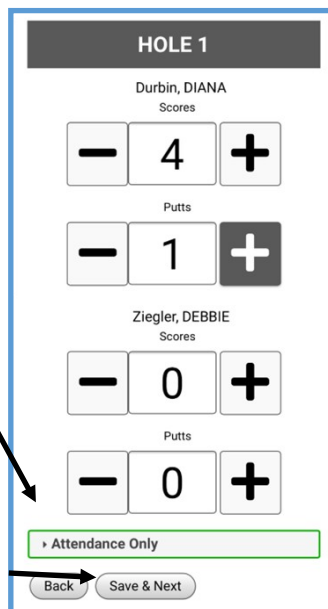
When you click “+”

SCORE: starts at par

PUTTS: starts at 1

Player can't finish? Click Attendance Only, then click name in the dropdown list.

After entering scores for all players, be sure to click “**Save & Next**” to save & advance to



Enter AFTER play:

NAME is at the top.

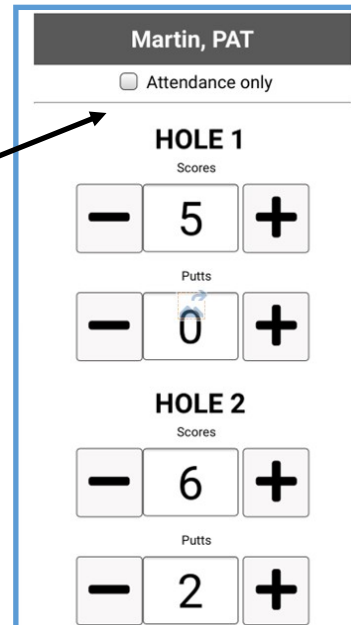
Player didn't finish? Click Attendance Only

When you click “+”

SCORE: starts at par

PUTTS: starts at 1

After entering scores for all holes, be sure to click “**Save & Next**” to save & advance to next player.



Reviewing and Completing the input.

- After entering all scores, click **“Save and Next”**.
- The **View/Check Scores** screen appears.
Verify each player’s Total and Putts scores with the paper scorecard.
- To view a player’s hole by hole scores, click the player name.
- To CORRECT a score:
Click the **“back to Enter Scores AFTER PLAY button”**

SPECIAL NOTE: Don’t worry, you can’t break the system. OR if you break it that is good, it’s what we want to know.

Upload a picture of the attested paper scorecard:

When you click **“Upload Score Card”** you have several choices:

- **ON A SMARTPHONE or TABLET:** If you already took the picture, click **Photo Library** OR click **“Take Photo”** (then you may need to click **“Select”** or **“Use Photo”**).
- **ON A COMPUTER:** Click **“Browse”** to find the picture (assuming that you either scanned the scorecard OR took a photo on your phone, emailed to yourself then saved the file to your hard drive).

BE SURE all input is complete and correct by **3:30pm** on Wednesday which is when the winner reports are calculated.

How can I check that my scores were entered & are correct?

- Click the **Home** button to return to the website homepage.
- In the Enter Scores box, click **“View Scores Entered”**
- *(Report will be visible from 5am Wed until 5am Thurs).*
Blue icon = SAC (System Admin Committee = Help)
Black icon = click for contact information.
- *Scorecard Column: x = not uploaded, ckmark = uploaded*

Group	Time	Player	Scores	Putts	Score Card
Group # 20	10:40 am	BARNARD, Kath	12	5	x
		KOSZTARAB, Eva	10	4	x
		MEEK, June	0	0	x
Group # 21	10:50 am	MARTIN, Pat	49	10	ckmark

HELP! My name isn’t in Enter Scores screen for the Group I am playing with

If you were **moved to a different group** >

Any member of the group you will play with can add you to their group

If you were **assigned to an empty group** >

Click either **“Enter Scores”** button, then select the tee time of the empty group you were put in.

Now you can add the other players assigned to the group.

QUESTIONS/PROBLEMS: Contact a member of SAC. (Kathy Barnard, Pat Martin, Teresa Buchholz or Beth Harshman)
Contact info? Click the blue icon next to their name in the My Tee Times block Or View Scores Entered list.