



CYPRUS GOLF FEDERATION

How to Register a round and Submit an individual scorecard using MyCGF.

An Individual scorecard may also be referred to as General Play card, Supplementary Card or Extra Day Scorecard (EDS).

Step 1

1. Log in to MyCGF.
2. Go to the Scorecards Tab and press Enter.
3. Select "Register New Scorecard".

Register new scorecard Help

Date	Description	Status	Send	Options
No data available!				

Row count: 21

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Step 2

1. Enter the date of the Round.
2. You can pre-register one day in advance or register on the day of play.
3. You cannot register a card the day after you have played.
4. Enter the tee time
5. Enter a Description: "EDS" – is sufficient.
6. Select the course and tees you play from, number of holes and Type format.
7. HCP field populates automatically.
8. Select HCP round "No" or "Yes" (Yes - signifies a handicap qualifying round).
9. Select Save.

There is no need to use the system for rounds which are not qualifying.

Score Date: 2020-06-11 10:00

Description: EDS

Course: Secret Valley GC - YELLOW

Holes: 18 Holes

Type: Stabl. Net

HCP: 19.7

HCP round: No Yes

Save Cancel



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Step 3

1. You will now be prompted to enter your markers CGF Federation number (in this example we have used federation number 1), then select Validate.
2. The Marker will receive a notice that they have been registered as the Marker for this round.
3. The Marker's details will populate automatically. If that is the correct person then select "Save/Recalc" then "Exit".

Note: **Only active CGF federated players may be used as markers.**

Score Marker Image Definitions

Marker

Marker Fed No.
1

Name: Nicolas Rossides Fed no: 1
HCP: 26.9 Club: NGC

Step 4

1. Now complete the scorecard with hole by hole entry using the + - options.
2. Once you have completed the front 9 select "Save".

Score Marker Image Definitions

Score

Stabl.Net

#	PAR	SI	Mts.	Score	No score	Par Res.
1	4	17	245	- 5 +	<input type="checkbox"/>	<input type="radio"/>
2	5	5	442	- 5 +	<input type="checkbox"/>	<input type="radio"/>
3	4	13	278	- 4 +	<input type="checkbox"/>	<input type="radio"/>
4	3	9	145	- 3 +	<input type="checkbox"/>	<input type="radio"/>
5	4	3	308	- 4 +	<input type="checkbox"/>	<input type="radio"/>
6	3	15	117	- 3 +	<input type="checkbox"/>	<input type="radio"/>
7	4	11	284	- 5 +	<input type="checkbox"/>	<input type="radio"/>
8	4	7	310	- 4 +	<input type="checkbox"/>	<input type="radio"/>
9	5	1	451	- 6 +	<input type="checkbox"/>	<input type="radio"/>
OUT	36		2580	<input type="button" value="Save"/>		0
10	3	14	154	- +	<input type="checkbox"/>	<input type="radio"/>



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Step 5

1. Now complete the remaining holes.
2. Correct any errors **NOW**.
3. Select "Save/Recalc".

9	5	1	451	- 6 +	<input type="checkbox"/>	<input type="checkbox"/>
OUT	36		2580	Save		0
10	3	14	154	- 3 +	<input type="checkbox"/>	<input type="checkbox"/>
11	4	2	337	- 5 +	<input type="checkbox"/>	<input type="checkbox"/>
12	4	8	251	- 5 +	<input type="checkbox"/>	<input type="checkbox"/>
13	5	6	436	- 5 +	<input type="checkbox"/>	<input type="checkbox"/>
14	3	18	134	- 3 +	<input type="checkbox"/>	<input type="checkbox"/>
15	4	12	322	- 4 +	<input type="checkbox"/>	<input type="checkbox"/>
16	3	16	123	- 3 +	<input type="checkbox"/>	<input type="checkbox"/>
17	4	4	289	- 5 +	<input type="checkbox"/>	<input type="checkbox"/>
18	5	10	424	- 6 +	<input type="checkbox"/>	<input type="checkbox"/>
IN	35		2470			0
OUT	36		2580			0
Total	71		5050			0

PAR Net

Save/Recalc Exit

Step 6

1. The scorecard will now show the completed score and points as appropriate.
2. Select "Save/Recalc".
3. Select "Exit".

OUT	36		2580	Save		24
10	3	14	154	- 3 +	<input type="checkbox"/>	3
11	4	2	337	- 5 +	<input type="checkbox"/>	2
12	4	8	251	- 5 +	<input type="checkbox"/>	2
13	5	6	436	- 5 +	<input type="checkbox"/>	3
14	3	18	134	- 3 +	<input type="checkbox"/>	3
15	4	12	322	- 4 +	<input type="checkbox"/>	3
16	3	16	123	- 3 +	<input type="checkbox"/>	3
17	4	4	289	- 5 +	<input type="checkbox"/>	2
18	5	10	424	- 6 +	<input type="checkbox"/>	2
IN	35		2470			23
OUT	36		2580			24
Total	71		5050			47


PAR Net

Save/Recalc Exit





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Step 7

1. Your scorecard now needs to be sent to the server.
2. You will see an entry under “Status” (in this case “To be Sent (HCP)”), and under “Send” column an arrow graphic . You **MUST** now select the arrow as part of the process of sending to the server.

Register new scorecard Help

Scorecards Registration				
Date	Description	Status	Send	Options
2020-06-11	EDS (Secret Valley GC)	To be sent (HCP)		

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Step 8

1. The next screen shows a resumé of your entry.
2. Select “SEND” to finalise the process.

Name BROMLEY,Peter	Fed N. 719
Date 2020-06-11 10:00	Description EDS
Course Secret Valley GC - YELLOW	Holes 18 Holes
HCP Round Yes	
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

Step 9

Success!! your new scorecard has been auto approved.

Scorecards Registration				
Date	Description	Status	Send	Options
2020-06-11	EDS (Secret Valley GC)	Approved (HCP)	-	-

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Step 10

1. Now navigate out to your Results.
2. Your scorecard will now show at the top of your Results History.
3. You will see that the final column SD (Score Differential) is empty and does not show a calculation.
4. The SD will appear the next morning, once the nightly handicap update has run.

Cautionary warning

Self-submission of Individual scorecards relies upon your Integrity so please ensure you have completed your hole by hole score entries correctly. Once submitted you are not able to amend the entry.

You should submit your scorecard as soon as possible on the day of play, after completion of your round, and before midnight (local time).