How-to Modify a Handicap Index

This guide will give you step-by-step instructions on how to modify a member’s Handicap Index (and remove the modification you entered) in the USGA’s GHIN Handicap System™. The reason for modifying a player’s Handicap Index may vary, but it should be decided upon by the club Handicap Committee.

**How-to Modify a Handicap Index**

1. Open an internet browser and go to [www.gam.org/clubadmin](http://www.gam.org/clubadmin)
2. Enter your Username and Password in the appropriate boxes*
3. Select “Sign In”

*If you do not know your Username and Password please contact the GAM at handicap@gam.org. We can also add additional Club Administrators for your club if desired.

4. Click on the “GHIN” Logo in the top right corner of the page.
5. Select “Roster” to access your Club Roster. Additionally, you are able to get to the Club Roster by clicking the “My Golfers” tab in the horizontal menu bar and selecting “Club Roster.”

6. The following page will display. Next you will search for the golfer whose score is being edited.
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7. There are 3 ways to search for golfers.
   a. Search by name
      i. It is important to understand how to use the % symbol when searching. If you do not know the exact name of the golfer, you will need to insert the % to alert the system to search for names starting or including the letters you typed in. For example, if you know the name starts with “K” you will enter K% and select “search.” If you the name includes certain letters you will put a % at the beginning and at the end – %Wo%
   b. Search by GHIN #
   c. Go through the entire list of members. You can edit the number of players that show per page at the bottom of the roster page.

8. To select the golfer, click on his/her name (see arrow below).
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9. Once on the member’s Golfer Maintenance page, click the “Modify HCP Index” button (bottom of the page).

10. Modify the golfer’s Handicap Index accordingly in the “Modified Handicap Index” box.
11. Enter an “Expiration Date” in the corresponding box.
12. Click the “Apply” button.
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13. After you click “Apply”, you will be directed back to the member’s Golfer Maintenance, where you will see his/her modified Handicap Index (noted with an “M” next to the Handicap Index and in RED writing at the bottom of the page).
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How-to Remove a Handicap Index Modification

1. If you are not already on the correct member’s Golfer Maintenance page, follow steps 1 through 9 (or the necessary steps) from How-to Modify a Handicap Index from above.
2. Once you are on the correct member’s Golfer Maintenance page, click the “Modify HCP Index” button at the bottom of the page.
3. Then, to remove the Handicap Index modification, click the “Clear Modified Index” button.
4. After you click “Clear Modified Index”, you will be directed back to the member’s Golfer Maintenance, where you will see his/her Handicap Index is no longer modified (confirmed in RED writing at the bottom of the page).

Click [HERE](#) to view a How-to Video about Modifying a Handicap Index.

If you have any questions, please contact us via email at feedback@emailgam.org or via phone at 248-478-9242 ext. 0