

How to mark a card – Competition (see Item 5 for video example)

✚ Click on **SCORECARDS**. The competition you have entered will appear. Click on it.

Before proceeding agree whose card you are marking.

Your player name is here and spaces to list playing partners. You have the choice either to record the score for just a single playing partner (in which case enter their name only) or all players in your group. However, please note **when the round is complete you can only attest ONE person's score.**

New screen

✚ Start marking scorecard/scorecards. Swipe left to move to next hole or use forward/back arrows.

✚ When round complete, click on **FINISH**. Your hole by hole score will appear for checking with person marking your card.

✚ **CONFIRM SCORE**

✚ When scores confirmed, sign for your score. Below your signature box, there will be a box to type in name of **ATTESTER** (i.e. the person checking your score). **Remember, even though you may have marked 2-3 other cards, you will only be attester for one.**

✚ Click on **SAVE**

✚ **Forgotten phone or App not working properly? What to do:**

✚ The starter will give you a **COMPETITON CARD NUMBER**. Take a paper card and enter your name and card number (e.g. 120) on it. You will record your own score and playing partner's score on the card. If your attester is using the App and not a paper card, they can still record your score and theirs on the App or you can both mark cards – each will have their individual number.

✚ When a player uses a card, on completion of their round the score must be entered using the Ipad. This will be located either in the Belhaven Lounge or in the Pro shop. When you open the Ipad, the following will appear:

✚ GET A SCORECARD - **IGNORE**

✚ TEE BOOKING - **IGNORE**

✚ **ENTER SCORE – Click on this**

✚ It will ask for your scorecard number. Key this in (e.g. 120)

✚ Score entry with your name and card number will come up.

✚ Agree scores with your attester and enter scores from your card.

✚ When complete **SAVE** will appear at foot of screen

✚ Click on **SAVE**

✚ Click on **FINISHED** (this will return Ipad to home page for next player)

✚ **The paper card must be signed by your Attester (marker) and returned to Starter or put in competition box.**