




Minor / Guardian User Guide

GUARDIAN MANAGEMENT

In mid-October, we will introduce the concept of “Guardian Management” within the Admin Portal. The goal of this release is to allow administrators to begin collecting information and establishing a link between minors and juniors and their guardians in preparation for the Digital Profile launch in January of 2021.

Key players...

 Minor Golfer	 Junior Golfer	 Guardian
<ul style="list-style-type: none">• Golfer who is 12 years of age or younger per the date of birth in their golfer profile.• Must be linked to a guardian (or guardians) who can access ghin.com or the GHIN Mobile App and post on their behalf.	<ul style="list-style-type: none">• Golfer who is between the ages of 13-18 as per the date of birth in their golfer profile.• Can be linked to a guardian but it is not required.• A junior will have to provide an email address if they do not have a guardian.	<ul style="list-style-type: none">• Can be assigned to more than one minor.• A guardian does not have to have a GHIN #.• A guardian can access ghin.com or the GHIN Mobile App and post on behalf of a minor.

From a golfer experience standpoint, nothing will change when Guardian Management is released in October. However, administrators of the Admin Portal will see the following changes.

ADDING A MINOR GOLFER

When adding a golfer, a new section will automatically appear if the birthdate provided by the user indicates that the golfer is a minor.



Add Golfer



Association *

Greater Cincinnati Golf Association



Club Name *

Blue Ash Golf Course



Membership Code *

J - J



Prefix

First Name *

Teadora

Middle Name

Last Name *

Silvers

Suffix

Gender *

Female



Birthday *

04/05/2020



Email

Phone Number

Local Number

Note: The birthdate provided indicates this golfer is a minor. A guardian is required for golfers less than 13 years of age. The guardian must be at least 19 years of age.

Does the guardian have a GHIN Number? *

☒

Yes

☐

No

Guardian GHIN Number *

8444712

Prefix

Guardian First Name *

Guardian Middle Name

Andrey

Guardian Last Name *

Suffix

Akselrod

Guardian Email *

Guardian Phone Number

2020ghin+999@ghin.com

Relationship to Minor *

Coach



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Add Golfer

At the top of the new section (highlighted in yellow below), there is a note indicating that a guardian is required for a minor golfer. The first question you will be asked is if the guardian has a GHIN number.

- If you answer “YES” you will be asked to enter the GHIN Number. If the GHIN number is valid, the information you see here is automatically pulled from the profile. If it is not, you will be notified that GHIN Number entered doesn’t exist.
 - Note: Guardians who are also golfers (have a GHIN#) do not need to have an active club membership to be a guardian.

Note: The birthdate provided indicates this golfer is a minor. A guardian is required for golfers less than 13 years of age. The guardian must be at least 19 years of age.

Does the guardian have a GHIN Number? *



Yes



No

Guardian GHIN Number *

8444712

Prefix

Guardian First Name *

Andrey

Guardian Middle Name

Guardian Last Name *

Akselrod

Suffix

Guardian Email *

2020ghin+999@ghin.com

Guardian Phone Number

Relationship to Minor *

Coach



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Add Golfer

- If You answer "NO" (guardian does not have a GHIN #) you will need to fill out the required information manually.
- One additional piece of information we are going to collect is "Relationship to Minor" (I.E. "father", "mother", "coach").

Note: The birthdate provided indicates this golfer is a minor. A guardian is required for golfers less than 13 years of age. The guardian must be at least 19 years of age.

Does the guardian have a GHIN Number? *

☐ Yes ☒ No

Prefix

Guardian First Name *

Guardian Middle Name

Guardian Last Name *

Suffix

Guardian Email *

Guardian Phone Number

Relationship to Minor *

Father ▼

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Add Golfer

ADDING A JUNIOR GOLFER

A Junior golfer is not required to have a guardian assigned to them. An email address will be required for a junior if they do not have a guardian assigned to them (*this requirement will be put into place after the October release*). When a guardian is assigned, an email address is optional. If an email address is entered for both the junior and a guardian, all communications would be sent to both the golfer and the guardian.

Note: The birthdate provided indicates this golfer is a junior (> 13 but < 19 years of age). A guardian is not required, but can be added for Junior golfers. The guardian must be at least 19 years of age.

Would you like to assign a guardian? *

☒

Yes

☐

No

Does the guardian have a GHIN Number? *

☐

Yes

☒

No

Prefix

Guardian First Name *

Guardian Middle Name

Guardian Last Name *

Suffix

Guardian Email *

Guardian Phone Number

Relationship to Minor *

Father ▼

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Add Golfer

NEW GUARDIANSHIP SECTION FOR MINOR/JUNIOR GOLFERS

Minor and Junior golfers will have a new section called “Guardianship” added to their profile.

All guardians that can act on behalf of the minor are listed. Guardians can be inactivated, and additional guardians can be added using the button provided. Clicking on the guardian name will bring you to their account.

Note: When a guardian does not have a GHIN number, the field displays “N/A”.

Minor Golfer

GHIN Number : 7777777

Add Golfer

Add Club

Add Association

Handicap Management

Score Maintenance

Post a Score

Account

Audit Log

Eff. 02-15-2018

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14.8

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Primary

Club Memberships

Email Subscription Management

Guardianship

Guardian Management

Add Another Guardian

Guardian Name	GHIN Number	Phone	Email	Relationship to Minor	Guardianship Status	Status Date	
Guardian_Number1	111111111	9083191111	Guardian@number1.com	Father	Active	03/15/2020	Edit
Guardian_Number2	N/A	9083192222	Guardian@number2.com	Coach	Inactive	03/15/2020	Edit

NEW GUARDIANSHIP SECTION FOR GUARDIANS

Guardians who are also golfers (have a GHIN#) will also have the "Guardianship" section added. All minors that they are assigned to are listed. Additional minors can be added using the button provided. Clicking on the minor name will bring you to their account.

Dr. Paul Rea

GHIN Number : 115114 | prea@oreo.com

Add Golfer

Add Club

Add Association

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Primary

Club Memberships

Guardianship

Minor Management

Add Another Minor

Note: Guardianship status is managed from the minor account.

Minor Name	GHIN Number	Gender	Birthdate	Club Name	Relationship to Minor	Guardian Status	Status Date
Rea, Ben	458473908	Female	01/04/2015	Some Club Name	Father	Active	03/15/2020
Cessna, Samuel	11172739	Male	11/28/2010	Some Club Name	Coach	Active	03/15/2020
Mills, Madison	746399285	Male	12/03/1999	Some Club Name	Coach	Inactive	02/01/2010

For the non-golfing guardian, only the account tab will display, and within it, only the Primary and Guardianship sections will exist.

Senior NCO Brian Michael Cessna
bmcessna@cessna.com

Add Golfer Add Club Add Association

Account Audit Log

Primary

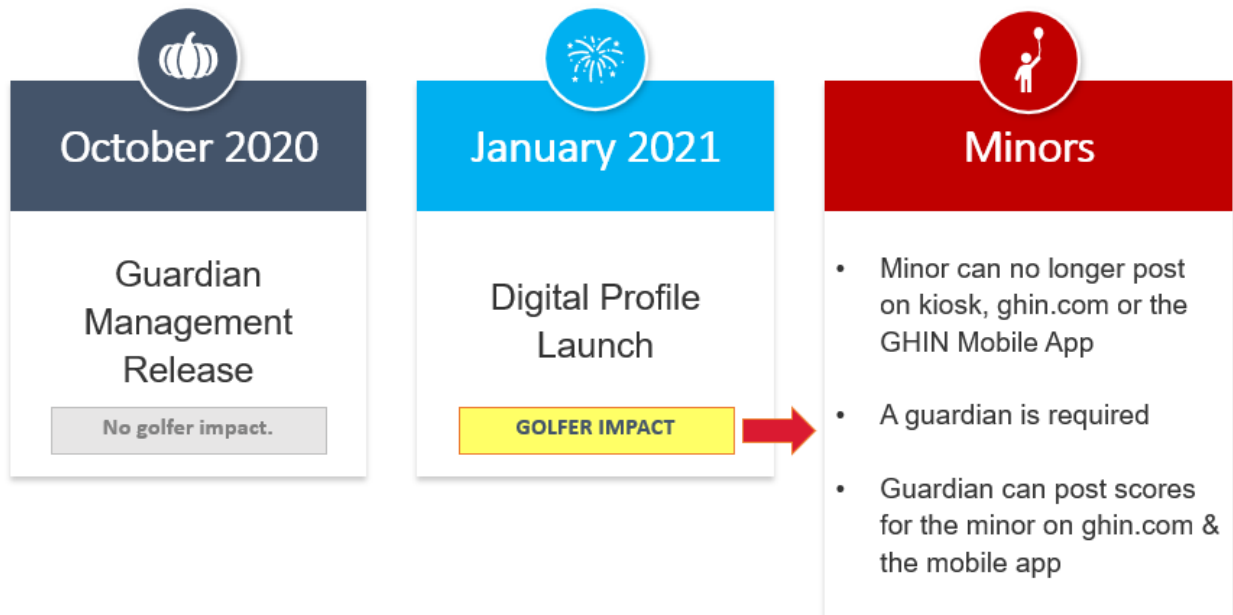
Guardianship

Minor Management

Note: Guardianship status is managed from the minor account. [Add Another Minor](#)

Minor Name	GHIN Number	Gender	Birthdate	Club Name	Relationship to Minor	Guardian Status	Status Date
Cessna, Maggie	458473908	Female	01/04/2015	Some Club Name	Father	Active	03/15/2020
Cessna, Samuel	11172739	Male	11/28/2010	Some Club Name	Father	Active	03/15/2020
Mills, Madison	746399285	Male	12/03/1999	Some Club Name	Coach	Inactive	02/01/2010

IMPORTANT THINGS TO REMEMBER



GOLFER PRODUCTS IMPACT

When a guardian has minors attached to their account, they will be able to select which golfer to proceed as when they log in. This is similar to how a golfer chooses a specific club in the Mobile App if they belong to more than one.

A guardian can also switch between golfers within the menu of both the GHIN Mobile App and ghin.com.

And lastly, if a golfer is identified as a minor they will NOT be able to post scores via the Kiosk and the ability for a guardian to post for a minor will not be allowed either.

POST SCORE

COURSE HANDICAP CALCULATOR

GOLFER LOOKUP

STATS

Change Golfer

☐ Richard Joe Carolson
GHIN Number: 1234567

MINOR ACCOUNTS

☒ David Charlie Carolson
GHIN Number: 1234566

☐ Anna Marie Carolson
GHIN Number: 1234565

CHANGE GOLFER