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## HOW TO SUBMIT A SCORE FOR HANDICAP IN MYFPG?

To submit a score for handicap in myFPG, the player needs to be federated and registered in myFPG.

### QUICK INSTRUCTIONS:

1. Pre-register: identify the round and the federated marker
2. Register the hole-by-hole score; a scorecard image should be added
3. Submit the score

### STEP-BY-STEP:

#### 1. Pre-register (Before the Round)

- Access myFPG
- Click on *Scorecards (Definitions)*
  - Click on *Register New Scorecard*
  - Insert date, time, description
  - Select course, tees, number of holes and format of play
  - Select *Yes* on *Handicap Round*
  - Click on *Save*
- On *Marker*
  - Insert the marker's Federation nr.
  - Check and click on *Validate*
  - Click on *Save*

#### 2. Register the Score (During/After the Round)

- Access myFPG again
- Access *Scorecards* -> Click on the description of the scorecard
- *Scores* -> Insert hole-by-hole score
- Click on *Save*



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- Adding scorecard image
  - Click on *Image*
  - Click on *Choose File* and select/take photo
  - Click on *Load Scorecard Image*
  - Click on *Save*
- Click on *Exit*

### 3. Submit the Score

- *Scorecards* -> Click on the sending icon 
- Click on *Send*

#### Information:

- The acceptability of scores for handicapping purposes is subject to the conditions of the Handicap System in place.
- The Home Club may issue additional instructions.

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