

Instructions for E-mailing Your Team Roster

1. FORMAT – Last name, First name – hdcp. index
THAT IS - Last name, comma, space, First name, space, hyphen, space, hdcp. index
EXAMPLE – Beck, Debbie – 22.4
2. Put names in order of hdcp. indexes – lowest to highest
3. Send only one list for each Club. If you have two teams, they will all be in one list.
Example: **Greate Bay I and II**
4. Send only those who will be playing or might be substitutes in matches. DO NOT SEND YOUR ENTIRE CLUB MEMBERSHIP!
5. You may either type names directly into an e-mail or onto a word document and then attach it to an e-mail. DO NOT FAX IT OR SEND A PDF FILE. DO NOT SIMPLY HAVE YOUR CLUB SEND ME A LIST OF ALL LADY MEMBERS.
6. Please send, as soon as possible, after the July 1st GHIN Handicap revision, and no later than July 16th.
7. E-mail to **debbiebeck@verizon.net**

Reporting Team Match Scores

After match, complete score sheet and have both captains sign it.

**As soon as possible Fax to Debbie Beck at
856-340-4297**

Make sure score sheet is put in FAX machine properly. In the past, I received several blank pages, because the back of the score sheet was sent!