



CYPRUS GOLF FEDERATION

How to Register a round and Submit a General Play scorecard using MyCGF.

An Individual scorecard may also be referred to as General Play card, Supplementary Card or Extra Day Scorecard (EDS).

Step 1

1. Log in to MyCGF.
2. Click on **Scorecards**.
3. Click **Register New Scorecard**.

Register new scorecard Help

Date	Description	Status	Send	Options
No data available!				

Row count: 21

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Step 2

1. Enter the date of the Round.
2. You can pre-register a day in advance or register on the day of play.
3. You cannot register a card the day after you have played.
4. Enter the tee time
5. Enter a Description: "General Play" – is sufficient.
6. Select the course and tees you will play from, number of holes and the format of play.
7. HCP field populates automatically.
8. Select HCP round "No" or "Yes" (Yes - signifies a handicap qualifying round, No – registers the score in your history but does not count for Hcp purposes*).
9. Select Save.

* *There is no need to enter rounds which are not qualifying.*



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Score Date		Description	
2020-06-11	10:00	EDS	
Course		Holes	Type
Secret Valley GC - YELLOW		18 Holes	Stabl. Net
HCP	HCP round		
19.7	☐ No ☒ Yes		
Save Cancel			

Step 3

1. You will now be prompted to enter your markers CGF Federation number (in this example we have used federation number 1), then select Validate.
2. The Marker will receive a notice that they have been registered as the Marker for this round.
3. The Marker's details will populate automatically. If that is the correct person then select "Save/Recalc" then "Exit".

Note: **Only active CGF federated players may be used as markers.**

Score	Marker	Image	Definitions
Marker			
Marker Fed No.			
1		Validate	
Name		Fed no	
Nicolas Rossides		1	
HCP		Club	
26.9		NGC	
Save/Recalc		Exit	

Step 4

1. Once you finish your round, complete the scorecard with hole by hole entry using the + - options.
2. Completed the front 9 and select "Save".



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Score

Marker

Image

Definitions

Score

Stabl.Net

Save/Recalc

Exit

#	PAR	SI	Mts.	Score	No score	Par Res.
1	4	17	245	- 5 +	☐	
2	5	5	442	- 5 +	☐	
3	4	13	278	- 4 +	☐	
4	3	9	145	- 3 +	☐	
5	4	3	308	- 4 +	☐	
6	3	15	117	- 3 +	☐	
7	4	11	284	- 5 +	☐	
8	4	7	310	- 4 +	☐	
9	5	1	451	- 6 +	☐	
OUT	36		2580	Save		0
10	3	14	154	- +	☐	
11	4	2	337	- 5 +	☐	

Step 5

1. Complete the remaining holes.
2. Correct any errors at this stage.
3. Select "Save/Recalc".

9	5	1	451	- 6 +	☐	
OUT	36		2580	Save		0
10	3	14	154	- 3 +	☐	
11	4	2	337	- 5 +	☐	
12	4	8	251	- 5 +	☐	
13	5	6	436	- 5 +	☐	
14	3	18	134	- 3 +	☐	
15	4	12	322	- 4 +	☐	
16	3	16	123	- 3 +	☐	
17	4	4	289	- 5 +	☐	
18	5	10	424	- 6 +	☐	
IN	35		2470			0
OUT	36		2580			0
Total	71		5050			0

PAR Net ☐

Save/Recalc

Exit

Step 6

1. The scorecard will now show the completed score and points as appropriate.
2. Select "Save/Recalc".
3. Select "Exit".



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OUT	36		2580	Save		24
10	3	14	154	- 3 +	☐	3
11	4	2	337	- 5 +	☐	2
12	4	8	251	- 5 +	☐	2
13	5	6	436	- 5 +	☐	3
14	3	18	134	- 3 +	☐	3
15	4	12	322	- 4 +	☐	3
16	3	16	123	- 3 +	☐	3
17	4	4	289	- 5 +	☐	2
18	5	10	424	- 6 +	☐	2
IN	35		2470			23
OUT	36		2580			24
Total	71		5050			47

PAR Net ☐

Step 7

1. Your scorecard now needs to be sent to the server.
2. You will see an entry under "Status" (in this case "To be Sent (HCP)"), and under "Send" column an arrow graphic . Click on the arrow graphic to continue the process of sending to the server.

Date	Description	Status	Send	Options
2020-06-11	EDS (Secret Valley GC)	To be sent (HCP)		

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Step 8

1. The next screen shows a resumé of your entry.
2. Select "SEND" to finalise the process.



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Name	Fed N.
BROMLEY, Peter	719
Date	Description
2020-06-11 10:00	EDS
Course	Holes
Secret Valley GC - YELLOW	18 Holes
HCP Round	
Yes	
Send	Cancel

Step 9

Success!! your new scorecard has been submitted. Please note that all general play cards will be checked by the Hcp administration of your home club.

Scorecards Registration				
Date	Description	Status	Send	Options
2020-06-11	EDS (Secret Valley GC)	Approved (HCP)	-	-
<< < 1 > >> Go to page: 1 Row count: 21 Showing 1-1 of 1				

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Step 10

1. Click on **Results**.
2. Your scorecard will now show at the top of your Results History.
3. You will see that the final column SD (Score Differential) is empty and does not show a calculation.
4. The SD will appear the next morning, once the nightly handicap update has run.

Cautionary warning

Self-submission of General Play cards relies upon your Integrity so please ensure you have completed your hole by hole score entries correctly. Once submitted you are not able to amend the entry.

You should submit your scorecard as soon as possible on the same day of play, after completion of your round, and before midnight (local time).

Please see the note below regarding Handicap Integrity



CYPRUS GOLF FEDERATION

Handicap Integrity

The Cyprus Golf Federation maintains a zero-tolerance policy towards any form of Handicap manipulation or the submission of false or misleading score information.

Any player who knowingly submits a false, inaccurate, or misleading Score Card, or otherwise attempts to influence their Handicap Index improperly, will be subject to investigation by their Home Club and/or the Federation's Handicap, Rules & Course Rating Committee (HR&CRC).

Where an investigation establishes that a breach has occurred, the Federation may impose disciplinary sanctions, which may include the suspension or revocation of the player's Federation Licence, adjustment or withdrawal of the player's Handicap Index, disqualification from competitions, and any other disciplinary measures deemed appropriate under the Federation's Rules and Regulations.