



Administrative Functions

1. Go to My Home Page after logging on to GLMS
2. Click on the first red button titled *My Club Admin*
3. *Chapter Name* - this will take you to the Chapter Profile Page
4. Click on the *Post Batch Scores* button on the right hand side of the screen
5. Enter in the Course information, players and scores. You can enter up to 12 players per screen. If you want to enter more than 12, click on *Add Scores to Batch* after the first 12 are entered and you will be able to enter 12 more. Repeat this until all scores have been entered.
6. Click on Review and Post once all scores have been entered.