


## QUICK SHEET—How to POSI (PWGA Online Score Reporting)

1. Click the POSI logo on PWGAwebsite.com OR [bit.ly/PWGAcores](https://bit.ly/PWGAcores) OR <https://quintadb.pro/aZkd5Z>

2. Click the box to place a checkmark  I'm not a robot

3. Sign-In— Enter your email address in user and password (*unless you changed your password*)

4. Click **ENTER Scorecard** on the Menu. 

**HINT:** On a phone/tablet—click the “hamburger” to the left of PWGA to open the dropdown menu.

5. Step 1. Group

Select your **Group #**

Change the “# of players in this Group” (if necessary)



6. Step 2. Enter scores for each player in your group

Click **Enter next Player** to begin entering

Select the **Player** name

**Attendance Only?** Click the box to place a checkmark and do NOT enter any scores!

**Enter Total Strokes and Putts** for each hole

**HINT:** On a computer, press NumLock then enter numbers with right hand and Tab with left hand

On a phone/tablet, tap “123” then without lifting your finger, slide it to the desired #

**Totals AGREE with the Official Scorecard?** Click “Yes” or “No, I will Submit, then Edit to correct”.

**HINT:** If Totals didn’t auto-calculate or you incur some other error, continue input through

SUBMIT because you can go back later to view the totals and EDIT the entry if necessary.

Click **Enter next Player** or proceed to Step 3

7. Step 3. Attach a picture of the Official Scorecard

Be sure to sign and date the white Official Scorecard before taking the picture.

Click the **Choose File** button

**HINT:** On a phone/tablet select “Take Photo” (easy peasy!)

On a computer you must select a file that is on your computer. So either:

a) Submit then go back to Edit the record on a phone/tablet to take the picture OR

b) Take the picture on a phone/tablet then email to yourself to detach to your computer.

**HINT:** The filename of the picture that you attached will be displayed.


Can I see the picture? Yes, after you Submit you can View/Edit My Input & the picture.

8. Step 4. Optional Comment, then Enter your group’s Start time and End time.

9. **BE SURE to click “SUBMIT SCORES FOR OUR GROUP”** button to save your input.

10. Your input is now displayed. (or click  on the Menu at any time).

**HINT:** To see the scorecard picture, click the miniature picture in the Scorecard column.

To **EDIT** your input, click the “pencil” icon  to the left of the Group #.

After Editing, **BE SURE** to scroll to the bottom and click **UPDATE** to save your changes.