

Golf4Community Admin Guide

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1. Overview

Golf4Community connects neighbors through the love of golf, enabling friendly matchups between local communities and ZIP code-based groups.

2. Admin Access

Admins log in using their assigned credentials via the Admin Login section. Admins can change passwords, manage community members, and approve or deny new registrations.

3. Match Management

Create new matches by selecting home and away ZIP codes, course name, and tee time. Use 'Duplicate Last Match' to quickly schedule recurring matchups. Filter matches by ZIP or enable 'My Matches Only' to view community-specific events.

4. Templates, Backups & History

Save frequently used match setups as templates for reuse. Import, export, or delete templates directly from the Manage Templates panel. Automatic backups are created before imports and restores. View or restore them via Backup History.

5. Reports & Exports

Export Leaderboard or Match History in CSV or PDF formats. Use 'Export All Data (Master Report)' to generate a full report with Leaderboard and Match History combined. Email reports to multiple recipients, send test emails, or trigger instant delivery with the 'Send Now' button.

6. PDF Preview and Printing

PDF reports open in a preview window with a floating Print button in the top-right corner. Admins can review and print reports directly from their browser before saving.

7. Admin Log & Safety

Every major admin action is automatically logged for transparency and auditing.
The 'Send Now' button changes color (blue to red) on hover to indicate a live send action requiring confirmation.

8. Support Contact

For assistance or feature support, contact info@golf4community.com.