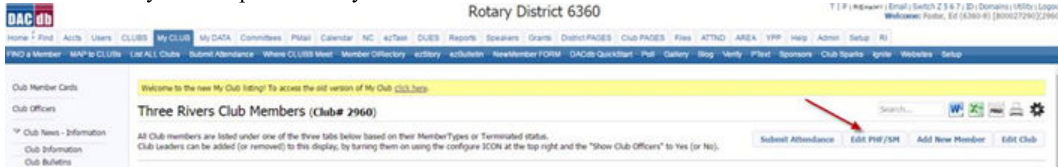YOU WANT TO UPDATE PHF/SM FOR YOUR CLUB.

There are two areas where you need to update the system when one gets a PHF. The first is on the My Club tab and go over to the Edit PHF/SM button. There you can update all in your club at one-time.

The second is a little different in that you update each individual's profile. That of course is done by clicking on the pencil of each member that needs to be updated and then click on the PData tab.

Then click on the Add/Edit Participation Data Records and check the appropriate boxes. Actually the member can do this, but most don't know how. That's why you are secretary.