ONLINE ENTRY SYSTEM

Club User Guide

This guide explains how clubs can enter members into competitions using the Online Entry system within the Pitch & Putt Ireland Handicap System.

Accessing the Online Entry System

1. Log in to the Handicap System at https://www.irishpitchandputt.ie/handicap-system/

2. Click 'Online Entry' from the top menu

Viewing Available Competitions

The Online Entry page displays all competitions currently open for entry.

- Competition name

- Entry opening and closing dates

- Entry fee

- Number of entries already submitted by your club

Note: Some competitions may be restricted to specific provinces. You will only see competitions that your club players/teams are eligible to enter.

Submitting Entries - Individual Competitions (Strokeplay / Matchplay)

1. Click 'Enter' next to the competition

2. Enter the member's registration number

3. Click 'Add Entry'

4. The member will be added to your entry list

5. Repeat for each member you wish to enter

6. Click 'Back to Available Competitions' when finished

- Members must be registered for the current season

- Members must meet any handicap restrictions set for the competition

- Members must be in an allowed category (Male / Female / Juvenile as configured)

Submitting Entries - Team Competitions

1. Click 'Enter' next to the team competition

2. Enter a Team Name

3. Use the dropdowns to select each team member (2–4 players)

4. For competitions where a player from another club can join your team, use the registration number option in the dropdown

5. Click 'Submit Team Entry'

6. Repeat to enter additional teams

7. Click 'Back to Available Competitions' when finished

- All team members must be registered for the current season

- All team members must meet the competition's handicap restrictions

Viewing Your Club's Entries

1. Go to /handicap-system/entries/

2. Click 'View Entries' next to the competition

3. Review all entries submitted by your club

Individual entries display: Registration number, name, handicap, status.

Team entries display: Team name and all team members.

Withdrawing an Entry - Individual

1. View your club's entries for the competition

2. Click 'Withdraw' next to the member's name

3. Confirm the withdrawal

Withdrawing an Entry - Team (Entire Team)

1. View your club's entries

2. Click 'Withdraw Team' on the team card

3. Confirm – this withdraws all team members

Withdrawing an Entry - Team (Single Player)

1. View your club's entries

2. Click 'Withdraw' next to the individual member

3. Confirm the withdrawal

Changing a Player (Team Competitions Only)

1. View your club's entries for the competition

2. Locate the team and player to replace

3. Click 'Change' next to their name

4. Enter the new player's registration number

5. Click 'Change Player' to confirm

Entry Status Meanings

- Pending - Entry submitted and awaiting organiser confirmation

- Confirmed - Entry accepted by organiser

- Processed - Entry converted to official competition entrant

- Withdrawn - Entry has been withdrawn

Entry Fees

Entry fees shown are estimates only. The competition organiser will confirm final fees and payment arrangements separately.

Entry Deadlines

- Entries must be submitted before the closing date shown

- After the closing date, no new entries or changes can be made

- Contact the competition organiser if late changes are required

Best Practice Tips

- Double-check registration numbers before submitting

- Submit entries in advance of the deadline

- Keep an internal record of members entered

- Check back to ensure entries have been confirmed

Need Assistance?

If you require support, please contact your County Board or Pitch & Putt Ireland for guidance on the Online Entry system.