

### Legend Oaks Peer Review Process Monthly

Process Step	Tools / Documents Req'd	Comments
<b>Pro Shop provides Tee Sheet reports to Handicap Committee</b>	Starter Hut Software exported as Excel Spreadsheet	The tee sheet reports provide the number of rounds played by each member, the number of players, and tee times
<b>Handicap Committee gets score posting data from GHIN Software database</b>	GHIN Scores Posted Report	This provides dates, scores, type of round etc.
<b>Handicap Committee gets the latest member data from GHIN Software database</b>	GHIN Member Report	
<b>Handicap Committee creates a new Handicap Analysis Spreadsheet (LO Data Cleanup)</b>	Microsoft Excel	This is done by copying and existing spreadsheet previously setup
<b>Handicap Committee Updates the Member list in the Handicap Analysis Spreadsheet</b>	LO Data Cleanup Spreadsheet	This is used to put names in one database under an account name to facilitate the analysis.
<b>Handicap Committee copies the tee sheet data into the PlayRawData tab of the spreadsheet.</b>	LO Data Cleanup Spreadsheet  Legend Oaks Handicap Analysis spreadsheet	Once the tee sheet data is entered it is sorted so members of GHIN appear at the top of the sheet.  After this is done the Final Play tab is updated and copied into the Final Analysis spreadsheet.
<b>Handicap Committee copies posting data into the PostRawData tab of the database</b>	LO Data Cleanup Spreadsheet  Legend Oaks Handicap Analysis spreadsheet	Once this is done the Post_Final tab is updated.  After this is done the Data is copied into the Final Analysis spreadsheet.
<b>Handicap Committee refreshes all pivot tables in the LO Handicap Analysis Spreadsheet.</b>		At this point the rounds played vs. rounds posted is ready for review.
<b>Handicap committee Reviews the data, updates records, and notes potential discrepancies.</b>		
<b>Handicap Committee post the results on the Legend Oaks Website.</b>		GHIN members review data and forward questions, comments, concerns to handicap committee.
<b>End</b>		