



VSGA HANDICAP PROGRAM

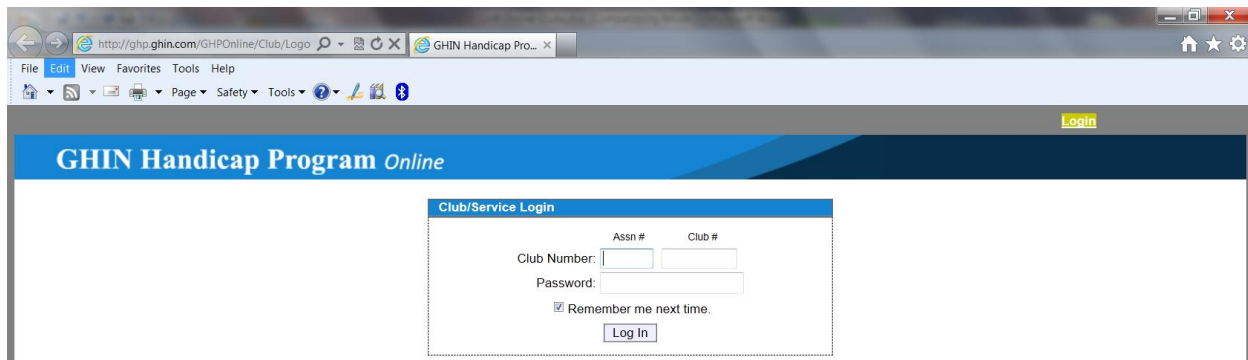
A Quick Start Guide to GHP Online Club

Welcome to the GHIN® Handicap Program (GHP™) Online Club. This website is designed to allow club officials to manage their membership and file maintenance from any computer with access to the internet.

This guide is not meant to be a complete manual, but rather more of a compilation of key tasks. To login, go to <http://ghp.ghin.com/GHPOnline/Club/LogonClub.aspx>. Bookmark this page as a favorite for future access.

Sign In

You will use your association number (05), club number and password provided by the Virginia State Golf Association. If you represent a golf course facility, this will match the same password as you use to access GHP Management at the club.



Club/Service Login

	Assn #	Club #
Club Number:	<input type="text" value="98"/>	<input type="text" value="0600"/>
Password:	<input type="password" value="••••"/>	
<input checked="" type="checkbox"/> Remember me next time.		
<input type="button" value="Log In"/>		

Example Only



My Golfers

Once you are logged into the GHP Online Club site, the first tab across the top bar is **My Golfers**. This allows access to golfers of your own club. That is where you will find: Club Roster, Golfer View, Add Golfer and Change Golfer Statuses. You can also access the Club Roster by clicking on the top right of the page.

GHIN Handicap Program Online

Home | **My Golfers** | All Golfers | Scores | Reports | FAQs | Other Links

My Golfers
Club Roster
Golfer View
Add Golfer
Change Golfer Statuses

Member Number	Club Name	Service Name	Holes	Services
98-0600-01	THE TPC AT BRANCHBURG	MEN'S 18	18	Roster
98-0600-02	THE TPC AT BRANCHBURG	PARS	18	Roster
98-0600-03	THE TPC AT BRANCHBURG	WOMENS 18 - 1	18	Roster
98-0600-04	THE TPC AT BRANCHBURG	WOMENS 9	9	Roster
98-0600-05	THE TPC AT BRANCHBURG	BOGEYS	18	Roster
98-0600-06	THE TPC AT BRANCHBURG	THURS LEAG	9	Roster
98-0600-07	TPC AT BRANCHBURG	ABCDEFGHIJKLMNO	18	Roster
98-0600-09	TPC AT BRANCHBURG	WOMENS SHOOTERS	18	Roster
98-0600-10	THE TPC AT BRANCHBURG	TUESDAY LEAGUE	18	Roster
98-0600-13	THE TPC AT BRANCHBURG	EAGLES	9	Roster
98-0600-14	THE TPC AT BRANCHBURG	EAGLES	9	Roster
98-0600-15	THE TPC AT BRANCHBURG	WOMENS MONDAY 9	9	Roster
98-0600-20	THE TPC AT BRANCHBURG	EAGLES	9	Roster

The **Club Roster** page gives basic information about your club including the total number of members and number of active and inactive members. To get more detail regarding a certain member, click on their name and the Golfer Maintenance file appears.

Club Roster

Golfer Lookup

Golfer Lookup

Use the filter below to search for players by GHIN Number, name and other options. Use % as a wildcard in first or last name.

GHIN Number: Service: 1 - MEN'S 18 Status: Active Member Type:

Last Name: First Name: State: <All> H.I. Range: to

Search Results

Active Golfers Returned: Inactive Golfers Returned: Total Golfers Returned:

Club No.	GHIN No.	Name	H.I.	Status Date	Address	City	State	Active
98-0600-01	0674015	-	NH	07/06/2011				Yes
98-0600-01	7315345	ABRAHAMS, BURT	4.7	02/18/2011	15601 HOLDRIDGE RD E	WASHINGTON	NJ	Yes
98-0600-01	7315346	ADAMS, RON	2.8	06/16/2010	6625 Dakota Trl	Phillipsburg	NJ	Yes
98-0600-01	7315347	AHERN, PAUL	2.5	06/16/2010	1111 TEST PLACE	TEST CITY	NJ	Yes
98-0600-01	7316034	AHLGREN, SONNY	2.2	06/16/2010	16869 - 80TH PL N	BROWNTOWN	NJ	Yes
98-0600-01	7315349	AIVALIOTIS, GEORGE	5.4R	06/16/2010	7755 SOUTH SHORE DR	BRIDGEWATER	NJ	Yes
98-0600-01	6543456	AKIN, MS. BARABRA	14.8	06/16/2010				Yes
98-0600-01	7316035	ALLAN, MARTIE	3.6	06/16/2010	5152 BELMONT AVE S	NEWARK	NJ	Yes
98-0600-01	7315352	ALLBRITTON SR, OWEN	2.1	06/16/2010	179 TESHED PLACE	ARLINGTON	PA	Yes



Golfer Maintenance

Golfer Maintenance

[Score Maintenance](#)

General Information

GHIN Number: # Active: # Inactive: Local Number: Type:

Working Club: Status: Status Date:

Creation Dates

GHIN Number: Association: Club: Service:

Golfer Information

Name/Address eRevision IGN Optional Fields Player Settings

Name: Prefix First Last Suffix
 Name: BURT M ABRAHAMS
 Address: 15601 HOLDRIDGE RD E
 City: WASHINGTON State: New Jersey Zip: 078820000
 Email: TEST@GHIN.ORG
 Birthdate: 12/18/1990 Gender: Male

Handicap Index Information

Information	H.I.	Total Diff.	Effective Date
Current:	4.7	49.6	11/01/2011
Previous:	4.7	49.6	10/15/2011
Low:	+0.9	16.2	12/15/2010
Trend:	4.6L	48.0	

Rounds: T Scores: Avg. Diff:

[Show Revision Scores](#)

Under the **Golfer Information** portion of the Golfer Maintenance screen, you have the capability to make changes to the member’s name, address, email, birth date, and gender under the Name/Address tab. Under eRevision tab, you can check if the member was sent their eRevision (their Handicap Index emailed to them). Under the Optional Fields tab, you can add or edit optional field values. Under the Player Settings tab, you can set their default tee, score entry method and print group to assist players at the golf course.

In the **Handicap Index Information** box, you can see at a glance the player’s Low Handicap Index and its issue date. Under the History tab, you can see the Handicap Index history since the member was added. You can also see the current revision scores under Show Revision Scores.

On the bottom buttons, you can **Inactivate** a member, which keeps them on your roster as inactive for up to 24 months. You can **Modify** a member’s Index if their actions warrant it. Make sure you follow the procedures set in place under Section 8 in the *USGA Handicap System* book. To **Withdraw** a member’s Index, use the Modify HCP Index button and place 88.8 in the Modified Index space. Enter the expiration date and apply. WD will appear for the current Handicap Index. Use the print button for an “Individual Player Report”.

At the top of the page, you can click on **Score Maintenance** to access the members scoring record.



Score Maintenance

Score Maintenance

Use the filter below to display scores.

[Golfer Maintenance](#)

Golfer Information

GHIN Number: Working Club:
 Handicap Index: Name:

Score Filter

Use the filter below to search for scores. Use % as a wildcard in the course name.

Scores to Return: Course Name: Date Played Range: to
 Score Types: Date Posted Range: to

Scores

Scores Returned: 101

Type	Date	Score	CR/Slope	Used	Diff.	Course	Date Updated		
H	11/08/2011	96	73.0/130		20.0	THE TPC AT BRANCBURG RIVERVIE	11/08/11 04:04:28 PM	Edit	Delete
H	08/17/2011	88	73.0/130		13.0	THE TPC AT BRANCBURG RIVERVIE	11/08/11 04:05:31 PM	Edit	Delete
T	07/03/2011	76	73.0/130		2.6	THE TPC AT BRANCBURG RIVERVIE	11/08/11 04:12:51 PM	Edit	Delete
T	07/02/2011	72	73.0/130		-0.9	THE TPC AT BRANCBURG RIVERVIE	11/08/11 04:12:19 PM	Edit	Delete
H	04/22/2010	90	70.3/125	*	17.8	LET'S GET OUT	02/25/11 03:12:40 PM	Edit	Delete
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:11:01 PM	Edit	Delete
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:01:30 PM	Edit	Delete

Using the Score Filter will display scores based on the criteria selected:

Scores to Return - you can request the number of scores you would like to review

Course Name – will list the scores played at a particular course. Use the % sign as a wild card. Example, %lake% will list any club with the name Lake in it.

Date Played – will list all of the scores played within the date range identified

Date Posted – will list all of the scores posted within the date range identified

Score Type – will list scores by desired type: **all, home, away, tournament, combined, penalty or Eligible T Scores.**



Score Types: Date Posted Range: to

Scores

Scores Returned: 6 Score added/changed since last Revision Score considered for last Revision

Type	Date	Score	CR/Slope	Used	Diff.	Net Diff.	Net Diff. At Time	Course	Date Updated		
T	07/03/2011	76	73.0/130		2.6	-2.1	-2.1	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:51 PM	Edit	Delete
T	07/02/2011	72	73.0/130		-0.9	-5.6	-5.6	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:19 PM	Edit	Delete
T	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/05/10 09:46:55 PM	Edit	Delete
T	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:24:13 PM	Edit	Delete
T	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:19:26 PM	Edit	Delete
T	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:14:37 PM	Edit	Delete

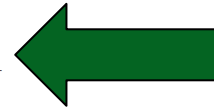
Showing 1-6 of 6 Items per Page: Previous Next

By requesting **Eligible T Scores**, you will be able to see at a glance T scores that may be exceptional and their net differential (Diff – current Handicap Index = net diff). Anything in red produces a negative net differential.

Score Maintenance

Use the filter below to display scores.

[Golfer Maintenance](#)



Golfer Information

GHIN Number: Working Club:
 Handicap Index: Name:

Score Filter

Use the filter below to search for scores. Use % as a wildcard in the course name.

Scores to Return: Course Name: Date Played Range: to
 Score Types: Date Posted Range: to

Scores

Scores Returned: 101 Score added/changed since last Revision Score considered for last Revision

Type	Date	Score	CR/Slope	Used	Diff.	Course	Date Updated		
H	11/08/2011	96	73.0/130		20.0	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:04:28 PM	Edit	Delete
H	08/17/2011	88	73.0/130		13.0	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:05:31 PM	Edit	Delete
T	07/03/2011	76	73.0/130		2.6	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:51 PM	Edit	Delete
T	07/02/2011	72	73.0/130		-0.9	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:19 PM	Edit	Delete
H	04/22/2010	90	70.3/125	*	17.8	LET'S GET OUT	02/25/11 03:12:40 PM	Edit	Delete
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:11:01 PM	Edit	Delete
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:01:30 PM	Edit	Delete
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 10:54:23 PM	Edit	Delete
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 10:48:44 PM	Edit	Delete

Score Edit – click on Edit for any score you would like to change. Make correction and hit Save.

Score Delete – click on Delete for any score you would like to delete and follow instructions.



Changing or deleting a score will instantly affect the golfer's trending index but will not affect the Handicap Index until the next Handicap Revision.

Add Penalty Score

Please click "Low Penalty Score" or "High Penalty Score" to add a penalty score.

Date Played:

To add a **Penalty Score** click on the **Add Penalty Score** button, select the date for the penalty round and select either a Low Penalty Score or a High Penalty Score. Penalty score will be confirmed in date order.

Type	Date	Score	CR/Slope	Used	Diff.	Course	Date Updated		
P	11/09/2011	72	73.0/130		-0.9		11/09/11 09:54:11 AM	Edit	Delete

Hit **Golfer Maintenance** at the top of the page to get back to the member's main file.

Golfer View will allow you to go directly to a member's file, rather than look them up under the Club Roster. To go from member to member, you would click on the browse box next to the current member number and it will bring up a box to enter the GHIN number of the next person.

The TPC at Branchburg User: 98-0600 [Logout](#)

GHIN Handicap Program Online

Home | [My Golfers](#) | [All Golfers](#) | [Scores](#) | [Reports](#) | [FAQs](#) | [Other Links](#)

- Club Roster
- Golfer View
- Add Golfer
- Change Golfer Statuses

Golfer Maintenance

[Score Maintenance](#)

GHIN Number: # Active: # Inactive: Local Number: Type:

Working Club: Status: Status Date:

Creation Dates

GHIN Number: Association: Club: Service:

Select a Golfer

Please Enter a GHIN Number or Press Lookup to Search for a golfer.

GHIN Number:

Add Golfer is used when you are adding a golfer to your club that does not have an existing GHIN number. Make sure you select the appropriate service before you add your new member information. If the member already has a GHIN number, click on Golfer Public View to pull their record up to transfer/add them to your club.



GHIN Handicap Program Online
Home My Golfers All Golfers Scores Reports FAQs Other Links

Add Golfer

Service Selection

Please select a service and enter the information below to add a golfer to the club.
To transfer a golfer with an existing GHIN Number, please use [Golfer Public View](#)

Service: Local Number:

Golfer Information

Name: Prefix First Middle Last Suffix
 Address: _____
 City: _____ State: Zip: _____
 Email: _____ [Clear Address Fields](#)
 Birthdate: Gender:

Change Golfers Statuses is a quick and easy way to activate or inactivate multiple golfers at the same time. You can see at a glance who is active (black) or inactive (red). Check the box next to the members you wish to modify, choose to “Activate Selected Golfers” or “Inactivate Selected Golfers” by pressing the appropriate button.

The TPC at Branchburg User: 98-0600 Logout

GHIN Handicap Program Online
Home My Golfers All Golfers Scores Reports FAQs Other Links

Change Golfer Statuses

Service: Status:

Search Results

Golfers Returned:

<input type="checkbox"/>	Club No.	GHIN No.	Name	Status Date	Active
<input type="checkbox"/>	98-0600-01	0674015	-	07/06/2011	Yes
<input type="checkbox"/>	98-0600-05	7315344	ABINGTONVILLE, RICHARD	02/18/2011	Yes
<input type="checkbox"/>	98-0600-10	7315344	ABINGTONVILLE, RICHARD	02/18/2011	Yes
<input type="checkbox"/>	98-0600-01	7315344	ABINGTONVILLE, RICHARD	02/18/2011	No
<input type="checkbox"/>	98-0600-02	7315344	ABINGTONVILLE, RICHARD	02/18/2011	No
<input type="checkbox"/>	98-0600-03	7315344	ABINGTONVILLE, RICHARD	02/18/2011	No
<input type="checkbox"/>	98-0600-01	7315345	ABRAHAMS, BURT	02/18/2011	Yes

Once you click the **Inactivate Selected Golfers** button, you will see this screen which indicates this process cannot be undone. **Don't panic**, it just means that you will have to go back and activate any golfers that were inactivated in error. To confirm the inactivations, press the Yes button.



The TPC at Branchburg User: 98-0600 Logout

GHIN Handicap Program Online

Home My Golfers All Golfers Scores Reports FAQs Other Links

Change Golfer Statuses

Club Selection

Service: <All> Status: All

Search Golfers Activate Selected Golfers Inactivate Selected Golfers Inactivate Entire Roster Clear Filter

Inactivate Golfers

Would you like to inactivate selected members of the club/service selected?

WARNING: Once completed, this cannot be undone.

Yes No

GHIN Number	Local Number	Name	Status Date	Status
<input checked="" type="checkbox"/>	98-0600-09	7315344 ABINGTONVILLE, RICHARD	02/18/2011	Yes
<input type="checkbox"/>	98-0600-10	7315344 ABINGTONVILLE, RICHARD	02/18/2011	Yes
<input type="checkbox"/>	98-0600-01	7315344 ABINGTONVILLE, RICHARD	02/18/2011	No
<input type="checkbox"/>	98-0600-02	7315344 ABINGTONVILLE, RICHARD	02/18/2011	No
<input type="checkbox"/>	98-0600-03	7315344 ABINGTONVILLE, RICHARD	02/18/2011	No

All Golfers

All Golfers allows you to search for players within the entire GHIN network.

Under **Golfer Public View**, you can only look up a member by number. Use Golfer Public View to add a member to your club by member number.

The TPC at Branchburg User: 98-0600 Logout

GHIN Handicap Program Online

Home My Golfers All Golfers Scores Reports FAQs Other Links

Golfer Maintenance

Golfer Public View
Golfer Lookup

General information

GHIN Number: # Active: # Inactive: Local Number: Type:

Working Club: Status: Status Date:

Select a Golfer

Please Enter a GHIN Number or Press Lookup to Search for a golfer.

GHIN Number:

Go Lookup Cancel



Golfer Lookup

Golfer Lookup

Use the filter below to search for players by GHIN Number, name and other options. Use % as a wildcard in first or last name.

GHIN Number: Association: Status: Member Type:

Last Name: First Name: State: H.I. Range: to

Search Results

Active Golfers Returned: Inactive Golfers Returned: Total Golfers Returned:

Club No.	Association/Club	GHIN No.	Name	H.I.	City	State	Active	
98-0600-01	GHIN TEST ASSOCIATION THE TPC AT BRANCHBURG	7315592	HAGEMEIER, RALPH	5.3R	BRANCHBURG	NJ	Yes	Scores
98-0777-01	GHIN TEST ASSOCIATION TONY'S PRINCEVILLE	3157046	HAGEMEIER, RALPH	NH			No	Scores

Showing 1-2 of 2 Items per Page: Previous Next

Scores

Under **Scores**, you have a different way to access Score Maintenance. Rather than pulling up the Golfer Maintenance (under My Golfers) for a member, then going to their Score Maintenance, this method will give you direct access to their score file. Click on the browse button to enter a GHIN number.

The TPC at Branchburg User: 98-0600 [Logout](#)

GHIN Handicap Program Online

Home My Golfers All Golfers **Scores** Reports FAQs Other Links

[Score Maintenance](#)
[Rapid Score Entry](#)

Score Maintenance
Use the filter below to display scores.
[Golfer Maintenance](#)

Golfer Information

GHIN Number: Working Club:
Handicap Index: Name:

Score Filter
Use the filter below to search for scores. Use % as a wildcard in the course name.

Scores to Return: Course Name: Date Played Range: to
Score Types: Date Posted Range: to

You have the option of selecting which score types you would like to review under **Score Filter** – **all, home, away, tournament, combined, penalty or Eligible T Scores**. You can show only the last 20 scores if you would like or use the date played and the date posted ranges. You can add, edit or delete any score listed (for members of your club ONLY).

Score Edit – click on Edit for any score you would like to change. Make correction and hit Save.

Score Delete – click on Delete for any score you would like to delete and follow instructions.



Changing or deleting a score will instantly affect the golfer's trending index but will not affect the Handicap Index until the next Handicap Revision.

Add Penalty Score

Please click "Low Penalty Score" or "High Penalty Score" to add a penalty score.

Date Played:

To add a **Penalty Score** click on the Add Penalty Score button, select the date for the penalty round and select either a Low Penalty Score or a High Penalty Score. Penalty score will be confirmed in date order.

Type	Date	Score	CR/Slope	Used	Diff.	Course	Date Updated	
P	11/09/2011	72	71.5/122		0.5		11/09/11 11:07:49 AM	Edit Delete

Rapid Score Entry

Rapid Score Entry allows multiple scores for your membership to be entered. Once the initial screen is set up with the entry settings: general setup; date played; score type; and tee entry, all you need to do is enter the player's last name (full or partial) or member number (dependent upon your entry method), select from the list and post the score.

Rapid Score Entry Settings

General Setup

Show this Screen When Starting Rapid Score Entry: Auto Advance: Player Entry Method:

Date Played

Use Same Day for All Rounds: Use Today's Date: Date to Use:

Score Type

Use Same Score Type for All Rounds: Score Type:

Tee Entry

Use Same Tee for All Rounds: Gender: Holes:

Tee: Name: CR/Slope:

Hit Post Score when complete with the entry, enter the next member's last name and tab to the score entry. The last score posted will show at the bottom of the screen to keep track of who has been entered. Incorrect scores may also be deleted from here.



Rapid Score Entry

Post Score

Name (Last, First): Name: H.I.: Trend:

Date Played:
 Score Type:
 Tee:

Score:

Last Scores Posted

GHIN No.	Type	Date	Score	CR/Slope	Diff.	Course	Date Updated	
7315345	T	11/09/2011	78	72.2/134	4.9	THE TPC AT BRANCHBURG FORREST	11/09/11 11:18:36 AM	Delete

Reports

The Reports option will allow you to produce, print and export several reports. The selection and sorting criteria is based on the report being produced.

Sample Handicap Index/CH Report

Welcome 98-0600 [Logout](#)

GHIN Web Reports

Report Menu

Club Reports

- Club Roster
- **Handicap Index/CH**
- Handicap History
- Handicap Index Range
- Handicap Labels
- Internet Scores Posted
- Local Number
- Low Handicap Index
- Most Improved Golfer
- Reduced Golfers
- Rounds Posted
- Score Posting Sheets
- Scores Posted
- 9 Hole Scores Posted

Report Scheduling

- My Scheduled Reports
- My Report Log

Handicap Index / CH Report

Report Filters

Association: **Ghin Test Association**

Club:

Service:

Course: The TPC at Branchburg-Forrest
 The TPC at Branchburg-Riverview

Gender: Holes:

Revision Date: Status:

Report Output Columns

Sort Column: Name Format:

Show CR/Slope on Column Header(s):

Available Columns

Tee-Back (M 72.2/134)
 Tee-Middle (M 71.2/126) / (W 75.2/138)
 Tee-Forward (M 68.4/119) / (W 72.4/128)

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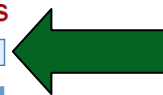
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Display Columns

GHIN Number
 Member Name
 Handicap Index





Once the report has been "Run", you will have the option to export desired report to PDF, Excel, TIFF, RTF, Text or HTML.

Export as: PDF

The TPC at Branchburg (98-0600-01)
Handicap Index / CH Report
Revision Date 11/1/2011

GHIN #	Name	H.I.
0674015	-	NH
7315345	Abrahams, Burt	4.7
7315346	Adams, Ron	2.8
7315347	Ahern, Paul	2.5
7316034	Ahlgren, Sonny	2.2
7315349	Aivaliotis, George	5.4R
6543456	Akin, Ms. Barabra	14.8

GHIN has added the ability that for club officials to "schedule" their own reports. This added functionality will now allow club officials to schedule reports using any of the available "Frequency" options and each report can be sent to multiple email addresses each time it is run. Additionally, club officials will have access to their report log which will have a running history of reports that were sent and delivered.

Handicap Index / CH Report

Report Filters

Association: 98 Ghin Test Association
Club: 600 The TPC at Branchburg
Service: 01 - Men's 18

Course: The TPC at Branchburg-Forrest
 The TPC at Branchburg-Riverview

Gender: Any Holes: 18
Revision Date: Current - 11/1/2011 Status: Active Only

Report Output Columns

Sort Column: Member Name Name Format: Full Name
Show CR/Slope on Column Header(s):

Available Columns: Tee-Back (M 72.2/134), Tee-Middle (M 71.2/126) / (W 75.2/138), Tee-Forward (M 68.4/119) / (W 72.4/128)


Display Columns: GHIN Number, Member Name, Handicap Index



Schedule Report

Note: The report will be scheduled using the currently selected settings. If you have not yet entered the criteria you would like the report to run with, please hit "Cancel" below and make your selections, then click the "Schedule Report" button again to complete this dialog.

Description:

Run Frequency: 

- ▼
- Daily
- Weekly**
- Monthly
- Immediate
- Revision Date

Addresses can be entered with comma or semi-colon separators

Send To:

Copy to:

Blind Copy To: