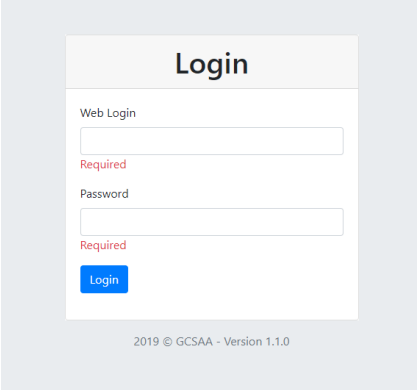
Get Started

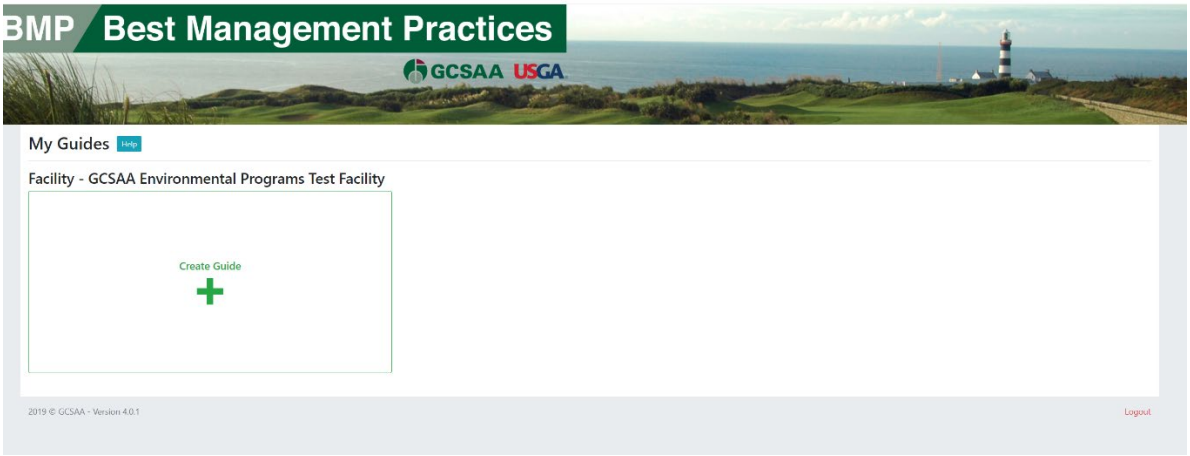
Log in with your GCSAA credentials at https://facilitybmp.gcsaa.org/.

Note: You will only have access to the site if your state (the state where your facility resides) has a published guide.



Note: Your Facility's BMP will only be accessible by employees of your facility who are members of GCSAA.

Create your guide by clicking on "Create Guide" on the homepage.



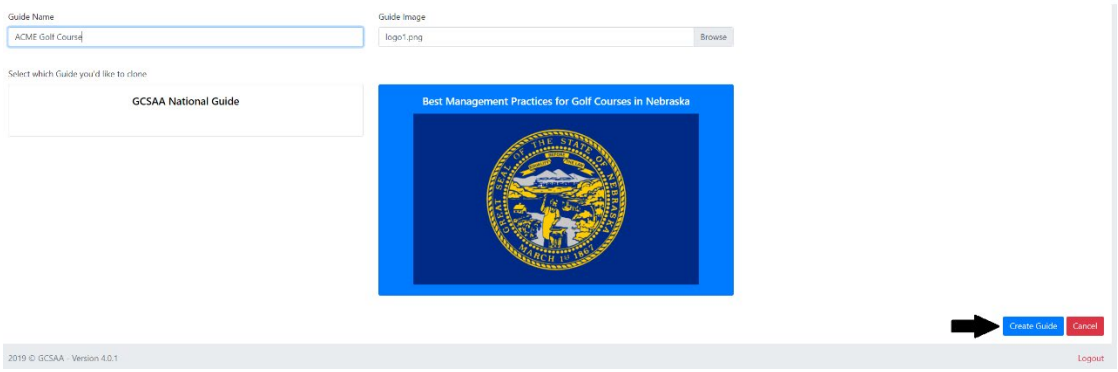
Give your guide a name and choose an image for your guide shortcut if you like.

- These will only be visible to people who use the BMP online tool and the image will not appear in any export of your guide.

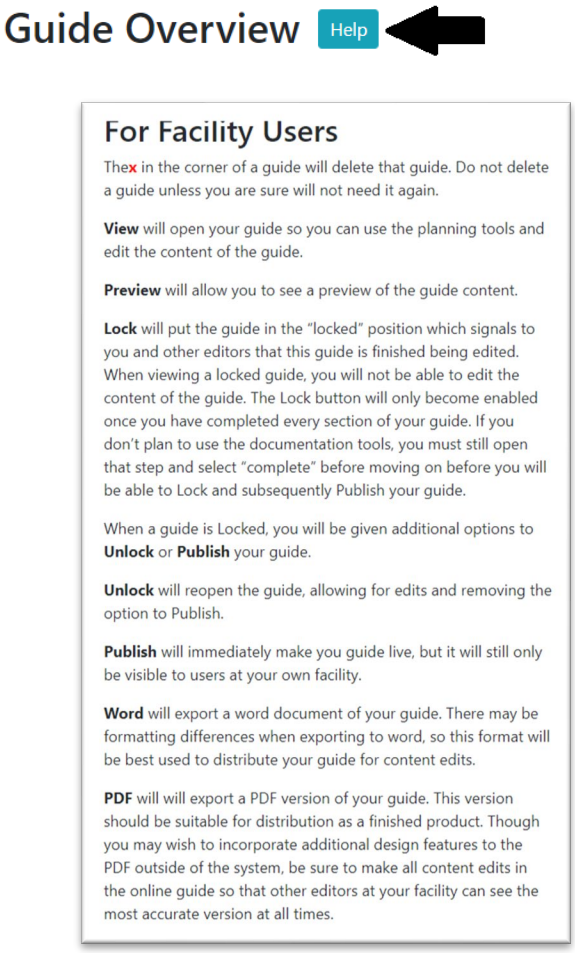
Select whether you would like to clone the National Template or your state template.

- It's highly recommended that you choose your state template as it has been adapted to address agronomic, environmental, and regulatory issues specific to your state.

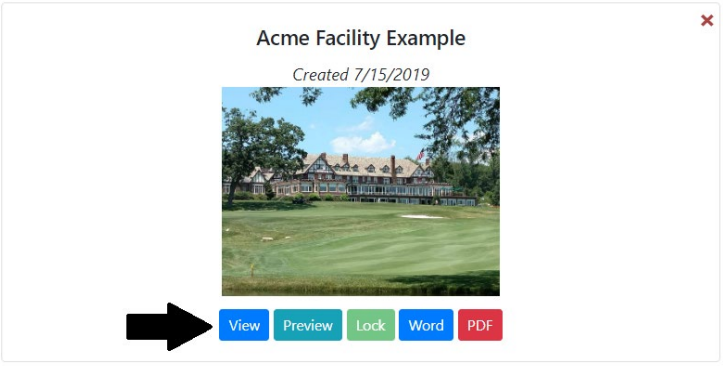
Click “Create Guide”.



You will then return to your “My Guides” homepage where you can see any guides you’ve created. You can view and edit, export copies of your guide, or change its status to ‘locked’ or ‘published’ from this page. To review what all the buttons do, click on the “Help” button at the top.



Click “View” to begin editing your BMP Guide.



General Navigation

Click on a step to go to that step. “Guide Menu” will take you back, or click on “Next” at the bottom to continue to the next step.

To change the progress indicator on a step, click on that step and click “Complete” at the top of the page. To change the status back to “In Progress” click “Re-Open”.

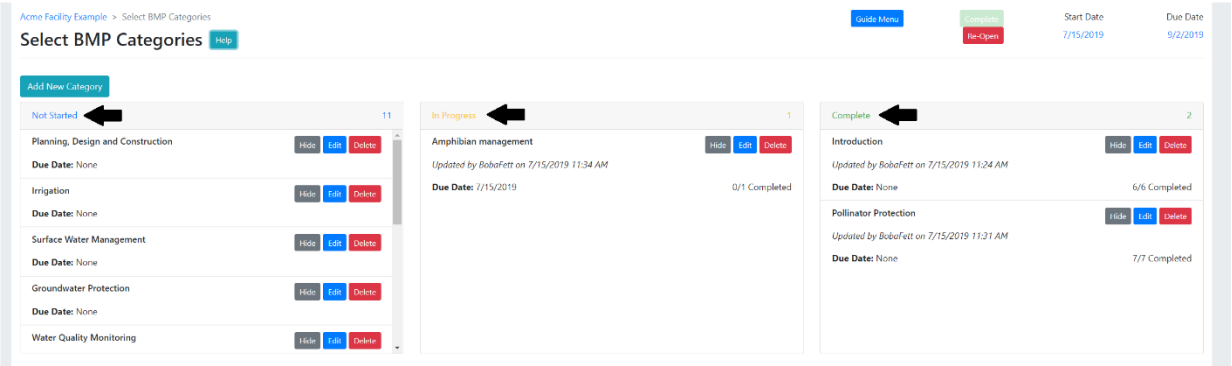
Step 1

Step 1 provides you with a short overview of the BMP Online Tool and how to get started with your guide.

Step 2

Step 2 contains all of the agronomic and environmental BMPs. This is the most important part of your guide.

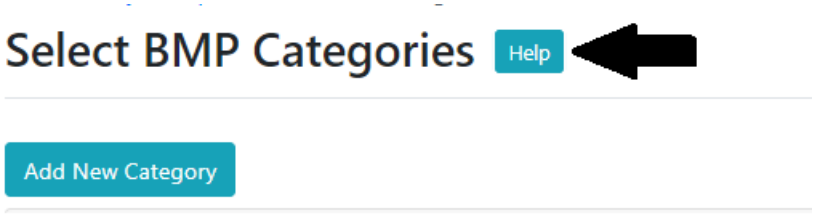
All of the categories start in the “Not Started” column. You can edit, delete, or add any categories. Once you begin to edit a category it will automatically move to the “In Progress” column. After you mark all of the subcategories within a category “Complete”, the category will move to the complete column.



You can also rearrange all the categories and subcategories through drag-and-drop functionality within each column.

For guidance on creating, deleting, and editing categories, click on “Help”.

Note: Don’t forget to click save every time you make changes in the editing block.

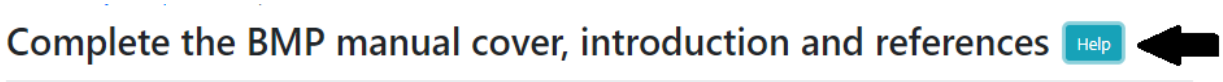


Your guide is your own, you can add or edit as much or as little as works for your facility. If the guide works for you as is, simply go through and open each category and subcategory and click “Complete”, and you could have Step 2 done very quickly.

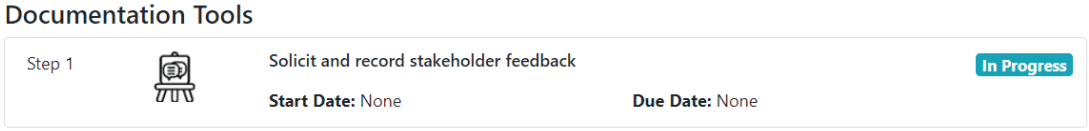
At the end of Step 2 there is a place to upload related files. This is to help you build and track the creation of your guide. These documents will only be visible to people who use the online tool and will not be part of any export of your guide.

Step 3

Step 3 gives you the opportunity to create a custom cover, or add other custom pages to the front or back of your guide. The basic functionality of the content in Step 3 is the same as Step 2 including the ability to rearrange the sections and the editing tools. The top of the page features a tool to make a cover page for your guide, or you can upload your own completed cover in the editor box. For more information about adding, editing, deleting, and the non-editable sections, click on the “Help” button.



At the end of Step 3 there is another place to upload related files just like in Step 2. These documents will only be visible to people who use the online tool and will not be part of any export of your guide.

Documentation Tools Step 1

This Step can help you track the development of your tool. You may wish to divide sections or duties with your staff or give a copy to your greens committee for review and you can track all that here. You can also schedule periodic check-ins to review and update your guide every few years. You can then export all of those entries to an excel document to review outside the tool if needed. At the end of this step there is another place to upload related files just like in Steps 2 and 3. Nothing from this page will appear in an exported version of your guide. This is just for your planning.