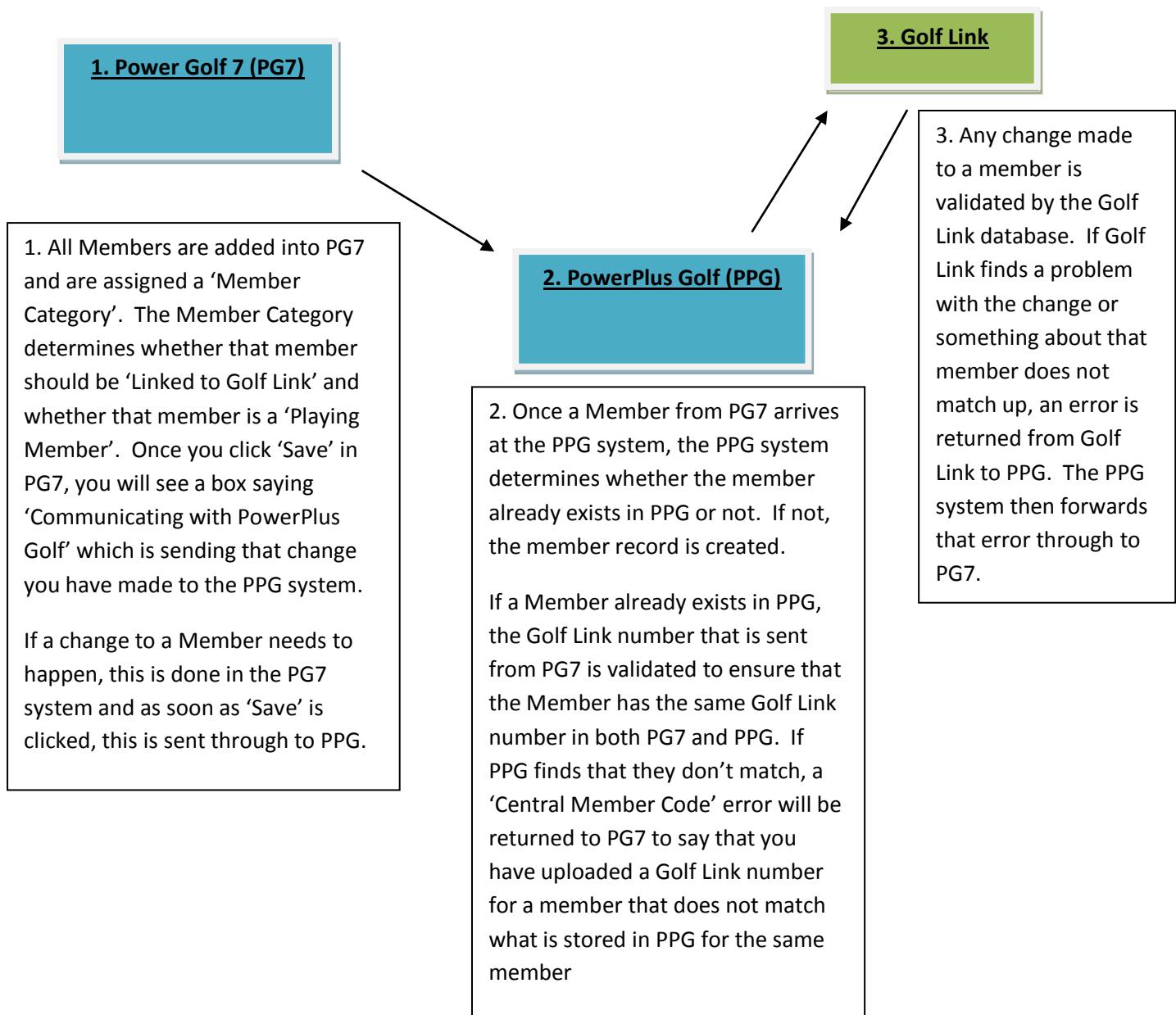


Members in PowerPlus Golf (PPG) and PowerGolf 7 (PG7)

The Members menu within PowerPlus Golf allows you to view Contact and Golf related information for all members that are classified as 'Golf Members'. The menu doesn't actually allow you to add or change members information as this information is all updated from the Micropower Membership system within the PowerGolf 7 product.

With the PowerPlus Golf system running your Golf Operations, it needs to be the sole communicator between the PowerGolf 7 Membership module and Golf Link and therefore, all Golf related information about a member including current Golf Link number, handicap status and current GA handicap are all correct within PowerPlus Golf.

Below is a diagram showing you how PowerGolf 7 Membership, PowerPlus Golf and Golf Link all link together.



Adding a 'New' Member into PowerGolf 7 (PG7) when using PowerPlus Golf as your Golf System

Information Required to Add a Member

A customer at your club might decide that they want to join as a 'Member' of the club. The member might fill out a form with all their current contact details which is then submitted to the office.

Depending on the type of Membership they are signing up for, this may include 'Golf Playing Rights' and/or 'Golf Link rights'.

'Golf Playing rights' allows a member to play golf and make bookings into timesheets but they cannot have a Golf Link number.


'Golf Link rights' allows a member to hold a Golf Link number at your club. It is always assumed that if you have 'Golf Link rights', that you have 'Golf Playing rights'.

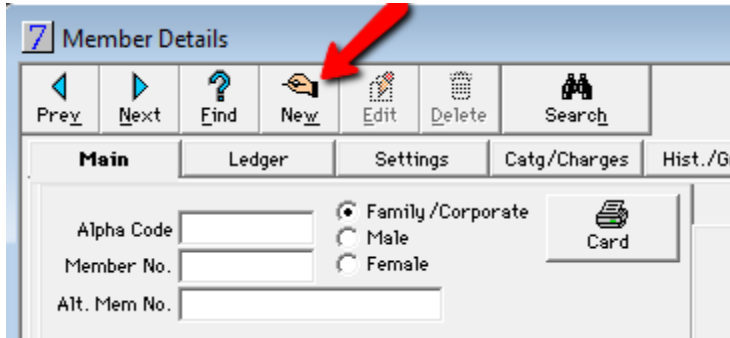
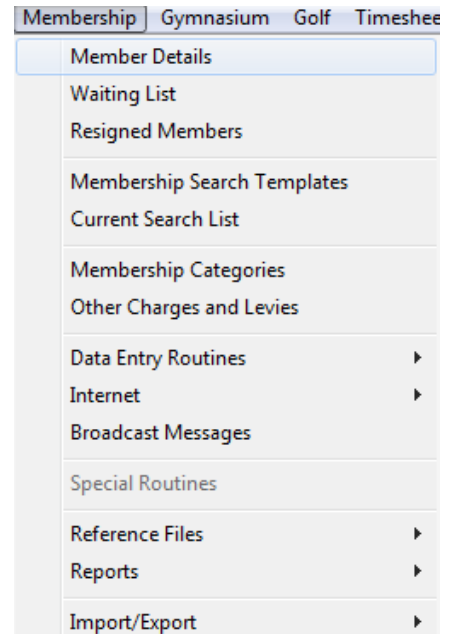
If a member is joining and has nominated a Category of membership that is marked as 'Linked to Golf Link', this indicates that the member needs to be forwarded through to the Golf Link system as he has the right to hold a Golf Link number at the club. If this is the case, you **MUST** have the new member record their current Golf Link number on the joining application as you will not be able to enter the member into PG7 without the existing Golf Link number. If the member fails to provide this Golf Link number, a duplicate Golf Link record will be created for the member and no existing handicap history can be transferred to the new record.

When a new member provides a Golf Link number, they need to indicate whether they would like to move their 'Home Club' to your club or not. If they nominate your club to be the Home Club, this is when a 'transfer' of handicap information happens from the new members OLD Golf Link number to a NEW Golf Link number.

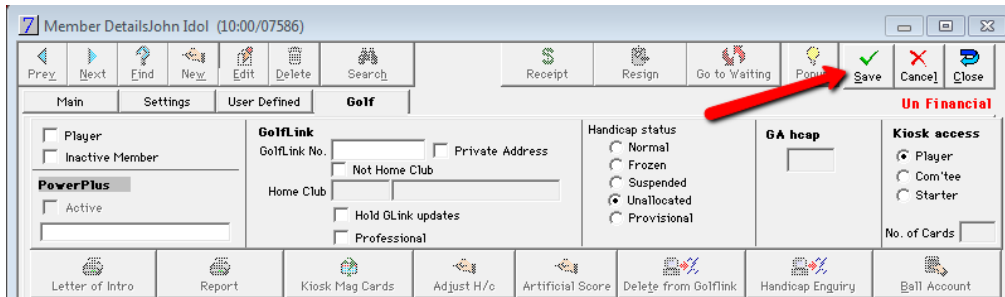
If they do NOT nominate your Club to be their Home Club, then you will need to mark the member as a 'Not Home Club' member which will stop any transfer of Golf Link data and the new member will retain his current Golf Link number.

Process – Add a New Member who has Golf Link Rights but NO EXISTING Golf Link Number

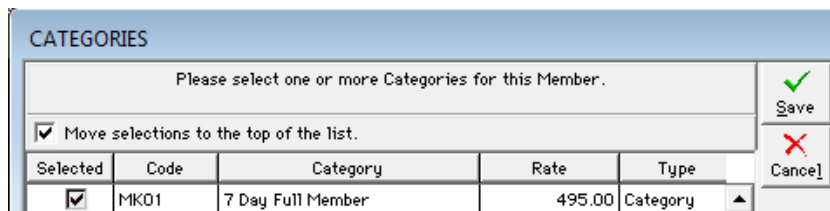
1. Open up PowerGolf 7 (PG7) and login using your credentials
2. Click on Membership > Member Details 
3. Click on 'New'

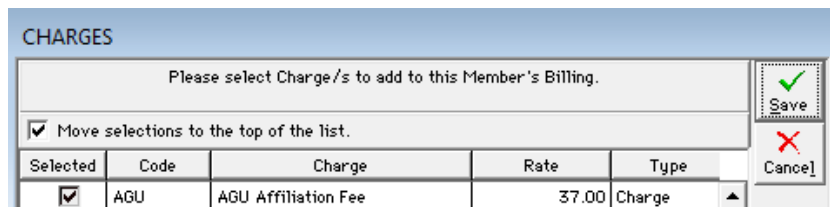
4. Enter in the Members contact information into the 'Main' tab.
5. Click the 'Settings' tab and fill out any necessary information about the new member here.
6. Click the 'User Defined' tab and fill out any necessary information about the new member here.
7. Click on the 'Golf' tab
8. As we are adding a 'New Member' who has Golf Link Rights but NO EXISTING Golf Link Number, you don't need to change anything in this screen.
9. Once you have entered the required information into the available tabs, you can click on 'Save'



10. PG7 will ask you to select a 'Member Category' that the member has joined into. Please select the Category and go 'Save'
11. PG7 will ask if there are any other 'Charges' that need to be added to the member. Please make your selections and go 'Save'

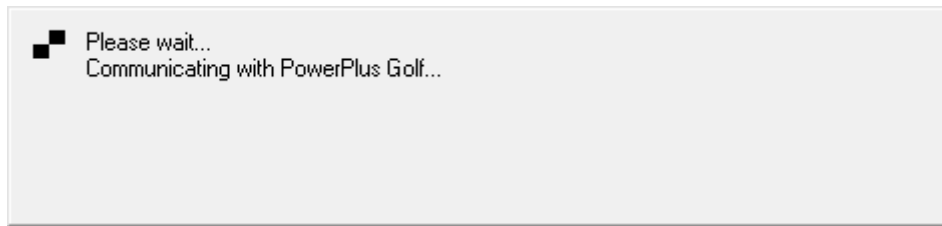


Selected	Code	Category	Rate	Type
<input checked="" type="checkbox"/>	MK01	7 Day Full Member	495.00	Category



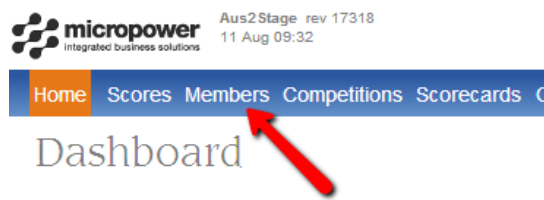
Selected	Code	Charge	Rate	Type
<input checked="" type="checkbox"/>	AGU	AGU Affiliation Fee	37.00	Charge

12. Upon clicking 'Save', PG7 checks the Category that the member has been added too. If the Category is either a 'Playing' category or a 'Linked to Golf Link' category, the member will be automatically uploaded to PowerPlus Golf (PPG). A message box will appear down the bottom left of screen explaining that PG7 is communicating with PowerPlus Golf.



13. If there is a problem with the new member you have added or something on your computer isn't setup correctly, you may have an error show on screen.
- An example of an error you may encounter at this point is a 'DLL 98' error which indicates that the machine you are on is not setup to communicate with PowerPlus Golf. You will need to contact Micropower Customer Care.
14. If the 'Communicating with PowerPlus Golf' message simply disappears, this means that the member has been successfully uploaded to PowerPlus Golf. You will be returned to the 'Main' tab by default.
15. If you now click on the 'Golf' tab, you will see that the member has automatically been marked as a 'Player'. This is because the category of membership he has been added too has 'Playing Rights'. You will not be able to edit this box and is only for display purposes as the 'Category' the member is added to determines their Golf rights.
16. You will also see that the 'PowerPlus Active' tick box has been ticked. This indicates that the member has a record in the PPG system.

17. You will also notice that the 'Golf Link No.' box is blank. You will need to fill this in with the new Golf Link number that the member has been assigned in the PPG system. Typically, it is a combination of the 5 digit Club Golf Link number and the members 'Member Number' but to double check this, you will need to log into the PPG system.
18. Once you log into PPG by going to an Internet Browser and typing in <http://live.micropower.com.au>, you need to click on the 'Members' link in the Navigation bar.



Members

Search:

Status:

Member number or surname:

Categories: 109 categories. [Pick categories...](#)

[Show more search criteria...](#)

Search results:

Mem No	Name
07586	Idol, John

19. You will then have a search box to search for the member. You can either type in the Member Number or the Surname of the member.

20. Note that PPG will just start searching for the member as soon as you start typing. Once you see the member in the list, click on them.

21. A new page will open showing that new members information. You can see up the top right of screen, the members new Golf Link number. Highlight that Golf Link number and go Ctrl C to copy it to clipboard.

Home Scores **Members** Competitions Scorecards Club Website Courses Tee Booking Levies GolfLink Reports Settings

07586 - John Idol ✔ Active

[New Search](#)
[View Scoring History \(no scores\)](#)

Basic **Membership** Notes History

Membership number: 07586

GA Handicap: Unallocated **UNALLOCATED**
[View Scoring History \(no scores\)](#) [Official Handicap Adjustment](#)
[Add Artificially Generated Scores](#)

Daily Handicap: Pending

First name: John

Surname: Idol

GL#: 4131007586

22. Go back into PG7 which will be minimised. If the member isn't still open in PG7, go to Membership > Member Details and find the member again. Once found, click on the Golf tab and the Golf Link number will still be blank.

23. Click on 'Edit' and then click into the 'Golf Link No.' field. Then go Ctrl V and that will paste the Golf Link number into that box. Then just press Save. PG7 will communicate to PPG again just to verify the change you have made.

Member Details for John Idol (IDOL/07586)

Prev Next Find New Edit Delete Search Receipt Resign Go to Waiting Point Save Cancel Close

Main Ledger Settings Catg/Charges Hist./Groups Links Un Financial **Golf** Un Financial

Player
 Inactive Member

PowerPlus
 Active
41674FB9-D924-E411-8557-A4BA1

GolfLink
GolfLink No. 4131007586
 Private Address
 Not Home Club
Home Club
 Hold GLink updates
 Professional

Handicap status
 Normal
 Frozen
 Suspended
 Unallocated
 Provisional


GA heap

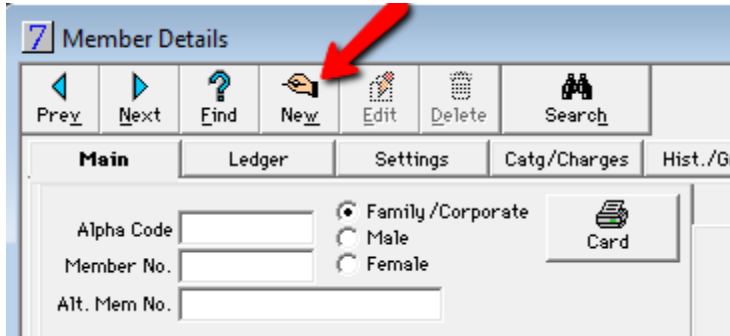
Kiosk access
 Player
 Com'tee
 Starter
No. of Cards

Letter of Intro Report Kiosk Mag Cards Adjust H/c Artificial Score Delete from GolfLink Handicap Enquiry Ball Account

24. If you haven't already, you can continue with the Invoicing and Receiving of his Membership payment.

Process – Add a New Member who has Golf Link Rights and has an existing Golf Link number but has nominated to Transfer it to your Club

1. Open up PowerGolf 7 (PG7) and login using your credentials
2. Click on Membership > Member Details 
3. Click on 'New'



Member Details

Prev Next Find New Edit Delete Search

Main Ledger Settings Catg./Charges Hist./G

Alpha Code Family /Corporate Male Female Female

Member No.

Alt. Mem No.

Membership Gymnasium Golf Timeshee

Member Details

Waiting List

Resigned Members

Membership Search Templates

Current Search List

Membership Categories

Other Charges and Levies

Data Entry Routines ▶

Internet ▶

Broadcast Messages

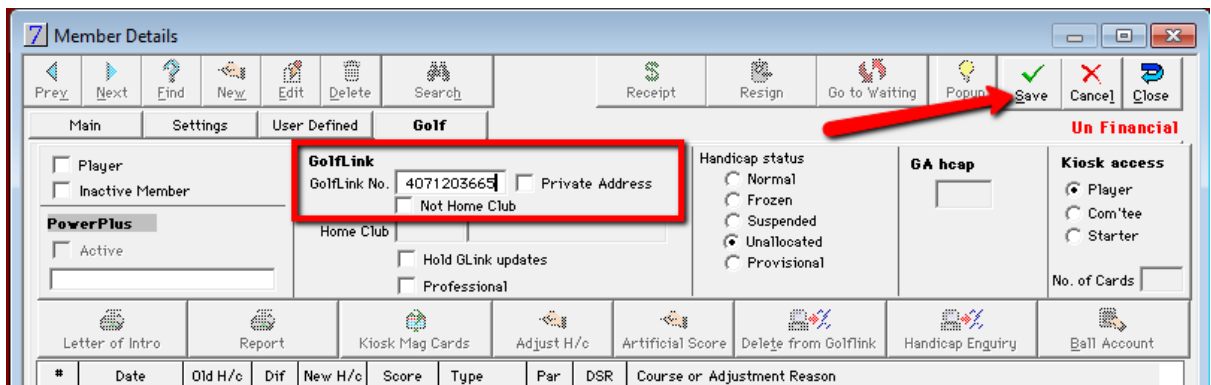
Special Routines

Reference Files ▶

Reports ▶

Import/Export ▶

4. Enter in the Members contact information into the 'Main' tab.
5. Click the 'Settings' tab and fill out any necessary information about the new member here.
6. Click the 'User Defined' tab and fill out any necessary information about the new member here.
7. Click on the 'Golf' tab
8. As we are adding a 'New Member' who already has a Golf Link number but wants to transfer it to your club, you need to key that number into the 'Golf Link No.' field.
9. Once you have entered the required information into the available tabs, you can click on 'Save'



Member Details

Prev Next Find New Edit Delete Search Receipt Resign Go to Waiting Popu Save Cancel Close

Main Settings User Defined **Golf**

Player Inactive Member Private Address Not Home Club

PowerPlus

Active

Home Club Hold GLink updates Professional

Handicap status Normal Frozen Suspended Unallocated Provisional

GA heap

Kiosk access Player Com'tee Starter

No. of Cards

Letter of Intro Report Kiosk Mag Cards Adjust H/c Artificial Score Delete from GolfLink Handicap Enquiry Ball Account

#	Date	Old H/c	Dif	New H/c	Score	Type	Par	DSR	Course or Adjustment Reason

10. PG7 will ask you to select a 'Member Category' that the member has joined into. Please select the Category and go 'Save'

CATEGORIES

Please select one or more Categories for this Member.

Move selections to the top of the list.

Selected	Code	Category	Rate	Type
<input checked="" type="checkbox"/>	MK01	7 Day Full Member	495.00	Category

Save Cancel

11. PG7 will then ask if there are any other Charges that need to be added to the member. Please make your selections and go 'Save'

CHARGES

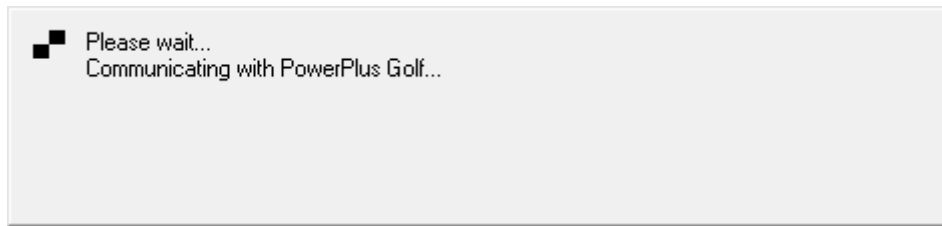
Please select Charge/s to add to this Member's Billing.

Move selections to the top of the list.

Selected	Code	Charge	Rate	Type
<input checked="" type="checkbox"/>	AGU	AGU Affiliation Fee	37.00	Charge

Save Cancel

12. Upon clicking 'Save', PG7 checks the Category that the member has been added too. If the Category is either a 'Playing' category or a 'Linked to Golf Link' category, the member will be automatically uploaded to PowerPlus Golf (PPG). A message box will appear down the bottom left of screen explaining that PG7 is communicating with PowerPlus Golf.



13. If there is a problem with the new member you have added or something on your computer isn't setup correctly, you may have an error show on screen.
- An example of an error you may encounter at this point is a 'DLL 98' error which indicates that the machine you are on is not setup to communicate with PowerPlus Golf. You will need to contact Micropower Customer Care.
 - Another example might be 'Invalid Golf Link Number' which could mean a number of things. Common reasons are:
 - The Golf Link number that you were provided is no longer active in the Golf Link database and therefore needs to be re-activated before it can be transferred to a new number.
 - The 'Given Name' and 'Surname' that you have entered into PG7 does not match what Golf Link have for that particular Golf Link number. You need to have the names matching in order for a transfer to be successful.
 - A final example might be 'Duplicate Member Number' which means that the member number that has just been assigned to this new member is already attached to another Golf Link number in the Golf Link database. You will need to contact Golf Link to rectify.
14. If the 'Communicating with PowerPlus Golf' message simply disappears, this means that the member has been successfully uploaded to PowerPlus Golf and also means the transfer of Golf Link number has been successful. You will be returned to the 'Main' tab by default.
15. If you now click on the 'Golf' tab, you will see that the member has automatically been marked as a 'Player'. This is because the category of membership he has been added too has 'Playing Rights'. You will not be able to edit this box and is only for display purposes as the 'Category' the member is added to determines their Golf rights.
16. You will also see that the 'PowerPlus Active' tick box has been ticked. This indicates that the member has a record in the PPG system.

17. Finally, you will see that even though the transfer of this new members Golf Link number has been successful, the old Golf Link number still shows. This is something that you need to edit so the new Golf Link number the member has been assigned in PPG matches to what you have in PG7.

Member Details for John Idol (IDOL/07586)

Navigation: Prey, Next, Find, New, Edit, Delete, Search, Receipt

Tabs: Main, Ledger, Settings, Catg./Charges, Hist./Groups, Links

Player

GolfLink
GolfLink No. 4071203665 Private Address

Not Home Club

Home Club

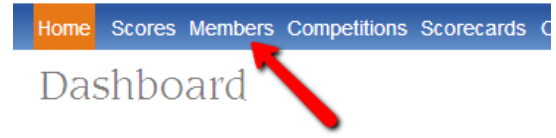
Active

Hold GLink updates

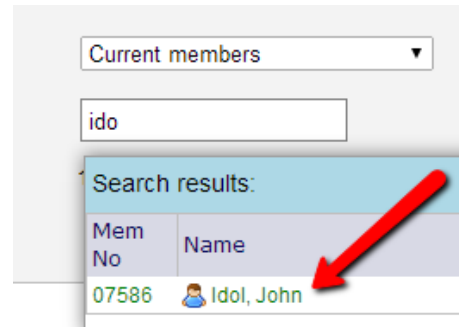
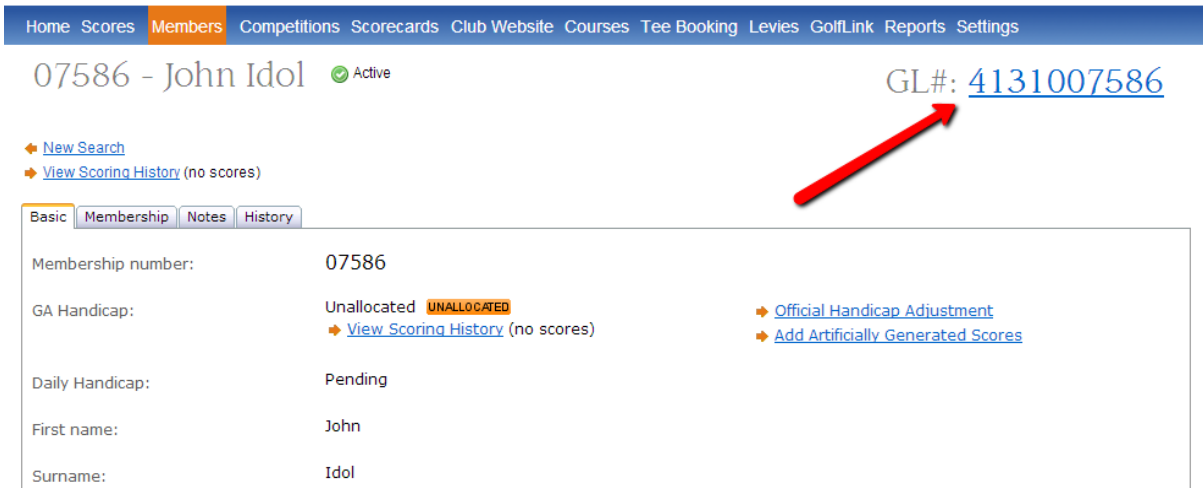
Professional

Buttons: Letter of Intro, Report, Kiosk Mag Cards, Adjust H/c, Artificial

18. Once you log into PPG by going to an Internet Browser and typing in <http://live.micropower.com.au> , you need to click on the 'Members' link in the Navigation bar.



19. You will then have a search box to search for the member. You can either type in the Member Number or the Surname of the member.
20. Note that PPG will just start searching for the member as soon as you start typing. Once you see the member in the list, click on them.
21. A new page will open showing that new members information. You can see up the top right of screen, the members new Golf Link number. Highlight that Golf Link number and go Ctrl C to copy it to clipboard.

Home Scores **Members** Competitions Scorecards Club Website Courses Tee Booking Levies GolfLink Reports Settings

07586 - John Idol ✔ Active GL#: 4131007586

[New Search](#)
[View Scoring History](#) (no scores)

Basic **Membership** Notes History

Membership number: 07586

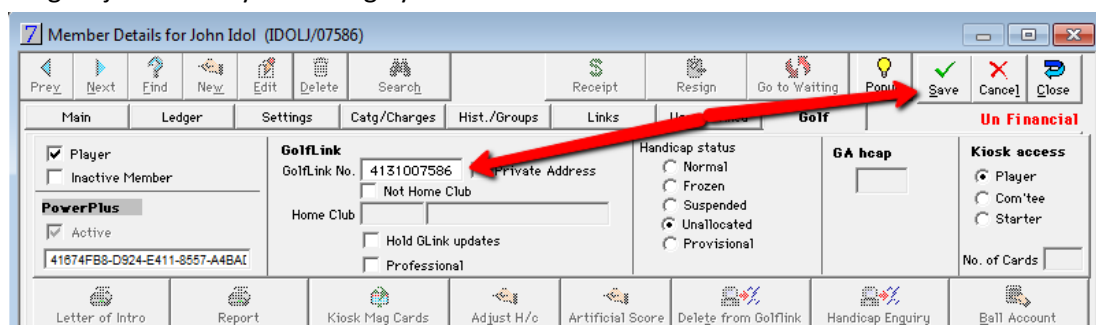
GA Handicap: Unallocated **UNALLOCATED**
[View Scoring History](#) (no scores)
[Official Handicap Adjustment](#)
[Add Artificially Generated Scores](#)

Daily Handicap: Pending

First name: John


Surname: Idol

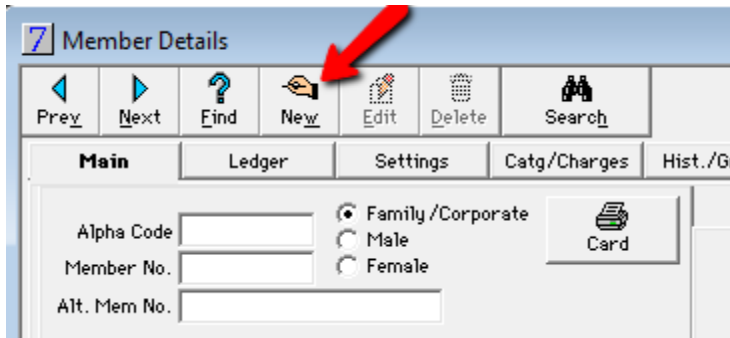
22. Go back into PG7 which will be minimised. If the member isn't still open in PG7, go to Membership > Member Details and find the member again. Once found, click on the Golf tab and the Golf Link number will still be blank.
23. Click on 'Edit' and then click into the 'Golf Link No.' field. Then go Ctrl V and that will paste the Golf Link number into that box. Then just press Save. PG7 will communicate to PPG again just to verify the change you have made.



24. If you haven't already, you can continue with the Invoicing and Receiving of his Membership payment.

Process – Add a New Member who has a Golf Link number but DOES NOT want to transfer the number to your Club


1. Open up PowerGolf 7 (PG7) and login using your credentials
2. Click on Membership > Member Details 
3. Click on 'New'



Member Details

Prev Next Find New Edit Delete Search

Main Ledger Settings Catg/Charges Hist./G

Alpha Code Family /Corporate Male Female Alt. Mem No. Card 

Membership Gymnasium Golf Timeshee

Member Details

Waiting List

Resigned Members

Membership Search Templates

Current Search List

Membership Categories

Other Charges and Levies

Data Entry Routines ▶

Internet ▶

Broadcast Messages

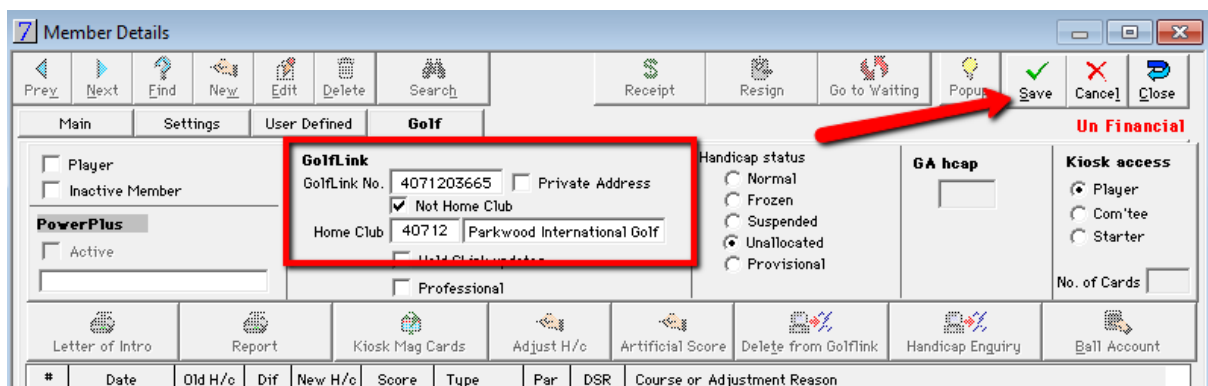
Special Routines

Reference Files ▶

Reports ▶

Import/Export ▶

4. Enter in the Members contact information into the 'Main' tab.
5. Click the 'Settings' tab and fill out any necessary information about the new member here.
6. Click the 'User Defined' tab and fill out any necessary information about the new member here.
7. Click on the 'Golf' tab
8. As we are adding a 'New Member' who DOES NOT want to transfer their number from the old club they were at to your club, you will need to firstly enter in the Golf Link number that they have provided you
 - a. Secondly, you will need to tick the 'Not Home Club' box directly underneath the Golf Link number box
 - b. You will then need to enter the first 5 digits of the members Golf Link number and then hit 'Tab'. It will then fill in the name of the 'Home Club' that the member wants to stay at.
9. Once you have entered the required information into the available tabs, you can click on 'Save'



Member Details

Prev Next Find New Edit Delete Search Receipt Resign Go to Waiting Popu Save Cancel Close

Main Settings User Defined **Golf** Un Financial

Player Inactive Member

GoFlink

GoFlink No. 4071203665 Private Address

Not Home Club

Home Club 40712 Parkwood International Golf

Professional

Handicap status

Normal Frozen Suspended Unallocated Provisional

GA hcap

Kiosk access

Player Com'tee Starter

No. of Cards

Letter of Intro Report Kiosk Mag Cards Adjust H/c Artificial Score Delete from GoFlink Handicap Enquiry Ball Account

#	Date	Old H/c	Dif	New H/c	Score	Type	Par	DSR	Course or Adjustment Reason

10. PG7 will ask you to select a 'Member Category' that the member has joined into. Please select the Category and go 'Save'

CATEGORIES

Please select one or more Categories for this Member.

Move selections to the top of the list.

Selected	Code	Category	Rate	Type
<input checked="" type="checkbox"/>	MK01	7 Day Full Member	495.00	Category

Save Cancel

11. PG7 will ask if there are any other 'Charges' that need to be added to the member. Please make your selections and go 'Save'

CHARGES

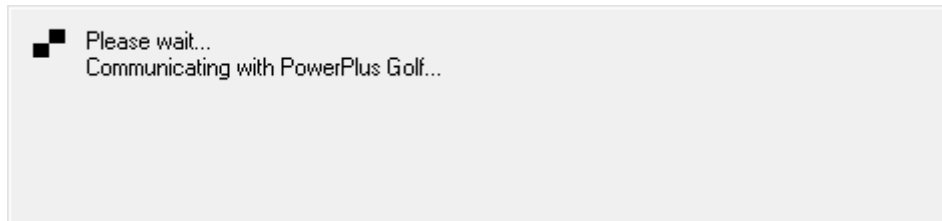
Please select Charge/s to add to this Member's Billing.

Move selections to the top of the list.

Selected	Code	Charge	Rate	Type
<input checked="" type="checkbox"/>	AGU	AGU Affiliation Fee	37.00	Charge

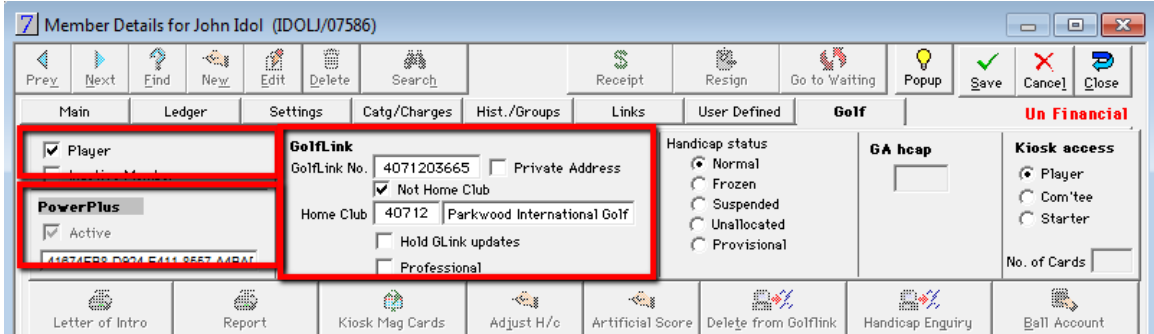
Save
Cancel

12. Upon clicking 'Save', PG7 checks the Category that the member has been added too. If the Category is either a 'Playing' category or a 'Linked to Golf Link' category, the member will be automatically uploaded to PowerPlus Golf (PPG). A message box will appear down the bottom left of screen explaining that PG7 is communicating with PowerPlus Golf.



13. If there is a problem with the new member you have added or something on your computer isn't setup correctly, you may have an error show on screen.
- An example of an error you may encounter at this point is a '**DLL 98**' error which indicates that the machine you are on is not setup to communicate with PowerPlus Golf. You will need to contact Micropower Customer Care.
 - Another example might be '**Invalid Golf Link Number**' which could mean a number of things. Common reasons are:
 - The Golf Link number that you were provided is no longer active in the Golf Link database and therefore needs to be re-activated before it can be transferred to a new number.
 - The 'Given Name' and 'Surname' that you have entered into PG7 does not match what Golf Link have for that particular Golf Link number. You need to have the names matching in order for a transfer to be successful.
 - A final example might be '**Duplicate Member Number**' which means that the member number that has just been assigned to this new member is already attached to another Golf Link number in the Golf Link database. You will need to contact Golf Link to rectify.
14. If the 'Communicating with PowerPlus Golf' message simply disappears, this means that the member has been successfully uploaded to PowerPlus Golf. You will be returned to the 'Main' tab by default.

15. If you now click on the 'Golf' tab, you will see that the member has automatically been marked as a 'Player'. This is because the category of membership he has been added too has 'Playing Rights'. You will not be able to edit this box and is only for display purposes as the 'Category' the member is added to determines their Golf rights.
16. You will also see that the 'PowerPlus Active' tick box has been ticked. This indicates that the member has a record in the PPG system. However, you might like to still check that the member has been added into PPG.



Member Details for John Idol (IDOLJ/07586)

Prev Next Find New Edit Delete Search Receipt Resign Go to Waiting Popup Save Cancel Close

Main Ledger Settings Catg/Charges Hist./Groups Links User Defined **Golf** Un Financial

Player
 Not Home Club

PowerPlus
 Active

GolfLink
GolfLink No. 4071203665 Private Address
Home Club 40712 Parkwood International Golf
 Hold GLink updates
 Professional

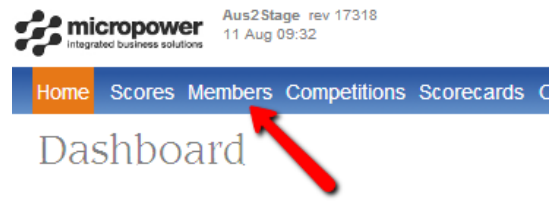
Handicap status
 Normal
 Frozen
 Suspended
 Unallocated
 Provisional

GA hcap

Kiosk access
 Player
 Com'tee
 Starter
No. of Cards

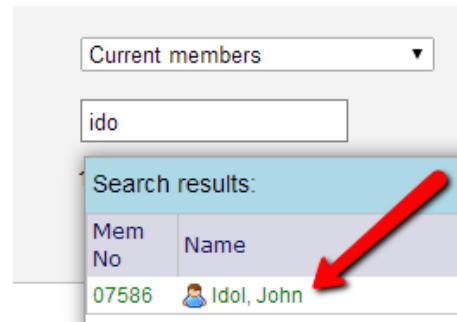
Letter of Intro Report Kiosk Mag Cards Adjust H/c Artificial Score Delete from GolfLink Handicap Enquiry Ball Account

17. Once you log into PPG by going to an Internet Browser and typing in <http://live.micropower.com.au>, you need to click on the 'Members' link in the Navigation bar.



18. You will then have a search box to search for the member. You can either type in the Member Number or the Surname of the member.

- a. Note that PPG will just start searching for the member as soon as you start typing. Once you see the member in the list, click on them.



Current members

ido

Search results:

Mem No	Name
07586	Idol, John

19. A new page will open showing that new members information. You should be able to see up the top right that the member has retained the Golf Link number they previously had. No further action needs to be taken at this point and you can return to PG7 and continue the Invoicing and Billing process if you haven't already done so.