

SETTING UP A NEW MEMBER IN POWERGOLF

There are procedures to follow prior to setting up a new member that has a Golf Link number from another Club.

They are relevant whether they are transferring to your Club or not.

- a. Ask the member for their Golf Link card. The name listed on this card must be exactly what is entered into PG7. If the name does not match that held by Golf Link (GL) then you will get an Invalid Golf Link number error from Golf Link when you try to upload them.

If the member does not have their Golf Link card with them then it is worthwhile calling Golf Link to confirm the name of the player to avoid problems.

- b. Go to the Golf Link web site and then the Handicap History option. Enter the Golf Link number you have been provided and ensure it opens to a Golf Rounds History page. If you get an error message such as Invalid Golf Link number then you will need to call Golf Link and ask them to look up this number. It may be that they are Inactive on Golf Link and you can ask Golf Link to make them active again.

If they cannot find anyone listed under the number provided to you then Golf link can do a name search to find the player as it may be that they have provided you the wrong GL number.

- c. In PG7 ensure you go to Golf \ Reference Files \ Visitor Details and look up the player by doing a find by Golf Link number. If they exist then purge their details from this area prior to setting them up. If you are unsure how to do this there is a Knowledge Based article available on the Help Desk.

IMPORTANT

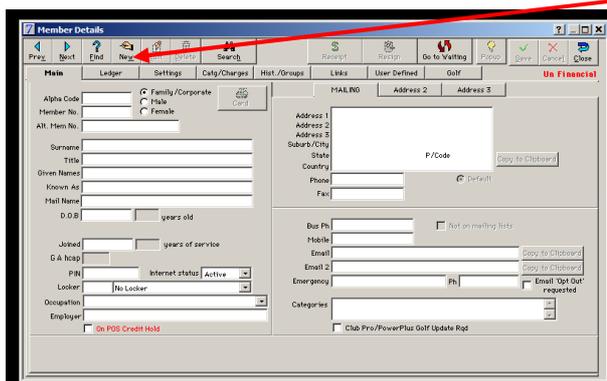
One final thing to be aware of before setting up ANY new member is the importance of NOT hitting save until you have fully completed the Members Main Details screen and their Golf Details screen.

This is important as this creates a file to be sent to Golf Link and if the member has not been set up in full they will be uploaded to Golf Link and issued a Golf Link number which causes problems if they are actually joining from another Club.

MAIN DETAILS PAGE

This applies **ALL** new members whether they have a handicap or not.

1. Go to Membership \ Membership Details and hit new.

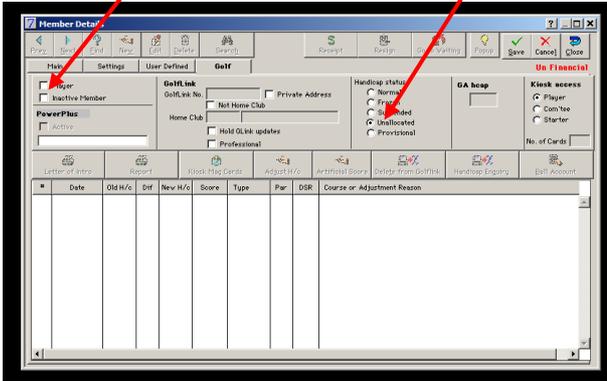


2. Complete all the details on the Main screen. If some fields are blank then you can always come back and updates these later but some are required as per below.
3. Required fields are;
Surname, Given Name, Sex, DOB & Address including Suburb, State & Postcode
4. You are now ready to move to the Golf tab – **DO NOT HIT SAVE**

GOLF DETAILS PAGE

NEW MEMBER NO PREVIOUS HANDICAP

1. Tick player.
2. Tick Handicap Status Unallocated.



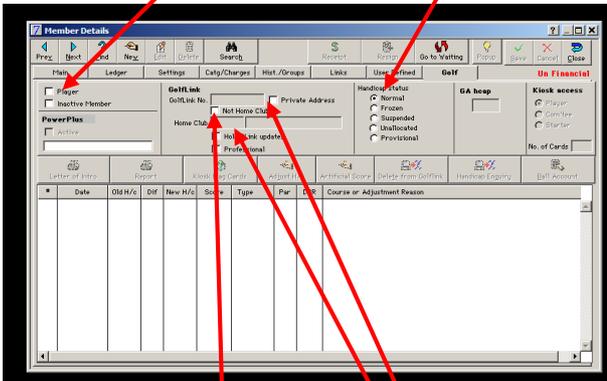
The screenshot shows the 'Member Details' window with the 'GOLF' tab selected. The 'Player' checkbox is checked. Under 'Handicap status', the 'Unallocated' radio button is selected. The 'GA heap' section is empty. The table below is empty.

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

3. Leave the Golf Link No. field blank.
4. Hit save and you will now need to select the correct categories and charges.
5. When this is done and you close out of the Members Details Screen you will be prompted to upload to Golf Link.
6. You will get a message back from Golf Link saying New Golf Link number.

NEW MEMBER WITH GOLF LINK NUMBER

1. Tick player.
2. Tick Handicap Status Normal.



The screenshot shows the 'Member Details' window with the 'GOLF' tab selected. The 'Player' checkbox is checked. Under 'Handicap status', the 'Normal' radio button is selected. The 'Not Home Club' checkbox is checked. The 'GA heap' section is empty. The table below is empty.

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

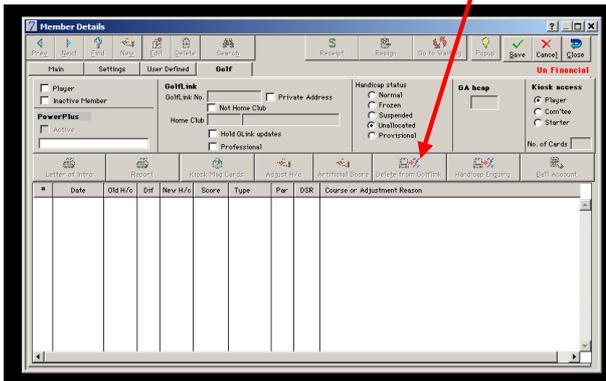
3. Enter Not Home Golf Link number.
4. Tick Not Home Club, enter five digit Not Home Club Golf Link id. (first five digits of the Golf Link number), hit tab and it will fill in the name of the Club.
5. Save and enter the categories and charges.
6. When this is done and you close out of the Members Details Screen you will be prompted to upload to Golf Link.
7. You will get a message back from Golf Link saying OK and they can then follow the normal procedures to transfer the member to their Club if required.

INCORRECTLY UPLOADED MEMBER

If you do upload a member as a Home club member accidentally then you can recall the member from Golf Link.

This will only work if the player has no rounds of golf linked to their incorrect number.

1. Go to the membership details and then the Golf tab.
2. Ensure the member is set up with the incorrect Home club details, eg unallocated status and the incorrect GL No.
3. Hit the delete from Golf Link button.



4. PG7 users will get a blank report back from Golf Link and the Golf Link number will be removed from the Golf Link number field. The member can now be edited and uploaded with the correct details.

If you are still having issues after this please lodge a ticket with Support or call 1800 443 654.