PPG Competition Registration and Card Printing Procedures
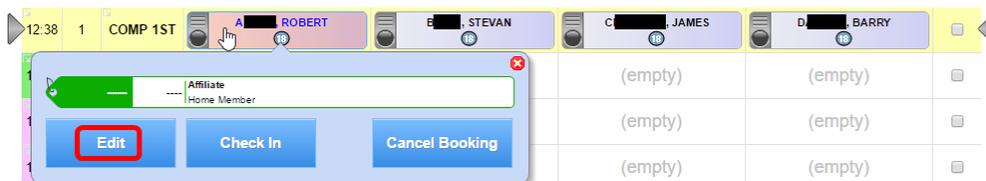
This document walks the reader through the steps of registering a player into a competition and printing a score card from the Timesheet and Scorecard modules, along with moving and cancelling bookings on the timesheet.
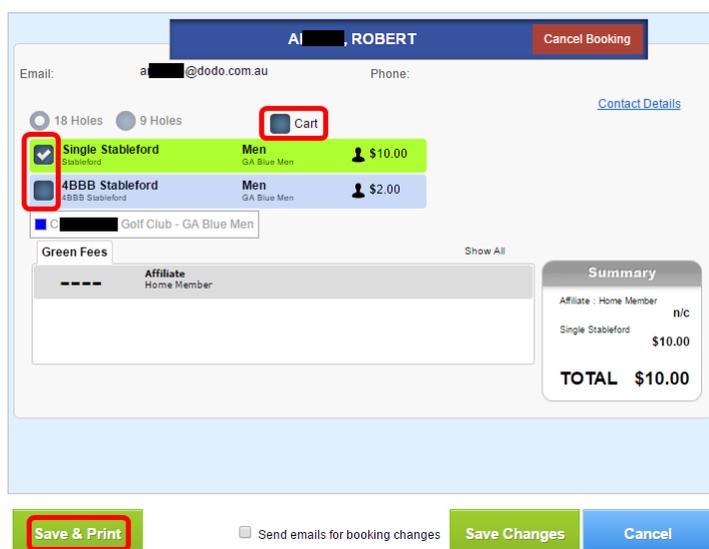
Tee Booking

Select **Tee Booking**

Player with an Existing Tee Booking

Click the player on the timesheet and select Edit

Tick the competition/s to be registered into if necessary

If a cart is required the Cart box can be ticked, there is also the option of making it Complementary

If Visitor Green Fees apply the appropriate rate should be applied with other applicable rates displayed

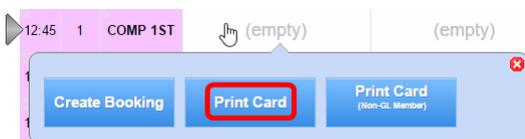Selecting Show All will allow selection of other rates

When ready select Save & Print

The booking will update, a green tick confirming the card has been printed, a trophy symbol confirming competition entry, and cart symbol if booked.
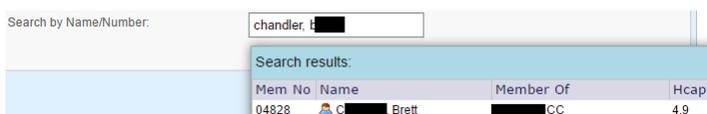
Player with No Tee Booking

With a walk in select a free booking slot.

Use the Search by Name/Number: field, if a member, type in a member number excluding the zero's or start typing in the member's surname

The Search Results will include all members in green along with results from PPG's online visitor database

If a visitor doesn't exist in the visitor database enter the players GolfLink number which result in a live lookup of GolfLink to retrieve the visitor's details.
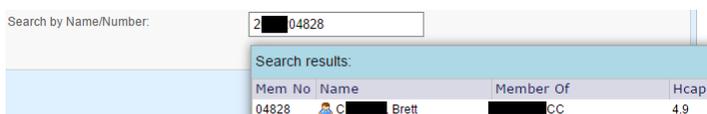
Note: - Once the visitor has played he will then be included in the online visitor database for future searches.

Make the same checks as above and when ready select Save & Print.

Player with a Visitor Booking

Click the Visitor booking on the timesheet and select Edit

Select Cancel Booking

The Search by Name/Number: field appears to search member and visitor records.

Playing later with No Tee Booking

With a walk in or phone booking for a later tee time select a free booking slot.

Follow the above procedures to search and select the player, when ready select

Scorecards

Depending on whether scorecard printing is allowed without a tee booking cards can also be printed from here.
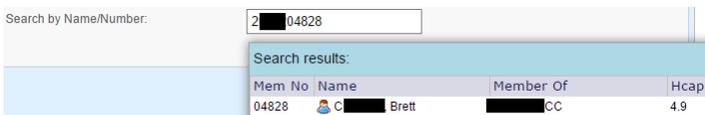
Select **Scorecards**

Use the Surname/Mem. No.: field

If a member, type in a member number excluding the zero's or start typing in the member's surname

The Search Results will include all members in green along with results from PPG's online visitor database

If a visitor doesn't exist in the visitor database enter the players GolfLink number which result in a live lookup of GolfLink to retrieve the visitor's details.

If Visitor Green Fees apply the appropriate rate should be applied with other applicable rates displayed

When ready select Save and Print

Moving Bookings

To move a booking on the timesheet, place the mouse over the player in question and drag them to another timeslot, if the player had made a single booking the player will automatically move.

Time	Tee	Key	Player 1	Player 2	Player 3	Player 4	Called
7:00	1	COMP	C____, VINCENT	C____, GILBERT	C____, PHILIP	C____, RICHARD	☐
7:06	1	COMP	(empty)	(empty)	(empty)	(empty)	☐
7:12	1	COMP	(empty)	(empty)	(empty)	(empty)	☐

If the booking was made as a group you will be prompted with two options, if you wish to move the group select **Move All Players**

The group is moved to the new timeslot.

Time	Tee	Key	Player 1	Player 2	Player 3	Player 4	Called
7:00	1	COMP	(empty)	(empty)	(empty)	(empty)	☐
7:06	1	COMP	(empty)	(empty)	(empty)	(empty)	☐
7:12	1	COMP	C____, VINCENT	C____, GILBERT	C____, PHILIP	C____, RICHARD	☐

If you wish to move only the single player select **Move This Player**

The selected player only is moved to the new timeslot.

Time	Tee	Key	Player 1	Player 2	Player 3	Player 4	Called
7:00	1	COMP	(empty)	C_____, GILBERT	C_____, PHILIP	C_____, RICHARD	☐
7:06	1	COMP	(empty)	(empty)	(empty)	(empty)	☐
7:12	1	COMP	C_____, VINCENT	(empty)	(empty)	(empty)	☐

Cancelling Bookings

To cancel a booking for a single player, select the player and **Cancel Booking**

7:06	1	COMP	D_____, STEPHEN	D_____, PETER	D_____

	Complimentary	
PAID	Complimentary	

Edit	Check In	Undo Mark as Paid **Paid**	**Cancel Booking**

Click **OK** to confirm the cancellation of the player.

live.micropower.com.au says: ✕

Cancel 7:06 booking for D_____, PETER?

OK   Cancel

To cancel a group of players, click the down arrow top left corner of the Time column and **Cancel All**

7:06	1	COMP	D_____, STEPHEN	D_____, PETER	D_____, Matt	D_____ JAMES	☐
			(empty)	(empty)	(empty)	(empty)	☐
			(empty)	(empty)	(empty)	(empty)	☐
			(empty)	(empty)	(empty)	(empty)	☐

Info: [   ]

Cancel All Booking History
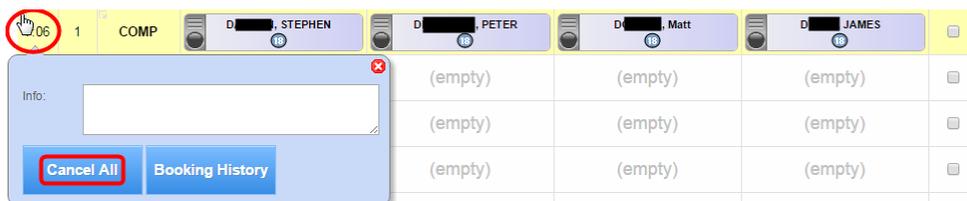
Click **OK** to confirm the cancellation of the group of players.

live.micropower.com.au says: ✕

Cancel ALL Bookings going off the 1st at 7:06 ?

☐ Prevent this page from creating additional dialogues.

OK   Cancel