
SETTING UP A NEW MEMBER IN POWERGOLF

There are a few tips to consider prior to setting up a new member that belongs or belonged to another Golf Club and already have a Golf Link number.

It is 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

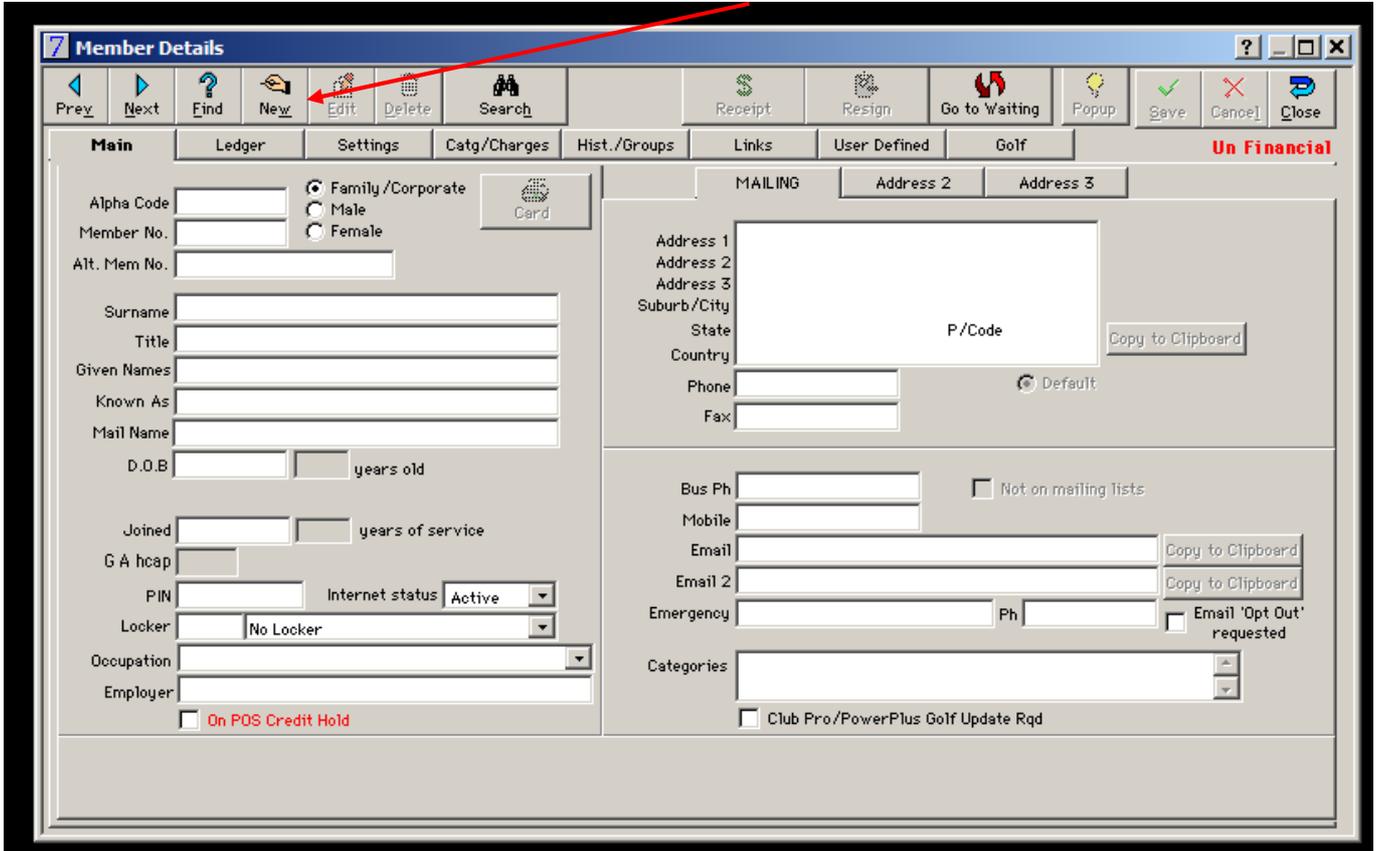
One final thing to be aware of before setting up ANY new member is the importance of NOT hitting save until you have fully completed the Members Main Details screen and their Golf Details screen.

This is vitally important if you are using PowerPlusGolf (PPG) as it 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 to ALL new members whether they have a handicap or not.

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

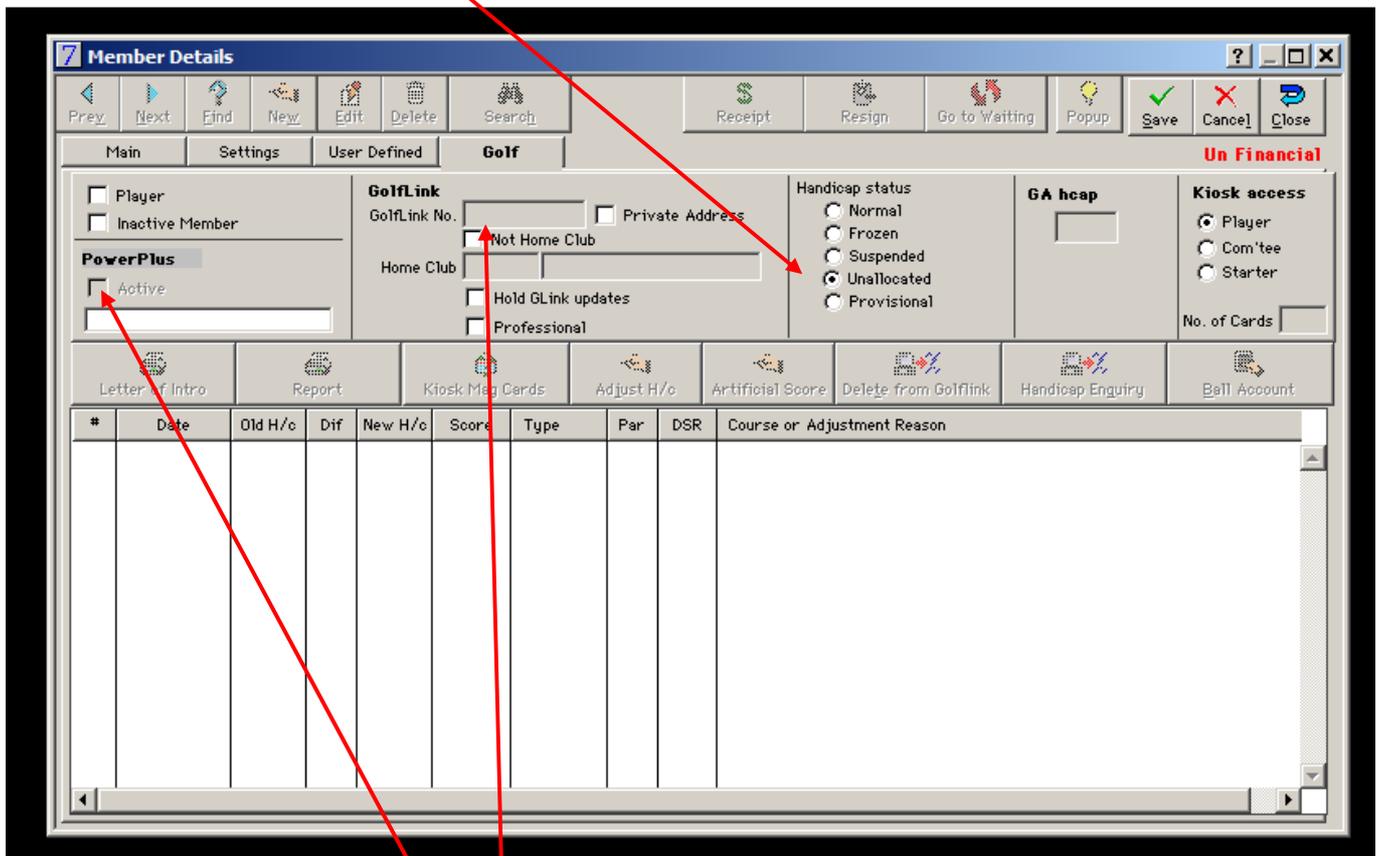


2. Complete all the details on the Main screen you can (some are required fields – see below). If some fields are blank then you can always come back and updates these later.
3. Required fields are;
 - Surname
 - Given Name
 - Sex – must be male or female to be uploaded to Golf Link
 - Address including Suburb, State & Postcode
4. If the member is joining from another Club then please note that the members name must match exactly what Golf Link have the member listed as. This is for both the Given Name as Known As fields.
5. You are now ready to move to the Golf tab – DO NOT HIT SAVE

GOLF DETAILS PAGE

NEW MEMBER NO PREVIOUS HANDICAP

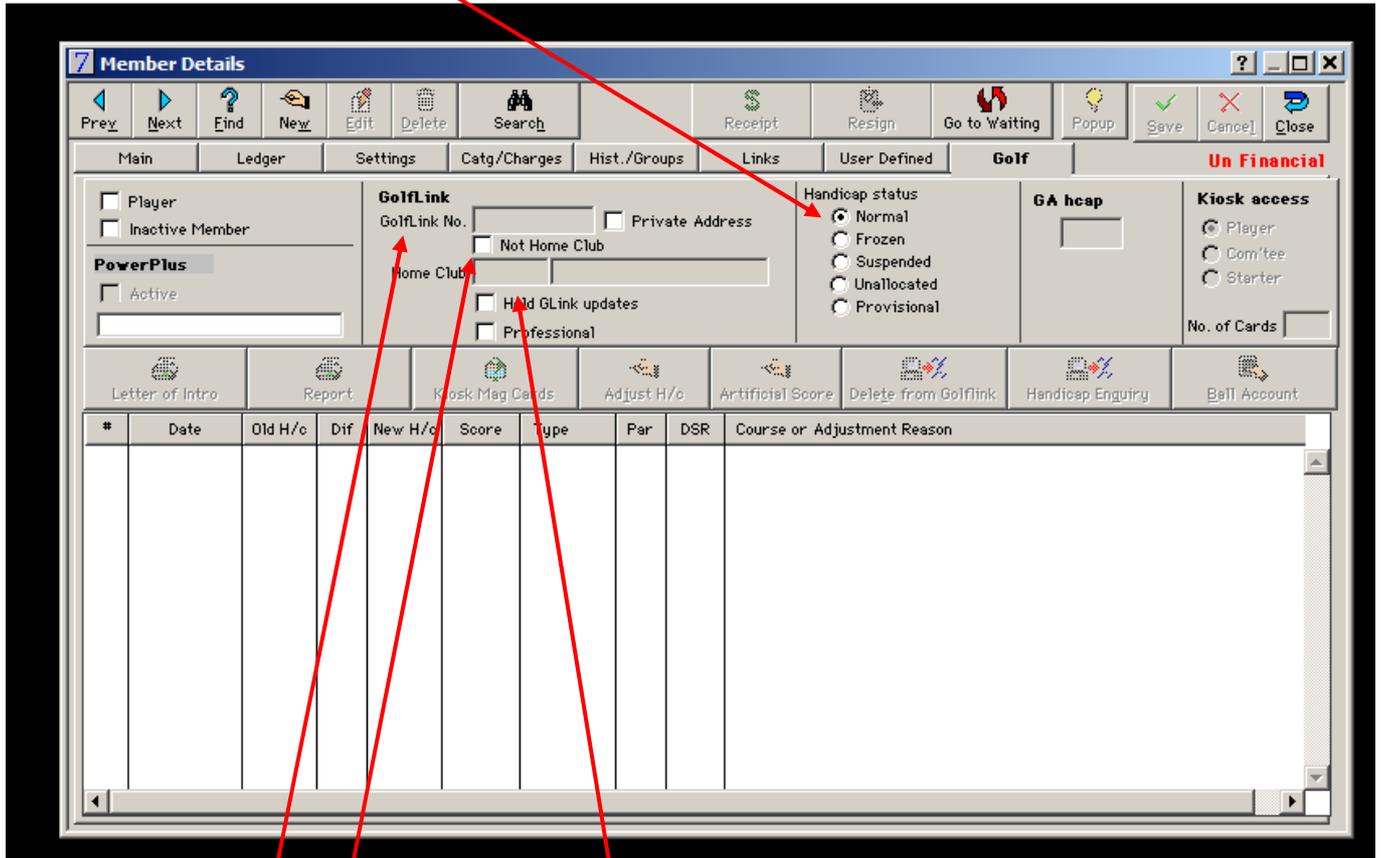
1. You are not required to tick player as when you select a category later it will be ticked if that category is linked to golf and Golf Link.
2. Handicap Status is set Unallocated.



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 save the system will then upload to PPG and Golf Link.
6. PPG users will need to open PPG and look up the new member. Check that they have been issued a Golf Link number, then return to PG7, hit edit details and add the new Golf Link number as shown in PPG.
7. PPG users should check that the Active box underneath PowerPlus is ticked as verification the process has been completed correctly.

NEW MEMBER WITH GOLF LINK NUMBER

1. You are not required to tick player as when you select a category later it will be ticked if that category is linked to golf and Golf Link.
2. You cannot edit Handicap Status to Normal until record has been uploaded to PPG.



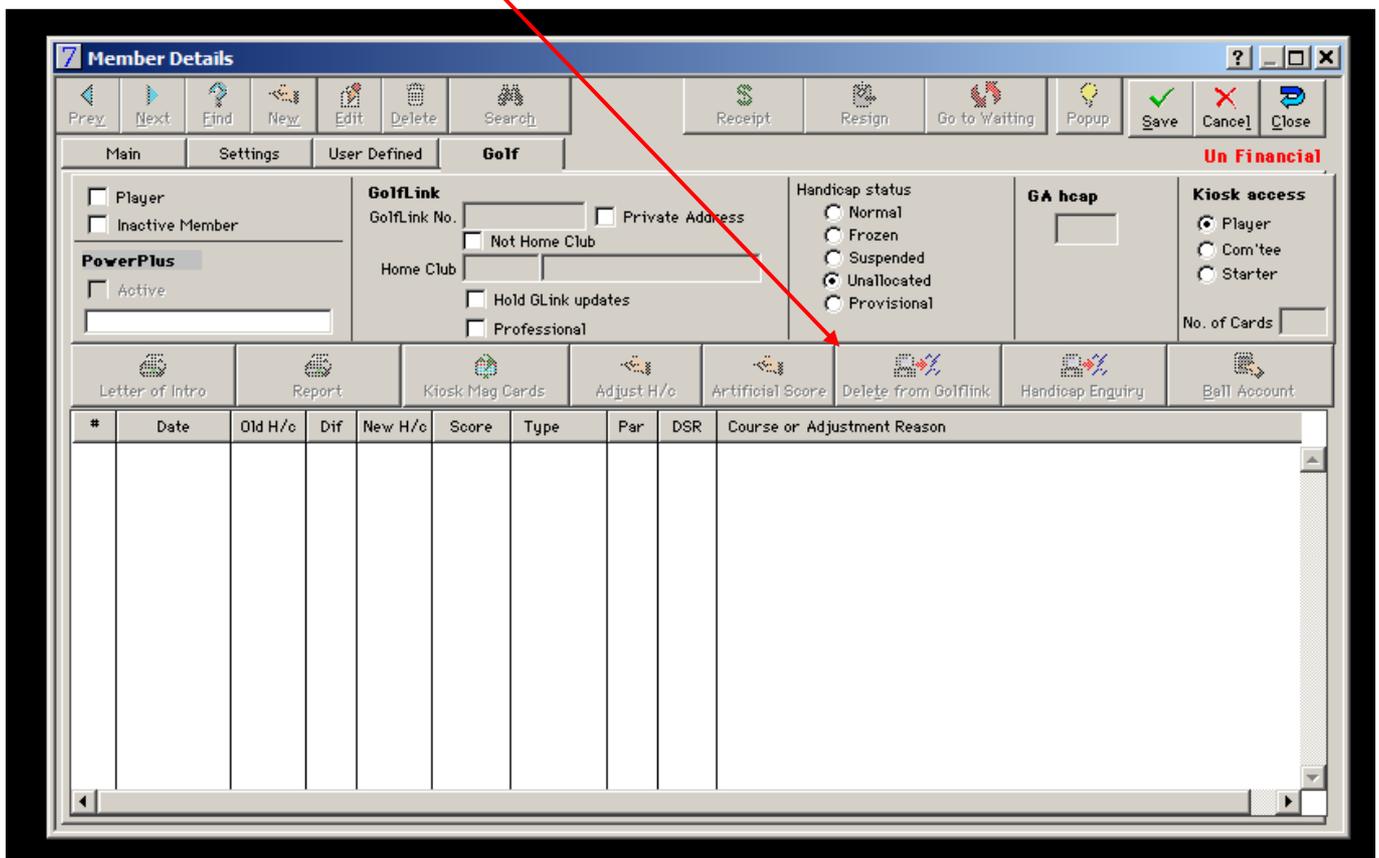
3. Enter Not Home Golf Link number.
4. Tick Not Home Club.
5. Enter five digit Not Home Club Golf Link ID. (first five digits of the Golf Link number), hit tab and it should fill in the name of the Club.
6. Save and enter the categories and charges.
7. When this is done and you save the system will then upload to PPG and Golf Link.
8. PPG users will need to open PPG and look up the new member. Check that they have been uploaded correctly.
9. PPG users should check that the Active box underneath PowerPlus is ticked as verification the process has been completed correctly.
10. PPG users can then transfer the member's handicap if required.

INCORRECTLY UPLOADED MEMBER

If you do happen to have uploaded 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.
3. Hit the delete from Golf Link button.



The screenshot shows the 'Member Details' window with the 'Golf' tab selected. The interface includes a toolbar at the top with buttons for navigation and actions like 'Receipt', 'Resign', and 'Delete from GolfLink'. The main form area contains sections for 'Player' status, 'PowerPlus' options, 'GolfLink' details (including 'GolfLink No.', 'Home Club', and 'Private Address'), 'Handicap status' (Normal, Frozen, Suspended, Unallocated, Provisional), 'GA heap', and 'Kiosk access'. A red arrow points from the 'Delete from GolfLink' button in the bottom toolbar to the 'Delete from GolfLink' button in the main form area.

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

4. PPG users will also get a blank report back from Golf Link.
5. PPG users need to check that the Active box is un-ticked under PowerPlus and also do a member search in PPG to ensure the member has been removed.
6. PPG users can then update the member with the correct details and BEFORE saving they need to go to the members Main Details tab and tick the box below the address that says Club Pro/PowerPlus Golf Update Rqd. This will force an upload to Golf Link & PPG with the correct details.

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