



Tier 1 Tutorial

Version 1.2

Welcome to GOLF *Link*!

Welcome to the AGU's National Golf Administration System – GOLF *Link*. GOLF *Link* provides the only official form of the AGU and WGA course rating & handicapping systems, a competition management system, a membership management system and a website for all clubs.

As a Tier 1 user, you are taking advantage of the Internet's ability to deliver applications directly to you via a web browser, with no reliance on local software. This means we can efficiently deliver you access to the functions listed above at low cost and from wherever you have access to the Internet on an appropriately configured machine.

The GOLF *Link* system has been in use by larger golf clubs since late 1998, utilising accredited third party software (otherwise known as Tier 3 systems). In that time, it has proven remarkably successful. In conjunction with our Tier 3 Providers, over 30 million rounds of golf have been consistently and reliably processed by the GOLF *Link* server on behalf of over 700 clubs and 340,000 golfers (as at 1/10/2005).

Your club joins the project at an exciting time. Our new Tier 1 system has been piloted right around Australia, and now made available to all clubs, which will bring GOLF *Link* to an additional 1200 plus clubs and at least 175,000 golfers – realising the goals of a portable, National Australian handicap and truly on line communications network.

Title and Acknowledgements

Title:	GOLF <i>Link</i> Tier 1 Tutorial
Contact:	Contact the GOLF <i>Link</i> Service Centre at help@golflink.com.au Or 1300 650 750
Document Version:	1.2
For Software Version:	Tier 1Phase 1
Date:	28/10/2005

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1 Introduction

1.1 What's new in this Version.

- Split CCR's
- Linked Competitions
- Prize Allocation
- Resolve Ties
- Unprocess Competitions
- Club Address Details
- Course Details
- Membership Categories
- Joining Dates
- Improved Report formats

1.2 Main Functions

To deliver *GOLF Link*, the following need to be managed:

- Handicaps,
- Scores,
- Competitions,
- Courses,
- Clubs,
- Memberships and
- Golfers

All are key areas managed by *GOLF Link*, and introduced by this tutorial.

1.3 Before You Start...

The following background knowledge will be useful to you in your use of the Tier 1 Application.

This tutorial will guide through a set of steps within a fictional golf club 'Golden Creek' on the Tier 1 System,. You will follow as a member is added, and scores and competitions are entered and processed.

Important: Your supplied User ID and Password will give you access to your own club's place within the Tier 1 Application – the site of your club's data. Please be aware that your data is 'live'. This means, for example, you should only enter actual, rather than test or training memberships into the application with your User ID.

1.3.1 Your Expectations

This tutorial is designed to introduce you to the major functions of the Tier 1 system. Upon completion, it will equip you to begin using the system immediately.

1.3.2 Skills You Will Need

Experience with the Internet is an advantage - using the Tier 1 application is similar to Internet banking. The application is used with both a keyboard and a mouse. A swipe device can be used, but is not required.

If concerned with your skill level, investigate your local community, TAFE or CAE for introductory computing courses. These are often low cost or free.

1.3.3 System Requirements

Your system should have the following MINIMUM specifications:

- 28.8k Dial-up Internet
- Win 98
- Internet Explorer 5.5 SP2 (Service Pack 2)

Ensuring you have downloaded all of Microsoft's recommended system updates will provide you with a more stable user experience and remove any concern over browser version.

As the Tier 1 Application is delivered entirely via the Internet, the faster your Internet connection the better.

1.3.4 Help Links and More

Further detail on the functionality in the system is available within the application by selecting the 'Help?' link on any page. More information is available from our online Frequently Asked Questions facility at <http://www.golflink.com.au>.

GOLF Link can be contacted directly by E-mail: help@golflink.com.au

1.3.5 Security

The Tier 1 Application is secured by a 128k SSL certificate, providing reassurance that any data received or transmitted by you, including passwords and golfers' personal data, are unable to be accessed by unauthorised persons.

It is nevertheless IMPORTANT and your responsibility to ensure that any user id's and passwords you use are not written down where they may be accessible to unauthorised persons. Your password is your key to secure use of the Tier 1 system.

Please also be aware that use of the application on untrusted computer systems, eg at public Internet terminals, may compromise the security of your password. If you are at all concerned, please use the application only where you are comfortable with the security of the computer systems used.

1.3.6 Timeout

As a further security mechanism, the application will timeout (log you off) after 30 mins of inactivity during your session of use. This is to ensure the application is not left in a usable state without supervision. Upon timing out, you will need to login again, and will be taken back to the page which you were last viewing.

1.3.7 Saving Data

If you leave a page of the application, by clicking on another link, going to another website, or having your session timeout as described above, ensure that you have not made any changes to data on the page without submitting them to GOLF Link or saving the changes first. For example, on the Competition Entrants and Scores Page, if you change any data in the fields within the entrant and score table, please ensure you regularly click 'Save Entrants and Scores'.

1.3.8 Mandatory Fields

Throughout the application wherever there is a piece of information that must be entered, eg the surname of a new member, that field will be indicated by an asterisk (*).

1.3.9 Data Validation

Red and green warning messages and popup screens will attempt to warn you of invalid data entered at various places in the application eg if attempting to Save a competition without choosing a score type. Please check for these if you do not receive the response you expect when attempting tasks.

1.3.10 Keys

To save space, various pieces of data have been abbreviated, e.g. Handicap Status. Wherever this occurs, a key usually at the bottom of the page, will indicate the meaning of the abbreviations.

1.3.11 Link Underlining

Wherever a link to further data or another function exists in the application, the link will be underlined. For example [Member Number](#) and [Exact Handicaps](#) in the Member Search Results table link to each member's respective details.

1.3.12 Table Sorting and Paging

Tables throughout can be sorted by their column headers. To sort click on any column header once for forward sorting and then once again after the results have been returned to reverse the sort order.

Many of the tables of data may span more than one page. To view the additional pages, click on the page links to be found at the bottom right of the table.

1.3.13 Tips

Some useful tips when using *GOLF Link*:

- *GOLF Link* is date dependant in many areas and particular notice should be paid to the date a member is allocated their Initial Handicap and any Competition they enter. A Member cannot be entered into a Competition dated prior to their Initial Handicap entry.
- It is imperative to the integrity of *GOLF Link* that clubs ensures that their members inform them of any other Golf Club membership they hold, and which club they elect to be their Home Club. It is important that

the Home Club or Non Home Club transfer process is clearly understood and applied appropriately.

- Remember to always Save or Submit before exiting a page or process. This is particularly important when processing a Competition.
- Please ensure that your Member's Address details are current.
- When a Member leaves your club, make sure you change their Membership Valid Status to "No"
- To enter the Initial or Starting Handicap of a previously loaded member, simply go to the Member Summary and select Official Handicap Adjustment and enter handicap in the Exact Handicap field
- Official Handicap adjustments (other than Initial Handicaps entry) should only be used as a last resort when Score Correction or Competition reprocessing are not suitable. Note: Any handicap changes that result from a predated score submitted after an Official Adjustment will not flow on past the Official Adjustment.

1.4 Getting started...

The following information will give you a head start on using the *GOLF Link Tier 1* Application. Don't forget the help links on each page throughout if you need any more assistance, and let's get started on the tutorial...

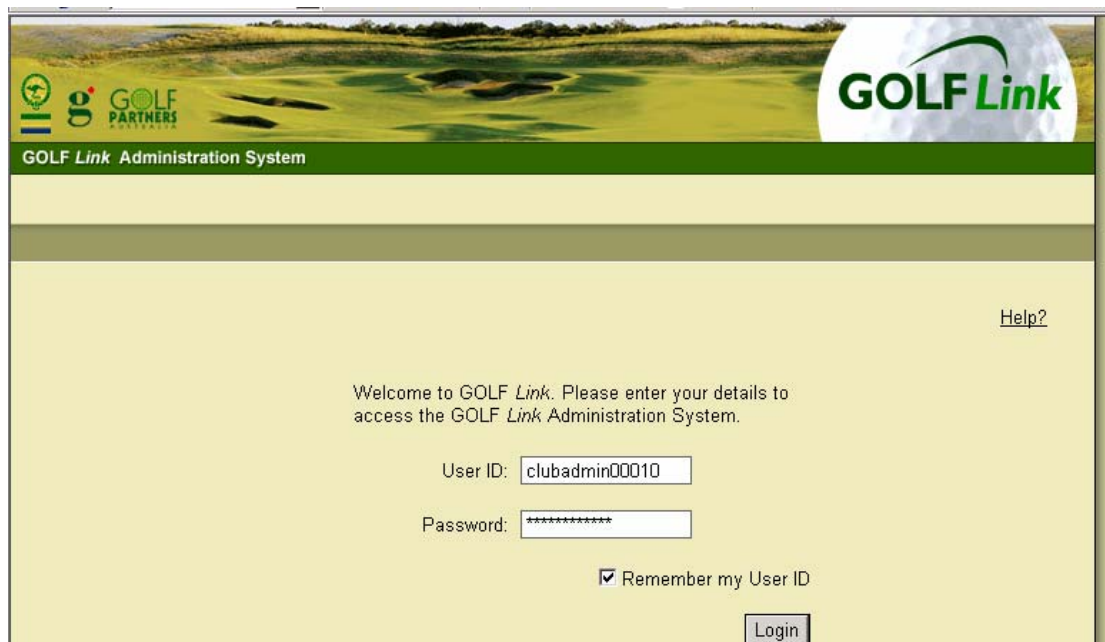
2 Tutorial

2.1 Login Page

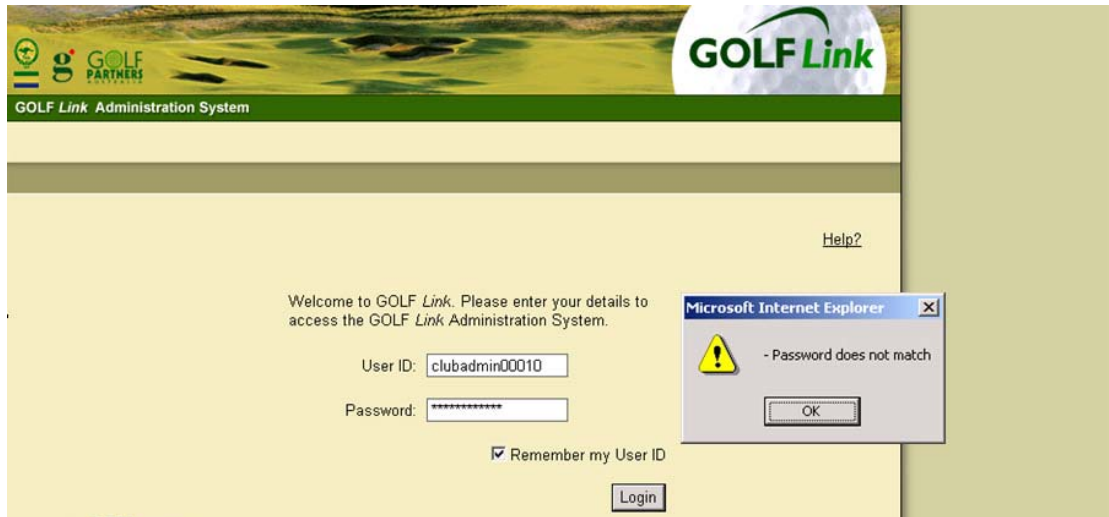
Our sample club administrator, Jack from Golden Creek Golf Club, logs into the Tier 1 application at <https://www.golflink.com.au/Tier1/> with his supplied User ID and Password.

Important: Remember throughout that any data you enter into the application yourself is live. Please do not copy the sample data being shown in this tutorial.

Jack enters his supplied User ID and Password in the appropriate fields; noting that both are case-sensitive, and making sure that he only uses capital letters when required. He elects to tick 'Remember my User ID' – this will save him from having to enter the User ID again when he is using this computer. He then clicks the mouse on the 'Login' button, and enters GOLF Link.



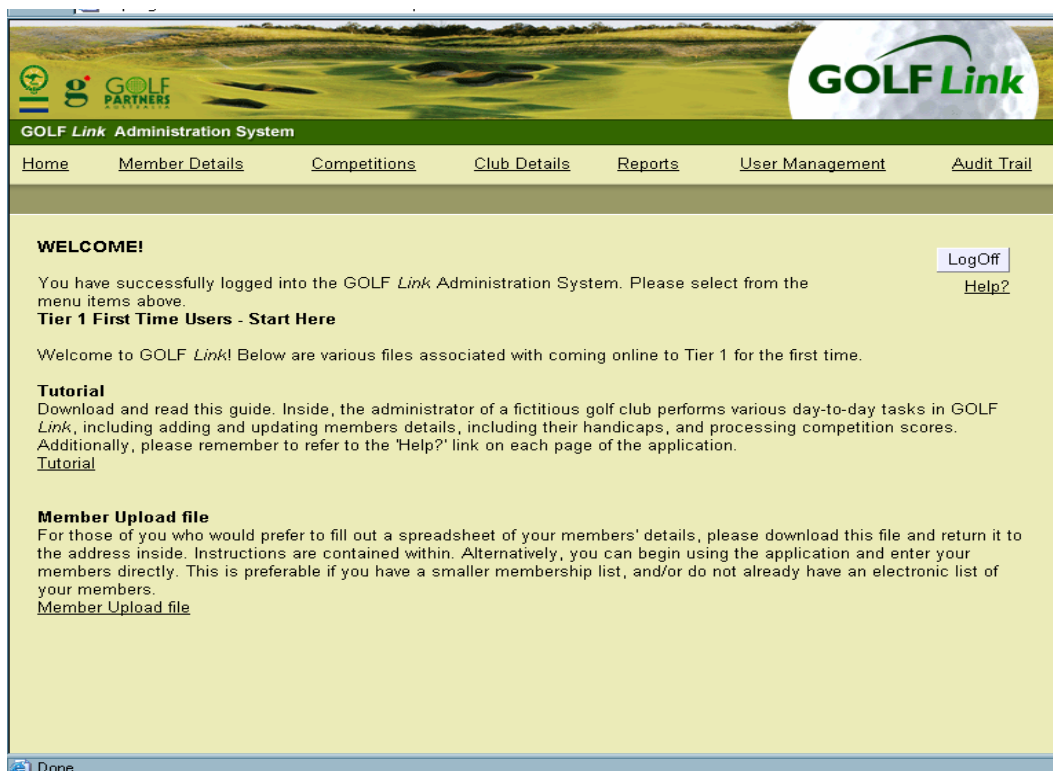
A successful login leads Jack to the 'Home' Page – an unsuccessful login will display an error message, as shown below.



If this happens, all Jack needs to do is click the 'OK' button and type in the information again, taking a little more care to get it right this time. If still unsuccessful he can contact GOLF Link to update his password.

2.2 Home Page

Jack has entered the GOLF Link system, and is now able to select options from the various Menus which will allow him to perform numerous administrative tasks.



The menu links at the top of the 'Home' Page are the same links that appear on every page of *GOLF Link*. They group useful functions into several categories. Although these will all be explored in greater detail below, they can be briefly summarised for now:

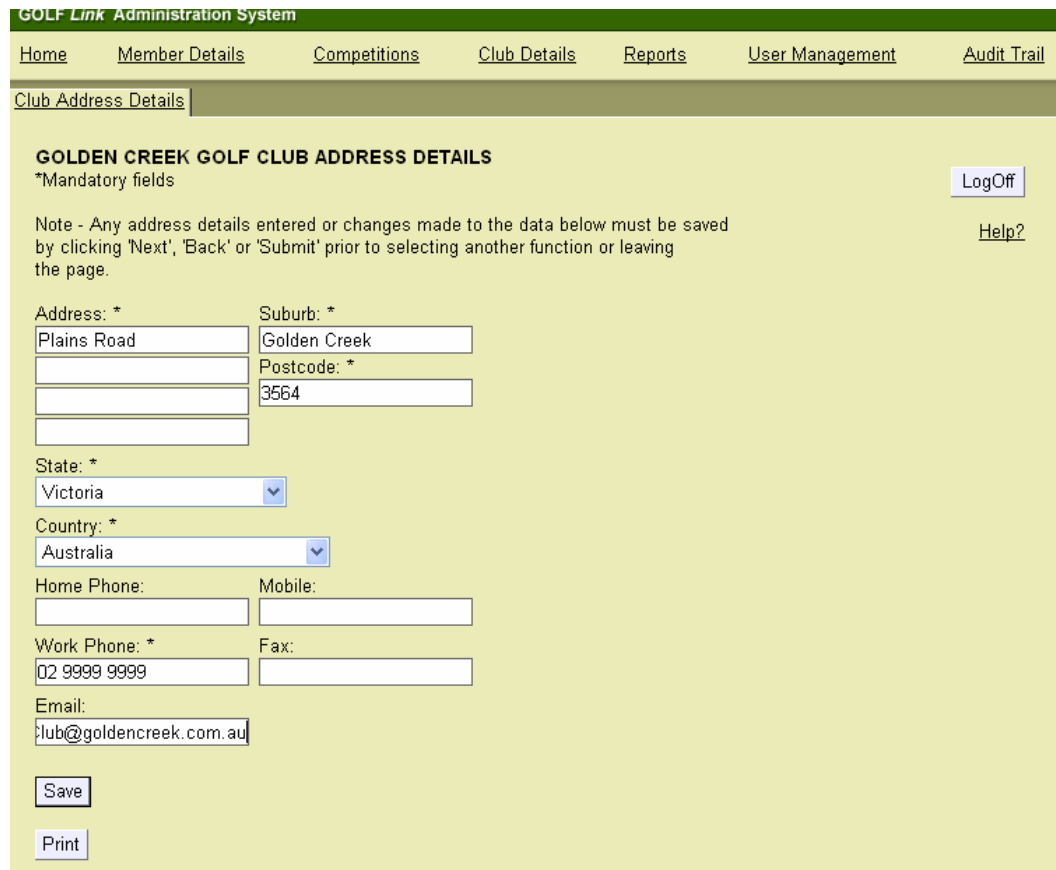
- **'Member Details'** contains functions for working with one particular membership at a time, including handicap management.
- **'Competitions'** allows for the creation and administration of competitions.
- **'Club Details'** allows the club to manage its Club information as stored on the *GOLF Link* database and also setup a Club Website.
- **'Reports'** allows for the display of member data in a variety of summarized forms and also for statistical analysis of member data.
- **'User Management'** contains functions for administering users of the *GOLF Link* system itself.
- **The 'Audit Trail'** is a record of changes to the database – it allows the tracking down and fixing of minor errors in data entry.

2.3 Club Details

Jack first needs to make sure that his club details are correct.

2.3.1 Address Details

Jack can confirm or update the Club's address and contact details on the GOLF *Link* Database. It is essential that Jack keeps these details current to ensure important communications are received by his club.



GOLF Link Administration System

Home Member Details Competitions **Club Details** Reports User Management Audit Trail

Club Address Details

GOLDEN CREEK GOLF CLUB ADDRESS DETAILS

*Mandatory fields [LogOff](#)

Note - Any address details entered or changes made to the data below must be saved by clicking 'Next', 'Back' or 'Submit' prior to selecting another function or leaving the page. [Help?](#)

Address: * Suburb: *

Plains Road Golden Creek

Postcode: *

3564

State: *

Victoria

Country: *

Australia

Home Phone: Mobile:

Work Phone: * Fax:

02 9999 9999

Email:

club@goldencreek.com.au

[Save](#)

[Print](#)

2.3.2 Course Details

From this page Jack can confirm the details GOLF *Link* has on its database about the Club's courses. IT IS IMPORTANT THAT THESE DETAILS ARE ACCURATE. If one of Jacks courses is altered and requires a new ACR/AWCR or Par to be entered, he should contact his local State Golfing Association who can update the database for him.

GOLF Link Administration System

Home Member Details Competitions Club Details Reports User Management Audit Trail

Club Course Details

GOLDEN CREEK GOLF CLUB COURSE DETAILS

Course Number	Name	Union	Par	Par Start Date	Rating	Rating Start Date	Additional Weather Rating
2	Womens Red	WGA	73	1/1/1990	74	14/9/2004	
3	Mens	AGU					-
1	Mens Blue	AGU	72	13/10/2004	72	5/11/2004	-

Above are the current course ratings and pars for all courses at your club. If any additions or changes are required, please contact your State Association.

LogOff Help?

Print

Jack is now happy that his Club Details are correct he wants to add all of his members onto the GOLF Link database (or add a new member to his club, the process is the same), so he moves his mouse pointer over the 'Member Details' menu and clicks on the 'Create Member' option. If Jack has a large number of members, he can chose to download the Template available from the Home Page and perform the initial upload of members by sending the completed spreadsheet to GOLF Link by email.

2.4 Membership

This section allows Jack to load and maintain all of his Member's details on GOLF Link.

2.4.1 Create New Home Membership

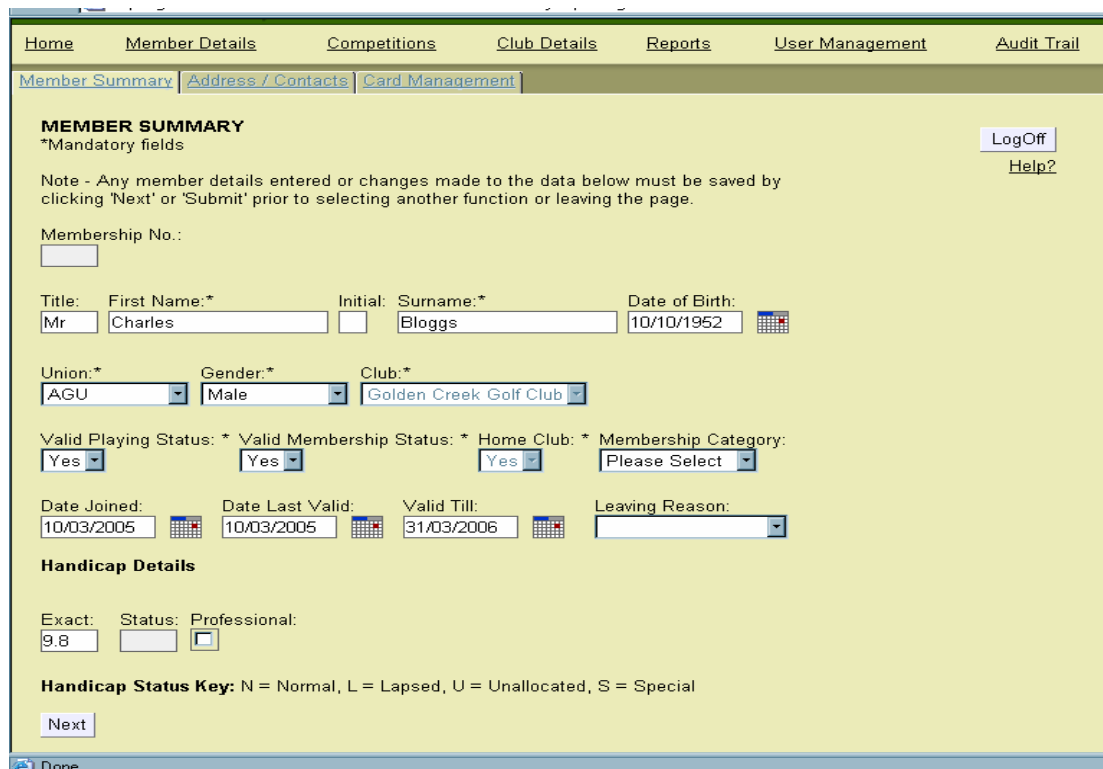
Before entering the new membership, Jack confirmed with the new member, Charles Bloggs, that he did not already have a GOLF Link membership at another club. He knows the importance of doing this, as all golfers holding Australian handicaps must nominate only **one home club** responsible for maintaining their handicap. A new member at any club who already holds a home membership at another club should supply their GOLF Link number to the new club. A new membership for them is created using the 'Create Non Home Member' process, which is detailed later.

Home	Member Details	Competitions	Club Details	Reports	User Management	Audit Trail
Member Summary Address / Contacts Card Management						
<p>MEMBER SUMMARY</p> <p>*Mandatory fields</p> <p>Note - Any member details entered or changes made to the data below must be saved by clicking 'Next' or 'Submit' prior to selecting another function or leaving the page.</p> <p>Membership No.: <input type="text"/></p> <p>Title: First Name:* Initial: Surname:* Date of Birth:</p> <p>Mr <input type="text" value="Charles"/> <input type="text" value=""/> <input type="text" value="Bloggs"/> <input type="text" value="10/10/1952"/></p> <p>Union:* Gender:* Club:*</p> <p><input type="text" value="AGU"/> <input type="text" value="Male"/> <input type="text" value="Golden Creek Golf Club"/></p> <p>Valid Playing Status: * Valid Membership Status: * Home Club: * Membership Category:</p> <p><input type="text" value="Yes"/> <input type="text" value="Yes"/> <input type="text" value="Yes"/> <input type="text" value="Please Select"/></p> <p>Date Joined: <input type="text" value="10/03/2005"/> Date Last Valid: <input type="text" value="10/03/2005"/> Valid Till: <input type="text" value="31/03/2006"/> Leaving Reason: <input type="text"/></p> <p>Handicap Details</p> <p>Exact: <input type="text" value="9.8"/> Status: <input type="text"/> Professional: <input type="checkbox"/></p> <p>Handicap Status Key: N = Normal, L = Lapsed, U = Unallocated, S = Special</p> <p><input type="button" value="Next"/></p>						

Some fields, such as the 'Membership No.' are greyed-out indicating that Jack can't alter or add any data in these fields. Also the GOLF Link server is responsible for creating new GOLF Link numbers and will do so during a successful new member entry.

Jack only needs to enter the information for the fields with an asterisk next to their title – and one of those, the 'Club' field, is automatically supplied. The other fields are optional. So when Jack realises that he doesn't know this new member's 'Date of Birth', he can safely leave that empty.

Filling in down the page, Jack selects the appropriate 'Union' from the drop-down list, confirms 'Valid Playing Status' and 'Valid Membership Status, and enters an 'Exact Handicap'. The 'Exact Handicap' is not essential, and Members can be created without knowing this value. However, it should be added as soon as possible after the member has obtained the required number of cards (and with the initial handicap calculated according to the handbook by the handicapper). The Initial Handicap can be entered later by using the Official Handicap Adjustment function in the member record. There is also provision for Jack to enter any relevant Membership Joining and Validity dates as well as Member Categories. These are optional features for club administration purposes and should be managed by the club for internal use only.



The screenshot shows a web browser window displaying the 'MEMBER SUMMARY' form. The browser's address bar shows 'Done'. The form has a navigation menu at the top with links: Home, Member Details, Competitions, Club Details, Reports, User Management, and Audit Trail. Below the menu are three tabs: Member Summary (selected), Address / Contacts, and Card Management. The form content includes:

- MEMBER SUMMARY** (with a 'LogOff' button and a 'Help?' link)
- *Mandatory fields
- Note: Any member details entered or changes made to the data below must be saved by clicking 'Next' or 'Submit' prior to selecting another function or leaving the page.
- Membership No.: [text input]
- Title: [Mr] First Name: [Charles] Initial: [] Surname: [Bloggs] Date of Birth: [10/10/1952] [calendar icon]
- Union: [AGU] Gender: [Male] Club: [Golden Creek Golf Club]
- Valid Playing Status: [Yes] Valid Membership Status: [Yes] Home Club: [Yes] Membership Category: [Please Select]
- Date Joined: [10/03/2005] [calendar icon] Date Last Valid: [10/03/2005] [calendar icon] Valid Till: [31/03/2006] [calendar icon] Leaving Reason: []
- Handicap Details**
- Exact: [9.8] Status: [] Professional: []
- Handicap Status Key:** N = Normal, L = Lapsed, U = Unallocated, S = Special
- [Next] button

Once this page is completed, Jack clicks 'Next' and is taken to the 'Address / Contacts' page, where he enters address details. Mobile phone numbers and e-mail addresses are new additions to the data able to be stored by the application, and Jack enters these.

GOLF Link Administration System

Home Member Details Competitions Club Details Reports User Management Audit Trail

Member Summary Address / Contacts Card Management

ADDRESS / CONTACTS LogOff Help?

*Mandatory fields

Note - Any address details entered or changes made to the data below must be saved by clicking 'Next', 'Back' or 'Submit' prior to selecting another function or leaving the page.

Address: * Suburb: *
 12 Golf Drive Suburbia
 Postcode: *
 3999

State: *
 Victoria

Country: *
 Australia

Home Phone: * Mobile:
 5555 5555 0444 0444

Work Phone: Fax:

Email:
 golfer@home.com.au

Back Next Print

Done

Clicking 'Next' again, Jack moves on to the 'Card Management' page. There is only one item on this page, the 'Issue Card' check box. The check box defaults to ticked, which indicates that a card will be ordered. In some cases, e.g. for unaffiliated non-playing or social members, no card should be ordered and Jack would un-tick the box.

Member Summary Address / Contacts Card Management

CARD MANAGEMENT LogOff Help?

Issue Card

Back Submit Print

This is the final step of 'Creating a Home Member', and Jack clicks 'Submit' to finish it. GOLF Link will generate a GOLF Link number and the number will appear in the Member's record. Jack will advise the member of his GOLF Link number so that he can use it until his GOLF Link Card arrives.

Member Search | Member Summary | Address / Contacts | Card Management | H'cap / Score History

MEMBER SUMMARY

*Mandatory fields LogOff

Note - Any member details entered or changes made to the data below must be saved by clicking 'Next' or 'Submit' prior to selecting another function or leaving the page. Help?

Membership No.: 18 GOLF Link No.: 0001200018 Audit Link

Title: First Name:* Initial: Surname:* Date of Birth:

Mr Charles [] Bloggs 10/10/1952

Union:* Gender:* Club:*

AGU Male Golden Creek Golf Club

Valid Playing Status:* Valid Membership Status:* Home Club:* Membership Category:

Yes Yes Yes Please Select

Date Joined: 10/03/2005 Date Last Valid: 10/03/2005 Valid Till: 31/03/2006 Leaving Reason:

Handicap Details

Score Correction Enter Adhoc Score Official H'cap Adjustment

Exact: Special: Status: Professional:

9.8 [] N []

Handicap Status Key: N = Normal, L = Lapsed, U = Unallocated, S = Special

Submit

2.4.2 Member Categories

This is an optional function that allows Jack to allocate Membership Categories to members. Jack can add categories by selecting from the options provided and select Add. This builds the Membership Categories to suit the club. To allocate categories to the members, go to the Member Summary page and select the category from the option box for each member. The Membership categories are selectable in some reports to allow Jack to customise those reports.

Home | Member Details | Competitions | Club Details | Reports | User Management | Audit Trail

Member Categories

MEMBERSHIP CATEGORIES

Add a Membership Category LogOff

Membership Category Name :* Union :* Fee :

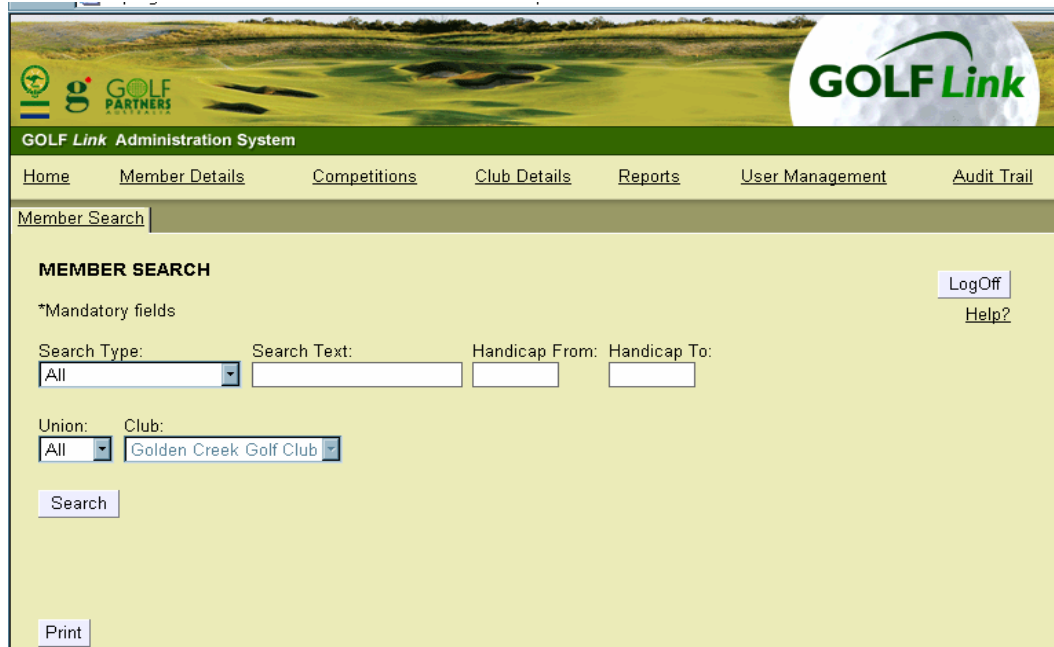
Please Choose AGU WGA [] Add Membership Category Help?

Existing Membership Categories

Membership Category Name	Union	Fee	
Standard Mens	AGU	\$0.00	Edit
Standard Ladies	WGA	\$0.00	Edit
Bondi Diggers	AGU	\$99.00	Edit
HD Golf Club Inc	AGU	\$99.00	Edit
6 day	AGU	\$50.00	Edit
7 day	AGU	\$0.00	Edit

2.4.3 Member Search

The 'Member Search' page allows Jack to examine the membership data of his entire club. There are a number of different ways he can go about this. If he selects Search Type 'All', and simply clicks on the 'Search' button, the entire membership of his club will be displayed.



The screenshot shows the 'Member Search' page in the GOLF Link Administration System. The page has a green header with the GOLF Link logo and a navigation menu with links for Home, Member Details, Competitions, Club Details, Reports, User Management, and Audit Trail. The main content area is titled 'MEMBER SEARCH' and includes a 'LogOff' button and a 'Help?' link. Below this, there are search criteria fields: 'Search Type' (a dropdown menu set to 'All'), 'Search Text' (a text input field), 'Handicap From' (a text input field), and 'Handicap To' (a text input field). There are also 'Union' and 'Club' dropdown menus, with 'Union' set to 'All' and 'Club' set to 'Golden Creek Golf Club'. A 'Search' button is located below these fields, and a 'Print' button is at the bottom left.

Jack uses this function to verify that the membership he has just created is on the system. He could try doing this by typing in the GOLF Link number of the new member, the Club membership number, her surname or her first name. All these options are selectable under 'Search Type'. (Jack could also specify whether he wants to search only members within a handicap range or of one particular union, or all members.)

Since he's a in a hurry today, Jack simply clicks on 'Search' and displays all his club's members (by default in Surname order).

Member Search

MEMBER SEARCH LogOff
Help?

*Mandatory fields

Search Type: Search Text: Handicap From: Handicap To:

Union: Club:

Export Data

GOLF Link No	Club	Type	Member No	Surname	FirstName	Handicap		Union	Home Phone
						Exact	Status		
0001200013	Golden Creek Golf Club	Home	13	Alistair	Ian	8.7	N	AGU	
0001200018	Golden Creek Golf Club	Home	18	Bloggs	Charles	9.8	N	AGU	
0001200017	Golden Creek Golf Club	Home	17	Citizen	John	10.2	N	AGU	
0001200012	Golden Creek Golf Club	Home	12	Cooper	Mary	12.0	N	WGA	
0001200014	Golden Creek Golf Club	Home	14	Fitzgerald	Evie	11.0	N	WGA	
0001200007	Golden Creek Golf Club	Home	7	Forrest	Lilly	10.5	N	WGA	
0001200011	Golden Creek Golf Club	Home	11	Kluner	Janet	12.5	N	WGA	
0001200010	Golden Creek Golf Club	Home	10	Lingan	Pradeep	7.1	N	AGU	
0001200002	Golden Creek Golf Club	Home	2	Myers	Rhett	9.4	N	AGU	

Done

At first glance, Jack can't find the member he's looking for, so he clicks the title of the 'Member No' column twice to bring the highest (and thus, newest) membership number to the top of the column. All the columns can be sorted this way – clicking once sorts the table from the lowest to highest entry in the selected column, and clicking twice sorts from highest to lowest.

2.4.4 Editing a Member

To edit someone's membership record, Jack must first find their membership record by using the search function. Once the search results are displayed on the screen, Jack clicks on the membership number of the member he wants to edit, and their membership details are displayed, just like the display Jack saw earlier confirming his creation of a new membership.

Jack can change any details about the member, updating a changed address, for example, or adding details of an out of competition round to the member's handicap record. He can also order a replacement card for any member from their record.

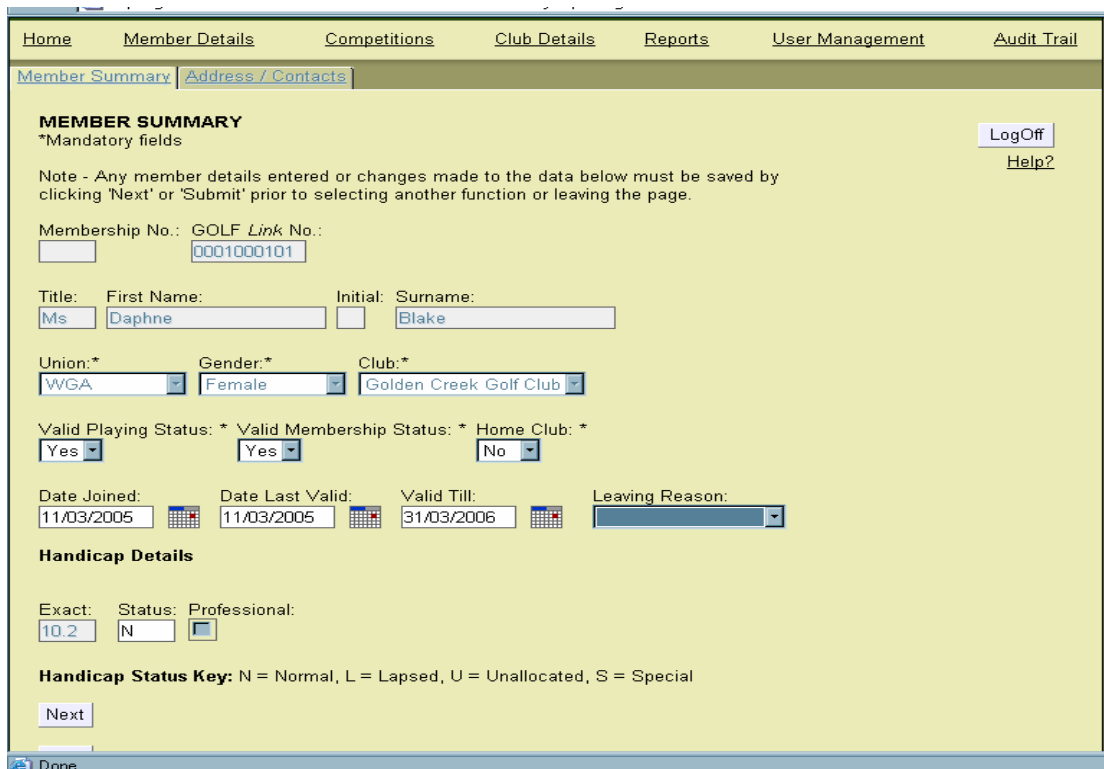
2.4.5 Order a Replacement Card



After searching for the relevant member as described above, from the member summary, Jack clicks on the 'Card Management' tab. Here he clicks the 'Order Replacement Card' button and is informed of the processing of the request. A new card has now been ordered.

2.4.6 Create Non-Home Membership

This function is almost identical to creating a new home membership. When Jack found out that the second member he had to enter had an existing membership, he obtained Daphne's GOLF Link number and when prompted entered both the GOLF Link number and Daphne's surname (this needs to be an exact match with the GOLF Link card). Finding a match, the application allowed the new non-home membership to be created for Daphne at Golden Creek.



Non-home memberships differ from home memberships in that they only allow the non-home club to process certain information about the member. This is their address and contact information only, as their home club is responsible for their handicap and card details.

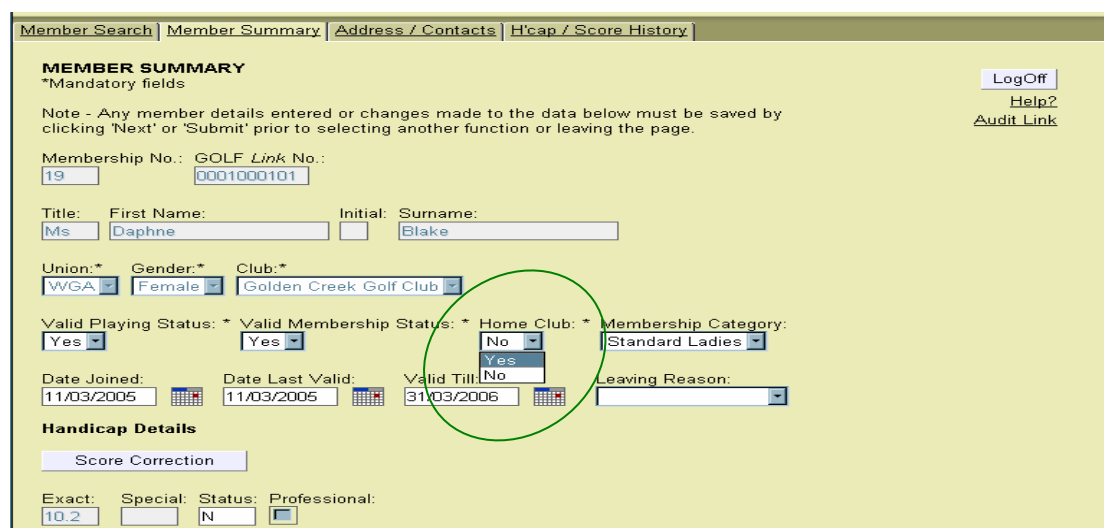
The new membership process for non-home members follows the same page-by-page process as for a home membership until submitted. In addition the 'Home Club' field on the 'Member Summary' page is set to No.

2.4.7 Transferring Members

This is the process of transferring the home membership of a golfer to a new home club.

The Home Club Transfer is always performed by the new home club, never by the old. Jack can transfer a member of any other GOLF Link club to his club, but he cannot transfer members away from his club to other clubs.

The actual process is simple – all Jack needs to do is first to create a non-home membership for the golfer (if it doesn't exist already) reset the 'Home Club' field to 'Yes', and click on 'Next'. If no details have been entered yet, Jack must then fill in the details on the Address page. He can then click 'Submit'. This process will allocate a new GOLF Link number for the player relevant to the new home club. It will also transfer their handicap record and order a GOLF Link card for them. Their old home club record will be updated to show they are now a non-home club member and alter their GOLF Link number accordingly. Their new GOLF Link card will be sent to the address for that member on the system.



The screenshot shows the 'MEMBER SUMMARY' page with the following details:

- Membership No.:** 19
- GOLF Link No.:** 0001000101
- Title:** Ms
- First Name:** Daphne
- Initial:** []
- Surname:** Blake
- Union:** WGA
- Gender:** Female
- Club:** Golden Creek Golf Club
- Valid Playing Status:** Yes
- Valid Membership Status:** Yes
- Home Club:** Yes (highlighted with a green circle)
- Membership Category:** Standard Ladies
- Date Joined:** 11/03/2005
- Date Last Valid:** 11/03/2005
- Valid Till:** 31/03/2006
- Leaving Reason:** []
- Handicap Details:** Score Correction []
- Exact:** 10.2
- Special:** []
- Status:** N
- Professional:** []

2.5 Handicap and Score History

The 'H'cap / Score History' tab displays a member's record of competitions played, scores submitted and handicaps calculated from them.

Home
Member Details
Competitions
Club Details
Reports
User Management
Audit Trail

Member Search
Member Summary
Address / Contacts
Card Management
H'cap / Score History

HANDICAPS & SCORES

Member Details LogOff

GOLF Link No.:

Valid Playing Status: *
 Valid Membership Status: *
 Home Club: *

[Help?](#)
[Audit Link](#)

Handicap Details

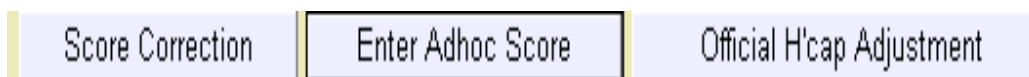
Exact:
 Special:
 Status:
 Professional:

Score History

Show results for the last:

	Comp. Date	Club Played at	ScoreType	Par	CCR	Score		Handicap			Score Status	
						Gross	Nett	Old	Played Off	Played To	New	
Correct	S 21/06/2005 4:53:00 PM	Golden Creek Golf Club	Stroke	72	72	74	66	7.8	8	2	6.6	O
Correct	S 20/06/2005 4:52:00 PM	Golden Creek Golf Club	Stroke	72	72	80	72	7.8	8	8	7.8	O
Correct	S 16/06/2005 8:14:00 PM	Golden Creek Golf Club	Stroke	72	72	81	72	7.8	9	9	7.8	D
Correct	S 31/05/2005 12:40:00 PM	Golden Creek Golf Club	Stroke	72	72	110	101	7.7	9	38	7.8	O
Correct	S 31/05/2005 10:37:00 AM	Golden Creek Golf Club	Stroke	72	72	75	66	8.9	9	3	7.7	O
Correct	S 30/05/2005 12:24:00 PM	Golden Creek Golf Club	Stableford	72	72	81	36	8.9	9	9	8.9	O

It also allows these records to be amended or added to through the use of the three buttons .



As he has several updates to make, Jack now turns to these functions. Since the 'Score Correction' function is only used to correct wrongly entered scores from a GOLF Link competition, Jack doesn't need that right now (it will be covered after he runs a competition, below). That leaves the 'Enter Adhoc Score' and 'Official H'cap Adjustment' buttons.

2.5.1 Adhoc Scores

To deal with rounds returned for his members played at clubs not on GOLF Link, Jack has to enter these as Adhoc Scores. This function can also be used to process out of competition scores if required.

Wanting to process these as quickly as possible, Jack first sorts the cards by GOLF *Link* number (he has successfully encouraged his members to write their GOLF *Link* numbers on any scorecard they submit) and then goes to the 'Member Search' page again. Searching for 'All' members this time, he sorts the results by GOLF *Link* number by clicking on the 'GOLF *Link* No' column header, and scans down the list to the first member in his pile of cards.

Finding Ian's row, he clicks on his exact handicap and is this time taken directly to the 'Handicap and Score History' screen. He clicks on 'Enter Adhoc Score'. To fill in the round, he needs to enter the following:

- 'Club Played At' - As Jack doesn't know the club's GOLF *Link* number, he clicks find club and navigates through the pop-up list that then takes him through by union and state association to the club he needs. Pressing OK inserts the chosen club's number back into the club field
- 'Score Type'
- 'Competition Type'
- 'Date Held' (this will always start at today's date – Jack needs to modify it to make sure the correct date for the competition is entered)
- 'CCR' (GOLF *Link* always uses the equivalent stroke CCR. If the CCR had not been available, the 'ACR' could have been used instead.)
- 'Par'
- 'Playing Handicap'
- 'Score' (for Adhoc scores these are always Nett) and
- 'Score Status'

Member Search	Member Summary	Address / Contacts	Card Management	H'cap / Score History	Adhoc Score Entry
-------------------------------	--------------------------------	------------------------------------	---------------------------------	---------------------------------------	-----------------------------------

HANDICAP & SCORES *Mandatory fields [LogOff](#)

[Help?](#)
[Audit Link](#)

Adhoc Score Entry

GOLF Link No.:

Title: First Name: Initial Surname: Home Club:

Score Details

Note - Any adhoc score details entered or changes made to the data below must be saved by clicking 'Submit' prior to selecting another function or leaving the page.

Club Played at: * Competition Date: * Competition Type: * Score Type: *

CCR: * ACR: * Par: * Nett Score: * Playing H'cap: * Score Status: *

OR

Score Status Key: O = OK, D = Disqualified, A = No Score - Approved, N = No Score - Not Approved

Once all values have been entered, Jack clicks 'Submit' and then 'OK' when the system confirms the score is being processed. Jack then clicks the 'Member Search' tab to return to the search list of members he had previously created. He chooses the next record in his list and begins again, until all rounds have been processed.

Please note: Ad-Hoc scores entered with a date prior to an initial handicap upload, or official adjustment, will not alter the current handicap, as the system is date-sensitive. This can be viewed in the golfer's handicap history.

2.5.2 Initial Handicap or Official Handicap Adjustment

Jack needs to enter a member's Initial Handicap, Jack clicks on the 'Official H'Cap Adjustment' button and enters the calculated Initial Handicap in the "Exact" field and use "Free Format " and call it *Initial Handicap*.

Unfortunately, one of Jack's club members has been unable to play for several months due to illness. In order to allow Stuart to rejoin competition play without significant disadvantage, the handicap committee has decided to increase his handicap to 15.4. To do this, Jack also has to perform an official handicap adjustment. After finding Stuart's record using the 'Member Search' facility he enters the new 'Exact Handicap' of 15.4, with the 'Reason', 'Section

10 - Injury/Illness'. In another circumstance, Jack may have selected 'Free Format', and entered a reason directly in the field to the right of the screen

Please note: Official adjustments are effective as at the time submitted to GOLF Link. Any scores entered with a time and date before this adjustment will not affect the golfer's handicap history after the adjustment.

Member Search | Member Summary | Address / Contacts | Card Management | H'cap / Score History | Official H'cap Adjustment

HANDICAP & SCORES *Mandatory fields LogOff

[Help?](#)
[Audit Link](#)

Official Handicap Adjustment

Important – An adjustment will disregard any pre-dated competition or adhoc score not yet entered. Do not create an adjustment when an Adhoc Score or Score Correction can be used instead. [Click here](#) to use the Adhoc Score facility.

GOLF Link No.:

Title: First Name: Initial Surname: Home Club:

Current Handicap Details

Exact: Special: Status: Professional

New Handicap Details

Note - Any handicap details entered or changes made to the data below must be saved by clicking 'Submit' prior to selecting another function or leaving the page.

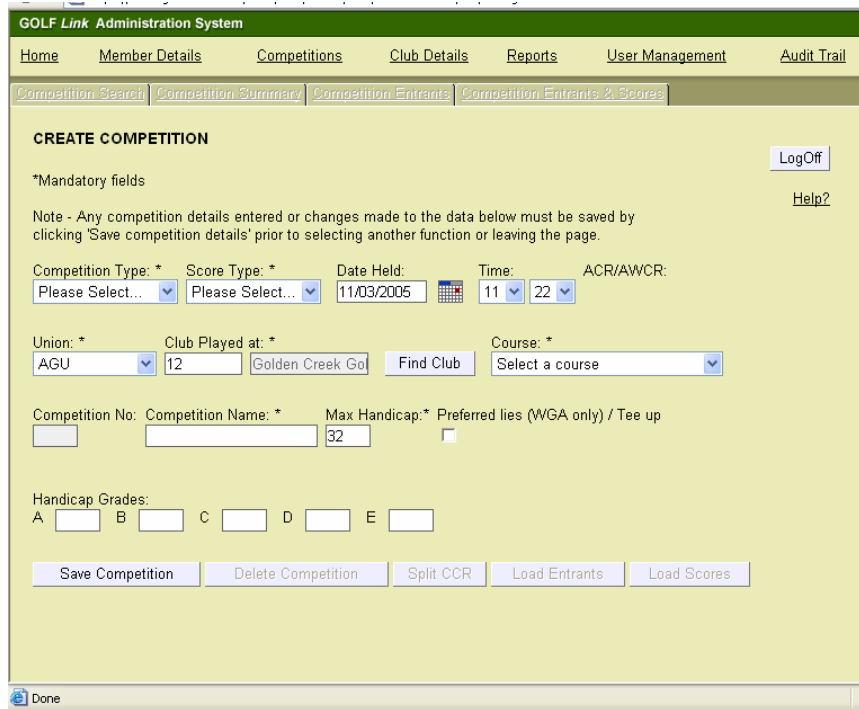
Exact: * Reason: * Free Format:

Handicap Status Key: N = Normal, L = Lapsed, U = Unallocated, S = Special

2.6 Competitions

2.6.1 Create Competition

Jack now has last Wednesday's Men's competition to process. First Jack must create the competition. He intends to set up his entire fixture for the next year when he has a chance – but for now is processing competitions as they are held.



GOLF Link Administration System

Home Member Details Competitions Club Details Reports User Management Audit Trail

Competition Search Competition Summary Competition Entrants Competition Entrants & Scores

CREATE COMPETITION [LogOff](#)

*Mandatory fields [Help?](#)

Note - Any competition details entered or changes made to the data below must be saved by clicking 'Save competition details' prior to selecting another function or leaving the page.

Competition Type: * Please Select... Score Type: * Please Select... Date Held: 11/03/2005 Time: 11:22 ACR/AWCR:

Union: * AGU Club Played at: * 12 Golden Creek Golf Find Club Course: * Select a course

Competition No: Competition Name: * Max Handicap: * 32 Preferred lies (WGA only) / Tee up

Handicap Grades: A B C D E

Save Competition Delete Competition Split CCR Load Entrants Load Scores

Done

There is a group of ladies which play in this competition as well, but GOLF Link requires men's and women's competitions to be processed separately. We'll follow the processing of the men's competition – the women's is processed the same way, and Jack will take care to enter the union as WGA when required.

The competition details are as for adhoc scores, with some additions. For competitions a 'Course' must be chosen from those available in the list, and a 'Competition Name', 'Competition Maximum Handicap' and 'Preferred Lies (WGA Only) / Tee Up' (Through the Green) must be entered or selected. Jack enters 'Men's Wednesday Comp', but is free to enter any value in the name field. He sets the Maximum Handicap to 27 and leaves 'Tee Up' unchecked. For WGA rounds this is also used to indicate that 'Preferred Lies' are in play. Additionally, Jack could have entered handicap grades at the bottom, but these are optional.

Home	Member Details	Competitions	Club Details	Reports	User Management	Audit Trail
Competition Search Competition Summary Competition Entrants Competition Entrants & Scores						
CREATE COMPETITION						
						LogOff
*Mandatory fields						
Note - Any competition details entered or changes made to the data below must be saved by clicking 'Save competition details' prior to selecting another function or leaving the page. Help?						
Competition Type: *	Score Type: *	Date Held:	Time:	ACR/AWCR:		
Normal	Stroke	11/03/2005	14 48			
Union: *	Club Played at: *	Course: *				
AGU	12 Golden Creek Go	Find Club		Mens Blue (Par 72) (Rating 72)		
Competition No:	Competition Name: *	Max Handicap:*	Preferred lies (WGA only) / Tee up			
	Mens Wednesday Comp	27	<input type="checkbox"/>			
Handicap Grades:						
A	B	C	D	E		
Save Competition		Delete Competition		Split CCR		Load Scores

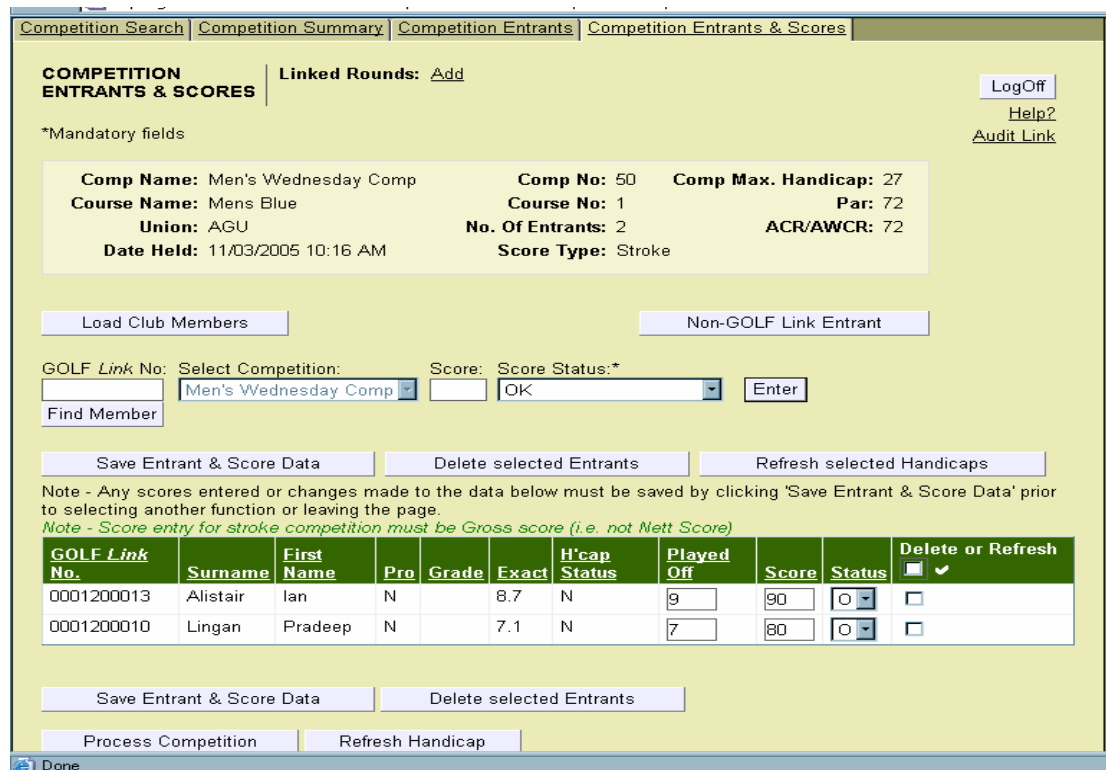
After entering all of the data, Jack clicks 'Save Competition'. He knows the competition has been successfully entered into the system for two reasons: the 'Max Handicap' field is now greyed-out, and the remaining buttons on the page, 'Delete Competition', 'Load Entrants' and 'Load Scores' are now activated for use.

Home	Member Details	Competitions	Club Details	Reports	User Management	Audit Trail
Competition Search Competition Summary Competition Entrants Competition Entrants & Scores						
COMPETITION SUMMARY Linked Rounds: Add						
						LogOff
*Mandatory fields						
Note - Any competition details entered or changes made to the data below must be saved by clicking 'Save competition details' prior to selecting another function or leaving the page. Help? Audit Link						
Competition Type: *	Score Type: *	Date Held:	Time:	ACR/AWCR: 72		
Normal	Stroke	11/03/2005	10 16			
Union: *	Club Played at: *	Course: *				
AGU	12 Golden Creek Go	Find Club		Mens Blue (Par 72) (Rating 72)		
Competition No:	Competition Name: *	Max Handicap:*	Preferred lies (WGA only) / Tee up			
51	Mens Wednesday Comp	27	<input type="checkbox"/>			
Handicap Grades:						
A	B	C	D	E		
Save Competition		Delete Competition		Split CCR		Load Scores

2.6.2 Load Entrants and Scores

Clicking on 'Load Scores' on the Competition Summary page, Jack is taken to the Competition Entrants and Scores page. From this screen, Jack can enter the GOLF Link numbers AND scores of all participants in the competition one by one. Jack organises his cards in order of lowest to highest GOLF Link number, so that if he misses one he can spot the absence more easily by reading down the GOLF Link number column.

As each member is entered, their record for that competition appears in the top of the table at the bottom of the page. Only valid playing members may be entered into a competition.



Competition Search | **Competition Summary** | **Competition Entrants** | **Competition Entrants & Scores**

COMPETITION ENTRANTS & SCORES | **Linked Rounds:** [Add](#) | [LogOff](#) | [Help?](#) | [Audit Link](#)

*Mandatory fields

Comp Name: Men's Wednesday Comp **Comp No:** 50 **Comp Max. Handicap:** 27
Course Name: Mens Blue **Course No:** 1 **Par:** 72
Union: AGU **No. Of Entrants:** 2 **ACR/AWCR:** 72
Date Held: 11/03/2005 10:16 AM **Score Type:** Stroke

[Load Club Members](#) [Non-GOLF Link Entrant](#)

GOLF Link No: Select Competition: Score: Score Status:* [Enter](#)

[Find Member](#)

[Save Entrant & Score Data](#) [Delete selected Entrants](#) [Refresh selected Handicaps](#)

Note - Any scores entered or changes made to the data below must be saved by clicking 'Save Entrant & Score Data' prior to selecting another function or leaving the page.
Note - Score entry for stroke competition must be Gross score (i.e. not Nett Score)

GOLF Link No.	Surname	First Name	Pro	Grade	Exact	H'cap Status	Played Off	Score	Status	Delete or Refresh
0001200013	Alistair	Ian	N		8.7	N	9	90	<input type="text" value="0"/>	<input type="checkbox"/>
0001200010	Lingan	Pradeep	N		7.1	N	7	80	<input type="text" value="0"/>	<input type="checkbox"/>

[Save Entrant & Score Data](#) [Delete selected Entrants](#)

[Process Competition](#) [Refresh Handicap](#)

Done

The Competition Entrants page also has two very useful features: Load Club Members and Non- GOLF Link Entrant.

2.6.3 Load Club Members

Load Club Members is the fastest way to add entrants to the competition. Jack clicks on Load Members and the page changes to a list of his entire club membership, excluding those members already in the competition. Here he simply needs to tick the box in each member's row to add them to the competition.

Competition Search | Competition Summary | **Competition Entrants** | Competition Entrants & Scores

COMPETITION MEMBERS LOAD | Linked Rounds: [Add](#)

LogOff
Help?
Audit Link

*Mandatory fields

Comp Name: Men's Wednesday Comp	Comp No: 50	Comp Max. Handicap: 27
Course Name: Mens Blue	Course No: 1	Par: 72
Union: AGU	No. Of Entrants: 2	ACR/AWCR: 72
Date Held: 11/03/2005 10:16 AM	Score Type: Stroke	

Return to Single Entrants

Select Competition:
Men's Wednesday Comp

Note - Score entry for stroke competition must be Gross score (i.e. not Nett Score) Found 9 club members

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Golf Link No	Last Name	First Name	Playing Handicap	Score	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0001200018	Bloggs	Charles	10	<input type="text"/>	OK
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0001200017	Citizen	John	10	<input type="text"/>	OK
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0001200002	Myers	Rhett	9	<input type="text"/>	OK
<input type="checkbox"/>	<input type="checkbox"/>	0001200009	Peris	Dilan	9	<input type="text"/>	OK
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0001200004	Roberts	Angus	7	<input type="text"/>	OK
<input type="checkbox"/>	<input type="checkbox"/>	0000100006	sn790513831	fn790513831	14	<input type="text"/>	OK
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0001200003	Swift	Arabella	10	<input type="text"/>	OK
<input type="checkbox"/>	<input type="checkbox"/>	0001200001	Treeby	Doug	10	<input type="text"/>	OK

Add Members

When all the members he wants to enter are selected, Jack clicks on 'Add Members' and after confirmation, the members are added to the competition.

Jack then clicks 'Return to Single Entrants' to return to the 'Competition Entrants and Scores' page - he'd rather enter his scores on the page where he has the option of periodically saving his work as he goes.

2.6.4 Non-GOLF Link Entrants

A Non-GOLF Link entrant is a member of a Non-GOLF Link club who plays in a GOLF Link competition. Jack has one of these to enter as well, so he clicks on the 'Non-GOLF Link Entrant' button, and is taken to the page. Jack must enter the 'Surname', 'First Name', 'Home Club' and 'Playing Handicap'. When he clicks on 'Enter', Jack can see that the non-GOLF Link member has been assigned a temporary GOLF Link number. (Non-GOLF Link members always have GOLF Link numbers starting with 99999.)

Enter Non-GOLF Link Visitor

GOLF Link No:
 Select Competition:
 Score:
 Score Status:*

First Name: *
 Surname: *
 Home Club: *
 Playing Handicap: *

Note - Any scores entered or changes made to the data below must be saved by clicking 'Save Entrant & Score Data' prior to selecting another function or leaving the page.
 Note - Score entry for stroke competition must be Gross score (i.e. not Nett Score)

GOLF Link No.	Surname	First Name	Pro	Grade	Exact	H'cap Status	Played Off	Score	Status	Delete or Refresh
0001200003	Swift	Arabella	N		10.1	N	<input type="text" value="10"/>	<input type="text"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200004	Roberts	Angus	N		6.9	N	<input type="text" value="7"/>	<input type="text"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200002	Myers	Rhett	N		9.4	N	<input type="text" value="9"/>	<input type="text"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200017	Citizen	John	N		10.2	N	<input type="text" value="10"/>	<input type="text"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200018	Bloggs	Charles	N		9.8	N	<input type="text" value="10"/>	<input type="text"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200013	Alistair	Ian	N		8.7	N	<input type="text" value="9"/>	<input type="text" value="90"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200010	Lingan	Pradeep	N		7.1	N	<input type="text" value="7"/>	<input type="text" value="80"/>	<input type="text" value="O"/>	<input type="checkbox"/>

Score Status Key:
 O = OK, D = Disqualified, A = No Score - Approved, N = No Score - Not Approved

Jack completes processing this competition in the normal way, by clicking 'Return To GOLF Link Entrant' and entering the scores on the Competition Entrants and Scores page.

Date Held: 11/03/2005 10:16 AM **Score Type:** Stroke

GOLF Link No:
 Select Competition:
 Score:
 Score Status:*

Note - Any scores entered or changes made to the data below must be saved by clicking 'Save Entrant & Score Data' prior to selecting another function or leaving the page.
 Note - Score entry for stroke competition must be Gross score (i.e. not Nett Score)

GOLF Link No.	Surname	First Name	Pro	Grade	Exact	H'cap Status	Played Off	Score	Status	Delete or Refresh
9999900001	Donaldson	Jeffrey	N			N	<input type="text" value="27"/>	<input type="text" value="100"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200004	Roberts	Angus	N		6.9	N	<input type="text" value="7"/>	<input type="text" value="80"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200002	Myers	Rhett	N		9.4	N	<input type="text" value="9"/>	<input type="text" value="85"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200017	Citizen	John	N		10.2	N	<input type="text" value="10"/>	<input type="text" value="92"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200018	Bloggs	Charles	N		9.8	N	<input type="text" value="10"/>	<input type="text" value="79"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200013	Alistair	Ian	N		8.7	N	<input type="text" value="9"/>	<input type="text" value="90"/>	<input type="text" value="O"/>	<input type="checkbox"/>
0001200010	Lingan	Pradeep	N		7.1	N	<input type="text" value="7"/>	<input type="text" value="80"/>	<input type="text" value="O"/>	<input type="checkbox"/>

Score Status Key:
 O = OK, D = Disqualified, A = No Score - Approved, N = No Score - Not Approved

Handicap Status Key:

Jack notices that one of his players actually played off a different handicap than the system records, and that he had mistakenly entered Nett scores instead of Gross (for a Stroke round only), and so he modifies the Played Off field for that member on the table, changes the scores, and immediately saves his change by clicking 'Save Entrant & Score Data'.

(The other two buttons 'Delete Selected Entrants' and 'Refresh Selected Handicaps' would allow Jack to check the box in the right-most column of any entrant, and delete them from the competition, or refresh their handicap to the latest current value respectively.)

Only when Jack has entered all members does he proceed to click 'Process Competition'. Once he does this, the competition is closed, and cannot be opened or altered again unless Jack chooses to Unprocess the Competition.

[Home](#) [Member Details](#) [Competitions](#) [Club Details](#) [Reports](#) [User Management](#) [Audit Trail](#)

[Competition Search](#) | [Competition Summary](#) | [Competition Results](#)

COMPETITION RESULTS | **Linked Rounds:** [Add](#) [LogOff](#)

*Mandatory fields [Help?](#)

[View CCR Calculation Rules](#) [Export Data](#) [Audit Link](#)

Comp Name:		Comp No:	50	Comp Max. Handicap:	25
Course Name:	Mens Blue	Course No:	1	Par:	72
Union:	AGU	No. Of Entrants:	7	CCR:	71
Date Held:	20/10/2004 1:00 PM	Score Type:	Stroke	ACR/AWCR:	

Nett Score Results

Pos	GOLF Link No.	Surname	First Name	Home Club	H'cap Status	Handicap					Status
						Nett	Old	Played Off	Played To	New	
1	0001200013	Alistair	Ian		N	70	8.8	9	8	8.6	O
2	0001200009	Peris	Dilan		N	71	9.3	9	9	9.3	O
3	0001200002	Myers	Rhett		N	72	9.3	9	10	9.3	O
=4	0001200010	Lycos	Phillip		N	73	6.7	7	9	6.8	O
=4	0001200004	Roberts	Angus		N	73	6.7	7	9	6.8	O
=6	0000100006	Golfer	James	Australian Golf Union	N	75	15.2	15	19	15.3	O
=6	0001200008	Wade	Stuart		N	75	10.0	10	14	10.1	O

Gross Score Results

Pos	GOLF Link No.	Surname	First Name	Home Club	H'cap Status	Gross	Handicap				Status
							Old	Played Off	Played To	New	
1	0001200013	Alistair	Ian		N	79	8.8	9	8	8.6	O
=2	0001200010	Lycos	Phillip		N	80	6.7	7	9	6.8	O
=2	0001200009	Peris	Dilan		N	80	9.3	9	9	9.3	O
=2	0001200004	Roberts	Angus		N	80	6.7	7	9	6.8	O
5	0001200002	Myers	Rhett		N	81	9.3	9	10	9.3	O

Jack knows that the competition has gone through properly when he sees this window.

He can now 'Print' or 'Export Data' if he wants to reformat the results.

2.6.5 Competition Entrants

If Jack had instead clicked on the 'Load Entrants' button, he would have been taken to the 'Competition Entrants' page instead of 'Competition Entrants and Scores'. 'Competition Entrants' is for use when listing members who are in a future competition, since it only lists the members, not their scores.

Home	Member Details	Competitions	Club Details	Reports	User Management	Audit Trail		
Competition Search Competition Summary Competition Entrants Competition Entrants & Scores								
COMPETITION ENTRANTS Linked Rounds: Add								
*Mandatory fields						LogOff		
Comp Name: Mens Wednesday Comp Course Name: Mens Blue Union: AGU Date Held: 11/03/2005 10:16 AM			Comp No: 51 Course No: 1 No. Of Entrants: 6 Score Type: Stroke		Comp Max. Handicap: 27 Par: 72 ACR/AWCR: 72			
Load Club Members			Non-GOLF Link Entrant					
GOLF Link No: <input type="text"/> Select Competition: <input type="text"/> Mens Wednesday Comp <input type="button" value="Enter"/>								
Find Member								
GOLF Link No	Surname	First Name	Home Club	Grade	Handicap			
					Exact	Playing	Status	Last Updated
0001200004	Roberts	Angus			5.6	6	N	28/06/2005
Handicap Status Key:								

2.6.7 Split CCR's

Jack can split the CCR calculations into AM and PM rounds if he wishes, while retaining the one complete field for the Competition of the day. Select Split CCR from the Competition Summary page and then select Competition Entrants and Scores where you can select AM or PM for each entrant.

[Home](#) [Member Details](#) [Competitions](#) [Club Details](#) [Reports](#) [User Management](#) [Audit Trail](#)

[Competition Search](#) | [Competition Summary](#) | [Competition Entrants](#) | [Competition Entrants & Scores](#)

COMPETITION ENTRANTS & SCORES [Linked Rounds: Add](#) [LogOff](#)
[Help?](#)
[Audit Link](#)

*Mandatory fields

Comp Name: Medal Comp	Comp No: 52	Comp Max. Handicap: 32
Course Name: Mens Blue	Course No: 1	Par: 72
Union: AGU	No. Of Entrants: AM - 3 PM - 2 TOTAL - 5	ACR/AWCR: 72
Date Held: 31/05/2005 12:40 PM	Score Type: Stroke	

[Load Club Members](#) [Non-GOLF Link Entrant](#)

GOLF Link No: Select Competition: Score: Score Status: [Enter](#)
[Find Member](#)

[Save Entrant & Score Data](#) [Delete selected Entrants](#) [Refresh selected Handicaps](#)

Note - Any scores entered or changes made to the data below must be saved by clicking 'Save Entrant & Score Data' prior to selecting another function or leaving the page.
 Note - Score entry for stroke competition must be Gross score (i.e. not Nett Score)

GOLF Link No.	Surname	First Name	Grade	Exact	H'cap Status	Played Off	Score	Status	Delete or Refresh	Split CCR
0001200009	Peris	Dilan	A	8.9	N	<input type="text" value="9"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="PM"/>
0001200002	Myers	Rhett	A	5.5	N	<input type="text" value="6"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="PM"/>
0001200010	Lycos	Phillip	A	7.3	N	<input type="text" value="7"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="AM"/>
0001210102	Dent	James	B	10.7	N	<input type="text" value="11"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="AM"/>
0001200017	Citizen	John	A	8.0	N	<input type="text" value="8"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="AM"/>

2.6.8 Search Competition

To settle a dispute between two club members, Jack looks up the earlier competition to verify which of the two had the better score. To do this, he goes to 'Competitions' menu and selects 'Search', and searches for all competitions in the correct date range.

Competition Search

COMPETITION SEARCH [LogOff](#)

*Mandatory fields [Help?](#)

Date From: * To: * Competition Type: Score Type:

Status: Union: Club: (* Denotes Club Online)

Club Played at:

Tip: Click links in the 'Date Held' column to go to the Competition Summary page.

Date Held	Club ID	Club Name	Club Played At	Comp. Name	Comp. Type	Score Type	Union	Status
31/05/2005 12:40	12	Golden Creek GC	Golden Creek GC	Medal Comp	Normal	Stroke	AGU	C

He clicks on the date of the competition he wants to examine to display more details about it, then moves to the 'Competition Results'.

Competition Search | **Competition Summary** | **Competition Results**

COMPETITION RESULTS [LogOff](#)

[Linked Rounds: Add](#)

Rnd 1: [test1 Stroke on 24/03/2005 10:01 AM](#)

Rnd 2: Medal Comp Stroke on 31/05/2005 12:40 PM [Help?](#)
[Audit Link](#)

*Mandatory fields

[View CCR Calculation Rules](#) [Export Data](#)

Comp Name: Medal Comp	Comp No: 52	Comp Max. Handicap: 32
Course Name: Mens Blue	Course No: 1	Par: 72
Union: AGU	No. Of Entrants: AM - 4 PM - 4 TOTAL - 8	CCR: AM - 72 PM - 72
Date Held: 31/05/2005 12:40 PM	Score Type: Stroke	ACR/AWCR: 72

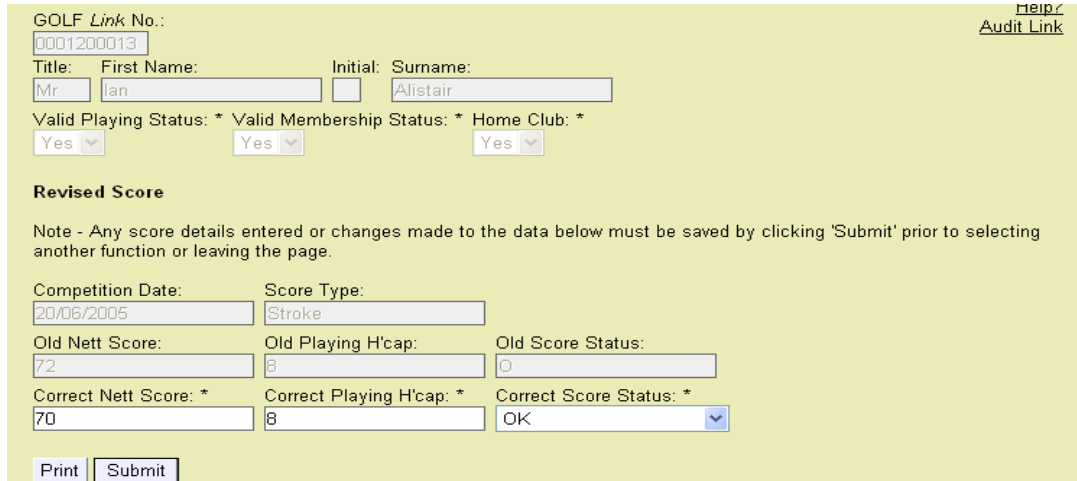
Group by Grades

Nett Score Results

Pos	GOLF Link No.	Surname	First Name	Home Club	H'cap Status	Nett	Handicap			Status	Split CCR	
							Old	Played Off	Played To			
A Grade												
1	0001200009	Peris	Dilan		N	71	9.0	9	8	8.8	O	PM
=2	0001200002	Myers	Rhett		N	84	5.6	6	18	5.7	O	PM
=2	0001200004	Roberts	Angus		N	84	5.7	6	18	5.8	O	PM
4	0001200017	Citizen	John		N	92	8.0	8	28	8.1	O	AM
5	0001200010	Lycos	Phillip		N	93	7.4	7	28	7.5	O	AM
6	0001200013	Alistair	Ian		N	101	8.9	9	38	9.0	O	AM
B Grade												
1	0001211044	Smith	Terry		N	79	11.2	11	18	11.3	O	PM
2	0001210102	Dent	James		N	89	9.5	11	28	9.6	O	AM

2.6.9 Correct score

Jack notices that he accidentally mistyped one member's score, but since the competition is now closed, he cannot change this from the 'Competitions' menu. Instead, Jack clicks on the GOLF Link number of the entrant whose score he wants to change and is taken directly to the 'Score Correction' page for that score.



Note that Jack must enter the Nett Score here, and click 'Submit'.

If he had not done this whilst still viewing the competition results, Jack could have called up the record of that member using the Member Search function, and clicked the 'H'cap / Score History' tab. From this page, Jack would click on the 'Select' link next to the score he wishes to alter.

2.6.10 Backup Handicap

To create a local copy of the memberships' handicaps, Jack clicks on 'Backup Handicap' on the 'Member Details' menu. There is only one button on this screen, the 'Create Backup File' button, and Jack clicks it.



This generates a file that can be read in Microsoft Excel. It serves the dual function of being a backup to the application in case of an Internet outage, and providing handicap information for running a competition manually. (Note that another way to get this information is through the Reports menu.)

	A	B	C	D	E	F	G	H	I	J
1	GolfLinkNo	Union	Surname	FirstName	Initial	Sex	PlayingHandicap	ExactHandicap	SpecialHandicap	HandicapStatus
2	1200013	Australian Golf Union	Alistair	Ian		M	7	7.4		N
3	1210105	Australian Golf Union	Bloggs	Charles		M	10	9.8		N
4	1200017	Australian Golf Union	Citizen	John		M	6	6.3		N
5	1210103	Australian Golf Union	Clark	Rod		M	4	4.3		N
6	1200012	Women's Golf Australia	Cooper	Mary		F	11	10.8		N
7	1210102	Australian Golf Union	Dent	James		M	8	8.4		N
8	1200014	Women's Golf Australia	Fitzgerald	Evie		F	10	10.2		N
9	1200007	Women's Golf Australia	Forrest	Lilly		F	8	8.3		N
10	100006	Australian Golf Union	Golfer	James		M	14	13.7		N
11	1200011	Women's Golf Australia	Kluner	Janet		F	13	12.5		N
12	1200010	Australian Golf Union	Lycos	Phillip		M	-1	-1.2		N
13	1210104	Australian Golf Union	Mario	Joesepp		M	-3	-3.1		N
14	1200002	Australian Golf Union	Myers	Rhett		M	5	5.3		N
15	1200009	Australian Golf Union	Peris	Dilan		M	8	8.4		N
16	1200006	Women's Golf Australia	Rewbridge	Jody		F	10	10.1		N
17	1200004	Australian Golf Union	Roberts	Angus		M	6	5.6		N
18	1211044	Australian Golf Union	Smith	Terry		M	10	10.2		N
19	1210101	Australian Golf Union	Surname1	Firstname1		M	9	9.2		N
20	1200003	Women's Golf Australia	Swift	Arabella		F	10	10.1		N
21	1200001	Australian Golf Union	Treeby	Doug		M	8	7.5		N
22	1200008	Australian Golf Union	Wade	Stuart		M	-2	-1.7		N
23										

2.6.11 Linking Competitions

Jack wants to run a multi round event, he can do this with the Link Competitions feature. He clicks on the Add beside Linked Rounds and then searches for, and selects the rounds to link to the round he is currently viewing. Jack should have previously set up at least one of the other rounds to be linked. It is not essential to set up all rounds first, they can be progressively added.

COMPETITION SUMMARY **Linked Rounds:** [Add](#) [LogOff](#)

Rnd 1: [Link 1 Stroke on 20/06/2005 4:52 PM](#)

Rnd 2: [Link 2 Stroke on 21/06/2005 4:53 PM](#) [Help?](#)

Rnd 3: [Link 3 Stroke on 22/06/2005 4:55 PM](#) [Audit Link](#)

Rnd 4: [Link 4 Stroke on 23/06/2005 4:52 PM](#)

*Mandatory fields

Note - Any competition details entered or changes made to the data below must be saved by clicking 'Save competition details' prior to selecting another function or leaving the page.

Competition Type: *
 Score Type: *
 Date Held:
 Time: :
 ACR/AWCR: 72

Union: *
 Club Played at: *
 Course: *

Competition No:
 Competition Name: *
 Max Handicap: *
 Preferred lies (WGA only) / Tee up

Handicap Grades:
 A
 B
 C
 D
 E

Once the rounds are linked, Jack can Copy Entrants from One round (usually the first) to the other rounds. Entrants can be deleted from rounds at any time up until the round is processed.

[Competition Search](#) | [Competition Summary](#) | [Competition Entrants](#) | [Competition Entrants & Scores](#)

COMPETITION ENTRANTS & SCORES

Linked Rounds: [Add](#)

Rnd 1: [Link 1 Stroke on 20/06/2005 \(Copy Entrants\)](#)

Rnd 2: [Link 2 Stroke on 21/06/2005 \(Copy Entrants\)](#)

Rnd 3: [Link 3 Stroke on 22/06/2005](#)

Rnd 4: [Link 4 Stroke on 23/06/2005 \(Copy Entrants\)](#)

[LogOff](#)

[Help?](#)

[Audit Link](#)

*Mandatory fields

Comp Name: Link 3	Comp No: 50	Comp Max. Handicap: 32
Course Name: Mens Blue	Course No: 1	Par: 72
Union: AGU	No. Of Entrants: 13	ACR/AWCR: 72
Date Held: 22/06/2005 4:55 PM	Score Type: Stroke	

Load Club Members

Non-GOLF Link Entrant

GOLF Link No: Select Competition: Link 3 Score: Score Status: OK Enter

Save Entrant & Score Data

Delete selected Entrants

Refresh selected Handicaps

Note - Any scores entered or changes made to the data below must be saved by clicking 'Save Entrant & Score Data' prior to selecting another function or leaving the page.

Note - Score entry for stroke competition must be Gross score (i.e. not Nett Score)

GOLF Link No.	Surname	First Name	Grade	Exact	H'cap Status	Played Off	Score	Status	Delete or Refresh
0001210104	Mario	Joesepp		+3.1	N	<input type="text" value="+3"/>	<input type="text"/>	O	<input type="checkbox"/>
0001210103	Clark	Rod		4.2	N	<input type="text" value="4"/>	<input type="text"/>	O	<input type="checkbox"/>
0001211044	Smith	Terry		10.2	N	<input type="text" value="11"/>	<input type="text"/>	O	<input type="checkbox"/>

Each round can be submitted for Handicapping as an individual round and the progressive results can be viewed for the combined rounds. Jack can select to view either Linked Rounds Results or Single Round Results.

Home | Member List | Competitions | Club List | Reports | User Management | User List

Competition Search | Competition Summary | **Competition Results**

COMPETITION RESULTS | [Linked Rounds: Add](#) | [LogOff](#)

Rnd 1: [Link 1 Stroke on 20/06/2005 4:52 PM](#)
 Rnd 2: [Link 2 Stroke on 21/06/2005 4:53 PM](#)
 Rnd 3: [Link 3 Stroke on 22/06/2005 4:55 PM](#)
 Rnd 4: [Link 4 Stroke on 23/06/2005 4:52 PM](#)

[Help?](#)
[Audit Link](#)

*Mandatory fields

[View CCR Calculation Rules](#)

Comp Name:	Link 2	Comp No:	50	Comp Max. Handicap:	32
Course Name:	Mens Blue	Course No:	1	Par:	72
Union:	AGU	No. Of Entrants:	13	CCR:	72
Date Held:	21/06/2005 4:53 PM	Score Type:	Stroke	ACR/AWCR:	72

Show Nett Stroke Results

Pos	GOLF Link No.	Surname	First Name	Rounds				Total Score
				1	2	3	4	
1	0001200001	Treeby	Doug	66	68	-	-	134
2	0001210102	Dent	James	66	70	-	-	136
=3	0001200013	Alistair	Ian	72	66	-	-	138
=3	0001200010	Lycos	Phillip	68	70	-	-	138
=3	0001211044	Smith	Terry	69	69	-	-	138
=3	0001200008	Wade	Stuart	71	67	-	-	138
=7	0001200017	Citizen	John	72	68	-	-	140
=7	0001210101	Surname1	Firstname1	70	70	-	-	140
9	0001210104	Mario	Joesepp	68	73	-	-	141
=10	0001200002	Myers	Rhett	74	69	-	-	143
=10	0001200009	Peris	Dilan	74	69	-	-	143

2.6.12 Resolve Ties

You can Resolve Ties by first deciding final placings offline. Then select Prize Allocation and update the placings by selecting one of the options provided, once all placings are allocated click Save

2.6.13 Prize Allocation

By selecting Prize Allocation you can allocate prizes for each golfer in a Free Format beside each golfer. Don't forget to Save the details when complete.

You can only display the Prize Allocations in printed form if Print is selected while in this page.

Home Member Details Competitions Club Details Reports User Management Audit Trail

Competition Search Competition Summary **Competition Results**

COMPETITION RESULTS Linked Rounds: [Add](#)

Rnd 1: [Link 1 Stroke on 20/06/2005 4:52 PM](#)
 Rnd 2: [Link 2 Stroke on 21/06/2005 4:53 PM](#)
 Rnd 3: [Link 3 Stroke on 22/06/2005 4:55 PM](#)
 Rnd 4: [Link 4 Stroke on 23/06/2005 4:52 PM](#)

*Mandatory fields

[View CCR Calculation Rules](#)

Comp Name:	Link 2	Comp No:	50	Comp Max. Handicap:	32
Course Name:	Mens Blue	Course No:	1	Par:	72
Union:	AGU	No. Of Entrants:	13	CCR:	72
Date Held:	21/06/2005 4:53 PM	Score Type:	Stroke	ACR/AWCR:	72

Show Nett Stroke Results

Resolve Tie	Pos	GOLF Link No.	Surname	First Name	Rounds				Total Score	Prize
					1	2	3	4		
	1	0001200001	Treeby	Doug	66	68	-	-	134	7 Balls
	2	0001210102	Dent	James	66	70	-	-	136	5 Balls
3	=3	0001200013	Alistair	Ian	72	66	-	-	138	4 Balls
4	=3	0001200010	Lycos	Phillip	68	70	-	-	138	3 Balls
=	=3	0001211044	Smith	Terry	69	69	-	-	138	
=	=3	0001200008	Wade	Stuart	71	67	-	-	138	
=	=7	0001200017	Citizen	John	72	68	-	-	140	
=	=7	0001210101	Surname1	Firstname1	70	70	-	-	140	

2.7 User Management

Jack's club has recently had a member volunteer to take over the responsibility of handicapping for them, so Jack goes to the 'User Management' menu and clicks 'Create User' to create the new user.

User Profile **Create User** User Search Password Expiry

CREATE USER * Mandatory fields [Help?](#)

Note - Any user details entered or changes made to the data below must be saved by clicking 'Submit' prior to selecting another function or leaving the page.

User Type: * Union: * Entity: *

Please Select... **AGU** Please Select...
 WGA

He adds Peter to the list of people who can work directly with the GOLF Link system, creating him as Club Union user with access to the Handicapping functions. Note that there are five different functions, and that a Club Union

member can be created with access to any combination of these, up to and including all five functions.

The screenshot shows the 'CREATE USER' form with the following details:

- Navigation:** Home, Member Details, Competitions, Reports, User Management, Audit Trail
- Form Tabs:** User Profile, Create User, User Search, Password Expiry
- Buttons:** LogOff, Help?, Submit
- Title:** CREATE USER *Mandatory fields
- Note:** Any user details entered or changes made to the data below must be saved by clicking 'Submit' prior to selecting another function or leaving the page.
- Fields:**
 - User Type: * (Dropdown: Club Union)
 - Union: * (Dropdown: AGU, WGA)
 - Entity: * (Dropdown: Club Union)
 - First Name: * (Text: Peter)
 - Surname: * (Text: Parker)
 - UserID: * (Text: spidey1234)
 - Password: * (Text: *****)
 - Confirm Password: * (Text: *****)
- Functions: *** (Ctrl + click for multiple items)
 - Membership Management
 - Member Create
 - Competition Management
 - Competition Create
 - Handicap And Score Management

As a Club Administrator level user, Jack has access to all the functions, and can create users of his own Club Administrator level, as well as the two lower levels of Club Union and Member users.

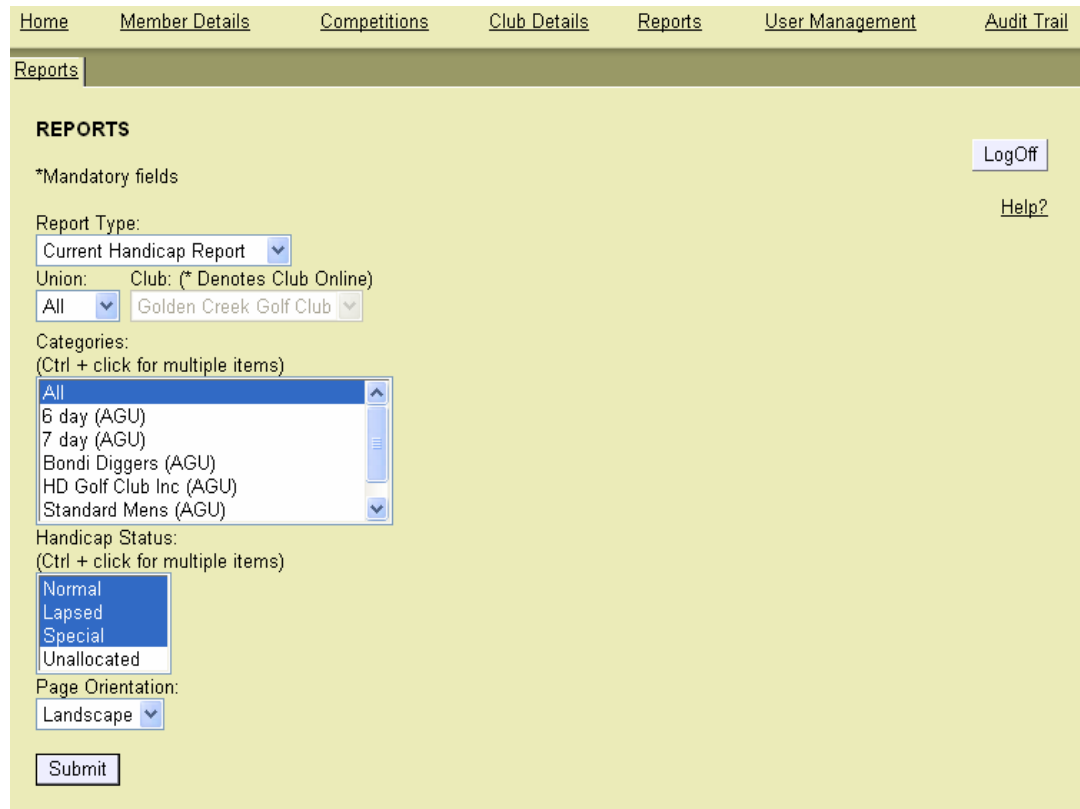
2.8 Reports

Jack now turns to the 'Reports' menu, and opens up that page. On it, there is a drop-down menu with several options for different reports. The reports are generated as PDF files (read by Adobe Acrobat) or CSV files (read by Microsoft Excel).

The screenshot shows the 'REPORTS' page with the following details:

- Navigation:** Reports
- Buttons:** LogOff, Help?
- Title:** REPORTS *Mandatory fields
- Form:**
 - Report Type: (Dropdown: Select a report)
 - Open Dropdown Options:
 - Select a report
 - Membership Export
 - Membership Report
 - Current Handicap Report
 - Visitor Competition Report
 - Handicaps Report
 - No. of Golfers

On this occasion, Jack wants two of the reports – the ‘Current Handicaps Report’, which he intends to print out and pin to the club's noticeboard so that everyone can see their standing – and the ‘Visitor Competition Report’, which Jack plans to print and fax the PDF to the various clubs who had members participate in the most recent competition. (Of course, he only needs to do this for non-GOLF *Link* clubs – GOLF *Link* automatically updates the records of GOLF *Link* club members when a competition is finalised.)



The screenshot shows the 'Reports' section of the GOLF Link web application. At the top, there is a navigation menu with links for Home, Member Details, Competitions, Club Details, Reports, User Management, and Audit Trail. The 'Reports' link is highlighted. Below the navigation menu, the page title is 'REPORTS'. On the right side, there are buttons for 'LogOff' and a 'Help?' link. The main content area is titled '*Mandatory fields'. It contains several form elements: a 'Report Type' dropdown menu set to 'Current Handicap Report'; 'Union' and 'Club' dropdown menus, with 'All' and 'Golden Creek Golf Club' selected respectively; a 'Categories' list box with 'All' selected, containing other options like '6 day (AGU)', '7 day (AGU)', 'Bondi Diggers (AGU)', 'HD Golf Club Inc (AGU)', and 'Standard Mens (AGU)'; a 'Handicap Status' list box with 'Normal' selected, containing other options like 'Lapsed', 'Special', and 'Unallocated'; and a 'Page Orientation' dropdown menu set to 'Landscape'. At the bottom of the form is a 'Submit' button.

If Jack chooses to run the Current Handicap Report he can choose Landscape from the Page Orientation option to produce a report with an increased print size.

When the ‘Submit’ button is pressed, GOLF *Link* will process the necessary data and display a dialog box asking Jack what he wants to do with the report.

Jack decides to open the report, so he can take a look at it before he prints a copy of it. Satisfied with what he sees, Jack prints the Adobe PDF document, and then moves on to the next report.

Golden Creek Golf Club Handicap Report as at Tuesday, July 19, 2005

Surname	First Name	Initial	Sex	GOLF Link No	Union	Exact	Play	Spec	Stat	Home Club	Category
Alistair	Ian		M	0001200013	AGU	7.4	7		N		6 day
Bloggs	Charles		M	0001210105	AGU	9.8	10		N		
Citizen	John		M	0001200017	AGU	6.3	6		N		
Clark	Rod		M	0001210103	AGU	4.3	4		N		Bondi Diggers
Cooper	Mary		F	0001200012	WGA	10.8	11		N		
Dent	James		M	0001210102	AGU	8.4	8		N		Standard Mens
Fitzgerald	Evie		F	0001200014	WGA	10.2	10		N		
Forrest	Lilly		F	0001200007	WGA	8.3	8		N		
Golfer	James		M	0000100006	AGU	13.7	14		N	Australian Golf Union	
Kluner	Janet		F	0001200011	WGA	12.5	13		N		
Lycos	Phillip		M	0001200010	AGU	+1.2	+1		N		
Mario	Joesepp		M	0001210104	AGU	+3.1	+3		N		
Myers	Rhett		M	0001200002	AGU	5.3	5		N		Bondi Diggers
Peris	Dilan		M	0001200009	AGU	8.4	8		N		
Rewbridge	Jody		F	0001200006	WGA	10.1	10		N		
Roberts	Angus		M	0001200004	AGU	5.6	6		N		
Smith	Terry		M	0001211044	AGU	10.2	10		N		
Surname1	Firstname1		M	0001210101	AGU	9.2	9		N		

p. 1

2.9 Audit Trail

The purpose of the 'Audit Trail' is to track changes to the data. This can be used to ensure that a change has taken place, or to learn more about errors caused by changes that do not complete for one reason or another. On this occasion, Jack is using it to verify that a small error he made in adding a member – getting their first name wrong, and then correcting it – has been recorded by the system.

Jack selects 'Membership Management' from the drop-down menu of categories, and clicks on 'Search'. This will display all memberships that have had changes made to them within the specified range of dates. Jack is only interested in one member, so he specifies the appropriate GOLF Link number so that he will only see the relevant results.

[Home](#) [Member Details](#) [Competitions](#) [Reports](#) [User Management](#) [Audit Trail](#)

Audit Trail

AUDIT TRAIL *Mandatory fields

Section: * [LogOff](#)
[Help?](#)

Membership Management

Date from: Date to: Event type: All

Entered by: All Please enter a GOLF Link No.: 0001200014

Section	Record ID	Event	Date	UserID	Error code
Membership Management	0001200014	Member Details Changed	14/10/2004 1:37:00 AM	485	
Membership Management	0001200014	Member Details Changed	14/10/2004 12:44:00 AM	485	

To Jack's relief, he can see that the later change he made did go through, and that the member's name has been corrected.

2.10 Logoff

The last thing Jack does is 'Logoff' the system, by clicking the 'LogOff' button on any page of the application. This is a vitally important thing to do, since if the system is left logged on, unauthorised users could make changes to member and competition records.

The system will automatically time out after a short period of inactivity, but it's better to be safe than sorry, so Jack always log's off when he's done.

3 Ready to Start

This ends the tutorial; you have now covered the main features of the application and are ready to start working with the Tier 1 system – Welcome to *GOLF Link*!

3.1 Need more Help?

If you require more Help click on the Help link in the section you are having a problem with. If this doesn't solve your problem, try the Help section of the *GOLF Link* website at www.golflink.com.au/help.aspx and click on the appropriate link.