GOLF GROUP MANAGER

Administrator Handbook

From The Team at GGM

March 2021

The goal of the Golf Group Manager is to provide a website that is highly intuitive making it easy for members to use and Administrators to manage. The Administrator Handbook is step-by-step guide with numerous illustrations that works in concert with the Video Tutorials, Frequently Asked Questions and Articles all located in the website Help section.

Last updated: March-18-21

Table of Contents

MEMBERS

RESULTS MODULE

FAST DRAW MODULE

RINGER BOARD MODULE

PHOTO GALLERY MODULE

Overview

This handbook is a detailed guide that covers every aspect of the Golf Group Manager website. It partners with the video tutorials, frequently asked questions (FAQ's) and Help section articles to provide the guidance needed to manage all aspects of Golf Group Manager (GGM). The Demo site (https://demo.golfgroupmanager.com/) located on the GGM website can be referred to as an example of customizable features available to Groups.

The Administrator Handbook follows the process most Groups would take when setting up their websites. The first portion of the handbook is the same as the Quick Start Guide running on the website, but greater detail is provided. It will have the same information as that included in the GGM Help articles but with the additional of screenshots.

Create a Group Website

The Group Administrator will receive 2 emails following the registration for the Free 60 day Trail subscription. They are shown below. One verifies the creation of the Group website and the other providing the login information. All member accounts have the same password golf

Your Golf Group Has Been Created

This email is to let you know your new golf group web site has been created at ***https://YourGroupName.golfgroupmanager.com***.

Thank you for registering a new group with Golf Group Manager. Click the link above to log in, upload members, create events and much more.

Please email support@golfgroupmanager.com if you have any questions or comments.

Click to here to visit your site and log in.
If this link doesn't work, copy and paste the following into your browser: https://????.golfgroupmanager.com

Your Account Has Been Created

An account has been created for you on ***Jan 1, 2010****. You may now log in with the details below.*

Your Golf Group Manager account has been created with the credentials below:

Email: xxx@mail.com
Password: golf

Thank you for using Golf Group Manager.

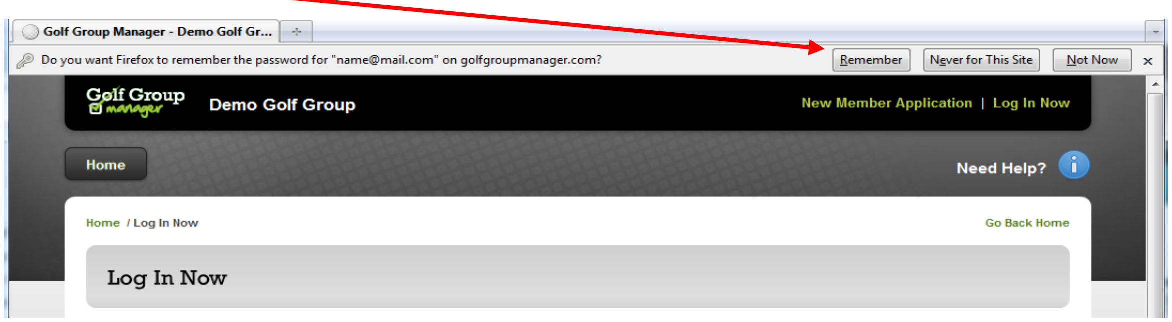
Click here to log in to your new account.
If this link doesn't work, copy and paste the following into your browser: https:/????.golfgroupmanager.com

Go to the website and log in.

Quick Tip: Web browsers allow the website address to be saved on the toolbar [Ctrl D] as well the user name and password can be 'remembered' for fast access.

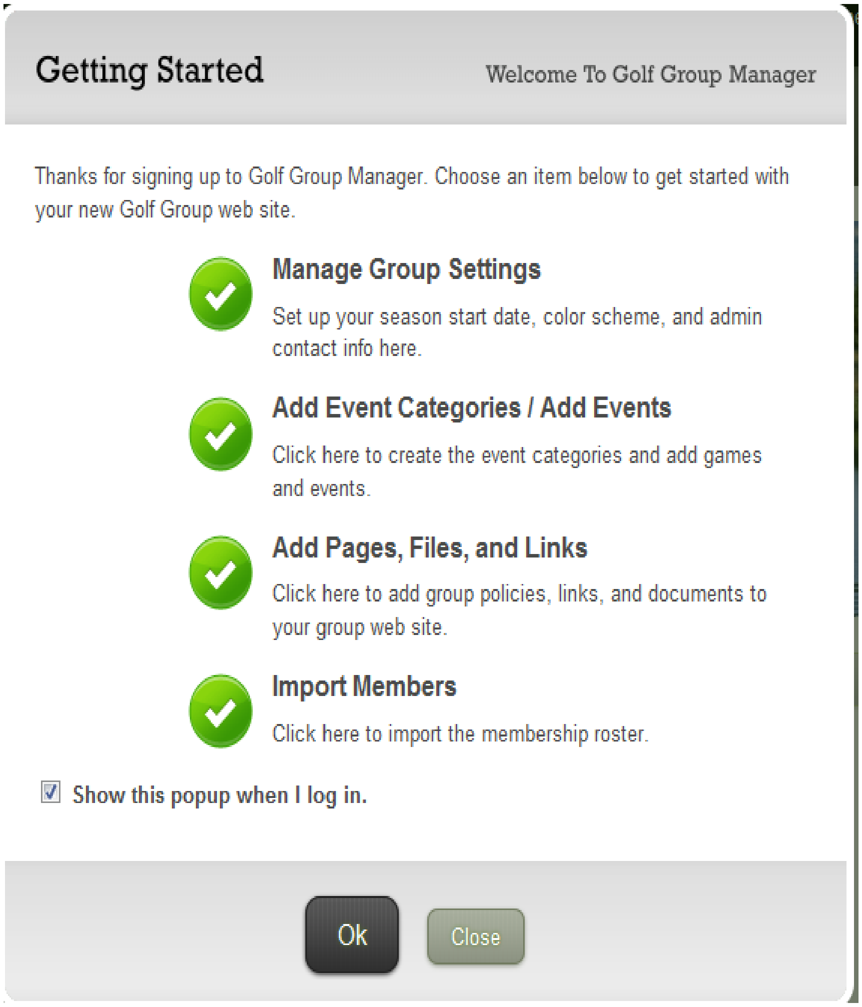
Here's How: Access the site and select **Bookmarks/ Bookmark this page or [Ctrl D]**. Enter a short **Name** for the site and under **Folder** select **Bookmarks Toolbar**. The name will appear on the toolbar along with the GGM icon.

Login information can be saved by the browser to populate the login boxes so it isn't necessary to enter each time the site is accessed. After the login information is entered a pop up will appear similar to the one shown below to 'save the information. This must be done at the first login or it will not ask again.



Getting Started

Once successfully logged in a **Getting Started** pop-up will appear to provide quick links in the website set up.



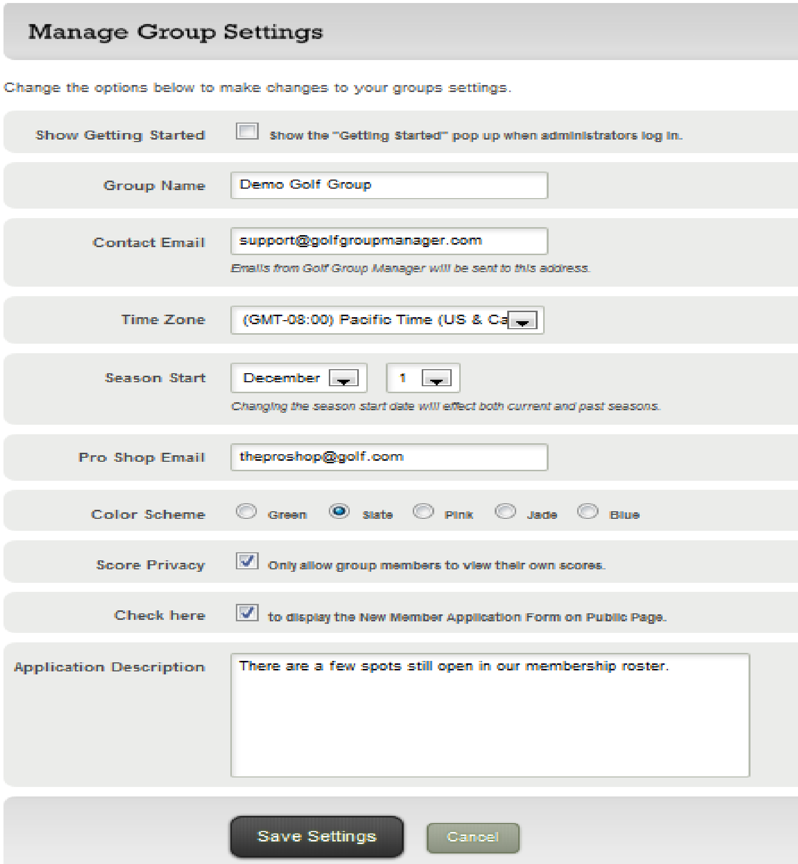
Follow the steps in **Getting Started** to set up your website then invite members to log in.

Details of setting up the site are provided in this handbook but additional information is also available in Help in the written articles, video tutorials and in the Frequently Asked Questions (FAQ) . For a sample and ideas of what your website could look like, please go to https://demo.golfgroupmanager.com/

Once your website is active add more information as needed.

MANAGE GROUP SETTINGS

To set up, go to ***Our Group/Manage Group Settings***



Show Getting Started Check the box to have the pop-up box display to those with Admin status. Uncheck here or directly on the pop-up when no longer needed

Group Name Change or update the name of your group that will appear in the heading

Contact Email is the address of the Administrator who will be the main contact person for your Group. They will receive emails generated from the Golf Group Manager website including notices of a new member applicant. The 'Contact Administrator' link is also located in the footer on each page

Time Zone Enter the time zone for your club. All event start and cut off times are linked to the time zone that is set here. This setting automatically adjusts to daylight savings and standard time.

Season Start Enter the start date of your Group's season. This should not be changed once it is entered as scoring data automatically clears and archives the day prior. Event listings do not archive but remain on the site for future reference.

Pro Shop email The email address entered here automatically links to Pro Shop check box in the email notification for each event listed in Manage Events. This is part of the Fast Draw module that enables attachments such as the Draw to be sent to the Pro Shop. The email address entered here automatically links to the Pro Shop check box in the Manage Events email notification.

Colour Scheme There are 5 choices of colour schemes to change the look of your website. The photo displayed on the Home page can also be changed by selecting the Edit Photo on the picture.

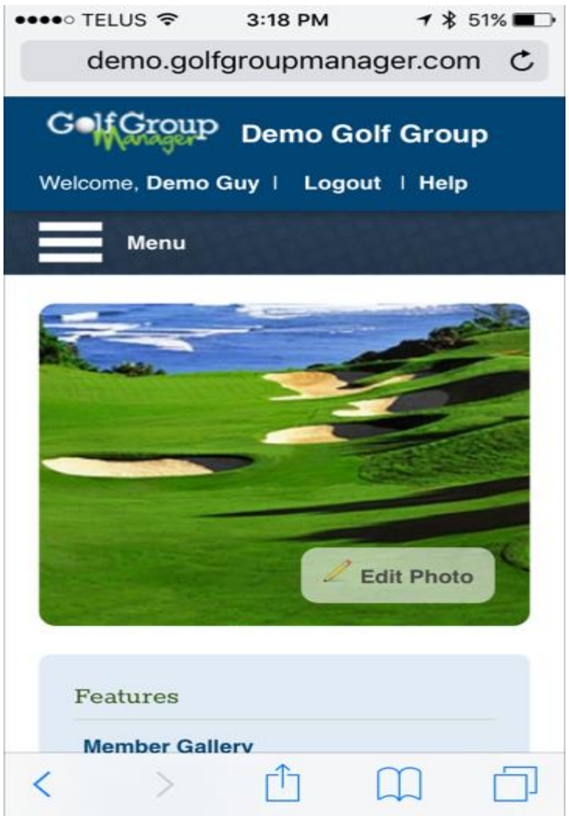
Score Privacy This is part of the **Results Module** that determines the view members will have in the **Game Tracker.** If checked, members will only be allowed to view their individual scoring record. If unchecked then they can view **Everyone's Game Tracker**. Those with Admin privileges can view all Game Trackers as well as the Season Game Tracker which summarizes the season as per each event.

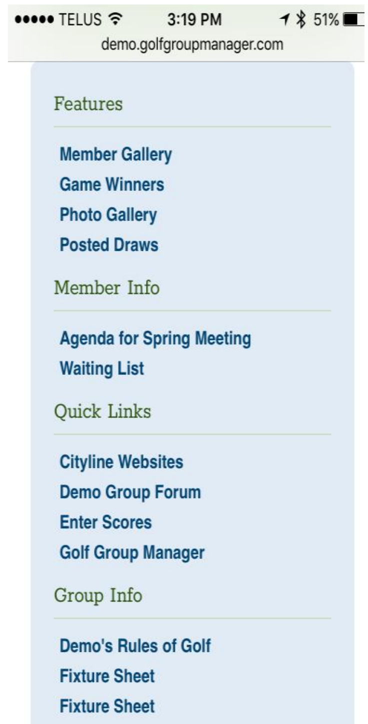
New Member Application Check the box to display the application form on the Login Page

Application Description – This optional box provides an area at the top of the application form to write more about your group or the application process.

Navigation for Tablets and Mobile Phones

The new GGM Mobile site will look different from the old mobile program and from the website found on your computer. After logging in save a shortcut (if using Safari) by selecting the box with the up arrow at the bottom of the screen and 'Add to Home Screen' by selecting the box with the + sign.





Notice that the left side headings - **Features**, **Members Info, Quick Links** will all appear in a column.

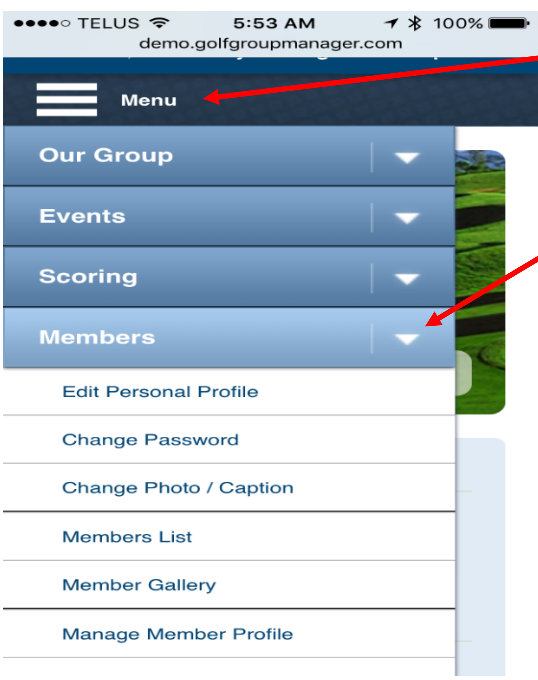
To open an item in these areas just click on the name and the information will appear below.

When items such as **Game Winners**, **Posted Draws** and **Member Info** are opened they appear **below** the left column. Scroll down to view.

Return to the previous screen by using the **<** at the bottom

The items in **Member Gallery, Quick Links** and **Group Info** will open a new web page.

The **News Feed** can be found below the left column items



Click on **Menu** to open the category headings. Groups that do not subscribe to all the modules will see a partial list:

Our Group/Events/Scoring/Members/Admin/Home

Click the down arrow to see the selections below. Headings are closed by clicking again on the down arrow

Items such as **Personal Profile, Change Password and Change Photo** are found under **Members** as are **Member List** and **Member Gallery**

Generally most items selected will open in a new screen or below the **Home** page left column.

Selections found In **Our Group**, such as **Meeting Minutes** will display <u>below</u> the **Home** page left column.

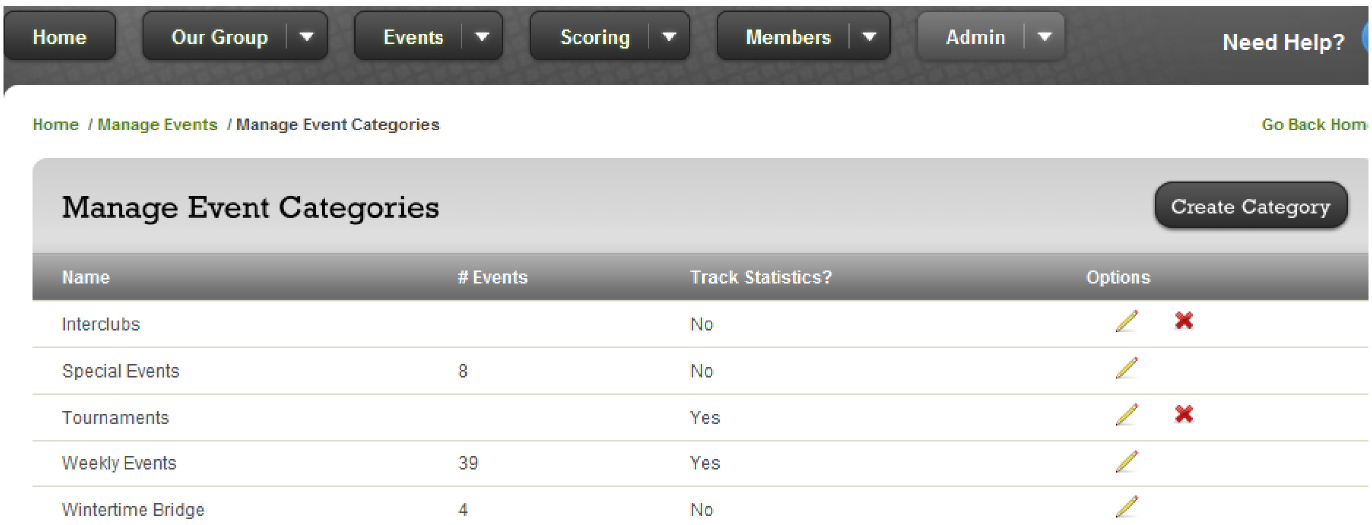
Scroll down to view.

EVENTS

Events can be set up in **Quick Start** or added anytime later

About Event Categories

Most Golf Groups have varied activities such as weekly golf games, tournaments, interclub competitions, rules clinics, meetings and social events. As each of these activities have different requirements for member participation, tee time requirements and tracking statistics (**Results Module**) they can be grouped into specific categories. To set up and event categories select **Events/Manage Event Categories/Create Category**

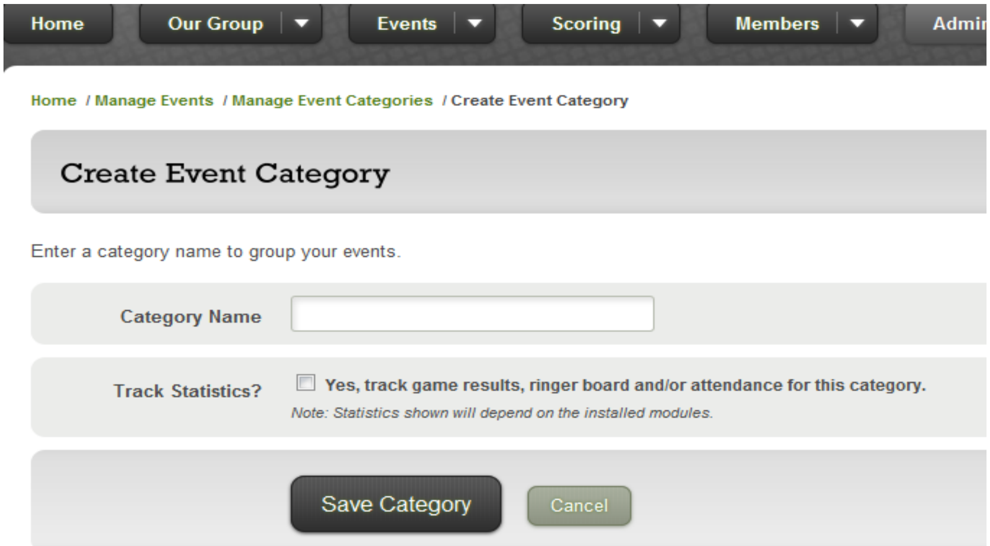


All event categories are listed in alphabetical order in **Manage Event Categories** as well in the dropdown list when creating events. When events are created they can be organized into the categories that have been set here. In **Manage Event Categories** each category is displayed with the number of events located in each. Due to the data and connection with other programs on the website, categories with events included cannot be deleted and only the name of the category can be edited.

Create Event Categories

Event categories are groupings you can set up to classify and manage events. Some examples of categories are: Social, Weekly Games, Away Games, Tournaments, etc.

To set up **Event Categories** go to: ***Events/Manage Event Categories/Create Category***



Category Name - Choose a name to categorize a specific group of events

If subscribing to the **Results and/or Ringer Board Modules** the next line will appear:

Track Statistics? – Determine if this group of events/games will have data that will:

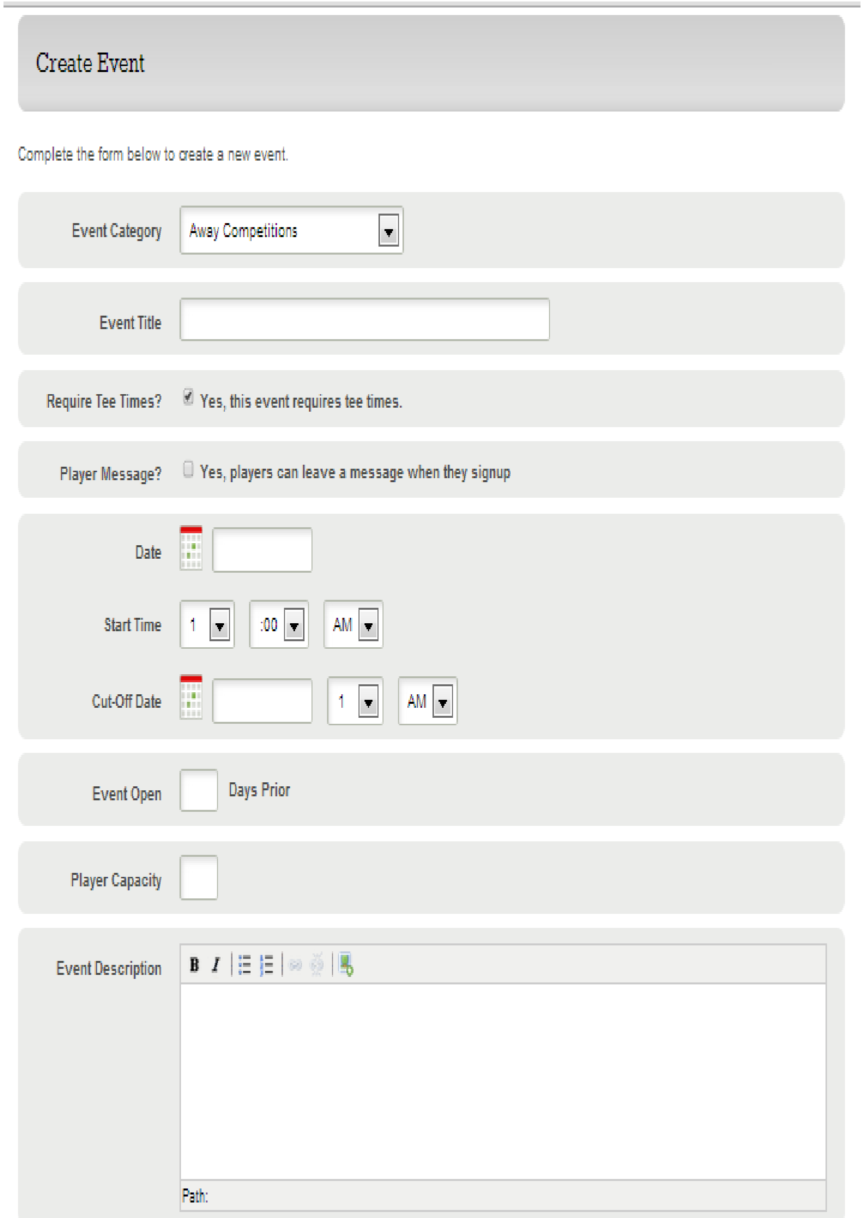
1. be used in tabulating **Results** OR
2. qualify for entries into the ringer board. The games included here will be shown in the dropdown list in **Ringer Board**. OR
3. if attendance at this event is to be counted

If the answer is 'yes' to any of these, then check the box. This selection can be changed later using **Edit**.

Create Event

To create events and games for members to attend select **Events/Manage Events/Create Events** In the form that opens enter the details of the event. All data entered here can be edited or removed.

Most fields are required and if not completed a warning will appear preventing the game from being saved. All selections and entries made in Create Event can be edited later.



Event Category – from the dropdown list select the category where this event will appear under

Event Title – enter in the name of the event

Require Tee Times? - Check the box if this event will need tee times. Games and competitions usually require tee times but for social events tee time would be unnecessary. If unchecked there will be no access to list **Game Winners** or **Fast Draw**

Player Message? – Check box if you want to give players the opportunity to send a message to the Event Organizer (see p 12)

Date – set the date when the event will take place

Start Time – set the time when the event/game will start

Cut-off Date - choose the date and the time when this event will close for sign-ups. If a date is chosen after the event date a warning will appear.

Event Open ☐ Days Prior– list the number of days before the event that participants can sign up

Player Capacity – enter the maximum number of participants that can attend this event or game. When capacity is reached those signing up will go onto a waiting list. Waiting lists are not available for tee sheet sign-up sheets and the event will show FULL when the maximum is reached

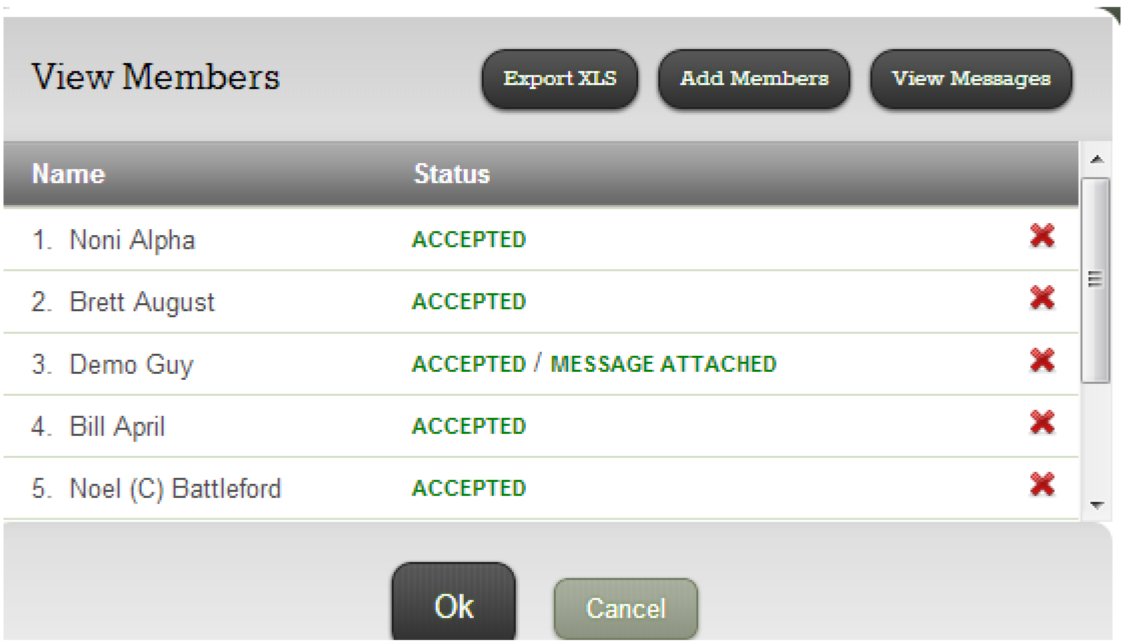
Event Description - in this optional area enter details about the event, such as the game description. The first few lines from here will show with the event listing and it will fully open when the event name is clicked.

Click **Add this Event** – to save, unless subscribing to **Fast Draw** where additional options will be available

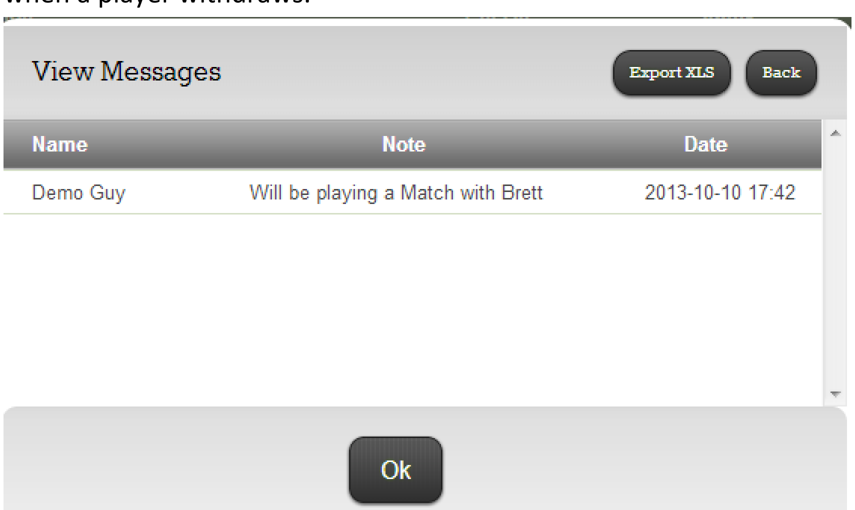
Manage Events/Create Events/Edit Events: As the screen display is small, entries into areas such as event category, start/end times, etc., will have box open at the bottom of the screen. Scroll the list until the one you want appears in larger, darker font and then **Done**

Messages

By checking the box for the Message Option, those signing up can send a message to the Event Organizer. Messages can be viewed in **View/Edit Player** and are available in the **Fast Draw** table.

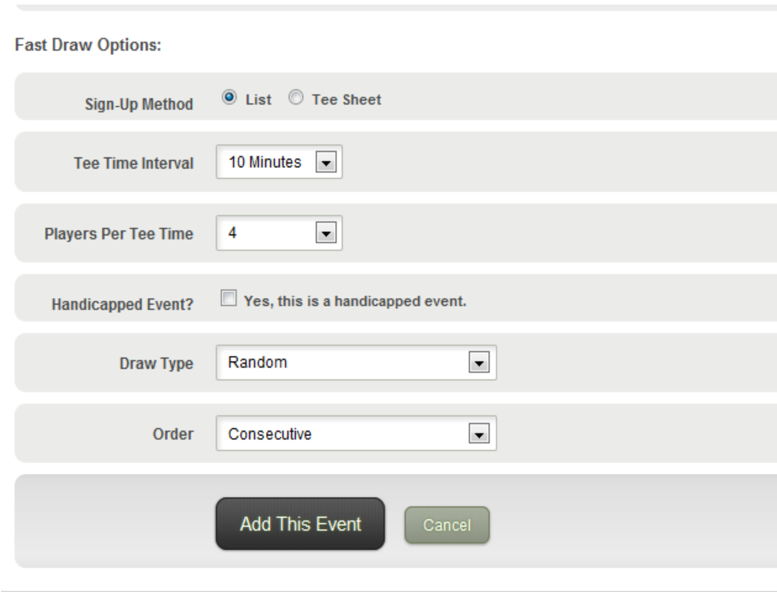


View Message can be opened at any time by an Admin person. All messages are time stamped and are deleted when a player withdraws.



Create Event - Fast Draw Options

For those subscribers that have the **Fast Draw** option there is an additional area to be completed. Most of the parameters in this area can also be edited or changed in **Fast Draw**. Members can only see the information included on page 11 when they click on the name of the Event. For Handicapped and ABCD events members will be required to enter/update their handicaps when they sign up. When the handicap is updated here it also updates their handicap in their Personal Profile.



Sign- up Method – there are two options available for members to sign up for events.

-List – player's names go onto a list for a draw to be created later.

- **Tee Sheet** - players can add their name directly into a tee time grid.

Note: if the Tee Sheet Sign–up Method is selected only the Players/Tee Time and Tee Time Interval fields will show.

Tee Time Interval – set the intervals between tee times at your club.

Players Per Tee Time   Indicate how many players will be in each tee time. EXCEPTION: For Tee Sheet events this area cannot be edited once the event is 'Accepting Sign-ups'

Handicapped Event? Check this box if the event is a Handicapped, Split Field or ABCD event. Players will be prompted to enter their handicap when they sign up for this event. This type of event is not available for the Tee Sheet sign-up method.

NOTE *- Handicaps are dynamic throughout the* ***Fast Draw*** *program. Whenever handicaps are changed in the* ***Personal Profile*** *it <u>automatically updates</u> in all events the members has signed up to play. When an event is created and the 'Handicap required' box is checked, a 'pop-up box' appears at sign-up requiring the current handicap be entered. When a handicap is entered it automatically updates in the* ***Personal Profile****.*

Draw Type Select between the 5 choices

Order – decide if it will be consecutive tee time starts or shotgun start

Add this Event – saves the event when the green confirmation bar appears

Click **Add this Event** – to save, and wait for the green cue

Most of these fields the data can be edited later while in the **Fast Draw** program.

Manage Events

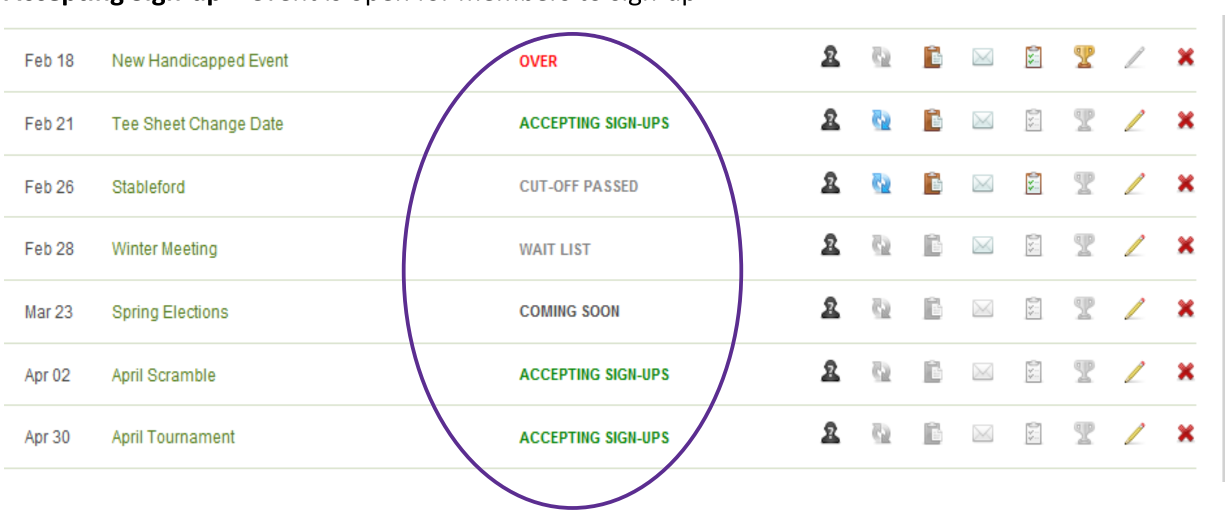
Manage Events is the operation headquarters for everything event-related. It displays the date and name of each event, the status, plus features to publish game winners, edit and remove the event. With the **Fast Draw** module there are additional features to add/remove members, create and view the draw and send email notices. The R**esults Module** also has the add/remove player feature plus result input sheets. Also located here is the **Create Event** tab.

Editing an Event

All events can be edited when the status of the event shows 'Coming Soon'. Once a **Tee Sheet event** is available for sign up, editing to the 'Start Time' or the 'Tee Time Interval' can be done through **Fast Draw** by clicking the blue icon next to the event in **Manage Events.** The 'Players/Tee Time' cannot be edited once the event is 'Accepting Sign ups' and if it needs changing the event will need to be deleted and re-created. For events where the 'List Sign up' method is used, edits can be made through **Edit Events** until the event status is 'Cut-off Passed'. All edits will then need to be made in Fast **Draw** for that event.

Event Status Terms

Over – the event has been completed
Cut-off Passed – the date for signing up is closed but the event is yet to be held
Accepting Sign-up – event is open for members to sign-up



Wait List -each event is limited to a set number of players when it was created. When this maximum number is reached, players can continue to sign up. They are displayed on the Event sign up list with the status, 'Wait List'. When those on the 'Accepted' list withdraw, those on the Wait List move up. The waiting list feature is not available for tee sheet sign up.

Greater detail on the Wait List can be found in the Fast Draw section p47

Full – when a tee sheet sign-up has reached the maximum number of players, the event status will show **Full**. Players can no longer add their names to the tee sheet and will need to wait for cancellations. The tee sheet sign up is exclusive to **Fast Draw**

Coming Soon – the event is not available for sign up

Manage Events Icons

Depending on what modules are subscribed to, there can be a total of eight icons on the right of each event.

 **View/Edit Players**. Players can be added or removed regardless of event status. This icon is in Fast Draw and Results modules and available when viewing those that have signed up for events.

 **Fast Draw** icon changes from grey to blue once the sign up has a status of 'cut-off passed' and before the event is 'over'. During this time the draw can be created and edited numerous times. If players have not signed up for the event, then no draw will be needed so the icon remains gray. Players can still be added at this time and the icon will change to blue. If the event is a 'Tee Sheet' sign up, the icon will be blue when the event opens until it is 'Over', so access to the tee sheet draw is available to Admins.

 **View Draw** shows the current draw

 The **Email Notification** icon allows emails to be sent to all members, signed up members, selected members, others (where their email can be inserted) and/or the Pro Shop. The sign-up list and draw can be attached. See p51 for more details. Emails sent from here are stored in the **Manage Emails** area.

 **View/Edit Results**. Once the cut-off has been reached, a blank results sheet form can be printed to for manually entering and recording game results. Data can be entered and edited at any time online.

 The **View/Edit Winners** opens a table to record the event winners to post in Scoring/ Game Winners. This icon is linked to the 'Tee Times required?' question in **Create Event**. If unchecked this table will not available for entries and will be grayed out. Also this icon is only available for input once the event has completed.

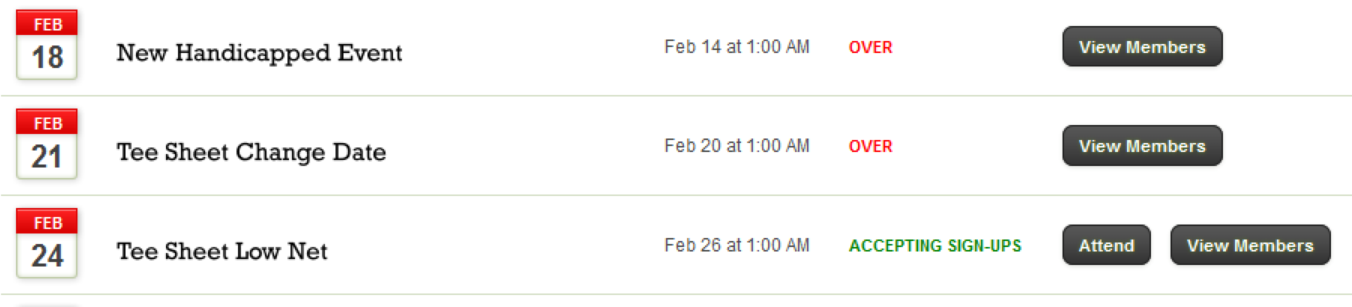
 **Edit** allows for the details of the event to be edited prior to the event completion. Changes to tee times for Tee Sheet sign up will need to be done manually in Fast Draw. It is not available after the Event is 'Over'.

 **Delete** an event. There is a strong warning that all past data around that event will be lost. **All data relating to this event such as scores and winners will be deleted. This action cannot be undone or recovered.**

IMPORTANT NOTE: AT THE END OF YOUR GROUP'S YEAR END, (as set in Manage Group Settings) EVENTS DISPLAYED IN MANAGE EVENTS WILL 'ROLL OVER' AND BE HIDDEN. DO NOT DELETE THESE EVENTS AS ALL HISTORY, DATA FOR GAME TRACKER AND OTHER PROGRAMS WILL BE LOST.

About Add/Remove Players from Events

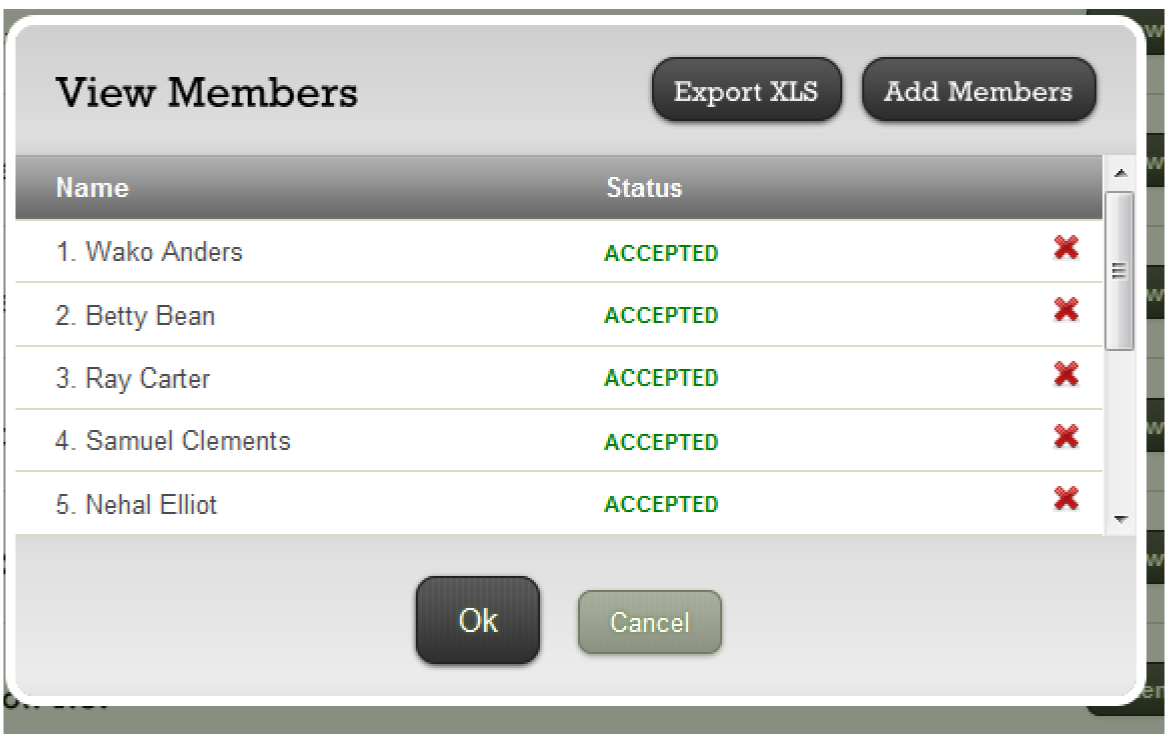
Group Administrators can add and remove players from events. This function can be performed before or after the event has completed. Multiple players can be added or removed in the event sign up area's **View Members,** as well in **Manage Events** for **Fast Draw** and **Results Module** subscribers. Individual players can be added/removed as well in **Fast Draw**.



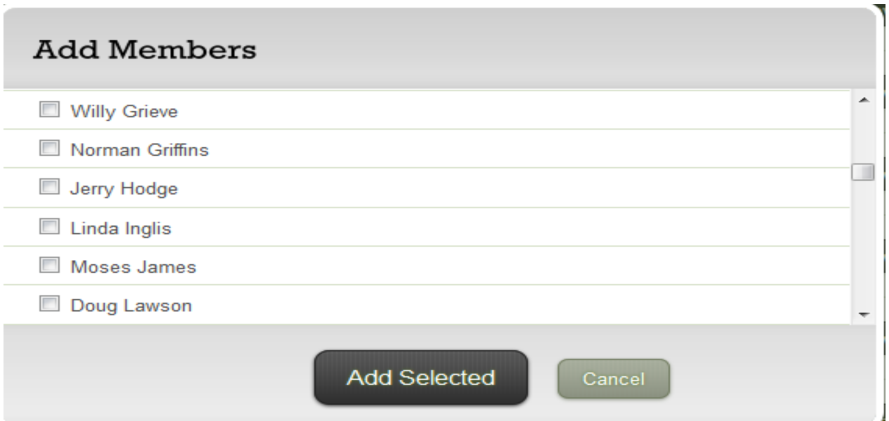
1. Add and Remove Players

Events/All Events –

a. locate the event where players are to be added or removed
b. select **View Members**. And the pop-up below will appear. Multiple players can be removed by using the **Red X**



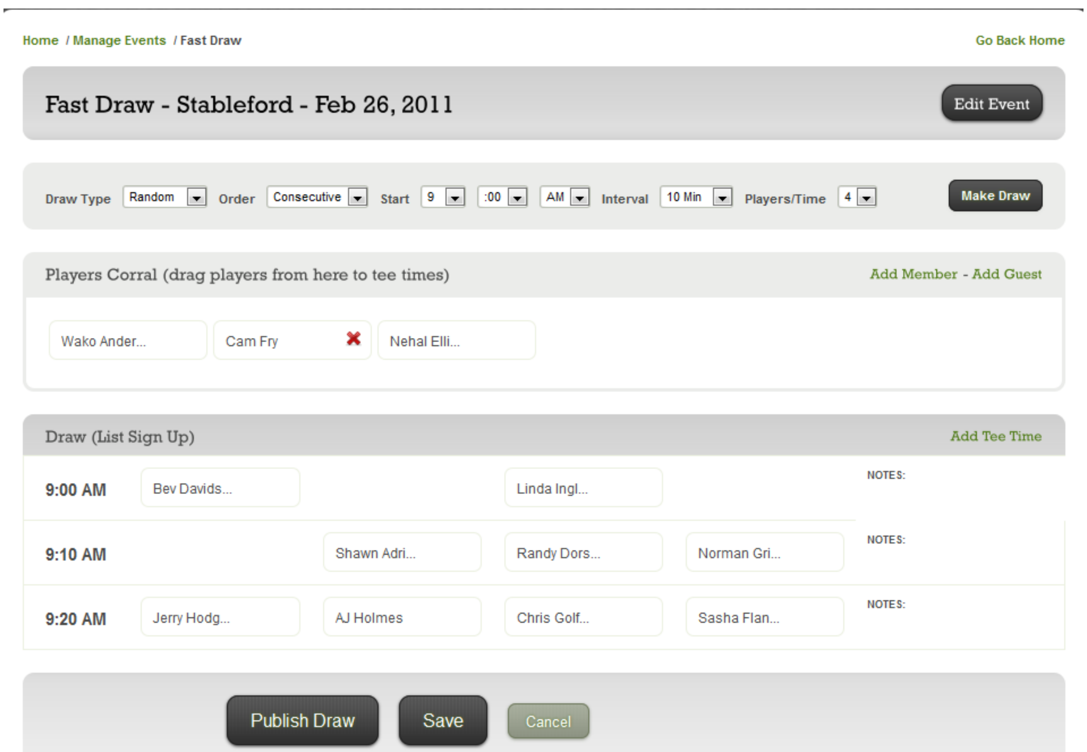
c. Players can be added by choosing **Add Members**. Check the boxes beside the names from the dropdown member list and click **Add Selected**.



2. Add and Remove Players (Fast Draw)

a. For **Fast Draw** or **Results Module** subscribers the player  icon in ***Events/Manage Events/View/Edit Players***.

b. In **Fast Draw** players can be added individually through **Add Member** or removed by selecting the **Red X** beside their names once they are moved to the corral



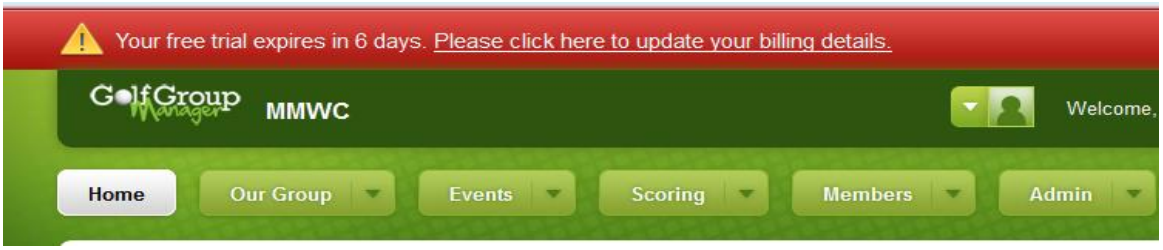
c. For a **Tee Sheet Sign up** when the Admin adds players to a tee sheet event, their names are placed into the **Players Corral** and <u>not directly into a tee time</u>. The Admin should access **Fast Draw** from **Manage Events** and move the player from the Corral into a tee time.

d. Players added by the Admin into a <u>handicapped draw</u> will display the handicap from that player's **Personal Profile.**

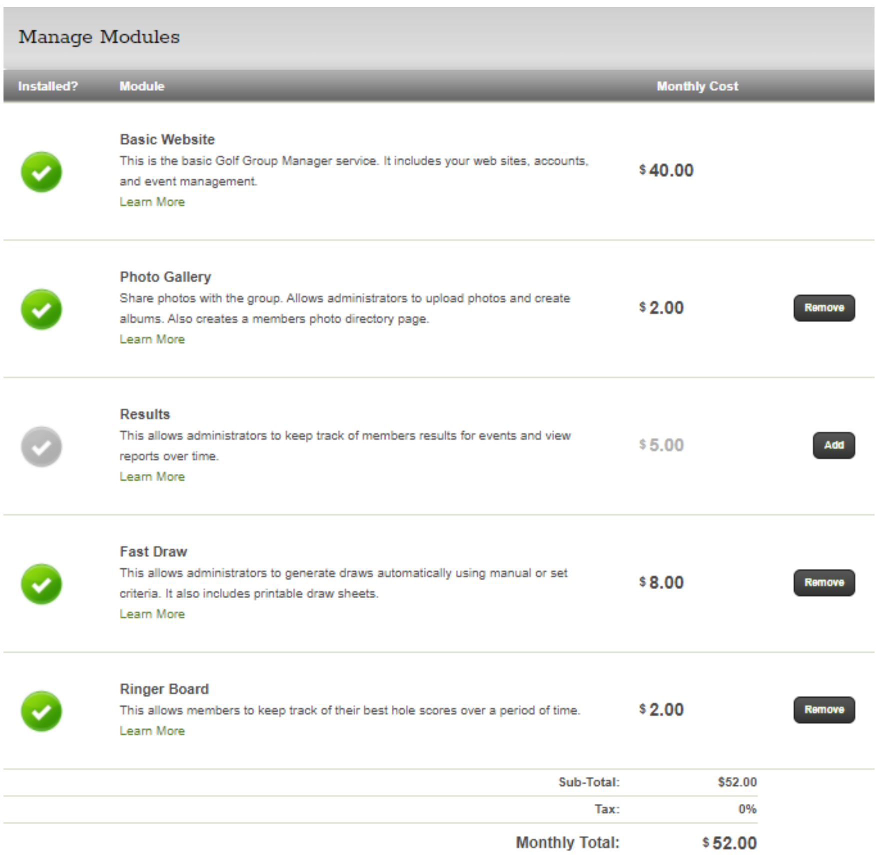
ADMIN

Manage Billing

Located under the **Admin** button is the **Manage Billing** area. On the left it shows the website name, URL, and Cancel Group links. Under **Billing**, the trial length is listed for those trying out the website, and two areas to set up billing details and to redeem a coupon.



In the **Manage Modules** area the green checkmark indicates the modules currently being subscribed to. Modules not subscribed to show a grey checkmark. To add or remove a module click the Add or Remove buttons. As you see the amount billed will also change as different modules are added or removed.



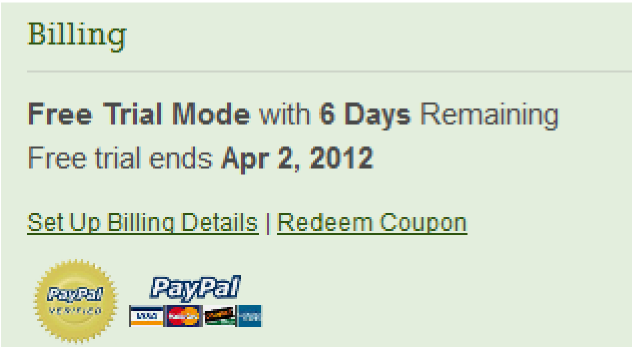
Manage Modules

Installed?	Module	Monthly Cost	
✓	Basic Website This is the basic Golf Group Manager service. It includes your web sites, accounts, and event management. Learn More	$ 40.00	
✓	Photo Gallery Share photos with the group. Allows administrators to upload photos and create albums. Also creates a members photo directory page. Learn More	$ 2.00	Remove
✓ (grey)	Results This allows administrators to keep track of members results for events and view reports over time. Learn More	$ 5.00	Add
✓	Fast Draw This allows administrators to generate draws automatically using manual or set criteria. It also includes printable draw sheets. Learn More	$ 8.00	Remove
✓	Ringer Board This allows members to keep track of their best hole scores over a period of time. Learn More	$ 2.00	Remove
	Sub-Total:	$52.00	
	Tax:	0%	
	Monthly Total:	$ 52.00	

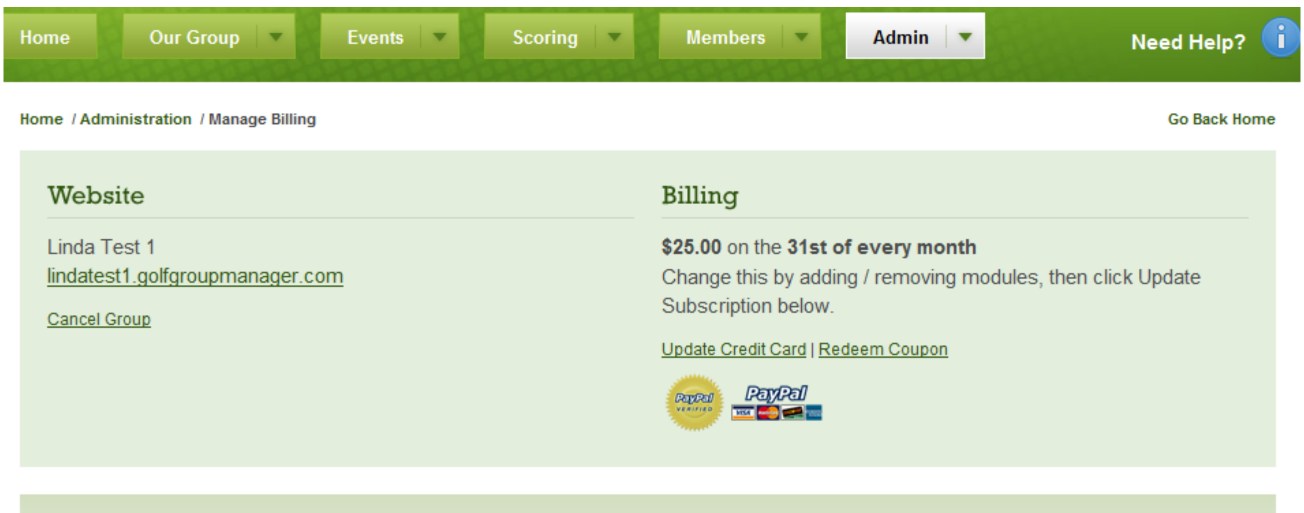
Set Up Billing Details

7 days prior to the end of the trial period a banner will display in red across the top of the page advising the number of days remaining in the trial. At this point the billing details must be set up or the site will be canceled.

Access the **Billing** area and select **Set Up Billing Details**



A form will open that will need to be completed and when saved the red banner will disappear. The credit card will be debited for the upcoming month.. Information on the amount to be billed and the date that it will be debited will show.

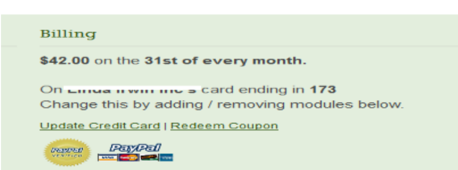


Credit Card information

The credit card is debited monthly payment to SGM Websites Ltd on the date indicated. The transaction is through. Credit card information is stored securely on PayPal's server, not on the GGM website. Golf Group Manager has no access to credit card numbers. The payment area is secure (HTTPS://) and encrypted.

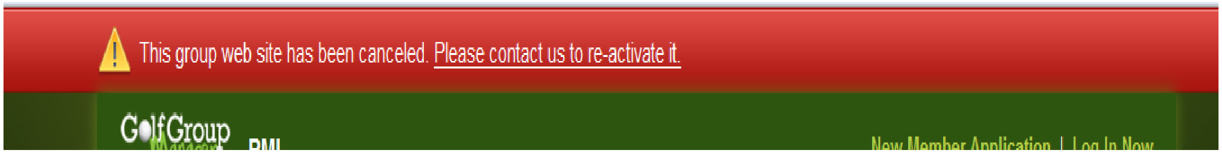
Changing/Updating Credit Card Information

Cards can be easily updated and replaced with new cards. The name on the credit card is displayed along with the last few numbers of the credit card that was registered.



Cancel Group

When a group has been cancelled or the trial expired the following banner will show.

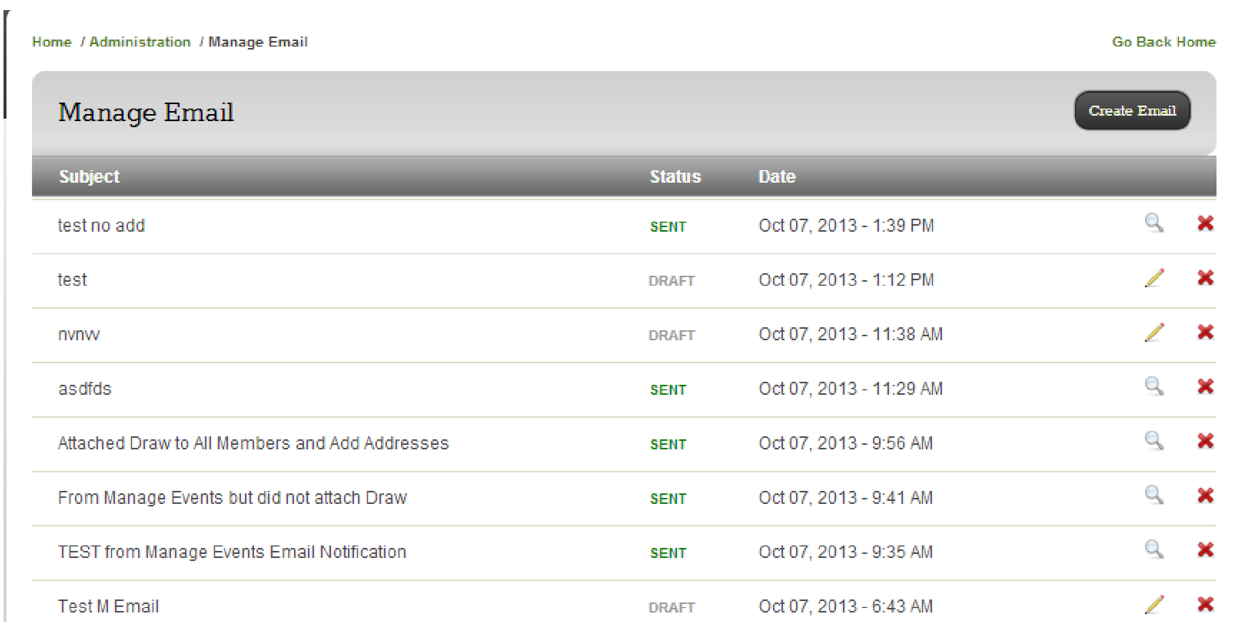


By clicking on '<u>Please contact us to re-activate it'</u> an email will be generated to the GGM support team.

Manage Emails, Pages, Files, Links and News

Manage and Create Emails

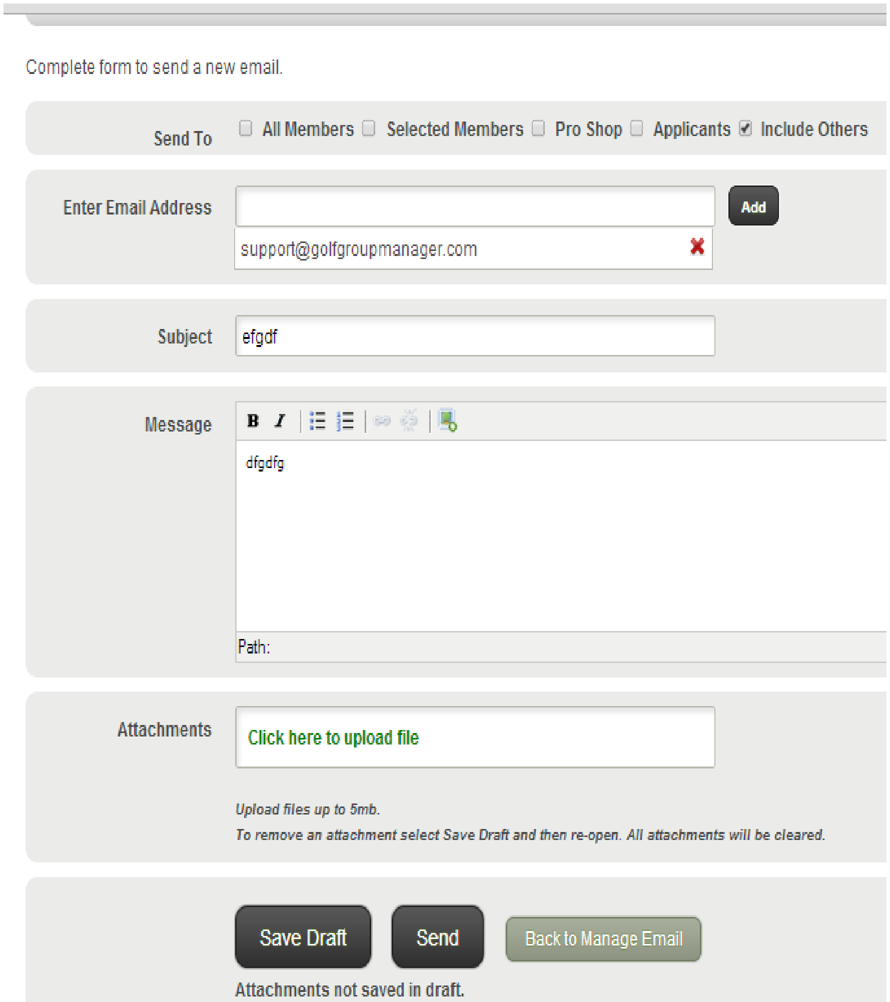
To access select **Admin/Manage Emails**. All emails that are sent from **Create Email** and **Email Notifications** (located in **Manage Events**) are saved in this table. Emails located here that are older than 2 years are <u>automatically deleted</u> (usually in February) each year so there is no need for Admins to delete emails.



This list shows the status (Sent or Draft) and the date. Email Drafts that are saved can be edited and sent later. Attachments cannot be saved in a 'Draft' email and should only be added prior to sending. Sent emails can be viewed and deleted .

<u>IMPORTANT NOTE</u>: GGM is set to automatically delete emails older than 2 years. This takes place usually in February each year. Admins should not delete as many are used as reference for the Executive as well as being very time consuming.

Create Email



Send To – Options include:-

All Members – are all members showing on the Member List

Selected Members – Can choose recipients from a drop down box

Pro Shop – will go to the email address listed in Manage Group settings

Applicants – all those that are listed in Manage Applicants

Include Others – opens a box allowing email addresses to be typed in. After entering an email address select **Add** if more than one address is to be added

Subject It is necessary to make an entry here as an error message will appear to prevent sending

Message Type in content. Add formatting such as bold and italics. Also images can be added from **Photo Gallery**

Attachments Can be added from sender's computer. Note there is a total size limit of 5 MB. To remove an attachment, select **Save Draft** and re-open from the **Manage Email** area. All attachments will be removed.

Save Draft The email will be held in **Manage Emails.** The green cue will indicate that the 'email was created'

Send The email is sent and the green cue will confirm that it was 'successfully saved and sent'

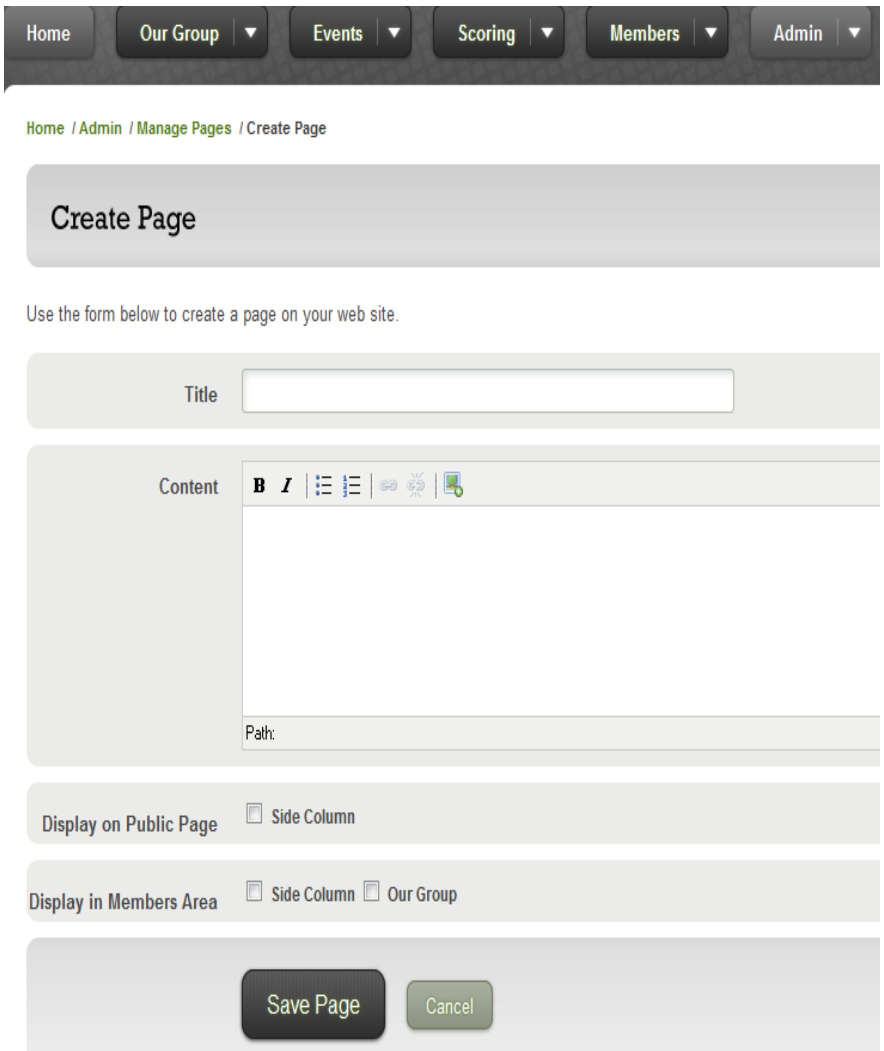
All emails sent and drafts are stored in **Manage Emails**

Manage and Create Pages

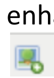
Pages (web pages) are documents that are created on the website in a HTML format making it compatible to all members' computers. **Pages** can also act as a **Folder** to contain files/documents. Using **Folders** can save visual space as files can be grouped together under a single page. **Pages** will appear in the side column under **Member Info** or in the drop down under **Our Group**. Pages can also appear in the side column of the **Login/Public** Page.

Create Page

Go to: ***Admin/Manage Pages/Create Page***



Title – create the title for this new page

Content – Add the content. There is no word or size limit. Add bullets, font enhancers and insert a photo. Use the  icon and select a previously uploaded photo from **Photo Gallery**. To adjust the size, click inside the photo and use the mouse on the corner boxes to enlarge or shrink.

NOTE: Do not copy and paste from a WORD document as formatting may be lost.

Display on Public Page – check box to have displayed in the side column of the **Login /Public** page

Display in Members Area – check either or both boxes to have displayed in the side column under **Member Info** or in the drop down under **Our Group.**

Save - wait for the green cue.

Create Page Folder

A **Page Folder** is a **Page** that is created to act as a folder for uploaded **Files**. Grouping **Files** under a **Page** provides economy of space to keep the website organized and uncluttered.

In **Manage Pages** the Location indicates where the page can be found. The Title above contains 'Policies' and shows that it is located in **Our Group**. This is a folder that contains several files such as Constitution, Pace of Play, etc. Once a Page is set up as a folder it will appear in a dropdown list in the Add Files area. This folder can be updated by adding new files or deleting old files by using Add Files in the **Manage Files** area.

To create a **Folder**:

Admin/Manage Pages/Create Page
Title - name the category group
Content – option to enter information about the category
Display – select where it is to be displayed
Save – wait for the green cue

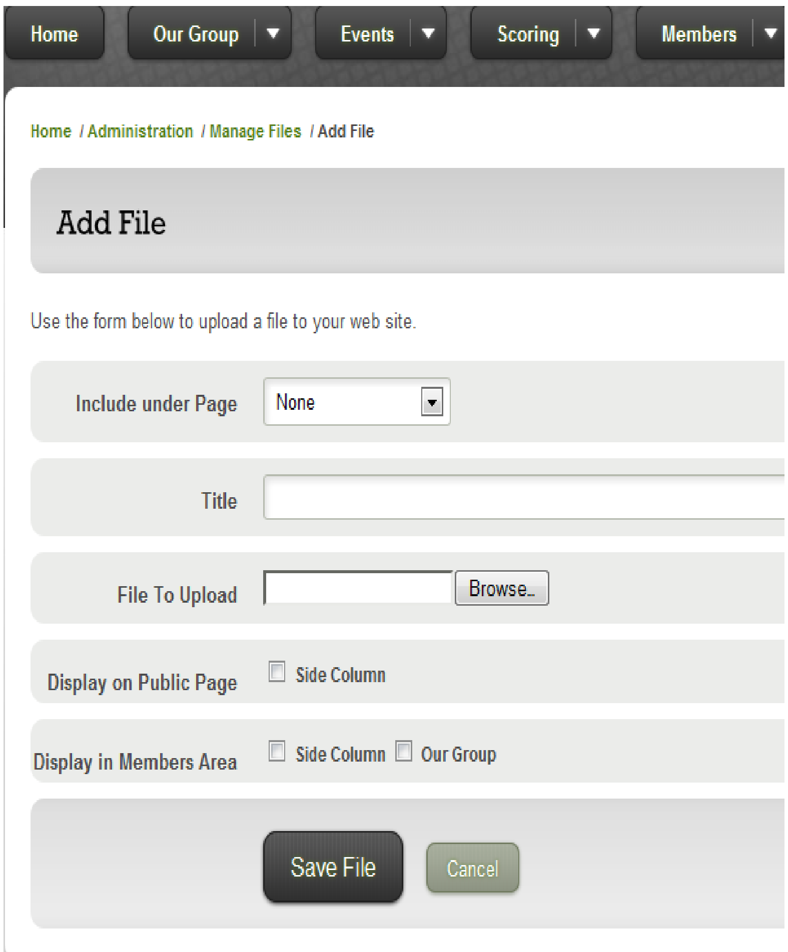
To add **Files** to a **Folder**, open ***Admin/Manage Files/Add File***
Complete the form listing the **Page** where the files will be listed under, **Browse** and **Save** the file.

All pages can be edited and removed in **Manage Pages**

Manage and Add Files

Files are already existing documents that can be uploaded from your computer. These files can be included in a **Page folder**, or stand alone as files in the **Login/Public Page** side column, in the **Members** area side (left) column under **Group Info** or in the drop down area under **Our Group.** Files can include informative documents such as the fixture list, policies, executive contact sheets, etc. **Only files on the website that are saved in a PDF format will be available to all users to view.**

To add a file, go to: ***Admin/Manage Files/Add File***



Complete the form

Include under a Page – select the page where the file will appear or choose **None** if the file is to be a stand-alone document.

Title – give the file a name

File to Upload - Browse to find the file on your computer to upload

Display - choose where you want it displayed

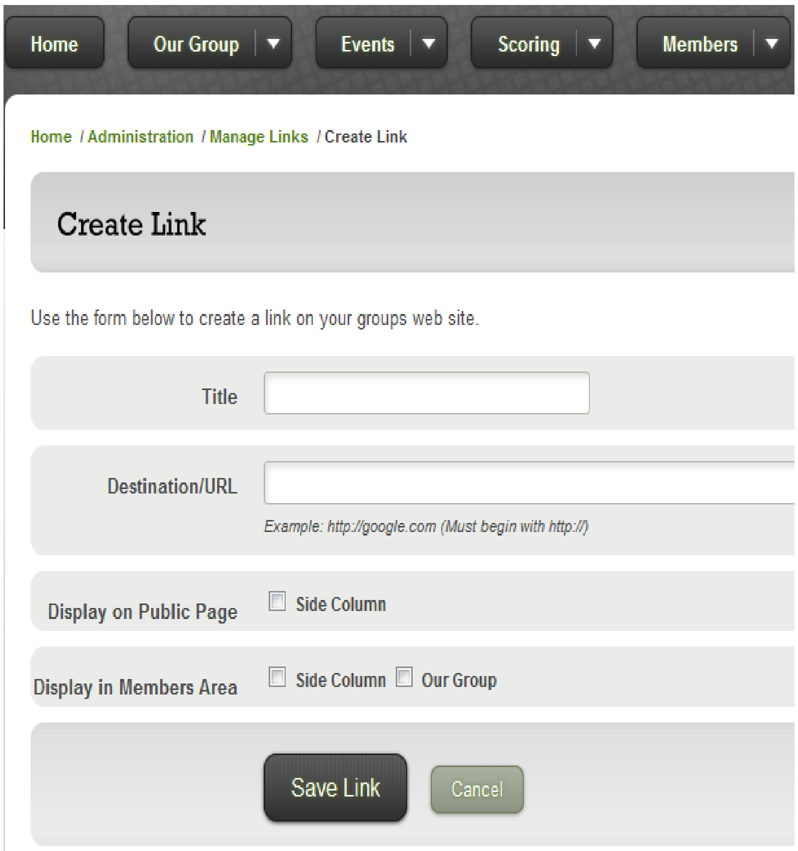
- **Public** (Login) Page that is also the login page to your website
- **Members Area** In the side column under **Group Info** or under **Our Group**
- **OR** in all 3 areas

Save and wait for the green confirmation cue

It is recommended that files be converted to a PDF format so compatibility issues don't occur.

Create Link

Links are shortcuts to other websites. Customized links can be set up to provide convenient access to other websites such as a handicap network, the clubhouse/pro shop or a weather network.



To create a link, go to:
Admin/Manage Links/Create Link

Complete the form:

Title - give a name to this link

Destination/URL – full website address needs to be entered (or pasted) here. Include http:// portion.

Links can be located in one or more locations on the website

Display on Public Page – locate in the side column

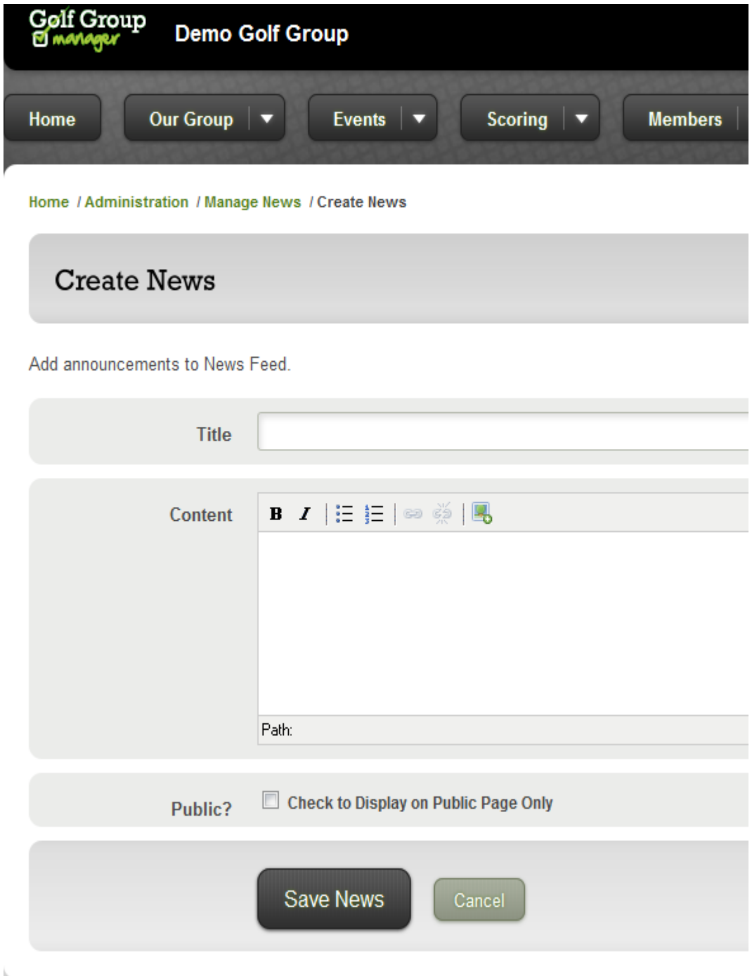
Display in Members Area – choice of side column under **Quick Links** or in the drop down under **Our Group**

Save – and wait for the green cue

The destination URL must contain the http:// portion of the web address. To be sure that the exact address is correct, go to the target website, highlight the address, copy and paste it into the Destination URL field

Create News

News is displayed in the centre of the **Home** page. News items can be easily created to give members quick updates on events and Group happenings. **News** can also appear exclusively on the **Login/Public** or exclusively in the **Members** area. Each **News** article will show the title, the date that it was posted and the opening lines. Pictures can be added into the **News** items. By clicking the title the entire article opens.



To create a News Item, go to:
Admin/Manage News/Create News

Complete the fields in the form:

Title – create the headline for a new item

Content – write the news article. There is no limit on the size of the article. To insert a photo use the icon. To add a photo select a photo that has been previously uploaded to the Photo Gallery. To adjust the size, click inside the photo and use the mouse on the corner boxes to enlarge or shrink.

Public? This refers to the **Login /Public** page where articles can be viewed by anyone browsing the website. By checking this box the article will only appear in the **Login/Public** page. An unchecked box will cause the article to automatically appear in the **Members** News area.

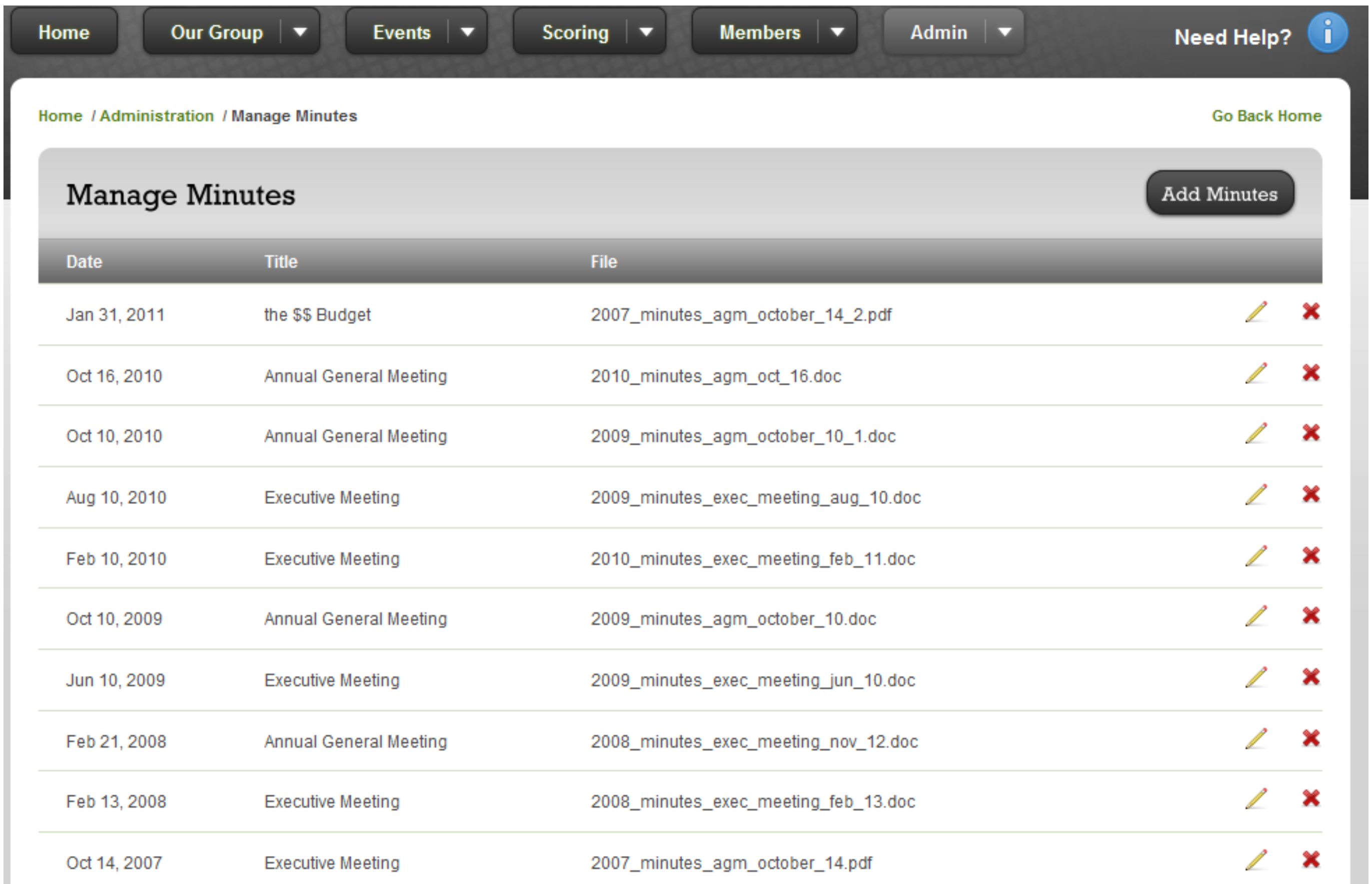
Save News - wait for the green cue.

IMPORTANT NOTE: GGM is set to automatically delete News items older than 2 years.   DO NOT DELETE as it serves as reference information for the Executive and deletion is a very time consuming job.

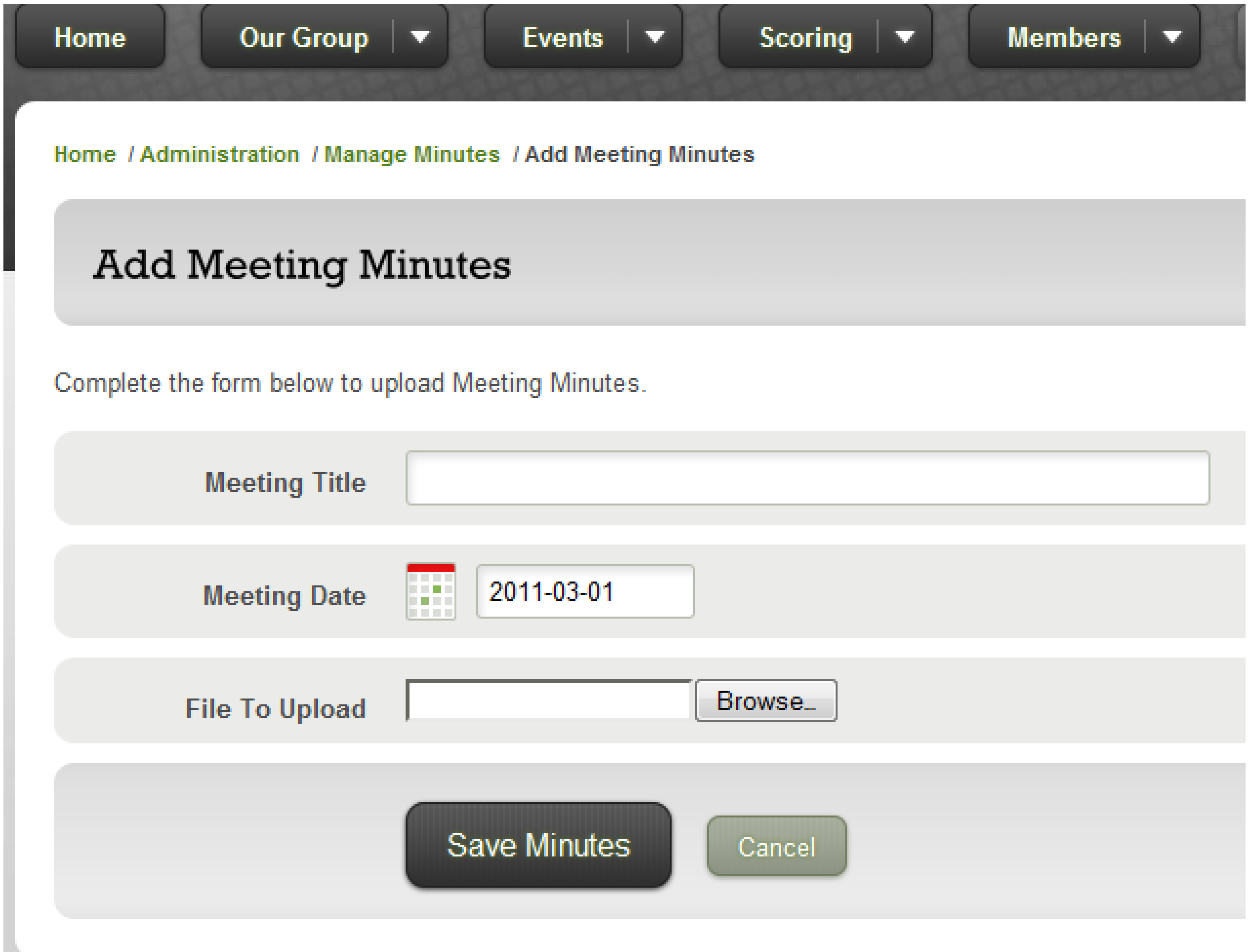
Meeting Minutes

Our Group/Meeting Minutes displays the meeting minutes posted by your Group. When minutes are added they are organized into the year and the date of the meeting.

To add, edit or remove minutes go to ***Admin/Manage Minutes.***



Add Meeting Minutes



From ***Admin/Manage Minutes*** open **Add Minutes**

Complete the form:

- Type in the meeting title
- Select the meeting date from the calendar. The double arrow moves the year and the single arrow moves the month
- Upload the file from your computer by using the **Browse** button

Save and wait for the green cue

Check to verify that the uploaded minutes are located in the right year and that the document uploaded matches the title and date entered.

It is recommended that all Minutes that are uploaded are converted to a PDF format so they can be viewed by all members

SCORING

Game Winners

Game Winners is a table that displays the winners and their scores from each event. **Game Winner** listings are located in the side column on the **Home** page. If an event did not require tee times, this feature will not be available for input. To add **Game Winners** go to ***Events/Manage Events/Game Winner*** icon .

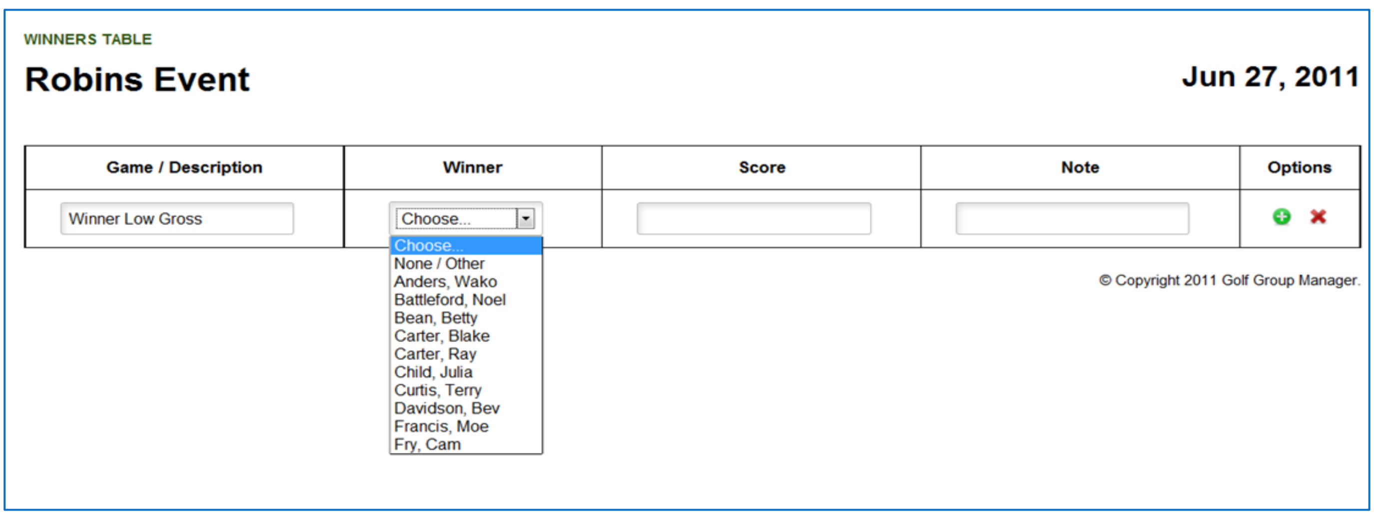
Add Game Winners

From ***Events/Manage Events*** open the **View/Edit Winners** Icon. Once the event status shows **OVER** the **View/Edit Winners** icon is displayed in gold and entries can be made. Only those events that require tee times will have the gold **Winners** icon accessible.

Jan 02	Par Points	OVER
Jan 05	Low Net	OVER
Jan 08	Low Net-Tee Sheet	OVER
Jan 10	Saturday Game	OVER
Jan 15	Friday Bridge	OVER

It is important to update the player list in **View/Edit Players** first so only names of those that participated in the event will be available when selecting winners, so it will need to be accurate. In the event listing where winners are to be recorded and select **View/Edit Winners** icon

From the tool bar select **Edit**. A table with 4 columns opens and is ready for data input.



Game/Description List the name of the main game or side game where the winner was declared. Or enter the finish position i.e. Low Net Winner, KP on Hole #3 etc.

Winner From the drop down list there are options to select a player's name, or **None/Other**. If **None/Other** is selected, a text box opens for input. This allows for entry of team names, or other text that differs from the player's name. Remember that only players listed in the **View/Edit Players** for this event will appear in the drop down list.

Score Enter the score. If no score is recorded then leave blank

Note Enter notes about the player or the win that would be of interest to other members

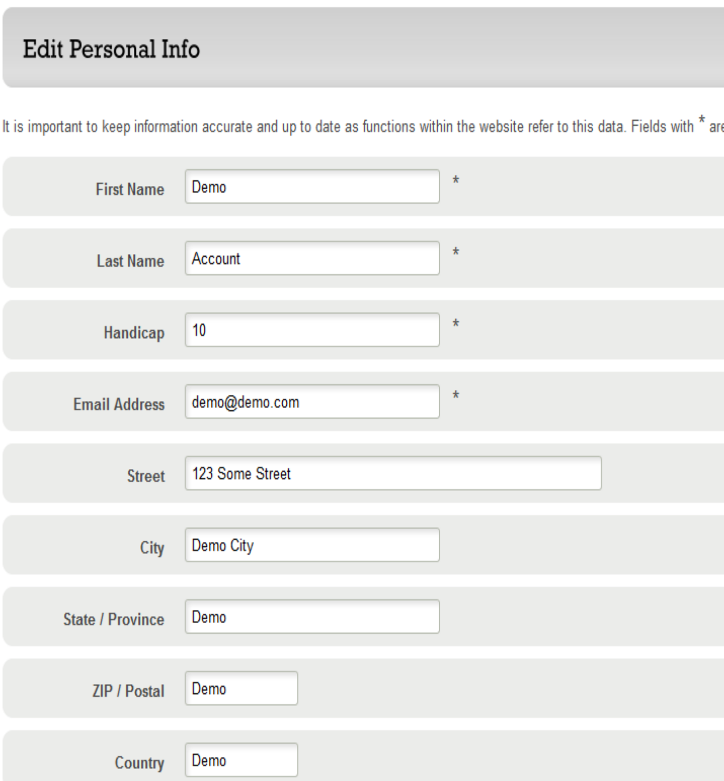
To **Add** a row select the green cross and to **Remove** a row, use the red X. This table can be saved, printed, exported and edited at any time.

MEMBERS

Member Access Areas

Edit Personal Profile

Members can update their personal information in the Member drop down list.



Members/Edit Personal Profile

There are 11 fields that are preset by GGM and cannot be edited or removed. The first four fields are mandatory, as this information is necessary for database operations.

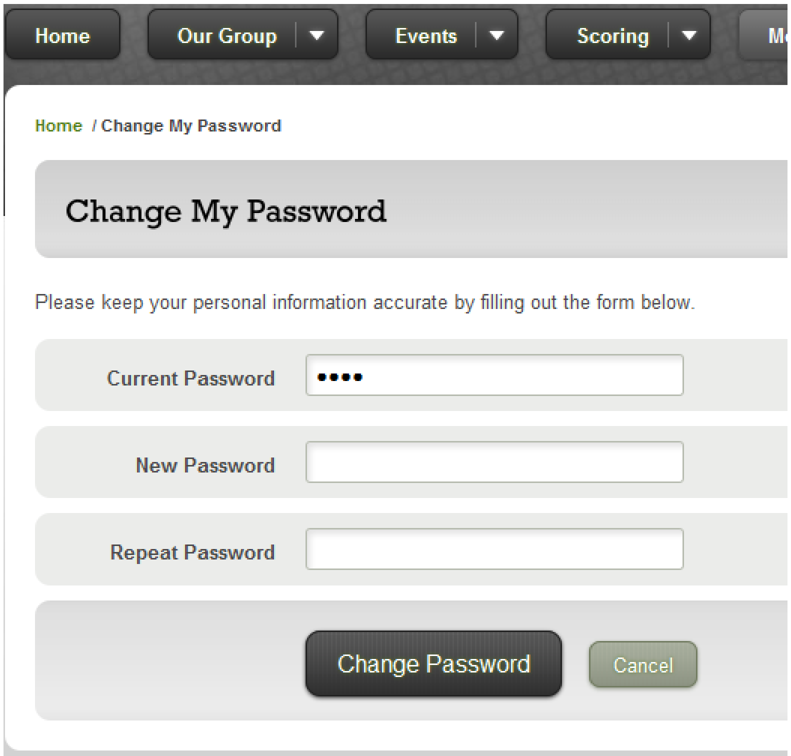
The email address is the user name/login name and can be changed/updated by members as needed.

The handicap field links to the **Results** and **Fast Draw** modules. (see Note below)

Groups can add their own custom fields in **Create Fields**. See **Manage Member Profile** .

*Note - Handicaps are dynamic throughout the **Fast Draw** program. Whenever handicaps are changed in the **Personal Profile** they will automatically update in the events the members has signed up to play. Handicapped events have a 'pop-up box' that displays when signing up. When the handicap is changed here it will change the handicap in the **Personal Profile**.*

Change Password



To Change a Password:

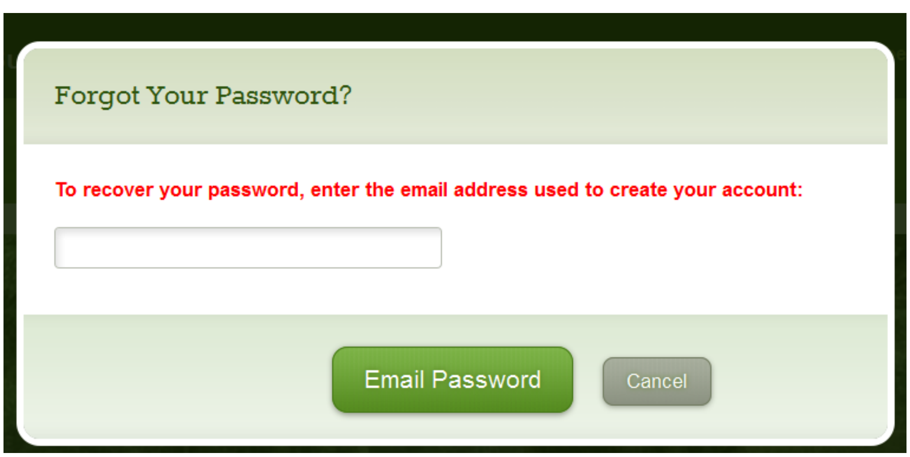
Members/Change Password

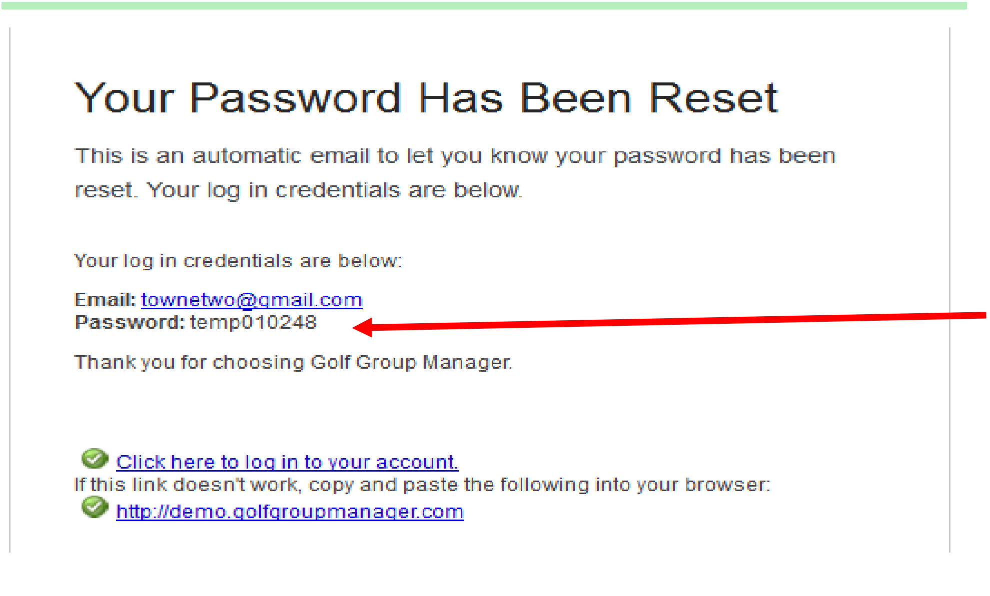
1. enter the old password if it has not already populated the field.
2. Enter the new password
3. Re-type the password and click Change Password button

Forgot Password?

When logging in members must enter their user name and password to gain access to the private area of the website. The login is the member's email address and the password was set up initially as the word golf .

If the member forgets their password they can select the line under the password field 'Forgot Your Password?' and a page opens requesting the member to enter their email address that is registered to the website and click email password.

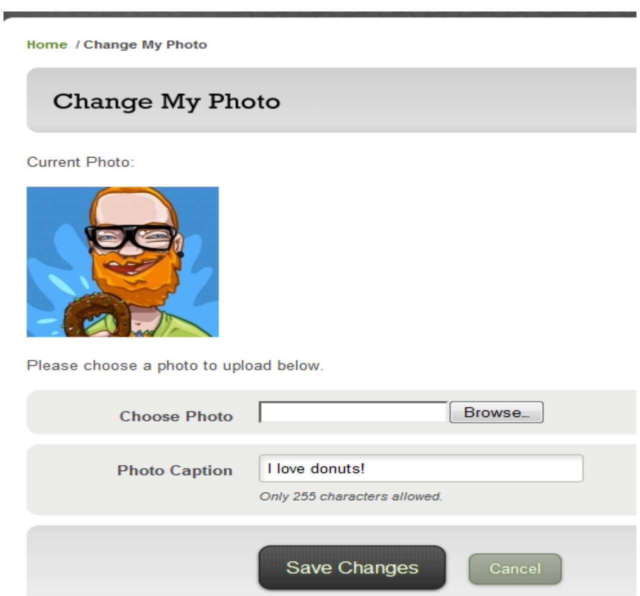




A new temporary password will be emailed to this address. It will begin with the word 'temp' followed by a number. Be sure to copy the entire password.

PLEASE BE ADVISED THAT MEMBER PASSWORDS CAN BE RESET BY ADMINS IN MANAGE MEMBERS (P 37)

Add Photo/Caption



Members/Change Photo/Caption

Select the photo that will appear in the **Member Gallery** and the **Member List** by using **Browse** to locate a photo on your computer.

Add a few words about yourself into the Photo Caption field

Save Changes

Depending on the size of the photo uploaded it may take a few minutes to appear on your toolbar.

Member List

Members/Member List
All Group members are listed along with a contact phone number and a one click button to send an email. Those in your Group who have Admin access are shown in red. To see all of the data in the **Profile,** click on the member's name.

Member Gallery

Members /Member Gallery
Photos uploaded by members are displayed in the **Member Gallery**. When the mouse is held over the picture the caption will appear. Photos and captions can be added or changed in the **Members** area.

MEMBERS - Admin Access Areas

Manage Member Profile

The ***Member Profile*** contains contact and other information on members. There are 11 fields that are preset and cannot be edited or removed. The first four fields are mandatory as this information is necessary for database operations. The email address is the user name/login name. The handicap field links to the **Results** and **Fast Draw** modules. Groups can add their own custom fields in ***Manage Member Profile/Create Field***.

Manage Member Profile

Create Field

Field Name	Mandatory	Type	Profile	New Member Application
First Name	Yes	Automatic	Yes	Yes
Last Name	Yes	Automatic	Yes	Yes
Handicap	Yes	Automatic	Yes	Yes
Email Address	Yes	Automatic	Yes	Yes
Password	Yes	Automatic	Yes	Yes

Mandatory Fields- The first two mandatory fields, **First Name** and **Last Name** must be completed along with handicap and email. The **Password** field is present but not accessible by members or Admin.

Handicap- Members need to keep their handicap current and update it in their Personal Profile whenever a change takes place. The handicap field is automatically updated for **Fast Draw** subscribers when the player signs up for an event where the 'Handicap Event?' box was checked when the event was created. The handicap can also be updated by an Admin in **Manage Members**

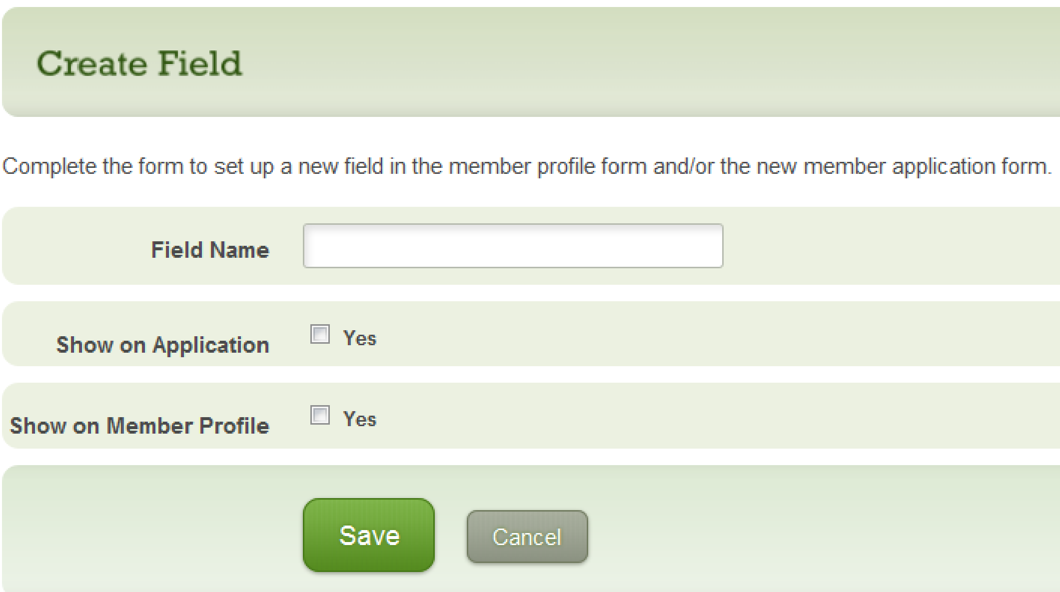
Email Address – This is the login user name. If the email address changes so does the login. Members that belong to other groups using Golf Group Manager will need to have unique email addresses for both in order to log in. Members can set up a Gmail (Google) account that is free and it can forward mail to their preferred email address. Gmail -Settings/ Forwarding and POP/ IMAP

Automatic Fields– Contact information is located here and is available for other members to view

Custom Fields – These fields are created by your Group. These fields can appear in the Member's Profile form or in the New Applicants form.

Create Member Profile Fields

Groups can add custom fields to the preset fields and have them appear in the Member Profile Form and/or in the New Member Application Form.



Members/Manage Member Profile/ Create Field

To add custom fields complete the form:

Field Name – give the field a name
Show on Application Form – select to have this field appear in the form for new members
Show on Member Profile – select to have this field appear on the from members complete

Save and wait for the green cue.

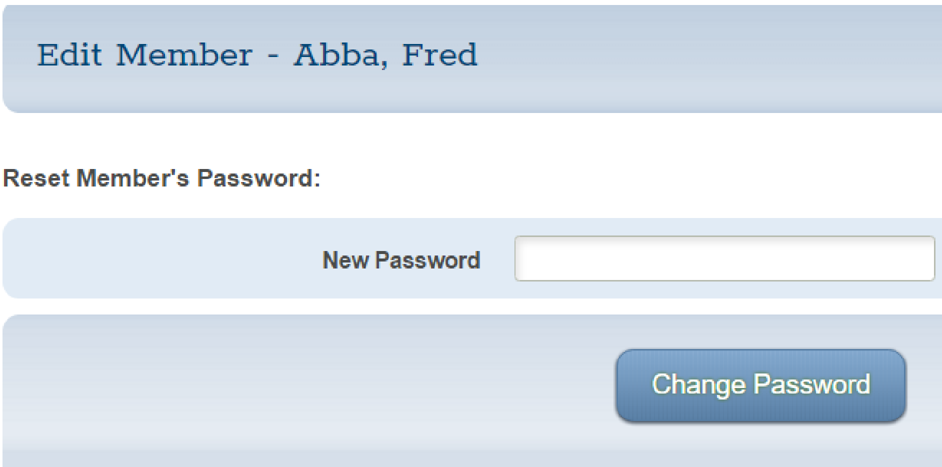
To view the new **Member Application** form, log out and access it from the public page.

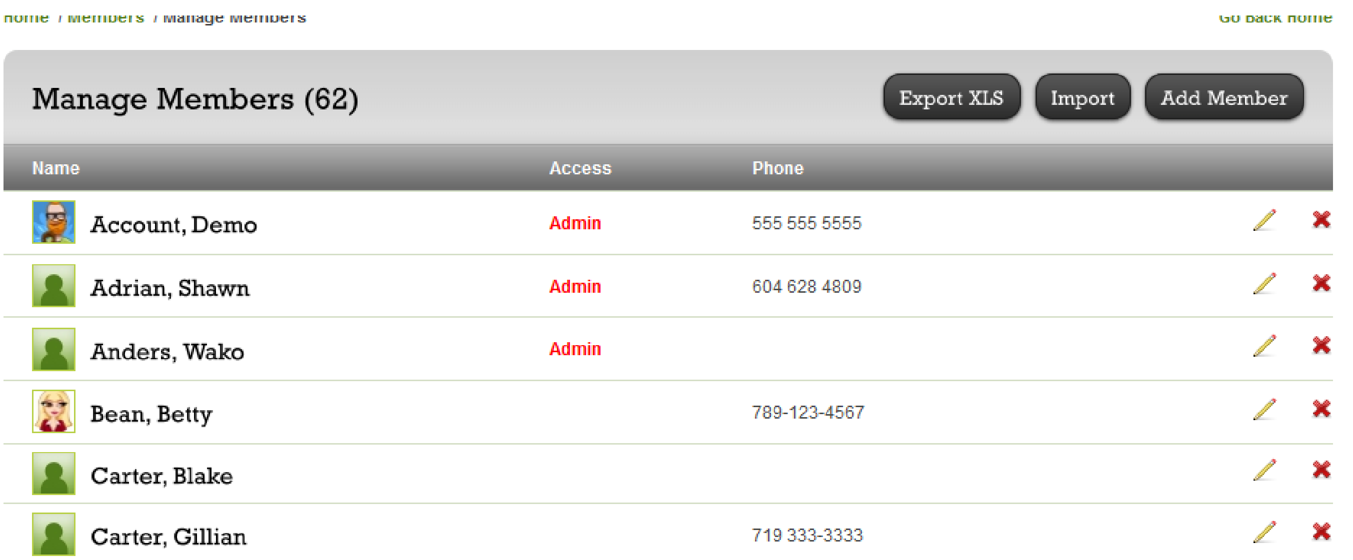
Information provided in the **Application Form** will transfer to the **Member Profile** upon acceptance.

Manage Members

Manage Members is the control centre for administering the data associated with membership. In ***Members/Manage Members*** Admins can go into each member profile and make changes, such as reset passwords, change handicaps, email addresses, etc.

ALL ADMINS CAN RESET PASSWORDS FOR MEMBERS IN MANAGE MEMBERS/EDIT MEMBER

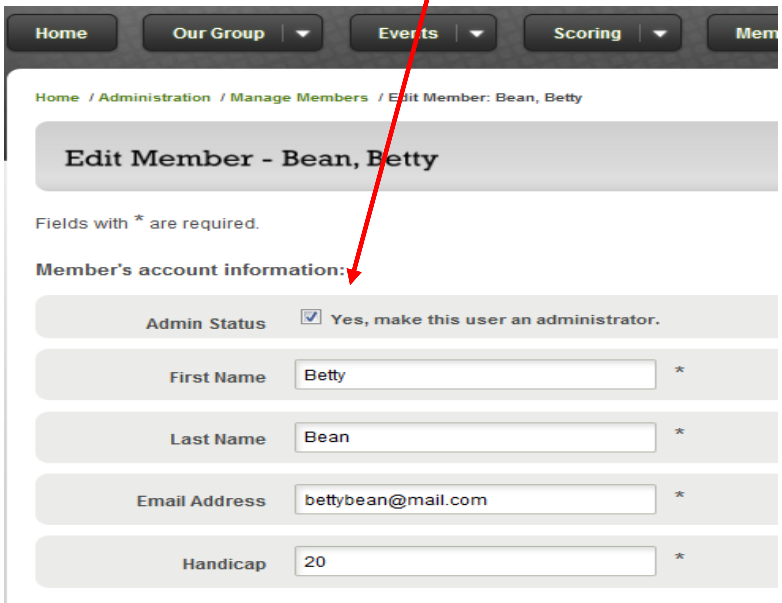




Export - The membership roster can be exported to a spreadsheet

Add Member -To Add a Member click the Add Member button and complete the form. The first fields are mandatory. Click Save and the member is added to your roster. Email the new member to advise them of the URL (website Address) and the login name and password which will be golf for all new members.

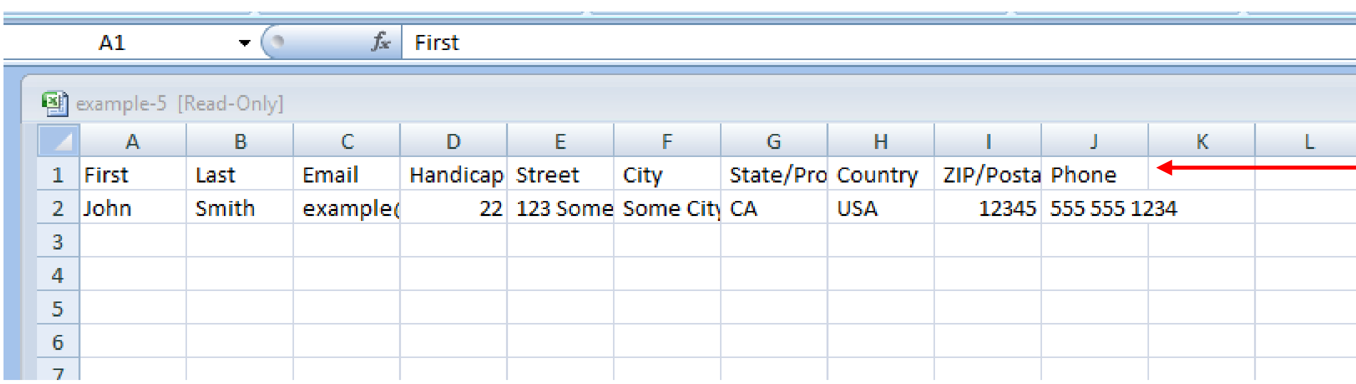
Administrative rights can be given to members by selecting those members in ***Members/Manage Members/Edit*** and checking the **Admin Status** box.



Import Member Roster

Set the Group's membership roster up in a spreadsheet using the same format as the example below with column headers in Line 1 as:

First Name| Last Name |Email Address| Handicap |Street| City |State/Prov. |Zip/Postal Code| Phone|



	A	B	C	D	E	F	G	H	I	J	K	L
1	First	Last	Email	Handicap	Street	City	State/Pro	Country	ZIP/Posta	Phone		
2	John	Smith	example(	22	123 Some	Some City	CA	USA	12345	555 555 1234		
3												
4												
5												
6												
7												

To import members go to: ***Members/Manage Members/Import***

Even if data is not available for all columns make sure the column headers follow this example. To import the roster it is vital to ensure <u>that the first 3 columns have data</u> or the document will show errors when it is uploaded. If there is data for the other 6 columns paste it in as it will populate into each member's profile.

Hint: copy and paste Line 1 from the example into Line 1 of your membership roster spreadsheet

The spreadsheet will need to be converted to a **Comma Separated Value file also called a CSV**, if it is presently in an Excel, Works or other type of spreadsheet program. To convert the file select '**Save As'** and in the '**Save as Type'** drop down select '**CSV Comma Delimited'**. Add the name 'CSV' at the end of the file name to make it easier to locate when uploading. And **Save**.

If the spreadsheet has multiple pages there may be a warning asking to select the page that is open. Confirm 'yes'.

Return to the website. **Browse** to locate the CSV file. Select **Import.**

If an error occurs **Invalid file type uploaded**, it is due to the file imported was not a CSV file. Go back to step 3 convert the file and then import again.

Error Codes

1. **Email is invalid or non-existent**
   Use the back arrow to return to the import page. **Hint**: check for small mistakes in email addresses such as a comma used instead of a period, error in the @ symbol, spaces in the name or before the address, etc. Make sure the file to be imported is then closed.

2. **First Name is non-existent** –and **Last Name is non-existent** are self explanatory

3. **Email address is in use by an existing member**
   Note: *Members cannot share the same email address, each one must be unique*. If a member belongs to another group that uses Golf Group Manager, they will need to have a different email address for each Group. If a new email address is created in Gmail
   https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp
   all emails can be direct to your preferred (home) email address mailbox.

Once the importing is complete select **Approve** to upload the members. It will import only those members that do not have error messages. Members that have the pink error message will not be included in the upload. Once errors are corrected these members can be added to the roster through the **Add Member** button in **Manage Members**.

Members added by importing a roster or individually through Add Member will need to be notified by email (Use Create Email) of their username and password.

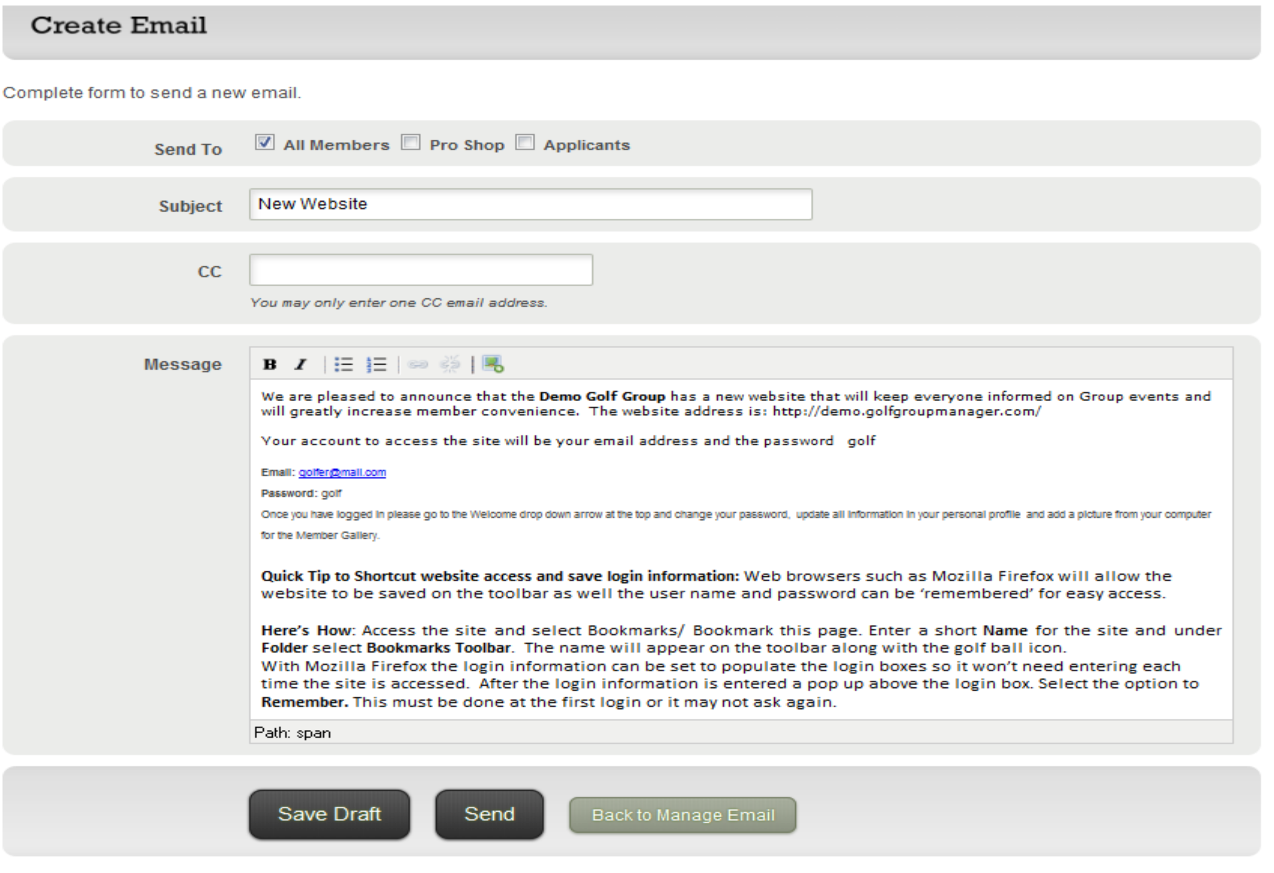
Invite Members

Most Groups require specific information in their member's personal profiles. Before inviting members, review the present fields in ***Members/Manage Member Profile*** and add new ones if needed, using ***Create Field***

Once members are imported and on the roster in **Manage Members** they can be sent an email to notify them of the website address and their login information, which will be their email address and the password golf.

To send an email to the Members inviting them onto the website go to: **Admin/Manage Emails/Create Email**

An email sent to members should contain access information as shown in the sample below. This email also contains a hint to make the website access easier.



Here is the template used above that can be customized then typed into the content area. Warning: if copied and pasted into **Create Email,** it may distort making it difficult for email recipients to read.

We are pleased to announce that the **YOUR Golf Group** has a new website that will keep everyone informed on Group events and will greatly increase member convenience. The website address is: https://YOUR.golfgroupmanager.com/

Your account to access the site will be your email address and the password golf

Email: you@mail.com

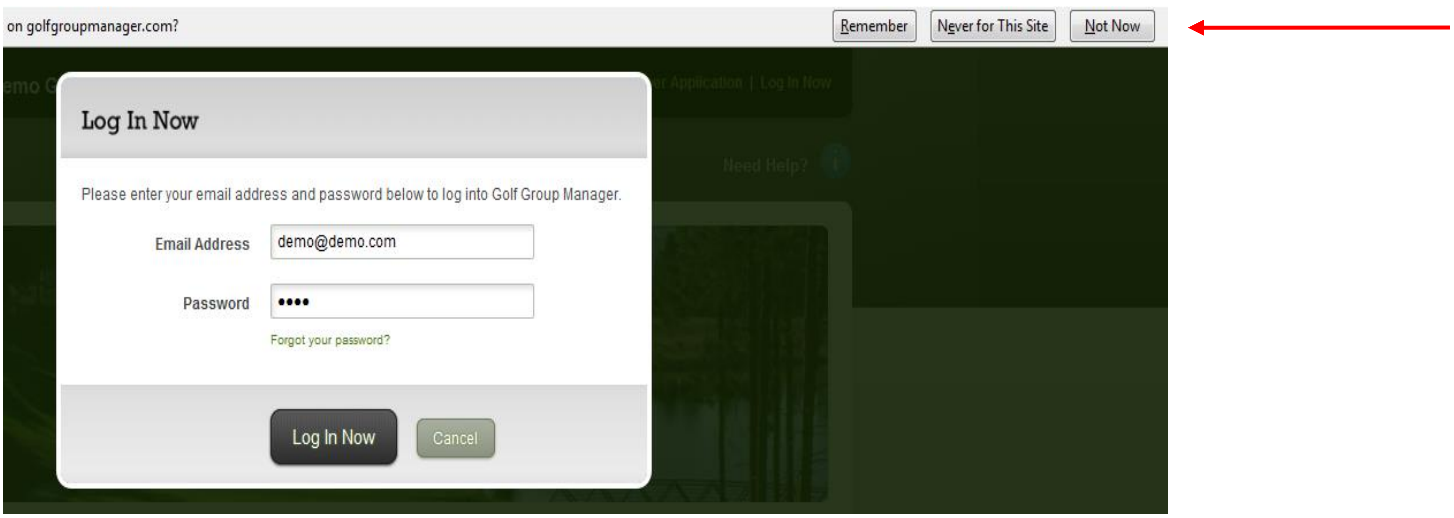
Password: golf

Once you have logged in please go to the **Welcome** drop down arrow at the top and change your password, update all information in your personal profile and add a picture from your computer for the **Member Gallery**. **Members are encourage to view the Members Website Tour video tutorial in the Help area.**

<u>Quick Tip to Shortcut website access and save login information</u>: Web browsers such as Mozilla Firefox will allow the website to be saved on the toolbar as well the user name and password can be 'remembered' for easy access.

<u>Here's How</u>: Access your website and select **Bookmarks/ Bookmark this page**. Enter a short **Name** for the site and under **Folder** select **Bookmarks Toolbar**. This name will now appear on the toolbar along with the GGM icon.

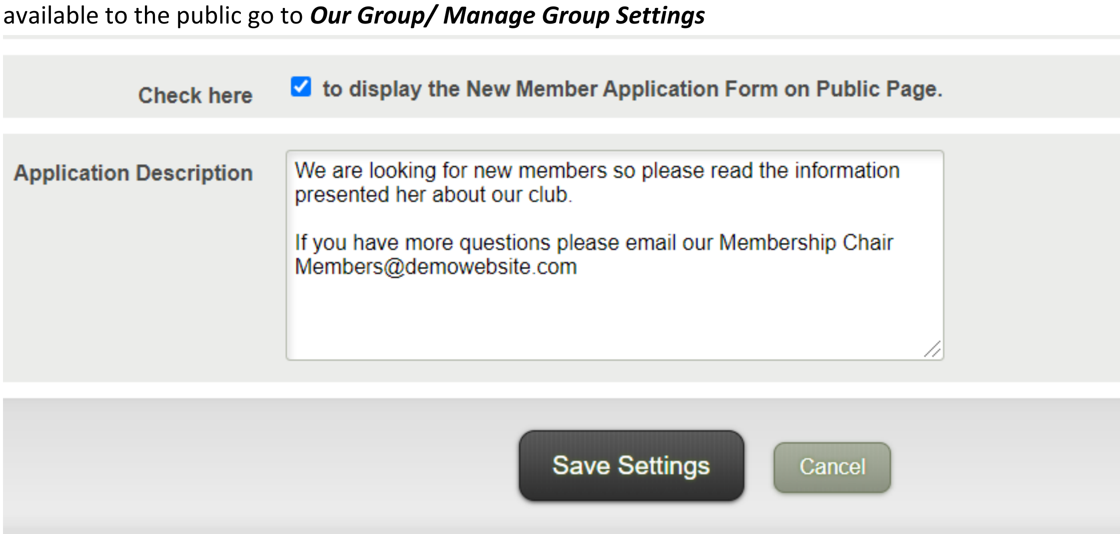
With some web browsers the login information can be set to populate the login boxes so it won't need entering each time the site is accessed. After the login information is entered a pop up above the login box. Select the option to **Remember**. This must be done at the first login or it may not ask again.



Another option is to have your members apply for membership using the Application form on the home page of your website. This will be an easy way to add your members without the uploading process described above.

Manage Applicants

On the opening page (Public) of the website is an area where those interested in joining your group can apply. To have this available to the public go to ***Our Group/ Manage Group Settings***



The New Member Application form will appear on the toolbar. The fields for this form can be set in ***Manage Member Profile***.

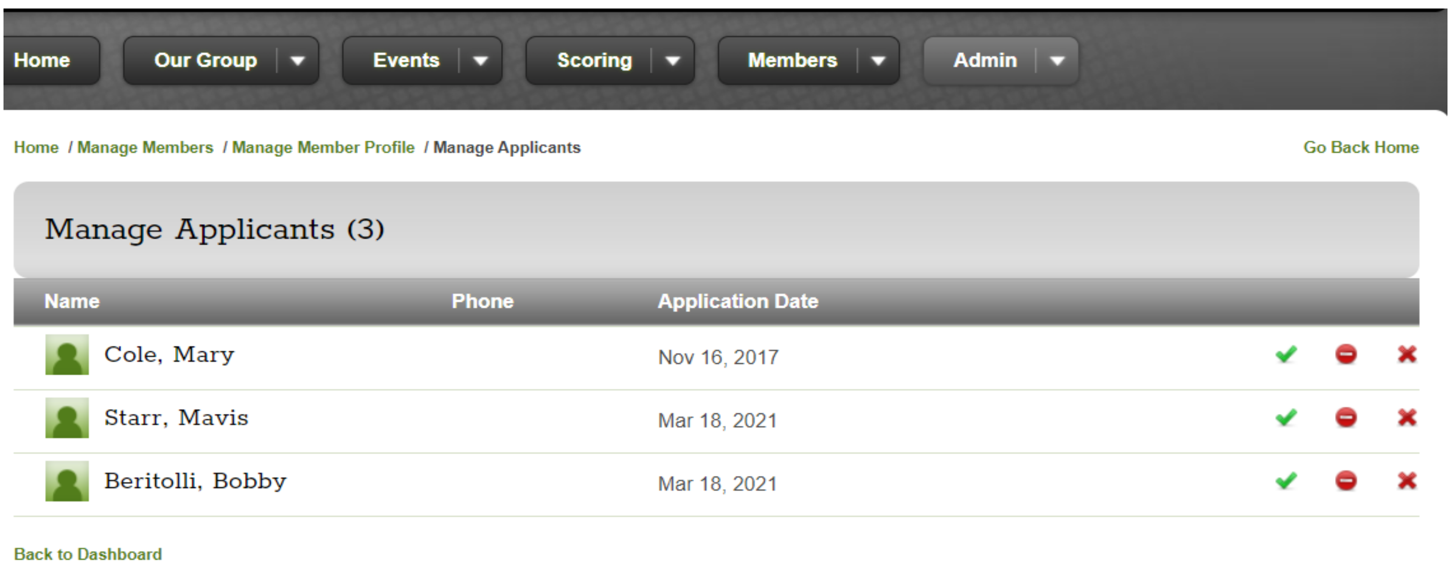
New Member Application Form

Members/Manage Member Profile

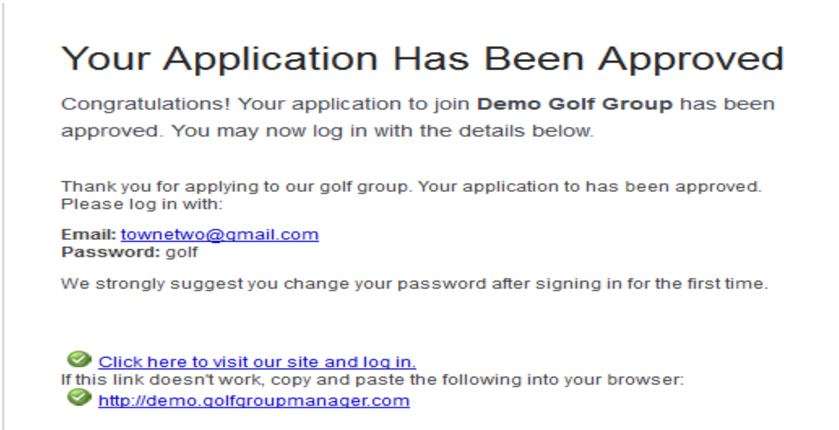
The **New Member Application** form shares this area with the **Member Profile**. This dual-purpose form allows data from the application to transfer over to the **Member Profile** once accepted as a member. In addition to the 11 automatic fields which are standard, custom fields can be added with the option to appear on one or both of the forms.

Members/Manage Applicants

A list of all applicants and the date that they applied are shown in chronological order.   To view the details of the application, click the applicant's name.



To **Approve** the applicant, click the green check mark. The email (as displayed below) will be sent to that member providing the website URL and their log in information/password. The data from the Application form will populate the **Member Profile** form for this new member.



Your Application Has Been Approved

Congratulations! Your application to join **Demo Golf Group** has been approved. You may now log in with the details below.

Thank you for applying to our golf group. Your application to has been approved.
Please log in with:

Email: townetwo@gmail.com
Password: golf

We strongly suggest you change your password after signing in for the first time.

Click here to visit our site and log in.
If this link doesn't work, copy and paste the following into your browser:
http://demo.golfgroupmanager.com

To **Deny** a member use the red minus icon.

To **Remove** an applicant use the red X.

Note: Emails are only generated for approvals

Note: When an applicant is approved using Manage Applicants, their application profile information will automatically upload into their profile in the Members area. If Admins attempt to add the same member using Manage Members, they will receive a message that the email is already in use.

To view the new **Member Application** form, log out and access it from the public page.

All email addresses are unique and are used by all GGM websites to identify which Group/Club a person belongs to. So, for each club that a person joins, they will need a different email address for each one.

RESULTS MODULE

The **Results Module** is a comprehensive tool with customizable features to fit each golf group's specific requirements for recording scores and tracking statistics. This module has 3 components:

1. **Results Column** set up,
2. **Results Sheet** and
3. **Game Tracker**

Result Columns

Scoring/Manage Result Columns

The **Results Modul**e provides the tools for each Group to customize the **Game Tracker** spreadsheet to meet their specific needs.

Manage Result Columns

Create Column

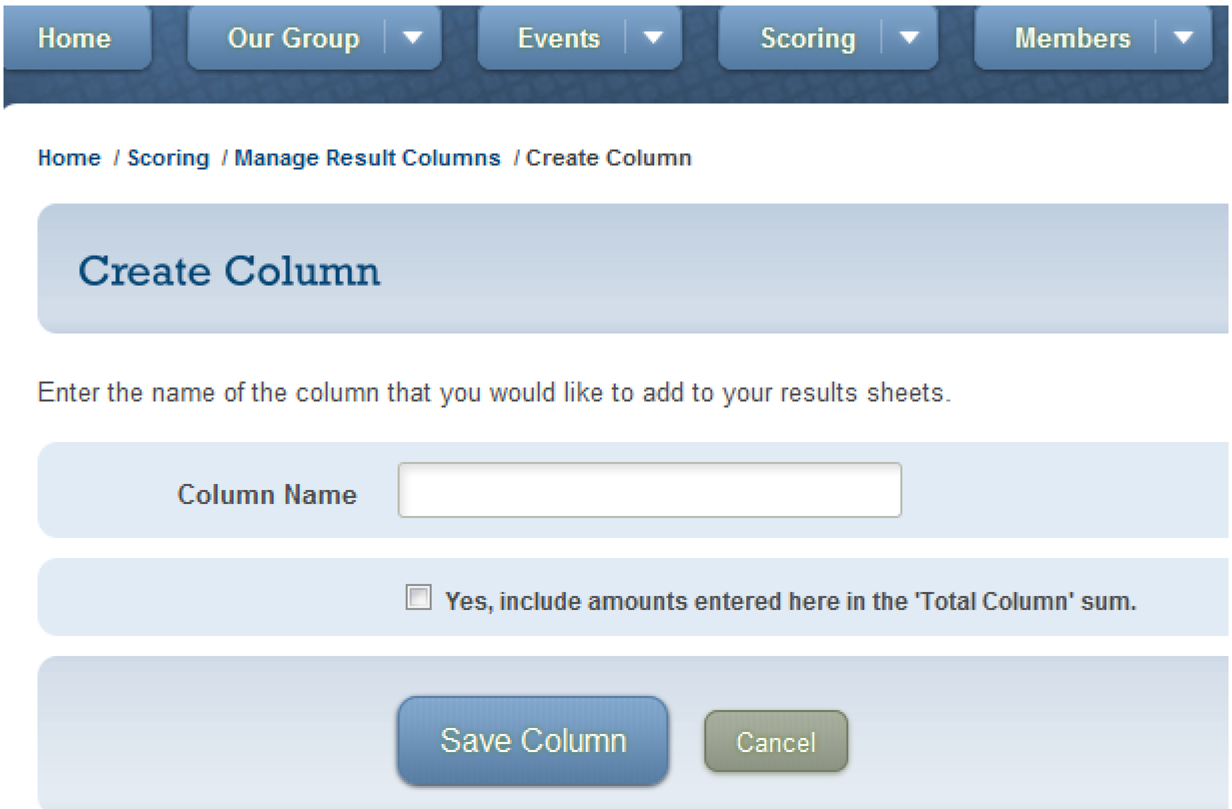
Column Name	Include In Total
Gross	No
Hcp	No
Net	No
Main Game	Yes
Side Game	Yes

In **Manage Results Columns** all the preset (Gross, Hcp and Net) and customized columns are displayed. It also indicates if each column value is to be included in the **Total.** **Edit** and **Delete** icons are for customized columns.

The columns are listed in the order that they were created and this is how they will appear (left to right) in **Game Tracker**. Golf Group Manager has pre-set columns **Gross**, **Handicap** and **Net** which cannot be edited or removed. Groups can add a limitless number of columns to display results and track scores all with the option to include their values in the **Total**.

Create Result Columns

The first step in setting up the **Results Module** is to **Create Columns** for the **Game Tracker** spreadsheet. Before creating any columns, it is important to plan which are to be created first as they are displayed in that order. The first column created will appear beside the **Net** column in **Game Tracker** and subsequent columns will be added to the right. Once created the order of the columns cannot be moved; they will need to be deleted to reset the order. When columns are deleted all data that has been entered is lost.



To create result columns go to ***Scoring/Manage Result Columns/Create Column***

Column Name -Enter the name
Total Column -Check the box if the value entered in that column should be included
Save - wait for the green cue

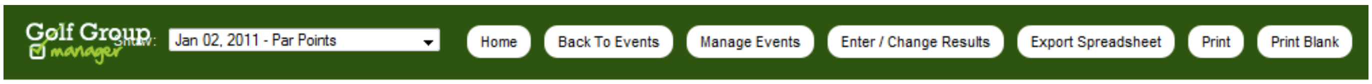
To view the result columns created open ***Scoring/Game Tracker***

Result Sheet

Entering Scores into Results Sheets

Events/Manage Events/View/Edit Results

When the cut-off for an event sign-up is reached the ***View/Edit Results*** icon is displayed. All players that have signed up and have **Accepted** status are listed in alphabetical order on the **Results Sheet**. Waiting list players are not. There is the option to print a blank results sheet for manual entries.



Par Points **Mar 10, 2011**

Player Name	Gross	Hcp	Net	Main Game	Side Game	Birdies	Chip-ins	Sandies	Total
1. Demo Account	0	10	-10	0	0	0	0	0	**0**
2. Betty Bean	0	50	-50	0	0	0	0	0	**0**
3. Ray Carter	0	15	-15	0	0	0	0	0	**0**
4. Julia Child	0	30	-30	0	0	0	0	0	**0**

When the game is complete, update the player list by adding and removing players ***Events/Manage Events/View/Edit Players*** to reflect only those that participated in the event. This is an important step as the names listed on the **Results Sheet** are from the sign-up list and updating is needed to take into account player additions or cancellations.

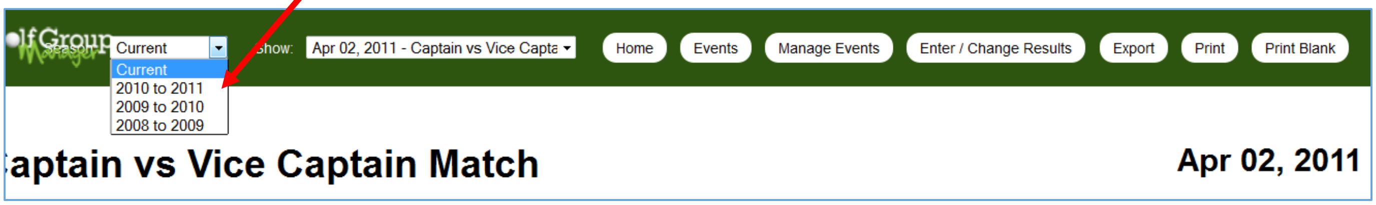
A **Results Sheet** will not be available for entering scores if the **Track Statistics** option was not selected when this **Event Category** was set up. To change the setting for all events contained in this category go to **Manage Event Categories.**

To enter the scores into the **Results Sheet,** go to: ***Events/Manage Events/View/Edit Results.*** In the form that opens, select **Enter/Change Results** in the toolbar. Enter data into each cell and click on the pencil icon or the Enter button to save that cell. Use the **Save Edits** button in toolbar to save all of the edits where the pencil icon is displayed. This sheet can be updated at any time post event; there are no time constraints. It can also be printed and exported to a spreadsheet program.

The **Gross**, **Handicap** and **Net** columns are standard in all **Results Sheets**. The handicap listed is from the player's **Personal Profile**. It can be edited in the **Results Sheet** but <u>it will **not** cause the handicap in the **Personal Profile** to change.</u> Once the results sheet is saved the handicap will be fixed and can only be changed by an Admin editing the sheet.

Totals for the column and row entries are connected to how the column was originally set up in **Manage Results Columns**. This setting can be edited to include/exclude the data in that column from being totalled.

Results are archived each season based on the 'Season Start' date that was set up in **Our Group/Manage Group Settings**. As shown below, the dropdown list contains the seasons when results were recorded. Results older than 3 years are no longer accessible. Groups that want to keep older results should export them at the end of each season



Game Tracker

Game Tracker located under the **Scoring** button, is part of the **Results Module.** When open, it displays the columns created in ***Scoring/Manage Result Columns/Create Columns*** and a table of results based on entries made in ***Events/Manage Events/ View/Edit Results*** following each event.

There are three **Game Tracker** views available:

My Game Tracker shows each member their scoring record including the number of events participated in, the gross, handicap and net plus other results shown in the custom columns set up by your group. **Total** shows the sum from each row and column.

DEMO ACCOUNT'S

Game Tracker **Dec 01, 2010 - Nov 30, 2011**

Events (6 Played)	Gross	Handicap	Net	Main Game	Side Game	Birdies	Chip-ins	Sandies	Total
Jan 02, 2011 - Par Points	85	10	75	0	1	0	1	0	2
Jan 05, 2011 - Low Net	90	10	80	0	0	0	0	0	0
Jan 22, 2011 - Best Ball	79	10	69	0	1	2	0	0	3
Jan 27, 2011 - Par Points	88	10	78	1	0	0	0	0	1
Feb 28, 2011 - Greens in Regulation	82	10	72	1	0	2	0	0	3
Mar 03, 2011 - March Scramble	0	10	-10	0	0	0	0	0	0
Total				**2**	**2**	**4**	**1**	**0**	**9**

Everyone's Game Tracker shows the **Total** row from each member's individual scoring record. To view the full scoring record, click on the member's name. Making this game tracker available for all members to view is an option set by your Group Admin in **Manage Group Settings**.

EVERYONE'S

Game Tracker

Dec 01, 2010 - Nov 30, 2011

Name	Played	Main Game	Side Game	Birdies	Chip-ins	Sandies	Total
Demo Account	6	2	2	4	1	0	9
Shawn Adrian	8	1	0	0	1	0	2
Wako Anders	11	1	3	1	1	0	6
Betty Bean	15	4	3	2	1	1	11
Blake Carter	9	0	0	2	0	0	2
Gillian Carter	5	0	0	0	0	0	0

Season Summary Game Tracker lists all of the games completed to date and provides stats on a per game/event basis. This spreadsheet is available only to those with Admin privileges. It is to provide statistical summaries that can be valuable for season evaluations and in planning the next season.

SEASON SUMMARY

Game Tracker

Dec 01, 2010 - Nov 30, 2011

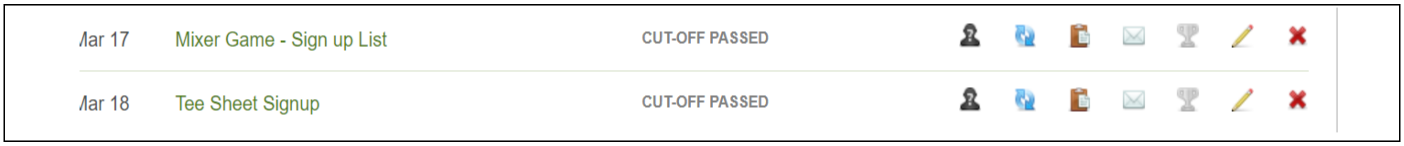
Event Name	Players	Main Game	Side Game	Birdies	Chip-ins	Sandies	Total
Jan 02, 2011 - Par Points	12	8	6	4	4	0	22
Jan 05, 2011 - Low Net	9	6	2	3	1	0	12
Jan 08, 2011 - Low Net-Tee Sheet	12	6	3	4	6	4	23
Jan 10, 2011 - Saturday Game	9	4	5	2	2	2	15
Jan 22, 2011 - Best Ball	4	3	5	4	0	0	12
Jan 22, 2011 - Winter Tournament	25	0	0	0	0	0	0
Jan 26, 2011 - Midweek Game	9	0	0	0	0	0	0

FAST DRAW MODULE

The **Fast Draw** module in **Manage Events** allows Draws to be created from two sign-up types:

List Sign-up -Players sign up for an event and the Draw is created by a Draw Chair

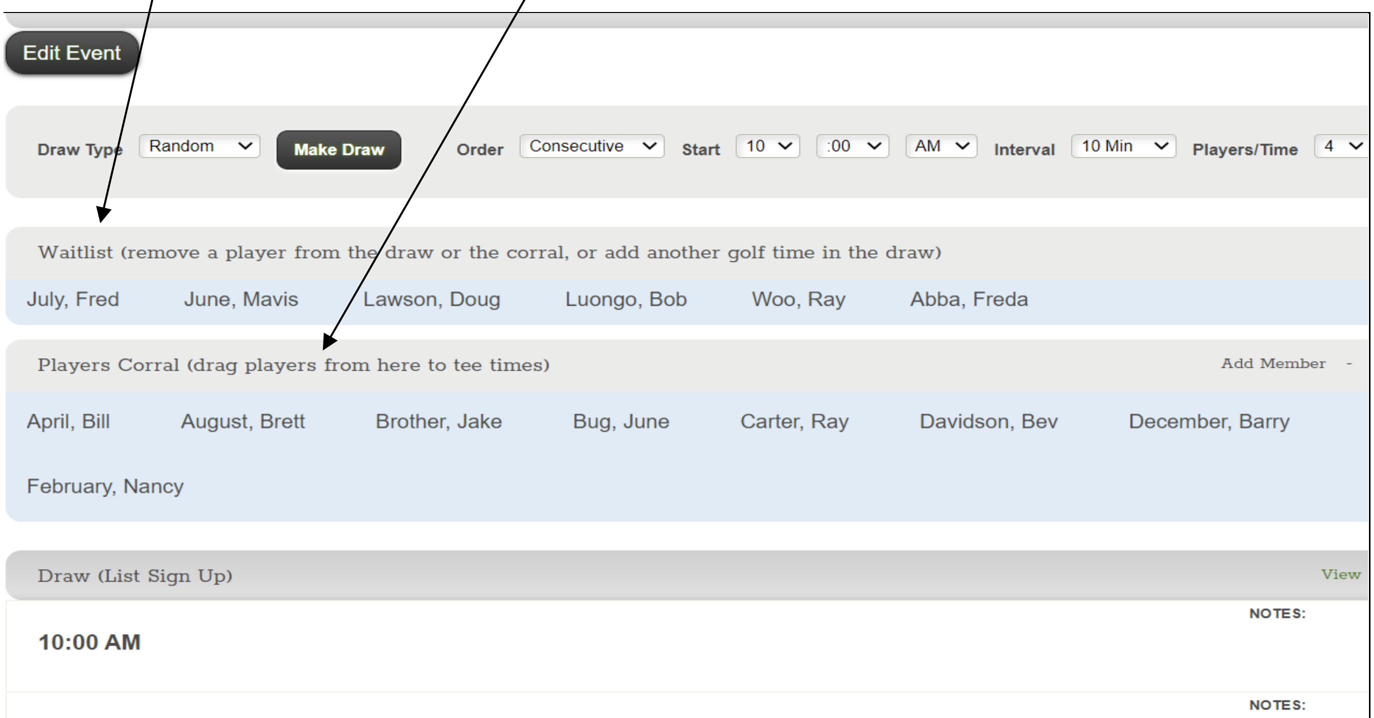
Tee Sheet Sign-up - Players add their names directly into a tee sheet grid.



If the icon stays grey it indicates that there are no signed up players or the event category (such as Social) does not require tee times.

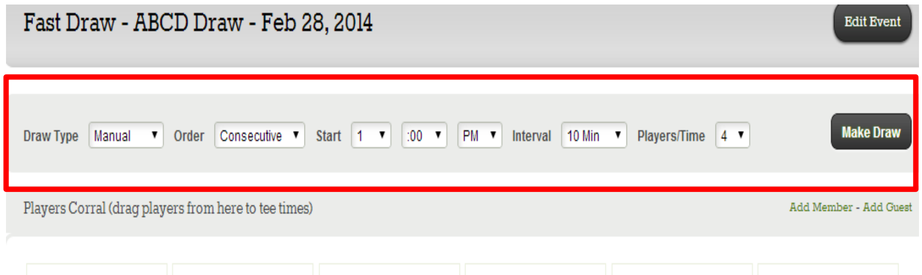
List Sign Up Events

The **Fast Draw** grey icon turns **blue** once the status shows **CUT-OFF PASSED** and access allowed**.** The players from the sign-up list with 'Accepted' status automatically populate the **Fast Draw** corral. The waitlist names are in the upper corral. The name on the left side was the first on the waiting list.



Fast Draw is very flexible and allows the Draw to be edited and re-created numerous times.

Players and tee times can be added/removed, guests added, Notes by each tee time added, start/end times changed, etc. The parameters for **Draw Type**, **Order**, **Start**, **Interval** and **Players/Time** that are displayed were set when the event was created. All can be edited in **Fast Draw** until the event status shows **OVER**.



Order: choose between **consecutive** tee times or a **shotgun** start. For a shotgun start, enter the hole numbers in theNotes area

Start - enter the first tee time or the shotgun start time

Interval –enter the minutes between each tee time. Shotgun start has 0 minutes

Players/Time – select the number of players for each tee time

Make Draw will move the players from the corral into the draw sheet.

Draw Type: There are 6 different choices

Random – will place players in the draw in random order

Manual – players are placed into the draw by dragging and dropping the names in the corral to tee time slots

Handicap – players are placed in the draw with the lowest handicap in the first tee time

Reverse Handicap – players are placed in the draw with the highest handicap in the first tee time

ABCD –foursomes are formed with players from each handicap group. The total handicap for each foursome will display in the Note Box.

Split Field – The field of players are divided into 2 groups based on Hcp

If the **Draw Type** is changed in **Fast Draw** to an event where handicaps required, handicaps are copied from the player's **Personal Profile.**

Waitlist Players - When an event is overbooked, players go onto a waitlist. After the event cut-off has passed these players appear in the Waitlist Corral in Fast Draw. The first person on the sign-up list is on the left side of the box.

If more tee times are added or players have canceled, the waitlist players move automatically into the Players Corral. If a tee time is added and waitlist players move into the corral, the added tee time cannot be canceled.

Tee Sheet Sign Up Events

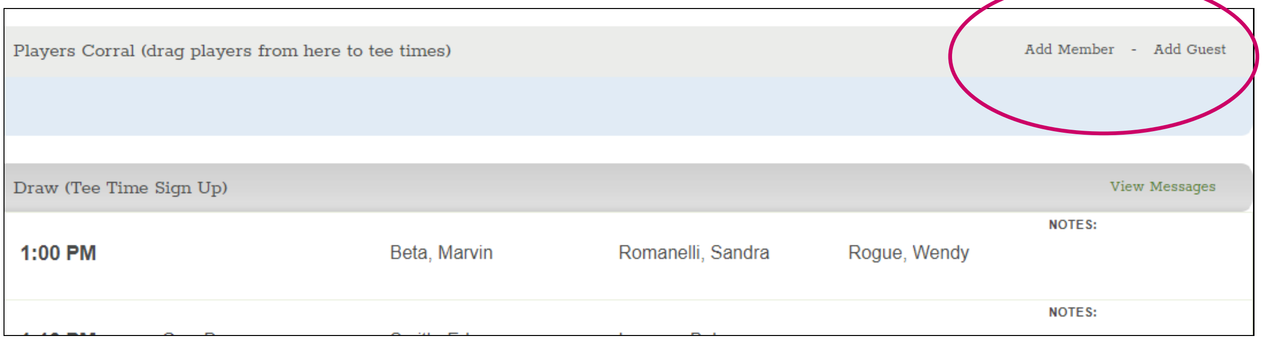
The **Fast Draw** grey icon turns to **blue** once the status shows **ACCEPTING SIGN-UPS.** Access is allowed to **Fast Draw** as well it is displayed in ***Home/Posted Draw*** so members can see the Draw**.**

Editing should only be done in **Fast Draw.** When editing, if the **Players/Tee time** is reduced, players in the fourth column will move into the Corral to wait for placement in the Draw. If, on rare occasions, two sign up at the exact same time, they may not show in the Tee Sheet Draw, but will appear in the Player Corral, so their names will need to be manually dragged and dropped into a tee time.

Making Changes to the Draw

It is recommended that the Draw be printed and the date/time noted prior to making changes in the Draw.

1. Add, Move and Remove Players and Guests



To **Add Players**, select **Add Member** shown on the right side of the Player Corral and choose from the dropdown list. If players are added to a Draw that requires handicaps, the one in the **Personal Profile** will be displayed. Players can then be dragged/dropped from the Corral into a tee time slot.

To Move Players – drag and drop into any empty tee time slots. Drag and dropping players only functions in the visible area on your screen. To move a player from the end of the Draw to the beginning it is best to double click the name and move it to the corral first. To move all players to the Corral, select Manual **Draw Type** and then **Make Draw.**

To Remove Players - To remove a player from a tee time into the Corral, double click on their name.
To permanently remove, select the **Red X** by their name while they are in the corral. Players on the waitlist will automatically move into the corral once a player is removed.

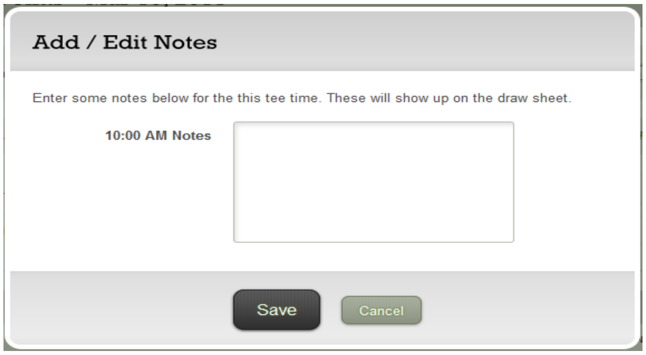
To add a guest, select **Add Guest** shown on the right side of the Players corral and write the name and handicap (if known) in the pop-up box. The guest's name will appear in in the Draw in *italics*.

2. Add or Remove Tee Times

a. On the left of each row of tee times there is a **Green** ✓and a **Red X**. To add a tee time, select the **Green** ✓and a new row will appear above. To remove a row, use the **Red X**. Players in that row will return to the corral.
b. When a new tee time is inserted above the first tee time that row will be available for players to be added. All players previously entered into the Draw are shifted down accordingly. The start time will remain the same and can only be changed by editing the event. If the first tee time is removed all players will shift up.
c. For **Tee Sheet Sign-up** events when the first tee time is removed all players in that tee time will return to the corral and will need to be manually placed into the Draw.
d. When a new tee time is added/removed the number of players allowed in the event will automatically change in the Event Setting.

3. Add Notes

The Note area provides additional information to players, such as the starting hole for a Shotgun, cart sharing, bringing out/in KP markers, match play pairings, etc.

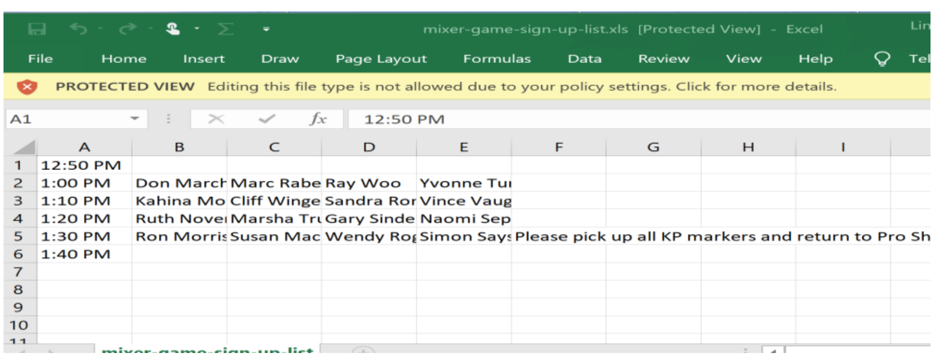


Add/Edit Notes –Click on the Note Box by each tee time to input information. Notes are displayed in the Draw once it is saved. To remove the contents from a Note, click on the Note box, highlight content then delete and save.

If the **Make Draw** button is selected after a note has been entered the note will be removed. If a tee time is removed the note will be removed as well.

Export the Draw

An **Export** button is available in **Manage Events/View Draw**  as well in **Posted Draw** on the **Home** page. Draws can be exported to a spreadsheet or CVS sheet.

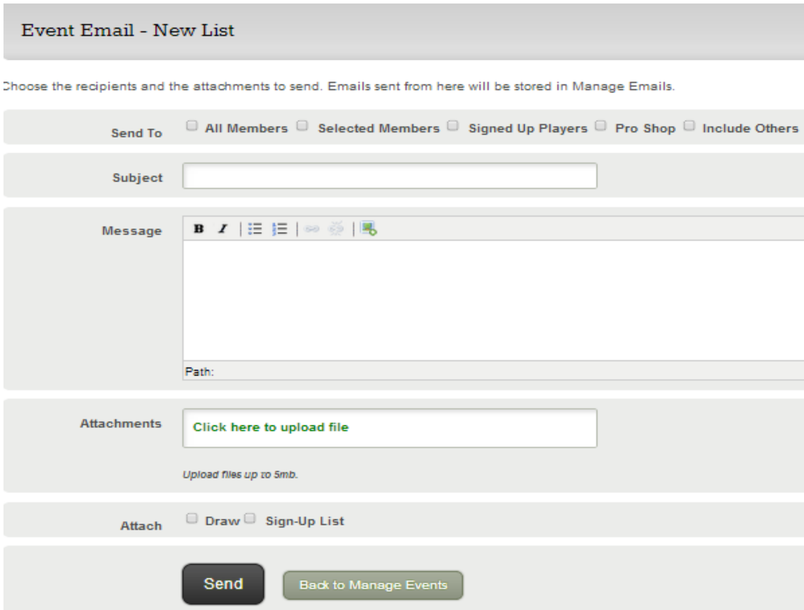


After changes are made, select **SAVE** to keep or **CANCEL** to retain the previous Draw. All Tee Sheet Sign Up events that are saved are automatically posted and can be viewed by members on ***Home/Posted Draws***

Note: Due to the complexity of the Fast Draw program, tablets and/or mobile devices do not have the capacity to use all functions

Email Notification -Send out the Draw

When ready the Draw and/or the Sign-up List can be emailed. In **Manage Events** open the **Email Notification** icon beside the event.



Send To:-

All Members – Everyone on the Member List

Selected Members – Choose recipients from the dropdown box

Signed Up Players – only those recipients entered in the event will receive the email

Pro Shop – will go to the email address listed in Manage Group settings

Include Others – opens a box allowing an email address to be entered. Select **Add** to include more addresses

Subject   Enter email subject. This is a required field

Message   Type in content. Add formatting such as bold and italics. Also images can be added from **Photo Gallery**

Attachments   Upload a file from sender's computer (maximum size of 5 MB). PDF files are recommended

Attach option to include the **Draw** and/or the **Sign up List**

Send email is sent and the green cue will confirm

Emails sent from **Email Notification** are stored in **Manage Emails**.

RINGER BOARD MODULE

A **Ringer Board** is a compilation of a player's best gross score on each hole during a set time period. It is interactive and allows players to enter their own scores and view scores from other players. There can be several different Ringer Boards active throughout the season.

New GGM users will need to ensure that when they create the first **Ringer Board** that the 'current season' has begun, i.e. it will not display prior to the Season Start date which is set in **Manage Group Settings.**

Golf Group manager   Show: Winter Ringer Board   Home   Withdraw Ringer Board   Edit   Export Spreadsheet   Print

Winter Ringer Board

Jan 01, 2011 - Mar 31, 2011

A Ringer Board is a compilation of a member's best gross score on each hole. The total column will show N/A if a score is missing on any hole. Other players score data can be viewed by holding the mouse arrow over the hole score. To update or enter a score into the Ringer Board, select EDIT from the upper right bar. In the page that opens use the EDIT option on each hole to make changes. The score, playing partner's name, and the date of the competition must all be entered before the change can be saved.

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
Demo Account	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Betty Bean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Terry Curtis	3	4	6	5	5	4	3	6	5	4	2	6	6	3	5	4	6	4	81
Bev Davidson	0	4	2	0	4	4	4	6	5	4	0	0	0	0	0	0	0	0	N/A
Chris Golfer	5	0	3	4	0	5	0	4	0	0	0	0	0	0	0	0	0	0	N/A
Linda Inglis	3	3	0	6	0	0	5	0	5	0	0	0	0	0	0	0	0	0	N/A

Scoring/Ringer Board

The toolbar at the top is the control centre for **Ringer Board.**

Show: contains all the **Ringer Boards** created during the season. Use the drop down to select a R**inger Board** to enter scores

Home returns to the **Home** page

Attend /Withdraw Toggle switch for members to enter or cancel out of the **Ringer Board**. If a player **Withdraws** and decides later to **Attend**, the previously entered scores are automatically re-entered. When the end date is reached, the **Attend/Withdraw** and **Edit** buttons disappear

Edit Select to enter or update scores

Export This sheet can be exported to a spreadsheet program such as Excel

Print The sheet can be printed onto letter sized paper(s)

Manage Ringer Boards

Scoring/Manage Ringer Board

Manage Ringer Boards contains information on all of the **Ringer Boards** including start/end dates. There are options to **Edit Score** (player's score) and **Edit** the **Ringer Board** settings. It can also be removed (**Red X**) after a warning.

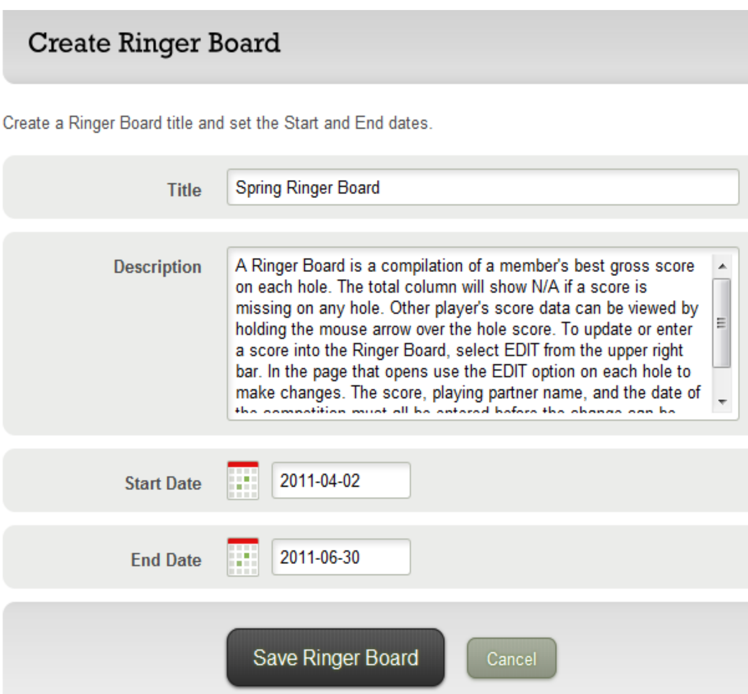
Edit Scores - On the table that opens click on the score to be edited, complete all fields and **Save**

Edit – the name and dates can be edited and **Save**

Delete – select the red X. A warning will appear before the deletion is completed

Create a Ringer Board

Scoring/Manage Ringer Board/Create Ringer Board



Title - enter the name of the **Ringer Board**

Description – the content showing are the instructions for the players to sign up and enter scores. This area can be deleted, edited and have additional content added. It defaults to the most recent Description entered & can be updated as needed.

Start/End Date – select from the calendar

Save - wait for the green cue

All **Ringer Boards** appear in the **Show** drop down list in ***Scoring/Ringer Board.***

The events that appear in the drop down list when entering **Ringer Board** scores are set in ***Event/Manage Event Categories***. When the **Track Statistics** box is checked all events in that category and the other categories where the box has been checked, will appear in the drop down list.

PHOTO GALLERY MODULE

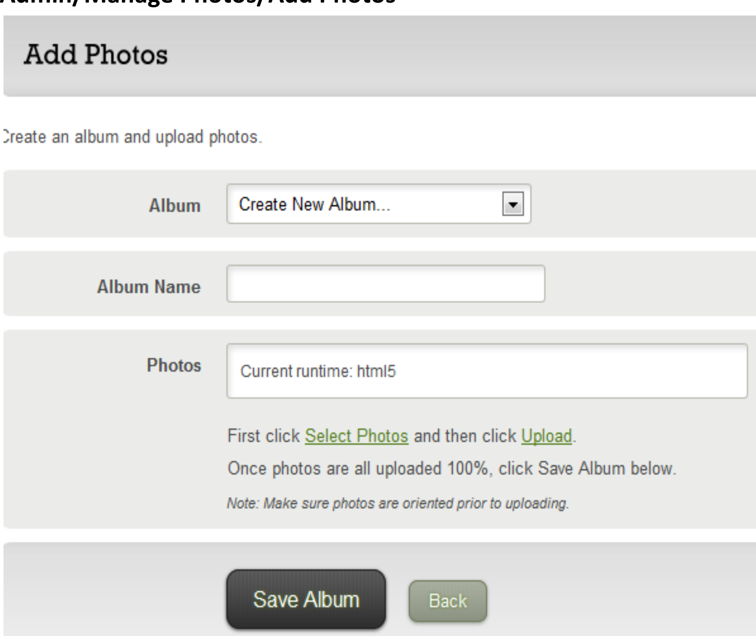
The **Photo Gallery** access is located in the side column of the **Home** page. It contains a collection of albums each with an array of pictures with mouse over captions. Photos located here are uploaded by a Group Admin. Each photo can be downloaded after it is double clicked and opened to the original size.

Manage Photos

Here is the list of current albums with options to edit or remove. **Edit** opens the album where it can be renamed, more photos added, as well dates and captions to each picture by using **Edit**.

Create Album and Add Photos

Admin/Manage Photos/Add Photos



Album – Create a new album or choose an album to add photos to

Album Name – give a title/name to the album

To add photos click **Select Photos** and **Browse**. Choose photos singly or in multiples. Make sure photos are oriented correctly when selecting. Once selected, photos are displayed in the field beside **Photos**

Upload -when all photos have been selected. Wait for each photo to reach 100%

Save Album and wait for the green cue

Albums are displayed in the order that they are created so the most recently created albums will be at the beginning of **Photo Gallery**.

Edit Albums and Add Dates/Captions

When **Edit** is selected from ***Admin/Manage Photos*** a page opens where more photos can be added. Existing photos can have dates and descriptions added by selecting the **Edit** icon at the side of each picture.

To **Rename** the album, add captions and dates, choose the **Edit** icon in **Manage Photos.**

END OF DOCUMENT   END OF DOCUMENT   END OF DOCUMENT   END OF DOCUMENT   END OF DOCUMENT   END OF DOCUMENT   END OF DOCUMENT