





Melbourne District Veterans Golfers Association "OneGolf Logging on and Bookings"

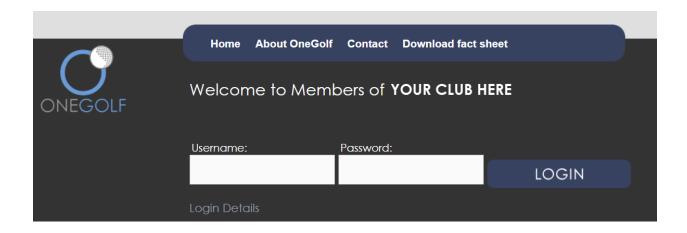
LOGGING ON:

The Website is at https://melbournevets.1golf.com.au

Your username is your Golf Link Number (10 digits).

If Password lost or unknown:

- Select this link
 https://melbournevets.1golf.com.au/security/passwordReminder.msp
- 2. Enter your GOLF Link number and submit
- 3. Open your email program
- 4. Find Password reminder email
- 5. Create new password



IF YOU HAVE TROUBLE LOGGING ON?

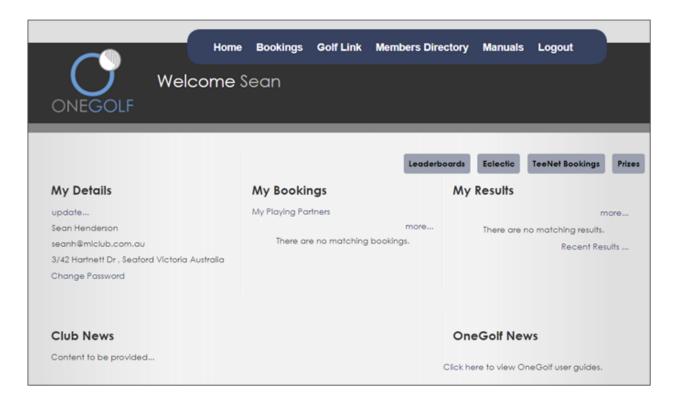
Please contact one of the club administrators ASAP.





MEMBERS PAGE:

Once logged onto the site you will be taken to your own personal welcome page. On this page you can see such things as My Details, My Bookings and My Results.



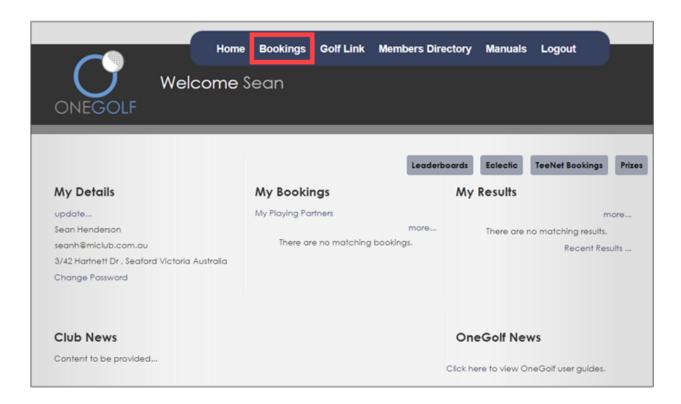
Timesheets exist for every competition and social day, please be sure to book, to avoid disappointment. Any course closures and or syllabus changes will be updated on the website.





HOW TO MAKE A BOOKING:

Once logged in navigate to the Timesheets area by clicking on "Bookings" in the main menu.



Select "Open" on the event.

Sat 30 Nov	OPEN 240 Available	PRACTICE BOOKING TIMESHEET THIS IS A PRACTICE TIMESHEET	All All Day	<u></u>
Sun 01 Dec	OPEN 240 Available	PRACTICE BOOKING TIMESHEET THIS IS A PRACTICE TIMESHEET	All All Day	i
Mon 02 Dec	OPEN 240 Available	PRACTICE BOOKING TIMESHEET THIS IS A PRACTICE TIMESHEET	All All Day	i



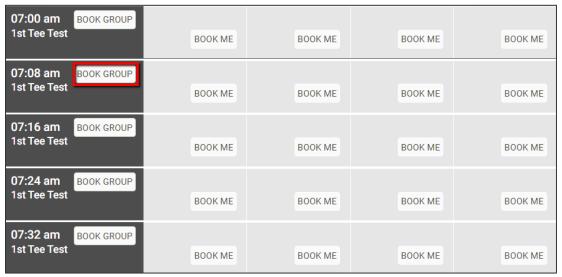


Click "Book Me" to book yourself in or click "Book Group" for booking multiple players into the timesheet.



BOOKING A GROUP:

To book a group click the "Book Group" button, highlighted below.



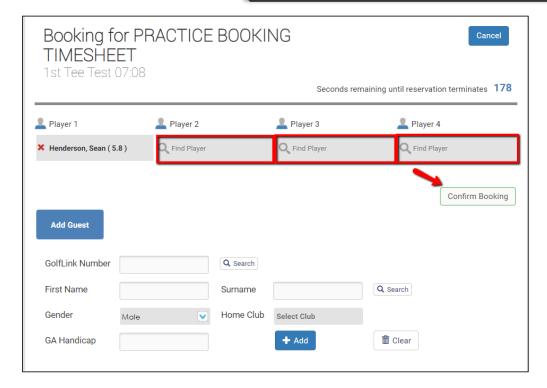
Your name will fill into the player 1 cell. Use the "Find Player" search boxes to find the other players.

If you would like to book a visitor, you can add their Golflink number into the below "Add Guest" section and click "Search". If the Golflink number is valid, it will populate the players details for you. If you do not know your visitors Golflink number, you can manually type their details in and click "+Add".

Once all players are added click "Confirm Booking".







Your booking will now appear in the timesheet. (the red x is for canceling your booking and the blue box is to put an event in your email calendar)

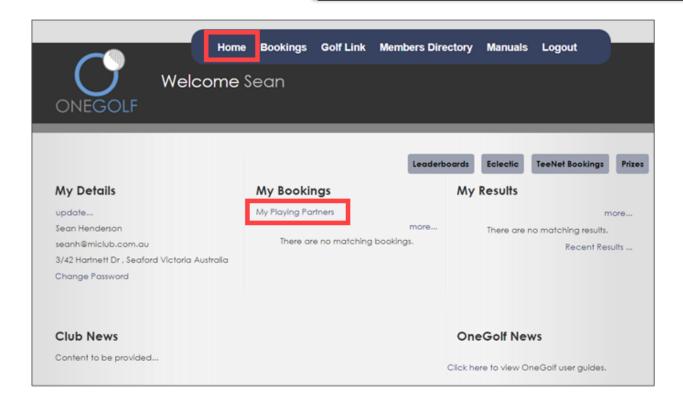


SETTING UP YOUR PLAYING PARTNERS:

Having your playing partners set up can quicken the group booking process if you always play with a regular few people. To set up your playing partners click "Home" and click on "My Playing Partners".



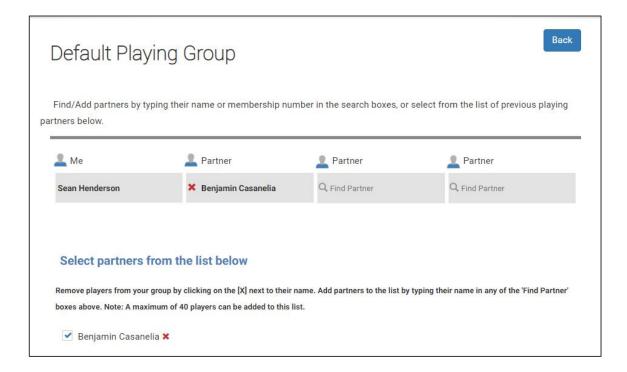




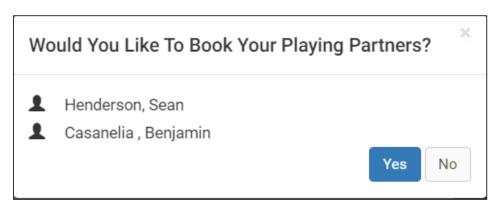
Type your playing partners name(s) into the "Find Partner" fields. You can add/remove players out of your default group by clicking the red x.







The next time you click on the "Book Group" button in a timesheet the system will prompt and ask if you would like to book your playing partners you've setup. By clicking "Yes" these players will be booked straight into timesheet.

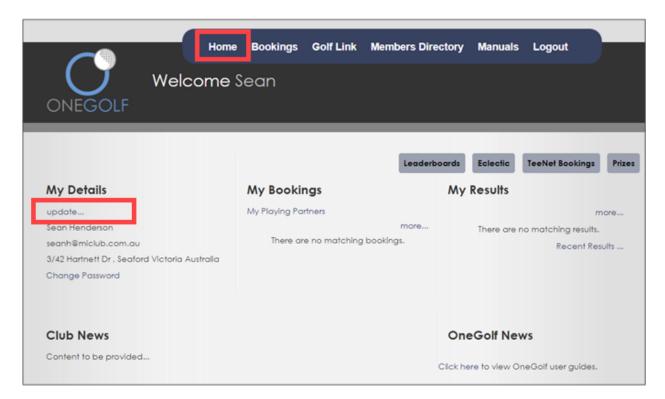




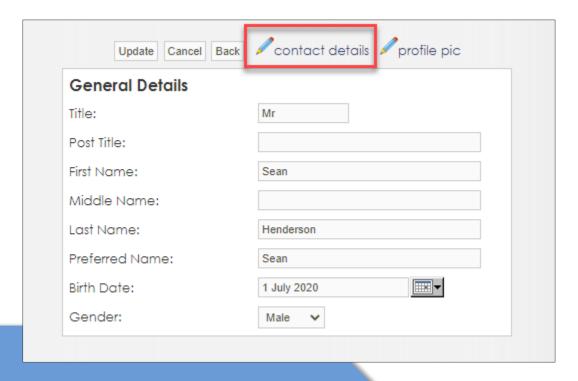


UPDATING YOUR PERSONAL DETAILS

To edit your personal details, click "Update" under My details.



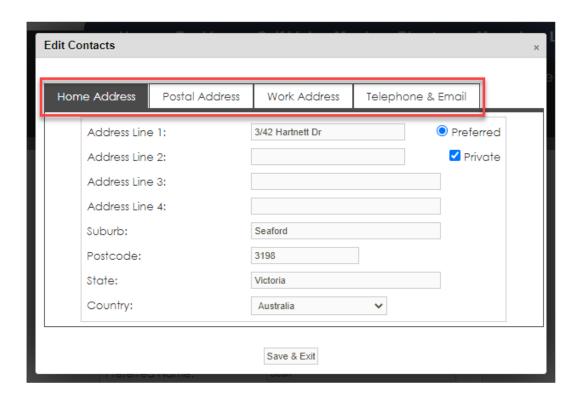
Please update any details that may be incorrect. To update your address, mobile phone number etc. click "Contact Details".





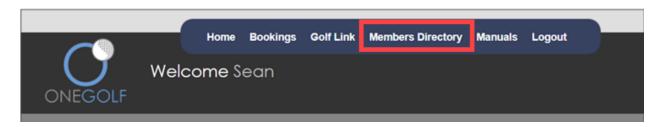


Using the tabs across the top of your window navigate through and update details where required and click "Save & Exit" at the bottom.



SHOWING YOUR CONTACT DETAILS IN THE MEMBERS DIRECTORY FOR OTHER MEMBERS TO SEE.

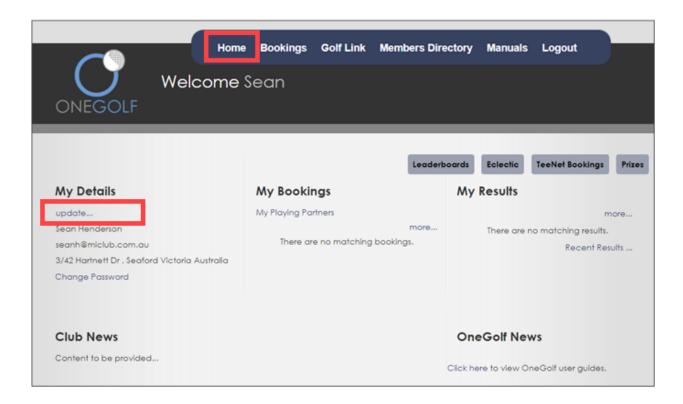
In your top navigation menu of your page there is "Members Directory", this will show all members of your club and their contact details if they have chosen to display them.



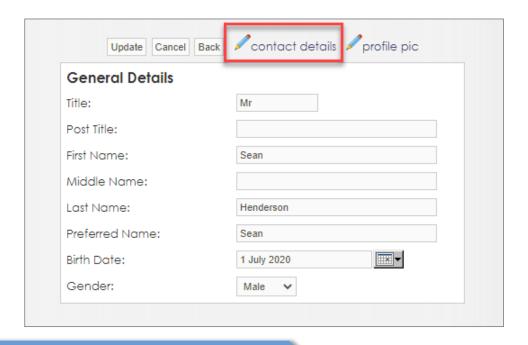




To manage your details that show in the members directory click "Update" under My Details.



Click "Contact Details".







To show a detail in the member directory untick "Private".

To hide a detail from the members directory tick "Private".

Once you have made the changes click "Save & Exit".

