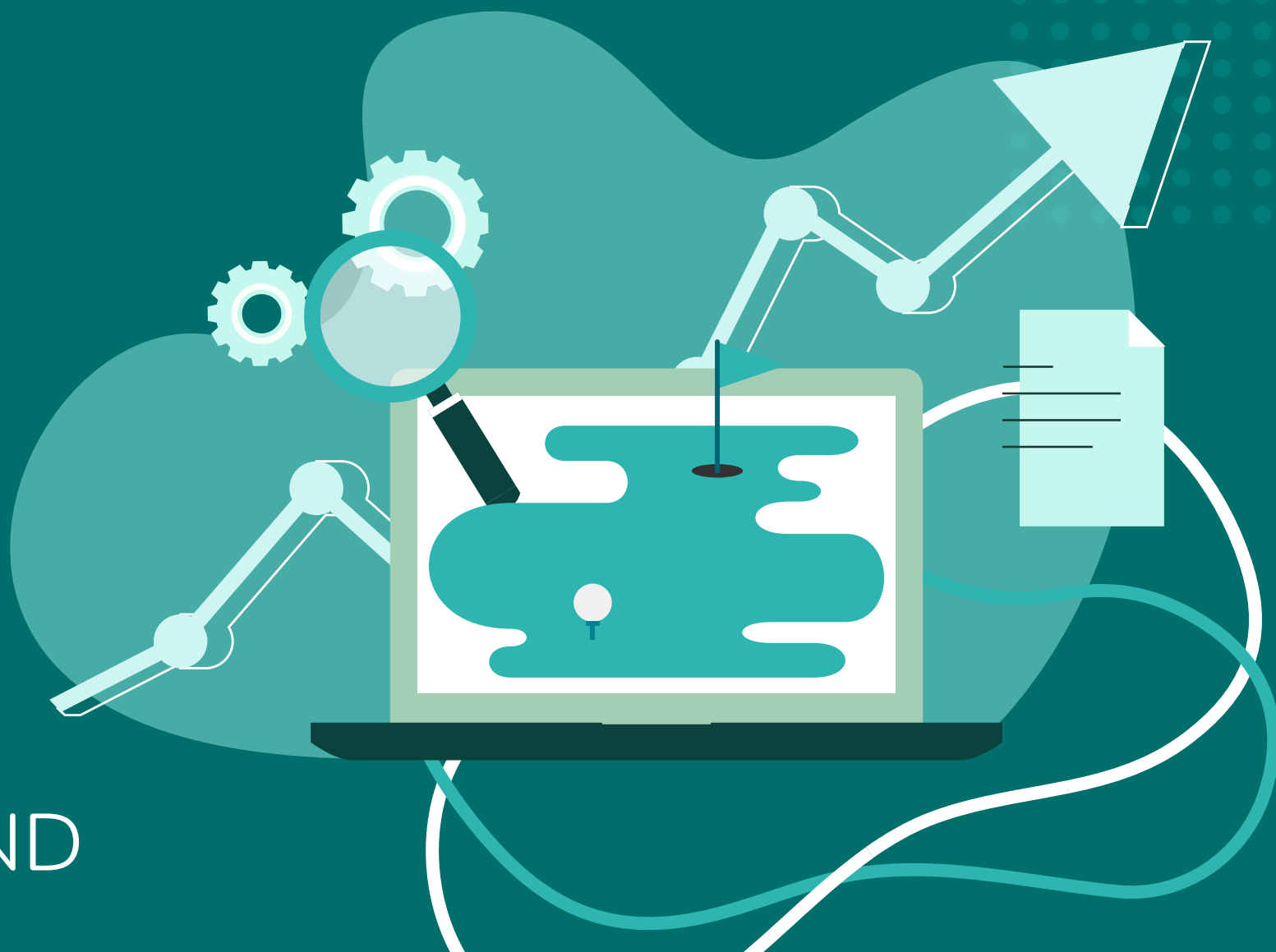
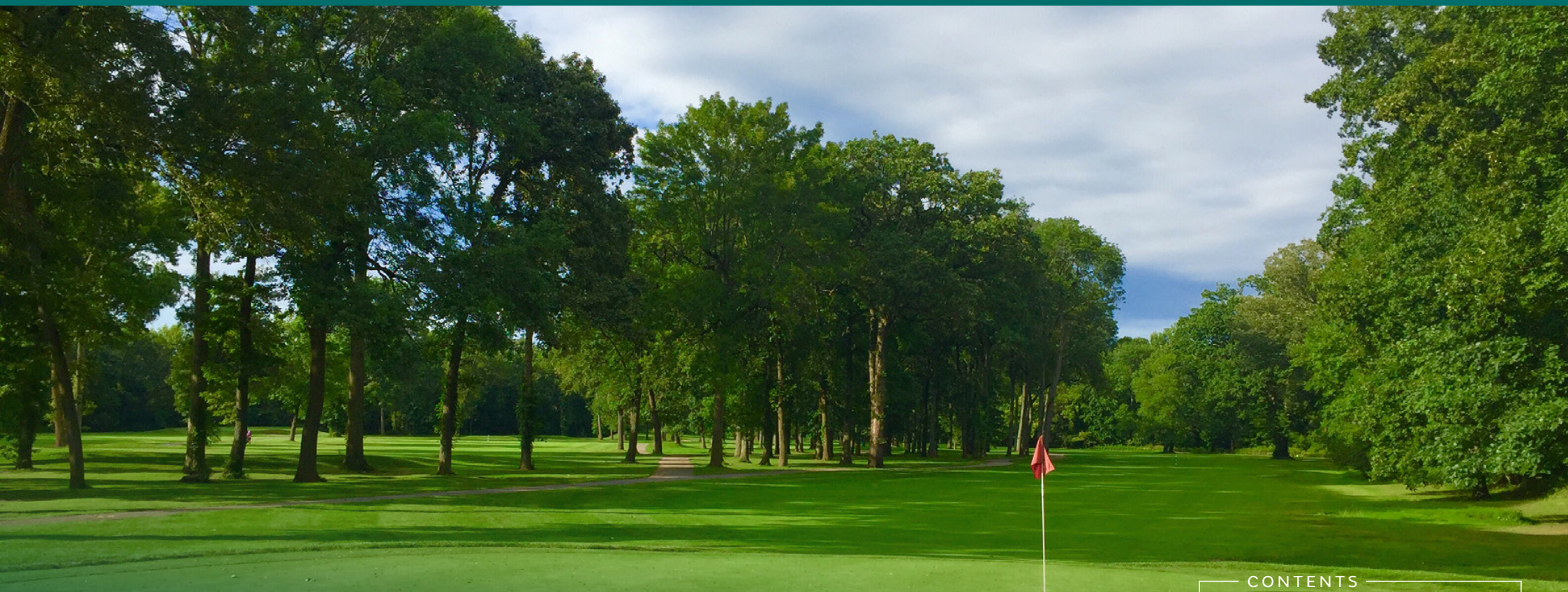


GOLF IRELAND Clubhouse



 GOLF
IRELAND



What is the Golf Ireland Clubhouse?

The **Golf Ireland Clubhouse** is the new platform which Affiliate Clubs can use to view and adjust member handicaps, order member cards and add open fixtures to the Golf Ireland website.

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Registering a Club Account:

Follow the link provided in the email you have received from Golf Ireland (please email support@golfireland.ie if you cannot locate this email) and you will reach a page asking you to Create an Account:

- Add in your **contact email address**
- Click **Submit**

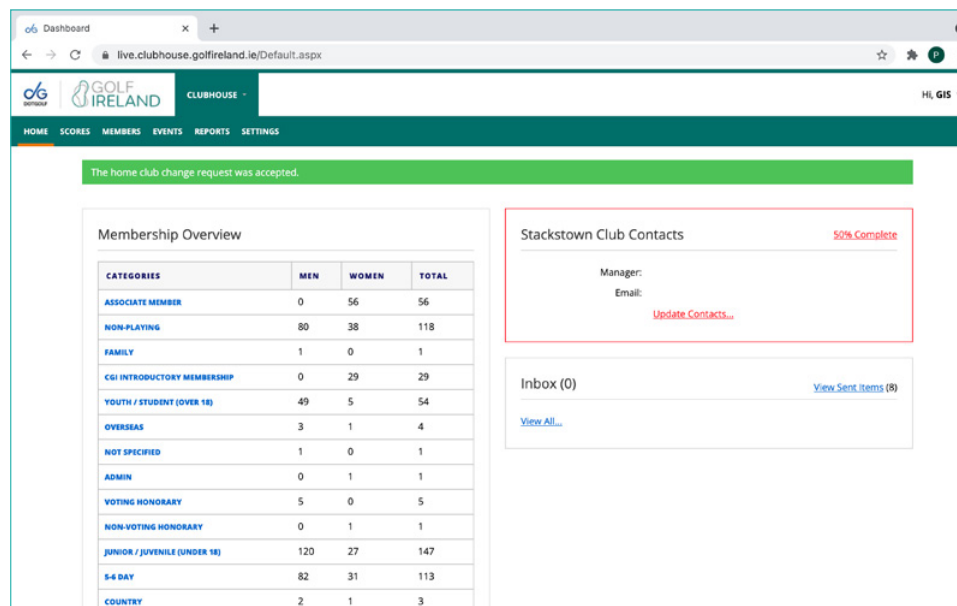
You will then be sent an email (this can take a few minutes to arrive so please be patient). You will receive a 6-digit code, which you will need to progress the registration.

Create a User ID and Password – keeping them safe for future use. Do not use the following as your User ID:

- An email address
- Your Membership Number (This is used for access to the Player Portal)
- Generic terms such as, Handicaps, Manager, Professional (these may cause you login issues in future)

Note: Alternatively, the Super Admin user in your Club can add new accounts under the “Settings” tab in the “Users” section.

Home Page



The screenshot shows the Golf Ireland Clubhouse Home Page. At the top, there is a navigation bar with links: HOME, SCORES, MEMBERS, EVENTS, REPORTS, and SETTINGS. Below the navigation bar, a green banner states: "The home club change request was accepted." The main content area is divided into two sections. On the left, there is a "Membership Overview" table. On the right, there is a "Stackstown Club Contacts" section with a "50% Complete" status, and an "Inbox (0)" section with a "View Sent Items (8)" link.

CATEGORIES	MEN	WOMEN	TOTAL
ASSOCIATE MEMBER	0	56	56
NON-PLAYING	80	38	118
FAMILY	1	0	1
CGI INTRODUCTORY MEMBERSHIP	0	29	29
YOUTH / STUDENT (OVER 18)	49	5	54
OVERSEAS	3	1	4
NOT SPECIFIED	1	0	1
ADMIN	0	1	1
VOTING HONORARY	5	0	5
NON-VOTING HONORARY	0	1	1
JUNIOR / JUVENILE (UNDER 18)	120	27	147
S-4 DAY	82	31	113
COUNTRY	2	1	3

After logging in to the Clubhouse, you will be presented with the Home Page. On this page, you can see a count of your members split by the various Golf Ireland Categories.

Here you can click on any of the Categories listed in order to generate a list of members in that category (after clicking the category, you will be brought to a new page and you will have to scroll down to see the list. Also on the Home Page you will find club details and your Inbox, in which you will find new system generated messages – including Home Club Change requests, Card Order Requests (from your members) etc.

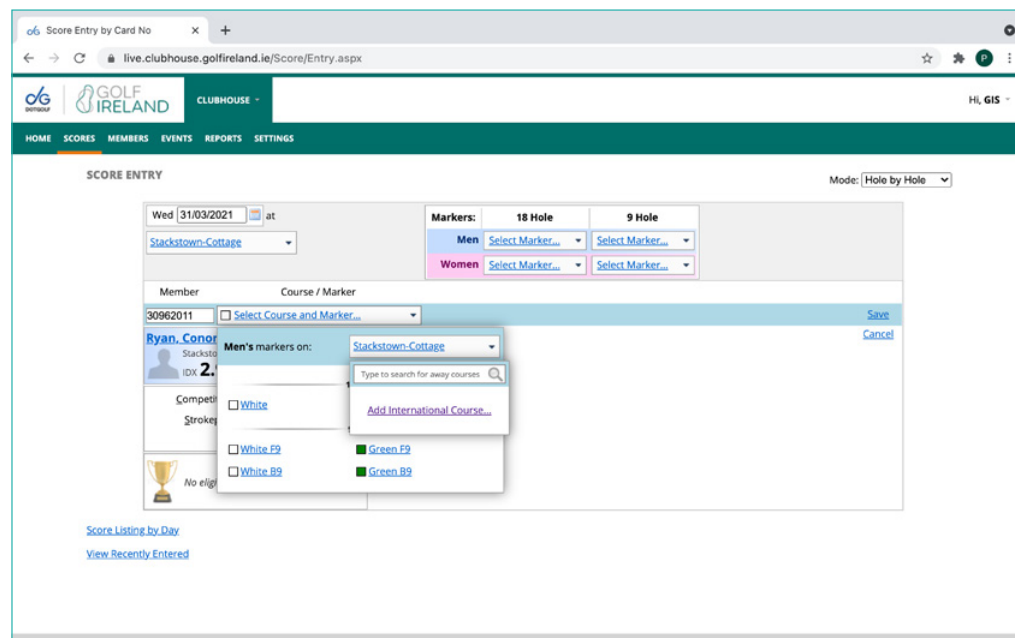


Scores Tab

Scores should be uploaded from your club's competitions software. In the event that a score fails to upload, it can be manually entered under the "Scores" tab on the main menu.

Entering Multiple Scores recorded at your Club:

- 1) Click on the Scores tab.
- 2) Choose the date and markers.
- 3) Enter the player's name/number.
- 4) Enter the hole-by-hole scores and click "Save"
- 5) Repeat steps 3 & 4 for all scores from the same markers on the same date.
- 6) Note that you must change the date and/or markers for any scores not recorded on the same date and/or from the same markers as the previous score entered.

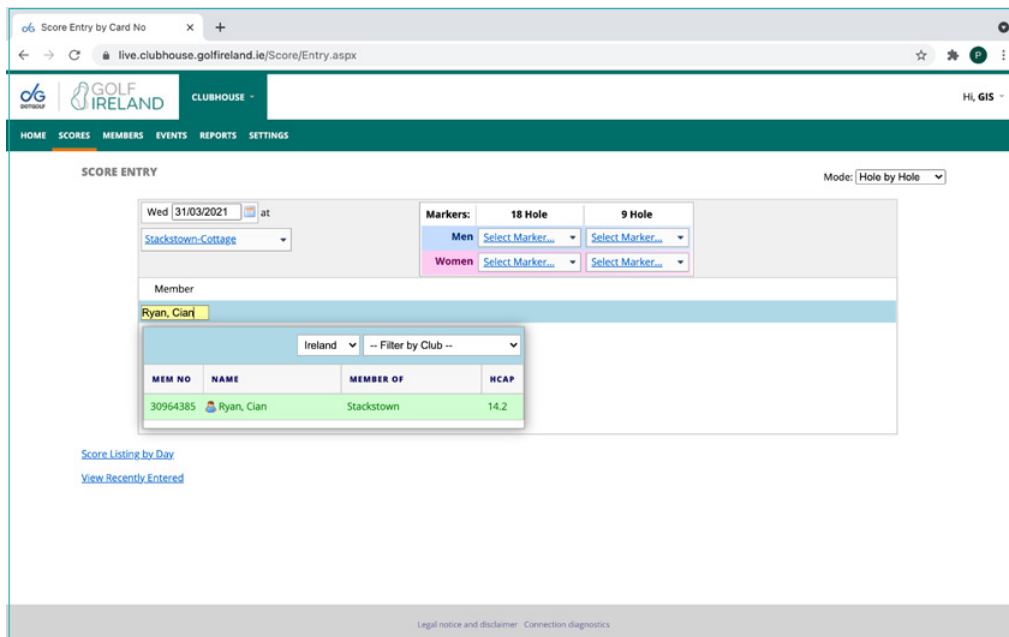


Entering Away Scores including International Scores:

- 1) Click on the Scores tab.
- 2) Enter the player's name/number in the "Member" field.
- 3) Click the player's name.
- 4) Search for and select the relevant course/markers in the Course/Marker search tool.
- 5) Enter the hole-by-hole scores and click "Save".
- 6) For International Scores enter the Adjusted Gross Score and click "Save". (See screenshot above for illustration of this)

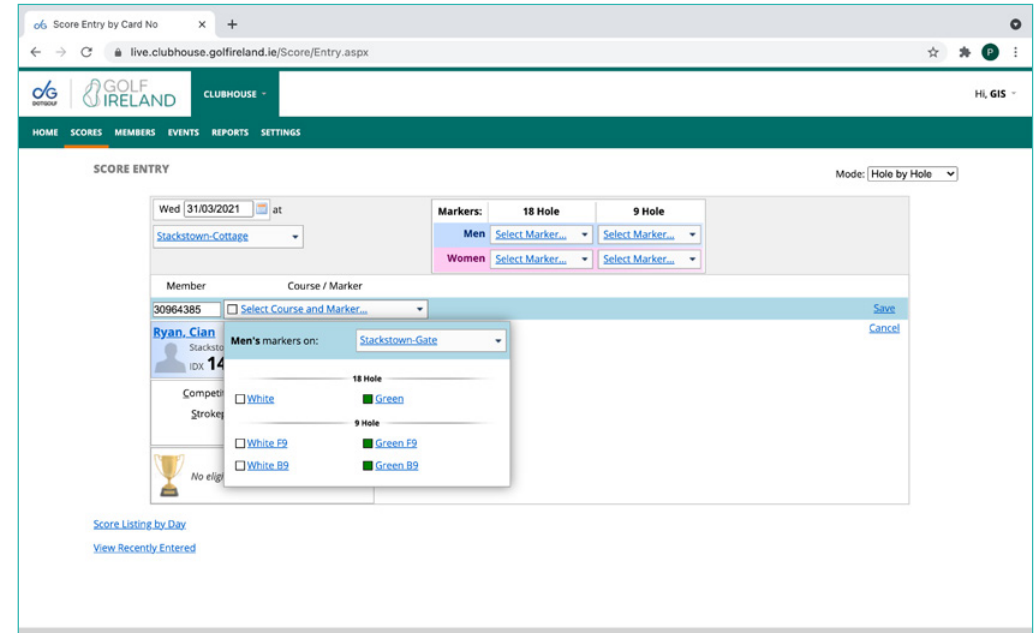
If you are entering multiple scores recorded from the same markers on the same date by multiple members of your club, you should enter the date and choose the markers from which the scores were recorded. The system will then store those marker details, so that you can enter all scores without having to re-select the markers.

If you are entering a one-off score recorded at your Club, an Away Score (including International Scores) you should first enter the player's name or number and select their name. If you are entering multiple international scores for one player, you must enter the oldest score first. Clubs can look up the CR/SR of a course [HERE](#)

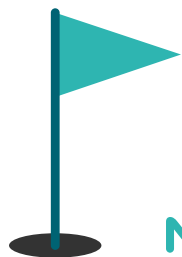


MEM NO	NAME	MEMBER OF	HCAP
30964385	Ryan, Cian	Stackstown	14.2

Next, you choose the course/marker:



Then enter the score, hole-by-hole, and click "Save".



Members' Tab

Under the Members tab you can search for Members of your club or check the handicaps of visiting members. In addition, you can add new members or restore resigned members. You also use this section of the site to link Secondary (Away) Members records to their Home Club.

Searching for a Member of your Club:

- 1) Click the Members tab.
- 2) Enter the member's surname/number.
- 3) Click on the relevant member's name to be brought to that member's details.

Searching for a Member of another Club:

- 1) Click on the Members tab.
- 2) Enter the Away Player's 8-digit membership number in the Member Number field.
- 3) Click on the member's name and you'll be brought to a page which summarises the member's handicap record.



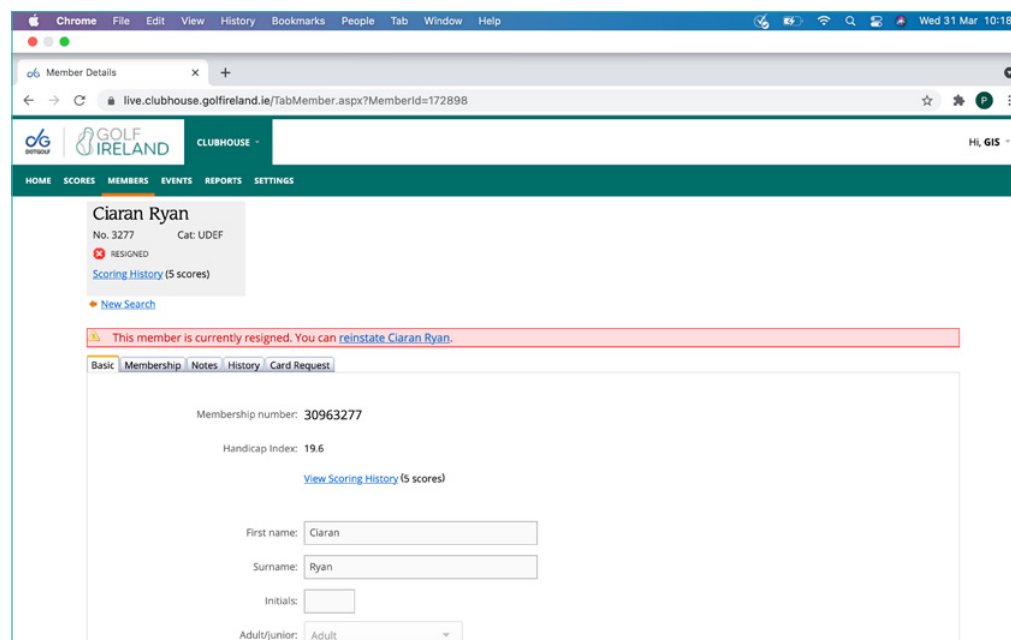
Adding a Member:

Please note that there are different processes involved in adding someone who has either:

- A) Not been a member of an affiliated club (does not have an old 8-digit member number), or**
 - B) Previously been a member of your club but is currently flagged as “Resigned”.**
 - C) Previously been a member of another club and has a valid 8-digit number which is recognised by the system.**
- A. Not been a member of an affiliated club (does not have an old 8-digit member number), or**
 - 1) Click on the Members tab.
 - 2) Click New Member.
 - 3) Leaving the “Previous Membership” field blank, enter the player’s membership details as requested.
 - 4) The system will automatically generate a membership number in the “New Membership Number” field. If you wish, you can amend the final four digits of this number to those of your choice. Note that you cannot use a number which is already in use (whether by a current or resigned member).
 - 5) Click “Submit”

B. Previously been a member of your club but is currently flagged as “Resigned”.

- 1) Click on the Members tab.
- 2) In the search box, select “Resigned Members” in the Status field.
- 3) Enter the player’s surname/old membership number in the relevant field.
- 4) Click “Search”.
- 5) The search should return one or more results in tabular form.
- 6) Click “Select” on the far right of the table, for the relevant member.
- 7) Click “Reinstate” in the Red Banner on the subsequent page (see screenshot for illustration of this).



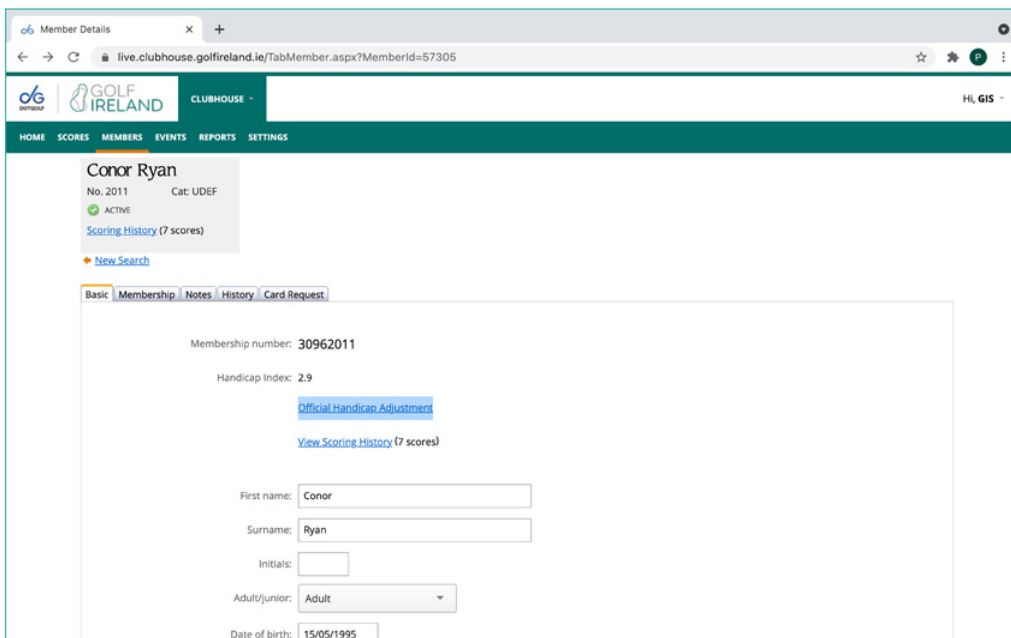
C. Previously been a member of another club and has a valid 8-digit number which is recognised by the system.

- 1) Click on the Members tab.
- 2) Click New Member.
- 3) Enter the player's previous membership number, from their old club, in the "Previous Membership" field and click on their name.
- 4) The system will automatically populate the first name and surname fields and will retrieve the players scores from their old record.
- 5) Enter the player's membership category.
- 6) The system will automatically generate a new membership number in the "New Membership Number" field. If you wish, you can amend the final four digits of this number to those of your choice. Note that you cannot use a number which is already in use (whether by a current or resigned member).
- 7) Click "Submit"



Resigning a Member's Record

- 1) Click the Members tab.
- 2) Enter the member's name/number.
- 3) Click on the relevant member's name to be brought to that member's details.
- 4) Click the "Membership" tab.
- 5) Click "Resign"
- 6) Check the "Resign" checkbox. If the member has deceased, click the "Member is deceased" checkbox, which will remove their record from the database.
- 7) Click "Save Changes"



Member Details

live.clubhouse.golfireland.ie/TabMember.aspx?MemberId=57305

GOLF IRELAND CLUBHOUSE

HOME SCORES MEMBERS EVENTS REPORTS SETTINGS

Conor Ryan

No. 2011 Cat: UDEF

ACTIVE

Scoring History (7 scores)

New Search

Basic | Membership | Notes | History | Card Request

Membership number: 30962011

Handicap Index: 2.9

[Official Handicap Adjustment](#)

[View Scoring History \(7 scores\)](#)

First name:

Surname:

Initials:

Adult/Junior:

Date of birth:



NOTE: The player's low handicap index will show as pending until they record their next score, at which point it will be updated (provided they have at least 20 scores on their record).

Adjusting a player's handicap:

- 1) Click the "Members" tab and enter the name of the relevant member.
- 2) Select the relevant member from the drop-down list
- 3) Under the "Basic" tab click "Official Handicap Adjustment"
- 4) Click the "Apply Adjustment" link.
- 5) Enter the desired adjustment in the "Adjustment Value for Each Score" box.
- 6) Leave the "Reset Low Handicap Index" tick-box checked.
- 7) Click "Save Changes".

Options to Freeze or Withdraw a Player's Handicap Index:

- **Freeze Handicap Index** - When a player's handicap index is frozen, it will not be updated as new scores are posted.
- **Withdraw Handicap Index** - A member's handicap index should be withdrawn if they deliberately or repeatedly fail to comply with the player's responsibilities under Appendix A of the Rules of Handicapping.

Freeze Handicap Index:

- Before deciding to freeze a member's handicap index, please ensure that you have conducted a review of the members handicap index as outlined on Rule 7.1a (i)
- The member must be informed that the index is to be frozen, giving them opportunity to respond.
- You must set a start and expiry date.
- You must set the level to which the handicap index is to be frozen.,
- On expiry of the time period, the handicap index will be recalculated using the most recent scores in the member's record.
- The committee can remove the freeze at any time.
- Save Changes

Withdraw Handicap Index

- A member's handicap index should be withdrawn if they deliberately or repeatedly fail to comply with the player's responsibilities under the Rules of Handicapping (see Appendix A).
- Members must be informed and allowed to respond, offered the opportunity to appeal before this is actioned.
- A time period must be defined.
- Click Withdraw

Ordering Member Cards:

- 1) Click the "Members" tab and enter the name of the relevant member.
- 2) Select the relevant member from the drop-down list.
- 3) Click the "Card Request" tab on the member's record page.
- 4) Select the reason for ordering the card from the drop-down menu.
- 5) Click "Submit Request"



NOTES:

- 1) Cards are automatically ordered for newly created members.
- 2) Member's may submit requests for a replacement card. These will appear in your Inbox on the Home Page and will only be printed and dispatched if/when you accept the member's request.
- 3) Cards are typically printed and dispatched within two working days of when they were ordered.

Away Members – how to link multiple memberships:

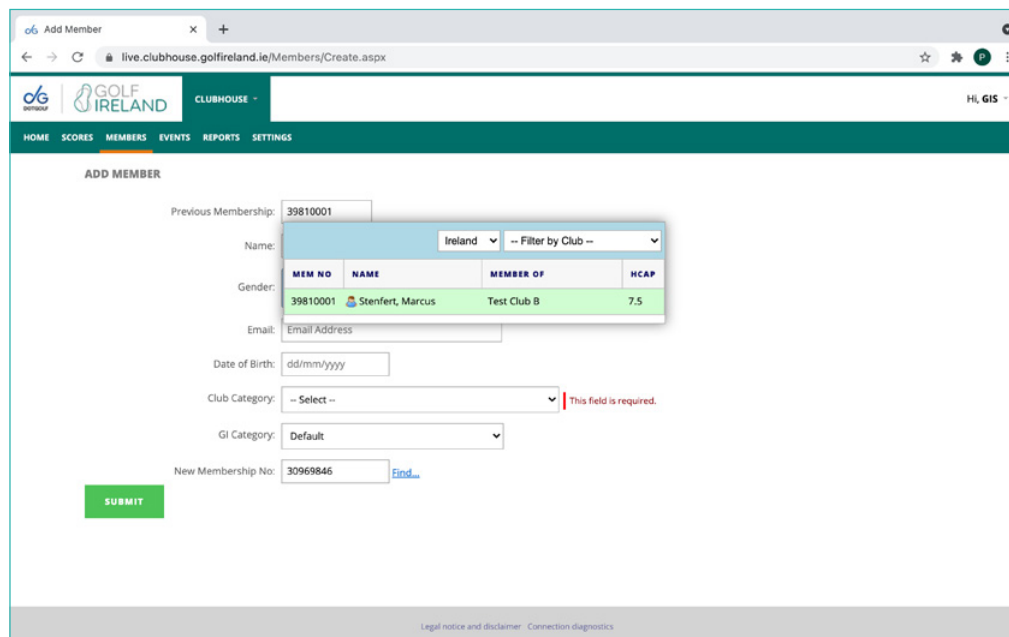
Where a player is a Dual Member, their Home Club does not have to do anything in respect of linking the records.

The process for the Away Club is as follows:

- 1) Log on to the Clubhouse and click the “Members” tab.
- 2) Locate the member who you wish to link to their Home Club.
- 3) Record their membership number (copy it or write it down).
- 4) Click the “Membership” tab on their record.
- 5) Click “Resign”, tick the “Resign” tick-box and click “Save Changes”
- 6) Click the “Members” tab.
- 7) Click “Add Member”
- 8) In the Previous Members box, enter their membership number at their Home Club.
- 9) Their name should appear – click on their name to populate the form (see screenshot on right). If their name does not appear, their Home Club membership number is not the correct one.



NOTE: You will need the player’s Membership Number at their Home Club to successfully complete this process.



ADD MEMBER

Previous Membership: 39810001

Name: Ireland -- Filter by Club --

MEM NO	NAME	MEMBER OF	HCAP
39810001	Stenfert, Marcus	Test Club B	7.5

Gender: 39810001 Stenfert, Marcus Test Club B 7.5

Email: Email Address

Date of Birth: dd/mm/yyyy

Club Category: -- Select -- This field is required.

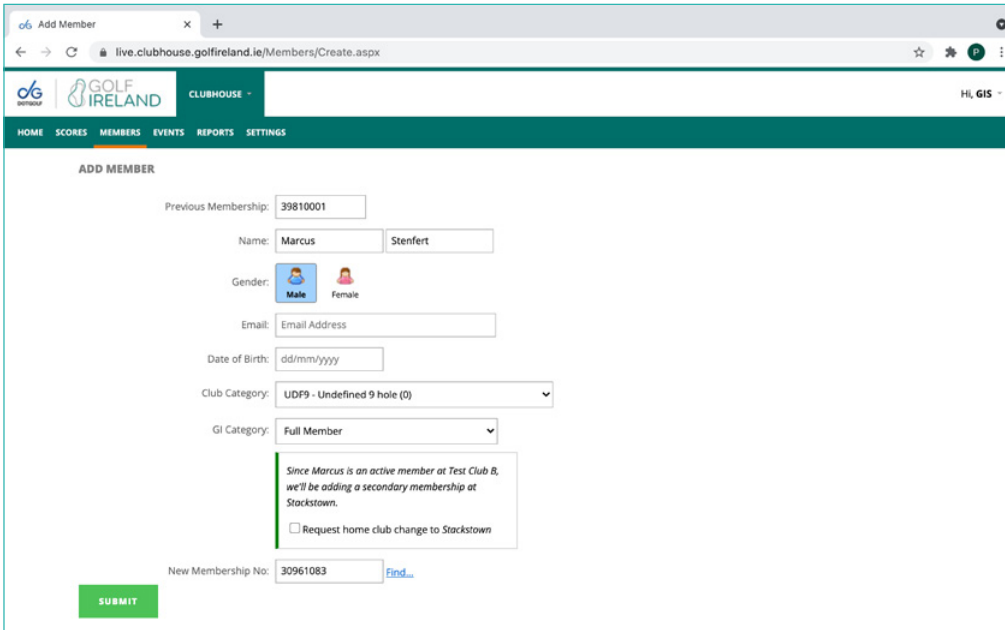
GI Category: Default

New Membership No: 30969846 Find...

SUBMIT

Legal notice and disclaimer: Connection diagnostics

- 10) Select the Club Membership Category (click undefined if you have not defined your Club's categories on the system).
- 11) Select the Golf Ireland Category from drop-down list.
- 12) **Do not** click the "Request home club to change to [your club]" text box (see screenshot).
- 13) In the "New Membership Number" field, enter the number that you recorded at step 3, above.
- 14) Click "SUBMIT".
- 15) To check that you have successfully completed the procedure, locate the member's record and click the "Membership" tab, and you should see that they are flagged as a member of their Home Club and with your club listed as their Secondary Club.

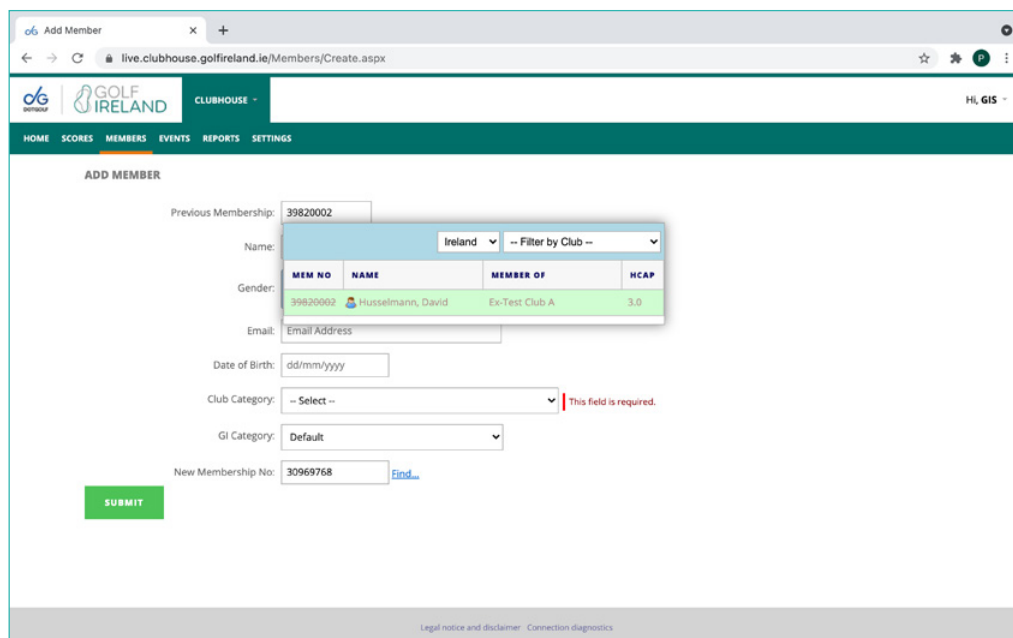


NOTE: This process will **NOT** generate a card order for the Away Member.

Player changes Home Club – how to Transfer their Handicap:



NOTE: You will need the player's Membership Number at their Previous Club to successfully complete this process.



MEM NO	NAME	MEMBER OF	HCAP
39820002	Husselmann, David	Ex-Test Club A	3.0

- 1) Log on to the clubhouse and click “Add Member”
- 2) In the Previous Members box, enter their membership number at their Previous Club.
- 3) Their name should appear crossed out and with a reference to their Previous Club (see screenshot immediately below). If their name is not crossed out, you can still click on it to populate the form. If their name does not appear, their Home Club membership number is not the correct one.
- 4) Select the Club Membership Category (click undefined if you have not defined your Club's categories on the system).
- 5) Select the Golf Ireland Category from drop-down list.
- 6) If the player's name was not crossed out in step 3, you will see the “Request home club to change to [your club]” tick-box. Make sure you check the box to send a request to the player's previous club to have the player's handicap record transferred.
- 7) Click “SUBMIT”.



NOTE: This process will generate a card order for the New Member.



Events Tab – Adding Open Fixtures

Under the “Events” tab, you can add Open Fixtures which will be displayed on the Golf Ireland website at: www.golfireland.ie/open-fixtures

- 1) Click the “Events” tab on the main menu.
- 2) On the calendar, hover the cursor over the date on which you wish to add a fixture and click “Add+”.
- 3) Enter the name and detail of the Open Fixture.
- 4) If the event is a recurring one, click the recurring checkbox and enter the relevant details.
- 5) Click “Save Changes”

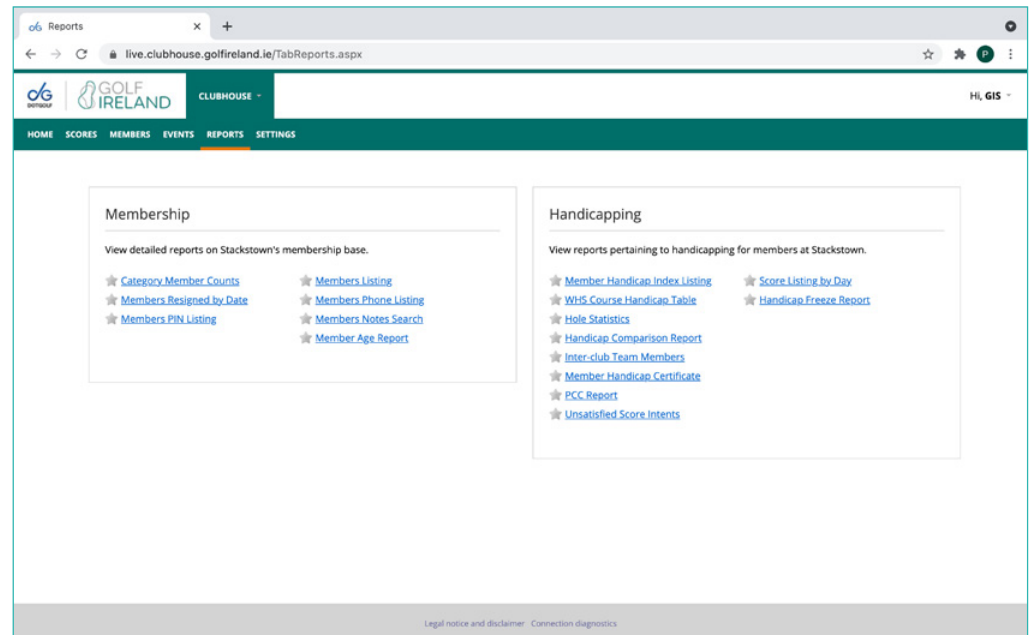




Reports Tab

Under the “Reports” tab, you will find two main types of reports - Membership & Handicapping. Comprehensive report functions are available in both categories and more reports will be made available as time progresses.

Menu of reports available on the Golf Ireland Clubhouse:





Settings Tab

Club Description & Facilities: Updating or editing club information

- 1) Select the 'Settings' tab.
- 2) Select 'Club Settings'
- 3) Add/Edit Main Club Details
 - Contact Name
 - Address
 - Phone Number
- 4) Save Changes
- 5) Add Club Logo (used to personalise reports and Handicap Certificates). PNG, JPG, TIF or BMP files are accepted.
- 6) Save Changes

Contacts: Updating or editing Club Contacts - Club Staff and Officers:

- 1) Select the settings tab
- 2) Select Contacts



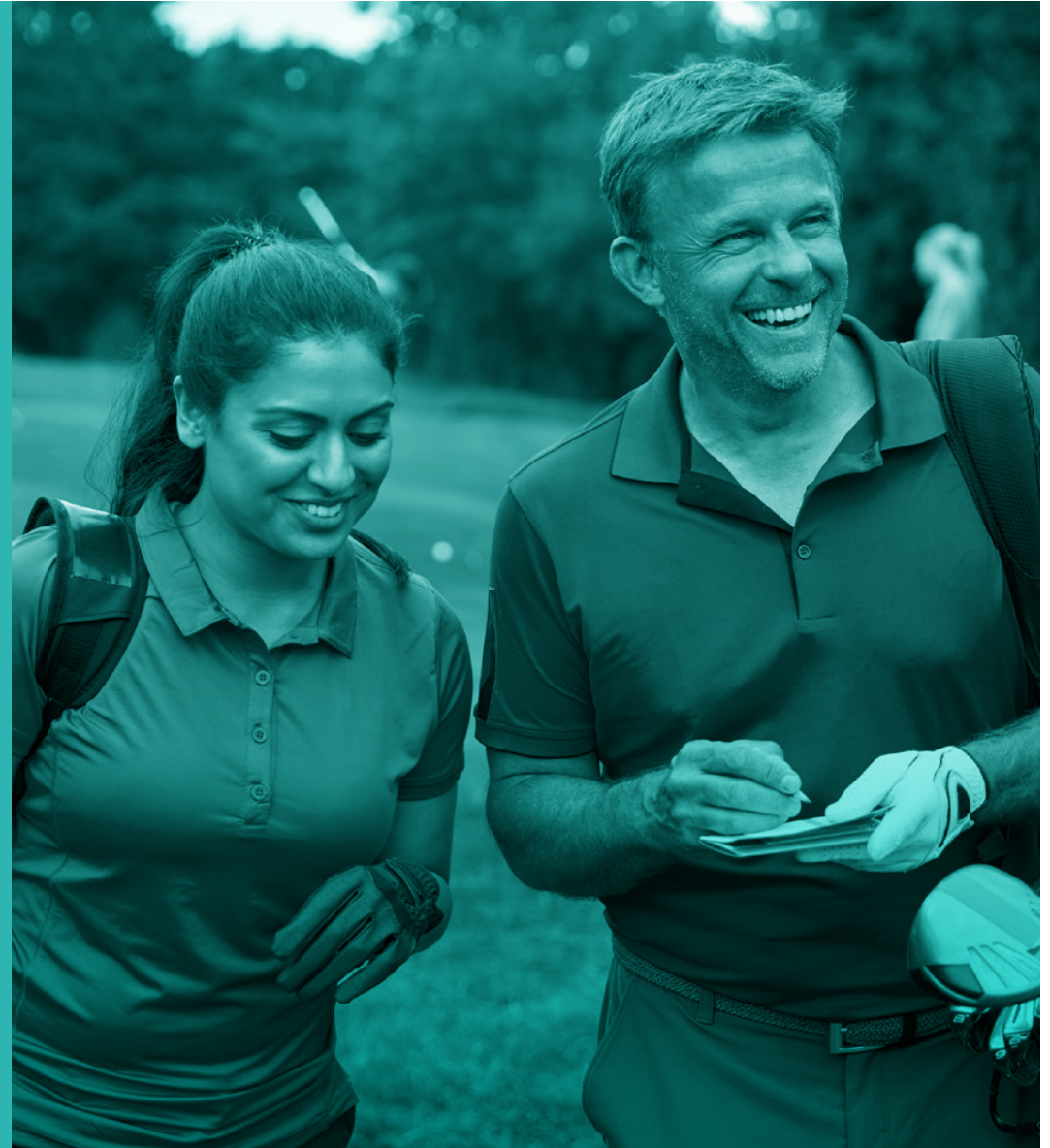
- 3) Manage Contacts
- 4) Create New Contact
 - Contact email address
 - First, last name
 - Contact number
 - Select from Club Management Roles, Club Officers
 - In System Roles at least one contact should have Generic selected (Advised this is the Club Manager or Secretary).
- 5) Save Changes

User Accounts:

Updating or editing Clubhouse users - creating and editing users (club officials) on the Clubhouse:

Note: A Super Admin user in a club can assign Super Admin status to any other user (view “Settings” and “Users”). Alternatively, the club can email support@golfireland.ie for their preferences to be updated.

- 1) Select the settings tab.
- 2) Select Users
- 3) Click Create a New User / to edit User (jump to step 6)
 - Generate a User ID (to be used at Login)
 - Complete Name information
 - Add Email Address
 - Create Password
 - Set Account Expiry (Never Expires Recommended)
 - Course Access (if Applicable) - All Courses
- 4) Set permissions
- 5) Save Changes
- 6) Edit User - By selected user click select
 - Edit relevant information
 - If access is no longer required - Select Delete User Account
- 7) Save Changes





www.golfireland.ie