

# User Manual

## Members Management

**Members Management - c:\golfsoft\db66561**

Next Before Add Edit View Delete Find Reset Restore Print Import Zip UnZip Close

**Information**

Last Name: **Mattie** 243

First Name: **Francis**

Address: **Box 841, 25 Huron Street**

City: **Deep River**  Skip Address

Province: **Ontario**

Postal Code: **K0J 1P0**  Skip Phone Numbers

E-mail: **golfsoftsoftware@sympatico.ca**

Res Phone: **(613) 584-4652** Gender: **Male**

Bus Phone: **(613) 584-8811** Status: **Adult**

Extension: **44699**

Access Code: **7050**

Cell Phone: **(613) 639-9408**

Membership Category: **Single**

**File Access**

Member

Pro Staff

System Manager

Board of Directors

Treasurer

Kitchen

Bar

Green Staff

**Members (328)**

	Adults	Seniors	Juniors
Male:	96	97	41
Female:	37	48	9

**Number of Memberships (254)**

Single	129	Fall Promotion	0
Family	58	Corporate	0
Student	9	Refunded	2
Junior	33	Medical	2
Out-of-Town Adult	5	9 + 9 Single	7
Out-of-Town Family	1		
Staff	6		
Honorary	2		

**Current Handicap Factors:**

18-Hole: **10.6**

9-Hole: **4.8N**

**Last Revision Date:**

**December 22, 2009**

Last Update: **August 27, 2009**

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## 1. GETTING STARTED

The **Members** application should have been installed during the **Handicap Creator 2011** installation. This *User Manual* describes the controls used by the **Members** application.

Please take a moment to familiarize yourself with the text conventions, terms, and controls used throughout this *User Manual*, which can be found in the *Handicap Creator 2011 User Manual*.

The term "Member" means any golfer in the **Members** database.

### 1.1 Using Members Application

The **Members** application is used to set up and maintain most of the information about members of your golf club. The **Members** application is provided with all Golfsoft Software products.

You can print a list of access codes, list of email addresses, list of phone numbers and membership list. Golfsoft Software will also customize the **Members** application to maintain additional member information to accommodate your club's database.

#### 1.1.1 Starting the Application

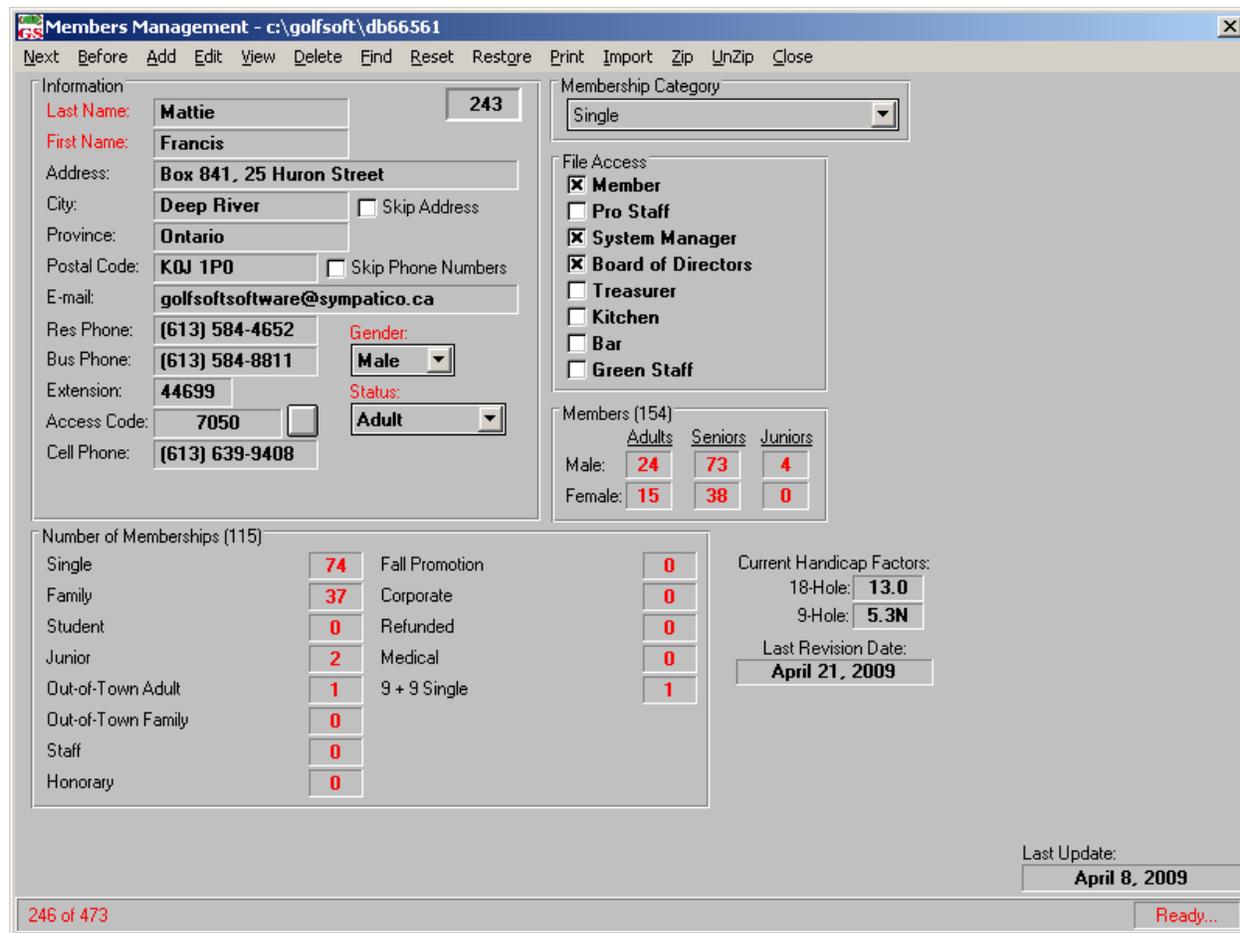
To access the **Members** application from the **System Manager** application, select **Members** from the menu bar. See the *System Manager User Manual*.

To start the **Members** application from the **Start Menu**, click the **Start** button on the task bar, point to **Programs**, then **Golfsoft Software**, and then choose **Members** to launch the application.

To start the **Members** application from the **desktop**, double-click the **Members** icon on your desktop.

## 1.2 Main Screen

Once the application is started, you should see a similar screen as shown below:



Members Management - c:\golfsoft\db66561

Next Before Add Edit View Delete Find Reset Restore Print Import Zip UnZip Close

Information

Last Name: **Mattie** 243

First Name: **Francis**

Address: **Box 841, 25 Huron Street**

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Postal Code: **K0J 1P0**  Skip Phone Numbers

E-mail: **golfsoftsoftware@sympatico.ca**

Res Phone: **(613) 584-4652** Gender: **Male**

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Extension: **44699**

Access Code: **7050**

Cell Phone: **(613) 639-9408**

Membership Category: **Single**

File Access

**Member**

**Pro Staff**

**System Manager**

**Board of Directors**

**Treasurer**

**Kitchen**

**Bar**

**Green Staff**

Members (154)

	Adults	Seniors	Juniors
Male:	24	73	4
Female:	15	38	0

Number of Memberships (115)

Single	74	Fall Promotion	0
Family	37	Corporate	0
Student	0	Refunded	0
Junior	2	Medical	0
Out-of-Town Adult	1	9 + 9 Single	1
Out-of-Town Family	0		
Staff	0		
Honorary	0		

Current Handicap Factors:

18-Hole: **13.0**

9-Hole: **5.3N**

Last Revision Date: **April 21, 2009**

Last Update: **April 8, 2009**

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From this screen you can access the following menu items:

- Next and Before
- Add
- Edit
- View
- Delete
- Find
- Reset
- Restore
- Print
- Zip and UnZip
- Close

## 2. MENU ITEMS

**Next Before Add Edit View Delete Find Reset Restore Print Import Zip UnZip Close**

The *menu bar* contains a list of menu items. Some commands carry out an action immediately; others display a dialog so that you can select options, or a drop down menu. Dimmed menu items are unavailable.

A menu item followed by an ellipsis (...) opens another dialog.

To access any of the menu items, click the item or press the **Alt** key from the keyboard and at the same time press the underscored letter of the menu item. Some of the menu items have drop down menu items.

### 2.1 Next and Before

The member records are displayed one member at a time. The records are accessed in alphabetical order (last name, and then first name).

To view the next record, press the **N** key from the keyboard or click **Next** from the menu bar.

To view the previous record, press the **B** key from the keyboard or click **Before** from the menu bar.

### 2.2 Add

To add a member to the database:

1. Select **Add** from the menu bar.

The application will search and select the next available ID number. You can change the ID number if you wish. However, it is recommended that you use the number generated by the application.

You can click the **Not Used ^** button to have the application find the next available ID number that is not used.

The **Member** check box will automatically be selected, when you start adding a member.

2. Enter and select the fields in the **Information** frame.

The **Last Name** and **First Name** text boxes cannot be blank. You must also select one of the options from the **Gender** check box (Male or Female) and the **Status** check box (Adult, Senior, Junior, Intermediate or Beginner).

If you want the application to skip the address entry, select the **Skip Address** check box.

If you want the application to skip the phone numbers entries, select the **Skip Phone Numbers** check box.

3. Select one of the options from the **Membership Categories** combo box.

The membership categories can be added, edited, or deleted by selecting **View** from the menu bar and **Membership Categories** from the drop down menu. See the *View Menu Item* section.

4. Select or clear any of the **File Access** options for the current member.

5. Click the **Update** button to accept the new member into the database.

When you add or delete a member from the database a running total of the membership numbers will be displayed in the **Members** Frame.

## 2.3 Edit

You may need at some time to edit and update information for a member.

To edit information for a member:

1. Make the member you want to edit the currently displayed golfer, and then select **Edit** from the menu bar.
2. Make the appropriate changes and then select the **Update** button.

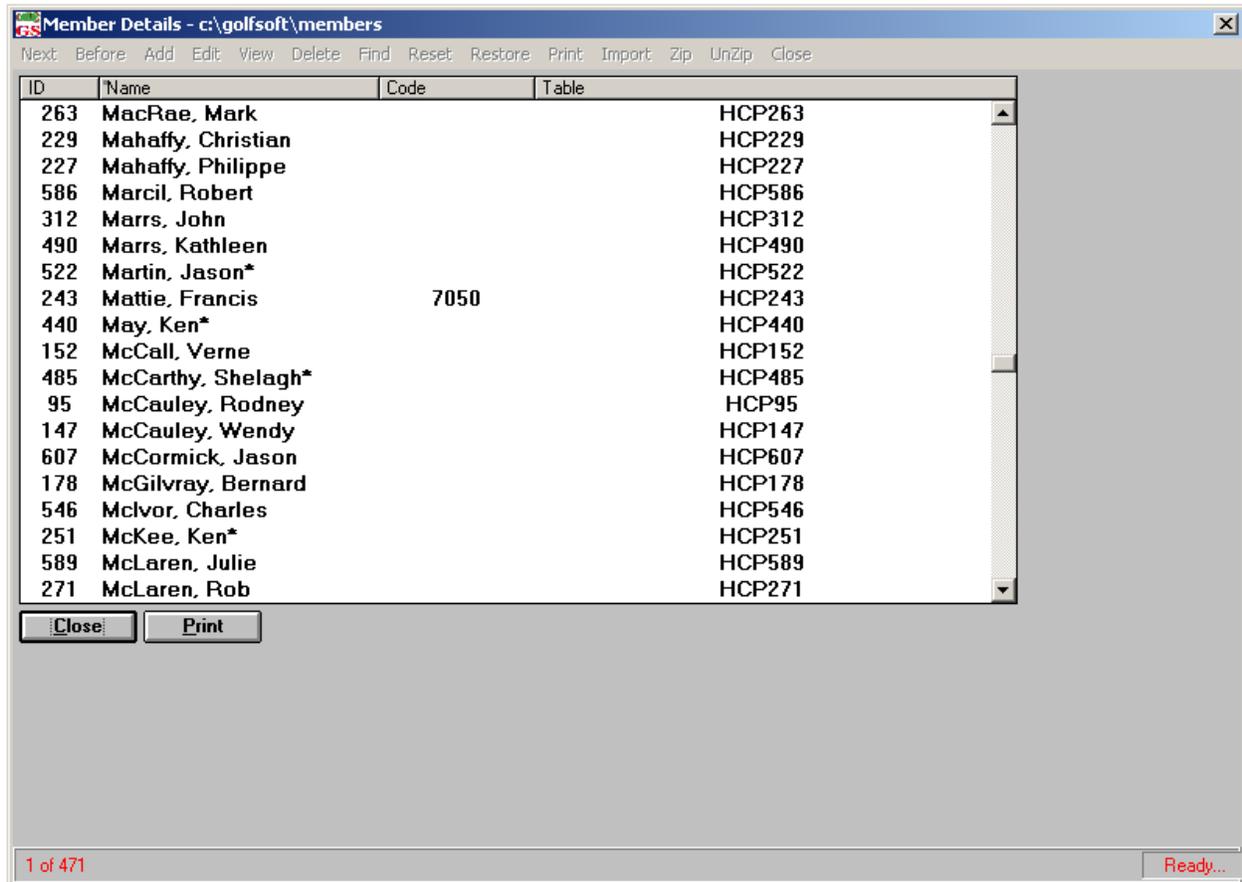
## 2.4 View



### 2.4.1 Access Codes

Select this menu item, if you want to view or print the access codes.

To view the access codes, click **View** from the menu bar and **Access Codes** from the drop down menu.

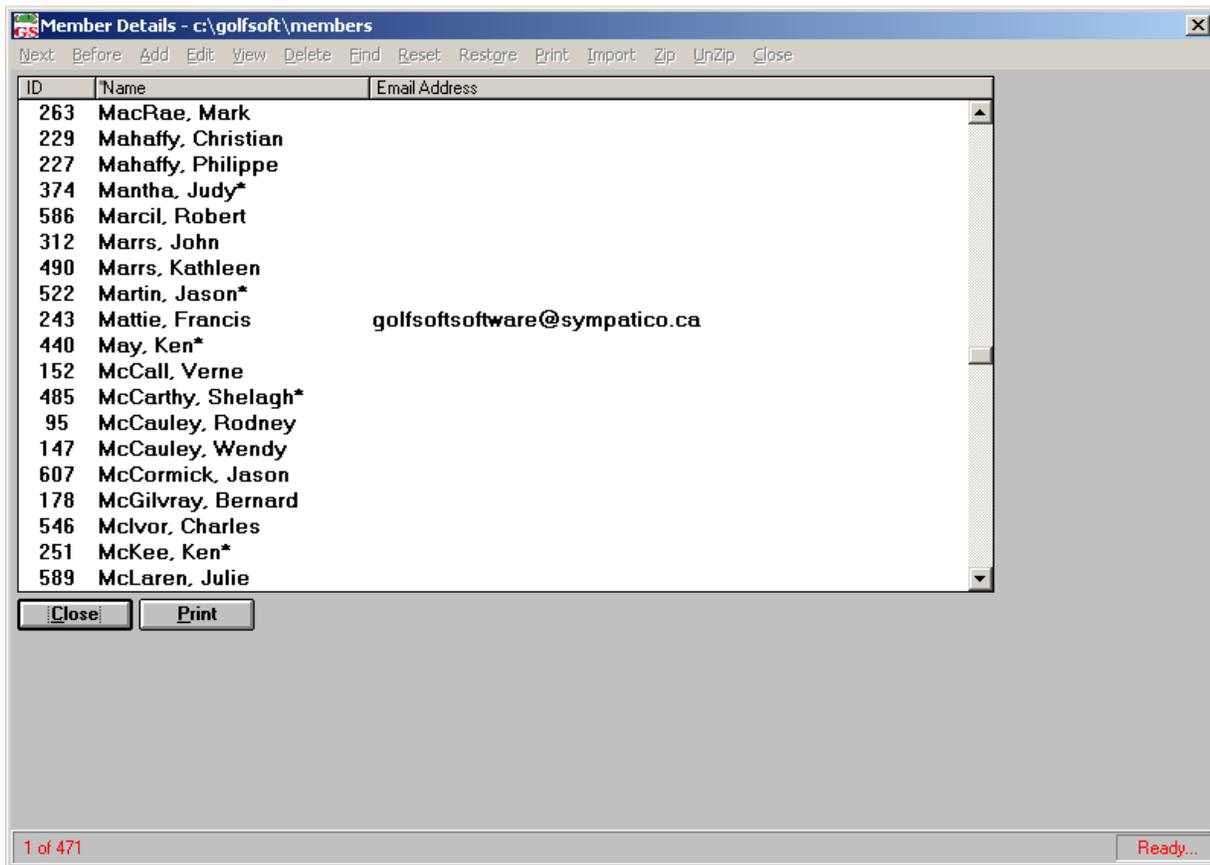


To print the access codes, click the **Print** button. The access codes are printed in the same order as currently displayed. You can change the display order by clicking the appropriate label in the title bar.

## 2.4.2 Email Addresses

Select this menu item, if you want to view or print the email addresses.

To view the access codes, click **View** from the menu bar and **Email Addresses** from the drop down menu.

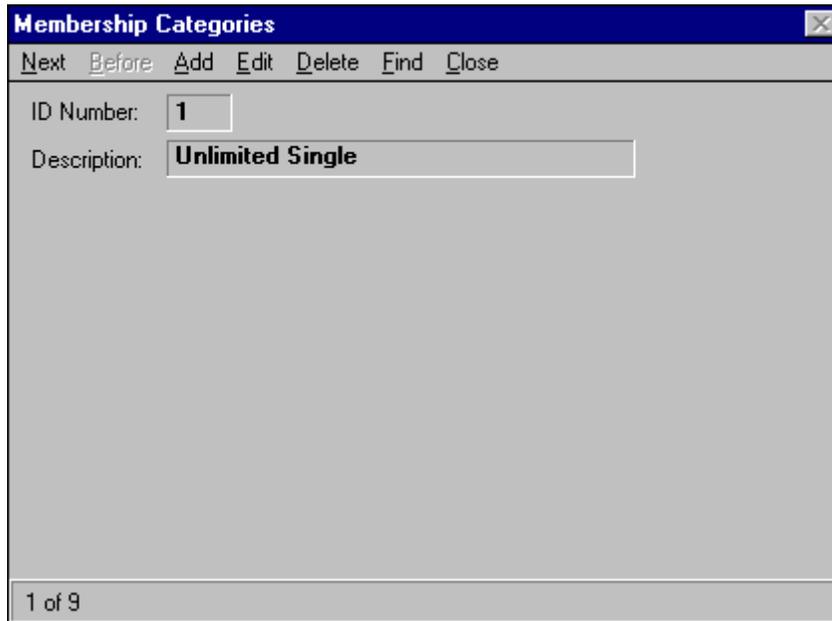


To print the email addresses, click the **Print** button. The email addresses are printed in the same order as currently displayed. You can change the display order by clicking the appropriate label in the title bar.

### 2.4.3 Membership Categories

This menu item allows you to add, edit, view and delete membership categories.

To open the **Membership Category** dialog, click **View** from the menu bar and **Membership Category** from the drop down menu.



The menu items and command buttons in the **Membership Categories** dialog are similar to the **Members** application.

## 2.5 Delete

You can delete a member or several members from the database with the **Delete** menu item.

To delete a member from the database:

1. Make the member you want to delete the currently displayed golfer.
2. Click **Delete** from the menu bar and **Current Member** from the drop down menu.  
This option will only delete the member from the member database.

To delete several members from the database:

1. Click **Delete** from the menu bar and **Select Members** from the drop down menu.
2. Select the members from the **Select Members** dialog that you want to delete.  
This option will delete the selected members from the member database and other related member databases.

Select the **Save Scoring Record to Archive** check box, if you want save the deleted member's scoring record to archive.

## 2.6 Find

This menu item allows you to move to a record faster and to print telephone numbers.

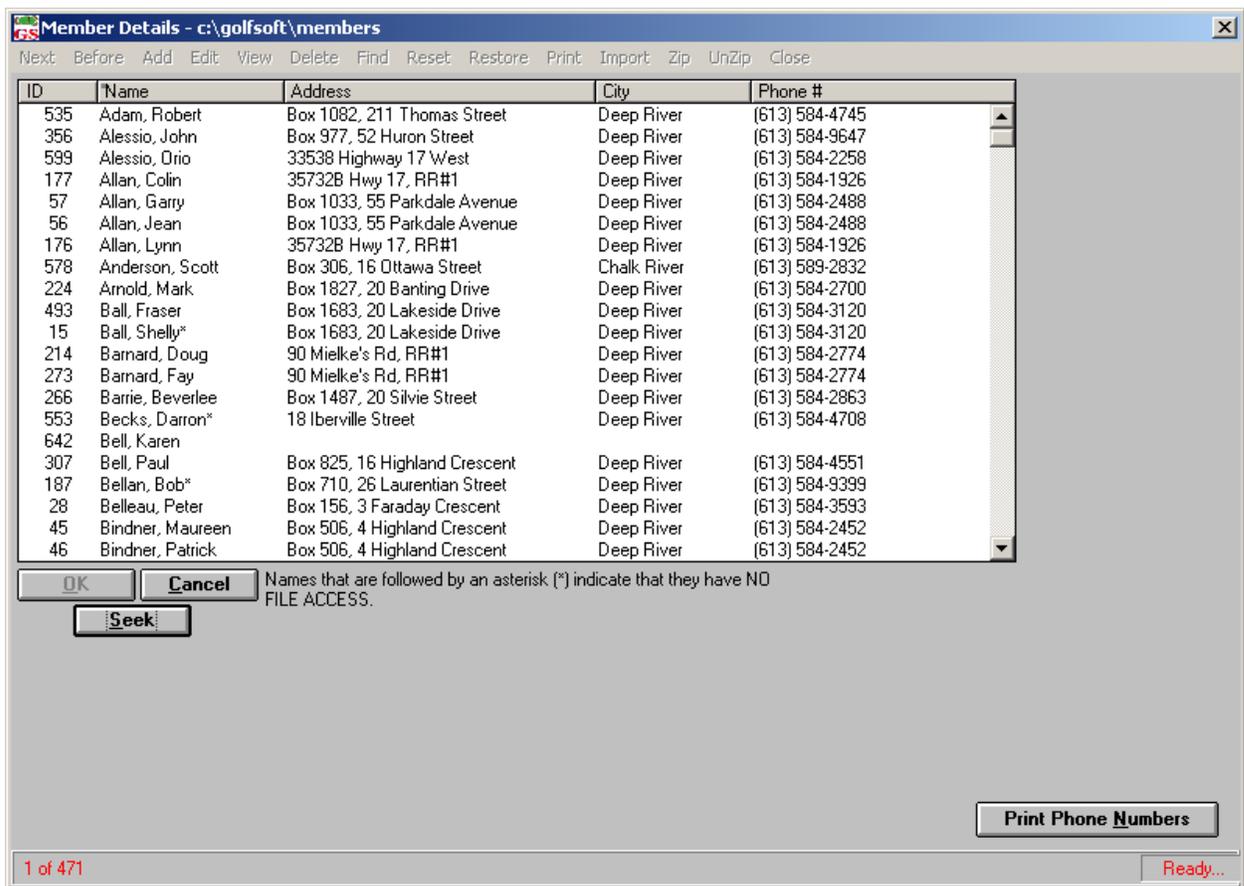
To find a member:

1. Select **Find** from the menu bar.  
Click the appropriate label in the title to sort by: ID, Name, Address, City or Phone #.
2. Click the **Search** button and select the golfer from the **Find Golfer** dialog,  
Or select the member directly from the list.

To print the telephone numbers:

1. Select **Find** from the menu bar.
2. Click the **Print Phone Numbers** button.

The telephone numbers will be printed in the currently selected order.



Member Details - c:\golfsoft\members

Next Before Add Edit View Delete Find Reset Restore Print Import Zip UnZip Close

ID	Name	Address	City	Phone #
535	Adam, Robert	Box 1082, 211 Thomas Street	Deep River	(613) 584-4745
356	Alessio, John	Box 977, 52 Huron Street	Deep River	(613) 584-9647
599	Alessio, Orio	33538 Highway 17 West	Deep River	(613) 584-2258
177	Allan, Colin	35732B Hwy 17, RR#1	Deep River	(613) 584-1926
57	Allan, Garry	Box 1033, 55 Parkdale Avenue	Deep River	(613) 584-2488
56	Allan, Jean	Box 1033, 55 Parkdale Avenue	Deep River	(613) 584-2488
176	Allan, Lynn	35732B Hwy 17, RR#1	Deep River	(613) 584-1926
578	Anderson, Scott	Box 306, 16 Ottawa Street	Chalk River	(613) 589-2832
224	Arnold, Mark	Box 1827, 20 Banting Drive	Deep River	(613) 584-2700
493	Ball, Fraser	Box 1683, 20 Lakeside Drive	Deep River	(613) 584-3120
15	Ball, Shelly*	Box 1683, 20 Lakeside Drive	Deep River	(613) 584-3120
214	Barnard, Doug	90 Mielke's Rd, RR#1	Deep River	(613) 584-2774
273	Barnard, Fay	90 Mielke's Rd, RR#1	Deep River	(613) 584-2774
266	Barrie, Beverlee	Box 1487, 20 Silvie Street	Deep River	(613) 584-2863
553	Becks, Darron*	18 Iberville Street	Deep River	(613) 584-4708
642	Bell, Karen			
307	Bell, Paul	Box 825, 16 Highland Crescent	Deep River	(613) 584-4551
187	Bellan, Bob*	Box 710, 26 Laurentian Street	Deep River	(613) 584-9399
28	Belleau, Peter	Box 156, 3 Faraday Crescent	Deep River	(613) 584-3593
45	Bindner, Maureen	Box 506, 4 Highland Crescent	Deep River	(613) 584-2452
46	Bindner, Patrick	Box 506, 4 Highland Crescent	Deep River	(613) 584-2452

Names that are followed by an asterisk (\*) indicate that they have NO FILE ACCESS.

OK Cancel **Seek**

**Print Phone Numbers**

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## 2.7 Reset



From the **Reset** menu item, click the appropriate drop down menu, as described below.

### 2.7.1 Membership Categories

Select this menu item, if you want to set all the golfers in the database to no membership category. This is usually done at the beginning of the golf season.

### 2.7.2 File Access

Select this menu item, if you want to set all the golfers to no member file access. This is usually done at the beginning of the golf season.

### 2.7.3 Unpaid Members

Select this menu item, if you want to set all unpaid members to no member file access. This is usually done after allowing past members sufficient time to pay their membership fee.

## 2.8 Restore



From the **Restore** menu item, click the appropriate drop down menu, as described below.

### 2.8.1 File Access

Select this menu item, if you want to restore all the golfers in the database to member file access.

## 2.9 Print



From the **Print** menu item, click the appropriate drop down menu, as described below.

### 2.9.1 Membership List

Select this menu item, if you want to printout the membership list.

## 2.10 Import

The **Import** menu item offers commands to 1 dropdown menu.



### 2.10.1 Import Members from RCGA Network

A Members Roster Report can be downloaded from the RCGA Network as an excel format file: MembersRosterReport.XLS. After converting this file to a tab delimited file (rcganet.txt), the Members application, installed with Handicap Creator 2011, can import member details.

#### 2.10.1.1 Download Member Roster Report from RCGA Network

1. Login to the RCGA Network as the administrator.
2. Under **My Home Club:**, click the name of your club link.
3. Click **Admin** from the menu bar.
4. Click **Reports**.
5. From the **Select a Report** combo box, select **Member Roster Report**.
6. From the **Report Options**, insure all the combo boxes display "ALL" and **Show Local ID** is checked, then click the **Run Report** button.
7. Click **Export** button.
8. Save MemberRoster.XLS to c:\golfsoft\members folder.
9. Open MemberRoster.XLS with Excel and save as c:\golfsoft\members\rcganetwork.txt (Tab delimited).

#### 2.10.1.2 Import Member Details

To import member details, click **Import|from RCGA Network**, from the menu bar.

This function will import member details, including the member's current handicap factor. However, if the member already exists in the database, the handicap factor will not be updated. This handicap factors can be updated through the System Manager application.

## 2.11 Zip and UnZip



Zip files are "archives" used for distributing and storing files. Zip files contain one or more files. Usually the files "archived" in a Zip file are compressed to save space. Zip files make it easy to group files and make transporting and copying these files faster.

The files can be zipped to the archive folder (c:\golfsoft\archive) or USB Memory Drive. The filename is "members.zip". The assigned Drive Letter for the USB Memory Drive is defined from the **System Manager** menu item (**Setup**).

### 2.11.1 Zip to Archive Folder or USB Memory Drive

To Zip to the archive folder or USB Memory Drive:

- From the **Zip** menu item, select the appropriate dropdown menu item. Ensure that the appropriate media is available.

### 2.11.2 UnZip from Archive Folder or USB Memory Drive

To UnZip from the archive folder or USB Memory Drive:

- From the **UnZip** menu item, select the appropriate dropdown menu item. Ensure that the appropriate media is available.

## 2.12 Close

To exit or close the **Members** application, select **Close** from the menu bar.

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