

User Manual

Non-Members Management

The screenshot shows a window titled "Non-Members Management - c:\golfsoft\db66561". The window has a menu bar with options: Next, Before, Add, Edit, Delete, Find, Zip, UnZip, Close. The main area contains a form with the following fields and controls:

- Last Name: (with a 4165 character limit indicator)
- First Name: (with a "Not Used ^" button)
- Address: (with a checked checkbox for "Skip Address")
- City:
- Province:
- Postal Code:
- E-mail:
- Res Phone: (with a checked checkbox for "Skip Phone Numbers")
- Bus Phone:
- Extension:
- Home Course: (with an unchecked checkbox)
- Gender: (dropdown menu)
- Status: (dropdown menu)

At the bottom of the window, it displays "1009 of 1009" and a "Ready..." button.

TABLE OF CONTENTS

SECTION	PAGE
1. GETTING STARTED	1-1
1.1 Using Non-Members Application.....	1-1
1.1.1 Starting the Application	1-1
1.2 Main Screen	1-2
2. MENU ITEMS.....	2-1
2.1 Next and Before	2-1
2.2 Add.....	2-1
2.3 Edit.....	2-2
2.4 Delete	2-2
2.5 Find	2-2
2.6 Zip and UnZip.....	2-3
2.6.1 Zip to Archive Folder or USB Memory Drive.....	2-3
2.6.2 UnZip from Archive Folder or USB Memory Drive	2-3
2.7 Close	2-3
3. DISCLAIMER	3-1
3.1 IT IS ILLEGAL TO MAKE UNAUTHORIZED COPIES OF THIS SOFTWARE.....	3-1
3.2 Golfsoft Software Product Warranty	3-1
3.3 Disclaimer Notice	3-1
4. PRINT SAMPLES	4-1
4.1 Non-Members List	4-1

1. GETTING STARTED

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

1.1 Using Non-Members Application

The **Non-Members** application is used to set up and maintain most of the information about members of your golf club. The **Non-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 **Non-Members** application to maintain additional member information to accommodate your club's database.

1.1.1 Starting the Application

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

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

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

1.2 Main Screen

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

The screenshot shows a window titled "Non Members" with a menu bar containing: Next, Before, Add, Edit, Delete, Find, Zip, UnZip, Close. The form contains the following fields and controls:

- Last Name: **Mattie** (with a small box containing 4351)
- First Name: **Christopher**
- Address: [text box] Skip Address
- City: [text box]
- Province: [text box]
- Postal Code: [text box]
- E-mail: [text box]
- Res Phone: [text box] Skip Phone Numbers
- Bus Phone: [text box]
- Extension: [text box]
- Gender: **Male** (dropdown menu)
- Status: **Junior** (dropdown menu)
- Home Course: **Antigonish Golf & Country Club** (with a small box)

At the bottom left, it says "202 of 347" and at the bottom right, there is a "Ready..." button.

From this screen you can access the following menu items:

- Next and Before
- Add
- Edit
- Delete
- Find
- Zip and UnZip
- Close

2. MENU ITEMS

Next Before Add Edit Delete Find 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 non-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.

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. Click the button to the right of the **Home Course** text box, to select the non-member's home course.
4. Click the **Update** button to accept the new golfer into the database.

2.3 Edit

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

To edit information for a non-member:

1. Make the non-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 Delete

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

To delete a non-member from the database:

1. Make the non-member you want to delete the currently displayed golfer.
2. Click **Delete** from the menu bar and **Current Record** from the drop down menu.

To delete several non-members from the database:

1. Click **Delete** from the menu bar and **Select Records** from the drop down menu.
2. Select the golfers from the **Select Golfers** dialog that you want to delete.

2.5 Find

This menu item allows you to move to a record faster and to print a non-members list.

To find a golfer in the database:

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

To print a non-members list:

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

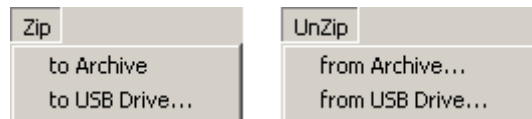
The non-members will be printed in the currently selected order. See *Example 1* at the end of this *User Manual* for an example of a **Non-Members List** output.



ID	Name	Home Course
4370	Adams, Paul	Twin Rivers of Petawawa Golf Club
4289	Albridge, Eleanor	Arnprior Golf Club
4109	Alexander, Lyle	Mississippi Golf Club
4339	Alton, Richard	Arnprior Golf Club
4013	Anderson, Henrik	Twin Rivers Petawawa Golf Club
4011	Ashe, John	Twin Rivers Petawawa Golf Club
4302	Atkinson, Stephany	Home Course Unknown
4319	Aubrey, Cheryl	Home Course Unknown
4227	Aubry, Phill	Home Course Unknown
4167	Ayotte, Glen	Home Course Unknown
4093	Ayotte, Rod	Mississippi Golf Club
4026	Barker, Roy	Twin Rivers Petawawa Golf Club
4104	Barkley, Marlyne	Twin Rivers Petawawa Golf Club
4342	Barr, Doug	Arnprior Golf Club
4340	Bayford, Robbie	Arnprior Golf Club
4350	Beaune, Teri	Roanoke Golf Club

1 of 362

2.6 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**).

2.6.1 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.

2.6.2 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.

2.7 Close

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

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4. PRINT SAMPLES

The print samples are not actual size.

4.1 Non-Members List

#	Name	Home Course	#	Name	Home Course
3678	Adam, Marjorie	Home Course Unknown	3944	Beaudoin, Dennis	Mississippi Golf Club
3351	Adams, Paul	Twin Rivers of Petawawa Golf Club	3490	Beaune, Terry	Home Course Unknown
3911	Ajercsh, Mike	Home Course Unknown	3296	Beerli, Peter	Mississippi Golf Club
3276	Albridge, Eleanor	Amprior Golf Club	3143	Belcourt, Tony	Mississippi Golf Club
3103	Alexander, Lyle	Mississippi Golf Club	3084	Belenchia, Moe	Mississippi Golf Club
3321	Alton, Richard	Amprior Golf Club	3886	Bell, Karen	Home Course Unknown
3542	Anderchek, Randy	Home Course Unknown	3199	Bell, Marilyn	Twin Rivers Petawawa Golf Club
3633	Anderson, Don	Mississippi Golf Club	3503	Bellan, Cheryl	Home Course Unknown
3654	Anderson, Ev	Amprior Golf Club	3077	Bellan, Ken	Home Course Unknown
3011	Anderson, Henrik	Twin Rivers Petawawa Golf Club	3299	Benner, Karen	Home Course Unknown
3009	Ashe, John	Twin Rivers Petawawa Golf Club	3108	Bennett Sr., Bill	Mississippi Golf Club
3289	Atkinson, Stephany	Home Course Unknown	3248	Benning, Bob	Mississippi Golf Club
4025	Attley, Mark	Mississippi Golf Club	3546	Beres, Tom	Home Course Unknown
3304	Aubrey, Cheryl	Home Course Unknown	3825	Bertrand, Delores	Home Course Unknown
3217	Aubry, Phill	Home Course Unknown	3387	Bertrand, Denise	Roanoke Golf Club
3161	Ayotte, Glen	Home Course Unknown	4014	Berube, George	Renfrew Golf Club
3087	Ayotte, Rod	Mississippi Golf Club	3002	Bethune, Chris	Osprey Ridge Golf Club
3959	Bailey, Scott	Home Course Unknown	3638	Bigcanoe, Gord	Mississippi Golf Club
3485	Baker, Jeff	Home Course Unknown	3572	Bird, Terry	Home Course Unknown
3421	Bale, Anne	Twin Rivers of Petawawa Golf Club	3100	Black, Ken	Mississippi Golf Club
3543	Ball, Joanne	Home Course Unknown	3028	Blair, John	Home Course Unknown
3907	Baltazar, Mario	Home Course Unknown	3003	Blanchard, Guy	Home Course Unknown
3578	Barb, Rich	Home Course Unknown	3482	Blimke, Scott	Home Course Unknown
3024	Barker, Roy	Twin Rivers Petawawa Golf Club	3991	Blondin, Randy	Mississippi Golf Club
3098	Barkley, Marlyne	Twin Rivers Petawawa Golf Club	3851	Bludd, Judy	Island Brae Golf Club
3550	Barnard, Fay	Home Course Unknown	3305	Boire, Elinor	Home Course Unknown
3324	Barr, Doug	Amprior Golf Club	3586	Bolger, Matt	Home Course Unknown
3917	Barr, Patricia	Home Course Unknown	3004	Bonafaseo, Pedro	Home Course Unknown
3470	Barre, Andre	Renfrew Golf Club	3149	Bonnah, Jack	Home Course Unknown
3887	Barrie, Dave	Home Course Unknown	3187	Bonnah, Millie	Home Course Unknown
3332	Baune, Teri	Roanoke Golf Club	3584	Bonneau, Cam	
3646	Bayford, Derek	Renfrew Golf Club	3585	Bonneau, Mike	
3322	Bayford, Robbie	Amprior Golf Club	3643	Bonnett, Doug	Pembroke Golf Club