Loudoun Vintage Golf (LVG) Website User’s Guide

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LVG Domain Name
www.loudounvintagegolf.com

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<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public Discovery Home Page – LVG Domain landing point</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Join Us – New and Returning members need to register</td>
<td>1</td>
</tr>
<tr>
<td>1.1.1 Join Us – Electronic Online through LVG Website</td>
<td>2</td>
</tr>
<tr>
<td>1.1.2 Join Us – Paper Mail-in application</td>
<td>2</td>
</tr>
<tr>
<td>1.2 Public View of Calendar</td>
<td>3</td>
</tr>
<tr>
<td>1.3 Public View of Courses List</td>
<td>3</td>
</tr>
<tr>
<td>1.4 Contact Us View – to send email to LVG manager team</td>
<td>4</td>
</tr>
<tr>
<td>1.5 Member Log-In</td>
<td>5</td>
</tr>
<tr>
<td>1.6 Member Password Reset – Use Contact Us email to reset password</td>
<td>5</td>
</tr>
<tr>
<td>2 Member Home Page - For registered members only</td>
<td>6</td>
</tr>
<tr>
<td>2.1 Member Profile – Manage password, handicap method and contact</td>
<td>6</td>
</tr>
<tr>
<td>2.2 Member Calendar - Schedule of events to sign up for</td>
<td>7</td>
</tr>
<tr>
<td>2.2.1 Event Sign-up – How to register for an event</td>
<td>7</td>
</tr>
<tr>
<td>2.2.1.1 Volunteer for Captain – Help coordinate event between league</td>
<td>8</td>
</tr>
<tr>
<td>2.2.1.2 Event Pairing – Pair up or Drop from groups of other</td>
<td>8</td>
</tr>
<tr>
<td>2.2.1.3 Event Cancellation – How to unregister from an event</td>
<td>8</td>
</tr>
<tr>
<td>2.2.1.4 Verify Registration status – Confirm registration and pairing</td>
<td>9</td>
</tr>
<tr>
<td>2.2.2 Event Details - View of who, when and where of each event</td>
<td>10</td>
</tr>
<tr>
<td>2.2.2.1 Event Registered List – Prior to Tee-Times email being sent</td>
<td>10</td>
</tr>
<tr>
<td>2.2.2.2 Event Pairings List – Short time between Tee-Time email and</td>
<td>10</td>
</tr>
<tr>
<td>2.2.2.3 Event Results List – After the event date</td>
<td>11</td>
</tr>
<tr>
<td>2.3 Course List – Manage the list of courses we play on</td>
<td>12</td>
</tr>
<tr>
<td>2.3.1 Add New Courses</td>
<td>12</td>
</tr>
<tr>
<td>2.3.2 Edit Course data</td>
<td>13</td>
</tr>
<tr>
<td>2.4 Members List – Who’s who of LVG</td>
<td>14</td>
</tr>
<tr>
<td>2.4.1 Send Email to Members – use Member List to generate emails</td>
<td>14</td>
</tr>
<tr>
<td>2.4.2 Add Guest - Active members can add “Guests” to membership list</td>
<td>15</td>
</tr>
<tr>
<td>2.5 Scorecard - To add scores by round</td>
<td>16</td>
</tr>
<tr>
<td>2.5.1 Total Round scoring</td>
<td>16</td>
</tr>
<tr>
<td>2.5.2 Hole-By-Hole scoring</td>
<td>17</td>
</tr>
</tbody>
</table>
2.6 Live – Competition tracker during live rounds ................................................................. 18
  2.6.1 Live Setup: Group scorekeeper – click on “Setup” button .................................. 18
  2.6.2 Live Scoring: Group scorekeeper – click on “Score” button .............................. 19
  2.6.3 Live Leader board – click on “Leaderboard” button ............................................. 19
2.7 Scores History - All the details of your rounds in one view ............................................ 20
  2.7.1 Edit Score – Correct round data .................................................................................. 20
  2.7.2 Delete Score – Permanently remove round ................................................................. 21
2.8 Handicap Statistics - View of handicap index calculation criteria ................................. 22
2.9 Log-out View .................................................................................................................. 22
3 Managers Access – Web oversight for members with Manager Role ............................... 23
  3.1 New Season Initialization – Reset website for the new season ...................................... 23
    3.1.1 Coordinate event dates and course schedule ......................................................... 23
    3.1.2 Home Page Editor ................................................................................................. 24
    3.1.3 Configuration button – Generate new season events for calendar ..................... 24
    3.1.4 Add or Edit Events – Create new or modify details of an event ......................... 25
  3.2 Member List – Manage the league membership roster .................................................. 25
    3.2.1 Add New Member or Guest .................................................................................... 25
    3.2.2 Delete/Remove members from the active roster .................................................... 26
  3.3 Manage Member Profile ............................................................................................... 27
  3.4 Scheduler View – Set, Announce, Finalize and Email logistics for each event ............. 28
    3.4.1 Event Reminder - 1 week prior to scheduled event (Monday/Wednesday) ............ 28
    3.4.2 Finalize event - 3 days prior to scheduled event (Friday/Monday) ....................... 29
  3.5 Course List – Manage Contact Data .............................................................................. 30
    3.5.1 Add/Edit Course Contacts ...................................................................................... 30
    3.5.2 Delete Courses – Remove course from database if no longer needed .................. 31
    3.5.3 Course Contact List – Display of contact names, phone numbers and email addresses... 31
  3.6 Annual Reset of Member Roles and New Season Registration ...................................... 32
    3.6.1 End of Season Purge to Inactive status ................................................................. 32
    3.6.2 Start of Season Registration – Process New and Returning members applications .................. 32
      3.6.2.1 New Member Application .................................................................................... 32
      3.6.2.2 Returning Member Application ........................................................................ 32
1 Public Discovery Home Page – LVG Domain landing point

This view is the default landing point of the Loudoun Vintage Golf (LVG) domain. It will be displayed whenever the www.loudounvintagegolf.com URL is accessed from a web browser by anybody with internet access. It provides just enough information about LVG for potential members to consider joining. Registered members will Log-in from this page. Personal information of registered members is not available to the public.

From this view, selections are available for the public versions of a few LVG web pages. General Public access provides the ability to; view the Calendar of scheduled events throughout the season, see the list of Courses the members have played on and Contact Us by sending an email to LVG managers. The Help button provides more information on membership and the application process to join. This page is also the gateway for registered membership Log-In.

1.1 Join Us – New and Returning members need to register

Those interested in joining the league and returning members must register and pay the applicable annual fee. There are 2 methods of registering; 1) Electronically On-line through the LVG website registration system, or 2) Submitting the paper Membership Application Form. Information documents supporting both methods can be found under the Help menu button.
1.1.1 Join Us – Electronic Online through LVG Website

(Currently Under Construction)

1.1.2 Join Us – Paper Mail-in application

Online is our desired method, but paper registration can still be used as an alternative. Click Membership Application Form link from the website Help menu button. This will display an Acrobat (PDF) version of the LVG Membership Application form. Follow instructions and fill in pertinent information; Date, first & last name, email address, contact phone, etc. Follow instructions on the form to mail in the completed application along with payment of the annual fee.

Depending on which web browser you are using you may be able to type in all the form information, then select the Print button to generate a completed form. Others may have to first print the form and then manually write-in the form. We are currently working on a more automated method through the LVG website.
1.2 Public View of Calendar
Select “Calendar” from the public menu bar. Lists all the dates and courses LVG has scheduled as events to play. Click on course names to hyperlink to course websites.

1.3 Public View of Courses List
Select “Courses” from the public menu bar. Lists all the “League” courses LVG is scheduled to play and “Member” course for those that members have entered scores for. Click either League/Member group lines to toggle lists of courses under them. Click on course names to hyperlink to course websites. Click on zip code for current weather near the course. All columns can be sorted by clicking ♦ at column heading.
1.4 Contact Us View – to send email to LVG manager team

Select “Contact Us” from the menu bar. Members and Public can specify a specific subject for their email. Prospective members will generally request Membership or League information, where the registered members will likely need assistance with navigating through the website, password resets, and customizing Events like scheduling groups.
1.5 Member Log-In
Select “Log In” from the public menu bar. Upon completion of the application process, the LVG manager will provide each registered member with a username and default password. Enter “Username” and “Password” then click on “Login” button.

1.6 Member Password Reset – Use Contact Us email to reset password
Select “Contact Us” from the menu bar (refer to Contact Us View section). Using your current existing member information, fill in the Name and Email address on the Contact Form display and select “Password Reset” from Subject pull-down list. The name and email must match what was previously on file. This should display the password activation message, and generate an email to your email account. Click “Clear” button and check your email. Follow email instructions to link to the password reset function. Verify by trying to Log-in again.
2  Member Home Page - For registered members only
Only viewable after registered LVG member has successfully logged in. In addition to the same basic Public access, it provides extended menu items for member-only tasks like; managing personal profile, registering for events, communicating with other members, entering scores and monitoring handicap index. It also recognizes our Hall of Fame members for key accomplishments.

2.1 Member Profile – Manage password, handicap method and contact information
Select “Profile” from Member menu bar. This page should be completed by all new members once they receive registration acknowledgment from LVG manager with their username and default password. Verify E-mail and optionally enter Phone number. Click the applicable radio buttons to select Gender and Preferred Tee-boxes by yards (generally; Back=6000+, Middle=5500-6000, Front=Less than 5500). Keep the default “LVG” button set on Preferred Handicap if you intend to enter all your scores and have the website maintain your unofficial handicap index. Or change it to “USGA” and enter your official index if you maintain it on another system and not want to duplicate entering scores in the LVG system. The Index should be updated twice a month when you receive revision notice. It is recommended that you change your default password to memorable one. Click on the “Update Profile” button to save applicable changes.
2.2 Member Calendar - Schedule of events to sign up for
Select “Calendar” from member menu bar. This is where members can sign-up to play in events. Click on Date to display event details. Click on course names to hyperlink to websites with course information. Use the “Reg” column to register or deregister from events.

2.2.1 Event Sign-up – How to register for an event
Click the 🔄 icon in the “Reg.” column to register for events in the member calendar that you intend to play in. This icon will switch to 🆕 to indicate a future event is already registered for, then 🗑️ for events registered in the past. In the “Register for Event” pop-up form, click the “Register” button for a simple registration.
2.2.1.1 Volunteer for Captain – Help coordinate event between league and golf course

While registering for event, click on “Click to Volunteer” button on the “Register for Event” pop-up form.

2.2.1.2 Event Pairing – Pair up or Drop from groups of other members/guests

Click either ☝️ or ☐️ icon in “Reg.” column for the event intended to setup or edit a paired group for. This will open the “Register for Event” pop-up form (see Event Sign-up section). Guests must already exist in our Membership list prior to adding them to a paired group (see Add Guest section).

In the Pairing Request section of the form:

- **Create** - To initially create a paired group of up to 4 members, select/click pairing partner name(s) from the “Create/Add” pull-down box. Maximum of 3 times. All paired names will display in the text box. Click “REGISTER” button if you hadn’t previously registerd, or “UPDATE” button if you already registered.

- **Add** - To add more members to your existing group, select/click pairing partner name(s) from the “Create/Add” pull-down box. Cannot exceed 4 names per group. All paired names will display in the text box. Click “UPDATE” button.

- **Join** - To join an existing group, select/click from the list of existing paired groups in the “Join” pull-down box. All paired names will display in the text box. Click “UPDATE” button.

- **Drop** – To drop from a paired group displayed in the text box, click “DROP” button. All names will disappear from the text box as you no longer belong to the group but all other names will still be paired as a group. Click “UPDATE” button.

- **Cancel** – Click “CANCEL” button to avoid making a pair request.

2.2.1.3 Event Cancellation – How to unregister from an event

The ☑️ icon will display in the “Reg.” column in the Calendar for all current/future events already registered for. Click this icon for the event to “De-register” from. This will open the “Register for Event” pop-up form. Click “DEREGISTER” button. The ☑️ icon will switch back to ☐️ for the event in the calendar after De-registering.
2.2.1.4 Verify Registration status – Confirm registration and pairing actions

To double-check any registration and pairing actions, display the Event Details by clicking the “Date” of the event in the calendar. If you de-registered from the event, your name should no longer be on the “Registered” list. If you registered or paired, your name should be present on the “Registered” list. All names involved with a pairing action should be listed with the same “PairID” numeric value.
2.2.2 Event Details - View of who, when and where of each event

Click on the date associated with applicable Event in Calendar. The Event Details will display which includes; Date, Name of Course, Type of Event, Captain and number of signed up members. Depending on the timing of when the date is clicked, three possible views will also display other information.

2.2.2.1 Event Registered List – Prior to Tee-Times email being sent

Click on the event “Date” in Calendar List. Displays any time prior to when the LVG manager establishes the scheduled pairings and sends the Final T-times email for the event. Shows all members who have registered for the event so far.

2.2.2.2 Event Pairings List – Short time between Tee-Time email and event date

Click on the event “Date” in Calendar List. Displays only during the short window between when the LVG manager sends the Final T-times email and the end of the day of the event. Shows which group and t-time each player, who registered for the event, is assigned to. Same information is contained in the Final T-times Email.
2.2.2.3 Event Results List – After the event date
Click on the event “Date” in Calendar List. Displays any time after the date of the event has passed. Shows all members who were registered and presumably played that day. The list includes each player’s score for the round, if they entered it using the website scorecard function.
2.3 Course List – Manage the list of courses we play on
Select “Courses” from member menu bar. Lists pertinent information about all the “League” courses LVG is scheduled to play and “Member” courses that members just enter scores for. Click League and Member group lines to toggle lists of courses under them. Click on course names to hyperlink to course websites and on zip code for current weather near the course. Re-sort columns by clicking at column heading. List has button for members to “Add Courses” to enter personal scores, and to edit courses data by clicking “Edit” icon.

2.3.1 Add New Courses
Click the “Add Course” button from the Course List. An empty course template will be displayed. Input course data including the par for each hole. Click the “ADD TEE” button to input specific data for each tee box. Then click the “Submit” button. In order for the course hyperlinks to work properly throughout the website, make sure the URL is always preceded by http://.
2.3.2  Edit Course data
This should be done periodically to ensure slopes and ratings are current for generating accurate handicap indexes. Click on the icon from the Edit column for the course needing to be corrected. Existing data will be displayed in the course template. In order for the course hyperlinks to work properly throughout the website, make sure the URL is always preceded by http://. Update applicable field(s) then click on the “Submit” button.
2.4 Members List – Who’s who of LVG
Select “Members” from member menu bar. This is where name, email address, phone, preferred tee-box and handicap index for each member is displayed. Use this contact information whenever you need to reach out to other members. Total member count includes Managers, Members and Inactive. Active count includes just Managers and Members.

2.4.1 Send Email to Members – use Member List to generate emails
To ALL MEMBERS – Just click “Send Email” button
To specific members - Click to highlight row(s) associated with member(s) intended to receive email. To undo a selected name, click the row again to remove the highlight. When all names are selected, click the “Send Email” button.
The Member Email form will display either “ALL MEMBERS” or list each recipient email address separated by a comma on the To Line. Edit the Subject and Message accordingly, and then click the “SEND” button. You may also send an attachment by clicking the “BROWSE” button and selecting a file from any folder on your own hard drive. The “CANCEL” button will void the email action and return to the Member List.

2.4.2 Add Guest - Active members can add “Guests” to membership list
From the Member List, click “Add Member or Guest” button. This will display the Add Member or Guest form. Enter applicable name and contact information, set the Tee Box selection to default of Middle, and select applicable gender. Member role can only select the role of “GUEST” to add.

Click “ADD” button to save new guest information in the database, or “Cancel” button to exit without changes. Verify name is added to Member List as “Guest” role. This must be done prior to pairing up with guests in any event (see Event Pairing section).
The add “Guest” will also trigger the New Member Email form with the systemically generated new guest’s username and temporary password. This welcome email also has instructions for the new Guest specifying their limited access and need to coordinate with their Host member to be registered for events. Click “SEND”.

2.5 Scorecard - To add scores by round
Select “Scorecard” from member menu bar. Scorecard template will be displayed. Select course and member name from pull-down menu, select actual date played, and actual tee-box played from. Make sure USGA Equitable Stroke Control (ESC) is factored in appropriately before entering scores.

2.5.1 Total Round scoring
Optionally, Total Score for round can be entered in lieu of hole-by-hole. Toggle off Track Putts, and then just enter total score for the round in the “Tot” box. Verify for accuracy, and then click the “Submit” button.
2.5.2 Hole-By-Hole scoring
Click check box on or off to Track Putts or not. Enter individual scores for each hole. Type the ‘F’ key when score box is selected to toggle the Fairway Tracking Indicator (FWY) on or off. Type in # of putts if tracking is on. Green in Regulation (GIR) tracking indicator will be automatically toggled based on score and # putts. Verify for accuracy, and then click the “Submit” button.
2.6 Live – Competition tracker during live rounds

Live is intended to be utilized during live play on the course via mobile devices. It will keep track of all players’ scores in each group and maintain their Individual or Team standings against the entire field for the days’ event. Each group should designate an “official” live scorekeeper for the round.

From mobile device, log into LVG website and select “Live” from member menu bar.

To accommodate a better visual presentation on mobile devices, the Laptop presentation is scaled in a very large display. Reduce your web browser’s display zoom to around 50% or lower to make the display more presentable.

2.6.1 Live Setup: Group scorekeeper – click on “Setup” button

1. Use pull-down buttons to setup and maintain the details of the round for the group
2. Select Course and Starting Hole Number for the round
3. Select the type of Game for the day; Individual (most of the events) or Team (special events)
4. Select each player’s name within your group, and the Tee Box they will be playing from that day
5. Toggle the checkboxes On or Off to Track Putts and/or Fairways depending on which stats the group wants to keep track of
6. Toggle the checkbox On or Off if you want the Scoring Page to Auto Advance to the next hole after posting the last player’s score (this is advisable)
7. Click on “Begin Round” button
2.6.2  Live Scoring:  Group scorekeeper – click on “Score” button

1. Maintain hole-by-hole scores and preferred stats for each player
2. Toggle Fairway check box On if Fairway was hit on tee shot (optional)
3. Use number pad to enter Score for each player
4. Use number pad to enter Number of Putts for each player (optional)
5. Hole will advance automatically after last player score entered (optional)
6. To manually change holes; Number Pad “>” will skip to next hole, and “<” will return to previous hole
7. Change holes to correct scores if needed
8. “Cancel Round” button will wipe out all data entered so far, and re-set to Live default page
9. After the last score is posted for the final hole of the round, select “Record Round” button, this will post all player’s scores to the LVG database

2.6.3  Live Leader board – click on “Leaderboard” button
Current scores for all players in the “field” will be displayed. You can switch back and forth between Scoring and Leader board. Click on “Refresh” button to get current scores. Click on “Score” button to go back to scoring.
2.7 Scores History - All the details of your rounds in one view
Select “Scores” from member menu bar. The list of all golf rounds entered by member will be displayed. In addition to the course name, date and gross score, various statistics for the rounds are provided. The Handicap Differential for the round is the basis for the member’s overall calculated handicap index. All columns can be sorted by clicking at column heading. Rounds may be edited or deleted if needed.

2.7.1 Edit Score – Correct round data
Click on the Edit icon from the Scores list for the round needing to be corrected. Existing data will be displayed in the scorecard template. Update applicable field(s) then click the “Submit” button to save changes. Click the “Email Scorecard” button to send yourself a copy of the scorecard, the message “Email sent to user account” should display.
2.7.2 Delete Score – Permanently remove round

Click on the Delete icon from the member Scores list for the round needing to be deleted. The Delete Score confirmation message will display. Click on “OK” or “Cancel” button as appropriate.
2.8 **Handicap Statistics - View of handicap index calculation criteria**

Select “Stats” from member menu bar. Statistical averages for rounds are displayed by year, along with the detail of Handicap Index computation. Using a similar USGA handicap formula the Handicap Differential for the round is maintained, this is the basis for the member’s overall calculated handicap index which is based on the 10 lowest Differentials out of the most recent 20 rounds. This index is for LVG purposes only and does not constitute an official USGA handicap. All columns can be sorted by clicking 🅦 at column heading. Refer to Member Profile section 2.1 if you already maintain an official USGA Index and want to opt out from having to duplicate entering scores in multiple systems.

2.9 **Log-out View**

Select “Log out” from member menu bar. Public Discovery Home Page view will be displayed.
3 managers access – web oversight for members with manager role

A small team of members are assigned to the Role of Manager and have special access privileges to manage the logistics of LVG. In addition to having the same Public and Member access, logging in as Manager provides extended menu items for manager-only tasks. These include; editing the calendar of events, managing the membership list and assigning user roles, communicating news and scheduled event reminders, and sending the weekly event pairings emails after creating the groups with t-times.

3.1 new season initialization – reset website for the new season

These are the activities required to prepare for the new upcoming season.

3.1.1 Coordinate event dates and course schedule

Shortly after a season ends, managers meet and discuss lessons learned, new season dates, and any proposed changes. Coordinate who will be responsible for contacting courses and filling in schedule of events. Maintain/update the course contact information as referenced in the Add/Edit Course Contacts section.
3.1.2 Home Page Editor

Use the Editor Button to display a list of files used to populate the information on the Home page. Select the appropriate filename from the pull-down list to display and edit the contents. Maintain existing formats.

**AboutUs** – Do not randomly edit. Wording has been carefully crafted to trigger LVG in web browser search engines.

**JoinUs** - Update help references and annual rate if needed.

**NewsInfo** - Used in conjunction with “All Member” emails to announce key information throughout the season.

**Eagles and HolesInOne** – Update with member name, course, hole, and date as applicable throughout the season. Keep the existing formats with the most recent occurrence first.

**Help** – not currently used

3.1.3 Configuration button – Generate new season events for calendar

Modify the “Golf Settings” section at the top of the page. This generates the new season events in the database. This must be done in order to see the dates listed in the event Calendar. Use the calendar pull down box to select the appropriate Season Start and End dates. Make sure the appropriate Play Days (Mon & Wed) are checked. Click the “Generate Events” button.

Scroll down the page to see other configuration sections for Web Site, Database, and Email Settings. **Do not make any changes; these are only set by the webmaster.** Changes to these items will take place when the “Update” button is clicked.
3.1.4 Add or Edit Events – Create new or modify details of an event
All event dates must be pre-configured in the database for the current LVG season (see Configuration Button section). Select “Calendar” from manager menu bar, and then click on the Edit icon for the dated event being added or changed. This will display the Edit Event form. Verify the correct date was selected, then select applicable Course name from pull-down arrow, “Holiday” if it is a holiday date, or “Vacant” if the course has not been determined yet. Course must exist in the database; refer to Add New Courses section if needed. Manually enter that day’s Rate cost and first starting Tee Time. If the captain is already known, select member name from pull-down list, otherwise skip selection. Type of event will default to “Individual”, select “Tournament” from pull-down if it’s a special event or select “Non-Event” for Holidays and Vacant events. Click on “Update” button to save changes, or “Cancel” button to exit without changes.

3.2 Member List – Manage the league membership roster
Select “Members” button from the manager menu bar.

3.2.1 Add New Member or Guest
Click on the “Add Member or Guest” button from the members list. This will display the Add Member or Guest form. Enter applicable name and contact information, set the Tee Box selection to default of Middle, and select applicable gender. If member is approved with paid application form, select the role of “Member”, otherwise “Guest. Click “ADD” button to save new member information in the database, or “Cancel” to exit without changes.
The add “Member” will also trigger the New Member Email form with the systemically generated new member’s username and temporary password. This welcome email also has instructions for the new member to log into the website and verify their Profile and reset their password. Similar email will be generated if Guest is selected, specifying their limited access and to coordinate with their Host member to register for events. Click the “SEND” button to trigger the email to the new member. The “Cancel” button generally should not be used.

3.2.2 Delete/Remove members from the active roster
Click on the Delete icon for the member being deleted. This will display the “Delete the Member Record” affirmation message. Click on the “OK” button to permanently delete the member, or “Cancel” button to exit without deleting the member.
3.3 Manage Member Profile

In addition to managing their personal profiles, the Manager role can edit all other members’ profile information. Select “Profile” from the manager menu bar, and then select the appropriate “Member” name from the pull-down list. All data displayed on the form can be edited. Use the “Role” pull-down list to set the appropriate role.
3.4 Scheduler View – Set, Announce, Finalize and Email logistics for each event

Select “Scheduler” from menu bar. This view provides the capability to manage event T-Times, Group pairings, and selecting event Captain. This is where the manager/captain generates advance email reminders of the upcoming event and final pairing email with assigned groups and respective tee times prior to the event.

1. Select applicable Date of desired event from pull-down arrows
2. As members register for events, their names are added to the list, incrementing the Signed Up counter

3.4.1 Event Reminder - 1 week prior to scheduled event (Monday/Wednesday):

1. Verify event details.
   a. Set event Captain by selecting name from pull-down list if no name is present
   b. Call the pro shop to verify starting Tee Time, Tee Increment (minutes between tee times), and Rate. Zero increment is for shotgun starts. Make changes in the appropriate data box if necessary. Provide pro shop with current Signed Up count.
   c. Click the Update Event button if changes are made for any of the previous steps
2. Click the Send Announcement button to generate the Announce Email to all members. This email will contain a list of who already signed up for the event, and remind others to register. Click Send.
3.4.2 Finalize event - 3 days prior to scheduled event (Friday/Monday):

1. For Tournament event type only:
   a. Paid column will display for each member. Click the box to check-off when payment is made.
   b. Click Set ABCD Pairings button to associate best A, worst B, best C, worst D players to teams. Verify best/worst scenario by Index and PairID. Best Index is best A, and PairID links teams.

2. Click the Create Groups button for system to automatically assign players to their groups. The logic will keep like PairIds together. Verify all similar PairIds are aligned to the same group

3. Click the Assign/Save T-Times button to generate all tee times based on First Tee Time and Tee Increment values. Database will be updated with Group and Tee Times.

3. Click the Send Schedule button to generate the Final Pairings Email to members who registered for the event, and pro shop contact. Email will contain a list of all group pairings and assigned Tee Times. Review the email for accuracy, click Send button.
3.5 Course List – Manage Contact Data

Select “Courses” from the manager menu bar. In addition to similar Member functions, Managers need to maintain contact information for the “League” type course pro shops and who we actually schedule our events with. Managers also have the ability to “Delete” course from our lists. Contact List button provides a view of all pertinent contact information for each course.

3.5.1 Add/Edit Course Contacts

The Add/Edit Course form will display after clicking the “Add Course” button or “Edit” icon for a course. Select “League” for Course Type if it’s a course we have or will use in our schedule, or “Member” for all other courses. Enter applicable phone, email address, and name for the course pro shop and the person to contact for event scheduling.
3.5.2  Delete Courses – Remove course from database if no longer needed
Select “Courses” from the manager menu bar, and then click on the Delete icon for the course being deleted. This will display a delete confirmation message. Click “OK” or “Cancel” button to exit without deleting the course.

3.5.3  Course Contact List – Display of contact names, phone numbers and email addresses
The Course Contact List is a manager only option displayed when the Contact List button is clicked on the Course List page. Click the “Edit” icon for a course and refer to the Add/Edit Course Contacts section. This data needs to be maintained regularly for “League” type courses. A convenient time to verify the pro shop data is during the Assign Tee Times and Send Schedule segment of Event Scheduler.
3.6 **Annual Reset of Member Roles and New Season Registration**

3.6.1 **End of Season Purge to Inactive status**

These are the activities required to close out one season. This is the annual purge of member statuses to reflect the end of a paid/registered season. Roles are downgraded to baseline the new season status. “Past” members are those who were registered at one time but inactive for more than 1 year and will be purged to General Public. “Inactive” role is a member who was registered at one time but did not re-register the past season. Their information will remain in the database but their role will reset to “Past” without any membership privileges or access. Active Members will reset to “Inactive” in the off-season until they register and pay next season, at which time they will be reset to “Active”.

Inactive members have limited access to their statistics but no other “Member” privileges. “Manager” roles will be established to continue managing the league and website in the off-season. Guests remain as “Guest”. A reminder email should be sent to “All Members” when this process is performed.

This is currently a manual process by the webmaster but future work is planned to add a Configuration button to automate the resetting of all membership roles and notification.

3.6.2 **Start of Season Registration – Process New and Returning members applications**

New and returning members must submit an application with fee payment in full. A designated manager is responsible for periodically checking the LVG PO Box for mailed in applications with payments. Use the following instructions to process all received applications.

3.6.2.1 **New Member Application**

Use this process for applications that are not indicated as Returning Member and/or the applicant name is not on our current Member List. Refer to the Add New Member section to initiate the process of adding a new member to our data base which will also generate a welcome email to the new member with instructions regarding access to the LVG website. Use the pertinent information from the application to fill in the fields of the Add Member form. Select “Member” (not Guest) role. After the data is saved and email is sent, verify the new member’s name is on the Website Member List with role of “Member”.

3.6.2.2 **Returning Member Application**

Use this process for applications that are indicated as Returning Member and/or the applicant name already exists on our current Member List. Refer to the Manage Member Profile section to initiate the process of changing a member’s role/status to Active Member. Use the pertinent information from the application and compare it to information on the Profile form for any data that may need to be updated. After the data is saved, verify the member’s name is on the Website Member List with role of “Member”.

Until an automated feature is added to the Profile change process, manually send the member an email to thank them for returning and let them know their application was processed and their role was reset to active “Member”.