

# **INTERNET BOOKINGS - STEP BY STEP**

## **Set up**

1) **Log on** to the members section of the Club's website at [www.mvgc.com.au](http://www.mvgc.com.au).

\* **Members login:** your membership number excluding any zeros. (Ie member #00123 logs in as 123 and member #01234 logs in as 1234). This is not to be confused with your Golfink number and is a maximum of four digits

\* **Password:** Initial password is your date/month of birth. (ie 5<sup>th</sup> May is 0505). This will require changing upon first login. Your password can comprise of any combination of characters and/or numbers and should be kept private.

\* **Forgot password:** If you forget your password, your password hint or password can be automatically emailed to you by selecting the 'forgot password' on the homepage. This is dependant on the Club having your current email address. Alternatively you can contact reception for your password if you forget

2) On the left hand navigation pane you will see options available such as timesheet bookings, results, prize accounts, playing partners, personal details etc. Take time to explore this excellent facility. Before you can book playing partners online – you need to add them to your playing partners.

### **3) Click Playing Partners**

This is where you can create your playing partner list for entry into online timesheets. You can view who's put you on their list as well as add guests for open competition days.

4) **Add partners** by entering member number or surname. If you know their number and click search - it will add them immediately. If you enter a surname it will ask you to select the person, and then add to your list. If they are already on your list, they will not display in search. Once you add a partner, an email will be sent to them advising as such. To add a guest for open days, you will need their full name, Golfink number & home club. You can have as many playing partners as you like, but remember you cannot book partners online unless they are in your list.

Once you have finished adding partners you are now ready to book you and your partners online. The players you have added to your list will be available from the bookings area. You can return to this section to maintain your playing partners list as needed.

## **Bookings**

1) **Click 'Timesheet Bookings'** on the left hand navigation pane.

You will see the available online timesheets listed here. All available sheets can be viewed (male & female) with public times also on most sheets. However you can only book/view competition times that your playing rights permit (ie males cannot book/view Thursday Ladies competition times)

Note: There is a sample sheet for practising use of the online facility. Ensure that you trial/practise the booking system on this sheet so as other members are not inconvenienced as you become familiar with the system. This sheet will be cleared periodically.

2) **Select the timesheet** you wish to book by clicking the 'view/book' button adjacent to the sheet. You will now see the entire day's sheet from the first tee time to the last. If there are two tees (ie 1<sup>st</sup> & 11<sup>th</sup>) for the competition, the times for the 1<sup>st</sup> tee will be viewed first and the 11<sup>th</sup> will be below. You will need to scroll down the page to see all available times from each tee.

The sheet will have times blocked out for no play, x-overs, phone bookings, reserved times etc. You cannot book into these rows.

**Important:** adjacent to the tee time is the type of time available. Public = green, Competition = red. If you book into a public time – you will not be accepted in the competition.

**3) Click ‘Book It’** on the available competition time you wish to play. You are now in the Booking offer screen.

**Important: The time row you have selected is now locked. If you leave this screen for any reason, the row will be released for others to book.**

Do not refresh the screen, click ‘back’ on your browser or click any of the members facilities options in the left hand navigation pane. I.e. if you did not set up a particular playing partner prior, leaving this screen now to do so in Playing Partners will release the row.

(If a message occurs such as ‘this time is not available’ after clicking ‘Book It’ it means that time is already in the process of being booked by another member).

You have five minutes before the row is released automatically.

**4) Add playing partners** to the row by checking the box next to their name.

You may need to scroll down the screen to see your playing partners list. They are below the time row you have selected under the heading of ‘Add your partners’.

They will be added in the order you check the boxes. The playing positions can be changed once you have filled the row.

**5) Remove partners** by un-checking the box next to their name.

**Very Important!!!!!!** You can only cancel yourself from a timesheet after booking. The Booking offer screen is the only chance you have to remove partners. Ensure your playing partners are available to play and happy for you to book them as you cannot remove them beyond this step. Should you need to remove a partner once booked you will need to contact the Club or get them to log in to cancel themselves. If you are satisfied with your time and partners, you are now ready to make your booking.

**6) Click Please book it now!** Your booking has now been made and the timesheet at the Club has been instantly updated. Click ‘Show my booking’ to go back to the timesheet where you will see your booking highlighted in white.

Here you have the option to cancel yourself- but remember you now cannot cancel booked playing partners. The playing partners are only able to cancel themselves by logging in or contacting the Club.

**7) Finished** You can now log off or check other members features. To see what time you are playing, simply click on Timesheet Bookings and your bookings will appear as ‘Current Bookings’ at the top of the page.

**Waiting list** If there is no available times that you want on the sheet and you wish to join a waiting list, click ‘**View Waiting List**’ at the top of the sheet.

You can now enter the range of earliest and latest times you wish to play and click ‘**Add to Waiting List**’.

Once a time becomes available in your selected range, you will automatically be added to the sheet. Check the sheet frequently to see if you have been allocated a time.

If you have any questions regarding the internet booking process, please contact Tim Parker (manager@mvgc.com.au) or reception staff (reception@mvgc.com.au).

Enjoy the facility and use the Sample Sheet to finesse your booking skills. Below is the opening times for the timesheets and summary you may wish to keep handy for bookings.

# **INTERNET TIMESHEETS**

## **OPENING TIMES**

### **Thursday Ladies**

Internet/kiosk opening day/time:	Wednesday 8 days prior at 3.00pm
Phone bookings day/time:	Wednesday 8 days prior at 4.00pm
Full timesheet open to all – day/time:	Wednesday 8 days prior at 5.00pm

### **Sunday Medley**

Internet opening day/time:	Sunday 7 days prior at 7.45am
Kiosk opening day/time:	Sunday 7 days prior at 7.00am
Phone bookings day/time:	Sunday 7 days prior at 9.00am
Full timesheet open to all – day/time:	Sunday 7 days prior at 7.45am

### **Wednesday Men**

Internet opening day/time:	Tuesday 8 days prior at 6.30pm
Kiosk opening day/time:	Tuesday Call 8 days prior at 5.30pm
Phone bookings day/time:	Tuesday 8 days prior at 6.00pm
Full timesheet open to all – day/time:	Tuesday 8 days prior at 6.30pm

### **Saturday Men**

Internet opening day/time:	Friday 8 days prior at 6.30pm
Kiosk opening day/time:	Friday Call 8 days prior at 5.30pm
Phone bookings day/time:	Friday 8 days prior at 6.00pm
Full timesheet open to all – day/time:	Friday 8 days prior at 6.30pm

