

IMPORTANT NOTICE TO ALL MEMBERS

NAME OF CLUB HERE

INTRODUCING:

NEW MICLUB ONLINE TIMESHEET SYSTEM

NEW BOOKING SYSTEM:

Club management and staff will receive training on the new system on [Date TBC](#). There are over 100 clubs across Australia using the **MiClub** OneGolf system and that number is constantly growing.

Click the below link to login to the new golf system:

[Club Login Link](#)

LOGGING ON:

You will be prompted to login, your username is your [Club Name](#) member number and your new password is now your birth day and month (e.g. "0705" for 7 May). Upon logging in for the first time it is highly recommended that you change your password.



Username: admin Password: LOGIN

[Login Details](#)

IF YOU HAVE TROUBLE LOGGING ON?

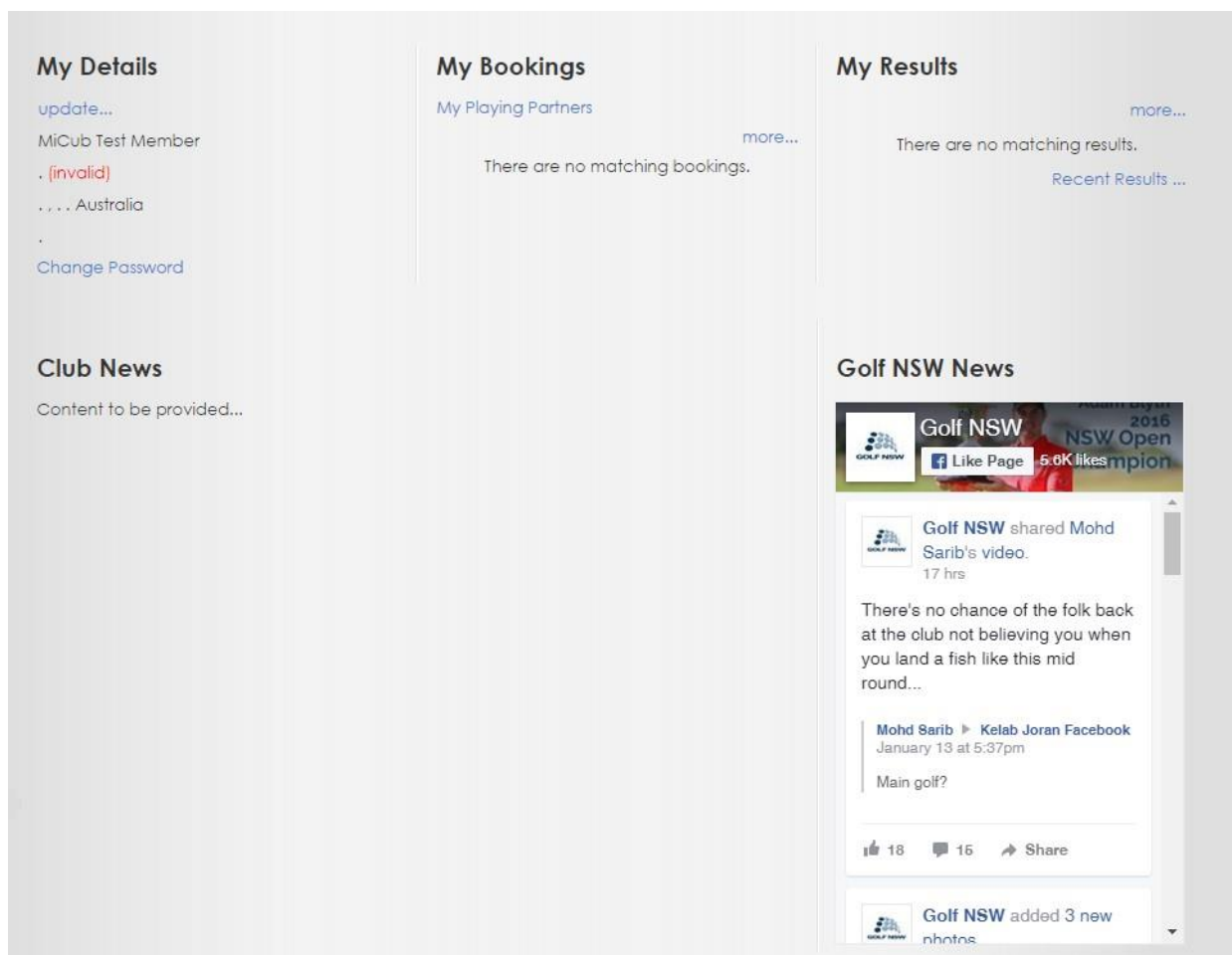
Please contact one of the club administrators ASAP.

UPDATE YOUR PERSONAL DETAILS:

Please contact one of the club administrators if you wish to update any of your personal details or if you wish to set them to private.

MEMBERS PAGE

Once logged onto the site you will be taken to your own personal welcome page. On this page you will see your contact details, a link to your golf bookings, golf competition results, setup/view your playing partners and a general Club notice board. From this screen you will also be able to navigate around the complete site including many pages which are only available to members of the club.



The screenshot displays the MiClub members page with the following sections:

- My Details:** Includes an [update...](#) link, the name "MiCub Test Member", a red "(invalid)" status, the location "Australia", and a [Change Password](#) link.
- My Bookings:** Shows "My Playing Partners" with a [more...](#) link and a message: "There are no matching bookings."
- My Results:** Shows "There are no matching results." with a [more...](#) link and a [Recent Results ...](#) link.
- Club News:** Contains the text "Content to be provided..."
- Golf NSW News:** Features a banner for "Golf NSW 2016 NSW Open" with "5.0K likes" and a "Like Page" button. Below the banner, a post from "Golf NSW" is shown, stating "Golf NSW shared Mohd Sarib's video. 17 hrs". The video content reads: "There's no chance of the folk back at the club not believing you when you land a fish like this mid round...". A comment from "Mohd Sarib" to "Kelab Joran Facebook" dated "January 13 at 5:37pm" says "Main golf?". The post has 18 likes and 16 comments. Below this, another update from "Golf NSW" is partially visible: "Golf NSW added 3 new photos".

NEW ONLINE TIMESHEET SYSTEM CHANGEOVER:

Once logged in navigate to the Timesheets area by clicking on 'More' which will appear under 'My Bookings' on the main menu.

Timesheets exist for every competition day, please be sure to book, to avoid disappointment. Any course closures and or syllabus changes will be updated on the website. Timesheets for online bookings close at [Time TBC](#) from then on any cancellations must be made through the Pro Shop.

Timesheet changeover period:

Timesheets prior to the [Date TBC](#) inclusive will be available as the current method/system.

Timesheets from [Date TBC](#) onwards will be on the new MiClub OneGolf system.

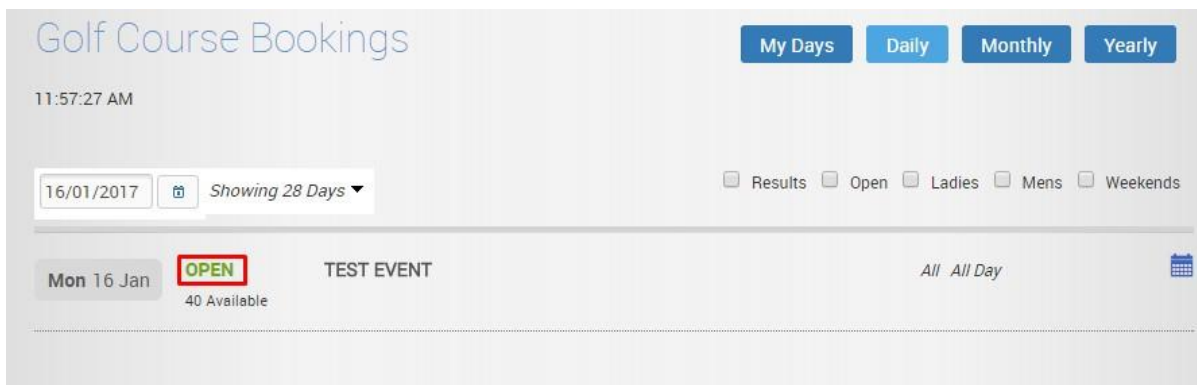
This means the Go Live Date and first day running a competition through the new system is [Date Here](#)

Example of making a booking:

Once logged in navigate to the Timesheets area by clicking on 'More' which will appear under 'My Bookings' on the main menu.



Select 'Open' on the event (timesheet) that you wish to book in to.



Select 'Book Me' for an individual booking or 'Book Group' for booking multiple players on the tee sheet.

Test Event
Mon January 16

T- T- [Back to Fixtures](#) [Waiting List](#)

Show: All AM PM 9 Holes Available 0 Confirmed Bookings

08:00 am 1st Tee	BOOK GROUP	BOOK ME	BOOK ME	BOOK ME	BOOK ME
08:07 am 1st Tee	BOOK GROUP	BOOK ME	BOOK ME	BOOK ME	BOOK ME
08:14 am 1st Tee	BOOK GROUP	BOOK ME	BOOK ME	BOOK ME	BOOK ME

Book Group:

Test Event
Mon January 16

T- T- [Back to Fixtures](#) [Waiting List](#)

Show: All AM PM 9 Holes Available 0 Confirmed Bookings

08:00 am 1st Tee	BOOK GROUP	BOOK ME	BOOK ME	BOOK ME	BOOK ME
08:07 am 1st Tee	BOOK GROUP	BOOK ME	BOOK ME	BOOK ME	BOOK ME
08:14 am 1st Tee	BOOK GROUP	BOOK ME	BOOK ME	BOOK ME	BOOK ME

Your name will automatically go into player 1, now use the members search bar for P2, P3 and P4 to book in the other players for your group. (Depending on the amount in your group, you may only need to book in 1 or 2 extra players) If the group consists of 1 or more visitors then you may put their Golfink number in the 'Add Guest' 'Golfink Number' section at the bottom and then select the 'Search' button, then select 'Add Guest' (This will add the visitor to one of the player spots above). Click 'Confirm Booking' once you have added your group.

Booking for Test Event

1st Tee 08:07 Cancel

Seconds remaining until reservation terminates **178**

Player 1

✘ Test Member, miclubtest (INV)

Player 2

Player 3

Player 4

Confirm Booking

Add Guest

GolfLink Number

First Name Surname

Gender Male Home Club Select Club

GA Handicap + Add Clear

Your booking will look similar to the below but may consist with more than 1 player. (the red x is for canceling your booking and the blue box is to put a notification in your email calendar)

Test Event

Mon January 16 T T Back to Fixtures Waiting List

Show: All AM PM 9 Holes Available 1 Confirmed Bookings

08:00 am 1st Tee	BOOK GROUP				
08:07 am 1st Tee	BOOK GROUP	Test Member, miclubtest ✘			
08:14 am 1st Tee	BOOK GROUP				

Additional Links (e.g. Card Scanning Tutorial, APP Scoring Tutorial – Only If purchased)

- Card Scanning - <https://www.youtube.com/watch?v=u6Q5tFaNleI>
- Scoring APP Download - <https://miscore.com.au/download/>
- Scoring APP Introduction - <https://www.youtube.com/watch?v=k0V3ZzLlako>
- Scoring APP (Tips / Tricks) - <https://www.youtube.com/playlist?list=PLDbKx54MDUWBjxRJTOeobPGnRrIJDa7Kp>
- Read the OneGolf member guides and instructions [here](#).

Additional Notes

- You may have the old booking system book marked / saved on your browser. Ensure you delete it and book mark / save the new system.
- When you login for the first time, please update your password and save it or make note of it. *(It is required to be a minimum of seven characters with a combination of at least one lower case letter, one upper case letter, one number, one symbol, and cannot contain your username / member number.)*