

February 6<sup>th</sup> 2019

Dear Members

**\*Important notice to all members - New Online Booking System**

The Club has been investigating different Golf Management Systems as there are numerous problems with the current system as many of you are well aware of. We have decided to implement the MiClub Golf Management System which is used by many clubs in the region who are quite happy with it. We ask that you take the time to read this document and familiarize yourself with this new system. If anyone experiences difficulties, we are here to help, but please be patient as this is a new system for everyone, staff included.

This new look and feature filled booking system will be available for practice from [February 11th](#) through until [February 18th](#). Club management and staff received training on the new system on [February 5<sup>th</sup>](#). This new 'MiClub' Online timesheet system is in use by over 280 clubs in Australia including Victoria GC, Huntingdale GC, Sorrento GC, Barwon Heads GC and Peninsula CGC.

**1. Logging on**

You will be prompted to login; your username is your Woodford Golf Club member number including the leading 0's and your new password is now your birth day and month (e.g. "0705" for 7 May). Upon logging in for the first time the system will ask you to change your password to something more secure.

A screenshot of the MiClub login interface. It features a light gray background with a white border. At the top, the text "Membership No." is displayed above a white input field. Below this, the text "Password" is displayed above another white input field. Underneath the password field, there is a "Remember Me" label followed by a small, unchecked square checkbox. A large white "Login" button is positioned below the checkbox. At the bottom of the form, the text "Forgotten your password? Need help logging on?" is displayed in a smaller font.

[Trouble logging in?](#)

Please contact the office ASAP.

**2. Update your details**

When you 1st login please update your member details. In particular phone numbers and email address, this will greatly assist the club in keeping all members information up to date.

All members' details are private unless you choose otherwise.

**3. 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, a playing

partner's setup screen 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.

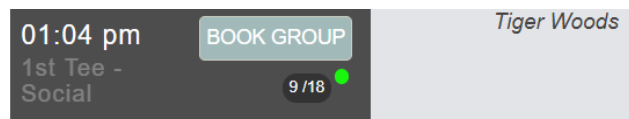
There is an article on the members Home page titled 'New Online Booking System' which contains links to step by step instructions to help members through this change.

Members will also have access to a 'My Information' page which gives members access to live competition leaderboards as well as 'MiStats' which tracks the performance of each member in competition play. This feature will display the members best and worst holes as well as birdie, par and bogey percentages.

#### 4. New Online Timesheet System

Once logged in, navigate to the Timesheets area by clicking on '**Golf Bookings**' which will appear under '**Members**' on the main menu.

Practice timesheets will be available on the new member's online booking facility on [February 11th](#) through until [February 18th](#). A practice timesheet will exist on each day to practice your normal booking.



Please be aware that the 1st Online Timesheet with the new system will be for [March 5th 2019](#). This timesheet will be open for bookings online [February 18th](#) at [7pm](#) with normal bookings applying.

Timesheets exist for every day, please be sure to book, to avoid disappointment. Any course closures and or syllabus changes will be updated on the website. Similar to making a booking, members can also delete their booking by selecting the red cross next to their name on the timesheet. Timesheets for online bookings close at [5:45am on the day](#), from then on, any cancellations must be made through the Pro Shop.

#### 5. Timesheet changeover period

Timesheets prior to the [4<sup>th</sup> of March](#) inclusive will be available as the current system.

Timesheets from [5<sup>th</sup> of March](#) onwards will be on the new system.

#### 6. Reminder emails

Once live the booking system will automatically send an email when you have been booked into a timesheet and a reminder will also be sent the day before any golf booking. If you cannot play at this booked time, please remove yourself ASAP to allow an opportunity for another member to play.