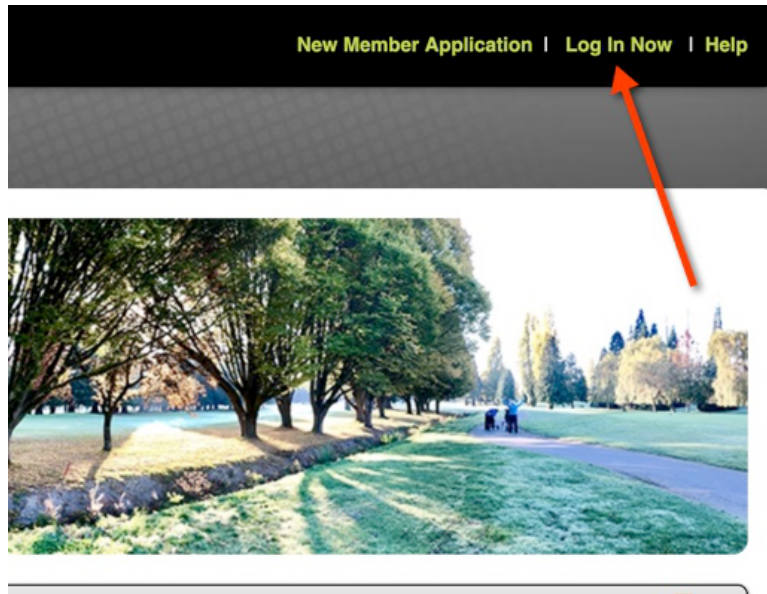


Website Basics

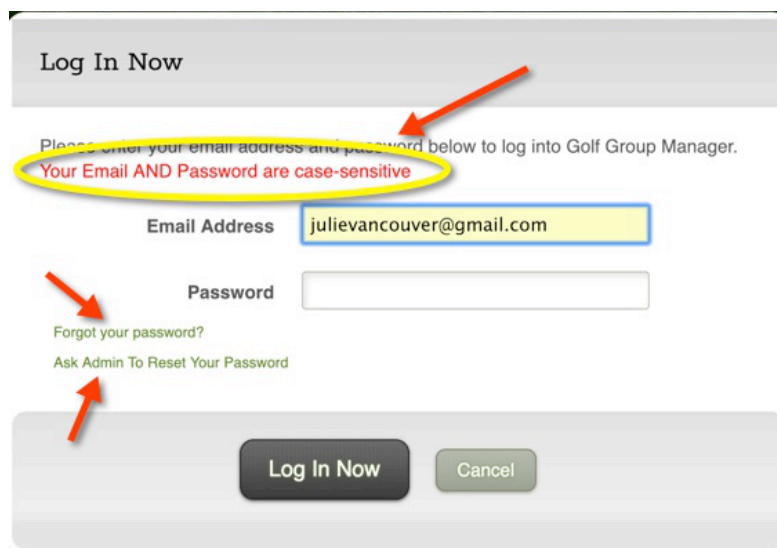
To access member only content, you must first log in.

Click the “Log in Now” link at the top right hand corner of the page:



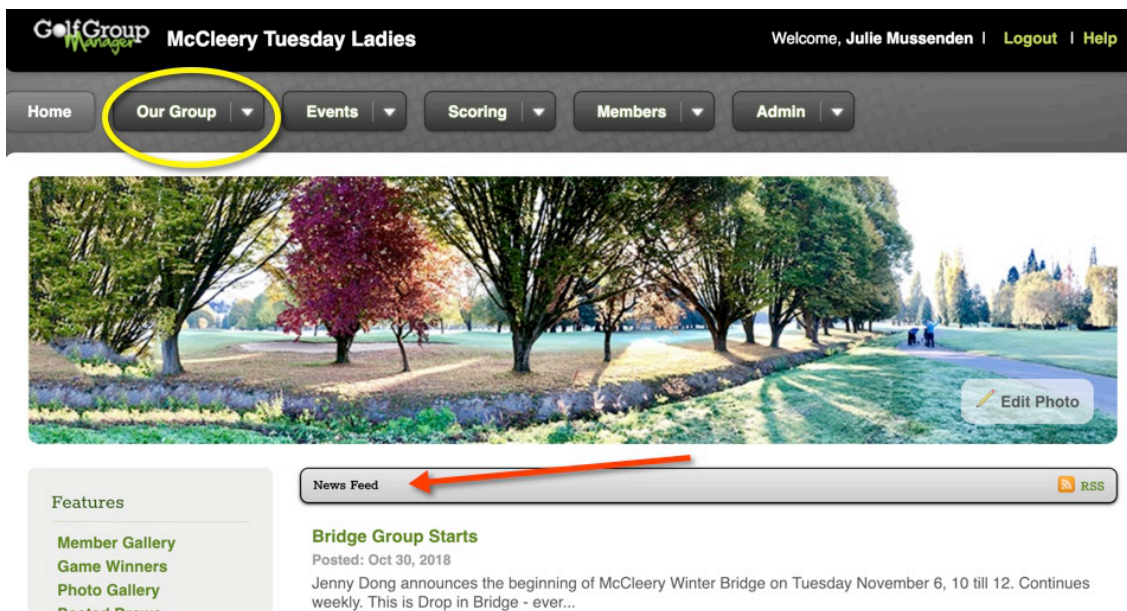
You will see a window where you enter your email address and your password. If you have forgotten your password, click the “forgot your password” link. The program remembers the last email you used when you logged in. There is a link for asking Admin to Reset Your Password also. After you have entered your info, click “log in now”.

Note: If you are having trouble logging in, check that your email AND password are entered exactly as they are in the GolfGroupManager system. The most common problem is something is capitalized in the system but not entered that way, and vice versa.

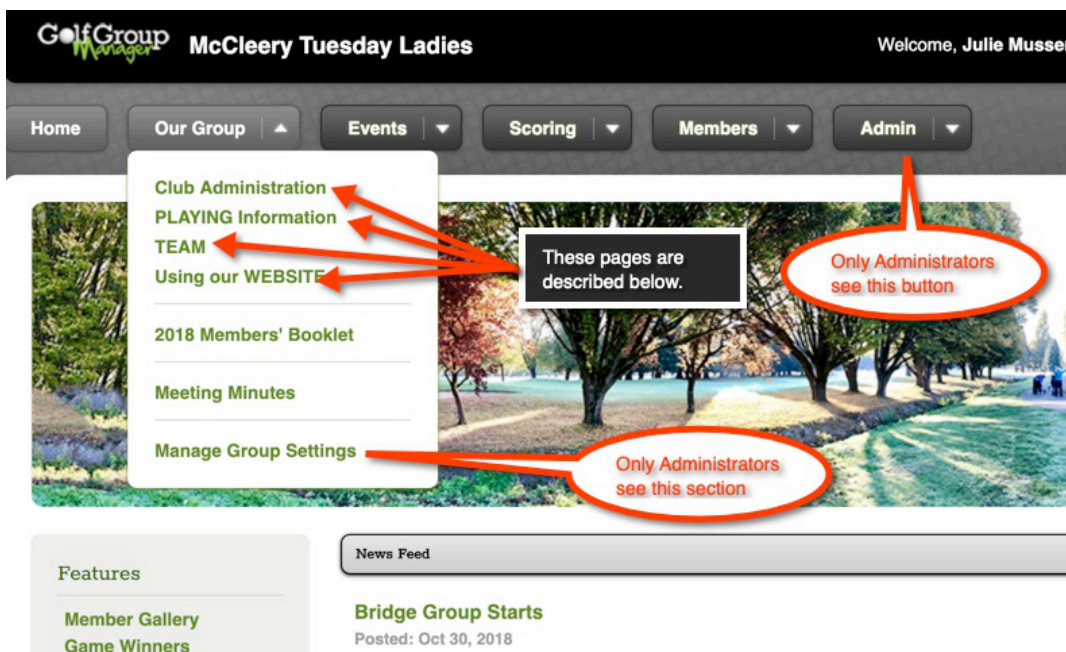
A screenshot of a login form titled "Log In Now". The form has a light grey background. At the top, it says "Log In Now". Below that, it says "Please enter your email address and password below to log into Golf Group Manager." A yellow oval highlights the text "Your Email AND Password are case-sensitive". There are two input fields: "Email Address" with the value "julienvancouver@gmail.com" and "Password". Below the fields are two links: "Forgot your password?" and "Ask Admin To Reset Your Password". At the bottom, there are two buttons: "Log In Now" and "Cancel". An orange arrow points from the "Log In Now" link in the header to the "Log In Now" button. Another orange arrow points to the "Forgot your password?" link. A third orange arrow points to the "Log In Now" button.

You will see the home page with all the members content included. (You won't see all of the information which is included on the image, as some of it is for administrators only.) This document will outline what you will find in the "Our Group" section. You will find information in "Our Group" that explains how to use the "Events", "Scoring", and "Members" buttons.

Also note the "news feed" section. This should be checked regularly. Familiarize yourself with all the links in the left side navigation bar.



The "Our Group" section contains all the information pages you need to know how to use the site.



Club Administration

Here you will find information on policies and procedures, executive membership, club guidelines, and anything else that related to the running of the club.

Playing Information

Everything payers need to know is included here, including how to sign up, cancel, register for cart sharing, entering scores, and more.

Team

If you are interested in playing Team, read over the information in this section.

Using our Website

This area includes information on how to update your handicap, personal information and photo. Also, information will be included here on how to use the Ringer Board and Scoring parts of the site.