

National Golf Network

Member User Manual

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BASIC USER INSTRUCTIONS

The following functions can be performed by all NGN users.

LOGGING IN TO THE NETWORK

- 1. From the NGN Homepage (www.ngn.com).
- 2. Enter your NGN Username and Password that was provided to you by the Network Administrator at your club, in the corresponding login box.
- 3. Click the Member Login button. Your personalized HOME PAGE will load.



LOGGING OUT OF THE NETWORK

1. Click the Log-Out hyperlink at the top of the page.



MEMBER OF THE NATIONAL GOLF NETWORK

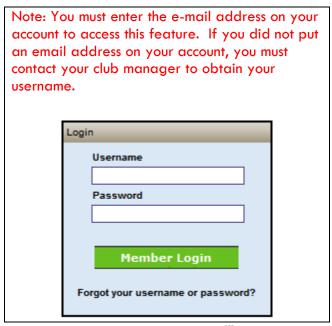
Member: John Smith | Log-Out | Français | Thursday August 3rd, 2006



FORGOT MY USERNAME

To receive your Username and Password, Contact the Network Administrator at your club.

1. Click Forgot Your Username or Password link below the "NETWORK MEMBERS" login box.

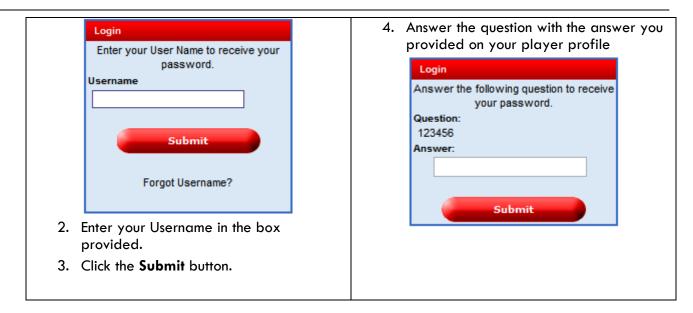


Once you have clicked "Forgot Your Username or Password" your username and password will be emailed to that email address.

FORGOT MY PASSWORD

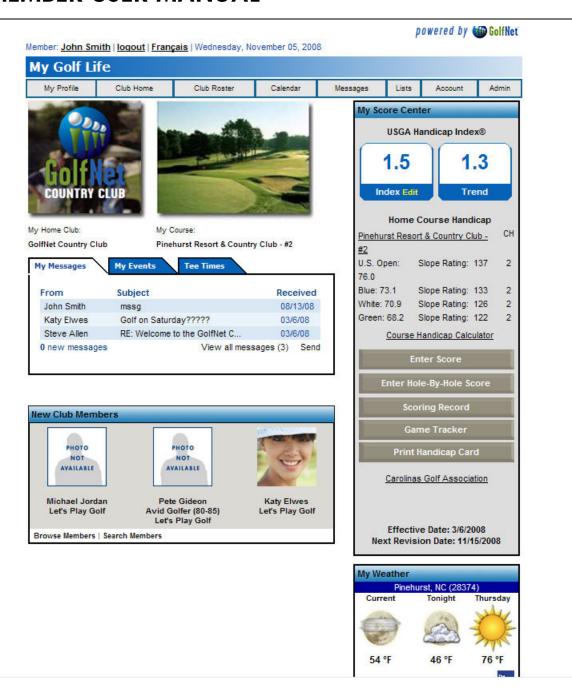
To receive your Username and Password, you can Contact the Network Administrator at your club.

1. Click the Forgot My Username or Password link below the "NETWORK MEMBERS" login box.



Once you have answered your question correctly, your password will be displayed in the box.

The Member Home Page





The top navigation area is a quick link area to all NGN Databases within the NGN architecture. Choosing any of the above links will allow you to search the respective databases: courses, members, events, associations, organizations and teams.

HOME

HOME: links directly to the member home page.

COURSES

COURSES: COURSE DIRECTORY area features the NETWORK Course database: This area gives you instant access to over 22,000 golf course profiles, complete with scorecards, rate information, tee time booking information, map and directions, and the ability to add any course to your "Main Course List" in the "My List" section.

MEMBERS

MEMBERS: MEMBER DIRECTORY features the NETWORK PLAYER database: This area gives you instant access to all "public" NETWORK Player profiles. Any user can make any of his or her Player Profile information public or private. Users can add players to their "Player List", send a message to any player, and view that players scoring record.

EVENTS

The **EVENTS** area links to Event Search.

ASSOCIATIONS

The **ASSOCIATIONS** area links to the Associations Search – displays information on the benefits of joining a club, league or tour on the Network.

ORGANIZATIONS

The **ORGANIZATIONS** area links to the Organization Search – displays information on the benefits of joining a club, league or tour on the Network.

TEAMS

The **TEAMS** area links to the Teams Search.

STEELE

The **HELP** area links directly to the Network Support Center.

and privacy settings.

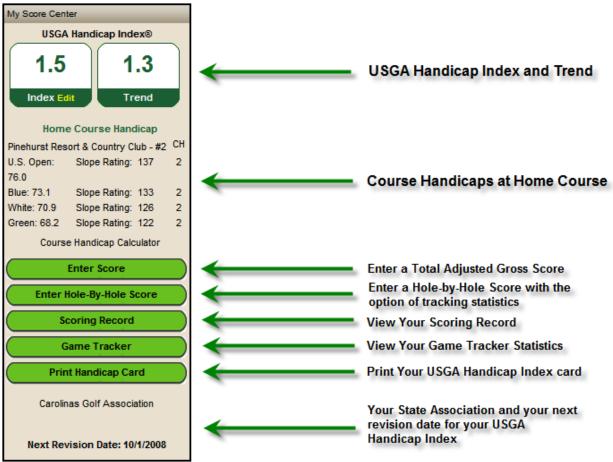
Admin

My Golf Life	;						
My Profile	Club Home	Club Roster	Calendar	Messages	Lists	Account	Admin
The My Golf Life	navigation area lin	ks to the main ared	as surrounding y	our golfing activ	vities.		
My Profile	MY PROFILE: Links	directly to your m	nember profile w	here other mem	nhers can	view vour H	andican
	photos. You can also r game tracker repo	edit your member	r profile from thi	is link. You can p	ost score		
Club Home	CLUB HOME: Lin	ks directly to your	cluh's Network h	nome nage Fro	m this lin	k vou can sch	edule tee-
	club's roster, view yo andings and view cl	our club's calendar					
Club Roster members' Handid	CLUB ROSTER: Li	nks directly to you n print the roster.	r club's roster po	age. From here	you can v	riew all of yo	our club's
Calendar and specific ever	CALENDAR: Links nts. From here you co						ague, Tour
Messages members, the clu	MESSAGES: Links of the association						ou by other
Lists LISTS: Links to your lists page. From here you can view your Member List – showing members you know and have added to this list; your Course List – which shows courses you have chosen to add to this list; your Event List – which shows events you have played or will play in; your Association List – showing the associations which you are a member of; your Organization List – showing the organizations you belong to; your Team List – showing the teams you belong to; and your Club List – showing the clubs you belong to on the Network.							
ACCOUNT: Links to your account information. From here you can change your username or password or edit your member profile. You can also view your home club, home course and provincial information. You can also make changes to your home club and home course directly from this page. In addition, you can edit your communication							

ADMIN: This link is for members who are an Administrator of a club on the Network. This includes

Club Managers, Handicap Chairs, Event Directors or Club Administrators for a specific club.

My Score Center



Handicap Index – Your personal Handicap Index calculation

Handicap Trend – Your daily calculated handicap

Course Handicap – Your Handicap Index at your Home Course

Course Handicap Calculator – Calculates your Index at a different course

Enter Total Score – After playing, entering your score as a total Adjusted Gross score

Enter Hole by Hole – After playing, entering your score as hole by hole with the option of entering statistics

Scoring Record – View the scoring record of all rounds played

Game Tracker – View graphs and data related to your statistics from rounds played

Print Handicap Card – Print your scoring record with rounds only used for Index calculation

HANDICAP INDEX

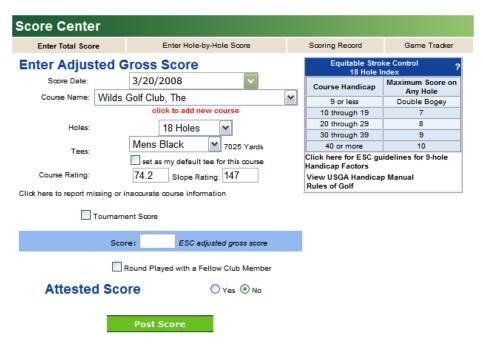
The current USGA Handicap Index that is issued to a golfer based on their home course's association's revision schedule and is adjusted when eligible 9 and 18-hole scores are posted.



ENTER SCORE BUTTON

ENTERING TOTAL SCORE

- 1. From MY HOME PAGE, click the **ENTER SCORE** button.
- 2. Enter the "Date of Score".
- 3. Select the "Course Name". (Note: To search the NETWORK course directory, click the <u>search course directory</u> link).
- 4. Select the "Holes Played".
- 5. Select the "Tee Box".
- 6. Enter the "Total Score".
- 7. Click the POST SCORE(S) button.
- 8. Repeat for additional rounds.



Score attestation is recommended to improve the peer review and integrity of the Handicap Indexes provided by clubs but it is not mandatory or required by the USGA Handicap Manual.

Attested Scores

Score(s) that is posted by a player along with the score of another player that was recorded during the same round, on the same course, to serve as a witness for the players' posted scores

ENTERING TOTAL SCORE WITH ATTESTATION

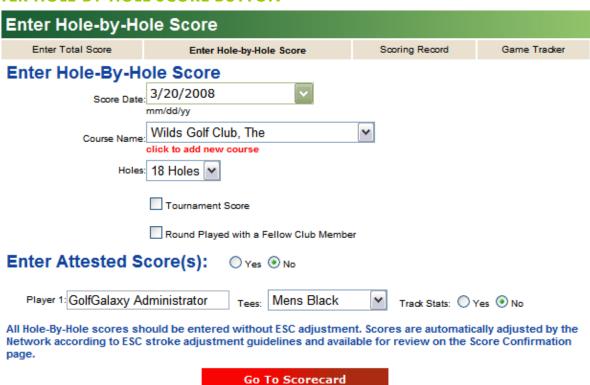
- 1. From MY HOME PAGE, click the **ENTER SCORE** button.
- 2. Enter the "Date of Score".
- 3. Select the "Course Name". (Note: To search the NETWORK course directory, click the <u>search course directory</u> link).
- 4. Select the "Holes Played".
- 5. Select the "Tee Box".
- 6. Enter YOUR "Total Score".
- 7. Click the box next to "Round Played with a Fellow Member."
- 8. Select the "Yes" radio button to attest the score.
- 9. Select the group size up to a fivesome from the dropdown.
- 10. Select a "Player" from the drop down box -or- click the <u>search player directory</u> link -or- select NON MEMBER from the drop down box and enter the "Player Name" and "Players Email Address" in the boxes provided.
- 11. Select the "Tee Box".
- 12. Enter the OTHER PLAYER'S "Total Score."
- 13. Repeat for additional "Players."
- 14. Click the **POST SCORE(S)** button.

15. Repeat for additional rounds.



Score attestation is recommended to improve the peer review and integrity of the Handicap Indexes provided by clubs but it is not mandatory or required by the USGA Handicap Manual.

ENTER HOLE-BY-HOLE SCORE BUTTON



Front Nine will appear first for posting:

Enter Hole-by-Hole Score Enter Total Score Enter Hole-by-Hole Score Scoring Record Game Tracker

Enter Hole-By-Hole Score

All Hole-By-Hole scores should be entered without ESC adjustment. Scores are automatically adjusted by the Network according to ESC stroke adjustment guidelines and available for review on the Score Confirmation page.

Wilds Golf Club, T	he - Front 9											
	Slope	Rating	1	2	3	4	5	6	7	8	9	Out
Black	147	74.2	406	517	170	340	478	460	174	540	378	3463
	Par		4	5	3	4	4	4	3	5	4	0
Ha	andicap		15	9	17	13	7	1	5	11	3	
ADMINISTRATOR	(NH)											

(#) = Player's Course Handicap

Continue

Click on Continue to go to the Back Nine:

Enter Hole-by-Hole Score Enter Total Score Enter Hole-by-Hole Score Scoring Record Game Tracker

Enter Hole-By-Hole Score

All Hole-By-Hole scores should be entered without ESC adjustment. Scores are automatically adjusted by the Network according to ESC stroke adjustment guidelines and available for review on the Score Confirmation page.

Wilds Golf Club	/ilds Golf Club, The - Back 9													
	Slope	Rating	10	11	12	13	14	15	16	17	18	In	Total	
Black	147	74.2	433	224	553	165	475	378	330	560	444	3562	7025	
	Par		4	3	5	3	4	4	4	5	4	0	72	
Ha	andicap		6	8	10	12	14	18	16	2	4			
ADMINISTRAT	OR (NH)											0	40	40

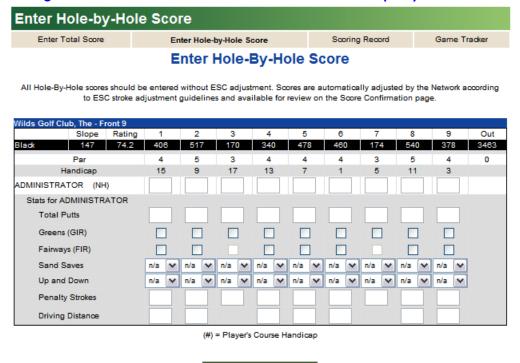
(#) = Player's Course Handicap

Continue

Click on Continue to finish and post the scores to the member(s) scoring records.

Enter Hole By Hole Score with Statistics

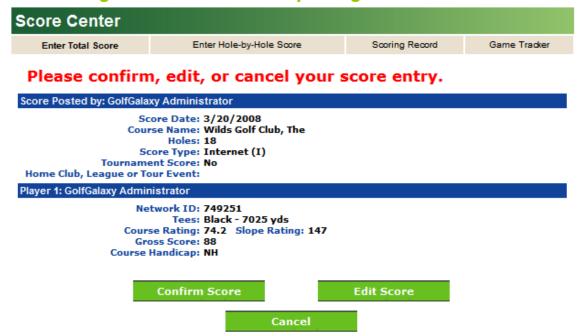
If you choose to track your statistics using GameTracker, your scorecard when posting scores will have all statistics chosen displayed:



Continue

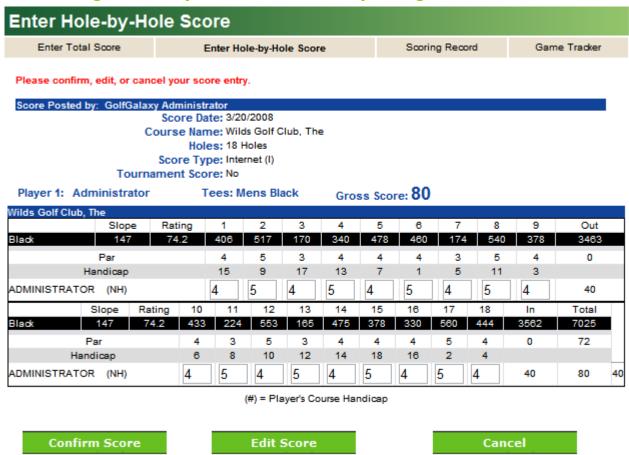
Click Continue to move to the back nine, which will look similar.

Confirming a Total score before posting:



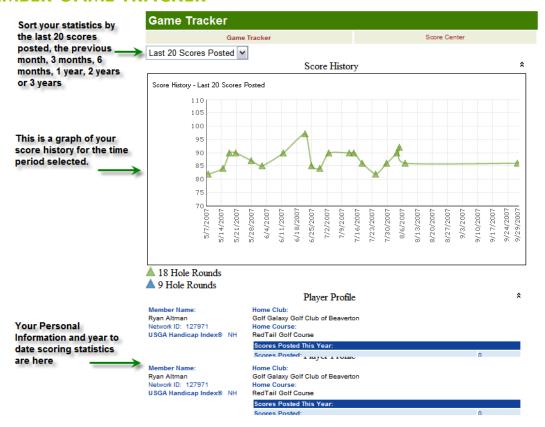
This screen shows all of the details of the score(s) you are posting. You can elect to Confirm Score which posts it to the scoring record(s); Edit Score to change data regarding the score or Cancel to go back to your home page.

Confirming a Hole by Hole score before posting:



This screen shows all of the details of the score(s) you are posting. You can elect to Confirm Score which posts it to the scoring record(s); Edit Score to change data regarding the score or Cancel to go back to your home page.

MEMBER GAME TRACKER

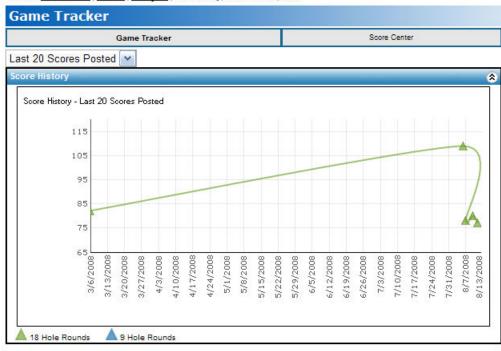


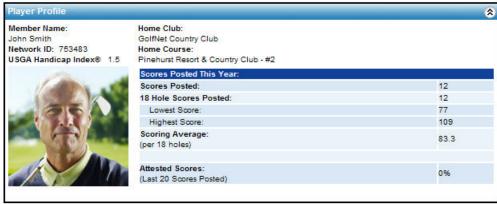


For any issues regarding this site email us at Support@GolfNet.com

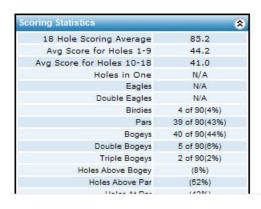
SCORING RECORD BUTTON

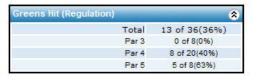
Member: John Smith | loqout | Français | Wednesday, November 05, 2008





The statistics below are for Hole by Hole posted scores only.





Putting Statistics	*
Total Putts 18	62
Avg Putts per Hole	1.72
0 putt	(0%)
1 putt	(28%)
2 putts	(72%)
3 putts	(0%)
4 or more putts	(0%)

VIEW SCORING RECORD – ALL SCORES

All Scores: shows all scores posted, and allows you to **EDIT** and **DELETE** scores as well as active links to the profiles of the courses that you posted rounds for.

ıs	cores								
	Date	Course Name	Holes	Tee	Score Type	Rating/ SlopeAttest	Adj. Gross Score		Diff
	8/20/2007	Wilds Golf Club, The	18	Black	1	74.2/147	81	View/Edit	5.2
	8/15/2007	Wilds Golf Club, The	18	Black	1	74.2/147	80	View/Edit	4.5
	7/20/2007	Wilds Golf Club, The	18	Black	1	74.2/147	78 *	View/Edit	2.9
	7/1/2007	Wilds Golf Club, The	18	Black	1	74.2/147	81	View/Edit	5.2
	6/15/2007	Wilds Golf Club, The	18	Black	1	74.2/147	79	View/Edit	3.7

Note: Posted scores are only stored in the Golf Galaxy Network network for 5 years

SCORE TYPES

A=Away
Al=Away Internet
C=Combined Nines
I=Internet
P=Penalty
T=Tournament
TI=Tournament Internet
CI=Combined Nines Internet

Asterisk (*) designates scores that are used for handicap calculation.

Red text designates scores that are not eligible for handicap computation.

designates scores that were edited by Member.

EDIT A SCORE

EDIT A SCORE – On the scoring record, Click on "All Scores" every score that you have posted will be shown. To **EDIT** the score,

- 1. Click View/Edit next to the score
- 2. Click "Edit Round", "Delete Round" or "Cancel"
- Modify the Date of Score, Course Name, Holes Played, Type of Play, Tee Box, or Total Score
- 4. Click **Post Score** to re-post the score with changes.

DELETE A SCORE

<u>DELETE A SCORE</u> – If you have a score that is incorrect and needs to be deleted from your scoring record, please contact the Handicap Chairperson at your club.

How is My Handicap Calculated Report

This report can be found on the Scoring Record page, by clicking the link "How is my Factor/Index Computed?" This link is below the "View Factor/Index History" and the "Print Handicap Card" links.

How is my index calculated? Enter Total Score Enter Hole-by-Hole Score Scoring Record Game Tracker

John Smith

Home Club: GolfNet Country Club
USGA Handicap Index®: 1.5
Effective Date: 3/6/2008
View History

Scores highlighted in blue are used in calculating the Official USGA Handicap Index.

	Date	Score	Course Name	Rating/Slope	Diff	Score Type
1	3/6/2008	80	Pinehurst Resort & Country Club - #2	76.0/137	3.3	- 1
2	3/6/2008	82	Pinehurst Resort & Country Club - #2	76.0/137	4.9	- 1
3	3/6/2008	78	Pinehurst Resort & Country Club - #2	76.0/137	1.6	- 1
4	3/4/2008	83	Pinehurst Resort & Country Club - #2	76.0/137	5.8	1
5	3/3/2008	81	Pinehurst Resort & Country Club - #2	76.0/137	4.1	I

Score Types: A=Away, C=Combined Nines, I=Internet, P=Penalty, T=Tournament

HANDICAP INDEX CALCULATION

You have 20 scores available. Each score produces a differential which is calculated as follows: (Score - Rating) x 113 / Slope.

Based on your available scores, the lowest 10 score differentials are used in calculating your Official USGA handicap Index. They are:

	Date	Score	Course Name	Rating/Slope	Diff	Score Type
3	3/6/2008	78	Pinehurst Resort & Country Club - #2	76.0/137	1.6	1

Score Types: A=Away, C=Combined Nines, I=Internet, P=Penalty, T=Tournament

Sum of all differentials: 1.6
Average based on 10 differentials: 1.6
Average multiplied by .96: 1.536
Delete all digits after tenths: 1.5
Official USGA Handicap Index: 1.5

TOURNAMENT REDUCTION 'R'

Handicap may be subject to Tournament Reduction based on Section 10-3 of the USGA Handicap System manual.

This calculation uses all the tournament scores played within the last revolving 12 months or within your last 20-score history regardless of date played. These are called eligible tournament scores and there must be at least two eligible tournament scores to continue this calculation.

Since your record contains less than 2 eligible tournament scores, no calculations are necessary.

This report shows exactly how your handicap is computed by showing you which scores are used, and how they are used.

My Member List



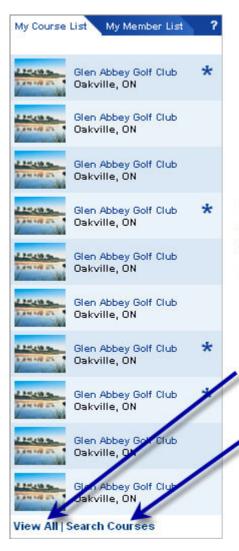
My member list specifically lists members of the Network that you have added to this list.

The member list shows the member's picture (if available); their name - which is also a link to their player page; and the member's Factor.

View All allows you to view all members you have in your member list.

Search Members allows you to search for other members of the Network.

My Course List



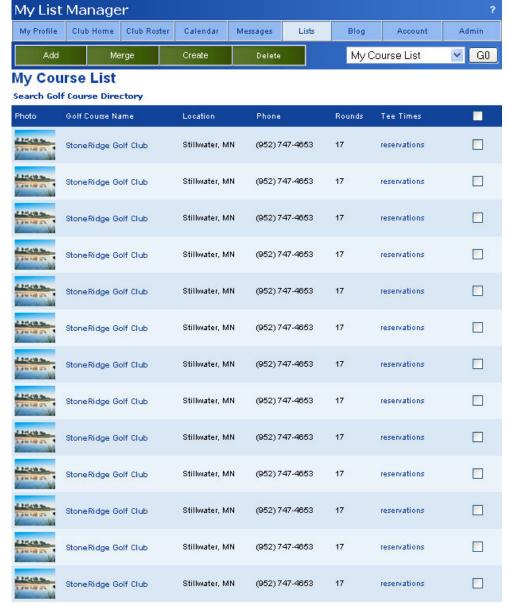
My Course List shows all courses you have added to your course list. It is the link opposite to My Member List.

The Course List shows the Course's Picture (if available); the course's name - which is also a link to the course homepage; and the location of the course.

View All allows you to view all the courses you have added to your course list.

Search Courses allows you to search the course directory for other courses to add or post scores to.

My Course List (full view)



Prev | Next

Search Golf Course Directory will allow you to search for courses to add to this list, or to view course homepages of courses you may be interested in playing at.

Add and Delete will allow you to add or delete courses from your list.

The view shows the course name which links to the course profile homepage, the course location, the course phone number, the number of rounds you have played at that course in the past 3 years and the ability to make a tee time for that course.

Member Search

Search Member Directory

Enter the Last Name, First Name, and State/Province of the Member you are searching for and click on the "Search" button.

Last Name:*		
First Name:		
Regional Associations:		~
	Search	

Note: Only first 100 results are returned for any search.

Search Member Directory – Enter name of member you wish to locate. Only their last name is required

Member Search Results

Member Name	Home Club	Location
CLIFF ERICKSON	Drayton Valley Golf Club	,
CODY ERICKSON	Banff Springs Golf Club	Banff, AB
ERICK ERICKSON	Drayton Valley Golf Club	,
HOWARD ERICKSON	Willow Park Golf & Country Club	,
JAMIE ERICKSON	Drayton Valley Golf Club	,
JEFF ERICKSON	Drayton Valley Golf Club	,
JIM ERICKSON	Ponoka Community Golf Club	,
JOAN ERICKSON	Drayton Valley Golf Club	,
KELLY ERICKSON	Drayton Valley Golf Club	,
KELLY ERICKSON	Drayton Valley Golf Club	,
KYLE ERICKSON	Drayton Valley Golf Club	,
LONNIE ERICKSON	Pincher Creek Golf Club	×, AB
LORRAINE ERICKSON	Willow Park Golf & Country Club	,
NORM ERICKSON	Camrose Golf Club	,
NORMA ERICKSON	Cardiff Golf & Country Club	,
PAUL ERICKSON	Bowden Hi-Way Golf Course	
PAUL ERICKSON	Alberta Golf - Public Players Club	Calgary, AB
PAULINE ERICKSON	Drayton Valley Golf Club	,
RICK ERICKSON	Banff Springs Golf Club	Banff, AB
STEVEN ERICKSON	Belvedere Golf & Country Club	, AB
TELANN ERICKSON	Willow Park Golf & Country Club	,
WAYNE ERICKSON	Cardiff Golf & Country Club	,
Barry ERICKSON	Summerland Golf Club	,
Bob Erickson	Dunes at Kamloops (The) - The Dunes	city, BC
Brian Erickson	Grand Centre Golf & Country Club	S, AB
	1234	

New Search

Note: Only first 100 results are returned for any search.

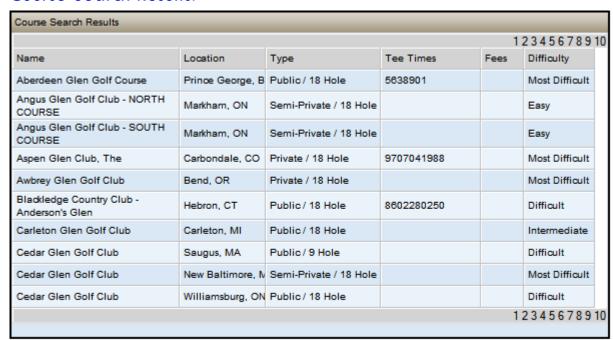
Shows Member Name, Member's Home Club, Location and Index Name, Club and Index are all linked to Member's Player Profile and Member's Home Club's homepage.

Course Search Directory

Searching for a course using specific criteria:

Course Search	
Search Course Dire	ectory
Enter in the Name of the Cou	urse you are searching
Golf Course Name:	
City:	
Country:	All 💌
State/Province:	All
Туре:	All 💌
Difficulty:	All
Proximity (Zip Code/Postal Code):	
Postal Code:	Search sults are returned for any search.

Course Search Results:

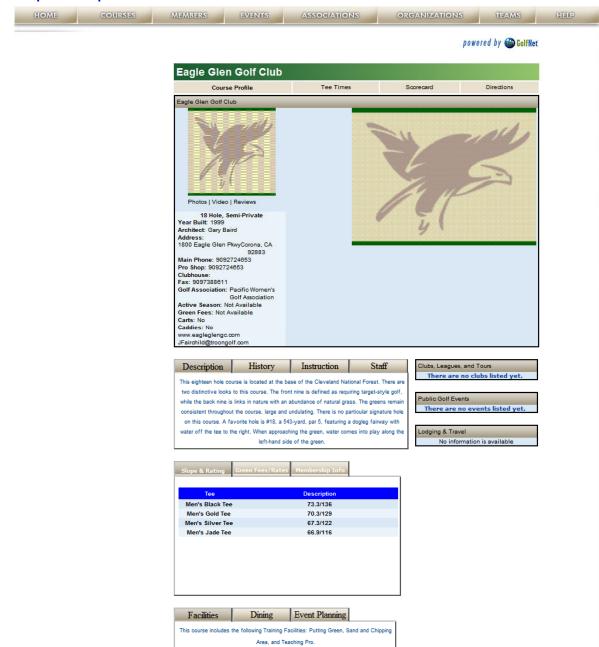


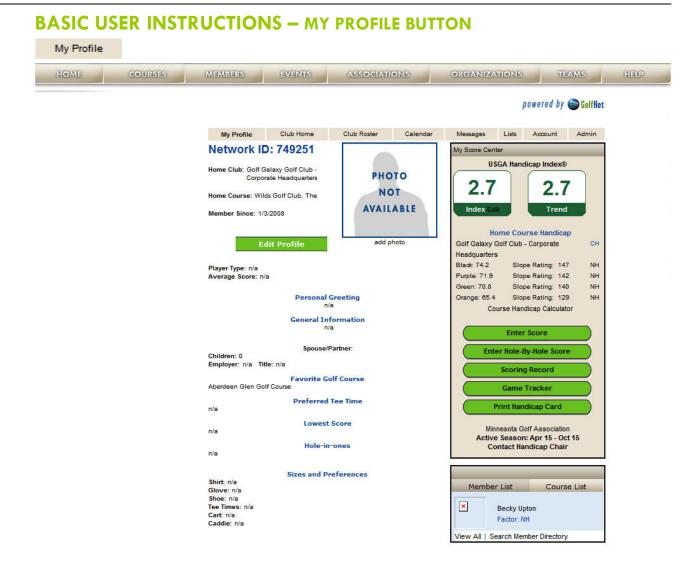
New Search

Clicking on the link for the name of a course listed in the search results will display the course profile homepage shown below.

Course Profile Home Page

Course profiles can be found by clicking on the Courses button on the top navigational bar. This button allows the player to search for courses with specific parameters.





REVIEWING YOUR PLAYER PROFILE INFORMATION

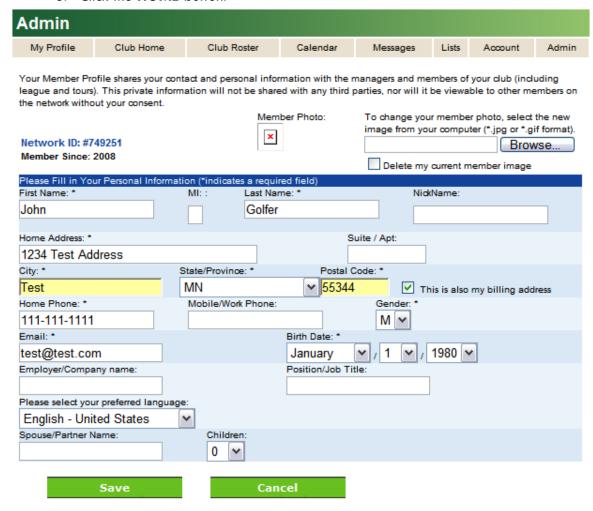
Provides detailed information about your NGN Account.

- 1. From My Golf Life, click the My Profile button.
- 2. Click the **HOME** button when done.

EDITING YOUR PLAYER PROFILE INFORMATION

- 1. From My Golf Life, click the My Profile button.
- 2. Click the Edit Profile button.
- 3. Click Edit Personal Info next to your name
- 4. Update your Personal Information.
- 5. Click the Save and Continue button.

- 6. Update your Playing Partners Directory, Personal Greeting, General Information, Favorite Golf Course, Lowest Score, Hole-in-Ones, Member Sizes and Preferences and Member Privacy and Control Settings.
- 7. Click the Submit Profile button
- 8. Click the HOME button.



CHANGING YOUR USERNAME

- 1. From My Golf Life, click the Admin button.
- 2. Click the Change User/Password link.
- 3. Type a new Username in the "Username" field (Note: Username must be a minimum of 6 characters).
- 4. Click the Save and Continue button.
- 5. Scroll to the bottom of the page and click the Submit Profile button.
- 6. Click the **HOME** button.

CHANGING YOUR PASSWORD

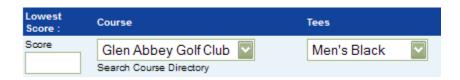
- 1. From My Golf Life, click the **Admin** button.
- 2. Click the Change User/Password link.
- 3. Enter you current Password in the "Current Password" field.
- 4. Type a new Password in the "New Password" field (Note: Password must be between 6-14 characters and is case sensitive).
- 5. Retype your Password in the "Confirm New Password" field.
- 6. Type a hint question for your password in the "Question" field.
- 7. Type an answer for your hint question in the "Answer" field.
- 8. Click the Save button.

UPDATE PERSONAL GREETING AND GENERAL INFORMATION

- 1. From My Golf Life, click the My Profile button.
- 2. Click the Edit Member Profile button.
- 3. Click the Save and Continue button.
- 4. Update your Personal Greeting or General Information in the boxes for each area.
- 5. Click the Submit Profile button.
- 6. Click the HOME button.

ADDING LOWEST SCORE INFORMATION

- 1. From My Golf Life, click the My Profile button.
- 2. Click the Edit Member Profile button.
- 3. Click the Save and Continue button.
- 4. Enter the lowest score you have shot.
- 5. Enter the course that the score was recorded at.
- 6. Enter the Tees that were played.
- 7. After this "Best Round" is originally entered, then it will automatically be replaced in the future if you enter a score into the Network that is better based upon par, so a 40 (+4) on a 9-hole par 36 doesn't replace a 75 (+3) on a 18-hole par 72, etc.
- 8. Click the Submit Profile button.
- 9. Click the **HOME** button.



ADDING HOLE-IN-ONE INFORMATION

- 1. From My Golf Life, click the My Profile button.
- 2. Click the Edit Member Profile button.
- 3. Click the Save and Continue button.
- 4. Enter the Year you had a Hole-in-One.
- 5. Enter the Course you had your Hole-in-One on. Do this by either picking the course from the drop down box or clicking the 'Search Course Directory' link below the drop down box.
- 6. Pick the Tee you were playing at that course from the drop down box.
- 7. Pick the Hole you had the Hole-in-One on from the drop down box.
- 8. Pick the Club you used from the drop down box.
- 9. If you want to add more than one hole in one, click the 'Add new hole-in-one' link.
- 10. Click the **Submit Profile** button.
- 11. Click the **HOME** button.



UPLOADING MEMBER SIZES AND PREFERENCES

- 1. From My Golf Life, click the My Profile button.
- 2. Click the Edit Member Profile button.
- 3. Click the Save and Continue button.
- 4. Select your Shirt Size from the drop down box.
- 5. Select your Glove Size from the drop down box.
- 6. Select your Shoe Size from the drop down box.
- 7. Select your Weekend and Weekday Tee Time Preferences from the respective drop down boxes.
- 8. Select your Cart Preference from the drop down box.
- 9. Select your Caddie Preference from the drop down box.
- 10. Click the **Submit Profile** button.
- 11. Click the **HOME** button.

Please provide some basic information regarding your unique sizes and preferences. This information will help your club best serve your needs while providing valuable data for the purposes of product inventory, special offers, communications, tee gifts, event tee times and pairings and other benefits.



UPLOADING MEMBER PRIVACY AND CONTROL SETTINGS

- 1. From My Golf Life, click the My Profile button.
- 2. Click the Edit Member Profile button.
- 3. Click the Save and Continue button.
- 4. Choose whether you want your member profile to be set as Public (Member Profile viewable to all members), or Private (Member Profile viewable by fellow club members and members on the Players List only).
- 5. Choose whether you want to be included in the Playing Partner Database. This is a database that gives other golfers that are looking for new playing partners an opportunity to view your Member Profile and contact you.
- 6. Click the Submit Profile button.
- 7. Click the **HOME** button.

Please make selections below regarding access to your Member Profile and inter-Network communications. The "private" setting will restrict access to your full Member Profile exclusively to fellow club members and select members from other clubs that have been named in your Member List. All of your data is protected with strict privacy standards. PRIVATE: make my full Member Profile viewable to fellow club members and those on my Member List only PUBLIC: make my full Member Profile viewable to all members on the Network The PLAYING PARTNERS database gives other golfers that are looking for new playing partners an opportunity to view your Member Profile and contact you. This service is not only for singles who are looking for life "partner" who plays golf but also for golfers that are traveling and relocation or those who are interested to gain access to a golf course that is restricted to membersonly. All PLAYING PARTNERS communications on the Network are opt-in. Do you want to include your Member Profile in the PLAYING PARTNERS Directory?

Information and user tips regarding the Playing Partners Directory

UPLOADING YOUR PHOTO

- 8. From My Golf Life, click the My Profile button.
- 9. Click the Edit Member Profile button.
- 10. Click the **Browse...** button.
- 11. Choose the name of the file from your computer.
- 12. Click the Open button.
- 13. Click the Save and Continue button.
- 14. Click the Submit Profile button.
- 15. Click the **HOME** button.

John Smith Network ID #123456

Member Since: 2003



The Upload Your Photo image size is 145×140 pixels. Most photos from a digital camera will be too large. Use any photo software to make the image smaller and save as a .jpg or .gif.

DELETING YOUR PHOTO

- 1. From My Golf Life, click the My Profile button.
- 2. Click the Edit Member Profile button.
- 3. Click the "add/delete photo' link.
- 4. Click the Save and Continue button.
- 5. Click the Submit Profile button.
- 6. Click the HOME button.

CALENDAR From the member home page, click on Calendar Calendar ASSOCIATIONS HOME COURSES MEMBERS EVENTS ORGANIZATIONS TEAMS powered by GolfNet **Event Calendar** My Profile Club Home Club Roster Calendar Messages Lists Account Admin Customize your view and save settings Club, League, Tour Events USGA Events All Public Events Click here to search Event Directory for public events Day March 2008 February 2008 We Th Fr Mo M T W T 11 13 14 15 12 18 19 20 21 22 24 25 26 27 28 29 March 2008 10 11 12 13 14 15 16 17 18 19 20 21 23 24 25 26 27 28 30 31 April 2008 w 10 11 14 17 18 15 16 19 Legend ● Registered ● Invited (open) ● Sold Out 24 25 26 21 22 23 27 28 29 30

Future and Past Calendars



These are past, current and future calendars. They can be shown in day, week or month form. Events are highlighted as Registered (Green), Invited (Yellow) or Sold Out (Red).

Calendar Option Buttons

Create An Event

Create An Event – Allows you to create your own event.

Member Message Center

From the member homepage click Messages

Messages

This will display the default view, Inbox.



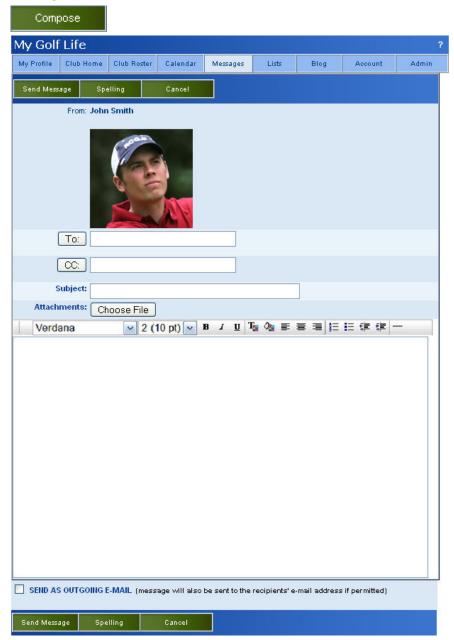
The message center allows you to view, compose, read, delete and search for messages. The default view of the message center is your Inbox, which allows you to view current messages sent to you. To delete messages from your Inbox, click the selection box in the same row as the message(s) you wish to delete, and then click the Delete button.

Sent



The sent view allows you to view all messages that you have sent. It shows you to whom you have sent them, the subject of the message, the date it was sent, and the option to delete the message from your sent viewbox. To delete messages from your Sent box, click the selection box in the same row as the message(s) you wish to delete, and then click the Delete button.

Compose



Compose brings up this page. You can enter the names players you wish to send the message to, or click the To: button which will bring up your player list to select members to send the message to.

CC: Carbon copies the message to other recipients.

Subject is for the subject of your message.

Attachments allows you to attach a file from your computer to the message being sent.

The formatting tool bar allows you to alter the font, size and other effects of the message.

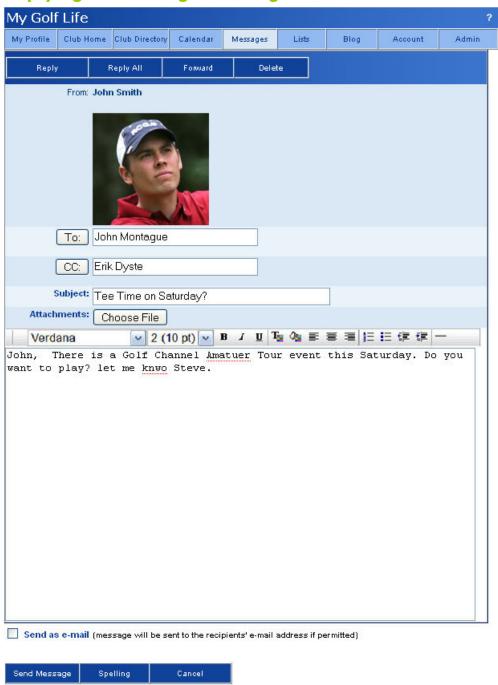
Click the Send As Outgoing E-Mail box in order to send this message to the user's email addresses as well.

Clicking on Send Message will send the message to its intended recipients.

Clicking on Spelling will spell check your message body.

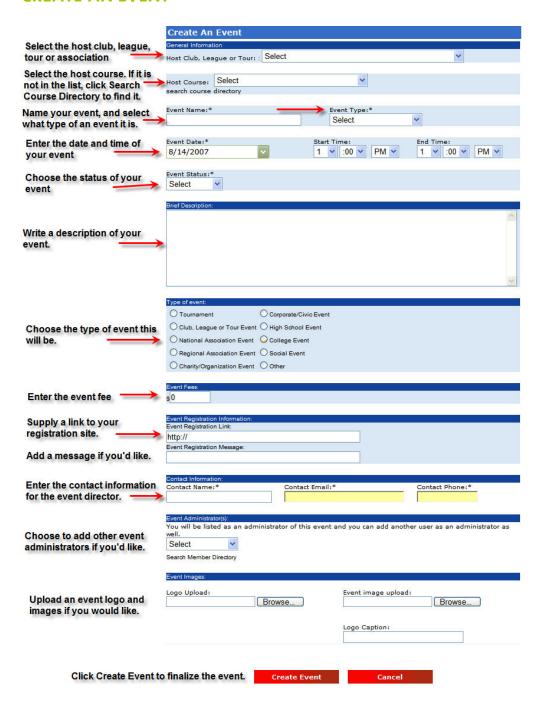
Cancel will exit out of the compose feature.

Replying and Editing a Message



Once you have opened a message in your inbox, you can choose to reply to the sender. You can choose to Reply to just the sender, reply to everyone that the message was sent to by clicking Reply All, forward the message to someone else by clicking Forward, or delete the message by clicking Delete. Editing your message is as simple as changing the text of the message to read and spell correctly.

CREATE AN EVENT

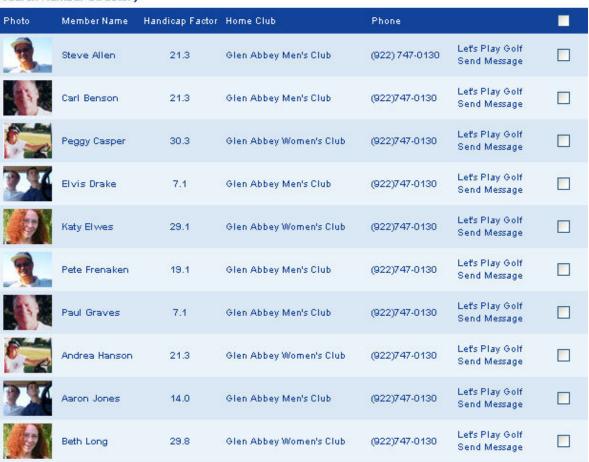


LISTS Lists

My Member List



Search Member Directory



The My Member List shows the member's chosen photo, their name which links to their player home page, their Handicap Index, their home club which links to that club's Network homepage, the member's phone number, the ability to invite the member to play golf and the ability to send that player a message.

ADDING A PLAYER TO YOUR "MY PLAYER LIST"

- 1. From MY HOME PAGE, click the LISTS button.
- 2. Select "My Member List" from the drop down box.
- 3. Click the Add button.
- 4. Enter the Last Name and/or First Name and/or State name of the person for whom you are searching.
- 5. Click the **Search** button.
- 6. From the SEARCH RESULTS page(s), check the box(es) next to the desired Player(s).
- 7. Click the **Select** button.

DELETING A PLAYER FROM YOUR "MY PLAYER LIST"

- 1. From MY HOME PAGE, click the LISTS button.
- 2. Select "My Member List" from the drop down box.
- 3. Check the box(es) next to the Player(s) to be deleted.
- 4. Click the button.

ADDING A COURSE TO YOUR "MY COURSE LIST"

- 1. From MY HOME PAGE, click the **LISTS** button.
- 2. Select "My Course List" from the drop down box.
- 3. Click the Add button.
- 4. Enter a single word of the course name in the "Course Name" field. (General rule: Less is More).
- 5. Click the **Search** button. (Note: If the search returns too many results, you can narrow the results by adding additional information such as a second word from the course name, the city and/or the state in which the course is located).
- 6. From the SEARCH RESULTS page(s), check the box(es) next to the desired Course(s).
- 7. Click the Select button.

DELETING A COURSE FROM YOUR "MY COURSE LIST"

- 1. From MY HOME PAGE, click the **LISTS** button.
- 2. Select "My Course List" from the drop down box.
- 3. Check the box(es) next to the Course(s) to be deleted.
- 4. Click the Delete button.

ADDING A CLUB TO YOUR "MY CLUB LIST"

- 1. From MY HOME PAGE, click the **LISTS** button.
- 2. Select "My Club List" from the drop down box.
- 3. Click the Add button.
- 4. Enter a single word of the club name in the "Name" field. (General rule: Less is more).
- 5. Click the **Search** button. (Note: If the search returns too many results, you can narrow the results by adding additional information such as a second word from the club name, the city and/or the state in which the club is located).
- 6. From the SEARCH RESULTS page(s), check the box(es) next to the desired Course(s).
- 7. Click the **Select** button.

DELETING A CLUB FROM YOUR "MY CLUB LIST"

- 1. From MY HOME PAGE, click the LISTS button.
- 2. Select "My Club List" from the drop down box.
- 3. Check the box(es) next to the Club(s) to be deleted.
- 4. Click the button.

ADDING AN EVENT TO YOUR "MY EVENT LIST"

- 1. From MY HOME PAGE, click the LISTS button.
- 2. Select "My Event List" from the drop down box.
- 3. Click the **Add** button.
- 4. Enter a single word of the tournament name in the "Name" field. (General rule: Less is More).
- 5. Click the **Search** button. (Note: If the search returns too many results, you can narrow the results by adding additional information such as a second word from the tournament name, the city and/or the state in which the club is located).
- 6. From the SEARCH RESULTS page(s), check the box(es) next to the desired Tournament(s).
- 7. Click the Select button.

DELETING A TOURNAMENT FROM YOUR "MY EVENT LIST"

- 1. From MY HOME PAGE, click the **LISTS** button.
- 2. Select "My Event List" from the drop down box.
- 3. Check the box(es) next to the Tournament(s) to be deleted.
- 4. Click the **Delete** button.

CREATING A CUSTOM LIST

- 1. From MY HOME PAGE, click the LISTS button.
- 2. Click the Create button.
- 3. Type the name of your new list in the "List Name" field.
- 4. Select the type of list from the "List Type" drop down box.
- 5. Click the Create button.
- 6. Click the + button or the Add hyperlink.
- 7. Enter the Last Name and/or First Name and/or State name of the person for whom you are searching.
- 8. Click the **Search** button.
- 9. From the SEARCH RESULTS page(s), check the box(es) next to the desired Player(s).
- 10. Click the Select button.
- 11. Repeat steps F-J to add multiple players to your list.

DELETING A CUSTOM LIST

- 1. From MY HOME PAGE, click the LISTS button.
- 2. Click the **DELETE LIST** button.
- 3. Select the name of the list to be deleted from the List Name drop down box.
- 4. Click the **Delete** button.
- 5. Click the **OK** button from the confirmation pop up window.

ACCOUNT BUTTON

Provides information about your membership within the NGN.

Member: John Smith | loqout | Français | Wednesday, November 05, 2008



Membership Information

Below is a snapshot of all your clubs including your Home Club and your Secondary Clubs (if applicable). At any time you may change your home club by clicking on the link "Make Home Club" for the appropriate Secondary Club listed. Please remember that you may only have one Home Club selected at one time and that you may only change your Home Club to one which is currently active.

Account Detail





To add or delete courses from your course list (score posting dropdown) click on the link below. Add/Delete courses from your course list



Personal Information



Network Information/Contact Information – Your Name, Network ID number, Username/Password, Address and Contact Information.

From This box you can change your login information by clicking on the Change User/Pass box. To edit your information shown in your Member Profile, click the Edit Member Profile box.

Home Club and Provincial Golf Association Information – Shows the data relating to your membership in your home club and provincial association.

Membership Information



Account Detail

Membership	Club Name/Listing	Member Since	Renewal Date	Active Season	Setting	Status
Primary Club	GolfNet Country Club	3/6/2008	12/31/2008	12/31/9999-12/31		Active

Shows the Clubs, Leagues and Tours you belong to, how long you have been a member of that particular group, when your renewal date is for it, the group's active season, the option to make a club your home club, and the ability to renew your membership to each club specifically.

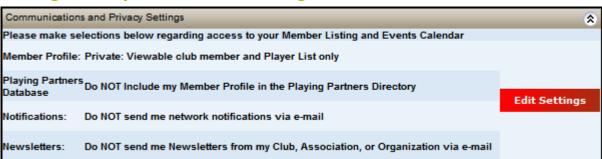
Setting Home Course and Default Tees



To add or delete courses from your course list (score posting dropdown) click on the link below. Add/Delete courses from your course list

To set the default tees for My Home Course, select the tee box from the "Default Tee Box" drop down menu. If your home course is not the course listed, set the drop down menu to "select" and click on the <u>search course</u> directory link. You can search for the course, click on check box next to the course name and it will appear in the drop down menu.

Editing Privacy and Control Settings



Member Profile – Edit Settings: Takes you to your Member Profile Edit page, where you can change your personal information.

Playing Partners Database – Edit Settings: Changes settings to allow you to include your profile in the database or not.

Notifications – Edit Settings: Changes to whether you receive notifications through email or not.

Newsletters – Edit Settings: Changes to whether you receive newsletters from your Club, Associations or Organization through email or not.

Submit and Cancel: Completes changes you have made, or backs out.

Course Handicap Calculator

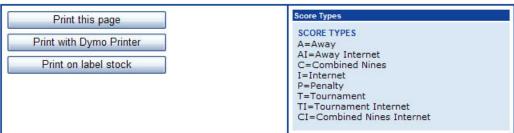
formula that is determined by multiplying his/her Handicap Index by the Slope of the course played and then dividing by 113. The resulting figure is rounded off to the nearest hole number (.5 or more is rounded upward). To calculate your Course Handicap, perform the following steps:

- 1. From MY GOLF LIFE, click the <u>Course Handicap Calculator</u> link located underneath your Handicap Index listing on the right side of the page.
- 2. Enter your USGA Handicap Index.
- 3. Enter the Slope for the course tee box to be played.
- 4. Click the Calculate button.

	Handicap Index: b 36.4 Women +3.5
Choose a co slope rating	urse from your course list or enter the course below. Select
Enter Slope	Rating: (55 to 155)
	Calculate

Printing Your Handicap Card





Instructions: Print Handicap Record

- 1. Select File and Print from your Browser. Print on an 8 1/2" x 11" sheet of heavy white paper.
- 2. Cut around the dotted line on all 4 sides.

This USGA Handicap Index was calculated and distributed in full compliance with the USGA Handicap System.

According to the USGA Handicap Manual and Rules of Golf, this USGA Handicap Index is suitable for handicap-adjusted (net) competition.

If you are interested in printing Handicap Labels (10 per 8.5 x 11 sheet) on your printer, here are the Printing Instructions:

Browser: Internet Explorer 5.5 or greater

Label Stock: AVERY 5069 or AVERY 5199 (video top labels) To print Handicap Record Label follow these instructions:

INTERNET EXPLORER BROWSER PAGE SETUP

Select FILE then PAGE SETUP

SETTINGS

Orientation: Portrait Margins (Inches) Left: 0.75 Right: 0.75 Top: 0.65 Bottom: 0.65