



**Membership and Tournament System**

# **Member's Handbook**

**[www.sgusa.co.za](http://www.sgusa.co.za)**

## **INDEX**

	Page
Introduction	3
Access to MATS	3
Forgot your password	4
Member Home Screen	7
Change Username or Password	7
Update Personal Details	8
Change Email Address	8
Member Directory	10
Events	12

## Introduction

Once you have been through the Sign Up process as described in the Member's Sign Up Handbook, and you are 'on the books' of the Membership and Tournament System (MATS), you are ready to start using the system. Besides being able to manage your own details, you are able to look up details of your fellow members, apply to join events like Nationals, and see results of competitions, not only in your own society, but around the country.

You will be notified of draws, changes to draws, receive your annual subscriptions and invoices to stock you purchase. You will be able to enter competitions both of your own society and other societies should you be out of town. This handbook will explain how you do each of the functions available to you as member.

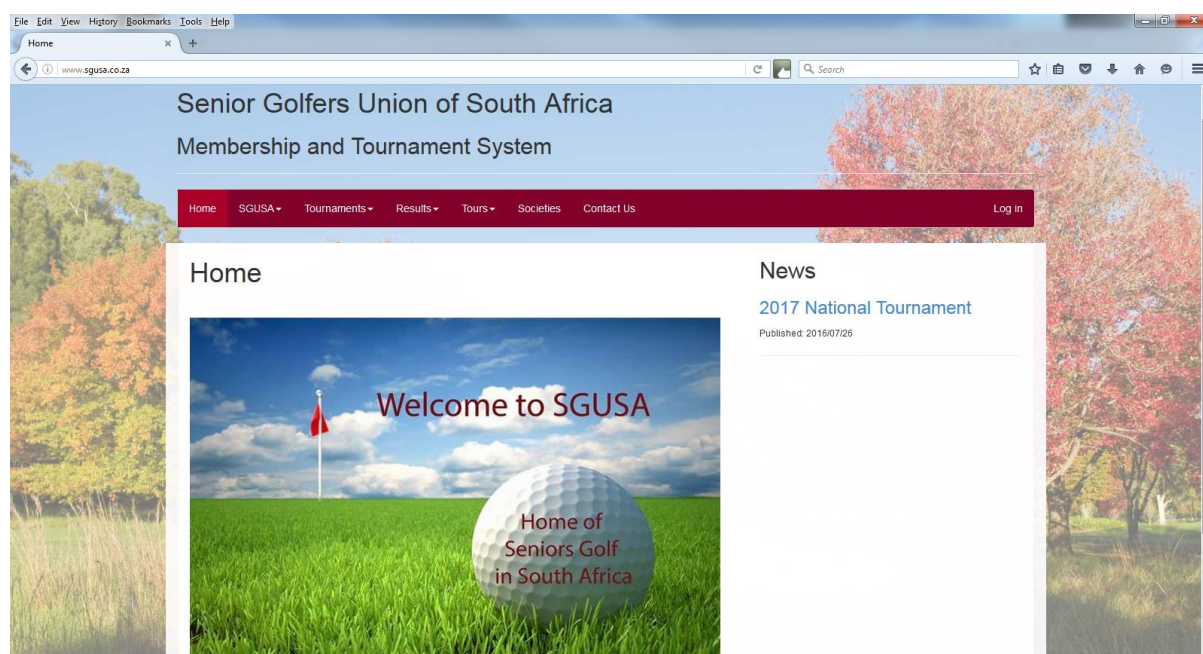
## Access to MATS

To gain access to the system from any device connected to the Internet, start the Internet Browser of your choice. The common browsers are Windows Explorer and Edge, Google Chrome, Firefox, and Apple Safari.

Enter the following URL in the top bar of the browser:

[www.sgusa.co.za](http://www.sgusa.co.za)

You will be presented with this page



To Log in to the system, click on the Log in sign right side of on the top banner. You will be taken to this page.

Senior Golfers Union of South Africa  
Membership and Tournament System

Home SGUSA Tournaments Results Tours Societies Contact Us Log in

### Log in

Use a local account to log in.

Username

Password

☐ Remember me?

[Forgot your password?](#)

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On this page you enter your Username and Password and click [Log in](#) below the [Remember me?](#) button. Should you want your browser to remember your Log in details, tick the Remember me box after you have initially entered your details.

### [Forgot your password?](#)

This will probably be the most used function in the system! If you have forgotten your Username or Password, click on the [Forgot your password?](#) button. This will take you to this screen.

Senior Golfers Union of South Africa  
Membership and Tournament System

Home SGUSA Tournaments Results Tours Societies Contact Us Log in

### Forgot your password?

You need to fill in any one of the following

Enter your details

Username

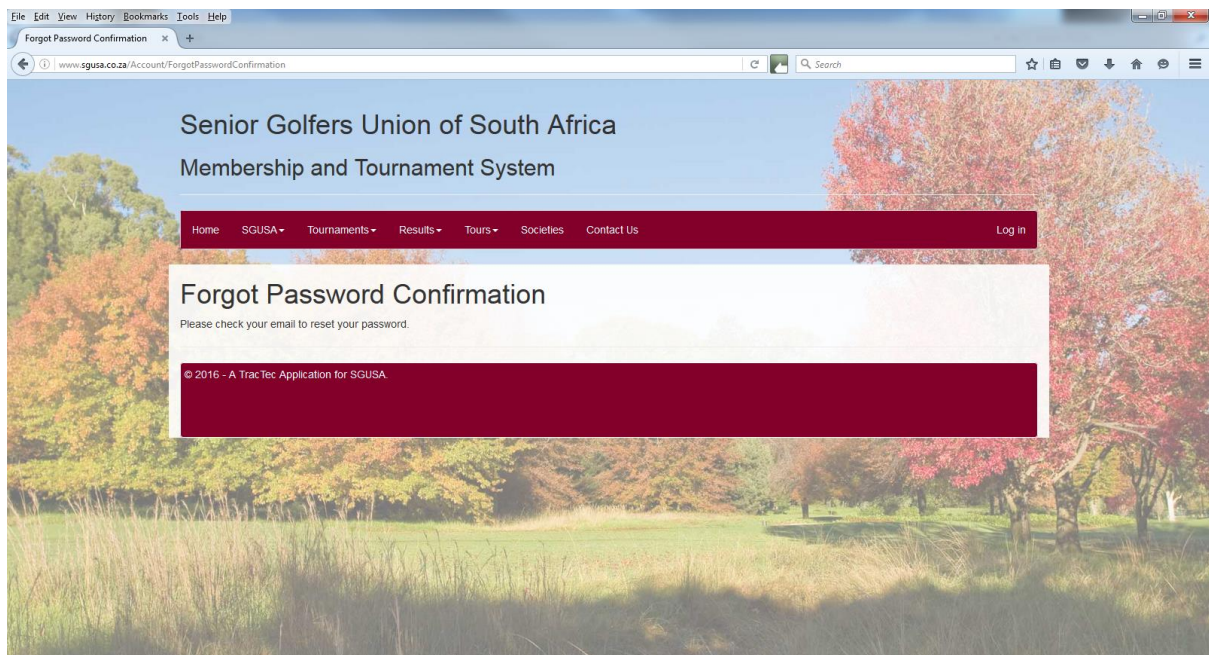
Email Address

SA Player ID

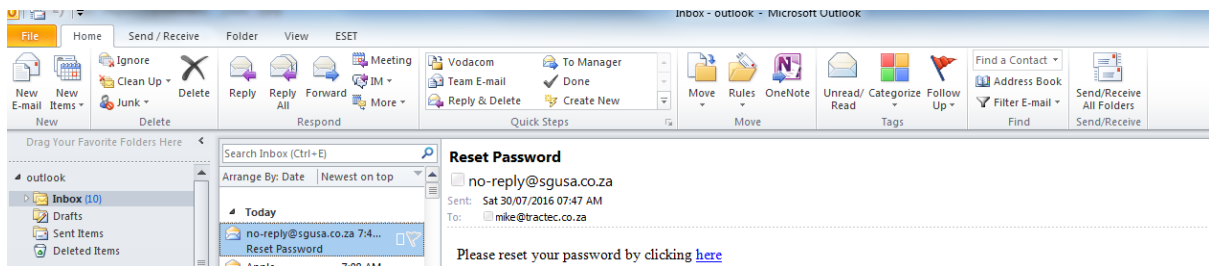
© 2016 - A TracTec Application for SGUSA.

Here you need to enter any one of your Username, Email address, or SA Player ID and click [Submit](#). You will be presented with this Confirmation Screen.

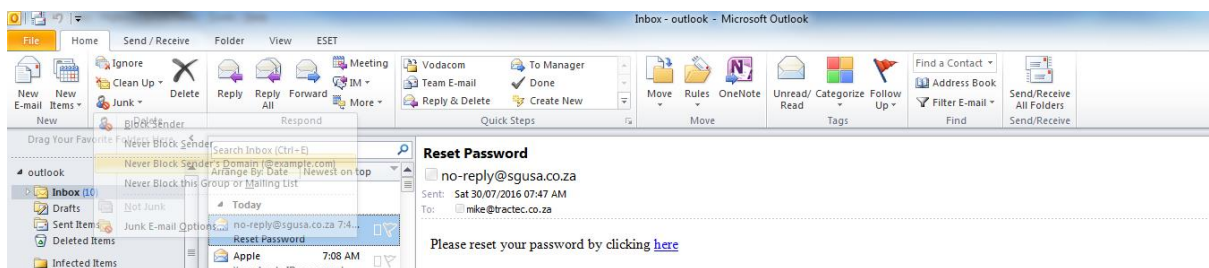




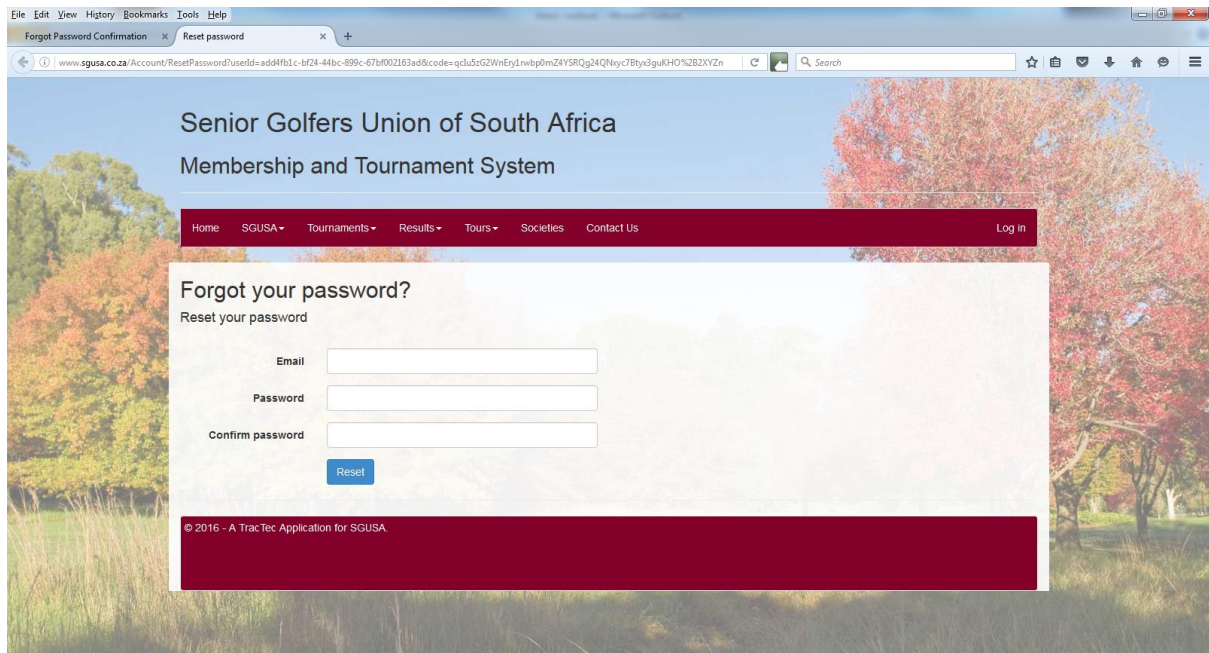
An Email will now be sent to your Email address. Go to your Email inbox and look for an Email from [no-reply@sgusa.co.za](mailto:no-reply@sgusa.co.za) titled Reset Password.



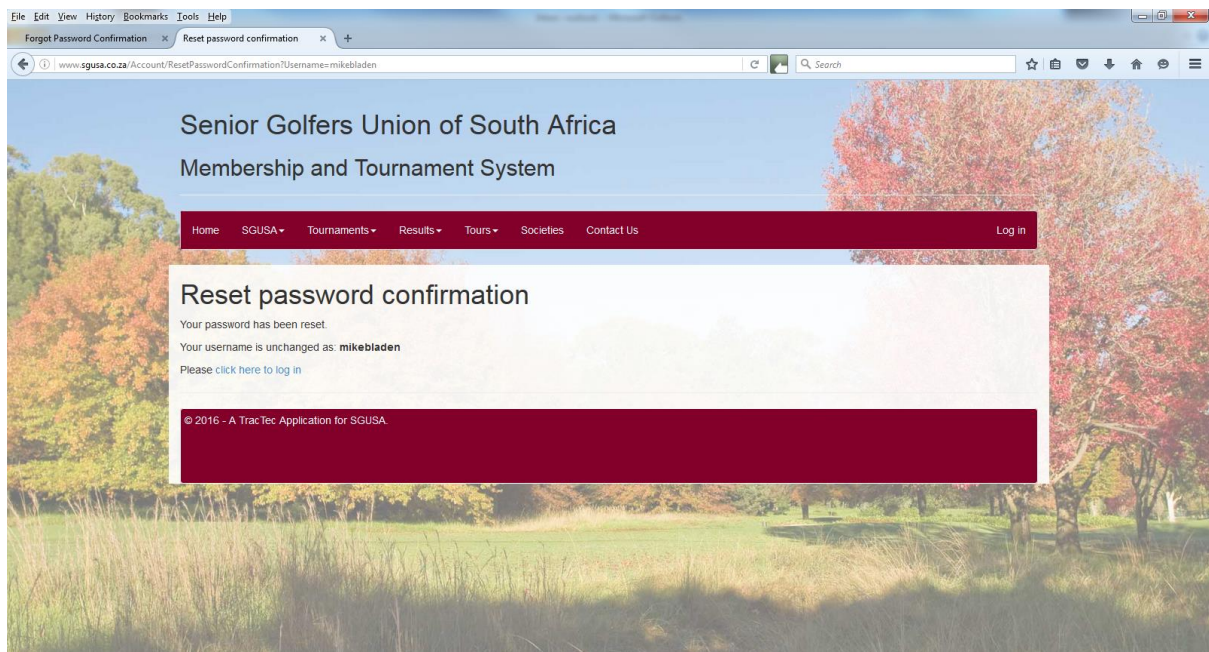
Should you do not find it, look in your junk folder, and if it is there, drag it into your inbox. To prevent emails from the system going to your junk folder in Outlook, click on Junk tab on the top bar while the email from sgusa.co.za is selected, and click on Never Block Senders Domain from the drop down box.



In the Email, you will be asked to 'Please reset your password by clicking [here](#)'. Once you have clicked on [here](#), you will be presented with this screen, where you have to enter your email address and choose a password of a minimum 6 letters which can be any character, numeral or punctuation. Remember that a capital A is different from a lower case a!



Once you click on [Reset](#), you will be presented with



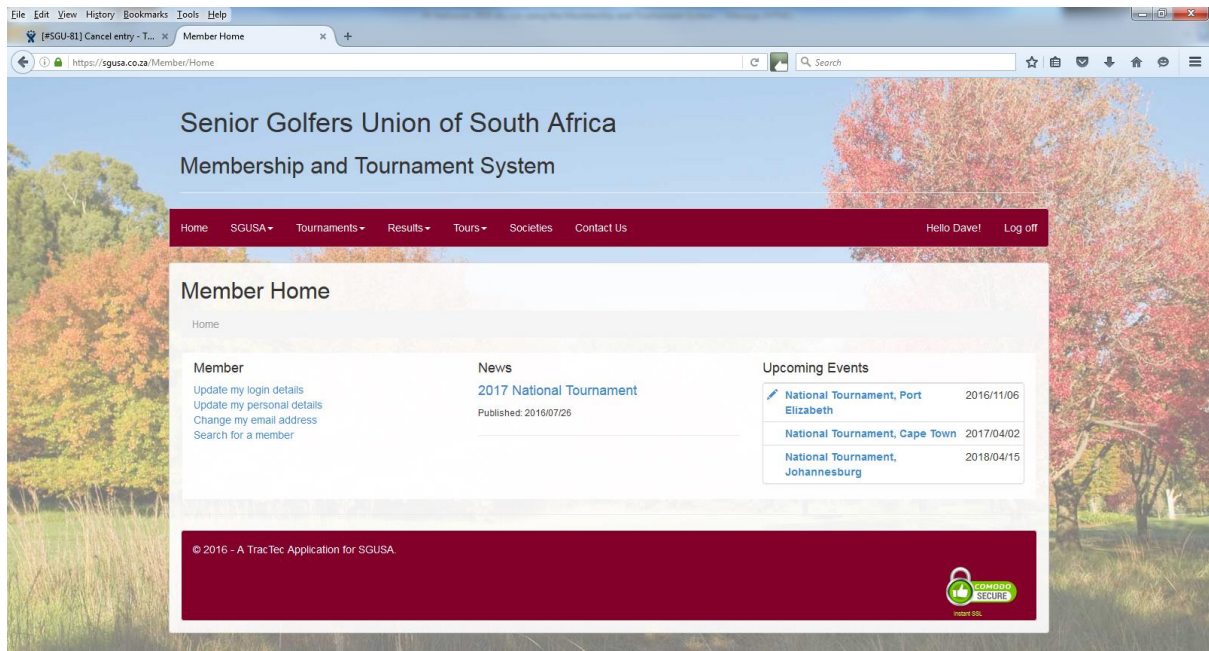
Your original Username is displayed to jog your memory. Once you now click on [click here to login](#), you will be taken to the Login screen where you first started.

If you find that you have now forgotten your Username or password, best grab a notebook and pencil, click on [Forgot your password](#) again, and start reading this chapter again while making notes!



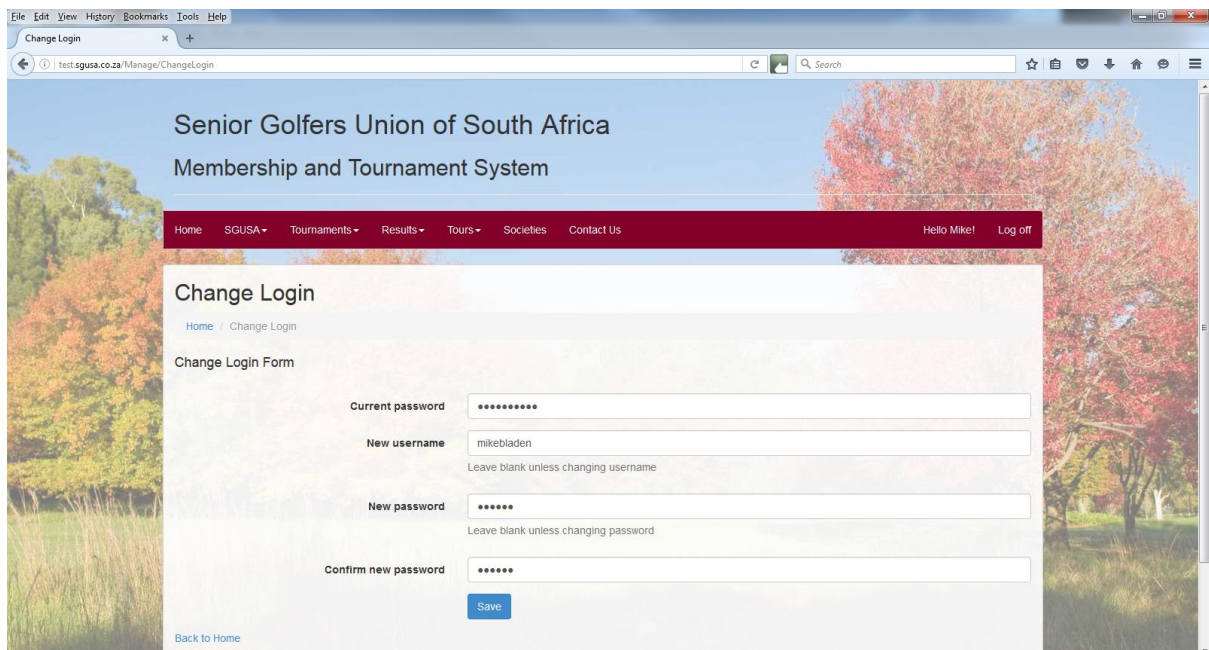
## Member Home

Once you have successfully logged on as a Member, you will be presented with the Member Home screen.



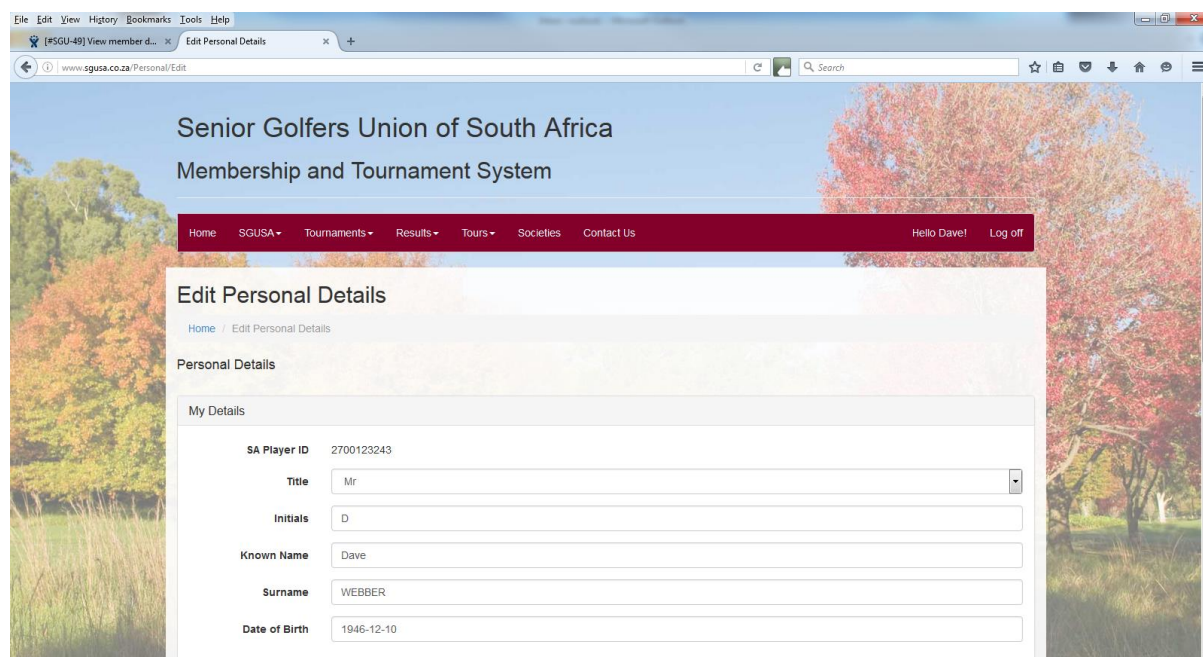
This is a similar page to the original page you were presented when you first gained access to MATS, but instead of a Welcome to SGUSA screen, you now have a Menu of functions under the Member heading. On the top right bar, you will be greeted by your Known Name, and next to is the Log off button which you use to go back to the first Welcome screen.

Should you want to change your Username or password, click on [Update my login details](#). This takes you to this screen



Here you must again enter your password, followed by your new username and new password. You must confirm new password by typing it in again.

You as a member of the system are responsible for ensuring your personal details are kept up to date. This you do in [Update my personal details](#), where you get this screen



The screenshot shows a web browser window displaying the 'Senior Golfers Union of South Africa Membership and Tournament System'. The page is titled 'Edit Personal Details'. The navigation bar includes links for Home, SGUSA, Tournaments, Results, Tours, Societies, and Contact Us. The user is logged in as 'Hello Dave!' and can click 'Log off'. The main content area is titled 'Edit Personal Details' and contains a form with the following fields:

My Details	
SA Player ID	2700123243
Title	Mr
Initials	D
Known Name	Dave
Surname	WEBBER
Date of Birth	1946-12-10

This screen is divided into three sections; My Details, Contact Details and Partner Details. The only 'tricky' entry is the Date of Birth which is normally stored as YYYY-MM-DD, but this can be dependent on which browser you are using, and what your date settings are in your system. If all else fails, try entering 12 January 1948 for example.

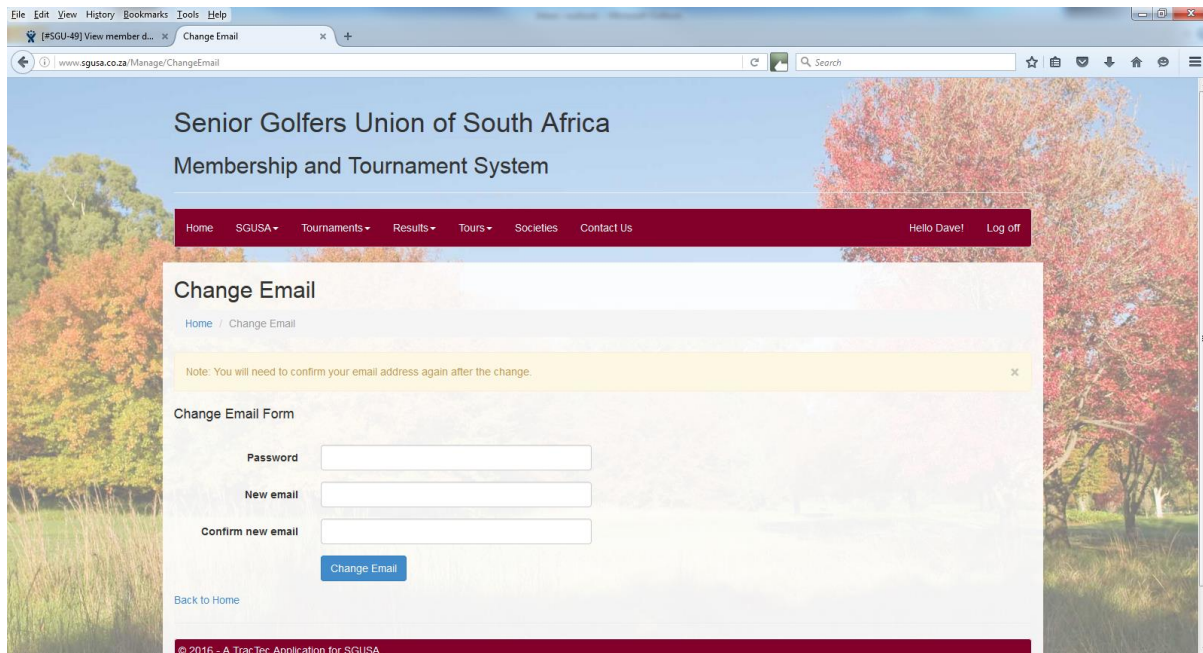
If you do not have a particular contact number, leave it blank. Similarly, Partner Details are voluntary fields, but you never know when your buddies need to get hold of her urgently! There is no need to put your partner's surname in if it is the same as yours. The preferred format for phone numbers is 041 123 4567, and 082 123 4567.

Click on **Save** if you have changed anything.

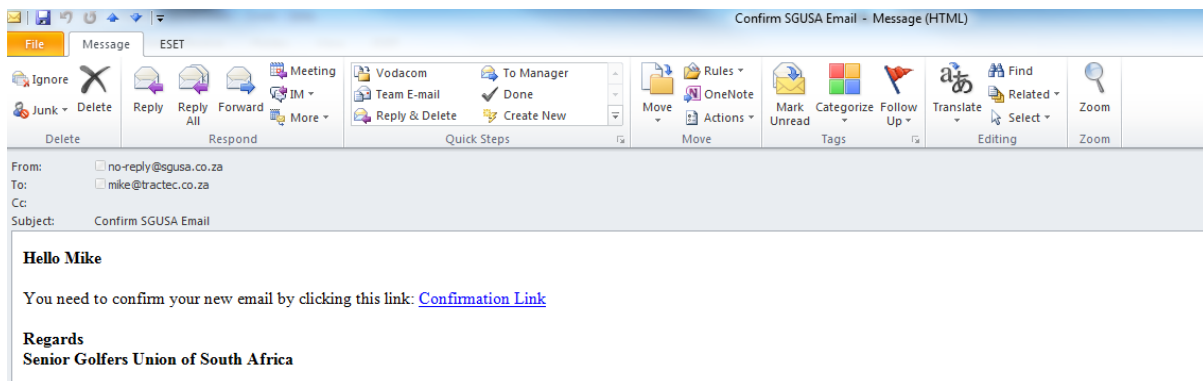
#### [Change Email address](#)

The requirement of this system is that every user (member) has a unique Email address. Should you change Email address for any reason, click the [Change my email address](#) menu item. You will be taken to this screen, where you will need to enter your password, and type in your new email address twice before clicking the **Change Email** button.

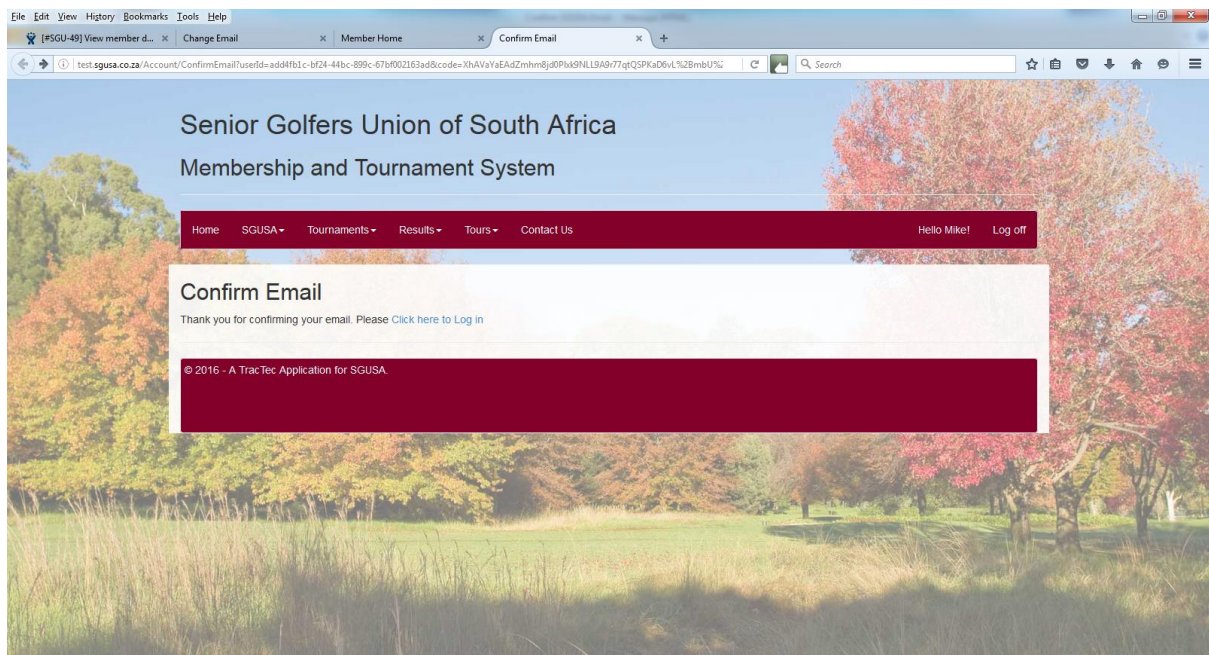




You will be returned to the Home page, but an email will be sent to you with subject 'Confirm SGUSA Email'.

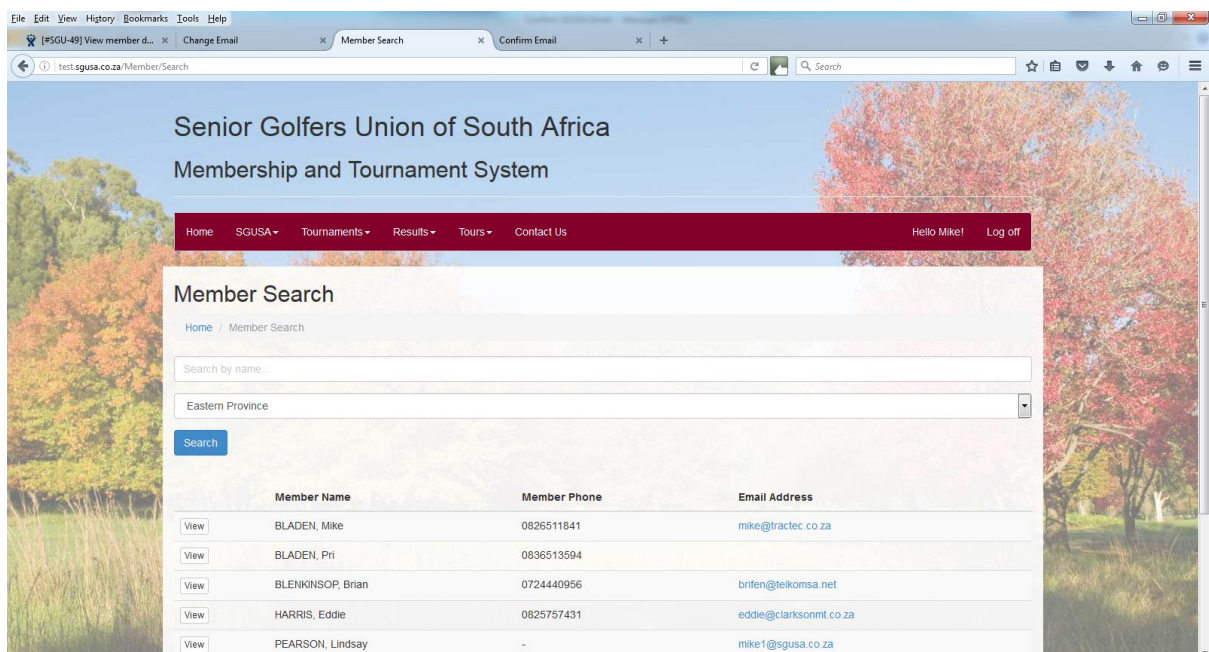


Once you click on the Confirmation Link, you will be taken to the following screen which thanks you for confirming your email. If you had Logged off prior to handling the email, you can log in again by the clicking the prompt, otherwise simply click on the Home button which you can do from any page at any time.

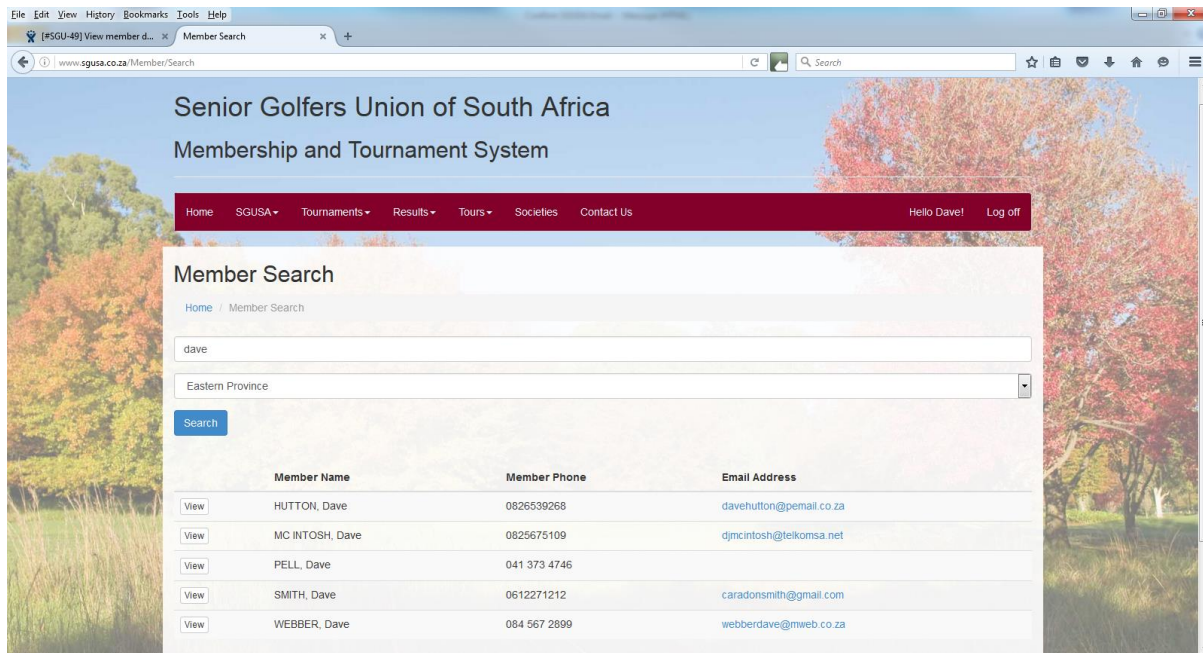


## Member Directory

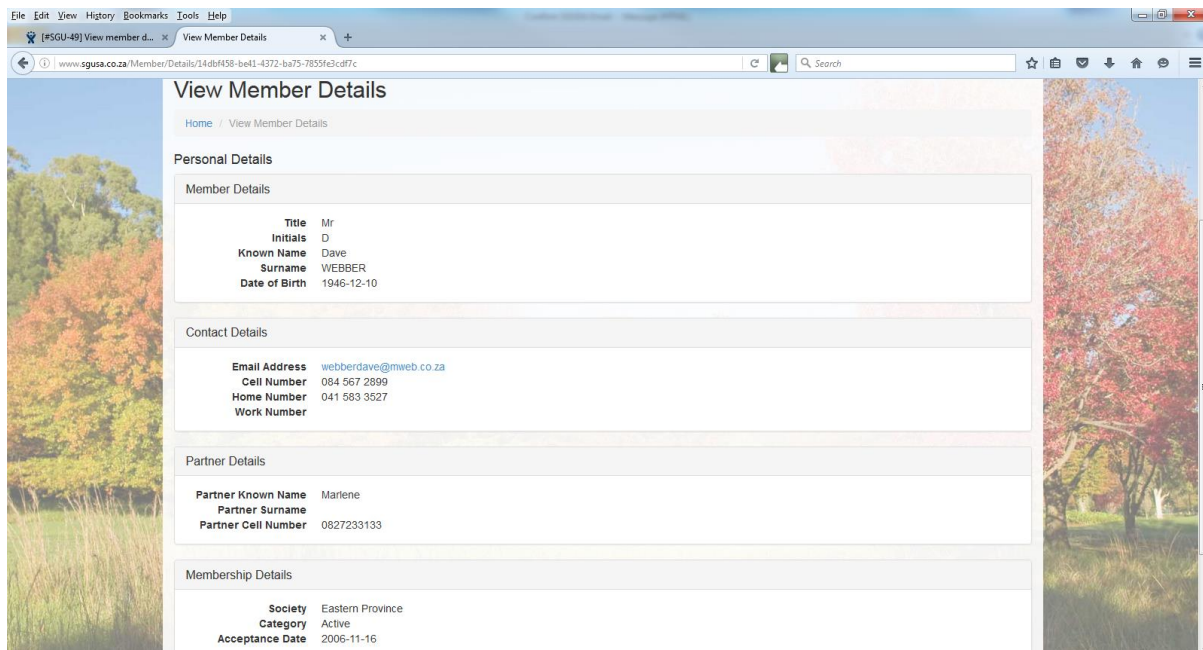
As all Senior Golfers details are stored on this system, you as member are able to find their details in [Search for a member](#). You get presented with a member list of your own Society by default.



You may either scroll to find the member you are searching for, or you can search by entering some part of his Surname or Known name, together with the Society he belongs to. To get a full society listing, choose the society and leave the search by name field blank.



Once you have found the member you are searching for, you can click the View button next to his name to get his details. You will be presented with this screen.

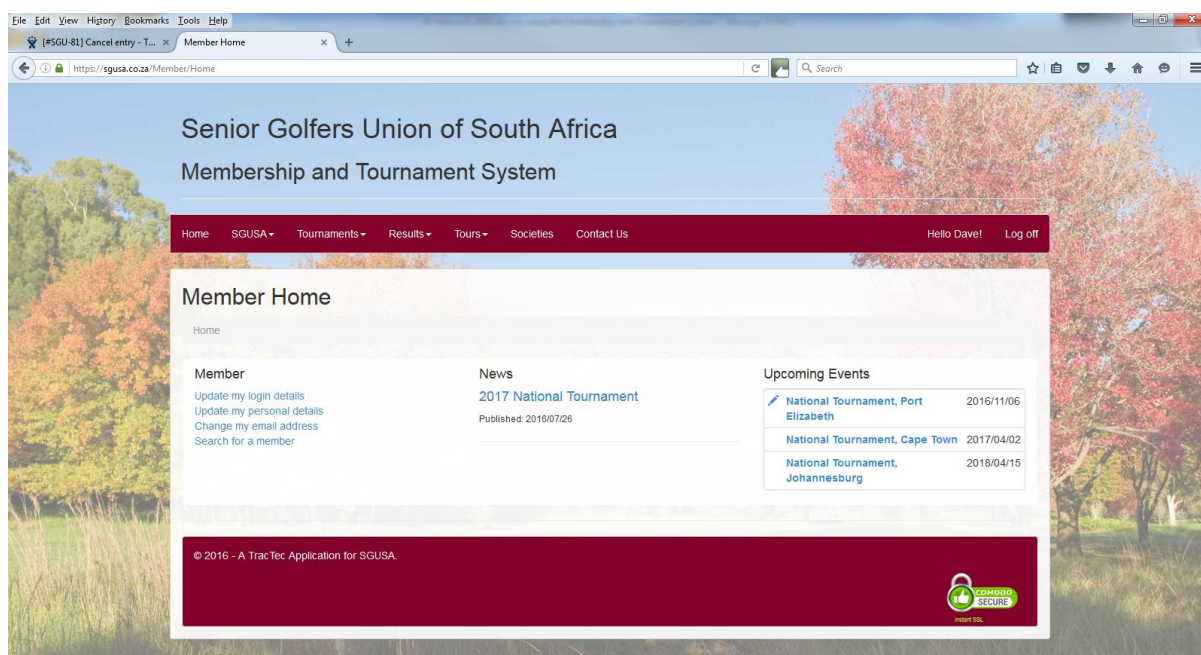


To return to the list you were on, click on the back arrow of your browser (top left corner). If you click on Back to list at the bottom of the page, you will be returned to the full members list of your home society. Otherwise click Home to get back to the Member Home page.



## Events

The Events calendar is displayed on the right hand side of the Member Home page. The most important event on the Calendar is the Senior Nationals each year which involves all Societies.



Each event is preceded by a symbol showing your status regarding the event.

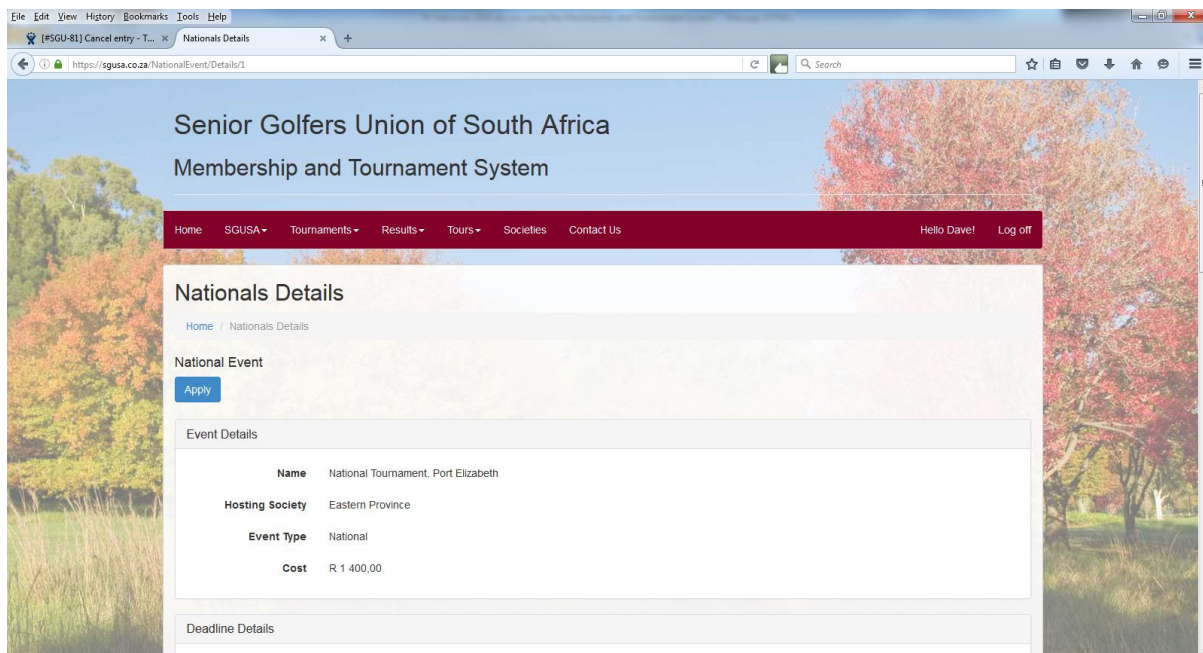
### **The meaning of the symbols for Nationals is as follows: -**

- (No Symbol) not yet open for applications.
- (Blue Pencil) waiting for you to make your mark, you have not entered.
- (Green Thumbs-up) you have entered, awaiting final acceptance date.
- (Green tick) you have been accepted to play Nationals.
- (Amber Thumbs-up) you have not been accepted, but you are on the waitlist.
- (Red Cross) you have withdrawn from Nationals.

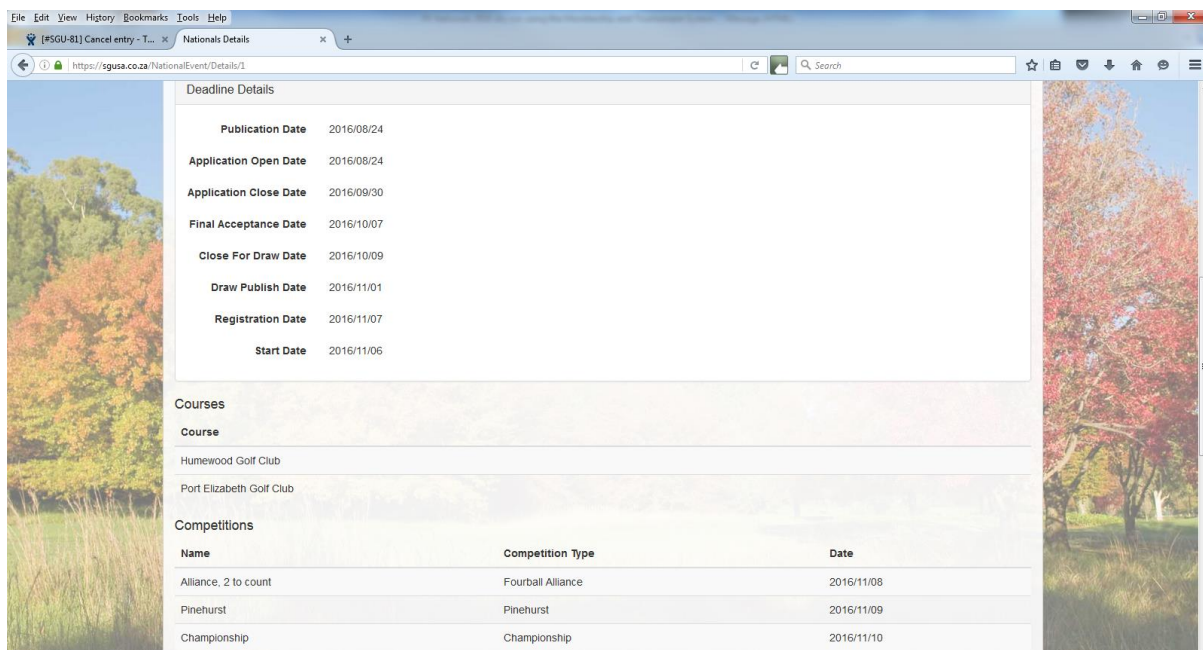
### **The meaning of the symbols for Society Events is as follows: -**

- (No Symbol) not yet open for entries.
- (Blue Pencil) waiting for you to make your mark, you have not entered.
- (Green Thumbs-up) you have entered, awaiting acceptance-9hole/multi-society.
- (Green tick) you have entered and been accepted, normally automatic.
- (Amber Thumbs-up) you have not been accepted, but you are on the waitlist.
- (Red Cross) you have tendered your apology, or withdrawn.

To apply to partake in an event, simply click on the Event Name to get the following screen, which is divided into several sections:

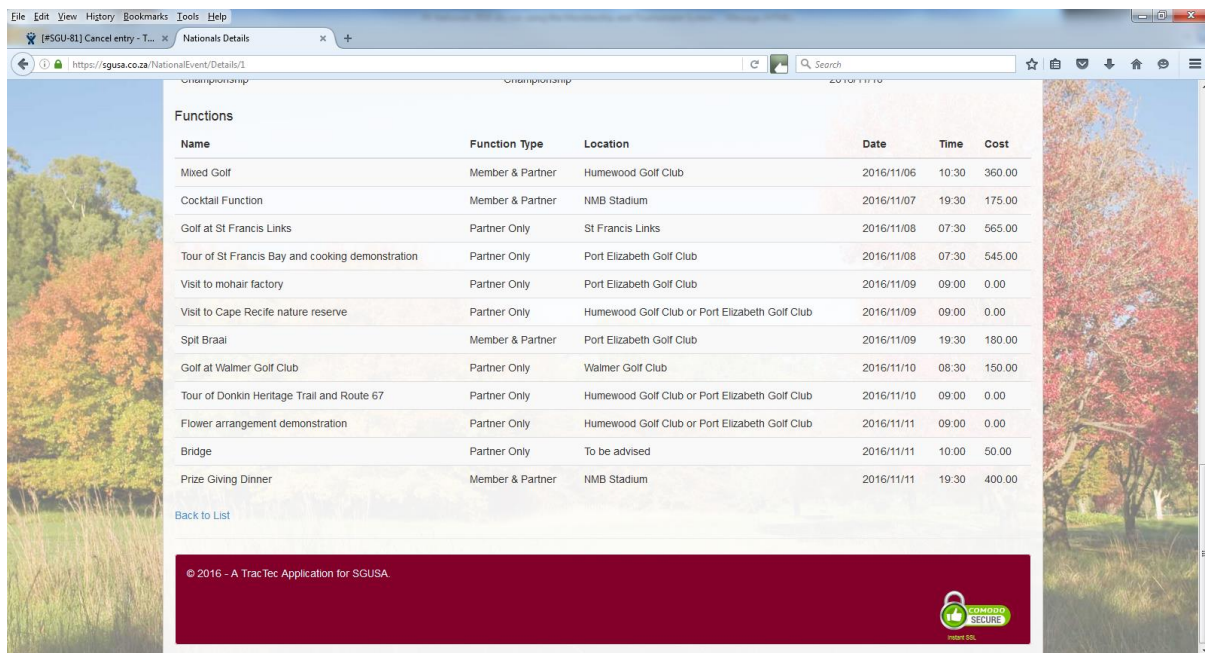


To apply, please first study all the sections of this screen to ensure correct selection. For our National Tournament, there is a base cost per member which includes 4 rounds of golf, the opening cocktail function and the final prize-giving dinner.



Publication Date	When the event appears on the Member Home Screen
Application Open Date	When members may apply
Application Close Date	Societies begin the process of accepting members
Final Acceptance Date	Societies must have completed the acceptance process
Close for Draw Date	The Tournament Director begins the Draw process
Draw Publish Date	The draw is published for all members to peruse
Registration Date	Participants report for registration at registration venue
Start Date	The date the event starts, normally with Sunday mixed golf

Courses and Competitions are self-explanatory.



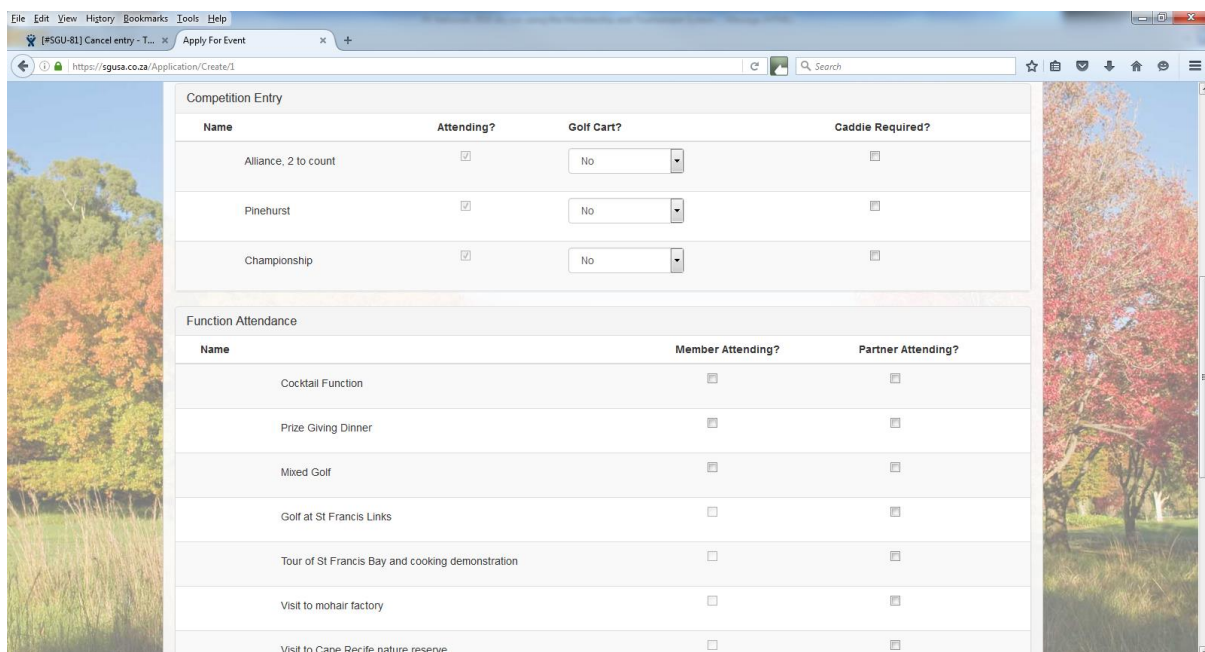
The screenshot shows a web browser window with the URL <https://sgusa.co.za/NationalEvent/Details/1>. The page title is "National Event Details". The main content area is titled "Functions" and contains a table with the following data:

Name	Function Type	Location	Date	Time	Cost
Mixed Golf	Member & Partner	Humewood Golf Club	2016/11/06	10:30	360.00
Cocktail Function	Member & Partner	NMB Stadium	2016/11/07	19:30	175.00
Golf at St Francis Links	Partner Only	St Francis Links	2016/11/08	07:30	565.00
Tour of St Francis Bay and cooking demonstration	Partner Only	Port Elizabeth Golf Club	2016/11/08	07:30	545.00
Visit to mohair factory	Partner Only	Port Elizabeth Golf Club	2016/11/09	09:00	0.00
Visit to Cape Recife nature reserve	Partner Only	Humewood Golf Club or Port Elizabeth Golf Club	2016/11/09	09:00	0.00
Split Braai	Member & Partner	Port Elizabeth Golf Club	2016/11/09	19:30	180.00
Golf at Walmer Golf Club	Partner Only	Walmer Golf Club	2016/11/10	08:30	150.00
Tour of Donkin Heritage Trail and Route 67	Partner Only	Humewood Golf Club or Port Elizabeth Golf Club	2016/11/10	09:00	0.00
Flower arrangement demonstration	Partner Only	Humewood Golf Club or Port Elizabeth Golf Club	2016/11/11	09:00	0.00
Bridge	Partner Only	To be advised	2016/11/11	10:00	50.00
Prize Giving Dinner	Member & Partner	NMB Stadium	2016/11/11	19:30	400.00

Below the table is a "Back to List" link. At the bottom of the page, there is a footer that reads "© 2016 - A TracTec Application for SGUSA." and a "COMODO SECURE" logo.

The Functions and Ladies Program need most of your attention. Some functions run concurrently to cater for multiple tastes. The costs are per head.

Scroll back to the top of this page and click **Apply** to record the choices you have made on the following screen: -



The screenshot shows a web browser window with the URL <https://sgusa.co.za/Application/Event/1>. The page title is "Apply For Event". The main content area is divided into two sections: "Competition Entry" and "Function Attendance".

**Competition Entry**

Name	Attending?	Golf Cart?	Caddie Required?
Alliance, 2 to count	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pinehurst	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Championship	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**Function Attendance**

Name	Member Attending?	Partner Attending?
Cocktail Function	<input type="checkbox"/>	<input type="checkbox"/>
Prize Giving Dinner	<input type="checkbox"/>	<input type="checkbox"/>
Mixed Golf	<input type="checkbox"/>	<input type="checkbox"/>
Golf at St Francis Links	<input type="checkbox"/>	<input type="checkbox"/>
Tour of St Francis Bay and cooking demonstration	<input type="checkbox"/>	<input type="checkbox"/>
Visit to mohair factory	<input type="checkbox"/>	<input type="checkbox"/>
Visit to Cape Recife nature reserve	<input type="checkbox"/>	<input type="checkbox"/>

Most of this is again self-explanatory, but there a couple of “tricks”. If you have a “cart to share”, but you want to share it with your Pinehurst Partner on day 2, both of you should enter No under Golf Cart for that day.



While the Cocktail Function and Prize Giving Dinner are included in the overall price for members, the Local Organising Committee still want to know whether you will be attending or not.

Once you have completed this form, please click [Submit Application](#).

The screenshot shows the 'Event Confirmation' page of the Senior Golfers Union of South Africa Membership and Tournament System. The page has a maroon header with navigation links: Home, SGUSA, Tournaments, Results, Tours, Societies, and Contact Us. A user is logged in as 'Hello Dave!'. The main content area is titled 'Event Confirmation' and includes a breadcrumb trail 'Home / Event Confirmation'. A light blue box states: 'Here are the details of your entry to this event.' Below this, there are links for 'Add Travel Arrangements', 'Amend', and 'Cancel'. The 'Event Details' section shows the 'Expected Payment' as 'R 2 900,00'. The event is the 'National Tournament, Port Elizabeth', the member is 'Dave WEBBER', and the society is 'Eastern Province'.

The screenshot shows the 'Event Confirmation' page with two main sections: 'Competition Entry' and 'Function Attendance'.

**Competition Entry**

Name	Golf Cart?	Caddie Required?
Alliance, 2 to count	No	✓
Pinehurst	No	✓
Championship	Yes	✗

**Function Attendance**

Name	Member Attending?	Partner Attending?
Cocktail Function	✓	✓
Prize Giving Dinner	✓	✓
Mixed Golf	✗	✗
Golf at St Francis Links	✗	✓
Tour of St Francis Bay and cooking demonstration	✗	✗
Visit to mohair factory	✗	✗
Visit to Cape Recife nature reserve	✗	✗
Spit Braai	✓	✓
Golf at Walmer Golf Club	✗	✗
Tour of Donkin Heritage Trail and Route 67	✗	✗
Flower arrangement demonstration	✗	✗

The Event confirmation screen confirms your entry, together with the Expected Payment which will need to be paid if you are accepted. It also allows you to amend or cancel your entry.

Travel Arrangements and Pinehurst Partners will also be available from this screen.

Simply click on the Home button to return to the Member Home Screen.