



Membership and Tournament System

Member's Nationals Handbook

www.sgusa.co.za

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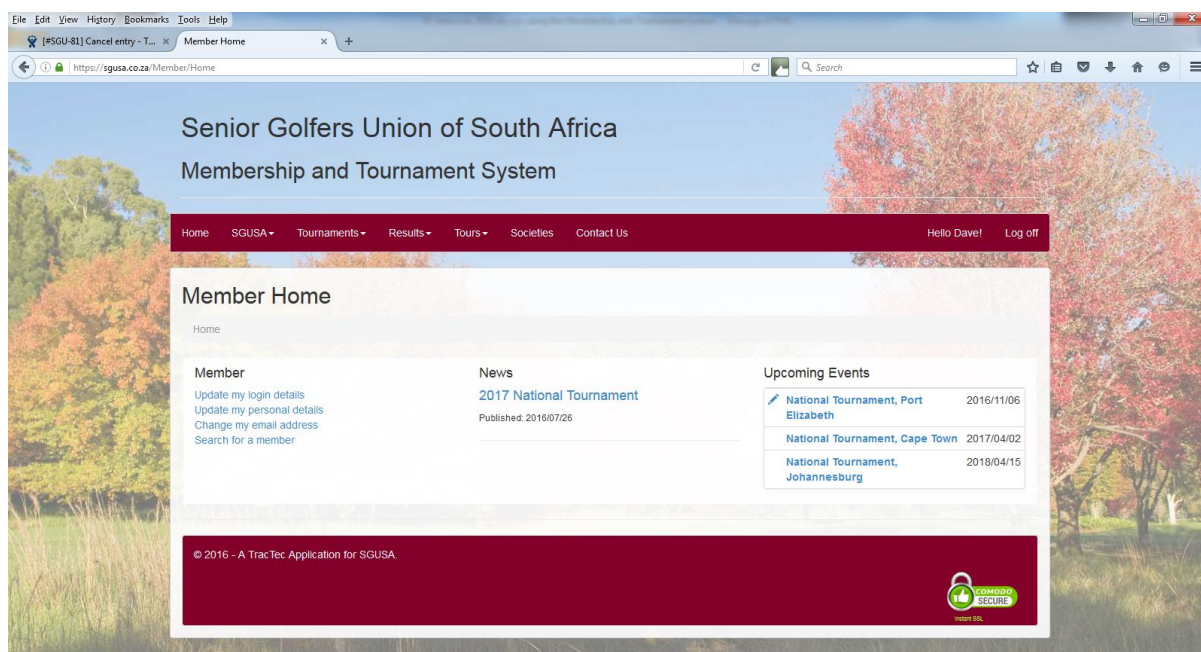
Introduction

Once a year, around April, there is the event called Senior Nationals, and everyone wants to play in it. You have fulfilled your playing commitments during the year, and you receive an email requesting you to apply for Nationals.

This handbook goes through the process of Nationals from initial application through to browsing the results some six months later

Upcoming 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.



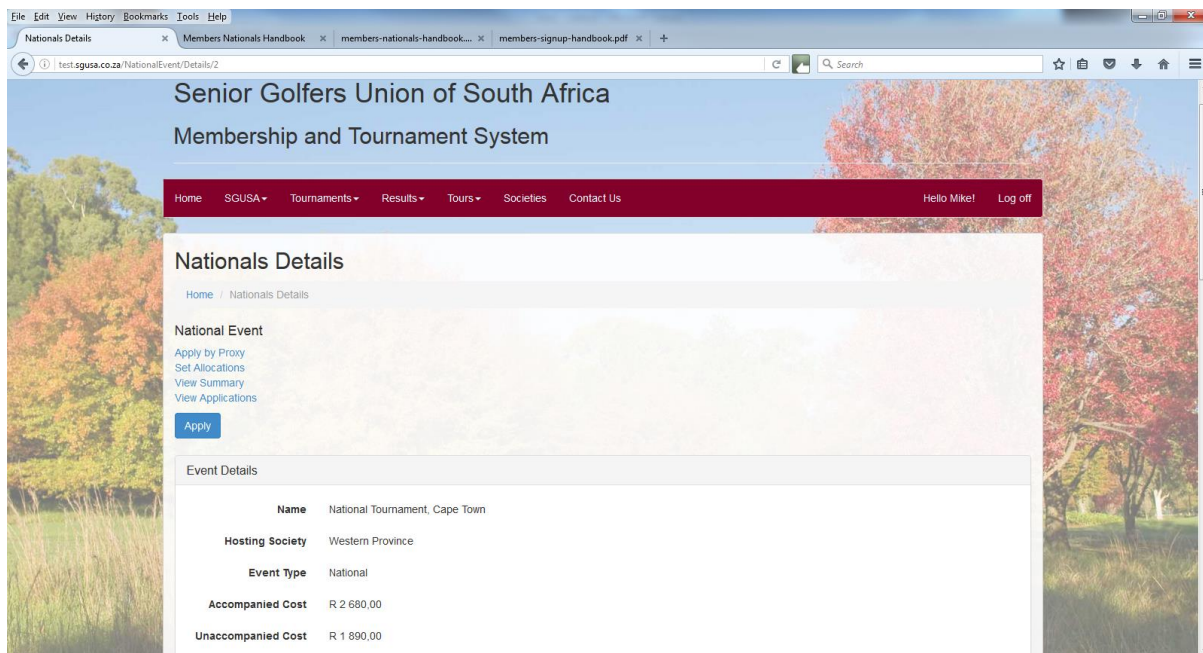
Each event is preceded by a symbol showing your status regarding the event.

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

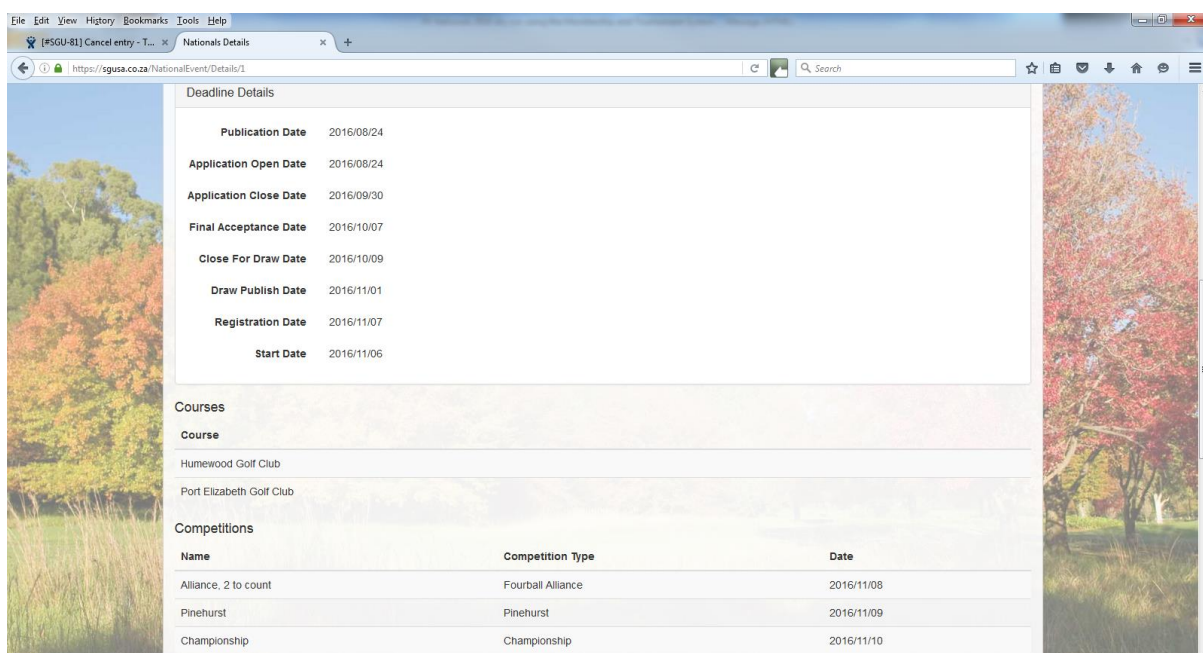
- (No Symbol) not yet open for applications.
- (Blue Pencil) waiting for you to make your mark, you have not entered.
- (Green Thumbs-up) you have entered, awaiting final acceptance date.
- (Green tick) you have been accepted to play Nationals.
- (Amber Thumbs-up) you have not been accepted, but you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- (Red Cross) you have withdrawn from Nationals.

Application

To apply to partake in the Nationals, 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 unaccompanied member which includes 4 rounds of golf, the opening cocktail function and the final prize-giving dinner. There is also a base cost for an accompanied member, which then also includes the cocktail function and prize-giving dinner for the member's partner.

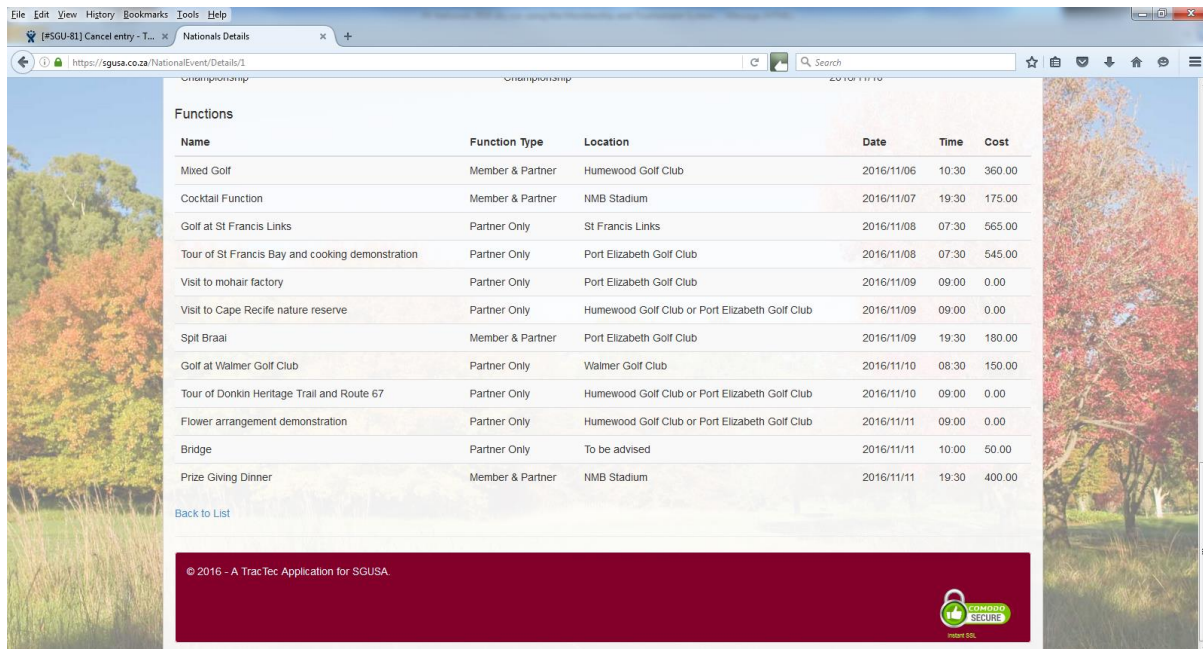


Publication Date	When the event appears on the Member Home Screen
Application Open Date	When members may apply
Application Close Date	Societies begin the process of accepting members
Final Acceptance Date	Societies must have completed the acceptance process
Close for Draw Date	The Tournament Director begins the Draw process
Draw Publish Date	The draw is published for all members to peruse

Registration Date
Start Date

Participants report for registration at registration venue
The date the event starts, normally with Sunday mixed golf

Courses and Competitions are self-explanatory.

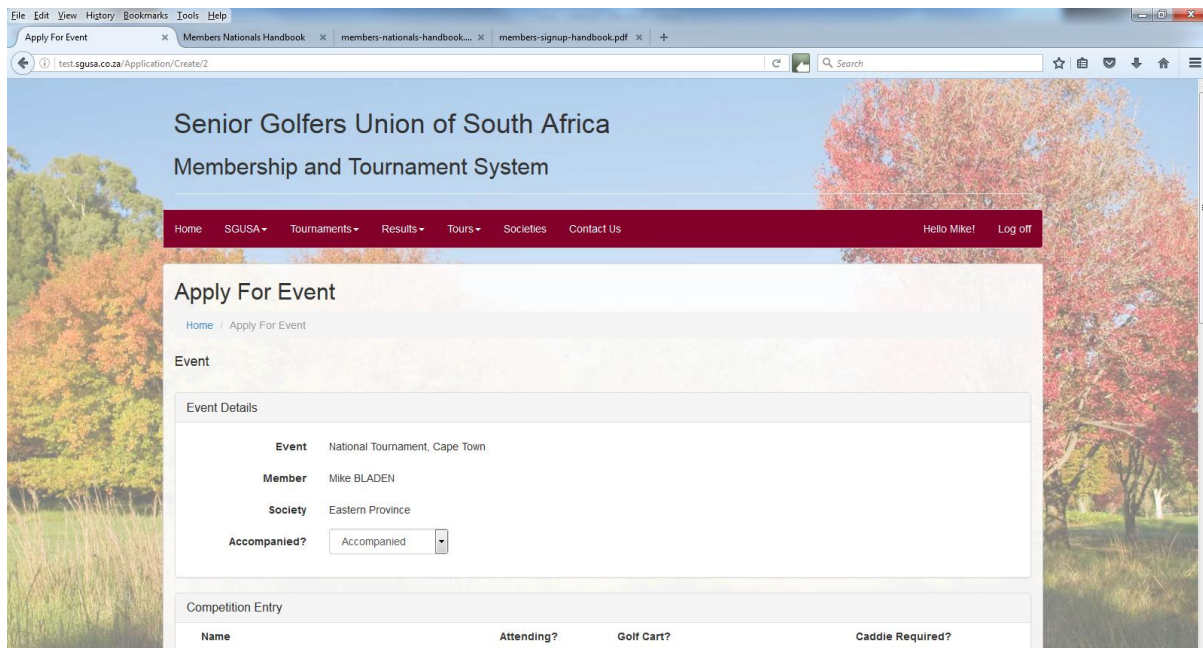


The screenshot shows a web browser window with the URL <https://sgusa.co.za/NationalEvent/Details/1>. The page title is "Nationals Details". It displays a table of functions for a national event. The table has columns for Name, Function Type, Location, Date, Time, and Cost. Below the table is a "Back to List" link. At the bottom, there is a copyright notice: "© 2016 - A TracTec Application for SGUSA." and a "COMODO SECURE" logo.

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
Spit 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

The Functions and Ladies Program need most of your attention. Some functions run concurrently to cater for multiple tastes – be sure not to be in two places at once. 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 the "Apply For Event" page on the SGUSA website. The page has a header with the SGUSA logo and navigation links. The main content area is titled "Apply For Event" and contains a form for event registration. The form includes fields for Event, Member, Society, and Accompanied? (with a dropdown menu). Below the form is a section for "Competition Entry" with columns for Name, Attending?, Golf Cart?, and Caddie Required?.

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Membership and Tournament System

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Apply For Event

Home / Apply For Event

Event

Event Details

Event National Tournament, Cape Town

Member Mike BLADEN

Society Eastern Province

Accompanied? Accompanied

Competition Entry

Name	Attending?	Golf Cart?	Caddie Required?
------	------------	------------	------------------

Name	Attending?	Golf Cart?	Caddie Required?
Fourball Alliance, 2 to count	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pinehurst, enter with partner	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Championship over 36 holes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Name	Date	Time	Cost	Member Attending?	Partner Attending?
Mixed Golf	2016/11/06	10:30	180.00	<input type="checkbox"/>	<input type="checkbox"/>
Cocktail Function	2016/11/07	19:30	175.00	<input type="checkbox"/>	<input type="checkbox"/>
Golf at St Francis Links	2016/11/08	07:30	565.00	<input type="checkbox"/>	<input type="checkbox"/>
Tour of St Francis Bay and cooking demonstration	2016/11/08	07:30	545.00	<input type="checkbox"/>	<input type="checkbox"/>
Visit to mohair factory	2016/11/09	09:00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Visit to Cape Recife nature reserve	2016/11/09	09:00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Spit Braai	2016/11/09	19:30	180.00	<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](#).

Event confirmation

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Event Confirmation

[Home](#) / [Event Confirmation](#)

Here are the details of your entry to this event.

Event
[Add Travel Group](#)
[View Pinehurst Partner](#)
[Withdraw](#)

Event Details

Expected Payment R 1 760,00

Event National Tournament, Port Elizabeth
Member Dave WEBBER
Society Eastern Province

The screenshot shows a web browser window titled 'Event Confirmation' with the URL 'test.sgusa.co.za/Confirmation/Details/1'. The page is divided into two main sections: 'Competition Entry' and 'Function Attendance'.

Competition Entry

Name	Golf Cart?	Caddie Required?
Fourball Alliance, 2 to count	No	✗
Pinehurst, enter with partner	No	✗
Championship over 36 holes	No	✗

Function Attendance

Name	Date	Time	Cost	Member Attending?	Partner Attending?
Mixed Golf	2016/11/06	10:30	180.00	✗	✗
Cocktail Function	2016/11/07	19:30	175.00	✓	✗
Golf at St Francis Links	2016/11/08	07:30	565.00	✗	✗
Tour of St Francis Bay and cooking demonstration	2016/11/08	07:30	545.00	✗	✗
Visit to mohair factory	2016/11/09	09:00	0.00	✗	✗
Visit to Cape Recife nature reserve	2016/11/09	09:00	0.00	✗	✗
Spit Braai	2016/11/09	19:30	180.00	✓	✓
Golf at Walmer Golf Club	2016/11/10	08:30	150.00	✗	✗
Tour of Donkin Heritage Trail and Route 67	2016/11/10	09:00	0.00	✗	✗
Flower arrangement demonstration	2016/11/11	09:00	0.00	✗	✗
Bridee	2016/11/11	10:00	50.00	✗	✗

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.

Once the Application Closed Date is reached, your local society is given an allocation of how many members to accept for nationals. They have to complete this exercise by Final Acceptance Date whereupon you will receive an email notifying you of your success or otherwise.

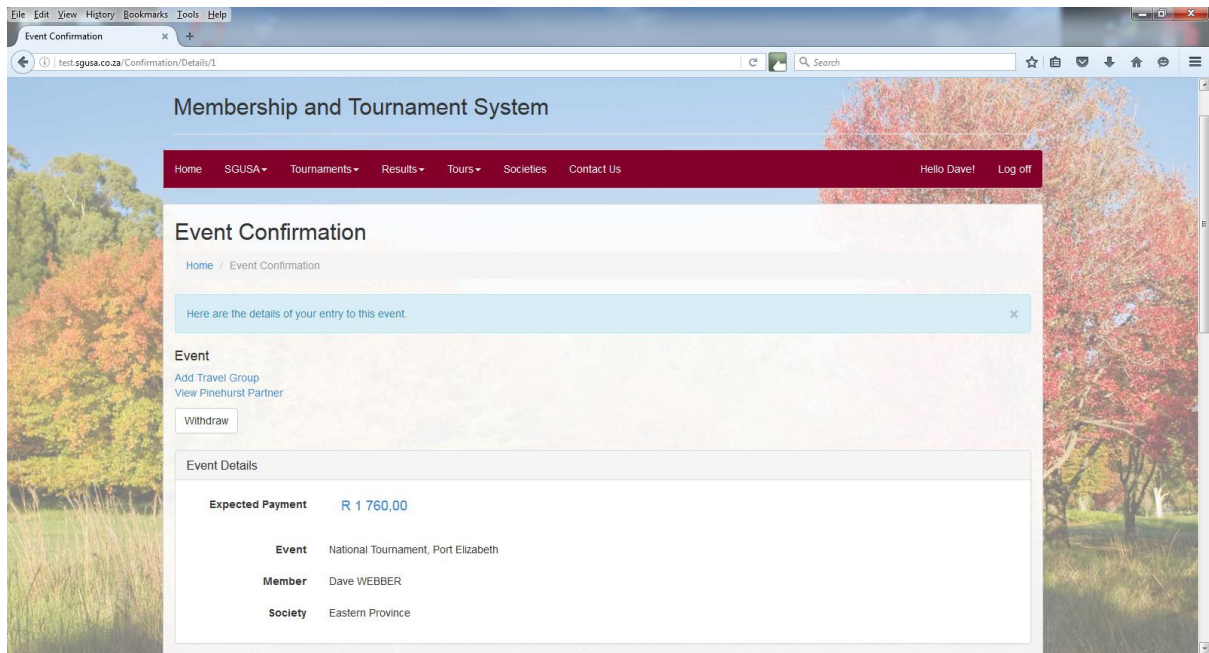
Should you not have been accepted, you will automatically be placed on the waitlist in case one of your colleagues has to withdraw.

On acceptance, your email will have an invoice attached where you need to pay the required amount to your society at your earliest convenience to secure your place. You will also be asked to confirm your Pinehurst partner, and to notify the organisers of any travel arrangements you are sharing with fellow participant. Both of these functions are performed by again clicking on the event on the Member Home screen.

Pinehurst Partner

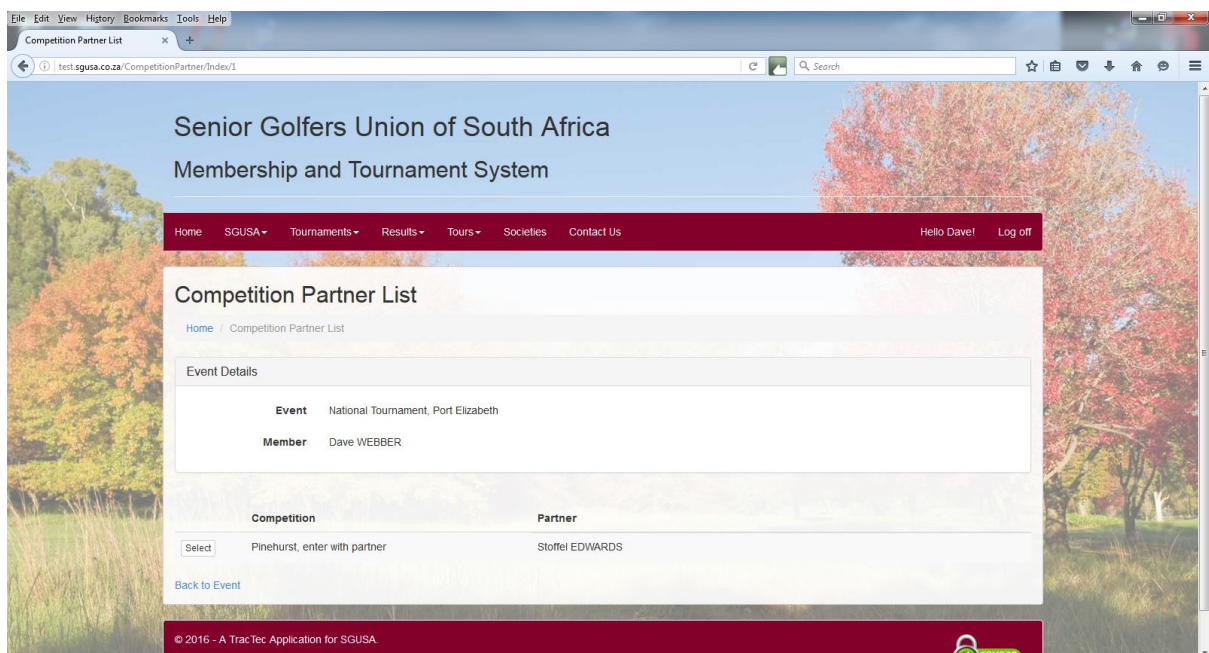
You may choose a Pinehurst partner any time after you have applied to play in the nationals. Your partner need not have applied at this stage. Should your partner not have applied, or not be accepted to play in the Nationals, you will have to choose another partner after final acceptance date.

Click on View Pinehurst Partner on the Event Confirmation screen.

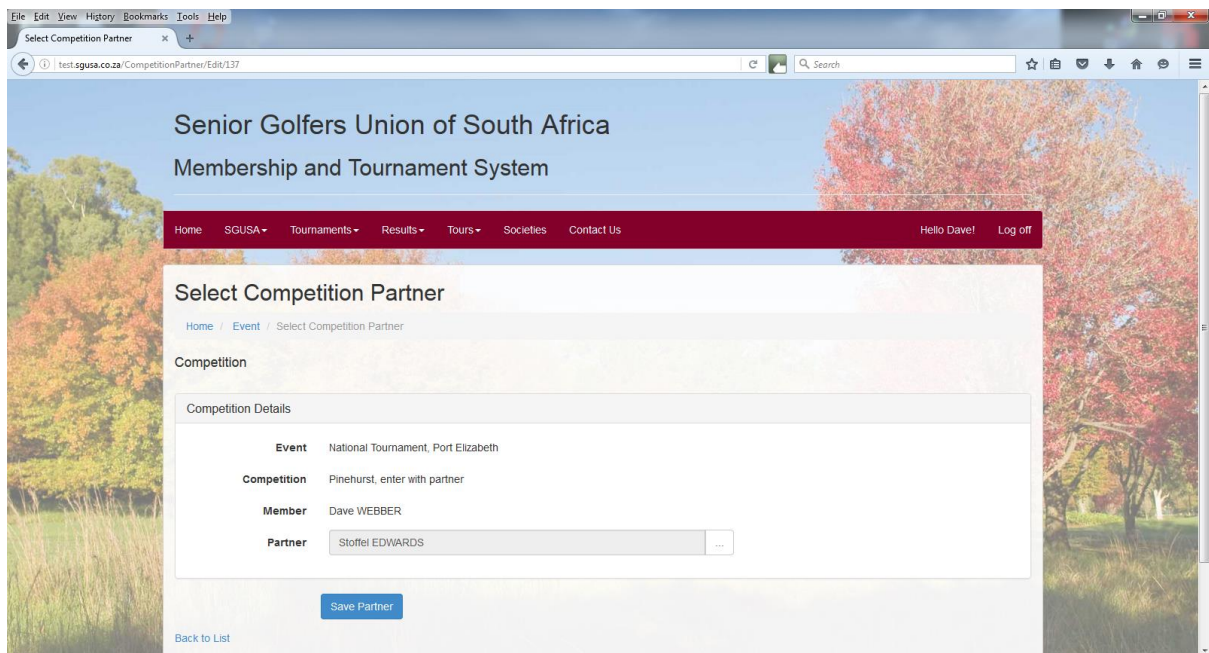


This brings up the Competition Partner List screen where you need to click on the Select button against the Pinehurst Competition.

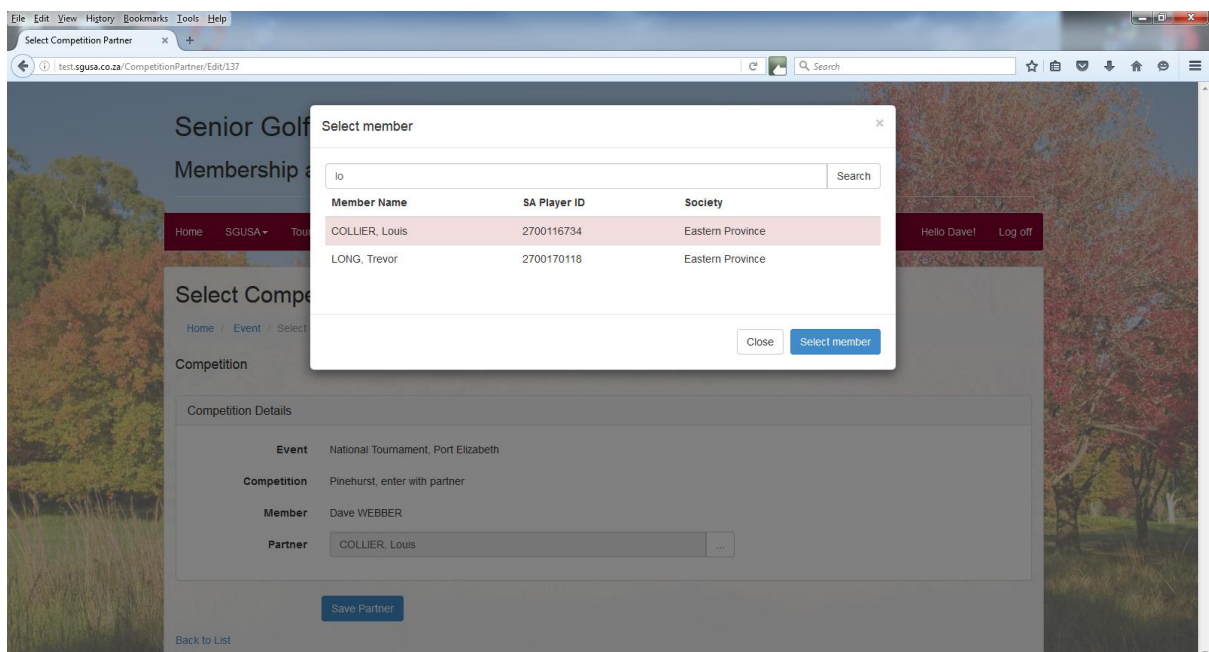
You will note on the screen below, Dave had chosen to play with Stoffel. However, he now wants to play with Louis.



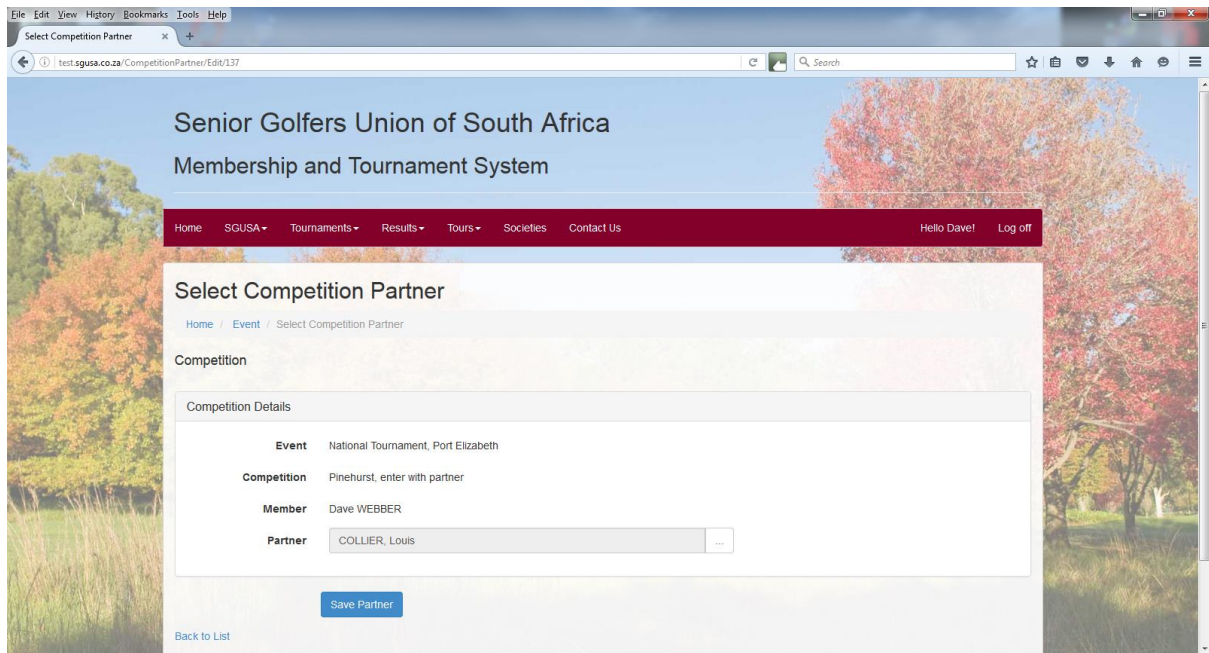
After clicking on the Select button against the Pinehurst competition, he gets the Select Competition Partner screen.



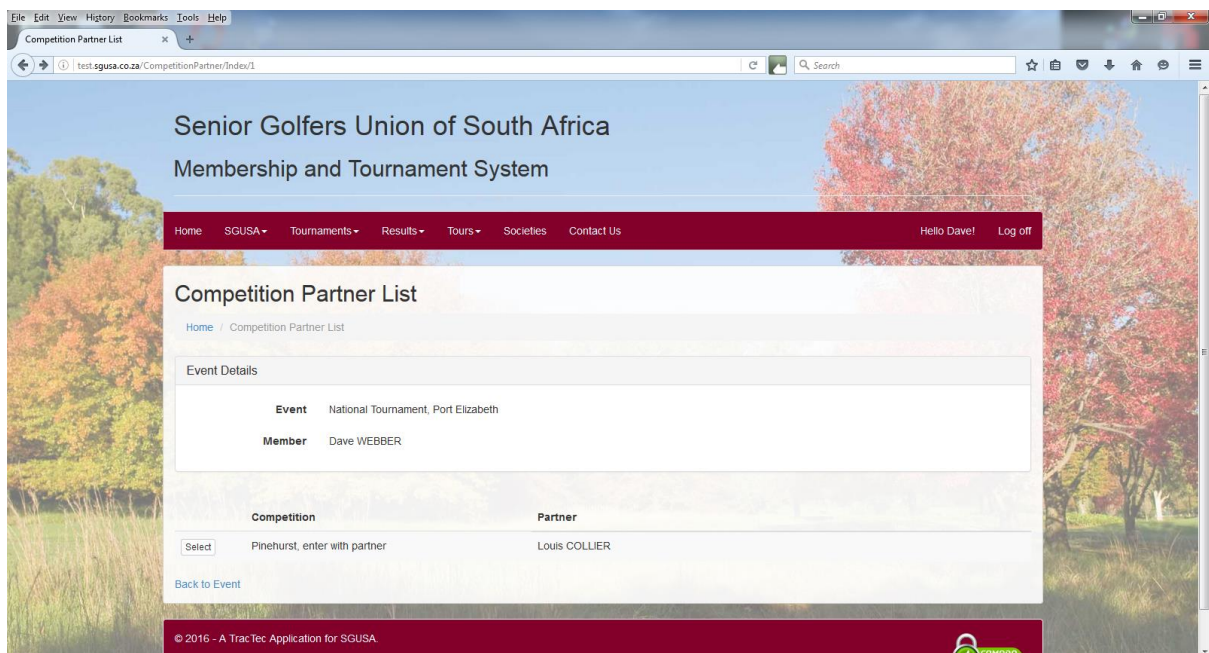
Here he clicks on the Three Dots to the right of his partner's name (initially blank).



This brings up a Select member box where you type in any part of your partner's name and click search. Then click on the member required.



Click on Save Partner.

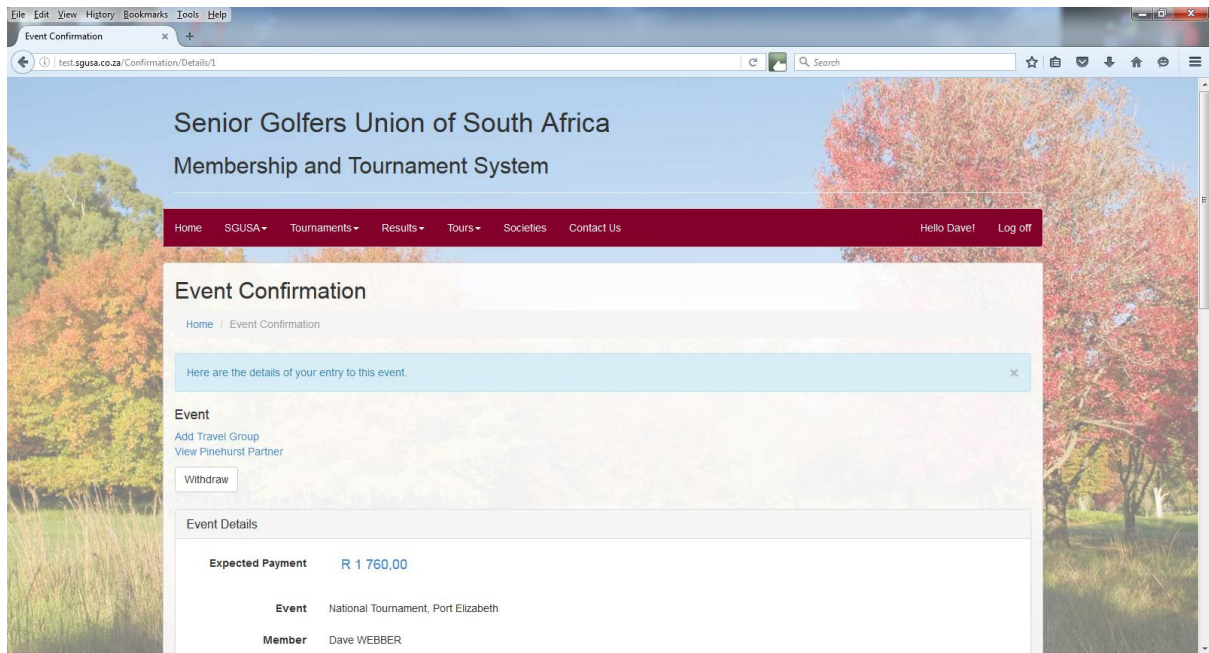


You will then be presented with the Competition Partner list again with your chosen partner.

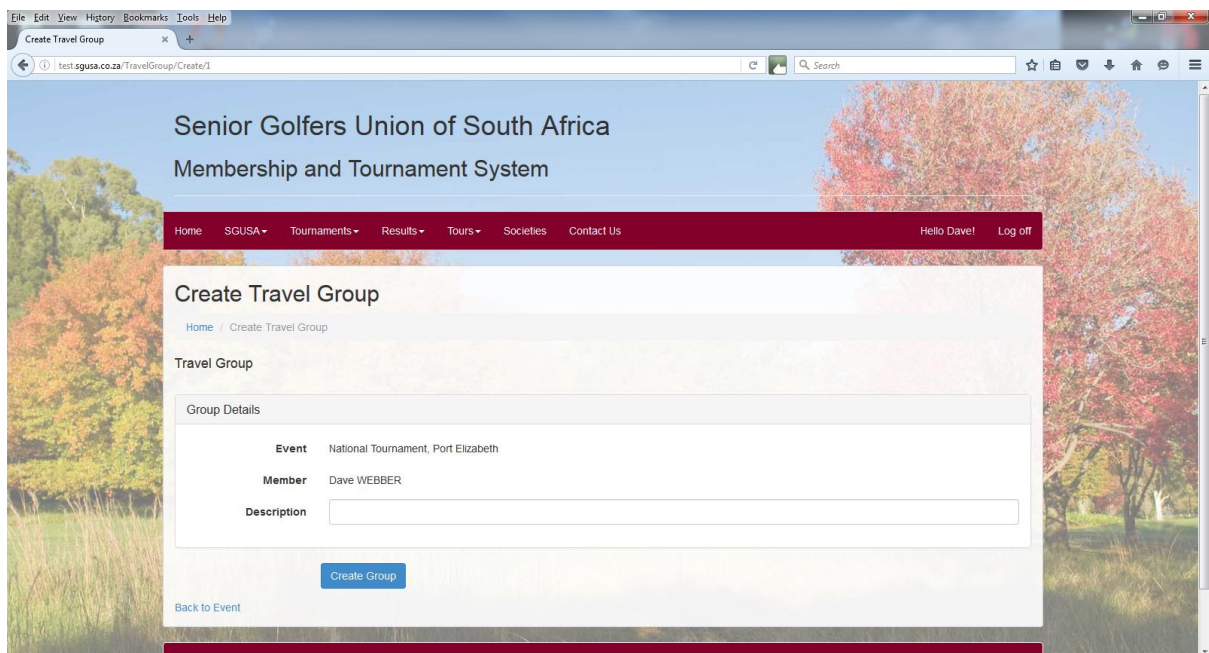
Simply click Back to Event to return to the Event Confirmation screen.

Travel Groups

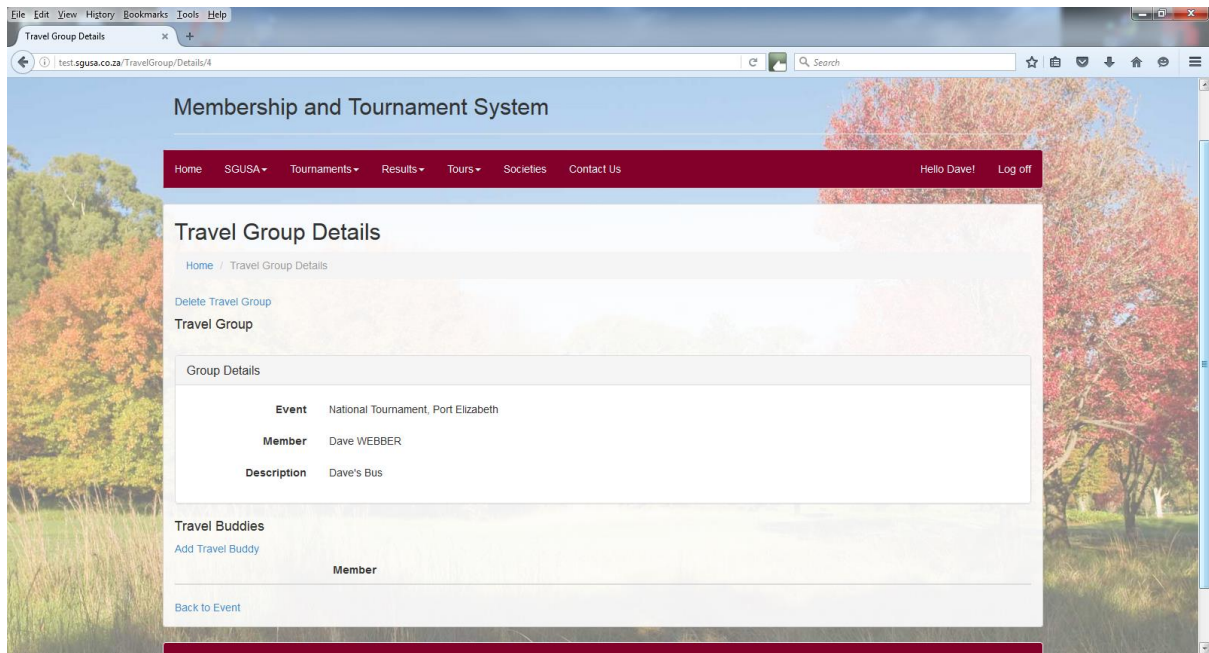
Travel groups are created so that members traveling together can be catered for in the competitions by playing at the same course in the same field (morning or afternoon).



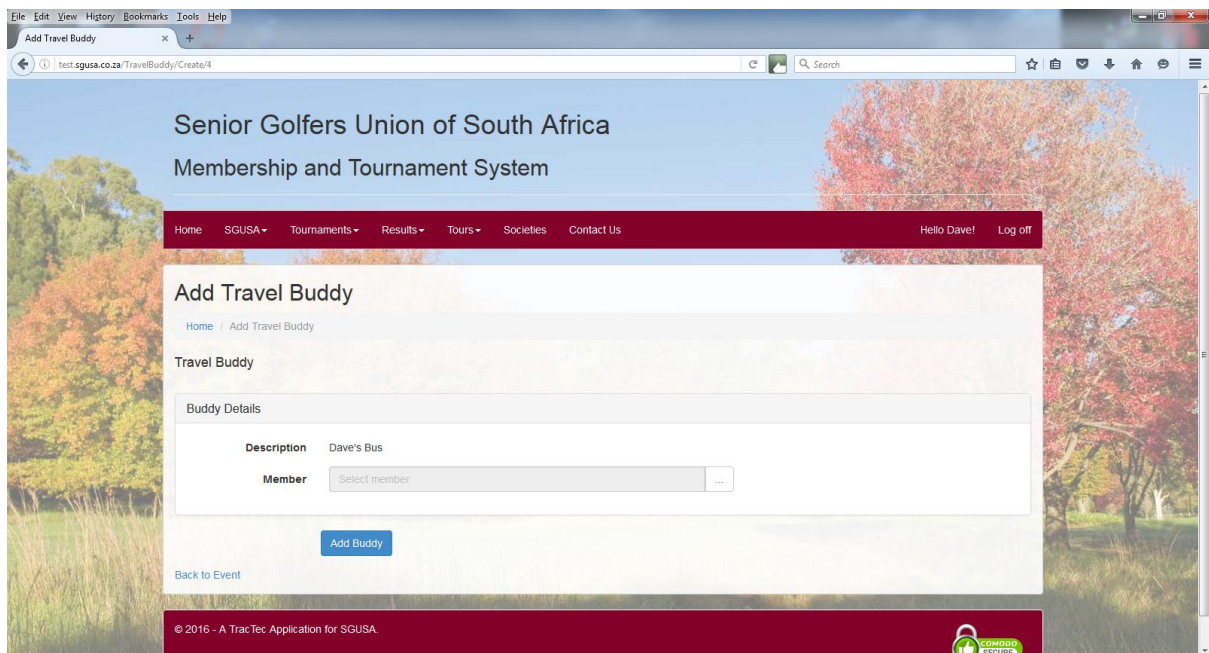
One member of the travel group needs to click Add Travel Group on the Event Confirmation screen. This gets you to the Create Travel Group screen.



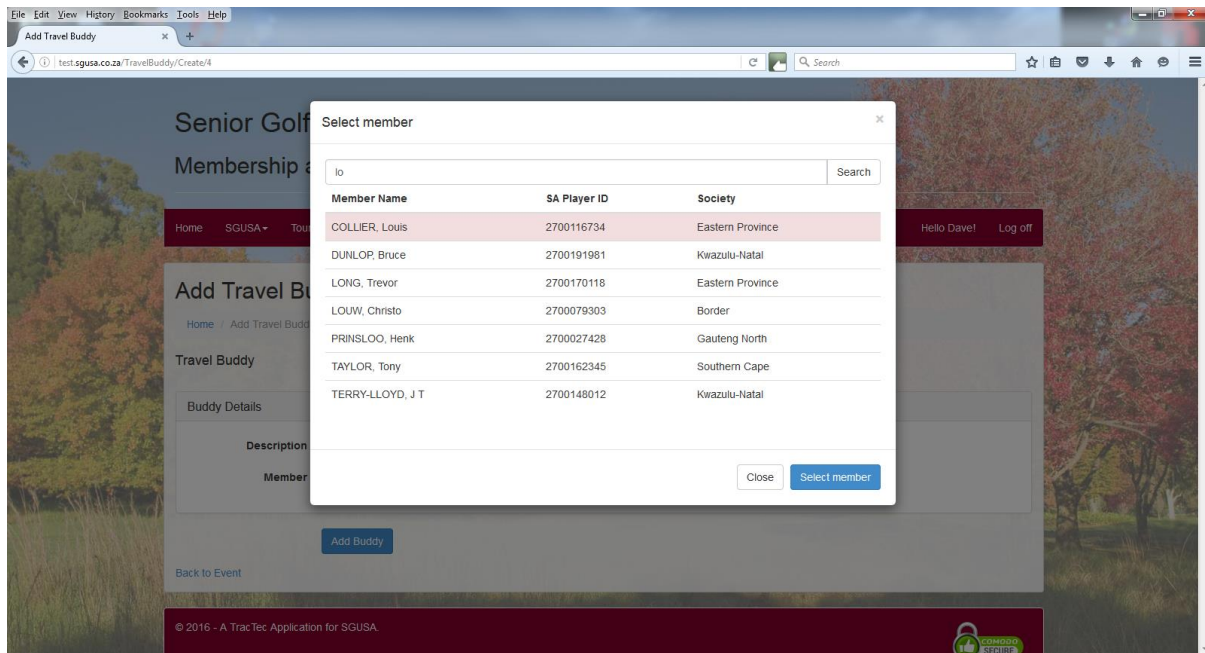
Here you need to give your travel group a name, say Dave's Bus. This leads to the Travel Group Details screen.



You now have to Add Travel Buddies who will be traveling to the course with you.

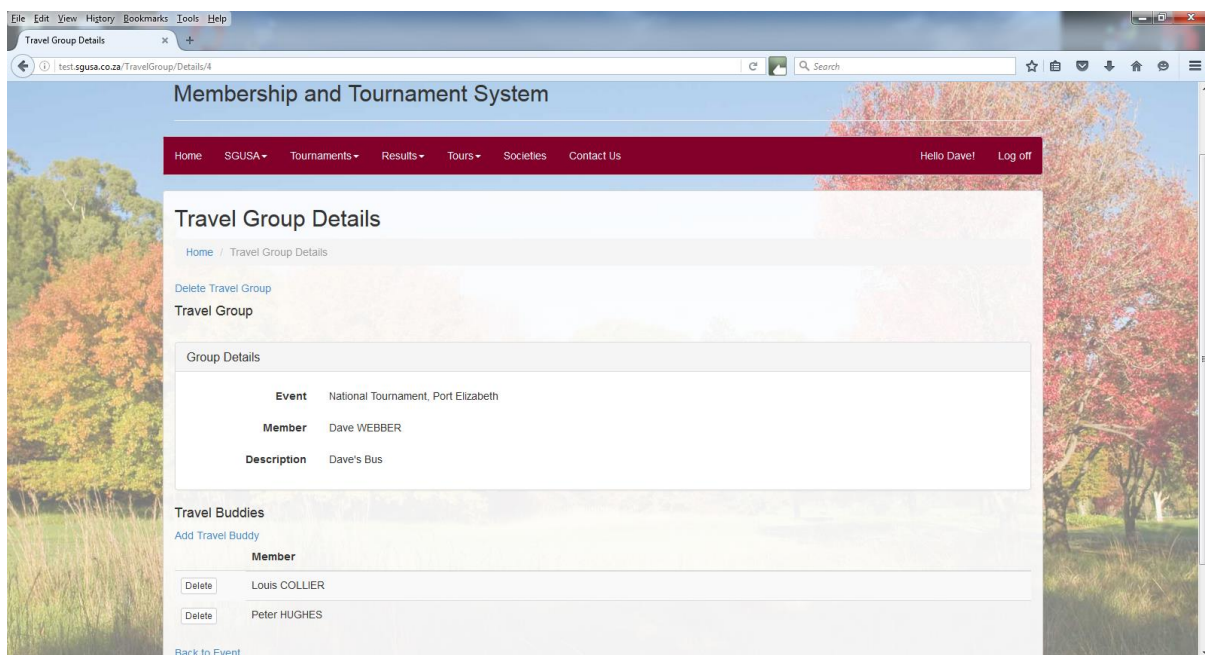


As with the Pinehurst Partner selection, click the three dots to the right of Select Member, type in part of their name in the search field, and press Search.



In this instance, you may select members from other societies to travel with you. Again, click on the name required.

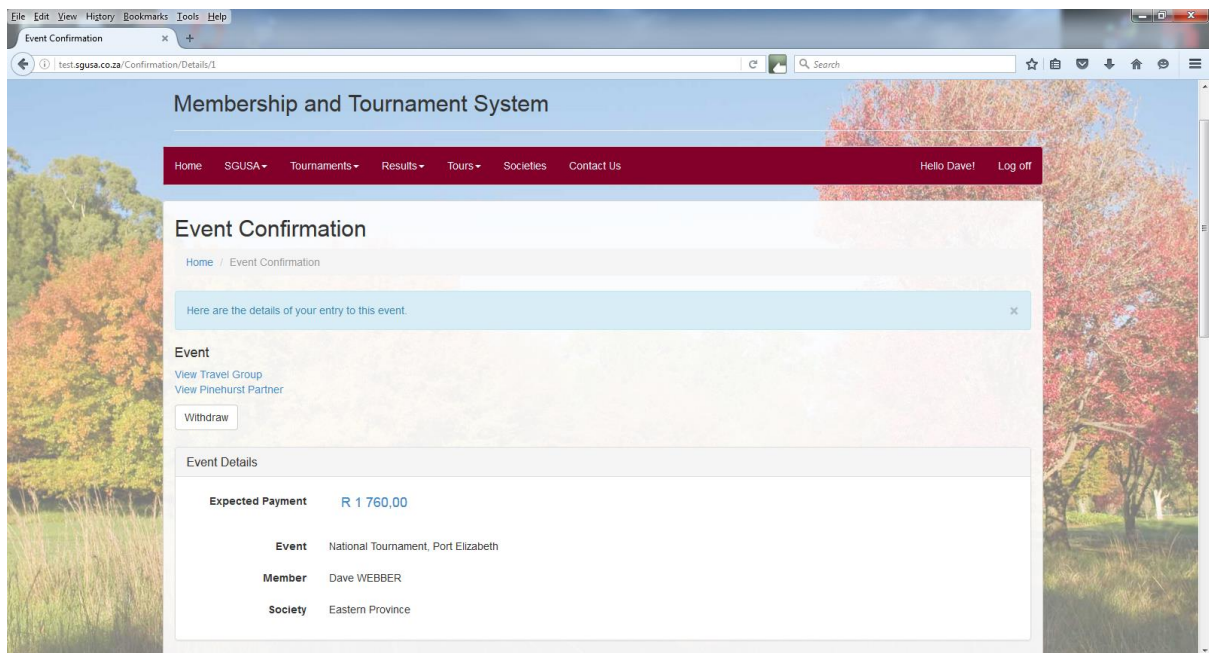
Repeat the exercise until your group is complete. A maximum of six members (buddies) are allowed in a Travel Group.



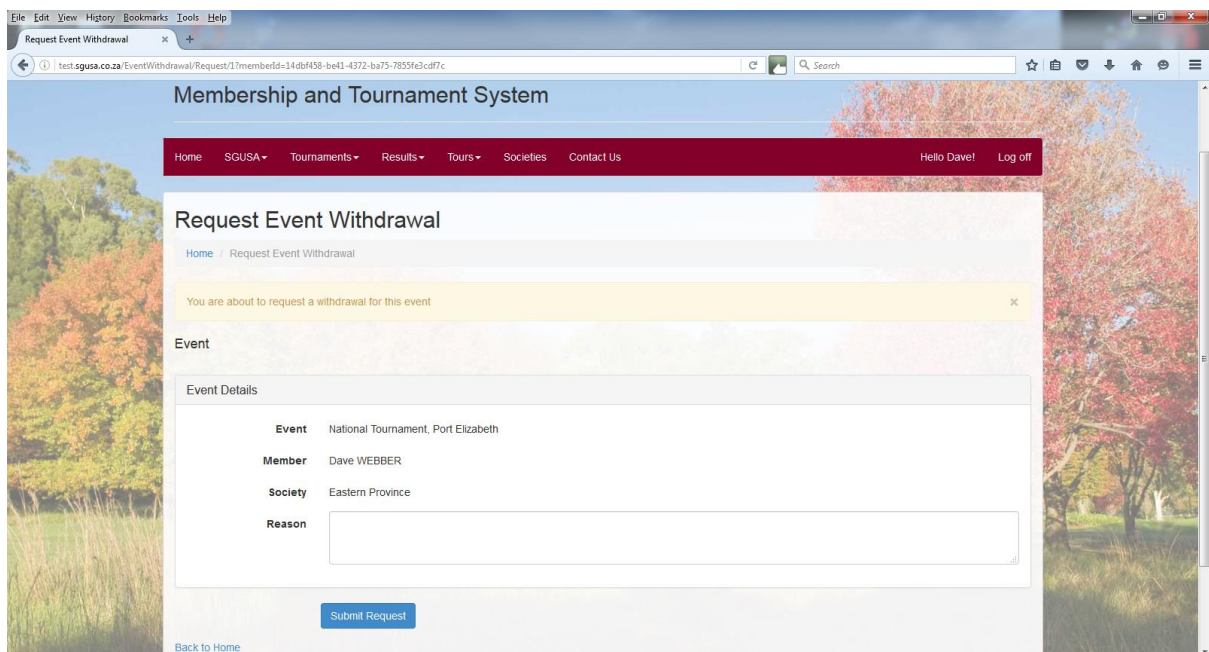
In the above case, Dave will be carting Louis and Peter around in his bus. When Louis and Peter check their system, they will see that they are in Dave's bus together, and they will be prohibited from traveling in another group.

Should Louis or Peter withdraw from the event, they will be taken out of the group. Should Dave withdraw from the event, the Travel Group will be deleted and Louis and Peter will be on foot!

Member Withdrawal



Should a member have to withdraw from an event, he needs to click the Withdraw button on the Event Confirmation screen.



The withdrawal request needs to be accompanied by a reason. This alerts the event organisers so that a replacement can be found. Depending on the reason, and the timing of the request, a refund (total or partial) will be considered.

Once a replacement is found, you will be notified by email, together with a credit for you to negotiate a refund with your society treasurer. Your replacement will automatically be allocated to your original Pinehurst partner in your place.