

# GOLF GROUP MANAGER

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## **Administrator Handbook**

*From The Team at GGM*

The goal of the Golf Group Manager is to provide a website that is highly intuitive making it easy for members to use and Administrators to manage. The Administrator Handbook is step-by-step guide with numerous illustrations that works in concert with the Video Tutorials, Frequently Asked Questions and Articles all located in the website Help section

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## Table of Contents

Overview .....	3
Create a Group website .....	3
Getting Started .....	4

### OUR GROUP

Manage Group Settings.....	5
Navigation for Tablets and Mobile Devices.....	6

### MEMBERS

Members .....	7
Edit Personal Profile.....	7
Change/Forgot Password .....	8
Change Photo/Caption.....	9
Member: List, Gallery & Profile .....	10
Create Member Profile Fields .....	11
Manage Members.....	12
Time Saving Hint to Add Members.....	12
Import Member Roster (Spreadsheet) .....	13
Invite Members .....	14
Manage Applicants .....	15

### EVENTS

Manage Events .....	17
Event Categories .....	17
Create Event .....	18
.....Messages.....	19
.....Editing an Event.....	19
Manage Event icons .....	20
Add/Remove Players .....	22

## ADMIN

Manage Billing .....	19
Manage and Create Email .....	21
Manage and Create Pages .....	23
Manage and Add Files .....	25
Manage and Create Links .....	26
Manage and Create News .....	27
Manage and Create Minutes .....	28

## SCORING

Game Winners .....	31
--------------------	----

## RESULTS MODULE

Overview .....	43
Create Result Columns .....	44
Results Sheet .....	45
Game Tracker .....	46

## FAST DRAW MODULE

Overview .....	41
Fast Draw Options .....	42
Editing an Event .....	43
Create Draws .....	45
Fast Draw Features.....	47
Email Notification .....	50

## RINGER BOARD MODULE

Overview .....	51
Manage & Create Ringer Board .....	52

## PHOTO GALLERY MODULE

Manage Photos.....	53
Edit Albums & Add Dates/Captions .....	54

## Overview

This handbook is a detailed guide that covers every aspect of the Golf Group Manager website. It partners with the video tutorials, frequently asked questions (FAQ's) and Help section articles to provide the guidance needed to manage all aspects of Golf Group Manager (GGM). The Demo site (<https://demo.golfgroupmanager.com/>) located on the GGM website can be referred to as an example of customizable features available to Groups.

The Administrator Handbook follows the process most Groups would take when setting up their websites. The first portion of the handbook is the same as the Quick Start Guide running on the website, but greater detail is provided. It will have the same information as that included in the GGM Help articles but with the additional of screenshots.

## Create a Group Website

The Group Administrator will receive 2 emails following the registration for the Free 60-day Trail subscription. They are shown below. One verifies the creation of the Group website and the other providing the login information. All member accounts have the same password `golf`

### Your Golf Group Has Been Created

*This email is to let you know your new golf group web site has been created at*

**<https://YourGroupName.golfgroupmanager.com>**.

Thank you for registering a new group with Golf Group Manager. Click the link above to log in, upload members, create events and much more.

Please email [support@golfgroupmanager.com](mailto:support@golfgroupmanager.com) if you have any questions or comments.

[Click to here to visit your site and log in.](#)

*If this link doesn't work, copy and paste the following into your browser:  
<https://?????.golfgroupmanager.com>*

### Your Account Has Been Created

*An account has been created for you on **Jan 1, 2010**. You may now log in with the details below.*

Your Golf Group Manager account has been created with the credentials below:

**Email:** xxx@mail.com

**Password:** golf

Thank you for using Golf Group Manager.

[Click here to log in to your new account.](#)

*If this link doesn't work, copy and paste the following into your browser:  
<https://?????.golfgroupmanager.com>*

**Go to the website and log in.**

**Quick Tip:** Web browsers allow the website address to be saved on the toolbar [Ctrl D] as well the username and password can be 'remembered' for faster access.

**Here's How:** Access the site, select **Bookmarks/ Bookmark this page or [Ctrl D]**. Enter a short **Name** (GGM) for the site & under **Folder** select **Bookmarks Toolbar**. The name will appear on the toolbar along with the GGM icon.

## Getting Started

Once successfully logged in, a **Getting Started** pop-up will appear to provide the following information:

**Getting Started** Welcome To Golf Group Manager

Thanks for signing up to Golf Group Manager. Choose an item below to get started with your new Golf Group web site.

- Manage Group Settings**  
Set up your season start date, color scheme, and admin contact info here.
- Add Event Categories / Add Events**  
Click here to create the event categories and add games and events.
- Add Pages, Files, and Links**  
Click here to add group policies, links, and documents to your group web site.
- Import Members**  
Click here to import the membership roster.

Show this popup when I log in.

Ok Close

Follow the steps in **Getting Started** to set up your website then invite members to log in.

Details of setting up the site are provided in this handbook but additional information is also available in Help in the written articles, video tutorials and in the Frequently Asked Questions (FAQ) . For a sample and ideas of what your website could look like, please go to <https://demo.golfgroupmanager.com/>

Once your website is active add more information as needed.

**Note:** Due to the complexity of the Fast Draw program, tablets and/or mobile devices do not have the capacity to use all functions

## MANAGE GROUP SETTINGS

To set up, go to *Our Group/Manage Group Settings*

**Manage Group Settings**

Change the options below to make changes to your groups settings.

Show Getting Started  Show the "Getting Started" pop up when administrators log in.

Group Name

Contact Email   
Emails from Golf Group Manager will be sent to this address.

Time Zone

Season Start    
Changing the season start date will effect both current and past seasons.

Pro Shop Email

Color Scheme  Green  Slate  Pink  Jade  Blue

Score Privacy  Only allow group members to view their own scores.

Check here  to display the New Member Application Form on Public Page.

Application Description

**Show Getting Started** Check the box to have the pop-up box display to those with Admin status. Uncheck here or directly on the pop-up when no longer needed.

**Group Name** Change or update the name of your group that will appear in the heading.

**Contact Email** is the address of the Administrator who will be the main contact person for your Group. They will receive emails generated from the Golf Group Manager website including notices of a new member applicant. The 'Contact Administrator' link is also located in the footer on each page. GGM will contact this person with notices about the website and this Admin is responsible to advise others in the Group.

**Time Zone** Enter the time zone for your club. All event start and cut off times are linked to the time zone that is set here. This setting automatically adjusts to daylight savings and standard time.

**Season Start** Enter the start date of your Group's season. This should not be changed once it is entered as scoring data automatically clears and archives the day prior. Event listings do not archive but remain on the site for future reference.

**Pro Shop email** The email address entered here automatically links to Pro Shop check box in the email notification for each event listed in Manage Events. This is part of the Fast Draw module that enables attachments such as the Draw to be sent to the Pro Shop. The email address entered here automatically links to the Pro Shop check box in the Manage Events email notification.


**Colour Scheme** There are 5 choices of colour schemes to change the look of your website. The photo displayed on the Home page can also be changed by selecting the Edit Photo on the picture.

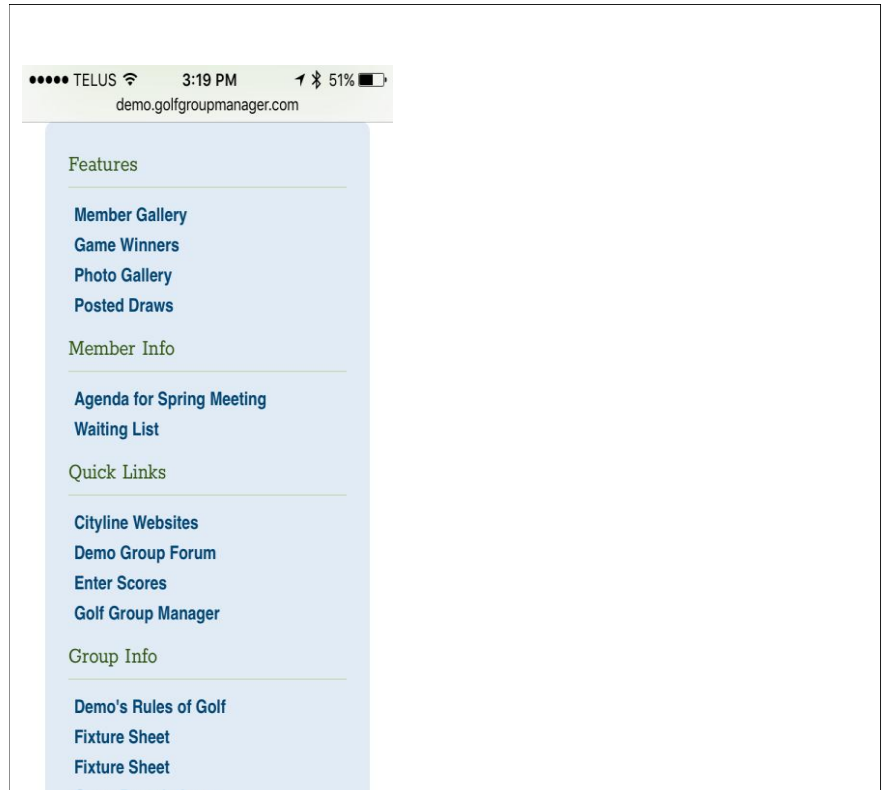
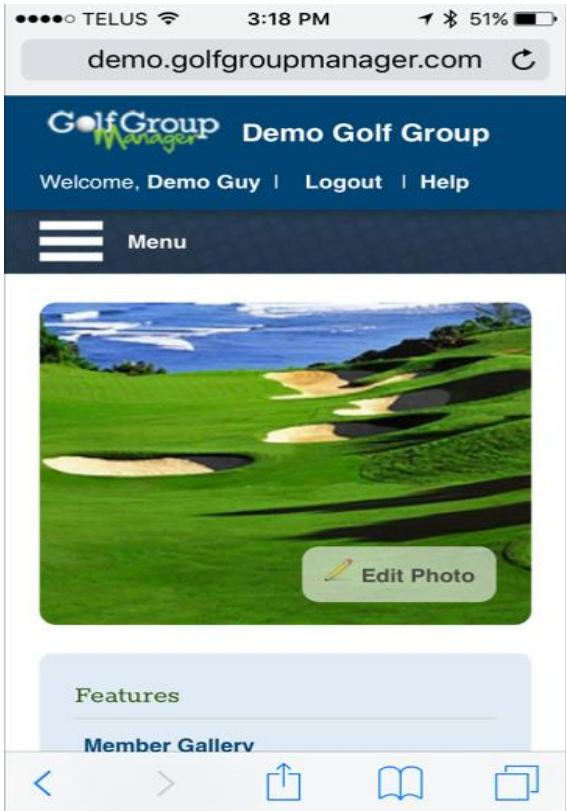
**Score Privacy** This is part of the **Results Module** that determines the view members will have in the **Game Tracker**. If checked, members will only be allowed to view their individual scoring record. If unchecked then they can view **Everyone's Game Tracker**. Those with Admin privileges can view all Game Trackers as well as the Season Game Tracker which summarizes the season as per each event.

**New Member Application** Check the box to display the application form on the Login Page

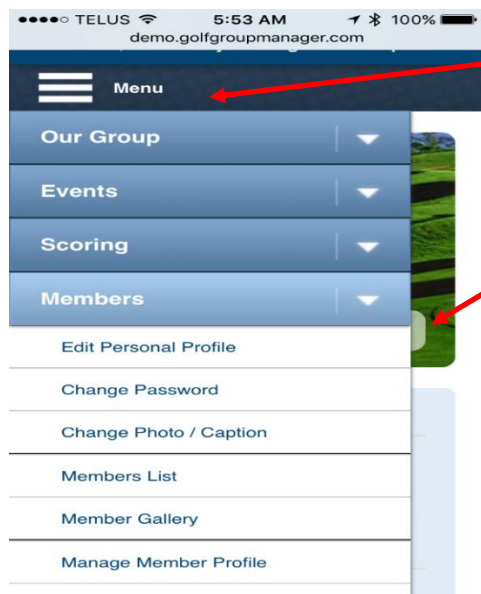
**Application Description** – This optional box provides an area at the top of the new member application form to write more about your group or the application process. It will appear in

## Navigation for Tablets and Mobile Phones

The new GGM Mobile site will look different from the old mobile program and from the website found on your computer. After logging in, save a shortcut (if using Safari) by selecting  the upload icon and 'Add to Home Screen' by selecting the box with the + sign.



left column items



Click on **Menu** to open the category headings. Groups that do not subscribe to all the modules will see a partial list:

Our Group/Events/Scoring/Members/Admin/Home

Click the down arrow to see the selections below. Headings are closed by clicking again on the down arrow

Items such as **Personal Profile**, **Change Password** and **Change Photo** are found under **Members** as are **Member List** and **Member Gallery**

Generally most items selected will open in a new screen or below the **Home** page left column.

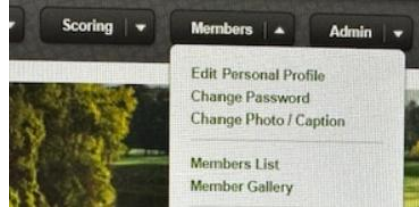
Selections found In **Our Group**, such as **Meeting Minutes** will display below the **Home** page left column.

Scroll down to view.

# MEMBERS

## Member Access Areas

The dropdown area shows different areas that all Members can access to change or update



## Edit Personal Profile

Members can update their personal information in the Member drop down list.

### Edit Personal Info

It is important to keep information accurate and up to date as functions within the website refer to this data. Fields with \* are

First Name  \*

Last Name  \*

Handicap  \*

Email Address  \*

Street

City

State / Province

ZIP / Postal

Country

### Members/Edit Personal Profile

There are 10 fields that are preset by GGM and cannot be edited or removed. The first four fields are mandatory, as this information is necessary for database operations.

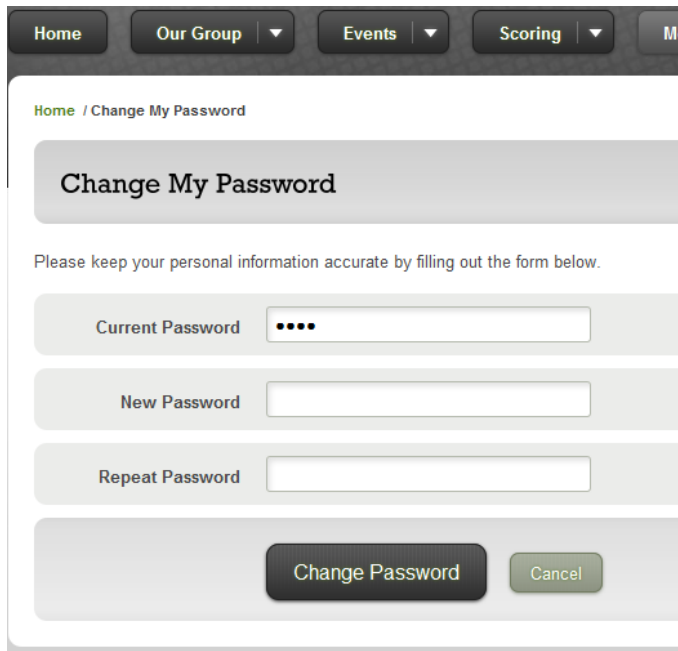
The email address is the username/login name and can be changed/updated by members as needed.

The handicap field links to the **Results** and **Fast Draw** modules. (see Note below)

Group Admins can add custom fields by accessing **Manage Member Profile/Create Fields**.

*Note - Handicaps are dynamic throughout the **Fast Draw** program. Whenever handicaps are changed in the **Personal Profile** they will automatically update in the events the members previously signed up to play. Handicapped events have a 'pop-up box' that displays the member handicap when signing up. When the handicap is changed here, it will change the handicap in the **Personal Profile**.*

## Change Password



Home / Change My Password

### Change My Password

Please keep your personal information accurate by filling out the form below.

Current Password

New Password

Repeat Password

To Change a Password, go to:

### ***Members/Change My Password***

1. enter the old password if it has not already populated the field.
2. Enter the new password
3. Re-type the password and click Change Password button

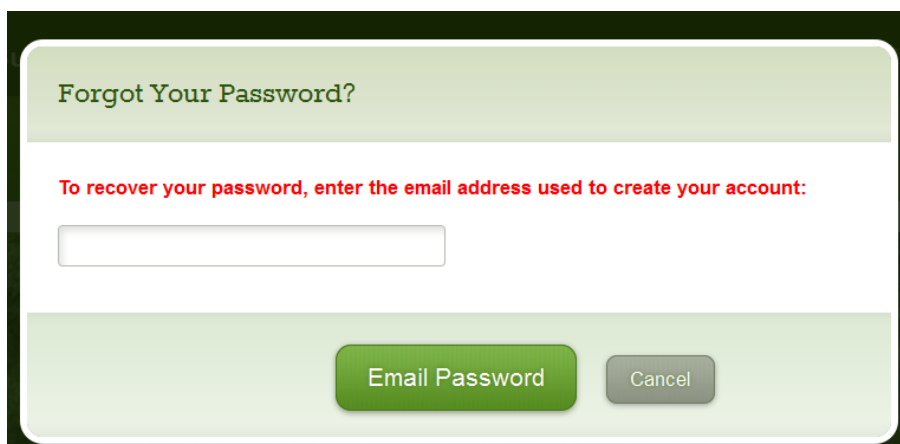
In GGM, all **email addresses are case sensitive** meaning it will not recognize an email address if a capital letter is entered where a small case letter was entered when registered.

e.g. [Golfer1@gmail.com](mailto:Golfer1@gmail.com) will not work if the email registered was [golfer1@gmail.com](mailto:golfer1@gmail.com). Admins can correct you email address in your profile if you cannot get access.

## Forgot Password?

When logging in members must enter their username and password to gain access to the private area of the Group's website. The login is the member's email address and the password initially setup as the word golf

If the member forgets their password, they can select the line under the password field 'Forgot Your Password?' and a page opens requesting the member to enter their login email address that is registered to the website and click email password.



Forgot Your Password?

To recover your password, enter the email address used to create your account:

They will then be emailed the following:

## Your Password Has Been Reset

This is an automatic email to let you know your password has been reset. Your log in credentials are below.

Your log in credentials are below:

Email: [ro@gmail.com](mailto:ro@gmail.com)

Password: temp010248

Thank you for choosing Golf Group Manager.

 [Click here to log in to your account.](#)

If this link doesn't work, copy and paste the following into your browser:

 <http://demo.golfgroupmanager.com>

A new temporary password will be emailed to this address. It will begin with the word 'temp' followed by a number. Be sure to copy the entire password (temp010248). Once they are logged in they can change their password


**PLEASE BE ADVISED THAT MEMBER PASSWORDS CAN BE RESET BY ADMINS IN MANAGE MEMBERS (P 37)**

## Add Photo/Caption

Home / Change My Photo

### Change My Photo

Current Photo:



Click the image above to upload a new photo.  
Maximum image size: 10MB

Photo Caption   
Only 255 characters allowed.

### Members/Change Photo/Caption

Select the photo that will appear in the **Member Gallery** and the **Member List** by clicking on the image box to upload.

*Maximum image size: 10MB*

Add a few words about yourself into the Photo Caption field

### Save Changes

Depending on the size of the photo uploaded it may take a few minutes to appear on your toolbar.

Note: If a member is having difficulty uploading their photo, it can be done by the Admin. The photo must first be sent/emailed to the admin and saved; the admin can login using that members login info and upload their photo.

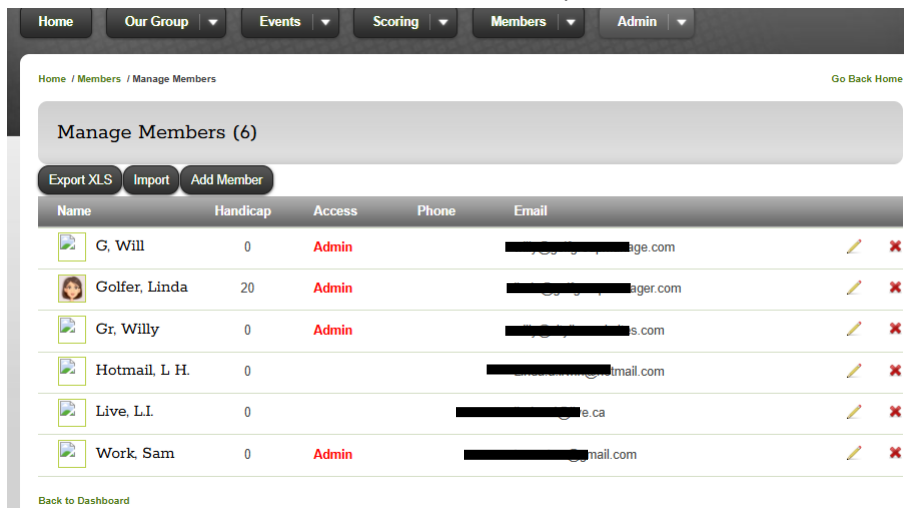
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## Member List

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### Members/Member List

All Group members are listed along with an email address. Those in your Group who have Admin access are shown in red. Emails can be sent by clicking on the Email Address. By clicking on that person's name, you can see additional information in their **Profile**, such as phone numbers.



The screenshot shows a web interface for managing members. At the top, there are navigation tabs: Home, Our Group, Events, Scoring, Members, and Admin. Below the tabs, the breadcrumb path is "Home / Members / Manage Members" and there is a "Go Back Home" link. The main heading is "Manage Members (6)". There are three buttons: "Export XLS", "Import", and "Add Member". Below these is a table with the following columns: Name, Handicap, Access, Phone, and Email. The table contains six rows of member data. The "Access" column for all members is "Admin" in red text. Each row has a pencil icon for editing and a red 'X' icon for deleting.

Name	Handicap	Access	Phone	Email
G, Will	0	Admin		██████████@ge.com
Golfer, Linda	20	Admin		██████████@ger.com
Gr, Willy	0	Admin		██████████@s.com
Hotmail, L H.	0			██████████@mail.com
Live, L.I.	0			██████████@e.ca
Work, Sam	0	Admin		██████████@mail.com

At the bottom left, there is a "Back to Dashboard" link.

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## Member Gallery

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### Members /Member Gallery

Photos uploaded by members are displayed in the **Member Gallery**. When the mouse is held over the picture the caption will appear. Photos and captions can be added or changed in the **Members** area.

## MEMBERS - Admin Only Access Areas

### Manage Member Profile

The **Member Profile** contains contact and other information on members. There are 10 fields that are preset and cannot be edited or removed. The first four fields are mandatory as this information is necessary for database operations. The email address (which is case sensitive) is the username/login name. The handicap field links to the **Results** and **Fast Draw** modules.

Groups can add their own custom fields in **Manage Member Profile/Create Field**.

Field Name	Mandatory	Type	Profile	New Member Application		
First Name	Yes	Automatic	Yes	Yes	/	x
Last Name	Yes	Automatic	Yes	Yes	/	x
Handicap	Yes	Automatic	Yes	Yes	/	x
Email Address	Yes	Automatic	Yes	Yes	/	x
Password	Yes	Automatic	Yes	Yes	/	x
Street	No	Automatic	Yes	Yes	/	x
City	No	Automatic	Yes	Yes	/	x
State / Province	No	Automatic	Yes	Yes	/	x
Country	No	Automatic	Yes	Yes	/	x
ZIP / Postal	No	Automatic	Yes	Yes	/	x
Phone	No	Automatic	Yes	Yes	/	x
Previous Club Membership	No	Custom	Yes	Yes	/	x

**Mandatory Fields-** The first two mandatory fields, **First Name** and **Last Name** must be completed along with **Handicap and Email**. The **Password** field is present but not accessible by members or Admin.

**Handicap-** Members need to keep their handicap current and update it in their Personal Profile whenever a change takes place. The handicap field is automatically updated for **Fast Draw** subscribers when the player signs up for an event where the 'Handicap Event?' box was checked when the event was created. The handicap can also be updated by an Admin in **Manage Members**

**Email Address** – This is the login user name. If the email address changes, so does the login. Members that belong to other groups using Golf Group Manager will need to have unique email address for each they belong to in order to successfully log in. Members can set up a free Gmail (Google) account and it can forward mail to their preferred email address. Gmail -Settings/ Forwarding and POP/ IMAP

**Automatic Fields**– Contact information is located here and is available for other members to view. Completing these fields are optional

**Custom Fields** – These fields can be created specifically for your Group.

### Create Custom Member Profile Fields

Groups can add custom fields in Addition to the preset fields and have them appear in the Member Profile Form and/or in the New Member Application Form. Information provided in the **Application Form** will automatically transfer to the **Member Profile** upon acceptance.

**Create Field**

Complete the form to set up a new field in the member profile form and/or the new member application form.

Field Name

Show on Application  Yes

Show on Member Profile  Yes

**Fill in:**

- Field Name** – give the field a name
- Show on Application Form** – select to have this field appear in the form for new members
- Show on Member Profile** – select to have this field appear on the form members complete



















**Save** and wait for the green cue.

## Manage Members

**Manage Members** is the control centre for administering the data associated with membership. In **Members/Manage Members** Admins can go into each member profile and **edit** by selecting the pencil icon, to change handicaps, email addresses and to **reset passwords**

[home](#) / [members](#) / [manage members](#)

[GO BACK HOME](#)

Manage Members (62)				Export XLS	Import	Add Member
Name	Access	Phone				
 Account, Demo	Admin	555 555 5555	 			
 Adrian, Shawn	Admin	604 628 4809	 			
 Anders, Wako	Admin		 			
 Bean, Betty		789-123-4567	 			
 Carter, Blake			 			
 Carter, Gillian		719 333-3333	 			

**Export** - The membership roster can be exported to create a CVS spreadsheet and saved

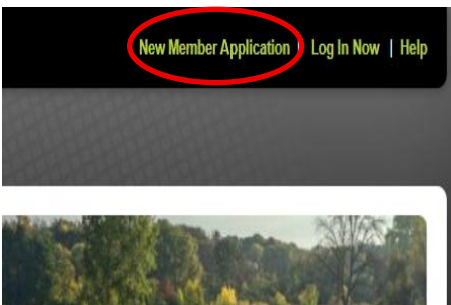
**Import** – To import a member roster see below.

**Add Member** -To Add an individual Member, click the Add Member button and complete the form. The first fields are mandatory. Click Save and the member is added to your roster. **Email each new member to advise them of the URL (website Address) and the login name and password which will be golf for all new members.**

**Administrative rights** – An Admin can be provide some members with Admin rights in **Members/Manage Members/Edit** by checking the **Admin Status** box.


### TIME SAVING ADD MEMBERS

Admins can contact current members directly and invite them to join via the **New Member Application** located in the top corner of the website instead.



Benefits are:

1. members who belong to other GGM can use a new email address for their login
2. they can update their profile, enter their newest handicap, new phone numbers, etc.
3. once the Admin accepts their application they will each receive an email from GGM providing them with their login information

**RESET Password** Admins can reset the password for a member through Manage Members, by clicking the edit button  beside a member's name and entering a new password in their profile.

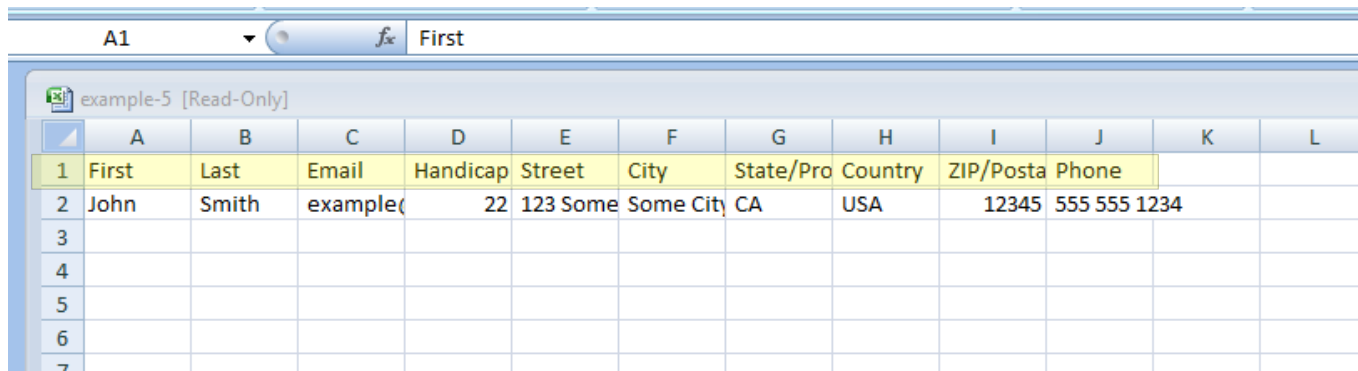
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## Import Member Roster

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Set the Group's membership roster up in a CVS spreadsheet using the same format as the example below with column headers in Line 1 as:

First Name | Last Name | Email Address | Handicap | Street | City | State/Prov. | Zip/Postal Code | Phone |



The screenshot shows a spreadsheet window titled 'example-5 [Read-Only]'. The formula bar shows 'First' in cell A1. The spreadsheet has columns A through L and rows 1 through 7. Row 1 contains the following headers: A: First, B: Last, C: Email, D: Handicap, E: Street, F: City, G: State/Pro, H: Country, I: ZIP/Posta, J: Phone. Row 2 contains the following data: A: John, B: Smith, C: example@, D: 22, E: 123 Some, F: Some City, G: CA, H: USA, I: 12345, J: 555 555 1234. Rows 3 through 7 are empty.

	A	B	C	D	E	F	G	H	I	J	K	L
1	First	Last	Email	Handicap	Street	City	State/Pro	Country	ZIP/Posta	Phone		
2	John	Smith	example@	22	123 Some	Some City	CA	USA	12345	555 555 1234		
3												
4												
5												
6												
7												

To import members, go to: **Members/Manage Members/Import**

To import the roster, it is vital to ensure that the first 3 columns have data or the document will show errors when it is uploaded. If there is data for the other 7 columns, paste it in as it will populate into each member's profile.

**Hint:** copy and paste Line 1 from the example into Line 1 of your membership roster spreadsheet

If you currently are using a spreadsheet, save it as a **Comma Separated Value file** also called a **CSV**. To convert the file, select **'Save As'** and in the **'Save as Type'** drop down select **'CSV'**. Add the name 'CSV' at the end of the file name to make it easier to locate when uploading. **Save**.

If the spreadsheet has multiple pages there may be a warning asking to select the page that is open. Confirm 'yes'.

Return to the website. **Browse** to locate the CSV file. Select **Import**.

If an error occurs **Invalid file type uploaded**, it is due to the file imported was not a CSV file. Go back to step 3 convert the file and then import again.

### Error Codes

#### 1. Email is invalid or non-existent

Use the back arrow to return to the import page. **Hint:** check for small mistakes in email addresses such as a comma used instead of a period, error in the @ symbol, spaces in the name or before the address, etc. Make sure the file to be imported is then closed.

#### 2. First Name is non-existent –and Last Name is non-existent are self explanatory

#### 3. Email address is in use by an existing member

**Note:** *Members cannot share the same email address, each one must be unique to each member.* If a member belongs to another group that uses Golf Group Manager, they will need to have a different email

address for each Group. If a new email address is created in Gmail  
<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>  
all emails can be direct to your preferred (home) email address mailbox.

Once the importing is complete select **Approve** to upload the members. It will import only those members that do not have error messages. Members that have the pink error message will not be included in the upload. Once errors are corrected these members can be added to the roster through the **Add Member** button in **Manage Members**.

**Members added through Import Member Roster or Add Member will need to be notified by the Admin to advise them of the URL (website Address) and the login name and the default password is golf**

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### Invite Members

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Once members are imported and show on the **Member List** they can **each** be sent an email to notify them of the website address and their login information, which will be their email address and the password **golf**.

We are pleased to announce that the **YOUR Golf Group** has a new website The website address is:  
<https://YOUR.golfgroupmanager.com/> Click on or paste into your browser to access

To login enter the email address specific to this website  
Email: [????@mail.com](mailto:????@mail.com)  
Password: golf

Once you have logged in, please go to the **Members** drop down and change your password, update all information in your **Personal Profile** and add a picture from your computer for the **Member Gallery**. **Members are encouraged to view the Members Website Tour video tutorial in the Help area.**

To send a general email to all the Members inviting them onto the website go to: **Admin/Manage Emails/Create Email** . Here is a sample

We are pleased to announce that the **YOUR Golf Group** has a new website that will keep everyone informed on Group events and will greatly increase member convenience. The website address is:  
<https://YOUR.golfgroupmanager.com/>

Your account login information to access the site will be your email address and the password **golf**

Email: [????@mail.com](mailto:????@mail.com)  
Password: golf

Once you have logged in please go to the **Welcome** drop down arrow at the top and change your password, update all information in your personal profile and add a picture from your computer for the **Member Gallery**. **Members are encouraged to view the Members Website Tour video tutorial in the Help area.**

## Manage Applicants

On the Home/Login page (Public) of the website, is an area where those interested in joining your group can apply. To give some background on your Group and requirements for application, go to **Our Group/ Manage Group Settings** to complete the information. You can also had additional information about your Group, perhaps the Rules/Regulations for your group, days, available to play, etc. in the News section, saved to the Public page.

If your Group is NOT looking to add Members uncheck the box and it will stop the New Member Application from appearing on the Public page

Check here  to display the New Member Application Form on Public Page.

Application Description

We are looking for new members so please read the information presented her about our club.

If you have more questions please email our Membership Chair  
Members@demowebsite.com

Save Settings Cancel

The fields in the New Member Application can be set in **Manage Member Profile**.

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## New Member Application Form

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### Members/Manage Member Profile

The **New Member Application** form shares this area with the **Member Profile**. This dual-purpose form allows data from the application to transfer over to the **Member Profile** once accepted as a member. In addition to the 10 automatic fields which are standard, custom fields can be added with the option to appear on one or both of the forms. To view the new **Member Application** form, log out and access it from the public page.













### Members/Manage Applicants

A list of all applicants and the date that they applied are shown in chronological order. To view the details of the application, click the applicant's name.

Home Our Group Events Scoring Members Admin

Home / Manage Members / Manage Member Profile / Manage Applicants [Go Back Home](#)

Manage Applicants (3)

Name	Phone	Application Date			
 Cole, Mary		Nov 16, 2017			
 Starr, Mavis		Mar 18, 2021			
 Beritolli, Bobby		Mar 18, 2021			

[Back to Dashboard](#)

To **Approve** the applicant, click the **green check mark**. An email (as displayed below) will be sent to that member providing the website URL and their log in information/password. The data from the Application form will populate their **Member Profile** form for this new member.

## Your Application Has Been Approved

Congratulations! Your application to join **Demo Golf Group** has been approved. You may now log in with the details below.

Thank you for applying to our golf group. Your application to has been approved. Please log in with:

Email: [townetwo@gmail.com](mailto:townetwo@gmail.com)

Password: golf

We strongly suggest you change your password after signing in for the first time.

✔ [Click here to visit our site and log in.](#)

If this link doesn't work, copy and paste the following into your browser:

✔ <http://demo.golfgroupmanager.com>

To **Deny** a member use the red minus icon.

To **Remove** an applicant, use the red X.

**Note:** Emails are only generated for approvals

**When an applicant is approved using Manage Applicants, their application profile information will automatically upload into their profile in the Members area.** If Admins attempt to add the same member using Manage Members, they will receive a message that the email is already in use.

**To correctly identify/locate each Golf Group Manager(GGM) Member in the database, it is important that email addresses are unique; therefore those that belong to more than one Group using GGM, must have a different email address for each Group.**

**Also Note:** In GGM email addresses are case sensitive, so using Golfer@gmail.com to login will not get website access if their email is actually golfer@gmail.com

## EVENTS

### Manage Events

Manage Events is the operation headquarters for everything event-related. It displays the date and name of each event, the status, plus features to publish game winners, edit and remove the event. With the **Fast Draw** module there are additional features to add/remove members, create and view the draw and send email notices. The **Results Module** also has the add/remove player feature plus result input sheets. Also located here is the **Create Event** tab.

### Manage Event Categories

#### About Event Categories

Before you begin to Create Events/Games, **Event Categories** must be set up. Most Golf Groups have varied activities such as weekly golf games, tournaments, interclub competitions, rules clinics, meetings and social events. As each of these activities have varied types of member participation, having different event categories is important. Groups that want to record attendance and track game statistics that will display in the **Results Module**, will need to set up **Event Categories** that have the option to track statistics.

Name	# Events	Track Statistics?	Options
Interclubs		No	
Special Events	8	No	
Tournaments		Yes	
Weekly Events	39	Yes	
Wintertime Bridge	4	No	

All event categories are listed in alphabetical order in **Manage Event Categories** as well in the dropdown list. When events are created, they are organized in the categories.

#### Create Event Categories

Select **Events/Manage Event Categories/Create Category**

Select the **Create Category** button.

Event categories are headings that classify different types of events. Some examples of categories are: Social, Weekly Games, Special Events, Tournaments, Meetings, etc.

**Create Event Category**

Enter a category name to group your events.

Category Name


Track Statistics?  Yes, track game results, ringer board and/or attendance for this category.  
Note: Statistics shown will depend on the installed modules.

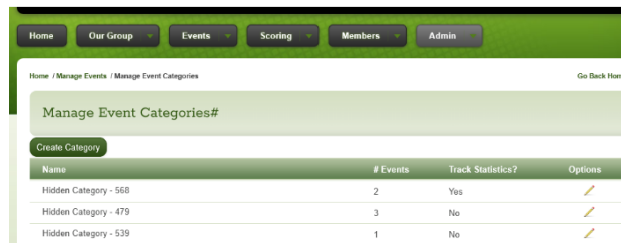
**Enter the Category Name** – common categories are Weekly Games, Tournaments, Social and Meetings, etc.

**Track Statistics** – If checked these events will supply data to other areas (Scoring, Results, tracking the number of games played (attendance) during the season, Ringer Board, etc.)

**Track Statistic events cannot be deleted and the Red X is not displayed as data is stored in other areas of the website .**

## Hide Event Categories

However, if a category is not used any longer, you can ‘hide’ the Event Category by selecting the  (Edit) and remove the name of the category leaving a blank space and save. It will now appear as a ‘Hidden Category – (number)’

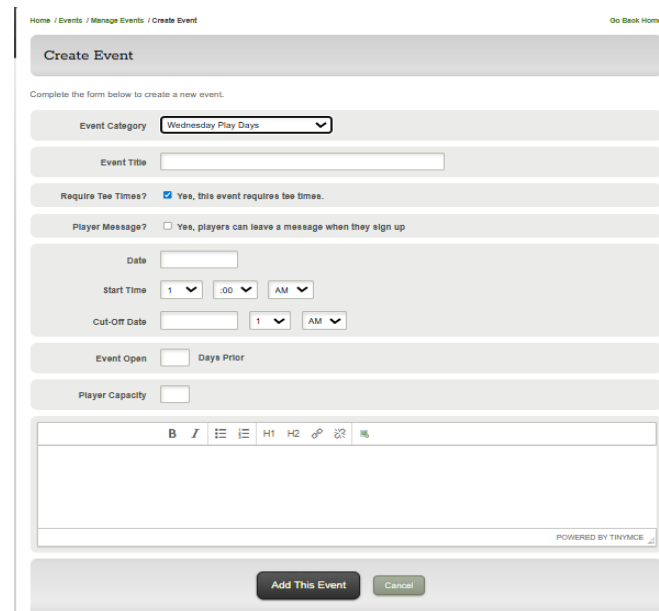


Name	# Events	Track Statistics?	Options
Hidden Category - 568	2	Yes	
Hidden Category - 479	3	No	
Hidden Category - 539	1	No	

## Create Events

To create events/games for member sign-up select **Events/Manage Events/Create Events** In the form that opens, enter the details for this event. All data entered here can be easily edited or removed at any time prior to the event being completed.

All fields are required and if not completed a warning will appear preventing it from being saved.



**Create Event**

Complete the form below to create a new event.

Event Category

Event Title

Require Tee Times?  Yes, this event requires tee times.

Player Message?  Yes, players can leave a message when they sign up

Date

Start Time

Cut-Off Date

Event Open

Player Capacity

**Event Category** – from the dropdown list select the category specific to that event

**Event Title** – enter in the name of the event

**Require Tee Times?** - Check the box if this event will need tee times. Games and competitions usually require tee times but for social events tee times are unnecessary. **Game Winners** will not show attendance

**\*Player Message?** – Check box so members can send a message to persons doing the Draw.

**Date** – set the date when the event will take place

**Start Time** – set time when the event/game will start

**Cut-off Date** - choose the date and the time when this event will close for sign-ups. If a date is chosen after the event date a warning will appear.

**Event Open  Days Prior**– list the number of days before the event when players can sign up. Events open at 12 am  
**Player Capacity** – enter the maximum number of participants that can attend. When capacity is reached those signing up will go onto a Waitlist.


**Event Description** - in this optional area enter details about the event, such as the game description. The first few lines from here will show with the event listing and it will fully open when the event name is clicked.

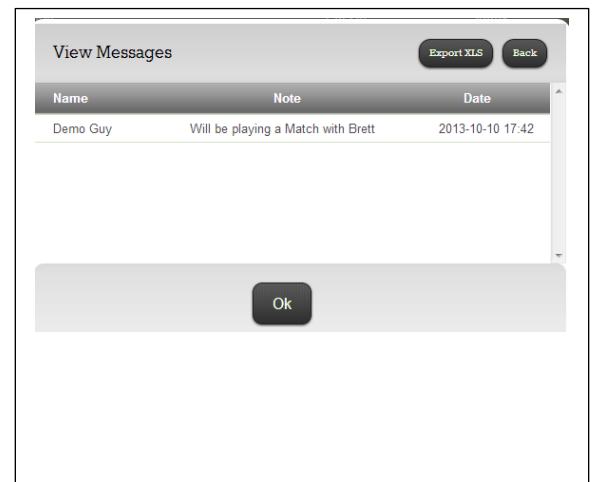
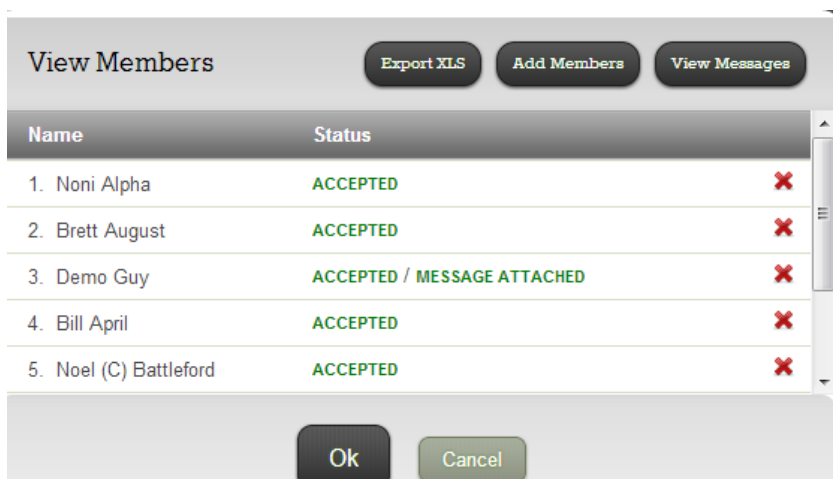
Click **Add this Event** – to save, unless subscribing to **Fast Draw** where additional options are available

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## Messages

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By checking the box for the Message Option when creating an event, those signing up can send a message to the Event Organizer. Messages can be viewed by Admins in **View/Edit Player** and in **Manage Events** and in the Draw signup, when the  player icon is selected. Messages can also be viewed in **Fast Draw** on the Draw grid. All messages are time stamped and are deleted when a player withdraws.



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### For Mobile and Tablet Users

**Manage Events/Create Events/Edit Events:** As mobile screen sizes are small, entries into areas such as event category, start/end times, etc., will have box open at the bottom of the screen. Scroll the list until the one you

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## Edit an Event

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All events can be edited when the status of the event shows 'Coming Soon'. Once a **Tee Sheet event** is available for sign up, editing to the 'Start Time' or the 'Tee Time Interval' can be done through **Fast Draw** by clicking the blue  icon next to the event in **Manage Events**. The 'Players/Tee Time' cannot be edited once the event is 'Accepting Sign ups' and if it needs changing the event will need to be deleted and re-created. For events where the 'List Sign up' method is used, edits can be made through **Edit Events** until the event status is 'Cut-off Passed'. All edits will then need to be made in **Fast Draw** for that event.

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## Manage Event Icons

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**Over** – the event has been completed

**Cut-off Passed** – the date for signing up is closed but the event is yet to be held

**Accepting Sign-up** – event is open for members to sign-up

Feb 18	New Handicapped Event	OVER	       
Feb 21	Tee Sheet Change Date	ACCEPTING SIGN-UPS	       
Feb 26	Stableford	CUT-OFF PASSED	       
Feb 28	Winter Meeting	WAIT LIST	       
Mar 23	Spring Elections	COMING SOON	       
Apr 02	April Scramble	ACCEPTING SIGN-UPS	       
Apr 30	April Tournament	ACCEPTING SIGN-UPS	       

**Wait List** -each event is limited to a set number of players when it was created. When this maximum number is reached, players can continue to sign up. They are displayed on the Event sign up list with the status, 'Wait List'. When those on the 'Accepted' list withdraw, those on the Wait List move up. The waiting list feature is not available for tee sheet sign up.

**Full** – when a tee sheet sign-up has reached the maximum number of players, the event status will show **Full**. Players can no longer add their names to the tee sheet and will need to wait for cancellations. The tee sheet sign up is exclusive to **Fast Draw**

**Coming Soon** – the event is not available for sign up

Depending on what modules are subscribed to, there can be a total of eight icons on the right of each event.



**View/Edit Players.** Players can be added or removed regardless of event status. This icon is in Fast Draw and Results modules and available when viewing those that have signed up for events.



**Fast Draw** icon changes from grey to blue once the sign up has a status of 'cut-off passed' and before the event is 'over'. During this time the draw can be created and edited numerous times. If players have not signed up for the event, then no draw will be needed so the icon remains gray. Players can still be added at this time and the icon will change to blue. If the event is a 'Tee Sheet' sign up, the icon will be blue when the event opens until it is 'Over', so access to the tee sheet draw is available to Admins.



**View Draw** shows the current draw



The **Email Notification** icon allows emails to be sent to all members, signed up members, selected members, others (where their email can be inserted) and/or the Pro Shop. The sign-up list and draw can be attached. See p51 for more details. Emails sent from here are stored in the **Manage Emails** area.



**View/Edit Results.** Once the cut-off has been reached, a blank results sheet form can be printed to for manually entering and recording game results. Data can be entered and edited at any time online.



The **View/Edit Winners** opens a table to record the event winners to post in Scoring/ Game Winners. This icon is linked to the 'Tee Times required?' question in **Create Event**. If unchecked this table will not be available for entries and will be grayed out. Also this icon is only available for input once the event has completed.



**Edit** allows for the details of the event to be edited prior to the event completion. Changes to tee times for Tee Sheet sign up will need to be done manually in Fast Draw. It is not available after the Event is 'Over'.



**Delete** an event. There is a strong warning that all past data around that event will be lost. **All data relating to this event such as scores and winners will be deleted. This action cannot be undone or recovered.**

**IMPORTANT NOTE: AT THE END OF YOUR GROUP'S YEAR END, (as set in Manage Group Settings) EVENTS DISPLAYED IN MANAGE EVENTS WILL 'ROLL OVER' AND BE HIDDEN. DO NOT DELETE THESE EVENTS AS ALL HISTORY, DATA FOR GAME TRACKER AND OTHER PROGRAMS WILL BE LOST.**

## Add/Remove Players from Events

Group Administrators can add and remove players from events. This function can be performed before or after the event has completed. Multiple players can be added or removed in the event sign up area's **View Members**, as well in **Manage Events** for **Fast Draw** and **Results Module** subscribers. Individual players can be added/removed as well in **Fast Draw**.

<b>FEB</b> 18	New Handicapped Event	Feb 14 at 1:00 AM	OVER	<a href="#">View Members</a>
<b>FEB</b> 21	Tee Sheet Change Date	Feb 20 at 1:00 AM	OVER	<a href="#">View Members</a>
<b>FEB</b> 24	Tee Sheet Low Net	Feb 26 at 1:00 AM	ACCEPTING SIGN-UPS	<a href="#">Attend</a> <a href="#">View Members</a>

### Remove Players (Admin)

Players can remove their own names from a sign-up sheet prior to the Cutoff. Admins can remove players at any time

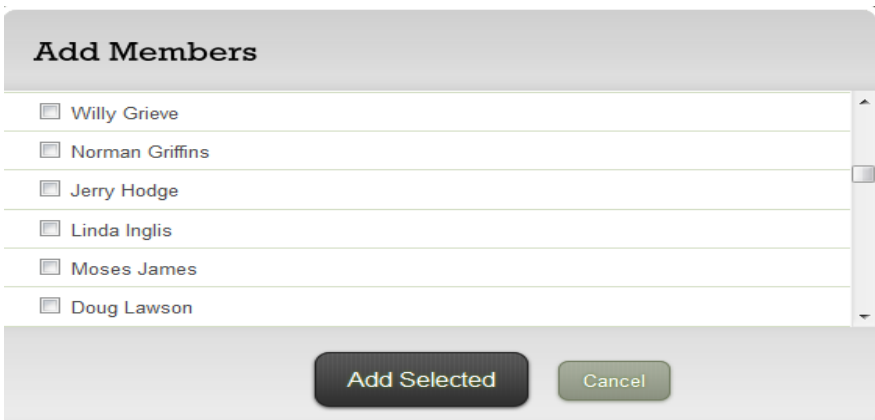
#### Events/All Events –

- locate the event where players are to be added or removed
- select **View Members** icon. And the pop-up below will appear. Multiple players can be removed by using the **Red X**

Name	Status	
1. Wako Anders	ACCEPTED	X
2. Betty Bean	ACCEPTED	X
3. Ray Carter	ACCEPTED	X
4. Samuel Clements	ACCEPTED	X
5. Nehal Elliot	ACCEPTED	X

## Add Players

Players can be added by Admins by selecting **Add Members**. Check the boxes beside the names from the dropdown member list and click **Add Selected**.



The image shows a dialog box titled "Add Members". It contains a list of six names, each with a checkbox to its left. The names are: Willy Grieve, Norman Griffins, Jerry Hodge, Linda Inglis, Moses James, and Doug Lawson. At the bottom of the dialog box, there are two buttons: "Add Selected" and "Cancel".

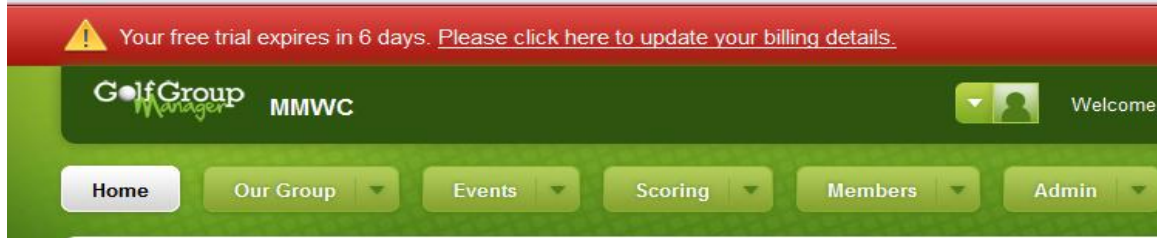
Name	Selected
Willy Grieve	<input type="checkbox"/>
Norman Griffins	<input type="checkbox"/>
Jerry Hodge	<input type="checkbox"/>
Linda Inglis	<input type="checkbox"/>
Moses James	<input type="checkbox"/>
Doug Lawson	<input type="checkbox"/>

Buttons: Add Selected, Cancel

# ADMIN

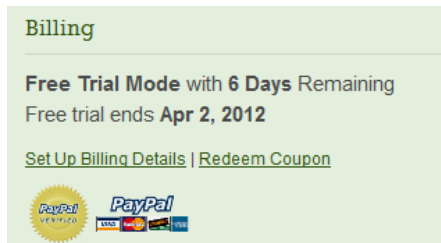
## Manage Billing

Located under the **Admin** button is the **Manage Billing** area. On the left it shows the website name, URL, and Cancel Group links. Under **Billing**, the trial length is listed for those trying out the website, and two areas to set up billing details and to redeem a coupon.

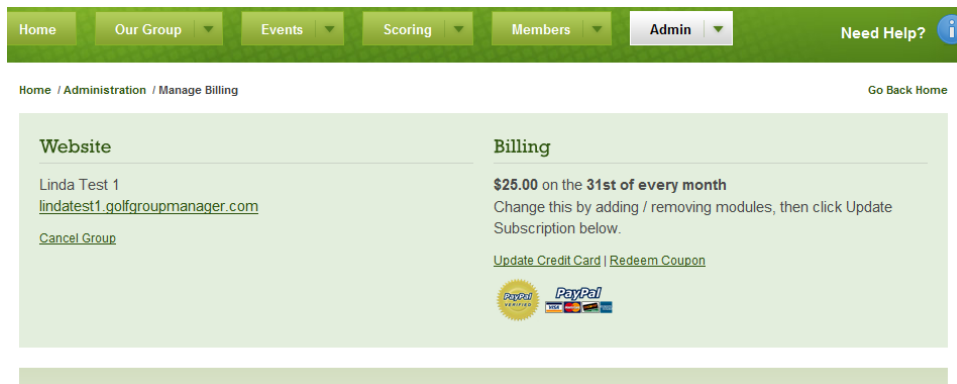


### Set Up Billing Details

7 days prior to the end of the trial period a banner will display **in red** across the top of the page advising the number of days remaining in the trial. At this point the billing details must be set up or the site will be canceled. Access the **Billing** area and select **Set Up Billing Details**



A form will open that will need to be completed and when saved, the red banner will disappear. The credit card will be debited for the upcoming month. Information on the amount to be billed and the date that it will be debited will show.



### Credit Card information

The credit card is debited monthly payment to SGM Websites Ltd on the date indicated. The transaction is through. Credit card information is stored securely on PayPal’s server, not on the GGM website. Golf Group Manager has no access to credit card numbers. The payment area is secure (HTTPS://) and encrypted.

### Changing/Updating Credit Card Information

Cards can be easily updated and replaced with new cards. The name on the credit card is displayed along with the last few numbers of the credit card that was registered.

### Selecting Modules

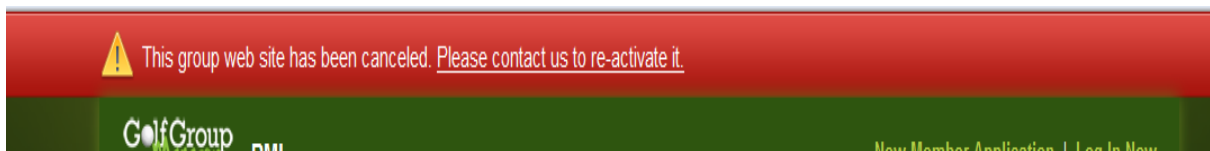
The monthly cost will vary depending on which modules have been selected. Be advised that when some modules are deleted all of the data contained there will be lost.

Manage Modules		
Installed?	Module	Monthly Cost
	<b>Basic Website</b> This is the basic Golf Group Manager service. It includes your web sites, accounts, and event management. <a href="#">Learn More</a>	\$ 40.00
	<b>Photo Gallery</b> Share photos with the group. Allows administrators to upload photos and create albums. Also creates a members photo directory page. <a href="#">Learn More</a>	\$ 2.00 <a href="#">Remove</a>
	<b>Results</b> This allows administrators to keep track of members results for events and view reports over time. <a href="#">Learn More</a>	\$ 5.00 <a href="#">Remove</a>
	<b>Fast Draw</b> This allows administrators to generate draws automatically using manual or set criteria. It also includes printable draw sheets. <a href="#">Learn More</a>	\$ 8.00 <a href="#">Remove</a>
	<b>Ringer Board</b> This allows members to keep track of their best hole scores over a period of time. <a href="#">Learn More</a>	\$ 2.00 <a href="#">Add</a>
	<b>Ad Free Option</b> This module blocks Ads from appearing on your Group's website. Please allow 2 business days for this change to occur. <a href="#">Learn More</a>	\$ 10.00 <a href="#">Remove</a>
<b>Sub-Total:</b>		\$65.00
<b>Tax:</b>		0%
<b>Monthly Total:</b>		\$ 65.00

In the **Manage Modules** area the green checkmark indicates the modules currently being subscribed to. Modules not subscribed to show a grey checkmark. To add or remove a module click the Add or Remove buttons. As you see, the amount billed will also change as different modules are added or removed.

### Cancel Group

When a group has been cancelled or the trial expired the following banner will show.



By clicking on ‘[Please contact us to re-activate it](#)’ an email will be generated to the GGM support team.

















## Manage and Create Emails




### Manage and Create Emails

To access select **Admin/Manage Emails**. All emails that are sent from **Create Email** and **Email Notifications** (located in **Manage Events**) are saved in this table. Emails located here that are older than 2 years are automatically deleted (usually in February) each year so there is no need for Admins to delete emails.

Home / Administration / Manage Email Go Back Home

### Manage Email Create Email

Subject	Status	Date		
test no add	SENT	Oct 07, 2013 - 1:39 PM		
test	DRAFT	Oct 07, 2013 - 1:12 PM		
nvnw	DRAFT	Oct 07, 2013 - 11:38 AM		
asdfs	SENT	Oct 07, 2013 - 11:29 AM		
Attached Draw to All Members and Add Addresses	SENT	Oct 07, 2013 - 9:56 AM		
From Manage Events but did not attach Draw	SENT	Oct 07, 2013 - 9:41 AM		
TEST from Manage Events Email Notification	SENT	Oct 07, 2013 - 9:35 AM		
Test M Email	DRAFT	Oct 07, 2013 - 6:43 AM		

This list shows the status (Sent or Draft) and the date. Email Drafts that are saved can be edited  and sent later. Attachments cannot be saved in a 'Draft' email and should only be added prior to sending. Sent emails can be viewed  and deleted .

**IMPORTANT NOTE: GGM is set to automatically delete emails older than 3 years. This takes place usually in January of each year. Admins should be cautioned about deleting emails as many are used as reference for the Executive.**

## Create Emails

Complete form to send a new email.

Send To  All Members  Selected Members  Pro Shop  Applicants  Include Others

Enter Email Address

Subject

Message **B** *I* | | | | |

dfgdfg

Path:

Attachments

Upload files up to 5mb.  
To remove an attachment select Save Draft and then re-open. All attachments will be cleared.

Attachments not saved in draft.

### Send To – Options include:-

**All Members** – are all members showing on the Member List

**Selected Members** – Can choose recipients from a drop down box

**Pro Shop** – will go to the email address listed in Manage Group settings

**Applicants** – all those that are listed in Manage Applicants

**Include Others** – opens a box allowing email addresses to be typed in. After entering an email address select **Add** another address. Maximum that can be added is 5.

**Subject** It is necessary to make an entry here as an error message will appear and prevent sending

**Message** Type in content. Add formatting such as bold and italics. Also, images cannot be added

*For Groups that are in a Trialing period, a maximum rate to send emails is 10 per hour.* Please contact [Support@golfgroupmanager.com](mailto:Support@golfgroupmanager.com) for assistance.

**Attachments** Can be added from sender’s computer. Note there is a total size limit of 5 MB. To remove an attachment, select **Save Draft** and re-open from the **Manage Email** area. All attachments will be removed.

**Save Draft** The email will be held in **Manage Emails**, but the attachment may be lost. The green cue will indicate that the ‘email was created’

**Send** The email is sent and the green cue will confirm that it was ‘successfully saved and sent’

All emails sent and drafts are stored in **Manage Emails**

## Manage and Create Pages

**Pages** (web pages) are documents that are created on the website in a HTML format, making it compatible to all members' computers. **Pages** can also act as a **Folder** to contain files/documents

Manage Pages		Create Page	
Title	Location		
Agenda for Spring Meeting	Side Column		
Policies	Our Group		
Waiting List	Public		

## Create Page






Go to: **Admin/Manage Pages/Create Page**

[Home](#) / [Admin](#) / [Manage Pages](#) / [Create Page](#)

Create Page or Notification

Use the form below to create a page on your web site.

Title

**B** *I*   H1 H2   


Link on Public Page  Side Column

Link in Members Area  Side Column  Our Group

Display Notification  Public Homepage  Group Homepage

**Save Page** **Cancel**

**Title** – create the title for this new page

**Content** – Add the content. There is no word or size limit. Add bullets, font enhancers and insert a photo. Use the  icon and select a previously uploaded photo from **Photo Gallery**. To adjust the size, click inside the photo and use the mouse on the corner boxes to enlarge or shrink.

**NOTE:** Do not copy and paste from a WORD document as formatting may be lost.

**Display on Public Page** – check box to have displayed in the side column of the **Login /Public** page

**Display in Members Area** – check either or both boxes to have displayed in the side column under **Member Info** or in the drop down under **Our Group**.

**Display Notification** - -are 'alert' messages to convey something of importance to members. They display in a box format and can appear on the Home page after logging in and/or on the Public Page.

**Save** - wait for the green cue

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## Create Page Folder

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Using **Folders** can save visual space as files can be grouped together under a single page. **Pages** will appear in the side column under **Member Info** or in the drop down under **Our Group**. Pages can also appear in the side column of the **Login/Public** Page.

To create a **Folder**:

***Admin/Manage Pages/Create Page***

To add **Files** to a **Folder**, open ***Admin/Manage Files/Add File***

Complete the form listing the **Page** where the files will be listed under, **Browse** and **Save** the file.

[Home](#) / [Administration](#) / [Manage Files](#) / [Add File](#)

**Add File**

Use the form below to upload a file to your web site.

Include under Page: Executive Contact Sheet

Title: 2025 Executive Contact Sheet

File To Upload: Choose File Executive ...et 2008.doc

Display on Public Page:  Side Column

Display in Members Area:  Side Column  Our Group

Save File Cancel

**Title** - name the category group

**Content** – option to enter information about the category

**Display** – select where it is to be displayed

**Save** – wait for the green cue

All pages can be edited and removed in **Manage Pages**. This folder can be updated by adding new files or deleting old files by using Add Files in the **Manage Files** area.

## Manage and Add Files

Files are documents saved on your computer that can be uploaded to the website. They can include informative documents such as the fixture lists, policies, executive contact sheets, etc.

Files. Most formats (WORD, EXCEL..) are compatible, however certain symbols can appear skewed, as well those members without these programs on their computers may not be able to view the document. The best format is PDF files which remain true to the originals.

---

### Create File

---

To add a file, go to: **Admin/Manage Files/Add File**

Home / Administration / Manage Files / Add File

Add File

Use the form below to upload a file to your web site.

Include under Page: None

Title: [Text Input]

File To Upload: Choose File No file chosen

Display on Public Page:  Side Column

Display in Members Area:  Side Column  Our Group

Save File Cancel

**Include under a Page** – select the page where the file will appear or choose **None** if the file is to be a stand-alone document.

**Title** – give the file a name

**File to Upload - Browse** to find the file on your computer to upload

**Display** - choose where you want it displayed

– **Public** (Login) Page that is also the login page to your website

– **Members Area** In the side column under **Group Info** or under **Our Group**

– **OR** in all 3 areas

**Save** and wait for the green confirmation cue

Files can be included in a **Page folder**, or stand alone as files in the **Login/Public Page** side column, in the **Members** area side (left) column under **Group Info** or in the drop down area under **Our Group**.

**It is recommended that files be converted (saved as) PDF format ,so compatibility issues don't occur.**

## Manage and Create Links

**Links** are shortcuts to other websites. Customized links can be set up to provide convenient access to other websites such as a handicap network, the clubhouse/pro shop or a weather network.

Home / Administration / Manage Links / Create Link

### Create Link

Use the form below to create a link on your groups web site.

Title

Destination/URL   
Example: <http://google.com> (Must begin with http://)

Display on Public Page  Side Column

Display in Members Area  Side Column  Our Group

To create a link, go to:

***Admin/Manage Links/Create Link***

Complete the form:

**Title** - give a name to this link

**Destination/URL** – full website address needs to be entered (or pasted) here. Include http:// portion.

**Links** can be located in one or more locations on the website

**Display on Public Page** – locate in the side column

**Display in Members Area** – choice of side column under **Quick Links** or in the drop down under **Our Group**

**Save** – and wait for the green cue

**The destination URL must contain the http:// portion of the web address. To be sure that the exact address is correct, go to the target website, highlight the address, copy and paste it into the Destination URL field**

# Manage and Create News

## In Admin/Manage News











It provides updates on what is happening with your group and alerts members of upcoming events.

**News** appears on the Public Home page before logging in and on the Member page. In Manage News articles can be edited and deleted.

Home / Administration / Manage News Go Back Home

Manage News

Create News

Title	Content		
TEST Icon from photos	Winter Rules until April 30		
New Conditions for Cancellation on 'Rain Days'	Rain Days will no longer be declared by our Mis...		
General Manager Changes	Our club will be replacing our current General ...		
Looking for New Members	There will be a few openings in our membershp ...		
Membership Dues	Please submit your membership dues for the 2024...		

When viewed in the website, the article listed will show the title, the date posted and a few opening lines. Pictures can be added into the **News** items. By clicking on the title, the entire article opens.

Features

- Member Gallery
- Game Winners
- Photo Gallery
- Posted Draws

Member Info

- 2023 Info
- 2024 Info
- Agenda for Spring Meeting
- AGM Oct 2018
- Waiting List

Quick Links

- Cityline Websites
- Demo Group Forum
- Enter Scores
- Golf Group Manager

News Feed Home / News / New Captain

**New Captain**  
Posted: Jan 14, 2026  
Our new Captain is Bill Williams

**TEST Icon from photos**  
Posted: Apr 16, 2025  
Winter Rules until April 30


**New Conditions for Cancellation on 'Rain Days'**  
Posted: Jan 17, 2024  
Rain Days will no longer be declared by our Mission Hills Golf Group. If you wish to cancel your game please c... the Pro Shop before 5 pm th...

**General Manager Changes**  
Posted: Jan 17, 2024  
Our club will be replacing our current General Manager who has recently retired with Bob the Golfer. His portfol is stellar as he has recei...

**Membership Dues**  
Posted: Nov 01, 2022  
Please submit your membership dues for the 2024 season before Dec 5 2023. Those not renewing by that date will be removed from the membership.

News

New Captain  
Posted: Jan 14, 2026  
Our new Captain is Bill Williams




## Create News

The screenshot shows the 'Create News' form in the Golf Group Manager interface. The header includes the 'Golf Group manager' logo and 'Demo Golf Group'. Navigation buttons for 'Home', 'Our Group', 'Events', 'Scoring', and 'Members' are visible. The breadcrumb trail is 'Home / Administration / Manage News / Create News'. The form title is 'Create News'. Below the title is the instruction 'Add announcements to News Feed.' The form fields include: 'Title' (text input), 'Content' (rich text editor with bold, italic, list, link, and image icons), 'Path' (text input), and 'Public?' (checkbox labeled 'Check to Display on Public Page Only'). At the bottom are 'Save News' and 'Cancel' buttons.

To create a News Item, go to: **Admin/Manage News/Create News**

Complete the fields in the form:

**Title** – create the headline for a new item

**Content** – write the news article. There is no limit on the size of the article. To insert a photo use the  icon. To add a photo select a photo that has been previously uploaded to the Photo Gallery. To adjust the size, click inside the photo and use the mouse on the corner boxes to enlarge or shrink.

**Public?** This refers to the **Login /Public** page where articles can be viewed by anyone browsing the website. By checking this box the article will only appear in the **Login/Public** page. An unchecked box will cause the article to automatically appear in the **Members** News area.

**Save News** - wait for the green cue.

**IMPORTANT NOTE**: GGM is set to automatically delete News items older than 2 years. **DO NOT DELETE** as it serves as reference information for the Executive.

## Meeting Minutes

**Our Group/Meeting Minutes** displays the meeting minutes posted by your Group. When minutes are added they are organized into the year and the date of the meeting. To add, edit or remove minutes go to **Admin/Manage Minutes**.

Home / Administration / Manage Minutes Go Back Home

### Manage Minutes

[Add Minutes](#)

Date	Title	File		
Jan 31, 2011	the \$\$ Budget	2007_minutes_agm_october_14_2.pdf		
Oct 16, 2010	Annual General Meeting	2010_minutes_agm_oct_16.doc		
Oct 10, 2010	Annual General Meeting	2009_minutes_agm_october_10_1.doc		
Aug 10, 2010	Executive Meeting	2009_minutes_exec_meeting_aug_10.doc		
Feb 10, 2010	Executive Meeting	2010_minutes_exec_meeting_feb_11.doc		
Oct 10, 2009	Annual General Meeting	2009_minutes_agm_october_10.doc		
Jun 10, 2009	Executive Meeting	2009_minutes_exec_meeting_jun_10.doc		
Feb 21, 2008	Annual General Meeting	2008_minutes_exec_meeting_nov_12.doc		
Feb 13, 2008	Executive Meeting	2008_minutes_exec_meeting_feb_13.doc		
Oct 14, 2007	Executive Meeting	2007_minutes_agm_october_14.pdf		

### Add Meeting Minutes

From **Admin/Manage Minutes** open **Add Minutes**

Home / Administration / Manage Minutes / Add Meeting Minutes

### Add Meeting Minutes

Complete the form below to upload Meeting Minutes.

Meeting Title

Meeting Date 2011-03-01

File To Upload  [Browse...](#)

[Save Minutes](#) [Cancel](#)

Complete the form:

- Type in the meeting title
- Select the meeting date from the calendar. The double arrow moves the year and the single arrow moves the month
- Upload the file from your computer by using the **Browse** button

**Save** and wait for the green cue

**It is recommended that all Minutes that are uploaded are converted to a PDF format so they can be viewed by all members**



## RESULTS MODULE











The **Results Module** is a comprehensive tool with customizable features to fit each golf group's specific requirements for recording scores and tracking statistics. This module has 3 components:

1. **Results Column** set up,
2. **Results Sheet** and
3. **Game Tracker**

### Result Columns

#### Scoring/Manage Result Columns

The **Results Module** provides the tools for each Group to customize the **Game Tracker** spreadsheet to meet their specific needs.

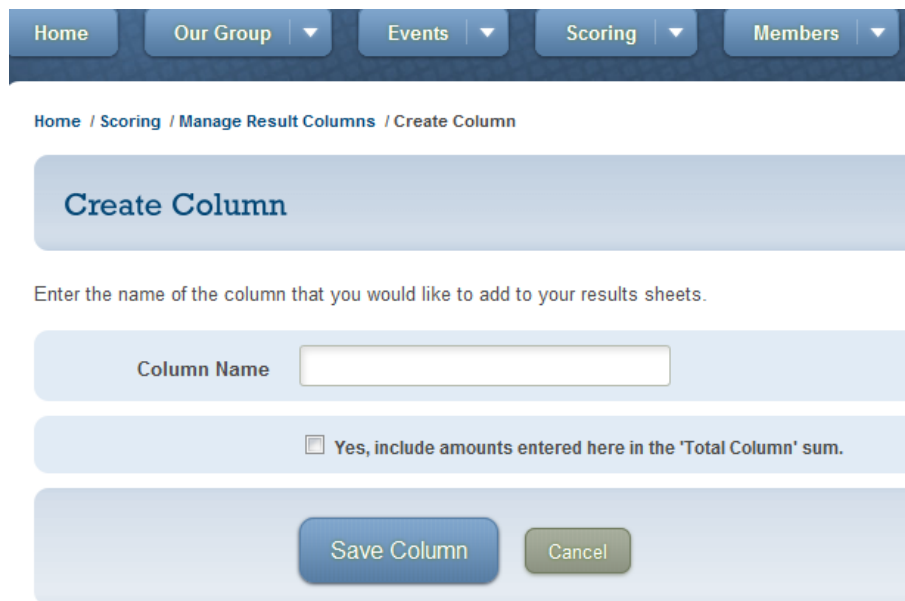
Manage Result Columns		Create Column
Column Name	Include in Total	
Gross	No	 
Hcp	No	 
Net	No	 
Main Game	Yes	 
Side Game	Yes	 

In **Manage Results Columns** all the preset (Gross, Hcp and Net) and customized columns are displayed. It also indicates if each column value is to be included in the **Total**. **Edit** and **Delete** icons are for customized columns.

The columns are listed in the order that they were created and this is how they will appear (left to right) in **Game Tracker**. Golf Group Manager has pre-set columns **Gross**, **Handicap** and **Net** which cannot be edited or removed. Groups can add a limitless number of columns to display results and track scores all with the option to include their values in the **Total**.

## Create Result Columns

The first step in setting up the **Results Module** is to **Create Columns** for the **Game Tracker** spreadsheet. Before creating any columns, it is important to plan which are to be created first as they are displayed in that order. The first column created will appear beside the **Net** column in **Game Tracker** and subsequent columns will be added to the right. Once created the order of the columns cannot be moved; they will need to be deleted to reset the order. When columns are deleted all data that has been entered is lost.



The screenshot shows the 'Create Column' form within the Game Tracker interface. At the top, there is a navigation bar with buttons for 'Home', 'Our Group', 'Events', 'Scoring', and 'Members'. Below this, a breadcrumb trail reads 'Home / Scoring / Manage Result Columns / Create Column'. The main heading is 'Create Column'. Below the heading, there is a text prompt: 'Enter the name of the column that you would like to add to your results sheets.' This is followed by a text input field labeled 'Column Name'. Below the input field is a checkbox with the label 'Yes, include amounts entered here in the 'Total Column' sum.' At the bottom of the form are two buttons: 'Save Column' and 'Cancel'.

To create result columns go to **Scoring/Manage Result Columns/Create Column**

**Column Name** -Enter the name

**Total Column** -Check the box if the value entered in that column should be included


**Save** - wait for the green cue

To view the result columns created open **Scoring/Game Tracker**

## Results Sheet

### Entering Scores into Results Sheets

#### *Events/Manage Events/View/Edit Results*

When the cut-off for an event sign-up is reached the **View/Edit Results**  icon is displayed. All players that have signed up and have **Accepted** status are listed in alphabetical order on the **Results Sheet**. Waiting list players are not. There is the option to print a blank results sheet for manual entries.




### Par Points

Mar 10, 2011

Player Name	Gross	Hcp	Net	Main Game	Side Game	Birdies	Chip-ins	Sandies	Total
1. Demo Account	0	10	-10	0	0	0	0	0	0
2. Betty Bean	0	50	-50	0	0	0	0	0	0
3. Ray Carter	0	15	-15	0	0	0	0	0	0
4. Julia Child	0	30	-30	0	0	0	0	0	0

When the game is complete, update the player list by adding and removing players **Events/Manage Events/View/Edit Players** to reflect only those that participated in the event. This is an important step as the names listed on the **Results Sheet** are from the sign-up list and updating is needed to take into account player additions or cancellations.

A **Results Sheet** will not be available for entering scores if the **Track Statistics** option was not selected when this **Event Category** was set up. To change the setting for all events contained in this category go to **Manage Event Categories**.

To enter the scores into the **Results Sheet**, go to: **Events/Manage Events/View/Edit Results**. In the form that opens, select **Enter/Change Results** in the toolbar. Enter data into each cell and click on the pencil icon  or the Enter button to save that cell. Use the **Save Edits** button in toolbar to save all of the edits where the pencil icon is displayed. This sheet can be updated at any time post event; there are no time constraints. It can also be printed and exported to a spreadsheet program.

The **Gross**, **Handicap** and **Net** columns are standard in all **Results Sheets**. The handicap listed is from the player's **Personal Profile**. It can be edited in the **Results Sheet** but it will not cause the handicap in the **Personal Profile** to change. Once the results sheet is saved the handicap will be fixed and can only be changed by an Admin editing the sheet.

Totals for the column and row entries are connected to how the column was originally set up in **Manage Results Columns**. This setting can be edited to include/exclude the data in that column from being totalled.

Results are archived each season based on the 'Season Start' date that was set up in **Our Group/Manage Group Settings**. As shown below, the dropdown list contains the seasons when results were recorded. Results older than 3 years are no longer accessible. Groups that want to keep older results should export them at the end of each season

The screenshot shows a navigation bar with a dropdown menu for 'Season'. The dropdown is open, showing the following options: 'Current', '2010 to 2011', '2009 to 2010', and '2008 to 2009'. A red arrow points to the 'Current' option. The page title is 'Captain vs Vice Captain Match' and the date is 'Apr 02, 2011'. The navigation bar also includes buttons for 'Home', 'Events', 'Manage Events', 'Enter / Change Results', 'Export', 'Print', and 'Print Blank'.

## Game Tracker

**Game Tracker** located under the **Scoring** button, is part of the **Results Module**. When open, it displays the columns created in **Scoring/Manage Result Columns/Create Columns** and a table of results based on entries made in **Events/Manage Events/ View/Edit Results** following each event.

There are three **Game Tracker** views available:

**My Game Tracker** shows each member their scoring record including the number of events participated in, the gross, handicap and net plus other results shown in the custom columns set up by your group. **Total** shows the sum from each row and column.

DEMO ACCOUNT'S

### Game Tracker

Dec 01, 2010 - Nov 30, 2011

Events (6 Played)	Gross	Handicap	Net	Main Game	Side Game	Birdies	Chip-ins	Sandies	Total
Jan 02, 2011 - Par Points	85	10	75	0	1	0	1	0	2
Jan 05, 2011 - Low Net	90	10	80	0	0	0	0	0	0
Jan 22, 2011 - Best Ball	79	10	69	0	1	2	0	0	3
Jan 27, 2011 - Par Points	88	10	78	1	0	0	0	0	1
Feb 28, 2011 - Greens in Regulation	82	10	72	1	0	2	0	0	3
Mar 03, 2011 - March Scramble	0	10	-10	0	0	0	0	0	0
<b>Total</b>				<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>9</b>

**Everyone's Game Tracker** shows the **Total** row from each member's individual scoring record. To view the full scoring record, click on the member's name. Making this game tracker available for all members to view is an option set by your Group Admin in **Manage Group Settings**.

**Game Tracker****Dec 01, 2010 - Nov 30, 2011**

Name	Played	Main Game	Side Game	Birdies	Chip-ins	Sandies	Total
Demo Account	6	2	2	4	1	0	9
Shawn Adrian	8	1	0	0	1	0	2
Wako Anders	11	1	3	1	1	0	6
Betty Bean	15	4	3	2	1	1	11
Blake Carter	9	0	0	2	0	0	2
Gillian Carter	5	0	0	0	0	0	0

**Season Summary Game Tracker** lists all of the games completed to date and provides stats on a per game/event basis. This spreadsheet is available only to those with Admin privileges. It is to provide statistical summaries that can be valuable for season evaluations and in planning the next season.

## SEASON SUMMARY

**Game Tracker****Dec 01, 2010 - Nov 30, 2011**

Event Name	Players	Main Game	Side Game	Birdies	Chip-ins	Sandies	Total
Jan 02, 2011 - Par Points	12	8	6	4	4	0	22
Jan 05, 2011 - Low Net	9	6	2	3	1	0	12
Jan 08, 2011 - Low Net-Tee Sheet	12	6	3	4	6	4	23
Jan 10, 2011 - Saturday Game	9	4	5	2	2	2	15
Jan 22, 2011 - Best Ball	4	3	5	4	0	0	12
Jan 22, 2011 - Winter Tournament	25	0	0	0	0	0	0
Jan 26, 2011 - Midweek Game	9	0	0	0	0	0	0

# FAST DRAW MODULE

## Create Event - Fast Draw

Manage Events is the operation headquarters for everything event-related. It displays the date and name of each event, the status, plus features to publish game winners, edit and remove the event. With the **Fast Draw** module there are additional features to add/remove members, create and view the draw and send email notices. The **Results Module** also has the add/remove player feature plus result input sheets. Also located here is the **Create Event** tab.

For **Fast Draw** subscribers, there are additional areas to be completed. Most of the parameters in this area can also be edited or changed in **Fast Draw**. Members can only see the information included on page 11 when they click on the name of the Event. For Handicapped and ABCD events members will be required to enter/update their handicaps when they sign up. When the handicap is updated here it also updates their handicap in their Personal Profile.

**Event Category** – from the dropdown list select the category specific to that event

**Event Title** – enter in the name of the event

**Require Tee Times?** - Check the box if this event will need tee times. Games and competitions usually require tee times but for social events tee times are unnecessary. **Game Winners** will not show attendance

**\*Player Message?** – Check box so members can send a message to persons doing the Draw.

**Date** – set the date when the event will take place

**Start Time** – set time when the event/game will start

**Cut-off Date** - choose the date and the time when this event will close for sign-ups. If a date is chosen after the

**Event Open**  **Days Prior**– list the number of days before the event when players can sign up. Event will open at midnight

**Player Capacity** – enter the maximum number of participants that can attend. When capacity is reached those signing up will go onto a Waitlist.

**Description Box** to add more information

Select **Add this Event** to save

Create Event

Complete the form below to create a new event.

Event Category

Event Title

Require Tee Times?  Yes, this event requires tee times.

Player Message?  Yes, players can leave a message when they sign up

Date

Start Time

Cut-Off Date

Event Open  Days Prior

Player Capacity

**B** / **I**

POWERED BY TINYMCE

Fast Draw Options:

Sign-Up Method  List  Tee Sheet

Tee Time Interval

Players Per Tee Time

Handicapped Event?  Yes, this is a handicapped event.

Draw Type

Order

**These Fast Draw options provide greater choices of draw types, sign-up types, handicapped events, etc.**

## Fast Draw Options –

**Sign- up Method** – there are two options available for members to sign up for events.

- **List** – player’s names go onto a list for a draw to be created later.
- **Tee Sheet** - players can add their name directly into the tee sheet grid

SIGN-UP SHEET

### Play with friends Tee Sheet signup

Jan 24, 2026

Click on any open slot to add your name into the Tee Sheet. Then press the **SAVE** button on the top right of the screen.

1:00 AM					
1:10 AM	Linda Golfer <span style="color: red; font-size: small;">✘</span>				
1:20 AM					

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**Tee Time Interval** -indicate the spacing of tee times as set by the golf club. If there is a shotgun then select

Tee Time Interval

When finalizing the Draw for a shotgun event, indicate the starting Hole # in the Notes area

**Players Per Tee Time** Indicate how many players will be in each tee time. EXCEPTION: For Tee Sheet events this area cannot be edited once the event is ‘Accepting Sign-ups’

**Note:** if the Tee Sheet Sign-up Method is selected only the Players/Tee Time and Tee Time Interval fields will show.

**Handicapped Event?** Check this box if the event is a Handicapped, Reverse Handicap, Split Field or ABCD event. Players will be prompted to enter their handicap when they sign up for this event. This type of event is not available for the Tee Sheet sign-up method.

**NOTE - Handicaps are dynamic throughout the *Fast Draw* program. Whenever handicaps are changed in the *Personal Profile* it automatically updates in all Events the member has entered. When an event is created and the ‘Handicap required’ box is checked, a ‘pop-up box’ appears at sign-up requiring the current handicap be entered. When a handicap is entered, it automatically updates in the *Personal Profile*.**

**Draw Type** Select between the 5 choices. Manual, Random, Handicapped, Reverse Handicap, Split Field or ABCD. The Draw Type can be changed in Fast Draw at any time.

**Order** – decide if it will be consecutive tee time starts or shotgun start


**Add this Event** – saves the event when the green confirmation bar appears

Most of these fields the data can be edited later while in Manage Events and the **Fast Draw** program.

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## Editing an Event

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All events can be edited when the status of the event shows 'Coming Soon'. Once a **Tee Sheet event** is available for sign up, editing to the 'Start Time' or the 'Tee Time Interval' can be done through **Fast Draw** by clicking the blue  icon next to the event in **Manage Events**. The 'Players/Tee Time' cannot be edited once the event is 'Accepting Sign ups' and if it needs changing the event will need to be deleted and re-created. For events where the 'List Sign up' method is used, edits can be made through **Edit Events** until the event status is 'Cut-off Passed'. All edits will then need to be made in **Fast Draw** for that event.

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## Event Status Terms

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**Over** – the event has been completed

**Cut-off Passed** – the date for signing up is closed but the event is yet to be held

**Accepting Sign-up** – event is open for members to sign-up

Feb 18	New Handicapped Event	OVER	       
Feb 21	Tee Sheet Change Date	ACCEPTING SIGN-UPS	       
Feb 26	Stableford	CUT-OFF PASSED	       
Feb 28	Winter Meeting	WAIT LIST	       
Mar 23	Spring Elections	COMING SOON	       
Apr 02	April Scramble	ACCEPTING SIGN-UPS	       
Apr 30	April Tournament	ACCEPTING SIGN-UPS	       

**Wait List** -each event is limited to a set number of players when it was created. When this maximum number is reached, players can continue to sign up. They are displayed on the Event sign up list with the status, 'Wait List'. When those on the 'Accepted' list withdraw, those on the Wait List move up. The waiting list feature is **not available** for tee sheet sign up.

**Full** – when a tee sheet sign-up has reached the maximum number of players, the event status will show **Full**. Players can no longer add their names to the tee sheet and will need to wait for cancellations. The tee sheet sign up is exclusive to **Fast Draw**

**Coming Soon** – the event is not available for sign up

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## Manage Events Icons

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Depending on what modules are subscribed to, there can be a total of eight icons on the right of each event.



**View/Edit Players.** Players can be added or removed regardless of event status. This icon is in Fast Draw and Results modules and available when viewing those that have signed up for events. Admins can add or remove players.



**Fast Draw** icon changes from grey to blue once the sign up has a status of 'cut-off passed' and before the event is 'over'. During this time the draw can be created and edited numerous times. If players have not signed up for the event, then no draw will be needed so the icon remains gray. Players can still be added at this time and the icon will change to blue. If the event is a 'Tee Sheet' sign up, the icon will be blue when the event opens until it is 'Over', so access to the tee sheet draw is available to Admins.



**View Draw** shows the current draw



The **Email Notification** icon allows emails to be sent to all members, signed up members, selected members, others (where their email can be inserted) and/or the Pro Shop. The sign-up list and draw can be attached. . Emails sent from here are stored in the **Manage Emails** area.



**View/Edit Results.** Once the cut-off has been reached, a blank results sheet form can be printed to for manually entering and used to record game results. Data can be entered and edited at any time online.



The **View/Edit Winners** opens a table to record the event winners to post in Scoring/ Game Winners. This icon is linked to the 'Tee Times required?' question in **Create Event**. If unchecked this table will not be available for entries and will be grayed out. Also this icon is only available for input once the event has completed.



**Edit** allows for the details of the event to be edited prior to the event completion. Changes to tee times for Tee Sheet sign up will need to be done manually in Fast Draw. It is not available after the Event is 'Over'.



**Delete** an event. There is a strong warning that all past data around that event will be lost. **All data relating to this event such as scores and winners will be deleted. This action cannot be undone or recovered.**

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## Tee Sheet Sign Up Events

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In **Manage Events**, the **Fast Draw, Tee Sheet Sign up** events will go from grey to **blue** once the status shows **ACCEPTING SIGN-UPS**.

**NOTE:** Admin access is allowed to the **Tee Sheet Fast Draw** sheet once the event is Accepting Signups. At the same time, it is also displayed in **Home/Posted**, so members can see the Draw and the available spots in the Draw.

Admins can access **Fast Draw** to **Add Players**. Players added by the Admin will go into the corral and will need to be placed into the Draw. When editing, if the **Players/Tee time** is reduced, players in the fourth column will move into the Corral to wait for placement in the Draw. If, on rare occasions, two sign up at the exact same time, they may not show in the Tee Sheet Draw, but will appear in the Player Corral, so their names will need to be manually dragged and dropped into a tee time.

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## Creating a Draw

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Players and tee times can be added/removed, guests added, Notes by each tee time added, start/end times changed, etc. The parameters for **Draw Type, Order, Start, Interval** and **Players/Time** that are displayed were set when the event was created. All can be edited in **Fast Draw** until the event status shows **OVER**.

**Draw Type:** There are 6 different choices

**Random** – will place players in the draw in random order

**Manual** – players are placed into the draw by dragging and dropping the names in the corral to tee time slots

**Handicap** – players are placed in the draw with the lowest handicap in the first tee time

**Reverse Handicap** – players are placed in the draw with the highest handicap in the first tee time

**ABCD** –foursomes are formed with players from each handicap group. The total handicap for each foursome will display in the Note Box.

**Split Field** – The field of players are divided into 2 groups based on Hcp

**Order:** choose between **consecutive** tee times or a **shotgun** start. For a shotgun start, enter the hole numbers in the Notes area

**Start** - enter the first tee time or the shotgun start time

**Interval** –enter the minutes between each tee time. Shotgun start has 0 minutes

**Players/Time** – select the number of players for each tee time

**Make Draw** will move the players from the corral into the draw sheet.

When the blue **Fast Draw** icon is selected in **Manage Events**, the grid that appears shows, players who have signed up appear in the **Players Corral**. Chose the **Draw Type** you want and select. Waitlisted players are in a separate corral.

Edit Event

Draw Type Random Make Draw
 Order Consecutive
 Start 10 :00 AM
 Interval 10 Min
 Players/Time 4

Waitlist (remove a player from the draw or the corral, or add another golf time in the draw)
 

July, Fred	June, Mavis	Lawson, Doug	Luongo, Bob	Woo, Ray	Abba, Freda
------------	-------------	--------------	-------------	----------	-------------

Players Corral (drag players from here to tee times) Add Member -

April, Bill	August, Brett	Brother, Jake	Bug, June	Carter, Ray	Davidson, Bev	December, Barry
February, Nancy						

Draw (List Sign Up) View

		NOTES:
<b>10:00 AM</b>		
		NOTES:

Players in the Waitlist Corral will automatically move into the Players Corral when space is available

### Make the Draw

When selected, the players are arranged in tee times. To remove players from the Draw and start again, change the Draw Type to **Manual**, click **Make Draw** and all players will return to the corral. Handicaps show in the Draw when handicap, reverse handicap, split field and ABCD draws are the Draw Type

Draw (List Sign Up)
View Messages

		NOTES:
<b>10:00 AM</b>	Davidson (T), Bev (11)     Carter, Ray (26)     November, Ruth (28)     April, Bill (77)	
<b>10:10 AM</b>	Morris, Ron (12)     Armstrong (T), Lynn (23)     *Vaughn, Vince (30)     MacDowell, Susan (36)	NOTES:
<b>10:20 AM</b>	March, Don (15)     August, Brett (22)     Churchill, Susan (31)     Luongo, Bob (33)	NOTES:
+		

Post Draw
Save
Cancel

---

## Fast Draw Features

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**Fast Draw** is very flexible and allows the Draw to be edited and re-created numerous times, until the event is played. If the **Manual Draw Type** is selected, players can be dragged and dropped into tee time slots in the Draw

### Add/Remove Players

- Players can be added individually through **Add Member**
- Players in the Draw grid can be removed by double clicking on the name to return them to the corral; while in the corral a player can be completely removed by hovering the mouse above the name and selecting the **Red X**
- Player positions in the Draw can be moved by dragging and dropping the name into different tee slots. **Note:** there is a limitation when swapping player positions by drag/drop as it can only be done within the visible area on the tee sheet- scrolling will not work. Best to move players to the Corral first, then drag/drop into the Draw
- For a **Tee Sheet Sign up** when the Admin adds players to a tee sheet event, their names are placed into the **Players Corral** and not directly into a tee time. The Admin can access **Fast Draw** from **Manage Events** and move the player from the Corral into a tee time.
- Players added by the Admin into a handicapped draw will display the handicap from that player's **Personal Profile**.

### Waitlisted Players

When **Players are in the Waitlist Corral** they will automatically move into the Players Corral when space is available in the Draw. They will populate in the same order (from left side of Waitlist corral) as they signed up.

**View Messages** can be viewed from the Draw Grid. e.g. Players requesting power carts can be matched with others requesting the same.

**Add Guest** can only be added when there is room in the Draw. Guest names are italicized to distinguish them from players

Add A Guest

Please enter the Guest's name below to add them to this game.

First Name

Last Name

Handicap

Note: Guest names placed into the Draw remain after it is Saved/Closed. Guest names left in the Corral are deleted when the Draw is Saved/Closed.

The screenshot shows the Fast Draw interface with the following elements:

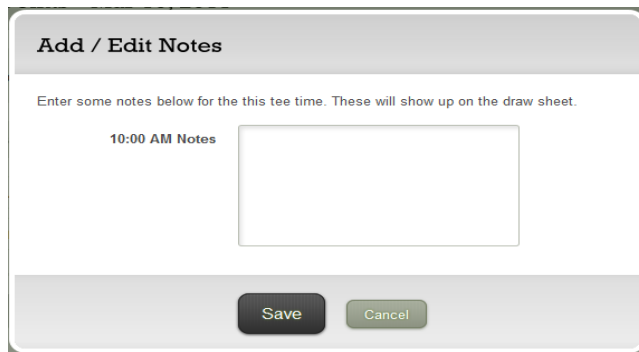
- Draw Type: Random (dropdown), Make Draw (button)
- Order: Consecutive (dropdown), Start: 10:00 (dropdown), Interval: 10 Min (dropdown), Players/Time: 4 (dropdown)
- Players Corral (drag players from here to tee times) with an Add Member button.
- Draw (List Sign Up) section with a View 364 button.
- Draw Grid:

Time	Player 1	Player 2	Player 3	Player 4	Notes
10:00 AM	Beta, Marvin	Carter, Ray	Davidson (T), Bev	<i>Guest, Barb</i>	
10:10 AM	Churchill, Susan	March, Don	April, Bill	Morris, Ron	
10:20 AM	MacDowell, Susan	November, Ruth	Luongo, Bob	*Vaughn, Vince	

Buttons at the bottom:

**Note:** Guest names placed into **the Draw** will remain after it is Saved/Closed. Guest names left **in the Corral** are **deleted** when the Draw is Saved/Closed.


**Add Notes** the Note area provides additional information to players, such as the starting hole for a Shotgun, cart sharing, bringing out/in KP markers, match play pairings, etc.

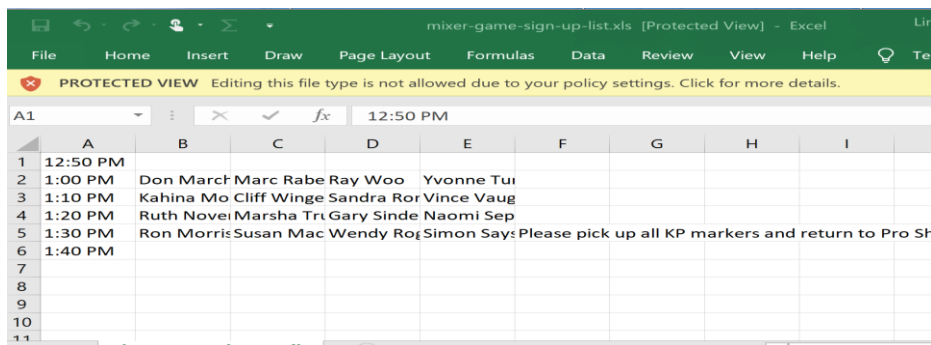


**Add/Edit Notes** –Click on the Note Box by each tee time to input information. Notes are displayed in the Draw once it is saved. To remove the contents from a Note, click on the Note box, highlight content then delete and save.

If the **Make Draw** button is selected after a Note has been entered the Note will remain for the tee time.

## Export the Draw

An **Export** button is available in **Manage Events/View Draw**  as well when the Draw is opened from **Posted Draw** located on the **Home** page. Draws can be exported to a spreadsheet or CVS sheet.




After changes are made, select **SAVE** to keep or **CANCEL** to retain the previous Draw. All Tee Sheet Sign Up events that are saved are automatically posted and can be viewed by members on **Home/Posted Draws**

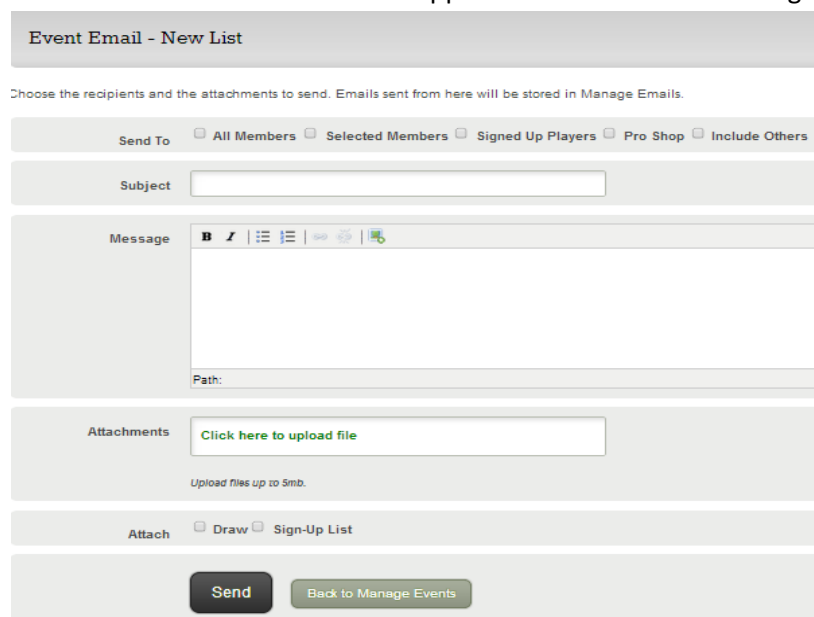
**When the Draw has been finalized Select POST DRAW and it will appear in the Posted Draw area on the Home Page**

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## Email Notification -Send out the Draw

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The Draw and/or the Sign-up List can be emailed to members from Fast Draw by clicking the **Email Notification** icon  beside the event. A form appears to enable the email to go out.



### Send To:-

**All Members** – Everyone on the Member List

**Selected Members** – Choose recipients from the dropdown box

**Signed Up Players** – only those recipients entered in the event will receive the email

**Pro Shop** – will go to the email address listed in Manage Group settings

**Include Others** – opens a box allowing an email address to be entered. Select **Add** to include more addresses

**Subject** Enter email subject. This is a required field

**Message** Type in content. Add formatting such as bold and italics.

**Attachments** Upload a file from sender's computer (maximum size of 5 MB). PDF files are recommended

**Attach** option to include the **Draw** and/or the **Sign-up List**

**Send** email is sent and the green cue will confirm

Emails sent from **Email Notification** are stored in **Manage Emails**.

**Note:** Due to the complexity of the Fast Draw program, tablets and/or mobile devices do not have the capacity to use all functions

## RINGER BOARD MODULE

A **Ringer Board** is a compilation of a player's best gross score on each hole during a set time period. It is interactive and allows players to enter their own scores and view scores from other players. There can be several different Ringer Boards active throughout the season.

New GGM users will need to ensure that when they create the first **Ringer Board** that the 'current season' has begun, i.e. it will not display prior to the Season Start date which is set in **Manage Group Settings**.

**Golf Group**  
manager
Show: Winter Ringer Board Home Withdraw Ringer Board Edit Export Spreadsheet Print

### Winter Ringer Board

Jan 01, 2011 - Mar 31, 2011

A Ringer Board is a compilation of a member's best gross score on each hole. The total column will show N/A if a score is missing on any hole. Other players score data can be viewed by holding the mouse arrow over the hole score. To update or enter a score into the Ringer Board, select EDIT from the upper right bar. In the page that opens use the EDIT option on each hole to make changes. The score, playing partner's name, and the date of the competition must all be entered before the change can be saved.

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
<b>Demo Account</b>	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>Betty Bean</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>Terry Curtis</b>	3	4	6	5	5	4	3	6	5	4	2	6	6	3	5	4	6	4	81
<b>Bev Davidson</b>	0	4	2	0	4	4	4	6	5	4	0	0	0	0	0	0	0	0	N/A
<b>Chris Golfer</b>	5	0	3	4	0	5	0	4	0	0	0	0	0	0	0	0	0	0	N/A
<b>Linda Inglis</b>	3	3	0	6	0	0	5	0	5	0	0	0	0	0	0	0	0	0	N/A

### Scoring/Ringer Board

The toolbar at the top is the control centre for **Ringer Board**.

**Show:** contains all the **Ringer Boards** created during the season. Use the drop down to select a **Ringer Board** to enter scores

**Home** returns to the **Home** page

**Attend /Withdraw** Toggle switch for members to enter or cancel out of the **Ringer Board**. If a player **Withdraws** and decides later to **Attend**, the previously entered scores are automatically re-entered. When the end date is reached, the **Attend/Withdraw** and **Edit** buttons disappear







**Edit** Select to enter or update scores

**Export** This sheet can be exported to a spreadsheet program such as Excel

**Print** The sheet can be printed onto letter sized paper(s)

## Manage Ringer Boards

### Scoring/Manage Ringer Board

Manage Ringer Boards			Create Ringer Board
Name	Start	End	
Winter Ringer Board	Jan 01, 2011	Mar 31, 2011	  
Winter Handicaps over 21	Feb 01, 2011	Mar 31, 2011	  
Winter Handicaps 21 and under	Feb 01, 2011	Mar 31, 2011	  

**Manage Ringer Boards** contains information on all of the **Ringer Boards** including start/end dates. There are options to **Edit Score** (player's score) and **Edit the Ringer Board** settings. It can also be removed (**Red X**) after a warning.

**Edit Scores** - On the table that opens click on the score to be edited, complete all fields and **Save**

**Edit** – the name and dates can be edited and **Save**

**Delete** – select the red X. A warning will appear before the deletion is completed

## Create a Ringer Board

### Scoring/Manage Ringer Board/Create Ringer Board

### Create Ringer Board

Create a Ringer Board title and set the Start and End dates.

Title

Description

Start Date

End Date

**Title** - enter the name of the **Ringer Board**

**Description** – the content showing are the instructions for the players to sign up and enter scores. This area can be deleted, edited and have additional content added. It defaults to the most recent Description entered & can be updated as needed.

**Start/End Date** – select from the calendar

**Save** - wait for the green cue

All **Ringer Boards** appear in the **Show** drop down list in **Scoring/Ringer Board**.






The events that appear in the drop-down list when entering **Ringer Board** scores are set in **Event/Manage Event Categories**. When the **Track Statistics** box is checked all events in that category and the other categories where the box has been checked, will appear in the drop-down list.

# PHOTO GALLERY MODULE

The **Photo Gallery** access is located in the side column of the **Home** page. It contains a collection of albums each with an array of pictures with mouse over captions. Photos located here are uploaded by a Group Admin. Each photo can be downloaded after it is double clicked and opened to the original size.

## Manage Photos

Here is the list of current albums with options to edit or remove. **Edit** opens the album where it can be renamed, more photos added, as well dates and captions to each picture by using **Edit**.

Manage Photos		Add Photos
Photo Album Name		
Springtime	 	
2010 Trophy Winners	 	
2010 Palm Springs Group Getaway	 	
2010 Winners	 	

## Create Album and Add Photos

### Admin/Manage Photos/Add Photos

**Add Photos**

Create an album and upload photos.

Album

Album Name

Photos

First click [Select Photos](#) and then click [Upload](#).  
Once photos are all uploaded 100%, click Save Album below.  
*Note: Make sure photos are oriented prior to uploading.*

**Album** – Create a new album or choose an album to add photos to

**Album Name** – give a title/name to the album

To add photos click **Select Photos** and **Browse**. Choose photos singly or in multiples. Make sure photos are oriented correctly when selecting. Once selected, photos are displayed in the field beside **Photos**

**Upload** -when all photos have been selected. Wait for each photo to reach 100%

**Save Album** and wait for the green cue

Albums are displayed in the order that they are created so the most recently created albums will be at the beginning of **Photo Gallery**.

## Edit Albums and Add Dates/Captions

When **Edit** is selected from **Admin/Manage Photos** a page opens where more photos can be added. Existing photos can have dates and descriptions added by selecting the **Edit** icon at the side of each picture.

To **Rename** the album, add captions and dates, choose the **Edit** icon in **Manage Photos**.

[Home](#) / [Administration](#) / [Manage Photos](#) / [Manage Album: 2010 Palm Springs Group Getaway](#)

[Go Back Home](#)

### Manage Album: 2010 Palm Springs Group Getaway

[Rename](#) [Add Photos](#)

Photo	Description	Date Taken	
	Hole #6 Indian Wells	2008-09-27	 
	Hole #8 Indian Wells	2008-09-27	 

[Back to Dashboard](#)

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