



MEMORANDUM

DATE: Monday, October 17, 2005
FROM: Kwadwo Frempong – Handicap & Networking
SUBJECT: Installation Checklist

Please go through this checklist, preferably with your IT specialist, and indicate what your current system is. When completed, fax this document back to 604.207.9535. Thank you in advance for your cooperation. **Please note that installation cannot proceed until this document is faxed back with appropriate answers.** Help notes to the questions are found over.

Name of Golf Club: _____

1. Internet Connection			
High-speed <input type="checkbox"/>	Dial-up <input type="checkbox"/>	None <input type="checkbox"/>	
Internet Provider:	Shaw <input type="checkbox"/>	Telus <input type="checkbox"/>	Other: _____

2. Operating System		
Microsoft Windows Server 2003 <input type="checkbox"/>	Microsoft Windows 2000 Server <input type="checkbox"/>	
Microsoft Windows XP Professional <input type="checkbox"/>	Microsoft Windows XP Home <input type="checkbox"/>	
Microsoft Windows 2000 Professional <input type="checkbox"/>	Microsoft Windows ME <input type="checkbox"/>	
Microsoft Windows 98 <input type="checkbox"/>	Microsoft Windows 95 <input type="checkbox"/>	Other _____

3. Internet Explorer
What version of Internet Explorer is on the computer? _____

4. Computer Processor
What is the processor on the computer? (If you have this information) _____

5. Current Handicap Program
What is your current handicap program & provider? _____ None <input type="checkbox"/>
Do you want the data to be converted? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate your preferred Option (see Number 5 over): _____

6. Remote Control Software
Do you have a remote control software installed? Yes <input type="checkbox"/> No <input type="checkbox"/> Type: _____
Would you like to install a remote control software that would allow us to connect directly to your computer and fix problems? Yes <input type="checkbox"/> No <input type="checkbox"/>

Contact Details of IT Specialist
IT Specialist _____ Tel. No. _____
Email _____

NOTES

The optimal system requirements are as follows. If you're in doubt about whether your system meets the requirements, please consult your IT person.

1. PC
2. Internet Explorer 6.1 or higher
3. High Speed internet access: DSL, Cable, or Satellite high speed connection
4. Windows XP or (Windows 2000)
5. Pentium III or higher processor
6. 17" monitor

The new handicapping system will be accessible from any computer with internet access, but the above is the optimal setup for the computer in the clubhouse

1. Internet Connection

High-speed is the desired option. With high-speed internet, your members will enjoy a truly unique experience.

2. Operating System

The new handicapping system is Microsoft technology based and therefore up-to-date computers are preferable. It is highly recommended that golf courses download all the latest patches from Microsoft for your operating system. Here's how to find out which operating system your computer is using:

1. Click **Start**, and then click **Run**.
2. In the box, type **winver**, and then click **OK**.
3. The window that appears will show you which version of Windows your computer is using.

3. Internet Explorer

Here's how to find out the version of internet explorer you're running:

1. Open internet explorer
2. Click **Help** menu and select **About Internet Explorer**
3. The version will be displayed here

4. Computer Processor

This is needed for information purposes only.

5. Current Handicap Program

This information is required for conversion purposes. To do the conversion you will need to send us your data using any one of these modes:

Option 1. Update Now: if the handicap computer has access to the internet you simply perform an Update Now and the data will be sent to the BCGA server. If you choose this option, you must do the Update Now by December 1, 2005.

Option 2. Email individual files to us. The files we need are as follows: (Name of file is in **bold**)

1. C:\Proffice.win\office.dat**config.wdb**
2. C:\Proffice.win\office.dat**crsinfo.dat**
3. C:\Proffice.win\office.dat**employee.wdb**
4. C:\Proffice.win\office.dat**member.wdb**
5. C:\Proffice.win\office.dat**twstmem.wdb**
6. C:\Proffice.win\Scor-Way**awayout.wdb**
7. C:\Proffice.win\Scor-Way**ignout.wdb**
8. C:\Proffice.win\Scor-way**othertee.wdb**
9. C:\Proffice.win\Scor-Way**rndsdet.wdb**
10. C:\Proffice.win\Scor-Way**scores.wdb**
11. C:\Proffice.win\System**Proffice.cfg**

12. C:\Proffice.win\System\Proffice.drv

Email above files to support@bcga.org or Kwadwo@bcga.org

Option 3. Copy the files needed to a cd and mail the cd to us

Option 4. Courier the tower to us: for a limited number of member clubs, we would be willing to receive your computer hard drive and extract the data from it. This will be done on a first come first served basis.

Option 5. Remote control: if you have high speed internet we can guide you to install a remote control software and download the data that way.

6. Remote Control Software

The remote control software will not be left on 24/7 unless there is adequate security. It can simply be turned on when we need to connect to the computer.