

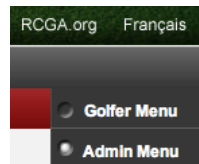
RCGA NETWORK QUICK START GUIDE FOR ADMINISTRATORS

March 2011

Dear Club Administrator, welcome to the redesigned RCGA Network. This Quick Start Sheet provides the basic information to get you started on the Network.

How to Access Your Administration Pages

1. To access your admin page, go to www.golfcanada.ca and at the top right side log-in with your ADMINISTRATOR'S username and password



2. Click ADMIN MENU

3. You will be presented with the administrative options:

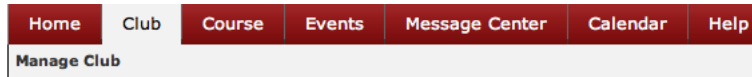


How to ADD New Members

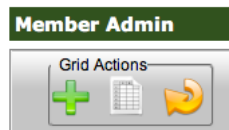
1. Go to www.golfcanada.ca and at the top right side login as administrator.

2. Click ADMIN MENU

3. Put your cursor on CLUB and click MANAGE CLUB



4. Club Admin page will appear, click MEMBER ROSTER



5. Under GRID ACTIONS, Click the appropriate icon



6. ADD: to add a new member



7. EXPORT: to export the member roster to Microsoft Excel



8. REFRESH: to refresh the screen

9. Required fields are marked with asterisks(*)

10. Assign a username and password to the member. Usernames must be unique on the Network. If the assigned username is not unique, you will be prompted. Click ADD MEMBER button when completed.

How to Change/Verify USERNAME or PASSWORD for a Member

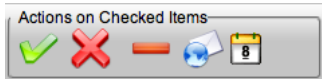
1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.
3. Club Admin page will appear, click MEMBER ROSTER
4. Put your cursor on the last name of the member for a few seconds and a pop-up will appear showing personal details for the member



5. Click ABC to search by last name using alphabets

How to Activate or De-Activate Members

1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.
3. Club Admin page will appear, click MEMBER ROSTER
4. In the ACTIVE column for the member, click in the box and select the appropriate setting. The Network will refresh to reflect the changed setting
5. To Renew / De-activate more than one member, click in the members check boxes to put check marks in them. Then click the appropriate icon under ACTIONS ON CHECKED ITEMS



6. Click the appropriate icon under ACTIONS ON CHECKED ITEMS
7. ACTIVATE: make members active



8. DE-ACTIVATE: make members inactive



9. DELETE: delete members who have passed away



10. EMAIL: to email members




11. MEMBERSHIP RENEWAL: to renew members

How to Download Member Roster

Follow the steps under How to add a Member and click the EXPORT icon






How to Update Your Club Profile

1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.
-  3. Click the PENCIL icon to the left of your club's name


How to Access:

1. Subgroups
2. Batch scores
3. Reports
4. Category count




1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.

- | | |
|--|---|
|      | <ol style="list-style-type: none"> 3. Click the appropriate icon to the right of Member Roster 4. CATEGORY COUNT 5. GROUPS 6. POST BATCH SCORES 7. REPORTS |
|--|---|

How to Search for a Member (Active or Inactive)

1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.
3. Club Admin page will appear, click MEMBER ROSTER
-  4. Click the SEARCH icon

5. The Search Details page will appear

| | | | | | | | | |
|---|----------------------|----------------------|----------------------|----------------|--|---|---|---|
| <input checked="" type="checkbox"/> Show Active | First Name | Last Name | Network ID | Category | <input checked="" type="radio"/> This Club |  |  |  |
| <input type="checkbox"/> Show Inactive | <input type="text"/> | <input type="text"/> | <input type="text"/> | All Categories | <input type="radio"/> Global | | | |
| <input type="checkbox"/> Show Pending | | | | | | | | |


Show Active
 Show Inactive
 Show Pending

6. Specify whether to search for active and/or inactive members. Ignore Show Pending.


7. Type in the first and last names of the member and select the appropriate category

This Club
 Global


8. Leave the check mark in THIS CLUB



9. Click this icon for ADDITIONAL SEARCH CRITERIA




10. Click this icon to SET SEARCH TO DEFAULT CRITERIA



11. Click this icon to search for the member


How to Change Personal Details for a Member

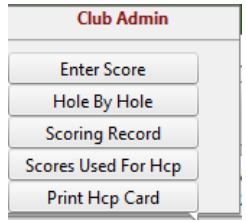
1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.
3. Club Admin page will appear, click MEMBER ROSTER
4. Locate the member
- 
 5. Click the PENCIL icon to the left of the member's name

How to View the Scoring Record of a Member

How to Post Scores for a Member


How to Print Handicap Card for a Member

1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.
3. Club Admin page will appear, click MEMBER ROSTER
4. Locate the member
- 
 6. Put your cursor on this icon (without clicking) for a few seconds and the following pop-up will appear giving you the following options:




7. Click ENTER SCORE to post scores for a member
8. Click SCORING RECORD to view the member's record
9. Click PRINT HCP CARD to print the member's handicap card

How to Edit or Delete Scores for a Member as an Administrator

1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.
3. Club Admin page will appear, click MEMBER ROSTER
4. Locate the member
-  5. Put your cursor on this icon (without clicking) for a few seconds and a pop-up will appear
6. Click SCORING RECORD to view the member's record
7. Locate the score you want to delete
8. Click the VIEW/EDIT (pencil icon) for the score
9. To delete the score click the DELETE ROUND button.
10. To Edit the Score click EDIT SCORE button.
11. Make the appropriate changes and click POST SCORE button
12. Verify the score details and click CONFIRM SCORE button

How to View Factor History for a Member

This feature allows you to go back as far as 3 years to view the fluctuation of the member's Handicap Factor. The history is displayed in both a numerical and graphical form.

1. Go to www.golfcanada.ca and at the top right side login as administrator.
2. Click ADMIN MENU. Put your cursor on CLUB and click MANAGE CLUB.
3. Club Admin page will appear, click MEMBER ROSTER
4. Locate the member
-  5. This time click this icon for the member and the member's scoring record will appear
6. Under HELPFUL LINKS click VIEW FACTOR HISTORY link

Merging Accounts

When members are members at more than one club that is using the RCGA Network, they are required to post scores to both clubs' handicap roster in order for their Handicap Factor to be legitimate. The RCGA Network allows for the merging of member accounts allowing the individual to enter a single score and have it automatically posted to both clubs' handicap roster. The member would have to specify a "primary club" and a "secondary club" of their choosing (for system purposes) but the member would appear on both clubs' roster.

In order to merge a member's accounts, send an email with the details to networksupport@bcga.org.



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Transferring Accounts

New members of a club are often former members of another club. If the member is transferring from a club that is using the RCGA Network, the program allows the member's account to be easily transferred from their former club to their new club. This allows the member to maintain their scoring records, stats, etc. without having to re-enter them manually.

In order to transfer a member's account, send an email with the details to networksupport@bcga.org.

What Does the "R" Beside the Handicap Factor Mean?

If you have an "R" beside your handicap factor, it means that your factor is reduced because of Exceptional Tournament Scores. The reduction calculation is triggered when you have two or more eligible tournament scores. An eligible tournament score is defined as any tournament score made within the last 12 months inclusive of any made within the player's current 20 score history.

A player's Handicap Factor may be reduced under this procedure when a player has a minimum of two eligible score differentials for tournament scores that are at least three (3.0) strokes better than the player's RCGA Handicap Factor. Tournament scores are valid for one year. The "R" will disappear when the two tournament scores that caused the reduction drop off the one year list, or when the member shoots scores closer to the tournament scores in her last 20 scoring history.

A tournament score is exceptional when its differential is at least 3 strokes better than the current handicap factor. Because the handicap factor is computed each time you post a score, the "R" may go on/off depending on factors including whether the two tournament score differentials are 3 strokes better than the current handicap factor, additional tournament scores.

The reduction calculation is done by the system in the background in just the same way that the handicap factor is computed. It is not initiated by anyone. Your club's handicap committee has the power to override the reduction where it is warranted.