

TRAINING MANUAL

Setup procedure for the
Golflink/MiClub booking system.

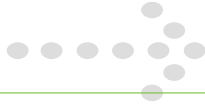
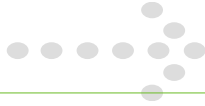


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1. Introduction

This manual is designed for club administrators only. It will guide you through the process of setting up access between MiClub timesheets and GolfLink booking portal so that social golfers can book & pay through the GolfLink website which will block out the select flight on the timesheet without manual interaction.

It will instruct users how to initially setup Green Fee categories and edit timesheet rows to allow external bookings.

Prior to setup, MiClub must first enable properties and settings in order for the system to function and provide administrators access to setup interfaces.

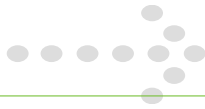
All payments are taken online at the time of the booking, GolfLink collect and hold this money which is remitted in one lump sum as close to the 15th of the following month as possible i.e. a booking to play on the 28th August 2009 would be remitted to the club on September 15th, along with all other bookings where golf was 'played' in August.

In theory you could list a 9 hole time as we just sell the start time, the club would need to make clear that the price was only for 9 holes which at the moment must be written at the top of the tee sheet (club end).

GolfLink handle cancellations and changes all the time. It makes sense that if the booking was made with GolfLink they will cancel it for you.

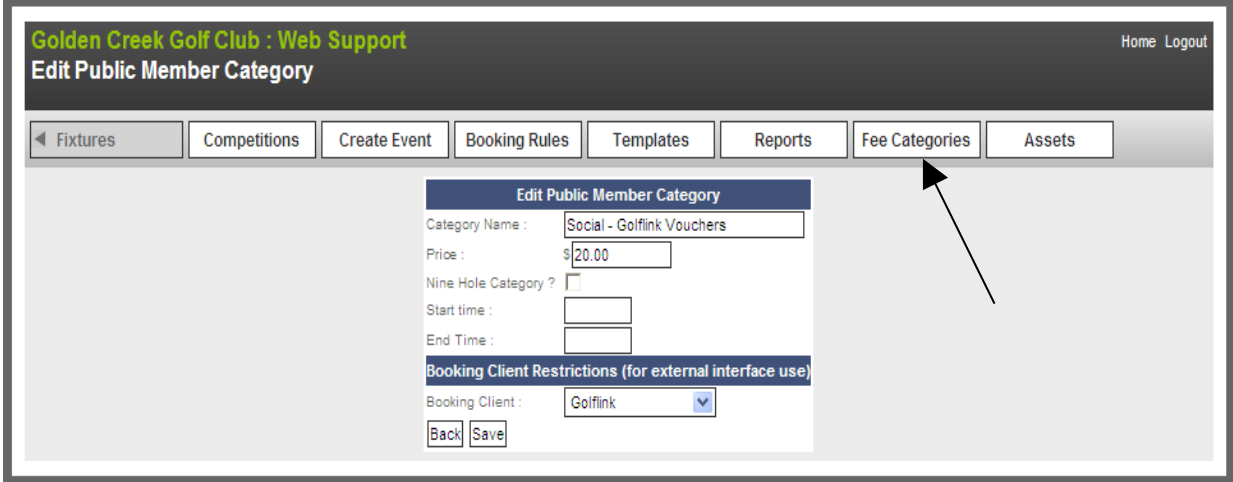
Currently to identify the players booked in on the timesheet the staff will need to click on edit booking to view the green fee type which will indicate any of the three GolfLink categories.

In future releases MiClub will make this clearer and easier for the clubs by placing a logo on the tee sheet to signify it was through GolfLink.



2 Setting up the Fee Categories

On the fixture list, you should see an admin menu button “Fee Categories”



The screenshot shows the 'Golden Creek Golf Club : Web Support' interface. The main heading is 'Edit Public Member Category'. A navigation menu includes 'Fixtures', 'Competitions', 'Create Event', 'Booking Rules', 'Templates', 'Reports', 'Fee Categories', and 'Assets'. The 'Fee Categories' menu item is highlighted with an arrow. The form below contains the following fields:

- Category Name: Social - Golfink Vouchers
- Price: \$20.00
- Nine Hole Category?
- Start time:
- End Time:
- Booking Client Restrictions (for external interface use): Golfink

Buttons for 'Back' and 'Save' are visible at the bottom of the form.

2.1 You must set the 'Category Name' to either of the three in bold below (Be sure to name them exactly as described below in Bold) – MiClub will initially set these up for you.

Social Golfers and GOLF Link Members – these are social tee times that can be booked by all golfers regardless of whether they are members of golf clubs or not.

Open Comp - GOLF Link Members – these are tee times in your club competitions or specific Open Days, the times can only be booked by golfers who have a valid golf club membership, handicap and GOLF Link number. The GOLF Link number is captured for your use when the booking is made.

GOLF Link Members Only – these are social tee times but they can only be booked by golfers who have a valid golf club membership, handicap and GOLF Link number. The GOLF Link number is captured for your use when the booking is made.

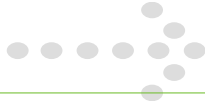
2.2 Set the Cost Price per booking by clicking on the edit button. Enter value in this format 45.00

2.3 Leave the Nine Hole Category *unticked*. Nine hole bookings is currently unavailable via this interface.

2.4 Set the Start and Finish time that this category is available to members per day (Leave blank if bookings can be made all day) Example, if twilight times are required then you set a starting time i.e. 14:00 and possible end time 19:00

2.5 Set the Booking Client Restriction to be '**Golfink**'

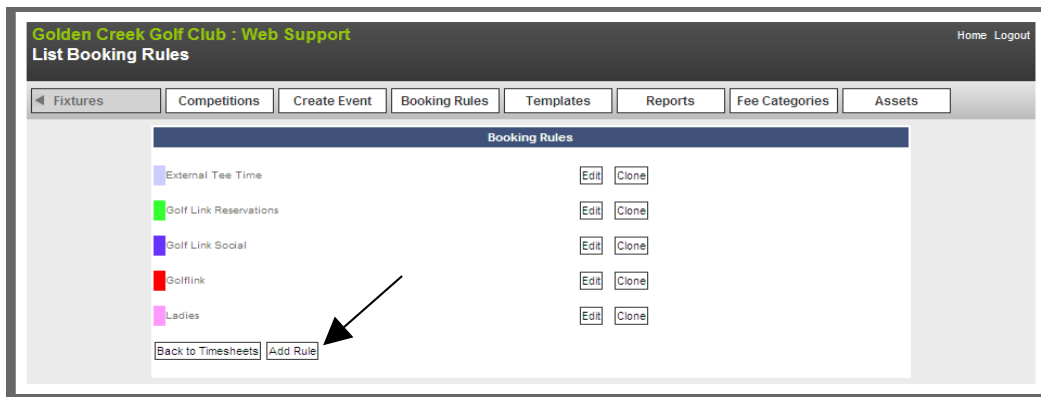
2.6 Press Save button.



3 Creating the Booking Rule

The Booking Rules will determine what rows on the timesheet will be available to be sent to Golflink as accessible public tee times on their portal booking page.

3.1 Select 'Add Rule'

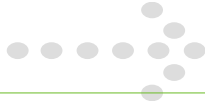


3.2 Set the Gender Restriction as well as the Categories for Members (Please note that these restrictions are only available for members booking through the Club's Timesheet)

3.3 Tick the Golflink 'Booking Client Restrictions (for external interface use)' box.

3.4 Set the Public Category Restrictions as setup in Step 2 (Create more than one booking rule if different categories are required)

3.5 Click 'Save' then 'Close'



4 Applying the booking rules and categories to the Timesheets

4.1 Go to 'Configure Event' then 'Details & Opening'. Select 'Public Configuration'

4.2 Set the Public Configuration Category that you would like to apply to the timesheet

Category	Price
<input type="checkbox"/> All	
<input type="checkbox"/> 18 Hole Old Course	\$ 30.00
<input type="checkbox"/> 9 holes twilight	\$ 5.00
<input type="checkbox"/> External Tee - Juniors	\$ 50.00
<input type="checkbox"/> External Tee - Seniors	\$ 100.00
<input type="checkbox"/> G8 test	\$ 13.00
<input checked="" type="checkbox"/> Open Comp - GOLF Link Members	\$ 20.00
<input checked="" type="checkbox"/> Social - Golfink Vouchers	\$ 20.00
<input checked="" type="checkbox"/> Special - Golf Link Members Only	\$ 20.00
<input type="checkbox"/> Weekend Adult 18 Holes	\$ 55.00

Save

4.3 Click 'Save' and go back to the timesheet

4.4 Click and highlight the rows that you would like to be available through the Golfink booking interface

4.5 Click on 'Edit Rows'

4.6 Click on 'Rules & Schedules'

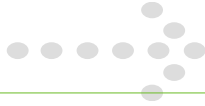
4.7 Select the Booking Rule created in Step 3

4.8 Click 'Save' and 'Close'

Row Details, Rules & Schedules

Current Booking Rule:	Golfink	Save
Blocking Action:	Block	Save
Scheduled Booking Rule 1:	26.7 test	Save
Apply Rule Schedule	0 days prior at: 00:00	Save
Scheduled Booking Rule 2:	26.7 test	Save
Apply Rule Schedule	0 days prior at: 00:00	Save
Scheduled Booking Rule 3:	26.7 test	Save
Apply Rule Schedule	0 days prior at: 00:00	Save

Close



A booking rule specified colour will be applied to the row that you selected.

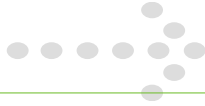
Golden Creek Golf Club : Sat Sep 19 (Book)
MIClub Golfink Manual

Home Logout
Find Player

Other Timesheets
Showing 1 bookings.

Fixtures Competitions Waitlist Configure Event Edit Rows Scorecards Upload Results Utilities

tee1	Active MPV 06:00 AM	Jason Axiak g			
tee1	Active MPV 06:07 AM				
tee1	Active MPV 06:14 AM				



5 Golflink

5.1 Once the booking rules have been created the specific tee times will be available on the Golflink website for golfers to book in. Golfers will be able to search for a specific club and then be able to select the day that they would like to book into (eg. September 19).

Club Name	Map	Thu Sep 17	Fri Sep 18	Sat Sep 19	Sun Sep 20	Mon Sep 21	Tue Sep 22	Wed Sep 23	Thu Sep 24	Fri Sep 25	Sat Sep 26	Sun Sep 27	Mon Sep 28	Tue Sep 29	Wed Sep 30	Thu Oct 01
Golden Creek GC	Map	-	-	\$20*	-	-	-	-	-	-	-	-	-	-	-	-

[Add your club here!](#)

*Please [click here](#) to view Terms and Conditions.

- Social Golfers and GOLF Link Members
- Open Comp - GOLF Link Members
- Special - GOLF Link Members Only
- GOLF Link Stay & Play

5.2 In the next screen displayed, Golfers can select their tee time that they would like to play.

[Home](#) [Mates](#) [Wine Club](#) [Tee Times](#) [Vouchers](#) [Getaways](#)

Thu 17 Sep | [NSW, 16-30, Light Rain Late](#) | [Subscribe to GOLF Link Mates](#)

Book Tee Times with GOLF Link

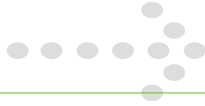
[Find Course](#) | [Choose Time](#) | [Payment](#) | [Receipt](#)

Choose a time with your mouse and click to select. Click again to change your selection. An asterisk(*) indicates special offer available.

	Player 1	Player 2	Player 3	Player 4
06:00	Booked!	\$20*	\$20	\$20
06:07	\$20	\$20	\$20	\$20
06:14	\$20	\$20	\$20	\$20

Date: Saturday 19 September 2009
Region: QLD - Sunshine Coast
Club: [Golden Creek GC](#)
Course:

- Social Golfers and GOLF Link Members
- Open Comp - GOLF Link Members
- Special - GOLF Link Members Only



5.3 Golfers can register at golfink so that golfink will remember their details for next time or they can click continue to start the payment process.

Home Tee Times Vouchers Getaways Help

Thu 27 Aug No weather information is available at this time.

Are you a registered GOLF Link Tee Times user?

Please log in if you are already registered with GOLF Link Tee Times or create a new registration. OR Continue Booking

This is important, it will save you re-entering your details next time and ensure you can easily cancel your booking if required in the future. Please click here to register or enter your details below.

I don't want to register and don't mind re-entering my details next time.

GOLF Link No:

Password:

[Forgotten your password? Click here](#)

[Login](#)

5.4 Members are required to enter their details for the online payment of their tee time.

Book Tee Times with GOLF Link

Find Course Choose Time **Payment** Receipt

You must have a valid playing rights membership to make a booking, and the details you enter must match those held by your club and GOLF Link. If you receive a message saying no match, please contact your home club, or our [helpdesk](#). The time you have selected is open for everyone. If you are a non GOLF Link member then please leave the GOLF Link No field blank.

Personal Details

GOLF Link No: *

First Name: *

Surname: *

Email: *

Phone: *

Payment Details

Credit Card Number: *

Expiry Date: * /

Card Type: *

CW: *What is this?

Gift Certificates & Promotional Claim Codes

Enter Code: What is this?

Yes, I agree to the [Terms and Conditions](#).

Yes, I agree to the [Course Rules and Regulations](#), and [Open Competition Rules](#).

Yes, I'd like to receive updates and offers from GOLF Link.

* Required Field

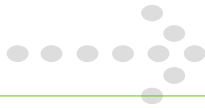
[Buy Now](#)

Booking Summary

Date:	Thursday 10 September 2009
Tee Time:	06:14
Club:	Golden Creek Golf Club
Course Name:	tee2 (Front Nine)
No. Players:	1
Special Offer:	N/A
Competition:	Booking Category: GOLF Link Members Only
Price:	\$20
Admin Fee:	\$4
Total Due:	\$24

5.5 Once the payment has been confirmed a confirmation email will be sent to the golfer. The golfers details will then appear on the timesheet.

5.6 Please note that once the payment has been confirmed by Golfink that this process is not reversible.



6 Additional Information

6.1 For administrators a 'g' image with alt text 'Booking made from a partner site' will be displayed so that the Golfink booking can easily be identified.

Golden Creek Golf Club : Sat Sep 19 (Book)
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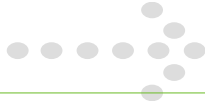
6.2 Additionally to find out more information about how the booking was made and the information about this visitor, left click on the player and select 'Edit Booking'. The details of the visitor will be displayed including the Category of the booking.

Player Details

[Booking Details](#), [Competition Details](#)

Booking Details - 13714

Created: Thu Sep 17, 2009 9:38AM by Web Support
Category: Visitor
Home Club: Golden Creek GC
Gender: Male
Full name: Jason Axiak
Checked In:
Comments:
Payment Confirmed?:
Payment Details: (N/A)
Category: Open Comp - GOLF Link Members


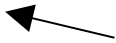



7 Reports

Under the Reports page there will be a Public Bookings Reports section “By Interface”
Select GolfLink from the client field and select the date range required then press the generate report button. A spreadsheet will appear with the results.

Public Bookings Reports

By Interface

Client:  

Start Date: 

End Date: 