

MiClub Golf Membership Management Guide

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[Create GolfLink #](#)

This function is used when a member requires a GolfLink number assigned. Usually when a new member joins this operation is used. You cannot use this operation if a GolfLink number already exists in the GolfLink details of a member's record or if the member already has a GolfLink number at another club.

When allocating a GolfLink number you can enter the required GLink number (as long as it is not assigned to someone else or you can leave the field blank and let GolfLink allocate a number relevant to the membership number. If the membership number is not an integer under 5 digits long i.e. ALF345 then the next available GLink number will be assigned.

Note: A GolfLink card is issued to the member automatically on successful creation of the new GolfLink number.

[Transfer GolfLink #](#)

Transferring operation is used when a member who has an AWAY GolfLink number at another club wants to

Make this club their Home club therefore changing of their GolfLink number and transferring their Golf score and handicap details over to a new number at your club.

Before processing the transfer it is recommend that you first check the members existing GolfLink number via the **Visitor Enquiry** function. Take note of what is returned from GolfLink in relation to the spelling of the members name as it must set the same in the member details section in order for the transfer to be successfully completed.

If you get an *invalid GL number* message or *GolfLink membership is invalid* return statement, then you

will need to contact GolfLink in order to reactivate the away number in order for you to be able to transfer it to a Home number.

To complete this operation you will need to know the current GolfLink number of the member.

Note: if this number is already stored on the players details under “GolfLink details” then it must be cleared prior to this using this function.

To clear the number from the member’s records, click on Set GolfLink number, write down or copy the existing number then delete the GolfLink number and GolfLink member number from the fields then Press the save button.

Now click on Transfer GolfLink number and enter the existing GL# and enter the required new GL# if known (optional – i.e. GLink will allocate based on the member number and that’s available).

The member will be issued a new GolfLink card on receipt of a successful transfer completion.

Note 1: if you get an error message indicating the member already has a GolfLink number, it is most likely because the member has recently joined and has played in a comp at the club as a visitor in the past or there is a duplicate record of the member in the database.

We store visitors and their GolfLink numbers in the database so if a member was a visitor in the past then their visitor record needs to be deleted. Please See *Appendix A* for instructions on how this is done.

Note 2: Please ensure that the members name in the details record match exactly what GolfLink have on their system. To check on this, you can perform a visitor enquiry which will return the surname and first name of the member with an away GolfLink number. If this is different in the name values that the website directory has, then this must be amended to match and updated on the website first. Once this is done you should be able to transfer successfully.

[Set GolfLink#](#)

This function is used to either to save an existing GolfLink number to a member’s record or to delete it from the members record. An example of when this would be used is when a new member joins as an Away member i.e. He/She wants to keep their existing GolfLink number at their home club, then you would use the Set GolfLink number function to enter their number into their member record for competition purposes.

Also Set is useful to delete unwanted GolfLink number attached to the member’s details record.

If you try to set a number in the member record and an error message returns indicating the member already has a GolfLink number, it is most likely due to a duplicate member record in the website database. Please call MiClub for further assistance if this occurs and you cannot find a duplicate member record.

[Order GolfLink Card](#)

This function no longer is operable as all replacement cards are ordered via GolfLink’s website.

[Change Handicap](#)

Used to enter an initial exact handicap value to a new player/member.

Please Note: we do not store values of a new players initial stroke cards or scores. The handicapper at

the club must store and calculate the initial handicap for the player separately. Once the value is worked out, then using the “Change handicap” function is required. Enter the New exact handicap value i.e. 19.4 and select “Initial Handicap” for the list and press save.






Note: This can only be done while there is a valid GolfLink number created for the member. The other functions “Change Handicap” can be used is amend a members handicap value due to the following reasons “Worsened Form” / Improved Form / Injury or Illness.



How do I assign a new handicap to a new member?

In order to assign a member a handicap, he or she must have an allocated golf-link number. The way to do this, is firstly, ensure the member has been created in the system and the member number does not exceed 5 digits.

As an administrator you must go into the member’s directory, search for the new member and open up his/her details.

Select ‘golf-link’ and a drop down menu will appear, where you will select ‘create golf-link number’

Golflink		Help	
 Create Member	 Export Membership	 Export Handicaps	 Edit Username
 Delete Member			
Create Golflink #	Transfer Golflink #	Set Golflink #	Order Golflink Card
Change Handicap	Handicap History Report	Remove Golflink #	Adhoc Score

General Details	
Title:	<input type="text" value="Mr"/>
First Name:	<input type="text" value="Rod"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Clark"/>
Preferred name:	<input type="text" value="Rod"/>
Birth Date:	<input type="text" value="1 January 1965"/> 
Gender:	<input type="text" value="Male"/> 

You must now wait till the player has played the 3/5 cards to determine the handicap, once a handicap is decided, go to 'change handicap' enter the handicap which has been decided and save. The handicap will now be active and allocated.

Handicap History Report

This opens up the scoring history of the players from the GolfLink website. It auto logs into GolfLink and allows the operator to check scores via a date range.

You can also use this function to check that the GolfLink number allocated in the member record is valid or not.

Remove GolfLink

This function should only be used to remove a GolfLink number that is incorrectly assigned to a member and has no Score history. Scenario of this is if you create a GolfLink number for a new member but does not match their membership number correctly. While the status is still "unallocated" you can remove the GolfLink number completely from the GolfLink system and also from the website member record.

This function will not remove the number if there is any score or handicap allocated to that record.

Ad Hoc Score Entry

You can apply ad hoc scores for a member via this function as long as the member has a handicap allocated already.

You cannot use this function to enter the first 3 or 5 cards for a new member.

This function can be used to enter valid social round scores for members or member scores played at other clubs or comp scores missed from home club competitions.

Ad hoc scores cannot be applied here for visitors to the club as well.

Please ensure that all required fields are selected i.e. hcap/ nett score/ CCR/ date played/gender/ course and comp type.

Note: Ad Hoc scores can only be entered after the initial date of creation of the GolfLink number.

GolfLink Details Explained:

Below is an example of a member GL details shown on the website directory record.

The GolfLink member number is a 5 digit unique number GolfLink use to identify this player at your club. GolfLink Home club is defaulted to Yes and set to No upon a golfers download details preformed which identifies the member as an away member. It has no bearing on any part of the record or in competitions as well.

Handicap status reveals whether the GolfLink number is normal, invalid, unallocated or special.

Membership valid & Playing member: these must be ticked to verify that the members are valid at GolfLink's end and can be handicapped. If these are not ticked it is likely that the member will not be included in an y competition submissions or handicapped.

Last updated reveals when the players GolfLink details were last updated on the member records of the clubs website. The Refresh button can perform a check at GolfLink and update any information relating to Hcap value, status that may not match the website data.

GolfLink Details	
GolfLink Number:	<input type="text" value="2010100888"/>
GolfLink Member Number:	<input type="text" value="00888"/>
GolfLink Home Club:	Yes
Exact Handicap:	<input type="text" value="19.6"/>
Handicap Status:	<input type="text" value="Normal"/>
Membership Valid:	<input checked="" type="checkbox"/>
Playing Member:	<input checked="" type="checkbox"/>
Professional:	<input type="checkbox"/>
Last Updated:	<input type="text" value="2009-10-20 13:15:42.993"/>

FAQ

When updating members details including, address, email, phone and name details in the membership details system of the website, this information is automatically sent to GolfLink to update their record of the golfer details as long as the GolfLink number is valid and is a Home club member.

Start of Day and Golfer details download is performed automatically every night. This will update hcaps values for members who play away on the website.

Course Changes

Please contact MiClub if you are set to make course amendments. It is a requirement that you contact the State Golf Association to inform them of the course changes which may affect the CCR. This will require a subsequent creation of a new course on the MiClub competition course management system and also GolfLink required to be informed of the new course and allocate a new course ID prior to use in a competition.

Test Comms to GolfLink

You can check that the web service communication to GolfLink is function by performing a Ping GolfLink function.

This is found under the GolfLink Button under competition management. There will be a link called “Ping GolfLink” under the communication setup section. There should be a “**success**” validation appear. If you receive a failure notice such as Invalid DES Key – please contact MiClub on 08 9444 5300.

How to do Corrective Scores?

After a comp has been closed, if there is a case where a player’s score was incorrectly entered or recorded, it may be amended and re-handicapped.

The screenshot shows two alternative methods to edit a scorecard, separated by the word "OR".

Method 1: Enter the NETT score for the Round

Round Nett Score:

Score Status:

[Delete Scorecard](#)

Method 2: Hole by Hole Strokes

Hole	Strokes	Hole	Strokes
1	<input type="text" value="4"/>	10	<input type="text" value="5"/>
2	<input type="text" value="4"/>	11	<input type="text" value="5"/>
3	<input type="text" value="4"/>	12	<input type="text" value="4"/>
4	<input type="text" value="4"/>	13	<input type="text" value="3"/>
5	<input type="text" value="5"/>	14	<input type="text" value="3"/>
6	<input type="text" value="4"/>	15	<input type="text" value="4"/>
7	<input type="text" value="3"/>	16	<input type="text" value="5"/>
8	<input type="text" value="3"/>	17	<input type="text" value="6"/>
9	<input type="text" value="4"/>	18	<input type="text" value="5"/>

Score Status:

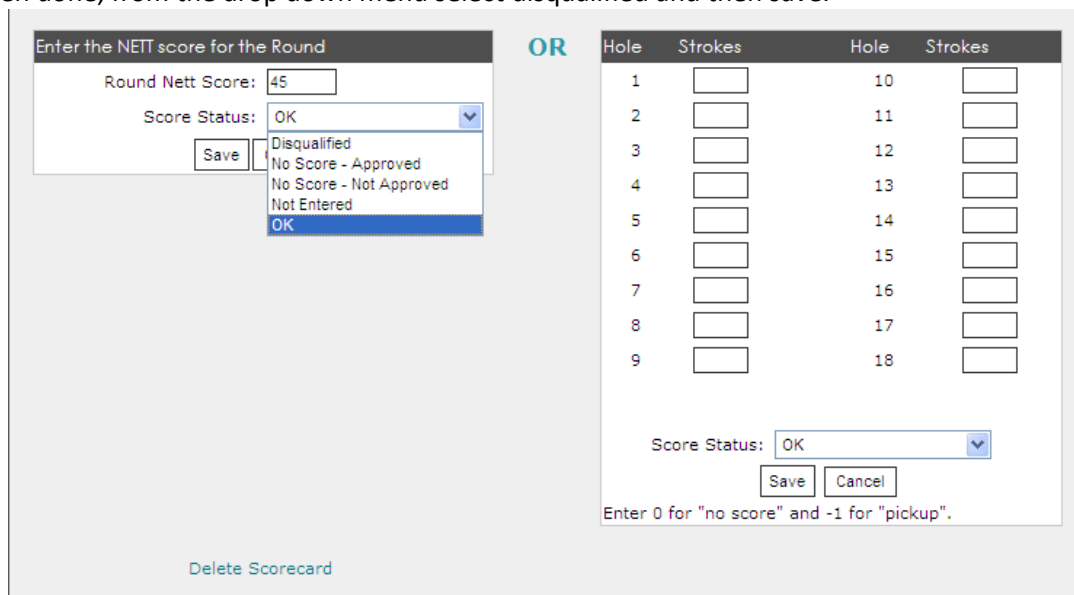
Enter 0 for "no score" and -1 for "pickup".

Access the leader-board of the closed comp in question, locate the player and press on edit scorecard button. You can either Replace the incorrect Nett score with the correct nett score and press save or if Autoscore is being used and you have hole by hole data, replacing the incorrect hole score and press save will initiate a correct score request to GolfLink as well.

It is recommended that you check the players score history on GolfLink’s website to ensure that the score has been modified. Corrective scores whereby a player doesn’t have an initial score i.e. NCR is not accepted by GolfLink via Tier 3 access and will have to be manually adjusted via the helpdesk at GolfLink on 1300 650 750.

How do I disqualify a player?

In order to disqualify someone, firstly make sure you enter the score that the player did get. Once this has been done, from the drop down menu select disqualified and then save.



OR

Hole	Strokes	Hole	Strokes
1	<input type="text"/>	10	<input type="text"/>
2	<input type="text"/>	11	<input type="text"/>
3	<input type="text"/>	12	<input type="text"/>
4	<input type="text"/>	13	<input type="text"/>
5	<input type="text"/>	14	<input type="text"/>
6	<input type="text"/>	15	<input type="text"/>
7	<input type="text"/>	16	<input type="text"/>
8	<input type="text"/>	17	<input type="text"/>
9	<input type="text"/>	18	<input type="text"/>

Score Status: Save Cancel

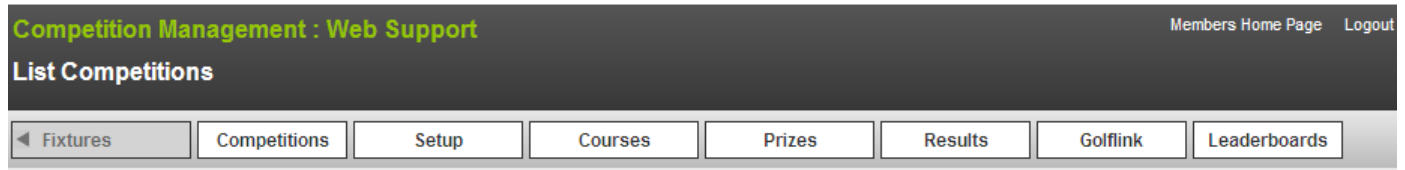
Enter 0 for "no score" and -1 for "pickup".

This **will not work** if you do not enter a value within the Score section and then select disqualified (No Score – Approved/Not Approved etc.).

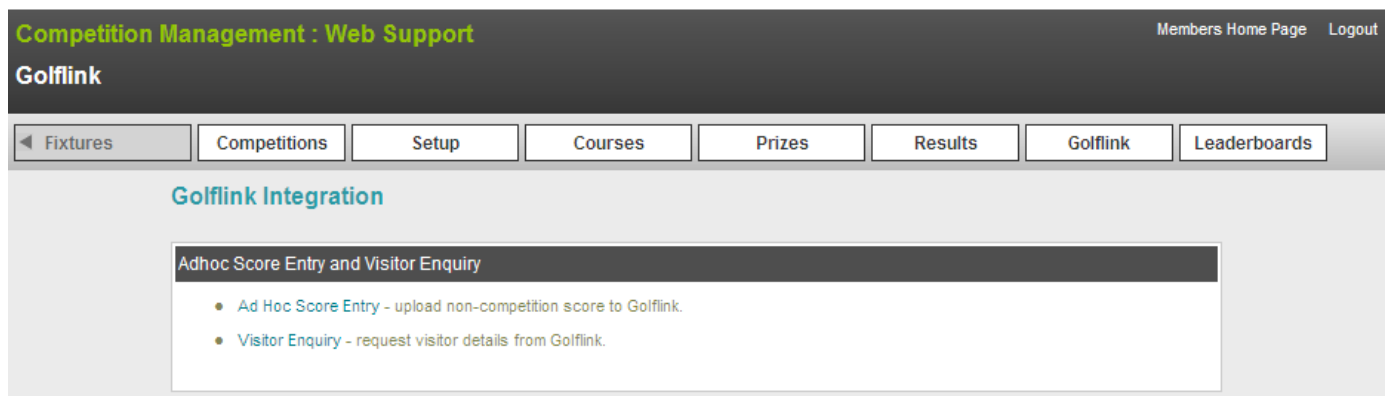
Please ensure that the Nett score is correct as it may display a Stroke Nett score if Autoscore is in use.

How do I do a visitor enquiry?

In order to do a visitor enquiry, you must first go to GolfLink within the Competition section.



Once within the GolfLink section, select 'visitor enquiry'.



Then a box will appear for a field to allow for the administrator to enter the visitor GolfLink number and confirm the visitor details are aligned with the visitor at the club.

✕
Visitor Enquiry

Visitor Details Enquiry

Golfink Number :

First Name :

Surname :

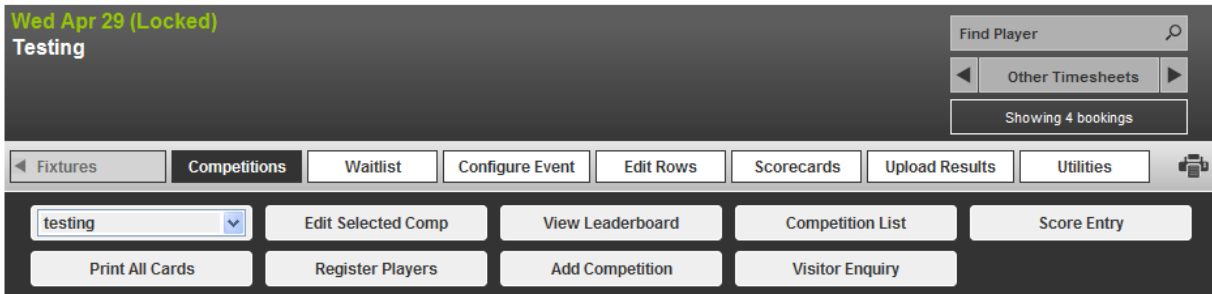
Club Short Name :

Exact Handicap :

Handicap Status :

Special Handicap :

Or for a quick way, go into the desired timesheet, click 'competitions' and click the 'visitor enquiry' button.



Appendix A

Deleting a Visitor Record

If a new member joins the club but he/she has played in a competition in the past as a visitor you may be required to

Delete the visitor record that the system automatically saves in order to be able to apply their golflink number to their new Member record.

To do this, click on membership directory and search for the visitors surname.

Tick the box to "Include visitors" and press search again.

You should find a record of the member with a membership number of VIS15000XXXXX

Click on this to enter their record and click on Set Golflink number. Remove the details from this field and press save. Now click on Delete member (trash can icon in the top admin menu bar).

Confirm deletion of record.