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PUBLIC BOOKINGS

The MiClub public bookings module is an extension of members booking system. Public members are required to register if booking online but is not a necessity if a club Administrator is making the booking on their behalf. Key features of the public booking system include:

- Player registration
- Credit card payment
- Equipment booking
- Asset Management
- Public category management

PUBLIC MEMBERS

To register online

There are two ways in which a public player can register online:

1. Select Members Login from the home page and click on Public Player Registration – complete the registration form and the username and password are immediately emailed to the email address provided.



The screenshot shows a web form titled "Public Member Registration". It contains the following fields and options:

- First Name:
- Last Name:
- Email address:
- Telephone:
- Gender: Female Male
- A privacy policy notice: "Thirteenth Beach Golf Links understands that your privacy is important to you and is committed to respecting the privacy of your personal information." Below this is a section titled "THE INFORMATION WE COLLECT" with a scrollable area.
- A checkbox: "I agree with the terms and conditions"
- Buttons: "Cancel" and "Join Now"
- Footnote: "Objects in bold must be filled in"

Note: A public player need only register once unless their email has changed and then they must re-register.

OR

2. Select Public Bookings from the home page; click Open next to the selected date.

The member is taken to a timesheet showing available times and by clicking the ‘Login and book’ button from the timesheet the player will be redirected to the login page where they can either register or login.

Username:

Password:

[Forgotten your password?](#)

[Need help logging on?](#)

To make a booking – Public members

Once players have registered and logged in they are able to make a booking.

1. Select available tee times by clicking on the empty cells – the cells are selected when they change to a dark shade of grey). Click on Login and Book button (the member can click on ANY Login and Book button)

OR

Click Login and Book without selecting empty cells.

| | | | | | |
|--------------------|---|-------|----------|-------|--|
| Hole 3 06:00 AM | <input type="button" value="Login And Book"/> | TAKEN | RESERVED | TAKEN | |
| Hole 4 06:07 AM | <input type="button" value="Login And Book"/> | TAKEN | TAKEN | | |

2. The public member will then be redirected to the booking details page where they are able to book players and equipment.

| Players | | Equipment | |
|--------------------------|---|---------------|--|
| Adult Web Weekend- \$50 | \$50.00 x <input type="text"/> 0 1 2 3 4 | Electric Cart | \$30.00 x <input type="text"/> 0 1 2 3 4 ... 22 |
| Junior Web Weekend- \$25 | \$30.00 x <input type="text"/> 0 1 2 3 4 | | |
| Comments | <input style="width: 100%;" type="text"/> | | <input type="button" value="Cancel"/> <input type="button" value="Calculate Price"/> <input type="button" value="Book"/> |

- Once the players and equipment have been chosen, clicking on **Book and Pay** will redirect the registered member to the payment page.



MasterCard VISA b

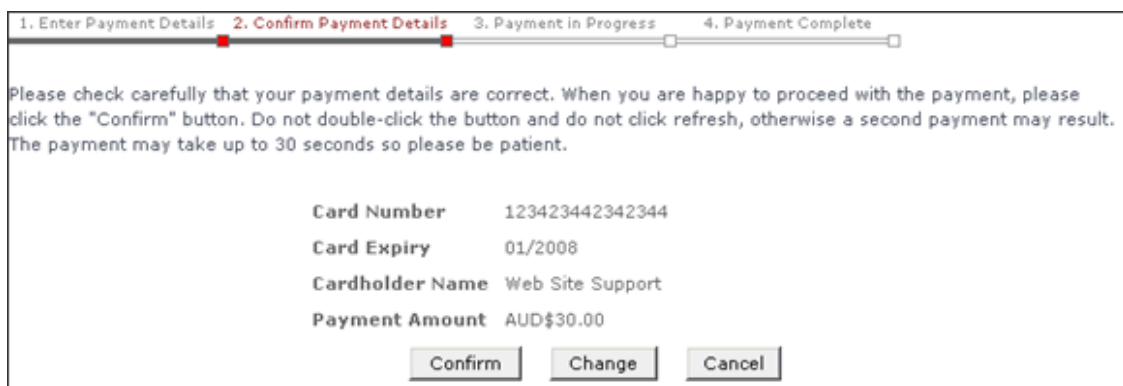
Card Number

Card Expiry /

Cardholder Name

Payment Amount AUD\$

- Members will be prompted to confirm their credit card details.



1. Enter Payment Details 2. **Confirm Payment Details** 3. Payment in Progress 4. Payment Complete

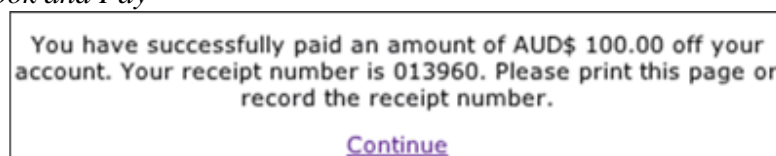
Please check carefully that your payment details are correct. When you are happy to proceed with the payment, please click the "Confirm" button. Do not double-click the button and do not click refresh, otherwise a second payment may result. The payment may take up to 30 seconds so please be patient.

Card Number 123423442342344
Card Expiry 01/2008
Cardholder Name Web Site Support
Payment Amount AUD\$30.00

- Members will be asked to wait while the request is being processed.
- A receipt number is generated and the payment and booking process is complete. The **Continue** link will redirect the member to the timesheet.

The member is also sent a confirmation email for the payment made.

Note: The member has 3 minutes to complete each stage of the booking process i.e. Login and Book to Book and Pay



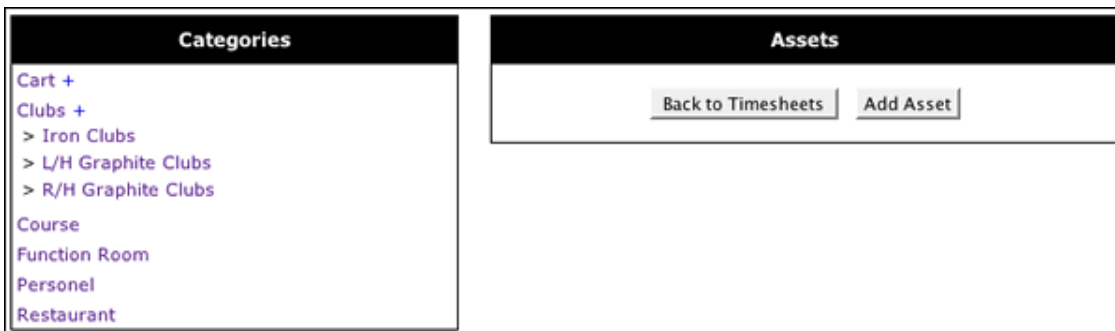
You have successfully paid an amount of AUD\$ 100.00 off your account. Your receipt number is 013960. Please print this page or record the receipt number.

[Continue](#)

ADMINISTRATORS

Manage Assets

Administrators firstly need to manage the club’s assets such as carts and clubs, by clicking on the Manage Assets icon in the toolbar.



Categories

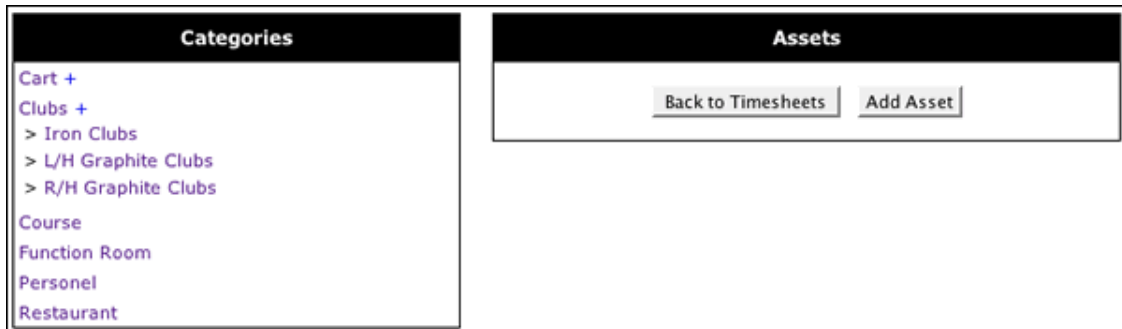
Categories can be divided into sub categories which are currently managed by MiClub. Categories are summarised descriptions of the assets, for example:

| Main Category | Sub Category | Assets |
|---------------|--------------|---------|
| Clubs | L/H Graphite | Set #1 |
| Carts | Electric | Cart #7 |
| Course | N/a | 1-9 |
| Restaurant | N/a | Room #1 |

Note: If you require Categories (main or sub) to be added, edited or deleted please contact MiClub at support@miclub.com.au.

Assets – Adding an asset

Club Administrators can add assets such as a Cart #12. Click on a Main Category i.e. Carts and then Add Asset button to add a new asset.



Insert the name of the asset, choose the category it is related to and if the asset is a generic one. If assets are temporarily out of use for maintenance, unclicking the Active box will make it inactive and members or Administrators are unable to book the asset.



Assets – Editing an asset

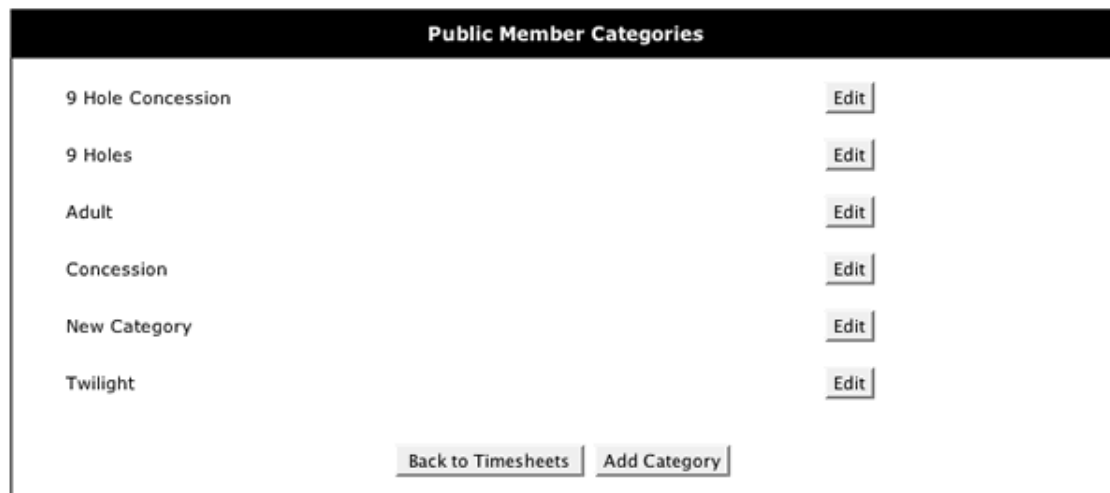
To edit an asset, click on the Category and then the sub category i.e. Cart >> Electric cart. Click on the asset name to edit.

Manage Public Categories

Public categories are the type of players who may make a booking such as a Concession holder, Adult 9 Hole or a Junior under 16. Click on Manage Public Categories in the toolbar.



Managing public member categories include editing and adding detail.



Click on **Add Category** button to insert the category name and the cost per public member. Select Save to complete the addition.



To make a booking - Administrators

To make a booking, firstly select the event. Choose a tee time and select the empty cells next to it, then click on Book Public icon located in the toolbar.



There are three ways of entering the person’s details on the timesheet:

1. Click on Register Player button and complete the registration details for the person. Clicking the Join Now button will immediately transfer the membership number onto the Make Booking page and the booking process can continue.

OR

2. Enter their membership number (if known), or use the magnifying glass to search their name on the database.

OR

3. Enter their name in the text box provided. This is a free entry text area and any name can be entered here. Players names entered onto the timesheet in this way will appear in italics on the timesheet.

| Booking Contact | | | | |
|---|----|--|-----------------|------------------------------------|
| Register Player | or | Select Member <input type="text"/> | or | Enter Visitor <input type="text"/> |
| Players Adult Web Midweek- \$40 \$40.00 x <input type="text"/> 0 1 Junior Web Midweek- \$20 \$25.00 x <input type="text"/> 0 1 | | Equipment Electric Cart \$30.00 x <input type="text"/> 0 1 2 3 4 ... 29 | | |
| Comments <input type="text"/> | | Cancel | Calculate Price | Book and Pay |
| Book | | | | |

The **Comments** text box is a free text area and can be used to record details such as contact phone numbers. Comments entered will be indicated by a magnifying glass next to the player’s name. Click on the magnifying glass to edit comments or click on the Details icon in the toolbar.



Continue with the booking process by selecting the number of players and their category and equipment hire if applicable.

Click the **Book** button to make a quick booking without payment or **Book and Pay** if you wish to make a credit card payment for the player.

Booking Contact

Register Player
or
Select Member

or
Enter Visitor

Players

Adult Web Midweek- \$40 \$40.00 x

Junior Web Midweek- \$20 \$25.00 x


Equipment

Electric Cart \$30.00 x ...

Comments
Cancel
Calculate Price
Book and Pay
Book

Edit Public Configurations

Step 1: Select **Edit Event** button from the toolbar.

Clicking the  icon will expand the toolbar for you to select this option.

Swap Cells
Reserve
Details
Reminders
Register
History
Delete
Results
Book Public
Book Equip


EDIT EVENT

Edit Event

Manage Groups

Apply Template

Shotgun Start Wizard

Free Entry

Delete Event

Deselect All

Link Booking Event

EDIT CELLS

Swap

Delete

Reserve

Booking Details

Register Players

Unregister Players

Select All Cells

Book Public Member

Book Equipment

EDIT ROWS

Add Row(s)

Swap Row Bookings

Edit Row(s)

Delete Row(s)

Select All Rows

Space Rows

UTILITIES

[Export Timesheet](#)

Print Bookings

Email Booking Reminders

Upload Results

Event History

Cart Report

Club Report

Print Labels

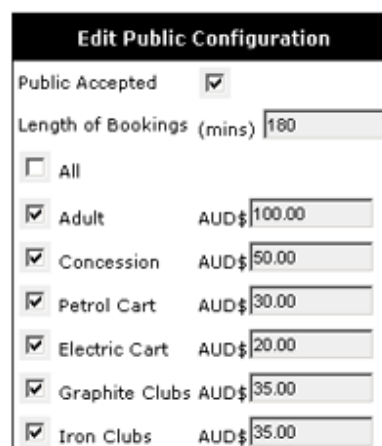
Setup Scorecards

Print Scorecards

Check the **Public Accepted** box to allow this event to be listed on the main public bookings Event page.

Here you are also able to activate categories to allow certain category of players to book into the event. Adjustments to costs and length of each booking can also be made.

Select Save to set the details.



Edit Public Configuration

Public Accepted

Length of Bookings (mins)

All

Adult AUD\$

Concession AUD\$

Petrol Cart AUD\$


Electric Cart AUD\$

Graphite Clubs AUD\$

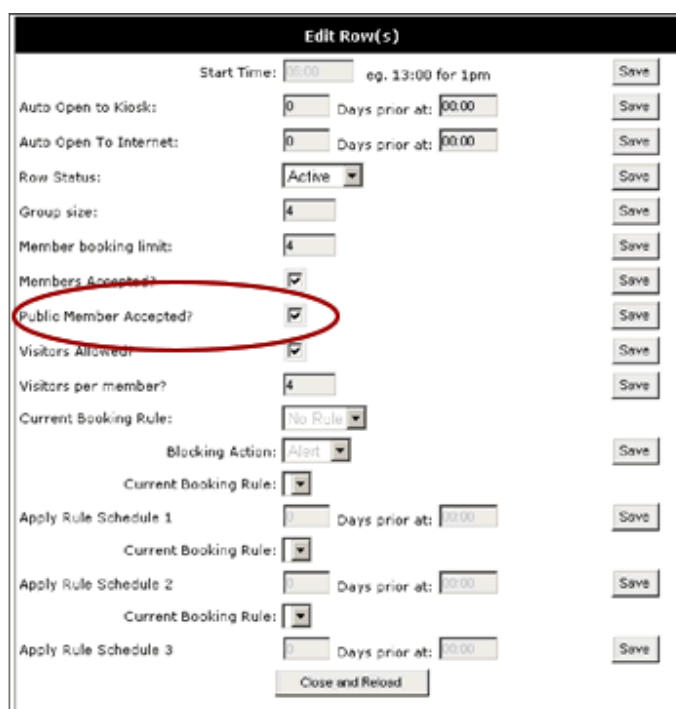
Iron Clubs AUD\$

Note: These adjustments are for this event only. To change the default settings you must go to Manage Public Categories.

Step 2: Select the **row or rows** you wish to make available to the public.

Clicking the  icon will expand the toolbar for you to select this option.

Then click on Edit rows and check the box Public Members Accepted? and click Save.



Edit Row(s)

Start Time: eg. 13:00 for 1pm

Auto Open to Kiosk: Days prior at:

Auto Open To Internet: Days prior at:

Row Status:

Group size:

Member booking limit:

Members Accepted?

Public Member Accepted?

Visitors Allowed:

Visitors per member?

Current Booking Rule:

Blocking Action:

Current Booking Rule:

Apply Rule Schedule 1: Days prior at:

Current Booking Rule:

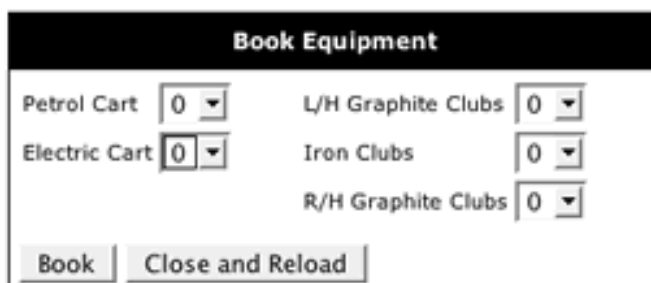
Apply Rule Schedule 2: Days prior at:

Current Booking Rule:

Apply Rule Schedule 3: Days prior at:

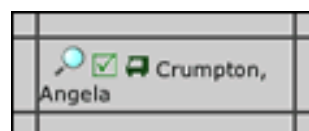
Equipment - Booking and deleting

Administrators can add equipment to a booking. Select a player from the timesheet then the **Book Equipment** button from the toolbar.



Clicking the icon will expand the toolbar for you to select this option.

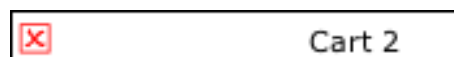
Choose the number of carts or equipment required and then click **Book**. The equipment booked will now appear at the top of the page.



The Close and Reload button will refresh the timesheet and a cart icon will appear next to the players name to indicate an equipment booking has been made.

Note: Clicking the cart icon will show a summary of the equipment bookings for the player.

To **delete** equipment select a player from the timesheet then the **Book Equipment** button from the toolbar or click on the cart icon next to the players name. Click on the red cross next to the equipment to delete.



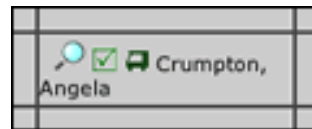
Registering a player and confirming payment

To indicate a player has arrived, paid and is ready for play, click on their name on the timesheet then click on the Register button located on the toolbar.

A popup window will appear with details of equipment booked, payments made or payment to be made (if applicable).

| Public Booking Details | | Group Name: Gali, Sven | Full Payment Taken |
|------------------------|---|------------------------|--------------------|
| Comments | Item | Total | |
| | Green Fees | | |
| | Adult | | AUD\$100.00 |
| | Adult | | AUD\$100.00 |
| | Equipment | | |
| | Cart 22 | | AUD\$20.00 |
| | L/H Graphite | | AUD\$20.00 |
| | R/H Graphite | | AUD\$35.00 |
| | Total | | AUD\$290.00 |
| | Online Payment - Thank You (#PUB1) | | AUD\$-290.00 |
| | Balance | | AUD\$0.00 |

Clicking on Payment Taken button will register the player and a register icon will now appear on the timesheet next to the player's name.



Cart and club report

Cart and club reports show each piece of equipment and the length of time in which it will be booked. Booking time for equipment can be set by Administrators in the **Edit Public Configurations** located on the toolbar.

In the example below Cart 1 and 2 are booked out for 180 minutes each, from 6am to 9am.

