

New Competition Booking Procedures, Competition Score Entry and Checking In for a Competition

This leaflet contains information for the following:

- 1) Booking into a Competition on line
- 2) Checking In at the Proshop on the day of your competition.
- 3) Entering your Score after your Competition

PLEASE NOTE: THIS DOES NOT MEAN THAT THE ONLY WAY TO BOOK INTO COMPETITIONS IS ON LINE. YOU WILL STILL BE ABLE TO BOOK COMPETITIONS AT THE CLUB AS SIMPLY AS YOU DO NOW! PLEASE READ ON FOR MORE INFORMATION.

Please also note that certain non-qualifying competitions with “fun format” may not be available to book on line and may not require Checking In or Computer Score Entry.

BOOKING INTO A COMPETITION

For those who wish to use ON LINE BOOKING:

1. Press “Book into Competitions” in the Members Lounge to access the “Bookings” page on HDID
2. Competitions will appear and become *Bookable* **FIVE** weeks before the Day of the competition. Competitions more than 5 weeks away will NOT appear.
3. Press “Book Now” next to the competition you wish to book into.
4. You will now have an option to add yourself into a “Time Zone”. “Time Zones” allow you to choose a time period that suits you. Although every effort will be made to ensure your final tee time is within your selected Time Zone, this may not always be possible as a result of final competitor numbers and popularity of time slots.

We regret that you are unable to leave any comments requesting specific Tee-Off Times.

5. You will receive an instant email confirming your Entry into the Competition
6. **NINE** Days before the Competition, Bookings will CLOSE. The draw will be made. You will be able to see the Draw by repeating steps 1 to 3 above but this time the “Book Now” button will have changed to *View Zoned Draw*. A copy of the draw will be posted on the notice board. NOTE: This draw may change over the next 9 days and so it is important that you check it again before the day of the competition. Should you wish to join a competition after the draw has been made please contact the Proshop.
7. **TWO** Days before the Competition, all participants will receive a copy of the *Final Draw* by email.
8. If there are any changes to your Tee Time after the Final Draw, you will be contacted by phone by the Pro-Shop

For those who do NOT wish to use ON LINE BOOKING:

We will continue to use the paper sign up sheet until we are confident members are happy with using the new booking method. Even after we phase out the paper sign up sheet, you will still have two **other** ways to book yourself into a competition.

1. Use the Touch Screen Monitor in the Proshop. This does not require you to Log In nor does it require you to put in ANY Passwords. All you have to do is type your name and it will give you the option to choose the competition you wish to book into.
2. Call the Pro-Shop and ask the Pro-Shop assistant to book for you.

CHECKING IN AT THE PROSHOP ON THE DAY OF YOUR COMPETITION

As always, before your competition you will be required to Check In at the Pro-Shop to pay your entry monies and also pick up your score card. After you have done this, please proceed to the Touch Screen Monitor and CHECK IN. This will be as simple as typing your name and Pressing the relevant competition.

Once again, the use of the Touch Screen Monitor in the Proshop does not require you to Log In nor does it require you to put in ANY Passwords.

This Check In procedure allows the computer to know who has Turned Up on the day and therefore it will now expect a Score Card from the Player. This procedure will allow us to identify “No Shows” and “No Returns” quickly and accurately.

ENTERING YOUR SCORE AFTER YOUR COMPETITION

After your competition, please proceed to the Pro-Shop together with your Marker.

The Marker will call out the score whilst you enter it onto the touch screen computer. Please check that the final Gross Score / Stableford Score displayed on the screen is the same as that on your card.

Please then drop your card into the box. Remember to complete and sign the card properly!

PLEASE NOTE: The use of the Touch Screen Monitor in the Proshop does not require you to Log In nor does it require you to put in ANY Passwords. All you have to do is type your name and it will give you the option to enter your score.

An added bonus is that the Monitor will also be displaying the current Leader Board.

The Top 10 Cards will be manually checked to ensure that they have been entered into the computer correctly.

FAQ:

When will all this begin?

Booking for competitions on line has already started. So please have a look and give it a go. You will however still be able to continue booking via the Sign Up Sheet in the Changing Rooms should you wish to. Paper sign-up sheets will eventually be phased out. The date of this is to be confirmed.

When the paper sign-up sheets are phased out, how can I book into a competition if I don't have a computer at home?

You can book into these competitions in two other ways 1) Via the Touch Screen Computer or 2) Call a member of the proshop

Can I cancel a competition booking I have made on line?

Yes. Simply go back into the competition and click your name. It will then give you the option to delete. You will not however be able to cancel your booking after the booking has closed.

What if I want to amend / cancel my booking after the booking has closed and the draw has been made?

Simply call us in the Pro-Shop and we can amend / cancel for you.

What if I want to join a competition after the booking has closed?

Simply call us in the Pro-Shop and we will be able to enter you into the competition should spaces still be available.

How many weeks before a competition can I start to book?

Competitions become *Bookable* 5 weeks before the competition. This will remain online until 9 days before the competition. The competition will be *Drawn* soon after this and be available to see online and the Draw Sheet posted on the changing room notice board.

All participants will receive an email of the final draw / start sheet 2 days before the competition by email.

Do I need to Log In and have a Password for the Proshop Touch Screen Computer?

No

Will the Final Start Sheet be posted in the changing rooms as is the practice currently?

Yes