



## LIMERICK GOLF CLUB HOWDIDIDO PASSPORT SETUP INSTRUCTIONS

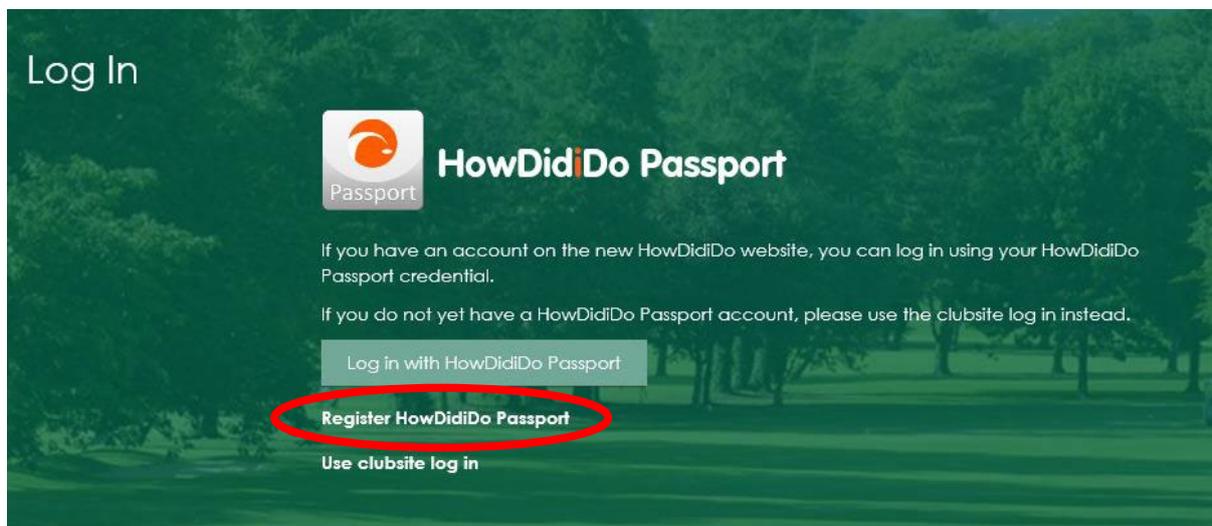
Limerick Golf Club's information systems are provided by Club Systems and the current version is known as ClubV1. The Club Website ([www.limerickgolfclub.ie](http://www.limerickgolfclub.ie)) is integrated with ClubV1. In addition to the Website, there is also a Smartphone App available called the ClubV1 Members' Hub. Through the Hub, you have access to all your personal and golf data, your purses, course information, club news and a great deal more. An additional app called HowDidiDo is currently used to provide Mobile Score Input (MSI) functionality, which allows remote entry and score input for competitions. This document outlines what you need to do to setup an account to login to the Website and use the apps.

The first step is to setup a HowDidiDo Passport. This is simply a Username and Password combination that lets you login to the ClubV1 world. The username is the email address that you have registered with the club. You **must** use this email address and not any other.

When you access the Website, you will see the following Tabs displayed at the top of the screen:



If you click on the **Log In** Tab, you will see the following screen:





If you do not already have a HowDidiDo Passport setup, click on REGISTER HOWDIDIDO PASSPORT (circled above). You will then be presented with the following screen:

### Register Account

Registering an account is quick and easy. With a HowDidiDo Passport account you only need to login once to access multiple Club Systems services such as HowDidiDo, ClubSites and more.

Email	<input type="text"/>
Password	<input type="password"/>
Confirm	<input type="password"/>
Forename	<input type="text"/>
Surname	<input type="text"/>

Simply fill in the details and then follow the instructions on the screen to get registered. Please note that if the system tells you that it cannot find any club for you, it means that the email address that you are using is not registered with us. In that case, you will have to contact the office to make sure that the correct email address for you is on our system. You will need to validate your account to proceed.

## Registration Complete

Thank you for registering a HowDidiDo Passport account. A validation email has been sent to the email address you provided.

Please click the validation link in order to activate your account.

Check your email account for a message from HowDidiDo Passport ([noreply@hdid.co.uk](mailto:noreply@hdid.co.uk)).

Account Registration Inbox x

**HowDidiDo Passport** <noreply@hdid.co.uk> [Unsubscribe](#)  
to me ▾

Hello James,

Thanks for registering with HowDidiDo Passport

In order to login to your account you must first verify your email address - this process only takes a moment. After confirming your account by clicking the button below you'll be able to login immediately.



Click on Confirm Account and you should see the following notification:

## Passport Authorisation

LimerickGolfClub has requested access to the following information:

forename, surname, email

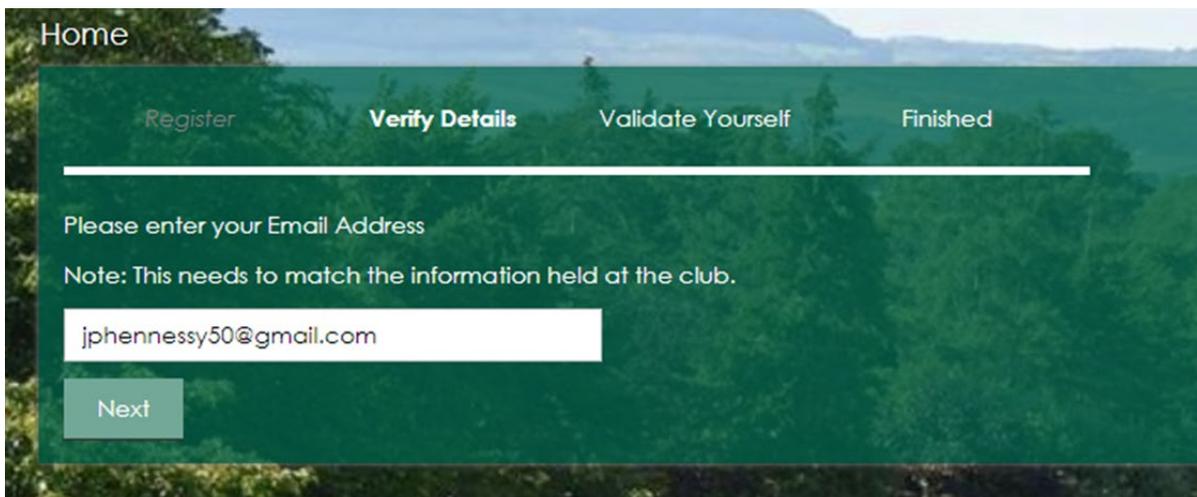
By authorising, you agree for this information to be provided to LimerickGolfClub. You can revoke this access at any time in the Apps section of the Passport website.

If you do not grant access, it will not be possible to authorise your account to use LimerickGolfClub.

**Authorise**

Deny

You now need to validate your account.



The screenshot shows a web interface for account validation. At the top left is the word "Home". Below it is a progress bar with four stages: "Register", "Verify Details", "Validate Yourself", and "Finished". The "Verify Details" stage is currently active. Below the progress bar, the text reads "Please enter your Email Address" followed by a note: "Note: This needs to match the information held at the club." A text input field contains the email address "jphennessy50@gmail.com". Below the input field is a "Next" button.



Register    Verify Details    **Validate Yourself**    Finished

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Please select the first line of your address?

- 'Oakhurst'
- 29 College Park
- Roxborough
- 'Lisenare'
- The Orchard,

Please select your current membership category?

- G2 - Member of community
- I12 - Retired wife 5 day
- C1 - Retired female ordny
- A21 - Hus&Wife 5 Day mbr
- M1 - Special member

Next

✓ **Application Complete**  
**Thank you**

You have successfully validated yourself.

An account activation email has been sent to you, please follow the instructions to activate your account.

Once activated and logged in, you'll be able to access our member services.

If you cannot find the activation email in your inbox, please check your junk/spam folders.

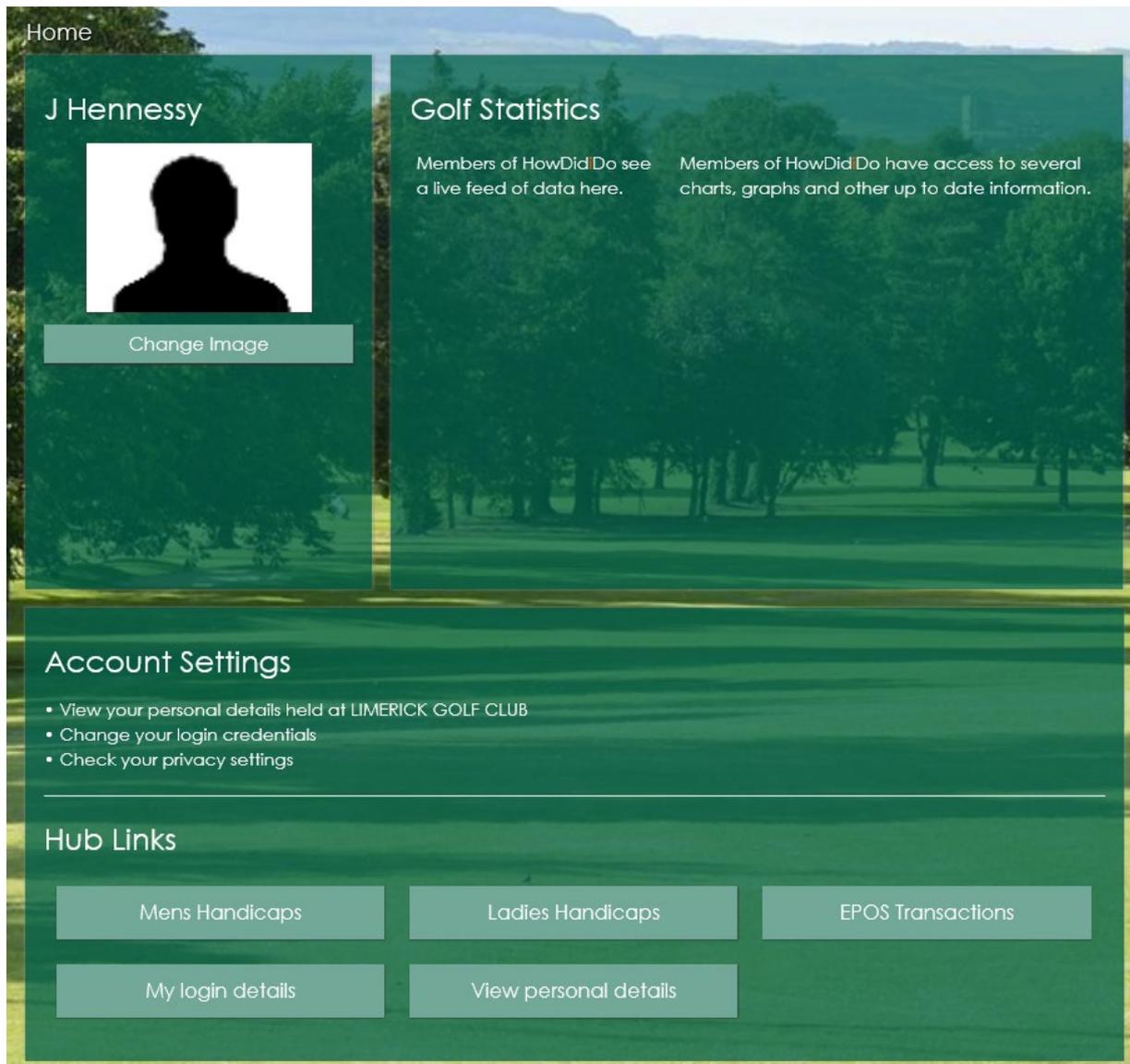
You will receive another email, this time from [clubsites@hdid.co.uk](mailto:clubsites@hdid.co.uk).

**Message via Website**

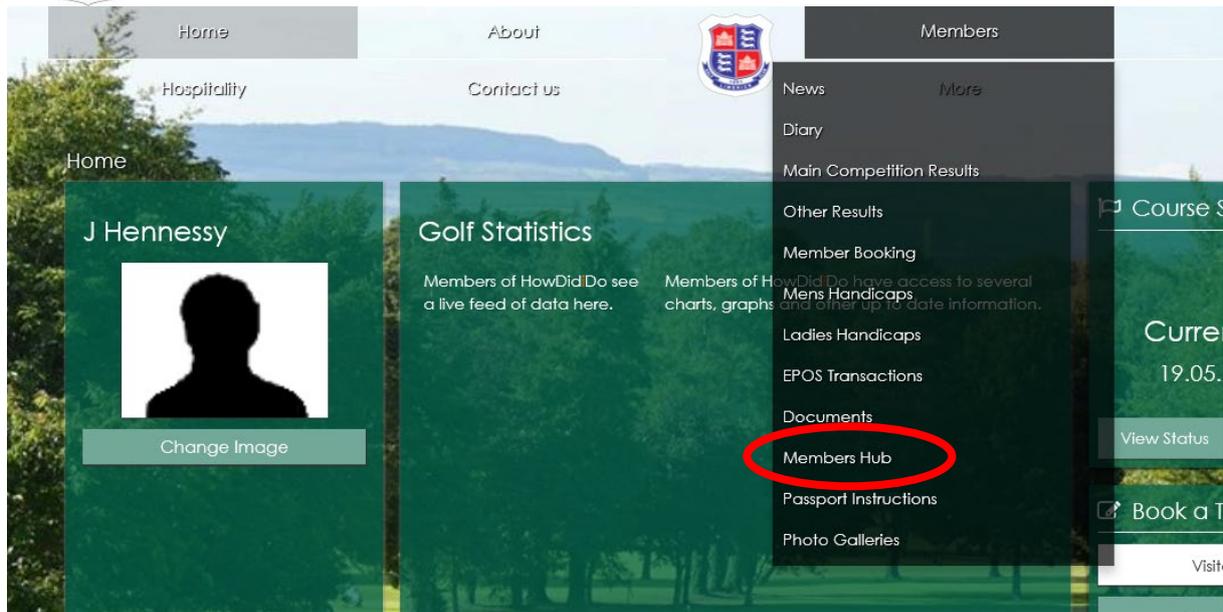
To activate your login please [click here](#)



You should see the following screen displayed on the Website.



You now have access to several additional items in the Members Menu. You can access the Members Hub by clicking on the following link.



This redirects you to the ClubV1 Members Hub where you can manage your profile and your purses. The first time that you access the Hub you will be asked to link your club:



## LIMERICK GOLF CLUB

### ClubV1 Members Hub

 **Passport Log In**

If you already have a HowDidiDo Passport account please click here to log in.

 **Passport Registration**

If you do not have a HowDidiDo Passport account, click here to create one.

[Contact](#) | [Privacy](#) | [Terms and Conditions](#) | [Support](#)

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Select Passport Log In and you should see the following screen:



## Switch Clubs

### Linked Clubs

 You are not linked with any clubs.

### Link to a Club

If you're a member of a club that uses the ClubVI Members Hub, please click below to select the club you wish to link to.



Select Link to a Club and select Limerick Golf Club from the list and click CONTINUE.



## Club Setup

Please select the club you wish to link to from the list below.

▾

If everything is ok, you will see the following message and screen.



## Complete

Thanks! You've been linked to the chosen club(s) and your HowDidiDo account is configured correctly.

[Continue](#)



## Switch Clubs

### Linked Clubs

Choose a club below to navigate to your member hub immediately.

 LIMERICK GOLF CLUB

### Link to a Club

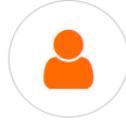
If you're a member of a club that uses the ClubV1 Members Hub, please click below to select the club you wish to link to.

 [Link to a Club](#)

Select Limerick Golf Club and you should see the Members Hub.



## ClubVI Members Hub



James Hennessy

### Course Status

OPEN
 Open for members only. Tee times must be booked prior to play and according to Covid-19 restrictions.
 Updated: a month ago

### Latest News

No news published by your club.

### Latest Competition

#### Fourball Stableford Sun Mar 15

Non-Qualifying
Mens
Stableford

15 Mar 2020

##### Div 1

1	E. Enright / F. McCarthy	12.0	38
2	H. Conlon / D. Brady	14.0	37
3	W. Dennehy / B. Morris	12.0	35

[Show all competitions](#)

### BRS Bookings



Your Club uses BRS as their booking provider.  
[Click here to make a booking through BRS.](#)

### Your Account

Membership €0.00	Bar €0.00	Restaurant €0.00	Competitions €0.00
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Balances last refreshed on 23/06/2020 at 12:14

Some of the main features are:



## Your Profile

This is a copy of the information that the club has about you, including your name, address, telephone numbers and email address. You can use this interface to update your details and they will automatically be updated on the LGC ClubV1 database. You can also upload a profile picture here if you wish. It is a nice feature but entirely optional. You have control of the details that other members can see about you (your email address and mobile number). Please note that all the data that the club holds about you is fully in compliance with GDPR.

## Your Account

Your Bar, Restaurant and Competition Purses (accessed through your GUI/ILGU Card) can be managed here. You have a full view of all your transactions on your card and you can top-up any of your purses. You can also pay your Membership Subscription from here.

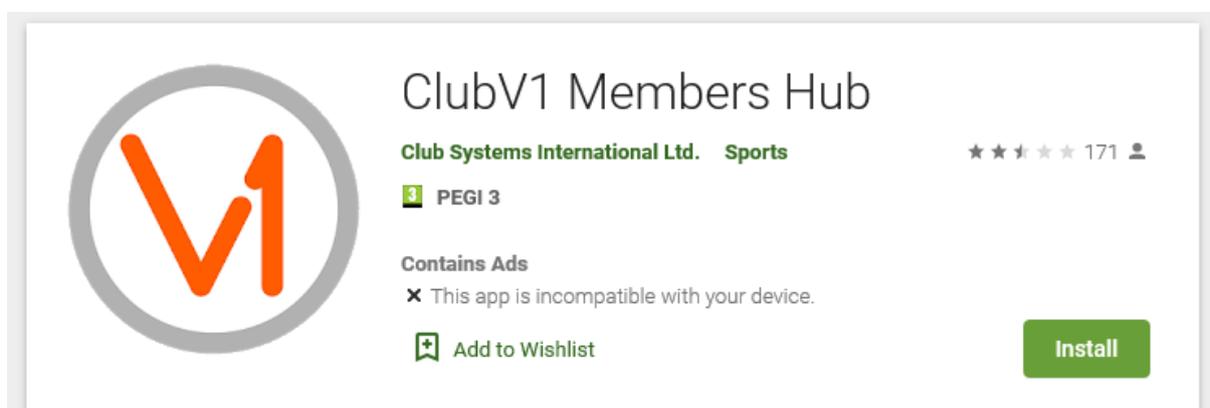
## Your Golf

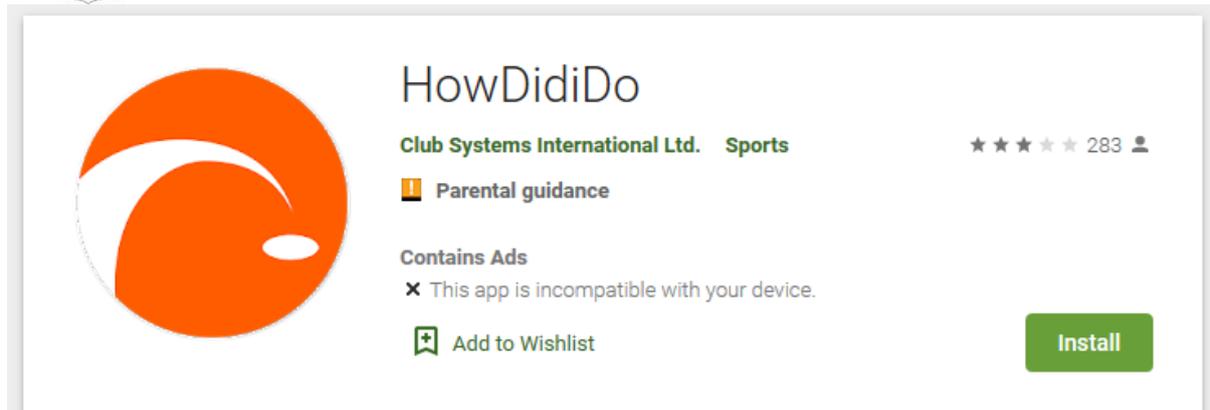
This gives you visibility of your handicap and competitions (links to HowDidiDo.com) and allows you to request a Handicap Certificate.

You can also book tee-times and competitions through the Hub by clicking on the BRS link.

## Mobile Apps

You can also carry out Passport Registration on your mobile device. Download either the Members Hub or the HowDidiDo app from the Apple Store or Google Play and you will be directed through a similar registration process when you open them.





## Change login credentials

### Change Password

To change the password that you use to access HowDidiDo, please log into HowDidiDo using your existing credentials,

- Click on the User Profile icon in the top-right corner or go to <https://www.howdidido.com/Profile/Me>
- Navigate to **Security Details** and click on the “To change your password, please go to [HowDidiDo Passport website.](#)” link
- Enter the new password and confirm it,
- Select Update at the bottom to complete.

### Change Email address

To change the email address you use to access HowDidiDo, please log into HowDidiDo using your existing credentials

- Click on the User Profile icon in the top-right corner or go to <https://www.howdidido.com/Profile/Me>
- Navigate to **Security Details** and click on the “To change your email address, please go to [HowDidiDo Passport website](#)” link



- Enter the new email address and your password to update your account credentials
- You will be sent an email with a link to confirm your new email address
- Once you have clicked on the link you can then access HowDidiDo with your new email address

## **Forgotten / Reset Password**

If you have forgotten your password please navigate

to <https://passport.howdido.com/Account/ForgottenPassword> and enter the email address you use as your HowDidiDo Username. This will send you a Password Reset email.

Please follow the instructions on this email to reset your password.