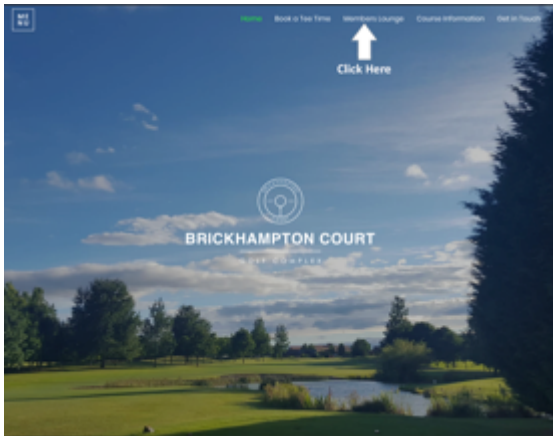


ACCESSING THE MEMBERS LOUNGE

The Members lounge provides access to everything you need know and do in order both to play golf socially or competitively at Brickhampton Court. Whether you are a new member or an old hand, it provides you with a personal hub to review your own golf performance, book into competitions, see tee times and look at what's on (including live competition results). You will also be able find playing partners, contact the committee and give us feedback. To gain access, enter www.brickhampton.co.uk into your browser and press return; you should see:

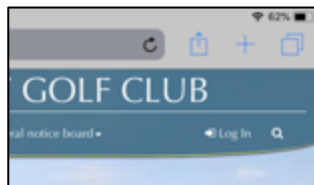


Click on the 'Members Lounge' button to be directed to the Member's Lounge Entry Page.

Signing in for the first time:

You will need to register before you can use the lounge and its features. This is easy if you follow the following instructions.

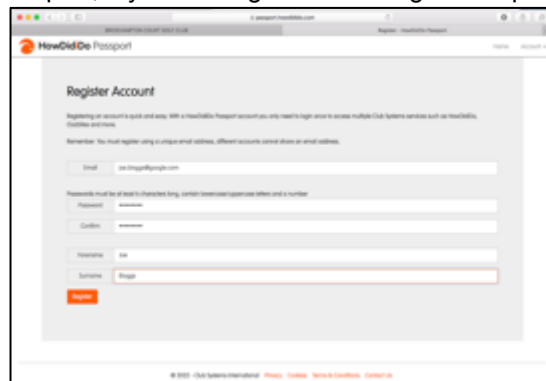
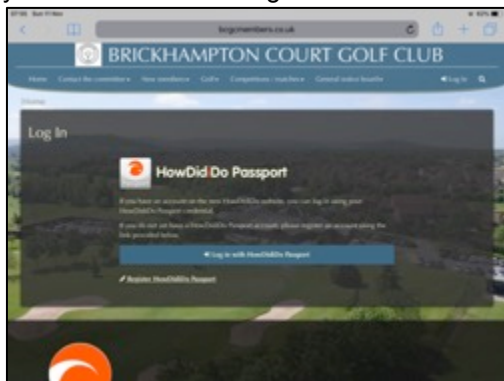
1. When you first try and enter the lounge you will see the screen above. The only buttons that work at this point are the *Contact us / club diary* TAB and the *Log In* button...



....situated at the top right hand corner of the screen.

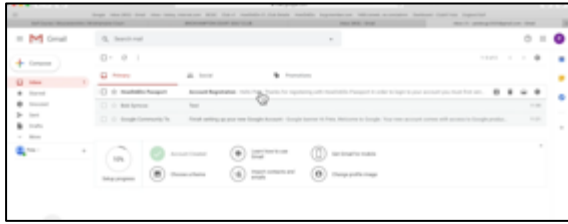
Click on the **Log In** button and this will direct you to through the HowDidIDo Passport Login Screen.

2. If you are new to the Club or this is the first time that you have tried to enter the Members Lounge, you will first have to register for HowDidIDo Passport; if you are registered then go to step 8.



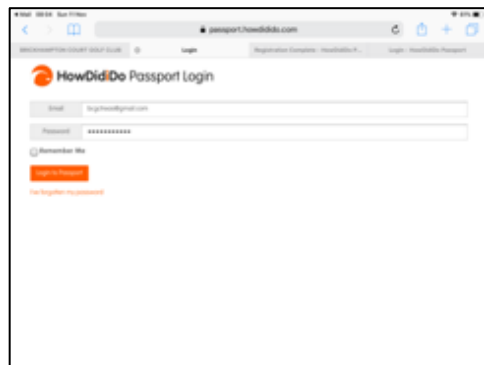
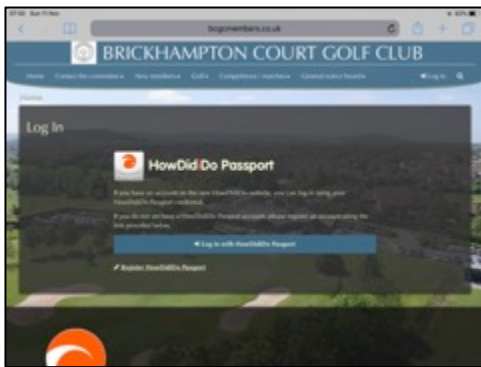
Click on the 'Register button (just below the blue tab) and complete your details in the form; **please note that the e mail you use must be the one that you registered with the Club.**

3. Passport will then send you an email so that it can verify your address and credentials; simply open the email and click on the '**CONFIRM ACCOUNT**' button in the email.

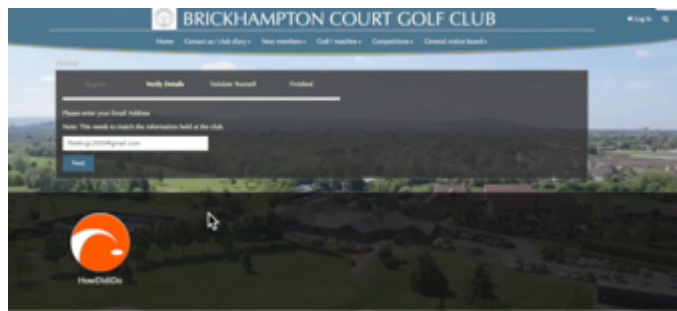


- Once you have verified your account, repeat steps 1 & 2 but this time Click on the blue bar in the centre of the screen which says “**Log in with HowDidDo Passport**”.

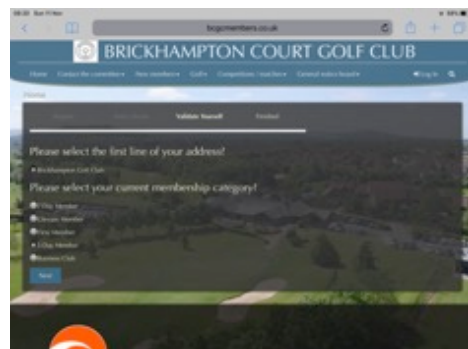
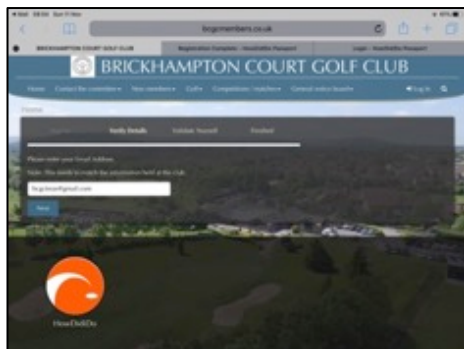
Enter the email address and password that you have registered. N.B. This is case sensitive and must match exactly what you have previously registered or your application will be rejected.



- If this is the first time that you have tried to enter the website, you will then be directed through a number of security screens in order to verify that you are a registered member of Brickhampton Court GC. You may need the following information:
 - Approval for the Club to access you names and email address so that appropriate links can be made in the ClubV1 software and confirmation of your Registered Email Address (needs to match the one held at the club and the one you have used to register with Passport).

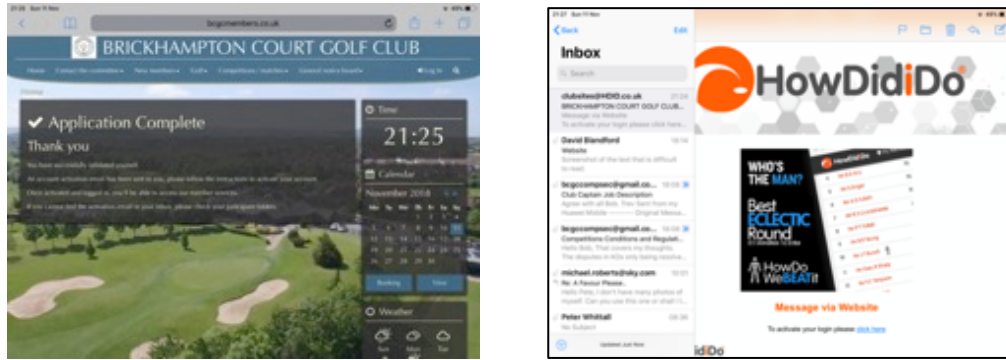


- First Line of your Registered Address– **do not give any other reply**
- Your membership class (7-day, 5-day, Flexi etc)



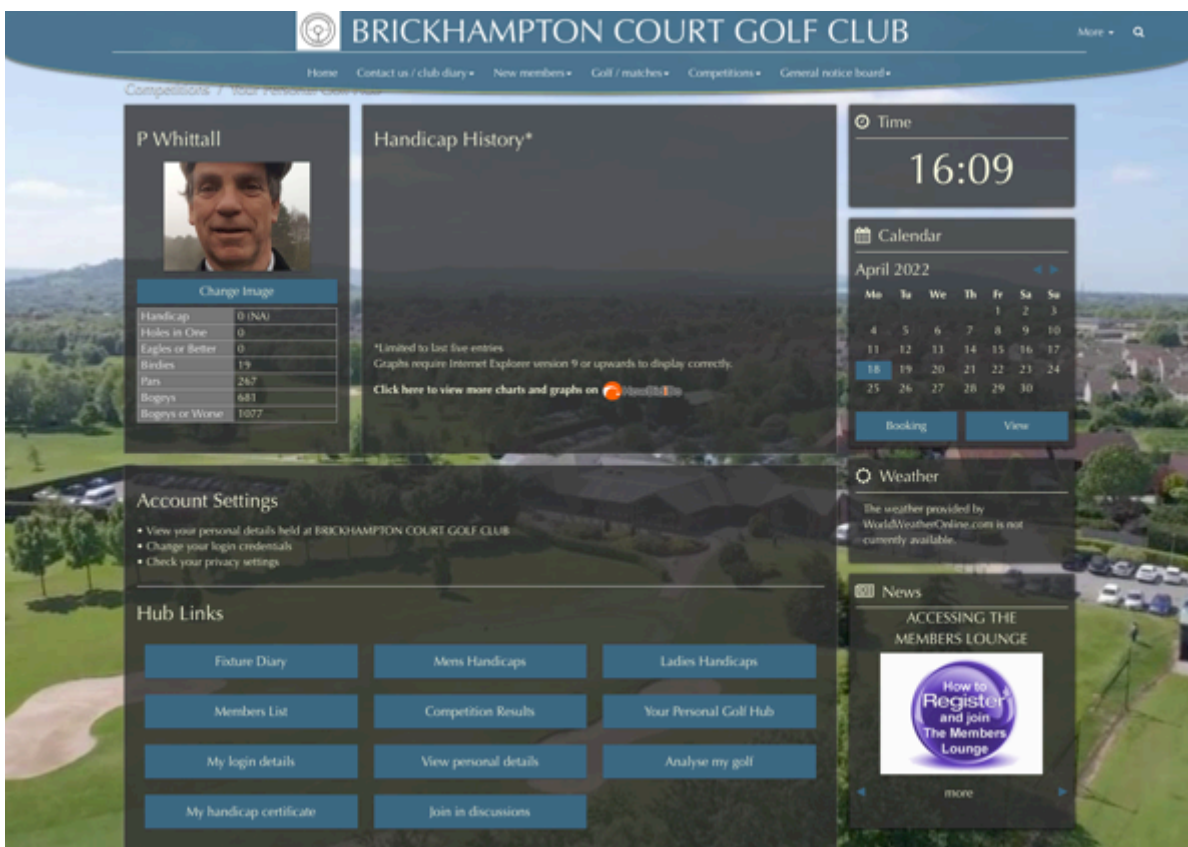
Tick the appropriate answers and press the blue “Next” button.

6. The website will confirm that your application has been successful and will send you an email to confirm the validity of your e-mail address. Click on the **activate** button in the e mail and



Registration will be complete and you will be able to login and benefit from all the new features.

7. When you next sign into the website, you should go straight to your personal home page.



I appreciate that the verification process is cumbersome but it is important for us to ensure your data is protected. Please note that the site lets you view your data but will not let you update it (in spite of what the buttons may say). If you spot something that need updating then please alert us using the contact button

One of the new features is that you can send messages to other members of the Club. You may set your privacy setting and determine what other members can see from your personal hub once you have signed into the website; the default setting is Private.

We hope you find this easy to complete and please contact us using the 'Contact the Committee button' on the website or directly at the Club in the event that you do have any challenges with this.