

1 Go to MerimbulaGolf website <http://www.merimbulagolf.com.au>

2 Go to **Members** on the menu bar, select **Competition Booking** from the drop-down menu.

3 Enter your Golfink Number

Enter your Password

Click on **Login**

4 When you login, you will see the available competitions

Active Competitions			
Date	Day	Event Type	Sex
12/11/2011	Sat	Stroke	Male
13/11/2011	Sun	Stableford	Female

5 Select the event you require

The timeslot grid will appear showing you the available slots

6 Click on the cell where you want to put your name.

Active Competitions			
Date	Day	Event Type	Sex
12/11/2011	Sat	Stroke	Male
13/11/2011	Sun	Stableford	Female

Competition Details				
07:00am	ABBOTT M	BARNES R	Available	Available
	Available	Available	Available	Available
07:08am	Available	BARBAS G	Available	Available
	Available	Available	Available	Available
07:16am	Available	Available	Available	Available
	Available	Available	Available	Available
07:24am	Available	Available	Available	Available
	Available	Available	Available	Available
07:32am	Available	Available	Available	Available

7 When you click the appropriate cell, the following screen will appear enabling entry of names.  
*Your name and Golfink number will appear automatically.*

8 If you wish you can enter up to another three (3) names + their GL numbers onto the time sheet across the same line.

9 When finished, click Accept.

- 10 If you are in a selected competition then the information section will tell you which timeslot. In addition to that there is also a 'REMOVE' button.

Active Competitions			
Date	Day	Event Type	Sex
12/11/2011	Sat	Stroke	Male
13/11/2011	Sun	Stableford	Female

Information				
You have entered this competition.				
Peter ANDERSON	Course:1 07:08am	Remove		
Competition Details				
07:00am	ABBOTT M	BARNES R	Available	Available
	Available	Available	Available	Available
07:08am	ANDERSON P	BARBAS G	Available	Available
	Available	Available	Available	Available
07:16am	Available	Available	Available	Available

- 11 It is possible to remove yourself and/or any of the other players that you have added

Click REMOVE

Click YES to remove.

**Competition Booking**

Remove From Competition

Are you sure you want to remove Peter ANDERSON from this competition?

Yes No

- 12 If you entered yourself and added other players, then the Information section will show each of the players you added. You can remove them by selecting the Remove button next to their name, or the player concerned may also remove their name by logging in.

Active Competitions			
Date	Day	Event Type	Sex
12/11/2011	Sat	Stroke	Male
13/11/2011	Sun	Stableford	Female

Information				
You have entered this competition.				
Peter ANDERSON	Course:1 07:08am	Remove		
You have entered 2 other people to this competition.				
Fred SMITH	Course:1 07:08am	Remove		
Robert WARD	Course:1 07:08am	Remove		
Competition Details				
07:00am	ABBOTT M	BARNES R	Available	Available
	Available	Available	Available	Available
07:08am	ANDERSON P	BARBAS G	SMITH F	WARD R
	Available	Available	Available	Available
07:16am	Available	Available	Available	Available

- 13 Click to Logout [link is on the top right of the screen]

**Tips for using the online booking system:**

- A. There is a two (2) minute time limit to complete your online booking. Be aware of this as you are entering other players & have their names & GL numbers on hand.
- B. If you see a line that has the word "Locked" in the cells, it means that someone else is using that time slot to enter the competition.
  - a. If you want to select this same line, you will need to wait until the current user is finished and logs out. Please click on your browser's Reload button to refresh or reload the page. [Note this may be up to 2 minutes.]
  - b. A whole line is locked whether the user is putting down one name or four names.
- C. The Golf Services Committee has set the opening time for online booking from your home computer to 7pm of the evening eight (8) days prior to the event [Tues 7pm for Wed next week's event]. Booking in the clubhouse will still be from 5pm. This will be monitored over the next few months & adjustments made if required.
- D. Online access to the timesheet is only available up to 5pm on the day before the competition. If you wish to withdraw from an event after that, you will need to ring the Pro Shop or access the timesheet using the terminals within the clubhouse.

Forget your password?

- A. Click on the link
- B. Password will be sent to your registered email address



Change your Password?

- A. Click on the link to your Profile
- B. Follow the prompts to change your password



Change your Email Address?

- A. Click on the link to your Profile
- B. Enter your new email address in the space provided.