

User Manual – CLUB DIRECTORY
How to update key club details



GolfAustralia

Step 1: Login

Go to the Golf Link Tier 1 webpage:

<https://www.golflink.com.au/Tier1>

Enter Golf Clubs User ID

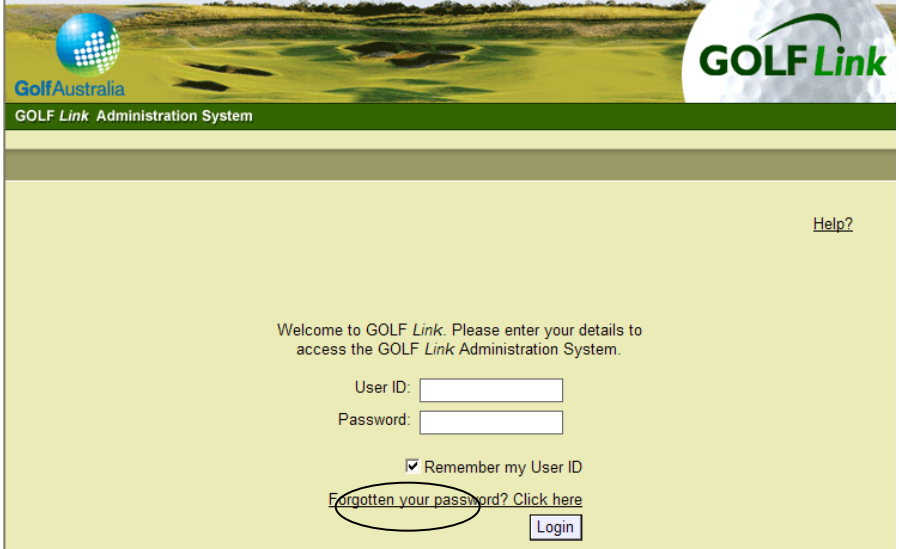
(Note Tier 3 clubs have a special login that will only allow them to perform certain functions, including this one)

Enter Password

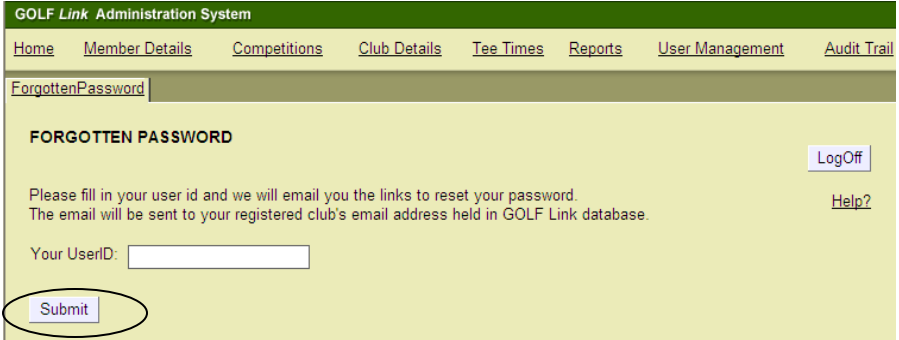
Click 'Login'

NB: 1. If you don't know your Golf Clubs User ID please contact Golf Link on 1300 650 750.

If you can't remember or don't know your password please click 'Forgotten your password?'



The screenshot shows the login page of the Golf Link Administration System. At the top, there is a header with the Golf Australia logo and the text "GOLF Link Administration System". Below the header is a navigation bar with a "Help?" link. The main content area contains a welcome message: "Welcome to GOLF Link. Please enter your details to access the GOLF Link Administration System." Below this message are two input fields: "User ID:" and "Password:". There is a checkbox labeled "Remember my User ID" which is checked. Below the password field is a link "Forgotten your password? Click here" which is circled in red. At the bottom right of the form is a "Login" button.



The screenshot shows the "Forgotten Password" page of the Golf Link Administration System. At the top, there is a header with the text "GOLF Link Administration System". Below the header is a navigation bar with links: "Home", "Member Details", "Competitions", "Club Details", "Tee Times", "Reports", "User Management", and "Audit Trail". Below the navigation bar is a link "ForgottenPassword" which is underlined. The main content area contains the heading "FORGOTTEN PASSWORD" and a "LogOff" button. Below the heading is a message: "Please fill in your user id and we will email you the links to reset your password. The email will be sent to your registered club's email address held in GOLF Link database." Below this message is an input field labeled "Your UserID:". At the bottom left of the form is a "Submit" button which is circled in red.

- Once you have logged in you will be taken to the Home Page of the website.
- Click 'Club Details' at the top of screen

GOLF Link Administration System

Home Member Details Competitions **Club Details** Tee Times Reports User Management Audit Trail

NEW GOLF LINK WEBSITE!
GOLF Link has launched its new site. [Check it here](#). If you have any questions please feel free to contact GOLF Link Help Desk on 1300 650 750.

NEW GOLF LINK LAUNCHES SMS ALERTS
GOLF Link has launched an SMS service to its members. You just need to SMS "subscribe" and your 10 digit GOLF Link number (e.g. **subscribe 00012000201**) to 199 GLINK (199 45465). After each competition round you participate in, you will then automatically receive an SMS Handicap and competition update. It's quicker and cheaper than buying the paper and you can easily forward your results to your friends! If you have any questions please feel free to contact GOLF Link Help Desk on 1300 650 750. For further details and terms and conditions [CLICK HERE](#).

AN IMPORTANT HANDICAPPING UPDATE ON SEPTEMBER 1ST 2008
We encourage you to ensure that you and your club are ready for changes to the Australian Women's and Men's Handicapping Systems that will be activated on 1st of September 2008. These changes include the increase of the maximum Australian Men's Handicap from 27 to 36. For more information regarding these changes, [CLICK HERE](#)

WOMEN'S CCR TO BE SUSPENDED FROM OCTOBER 1ST 2007
A Forum attended by Australia's leading state and national handicapping and course rating officials has initiated a decision to suspend Women's Calculated Course Rating (WCCR) for a trial period of one year. This period will start on 1 October and is to allow for an intensive review of the WCCR process with a view to addressing the flaws in the existing formula.
[Click here for more information as posted on the Golf Australia website](#)

TEE TIMES ONLINE BOOKING LAUNCHED
GOLF Link launched its centralised tee time booking platform in August 2006. Sell your club's spare Tee Times to Australia's largest online golf audience, over 200,000 regular GOLF Link visitors monthly.

- Attract new revenue and golfers to your club
- Market Open Competition and Social tee times
- Lock-in future revenue and eliminate lost no-show revenue
- Create and manage your own special offers, including 4 for 3 pricing to maximise course yield

[Click here to sell tee times!](#)

ANNOUNCEMENT TO CLUBS FROM THE GA HANDICAPPING & COURSE RATING COMMITTEE FOR MEN'S AND WOMEN'S HANDICAPS AND COMPETITIONS
In a situation where a player competes in a competition round before a previous handicap-altering score is processed, their correct Australian Men's or Women's Handicap will be that displayed by either GOLF Link or (for clubs not operating within the GOLF Link system) such other display item as designated by their Home Club (even if they are aware of what their new handicap will be).

LogOff
Help?

Step 2: Updating Club Details

- Enter your Golf Club's information
- NB: If sections don't apply to your club please leave blank

Home Member Details Competitions Club Details Tee Times Reports User Management Audit Trail

Club Details | Club Course Details | Club Staff Details

Address Details GAA Club Details [LogOff](#)

WOMEN'S GOLF VICTORIA GC(30002) ADDRESS DETAILS [Help2](#)

*Mandatory fields

Note - Any address details entered or changes made to the data below must be saved by clicking 'Save & Move To Next Section' prior to selecting another function or leaving the page.

Club ABN No:

Contact Name:

Address: * Suburb: *
 Postcode: *

Click here if your postal address is the same as your street address

Postal Address: Postal Suburb:
 Postcode:

State: *

Country: *

Work Phone: * Fax:

Email:

Pro Shop Phone: Website:

GA/GAA WEBSITE DIRECTORY DETAILS

Please select one of the following options:

Please include our club in the directory of clubs welcoming membership inquiries.
 Please forward details of prospective members who register interest with GA.
 Please include our club on the register of clubs welcoming GAA members in certain competitions.

Times of open competition
Please tick appropriate option(s) for display

<input type="checkbox"/> Mon AM	<input type="checkbox"/> Mon PM
<input type="checkbox"/> Tue AM	<input type="checkbox"/> Tue PM
<input type="checkbox"/> Wed AM	<input type="checkbox"/> Wed PM
<input type="checkbox"/> Thu AM	<input type="checkbox"/> Thu PM
<input type="checkbox"/> Fri AM	<input type="checkbox"/> Fri PM
<input type="checkbox"/> Sat AM	<input type="checkbox"/> Sat PM
<input type="checkbox"/> Sun AM	<input type="checkbox"/> Sun PM

OR

Occasionally (Please contact club for details)

Feedback to GA/GAA:

Form Completed By: Position:

COURSE DETAILS
 Number Of Holes:

[Click here to check or update your course details](#)

CLUB STAFF DETAILS
[Click here to check or update your club staff details](#)

[Save & Move To Next Section](#)

- Click 'Save & Move to Next Section'

NB: GAA members refers to Golf Access members

Step 2: Updating Club Details

- Enter your Golf Club's information
- NB: If sections don't apply to your club please leave blank

Home Member Details Competitions Club Details Tee Times Reports User Management Audit Trail

Club Details Club Course Details Club Staff Details

Address Details GAA Club Details [LogOff](#)

WOMEN'S GOLF VICTORIA GC(30002) ADDRESS DETAILS [Help2](#)

*Mandatory fields

Note - Any address details entered or changes made to the data below must be saved by clicking 'Save & Move To Next Section' prior to selecting another function or leaving the page.

Club ABN No:

Contact Name:

Address: * Suburb: *
 Postcode: *

Click here if your postal address is the same as your street address

Postal Address: Postal Suburb:
 Postcode:

State: *

Country: *

Work Phone: * Fax:

Email:

Pro Shop Phone: Website:

GA/GAA WEBSITE DIRECTORY DETAILS

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<input type="checkbox"/> Mon AM	<input type="checkbox"/> Mon PM
<input type="checkbox"/> Tue AM	<input type="checkbox"/> Tue PM
<input type="checkbox"/> Wed AM	<input type="checkbox"/> Wed PM
<input type="checkbox"/> Thu AM	<input type="checkbox"/> Thu PM
<input type="checkbox"/> Fri AM	<input type="checkbox"/> Fri PM
<input type="checkbox"/> Sat AM	<input type="checkbox"/> Sat PM
<input type="checkbox"/> Sun AM	<input type="checkbox"/> Sun PM

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CLUB STAFF DETAILS
[Click here to check or update your club staff details](#)

[Save & Move To Next Section](#)

- Click 'Save & Move to Next Section'

NB: GAA members refers to Golf Access members

Club Course Details page will appear.

Clubs can only update certain sections here, Your State Association can change your course details.

GOLF Link Administration System

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[Club Details](#)
[Tee Times](#)
[Reports](#)
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[Audit Trail](#)

[Club Details](#)
[Club Course Details](#)
[Club Staff Details](#)

WOMEN'S GOLF VICTORIA GC COURSE DETAILS

[LogOff](#)

Course Number	Name	Handicap	Par	Start Date	Rating	Start Date	Additional Weather Rating	Course Length (m)	No Of Holes	Greens	Display On GA Website
<p>Above are the current course ratings and pars for all courses at your club. If any additions or changes are required, please contact your State Association.</p> <p> Print Move To Previous Section Move To Next Section </p>											

[Help?](#)

- Click 'Move to Next Section'

Step 3: Update Male Club Committee Members

- Club Staff (Men) page will appear
- NB: This is for men's golf at your club (some information may duplicate with the women's but it is important to include details of people holding each position within your club in order to receive information).

GOLF Link Administration System

Home Member Details Competitions Club Details Tee Times Reports User Management Audit Trail

Club Details Club Course Details Club Staff Men Club Staff Women

CLUB POSITION/STAFF (MEN)
Please fill in your staff details by clicking 'New' or 'Edit' below.

LogOff Help?

Position Title	Firstname	Surname	
Secretary/General Manager/CEO			New
Captain			New
Vice Captain			New
President			New
Vice President			New
Treasurer			New
Play/Match Chair			New
Green/Course Chair			New
Handicapper			New
Membership Enquiries			New
Junior Development			New
Coaching Contact			New
Club Professional			New
Operational Matters For Competition			New
Operational Matters For Membership			New
Tee Times Operations			New
Club Manager			New
Course Superintendent			New
Publicity Officer			New
Club Delegate 1			New
Club Delegate 2 (if applicable)			New
Invoice Officer (if needed)			New
Mail Officer (if needed)			New

Move To Previous Section Move To Next Section

Click 'New' or 'Edit' to enter or change the details of your club's key contacts for men's golf.

GOLF Link Administration System

Home Member Details Competitions Club Details Tee Times Reports User Management Audit Trail

Club Details | Club Course Details | Club Staff Men | Club Staff Women

CLUB POSITION/STAFF (MEN)
Please fill in your staff details by clicking 'New' or 'Edit' below. [LogOff](#)

* Mandatory Field [Help?](#)

Title:

First Name: * - First Name*

Surname: * - Surname*

Position:

Address:

Suburb:

Postcode:

State:

Phone (Bus):

Fax:

Mobile:

Email:

Is this person responsible for the following?

Club Delegate	<input type="text" value="No"/>
Receive Mail	<input type="text" value="No"/> (Note: All Club Managers receive a copy of the bulk mail)
Receive Tax Invoice	<input type="text" value="No"/>
All email correspondence	<input type="text" value="No"/>
Is GMA Member	<input type="text" value="No"/>
Is AGSA Member	<input type="text" value="No"/>
Is Women's Golf Representative	<input type="text" value="No"/>
Place details on public access website	<input type="text" value="No"/>

Click here if this person looks after both men's and women's role

NB:

1. GMA member is reserved for Club Managers who belong to the Golf Managers Association.
2. AGCSA is reserved for superintendents who belong to the Australian Golf Course Superintendents Association.
3. Placing details on Public Access website will only show the contact's name and position. It will allow for all general enquires to be directed to the appropriate contact at your club.

- Fill in details of key contacts for men's golf
- Complete relevant details under the heading 'Is this person responsible for the following?'
- Click 'Save' to move to Club Staff Men's page.
- Fill in other details if required

GOLF Link Administration System

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[Competitions](#)
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[Tee Times](#)
[Reports](#)
[User Management](#)
[Audit Trail](#)

[Club Details](#)
[Club Course Details](#)
[Club Staff Men](#)
[Club Staff Women](#)

CLUB POSITION/STAFF (MEN)
 Please fill in your staff details by clicking 'New' or 'Edit' below. [LogOff](#)

Position Title	Firstname	Surname	
Secretary/General Manager/CEO			New
Captain			New
Vice Captain			New
President			New
Vice President			New
Treasurer			New
Play/Match Chair			New
Green/Course Chair			New
Handicapper			New
Membership Enquiries			New
Junior Development			New
Coaching Contact			New
Club Professional			New
Operational Matters For Competition			New
Operational Matters For Membership			New
Tee Times Operations			New
Club Manager			New
Course Superintendent			New
Publicity Officer			New
Club Delegate 1			New
Club Delegate 2 (if applicable)			New
Invoice Officer (if needed)			New
Mail Officer (if needed)			New

[Help?](#)

[Move To Previous Section](#)
[Move To Next Section](#)

Once completed click 'Move to next section'

Step 4: Update Women Club Committee Members

- Club Staff Women page will appear

Position Title	Firstname	Surname	Edit	New
Secretary/General Manager/CEO	Bronwen	Young	Edit	New
Captain	.	.	Edit	New
Vice Captain				New
President	Jenny	Hoff	Edit	New
Vice President	Margaret	Fanner	Edit	New
Treasurer	Ann	Felgate	Edit	New
Play/Match Chair	Ellie	Stawell	Edit	New
Green/Course Chair				New
Handicapper				New
Membership Enquiries	Leah	Sandeman	Edit	New
Junior Development	Louise	Pellegrino	Edit	New
Coaching Contact				New
Club Professional				New
Operational Matters For Competition	Louise	MacDonald	Edit	New
Operational Matters For Membership				New
Tee Times Operations				New
Club Manager				New
Course Superintendent				New
Publicity Officer				New
Club Delegate 1				New
Club Delegate 2 (if applicable)				New
Invoice Officer (if needed)				New
Mail Officer (if needed)				New

LogOff

Help?

Move To Previous Section

○ Click 'New' or 'Edit' to enter or change your club's key contacts for women's golf

GOLF Link Administration System

Home Member Details Competitions Club Details Tee Times Reports User Management Audit Trail

Club Details Club Course Details Club Staff Men Club Staff Women

CLUB POSITION/STAFF (WOMEN)
Please fill in your staff details by clicking 'New' or 'Edit' below. [LogOff](#)

* Mandatory Field [Help?](#)

Title:

First Name: *

Surname: *

Position:

Address:

Suburb:

Postcode:

State:

Phone (Bus):

Fax:

Mobile:

Email:

Is this person responsible for the followings?

Club Delegate	<input type="text" value="No"/>	
Receive Mail	<input type="text" value="No"/>	(Note: All Club Managers receive a copy of the bulk mail)
Receive Tax Invoice	<input type="text" value="No"/>	
All email correspondence	<input type="text" value="No"/>	
Is GMAMember	<input type="text" value="No"/>	
Is AGSAMember	<input type="text" value="No"/>	
Is Women's Golf Representative	<input type="text" value="No"/>	
Place details on public access website	<input type="text" value="No"/>	

[Save](#)

NB:

1. GMA member is reserved for Club Managers who belong to the Golf Managers Association.
2. AGCSA is reserved for superintendents who belong to the Australian Golf Course Superintendents Association.
3. Placing details on Public Access website will only show the contact's name and position. It will allow for all general enquires to be directed to the appropriate contact at your club.
4. Women's Golf Representative is the person who acts as your 'Club Delegate' to your State Association.

- Fill in details of key contacts for women's golf.
- Fill in links under the heading: 'Is this person responsible for the following?'
- Click 'Save' to move to Club Staff Women page. Fill in other details if required
- Click 'LogOff'