

This edition we will cover how to add members to your club who have been a member at a previous GOLF *Link* club, this process is known as transferring a member.

Tier 1 Users:

To add a new member who has been a member elsewhere you must hover over the Member Details menu item in the top left of the Tier 1 system and select the “Create Non-Home Member” option. You will now need to enter the member’s previous GOLF *Link* number and surname and hit the create button.

You should now see this member’s Member Summary page, please ensure all details are accurate and up to date on this page. If this new member wishes your club to be their home club please select Yes from the “Home Club” drop down box, if they wish your club to be a non-home club please leave this set to No. Once confirming all details are accurate please hit the Submit button.

You will now need to fill out the members address details, submit them and if required submit a card request (new home members only), please ensure that all address and contact details are filled out accurately. If you have submitted a new home member you should see a pop up message showing the members new GOLF *Link* number.

Tier 3 Users:

All Tier 3 systems will vary slightly so you should contact your Tier 3 Software Provider for specifics on how to add new members to your system, however the basic steps for all systems will be similar.

You must enter the member’s details, including their previous GOLF *Link* Number, ensuring that their first and surname exactly match the record at the members previous club (see last month’s tip for further information and examples). You must also ensure that their playing and membership statuses are ticked or set to yes.

If the member wishes to your club to be their home club then you must set the Home Club option to Ticked, Yes or True (please note; some systems work in reverse, i.e. ensure that the Non-Home Club option is not ticked). If the member wishes your club to be a non-home club then reverse the above instructions.

If you have any trouble performing a transfer or entering a new member please contact our customer service team on 1300 650 750 or email us at help@golflink.com.au. Keep an eye out for details on common errors received when entering new members to your club in our next tip.