

# REDISCOVER YOUR DRIVE

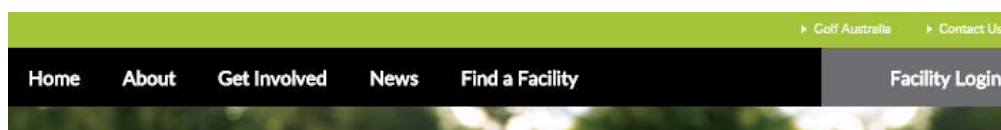
GOLF MONTH | OCTOBER

## Facility Website User Guide

Below is a step-by-step guide for participating facilities to use [www.golfmonth.com.au](http://www.golfmonth.com.au); from registration through to uploading activities and exporting participant registrations.

### How to register:

1. Visit [www.golfmonth.com.au](http://www.golfmonth.com.au) and click 'Facility Login' located in the top right hand corner of the home page.



2. If a facility is yet to register they are required to click the 'New user?' box. For registered GOLF MONTH facilities who have been provided their login details, proceed to point 4.

### GOLF MONTH Facility

Username

Password

[Forgot password?](#)

New user?  
Register to become a GOLF MONTH Facility.

3. The facility coordinator is then prompted to enter the following details and accept the GOLF MONTH facility conditions by ticking the box. If a facility is not listed in the drop down menu they will be required to contact Golf Australia for further assistance.

### Facility Registration

For Facilities > Facility Registration

Facility  Coordinator Email

Select a Facility  Coordinator Name

Coordinator Position  Coordinator Phone

#### GOLF MONTH Facility Conditions

1. I agree to coordinate at least one GOLF MONTH participation activity at a time and date in October that suits the facility.
2. I agree to complete a short post event survey and return to Golf Australia following completion of the facilities GOLF MONTH campaign.

We agree to the above stated conditions.

#### Supporting Partners



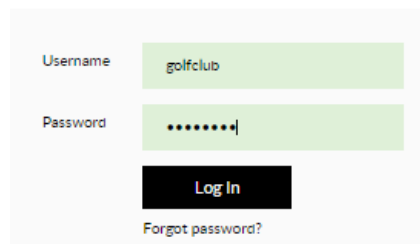
# REDISCOVER YOUR DRIVE

GOLF MONTH | OCTOBER

4. Once a facility completes the online registration form, they will be sent a confirmation email within 24-48 hours (at the very latest) including login details.

Once received, enter the provided username and password to login.

If a facility has forgotten their login details, they can select the 'Forgot password?' link where they will be prompted to contact Golf Australia for further assistance.



Username

Password

**Log In**

[Forgot password?](#)

## Facility Login home screen and accessing GOLF MONTH documents

1. Once a facility has logged on via the Facility Login page (<http://www.golfmonth.com.au/gm-centre-login>), the following home screen will be displayed (subject to change):

### GOLF MONTH Facility

For Facilities > Home

Hello, Aberdeen Golf Club **Log Out**

- [Click here to access your Facility Guide, marketing collateral and all other GOLF MONTH content](#)
- [Update Facility Details](#)
- [Create a GOLF MONTH Activity or Offer](#)

Activity List

**Add an Activity or Offer**

The Facility Login home screen is where facilities have access to a range of documents to help plan, organise and promote GOLF MONTH at their facility and through their local community.

Click on the above links to:

- View a list of downloadable GOLF MONTH documents including all available marketing collateral
- Update facility details if required (eg: phone number or coordinator)
- Enter GOLF MONTH activities and offers to be promoted through [www.golfmonth.com.au](http://www.golfmonth.com.au)

GOLF MONTH updates, changes and other communication may be promoted through the Facility Login home screen so facilities are encouraged to check this weekly.

# REDISCOVER YOUR DRIVE

GOLF MONTH | OCTOBER

## Promoting activities and offers:

1. To upload an activity or offer, select the 'Add an Activity or Offer' button located on the Facility Login home screen.

**Add an Activity or Offer**

2. Enter the appropriate information regarding the activity or offer.

There are two 'Activity Types' to select from:

- Membership Offering – this is for any GOLF MONTH offer including green fee deals, membership offers, or any other promotional offer that a facility would like to promote through the GOLF MONTH website.  
(NB: When entering 'Start and End Dates' we recommend promoting how long the offer is available for)
- GOLF MONTH Activity – for any clinic, event, competition or other type of activity that a facility will run during October.

Documents that a facility would like to accompany an offer or activity can also be uploaded by selecting 'Save and add documents' or by clicking the + once an activity is saved (see below) – this could include promotional posters, membership application forms, images or any other document that a facility would like to be available for people to view.

Facilities also have the option to save the current activity or offer and add another, save and return to the Facility Login home screen, or cancel.

Home > For Facilities > Activity

Hello, GOLF MONTH Test **Log Out**

Activity Type *	Membership Offering ▼	Start and End Dates *	10/08/2015	until	10/08/2015
Activity Name *	3 Month Trial Membership	Start and End Time *	12:00am ▼	until	12:00am ▼
Activity Coordinator Name *	Cameron Vincent	Additional Information			
Cost *	\$ 299.00	Join Test Golf Club between now and the end of October for a 3 month trial membership for only \$299. Download the membership flyer for more information or you can register your interest online and someone from Test Golf Club will be in contact with you.			

Cancel

Save and add another activity

Save and return to list

### Related Files

Upload New File +  
No files available.

# REDISCOVER YOUR DRIVE

GOLF MONTH | OCTOBER

## Export participant registrations

1. As a feature of the GOLF MONTH website, people who view a facility's activity or offer, can register their interest to either:
  - Receive further information regarding a membership or promotional offer
  - Register their interest to participate in a GOLF MONTH activity

It is recommended that facilities promote their preferred method through the 'additional information' text box when creating an activity or offer as the activity may have a limited number of spots available and therefore registration is essential.

Hello, GOLF MONTH Test [Log Out](#)

Activity Type *	Membership Offering ▼	Start and End Dates *	10/08/2015	until	10/08/2015
Activity Name *	3 Month Trial Membership	Start and End Time *	12:00am ▼	until	12:00am ▼
Activity Coordinator Name *	Cameron Vincent	Additional Information Join Test Golf Club between now and the end of October for a 3 month trial membership for only \$299. Download the membership flyer for more information or you can register your interest online and someone from Test Golf Club will be in contact with you.			
Cost *	\$ 299.00				

Cancel

Save and add another activity

Save and return to list

2. When registrations occur, facilities can track these by exporting registrations either individually or for all activities and offers. Selecting 'Export' will allow an excel spreadsheet to be downloaded with a current list of registrations. If the 'Export' button is grey then no registrations have occurred.

Activity List

[Add an Activity or Offer](#)

ACTIVITY	DATE	COST			
3 Month Trial Membership	10/08/2015 - 10/08/2015	\$299.00	<a href="#">Update</a>	<a href="#">Export</a>	<a href="#">Delete</a>
Member Guest Day	11/10/2015 - 11/10/2015	FREE	<a href="#">Update</a>	<a href="#">Export</a>	<a href="#">Delete</a>
Short Game Clinic	16/10/2015 - 16/10/2015	\$5.00	<a href="#">Update</a>	<a href="#">Export</a>	<a href="#">Delete</a>

[Export All Registered Interests](#)

# REDISCOVER YOUR DRIVE

GOLF MONTH | OCTOBER

3. We encourage facilities to use the contact information for those who have registered their interest to:
  - Send reminder emails closer to the event
  - Send follow up emails to confirm attendance (important if the activity has limitations on number of participants)
  - Follow up if the registration was in regards to a membership offer or alike
  - Follow up after the completion of GOLF MONTH and encourage a return visit
4. When a participant registers interest in an activity or offer they will receive a confirmation email with the facility contact information and a summary of the GOLF MONTH activity:



Dear John,

Thank you for registering your interest in GOLF MONTH.

Activity Name: Member Guest Day  
Activity Type: Golf Month Activity  
Activity Coordinator: Cameron Vincent  
Date: 10/11/2015 - 10/11/2015  
Time: 7:30am - 1:00pm  
Cost: \$0.00

Additional Information: On Sunday 11th October, members of Test Golf Club can bring a friend or family member to play a round of golf for free! With a BBQ going throughout the day and some prizes for long drives and NTP on offer - it is sure to be a fun day for everyone involved.

Now that you've registered your interest, you're ready to get involved in GOLF MONTH.

For any further information regarding this activity, please contact Example Golf Club on (03) 9000 2000 or [example@golf.com.au](mailto:example@golf.com.au).

For any other GOLF MONTH queries please contact Golf Australia (03 9626 5000), your State/Territory Association or email [golfmonth@golf.com.au](mailto:golfmonth@golf.com.au).

Regards,  
The GOLF MONTH Team