



Wagga Wagga Country Club

GOLF BOOKING PORTAL – USER GUIDE

A detailed overview of the Wagga Wagga Country Club online golf booking portal accessible from the Wagga Wagga Country Club website – www.wwcc.com.au

Wagga Wagga Country Club
Plumpton Road
Wagga Wagga 2650

Welcome to the new **Golf Booking Portal** for members of Wagga Wagga Country Club.

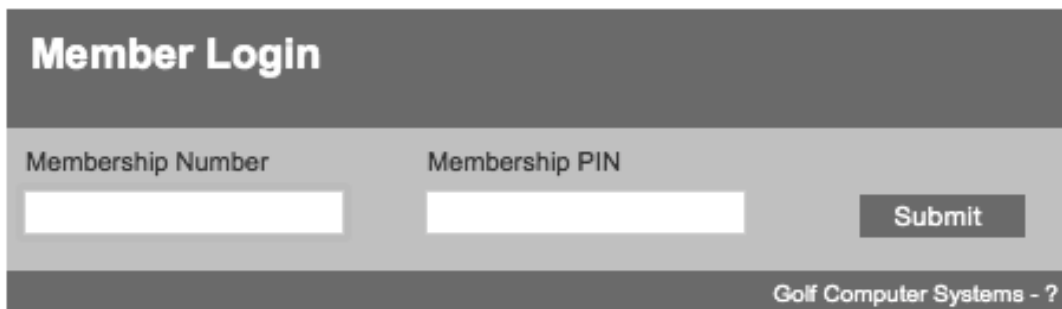
The portal is designed to give you easy access to booking of golf tee times, and subsequently your member details and account.

The layout of images presented in this User Guide may differ on your browser, tablet or smart-phone, dependant upon the screen resolution and size.

To log on to the member portal go to wwcc.com.au, select the icon **Click here for ONLINE BOOKINGS** (located on the lower right hand side of web page)



Enter your membership and your PIN.

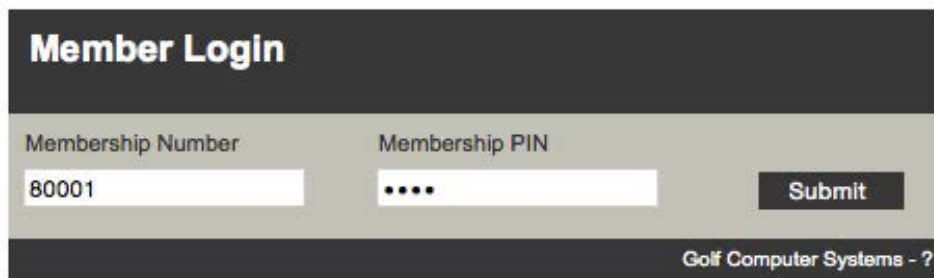


Your membership number can be entered in its shortest form. 00123 can be entered as 123, so you can lose the leading zeros.

Your default PIN is the day and month of your birthday, as a 4 digit number.

If the day or month is a single digit then add a leading zero. For example you would enter 7th of May as 0705, or 5th December as 0512.

If for some reason your PIN is not accepted you will need to contact Club administration. They will be able to advise you of your initial PIN to log in.



The image shows a 'Member Login' form. It has a dark header with the text 'Member Login' in white. Below the header, there are two input fields: 'Membership Number' containing '80001' and 'Membership PIN' containing four dots. To the right of these fields is a 'Submit' button. At the bottom right of the form, there is a link that says 'Golf Computer Systems - ?'.

When you have entered your membership number and your PIN, click on the **Submit** button.

A **Welcome screen** will appear.



Welcome Tom Watson

You have no messages.
You have no current or future bookings.

The Welcome screen may contain further information or links that you can click on. The Club controls this. So it may change periodically.

If you have a GOLFLink number then it will display on the Welcome screen also, and you can click on it to display your GOLFLink record at the GOLFLink website.

To view and/or edit your details click on the **My Details** button.

Your membership details will display on the screen.

- Competitions
- Tee Times
- My Bookings
- My Details**
- Messages
- My Account
- Log Out

Your Details

Click on "+" to expand a section or "-" to hide a section

- PERSONAL INFORMATION

Member No:	80001
Title:	Mr
Surname:	Watson
First Names:	Thomas
Preferred Name:	Tom
Initials:	T.
Gender:	Male
Membership Category:	Full Member
Booking Category:	Member
D.O.B:	03/04/1956
Company:	
Profession:	
Qualifications:	
Company Type:	
Handicap:	
Golfink No:	
Marketing:	

+ CONTACT INFORMATION

Click on the + to the left of CONTACT DETAILS to expand this portion and display your current contact details held at the Club.

- CONTACT INFORMATION

Phone:	
Home No:	03 9876 5432
Mobile:	0456 789 123
Email:	tom@watsongolf.com.au
Home:	C/- Clifton Springs GC Clearwater Drive CLIFTON SPRINGS. VIC. 3222 AUSTRALIA

- Edit Member PIN
- Edit Details

To edit your details

click on the **Edit Details** button.

The form will change to display editable boxes. Note that not all information can be edited. For example you can't change your membership number or membership category as these would need to be done via Club administration.

[Competitions](#) [Tee Times](#) [My Bookings](#) [My Details](#) [Messages](#) [My Account](#) [Log Out](#)

Edit Your Details

Click on "+" to expand a section or "-" to hide a section

- PERSONAL INFORMATION

Member No:	<input type="text" value="80001"/>
Title:	<input type="text" value="Mr"/>
Surname:	* <input type="text" value="Watson"/>
First Names:	* <input type="text" value="Thomas"/>
Preferred Name:	<input type="text" value="Tom"/>
Initials:	<input type="text" value="T."/>
Gender:	<input type="text" value="Male"/>
Membership Category:	<input type="text" value="Full Member"/>
Booking Category:	<input type="text" value="Member"/>
D.O.B:	<input type="text" value="03/04/1956"/> Edit
Company:	<input type="text"/>
Profession:	<input type="text"/>
Qualifications:	<input type="text"/>
Company Type:	<input type="text"/>
Handicap:	<input type="text"/>
Golfink No:	<input type="text"/>

+ CONTACT INFORMATION

Click on the + to the left of CONTACT DETAILS to expand this portion to display and optionally edit your current contact details held at the Club.

CONTACT INFORMATION

Phone:

Home No: Silent

Work No: Silent

Mobile: Silent

Fax: Silent

Email: Do not bulk email

Home:

Address 1:

Address 2:

Address 3:

Suburb:

State:

Postcode:

Country:

:

Postal:

Address 1:

Address 2:

Address 3:

Suburb:

State:

Postcode:

Country:

:

Scroll down for further details if applicable, and to find the **Submit** button.

Country:

:

Work:

Address 1:

Address 2:

Address 3:

Suburb:

State:

Postcode:

Country:

:

When you have completed the changes you wish to make, click on the **Submit** button to send the changes to the Club.

Note that a staff member will need to accept the changes at the Club before they are updated to your membership record. An alert is sent to staff to advise that you have requested a change to your details.

To edit your PIN click on the Edit member PIN button that displayed at the bottom of the “My Details” form.

- Competitions
- Tee Times
- My Bookings
- My Details
- Messages
- My Account
- Log Out

Edit Member PIN

New PIN:

Confirm New PIN:

- Cancel
- Save Changes

Enter your new PIN and confirm the PIN by re-entering it in the Confirm New PIN field.

Click on the **Save Changes** button to update your new PIN. This will save immediately to the Club database so the new PIN will become active for your next login.

To view and/or pay your account click on the **My Account** button.

- Competitions
- Tee Times
- My Bookings
- My Details
- Messages
- My Account
- Log Out

Your Account

Account	Balance
Prizes	\$0.00
e-Wallet	\$0.00
Main	\$0.00

- Make Payment to e-Wallet
- Statements and Payments

The ledgers that are managed by the Club display on the screen. The current balance of each ledger also displays.

Some ledgers will allow you to make payments to them such as the Main subscription ledger and the e-Wallet ledger. Other ledgers will not accept payments, such as the Prize ledger.

You can initiate a payment to your e-Wallet from the opening screen.

An e-Wallet is a ledger that holds your own funds that you can then spend at the Club through the Point of Sale system (POS). The e-Wallet and Prize ledger will always have credit or zero balances.

To get detail for each ledger, click on the **Statements and Payments** button.

Date	Ref.	Description	Credit	Debit	Balance
01/06/2015		Brought Forward			\$0.00

To view transactions from a different ledger or accounting period, click on the ACCOUNT or PERIOD boxes and change as required. When a change has been made there will be a slight pause as the account information for the changed ledger and/or period is retrieved and displayed.

To make a payment to a ledger (currently unavailable) click on the **Make Payment** button. If there is not a **Make Payment** button then payments cannot be made to the ledger that you are viewing.

A payment screen will display, into which you can enter the amount to pay.

Make Payment

Payment to e-Wallet account

Current balance \$ 0.00

Amount to pay: \$

Click on the **Pay Now** button to proceed with the payment.

Make Payment

I have read and agree to the [Terms And Conditions](#) and [Privacy Policy](#)

Payment to e-Wallet account - AUD\$ 10.00

Cardholder Name	Expiry Date
<input type="text"/>	<input type="text" value="01"/> / <input type="text" value="15"/>
Card Number	CVV
<input type="text"/>	<input type="text"/>

Enter the credit card holder name and the credit card number of the card that is to be used for the payment.

Enter the credit card expiry date and the CVV number.

You must check the box accepting the Club's terms & conditions and privacy policy in order to proceed.

Your payment will be processed through a **secure online payment gateway**. The gateway simply facilitates the transfer of funds from your nominated credit card account through to the Club's nominated bank account.

Note that the Club can set a rule on the Main ledger that requires payment in full only. If such a rule is in place you will not be able to part-pay the balance of the main subscription ledger.

If you do nothing for too long the session into the member portal will expire and you will get the following message.

If this occurs you will need to log in again.

Session Expired

Your session was ended due to an inactivity timeout or an invalid login attempt

OK

To make a golf booking click on the **Tee Times** button.

Select the date on which you wish to make a booking and click on the **Submit** button.

Alternatively you can click on the **Competitions** button to display current and future competitions. You can then access the booking sheets of competitions that are open for booking from this area. This is shown further in this document.

- Competitions
- Tee Times
- My Bookings
- My Details
- Messages
- My Account
- Log Out

Booking Sheet

1st Tee
Saturday 20 June 2015

Time	Player 1	Player 2	Player 3	Player 4	Info	Book
07:00						Book Now
07:07						Book Now
07:15						Book Now
07:22						Book Now
07:30						Book Now
07:37						Book Now
07:45						Book Now
07:52						Book Now
08:00						Book Now

To make a booking into a time, click on the **Book Now** button.

A form into which player details can be entered will display.

- Competitions
- Tee Times
- My Bookings
- My Details
- Messages
- My Account
- Log Out

Page expires in 02:35

Make A Booking

1st Tee
Saturday 20 June 2015
09:52

To confirm the booking, please enter the player details below and then submit the booking.

If you know the member number of the player you may enter just their number, otherwise please fill in all the details as required (*).

	Player 1	Player 2	Player 3	Player 4
	Me	Clear	Clear	Clear
Member #	80001			
Last Name	Watson			
First Name	Thomas			
Contact Phone	03 9876 5432			
Golfink Number				
Handicap				
Email	tom@watsongolf.com.a			

- Return to Booking Sheet
- Add From Buddy List
- Add From Booking History
- Submit Booking

If you to play in the time that you are booking then you can click on the **Me** button to add yourself to the first player position.

You can add other members to the booking in a number of ways. Firstly you can enter the member’s membership number into the Member # field and press **<Enter>** or **<Tab>**. The system will then retrieve the member’s details and display them. Note that there is a slight pause while this information is gathered and displayed.

You can add players from past bookings into this booking using the **Add From Booking History** button.

You can add players from your “Buddy List” into this booking using the **Add From Buddy List** button. Members of your Buddy List are established on the Touch Screen Kiosks at the Club, or via the online Member Register if activated by the Club.

Click on **Submit Booking**

Review Verify Booking Details

screen, and click **Submit Booking** to confirm booking

Verify Booking Details

10th Tee Wednesday 07 October 2015 08:03

PLEASE CONFIRM YOUR BOOKING DETAILS BELOW
YOUR BOOKING WILL NOT PROCEED UNLESS YOU CLICK THE "SUBMIT BOOKING" BUTTON

	Player 1
Member #	00738
Name	GOOD, DAVID J
Handicap	24

[Return to Booking Sheet](#)

[Edit Details](#)

[Submit Booking](#)

Congratulations your booking is confirmed.

To delete a booking from the booking sheet, select the sheet for the date on which you have a booking, or selecting the competition within which you have a booking. Players you can delete will display with their names underlined. Click on the name of the player you wish to delete and you will be prompted to confirm the deletion.

Are you sure to you wish to delete Tom Watson from this booking ?	X
<input type="button" value="Cancel"/>	<input type="button" value="OK"/>

Following deletion you will then be returned to the booking sheet.

You can also **delete a booking** by clicking on the **Delete** button alongside your booking in the **My Bookings** area.

You can delete yourself from a booking, or you can delete any player that you have booked. You cannot delete players you have not personally booked into a booking slot.

You cannot delete a booking if the date/time of play has passed. The Club can also set a rule that controls the duration prior to