



Membership and Tournament System

Member's Handbook

www.sgusa.co.za

Introduction

Membership to Senior Golf is by invitation. Once you have passed this initial hurdle, you will enjoy golf in its truest form – camaraderie with people older than you! It is an amazing thing being the oldest in the family, but being the youngest on the golf course! But as with all things, it changes. Before you know it, everybody else's drives are getting longer, and people start calling you Oom (Uncle).

This system has been introduced to help you. It is easy! If you can send a WhatsApp message, or have a chat to your kids in Australia on Skype, this will be child's play. So get out your magnifying glass, read this manual, and if all else fails, call your grandkids to help you!

Requirements

The first thing you will need is a golf handicap. If you are unsure what this is, maybe you are reading the wrong manual.

In your wallet, you will probably find a card issued by South African Golf Association. On it, you will find your SA Player ID, a ten digit number starting with 27. This is the card you use to keep your handicap up to date by entering your scores after each round.

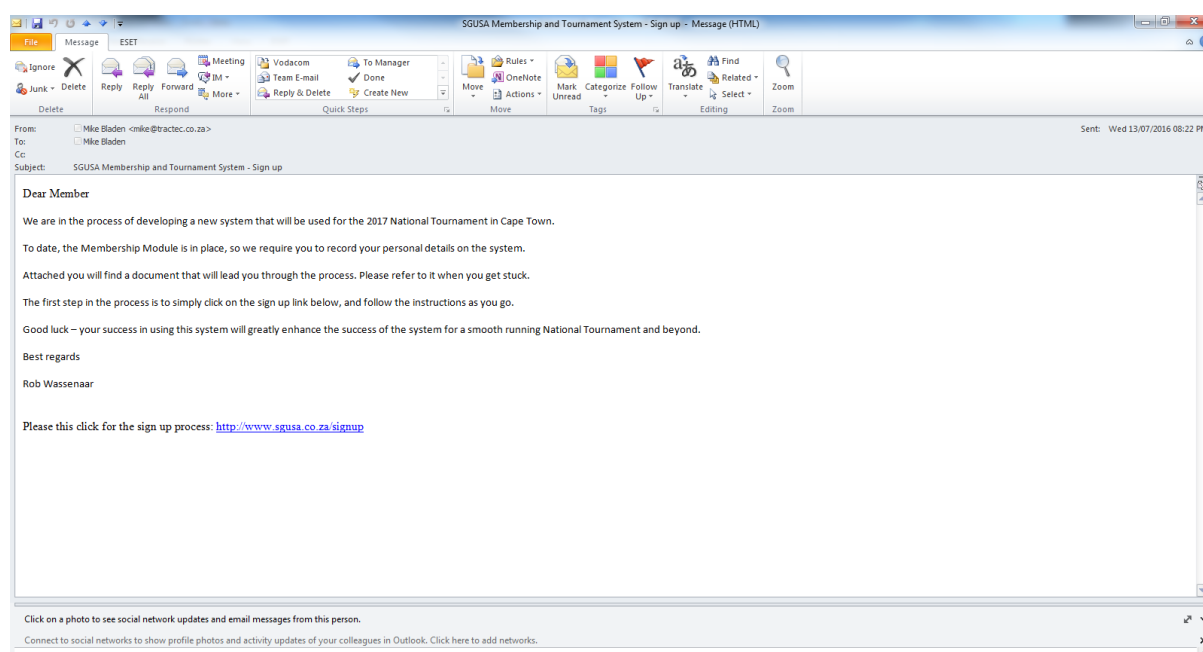
The next thing needed is an email address. This should be easy as emails have been around for a while.

Finally, you will need access to the World Wide Web. This can be by means of your computer at home, your tablet or your smart phone.

Once you have these three things, you are ready to go.

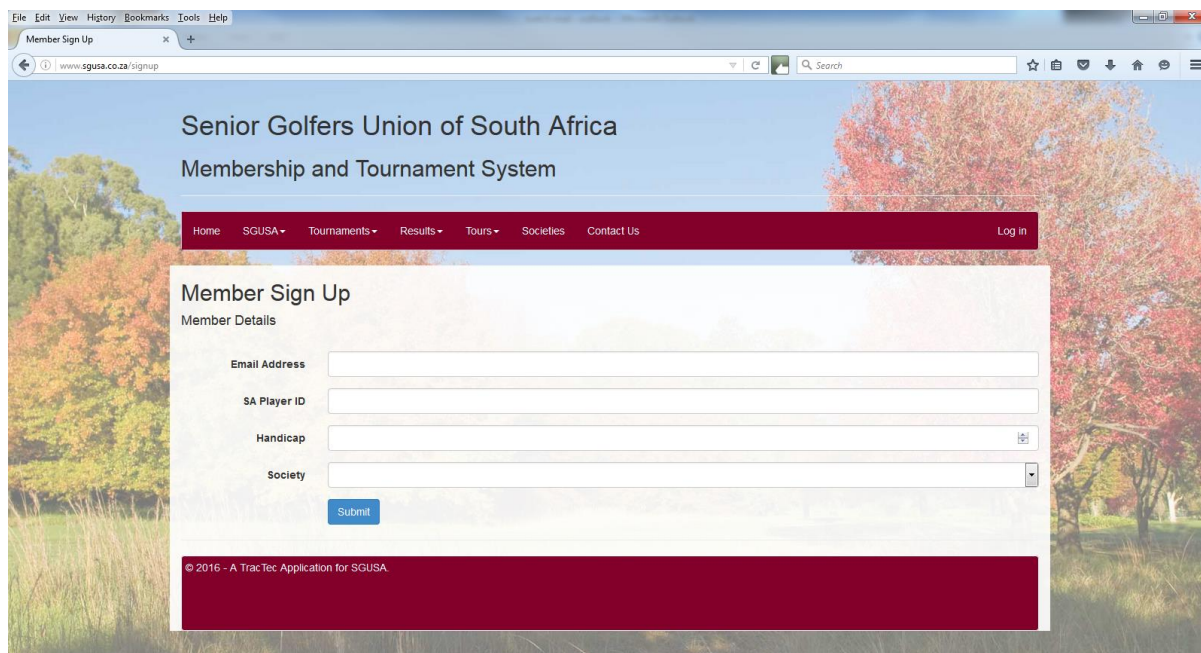
Invitation to Register as a Member

You will receive an email from your society requesting you to register as a member of Senior Golf.



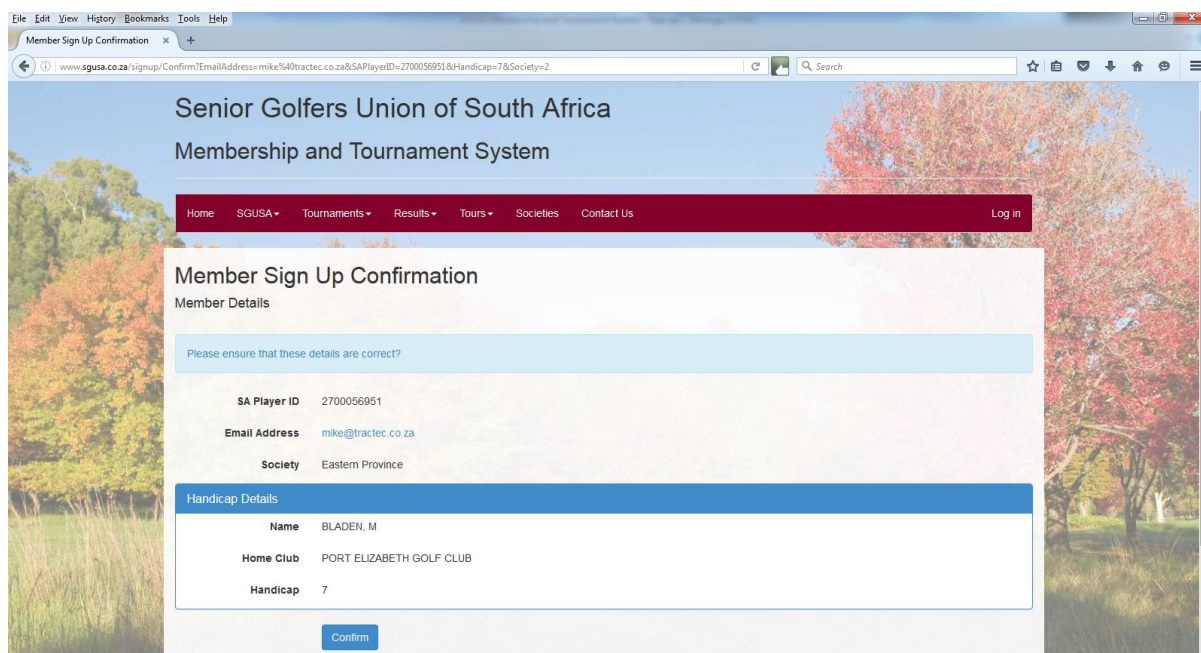
In the body of the email there will be a link <http://www.sgusa.co.za/signup>, and you will be prompted to click on it. However before you click on it, please ensure that you know what your email address is, you have your SAGA card with your SA Player ID, and you know your current handicap.

Once you click on the link in your email, you will be switched to your default web browser, and the initial membership registration form of the system will be presented to you.



The screenshot shows a web browser window with the URL www.sgusa.co.za/signup. The page title is "Senior Golfers Union of South Africa Membership and Tournament System". The navigation bar includes links for Home, SGUSA, Tournaments, Results, Tours, Societies, and Contact Us, along with a Log in button. The main content area is titled "Member Sign Up" and contains a "Member Details" form. The form has four input fields: "Email Address", "SA Player ID", "Handicap", and "Society" (a dropdown menu). A "Submit" button is located below the form. At the bottom of the page, there is a copyright notice: "© 2016 - A Trac Tec Application for SGUSA."

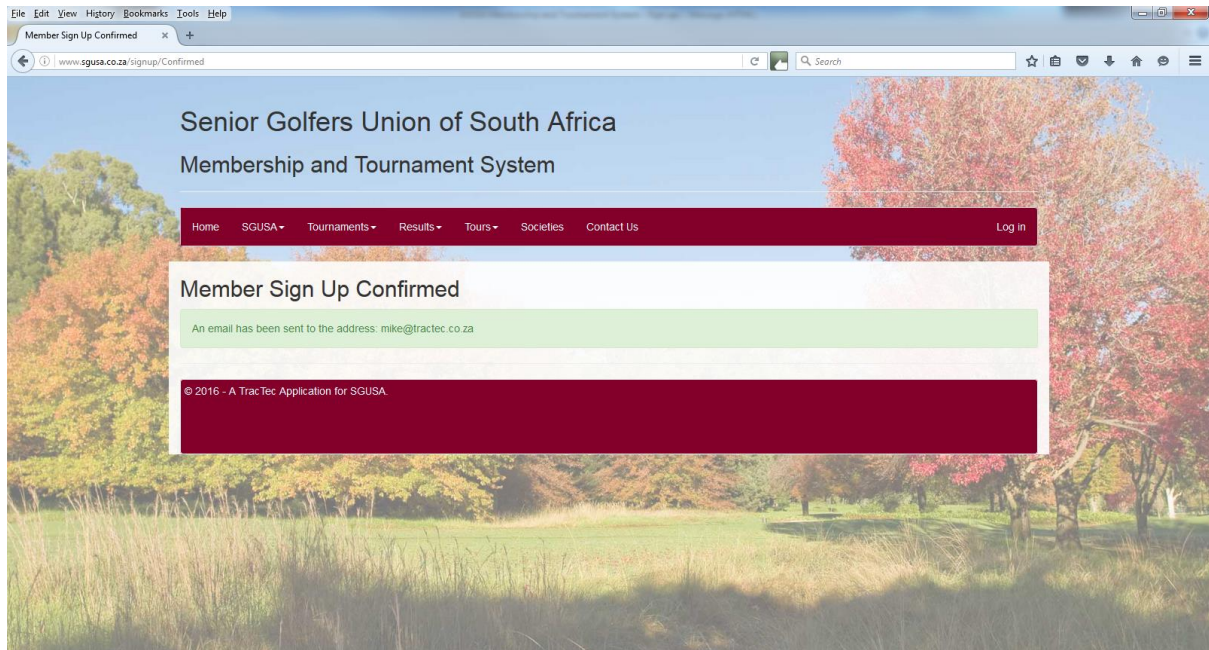
Please enter your email address, your 10-digit SA Player ID, your current handicap and choose your Society from the dropdown options, and then hit the Submit key.



The screenshot shows a web browser window with the URL www.sgusa.co.za/signup/Confirm?EmailAddress=mike%40trac tec.co.za&SAPlayerID=2700056951&Handicap=7&Society=2. The page title is "Senior Golfers Union of South Africa Membership and Tournament System". The navigation bar is the same as the previous page. The main content area is titled "Member Sign Up Confirmation" and contains a "Member Details" section. A light blue box with the text "Please ensure that these details are correct?" is displayed. Below this, the following details are shown: "SA Player ID" 2700056951, "Email Address" mike@trac tec.co.za, and "Society" Eastern Province. A "Handicap Details" section is also present, showing "Name" BLADEN, M, "Home Club" PORT ELIZABETH GOLF CLUB, and "Handicap" 7. A "Confirm" button is located at the bottom of the form.

You will now get a Member Sign Up Confirmation screen. It is imperative that all information on this screen is correct! If you mistakenly clicked the wrong society, or the SA Player ID that you entered

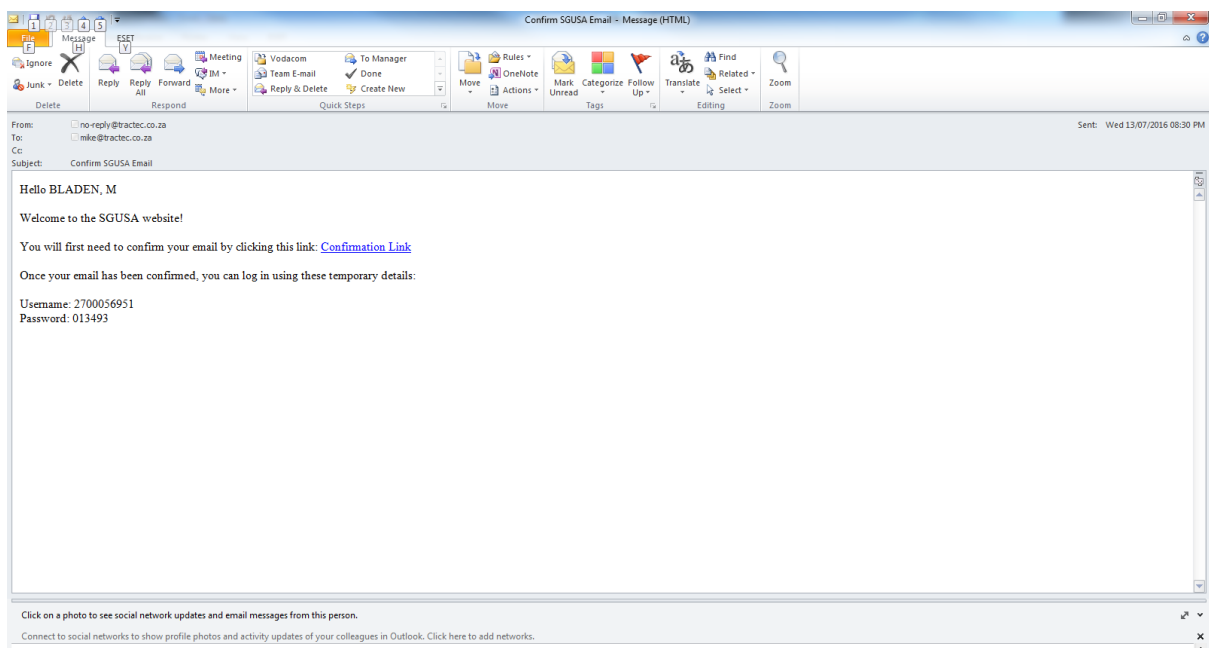
has resulted in someone else's name being displayed, then hit the Back button on the bottom left of your screen so that you can correct your mistake. If everything is correct, then hit the Confirm button.



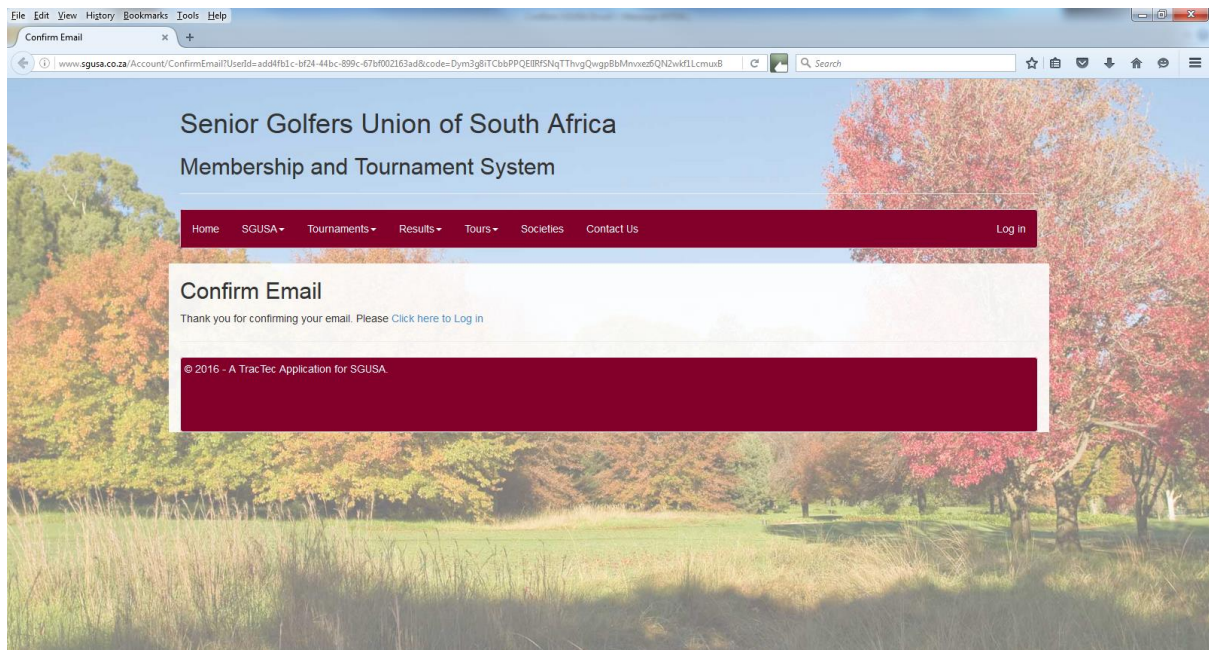
On successful entry, the system will notify you that an email has been sent to your email address. If you do not receive an email from no-reply@sgusa.co.za, you have either entered the wrong email address on the sign up screen, or your email has been diverted to your junk mail box.

If you do not receive an email after several minutes, please contact your society secretary and ask them to delete your entry so that you can start again. If the email is in your junk box, you will need to move it to another folder (inbox) so that you can access it.

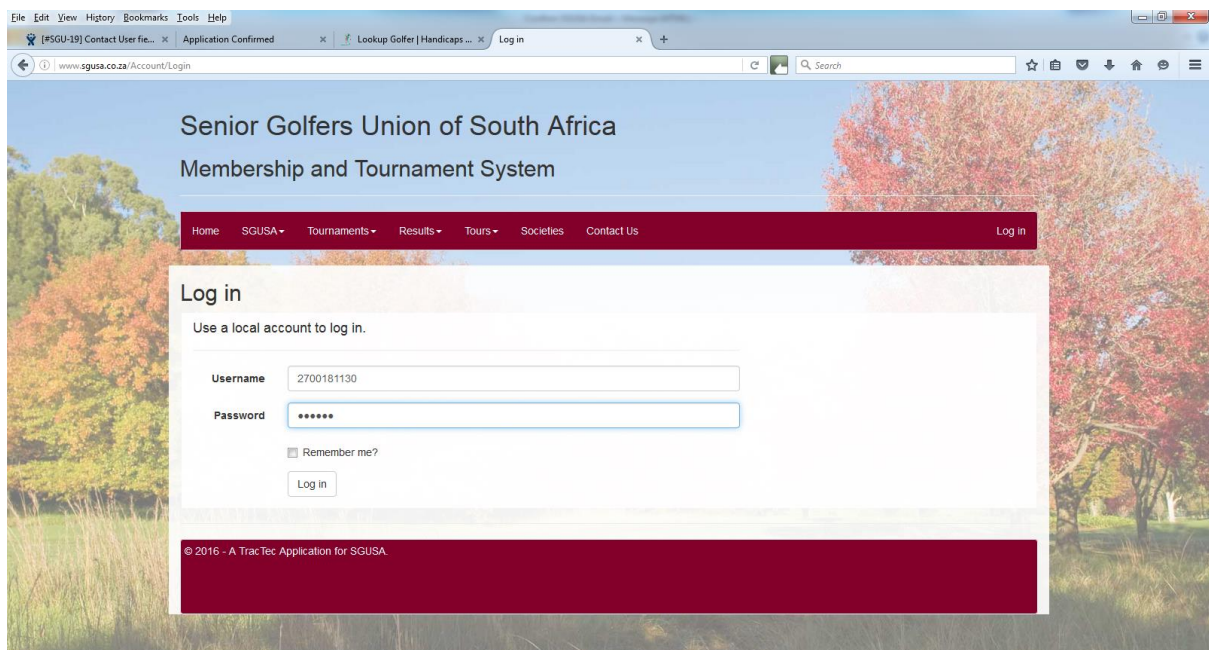
The contents of the email should read something like this.



Make a note of your Username and Password on a piece of paper, and then click on the [Confirmation Link](#). You will be presented with the following screen.



Once you click on [Click here to Log in](#), you will be presented with this screen.



This is where you enter the Username and Password from your confirmation email, the details you wrote on that piece of paper. You will now be presented with a Change Login screen. Do not save your username or password if requested by your browser at this stage.

The screenshot shows a web browser window with the URL www.sgusa.co.za/Manage/ChangeLogin. The page title is "Senior Golfers Union of South Africa Membership and Tournament System". A navigation bar at the top includes links for Home, SGUSA, Tournaments, Results, Tours, Societies, and Contact Us. A user greeting "Hello 2700056951!" and a "Log off" link are visible on the right. The main content area is titled "Change Login" and contains a yellow warning box stating "You must change your password." Below this is the "Change Login Form" with the following fields:

- Current username:** 2700056951
- Current password:** (masked with asterisks)
- New username:** mikebladen (with a note: "Leave blank unless changing username")
- New password:** (masked with asterisks) (with a note: "Leave blank unless changing password")
- Confirm new password:** (masked with asterisks)

A "Save" button is located at the bottom of the form.

Once again, you need to enter your Username and password to authenticate yourself. You must change your password, and you may elect to change your username to something you have a chance of remembering. Just in case you get it wrong, you must key in your new password twice.

Once you click Save, you will be presented with the Edit Personal Details screen.

The screenshot shows a web browser window with the URL www.sgusa.co.za/Personal/Edit. The page title is "Senior Golfers Union of South Africa Membership and Tournament System". The navigation bar and user greeting are identical to the previous screen. The main content area is titled "Edit Personal Details" and contains a form with the following sections:

- My Details:**
 - SA Player ID:** 2700056951
 - Title:** Mr (dropdown menu)
 - Initials:** (text field)
 - Known Name:** (text field)
 - Surname:** BLADEN, M
 - Date of Birth:** (text field)
- Contact Details:**
 - Email Address:** mike@tractec.co.za

Here you will be asked to give further details as follows. Note that Date of Birth must be filled in as 1946/01/19, 1946-01-19 or 19 Jan 1946. 19 January 1946 will be accepted as well.

SA Player ID 2700056951

Title Mr

Initials M

Known Name Mike

Surname BLADEN

Date of Birth 1955-04-03

Contact Details

Email Address mike@tracotec.co.za

Cell Number 0826511841

Home Number 0413745277

Work Number

Partner Details

Partner Known Name Pri

Partner Surname If different from member

Partner Cell Number 0836513594

Once you save this screen successfully, you will be accepted into the system as a 'Pending' member.

Once this part is complete, your society secretary will be alerted that you need to be categorised within the system. This involves updating your membership category, and your year of acceptance into your society.

You are now free to browse the web site at your leisure. On the top right of the form you will see a Log off button. If you click on it, you will be taken out of the membership system, but you will still be able to browse the rest of the site by clicking on the buttons on the top of the form.

When you wish to log in again, simply click on the Log in button and enter your new username and password. At this stage, you can safely allow your computer to remember the details.

To get access to the system from any browser on any computer connected to the internet, you need to go to

www.sgusa.co.za