



**Membership and Tournament System**

# **Member's Handbook**

**[www.swgsa.co.za](http://www.swgsa.co.za)**

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## Introduction

Once you have been through the Sign Up process as described in the Member's Sign Up Handbook, and you are 'on the books' of the Membership and Tournament System (MATS), you are ready to start using the system. Besides being able to manage your own details, you are able to look up details of your fellow members, apply to join events like Nationals, and see results of competitions, not only in your own society, but around the country.

You will be notified of draws, changes to draws, receive your annual subscriptions and invoices to stock you purchase. You will be able to enter competitions both of your own society and other societies should you be out of town. This handbook will explain how you do each of the functions available to you as member.

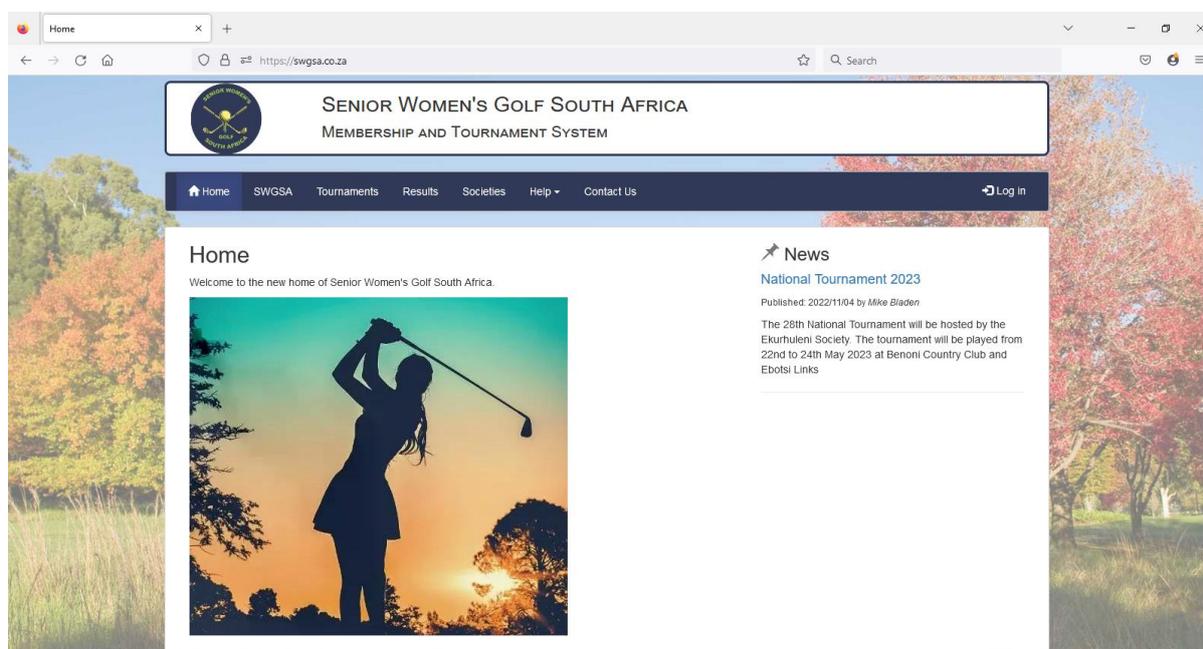
## Access to the System

To gain access to the system from any device connected to the Internet, start the Internet Browser of your choice. The common browsers are Windows Explorer and Edge, Google Chrome, Firefox, and Apple Safari.

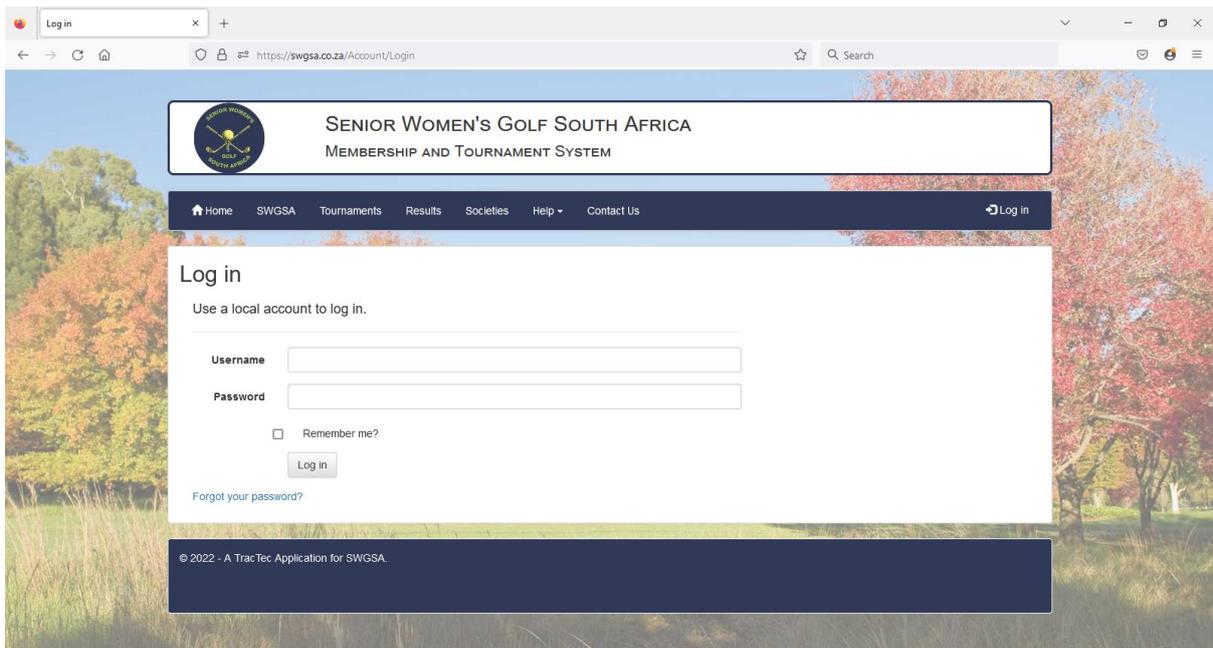
Enter the following URL in the top bar of the browser:

[www.swgsa.co.za](https://www.swgsa.co.za)

You will be presented with this page



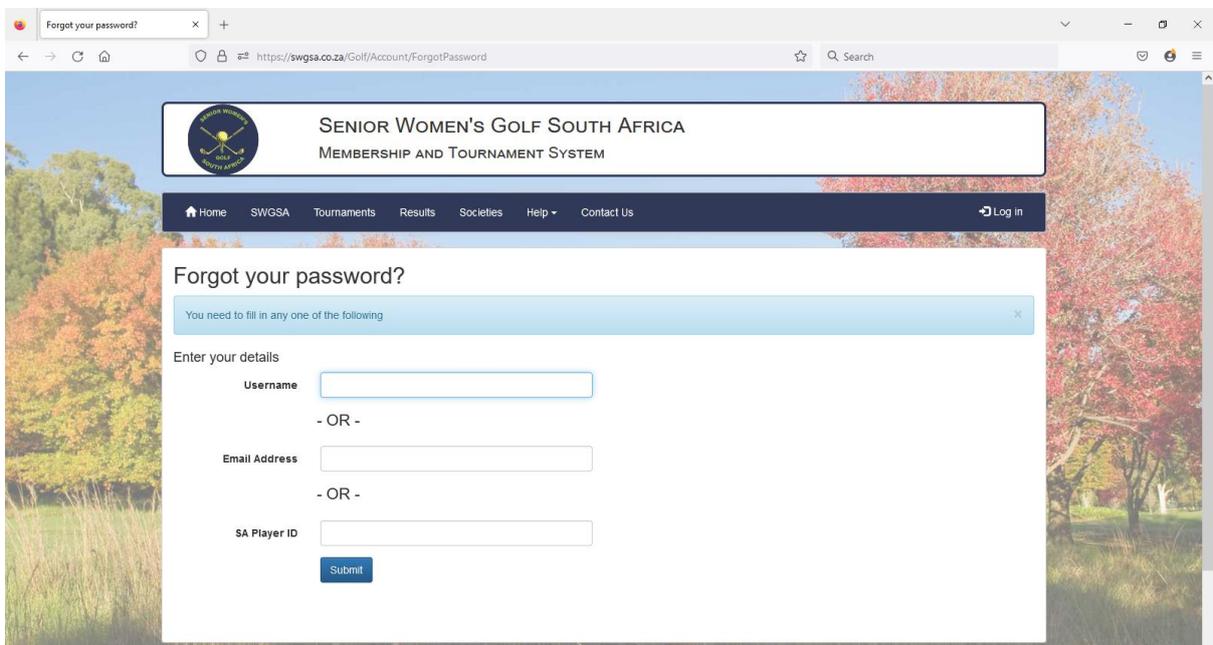
To Log in to the system, click on the Log in sign right side of on the top banner. You will be taken to this page.



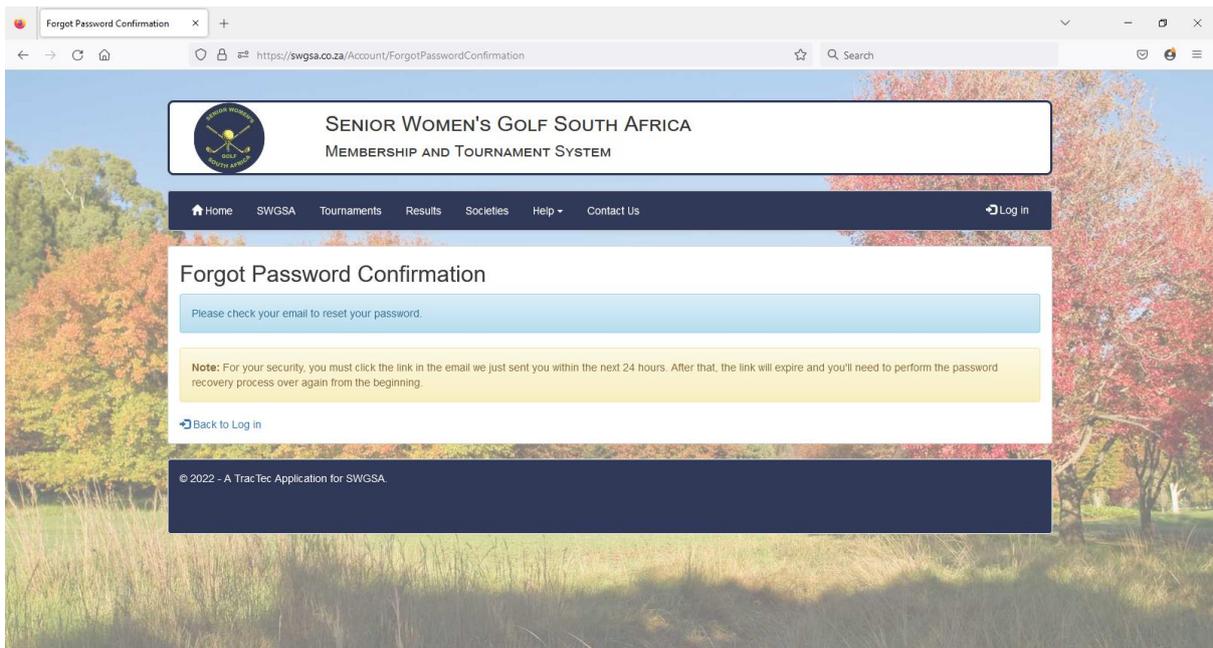
On this page you enter your Username and Password and click Log in below the Remember me? button. Should you want your browser to remember your Log in details, tick the Remember me box after you have initially entered your details.

### Forgot your password?

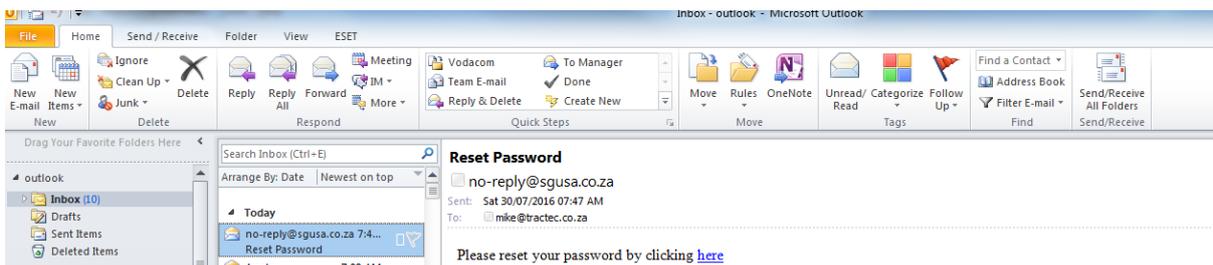
This will probably be the most used function in the system! If you have forgotten your Username or Password, click on the Forgot your password? button. This will take you to this screen.



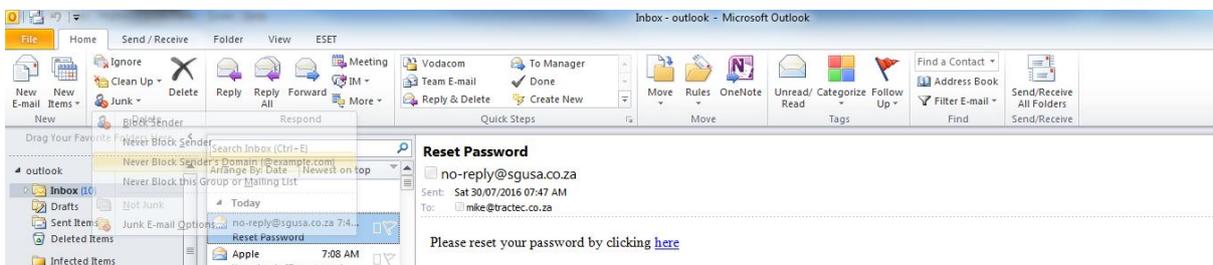
Here you need to enter any one of your Username, Email address, or SA Player ID and click Submit. You will be presented with this Confirmation Screen.



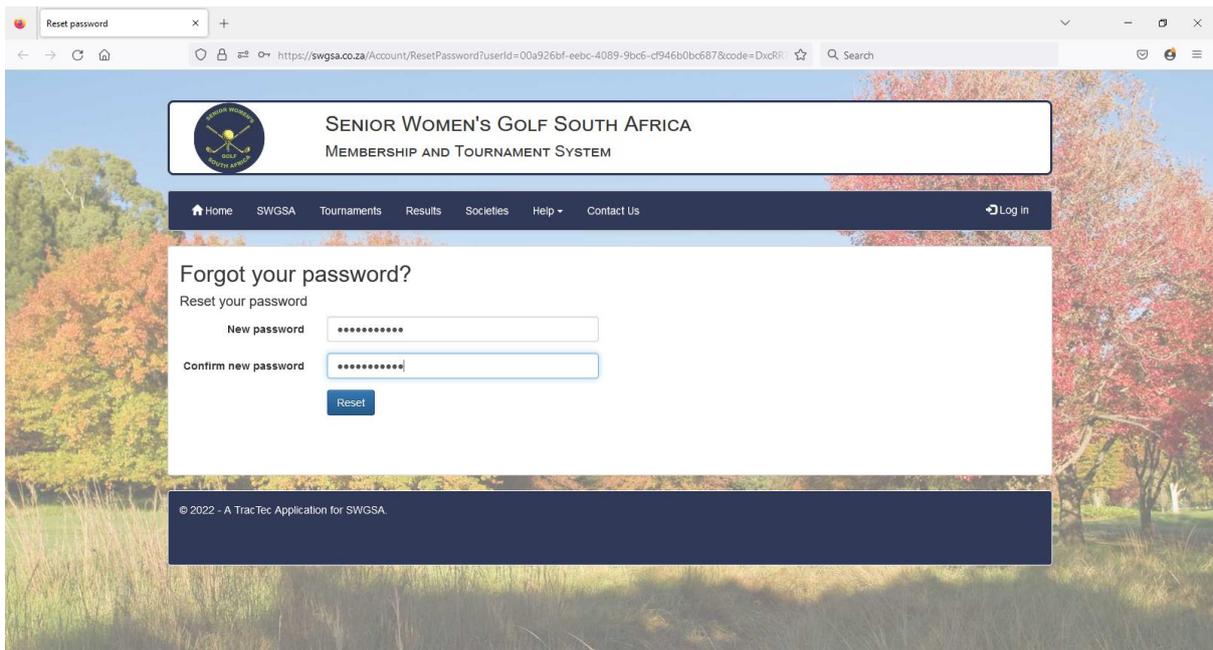
An Email will now be sent to your Email address. Go to your Email inbox and look for an Email from [no-reply@swgsa.co.za](mailto:no-reply@swgsa.co.za) titled Reset Password.



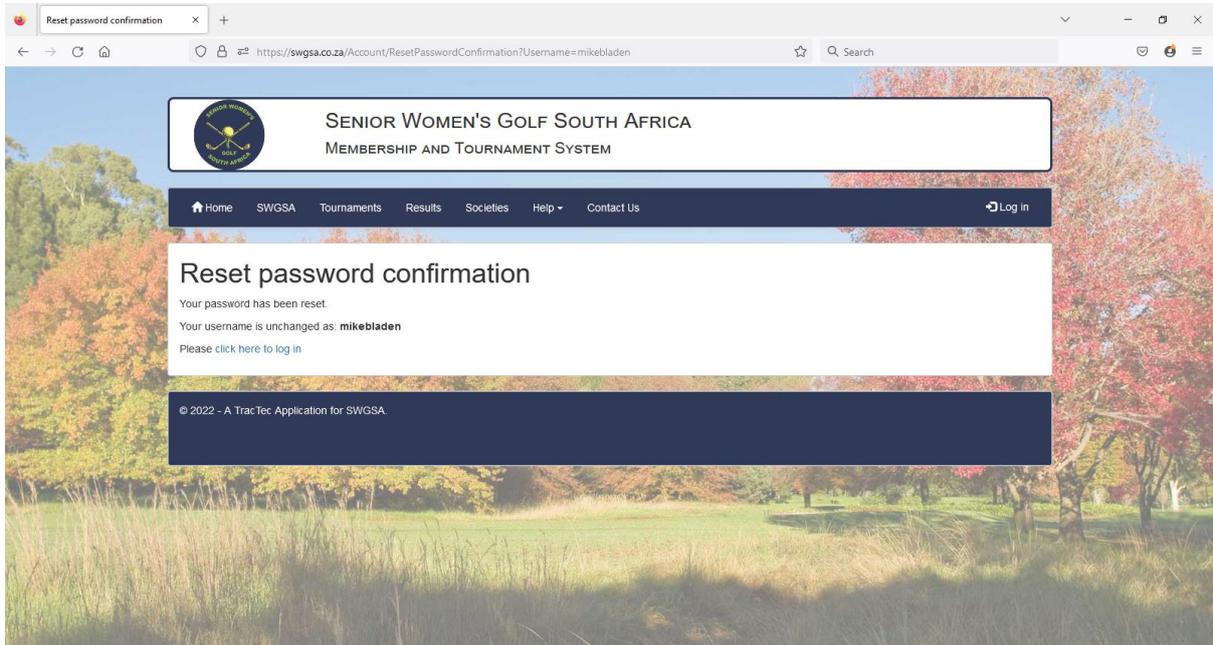
Should you not find it, look in your junk folder, and if it is there, drag it into your inbox. To prevent emails from the system going to your junk folder in Outlook, click on Junk tab on the top bar while the email from swgsa.co.za is selected, and click on Never Block Senders Domain from the drop down box.



In the Email, you will be asked to 'Please reset your password by clicking [here](#)'. Once you have clicked on [here](#), you will be presented with this screen, where you have to enter your email address and choose a password of a minimum 6 letters which can be any character, numeral or punctuation. Remember that a capital A is different from a lower case a!



Once you click on Reset, you will be presented with



Your original Username is displayed to jog your memory. Once you now click on [click here to login](#), you will be taken to the Login screen where you first started.

If you find that you have now forgotten your Username or password, best grab a notebook and pencil, click on [Forgot your password](#) again, and start reading this chapter again while making notes!

## Member Home

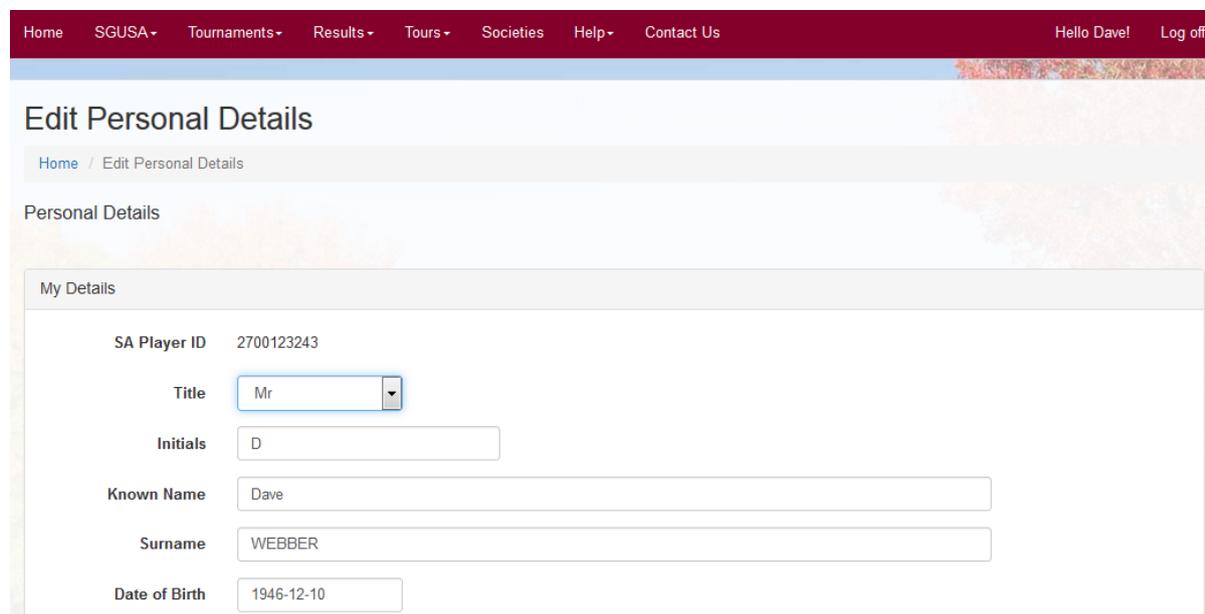
Once you have successfully logged on as a Member, you will be presented with the Member Home screen.

This is a similar page to the original page you were presented when you first gained access to the system, but instead of a Welcome to SWGSA screen, you now have a Menu of functions under the Member heading. On the top right bar, you will be greeted by your Known Name, and next to is the Log off button which you use to go back to the first Welcome screen.

Should you want to change your Username or password, click on [Update my login details](#). This takes you to this screen

Here you must again enter your password, followed by your new username and new password. You must confirm new password by typing it in again.

You as a member of the system are responsible for ensuring your personal details are kept up to date. This you do in [Update my personal details](#), where you get this screen



The screenshot shows a web application interface for editing personal details. At the top, there is a navigation bar with links for Home, SGUSA, Tournaments, Results, Tours, Societies, Help, and Contact Us. On the right side of the navigation bar, it says 'Hello Dave!' and 'Log off'. Below the navigation bar, the page title is 'Edit Personal Details'. Underneath the title, there is a breadcrumb trail: 'Home / Edit Personal Details'. The main content area is titled 'Personal Details' and contains a form section labeled 'My Details'. The form fields are as follows:

SA Player ID	2700123243
Title	Mr
Initials	D
Known Name	Dave
Surname	WEBBER
Date of Birth	1946-12-10

This screen is divided into three sections; My Details, Contact Details and Partner Details. The only 'tricky' entry is the Date of Birth which is normally stored as YYYY-MM-DD, but this can be dependent on which browser you are using, and what your date settings are in your system. If all else fails, try entering 12 January 1948 for example.

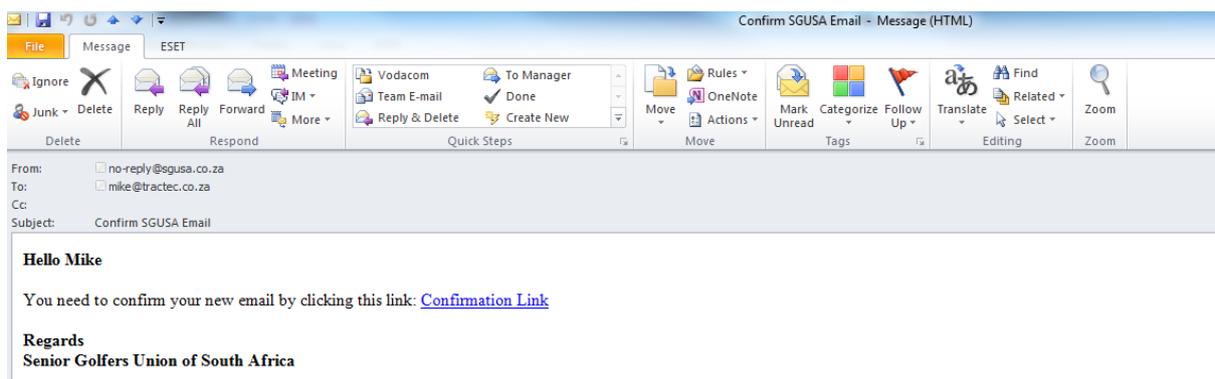
If you do not have a particular contact number, leave it blank. Similarly, Partner Details are voluntary fields, but you never know when your buddies need to get hold of them urgently! There is no need to put your partner's surname in if it is the same as yours. The preferred format for phone numbers is 041 123 4567, and 082 123 4567.

Click on **Save** if you have changed anything.

### [Change Email address](#)

The requirement of this system is that every user (member) has a unique Email address. Should you change Email address for any reason, click the [Change my email address](#) menu item. You will be taken to this screen, where you will need to enter your password, and type in your new email address twice before clicking the **Change Email** button.

You will be returned to the Home page, but an email will be sent to you with subject 'Confirm SWGSA Email'.



Once you click on the Confirmation Link, you will be taken back into the system which thanks you for confirming your email.

### Member Directory

As all Senior Golfers details are stored on this system, you as member are able to find their details in [Search for a member](#). You get presented with a member list of your own Society by default.

## Member Search

Home / Member Search




	Member Name	Member Phone	Email Address
<input type="button" value="View"/>	ADCOCK, Brett	0836552859	bretcor@telkomsa.net
<input type="button" value="View"/>	ALLCHURCH, Bill	0823272030	rosebuda@eastcape.co.za
<input type="button" value="View"/>	ALLEN, Chris	082 456 5627	callen@icon.co.za
<input type="button" value="View"/>	ASKEW, Buddy	0834095521	marjaskew@telkomsa.net
<input type="button" value="View"/>	BALL, Paddy	082 565 6916	patrick@racomp.co.za
<input type="button" value="View"/>	BARTON, Jeremy	0825704068	jbpecoach@gmail.com
<input type="button" value="View"/>	BECK, Paul	0826516166	p.beck@iafrica.com

You may either scroll to find the member you are searching for, or you can search by entering some part of his Surname or Known name, together with the Society he belongs to. To get a full society listing, choose the society and leave the search by name field blank.

## Member Search

Home / Member Search




	Member Name	Member Phone	Email Address
<input type="button" value="View"/>	DOWER, Dave	046 622 3713	naomidower@telkomsa.net
<input type="button" value="View"/>	HUTTON, Dave	0826539268	davehutton@pemail.co.za
<input type="button" value="View"/>	MC INTOSH, Dave	0825675109	djmcintosh@telkomsa.net
<input type="button" value="View"/>	SMITH, Dave	0612271212	caradonsmith@gmail.com
<input type="button" value="View"/>	WEBBER, Dave	084 567 2899	webberdave@mweb.co.za

Once you have found the member you are searching for, you can click the View button next to his name to get his details. You will be presented with this screen.

## View Member Details

[Home](#) / [View Member Details](#)

### Personal Details

#### Member Details

<b>Title</b>	Mr
<b>Initials</b>	D
<b>Known Name</b>	Dave
<b>Surname</b>	WEBBER
<b>Date of Birth</b>	1946-12-10

#### Contact Details

<b>Email Address</b>	<a href="mailto:webberdave@mweb.co.za">webberdave@mweb.co.za</a>
<b>Cell Number</b>	084 567 2899
<b>Home Number</b>	
<b>Work Number</b>	

#### Partner Details

<b>Partner Known Name</b>	Marlene
<b>Partner Surname</b>	
<b>Partner Cell Number</b>	0827233133

#### Membership Details

<b>Society</b>	Eastern Province
<b>Category</b>	Active
<b>Acceptance Date</b>	2006-11-16

To return to the list you were on, click on the back arrow of your browser (top left corner). If you click on Back to list at the bottom of the page, you will be returned to the full members list of your home society. Otherwise click Home to get back to the Member Home page.

## Events

The Nationals event consists of competitions and functions.

Members are invited to enter events and must choose various options. An example is The Society Championships which consists of an Individual Stableford competition together with Individual Medal for lower handicaps. You will be able to indicate your attendance at the functions presented at the tournament (some will be compulsory).

An email is sent to all members prior to the event announcing that entries are open. This email will look something like this: -

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## Hello Mike

Please be advised that entries have opened for Seniors Nationals to be played in Ekurheleni from 22 – 24 May 2023. Entries close on 2023/02/24.

If you wish to play in the event, simply click [here](#).

**Regards**  
**SWGSA National Secretary**

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By clicking on the here link, you will be automatically taken into the system to your sign on page, and thereafter to the entry form for that event. This page can be used for either entry.

An acknowledgement email is sent to you once your entry is recorded.

Entry options are given for carts preferences.

The draw will be done and emailed to all participants on the Draw Publish date (normally 3 days prior to the event). For the second round of Nationals the draw will be sent the evening before the 2<sup>nd</sup> round.

Hopefully in future Members may also enter your local Society events from the home page. A list of upcoming events will be listed on the right side of the screen, with National events in bold.

Events are preceded by symbols as time and member actions progress. They have the following meanings: -

- (No Symbol) event not yet open for entry.
- (Blue Pencil) open for entry, you have not yet entered.
- (Green Thumbs-up) you have entered, awaiting final acceptance.
- (Green tick) you have been accepted.
- (Amber Thumbs-up) you have not been accepted, but you are on the waitlist.
- (Red Cross) apology tendered or withdrawal request accepted.

To enter, amend entry or tender apologies, simply click on the event in question and you will be presented with the event details screen.

## Event Details

[Home](#) / [Event Details](#)

### Event

[View Entries](#)

#### Event Details

<b>Name</b>	President vs Vice President - Huon Trophy
<b>Hosting Society</b>	Eastern Province
<b>Event Type</b>	Single

#### Deadline Details

<b>Publication Date</b>	2017/10/08
<b>Application Open Date</b>	2017/10/08
<b>Application Close Date</b>	2017/11/03
<b>Draw Publish Date</b>	2017/11/06
<b>Start Date</b>	2017/11/09

#### Courses

Course	Course Number
Walmer Country Club	A

#### Competitions

Name	Competition Type	Date
Australian Huon Trophy	Betterball Stableford	2017/11/09

#### Functions

Name	Function Type	Location	Date	Time	Cost
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[Back to List](#)

Between the Application Open and Application Close dates, members may either enter or tender apologies.

After Application Close date, entries will be noted by the Secretary and an attempt will be made for inclusion in the draw should there be any withdrawals. Withdrawal Requests need to be accepted by the Secretary.

Should you have any queries at any stage please don't hesitate to contact your local Secretary /Admin person who will be able to assist you.