



**Membership and Tournament System**

# **Member's Nationals Handbook**

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

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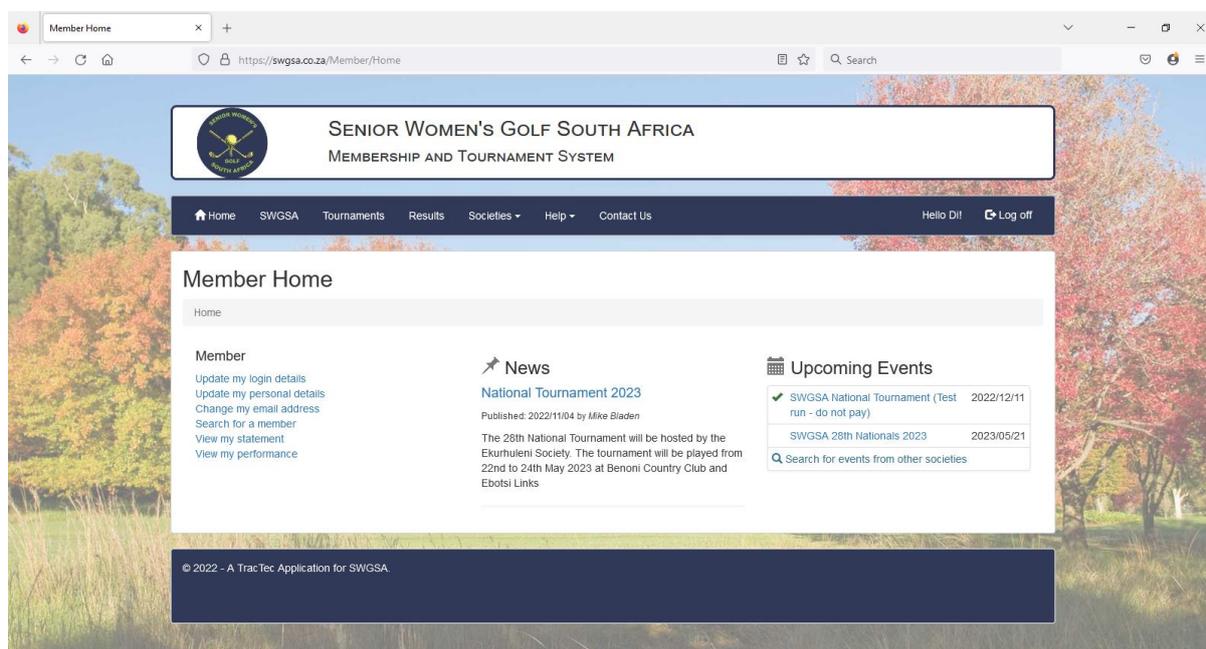
## Introduction

Once a year, around April, there is the event called Senior Nationals, and everyone wants to play in it. You have fulfilled your playing commitments during the year, and you receive an email requesting you to apply for Nationals.

This handbook goes through the process of Nationals from initial application through to browsing the results some six months later

## Upcoming Events

The Events calendar is displayed on the right hand side of the Member Home page. The most important event on the Calendar is the Senior Nationals each year which involves all Societies.



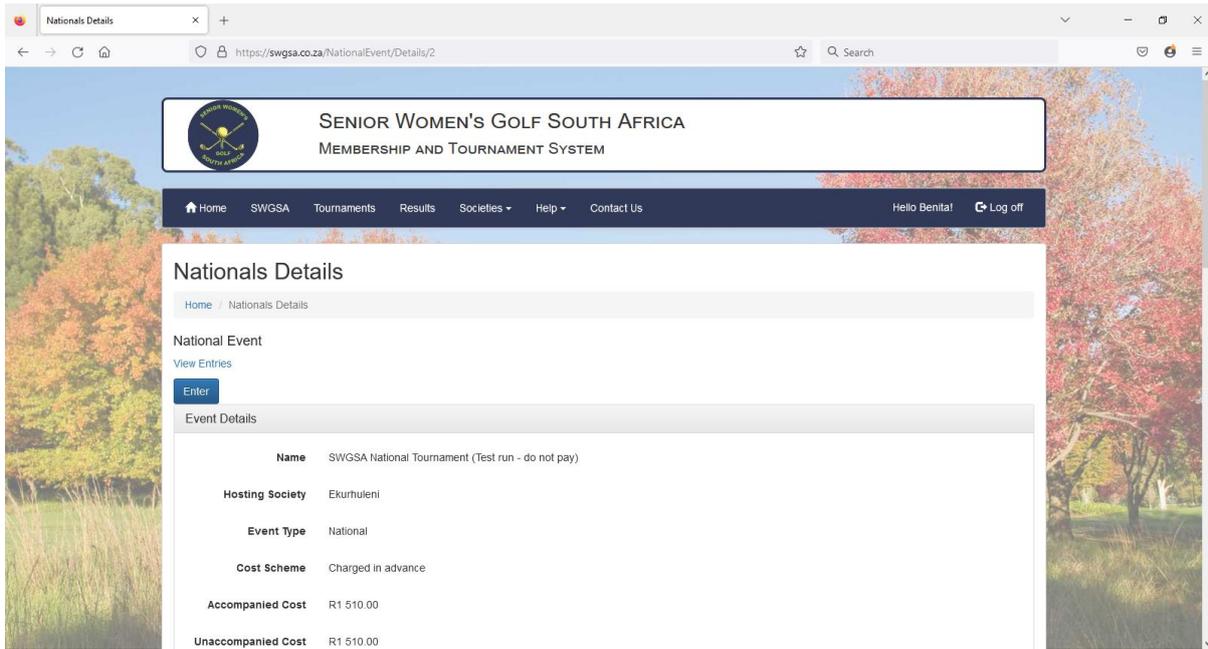
Each event is preceded by a symbol showing your status regarding the event.

## **The meaning of the symbols for Nationals is as follows: -**

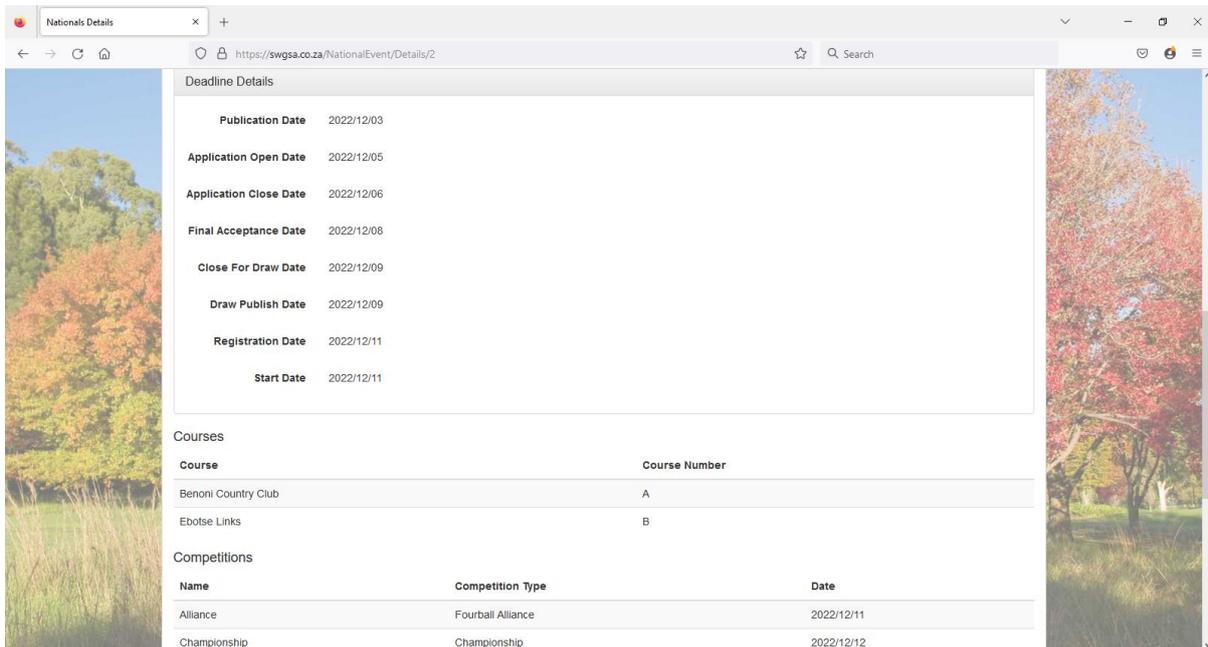
- (No Symbol) not yet open for applications.
- (Blue Pencil) waiting for you to make your mark, you have not entered.
- (Green Thumbs-up) you have entered, awaiting final acceptance date.
- (Green tick) you have been accepted to play Nationals.
- (Amber Thumbs-up) you have not been accepted, but you are on the waitlist.
- (Red Cross) you have withdrawn from Nationals.

## Application

To apply to partake in the Nationals, simply click on the Event Name to get the following screen, which is divided into several sections:



To enter, please first study all the sections of this screen to ensure correct selection. For our National Tournament, there is a base cost per unaccompanied member which includes 3 rounds of golf and all the functions. There is also a base cost for an accompanied member, which then also includes the functions for the member's partner.



Publication Date

When the event appears on the Member Home Screen

Application Open Date

When members may apply

Application Close Date

Societies begin the process of accepting members

Final Acceptance Date

Societies must have completed the acceptance process

Close for Draw Date

The Tournament Director begins the Draw process

Draw Publish Date

The draw is published for all members to peruse

Registration Date  
Start Date

Participants report for registration at registration venue  
The date the event starts, normally with Sunday mixed golf

Courses and Competitions are self-explanatory.

The screenshot shows a web browser window with the URL <https://swgsa.co.za/NationalEvent/Details/2>. The page displays details for two venues: Benoni Country Club (A) and Ebotsi Links (B). Below the venue information, there are two tables: 'Competitions' and 'Functions'.

Name	Competition Type	Date
Alliance	Fourball Alliance	2022/12/11
Championship	Championship	2022/12/12

Name	Function Type	Location	Date	Time	Cost
Registration for Tournament	Member Only	Benoni Country Club	2023/01/09	11:00	0.00
Flag Raising Ceremony	Member & Partner	Benoni Country Club	2023/01/09	15:00	0.00
Gala Dinner "Egoli"	Member Only	Benoni Country Club	2023/01/09	18:00	0.00
Shebeen Evening & Alliance PG	Member Only	Benoni Country Club	2023/01/10	18:00	0.00
AGM	Member Only	Ebotsi Links	2023/01/11	17:00	0.00
Prize Giving	Member & Partner	Benoni Country Club	2023/01/12	15:30	0.00

At the bottom of the page, there is a footer: © 2022 - A TracTec Application for SWGSA.

The Functions and Ladies Program need most of your attention. Some functions run concurrently to cater for multiple tastes – be sure not to be in two places at once. The costs are per head.

Scroll back to the top of this page and click Enter to record the choices you have made on the following screen: -

The screenshot shows a web browser window with the URL <https://swgsa.co.za/Application/Create/2>. The page is titled 'Enter Event' and displays the following information:

**Event Details**

- Event: SWGSA National Tournament (Test run - do not pay)
- Member: Benita VAN DEN BOS
- Society: Border
- Accompanied?: Unaccompanied

**Competition Entry**

Name	Attending?	Golf Cart?	Caddie Required?
Alliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competition Entry			
Name	Attending?	Golf Cart?	Caddie Required?
Alliance	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Championship	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Function Attendance						
Name	Date	Time	Location	Cost	Member Attending?	Partner Attending?
Registration for Tournament	2023/01/09	11.00	Benoni Country Club	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flag Raising Ceremony	2023/01/09	15.00	Benoni Country Club	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gala Dinner "Egoli"	2023/01/09	18.00	Benoni Country Club	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shebeen Evening & Alliance PG	2023/01/10	18.00	Benoni Country Club	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AGM	2023/01/11	17.00	Ebolsi Links	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prize Giving	2023/01/12	15.30	Benoni Country Club	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Be sure not to pay any invoices related to this event!

[Submit Entry](#)

Most of this is again self-explanatory, but there a couple of “tricks”. If you have a “cart to share”, but you want to share it with your Pinehurst Partner on day 2, both of you should enter No under Golf Cart for that day.

While the Cocktail Function and Prize Giving Dinner are included in the overall price for members, the Local Organising Committee still want to know whether you will be attending or not.

Once you have completed this form, please click Submit Entry.

### Event confirmation

MEMBERSHIP AND TOURNAMENT SYSTEM

Home SWGSA Tournaments Results Societies Help Contact Us Hello Benita! Log off

## Event Confirmation

Home / Event Confirmation

Your application has been received.

Here are the details of your entry to this event.

**Event**

View Entries

OK Amend my entry Cancel my entry

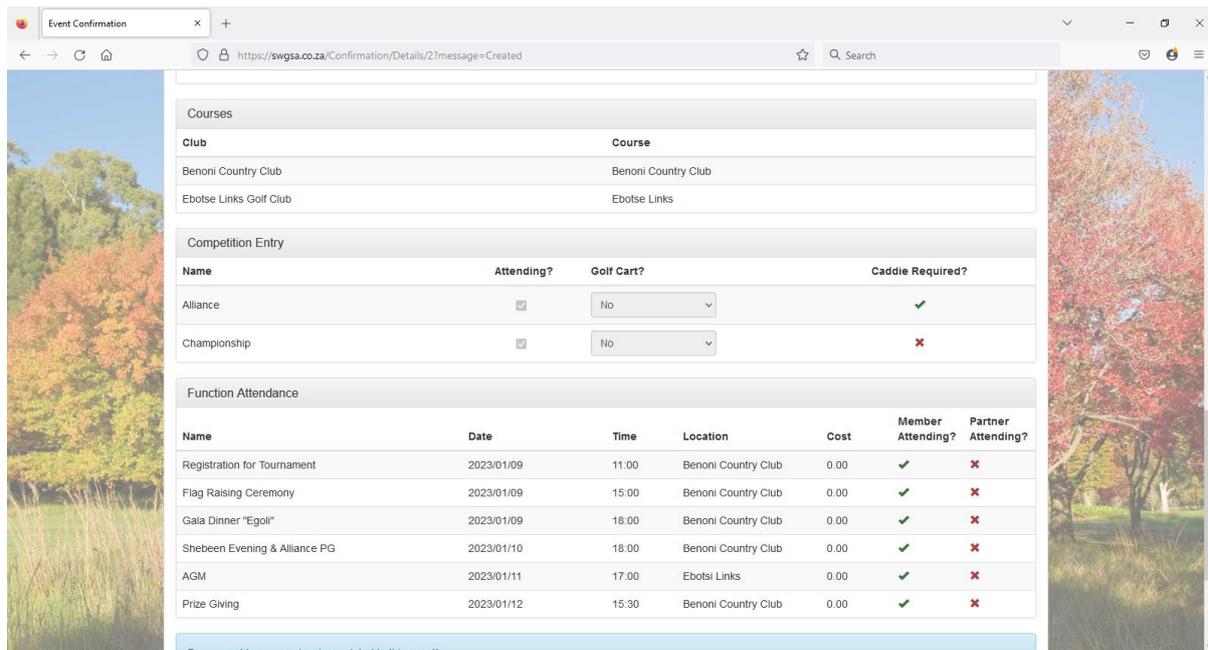
**Event Details**

**Expected Payment** R1 510.00

**Event** SWGSA National Tournament (Test run - do not pay)

**Member** Benita VAN DEN BOS

**Society** Border



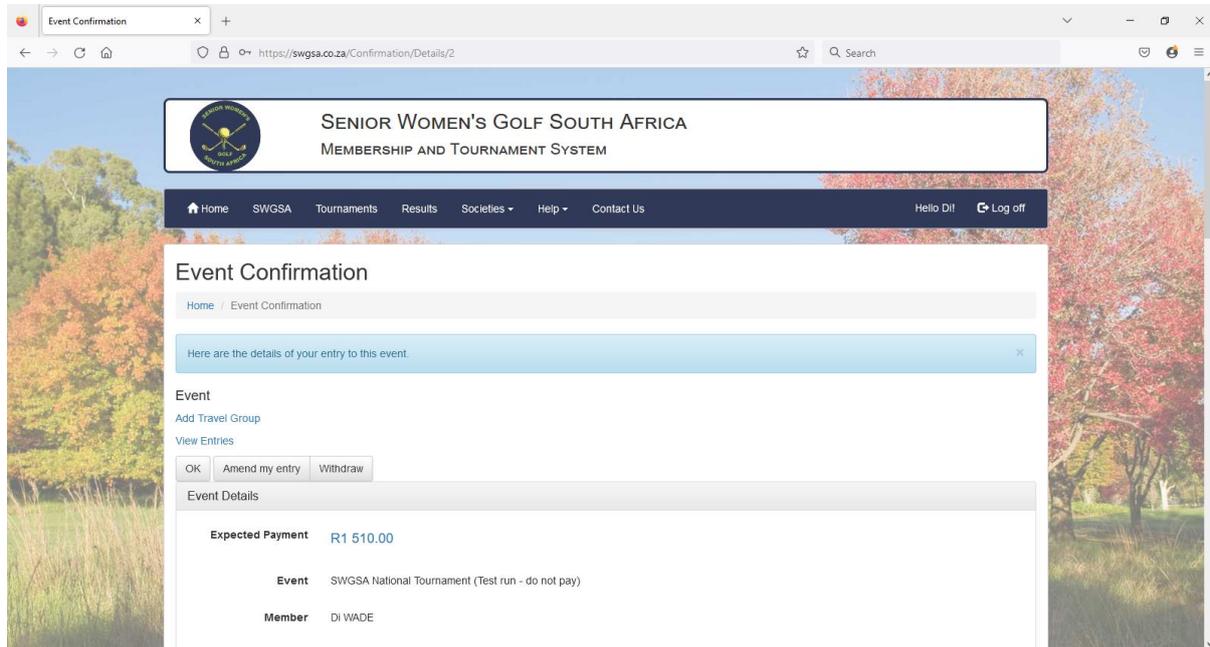
The Event confirmation screen confirms your entry, together with the Expected Payment which will need to be paid if you are accepted. It also allows you to amend or cancel your entry.

Once the Application Closed Date is reached, your local society is given an allocation of how many members to accept for nationals. They have to complete this exercise by Final Acceptance Date whereupon you will receive an email notifying you of your success or otherwise.

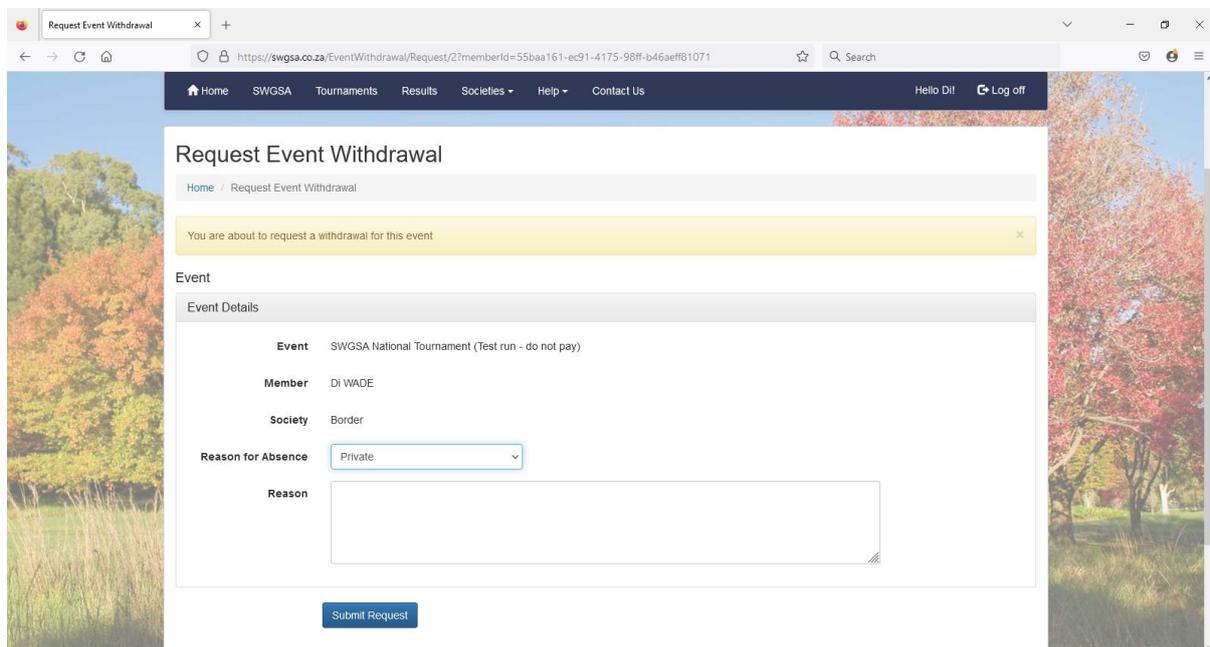
Should you not have been accepted, you will automatically be placed on the waitlist in case one of your colleagues has to withdraw.

On acceptance, your email will have an invoice attached where you need to pay the required amount to your society at your earliest convenience to secure your place. You will also be asked to confirm your Pinehurst partner, and to notify the organisers of any travel arrangements you are sharing with fellow participant. Both of these functions are performed by again clicking on the event on the Member Home screen.

## Member Withdrawal



Should a member have to withdraw from an event, he needs to click the Withdraw button on the Event Confirmation screen.



The withdrawal request needs to be accompanied by a reason. This alerts the event organisers so that a replacement can be found. Depending on the reason, and the timing of the request, a refund (total or partial) will be considered.

Once a replacement is found, you will be notified by email, together with a credit for you to negotiate a refund with your society treasurer. Your replacement will automatically be allocated to your original Pinehurst partner in your place.