



**Membership and Tournament System**

# **Member's Sign Up Handbook**

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

## Introduction

Welcome to our Website for SWGSA Members. You will be able to enter the National tournament from here and hopefully later also your local Society Fixtures. Once you have logged in initially you will be able to access information about Nationals and we will be able to send you draws and results.

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 overseas, on Skype Whatsapp or FaceTime, 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

We all have a Handicap Card – either in your purse or you can access it on your phone. Open the HNA app and once the home screen appears twist your phone sideways and the Handicap Card will appear. On it, you will find your SA Player ID, a ten digit number starting with 27.

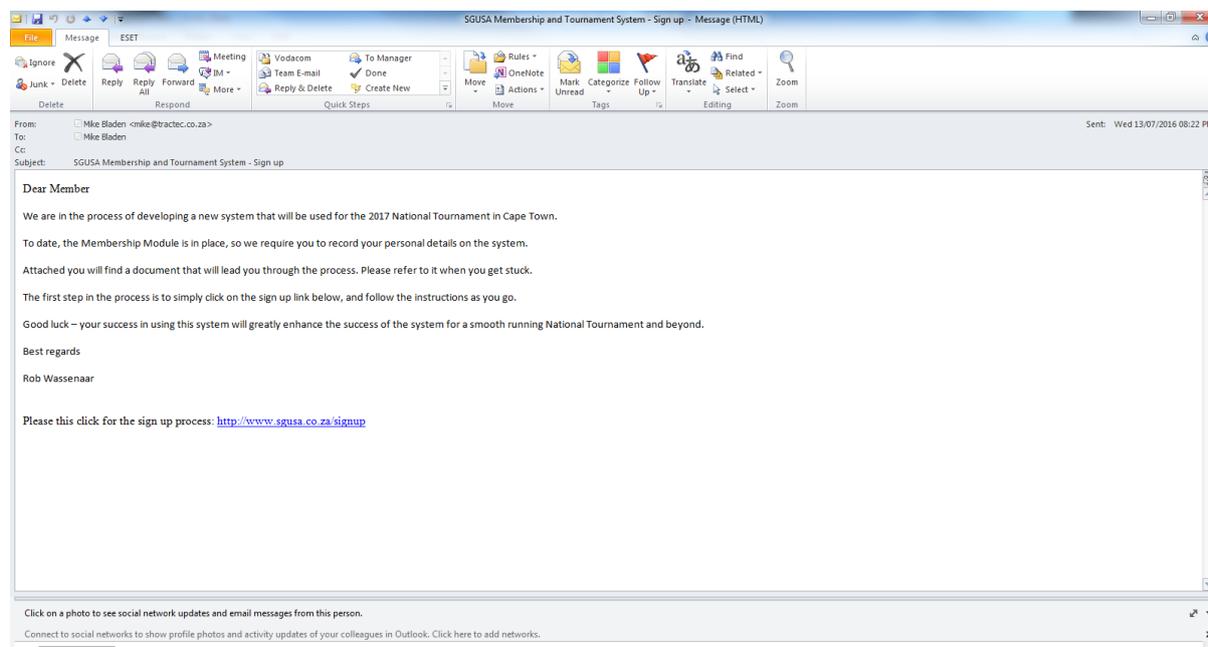
The next thing needed is an email address. This should be easy as emails have been around for a while.

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.

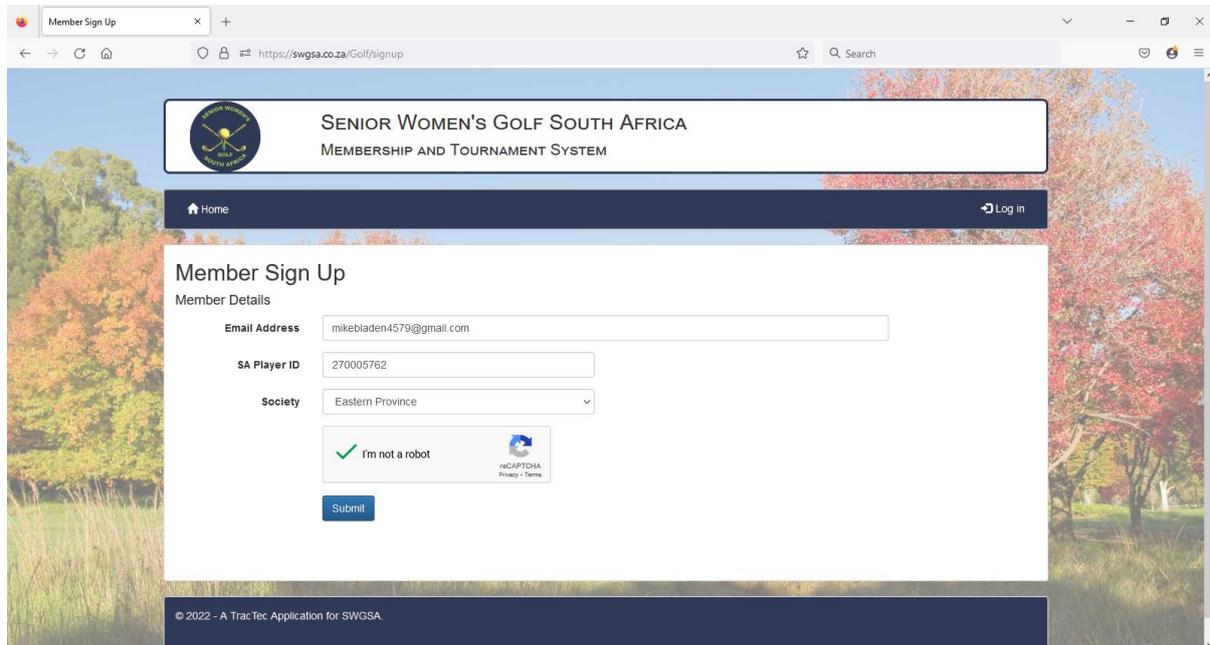
## Invitation to Sign up as a Member

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



In the body of the email there will be a link <http://www.swgsa.co.za/golf/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 and you have your SA Player ID.

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.

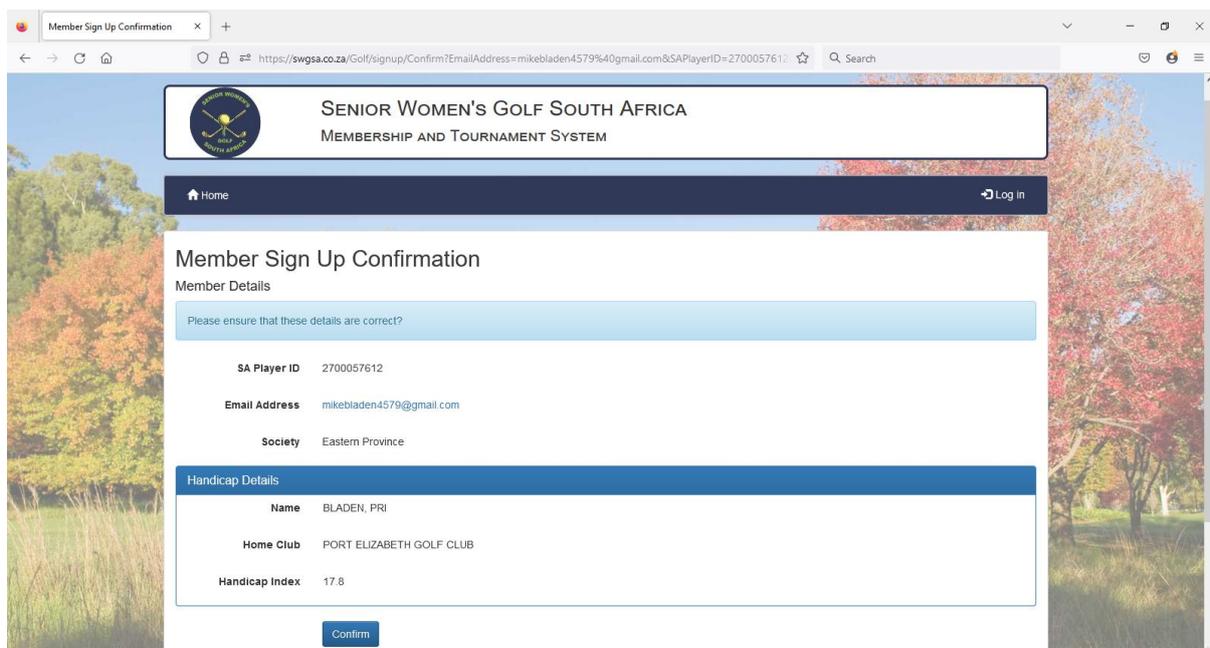


The screenshot shows a web browser window with the URL <https://swgsa.co.za/Golf/signup>. The page header includes the SWGSA logo and the text "SENIOR WOMEN'S GOLF SOUTH AFRICA MEMBERSHIP AND TOURNAMENT SYSTEM". Below the header is a navigation bar with "Home" and "Log in" links. The main content area is titled "Member Sign Up" and contains a "Member Details" section with the following fields:

- Email Address:
- SA Player ID:
- Society:

Below the form is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". A "Submit" button is located at the bottom of the form. The footer of the page reads "© 2022 - A TracTec Application for SWGSA."

Start by entering your email address and 10-digit SA Player ID, and choose your Society from the dropdown options. Then tick that you are not a robot, and complete the reCAPTCHA process and then hit the Submit key.



The screenshot shows a web browser window with the URL <https://swgsa.co.za/Golf/signup/Confirm?EmailAddress=mikebladen4579%40gmail.com&SAPlayerID=2700057612>. The page header is identical to the previous screenshot. The main content area is titled "Member Sign Up Confirmation" and contains a "Member Details" section with the following information:

Please ensure that these details are correct?

- SA Player ID: 2700057612
- Email Address: mikebladen4579@gmail.com
- Society: Eastern Province

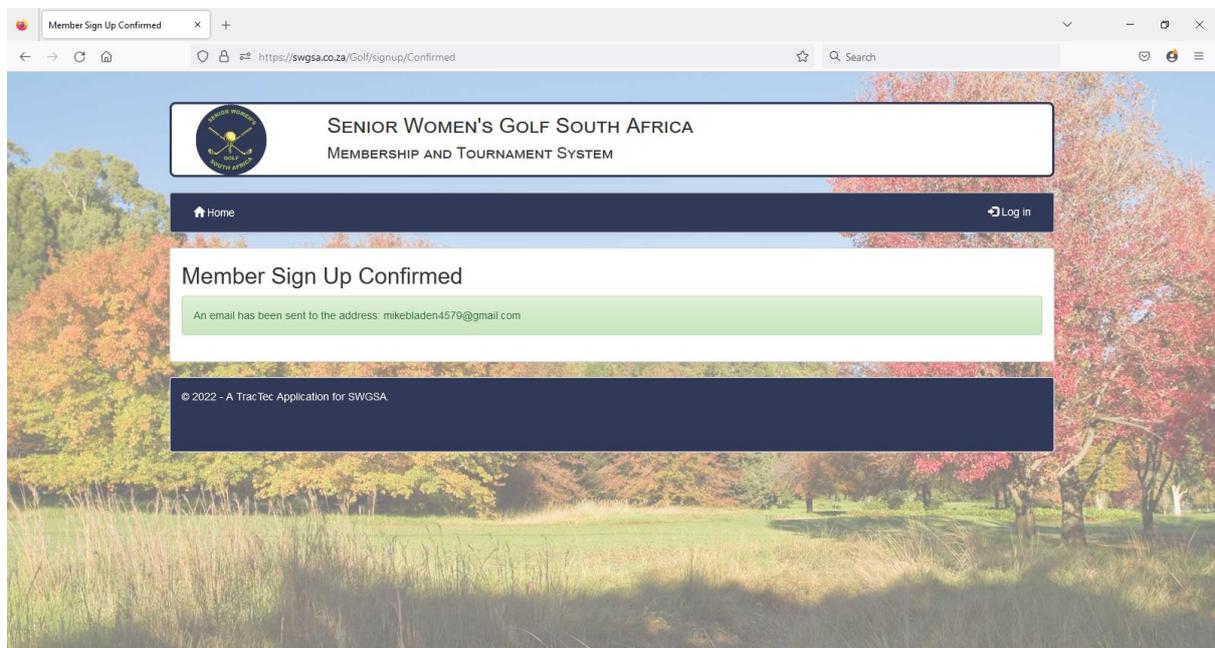
Below this is a "Handicap Details" section with the following information:

- Name: BLADEN, PRI
- Home Club: PORT ELIZABETH GOLF CLUB
- Handicap Index: 17.8

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@swgsa.co.za](mailto:no-reply@swgsa.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.

**no-reply@swgsa.co.za**

 to me ▾

**Hello BLADEN, PRI**

Welcome to the SWGSA website!

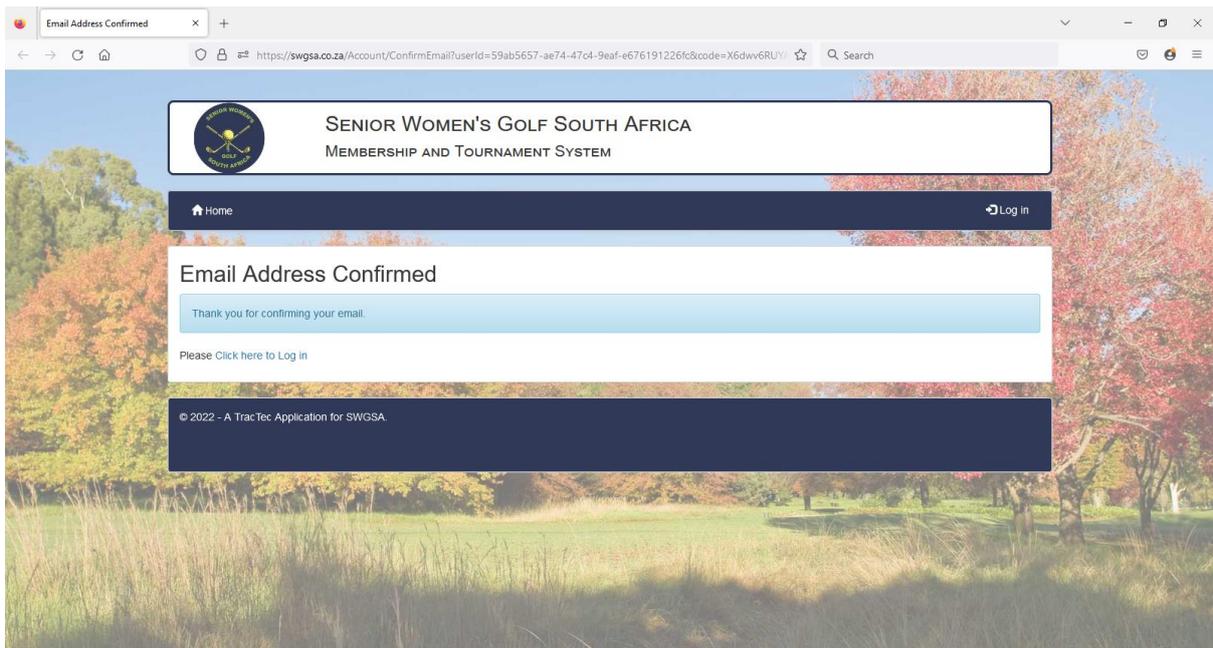
You will first need to confirm your email by clicking this link: [Confirmation Link](#)

Once your email has been confirmed, you can log in using these temporary details:

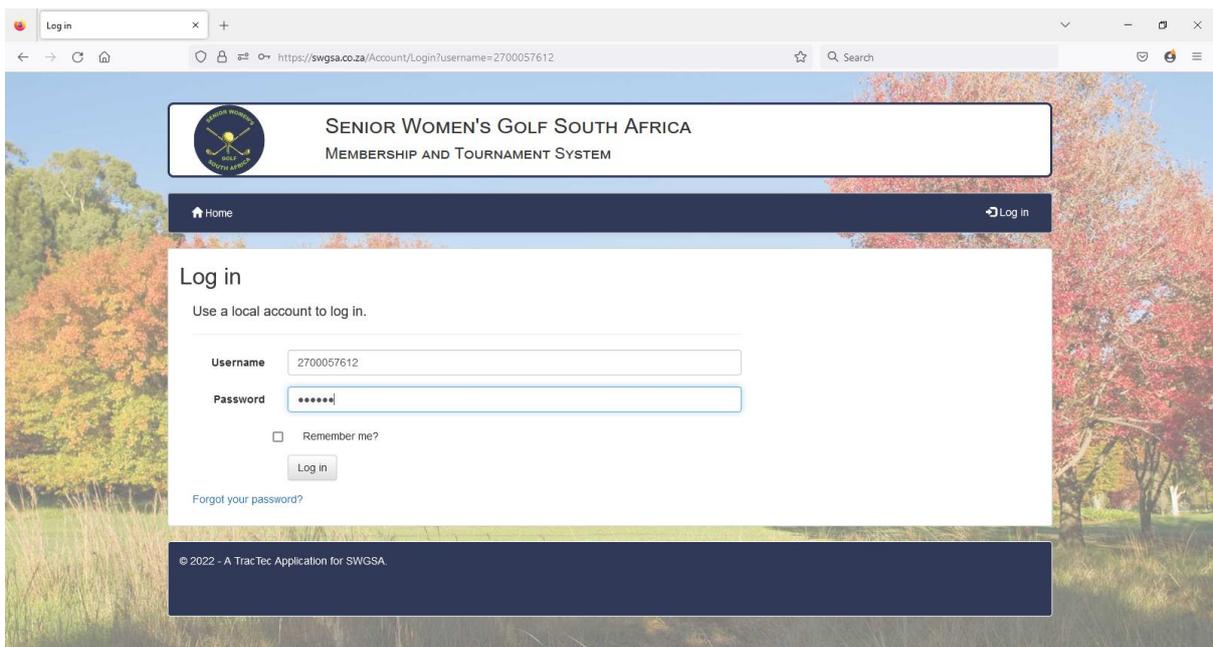
Username: 2700057612

Password: 477752

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

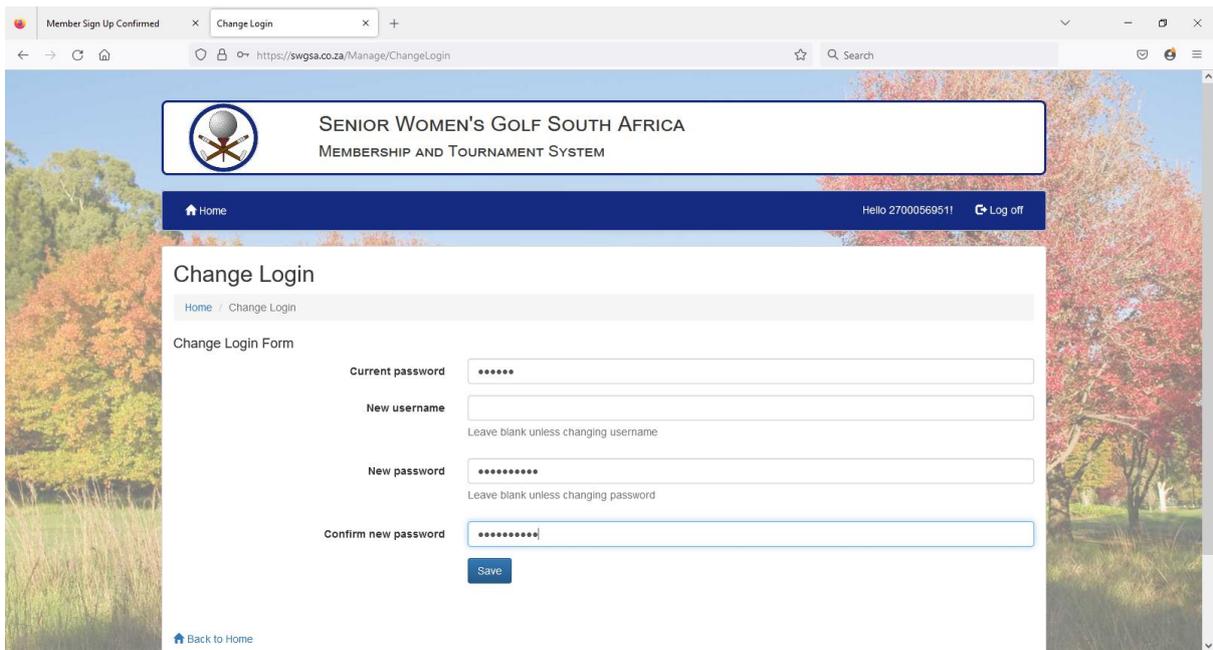


Once you click on [Click here to Log in](#), you will be presented with this screen.



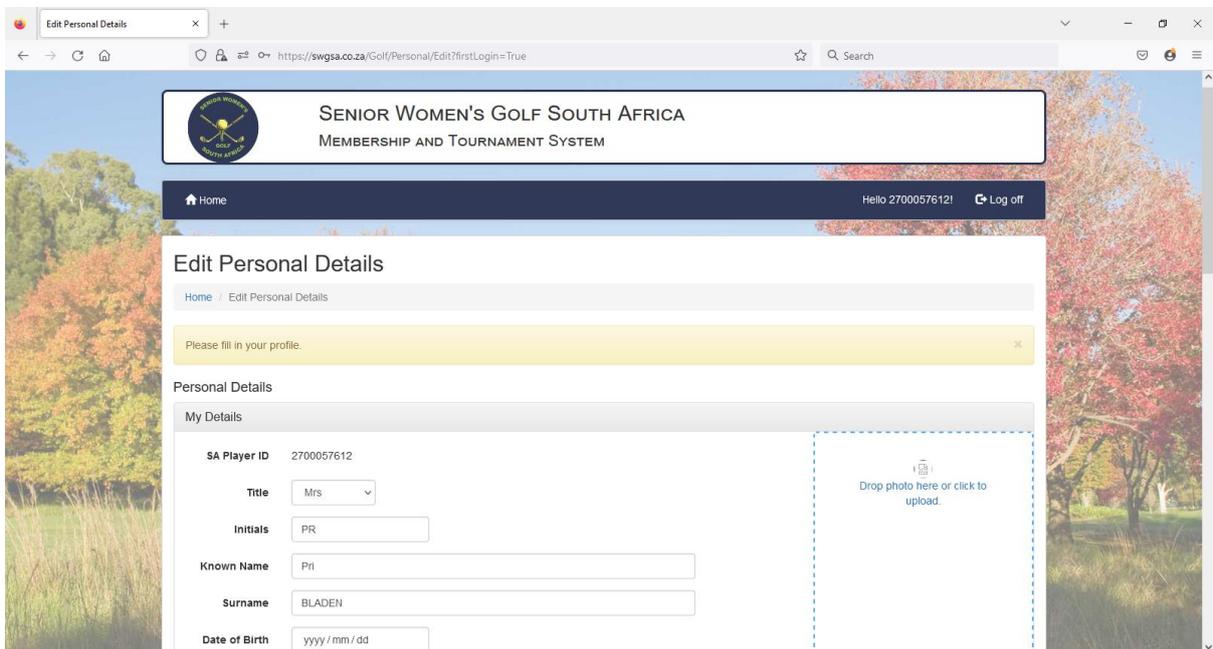
Enter the Username and Password from the confirmation email - the details you wrote on that piece of paper. You will now be presented with a Change Login screen. At this stage do not save your username or password if requested by your browser to do so.

You need to read and agree to the conditions of membership at this stage.



You will now be presented with the Change Login Screen. Enter the given password next to current password. At new username enter your chosen username and at new password enter your chosen password (you must change it from the one sent to you) Make a note of your username and password for future reference) Enter the password a second time to next to Confirm Password.

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



Here you will be asked to give further details as follows. Enter your Date of Birth in the sequence requested - 1946/01/19, - but if your browser will not allow this fill it in in the way that it will allow – possibly 19 January 1946 will be accepted for example.

It is your choice if you would like your spouse/partner's contact details to be entered. We would only use it in case of an emergency.

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 accepted into the system.

Thank you for taking the trouble to get logged in.

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 menu bar at 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.swgsa.co.za](http://www.swgsa.co.za)