



# 2017 Interclub

*for Team Conveners*

The following is a simple guide to help you as a team Convener ensure your players have a WGI player ID, load your teams and load your results when you are the “home” team.

If you would like further assistance, don't hesitate to call 04 5600330 in work hours and/or e/mail

[office@wgi.co.nz](mailto:office@wgi.co.nz)

All the best for the 2017 season

## Get prepared for the season

**Every player must now be registered on the Wellington Golf website.** You will not be able to set your team correctly if a player is not registered.

Make sure every player on your team visits <http://wgi.co.nz/user/register> or clicks *Create new account* in the sidebar of the website and registers.

That's all there is to it.

If, for any reason, a member of your team is not able to do this - contact [info@wgi.co.nz](mailto:info@wgi.co.nz) and we will set up an account for them. But this is only in extreme circumstances such as the player not having an email address or internet connection.

Account

**Username \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Personal information

**First name \***  **Last name \***

**Sex \***

**Date of birth**

**Day**  **Month**  **Year**

**Phone number**  **Mobile number**

Membership information

**Club**

**Club ID**  **Member ID**

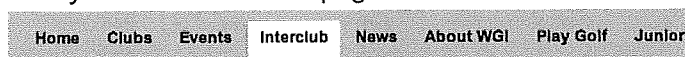
Your 3 digit Club ID      Your 4 digit Member ID

## Entering your team each week

As team co-ordinator you are responsible for entering your team prior to the match each week. The teams only become visible on the website shortly prior to match-day so it is suggested that you enter your teams as early as possible. You will receive a reminder email if this is not done by the deadline (usually two days prior to the match taking place).

### Weekly steps

1. Log in to the Wellington Golf website.
2. Find your team's division page and click on the *more* link next to your match.



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## 2014 Otaki Cup

Round	Date	Venue	Home	Away	0	0	0	<a href="#">more</a>
1	01/02/2014	Paraparaumu	Miramar	Shandon	0	0	0	<a href="#">more</a>
1	01/02/2014	Paraparaumu	Manor Park	Masterton	0	0	0	<a href="#">more</a>
1	01/02/2014	Paraparaumu	Boulcotts Farm	Royal Wellington	0	0	0	<a href="#">more</a>
2	08/02/2014	Boulcott's Farm	Masterton	Paraparaumu	0	0	0	<a href="#">more</a>
2	08/02/2014	Boulcott's Farm	Manor Park	Miramar	0	0	0	<a href="#">more</a>
2	08/02/2014	Boulcott's Farm	Royal Wellington	Shandon	0	0	0	<a href="#">more</a>
3	22/02/2014	Masterton	Royal Wellington	Manor Park	0	0	0	<a href="#">more</a>
3	22/02/2014	Masterton	Paraparaumu	Miramar	0	0	0	<a href="#">more</a>
3	22/02/2014	Masterton	Shandon	Boulcotts Farm	0	0	0	<a href="#">more</a>

3. Click *Set Home team* or *Set Away team* depending on which team you are (only the corresponding button will be showing)
4. If they aren't set or require changing - enter the *Manager name* and *Manager phone* details at the top of the form.
5. Select the player for each *singles* slot from the dropdowns provided. Registered players are in alphabetical order. This will be a long list but will become easier as previously selected players for your team will be shown at the top after the first round.

**Contact information**

Provide contact details for your team manager so they can be contacted about this match.

Manager name \*

Manager phone \*

**Singles match 1**

✓ - Select -

Played previously

Other

- ADAIR, Yvonne
- ADAMSON, Margaret Carol
- ADELMAN, Ken
- AHERN, Adrian
- AITKEN, Robyn
- ALCOCK, Majorie Jane
- ALDRIDGE, Tom
- ALKENA, Anne
- ALLAN, Kim
- ALLANBY, John

6. Once the *singles* players have been set you can **optionally** click the *COPY SINGLES TO FOURSOMES/FOURBALL BELOW* button to mirror your *singles* selections in the foursomes/fourball dropdowns. This will be handy for 18-hole interclub where the order is always the same.
7. If you are the home team you will be requested to enter the match tee-times at the bottom of the form. You are also able to do this by clicking the *Match tee-times* button on the match page.
8. Click *Save team*.

## Home team: Inputting results

The home team co-ordinator is responsible for entering the match results as soon as possible after the match has been completed. The website makes this a very simple task. Entering the result of the match will automatically update the division leaderboard and will list the match under *Latest results* on the website homepage.

Follow the steps below to do so:

1. Log in to the Wellington Golf website.
2. Navigate to the required match page via the division.
3. Click the *Input results* button. This will only be visible to the team co-ordinator responsible for results entry.
4. For each match-up, use the dropdown provided to indicate the final result. The arrow in the dropdown should point at the winning team. If the match was halved, select the *Half* option.

The screenshot shows a form titled "Foursomes match 1". It features two team boxes. The left box is for "Royal Wellington" and lists players "Nick Brown" and "Fraser MacLachlan". The right box is for "Shandon" and lists players "Peter Brinsdon" and "Marc Jennings". Between the two boxes is a dropdown menu currently showing "1 up ->".

5. If, and only if, a playoff was required to determine the final result of the match - expand the *Playoff* field below the results and select the winning team.

The screenshot shows a dropdown menu titled "Playoff" with a downward arrow. Below the title is the instruction: "Only set this value if the match was drawn and a playoff decided the result." There are three radio button options: "Won playoff" (selected), "No playoff required", and "Won playoff".

6. Click *Submit scores*.