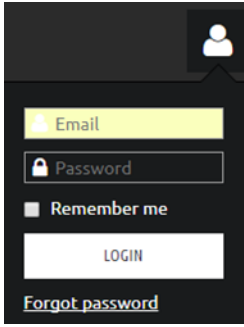

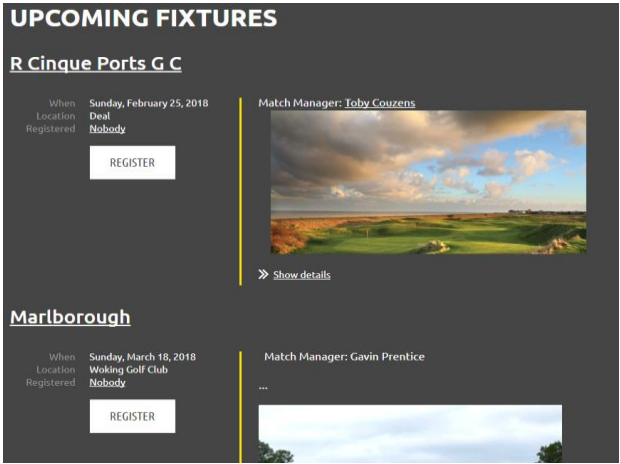


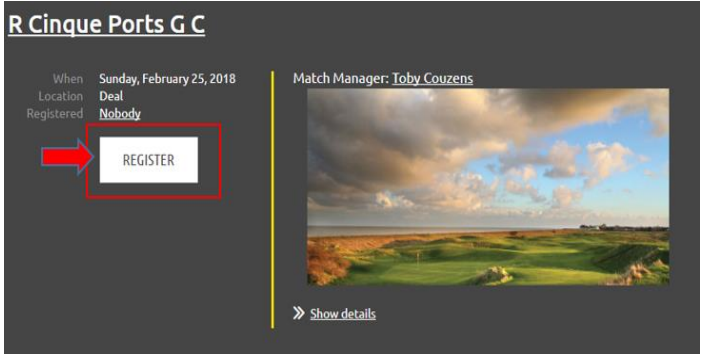
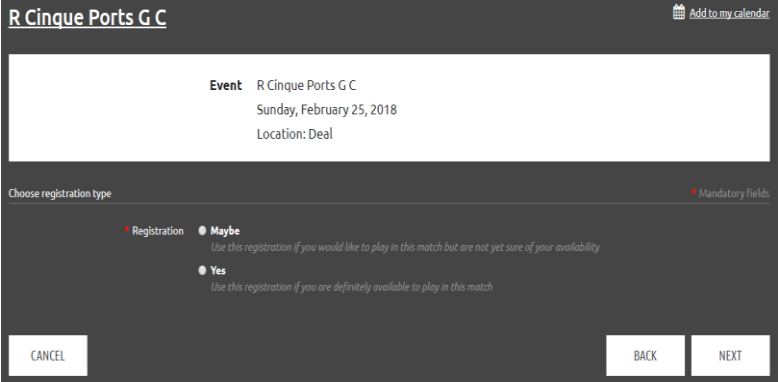
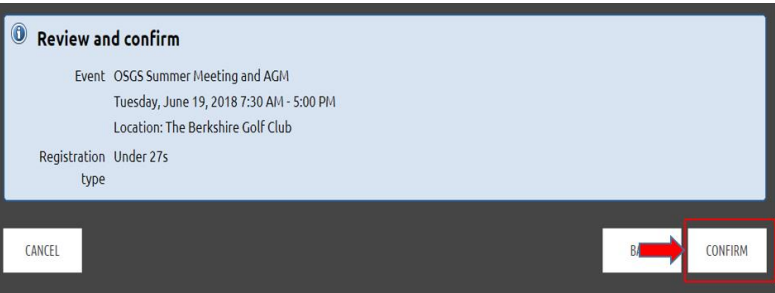
# Old Shirburnian Golfing Society

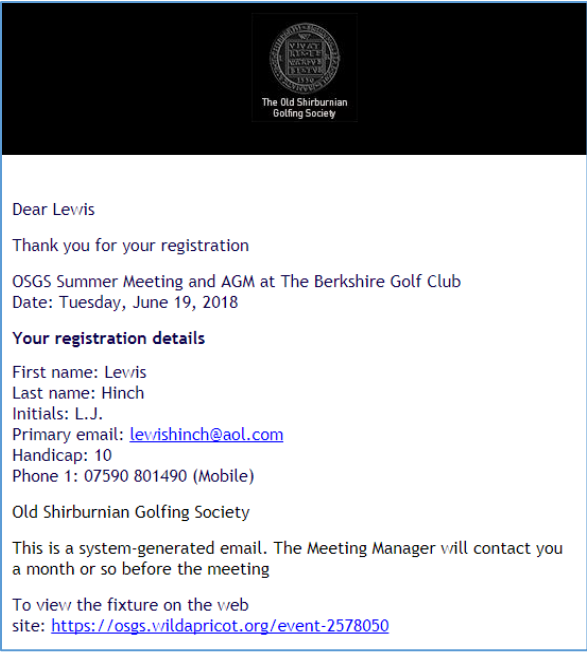
## Step-by step web site guidance



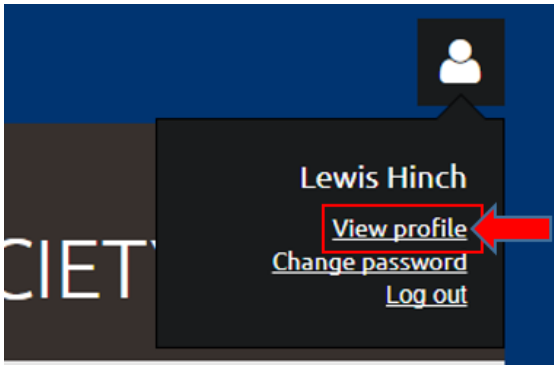
### How to register for a match or meeting

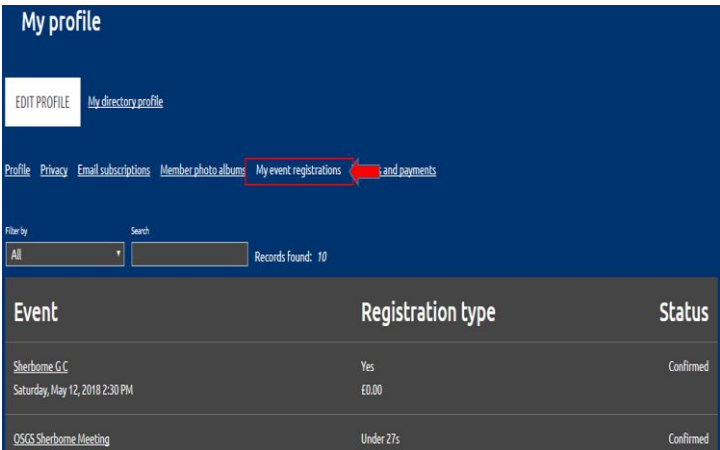
| Step | Guidance  | Screen Shots   |
|------|---|--|
| 1    | <p>Log in using your email address &amp; password.</p> <p>If this is the first time logging in then please use the 'forgot password' link to set a new password – this will allow you access to the members area</p>  |    |
| 2    | <p>Click on 'Fixtures Calendar' under the 'Fixtures' drop down menu on the home page toolbar</p>  |   |
| 3    | <p>The list of 2018 matches and meetings is now displayed in date order.</p> <p>Please click on the 'show more detail' for more information about the event.</p> <p>You will also be able to who has already registered for the event by clicking on the 'Registered' link.</p> |  |

|          |   |  |
|----------|---|--|
| <p>4</p> | <p>Register your interest in a particular match or meeting.</p> <p>If you want to register your interest in playing in a particular event then please click on the 'Register' button</p>  |    |
| <p>5</p> | <p>Please complete the relevant registration form</p> <p>You will need to register if you are a definite 'yes' or a 'maybe' for the event.</p> <p>Please note that most of the information is prepopulated from your profile directly so please review if the information is correct.</p> |   |
| <p>6</p> | <p>Please review your registration form before pressing 'confirm' and submitting your registration to the match manager</p>   |  |

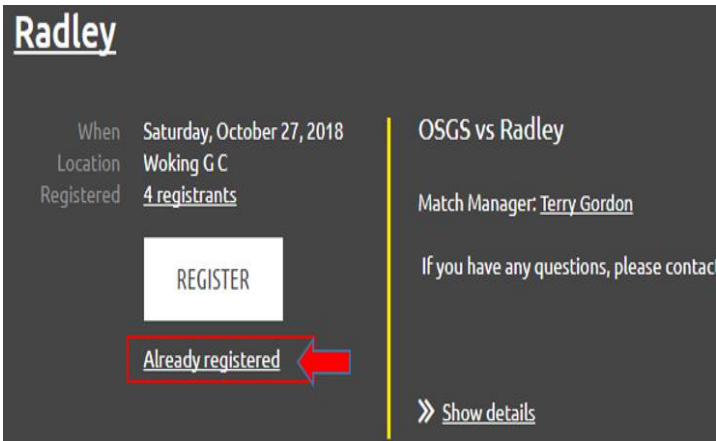
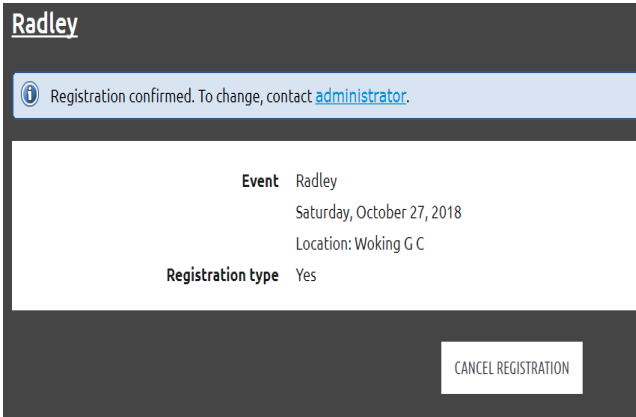
|          |  |   |
|----------|--|---|
| <p>7</p> | <p>You will get an automatic email to confirm you are registered for the event.</p> <p>Please repeat steps 2 to 6 for each of the events you want to register for.</p> |  <p>Dear Levis</p> <p>Thank you for your registration</p> <p>OSGS Summer Meeting and AGM at The Berkshire Golf Club<br/>Date: Tuesday, June 19, 2018</p> <p><b>Your registration details</b></p> <p>First name: Levis<br/>Last name: Hinch<br/>Initials: L.J.<br/>Primary email: <a href="mailto:levishinch@aol.com">levishinch@aol.com</a><br/>Handicap: 10<br/>Phone 1: 07590 801490 (Mobile)</p> <p>Old Shirburnian Golfing Society</p> <p>This is a system-generated email. The Meeting Manager will contact you a month or so before the meeting</p> <p>To view the fixture on the web site: <a href="https://osgs.wildapricot.org/event-2578050">https://osgs.wildapricot.org/event-2578050</a></p> |
|----------|--|---|

## How to check what you have registered for and your fixture calendar

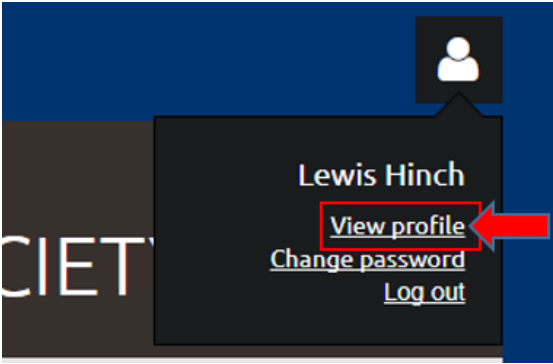
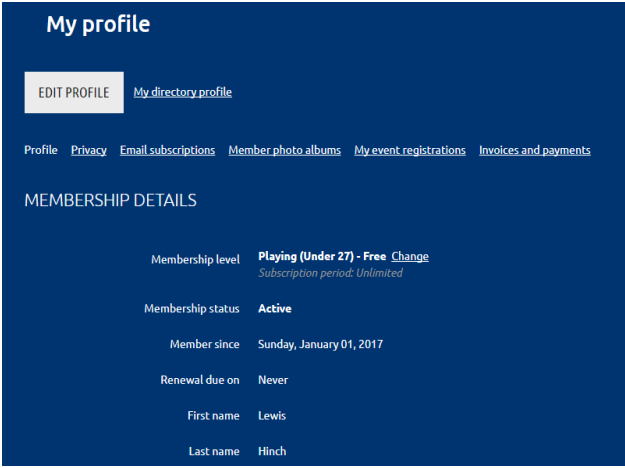
| Step     | Guidance   | Screen Shots   |
|----------|--|--|
| <p>I</p> | <p>Once you have registered your interest in the matches and meeting you want to play in you can check to see what your personal fixture list looks like.</p> <p>Please click on 'view profile' in the top right hand corner of the website.</p> |  |

| 2   | <p>Click on 'my event registrations' within the profile page. This will allow you to see what event you have registered for and if you confirmed your registration as a 'yes' or a 'maybe'</p> |  <table border="1"> <thead> <tr> <th>Event</th> <th>Registration type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Sherborne G.C<br/>Saturday, May 12, 2018 2:30 PM</td> <td>Yes<br/>£0.00</td> <td>Confirmed</td> </tr> <tr> <td>OSGS Sherborne Meeting</td> <td>Under 27s</td> <td>Confirmed</td> </tr> </tbody> </table> | Event | Registration type | Status | Sherborne G.C<br>Saturday, May 12, 2018 2:30 PM | Yes<br>£0.00 | Confirmed | OSGS Sherborne Meeting | Under 27s | Confirmed |
|---|--|---|-------|-------------------|--------|---|--------------|-----------|------------------------|-----------|-----------|
| Event   | Registration type  | Status  |       |                   |        |   |              |           |                        |           |           |
| Sherborne G.C<br>Saturday, May 12, 2018 2:30 PM | Yes<br>£0.00   | Confirmed   |       |                   |        |   |              |           |                        |           |           |
| OSGS Sherborne Meeting                          | Under 27s  | Confirmed   |       |                   |        |   |              |           |                        |           |           |

## How to cancel a registration for a match or meeting

|   |   |  |
|---|---|--|
| 1 | <p>If you need to cancel your registration for a particular match or meeting then you can do this up to <b>30 days</b> before the start of the event.</p> <p>To cancel you interest in an event, please go to the event in the events page and click on the link that says 'already registered'</p> |   |
| 2 | <p>Click on the button called 'Cancel Registration'</p> <p>Once you click this and confirm you want to cancel then it will automatically send an email to the match manger to inform them. The fixture will be removed from your personal registration list</p>                                     |  |

## How to update your profile and personal details

| Step | Guidance  |   |
|------|---|---|
| 1    | <p>To check your profile and personal details are update to date then please click on 'view profile' in the top right hand cover of the website.</p>  |   |
| 2    | <p>You can check your profile details on this page as well as update them.</p> <p>If you need to update your profile then please click 'edit profile' and remember to save any updates.</p> |  |

If you have any questions on the above instructions then please contact the Fixture Secretary

[Lewishinch@aol.com](mailto:Lewishinch@aol.com)