

# **HELP FOR ALL MEMBER WEB SITE**

**12-13-19**

**THE ALL MEMBER WEB SITE IS:**

**<http://redrivergolf.net/>**

**USER NAME: (golfmember)      PASSWORD: (mindak400)**

- 1. All active members will use this complete site to view all Golf Association information, messages and operate the SIGNUP BOOK.**
- 2. All waiting list members will use this complete site to view all Golf Tour information, messages but they CANNOT OPERATE THE SIGNUP BOOK.**
- 3. The HOME PAGE TAB on the first page of the Web site:**
  - A. MESSAGE TAB: Please click on this tab and check if there are any messages.**
  - B. SCHEDULE TAB: Please click on this tab and check the current year Schedule and also when there are changes we will update the Schedule.**
  - C. RESULTS TAB: Sometime early evening following the event just played you can click on this tab and click on the results of the flight winners and also the special prize winners.**
  - D. WAITING LIST INFORMATION TAB: Click on this tab to read a little bit about our Golf Association and also you are able to click on a Wait List application form for new Wait List Members.**
  - E. CONTACTS TAB: When you need to communicate with the management of the Golf Association, fill this out and submit and someone will get back to you. Make sure you include your full name and your player number.**
  - F. MEMBERS ALERTS: This little area will give you a quick glance at short announcements. This is where any cancelation notices will appear.**
  - G. MEMBERS ONLY TAB: Click on this Tab and you will get a screen to log in with your User name and Password and once you have logged in you will see an area of text to give you some general pointers and also a mini view of anything going**

**on in our Members Forum Site. On the right side you will see various information as follows for MEMBERS OPTIONS:**

- 1. SIGNUP BOOKS: Click on this and you will log into the signup book site. Read very carefully the VERY IMPORTANT text of information on this page before you log in. After you log in you will see up to 10-12 events to sign up on:**
  - A. Click on view current player listings button and you will see who is signed up.**
  - B. Click on view current waiting list button to see if there is a waiting list and who is on it.**
  - C. If you are not signed up you will see a button to click on that says sign-up for this event. If you are signed up you will see a button that says Cancel my listing for this event.**
  - D. Please note the date and name of each event and the information about each event such as the last date you are able to sign up and when it will be taken off the web site as well as other information.**
  - E. After you sign up you can go back and edit your information rather than cancel and then go back in and sign up again.**
  - F. MAKE SURE THAT AFTER YOU SIGN UP THAT YOU CLICK ON THE VIEW CURRENT PLAYER LISTING AND OR VIEW CURRENT WAITLIST TO MAKE SURE YOU ARE SIGNED UP THE WAY YOU THINK YOU DID. (YOU AND YOU ALONE ARE RESPONSIBLE FOR YOUR SIGNUP)**
  - G. When you get into the signup area you must select either Ride or Walk, if you own your own cart (this means a riding cart) and will be using it that day check that box and if you are a member of that Golf Course check that box.**
  - H. If you are requesting to play with another member type in the comments box, the following w/400 meaning the number of the member that you want to play with. Type no more or no less than**

**that as anything else will not get honored. Also, please note that if you are a rider and you request to play with someone that is a walker, the system will not honor that request. The same is true if you are a walker and you request to play with someone that is a rider.**

- I. If you do not have a guest, then click on the button that says 'NO GUEST BACK TO THE SIGNUP BOOKS PAGE'.**
- J. If you have a guest than type his first name in the first box and his last name in the second box. You will note that there is a dot in the box that mirrors your ride or walk preference. If he has a cart (not yours) that he is bringing put a check in the box, if he is a member of that course put a check in that box and click ADD THIS PLAYER AS MY GUEST AND DO NOT USE THE NO GUEST BACK TO THE SIGNUP BOOKS PAGE BUTTON.**
- K. Like you were told above after you are signed up check the listings to see that you are signed up the way you want to be.**
- L. If the event is either full or full for riders, please add yourself to the waiting list. Do not become discourage about a long wait list as we are experiencing many cancelations in the hours and days prior to when we take the event down from the web site for processing. But after signing onto the wait list, if you find you cannot play the event, go back in and cancel your name from the wait list.**
- M. If you want to sign up on other events go ahead, if not click on Log Out and you are back to the front page of the site.**
- N. If you were signed up or canceled by a Course Rep, you will get an automatic e-mail and a text message as to that situation.**

**O. When the Event Manager takes the Current Event down from the Web Site, you should get an Email that will tell you that you are signed up to play that event.**

**P. If you are automatically moved from the wait list to the player signup book you should get an e-mail and a text message.**

**Q. The Association provides the following communication tools:**

- 1. The web site which includes event sign-up, the schedule, member directory and much, much more.**
- 2. E-mail which is used for notifying and reminding members of their sign-up status at events, mass mailings, movement from the event waitlist to the event signup book, etc.**
- 3. Texting is primarily used to inform members of late cancellations, movement from the event waitlist to the event signup book and for emergency messages.**
- 4. The e-mailing and texting are an added service to the members but the members still need to take responsibility and check the web site for any changes and for their signups.**

**It is the member's responsibility to keep the Association informed of his up-to-date contact information:**

- a. Current cell phone number and service provider.**
- b. Current land phone number.**
- c. Current e-mail address.**
- d. Current postal mailing address.**

**Send all changes to: [redrivervalleysrgolftour@gmail.com](mailto:redrivervalleysrgolftour@gmail.com)**

- 4. The rest of the Members Options and a brief description can be found under the New Active Members Help item.**