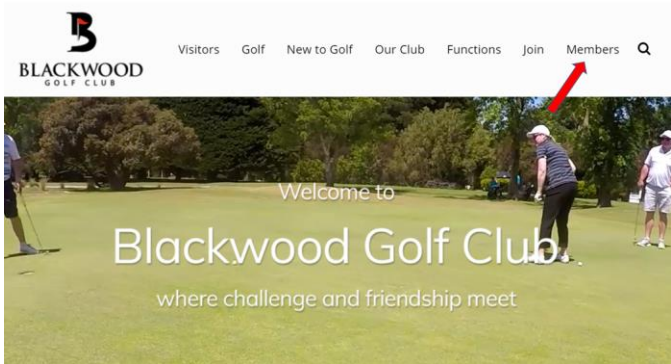
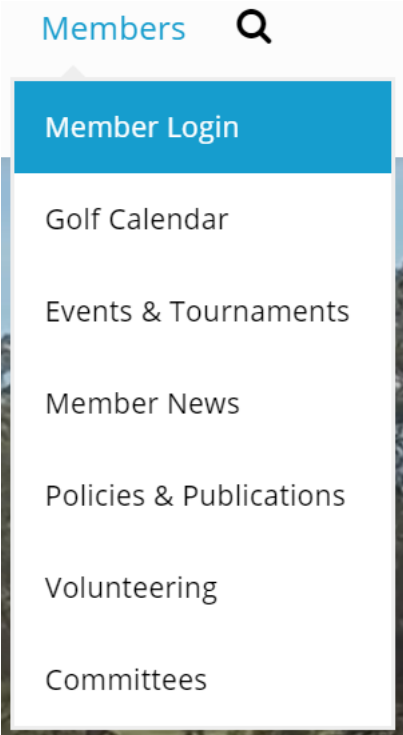


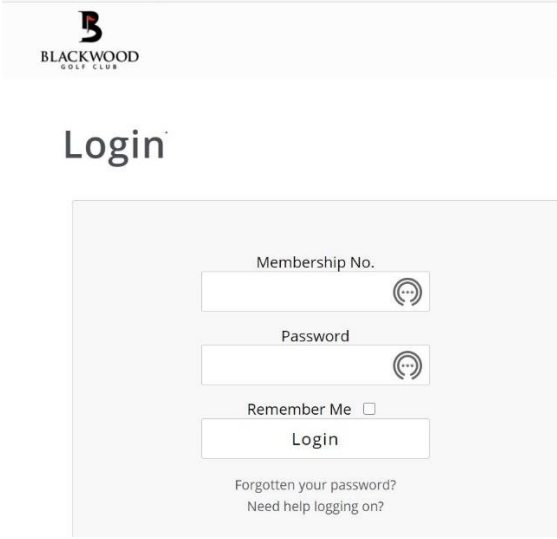
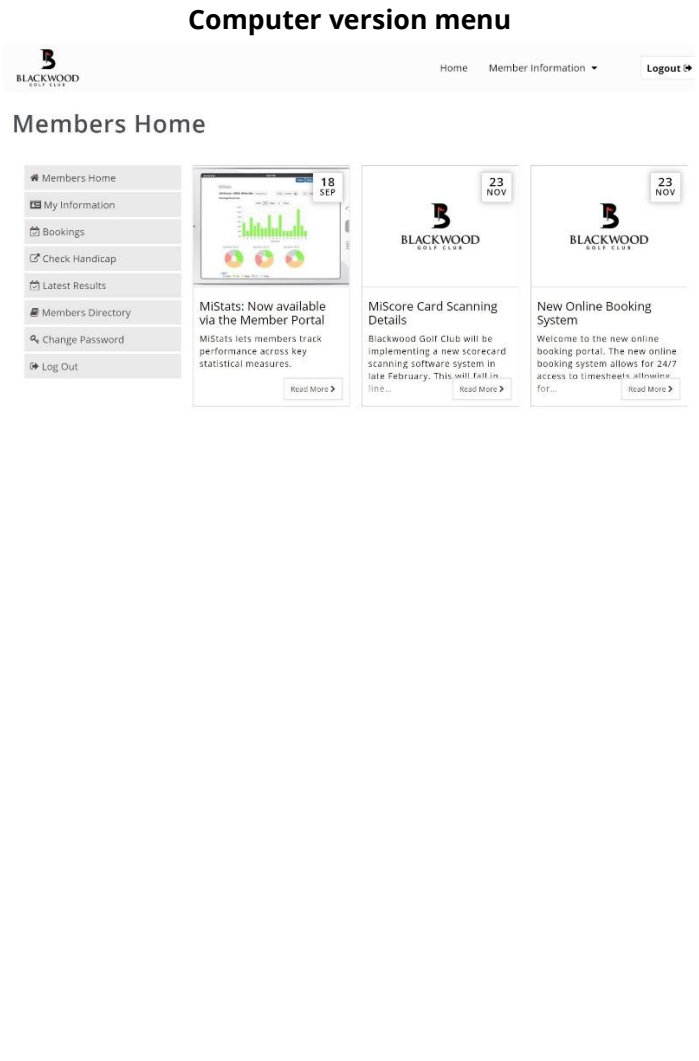
Member Login Guide for Computer Users

The Member Login site is a secure external site for Blackwood Golf Club site (requiring a login and password) where golf booking, results and member details are managed by MiClub.

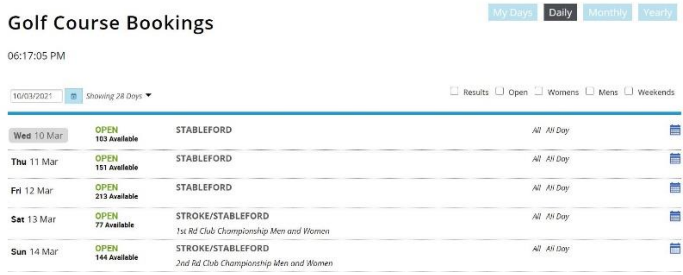
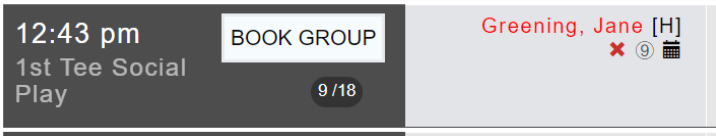
This guide covers access, tee bookings, viewing results and prizes, member searches and updating contact details on the computer version.

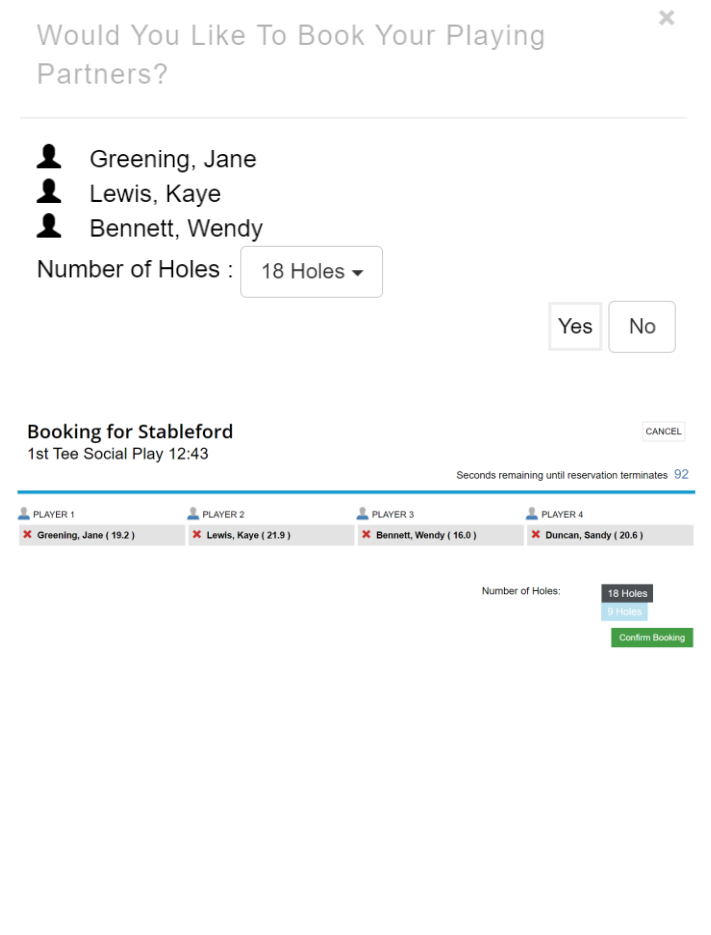
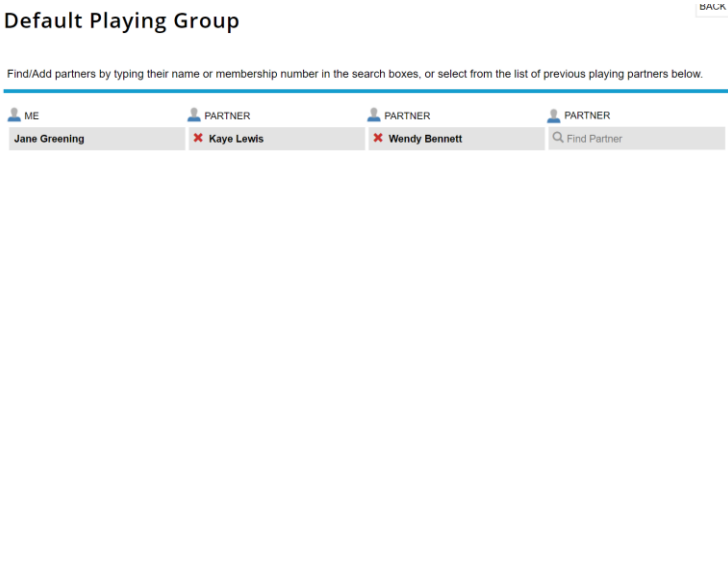
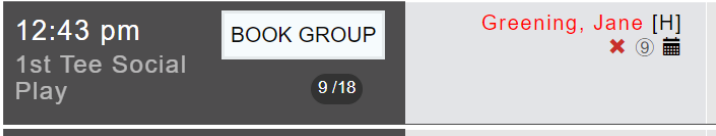
Note: If you are using your mobile to access MiClub, please refer to the Member Login Guide for Mobile Users.

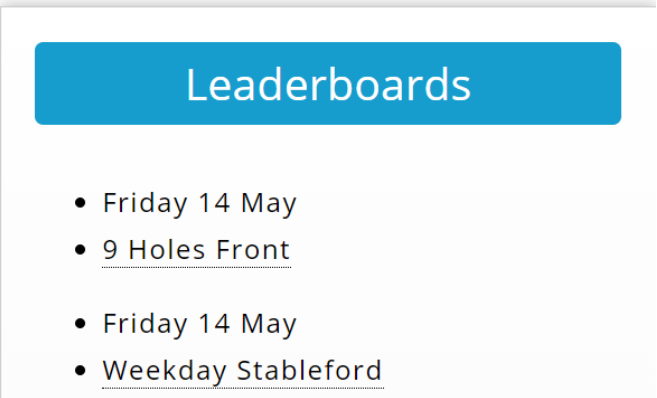
#	Description	Illustration
1.	<p>Open club website</p> <ul style="list-style-type: none"> Browse to Blackwood Golf Club's website: www.blackwoodgolf.com.au Select the Members on the top right-hand menu. 	
2.	<p>Access Member Login link</p> <ul style="list-style-type: none"> Select Member Login which directs you to the Blackwood MiClub site (also accessible directly using the link at the end of the document). 	

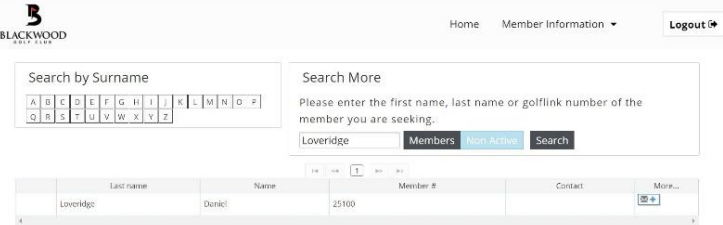
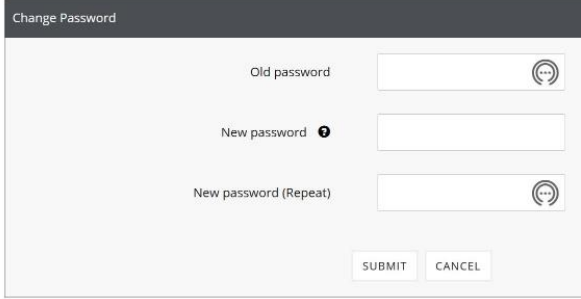

#	Description	Illustration
3.	<p>Login to MiClub</p> <ul style="list-style-type: none"> Your Member Number is the last 5 digits of your GOLF Link number. You will be asked to change your password when you first login. 	
4.	<p>Review Home menu</p> <p>The following items are available in the left hand menu:</p> <ul style="list-style-type: none"> Members Home – returns you to the home page from other pages. My Information – update your personal details (including making your phone and email visible to club members, both of which are hidden by default). Bookings – book tee times. Check Handicap Latest Results – check competition results and prizes. Members Directory – find contact details for other members. Change Password Log Out – log out securely. <p>Most of these items are repeated in the Member Information drop down menu at the top of the home page.</p>	


#	Description	Illustration
5.	<p>Update Personal details</p> <ul style="list-style-type: none"> • Select MY INFORMATION from the top menu or on the home page. • Select MY DETAILS. • On this screen you can edit your contact details. • Select Update to change your details. 	
6.	<p>Update Contact details</p> <ul style="list-style-type: none"> • Select MY INFORMATION from the top menu or on the home page. • Select the contact details (pencil icon) at the top of the screen. • You can update your home, postal or work address by selecting the appropriate address tab. • You can also indicate your preferred address and whether you would like any of them to be private. • Select Save & Exit to update the details. 	
7.	<p>Update Telephone & Email</p> <ul style="list-style-type: none"> • Select MY INFORMATION from the top menu or on the home page. • Select the contact details (pencil icon) at the top of the screen. • You can update your phone number and email address by selecting the Telephone & Email tab. • You can also indicate your preferred contacts and whether you would like any of them to be private. • Select Save & Exit to update the details. 	

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8.	<p>Review Tee Bookings</p> <ul style="list-style-type: none"> Bookings open at 1:00pm for competitions 8 days ahead (e.g. Open on Sunday at 1pm for Monday the following week). You can access Bookings through the left hand menu or the Member Information drop down menu on the Home page. On this screen you can view all open bookings and book on days you are eligible to play. The dates and descriptions of events are displayed (defaulting to the next 28 days), but you can change the display options at the top of the page. Click on the green OPEN word on the day you'd like to book. The number displayed below the green block will be the spaces currently available on that day. If the day is not open yet it will be greyed out with LOCKED and show when it will open. 	 <p>The screenshot shows the 'Golf Course Bookings' interface. At the top, there are tabs for 'My Days', 'Daily', 'Monthly', and 'Yearly'. Below this, the current time is 06:17:05 PM. There are filters for 'Results', 'Open', 'Womens', 'Mens', and 'Weekends'. A date selector shows '10/03/2021' and 'Showing 28 Days'. The main content is a table of dates with their status and event details:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Available Spaces</th> <th>Event Name</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Wed 10 Mar</td> <td>OPEN</td> <td>163 Available</td> <td>STABLEFORD</td> <td>All All Day</td> </tr> <tr> <td>Thu 11 Mar</td> <td>OPEN</td> <td>151 Available</td> <td>STABLEFORD</td> <td>All All Day</td> </tr> <tr> <td>Fri 12 Mar</td> <td>OPEN</td> <td>213 Available</td> <td>STABLEFORD</td> <td>All All Day</td> </tr> <tr> <td>Sat 13 Mar</td> <td>OPEN</td> <td>77 Available</td> <td>STROKE/STABLEFORD</td> <td>1st & 2nd Club Championship Men and Women</td> </tr> <tr> <td>Sun 14 Mar</td> <td>OPEN</td> <td>144 Available</td> <td>STROKE/STABLEFORD</td> <td>2nd & 2nd Club Championship Men and Women</td> </tr> </tbody> </table>	Date	Status	Available Spaces	Event Name	Notes	Wed 10 Mar	OPEN	163 Available	STABLEFORD	All All Day	Thu 11 Mar	OPEN	151 Available	STABLEFORD	All All Day	Fri 12 Mar	OPEN	213 Available	STABLEFORD	All All Day	Sat 13 Mar	OPEN	77 Available	STROKE/STABLEFORD	1st & 2nd Club Championship Men and Women	Sun 14 Mar	OPEN	144 Available	STROKE/STABLEFORD	2nd & 2nd Club Championship Men and Women
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9.	<p>Make an individual tee booking</p> <ul style="list-style-type: none"> If you are just booking for yourself, click the BOOK button in an empty cell in the row relating to the time you wish to book (e.g. 12:43pm) and indicate whether you are playing 18 (default) or 9 holes. You will receive a confirmation email. If you selected the 9 Hole option in this step, a 9 in a circle icon will be displayed below your name. 	 <p>The screenshot shows a booking confirmation card. On the left, it displays the time '12:43 pm' and the event '1st Tee Social Play'. In the center, there is a 'BOOK GROUP' button and a '9 / 18' indicator. On the right, the name 'Greening, Jane [H]' is shown with a red 'x' icon, a circular icon with the number '9', and a calendar icon.</p>																														

#	Description	Illustration
10.	<p>Make a group tee booking</p> <ul style="list-style-type: none"> If you wish to book in a Blackwood playing partner, click on BOOK GROUP. If you have setup any regular playing partners, you will be asked if you wish to book them. Add the players name(s) to the available Player 2, Player 3 & Player 4 spots. You may also select either a player from your Partners list by selecting the + sign beside their name (if you have already set up a friends list) or click on Find Player to display a list of eligible members. This search list only needs the first 2 or 3 characters to display a list of those members who you are looking for. Click the green Confirm Booking button. 	 <p>Would You Like To Book Your Playing Partners?</p> <p>Greening, Jane Lewis, Kaye Bennett, Wendy</p> <p>Number of Holes : 18 Holes</p> <p>Yes No</p> <p>Booking for Stableford 1st Tee Social Play 12:43</p> <p>Seconds remaining until reservation terminates 92</p> <p>PLAYER 1: Greening, Jane (19.2) PLAYER 2: Lewis, Kaye (21.9) PLAYER 3: Bennett, Wendy (16.0) PLAYER 4: Duncan, Sandy (20.6)</p> <p>Number of Holes: 18 Holes</p> <p>Confirm Booking</p>
11.	<p>Create a default playing group</p> <ul style="list-style-type: none"> If you regularly play with the same group of players, you can set up a default group booking to quicken the booking process. Select MY INFORMATION from the top menu or on the home page. Scroll down to My Playing Partners. Find/Add partners by typing their name in the search boxes, or select from the list of previous playing partners. 	 <p>Default Playing Group</p> <p>Find/Add partners by typing their name or membership number in the search boxes, or select from the list of previous playing partners below.</p> <p>ME: Jane Greening PARTNER: Kaye Lewis PARTNER: Wendy Bennett PARTNER: Find Partner</p>
12.	<p>Cancel a tee booking</p> <ul style="list-style-type: none"> To cancel your tee time, click on Bookings from the home page which displays your booking and choose the red X below your name. You will be asked to confirm this, but 	 <p>12:43 pm 1st Tee Social Play</p> <p>BOOK GROUP</p> <p>Greening, Jane [H]</p> <p>9/18</p>

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13.	<p>View Leaderboard results (for current week)</p> <ul style="list-style-type: none"> To see today's results as they come in (or for day in the last week), select My Information in the top menu and then Leaderboards. Scroll down to the relevant date and click on the hyperlinked competition. This will display all the players results in descending order of score, including count backs. If you click on the hyperlinked player name, that player's score on each hole is displayed. 	 <p>Leaderboards</p> <ul style="list-style-type: none"> Friday 14 May 9 Holes Front Friday 14 May Weekday Stableford <p>Weekday Stableford</p> <p>14 May, 2021 - Stableford Course: Ga Courses 1 - 18 Blackwood Venue: Blackwood Golf Club View Draw Sheets: Round 1 Grades: All Grades Grade A</p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Rep</th> <th>Player</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Damien Pounsett [15]</td> <td>Blackwood GC 34</td> </tr> <tr> <td>2</td> <td></td> <td>Dan Irizarry [25]</td> <td>Blackwood GC 33</td> </tr> <tr> <td>3</td> <td></td> <td>Brad Hooper [21]</td> <td>Blackwood GC 33</td> </tr> <tr> <td>4</td> <td></td> <td>Paul Ekkelboom [9]</td> <td>Blackwood GC 31</td> </tr> <tr> <td>5</td> <td></td> <td>Eric Hobson [41]</td> <td>Blackwood GC 25</td> </tr> <tr> <td>6</td> <td></td> <td>Rob Sidford [27]</td> <td>Blackwood GC 22</td> </tr> <tr> <td>7</td> <td></td> <td>David Shepherd [22]</td> <td>Blackwood GC 22</td> </tr> </tbody> </table> <p>Weekday Stableford</p> <p>14 May, 2021 - Stableford Course: Ga Courses 1 - 18 Blackwood Venue: Blackwood Golf Club</p> <p>Rank: 1 - Damien Pounsett [15]</p> <p>Round 1 : Blue M - Handicap [15.16]</p> <table border="1"> <thead> <tr> <th>out</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>in</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Par</td> <td>4</td> <td>5</td> <td>3</td> <td>4</td> <td>4</td> <td>4</td> <td>5</td> <td>3</td> <td>4</td> <td>36</td> <td></td> </tr> <tr> <td>Strokes</td> <td>5</td> <td>5</td> <td>3</td> <td>5</td> <td>-</td> <td>4</td> <td>5</td> <td>3</td> <td>4</td> <td>34</td> <td></td> </tr> <tr> <td>Score</td> <td>2</td> <td>3</td> <td>3</td> <td>2</td> <td></td> <td>3</td> <td>3</td> <td>3</td> <td>2</td> <td>21</td> <td></td> </tr> <tr> <td>in</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>36</td> <td></td> </tr> <tr> <td>Par</td> <td>4</td> <td>3</td> <td>4</td> <td>4</td> <td>3</td> <td>5</td> <td>4</td> <td>4</td> <td>5</td> <td>36</td> <td></td> </tr> <tr> <td>Strokes</td> <td>6</td> <td>3</td> <td>5</td> <td>-</td> <td>5</td> <td>6</td> <td>6</td> <td>5</td> <td>6</td> <td>42</td> <td></td> </tr> <tr> <td>Score</td> <td>1</td> <td>2</td> <td>2</td> <td>-</td> <td>1</td> <td>2</td> <td>1</td> <td>2</td> <td>2</td> <td>13</td> <td></td> </tr> </tbody> </table> <p>Ace / Albatross Eagle Birdie Par Bogey D Bogey +</p>	Rank	Rep	Player	Total	1		Damien Pounsett [15]	Blackwood GC 34	2		Dan Irizarry [25]	Blackwood GC 33	3		Brad Hooper [21]	Blackwood GC 33	4		Paul Ekkelboom [9]	Blackwood GC 31	5		Eric Hobson [41]	Blackwood GC 25	6		Rob Sidford [27]	Blackwood GC 22	7		David Shepherd [22]	Blackwood GC 22	out	1	2	3	4	5	6	7	8	9	in	Total	Par	4	5	3	4	4	4	5	3	4	36		Strokes	5	5	3	5	-	4	5	3	4	34		Score	2	3	3	2		3	3	3	2	21		in	10	11	12	13	14	15	16	17	18	36		Par	4	3	4	4	3	5	4	4	5	36		Strokes	6	3	5	-	5	6	6	5	6	42		Score	1	2	2	-	1	2	1	2	2	13	
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14.	<p>View Results Reports</p> <ul style="list-style-type: none"> To see the final results and prize reports (after being processed by the Office), select Latest Results. Click on RESULTS for the relevant day to display the related reports. Click on the relevant Full Field Report for the results of all players. 	<p>Wed 19 May RESULTS STABLEFORD</p> <p>Tue 18 May RESULTS STABLEFORD <i>Stableford</i></p> <p>Golf Competition Reports - Stableford</p> <table border="1"> <thead> <tr> <th>Report</th> <th>Type</th> <th>Rounds</th> <th>Last Modified</th> </tr> </thead> <tbody> <tr> <td>Full Field Report - Weekday Stableford</td> <td>NETT</td> <td>All</td> <td>Generated @ 19/05/21 4:56AM</td> </tr> <tr> <td>Prizes Only - Weekday Stableford</td> <td>NETT</td> <td>All</td> <td>By , @ 19/05/21 4:58AM</td> </tr> <tr> <td>Full Field Report - 9 Holes Front</td> <td>NETT</td> <td>All</td> <td>Generated @ 19/05/21 4:57AM</td> </tr> <tr> <td>Prizes Only - 9 Holes Front</td> <td>NETT</td> <td>All</td> <td>By , @ 19/05/21 5:00AM</td> </tr> </tbody> </table>	Report	Type	Rounds	Last Modified	Full Field Report - Weekday Stableford	NETT	All	Generated @ 19/05/21 4:56AM	Prizes Only - Weekday Stableford	NETT	All	By , @ 19/05/21 4:58AM	Full Field Report - 9 Holes Front	NETT	All	Generated @ 19/05/21 4:57AM	Prizes Only - 9 Holes Front	NETT	All	By , @ 19/05/21 5:00AM																																																																																																												
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	<ul style="list-style-type: none"> Click on the relevant Prizes Only report for vouchers winners and ball run down. (Note -this does not happen automatically and has to be processed by the office, so there may be a couple of days delay in the prizes being displayed.) Collect your prizes from the Pro Shop. 	
15.	<p>Search for member's contact details</p> <ul style="list-style-type: none"> Select MEMBERS DIRECTORY from the top menu or the home page. Type in the first few characters of the first name or surname of the member in the search field. Alternatively, select a letter from the alphabet menu to list all surnames starting with that letter. When you locate the contact you want, select the icon in the More... column. This will display details that have not been made private (i.e. unhidden) by the member. 	
16.	<p>Change Password</p> <ul style="list-style-type: none"> Select Change Password in the left-hand menu. Enter your old password and your new one twice and select Submit. 	<p>Password Setting</p> 
17.	<p>Return to Blackwood website</p> <ul style="list-style-type: none"> Click on the Blackwood logo on the top left of any screen to return to the Blackwood website. 	

#	Description	Illustration
18.	Log out <ul style="list-style-type: none">• Select Log Out on the top right-hand corner of the screen (or the left-hand menu).	 A screenshot of a 'Logout' button. The button is rectangular with a thin border and contains the text 'Logout' followed by a right-pointing arrow icon. The button is centered within a light gray rectangular area.

Tip:

For speed of access, you may wish to save a direct link or shortcut to the Members Login MiClub site as well as the Blackwood Golf Club website in your devices.

MiClub Link: <https://blackwood.miclub.com.au/security/login.msp>

Blackwood Golf Club website: <https://www.blackwoodgolf.com.au/>