



# GOLF *Link*

## National Handicapping System

Golf Union Training Guide

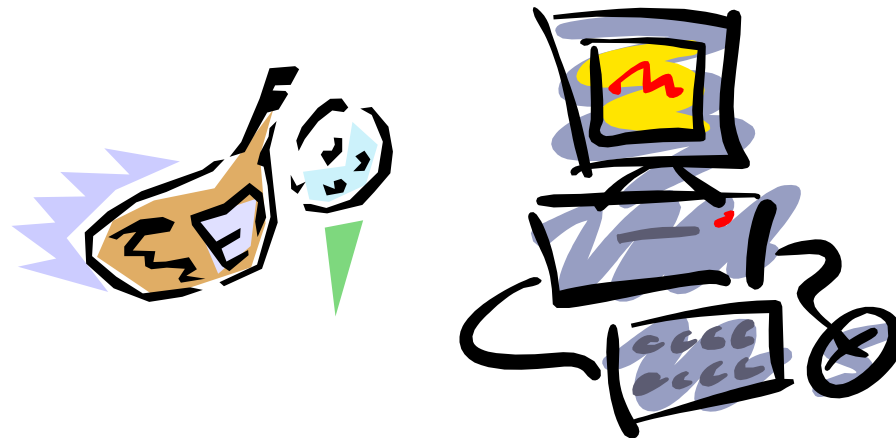




## Hello and Welcome to **GOLF Link**

GolfLink is the National Handicapping System for the Australian Golf Union and Women's Golf Australia. GolfLink has been developed by Unisys Australia to meet the specific requirements of the AGU and WGA.

The aim of GolfLink is to give you a powerful, yet easy to use tool with which to monitor the handicap and membership details of Golf members across Australia. We hope that you enjoy using GolfLink. We value and want your feedback and suggestions that will come from your daily use of GolfLink.

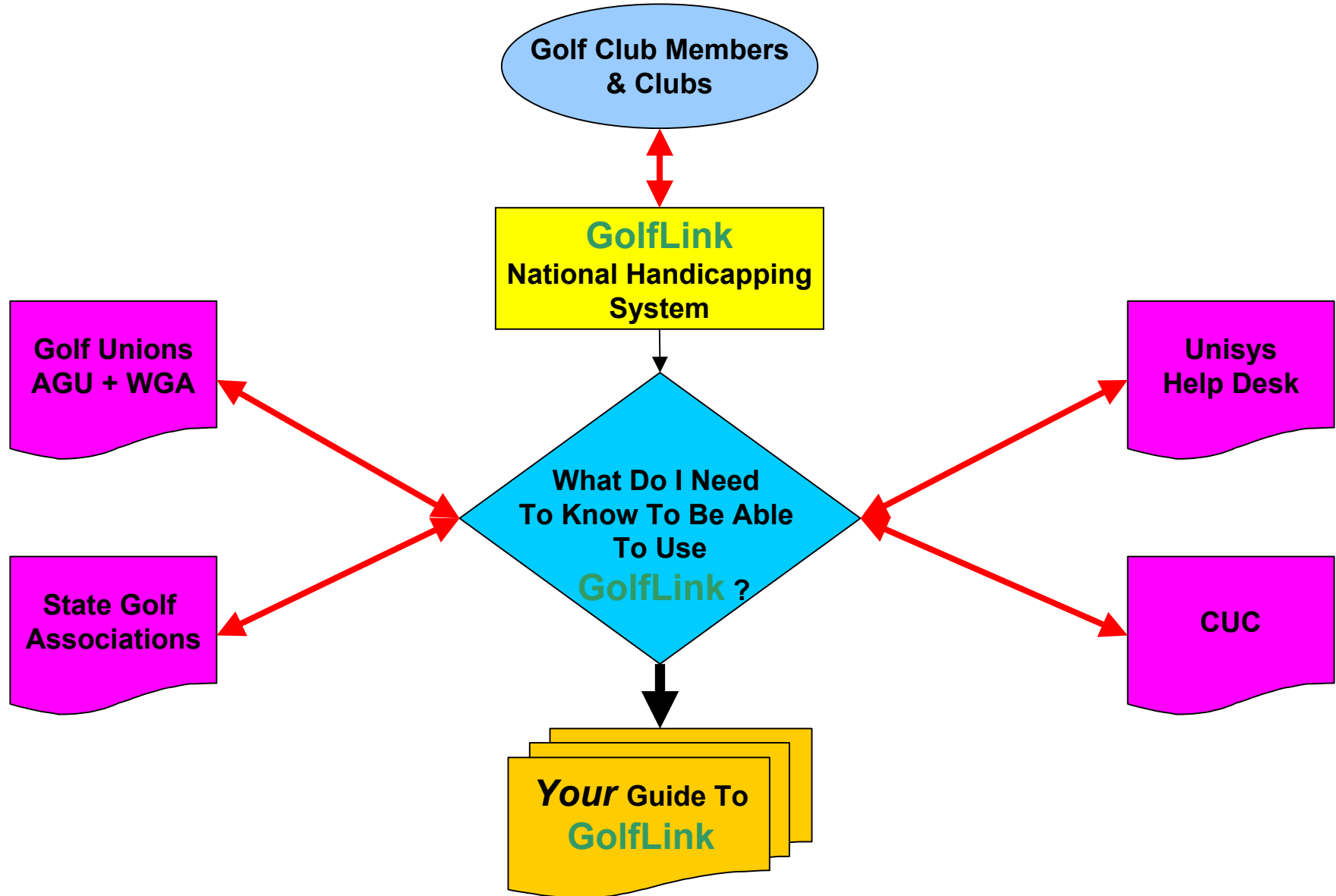




## Golf Union Training Guide

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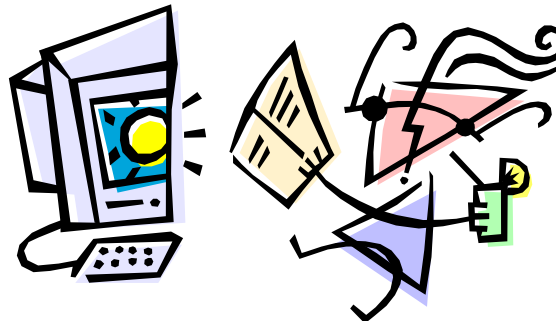


The GolfLink system contains the personal membership details of many thousands of Golfers in Australia. It is very important that the details of these members are not disclosed to people and organisations outside of their Golf Club, State Association and Golf Union.

To help ensure that the privacy of Golf Club members is protected, GolfLink contains sophisticated password and data encryption technologies.

At the Club level, Member and playing details are transmitted to and from the GolfLink Host Computer which then shares the data from the Clubs with the Golf Unions, State Associations, CUC and the Unisys Help Desk. GolfLink is designed to encrypt, or electronically scramble, the details being transmitted between it and the Clubs. This makes the information being transmitted unusable to any possible outside parties, therefore protecting the privacy of Club members.

The other way that GolfLink helps protect Club member' information is by requesting strict user names and passwords when we connect to GolfLink. And that's where we'll start!





## Dialling In...

The first thing that we have to do to start using GolfLink is to dial in, using a normal phone line, to connect to the **GolfLink Host Computer**.

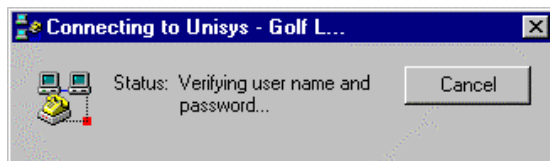
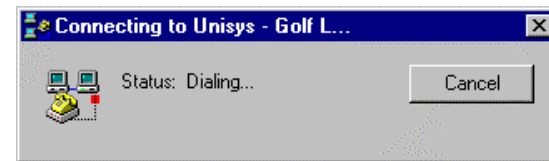
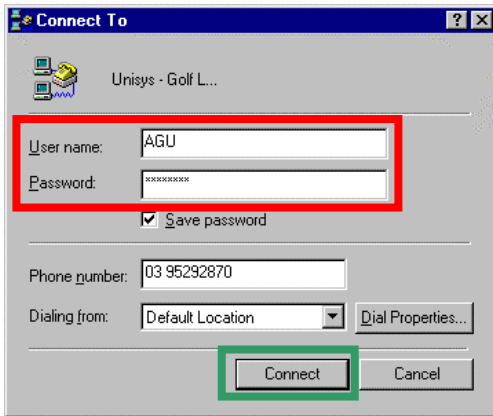
This computer runs the GolfLink system. It can handle many enquiries like ours at the same time.

On the MS Windows “desktop” there is a shortcut icon, or picture, that looks something like the one shown at left at top.

Double click on this “telephone” shortcut.

Type in the **User Name** and **Password** that have been issued and click on the button marked **Connect**.

Our computer then commences to dial the GolfLink Host Computer. When it connects to the Host Computer, the Host Computer verifies, or checks, our User Name and Password. After a few seconds the connection is completed and a **Connected** icon appears in our Taskbar at the bottom right of our screen. We're in!





## ...Dialling In



A screenshot of a Windows-style dialog box titled "Logon". It contains three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".



A screenshot of the same "Logon" dialog box, but now the input fields are filled. The "Username:" field contains "agu", the "Password:" field contains "\*\*\*\*", and the "Database:" field contains "agup". The "Connect" and "Cancel" buttons are still visible at the bottom.

GolfLink handles enquiries from Golf Unions, Golf Associations and from the Unisys Golf Union Help Desk people; each with different needs.

And so the second and last part of our connection process is to let the GolfLink Host Computer know that we are from a Golf Union.

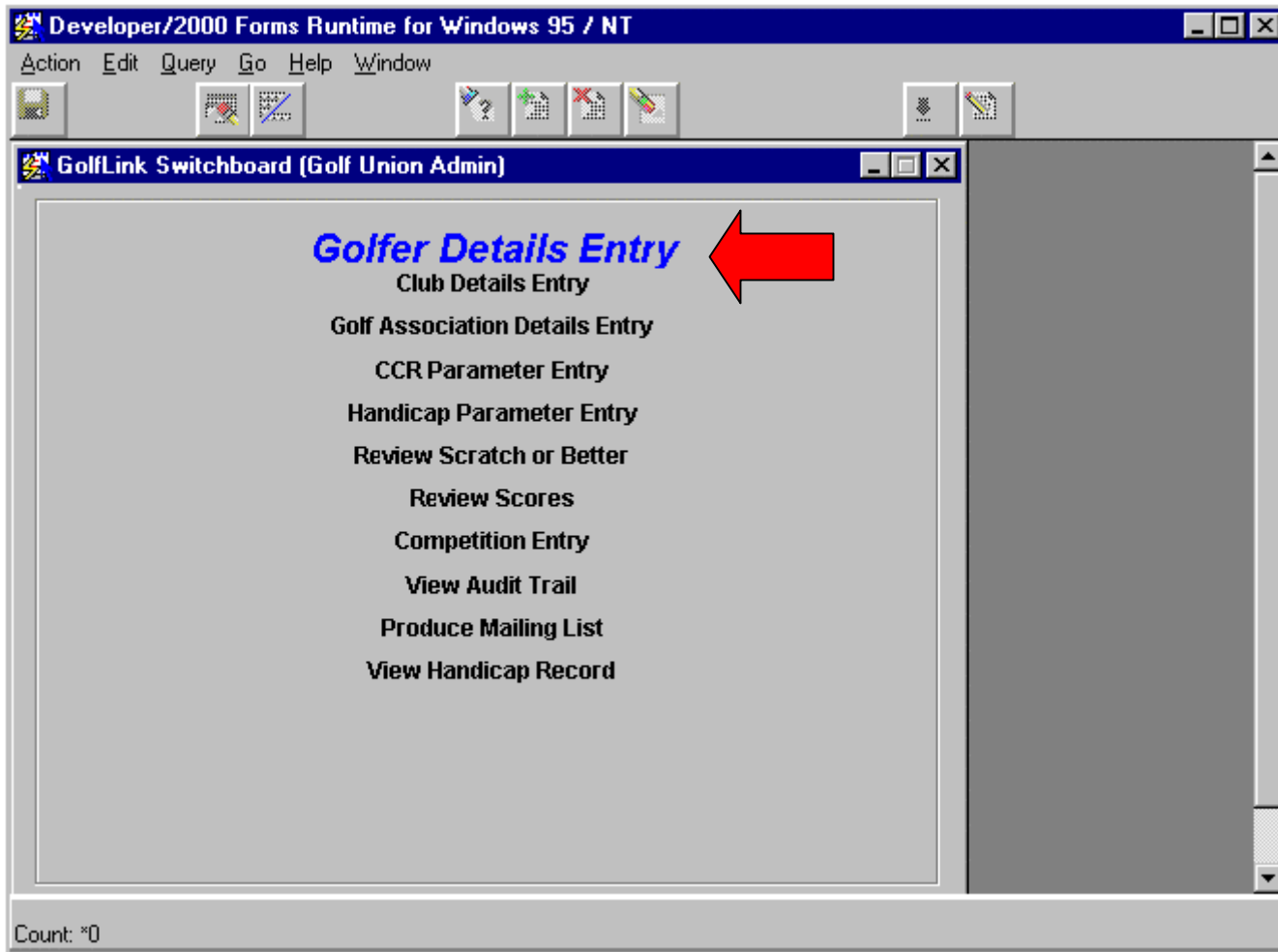
On the MS Windows "desktop" there will be a shortcut icon, or picture, that looks something like the one shown at left at top. This GolfLink icon will be used to connect us to our specific part of GolfLink, with the options we need to use.

Double click on this "GolfLink" shortcut.

We now type in our **Username**. Use the Tab key to move to the Password box, or point to and click in the box with the left mouse button. Type our **Password**. Keep going to enter the **Database** name. (Remember to keep these three items of information confidential).

Click on the **Connect** button with the mouse or simply hit the Enter key on the keyboard.

Our computer will now be connected to the Golf Union component of GolfLink.



When our computer connects to the GolfLink Host Computer the first screen that we see is the one shown at left.

This is what we call the **GolfLink Switchboard**. It's a bit like Central Station.

From this screen we can see the directions that we can head off in and the subjects that GolfLink can provide information on.

To select a GolfLink topic simply drag the mouse up or down the list until the desired topic is highlighted in blue. Double click on the highlighted topic.

For the the remainder of this Training Guide we're going to look at what happens when we select a GolfLink topic and how to get the most from our selection.

Let's go....



## Updating Golfer Details...

Double click on the topic marked **Golfer Details Entry** on the GolfLink Switchboard. The screen at left is displayed. Using this screen we can add a **new** Golfer or **find** and change the details of an **existing** golfer.

We can find the details of an existing golfer by a few methods:

- Key in the 10 digit Golf Link Number and click **Find**, or
- Key in a first name or a second name and click **Find**, or
- If we don't know either the correct spelling of a name or the GolfLink Number, click Find and the records of all members in the Golf Union will be displayed. This can take a bit of time to download and display so it's a last resort.

Here we've keyed in the membership number for the Golfer we're looking for. Click Find.

Golf Link

Action Edit Query Go Help Window

Find Golfers

GolfLink Number 0000200012

First Name

Surname

Clear New Find

Produce Mailing List

View Handicap Record

Count: \*0



**Golf Link**  
Action Edit Query Go Help Window

**Golfer Details (Golf Link No : 0000200012)**

**Name/DOB**  
Title: Captain  
First Name: Bill Middle Initial:   
Surname: Shaw  
Date Of Birth: 30-MAR-1999

**Address/Phone**  
Line 1: 32 Cranberry Rd  
Line 2:   
Line 3:   
Line 4:   
Country: Australia Suburb: MOUNT CREEK  
State: New South Wales Postcode: 3002  
Ph (H): 02 98984545 Ph (W): 02 98984544

**Gender/Golf Union**  
 Male  Female  
Australian Golf Union

**General**  
 Professional  
 Mail Magazine  
 Mail Credit Offer  
 Issue Card

**Handicap**  
Exact: .2  
Special: 0  
Status: Special

Membership  
Audit Key: 13  
Count: \*1


## ....Updating Golfer Details

The membership and playing details of our golfer are quickly retrieved by the GolfLink Host Computer and are shown on our PC.

Through his Club our golfer has advised us of a change in his membership details.

To enter these changes into GolfLink simply mouse click into an entry box, delete or backspace over the old entry details and type the new information. We cannot make changes here to "greyed out" boxes, eg. Special Handicap.

Our keyed changes are shown on the next page.

**HINT :** If you would prefer to use the keyboard and not the mouse for using GolfLink, that's OK. you can use the Tab key to move from entry box to box. If you see a command with one of the letters underlined, like this  it means you can use the **Alt** key in combination with the underlined letter to perform the command, eg. **Alt+F** for **Find**.



**Golf Link**  
Action Edit Query Go Help Window

**Golfer Details (Golf Link No : 0000200012)**

**Name/DOB**  
Title: Major  
First Name: Bill Middle Initial:   
Surname: Shaw  
Date Of Birth: 30-MAR-1999

**Address/Phone**  
Line 1: 14 Military Road  
Line 2:   
Line 3:   
Line 4:   
Country: Australia Suburb: Rosebery  
State: New South Wales Postcode: 2626  
Ph (H): 02 56562323 Ph (W): 02 65657854

**Gender/Golf Union**  
 Male  Female  
Australian Golf Union

**General**  
 Professional  
 Mail Magazine  
 Mail Credit Offer  
 Issue Card

**Handicap**  
Exact: .2  
Special: 0  
Status: Special

**Membership** Audit Key: 13

FRM-40400: Transaction complete: 1 records applied and saved.  
Count: 13 v

## ...Updating Golfer Details

Once the changes are made click on the **Save** button (icon) in the menu bar at the top of the screen.

Once the new details are accepted by GolfLink a message will be displayed at the bottom of the screen.

It's a good idea to keep an eye on this message bar because this is where GolfLink will display it's messages to us for things that we're trying to do.

Now let's enter the details of a new golf member and learn about the other components of the Golfer Details screen.





**Golf Link**  
Action Edit Query Go Help Window

**Golfer Details [Golf Link No : 0000200]** **New Record**

**Name/DOB**  
Title: Major  
First Name: Bill Middle Initial:   
Surname: Shaw  
Date Of Birth: 30-MAR-1999

**Address/Phone**  
Line 1: 14 Militaria Road  
Line 2:   
Line 3:   
Line 4:   
Country: Australia Suburb: Rosebery  
State: New South Wales Postcode: 2626  
Ph (H): 02 56562323 Ph (W): 02 65657854

**Gender/Golf Union**  
 Male  Female  
Australian Golf Union

**General**  
 Professional  
 Mail Magazine  
 Mail Credit Offer  
 Issue Card

**Handicap**

**Membership**

Count: \*1

## New Golf Members....

There are two ways to add a new Golfer to GolfLink :

1. From the editing or updating screen at left, click on the **New Record** button in the menu bar at the top of the screen, or
2. From the Golfer Details Entry option on the Switchboard click on the **New** button, shown below.

Click either one now....

**Find Golfers**

Golf Link Number:   
First Name:   
Surname:



The screenshot shows a software window titled 'Golf Link' with a menu bar (Action, Edit, Query, Go, Help, Window) and a toolbar. The main window is titled 'Golfer Details (Golf Link No : )'. The form is divided into several sections:

- Name/DOB:** Fields for Title, First Name, Middle Initial, Surname, and Date Of Birth.
- Gender/Golf Union:** Radio buttons for Male and Female, and a dropdown menu for the Golf Union (currently set to 'Australian Golf Union').
- General:** Checkboxes for Professional, Mail Magazine, Mail Credit Offer, and Issue Card.
- Address/Phone:** Four lines for address, Country (Australia), Suburb, State (dropdown), Postcode, Ph (H), and Ph (W).
- Handicap:** Fields for Exact, Special, and Status (dropdown menu, currently set to 'Unallocated').

At the bottom left is a 'Membership' button, and at the bottom right is the text 'Audit Key: 170'.

## ...New Golf Members

A new entry screen is now shown, at left.

We can now type the details of the new Golf member into the respective entry boxes. Tab to or click into an entry box to add all details down to and including the telephone numbers.

On the right hand side of the screen click to select the **Gender** of the golf member. When we select **Male** we will see that the Golfer is assigned automatically to the Australian Golf Union. Likewise all **Female** Golfer members become members of Women's Golf Australia.

Under the **General** category click to tick **Professional** if the member is a professional golfer, **Mail Magazine** if this is requested by the new member, **Mail Credit Offer** if the member requests information about a Citibank Credit Card; and **Issue Card** to have a GolfLink card produced and mailed to the new member.

Let's have a look at the **Handicap**.

**HINT** : we will be advised by GolfLink if we have either not entered information in the correct way or if we have missed entering information where it is required, eg. the Surname



**Golf Link**  
 Action Edit Query Go Help Window

**Golfer Details (Golf Link No : )**

**Name/DOB**  
 Title: Mr.  
 First Name: John Middle Initial: R  
 Surname: Patterson  
 Date Of Birth: 05-APR-1953

**Gender/Golf Union**  
 Male  Female  
 Australian Golf Union

**Address/Phone**  
 Line 1: 154 Long Gully Road  
 Line 2:   
 Line 3:   
 Line 4:   
 Country: Australia Suburb: Bendigo  
 State: Victoria Postcode: 3556  
 Ph (H): 03 53826756 Ph (W): 03 53825284

**General**  
 Professional  
 Mail Magazine  
 Mail Credit Offer  
 Issue Card

**Handicap**  
 Exact: 16  
 Special:   
 Status: Normal

**Membership** Audit Key: 178

Count: \*0



## ....New Golf Members

We've now keyed in the personal details of our new member, Mr. John Patterson.

We have also requested that Mr. Patterson be issued a GolfLink card.

We have clicked into the **Exact Handicap** entry box keyed Mr. Patterson's Exact Handicap of 16. We then used the **Tab** key to move out of the Handicap entry box. When we did this the **Handicap Status** was changed from **Unallocated** to **Normal**.


Later on we'll look more closely at this Handicap Status issue and **Special Handicaps**.

Now click on the button marked **Membership**, or, hit the **Alt** and **R** keys at the same time.





**Membership - Summary**

Club No	Club Name	Memb No	Home Club	Valid Club Status	Playing Status
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


## ...New Golf Members

The **Membership Summary** screen is now shown, at left.

There are no Clubs shown yet for this member because he is a new member. We need to add these details. Here's how.

Click once on the blue highlighted square at the start of the first entry line to open the **Membership Detail** screen.

**Membership - Detail**

Club  

Membership No  **Generate New Membership Number**

Home Club  Valid Status  Playing Status

Audit Key: 178

If we know the GolfLink **Club** number, key it into the **Club** entry box and hit Tab twice or click the mouse into the **Membership No.** entry box.

If we don't know the **Club** number click on the arrow at the right hand side of the greyed out part of the Club entry box. A very handy searching tool then appears. We'll see it a few times in our use of GolfLink.

**Enter Reduction Criteria for Long-List**

**"your search tool"**

OK Cancel



## ...New Golf Members

Say that we wish to allocate the new member to the Royal Melbourne Golf Club. Simply type **%royal%**, click OK, or hit Enter and all Clubs names containing the letters **royal**, will be listed by the database.

Click on to select the Royal Melbourne Golf Club and click OK.

The Club name and number are immediately inserted in the Membership Detail screen.

Now click **Generate New Membership Number**. GolfLink now gives the new member a unique membership number for that Club.

Enter Reduction Criteria for Long-List

%royal%

OK

Club Names

Find %

Name	Club No
Royal Melbourne Golf Club	1
The Royal Sydney Golf Club	2
Royal Unisys Golf Club	3

Find OK Cancel

Membership - Detail

Club 1 Royal Melbourne Golf Club

Membership No  **Generate New Membership Number**

Home Club  Valid Status

Membership - Detail

Club 1 Royal Melbourne Golf Club

Membership No 3020 **Generate New Membership Number**

Home Club  Valid Status  Playing Status

Audit Key: 178



Membership - Detail

Club 1 Royal Melbourne Golf Club

Membership No 3020 **Generate New Membership Number**

Home Club  Valid Status  Playing Status

Audit Key: 178

## ....New Golf Members

Click to tick to indicate if this is the member's **Home Club**, if membership is **Valid** and if the **Playing Status** is active.

So that we don't lose all of our good work click on the **Save** button in the menu bar at the top of the screen. When we save the first Club entry we notice that the member has now been assigned their full, unique **GolfLink No.**

Golf Link

Action Edit Query Go Help Window

Golfer Details (Golf Link No : 0000103020)

Name/DOB Gender/Golf Union

Membership - Summary

Membership - Detail

Club 1 Royal Melbourne Golf Club

Membership No 3020 **Generate New Membership Number**

Home Club  Valid Status  Playing Status

Audit Key: 178

Now click on the **X** button to close the Membership Details screen.

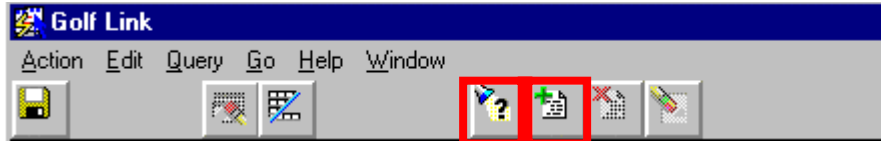
We will then be returned to the Membership Summary screen. By using the same process we've just covered we can continue to add further Clubs that the member may belong. Always remember to save the entry after each new Club is added.

When we've finished adding Clubs to the member's file, click on the **X** button on the Membership Summary screen to return to the main Golfer Details screen.





## What Do the Other Buttons Do?....



Find... New Record

Find Golfers

Golf Link Number

First Name

Surname

Golfer Details (Golf Link No : )

**Name/DOB**

Title

First Name

Surname

Date Of Birth

**Address/Phone**

Line 1

Line 2

Line 3

Line 4

Country  Suburb

State  Postcode

Ph (H)  Ph (W)

Mail Magazine

Mail Credit Offer

Issue Card

**Handicap**

Exact

Special

Status

Audit Key: 170

Click once on the Find button and the familiar **Find Golfers** screen appears, the one that we saw when we first double clicked on the **Golfer Details** option in the GolfLink Switchboard.

Or select **New Record** and we are given the option to key in the details of a new golfer.

To leave either of these screens click the  button in the top right hand corner of either screen.



**Golf Link**  
 Action Edit Query Go Help Window

Summary/Detail

**Golfer (Golf Link No : )**

Title	First Name	Init	Surname
Mr.	Ralph	J	Patterson
Mr.	John	R	Patterson

## ....What Do the Other Buttons Do?

The **Summary/Detail** button allows us to flip between : 1/. Viewing the full details of a member (below) and 2/. Seeing a list of members who were selected in the search that we made (shown at left).

**Golfer Details (Golf Link No : )**

**Name/DOB**

Title: Mr.  
 First Name: John Middle Initial: R  
 Surname: Patterson  
 Date Of Birth: 05-APR-1953

**Address/Phone**

Line 1: 154 Long Gully Road  
 Line 2:  
 Line 3:  
 Line 4:  
 Country: Australia Suburb: Bendigo  
 State: Victoria Postcode: 3556  
 Ph (H): 03 53826756 Ph (W): 03 53825284

**Membership**

**Gender/Golf Union**

Male  Female  
 Australian Golf Union

**General**

Professional  
 Mail Magazine  
 Mail Credit Offer  
 Issue Card

**Handicap**

Exact: 16  
 Special:  
 Status: Normal

Audit Key: 178

