

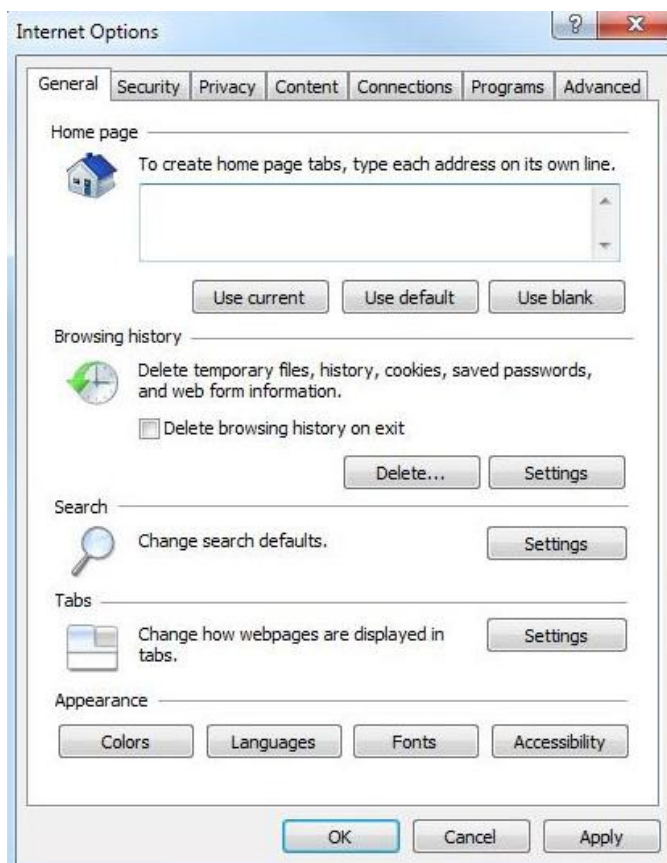
Competition pages set-up for first time use: -

Set up your Internet Explorer to be able to view the new Competition Pages on the Club website

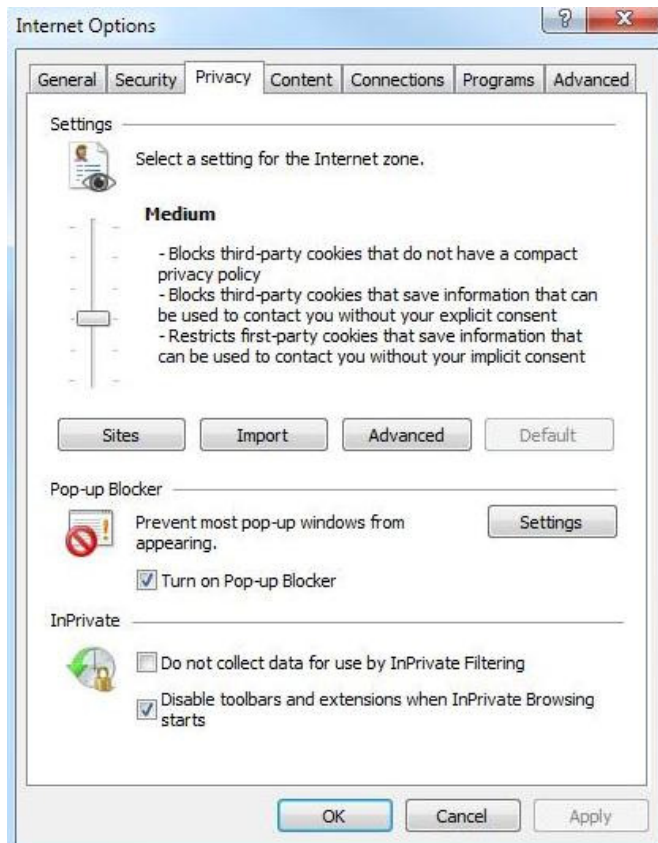
Three new competition pages on the club website are linked to our new match & handicap software from Handicapmaster. To use these pages Internet Explorer requires to use something called a ' *session cookie* '. This allows the application to verify your password and keep you logged in to the competition pages during the time your Internet Explorer is open.

This is what you need to do to set it up –

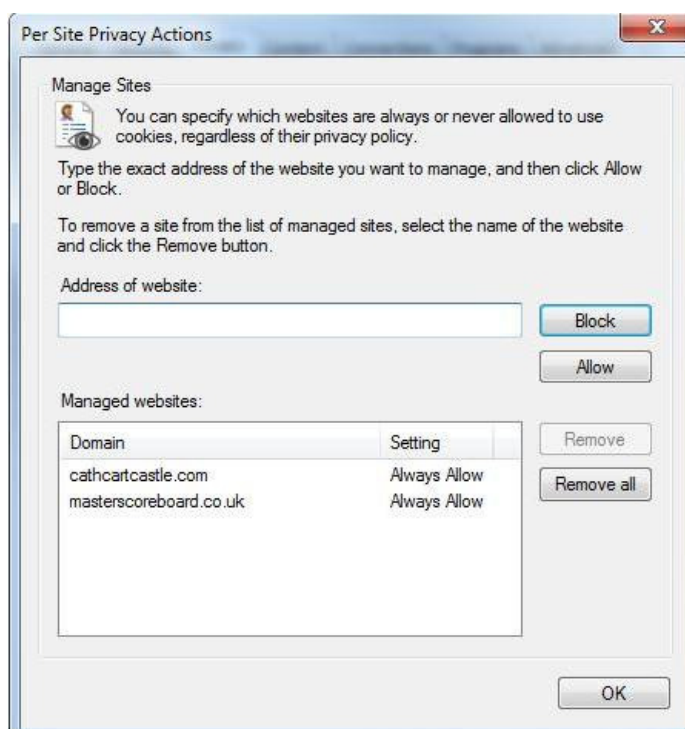
1. Open your Internet Explorer on any page
2. Click on ' **Tools** ' from the top menu bar
3. Select ' **Internet Options** ' – you should see a screen like the one below



4. Select ' **Privacy** ' from the top menu – you should see a screen like the one below



5. Look at 'Settings' – it is generally set at *Medium* and if not it is a good idea to position it at this level. You can do that by dragging the slider bar (this is optional)
6. Click on 'Sites' – you should see a screen like the one below (*managed websites will probably be empty at this point, ignore any data that is already there*)



7. Position your cursor at 'Address of website'
8. Type www.cathcartcastle.com – then click 'Allow' button.
9. Repeat this and type www.masterscoreboard.co.uk – then click 'Allow' button
10. You should see those 2 addresses now under 'Managed websites'
11. Click OK to close this window and do the same with any other open windows.
12. You do not need to repeat this process again, it is only required once.

Now go to the club's website at www.cathcartcastle.com and select 'Competition Results' from the Members menu bar as shown below –



The page will show 'Restricted Access - Password Required'.

Click on the arrow beside 'Select your Name' and highlight your own name.

Enter the same password that was previously provided to enter the Members Site. This was posted to you with the 2010 Governance details in February. If you do not have this information, please email secretary@cathcartcastle.com with your membership number and it will be emailed to you.

After you enter the password click 'login'. You will be prompted to enter a new password of your own choice. You may be asked to re-enter the password, please do so. **Remember this password** as you will need it every time you use the Competition pages on the website. You will now have access to the 'Competition Results' page and the 2 other restricted pages shown on the menu above, namely the 'Handicap Lists' and 'New Competitions' while your Internet Browser remains open. When you revisit the Club website, you only need to select your name and enter your personal password to gain access to those restricted pages.

This completes the set-up required.

Note : -If you do forget your personal password it can be reset on receipt of an email with your membership number to the Secretary. You can then repeat the above process to set up your own personal password.

Booking a competition from the website –

1. On the website Select '**Members**' then '**New Competitions**' from the top menu bar
2. Select your name from the list
3. Enter your password
4. Click '**Login**'
5. Click '**Book**' in the competition you want. If no competitions show '**Book**' the time and date when the competition will be open will be given
6. Select you preferred time band and click your name
7. System will acknowledge your time is reserved.

Summary of pages on Members Menu of club website –

Members Site – Club members private pages , username and password was provided with Club Governance details in February. Secretary can provide reminder on receipt of an email with your name and membership number.

Fixture Calendars – Lists Ladies and Gents fixtures including Sunday and Tuesday medals.

Competition Results – Comprehensive competition results including winners, scores, revised handicaps, scores analysis and more. **(Restricted page – requires login)**

Handicap Lists – Lists Ladies and Gents current handicap from last published date. Players can obtain a record of their handicap from recent competitions. **(Restricted page – requires login)**

Comp summaries – contains the various competition class winners, number of players in each competition (averaged after each competition) and the sweep results after each competition. An orange asterisk will appear against each competition when the sweep results are loaded. Archive data from previous year is available for comparison.

New Competitions – will list forthcoming competition dates and type. It will notify when bookings are scheduled to start for each competition. When the competition is open for booking the **Book** link will appear. Click on this link to view the booking sheet. Here you can select the time block in which you wish to book a time. When the competition closes the **Starting sheet** link will appear. Click this link to view the starting sheet. **(Restricted page – requires login)**

Other Competitions – will list results of other ad-hoc competitions such as Gala Day etc

Championships – lists Gents Club championship draws, and progress on each round to the Final. Archive data from previous year is available for comparison

Parlane McFarlane - advertises the Parlane McFarlane competition with Prize-winners list. The previous winners list from 1962 onwards (date competition first played) is available.

Prize Winner Roll – lists the Ladies and Gents annual competition trophy prize-winners list with archive data for previous 3 years on a rolling basis for comparison.