

HEAD OFFICE  
67 Mitchell Street  
George, 6530  
  
Tel: (044) 8735312  
Fax: (044) 8735312  
e-mail: jc@clubmaster.co.za  
internet:www.clubmaster.co.za

TECHNICAL SUPPORT  
Tel: (044) 873 5381  
Fax: (044) 873 5312  
e-mail : help@clubmaster.co.za

ENQUIRIES  
  
EMILE KASELOWSKI  
e-mail : emile@clubmaster.co.za  
  
J.C. NORTJE  
Mobile : 072 427 1623  
e-mail : jc@clubmaster.co.za



**clubmaster**  
f a c i l i t i e s   m a n a g e m e n t

## WWW.TEESHEET.CO.ZA PORTAL MANUAL



### ONLINE PORTAL MANUAL

If you have not registered on the site to receive a password, refer to the registration manual.

1. Open the site <http://www.teesheet.co.za>
2. Go to the **Club Member Sign In** section on the right hand side of the screen.
3. Select your **Golf Club** from the list of available clubs.
4. Type in your **South African ID number** that the club has on record for you. This is not your SAGA number it is your South African Citizen ID number as it appears in your **green ID book**. For foreign members this will be your **Passport Number** the club has on record of you.
5. Enter your **Password**.
6. Click on the **Log In** button.

The screenshot shows the website's navigation menu with options: Home, How Does It Work, How Do Clubs Join, Contact Us, and Clubmaster. Below the menu, a banner reads "Welcome to Teesheet.co.za". To the right, a "Club Member Sign In" form is highlighted with a red box. The form includes a dropdown menu for "Golf Club" (set to "George Golf Club"), a text field for "SA ID/ Passport Nr." (containing "7103295154087"), and a password field with masked characters. "Log In" and "Send me my Password" buttons are at the bottom of the form.

Once signed in, the portal menu will appear on the right hand side of the screen.

The screenshot shows a "Member Functions" menu with the following options: View Member Details, View Club Account Statement, View Spending Account Statement, View Club Tee Sheet, List All Future Bookings, Change Password, and Log Off.

We will explain the different Member functions next:

## 1. VIEW MEMBER DETAILS

This provides the member with the basic information the club has on record for the member. We do not allow members to change this information, but if the member finds any errors on their profile, they can contact the club and have it fixed.

### Registration Information

CLUB NUMBER	SAGA NUMBER	MEMBERSHIP TYPE
283	2700095367	Full Member Men

**Member Bio.**

TITLE	FIRST NAME	LAST NAME	GENDER	DATE OF BIRTH
Mnr	JOHANNES C	NORTJE	Male	1971-03-29

**Address Details**

PHYSICAL / POSTAL	BILLING ADDRESS	BILLING ENTITY
MITCHELLSTRAAT 67 GEORGE  6529	DIESELFDE	Mnr JOHANNES C NORTJE

**Contact Details**

LANDLINE	MOBILE	E-MAIL
448735312	0724271623	jc@clubmaster.co.za

## 2. VIEW CLUB ACCOUNT STATEMENT

The club account is the member's subscription account where all his club invoices are recorded. This is for all invoices except point-of-sale purchases. Not all clubs make use of clubmaster for invoicing members, so it is possible that this section might not have any invoices displayed.

Account Number: 283

DATE	DOC.	DESCRIPTION	CREDIT	DEBIT	BALANCE	VIEW
2012-05-15 12:55:35	656163	Account Purchase Inv# 656163	0.00	3855.00	-3855.00	
2012-06-27 11:00:58	2918	Payment Received	3855.00	0.00	0.00	
2013-07-13 12:31:04	5752	Payment Received	4212.00	0.00	4212.00	
2013-07-26 09:26:22	761206	Account Purchase Inv# 761206	0.00	4212.00	0.00	

As you can see above, it provides the member's account statement with invoices and receipts. You will also notice next to the invoices there is an hour glass. This means that you can view the invoice items. If I click on the hourglass for invoice#761206 the following is displayed:

DATE	DOC.	SERVED BY	LOCATION	STATION	AUTHORIZATION / NOTES
2013-07-26 09:26:22	761206		Bar	GGCWS1	






  

ITEM DESCRIPTION	COST	QTY	DISCOUNT	TOTAL
SUBSCRIPTION FEES FULL MEMBER 2013 - 2014	3645.00	1.000	0.00	3645.00
FESTIVAL DRAW TICKET (OPTIONAL)	200.00	1.000	0.00	200.00
SAGA AFFILIATION FEE 2013 - 2014 # No Vat #	250.00	1.000	0.00	250.00
HANDICAPS NETWORK AFRICA CARD FEE 2013	117.00	1.000	0.00	117.00
			Subtotal	4212.00
			Gratuity	0.00
			Total	4212.00

### 3. VIEW SPENDING ACCOUNT STATEMENT

The spending account is the member's pre-funded account for clubs that make use of this function. This is the account where members load money into the account and can use the monies to pay for golf, pro shop or food and beverage purchases in the club instead of walking around with money in their pockets. You will get a chronological list of transactions on the spending account when you click on it.

Account Number: 283

DATE	DOC.	DESCRIPTION	CREDIT	DEBIT	BALANCE	VIEW
2013-08-03 17:05:12	763247	Account Purchase Inv# 763247	0.00	64.00	302.50	
2013-08-03 16:47:40	763221	Account Purchase Inv# 763221	0.00	76.50	366.50	
2013-08-03 11:05:48	5912	Payment Received	200.00	0.00	443.00	
2013-08-03 11:05:31	763112	Account Purchase Inv# 763112	0.00	60.00	243.00	
2013-07-25 16:56:19	761098	Account Purchase Inv# 761098	0.00	36.50	303.00	
2013-07-25 11:45:38	761022	Account Purchase Inv# 761022	0.00	26.00	339.50	

As you can see from the above all purchases and deposits as well as the rolling balance of the account is provided. Next to all invoices there is an hour glass. If you click on the hour glass, the invoice details will be displayed as follows:

DATE	DOC.	SERVED BY	LOCATION	STATION	AUTHORIZATION / NOTES
2013-08-03 17:05:12	763247		Bar	BAR4	Authorized By: JC NORTJE (Card)

ITEM DESCRIPTION	COST	QTY	DISCOUNT	TOTAL
Large Chips	14.00	1.000	0.00	14.00
Biltong 100g	25.00	1.000	0.00	25.00
Biltong 100g	25.00	1.000	0.00	25.00
			Subtotal	64.00
			Gratuity	0.00
			Total	64.00

On this invoice display you can see how the transaction was closed to ensure the security and integrity of the account. For the above invoice you can see at the top the invoice was settled using JC NORTJE's **card**. **Card means the members SAGA or social card was used for settlement authorization. For clubs making use of fingerprints scanners as well it will indicate fingerprint instead of card.**

In cases where a member's card might be faulty or not on his person, the club's supervisor will be able to settle purchases onto account. In these cases the supervisor's name and explanation of why they settled the invoice would appear in the notes field.

#### 4. VIEW CLUB'S TEE SHEET

This section is where members can view the teesheet for a specific day to check availability and also make bookings for specific days. If you click on this option you will be presented with the current day's tee sheet.

Date:

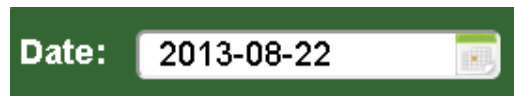
GEORGE GOLF CLUB, THURSDAY, 22 AUGUST 2013				
FIRST TEE				
Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	G C GARRETT	DAWID STEPHANUS KRUGER	GERRIT ALDERT VAN ZYL
08:03	BERT DE JONG	PETER BULL	A J GELDERBLOM	LESLIE ERNEST WAHL
08:10	CLIVE H JOHNSTONE	W N DU PLESSIS	APOSTELS	APOSTELS
08:17				
08:24	H HOFMANN	ADA BARENDINA DEN HOLLANDER	GRANT OSWALD NOVEMBER	
08:31	WARREN STIRLING	WARREN STIRLING	WARREN STIRLING	WARREN STIRLING

- Red slots indicate times that are no longer available
- Open Green Slots indicate an open slot where anyone can make a reservation

- Green slot with writing in it indicates that the slot is available but only certain groups of members can reserve in these slots. In the above figure the 8:10 green slots are for APOSTELS as you can see. Certain clubs will allow members to click in these slots and make reservations, but others would prefer members to phone in to make reservations for these slots as there are certain special conditions that must be met.

## SELECT DATE

At the very top of the screen you can select the date that you want to see the teesheet for. Most clubs have a one or two week window where members can see sheets into the future.



If you click your mouse in the date, a calendar will appear for you to select the date you wish to see a teesheet for.

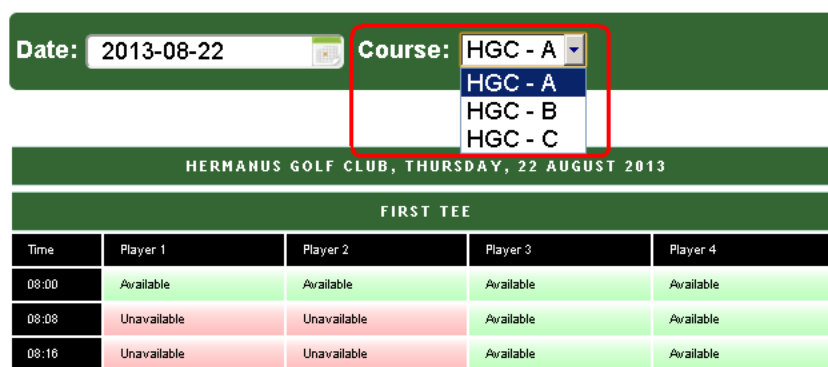


If you select a date too far into the future you will receive the following message:



## MULTIPLE COURSES

For clubs with multiple courses, there is a course selector next to the date. To select a teesheet for a specific course, click on the course selector and you will get a list of all the available courses.



## 5. LIST ALL FUTURE BOOKINGS

This option gives you a list of all your future booking you have on the system and also who you are playing with. If you have no booking you will see this message:

DATE	TIME	TEE	COURSE	NOTE
You do not have any bookings in the future				

If you have a future booking you will see the following information on the screen:

DATE	TIME	TEE	COURSE	NOTE
Thursday, 29 August 2013	08:24	Front Section	George Golf Club	
PLAYER SLOT	PLAYER NAME			
Player 1	H HOFMANN			
Player 2	JC NORTJE	Delete		
Player 3	GERHARD STREICHER	Delete		
Player 4	empty	Book		

From the above you can see JC NORTJE has a future booking for 29 August 2013 at 08:24 on the front section. He will be playing with H Hoffmann and Gerhard Streicher. There is currently no 4<sup>th</sup> player booked.

From this screen you can make and change the reservation, but we will cover that in the booking section below.

## 6. CHANGE PASSWORD

In this section you can change the password the system provided you with to your own personal password. Type your new password twice and click on the **Change My Password** button to make the change to your password.

### Change Password

New Password	<input type="password"/>
Type New Password again	<input type="password"/>
<input type="button" value="Change my Password"/>	

## 7. LOF OFF

This will log you out of the online portal.

## 8. MAKING BOOKINGS DIRECTLY ON THE TEE SHEET

When you want to book for golf, you have the option to book one 4-ball per given day online you may book as many 4-balls on separate days as you wish. You can book yourself as well as fellow members, member guest or affiliated/non-affiliated visitors in your 4-ball. You have complete control over the 4-ball you book. This means you can add and remove players from your 4-ball at any time before the day of play. If you booked any additional members, those members will also be able to unbook themselves from their booked slot. They will however not have access to the other players booked in the 4-ball. You are allowed to make changes to yourself or the people you booked and no other persons on the teesheet.

### IDENTIFY YOUR BOOKINGS ON A TEESHEET

When you view a teesheet, the bookings you made and can change on any specific day will appear in BLUE. See the figure below


GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013				
FIRST TEE				
Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON
08:03	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:10	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:17	N J R GALVN	N J R GALVN	N J R GALVN	
08:24	H HOFMANN	JC NORTJE	GERHARD STREICHER	
08:31				

### MAKE A BOOKING FOR YOURSELF

To make a booking for yourself, open the teesheet for the day you want to make the reservation and find an open green slot on the teesheet. For the picture below I want to book myself in the open slot at 08:24 with H HOFFMANN.

GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013				
FIRST TEE				
Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON
08:03	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:10	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:17	N J R GALVN	N J R GALVN	N J R GALVN	
08:24	H HOFMANN			
08:31				

Move the mouse to the green slot next to H HOFFMAN and click the left button on the mouse. You will be asked if you want to make a booking for yourself.

GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013				
FIRST TEE				
Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON		
08:03	APOSTELS	APOSTELS		
08:10	APOSTELS	APOSTELS		
08:17	N J R GALMN	N J R GALMN		
08:24	H HOFMANN			

The page at [www.teesheet.co.za](http://www.teesheet.co.za) says:

Make a booking on Thursday, 29 August 2013 at 08:24?

If you click on OK, you will be booked in this slot. Your name is now in BLUE, indicating that you made the booking and can change it if you wish..

GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013				
FIRST TEE				
Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON
08:03	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:10	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:17	N J R GALMN	N J R GALMN	N J R GALMN	
08:24	H HOFMANN	JC NORTJE		
08:31				

### ADDING ANOTHER MEMBER TO YOUR BOOKING

If you want to add another member with you, click on the green slot next to your name to make another booking. The following screen will appear:

**Booking Confirmation**  
Book who else?

Affiliated Visitor  
 Member Guest

OR

Another Member:  (Search by the person's surname)

In the box next to "Another member" type the clubnumber or surname of the member you want to book with you. The system will provide a list of people based on what you have entered:



- Affiliated Visitor
- Member Guest

OR

Another Member:  (Search by the person's surname)

NUMBER	TITLE	NAME	SURNAME	MEMBERSHIP TYPE
Mnr	1600	A J	BOTHA	Student Member
Mnr	889	ANDRE	BOTHA	Full Member Men
Mr.	1704	MICHAEL HENDRIK	BOTHA	Student Member
Mnr	2690	PIETER B	BOTHA	Full Member Men
Mr	2462	RAYMOND	BOTHA	Full Member Men

Move the mouse over the member you want to book. Their name will be highlighted in green. Click the left mouse button and the system will ask you if you want to book the person with you.



If you click on OK the booking will be made.

GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013				
FIRST TEE				
Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON
08:03	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:10	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:17	N J R GALVN	N J R GALVN	N J R GALVN	
08:24	H HOFMANN	JC NORTJE	PIETER B BOTHA	
08:31				

### BOOK A VISITOR WITH YOU

If you do not know who will play with you, you can book a visitor with you. Let us book a visitor in Player 4 with us. So click on the open green slot next to BOTHA to go to the booking screen.

Click on the **Affiliated visitor** option and then click on the **Book** button at the bottom

**Booking Confirmation**  
Book who else?

Affiliated Visitor  
 Member Guest

OR

Another Member:  (Search by the person's surname)

The visitor will be reserved with you as can be seen below:

GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013				
FIRST TEE				
Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON
08:03	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:10	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:17	N J R GALVN	N J R GALVN	N J R GALVN	
08:24	H HOFMANN	JC NORTJE	PIETER B BOTHA	Visitor AFFILIATED
08:31				

## 9. REMOVING BOOKINGS FROM THE TEE SHEET

You are allowed to remove or change any bookings you have made on the teesheet. Your bookings will appear in blue on the sheet. The picture below, we want to remove the booking for the Affiliated Visitor booked with your 4-ball:

GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013				
FIRST TEE				
Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON
08:03	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:10	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:17	N J R GALVN	N J R GALVN	N J R GALVN	
08:24	H HOFMANN	JC NORTJE	PIETER B BOTHA	Visitor AFFILIATED
08:31				

Take your mouse and click on the affiliated visitor to delete him:

**GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013**

**FIRST TEE**

Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON
08:03	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:10	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:17	N J R GALMN	N J R GALMN	N J R GALMN	
08:24	H HOFMANN	JC NORTJE	PIETER B BOTHA	Visitor AFFILIATED
08:24				

The page at [www.teesheet.co.za](http://www.teesheet.co.za) says:

Are you sure you want to delete this booking of Visitor AFFILIATED?

Clicking on the OK button will delete this booking, CANCEL button takes you back to the page where you came from.

As you can see a box will appear asking you if you want to delete the Affiliated Visitor from the booking. Click on OK to remove the booking.

**GEORGE GOLF CLUB, THURSDAY, 29 AUGUST 2013**

**FIRST TEE**

Time	Player 1	Player 2	Player 3	Player 4
07:56	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON	BRIAN WILSON
08:03	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:10	APOSTELS	APOSTELS	APOSTELS	APOSTELS
08:17	N J R GALMN	N J R GALMN	N J R GALMN	
08:24	H HOFMANN	JC NORTJE	PIETER B BOTHA	

## 10. MANAGING BOOKINGS FROM THE FUTURE BOOKINGS SCREEN

It is also possible to manage your bookings from the future bookings screen. By clicking on future bookings, you will see the booking for this 4-ball as in the previous section.

DATE	TIME	TEE	COURSE	NOTE
Thursday, 29 August 2013	08:24	Front Section	George Golf Club	
PLAYER SLOT	PLAYER NAME			
Player 1	H HOFMANN			
Player 2	JC NORTJE	<input type="button" value="Delete"/>		
Player 3	PIETER B BOTHA	<input type="button" value="Delete"/>		
Player 4	empty	<input type="button" value="Book"/>		

Looking at this booking you see the following:

**H HOFFMAN** – There is an empty box next to this player. This means you have not made his reservation and can not make any changes to his reservation

**JC NORTJE & PIETER B BOTHA** – There is a delete button next to these players. That means you have made their bookings and are allowed to remove the bookings if you want to. To remove the booking, merely click on the **delete** button.

**Player4 Empty** – This indicates that slot 4 is open and there is a **book** button that allows you to make a booking for someone in that slot.

Let us remove Player BOTHA by clicking on the **Delete** button.

PLAYER SLOT	PLAYER NAME	
Player 1	H HOFMANN	
Player 2	JC NORTJE	Delete
Player 3	PIETER B BOTHA	Delete
Player 4	empty	Book

The page at [www.teesheet.co.za](http://www.teesheet.co.za) says:

Are you sure you want to delete your booking?

Clicking on the OK button will delete your booking, CANCEL button takes you back to the page where you came from.

If you click on OK, BOTHA will be removed from the booking:

DATE	TIME	TEE	COURSE	NOTE
Thursday, 29 August 2013	08:24	Front Section	George Golf Club	

PLAYER SLOT	PLAYER NAME	
Player 1	H HOFMANN	
Player 2	JC NORTJE	Delete
Player 3	empty	Book
Player 4	empty	Book

By clicking on the Book button, you go through the normal process to book someone with you.

**Booking Confirmation**  
Book who else?

Affiliated Visitor  
 Member Guest

OR

Another Member:  (Search by the person's surname)

NUMBER	TITLE	NAME	SURNAME	MEMBERSHIP TYPE
Mnr	2803	GERHARD	STREICHER	

The page at [www.teesheet.co.za](http://www.teesheet.co.za) says:

Are you sure you want to book GERHARD STREICHER?

OK Cancel

After clicking on OK STREICHER is now booked with you.

DATE	TIME	TEE	COURSE	NOTE
Thursday, 29 August 2013	08:24	Front Section	George Golf Club	

PLAYER SLOT	PLAYER NAME	
Player 1	H HOFMANN	
Player 2	JC NORTJE	Delete
Player 3	GERHARD STREICHER	Delete
Player 4	empty	Book