

Old Tonbridgian Golfing Society Website Members' Information

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HOW THE SITE WORKS

In order to access certain areas of the site and to manage your involvement with fixtures, you will need to log in. Please see the section *Logging in* below.

If you have logged in recently, the website will remember your access level from your previous visit, and will show you the administration links. However, for security reasons you will still need to log in to perform any administrative actions.

Site structure

Page name		Contents of page
<i>Welcome</i>		Introduction
<i>News</i>		Latest news
	<i>Archive</i>	Old new items
<i>Fixtures</i>		Future fixtures
<i>Results</i>		Past fixtures
<i>Membership</i>		Membership information
	<i>My membership details</i>	Allows you to amend your details, including your e-mail, password, contact and golfing details.
	<i>Membership Database</i>	List of all members
	<i>Links to Clubs</i>	A list of clubs where we play our fixtures
<i>Shop</i>		How to order OTGS clothing etc.
<i>Help</i>		Information on how to use the website
<i>Contact Us</i>		Contact information

Note: Because the *Contact Us* section contains personal information, you will need to log in to view the contact details of everyone apart from the Hon. Secretary.

Logging in

In order to log in you will need to know the actual e-mail address that the OTGS holds for you, as well as your own OTGS password. Unless you have changed them, these will both be found in the e-mail that you were sent when you were registered with the website. Please note that the e-mail address and password held by the OTGS are not necessarily the same as you may be using for the Old Tonbridgian Society website.

How to log in

1. Open the *Log in* form.
Before you log in, at various points around the website you will see boxes that say:
Have you registered your e-mail address with the OTGS? If so, click here to log in.
To open the log in form, you can either click on the link in those boxes, or you can select the *Log in* link in the main navigation bar.
2. You will be asked for your e-mail address and your OTGS password. Type them in. (Your password will appear as dots or asterisks for security).
3. Click on the *Log in* button underneath.
4. Provided you have entered your details correctly, you will be logged in. You can now return to using the website, and you will now be able to access the restricted areas.

What to do if you have forgotten your OTGS password

If you cannot remember your password, first of all don't worry - everyone does it! We have provided you with a simple way that you can change it without having to wait for someone else to do it for you.

If you need to create a new password, follow the steps below:

1. Open the *Log in* form (see Step 1 of "**How to log in**" above)
2. Click on the link at the bottom that says *Forgotten your password? Click here to change it.*
3. Enter your e-mail address in the box.
4. Click on the *Request a password change* button.
5. Your request will be registered, and you will be sent an e-mail. This will usually only take a minute or two to arrive, although it may take a bit longer if the internet is busy. Keep checking your e-mail until it arrives - it will be addressed from *OTGS Webmaster* and will have the subject *Change password*.
 - If it does not arrive rapidly, resist the temptation to go back and request it again - you can only have one request at a time. If you make a second request, it will override the first one and you will have to wait even longer for the second e-mail to arrive!
6. When it arrives, your e-mail will contain a website address, such as:
<http://www.otgs.org.uk/auth/1/chocolate123teapot>
 - The end of the address will be different each time - it's a randomly generated authentication code that will prove that you are who you say you are. It will only be valid for 48 hours, so if you leave it longer you may need to start again from step 1.
7. Click on this link, or type it in to your web browser, and you will be taken back to the OTGS website.
8. Your authentication code will be checked, and if the website agrees that you are who you say you are, you will be allowed to type in a new password. Type the same password into the two boxes to make sure that you didn't make any spelling mistakes the first time.
9. Your password will now have been changed, and you can now use it to log in (see "**How to log in**" in this document).

Note: You will **never** receive an e-mail from OTGS asking you to visit a website to type in your current password, and if you ever receive a *Change password* request that you did not initiate, you should ignore it.

What to do if you have forgotten the e-mail address you supplied to the OTGS

If you forget your e-mail address, take a guess. Nothing bad will happen if you get it wrong.

If you still can't remember it, please send the Hon. Secretary an e-mail telling him this, and it will be changed for you.

How to log out

To log out of the website once you have finished using the website, click on the *Log out* link in the main navigation bar.

FIXTURES

The *Fixtures* section lists all fixtures that are due to take place. A short summary of each fixture will be listed along with a link to help you find more details.

When you are logged in, you will be able to register your interest in playing in a fixture by clicking on the *Details* link. There is also a link at the top of the page to list the fixture in which you have an involvement.

Fixture details, applying to play (and dropping out)

To see the full details of a fixture, click on the *Details* link next to the fixture that you are interested in. You will be shown the full information for that fixture.

If you are logged in, you will be able to apply to play in the fixture from this screen, or you can remove yourself from the list if you have already applied.

Applying to play in the fixture

When logged in:

1. Select *Fixtures* from the main navigation bar.
2. Click *Details* next to the fixture that you are interested in.
3. Scroll to the bottom of the fixture details, and see if there are still places available to play.
4. **If there are still places:** Click on the link to apply to play in the fixture.
 - i. A short summary of the fixture will be shown, and you will be asked to confirm that you wish to play.
 - ii. If you are sure, click on *Yes, I will be available to play in this fixture.*

If there are no spaces left: Don't worry, you can still apply to play in the fixture - if someone pulls out or the fixture organiser finds that he can accommodate more players than anticipated, you may be able to play. Click on the link to add your name to the reserve players list.

- i. A short summary of the fixture will be shown, and you will be asked to confirm that you wish to play.
- ii. If you are sure, click on *Yes, I will be available to play in this fixture.*

Note: **Applying** to play in the fixture means just that - it does not necessarily mean that you will be playing.

Once you have applied to play in a fixture, your name will be on the list of reserve players until the fixture organiser moves your name onto the list of confirmed players. You will be sent an e-mail when the fixture organiser has confirmed your selection to play in the fixture.

If the fixture is an OTGS Meeting, the fixture organiser will need some extra information from you before they can confirm that you will be playing. You will be prompted to download a form, which you can then fill out and either e-mail it or print and post it back to the fixture organiser.

Dropping out of a fixture (discouraged!)

If you have applied to play, or if you have been confirmed, you can remove yourself from the list of players.

When logged in:

1. Select *Fixtures* from the main navigation bar.
2. Click *Details* next to the fixture that you wish to remove yourself from.
3. Scroll to the bottom of the fixture details, and you will see a box either saying *You have applied to play in this fixture* or *You are playing in this fixture*.
4. Click on the link to remove your name from the list of players.
5. You will be taken to a confirmation page, where you are asked if you are sure you want to remove yourself from the list.
6. Optional: The fixture organiser will be sent an e-mail saying that you have removed yourself. If you would like to, you can add a personal message; just write your note in the box.
7. If you are sure that you want to remove yourself from this fixture, click on the button that says *Remove me from the list*.

Your name will be removed from the list, and you will be shown a message saying that you will not be playing in the fixture.

RESULTS

The results section lists all fixtures that took place in the past. A short summary of each fixture will be listed, along with a link to find more details, such as the Match Manager's report on the match.

MEMBERSHIP

When logged in, you will be able to use the membership section to:

- manage your personal membership details (i.e. change of address, handicap etc.)
- look at the membership database
- have a look at the websites of the clubs where we hold our meetings

Managing your own membership details

Your membership details consist of your login details (your e-mail address and password) and your OTGS personal details (your address, golf handicap etc).

Changing your e-mail address

It is important that you keep your e-mail address correct and up-to-date on our system. This is necessary because you use your e-mail address whenever you log in, and we will occasionally use it to contact you. We will also use it to send you notification of any changes to fixtures which you have signed up to play in. We also need to have your correct e-mail address to assist you if you forget your password and need to change it.

To change your e-mail address:

1. Select *Membership* from the main navigation menu.
2. Click on *My membership details*.
3. Click on *Change e-mail address*.
4. You will be presented with a form where you can change your e-mail address.
5. Your e-mail address can be listed in the membership database, so that other members can send you an e-mail.
 - Your e-mail address will never be made available outside the OTGS - only to other members who have logged in.
 - If you do not wish other OTGS members to see your e-mail address, remove the tick in the box that says *Display my e-mail address in my membership database profile*.
 - If there is no tick in the box, your e-mail address will not appear, although OTGS members can still use the website to send you an e-mail.
 - Your e-mail address will always be visible to the Hon. Secretary.
6. Once you have made your changes as above, click on the *Change e-mail* button at the bottom.

Changing your password

If you cannot log in because you cannot remember your password, you can change it by following the instructions for "**What to do if you have forgotten your OTGS password**" in the "**Logging in**" section of this document.

If you are already logged in and wish to change your password:

1. Select *Membership* from the main navigation menu.
2. Click on *My membership details*.
3. Click on *Change password*.
4. For security reasons you will be asked to enter your current password (the one from which you are changing).
5. Enter your new password, and re-type it in the third box to ensure that you typed it correctly.
6. Click on the *Change password* button.

Changing your OTGS personal information (address, handicap etc)

Your OTGS personal information will be displayed in your profile in the membership database. It will only be available to other members of the society, not to the general public.

It is important that you keep it up-to-date, because it is also used by the Hon. Secretary and fixture organisers if they need to contact you.

1. Select *Membership* from the main navigation menu.
2. Click on *My membership details*.
3. Click on *Change personal information*.
4. You will be presented with a form that allows you to make changes to all of your personal information that is on the system.
5. Once you have made your changes, click on the *Save changes* button at the bottom.

Your changes will appear in the membership database immediately.

Using the membership database

Note: The details held in the membership database will not be, and are not to be, used for commercial purposes.

Finding a specific member

1. Select *Membership* from the main navigation menu.
2. Click on *Membership Database*.
3. Use the search form at the top to find the OTGS member. Type in their first name and/or last name, and click *Search*.
4. The system will search for all players who look like a match for your search. They will be split into two sections:
 - **Exact matches** are those people who exactly match what you typed in.
 - **Partial matches** are those people who have your search as part of their namePartial matches are useful if case you aren't entirely sure how to spell their full name - just type in part of the name and look through the results. For example, typing *Mont* into the surname field will list *Tony Monteuis* under the partial matches.
5. Find the user who matches, and click on their name. You will be taken to their membership profile.
 - If the person you are looking for is not listed, you can change your search parameters and try again.

Sending an e-mail to a member

If the member has opted to have their e-mail address listed in the membership database, you can simply use that to send an e-mail to them using your normal e-mail software.

If the member has opted to keep their e-mail address private, you can contact them via the website:

1. Follow the instructions in *Finding a specific member* in this document to find the membership profile of the person you want to e-mail.
2. Their e-mail address will be listed as *Address hidden* - click on *contact through the website*.
3. You will be taken to an e-mail form.
4. Set a subject and write your message.
5. Click on the button that says *Send message*.

IF YOU STILL NEED HELP

If, despite these instructions you are still struggling, please take one of the following actions:

1. Please try again!
2. For help with golfing matters, contact Tony Monteuis, preferably by e-mail.
3. For technical help with the website, contact Richard Terry, preferably by e-mail.

Contact details for both Tony and Richard are listed in the *Contact Us* section, available at:

<http://www.otgs.org.uk/contactus/>

Privacy Policy and Terms and Conditions

Members are deemed to have given their consent to the information appearing on the OTGS website (as described above) if they have not informed the Hon. Secretary that they wish such information to be suppressed.

For more information on our privacy policy and terms and conditions, please see the following pages:

<http://www.otgs.org.uk/privacy/>

<http://www.otgs.org.uk/terms/>