

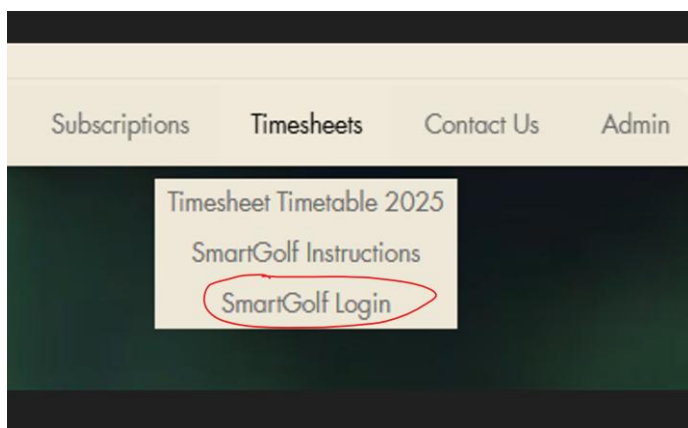


## TIMESHEET INSTRUCTIONS

Cope Golf Alliance timesheets are hosted on Dublin based SmartGolf Systems <https://smartgolfsystems.com/>. The software works equally well on all devices, computers, tablets, smart phones (landscape view is preferable).

### Login – Option 1

Log in to the SmartGolf software by going to the Timesheet Tab on our website <https://www.copegolfalliance.com/time-sheets-1> and click on ' SmartGolf Login'.



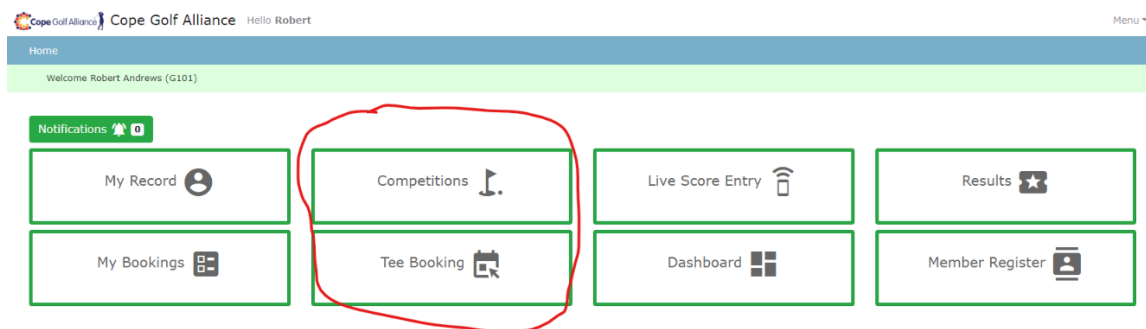
### Login – Option 2

Enter this URL in your browser [https://club.smartgolfsystems.com/member\\_login/CGA](https://club.smartgolfsystems.com/member_login/CGA)

In the login window enter your PIN number - if you are a Lady put L before your number or G if you are a Gent (eg L100, G100) or alternatively login with the email address that we have for you on our database.

Enter the default password (which you have been advised of previously) and you may wish to change your password. If so, follow the instructions on screen.

Once logged in you will be taken to the page as shown on the screenshot below and Click on Tee Booking. Cope Golf Alliance is only using the Tee Booking modules of the SmartGolf system.



Scroll to the date of your competition. You can book a slot either on your dedicated Club tee sheet or on the relevant line on the master sheet. We think it best to book on your club's dedicated tee sheet. During the first 5 days of the booking period reservations are restricted to your own club's sheet or line. During the final days of the booking period reservations are unrestricted across all available time slots on any of the four club's timesheets <sup>1</sup>. If you are on the waiting list, you will assigned the first available slot within your chosen time range.

You can book (click the Green Book button) up to three friends on each line if playing in fours and two friends if playing in a three ball. If your desired time is not available, there is a waiting list button where you put your name and in a time range. You can remove (click the Green Edit button) any booked slots and the booked member can also remove him/herself.

You may use your PIN (L100, G100 etc.) to enter your name or start typing your name in the time slot.

The system will issue an email confirming your booking.

#### Footnote <sup>1</sup>

During the unrestricted period you may put your name on any of the four club's timesheet. There is an additional move that must be made to effect this. In the example below – screenshot 1 - Douglas member Jackie O'Leary wishes to join the Monkstown timesheet. As it is a Monkstown sheet and Jackie is a Douglas member, she must click the down arrow in the box that says Monkstown Ladies C2 and select Douglas Ladies C2 – see screenshot2.

The image shows two screenshots of the booking interface. The top screenshot shows four slots, each with a name and a competition dropdown. Slot 1: Mary O'Sullivan (L149), Slot 2: Jackie O'Leary (L354), Slot 3: Liz Barron (L109), Slot 4: Jane Ryan (L336). All competitions are set to 'Monkstown Ladies (C2)'. Below the slots are 'Finish' and 'Cancel' buttons. The bottom screenshot shows the same four slots, but the competition dropdown for Slot 2 has been changed to 'Douglas Ladies (C2)'. The 'Finish' and 'Cancel' buttons are still present.