

New Electronic Sign-up System for the Weekly Ladies Groups (2020 Golf Season)

An online sign up system has been developed. It is on the Ladies website and it uses google forms (ie. as the Club is using for take out and the ballot system for weekend golf).

System Objectives:

- To provide a way for Dundas Ladies to organize a golf game
- To provide some form of fellowship

Due to the pandemic, it is recognized an online method had to be developed to replace the paper sign-up system that was on the bulletin boards in the locker room.

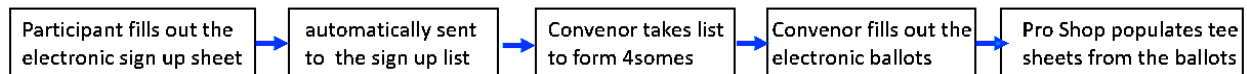
It should be noted under Phase 1 of the Club opening, there are no official games within the groups or speciality events (eg. Stableford etc).

What this System Cannot Do:

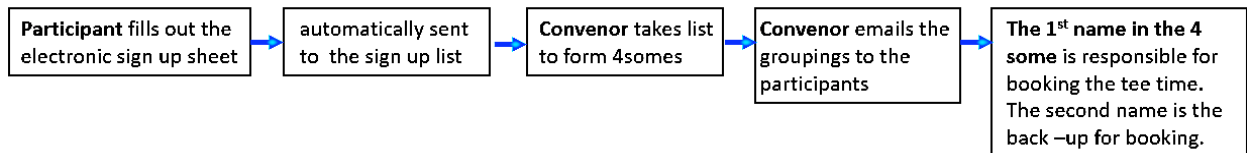
- It needs to be recognized that this system will not guarantee a tee time. The Club has had to reduce the number of tee times.
- It will not enable the ladies to play consecutively as in the past. – the tee times could be scattered through the days. The intent is to target morning tee times for Monday, Thursday and Saturday AM and 12:30 pm start for Saturday PM.

System Process Steps:

The process for Saturday AM/PM is as follows:



The process for Monday and Thursday is as follows:



Note: participants do not have access to the sign up list. This is for the convenors.

Roles and Responsibilities:

Participants:

- are responsible for signing up and cancelling out if they can't make their tee time (as per instructions below)
- for Monday and Thursdays – booking tee times (as per instructions below)

Convenors:

- are responsible for taking the sign up sheets and making up the 4some's
- for Saturday AM/PM – filling out the electronic ballots for submission to the Pro Shop
- For Monday and Thursday – issuing an email to the participants with the 4some's so that the participants know who is responsible for booking the tee times. The email addresses for each participant in the 4some is to be included. This will enable each 4some to easily contact each other if having to cancel out.

How to sign up:

Go to the Ladies website <http://www.dvgladiesgolf.com/index.htm>

On the home page you will find “buttons” to select which day you are looking to sign up for.

Sign-up Sheets



Click on one of the options and it will bring up a google form page for you to complete. You can sign up many weeks in the future. Just pull up the form again and fill out.

Sign up deadlines are as follows:

Monday sign up – by noon on the Wednesday before

Thursday sign up- by noon on the Saturday before

Saturday AM sign up – by noon on the Monday before

Saturday PM sign up – by 6 pm on the Friday (ie. 8 days before date of play)

You will receive a confirmation email that you have successfully signed up. **Please ensure to keep that email so that you can edit if required.**

How to cancel your sign up:

You can use your confirmation email to cancel out your sign up as long as you are within the deadline for submission (days/times as noted above).

If you need to cancel after that deadline, you will see the following instructions on the website:

- All submissions are time-stamped so the convenor will know the exact date/time your submission has been made. ***If you missed the deadline*** then you will have to call the Pro Shop, once the online club tee sheet is set, to add your name or to cancel your tee time.
- You will also need to email the players in your 4some to make them aware that you have cancelled.

For those that are signing up for Monday and Thursdays – there is a need to book tee time:

The Monday and Thursday convenors will be sending out weekly by email the 4somes for the ladies that have signed up.

It is the responsibility of each 4 some to book their time. The first name for each group will have the responsibility of booking a tee time on line or by phone. If you are unable to book the tee time, please contact the second person in the group. That person is the designated back-up.

Ie.

Monday – booking is available at 7 or 7:30 am (depending on the month) on Friday before

Thursday – booking is available at 7 or 7:30 am (depending on the month) on Monday before

Note: just a reminder for any player requiring one of the Club carts, you will need to call the Pro Shop to reserve once you have your tee time.