

NSWVGA MEMBERSHIP REGISTER

USER NOTES

The objective of the NSWVGA Membership Register is to provide a central record where Tournament committees can check the membership validity of players.

Each Group or Club Secretary should keep their own records of their members. It is expected that these records will typically include contact and other personal information.

To comply with Data Protection and Privacy legislation, the central Register does not contain any personal information about members. The central Register should be updated by Group or Club secretaries to synchronise it with the local records.

If you have any difficulties with updating the central Register, we will be happy to help – just send an email to membreg@nswvga.com.au.

If you would prefer us to update the Register for you, please send us the full details for each member (GolfLink number, first name, last name, gender, payment date, valid through year, affiliation group) in a spreadsheet. We will process the updates and return a spreadsheet to you with the result for each member.

1. **Logging out**

The 'Logout' link is at the top left of each page, under the title. Every time you finish working with the Register, make sure you log out **and close the tab**. If you have a significant pause in your work (say more than 10 minutes), it is best to also do this.

When you log out and close the tab, temporary context files are deleted. If you fail to log out, these temporary files can sometimes cause problems when you next try to use the system. Logging out, closing the tab and then restarting in a new tab should clear the problems.

2. **Avoid re-keying data**

When entering data, it is strongly recommended that data is copied and pasted from a digital record wherever possible.

Re-keying data gives a much higher risk of entry errors, especially when working from a printed list.

3. **Membership year**

The NSWVGA membership year is the same as the calendar year – 1 Jan to 31 Dec.

When adding a new member or renewing a membership, you can set the validity (Valid Through) to the current year or to the next year.

From 1 Jan to 30 Jun the system defaults Valid Through to the current year. If you are recording an early payment for the following year, you can change this to the next year.

From 1 Jul to 31 Dec the system defaults Valid Through to the next year. If you are recording a previous payment for the current year, you can change this to the current year.

4. **Affiliation Group**

The Affiliation Group shows which Group (if any) that the member paid their fees through for each year.

Note the Home Group is determined from the club id (first 5 digits) of the member's GolfLink number.

There are a number of situations where a member may pay their fees through a different Affiliation Group than the member's Home Group. It is each member's choice where they pay their fees.

Since a member may pay their fees through different groups in different years, the Affiliation Group may change from one year to the next.

- The most common situation is that a member pays their fees through a Group, in which case the Affiliation Group should be set to that Group.
- If a member pays their fees through a Directly Affiliated Club, the Affiliation Group should be set to 51.
- If a member pays their fees other than through a Group or Directly Affiliated Club, then the Affiliation Group should be set to 99.

Some members choose to join more than one Group. In this case the member will be registered with whichever Group registers them first for the relevant membership year. If the member joins another Group for the same year, the Register will show them as already paid and will not register another payment for the same year. The second (or subsequent) fees should not be passed to NSWVGA – the Group may choose to keep the NSWVGA fees for Group funds or to refund them to the member.

5. **Payment Date**

Payment Date is intended to assist reconciliation with your own records. It defaults to today's date, but you may change it to reflect when the fees were actually paid.

Make sure that, if you do change the Payment Date, the date you enter is in the same format as the default (yyyy-mm-dd).

6. **Financial updates**

Whenever you renew an existing membership or add a new member, the \$5 NSWVGA fee should be paid by direct deposit to our bank. It is not necessary to make each deposit separately – you can wait until you have a batch, but don't delay for more than (say) two weeks. The bank details are:

BSB: 062 234
Account Number: 2800 2400
Account name: THE NSW VETERAN GOLFERS' ASSOC INC

Please ensure you include your Club name or Group Number in the Deposit Reference.

At the same time as you make a deposit, please send an email to the NSWVGA Treasurer (treasurer@nswvga.com.au) quoting the Deposit Reference and giving a list of the members (GolfLink numbers, full names), preferably in a spreadsheet.

7. **Changing a GL number**

If you find an incorrect GL number, please **DO NOT** add the member again with a different number. Send the full details (first name, last name, gender, wrong GL, correct GL, reason for change) to membreg@nswvga.com.au and we will change the GL number for you.

8. **Duplicate entries for a member**

If you come across duplicate entries for a member, please send the full details (first name, last name, gender, wrong GL(s), correct GL) to membreg@nswvga.com.au and we will correct the records for you.

9. **Members who do not renew**

If a member does not renew their membership with a club/group, this does not necessarily mean that they should be removed from the Register. They may just be taking a break, intending to renew later in the year or in a future year. They may choose to renew through a different group.

The information for members is left in the Register is so that if anyone does re-join, their details can be matched up and do not have to be re-entered. Re-entering details often gives rise to errors.

We only remove member records when it is certain that they will not re-join – e.g. when they are deceased. In this case, please send the full details (first name, last name, gender, GL number) to membreg@nswvga.com.au and we will update the records for you.

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