

BDLGA Results App

Welcome to the help booklet that explains how you will use the Results App this season to record your Alliance Matches. The old method of notifying your results by sending pictures of the match sheets and the Results Co-ordinator manually inputting the data has been replaced. This App has been designed and has proved to work extremely well for the Men's league so after research and amendments the App is now ready for us to use effectively. As we are all new to this App, with a lot of help and support I have been able to set up this list of instructions to follow in its use.

The App enables you to record all your Alliance Matches for the season, input match results and see the table of results in real time and those of the teams in your division. The App will keep all the dates of the matches, their times, your opponents, allow you to set up match sheets, contact other Captains and reveal the sheets automatically to the opponents just before match start time. The results of the matches will then appear immediately in the table for each division once you input the details. Individual points gained will also be recorded for information of the winners of the Divisional Cups.

The App is designed for the Alliance Captain to be set up onto the App to complete the same tasks that you used to do manually, match sheets, check availability etc. Try and encourage a deputy to sign up so that they can assist with inputting results and managing the App.

Also try and encourage your potential team members to register so they can input their availability and contact you through the App if needed. Getting as many onto the App will gain the most out of it so you can do everything that you used to do manually in the app instead. To guide you through using the App to start with are these help sheets so that you can have the sheet open at the same time as doing the action in the App. Very soon all will be so much easier for you all. When you start playing matches you will be able to record your results. If you forget you will receive a prompt and of course see the real time tables of results. Remember to stress to your members (players) that they only need to use the App to register, tell the App what Club they belong to and then use it to notify you of their Availability. After that they can just access it to see the Results Tables if they wish to see how their team is doing throughout the season.

The only things that you will still need to do outside of the App is notify the Results Co-ordinator (me) of your top seven players whenever these change and before your first match. You will also still have to ensure that you play the matches in strict handicap order as handicaps will not be on the App. You will need to use your own Handicap system to ensure that the App is correct before you play any matches. In addition, please also remember to notify me of any Holes in One throughout the season.

Any problems, please get in contact. If I can't assist, I have direct contact with the App's designer so I can pass on your question to him.

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To use this Index, click on the heading title here, then select the link below that appears, This will take you automatically to the section that explains how to do the action required. To return to the Index, click the undo icon on your help bar.

Currently there are lots of notes to look at but remember this is to cover your first use of the App so you understand how it all works.

For your members/players please advise them that the following are the only sections that they ever need to use .

- To register for the first time 6,2,8,4,7
- To maintain their details 11,14
- Then 12 to view data in the App to show how their team is doing for the season

The other sections relate only to Captains/Deputies to run the App throughout the season.

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1. How to set yourself up as a Captain on the App

To enable you to use the App effectively you need to log onto it. For the first time

- 1 Access the App from the BDLGA website, Select the League option, then Results App. Select the BDLGA tab and then tap to enter
- 2 Input the email you wish to use for all information to come back to you via the App
- 3 For the first time log on, you need to request a passcode. The request for this code results in an email coming back to you with a passcode. Please check your Spam email box if you don't receive it.

2. How to access the App when the passcode is received

- 1 To the email that you used to register on the App you will be sent a passcode (as above)
- 2 You can change this passcode, section 11 and you can also remain logged onto the system so that you don't have to put your email and passcode in each time you need to use the App. Staying logged on is explained in section 7.
- 3 With your email and passcode, log into the App and you will now have the ability to see and work in the App
- 4 You will need to tell the App which Club you play for and wish to manage their matches

3. How to Associate yourself to a Club as Captain

- 1 Only one person per Club can register as the Captain. If you are a member of a Club that has several teams, one person will be the Captain and the others will be set up as Deputies. They will be shown in Contacts as the Captains of the correct teams. See below for how to set up as a Deputy.
- 2 Go into the Associate with Club option
- 3 Click on your Club name and team
- 4 Select the Captain option
- 5 This request will be received by me to authorise. Once I action the request you will see that you have more options to work with on your home menu.
- 6 Each time you action these set up actions you will need to log back in and out of the App, but when all set up you can set the system to keep you always logged into the App. If on your

device you use private browsing or clear the device cache, you will need to sign in each time with your email and passcode/word.

4. How to set up the App onto your home screen

- 1 When you are set up to use the App as above to have it available to you all the time it would be great to have it on your phone.
- 2 Sign into the App, on the home screen you may see a tick by the side of the sign out option.
- 3 Move this tick to another option
- 4 Now to add to the home screen, select the picture icon which is a square with an arrow pointing upwards in it and select the home screen option.
- 5 This will result in the BDGLA logo appearing as an App on your home screen.
6. You can do this again on any device but always start the process of going into the App from the BDLGA website.

5. What to do if you forget your password

- 1 If you are signed out of the App and at anytime forget what your password is, select the Sign in option
- 2 From this screen, select the Send Passcode option
- 3 You will receive an email from the App telling you what your passcode is.

6. How to set yourself up as a Deputy or Member (Member is any of your players that will play in your Alliance teams)

- 1 From the BDLGA website, access the League menu and then the Results App option. Tap to enter
- 2 Enter the email that you wish to use to access.
- 3 Request a Passcode. This code will arrive in your own email. Check Spam if you dont receive it.
4. When you have received your Passcode access the App again via the BDLGA website as at number one and sign in using your email and passcode that your Captain has sent to you.
5. You will now be able to Associate yourself with your own Club

7. How to remain logged into App

- 1 To avoid the need to put in your email and passcode/word everytime you wish to use the App you can stay signed in.
- 2 From the Home menu, a tick may be next to the sign out option
- 3 Move the tick to another of the Home menu options just by clicking on one and the tick will move

4 Now don't sign out, just exit the App by using your phone or other device exit button. On my phone I have a small square at the bottom of my phone screen to use.

If you are using a Laptop and you share this with others you should log out.

8.How to Associate with a Club as a Deputy or Member

- 1 From the Home Menu, select from the My Admin Menu, Associate
- 2 Select your own Club and team by clicking on the Club name
- 3 Select whether you wish to sign up as either a Deputy or Member. As Deputy and possibly a Team Captain of another team your contact details will show the team you are Associated with and therefore the Contact for your own team and the Opposition.
- 4 This will send a request to your Captain to allow you to Associate
- 5 Sign out of the App to await this request to be actioned.
- 6 When actioned, sign back in and move the tick on the home screen away from the sign out option by just clicking on another choice on the home menu.
- 7 Use the notes above to add the App to your home screen on your phone or other devices.

A deputy can input match details, a member can only view the match details but use the system to view and record their availability for the matches in the season but Members can be emailed to show who is in the team for the matches.

9. How to action as a Captain the requests from others from your Club who wish to be associate as a Deputy or Member

- 1 When others from your Club associate to use the App you will as the Captain receive their requests to sign in then you will receive their requests to be associated with your Club as either your Deputy or just as a Member. Each time a request for an Association is made you will receive an email.
- 2 Access the App and in the Club Admin menu, select Manage requests
- 3 On this screen you will see the person requesting access. Action the requests promptly
- 4 Select that it is okay to accept the person and check through the details that come up about the person and ensure you save the request to accept them as a New Member . You will see the full list now of your registered players.
- 5 If they wish to have a Deputy that is a Team Captain of another team in your Club, they will as they Associate confirm the team that they are Associating with so that they are shown as the contact for the correct team to their own team and the Opposition.

10. How to change your role

- 1 If you cease to be a Deputy or Captain or change from a member to either of these roles you need to select from the Home menu, My Details
- 2 You need to Disassociate yourself.
- 3 Then log out of app

4 You will then need to follow the help details to set yourself up again as in the new role you wish to undertake within the App

11. How to change your personal details

1 From the main menu, select My Admin

2 Select My Details

3 Click on the title my details and information will then be displayed on the screen

4 The items you can edit are marked with a pen symbol

5 This is the screen where you can change your passcode to something you will remember and update your handicap if you wish. You can add your CDH number and maintain this as much or as little as you want. The handicap details are viewable to your Captain/Deputy so they can use this information to select you in the correct order for the matches.

12. How to view information in the App

1 All details on the App are viewable. Registering as a Captain or Deputy you get to view more options and update them. Members get a smaller menu of choices but they are able to assist you by registering their availability on the App and keeping their handicap details up to date so that the match sheets etc are easier for you to sort and contact via the App by email is easier. Below are listed where you find things in the App, if you cant see all the Menu options that is because you are only registered as a Member.

To view other Captains contact details - view in contact option

To view BDLGA committee - not used. Please contact Committee by using BDLGA email bdlga9@gmail.com

To view match dates for your club, results and Table of results for your division - Go into the League option and select fixtures for matches in your division, players stats for individual points being recorded, tables for the latest real time results of the division. Results - for the individual match results.

To see individual matches and availability - From the Club Admin Menu, select Manage Matches

To see individual players details - Select from Club Admin menu, players stats

13. To send messages via the App

1 You are able to send emails to different people registered to use the App

2 You can send messages just to your own team by using from the home screen, select Club Admin

- 3 Select Broadcast to my club members and you can from the Recipients icon, send to all members or just pick the members to receive your message.
- 4 You can also send a message to your Deputy. From the home screen, select Club Admin, select Broadcast to My Club Deputy

14. How to input information into the App

- 1 As **Captain or Deputy** you can use the app to input your match sheets, update your matches, contact your opponents and then record the results of the matches.
- 2 As a **member** you will be able to use the app to record your availability for matches and then view all the information on the App about your matches and the results. After entering the matches for which you are available, please ensure you click the **home** button and not the back button otherwise the App will not save your details correctly.

15. How to change match times and dates

- 1 If needed you are able to do these actions.
- 2 Go to the Club Admin menu
- 3 From the Home Screen, access Club Admin
- 4 Manage Matches
- 5 Select the correct match and click on the date/time of match icon.
- 6 To alter the date select the date field, to change the time, select the time field.
- 7 Change to the correct information and propose
- 8 This will result in the Opposition receiving an email for them to agree the change.
- 9 To action a change, tap the time/date of the match proposed to be changed by the other Captain to accept. The other Captain will then receive the message to say you agree. You can also reject the request.

16. How to input your team onto a match sheet

- 1 From the Home Screen, select Club Admin
 - 2 From Club Admin, select Manage Matches
 - 3 Select the correct team
 - 4 Click on the correct match using the ? symbol by the side of the match
 - 5 If the match has not started, opposition players will be set to "hidden"
 - 6 You can add your players, make sure that you have them in the correct handicap order, handicaps are pulled in and you can alter them on this page. You will have to check the correct handicaps as before to ensure you have them correct.
- They are not taken from Intelligent Golf/or your handicap system so you will have to continue to do the checking of handicaps as you have done in the past.

17. How to contact your team about a match

- 1 From the Home Screen, Select Club Admin
- 2 From the Club Admin, select Manage Matches
- 3 Select the correct team
- 4 Click on the correct match, and then click on the match name which shows your Opposition.
- 5 This opens the list of players that have indicated on the App that they are available
- 6 Select your team then by changing the N to a Y
- 7 Then Email the team using the Email option to let them know the order of play on the day etc.

18. How to record your match results

- 1 From the Home Screen, select Club Admin
- 2 From the Club admin menu, select Manager Matches
- 3 Select the correct team, then match
- 4 Click on the ? symbol again and change the result to the Win (W) against the winning player or half (H) if the match is halved.
- 5 If the opponents haven't updated their match sheet with players names you can still input the result by selecting no players. The opposition will receive a message to prompt them to input the names correctly via the App

19. How to update the handicap of your players

- 1 From the home screen, select Club Admin
- 2 From Club Admin, select Manage players
- 3 Click on the name of the player you wish to check or amend
- 4 For updating the handicap, click on the handicap and alter it. Remember the handicap recorded in the App is not pulled from your Handicap software system so you need to ensure it is correct.