

Welcome to the RCGA Network. This Quick Start Sheet provides the basic information to get you started on the Network. You may write down your logon details in the spaces provided and use this sheet as a reference.

Name: _____

My Username is: _____ My Password is: _____

My Hint Question is: _____

How To Post Scores At The Club Kiosk	How To Post Total Scores At Home
<ol style="list-style-type: none"> 1. At the Club Kiosk Screen, click MEMBER NAME LOOKUP. 2. Type in your Last Name and click FIND. 3. A list of matches will appear. Click the SELECT button by the correct name. If the name does not appear on the screen, use the arrows to scroll through till you find the correct name and then click the SELECT button. 4. The SCORE CENTRE MAIN MENU appears. Click the appropriate GOLF BALL. 5. Follow the prompts. To make any changes click the CHANGE button. 6. When completed click LOGOFF to logout. To return to the SCORE CENTRE MAIN MENU, click MAIN MENU on any page. 	<ol style="list-style-type: none"> 1. Go to www.rcganetwork.org. 2. Log-in with your username and password. 3. From MY HOME PAGE, click ENTER SCORE. 4. At the ENTER ADJUSTED GROSS SCORE page, click the arrow by SCORE DATE and select the correct date. 5. Select the "Course Name". (Note: To search the RCGA NETWORK course directory, click the <u>search course directory</u> link). <li style="background-color: #e0e0e0;">6. TO POST SCORES MANUALLY: SELECT MANUAL ENTRY UNDER STEP 6. 7. Select the "Holes Played". Select the "Tee Box". 8. Select the "Type of Play" and enter the "ESC Adjusted Gross Score". 9. Click the POST SCORE button. 10. Verify the score details on the SCORE CONFIRMATION page. Click CONFIRM SCORE to post the score. 11. Repeat for additional rounds. 12. Click the LOGOUT button when done.

Change your HOME COURSE & DEFAULT TEE
<ol style="list-style-type: none"> 1. Go to www.rcganetwork.org. 2. Log-in with your username and password. 3. At MY HOME PAGE, click ACCOUNT link. Scroll down to the section EDIT COURSES and DEFAULT TEE. 4. Click SEARCH COURSE DIRECTORY under MY DEFAULT COURSE FOR SCORE POSTING. 5. A search box will open. Type any part of the name of the course in the NAME box. Change STATE/PROVINCE to British Columbia. 6. Click the SEARCH button, the list of matching courses will be displayed. 7. Click in the check box for the course you want as your default course. Click DONE button.

8. You will be returned to MY ACCOUNT details page. Scroll down to EDIT COURSES and DEFAULT TEE again.
9. Click in the DEFAULT TEE BOX and select the correct tee.
10. To add additional courses click ADD SECONDARY COURSE link, and follow the prompts.
11. Click the SAVE CHANGES link.

How To Change Your PASSWORD / USERNAME

1. Go to www.rcganetwork.org.
2. Log-in with your username and password.
3. At MY HOME PAGE, click ACCOUNT link.
4. Click CHANGE USER/PASSWORD button.
5. Make the changes on the next page and click SAVE button.

How To Change Your Personal Details

1. Go to www.rcganetwork.org.
2. Log-in with your username and password.
3. At MY HOME PAGE, click MY PROFILE link.
4. Click EDIT PROFILE button.
5. Look for your Name and click the EDIT PERSONAL INFO link by your name.
6. Make the changes on the next page.

How To Edit your PROFILE

1. Go to www.rcganetwork.org.
2. Log-in with your username and password.
3. At MY HOME PAGE, click ACCOUNT link.
4. Click EDIT MEMBER PROFILE button.
5. Make the changes on the next page and click SUBMIT button when completed.

Restrict Access To Your Personal Details

1. Follow Steps above under How to Edit your Profile.
2. Scroll down to the COMMUNICATION AND PRIVACY SETTINGS section and select the appropriate settings.

You have complete control over who will have access to your Player Profile. If a user does not have access to view your Player Profile, they will only see your Name, Player ID, Home Club, Factor, and Last 10 Scores.

How To EDIT / DELETE Scores

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| <ol style="list-style-type: none"> 1. Go to www.rcganetwork.org. 2. Log-in with your username and password. 3. At MY HOME PAGE, click SCORING RECORD button. 4. Locate the score and click the VIEW/EDIT for the score. | <ol style="list-style-type: none"> 5. To delete the score click the DELETE ROUND button. 6. To Edit the Score click EDIT SCORE button. 7. Make the appropriate changes and click POST SCORE button 8. Verify the score details and click CONFIRM SCORE button. |
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