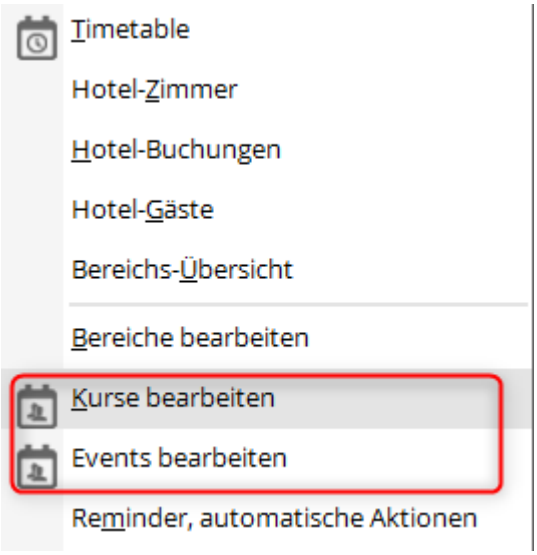
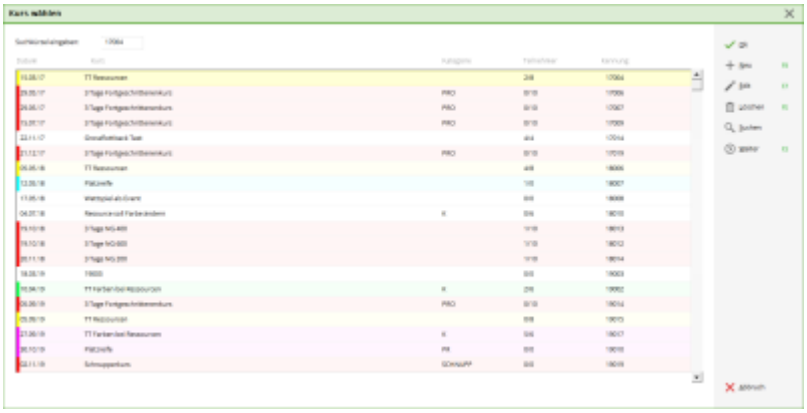
Course & Event Management

The event module is identical to the course module with one small exception.

The course module can be accessed via the menu item **Timetable** menu item:



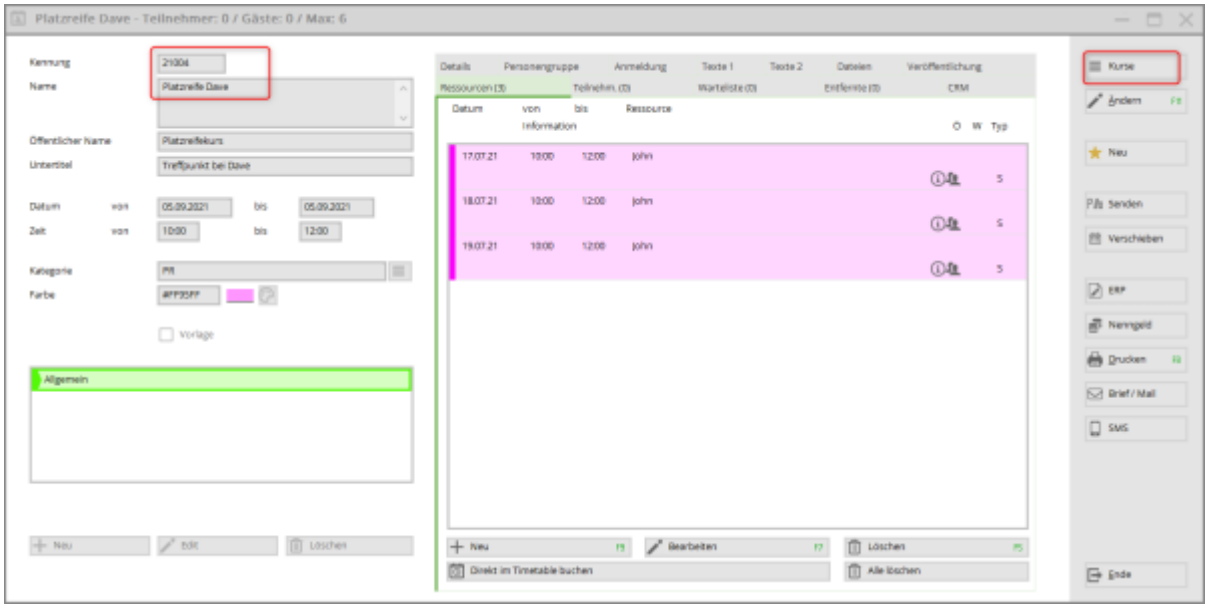
If you select the Edit courses menu item, the overview window for the courses appears, in which you can Create, edit or delete courses:



Combine event with betting game

When an event is created, it can often happen that a small competition is played. This can be linked so that this event does not have to be created twice.

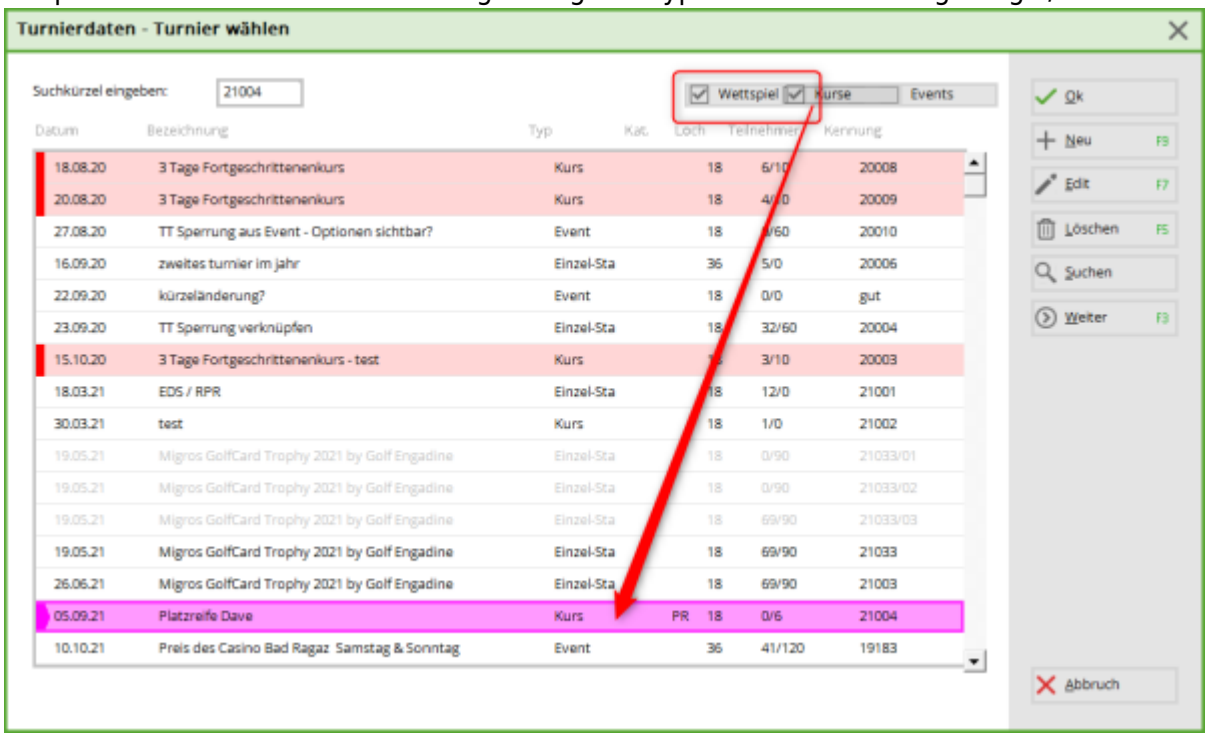
1st Create event

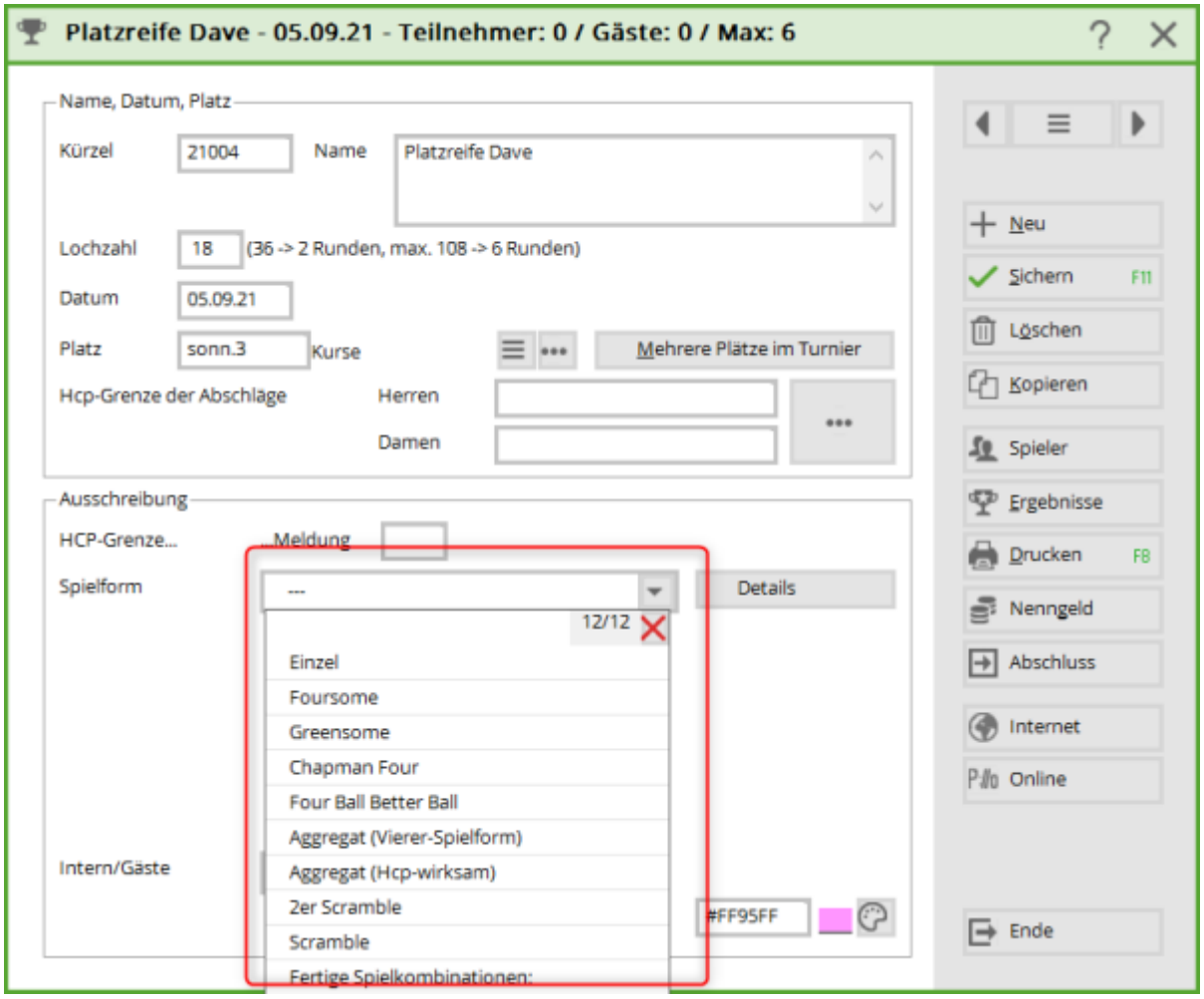


2. open the cup and tick the Events box.

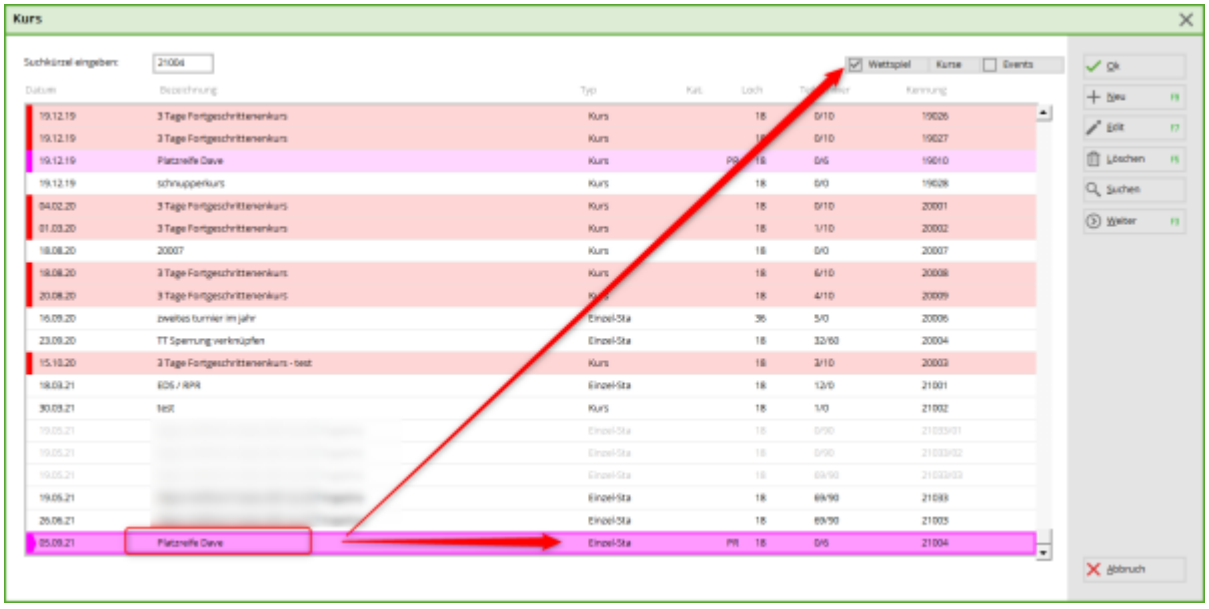


3. open the desired event and change the game type from Event to e.g. Single/Stableford. Save

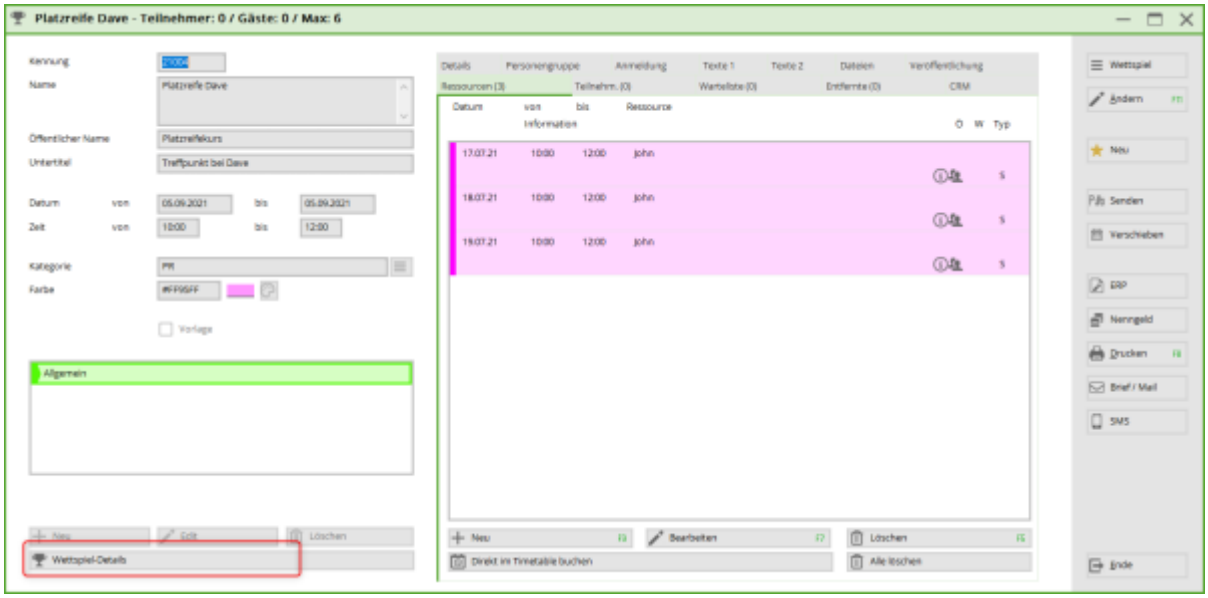




4. although the event is now mainly to be found under the betting games, it can also be opened here by ticking the box for betting games in events.



5. the menu item „Competitions“ has been integrated for easier switching.



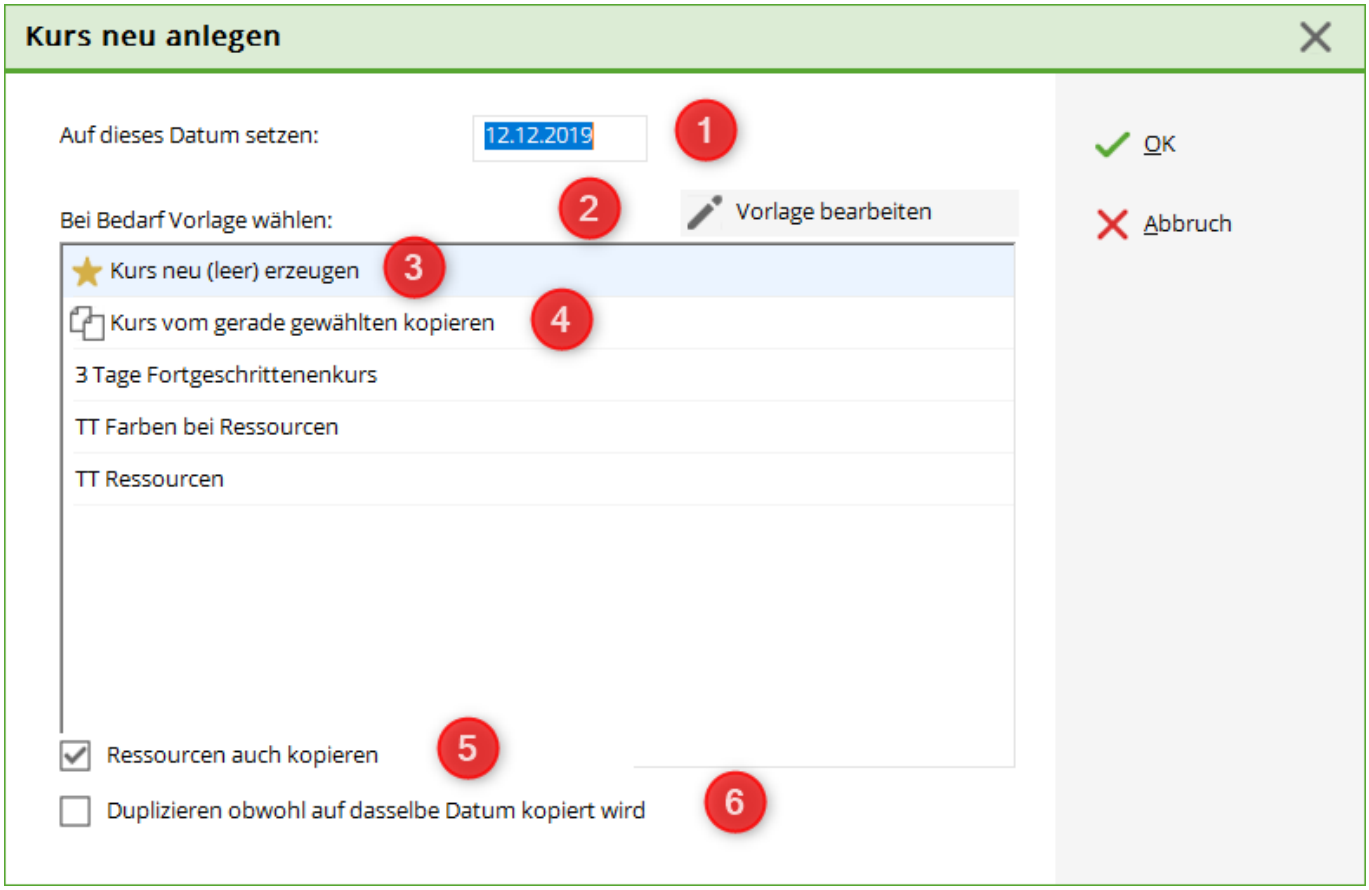
Admission depending on event participants / timetable resource

You can find the instructions here: Event management

Create new course or event

Basic settings

Via the button **NEW** button to open the following window. Many entries are analogue to the tournament administration and will certainly be familiar to you. However, the following is a brief description of the fields:



1. set to this date: **Important** Enter the date of the new event here. PcCaddie will then also use this to check the resources.

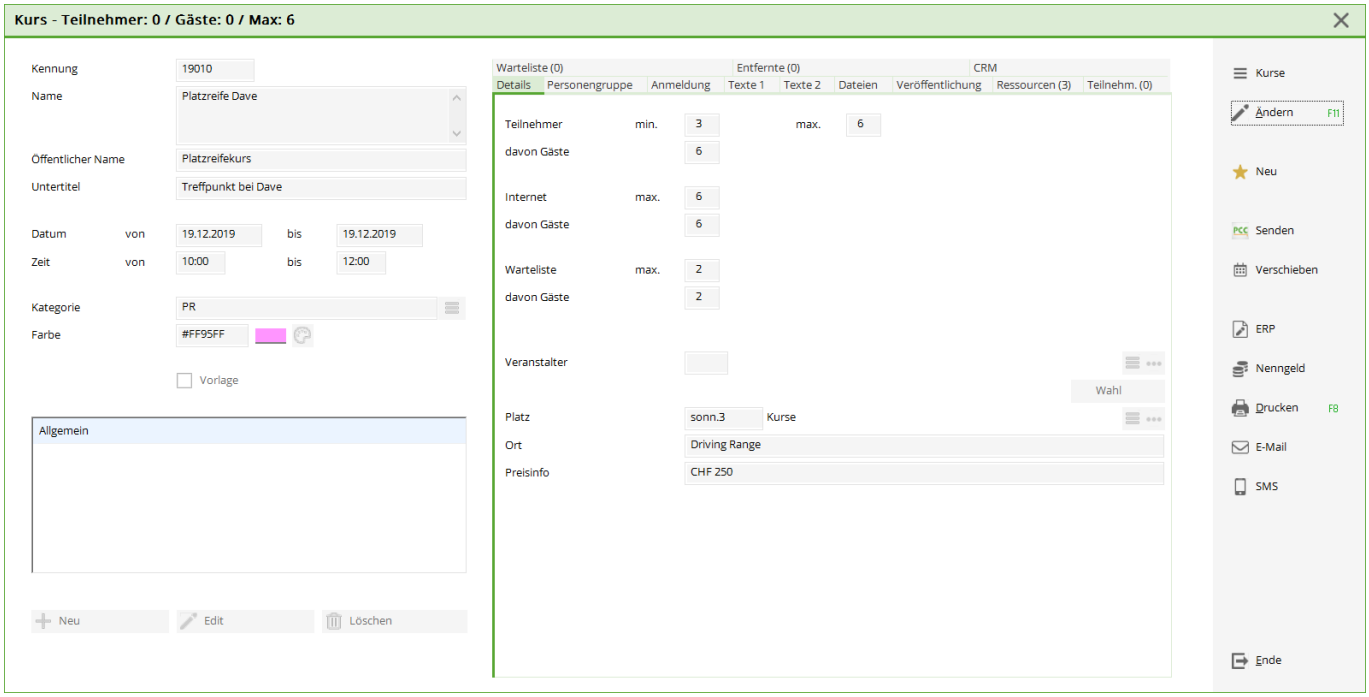
2. edit template: The template can be edited or deleted.

3. create (new) course: A completely empty course/event is opened.

4. from currently selected: The settings of the selected course/event are applied. All templates are listed below.

5. also copy resources: Ticked - will be copied. Uncheck - resources are not copied

Course mask



Identifier:

The identifier is automatically assigned consecutively by PC CADDIE.

Name:

Enter the name of the new course here. Z. E.g. taster course from Pro Tim - or place release course

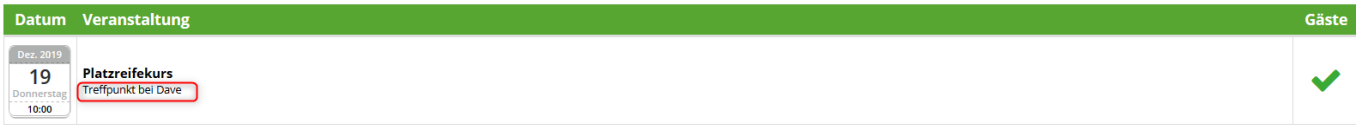
Public name:

Here you have the option of entering a different course name for the online display. For example, if you have entered „Taster course from Pro Tim“ for the name, you can now specify here that this course is only displayed as „Taster course“ on the homepage.

Subtitle:

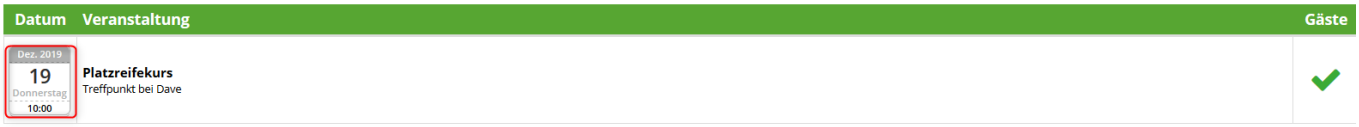
In addition to the name, further information can be entered here. If it is a practice course, you can enter the type of course here. - short game - long game - special

This information can also be found online.



Date:

Here you can enter the date on which the course should take place. If it is a course that only takes place once, enter the same date in both date fields. However, it may also be a course that takes place on several dates, in which case the date of the first and the date of the last date must be entered here.

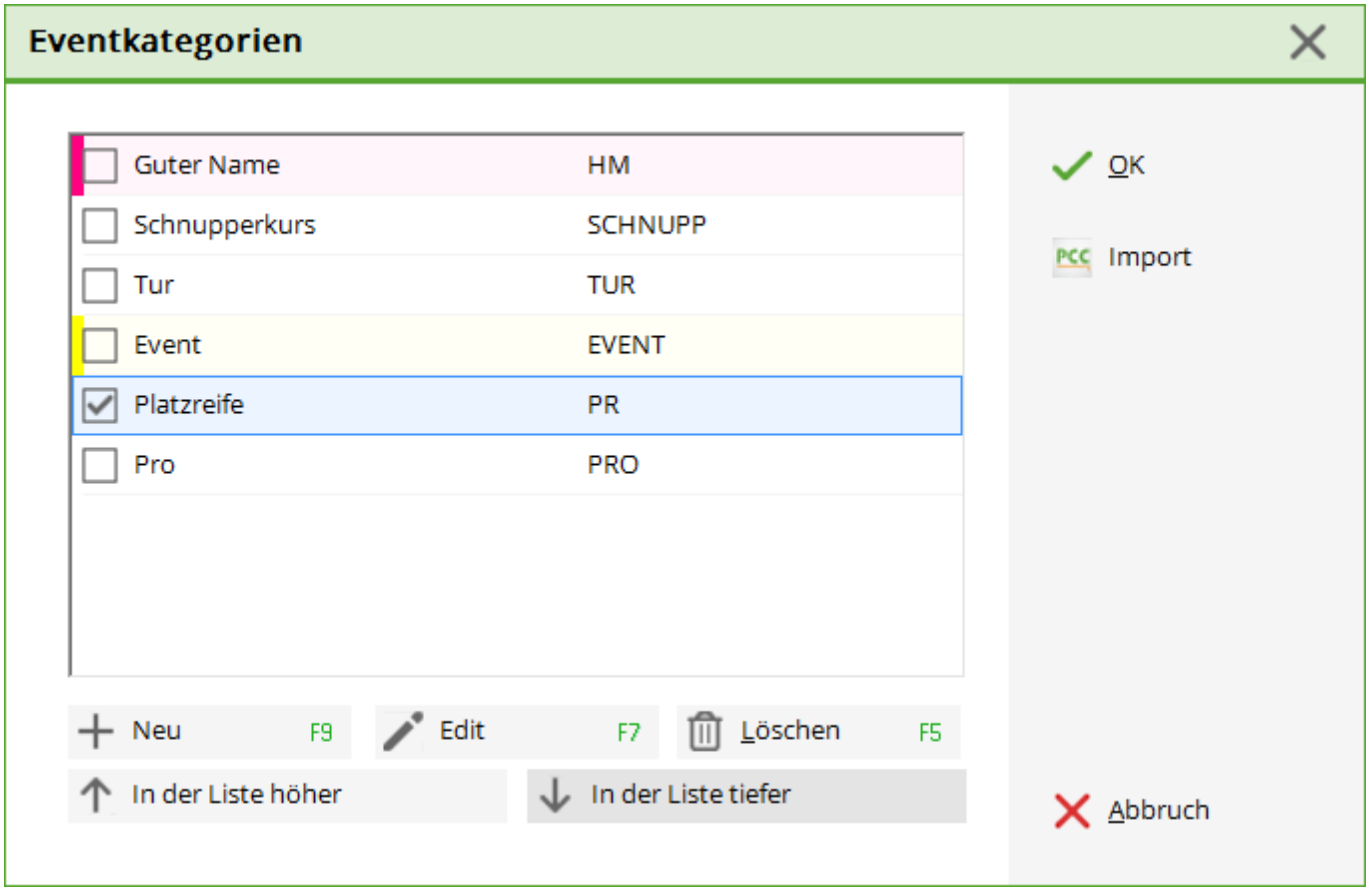


Time:

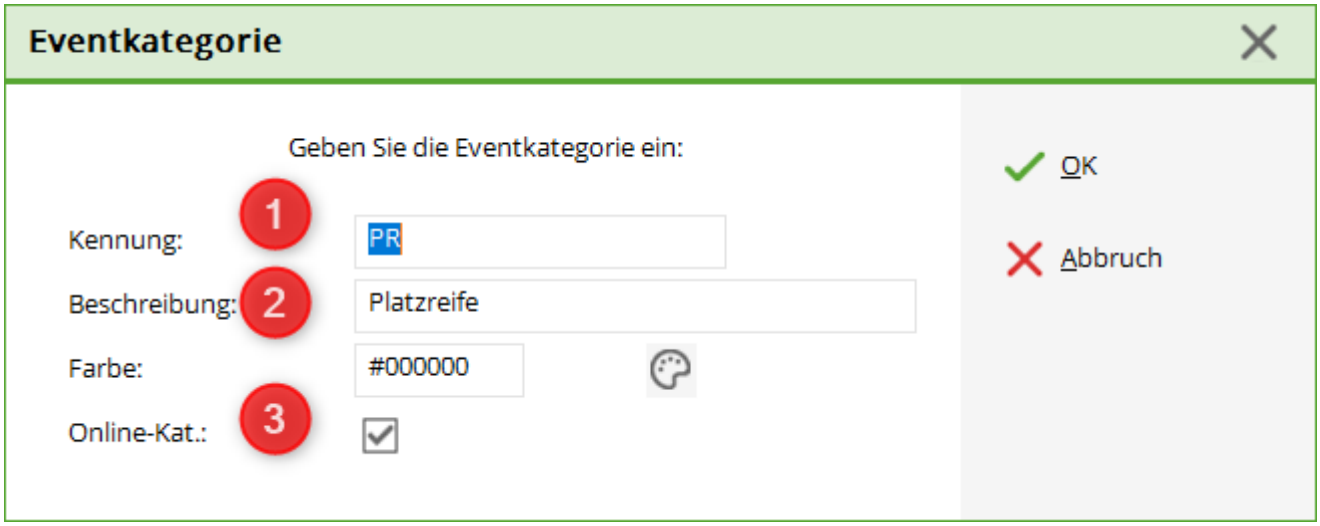
Start and end of the course

Category:

Unlike in the tournament, there is now a selection window for the categories. Categories can be selected, created, edited and deleted here. If there are already categories in PC CADDIE://online that are not visible here, they can be deleted with the button **From Online** button to retrieve and import them.



Via the button **NEW** button to open the following window in which you can enter a new category:



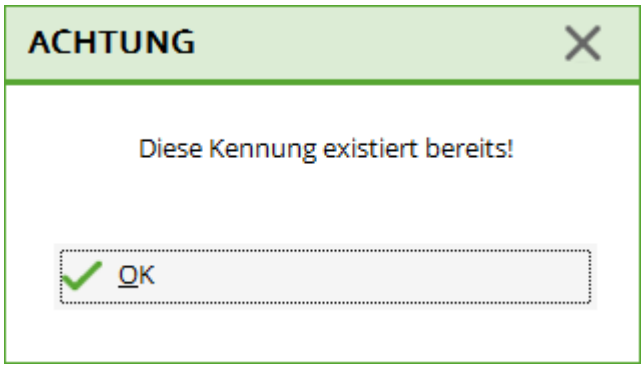
(1) Category identifier: Enter an identifier for the category here.

If you also want to use this category online, this identifier may only consist of one letter. When retrieving PC CADDIE://online categories, existing categories are overwritten with the same abbreviation.

(2) Description: Please enter the name of the category here.

(3) Please select here whether this category should also be used online.

If an abbreviation is re-assigned during entry, you will receive the following error message:



Colour:

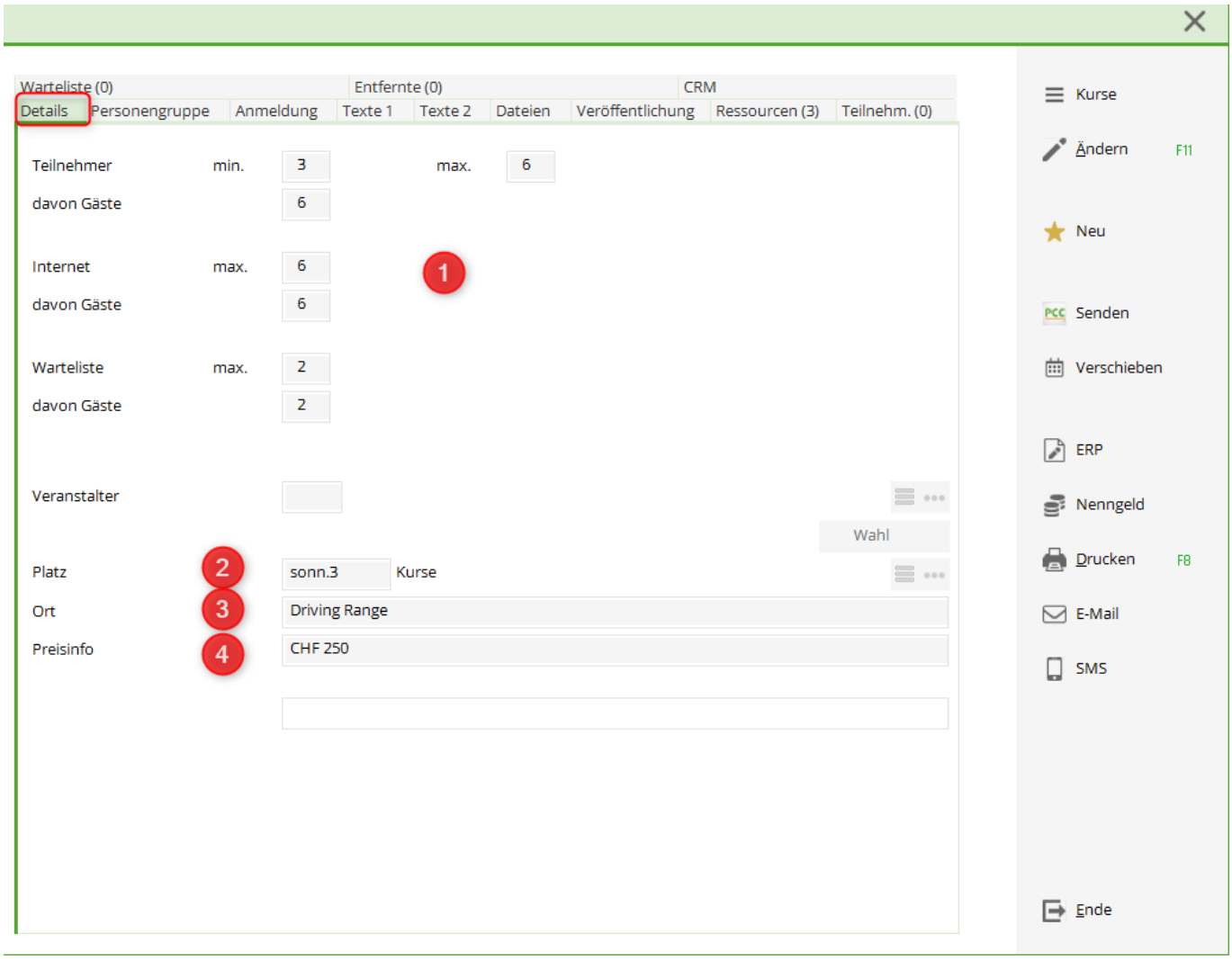
Assign a colour here to identify the courses differently.



Template

If you tick this box, this course/event will serve as a template for you in the future. You can find examples here:

details



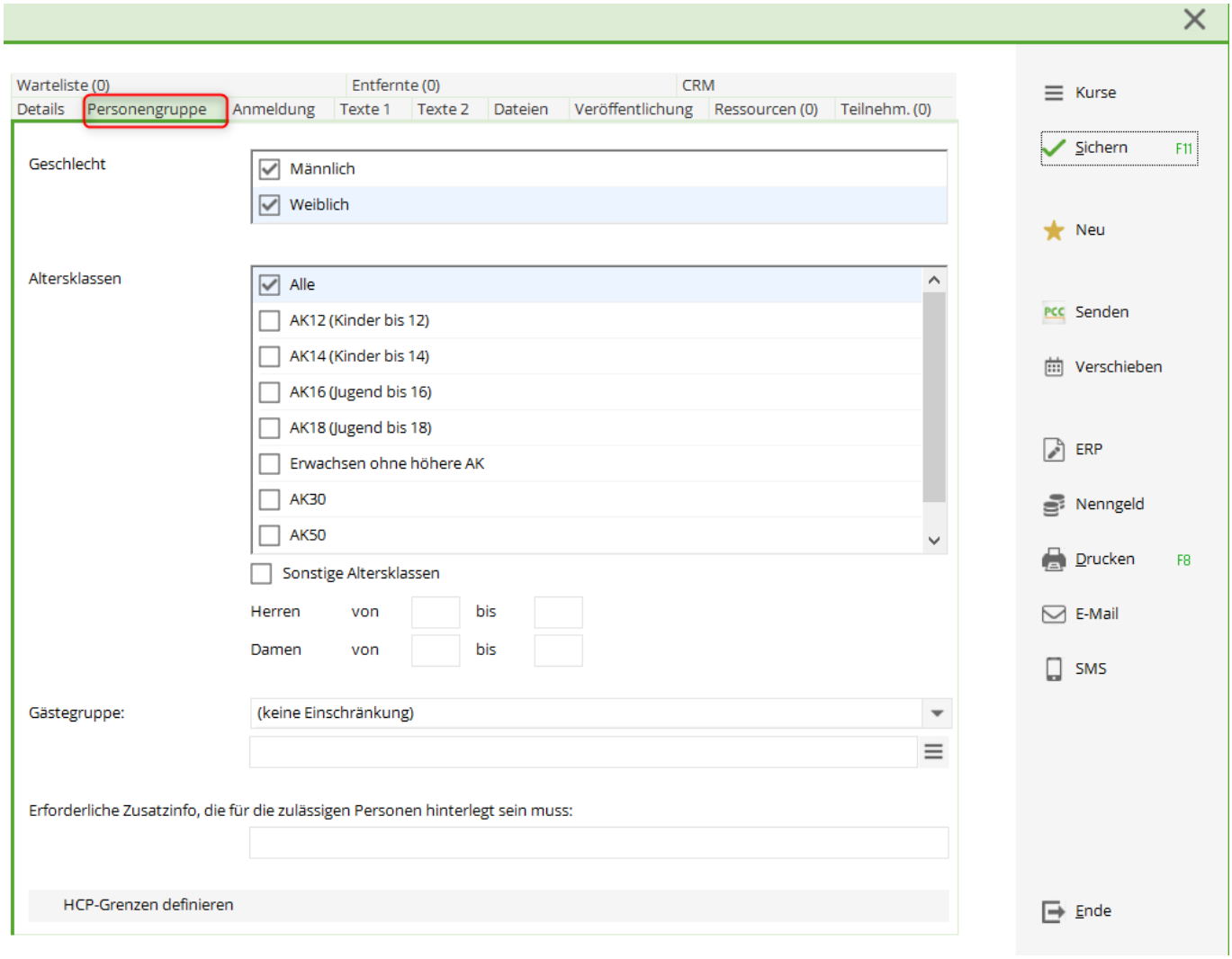
(1) In the upper part of the screen you can enter the details for the number of participants for members and guests. Also enter the permitted number of internet registrations and, if desired, the number of waiting list entries. This information is identical to the tournament settings.

(2) **Organiser:** Enter an appropriate search abbreviation here (if required) or select a person using the list selection button.

(3) **Location:** Enter the location of the course here, e.g. driving range or putting green etc.

(4) **Price info:** Here you can enter price information for members and guests.

Group of people



Gender

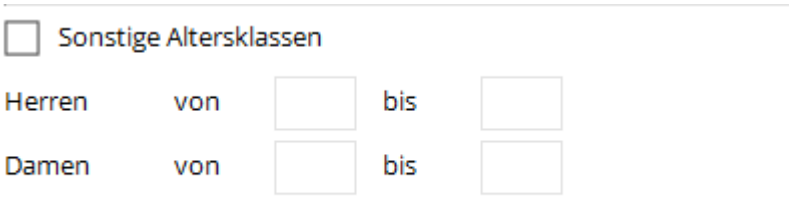
Select the gender of the authorised group of people here.

Age groups

If required, select the appropriate age group here.

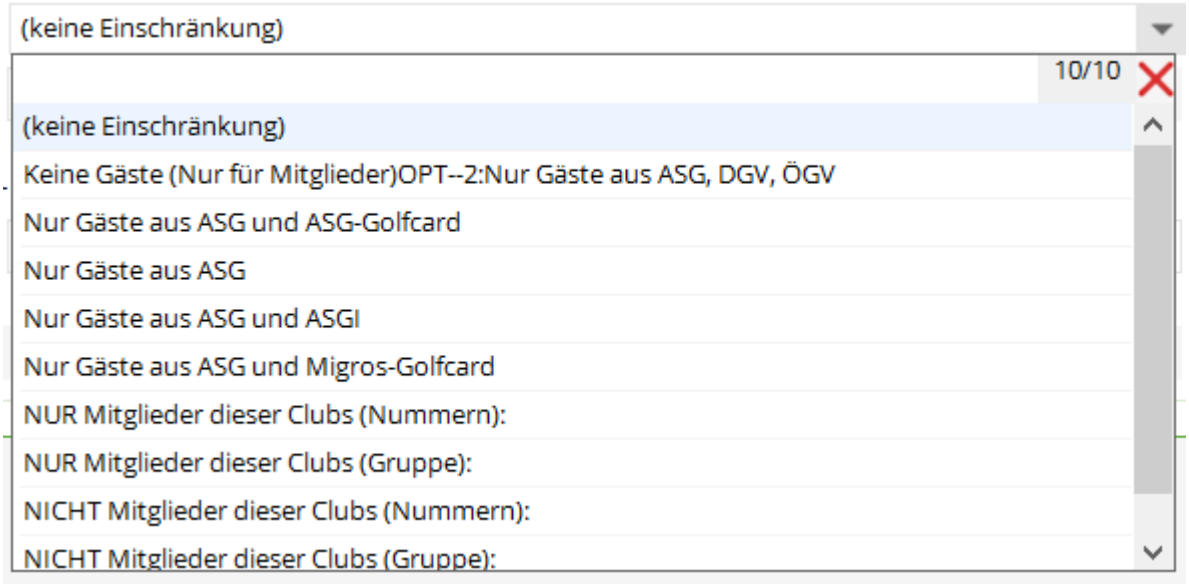
or

enter via **Other age groups** to enter the relevant details.

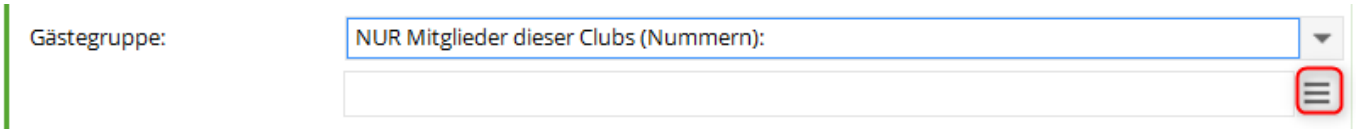


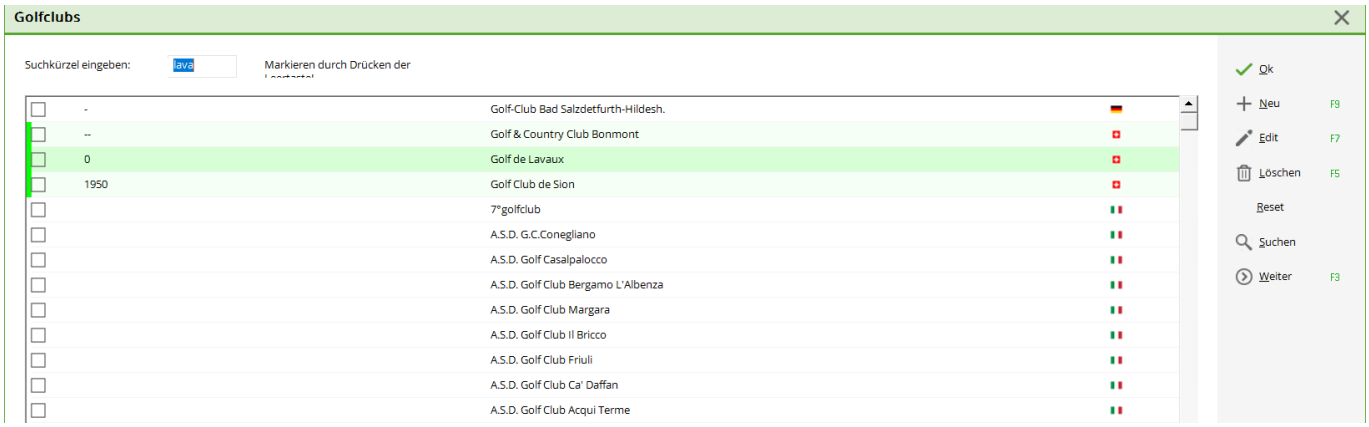
Guest group

Here you have the option of setting various restrictions for guests in order to select them for online registration:



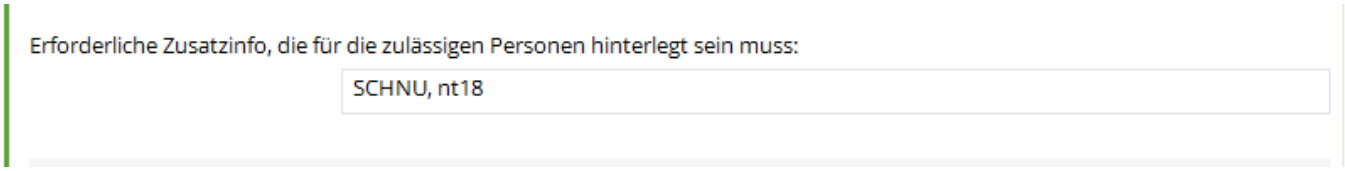
If you select an option here that requires a number, you must also enter the corresponding club number in the adjacent field. However, you can also select this club using the list selection button:





Required additional information

Here you can define the registration for a specific group of people. You can use the additional info in the person mask, you can assign an identifier to individual persons and allow them to log in here accordingly.
If several additional info items are authorised for registration, please separate them with ***comma*** (means: either or)

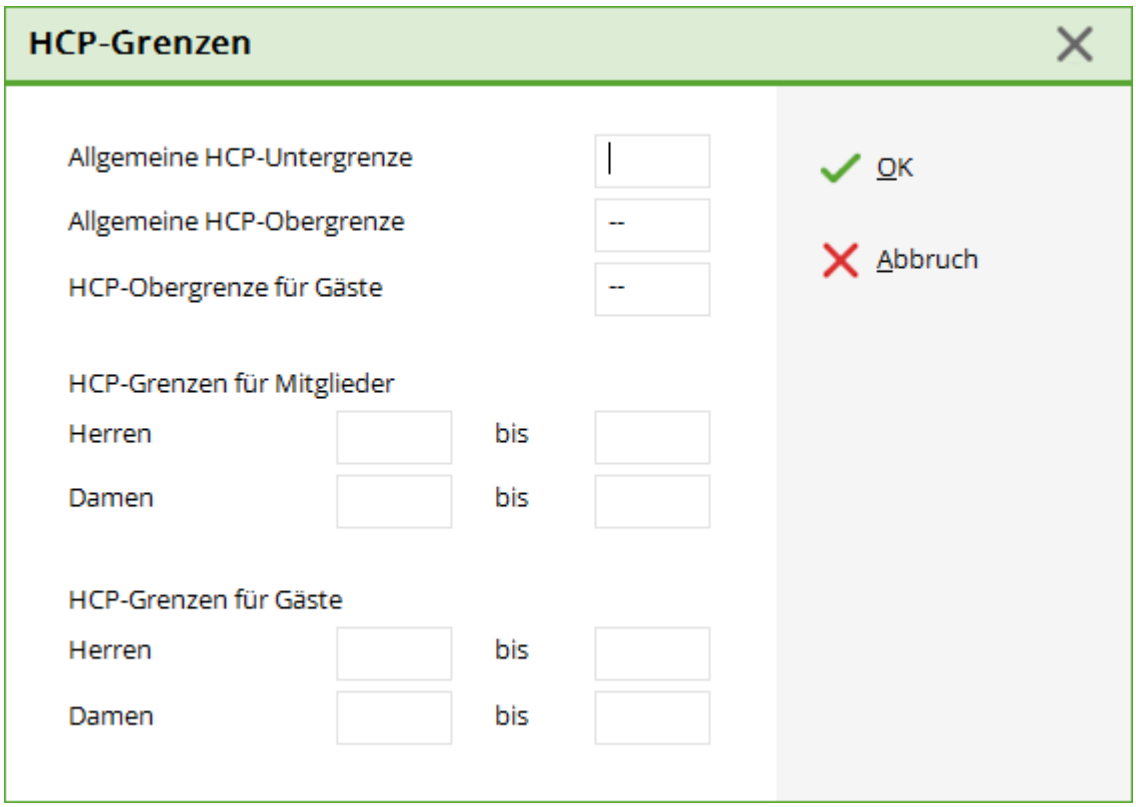


If 2 additional pieces of information must apply at the same time for the application, separate them with ***semicolon*** (means that both pieces of additional information must apply to the persons)

Example of individual additional information: Useful if you are offering a follow-up course to a beginners' course in which only the participants of the beginners' course may take part. of the beginner course are allowed to participate. Assign the additional info „EIN2015“, for example, and store it for each participant. In the follow-up course, you can now enter the **Required additional info** EIN2015 and only people with this additional information will be able to register for the follow-up course.

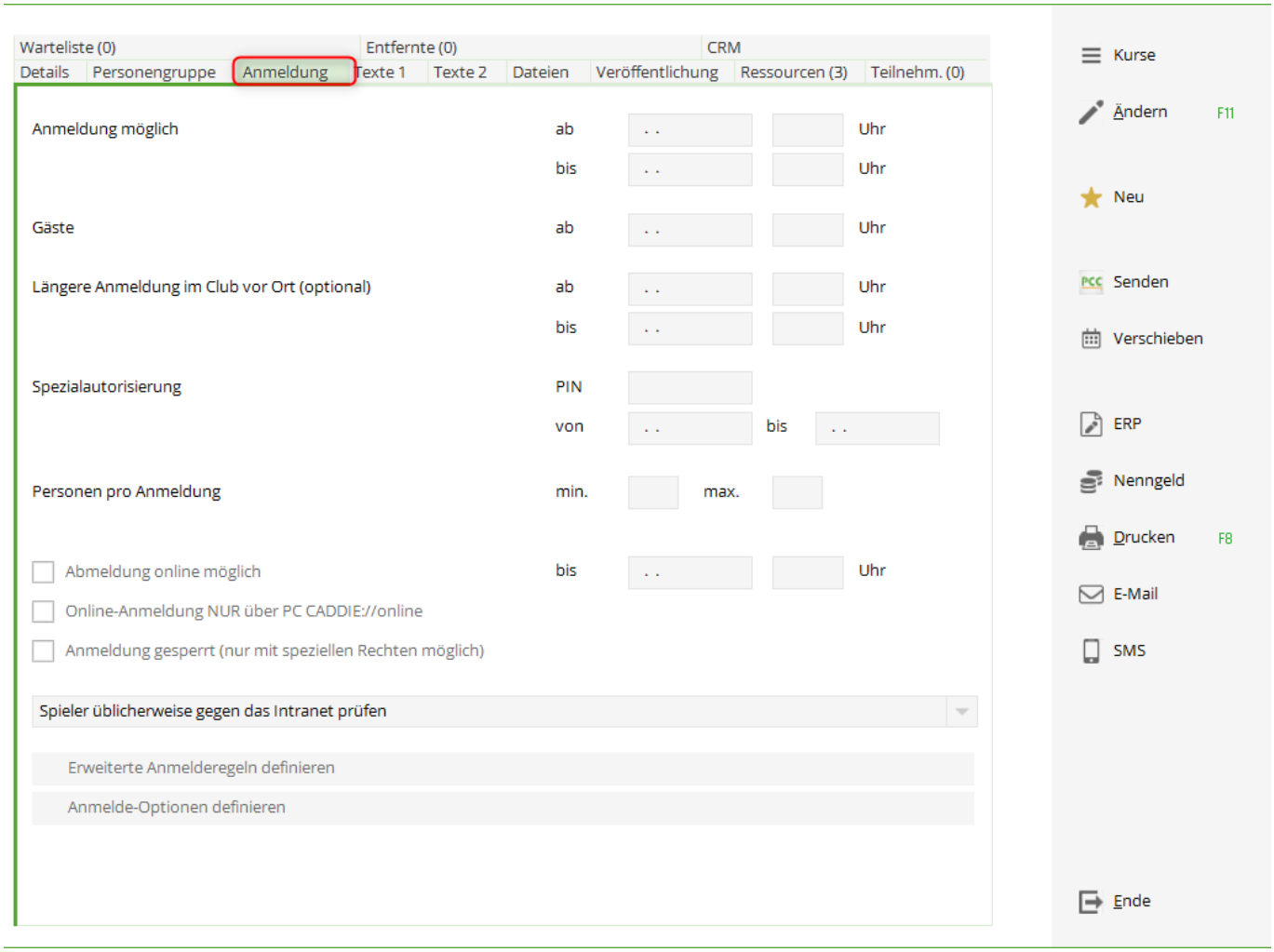
Define HCP limits

If there are any HCP limits for a course, these can be defined via the button **Define HCP limits** button:



Registration

Specify the time periods for online registration here:



Registration possible

Enter the date from and until when registration may take place.

Guests

If there is a different registration deadline for guests, this must be noted here.

Longer on-site registration (optional)

If you would like to end the online registration but still allow registration on site or by telephone longer, you can enter this here accordingly. This will appear online.

Special authorisation

You can enable special authorisation for members or guests by assigning a PIN. Here you can give people a PIN and this PIN allows them to log in during the specified period. This is useful if you want to allow these people to log in before the login date set in the tab above or if you only want to make it

accessible to a specific group.

Persons per registration

If it is possible for one person to register other people at the same time, you can enter the appropriate selection here.

Online deregistration possible

Enable online cancellation if the basic settings in the Club Manager are set differently. Otherwise the basic settings apply.

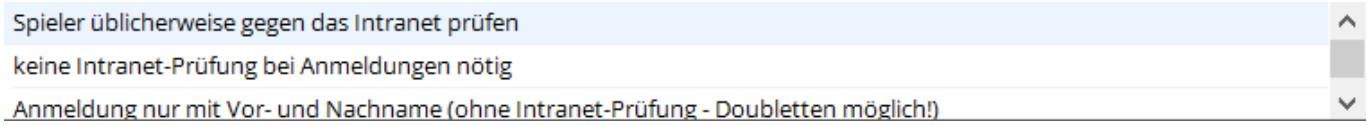
Online registration ONLY via PCCADDIE://online

Online registration only possible via your own homepage or app

Login blocked (only possible with special authorisation)

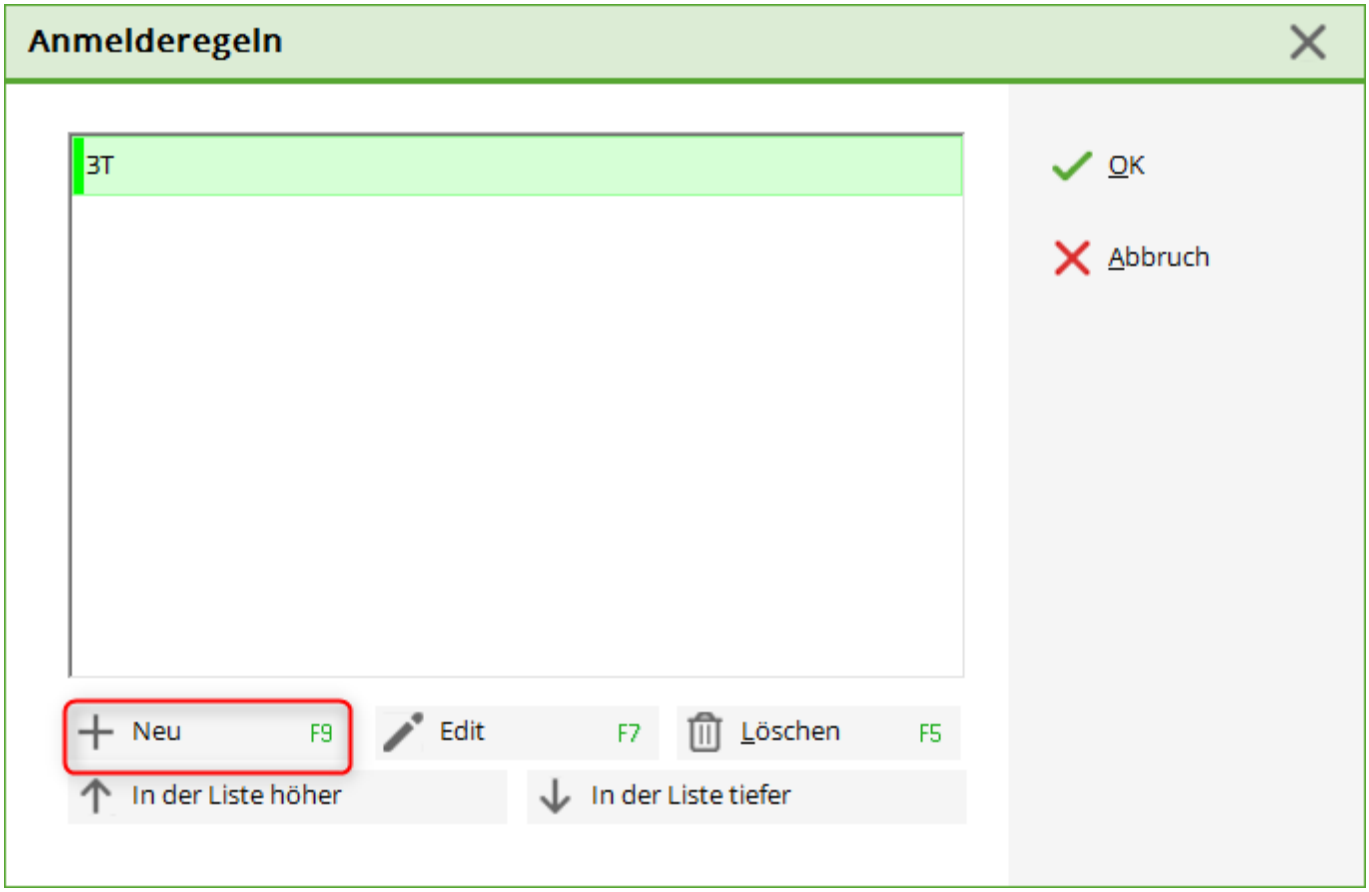
This refers to the special authorisation.

Players usually check against the intranet



Define extended registration rules

Use the button **Define extended logon rules** button to display the following window



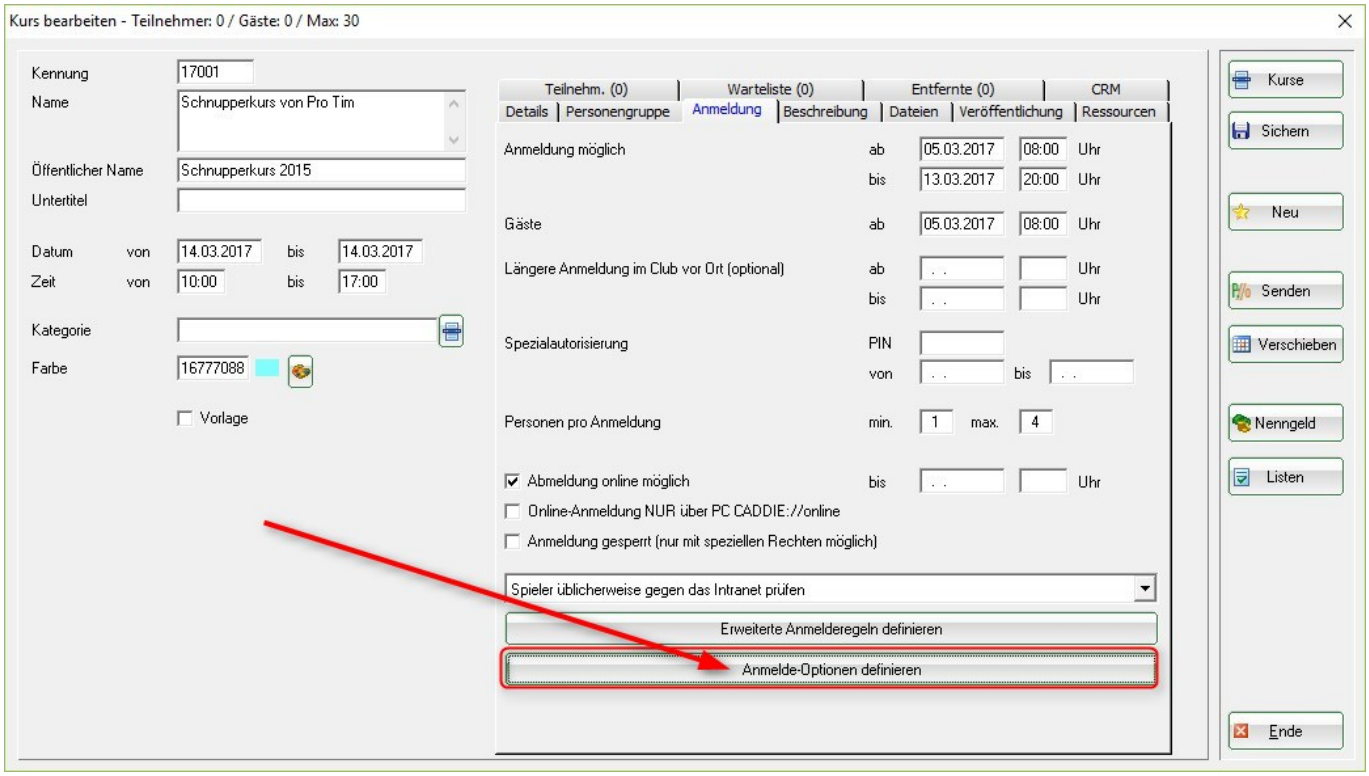
Here it is possible to set different rules for a registration. How many courses a player can take at the same time or whether a guest can book this course a maximum of once a year.

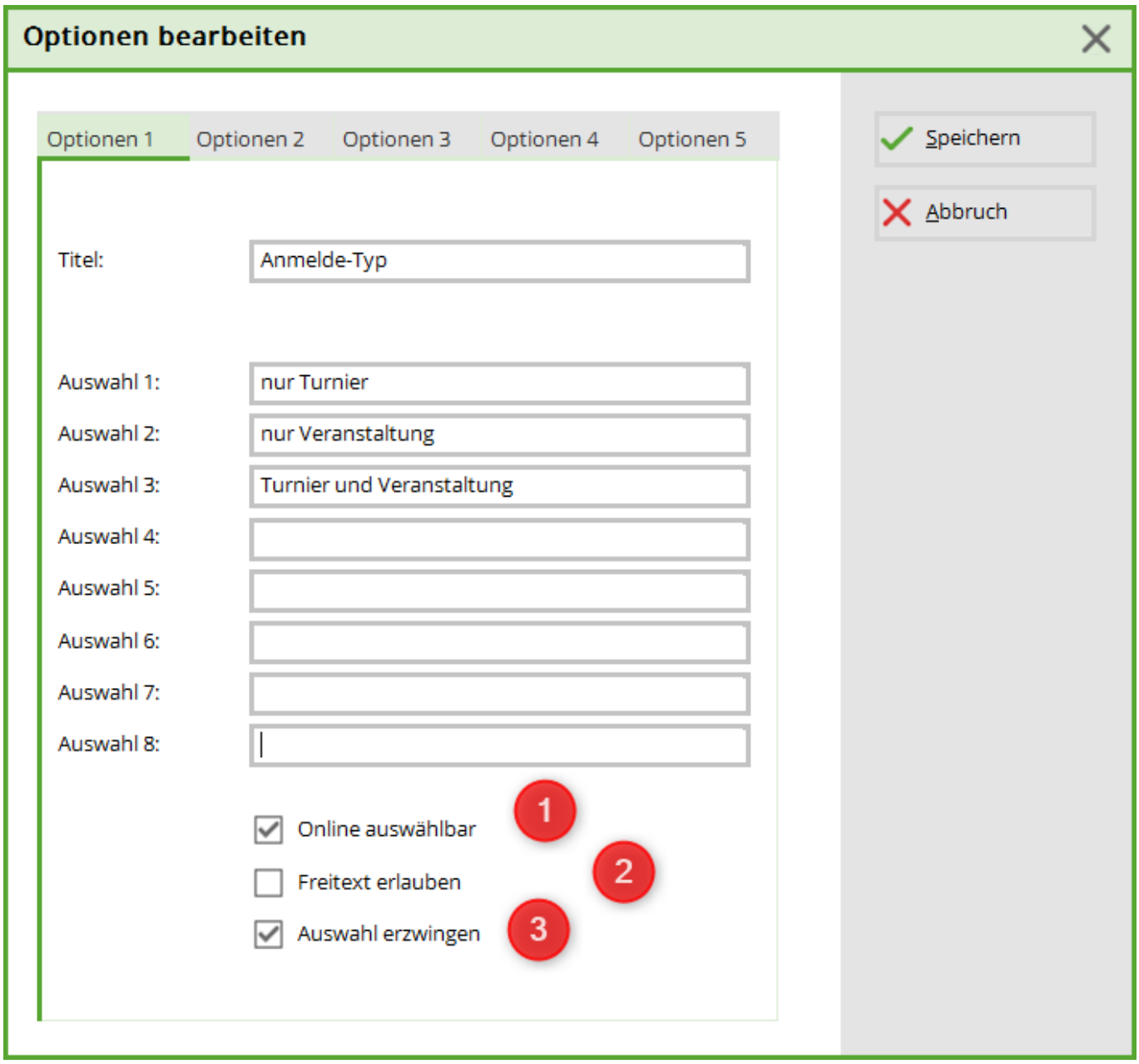
Open the course via the button **NEW** button to open the next window and set the desired options here. The screenshot shows an example of a rule for maximum enrolment for 3 course dates in 2015:



Define login options

Do you still have different queries for your customers during registration? Via the button **Login options** button, you can set comprehensive enquiry options:



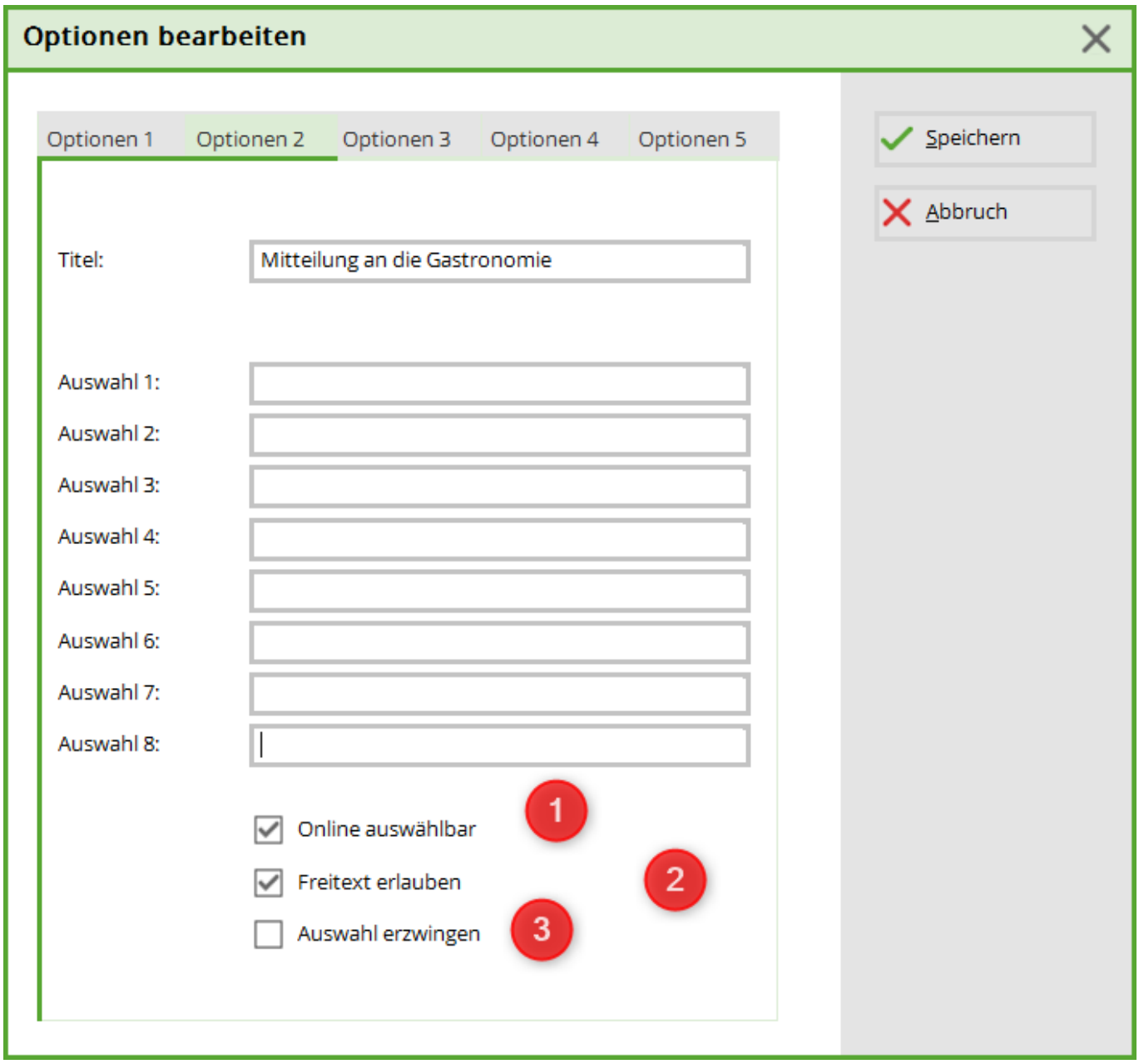


1. online selectable - the online option is only displayed with this tick

2. allow free text - if ticked, the customer could write a message here

3. force selection - without a selection, the registration will not be completed.

This is why the 2nd option is not ticked in this case. Because not everyone wants to communicate something.

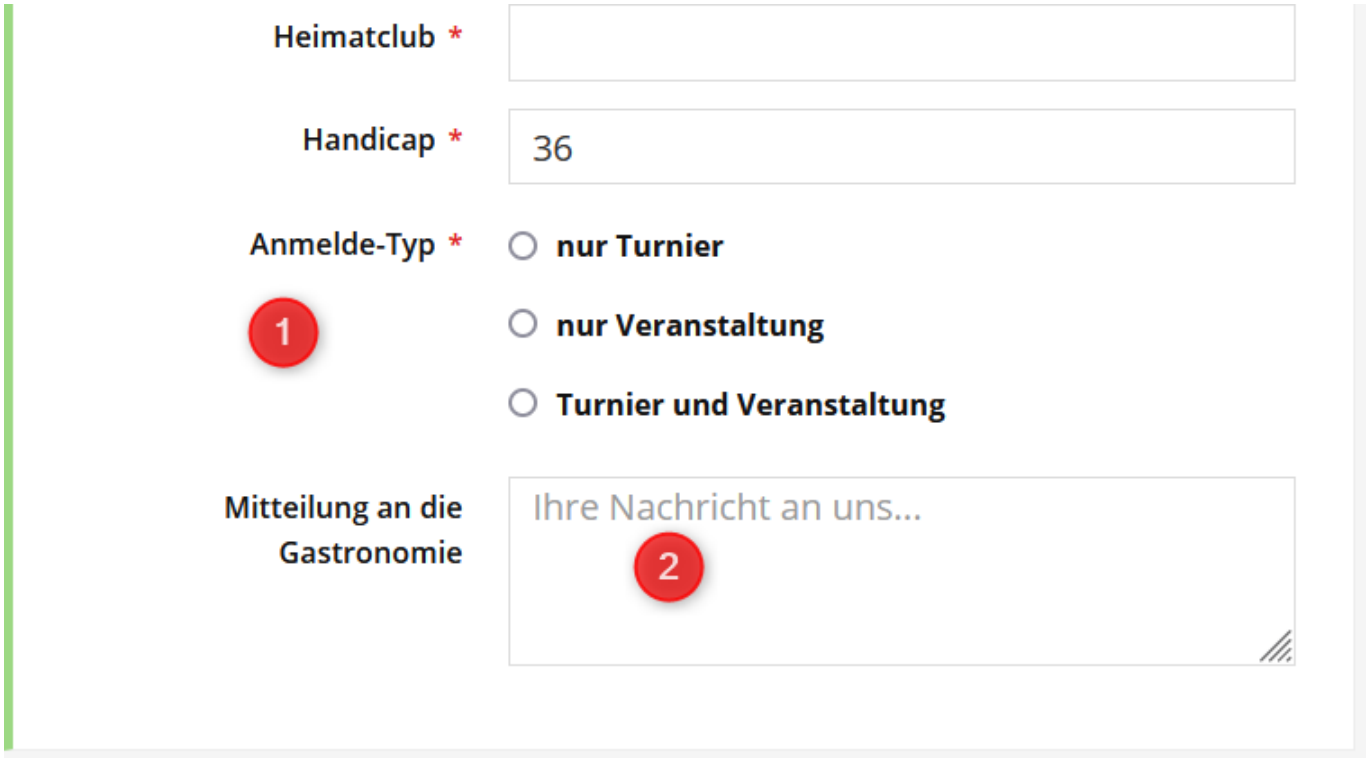


1. selectable online - is displayed online

2. allow free text - customer can write a message

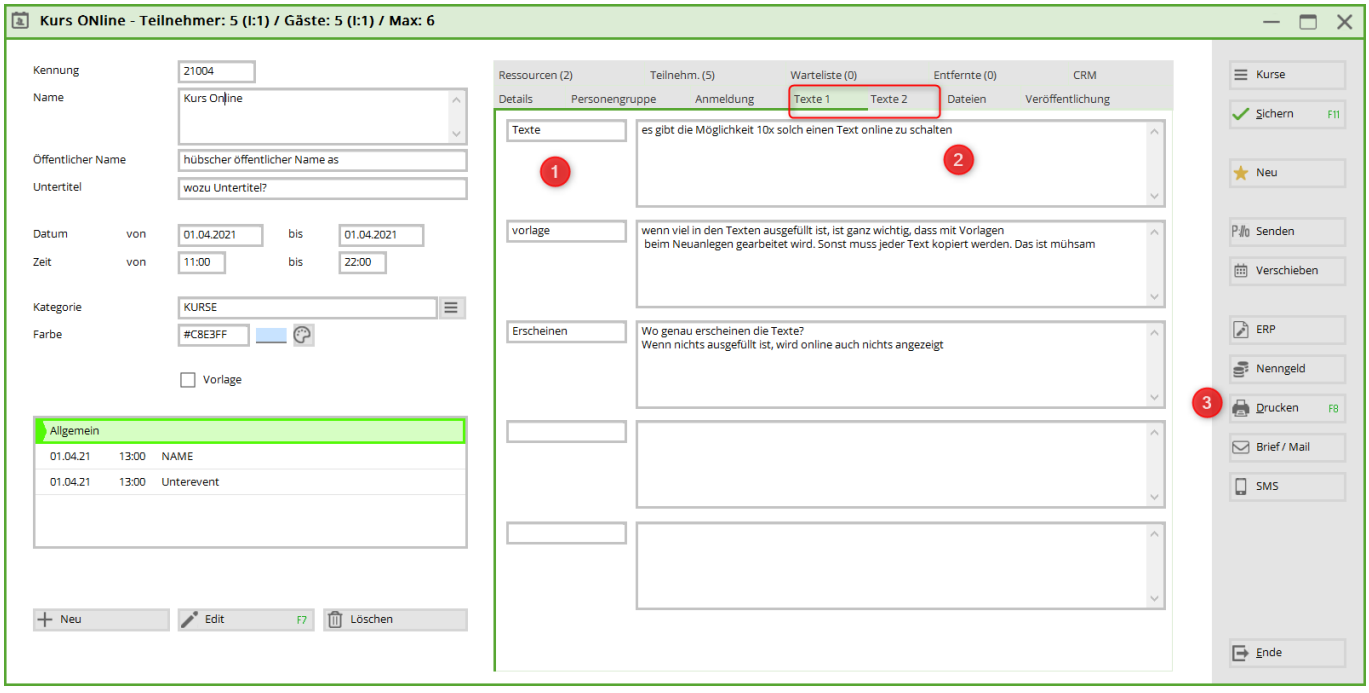
3. force selection - not ticked, because not everyone wants to communicate something.

The set query then looks as follows for online registration:



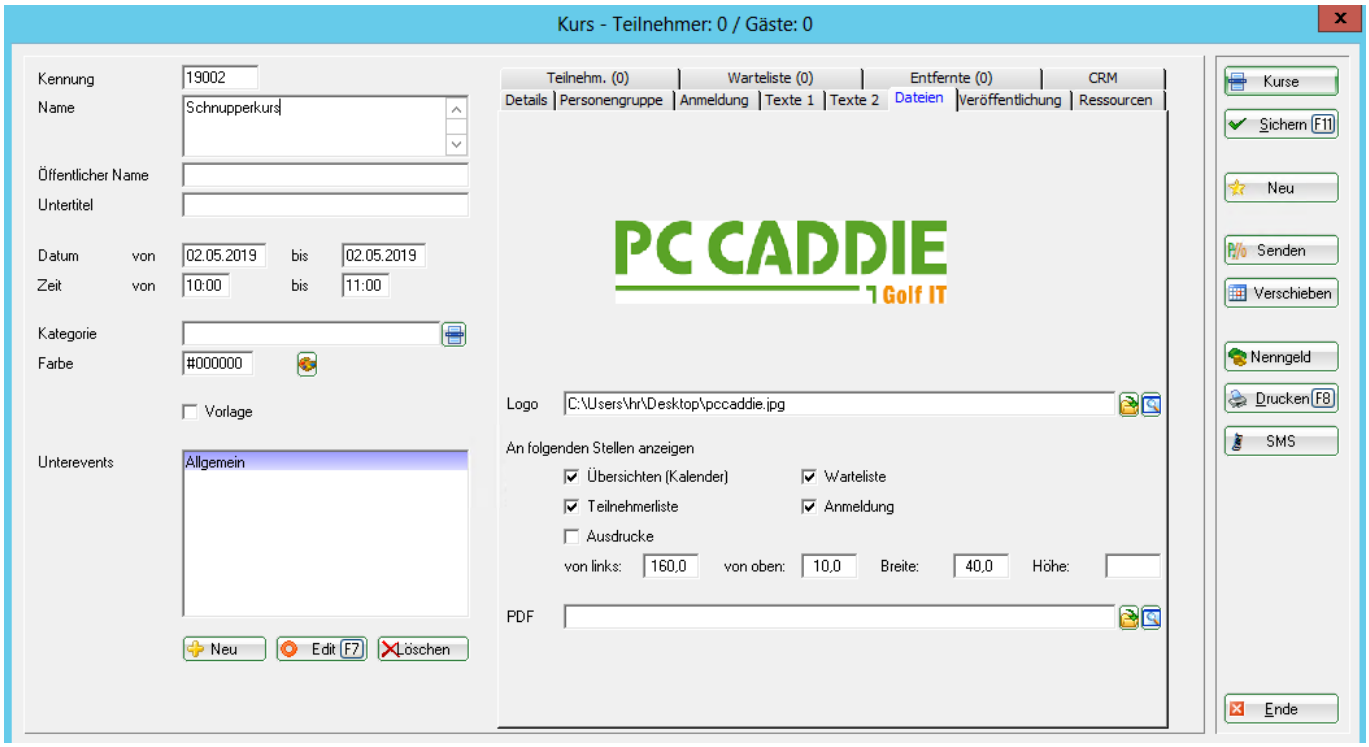
Texts 1 and 2

In this tab you can describe the event or course. There are 10 fields available for this.



1. Title. Texts, template and appearance are preset.
2. You can enter the description here. If the field remains empty, nothing will appear online.
3. If you would like an overview to check the texts, you must first enter a special parameter. Please contact the support team at support@pccaddie.com

Files



Here you can store a logo for each course. This logo can then be displayed for the selected lists be displayed. You can use the fields from the left at any time .... from above .... Width: .... Height ... position. At the moment, the logos are still stored separately in the Online Club Manager. In future, you will be able to insert the logos directly here and upload them to the online module.

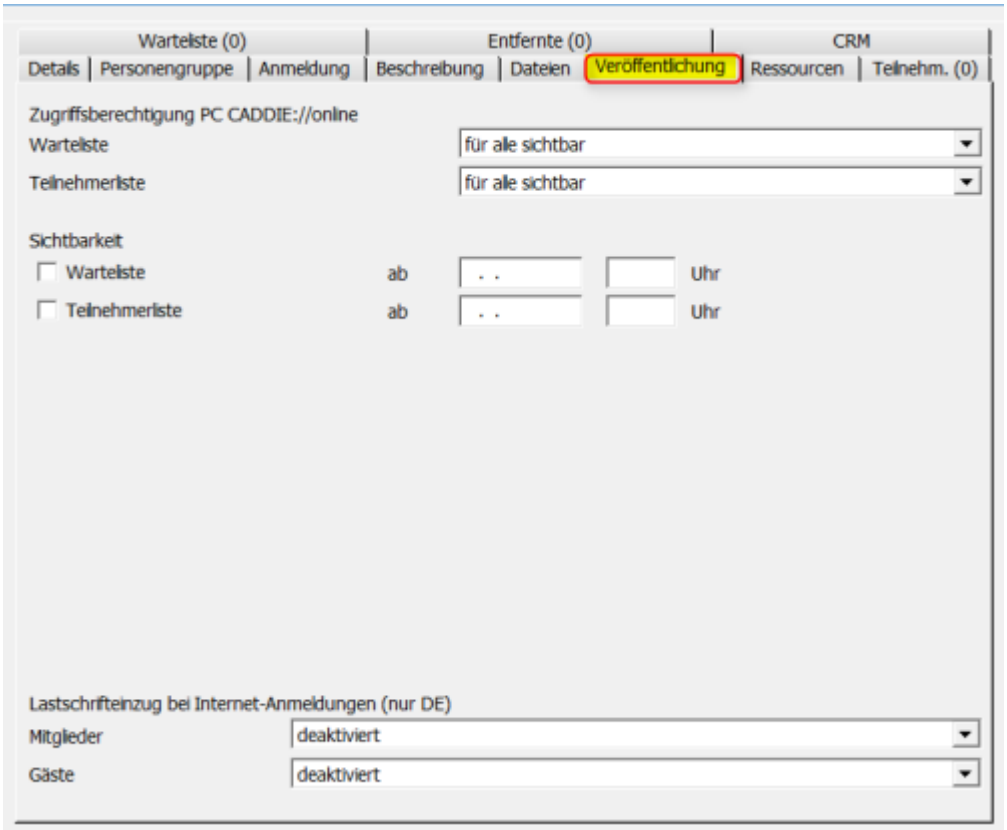
The logo will only be displayed after it has been saved and reloaded

PDF FILE

In future, you will also be able to attach PDF files here, which can be opened online.

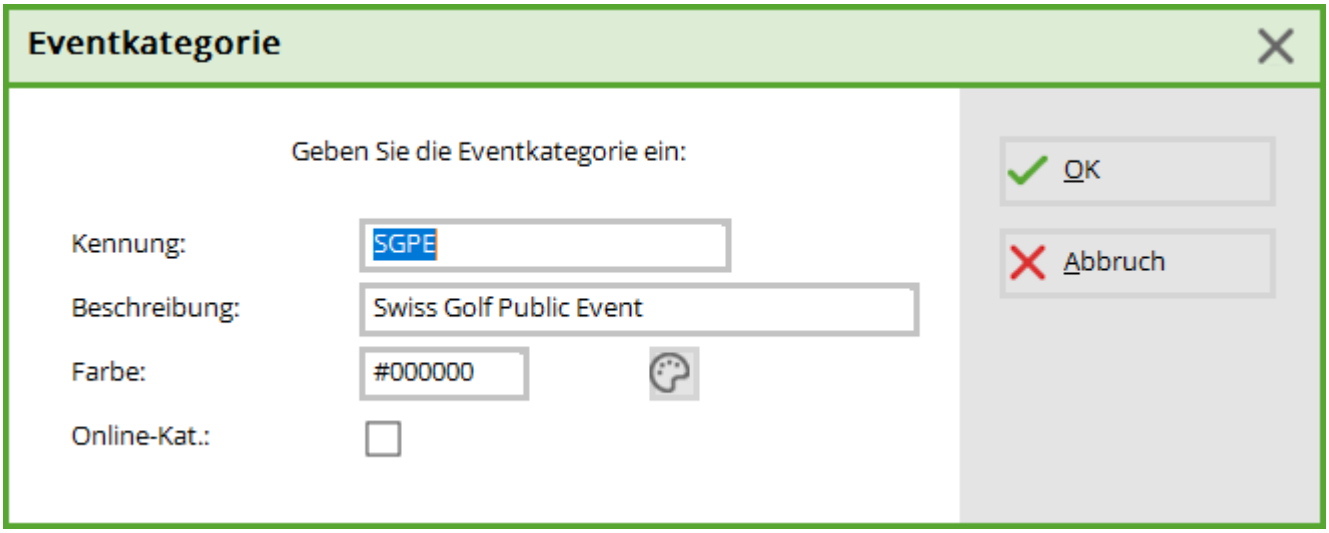
Publication

The online authorisations are defined in this tab:



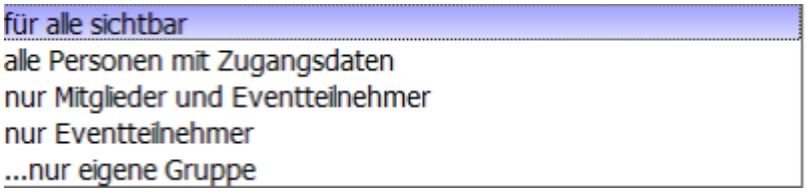
Publication on SwissGolf

If you would like your courses and/or events to be published on SwissGolf as well, they must belong to the category: SGPE and be transferred again.



PC access authorisation CADDIE://online

Here you can configure different settings for the waiting and subscriber list:



Visibility

You also have the option of defining the visibility here. Enter a date from which the waiting list or participant list is visible online.

Direct debit

Define direct debit collection for members and guests. You have the following options via the drop-down field following options:

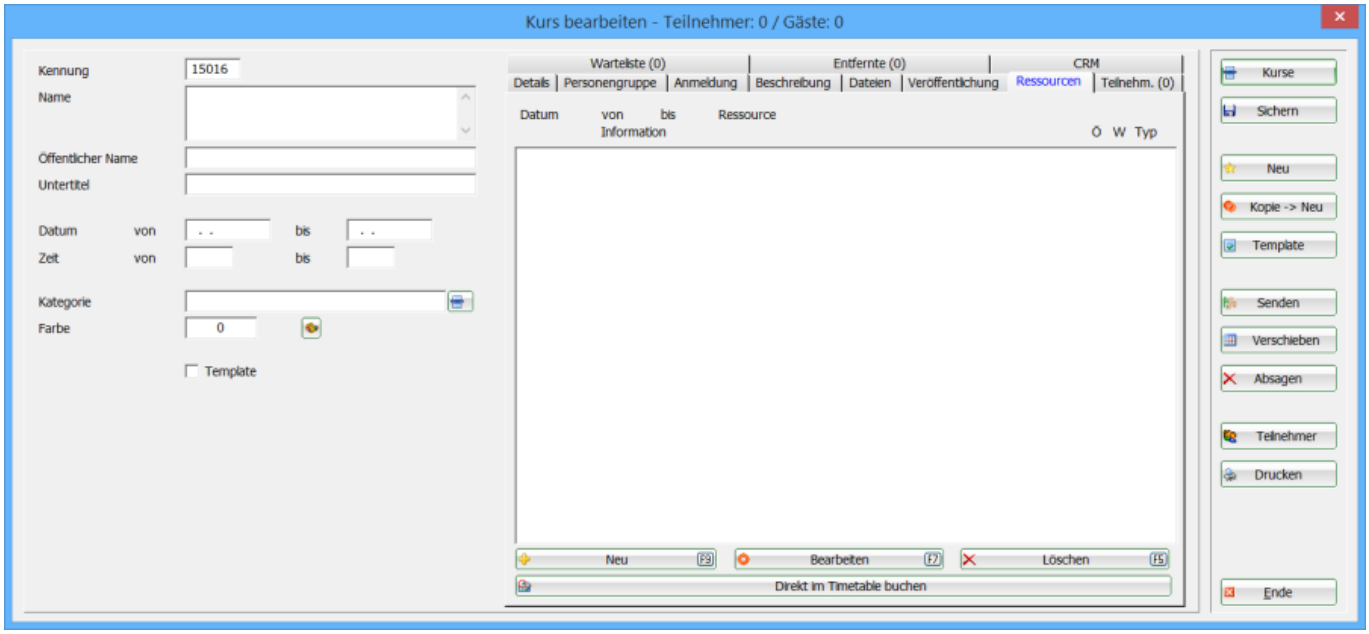


Resources

Book resources

You plan your resources in this tab. A resource can be reserved in the timetable or only be known and not have a timetable area. You can block a course directly in the timetable or enter a filter.

Would you like to define a new timetable view? Follow this link: Define timetable views



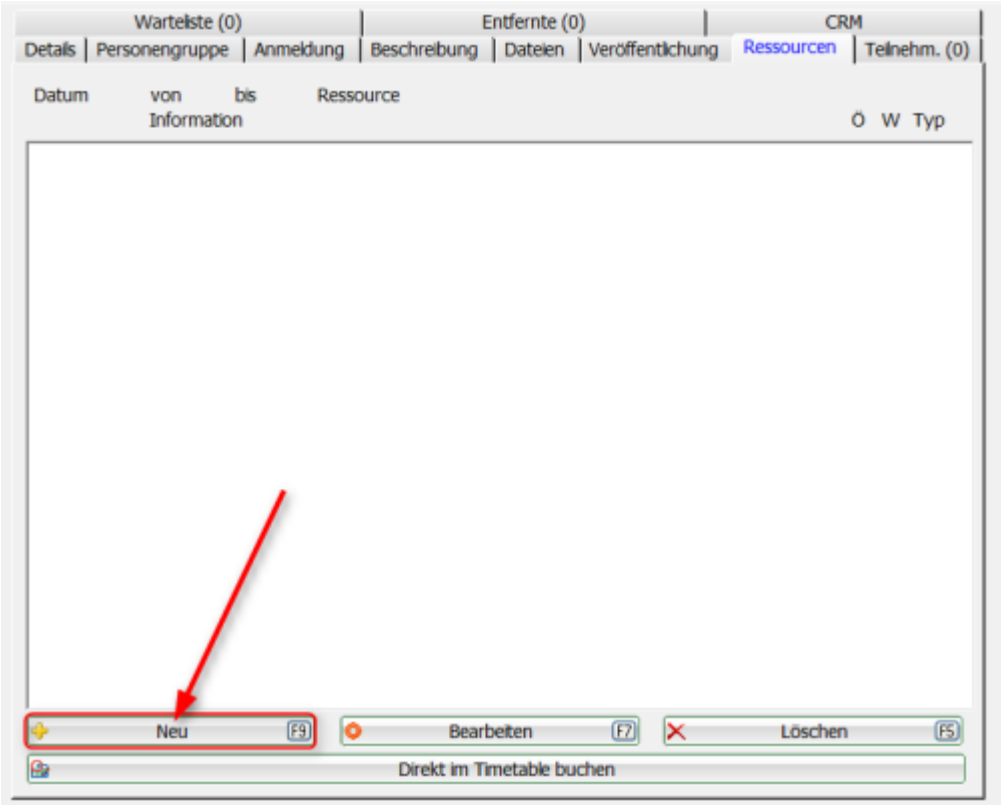
All the dates associated with the course are displayed in the course window.

Below is an example of how you can enter and plan the necessary resources for a pitch and putt course on 10 October 2015 from 10.00 am to 5.00 pm.

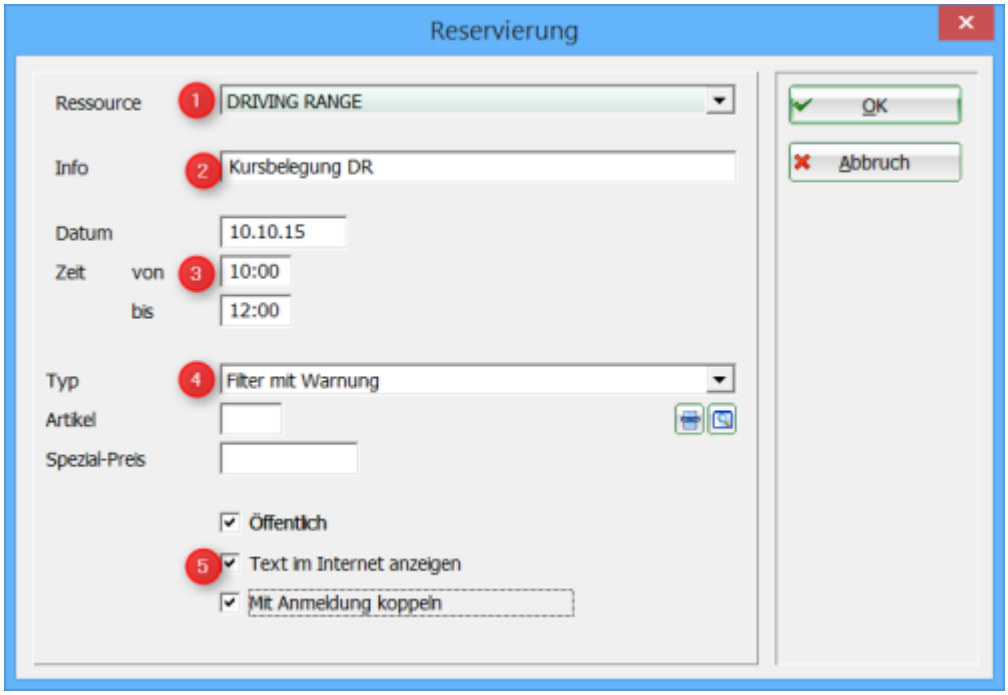
This requires 2 blocks or resources:

1. blocking **Driving range** 10.00 - 12.00 - 2nd closure **Practice area** 14.00 - 16.00 hrs

Via the button **NEW** button to open the window for reservations:



Complete the following fields here:



(1) ** Resource**Select the corresponding timetable area in which you want to enter a filter for labelling or blocking.

(2) ** Info**: This is the name of the booking in the timetable

(3) ** Date and time **: Enter the date and time for the blocking in the timetable area here

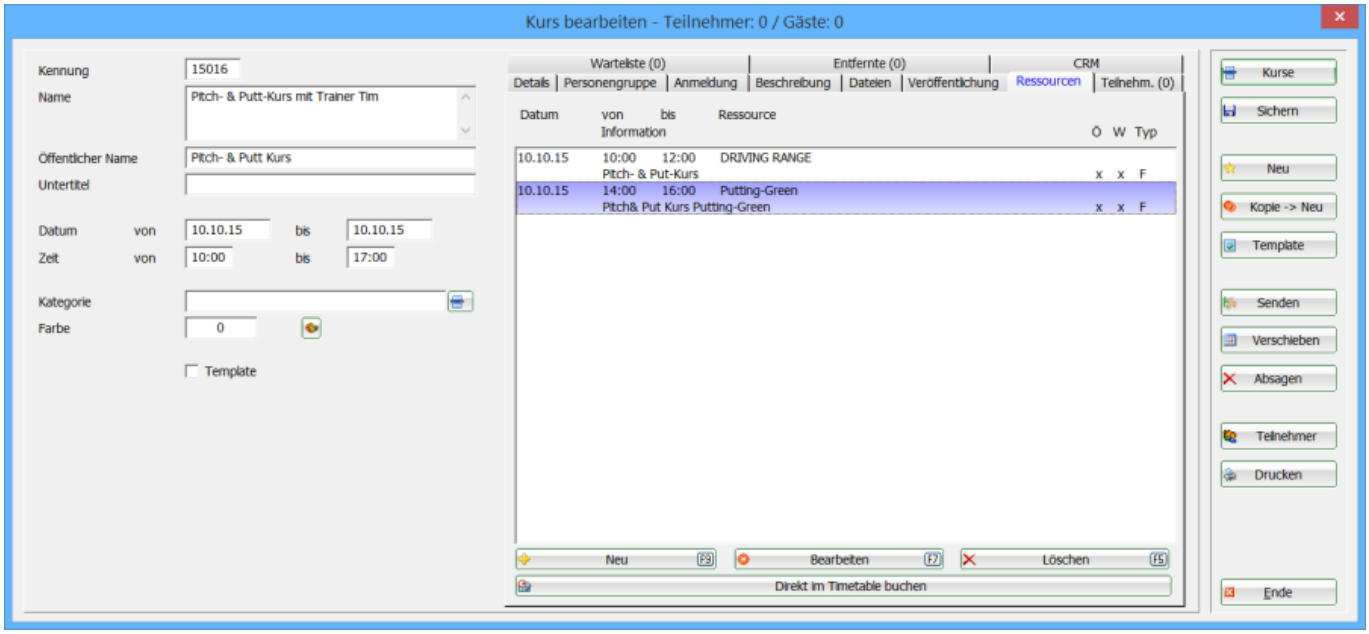
(4) ** Type**There is a choice of these reservation types:

Reservation types
Filter with warning
Filter without warning
Blocking
Pause

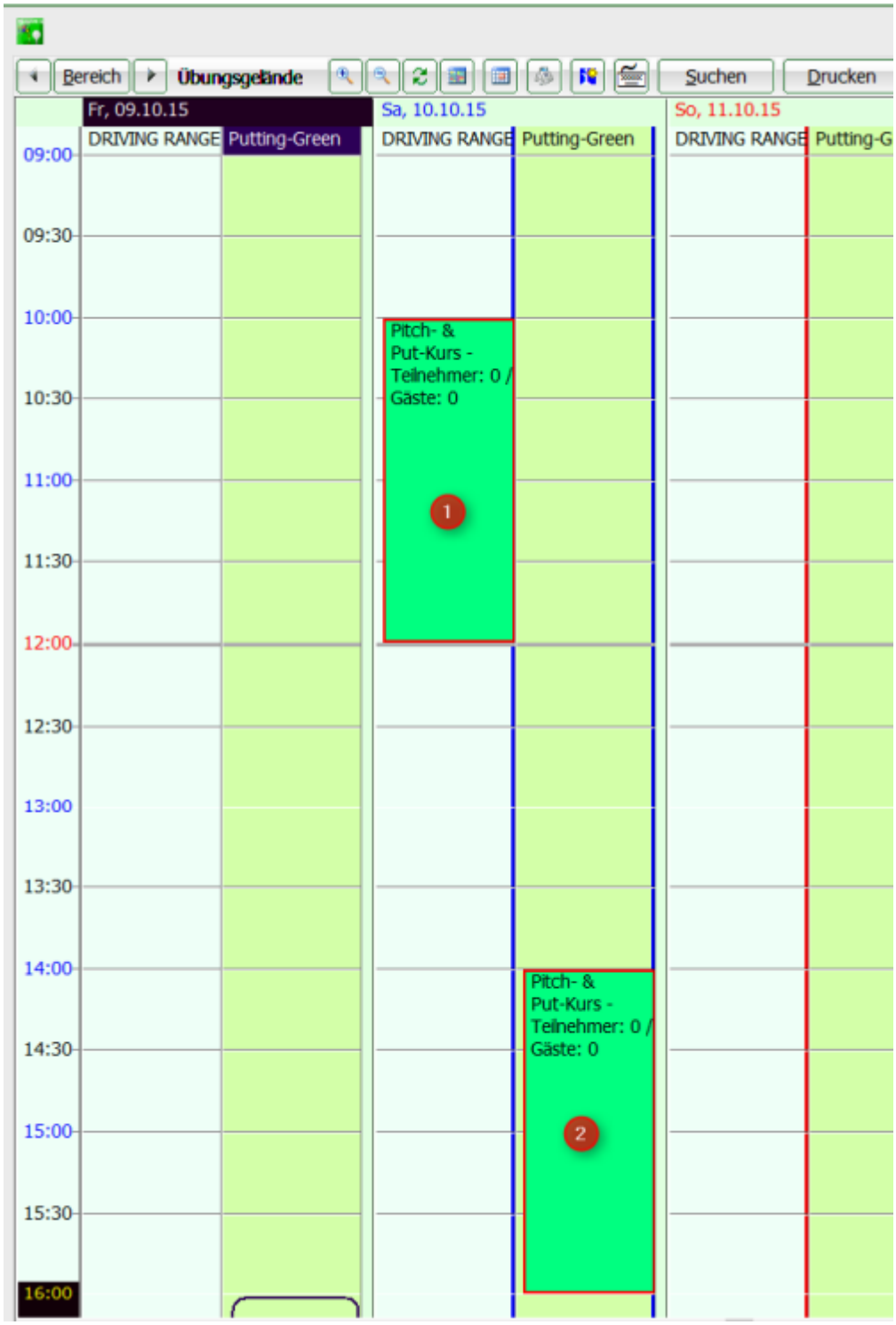
(5) Now select how this block should appear: **Public** , **Display text on the Internet** or should the blocking be linked to the **login on the Internet** be coupled

Click OK to exit the input screen. Via **NEW** you can now block the practice area for the second time.

If you have added both entries, the window now looks as follows:



The corresponding automatic blocking or filter has been stored in the corresponding timetable areas:

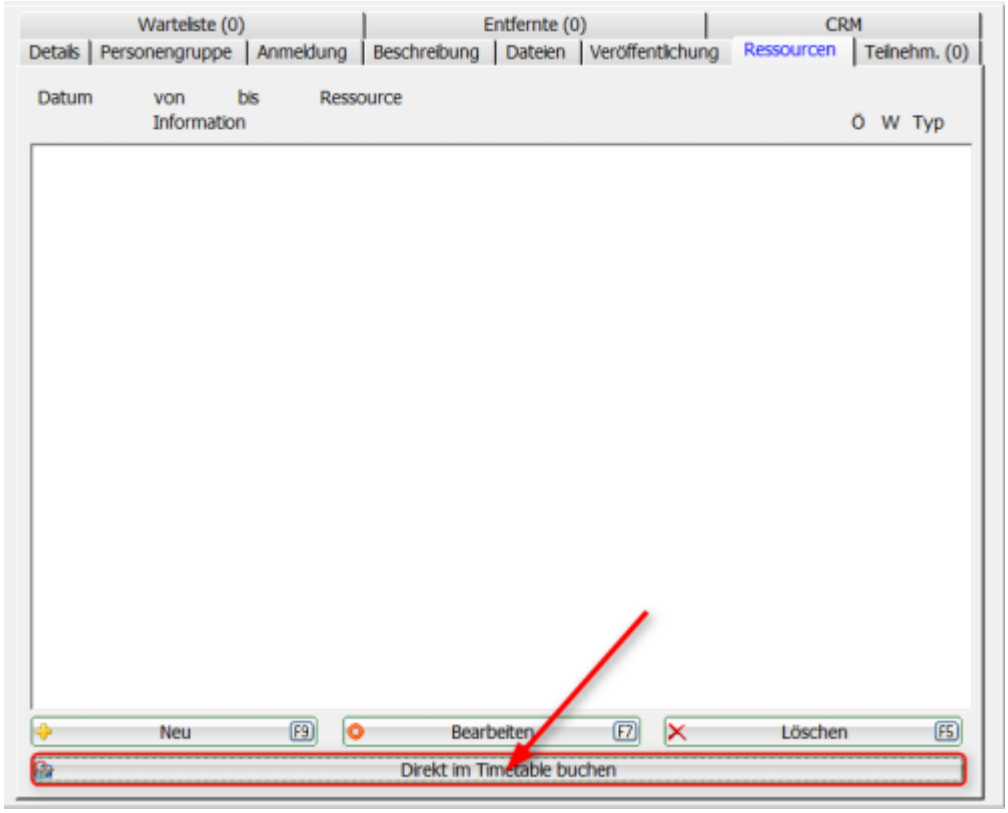


(1) Closure of the driving range (2) Closure for the practice area

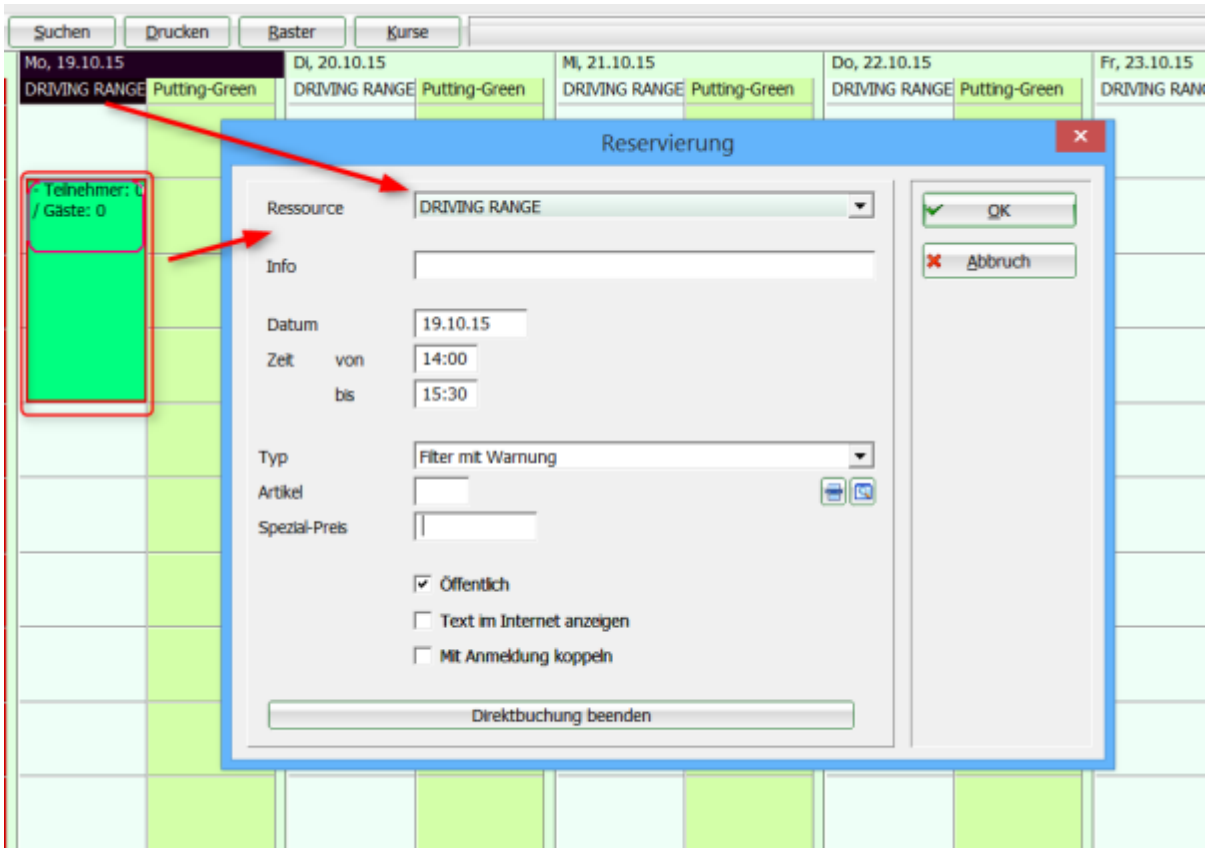
The reservations already assigned to the course/event are marked with a red frame

Manually book resources in the timetable

It is also possible via the button **Book directly in the timetable** button to note a block/filter in the timetable and thus also book the resource immediately.

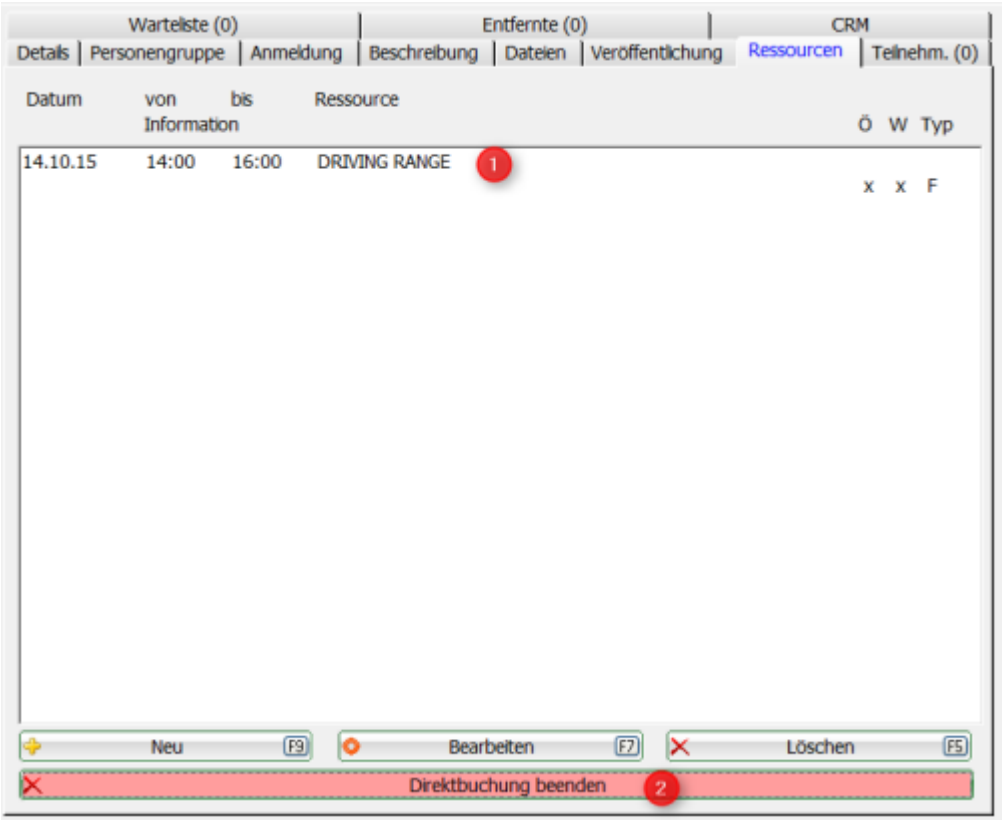


Clicking on this button takes you directly to the timetable display. Double-clicking on a time automatically opens the reservation window and the desired timetable area is already set. Simply add the time frame.



With **OK** to end the entry and automatically return to the course booking screen. The manual booking can now also be recognised here (1). End the manual entry by clicking on the button (2) **End direct**

booking



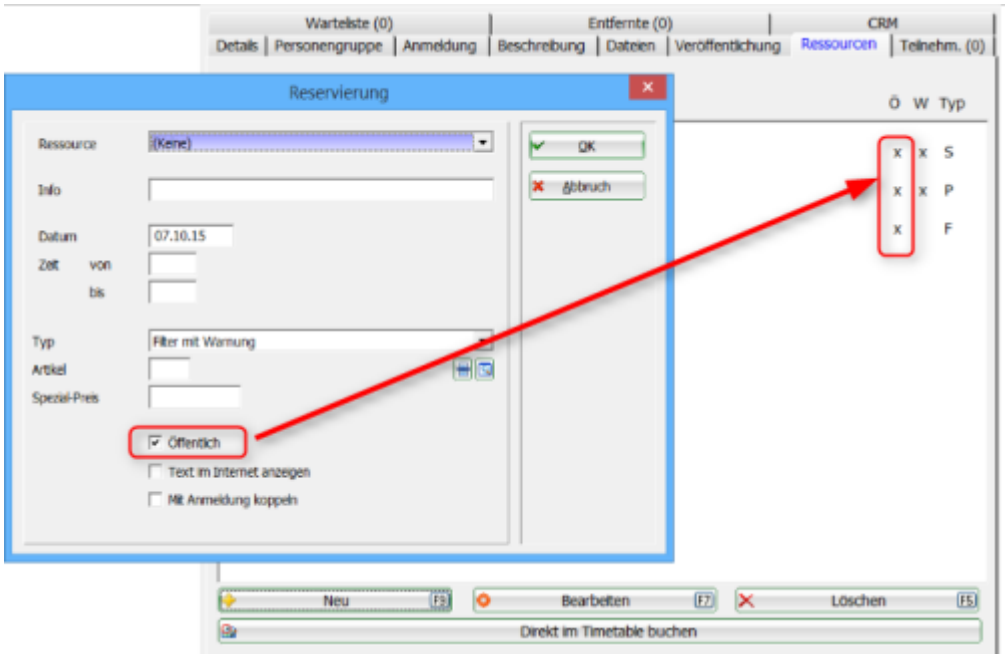
During direct booking, the button is highlighted in red. Clicking it again cancels the direct booking. It is also cancelled when saving, opening another course/event and when closing.

Labelling in the resource window

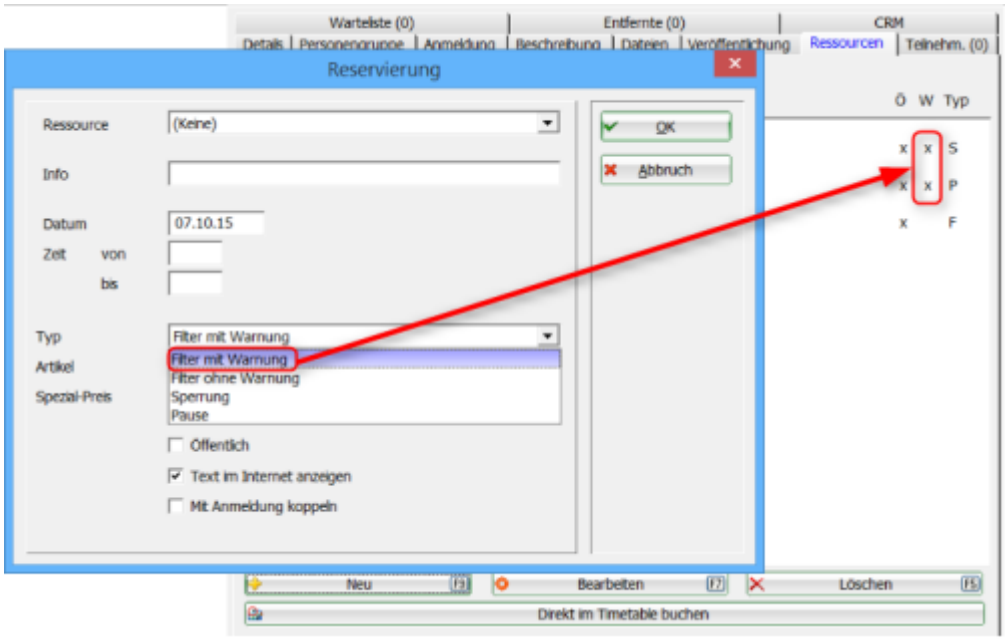
The labels in the window have the following meanings:

The labels have the following meaning:

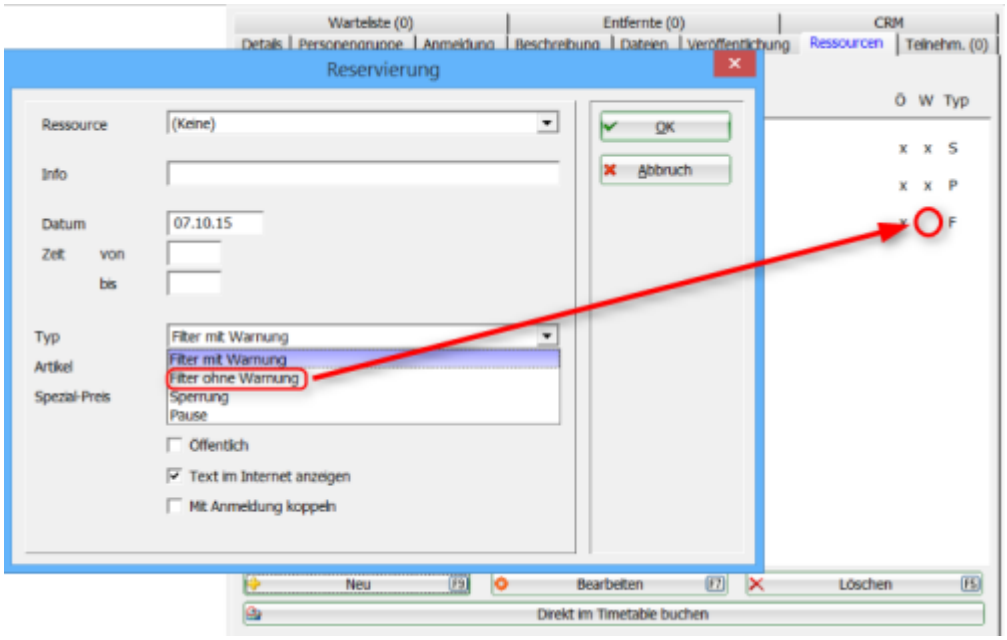
Public



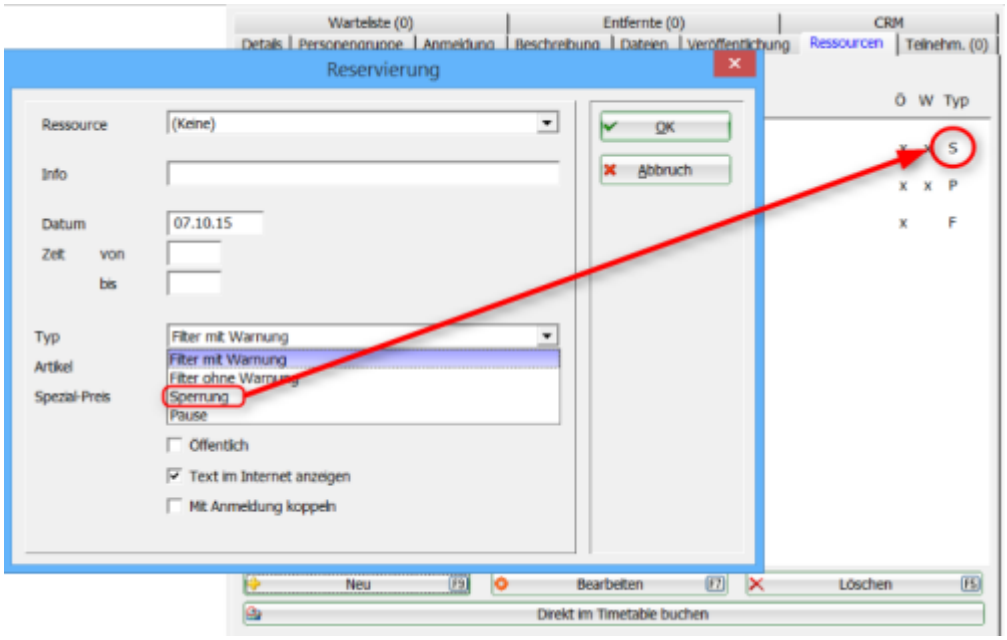
Filter setting with warning



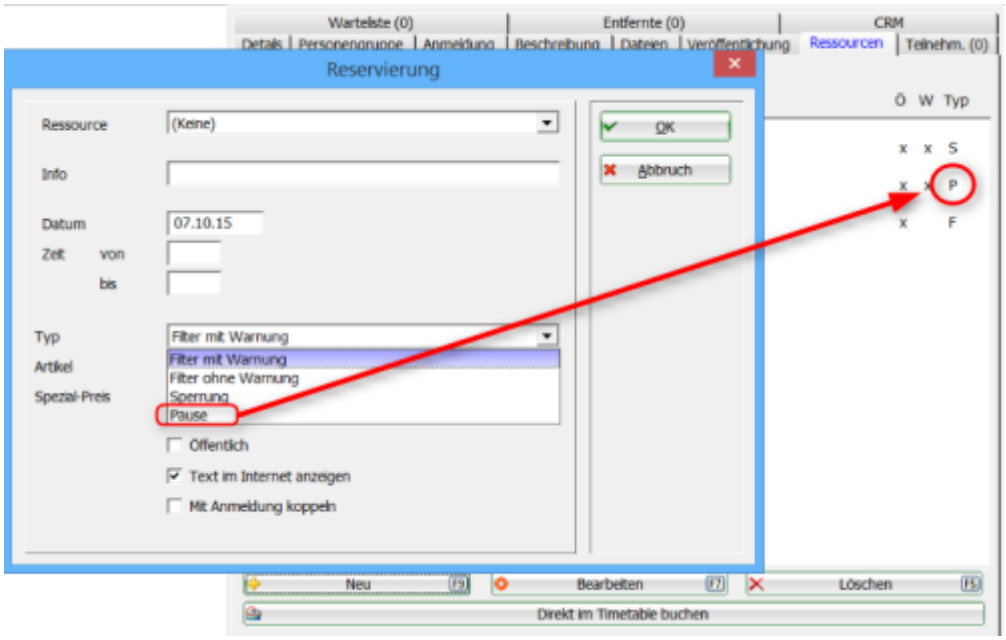
Filter setting without warning



Blocking

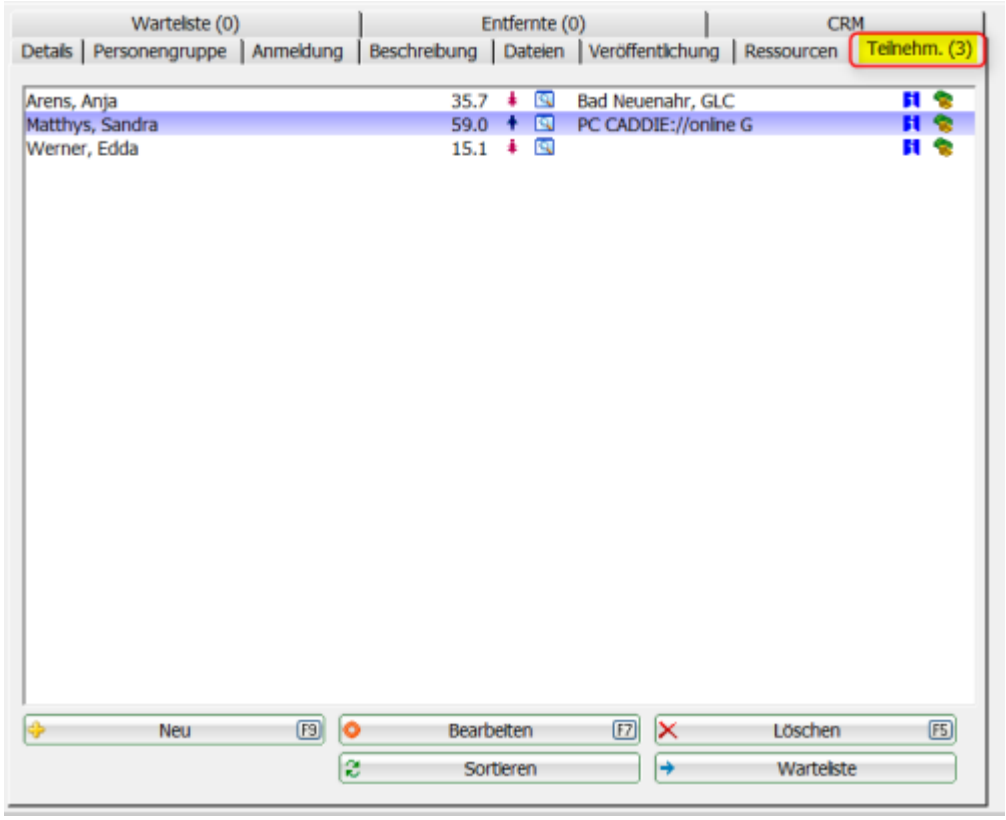


Break

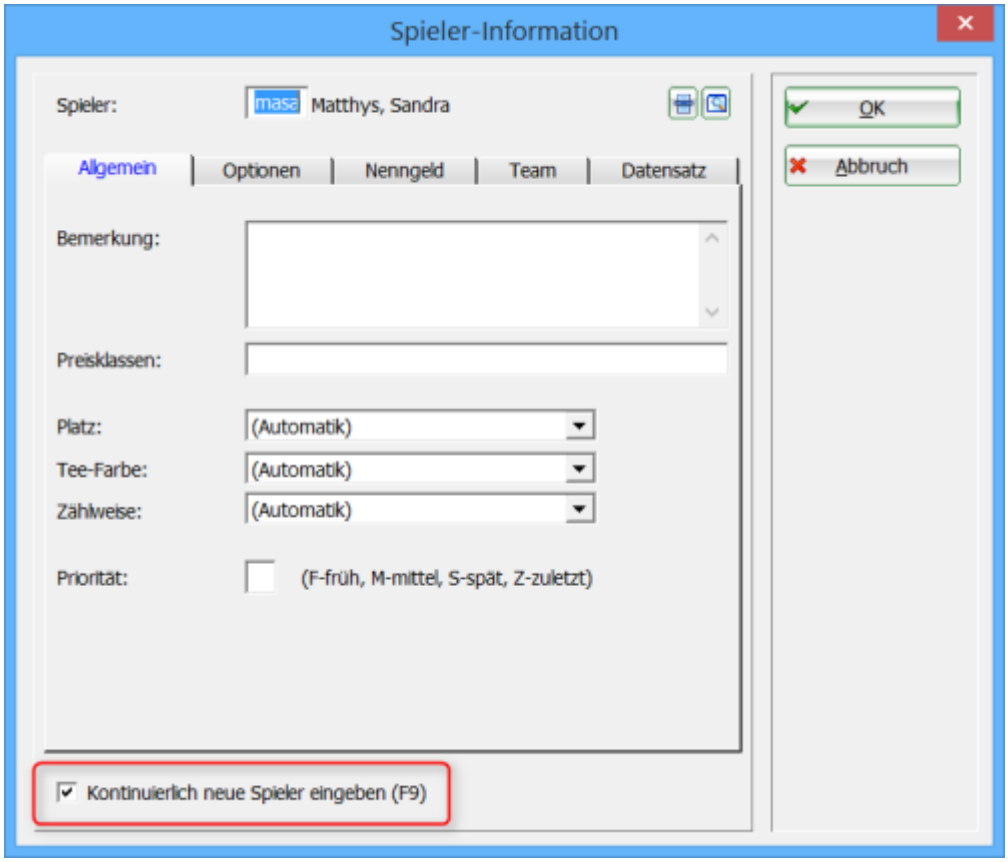


Participants

Here you can find the participants for your course. About **NEW** you can enter the participants manually. Online registrations are automatically entered here.



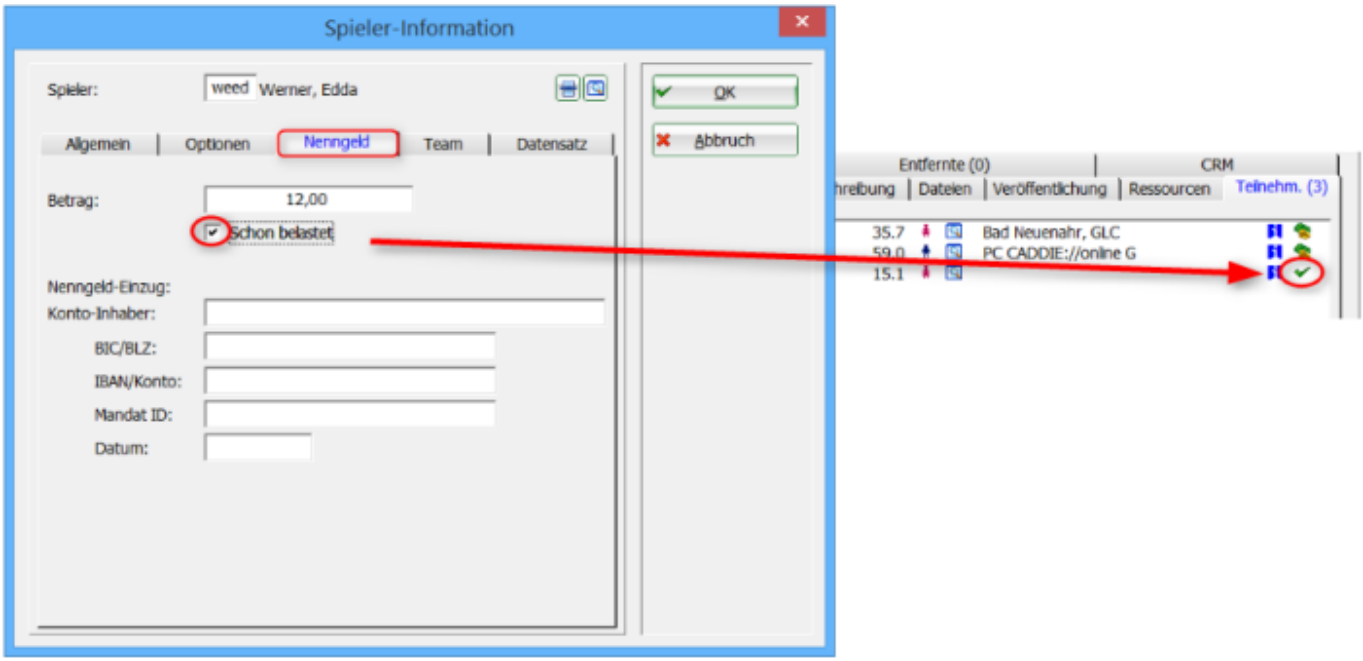
If you would like to enter several participants for a course, tick the box for **Enter players continuously**. By activating this option, the window remains open and does not close after each participant:



Edit

Via the button **Edit button** button or by double-clicking on the magnifying glass  opens the **Player information window**.

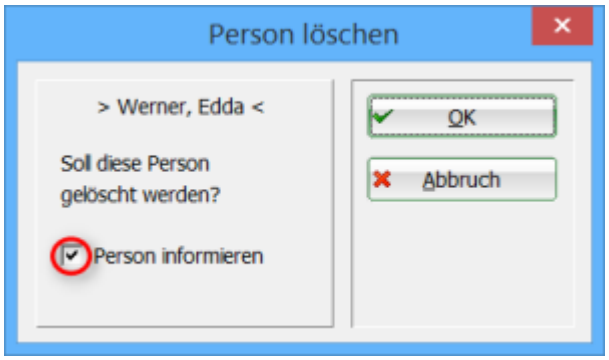
In this window you can note whether a participant has already paid the entry fee or whether it has already been collected. As soon as the tick next to **already debited** is ticked, a green tick will also appear in the list of participants:



A description of the other functions of this window can be found via this link: Player information

Delete

To delete a course participant, select a player and click on **Delete**. The following dialogue appears. Here you can also select whether you want to inform a participant directly about the deletion:



The deleted participants are then added to the **Removed** tab.

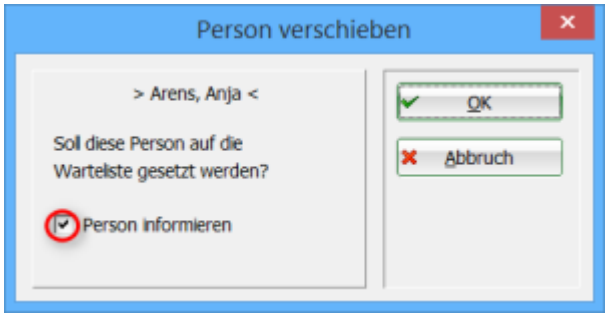
Sort

The participants can be sorted using the **Sort** button to restructure them. The functions for sorting can be found via this link: Sorting

Waiting list

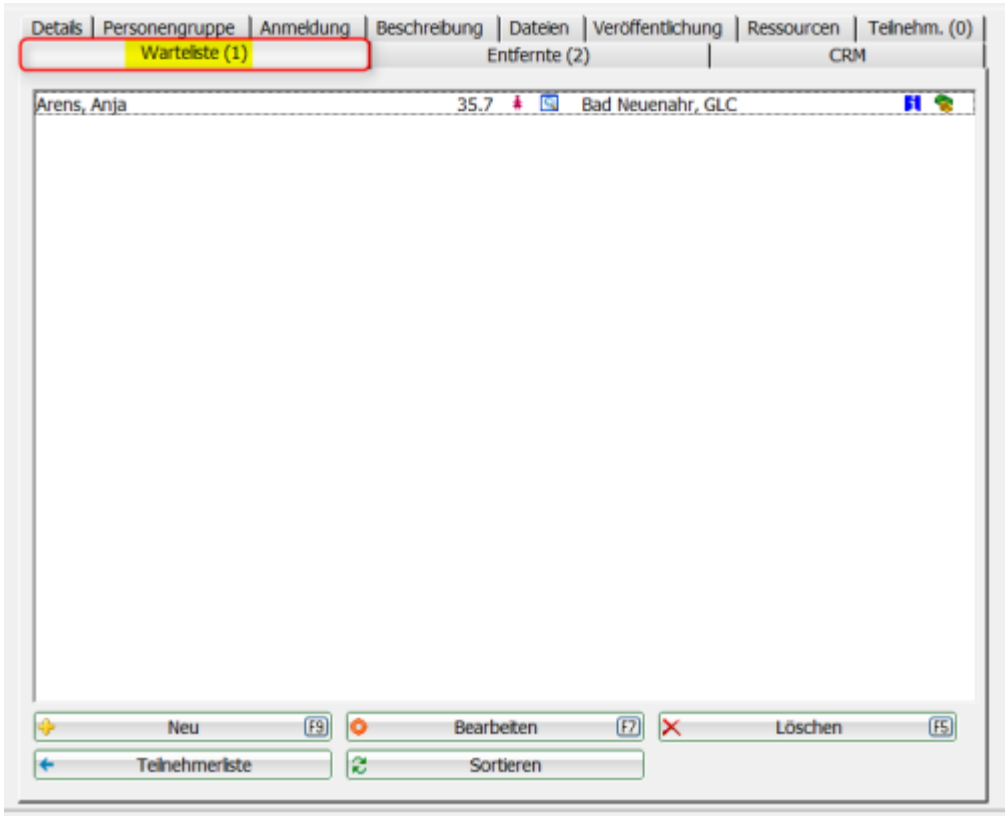
You can add a participant to the waiting list using this button. The following dialogue appears. Here you can also select whether you want to automatically inform the player about the move to the

waiting list:



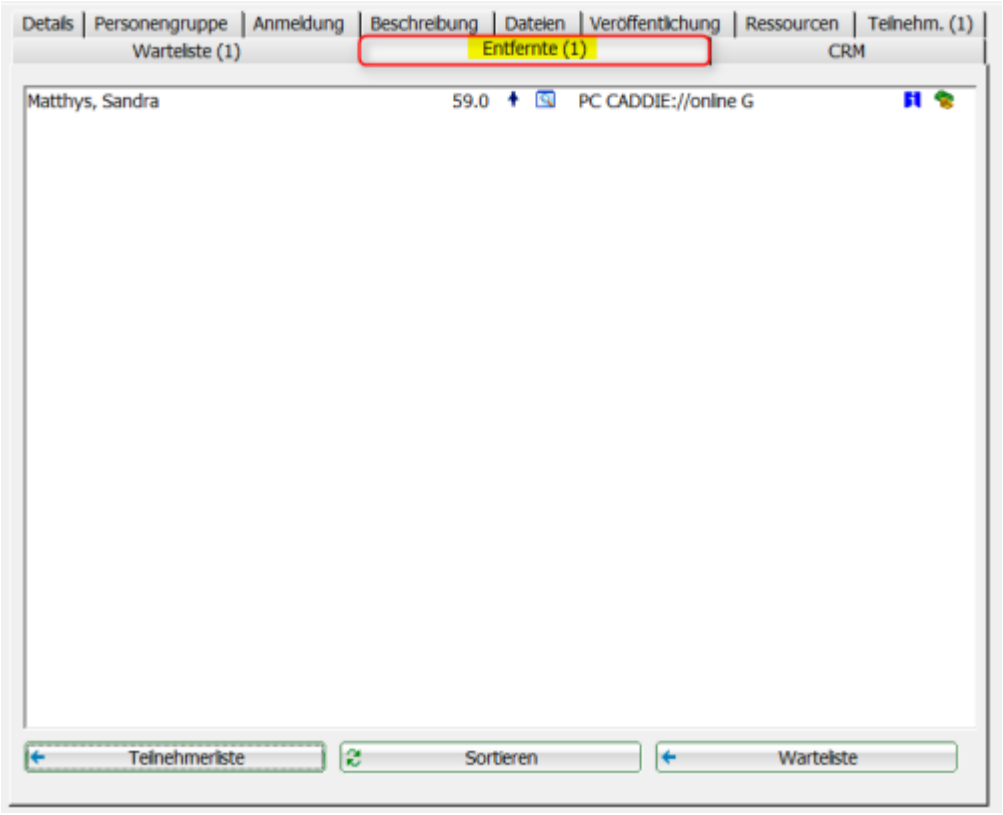
Waiting list

Here you will find the participants who have been put on the waiting list or have been registered



Remote

In this tab you will find all deleted participants.



Participant list

Via the button **Participant list** button to move a deleted player back to the list of participants.

Sort

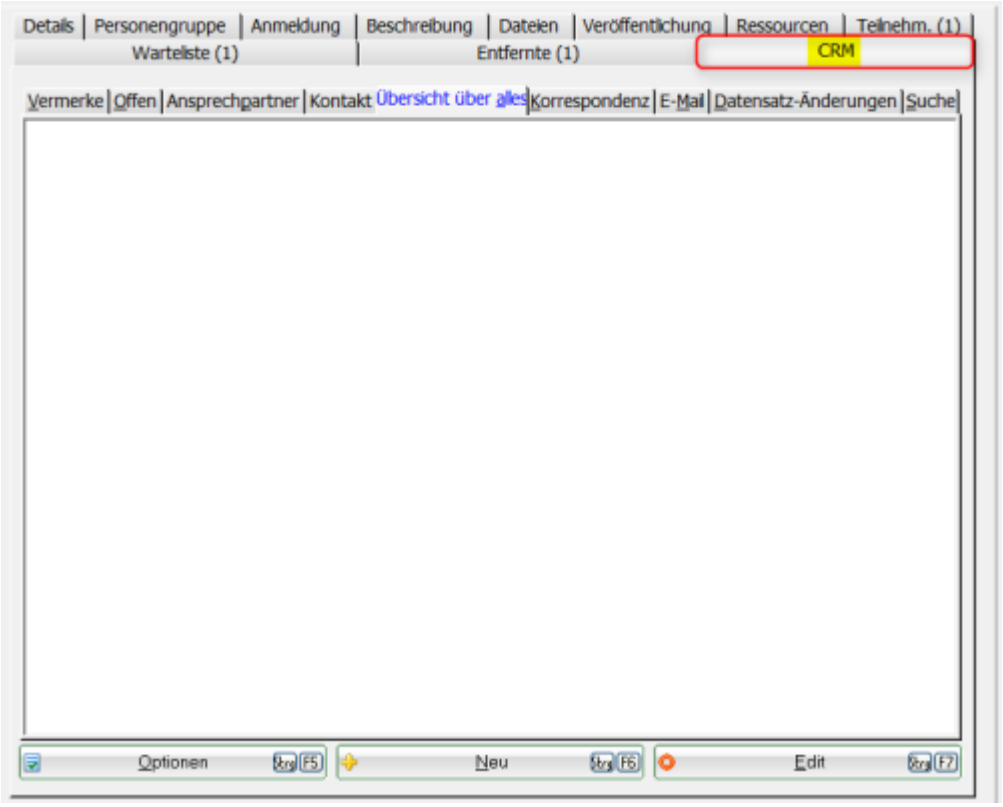
Sorting the list

Waiting list

You can use this button to move a participant back to the waiting list

CRM

CRM CUSTOMER RELATIONSHIP MANAGEMENT	***Customer Relationship Management***	Customer relationship management, customer care



In this window, you can enter all relevant information about a course, create notes, create correspondence about the course and enter contact persons.

You can find out how to work with the CRM system via this link: CRM/DMS

Further buttons

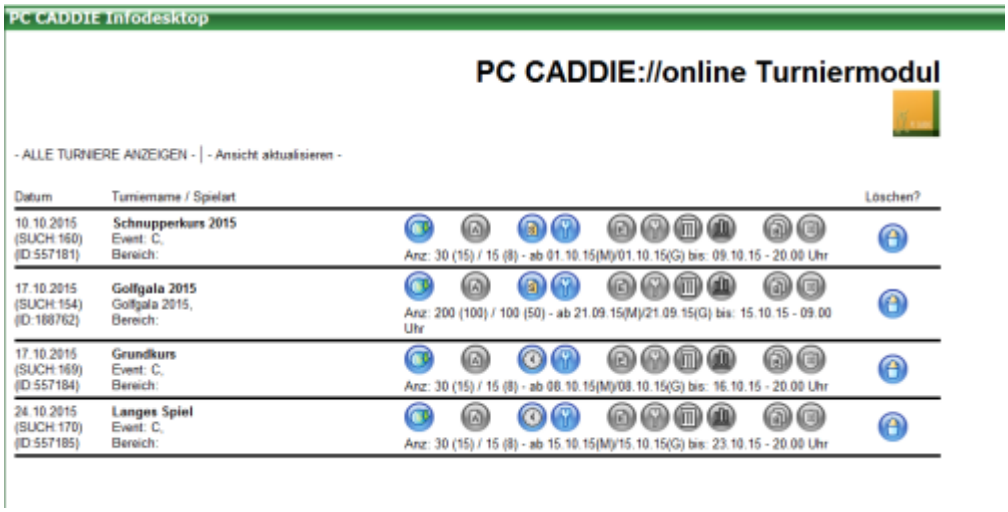


(1) **Courses**: List view of all courses

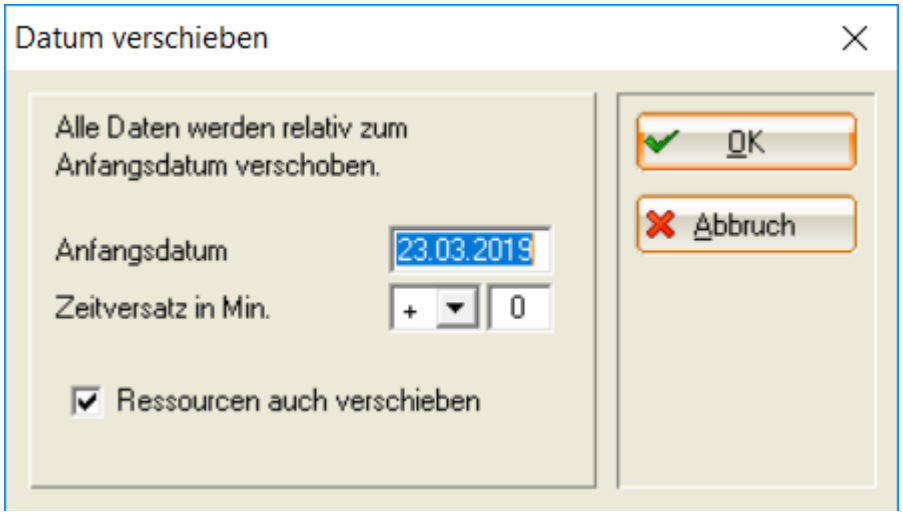
(2) **Change**Change the selected course

(3) **New**Enter a new course

(4) **Send**: Starts the synchronisation with the online module



(5) **Move**This can be used to move the entire course to a different date. All dates are moved relative to the start date. The entries in the timetable are also automatically moved to the new date - if desired.



(6) **Entry fee**: Enter/deposit entry fee article

(7) **Print**: Here you can print lists from the course event module

Flat rate

You have the option of creating a course with different modules. The customer effectively buys a flat rate for this course. You decide how often and for how long the customer can register for the individual modules.

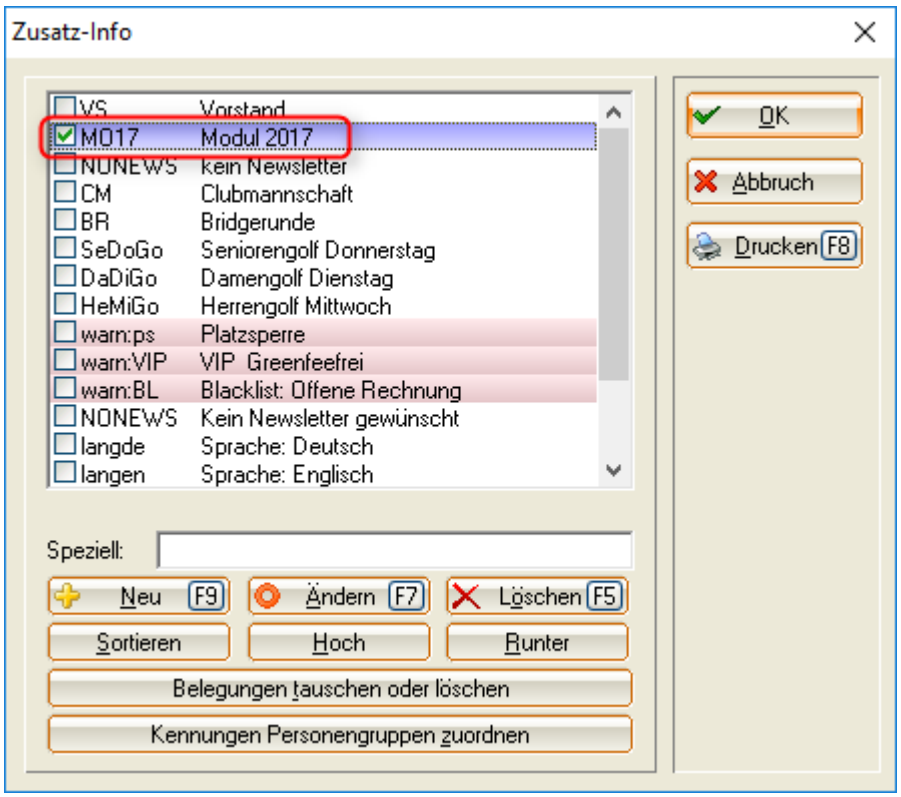
Example:

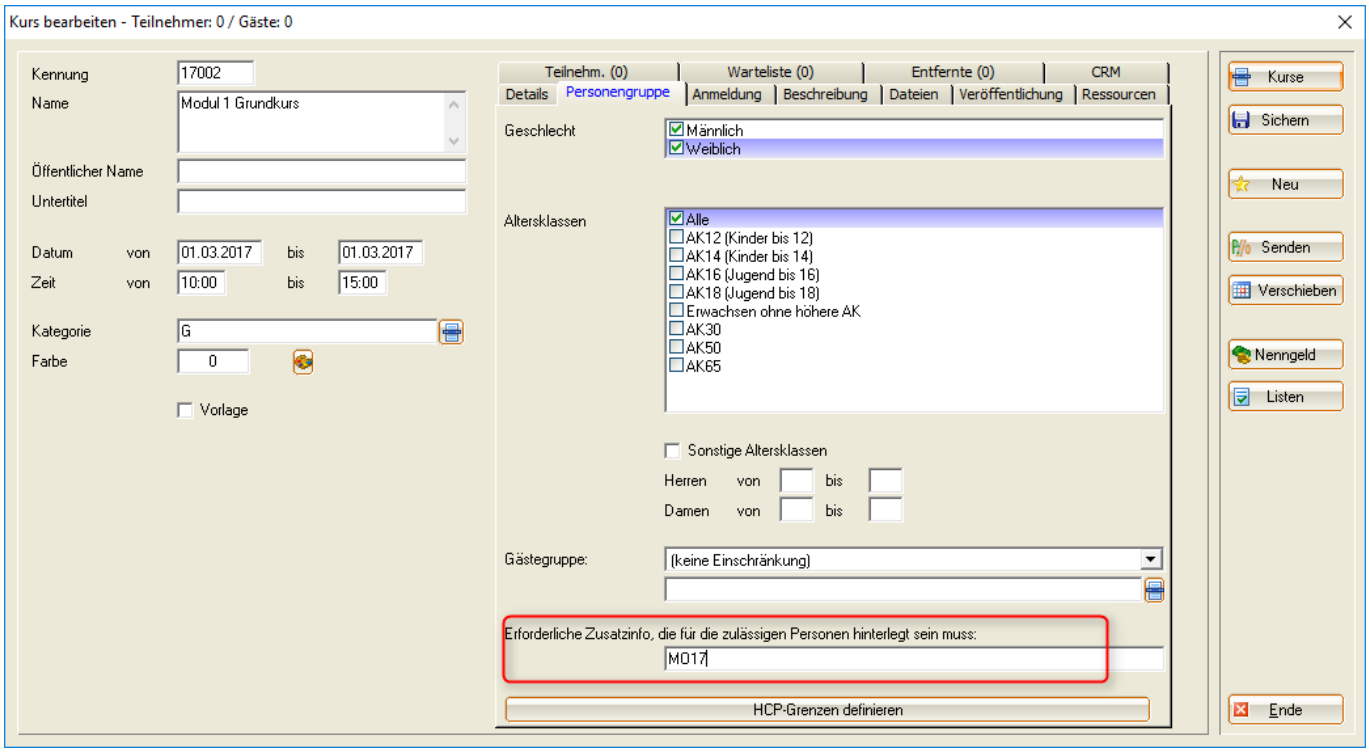
- A total of 80 courses take place throughout the year with different pros on different topics - 4 modules can be booked each week, the customer can choose a maximum of 2 of them

In PC CADDIE it must be created as follows:

- 80 modules spread over the weeks and pros on different topics - Individual topics can be assigned to different categories/topics

IMPORTANT: For the restriction to work, additional information must be stored under the person group both in the module/course and in the person mask (MO17). the person mask (MO17).

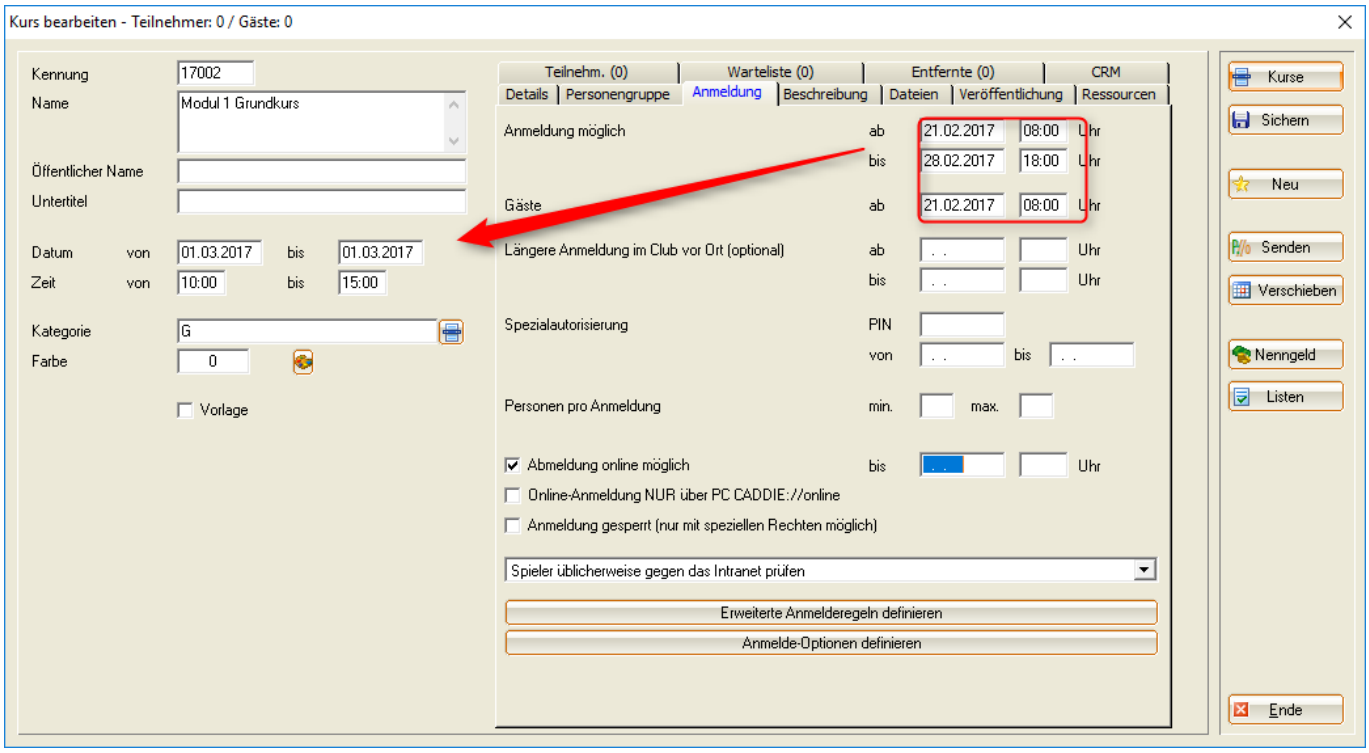




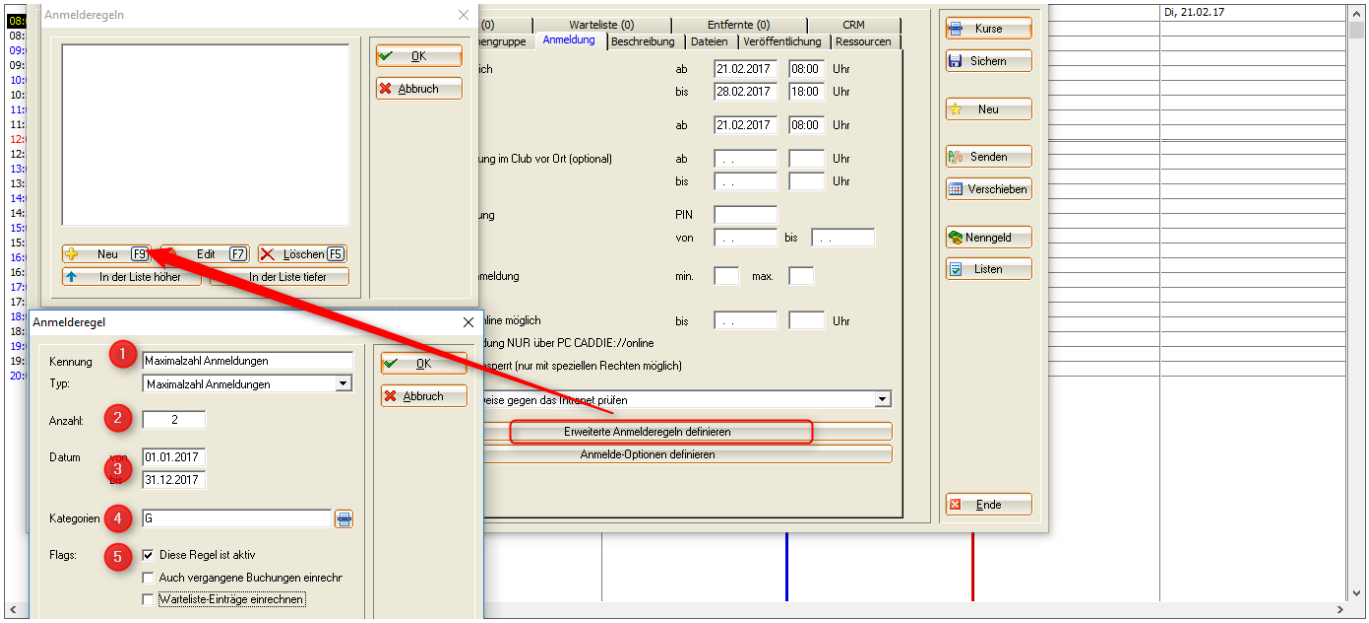
This ensures that only people who have this additional information can book this course/module.

Restriction: 2 courses per week out of 4

Enter the week under the Registration tab for from - to. Course date: 01.03. Week to register 21.02 - 28.02.



An enrolment rule must also be entered: Maximum number of enrolments. This means that only 2 courses of the selected category can be booked.



1. name of the rule

2. restriction

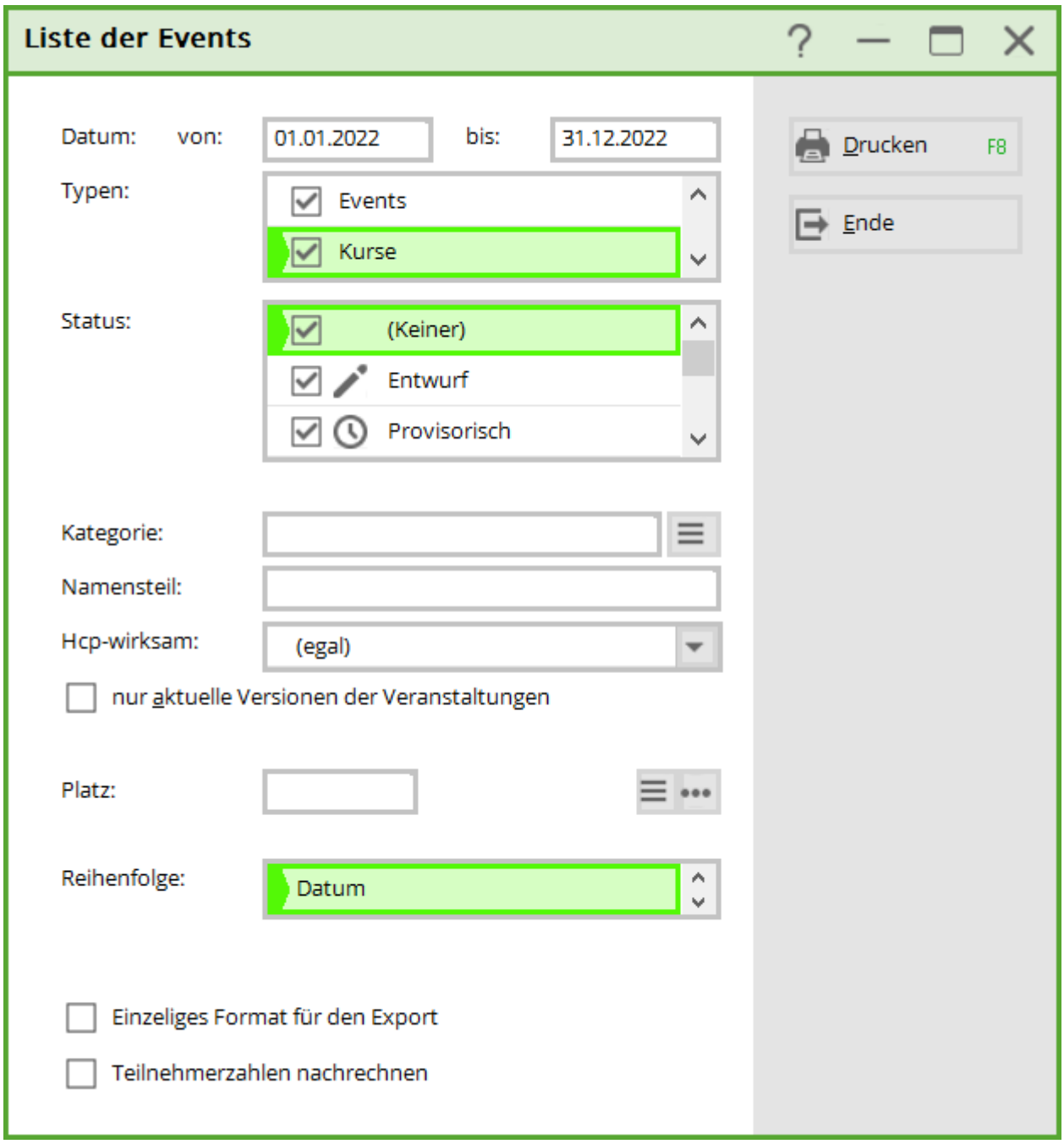
3. valid period

4. valid categories

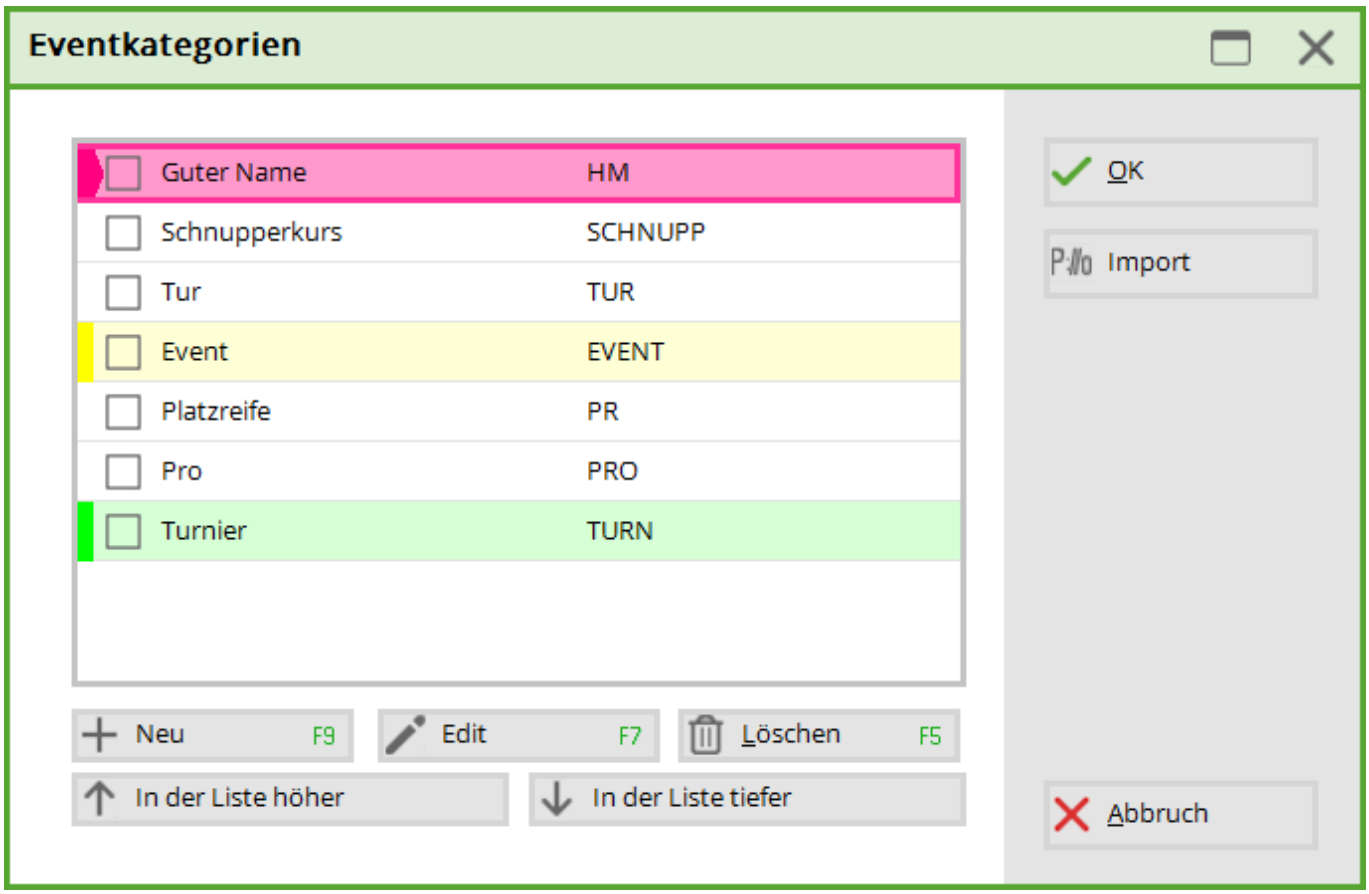
5. activate rule

List of events

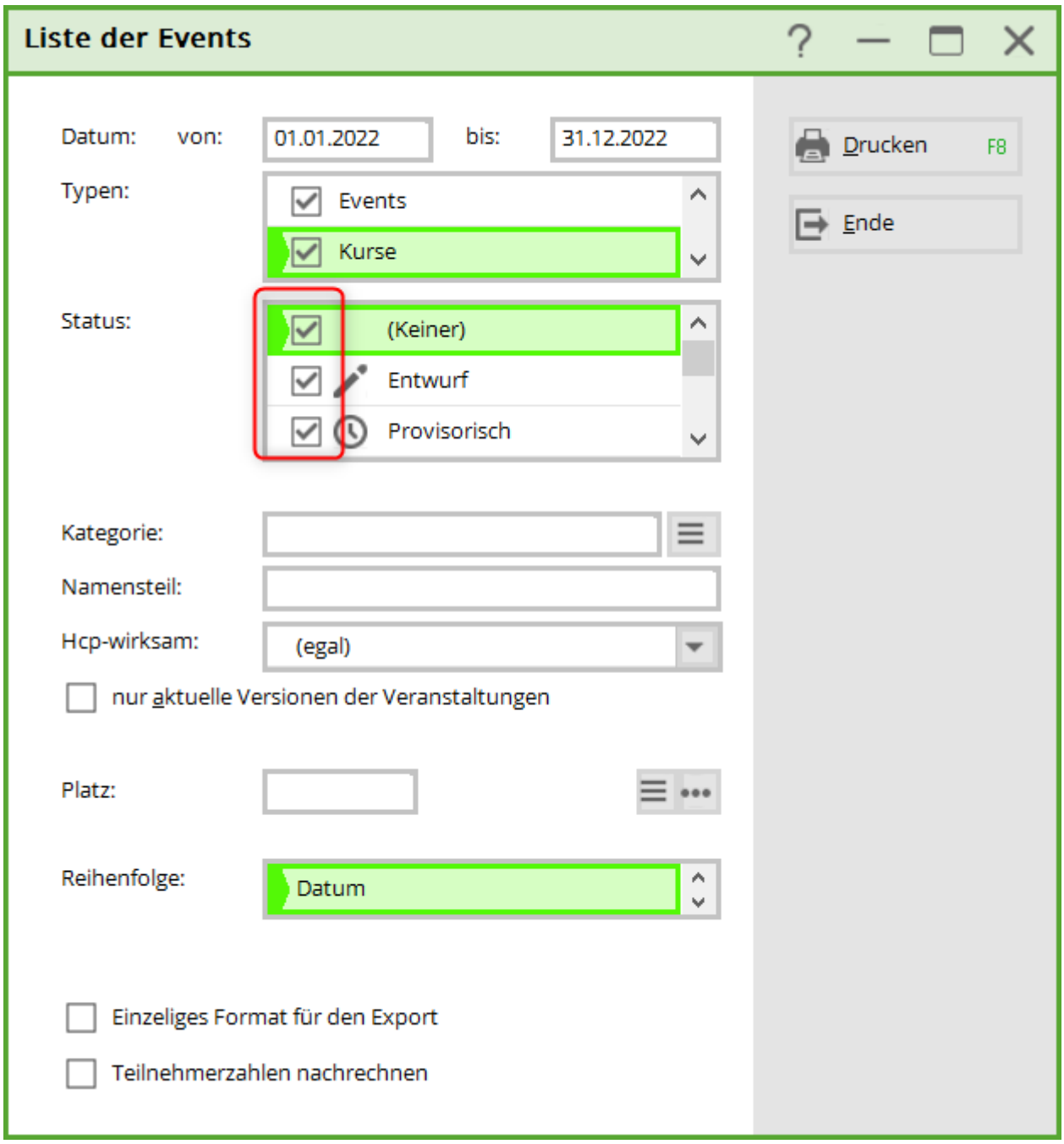
Under **events** and at the bottom **List of events**you can also print courses & events.



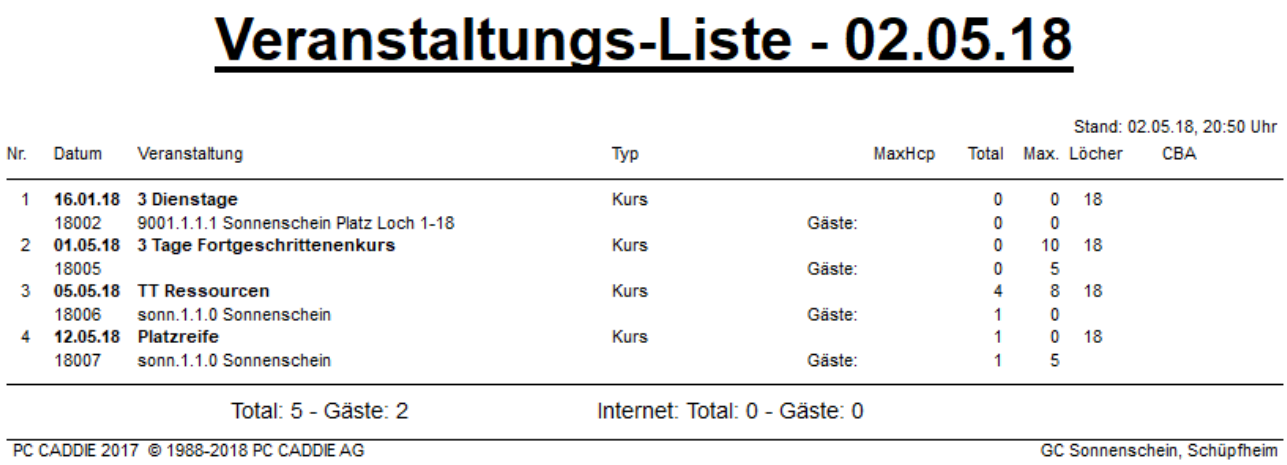
This view can also be narrowed down, e.g. by category.



or priorities/status



The finished list shows all courses or events selected in the period



Veranstaltungs-Liste - 02.05.18

Stand: 02.05.18, 20:50 Uhr

Nr.	Datum	Veranstaltung	Typ		MaxHcp	Total	Max.	Löcher	CBA
1	**16.01.18**	**3 Dienstage**	Kurs			0	0	18	
	18002	9001.1.1.1 Sonnenschein Platz Loch 1-18		Gäste:		0	0		
2	**01.05.18**	**3 Tage Fortgeschrittenenkurs**	Kurs			0	10	18	
	18005			Gäste:		0	5		
3	**05.05.18**	**TT Ressourcen**	Kurs			4	8	18	
	18006	sonn.1.1.0 Sonnenschein		Gäste:		1	0		
4	**12.05.18**	**Platzreife**	Kurs			1	0	18	
	18007	sonn.1.1.0 Sonnenschein		Gäste:		1	5		

Total: 5 - Gäste: 2 Internet: Total: 0 - Gäste: 0

PC CADDIE 2017 © 1988-2018 PC CADDIE AG GC Sonnenschein, Schüpfheim

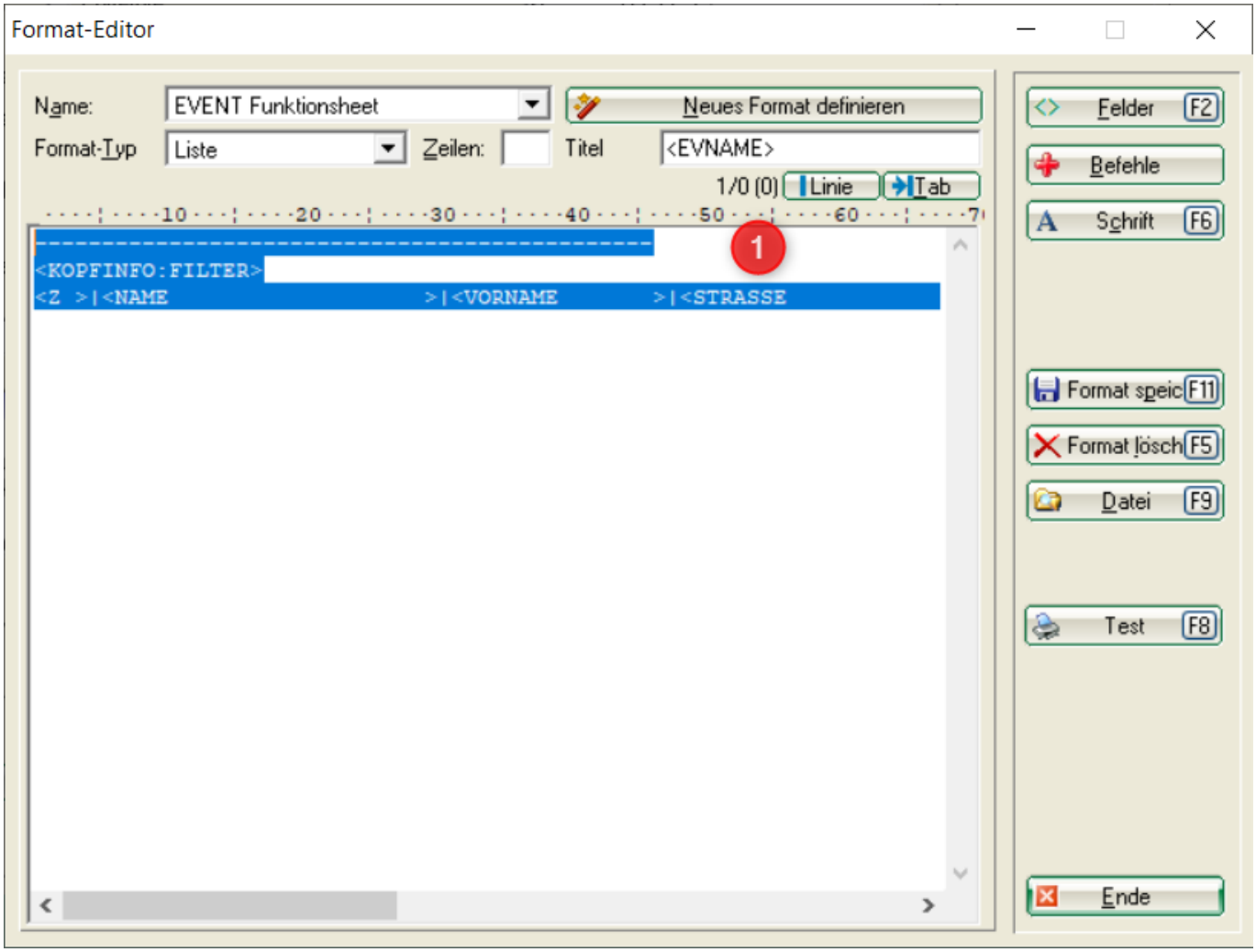
Customised layouts

Function sheet



1. General event information: Event name, subtitle, start & end of the event, time from - to
2. Individual resources: Time, location or area, stored information, article with price if applicable
3. Sub-events: time and title
4. Information about the participants

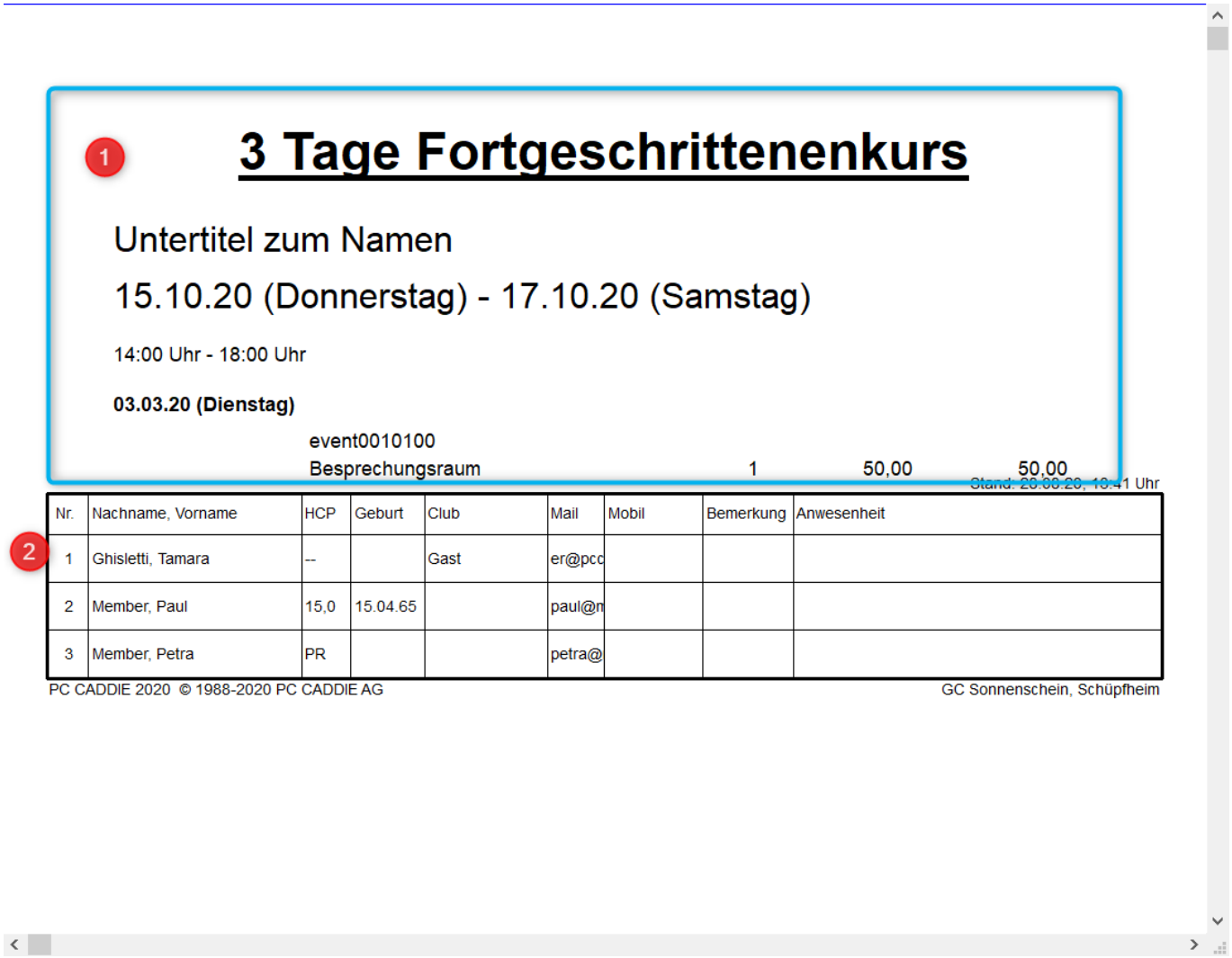
Layout for setting



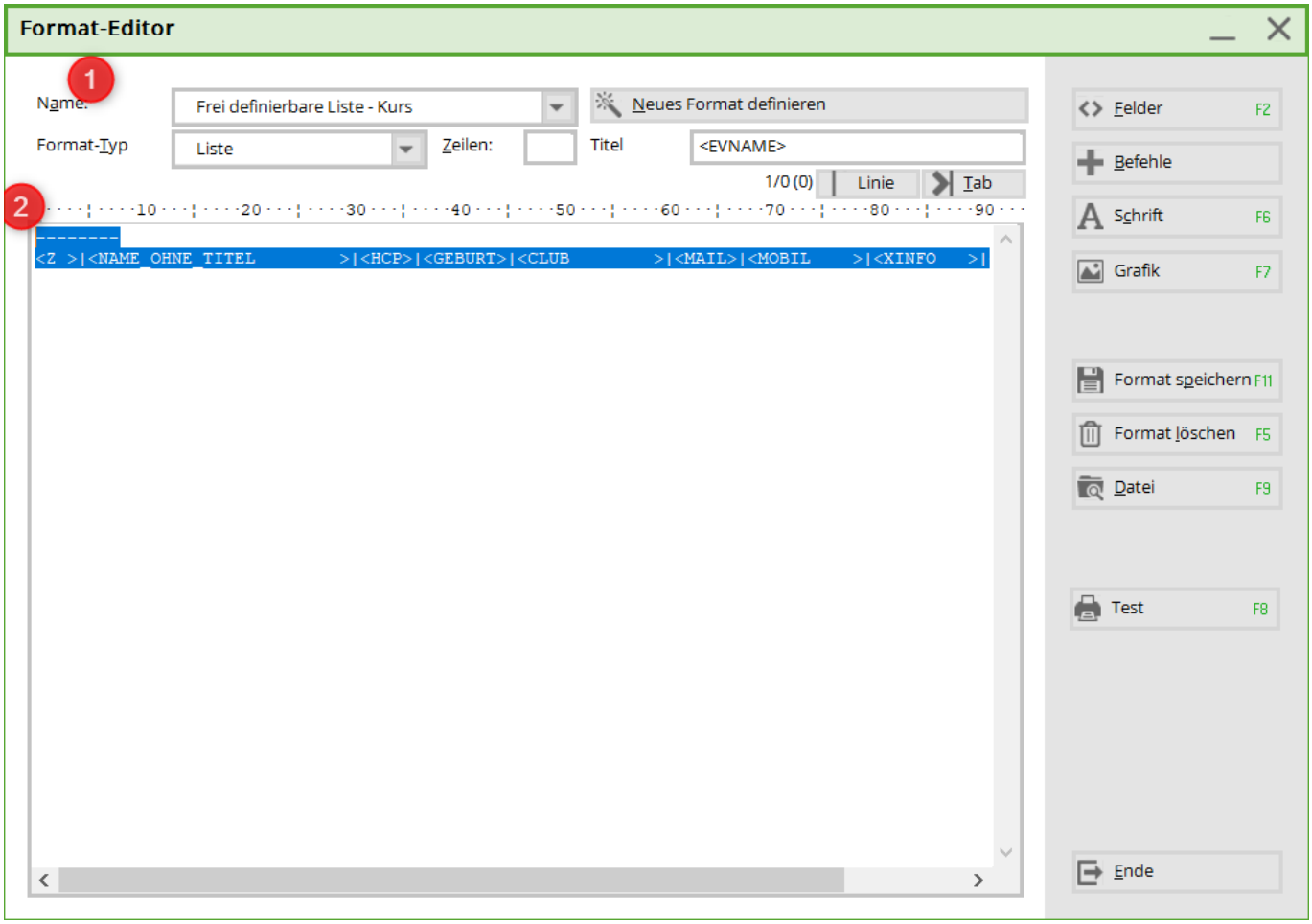
1. commands to copy. Can of course be further supplemented with e.g. street, town etc. However, it may then be necessary to print in landscape format ⚠

```
-----------------------------------------------
<KOPFINFO:FILTER>
<Z >|<NAME                    >|<VORNAME        >|<STRASSE
>|<PLZ      >|<ORT                      >|<MOBIL                    >|<MAIL
>
```

Freely definable list course or event



1. Settings taken from the print window (tick activated or deactivated)
2. Freely definable layout



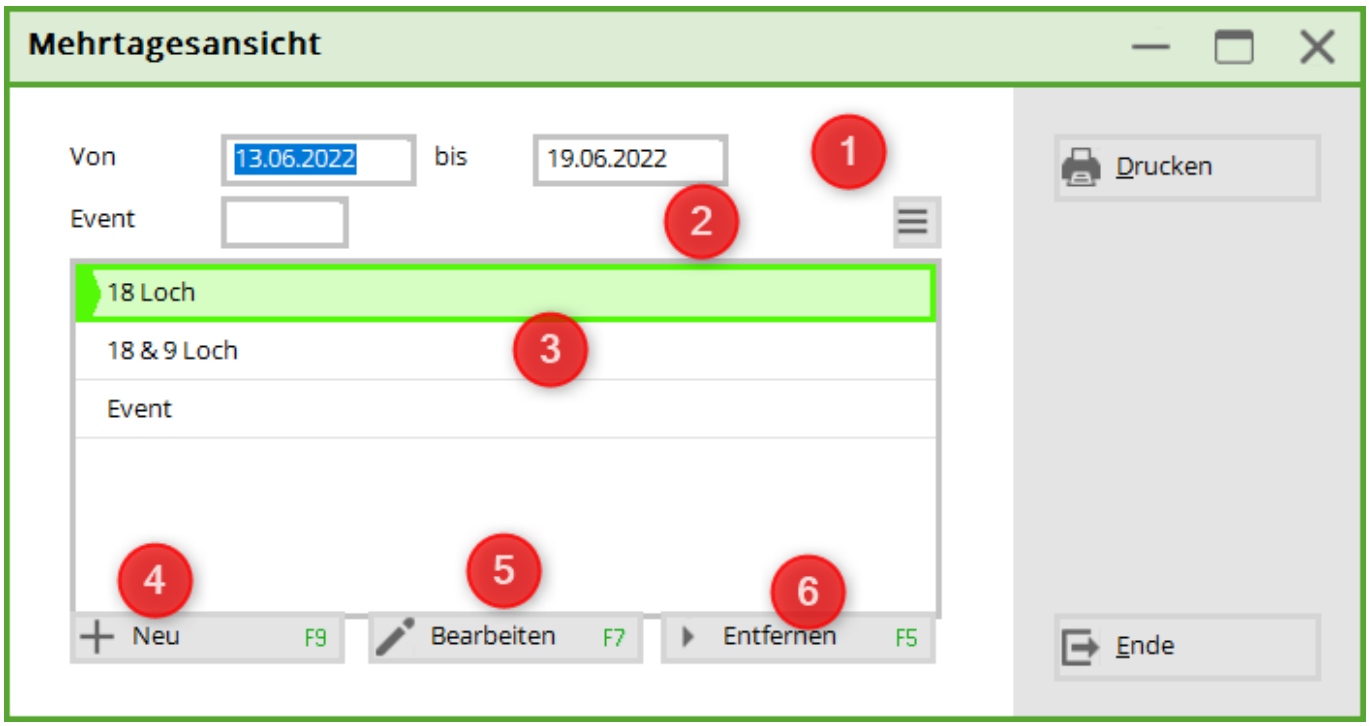
1. please adjust
2. copy the layout below

```
--------
<Z >|<NAME_OHNE_TITEL          >|<HCP>|<GEBURT>|<CLUB          >|<MAIL>|<MOBIL
>|<XINFO    >|
```

Multi-day view

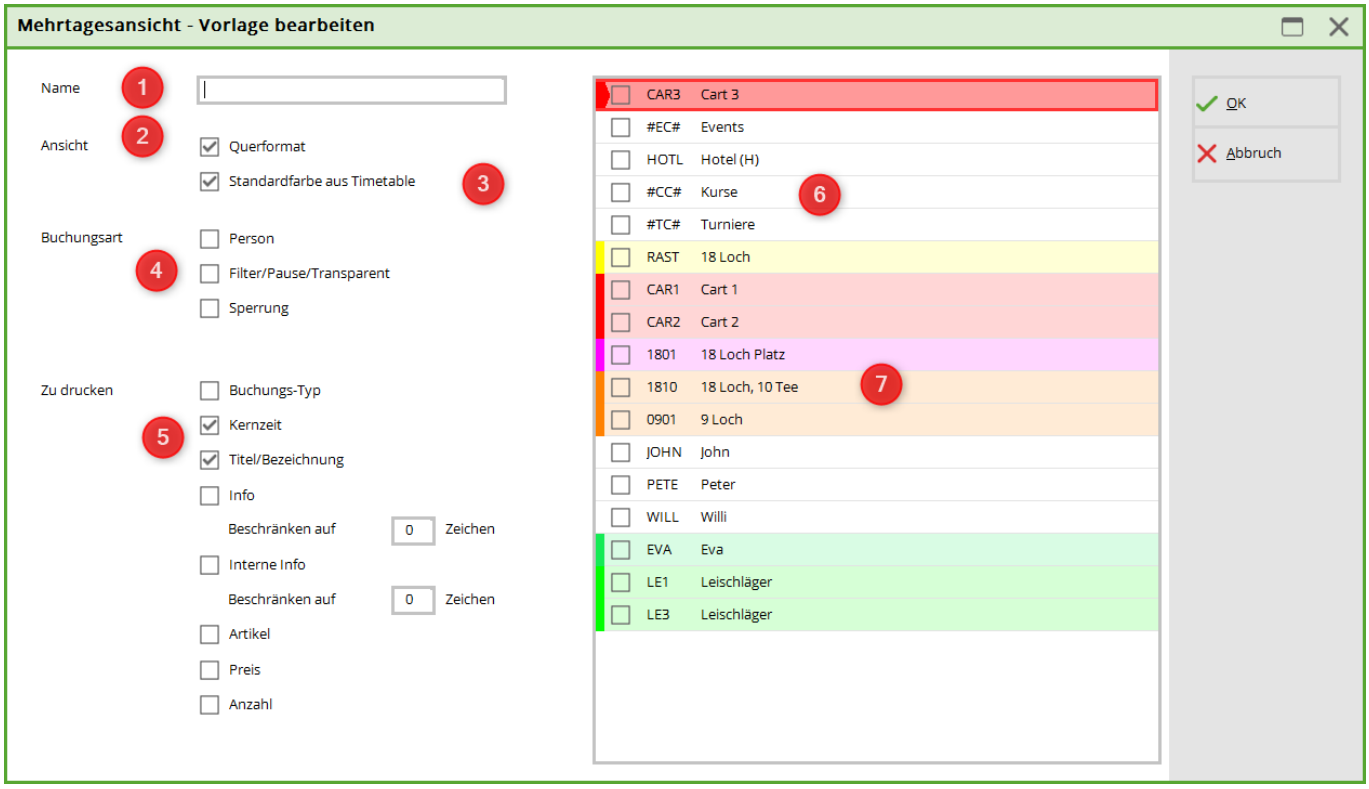
About events | Open multi-day view or directly in the event.

- Print portrait format - 7 days max
- Print landscape format - 14 days max
- The areas: Event, Tournaments, Courses are created automatically
- The multi-day view is the „image“ of the timetables
- For events, courses or tournaments, only blocks, filters or resources are printed per event



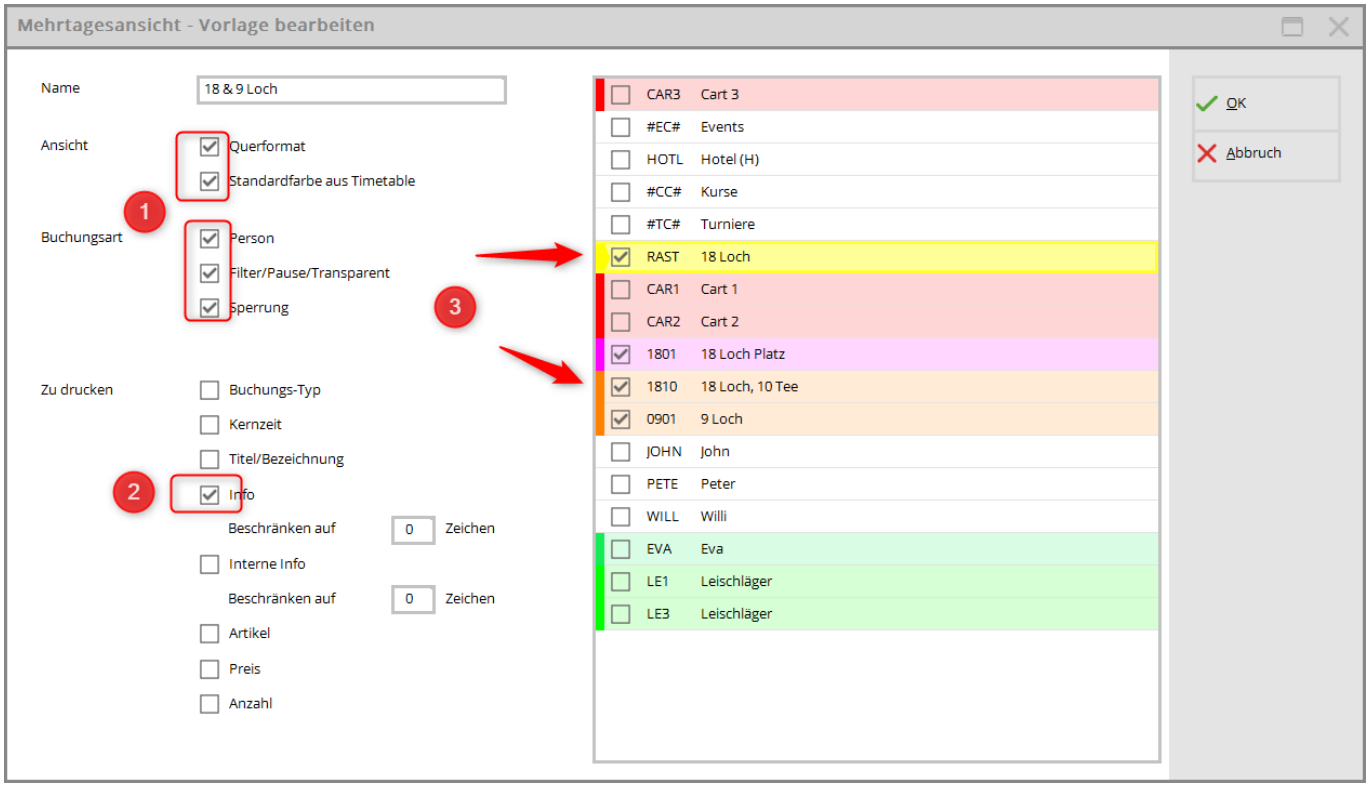
1. Date range
2. Selection of the event/event
3. Saved print layouts
4. Create new print layout
5. Edit the print layout
6. Removing the print layout

Explanations of the print layout

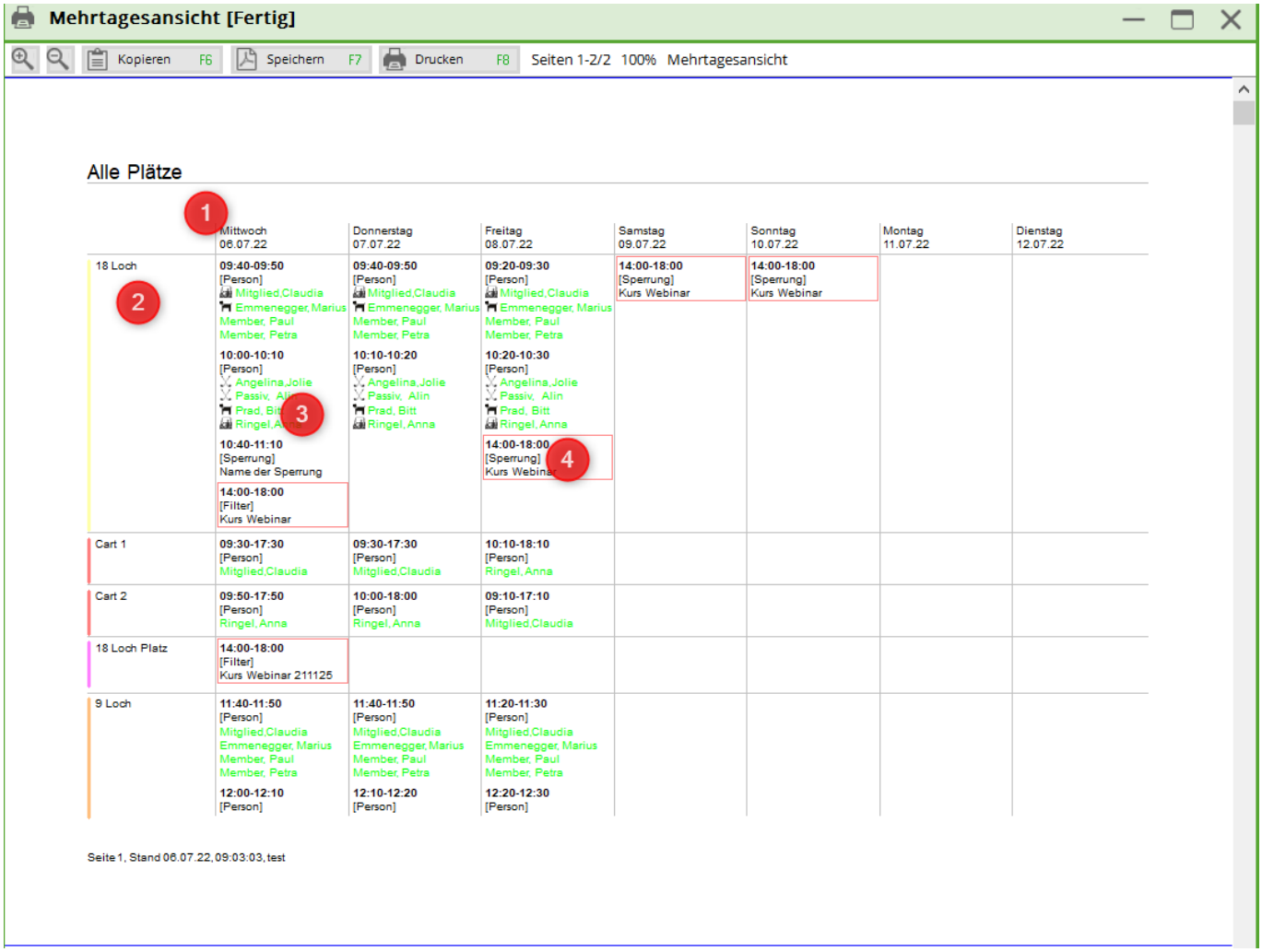


1. Name: name the print layout
2. View: Select here whether you want to print in landscape format. If no selection is made, it will be printed in portrait format
3. Standard colour from timetable: the printed information is outlined in the colour of the timetable area. An explicitly selected colour, e.g. in the blocking or resource, is always printed. Regardless of whether this tick is set.
4. Booking type: What should be printed? Persons (flights or individual bookings), filter/pause/transparent, blocking
5. What information (apart from the time/date) should be printed?
6. Automatically created timetable areas: Courses, tournaments & events
7. All other timetable areas

Example layout for timetable areas



1. View: Landscape format incl. the coloured border
2. Display names
3. Desired areas



1. Selected date range
2. First timetable range displayed. The other areas can be seen further down on the following pages
3. Individual persons of the flights with the colour border of the timetable area
4. Resource from an event