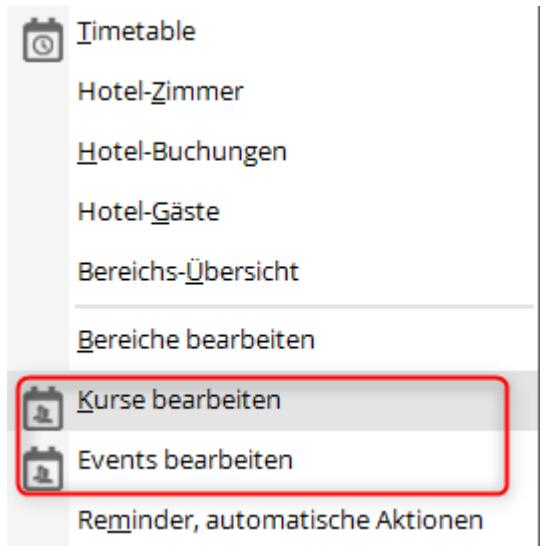


Course & Event Management

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:

Kurs-Übersicht				
Sortierung	Kurs	Platz	Platzanzahl	Kontakt
03.08.17	TT Basiszonen	248	10964	
03.08.17	3 Tage Frügschrittkurs	PRO	818	10988
03.08.17	3 Tage Frügschrittkurs	PRO	818	10987
03.08.17	3 Tage Frügschrittkurs	PRO	818	10989
22.11.17	Gesamtkurs 1. Teil	444	10944	
23.11.17	3 Tage Frügschrittkurs	PRO	818	10919
06.05.18	TT Basiszonen	484	10946	
12.05.18	Platzanre	188	10937	
13.05.18	Wettplatzanre	694	10938	
06.07.18	Resource von Partnern	R	818	10910
29.10.18	3 Tage NO-400	1818	10913	
29.10.18	3 Tage NO-300	1818	10912	
29.11.18	3 Tage NO-200	1818	10914	
14.08.19	TT Basis	818	10903	
03.08.19	TT Frügschrittkurs 2019	R	298	10902
03.08.19	3 Tage Frügschrittkurs	PRO	818	10914
03.08.19	TT Basiszonen	818	10915	
23.08.19	TT Frügschrittkurs	R	818	10917
23.07.19	TT Frügschrittkurs	PRO	818	10918
23.07.19	Frügschrittkurs	818	10919	

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

Datum	Bezeichnung	Typ	Kat	Loch	Teilnehmer	Kennung
18.08.20	3 Tage Fortgeschrittenenkurs	Kurs		18	6/10	20008
20.08.20	3 Tage Fortgeschrittenenkurs	Kurs		18	4/10	20009
27.08.20	TT Sperrung aus Event - Optionen sichtbar?	Event		18	0/60	20010
16.09.20	zweites turnier im Jahr	Einzel-Sta		36	5/0	20006
22.09.20	kürzeländerung?	Event		18	0/0	gut
23.09.20	TT Sperrung verknüpfen	Einzel-Sta		18	32/60	20004
15.10.20	3 Tage Fortgeschrittenenkurs - test	Kurs		18	3/10	20003
18.03.21	EDS / RPR	Einzel-Sta		18	12/0	21001
30.03.21	test	Kurs		18	1/0	21002
19.05.21	Migros GolfCard Trophy 2021 by Golf Engadine	Einzel-Sta		18	0/90	21033/01
19.05.21	Migros GolfCard Trophy 2021 by Golf Engadine	Einzel-Sta		18	0/90	21033/02
19.05.21	Migros GolfCard Trophy 2021 by Golf Engadine	Einzel-Sta		18	69/90	21033/03
19.05.21	Migros GolfCard Trophy 2021 by Golf Engadine	Einzel-Sta		18	69/90	21033
26.06.21	Migros GolfCard Trophy 2021 by Golf Engadine	Einzel-Sta		18	69/90	21003
05.09.21	Platzreife Dave	Kurs	PR	18	0/6	21004
10.10.21	Preis des Casino Bad Ragaz Samstag & Sonntag	Event		36	41/120	19183

Platzreife Dave - 05.09.21 - Teilnehmer: 0 / Gäste: 0 / Max: 6

Name, Datum, Platz

Kürzel Name

Lochzahl (36 -> 2 Runden, max. 108 -> 6 Runden)

Datum

Platz Kurse

Hcp-Grenze der Abschläge Herren Damen

Ausschreibung

HCP-Grenze... Meldung

Spieldform

Einzel
Foursome
Greensome
Chapman Four
Four Ball Better Ball
Aggregat (Vierer-Spielform)
Aggregat (Hcp-wirksam)
2er Scramble
Scramble
Fertige Spielkombinationen:

Intern/Gäste

Ende

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.

Kurs

Suchkürzel eingeben:

Datum Bezeichnung Typ Kurs Loch Turnier Kremung

19.12.19	3 Tage Fortgeschrittenenkurs	Kurs	18	0/10	19626
19.12.19	3 Tage Fortgeschrittenenkurs	Kurs	18	0/10	19627
19.12.19	Platzreife Dave	Kurs	PR	0/6	196210
19.12.19	sonn. Kurs	Kurs	18	0/0	19628
04.03.20	3 Tage Fortgeschrittenenkurs	Kurs	18	0/10	20001
01.03.20	3 Tage Fortgeschrittenenkurs	Kurs	18	1/10	20002
18.08.20	20007	Kurs	18	0/0	20007
18.08.20	3 Tage Fortgeschrittenenkurs	Kurs	18	6/10	20008
20.08.20	3 Tage Fortgeschrittenenkurs	Kurs	18	4/10	20009
16.09.20	zweites Turnier im Jahr	Einzel-Sta	36	5/0	20006
23.09.20	TT Sperrung verknüpft	Einzel-Sta	18	32/00	20004
15.10.20	3 Tage Fortgeschrittenenkurs - test	Kurs	18	2/10	20003
18.03.21	EDS / RPR	Einzel-Sta	18	12/0	21001
30.03.21	18R	Kurs	18	1/0	21002
19.05.21		Einzel-Sta	18	0/0	21003/01
19.05.21		Einzel-Sta	18	0/0	21003/02
19.05.21		Einzel-Sta	18	69/90	21003/03
19.05.21		Einzel-Sta	18	69/90	21008
26.08.21		Einzel-Sta	18	69/90	21003
05.09.21	Platzreife Dave	Einzel-Sta	PR	0/6	21004

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

Datum	von	bis	Resource	W
17.07.21	10:00	12:00	John	W
18.07.21	10:00	12:00	John	W
19.07.21	10:00	12:00	John	W

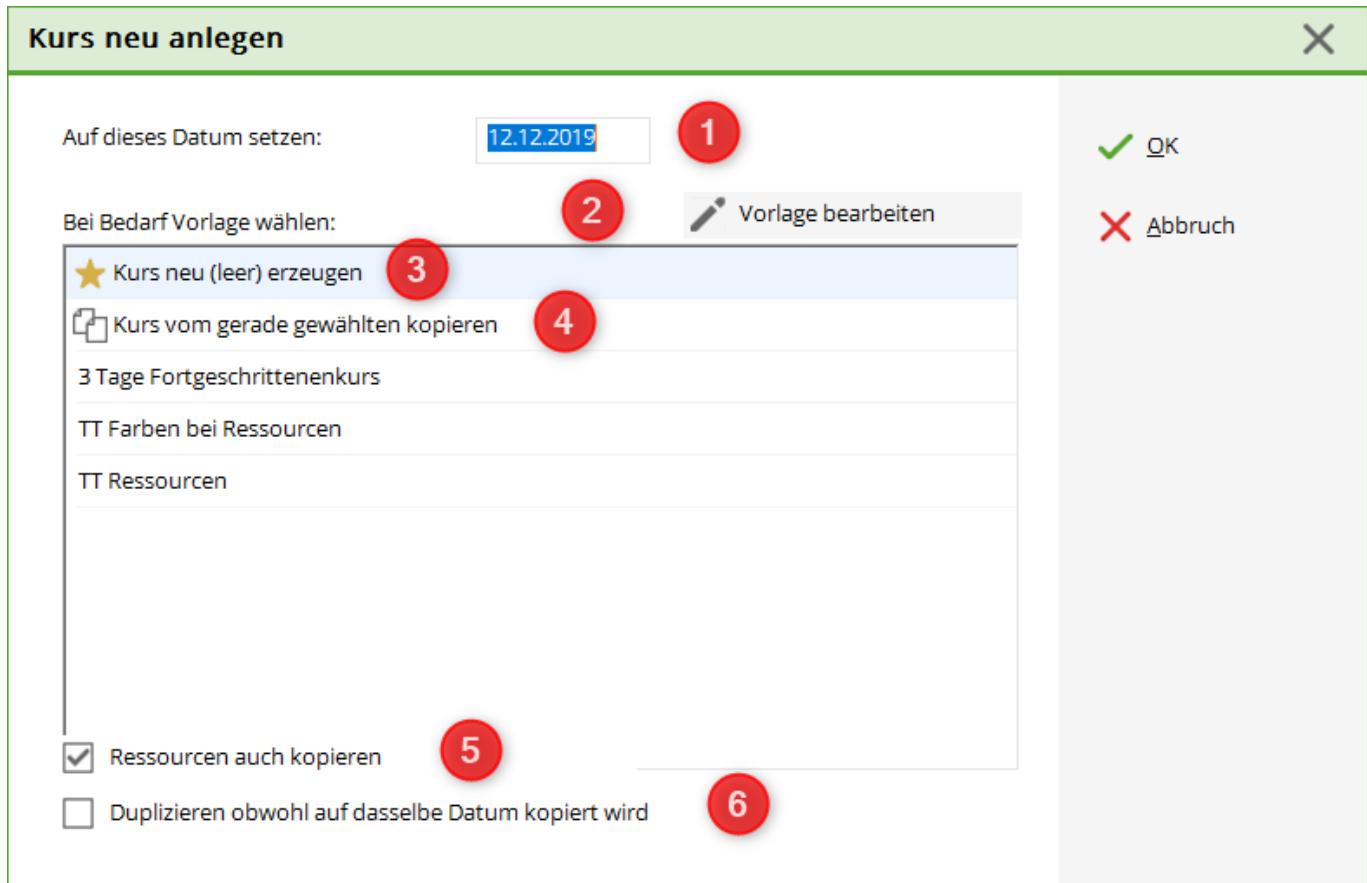
Admission depending on event participants / timetable resource

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

Kurs - Teilnehmer: 0 / Gäste: 0 / Max: 6

Kennung	19010	Warteliste (0)	Entfernte (0)	CRM
Name	Platzreife Dave	Details	Personengruppe	Anmeldung
Öffentlicher Name	Platzreifekurs	Texte 1	Texte 2	Dateien
Untertitel	Treffpunkt bei Dave	Veröffentlichung	Ressourcen (3)	Teilnehm. (0)
Datum	von 19.12.2019 bis 19.12.2019	Teilnehmer	min. 3	max. 6
Zeit	von 10:00 bis 12:00	davon Gäste	6	
Kategorie	PR	Internet	max. 6	
Farbe	#FF95FF	davon Gäste	6	
<input type="checkbox"/> Vorlage				
Allgemein				
<input type="button" value="Neu"/> <input type="button" value="Edit"/> <input type="button" value="Löschen"/>				

Warteliste (0)

Teilnehmer	min. 3	max. 6
davon Gäste	6	
Internet	max. 6	
davon Gäste	6	
Warteliste	max. 2	
davon Gäste	2	

Veranstalter

Platz	sonn.3	Kurse
Ort	Driving Range	
Preisinfo	CHF 250	

Kurse

★ Neu

F8

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.

Datum	Veranstaltung	Gäste
Dez. 2019 19 Donnerstag 10:00	Platzreifekurs Treffpunkt bei Dave	<input checked="" type="checkbox"/>

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.

Datum	Veranstaltung	Gäste
Dez. 2019 19 Donnerstag 10:00	Platzreifekurs Treffpunkt bei Dave	✓

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.

Eventkategorien

<input type="checkbox"/> Guter Name	HM
<input type="checkbox"/> Schnupperkurs	SCHNUPP
<input type="checkbox"/> Tur	TUR
<input type="checkbox"/> Event	EVENT
<input checked="" type="checkbox"/> Platzreife	PR
<input type="checkbox"/> Pro	PRO

OK Import Abbruch

+ Neu F9 Edit F7 Löschen F5
↑ In der Liste höher ↓ In der Liste tiefer

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

Eventkategorie X

Geben Sie die Eventkategorie ein:

Kennung:	1	<input type="text" value="PR"/>	✓ OK
Beschreibung:	2	<input type="text" value="Platzreife"/>	✗ Abbruch
Farbe:	3	#000000	
Online-Kat.:		<input checked="" type="checkbox"/>	

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

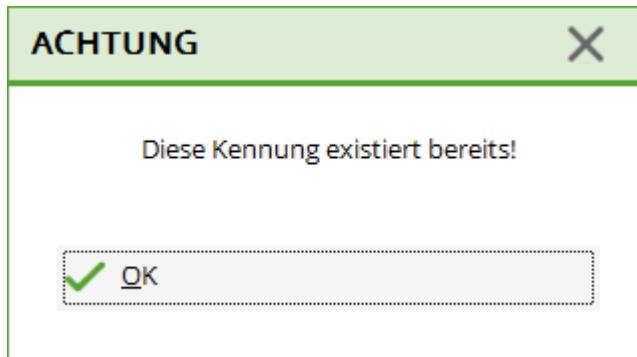


If you also want to use this category online, this identifier may only consist of one letter. When retrieving PC CADDIE://online categories, existing categories are overwritten with the same abbreviation.

(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.

Farbe #FF8080

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

The screenshot shows the 'Details' tab of a tournament setup interface. The main area displays participant counts and registration types. A sidebar on the right contains various actions. Red numbers 1 through 4 are overlaid on specific fields and buttons to indicate steps in the process:

- 1** is overlaid on the 'Internet' registration count field.
- 2** is overlaid on the 'Platz' (Place) field.
- 3** is overlaid on the 'Ort' (Location) field.
- 4** is overlaid on the 'Preisinfo' (Price info) field.

(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

Warteliste (0)
Entfernte (0)
CRM

Details
Personengruppe
Anmeldung
Texte 1
Texte 2
Dateien
Veröffentlichung
Ressourcen (0)
Teilnehm. (0)

Geschlecht

Männlich
 Weiblich

Altersklassen

Alle
 AK12 (Kinder bis 12)
 AK14 (Kinder bis 14)
 AK16 (Jugend bis 16)
 AK18 (Jugend bis 18)
 Erwachsen ohne höhere AK
 AK30
 AK50
 Sonstige Altersklassen

Herren
von

bis

Damen
von

bis

Gäste gruppe:

(keine Einschränkung)

Erforderliche Zusatzinfo, die für die zulässigen Personen hinterlegt sein muss:

HCP-Grenzen definieren

Sichern F11

Neu ★

Senden PCC

Verschieben CALENDAR

ERP ERP

Nengeld CASH

Drucken F8 PRINTER

E-Mail MAIL

SMS MOBILE

Ende END

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.

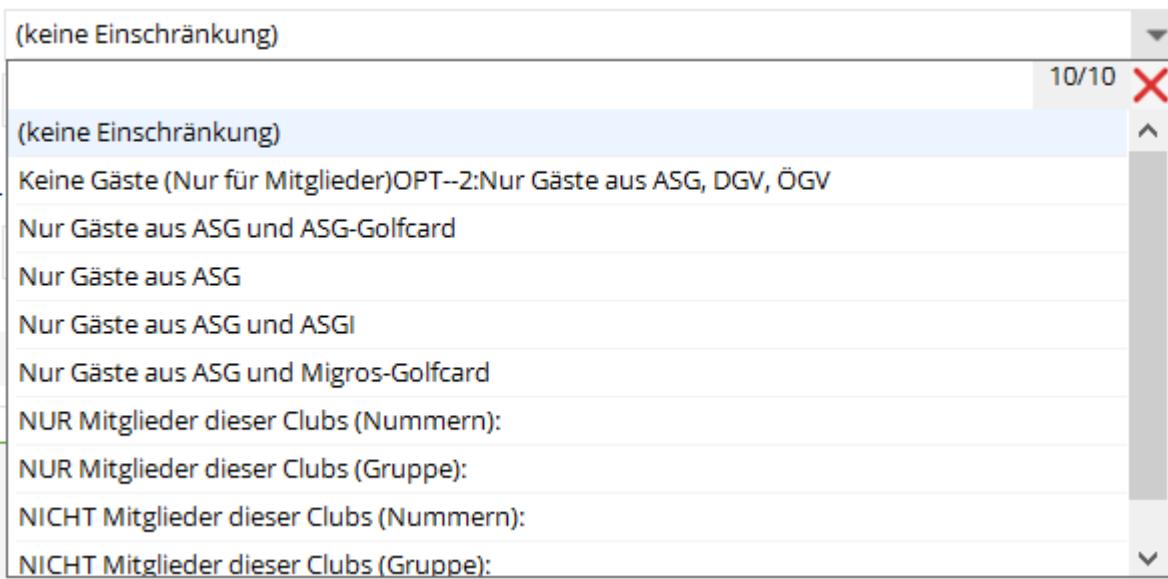
Sonstige Altersklassen

Herren von bis

Damen von bis

Guest group

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



(keine Einschränkung)

10/10 

(keine Einschränkung)

Keine Gäste (Nur für Mitglieder) OPT--2:Nur Gäste aus ASG, DGV, ÖGV

Nur Gäste aus ASG und ASG-Golfcard

Nur Gäste aus ASG

Nur Gäste aus ASG und ASGI

Nur Gäste aus ASG und Migros-Golfcard

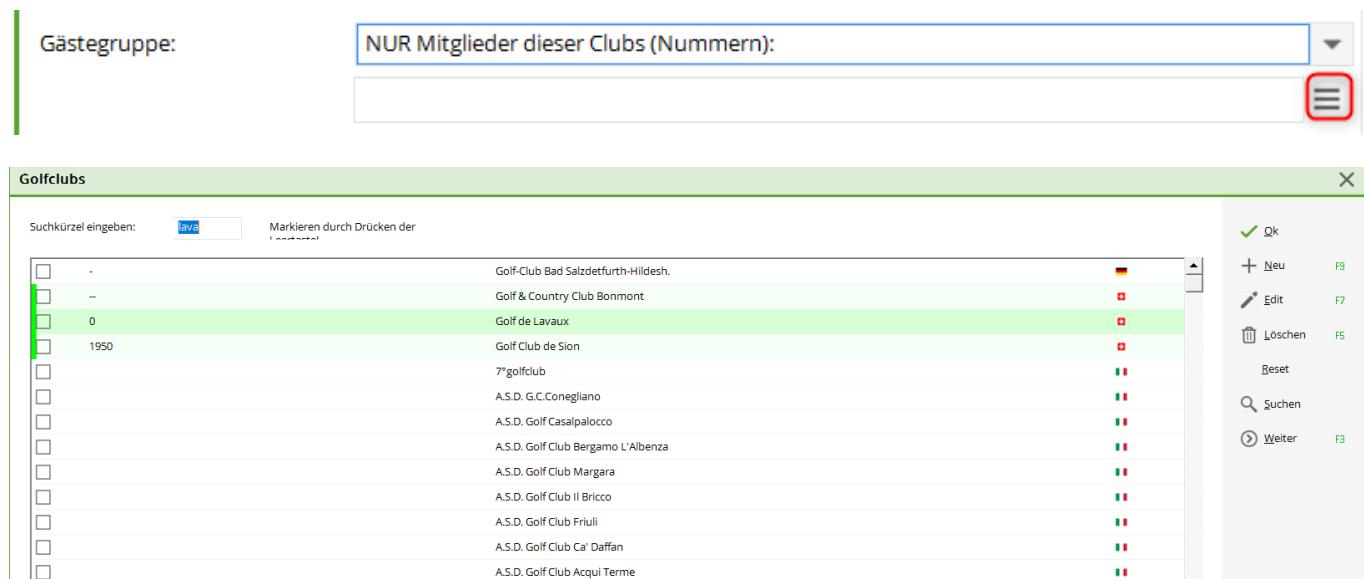
NUR Mitglieder dieser Clubs (Nummern):

NUR Mitglieder dieser Clubs (Gruppe):

NICHT Mitglieder dieser Clubs (Nummern):

NICHT Mitglieder dieser Clubs (Gruppe):

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:



Gästegruppe: **NUR Mitglieder dieser Clubs (Nummern):** 

Golfclubs

Suchkürzel eingeben: Markieren durch Drücken der 

	Golfclubs	
<input type="checkbox"/>	-	
<input type="checkbox"/>	--	
<input type="checkbox"/>	0	
<input type="checkbox"/>	1950	
<input type="checkbox"/>	Golf-Club Bad Salzdetfurth-Hildesh.	
<input type="checkbox"/>	Golf & Country Club Bonmont	
<input type="checkbox"/>	Golf de Lavaux	
<input type="checkbox"/>	Golf Club de Sion	
<input type="checkbox"/>	7°golfclub	
<input type="checkbox"/>	A.S.D. G.C. Conegliano	
<input type="checkbox"/>	A.S.D. Golf Caspalocco	
<input type="checkbox"/>	A.S.D. Golf Club Bergamo L'Albenza	
<input type="checkbox"/>	A.S.D. Golf Club Margara	
<input type="checkbox"/>	A.S.D. Golf Club Il Bracco	
<input type="checkbox"/>	A.S.D. Golf Club Friuli	
<input type="checkbox"/>	A.S.D. Golf Club Ca' Daffan	
<input type="checkbox"/>	A.S.D. Golf Club Acqui Terme	

Ok  Neu  Edit  Löschen  Reset  Suchen  Weiter 

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)

Erforderliche Zusatzinfo, die für die zulässigen Personen hinterlegt sein muss:

SCHNU, nt18

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:

HCP-Grenzen

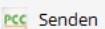
Allgemeine HCP-Untergrenze	<input type="text" value="1"/>	<input type="button" value="OK"/>
Allgemeine HCP-Obergrenze	<input type="text" value="--"/>	<input type="button" value="Abbruch"/>
HCP-Obergrenze für Gäste	<input type="text" value="--"/>	
HCP-Grenzen für Mitglieder		
Herren	<input type="text"/>	bis <input type="text"/>
Damen	<input type="text"/>	bis <input type="text"/>
HCP-Grenzen für Gäste		
Herren	<input type="text"/>	bis <input type="text"/>
Damen	<input type="text"/>	bis <input type="text"/>

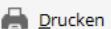
Registration

Specify the time periods for online registration here:

Warteliste (0)	Entfernte (0)	CRM						
Details	Personengruppe	Anmeldung	Texte 1	Texte 2	Dateien	Veröffentlichung	Ressourcen (3)	Teilnehm. (0)
Anmeldung möglich	ab	..				Uhr		
	bis	..				Uhr		
Gäste	ab	..				Uhr		
Längere Anmeldung im Club vor Ort (optional)	ab	..				Uhr		
	bis	..				Uhr		
Spezialautorisierung	PIN							
	von	..		bis	..			
Personen pro Anmeldung	min.		max.					
<input type="checkbox"/> Abmeldung online möglich	bis	..				Uhr		
<input type="checkbox"/> Online-Anmeldung NUR über PC CADDIE://online								
<input type="checkbox"/> Anmeldung gesperrt (nur mit speziellen Rechten möglich)								
<input type="checkbox"/> Spieler üblicherweise gegen das Intranet prüfen								
Erweiterte Anmelderegeln definieren								
Anmelde-Optionen definieren								

 Kurse
 Ändern F11
 Neu

 Senden
 Verschieben

 ERP
 Nengeld
 Drucken F8
 E-Mail
 SMS

 Ende

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)

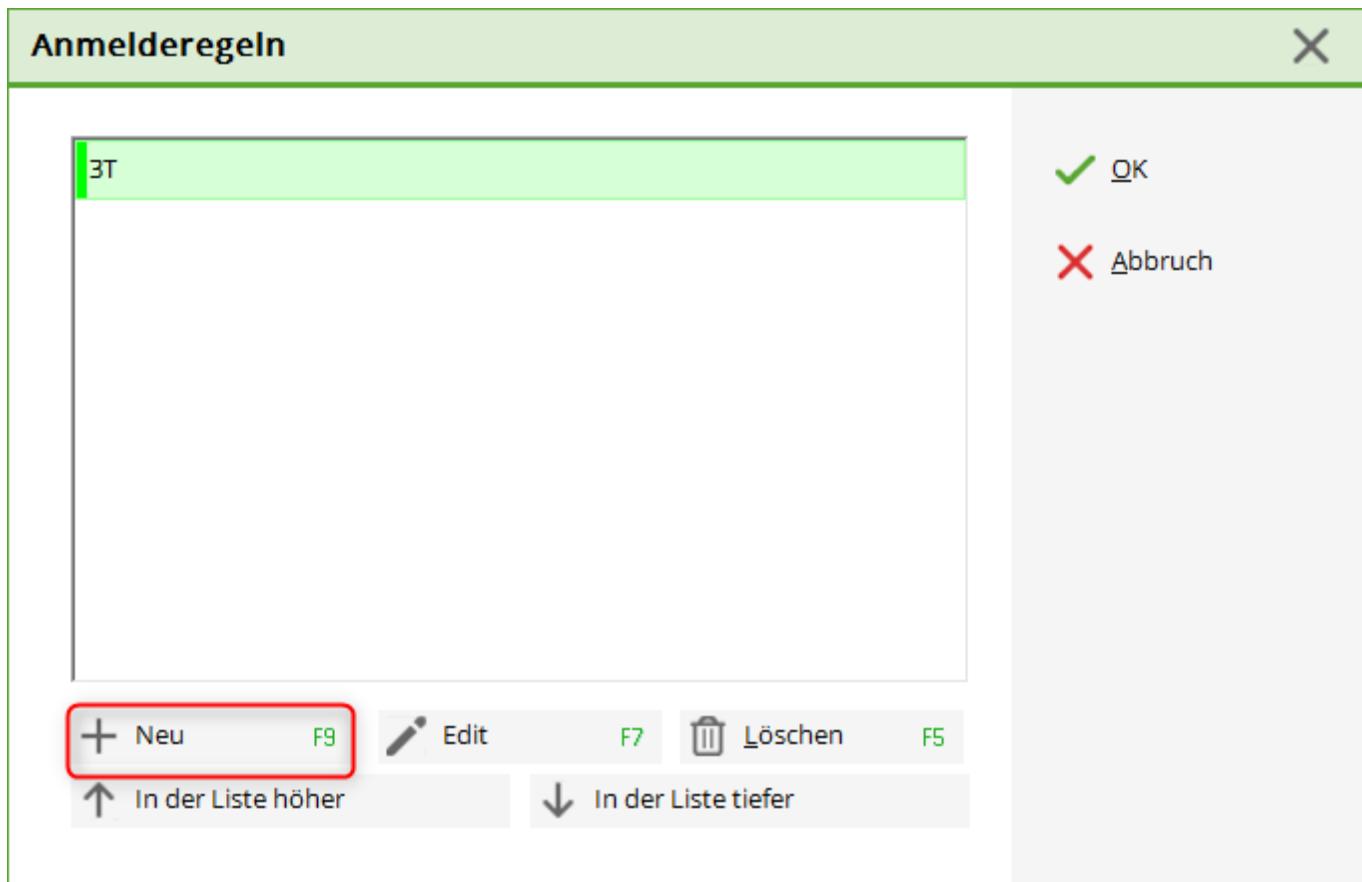
This refers to the special authorisation.

Players usually check against the intranet

Spieler üblicherweise gegen das Intranet prüfen
keine Intranet-Prüfung bei Anmeldungen nötig
Anmeldung nur mit Vor- und Nachname (ohne Intranet-Prüfung - Doubletten möglich!)

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:

Kurs bearbeiten - Teilnehmer: 0 / Gäste: 0 / Max: 30

Kennung	17001
Name	Schnupperkurs von Pro Tim
Öffentlicher Name	Schnupperkurs 2015
Untertitel	
Datum	von 14.03.2017 bis 14.03.2017
Zeit	von 10:00 bis 17:00
Kategorie	
Farbe	16777088

Vorlage

Teilnehm. (0)	Warteliste (0)	Entfernte (0)	CRM
Details	Personengruppe	Anmeldung	Beschreibung
			Dateien
			Veröffentlichung
			Ressourcen

Anmeldung möglich ab 05.03.2017 08:00 Uhr
bis 13.03.2017 20:00 Uhr

Gäste ab 05.03.2017 08:00 Uhr

Längere Anmeldung im Club vor Ort (optional) ab ... Uhr
bis ... Uhr

Spezialautorisierung PIN von ... bis ...

Personen pro Anmeldung min. 1 max. 4

Abmeldung online möglich bis ... Uhr
 Online-Anmeldung NUR über PC CADDIE://online
 Anmeldung gesperrt (nur mit speziellen Rechten möglich)

Spieler üblicherweise gegen das Intranet prüfen

Erweiterte Anmelderegeln definieren

Anmelde-Optionen definieren





Optionen bearbeiten



Optionen 1 Optionen 2 Optionen 3 Optionen 4 Optionen 5

Titel:

Anmelde-Typ

Auswahl 1:

nur Turnier

Auswahl 2:

nur Veranstaltung

Auswahl 3:

Turnier und Veranstaltung

Auswahl 4:

Auswahl 5:

Auswahl 6:

Auswahl 7:

Auswahl 8:

|

- Online auswählbar 1
- Freitext erlauben 2
- Auswahl erzwingen 3

Speichern

Abbruch

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.

Optionen bearbeiten



Optionen 1 Optionen 2 Optionen 3 Optionen 4 Optionen 5

Titel:

Auswahl 1:

Auswahl 2:

Auswahl 3:

Auswahl 4:

Auswahl 5:

Auswahl 6:

Auswahl 7:

Auswahl 8:

Online auswählbar

1

Freitext erlauben

2

Auswahl erzwingen

3

Speichern

Abbruch

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:

Heimatclub *

Handicap *

Anmelde-Typ *

1 nur Turnier
 nur Veranstaltung
 Turnier und Veranstaltung

Mitteilung an die Gastronomie

Ihre Nachricht an uns...

2

Texts 1 and 2

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

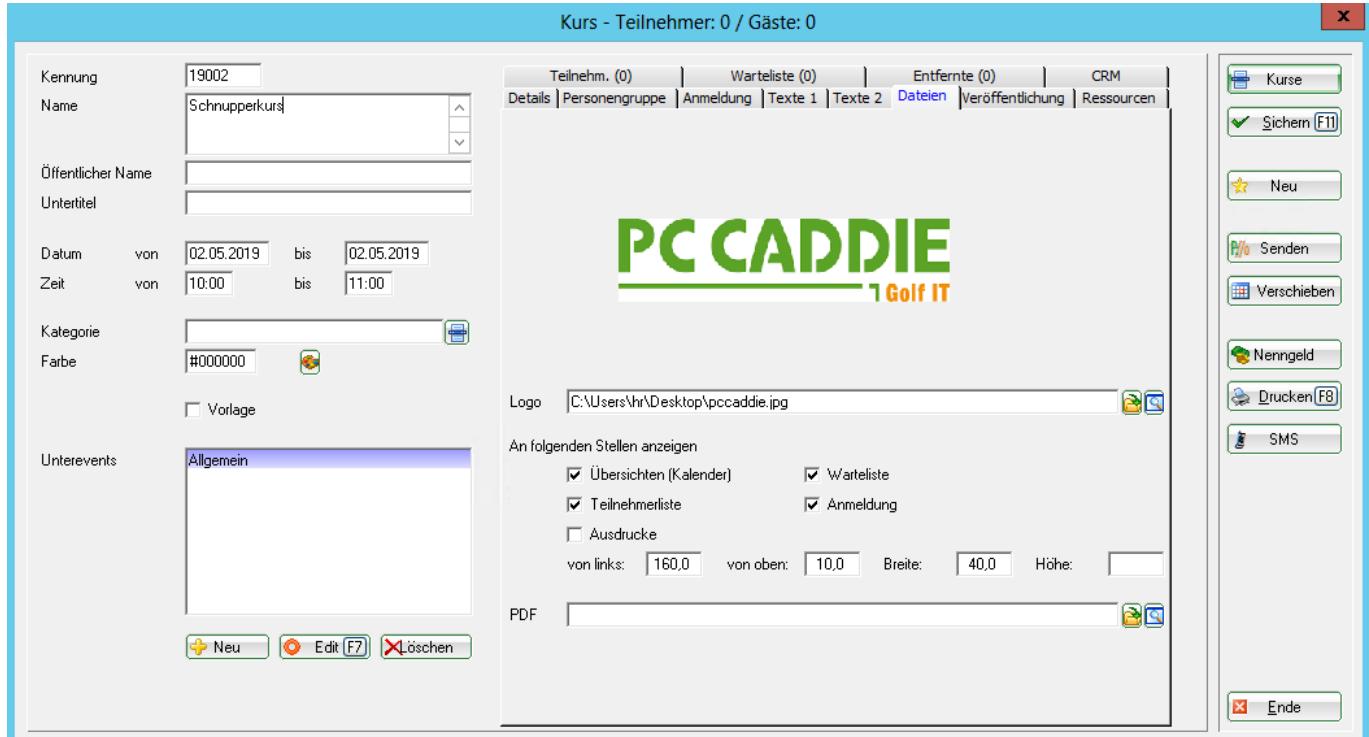
Kurs ONline - Teilnehmer: 5 (I:1) / Gäste: 5 (I:1) / Max: 6

Kennung	21004	Details	Teilnehm. (5)	Warteliste (0)	Entfernte (0)	CRM	Kurse
Name	Kurs Online	Personengruppe	Anmeldung	Texte 1	Texte 2	Dateien	Sichern F11
Öffentlicher Name	hübscher öffentlicher Name als						Neu
Untertitel	wozu Untertitel?						Senden
Datum	von 01.04.2021	bis 01.04.2021					Verschieben
Zeit	von 11:00	bis 22:00					ERP
Kategorie	KURSE						Nenngeld
Farbe	#CBE3FF						Drucken F8
		<input type="checkbox"/> Vorlage					Brief / Mail
							SMS
Allgemein							Ende
01.04.21 13:00 NAME							
01.04.21 13:00 Unterevent							

1 vorlage
2 es gibt die Möglichkeit 10x solch einen Text online zu schalten
3

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:

Warteliste (0)	Entfernte (0)	CRM	
Details Personengruppe Anmeldung	Beschreibung Dateien	Veröffentlichung	
Zugriffsberechtigung PC CADDIE://online			
Warteliste	für alle sichtbar		
Teilnehmerliste	für alle sichtbar		
Sichtbarkeit			
<input type="checkbox"/> Warteliste	ab	..	Uhr
<input type="checkbox"/> Teilnehmerliste	ab	..	Uhr
Lastschrifteinzug bei Internet-Anmeldungen (nur DE)			
Mitglieder	deaktiviert		
Gäste	deaktiviert		

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.

Eventkategorie X

Geben Sie die Eventkategorie ein:

Kennung:	<input type="text" value="SGPE"/>	✓ OK ✗ Abbruch
Beschreibung:	<input type="text" value="Swiss Golf Public Event"/>	
Farbe:	<input type="text" value="#000000"/>	
Online-Kat.:	<input type="checkbox"/>	

PC access authorisation CADDIE://online

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

für alle sichtbar
alle Personen mit Zugangsdaten
nur Mitglieder und Eventteilnehmer
nur Eventteilnehmer
...nur eigene Gruppe

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:

obligatorisch nötig
nach Spieler-Wunsch möglich
deaktiviert

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](#)

Kurs bearbeiten – Teilnehmer: 0 / Gäste: 0

Kennung	15016	Warteliste (0)	Entfernte (0)	CRM					
Name		Details	Personengruppe	Anmeldung	Beschreibung	Dateien	Veröffentlichung	Ressourcen	Teilnehm. (0)
Öffentlicher Name		Datum	von	bis	Ressource	O	W	Typ	
Untertitel		Information							
Datum	von	..	bis	..					
Zeit	von		bis						
Kategorie									
Farbe	0								
<input type="checkbox"/> Template									
Neu Bearbeiten Löschen									
Direkt im Timetable buchen									

Kurse
Sichern
Neu
Kopie -> Neu
Template
Senden
Verschieben
Absagen
Teilnehmer
Drucken
Ende



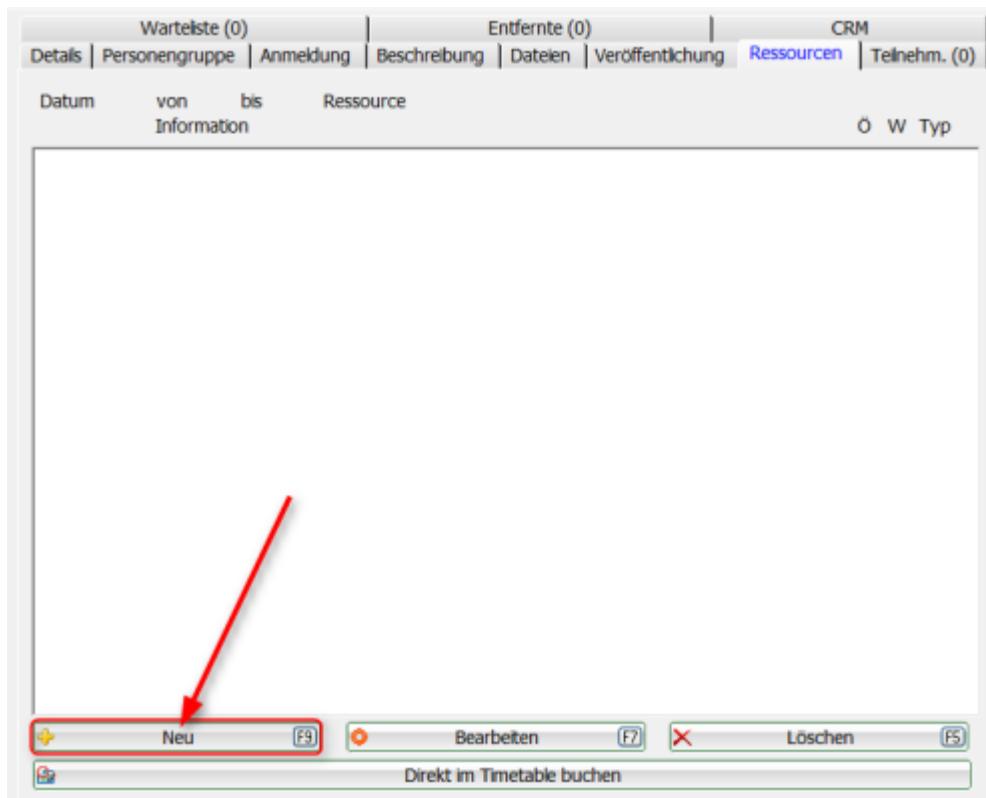
All the dates associated with the course are displayed in the course window.

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.

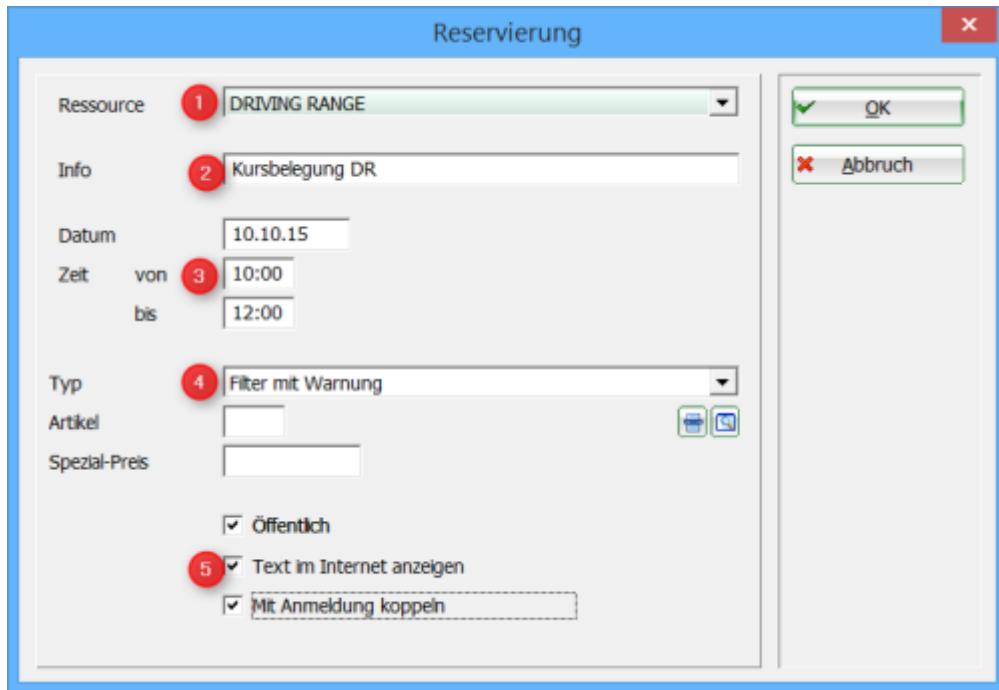
This requires 2 blocks or resources:

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:

Kurs bearbeiten - Teilnehmer: 0 / Gäste: 0

Kennung	15016	Warteliste (0)	Entfernte (0)	CRM							
Name	Pitch- & Putt-Kurs mit Trainer Tim	Details	Personengruppe	Anmeldung	Beschreibung	Dateien	Veröffentlichung	Ressourcen	Teilnehm. (0)		
Öffentlicher Name	Pitch- & Putt Kurs	Information									
Untertitel		Datum	von	bis	Ressource	Ö	W	Typ			
Datum	10.10.15	10:00	12:00	DRIVING RANGE	x	x	F				
Zeit	von	10:00	bis	17:00	10.10.15	14:00	16:00	Putting-Green	x	x	F
Pitch- & Putt-Kurs		Pitch& Put Kurs Putting-Green									
Kategorie		Pitch& Put Kurs Putting-Green									
Farbe	0	Pitch& Put Kurs Putting-Green									
<input type="checkbox"/> Template											

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

Fr, 09.10.15		Sa, 10.10.15		So, 11.10.15	
09:00	DRIVING RANGE Putting-Green	09:00	DRIVING RANGE Putting-Green	09:00	DRIVING RANGE Putting-G
09:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					

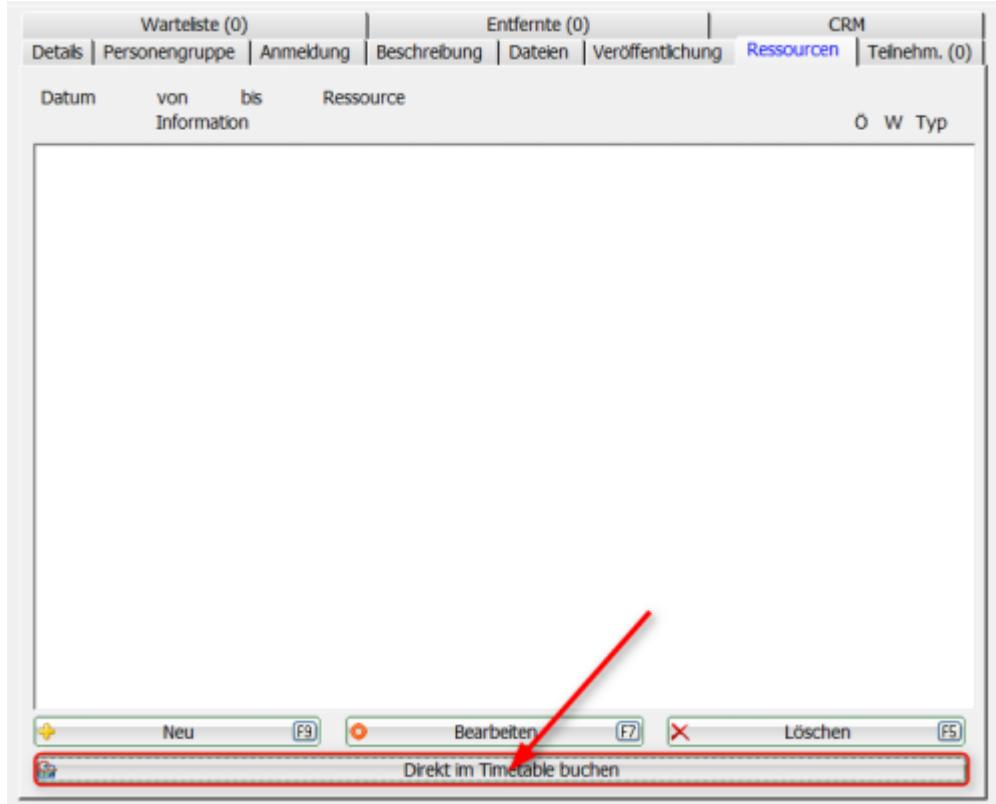
(1) Closure of the driving range (2) Closure for the practice area



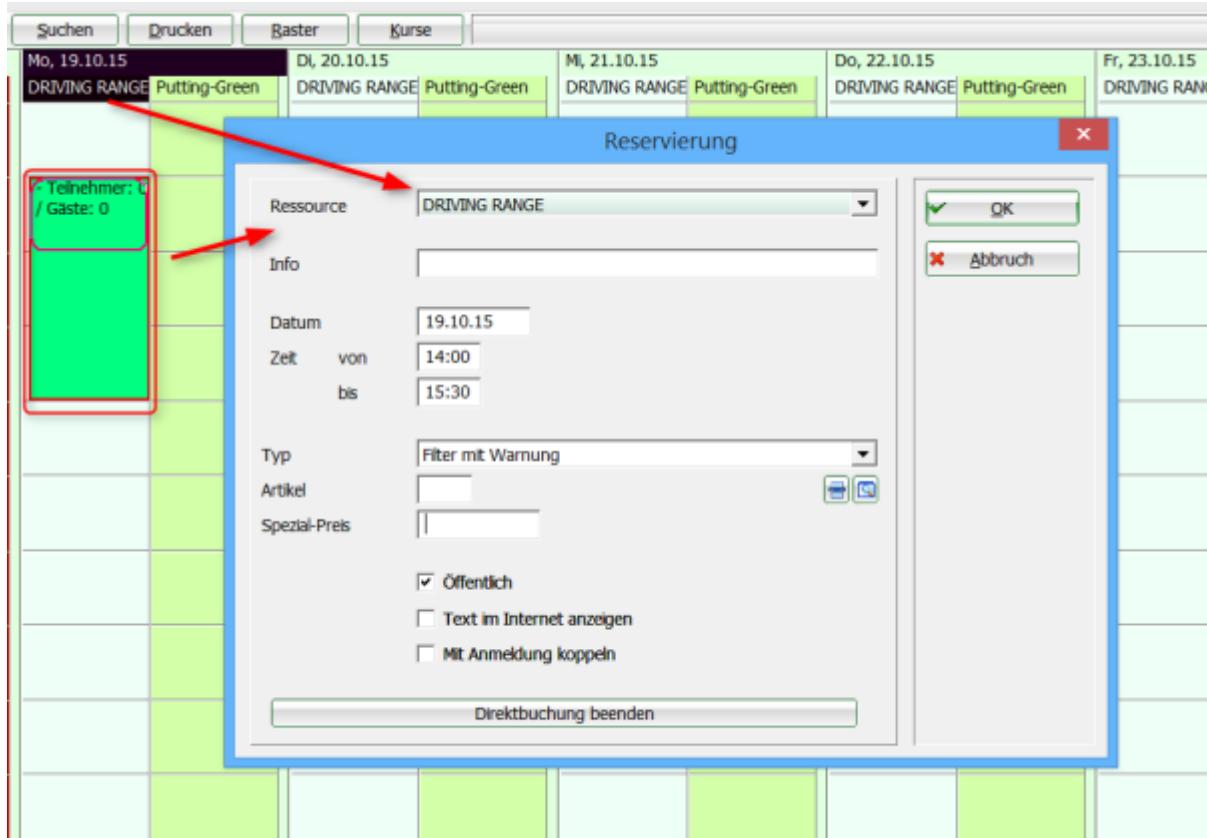
The reservations already assigned to the course/event are marked with a red frame

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.

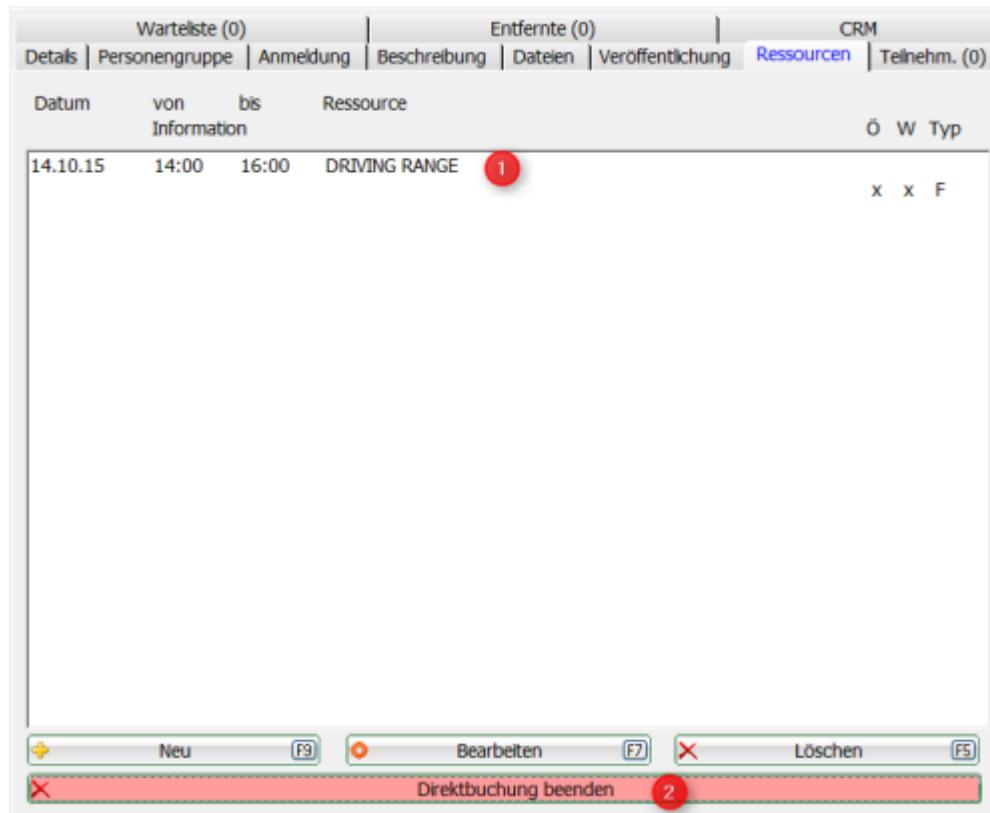


Clicking on this button takes you directly to the timetable display. Double-clicking on a time automatically opens the reservation window and the desired timetable area is already set. Simply add the time frame.



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



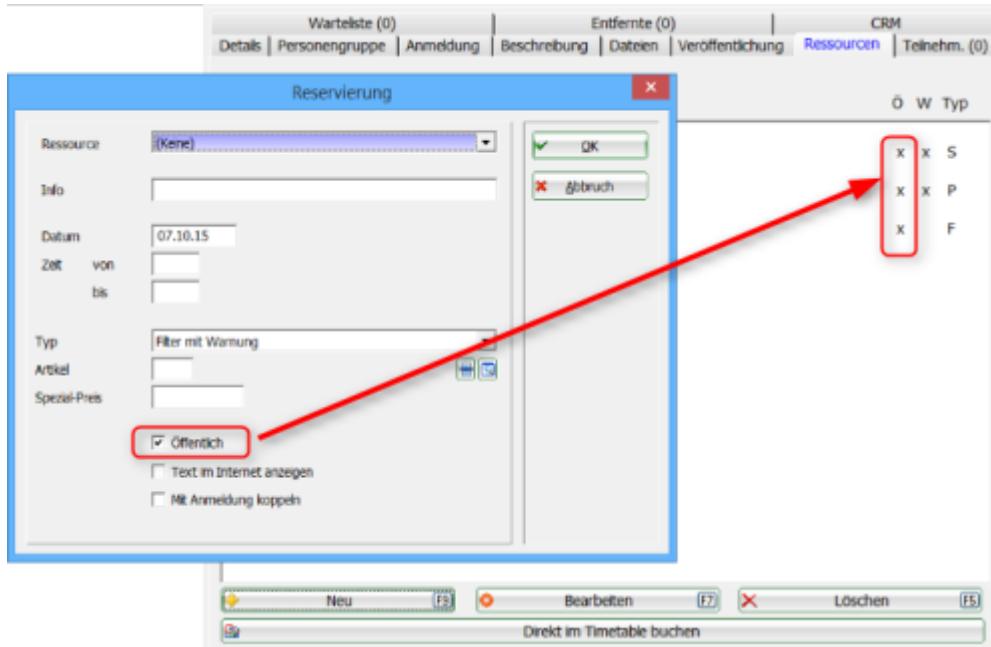
! During direct booking, the button is highlighted in red. Clicking it again cancels the direct booking. It is also cancelled when saving, opening another course/event and when closing.

Labelling in the resource window

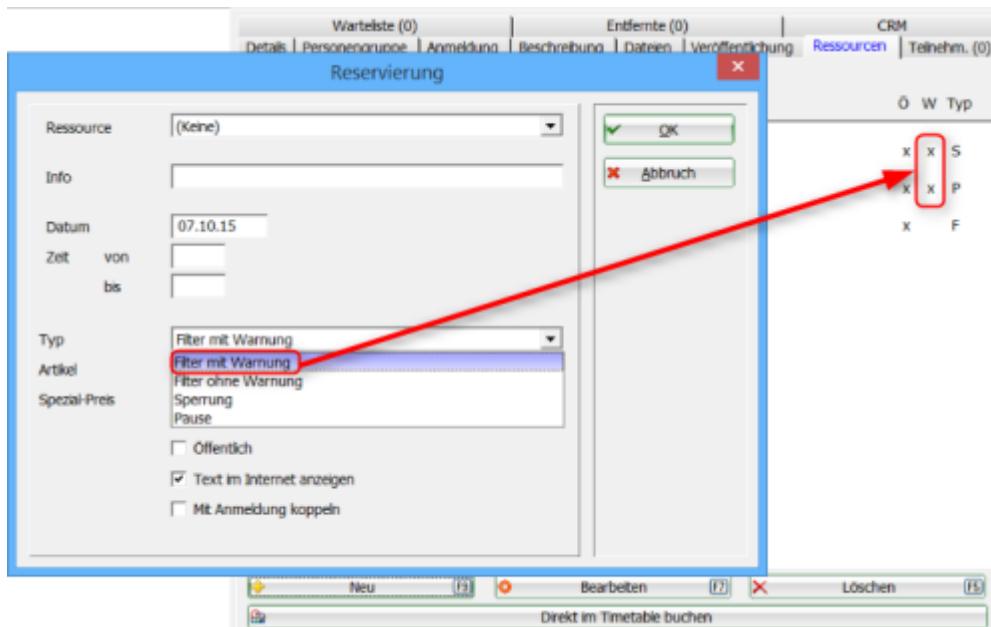
The labels in the window have the following meanings:

The labels have the following meaning:

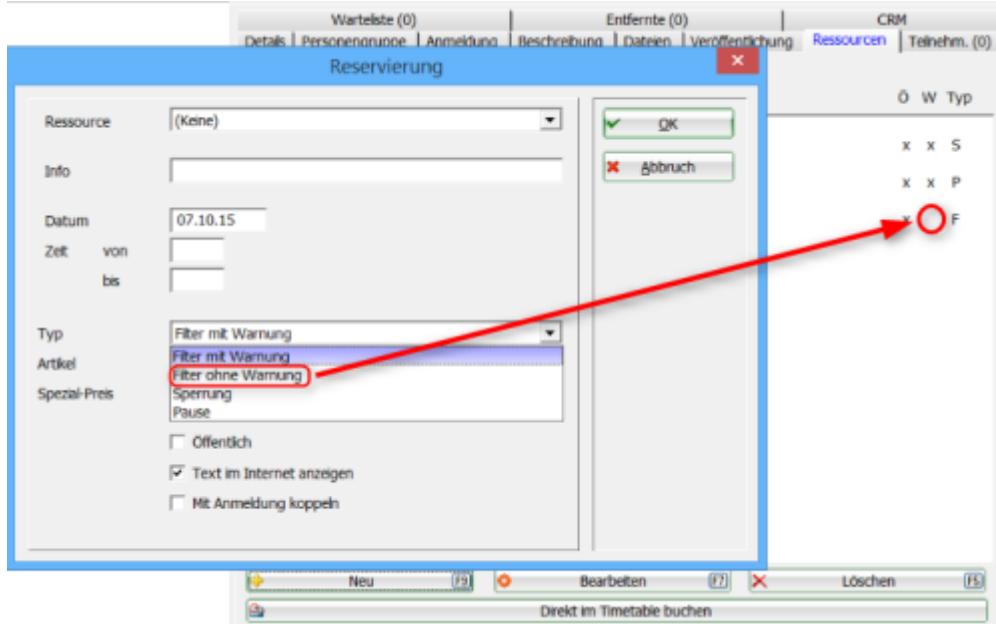
Public



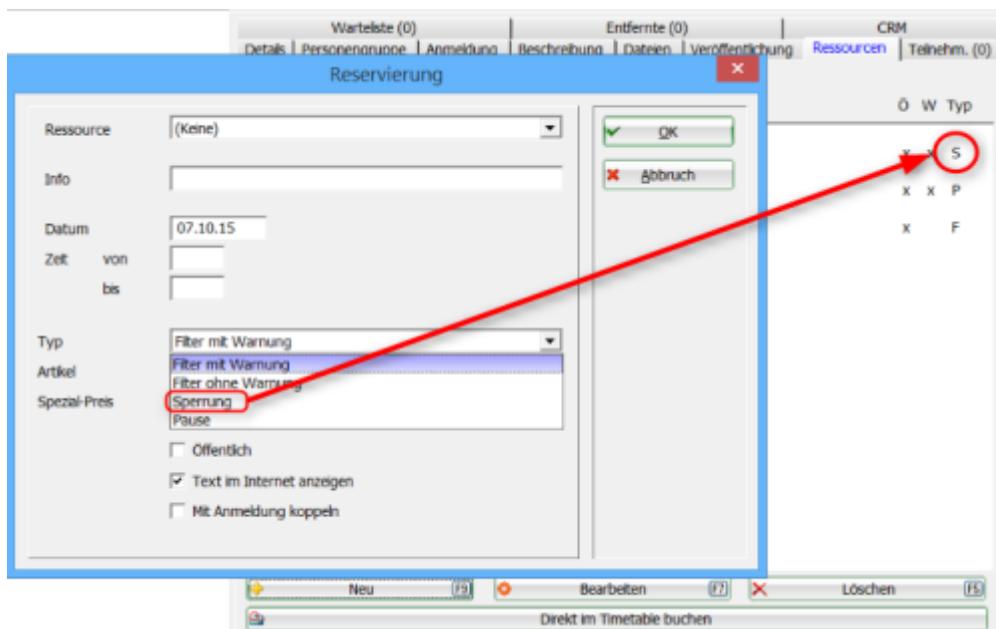
Filter setting with warning



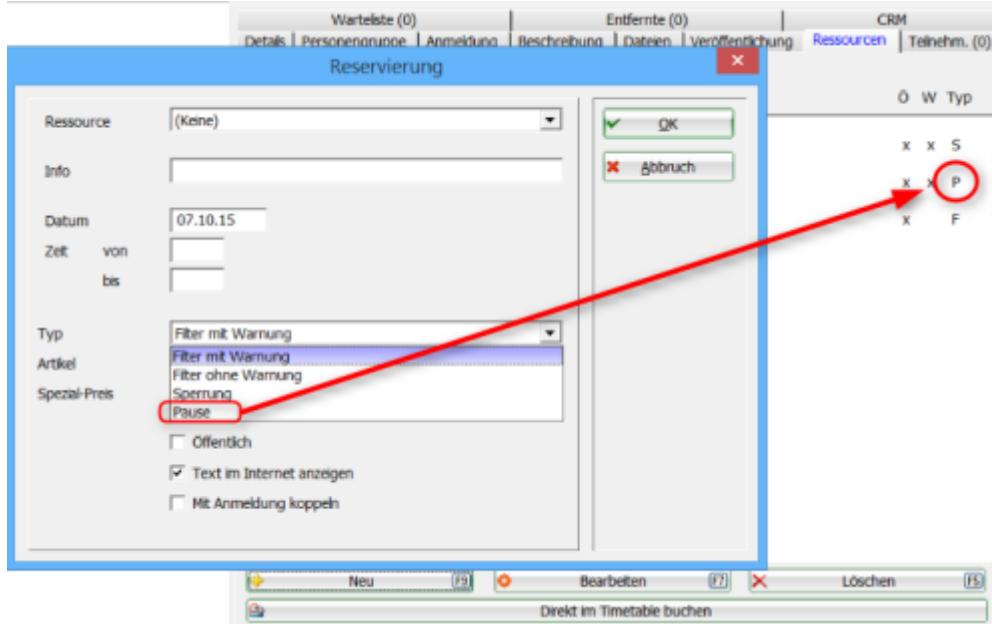
Filter setting without warning



Blocking



Break



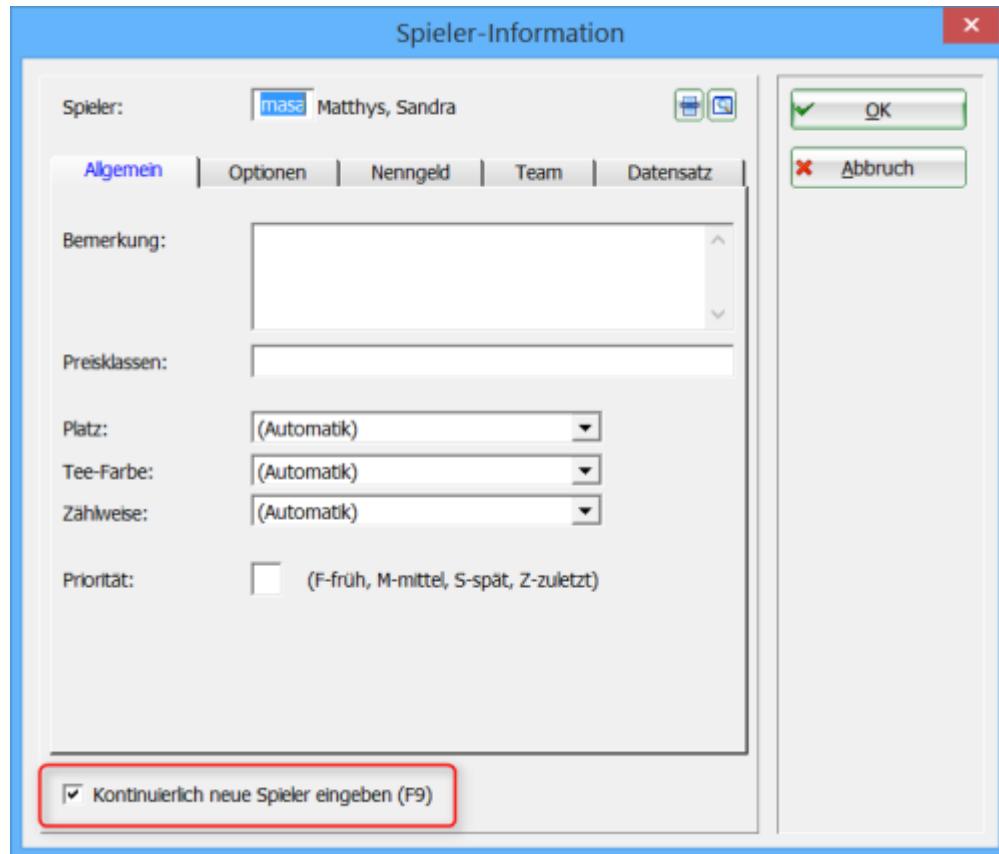
Participants

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

Name	Score	Details
Arens, Anja	35.7	Details
Matthys, Sandra	59.0	Details
Werner, Edda	15.1	Details



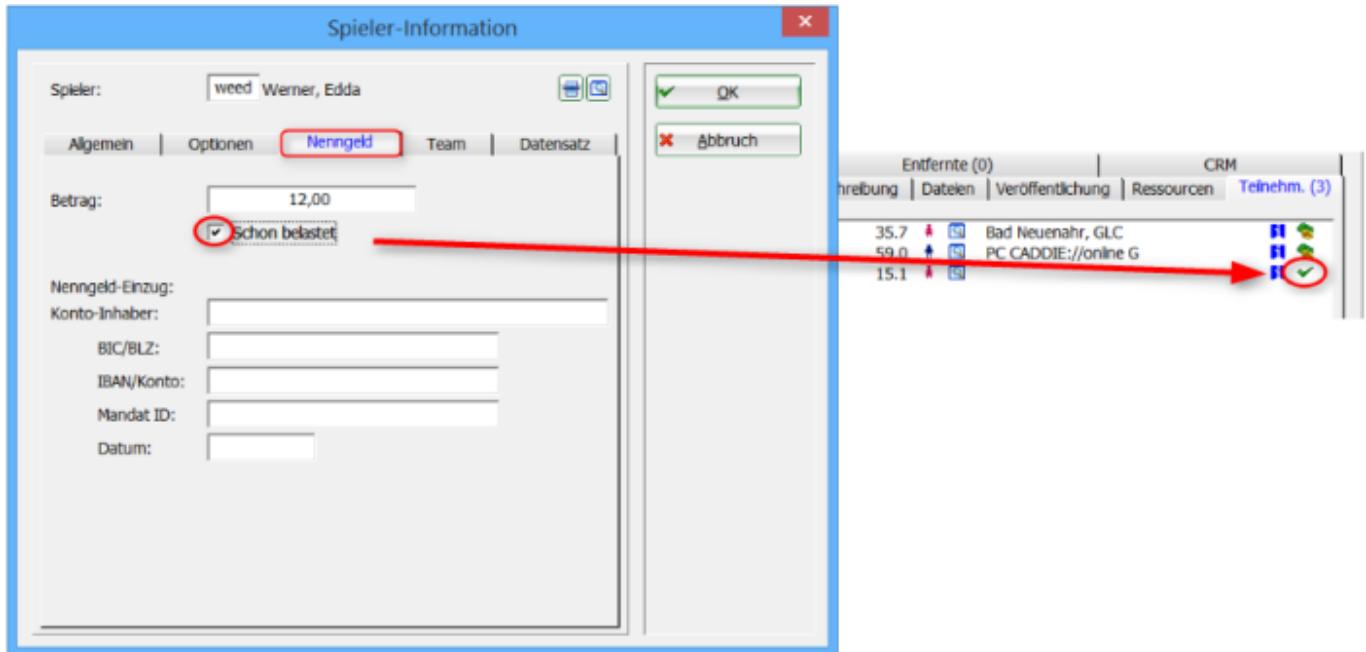
If you would like to enter several participants for a course, tick the box for **Enter players continuously**. By activating this option, the window remains open and does not close after each participant:



Edit

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

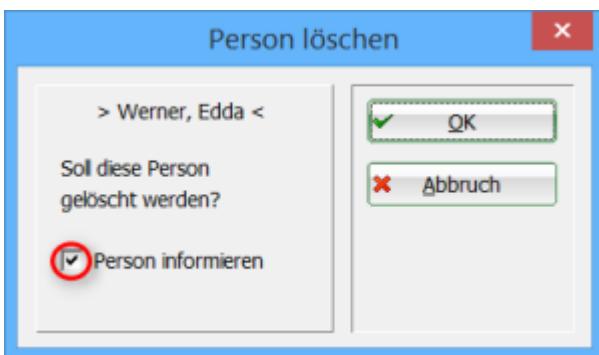
In this window you can note whether a participant has already paid the entry fee or whether it has already been collected. As soon as the tick next to **already debited** is ticked, a green tick will also appear in the list of participants:



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.

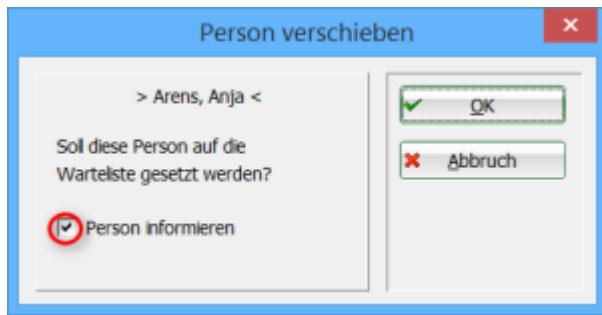
Sort

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.

Details | Personengruppe | Anmeldung | Beschreibung | Dateien | Veröffentlichung | Ressourcen | Teilnehm. (1)
Warteliste (1) **Entfernte (1)** CRM

Matthys, Sandra 59.0 + PC CADDIE://online G

Teilnehmerliste Sortieren Warteliste

Participant list

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

Sort

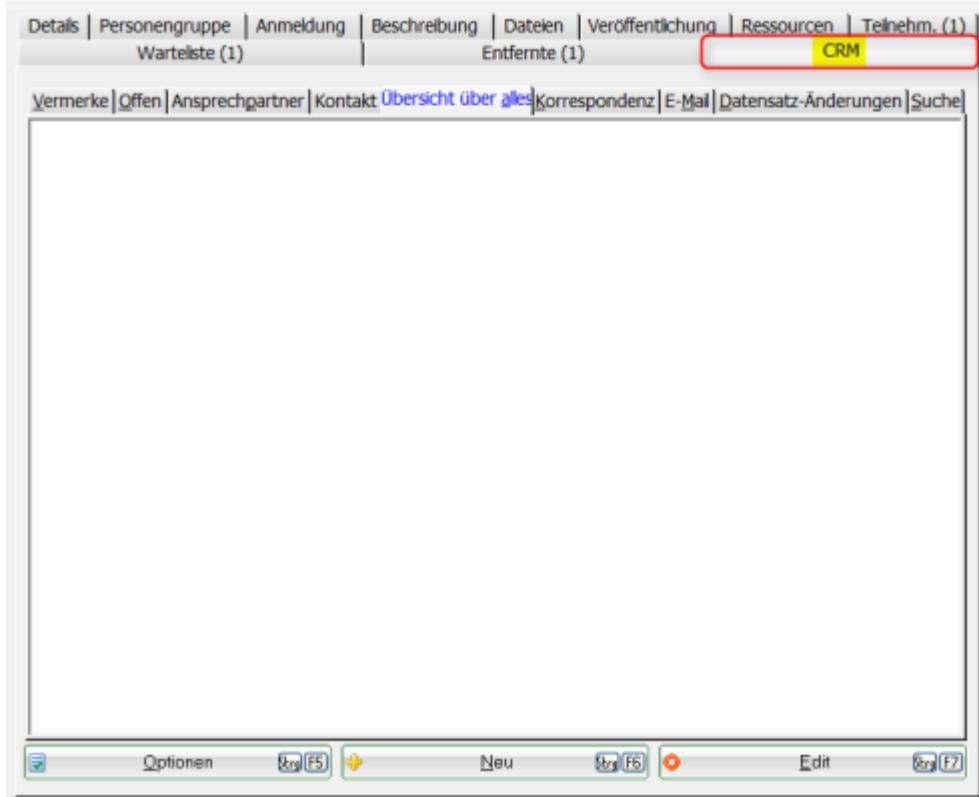
Sorting the list

Waiting list

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

CRM

CRM CUSTOMER RELATIONSHIP MANAGEMENT	<i>Customer Relationship Management</i>	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

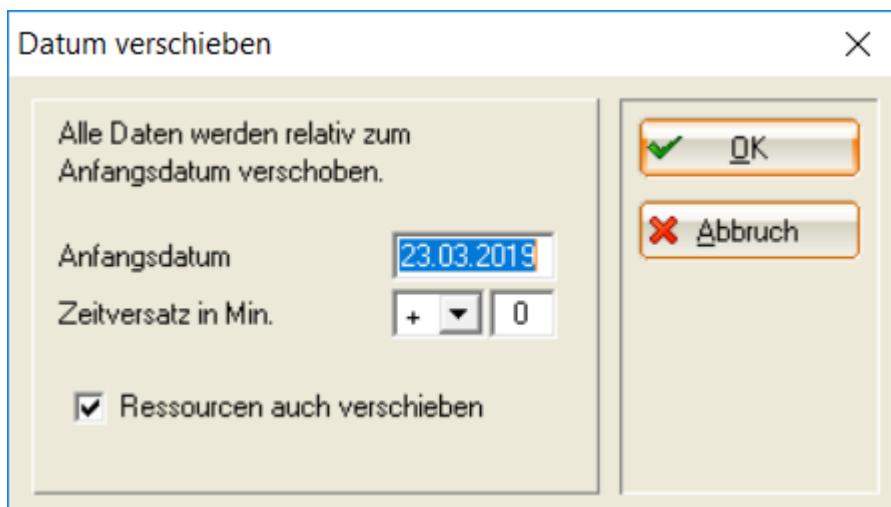
PC CADDIE://online Turniermodul



- ALLE TURNIERE ANZEIGEN - | - Ansicht aktualisieren -

Datum	Turniername / Spielart	Löschen?
10.10.2015 (SUCH:160) (ID:557181)	Schnupperkurs 2015 Event: C, Bereich: Anz: 30 (15) / 15 (8) - ab 01.10.15(M)/01.10.15(G) bis: 09.10.15 - 20.00 Uhr	
17.10.2015 (SUCH:154) (ID:160762)	Golfgala 2015 Golfgala 2015, Bereich: Anz: 200 (100) / 100 (50) - ab 21.09.15(M)/21.09.15(G) bis: 15.10.15 - 09.00 Uhr	
17.10.2015 (SUCH:169) (ID:557184)	Grundkurs Event: C, Bereich: Anz: 30 (15) / 15 (8) - ab 08.10.15(M)/08.10.15(G) bis: 16.10.15 - 20.00 Uhr	
24.10.2015 (SUCH:170) (ID:557185)	Langes Spiel Event: C, Bereich: Anz: 30 (15) / 15 (8) - ab 15.10.15(M)/15.10.15(G) bis: 23.10.15 - 20.00 Uhr	

(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.

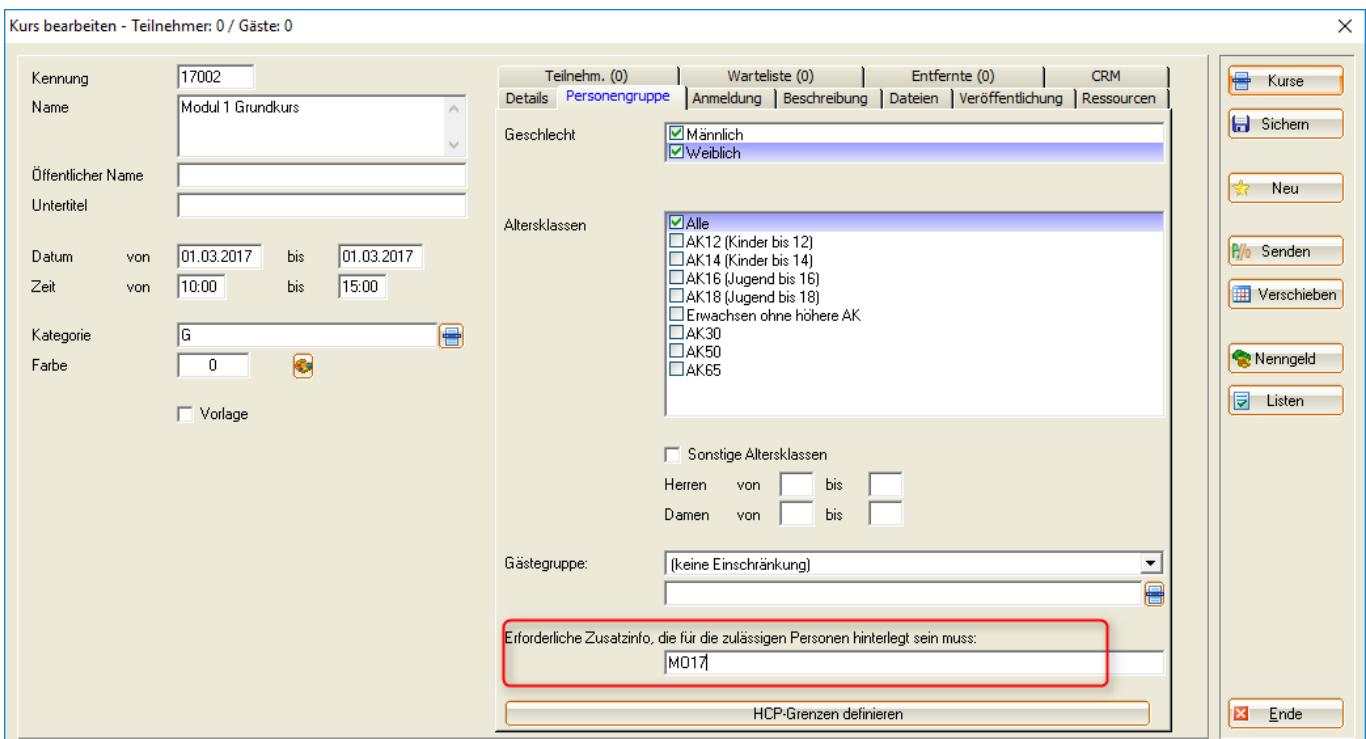
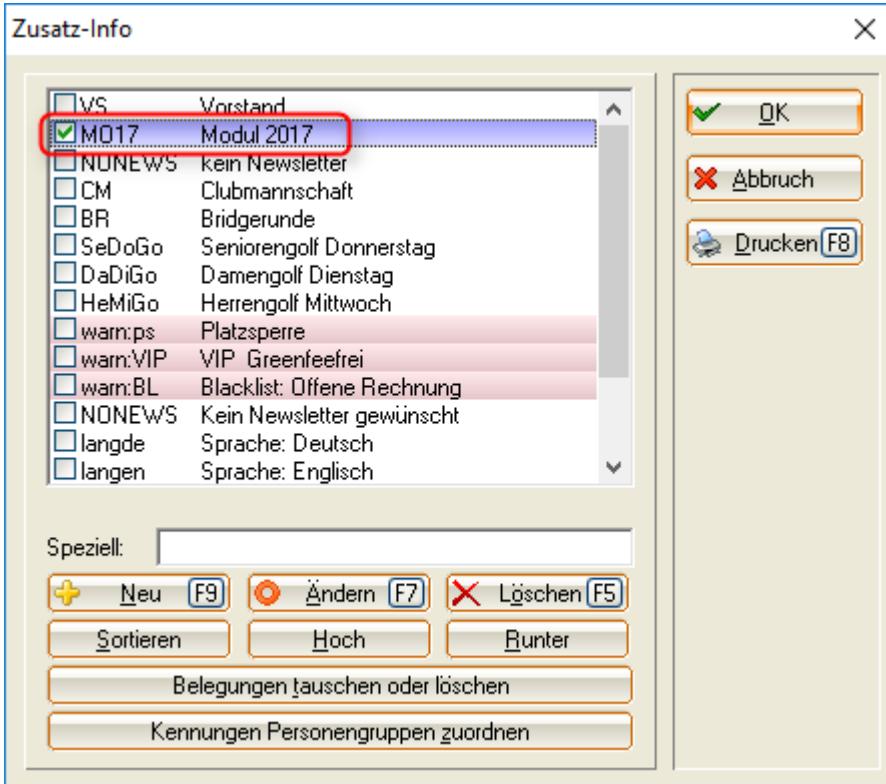
Example:

- 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.

Kurs bearbeiten - Teilnehmer: 0 / Gäste: 0

Kennung	17002	Teilnehm. (0)	Warteliste (0)	Entfernte (0)	CRM
Name	Modul 1 Grundkurs	Details	Personengruppe	Anmeldung	Beschreibung
Öffentlicher Name				Dateien	Veröffentlichung
Untertitel				Ressourcen	
Datum	von 01.03.2017	bis 01.03.2017	Anmeldung möglich	ab 21.02.2017	08:00 Uhr
Zeit	von 10:00	bis 15:00		bis 28.02.2017	18:00 Uhr
Kategorie	G	Gäste	ab 21.02.2017	08:00	Uhr
Farbe	0	Längere Anmeldung im Club vor Ort (optional)	ab	...	Uhr
			bis	...	Uhr
	<input type="checkbox"/> Vorlage	Spezialautorisierung	PIN	von	bis
			von	...	bis
		Personen pro Anmeldung	min.	...	max.
			min.	...	max.
		<input checked="" type="checkbox"/> Abmeldung online möglich	min.	...	max.
			min.	...	max.
		<input type="checkbox"/> Online-Anmeldung NUR über PC CADDIE://online	bis	...	Uhr
			bis	...	Uhr
		<input type="checkbox"/> Anmeldung gesperrt (nur mit speziellen Rechten möglich)			
		Spieler üblicherweise gegen das Intranet prüfen			
		Erweiterte Anmelderegeln definieren			
		Anmelde-Optionen definieren			

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.

Liste der Events

Datum: von: 01.01.2022 bis: 31.12.2022

Typen:

- Events
- Kurse

Status:

- (Keiner)
- Entwurf
- Provisorisch

Kategorie:

Namensteil:

Hcp-wirksam:

nur aktuelle Versionen der Veranstaltungen

Platz:

Reihenfolge:

- Datum

Einzeliges Format für den Export

Teilnehmerzahlen nachrechnen

Drucken F8

Ende

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

Eventkategorien

□ X

<input type="checkbox"/> Guter Name	HM
<input type="checkbox"/> Schnupperkurs	SCHNUPP
<input type="checkbox"/> Tur	TUR
<input type="checkbox"/> Event	EVENT
<input type="checkbox"/> Platzreife	PR
<input type="checkbox"/> Pro	PRO
<input type="checkbox"/> Turnier	TURN

Neu F9 **Edit** F7 **Löschen** F5

In der Liste höher **In der Liste tiefer**

OK

Import

Abbruch

or priorities/status

Liste der Events

Datum: von: 01.01.2022 bis: 31.12.2022

Typen:

- Events
- Kurse

Status:

- (Keiner)
- Entwurf
- Provisorisch

Kategorie:

Namensteil:

Hcp-wirksam:

nur aktuelle Versionen der Veranstaltungen

Platz:

Reihenfolge:

- Einzeliges Format für den Export
- Teilnehmerzahlen nachrechnen

Drucken F8

Ende

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

Veranstaltungs-Liste - 02.05.18

Nr.	Datum	Veranstaltung	Typ	Stand: 02.05.18, 20:50 Uhr				
				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

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GC Sonnenschein, Schüpfheim

Customised layouts

Function sheet

3 Tage Fortgeschrittenenkurs

1

Untertitel zum Namen

15.10.20 (Donnerstag) - 17.10.20 (Samstag)

14:00 Uhr - 18:00 Uhr

29.10.19 (Dienstag)

18:00 - 19:00	18 Loch, 10 Tee
Info	Alles, was im Infofenster in der Ressource eingetragen wurde
Intern	Auch interne Infos können hiermit gedruckt werden

21:30 - 22:45 Eva

03.03.20 (Dienstag)

1 50,00 50,00

3

15.10.20 (Donnerstag)

14:00 unterevent

14:00 apero

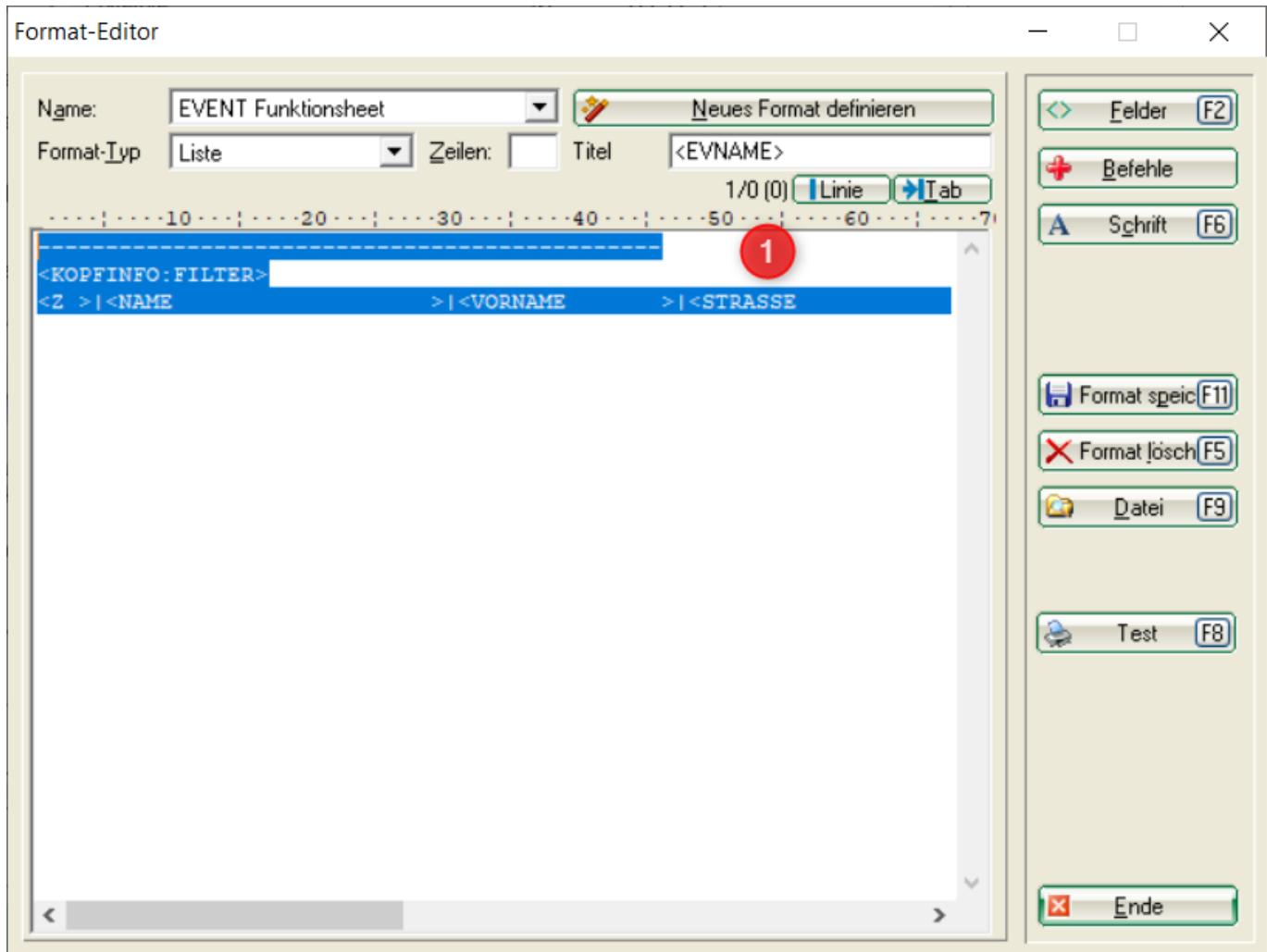
Stand: 28.08.20, 13:27 Uhr

Stand: 20.05.2017, 10:27 Uhr

4	Nr.	Name	Vorname	Mobil	Mail
	1	Ghisletti	Tamara		er@pccaddie.com
	2	Member	Paul		paul@member.com
	3	Member	Petra		petra@member.com

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

3 Tage Fortgeschrittenenkurs

Untertitel zum Namen

15.10.20 (Donnerstag) - 17.10.20 (Samstag)

14:00 Uhr - 18:00 Uhr

03.03.20 (Dienstag)

event0010100

Besprechungsraum

1

50,00

50,00

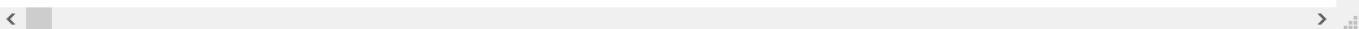
Stand: 26.06.20, 10:41 Uhr

2

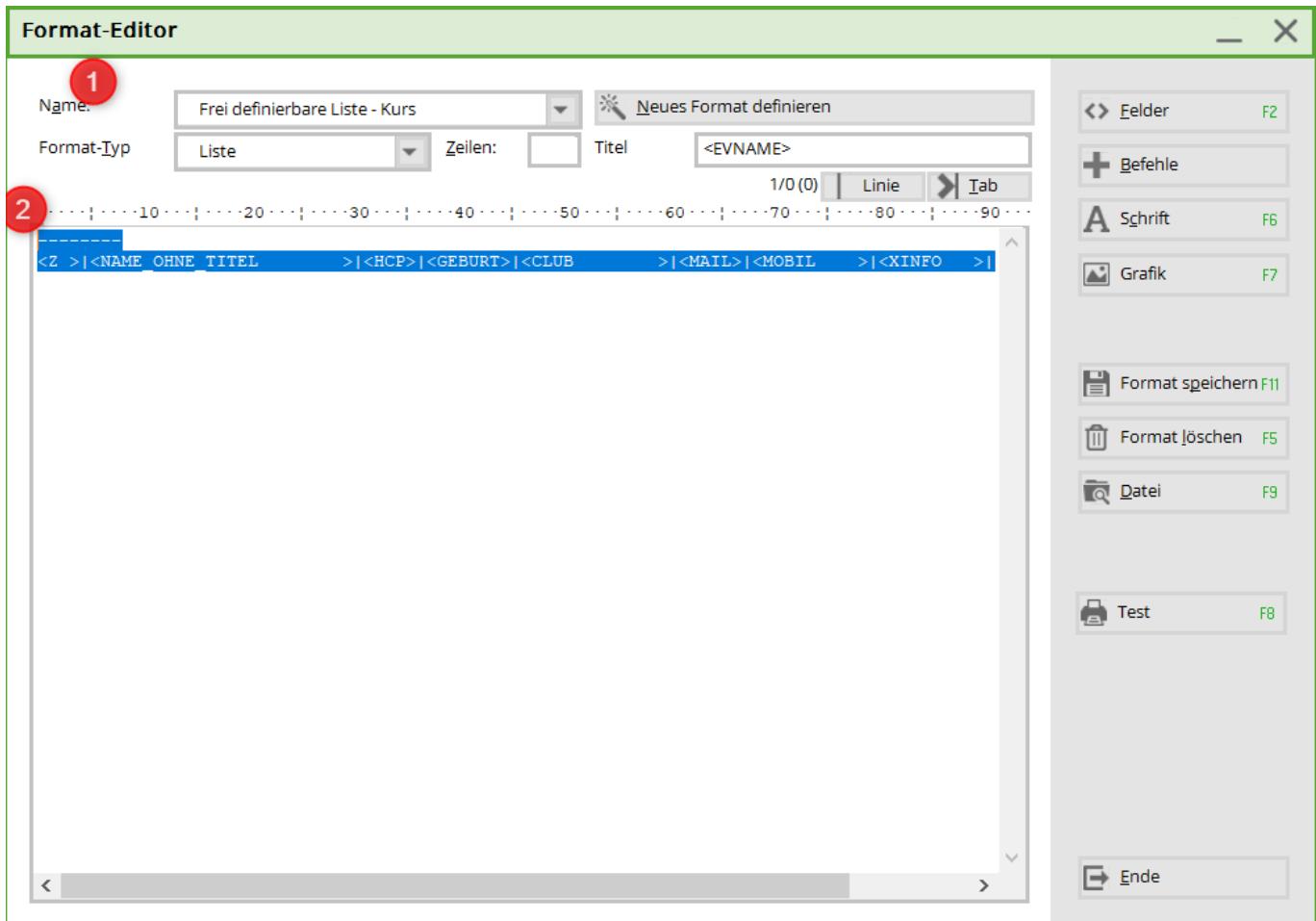
Nr.	Nachname, Vorname	HCP	Geburt	Club	Mail	Mobil	Bemerkung	Anwesenheit
1	Ghisletti, Tamara	--		Gast	er@pcc			
2	Member, Paul	15,0	15.04.65		paul@n			
3	Member, Petra	PR			petra@			

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GC Sonnenschein, Schüpfheim



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



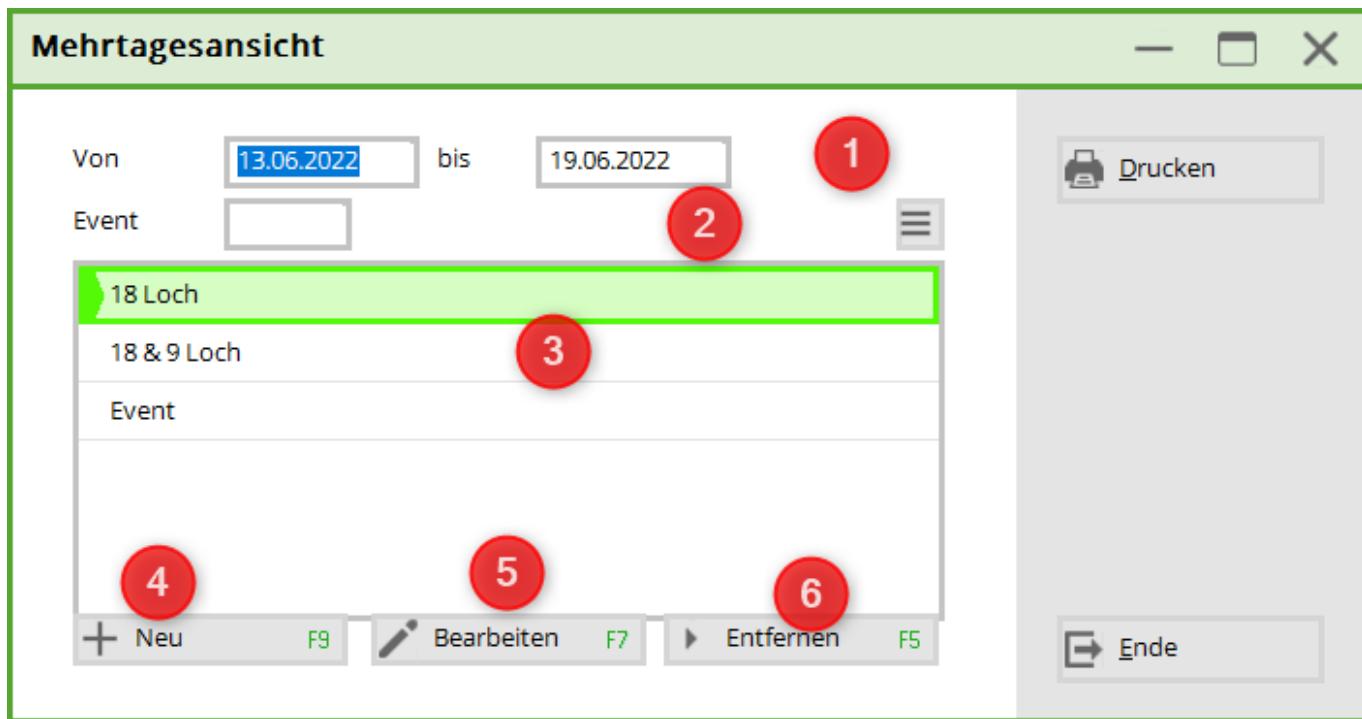
1. please adjust
2. copy the layout below

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

Multi-day view

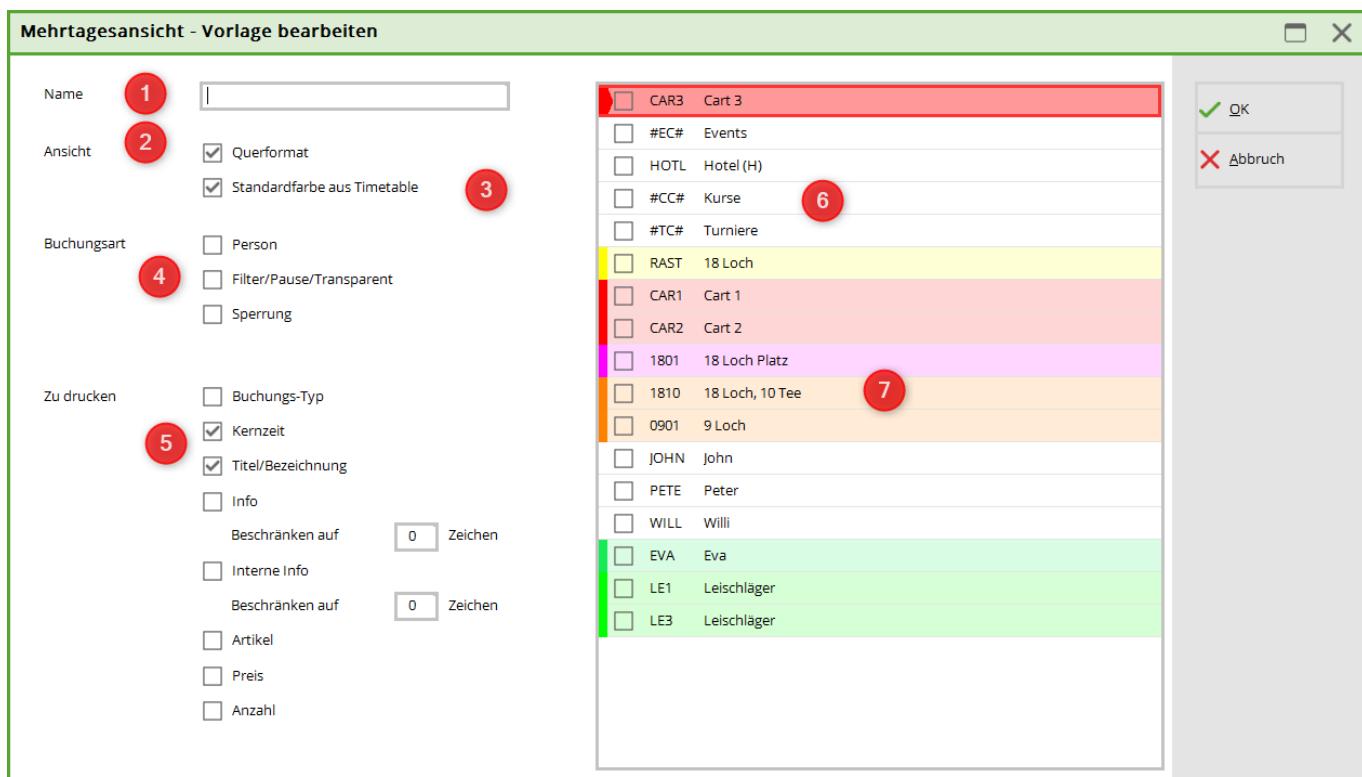
About events | Open multi-day view or directly in the event.

- 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



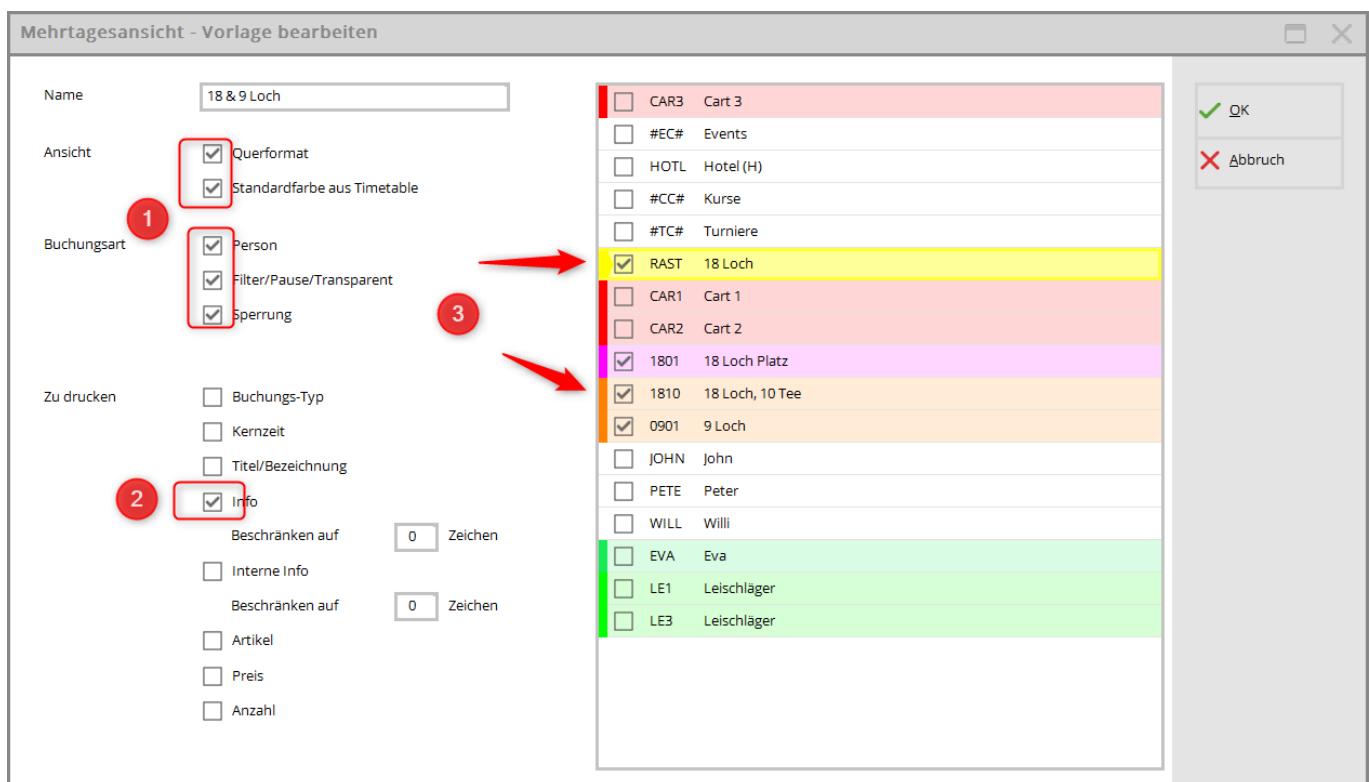
1. Date range
2. Selection of the event/event
3. Saved print layouts
4. Create new print layout
5. Edit the print layout
6. Removing the print layout

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

Mehrta gesansicht [Fertig]

Kopieren F6 Speichern F7 Drucken F8 Seiten 1-2/2 100% Mehrta gesansicht

Alle Plätze

The screenshot shows a flight schedule table with the following structure:

	Mittwoch 06.07.22	Donnerstag 07.07.22	Freitag 08.07.22	Samstag 09.07.22	Sonntag 10.07.22	Montag 11.07.22	Dienstag 12.07.22
18 Loch	<p>09:40-09:50 [Person] Mitglied.Claudia Emmenegger, Marius Member, Paul Member, Petra</p> <p>10:00-10:10 [Person] Angelina.Jolie Passiv, Alin Prad, Bitt Ringel, Anna</p> <p>10:40-11:10 [Spernung] Name der Spernung</p> <p>14:00-18:00 [Filter] Kurs Webinar</p>	<p>09:40-09:50 [Person] Mitglied.Claudia Emmenegger, Marius Member, Paul Member, Petra</p> <p>10:10-10:20 [Person] Angelina.Jolie Passiv, Alin Prad, Bitt Ringel, Anna</p>	<p>09:20-09:30 [Person] Mitglied.Claudia Emmenegger, Marius Member, Paul Member, Petra</p> <p>10:20-10:30 [Person] Angelina.Jolie Passiv, Alin Prad, Bitt Ringel, Anna</p>	<p>14:00-18:00 [Spernung] Kurs Webinar</p>			
Cart 1	09:30-17:30 [Person] Mitglied.Claudia	09:30-17:30 [Person] Mitglied.Claudia	10:10-18:10 [Person] Ringel, Anna				
Cart 2	09:50-17:50 [Person] Ringel, Anna	10:00-18:00 [Person] Ringel, Anna	09:10-17:10 [Person] Mitglied.Claudia				
18 Loch Platz	14:00-18:00 [Filter] Kurs Webinar 211125						
9 Loch	<p>11:40-11:50 [Person] Mitglied.Claudia Emmenegger, Marius Member, Paul Member, Petra</p> <p>12:00-12:10 [Person]</p>	<p>11:40-11:50 [Person] Mitglied.Claudia Emmenegger, Marius Member, Paul Member, Petra</p> <p>12:10-12:20 [Person]</p>	<p>11:20-11:30 [Person] Mitglied.Claudia Emmenegger, Marius Member, Paul Member, Petra</p> <p>12:20-12:30 [Person]</p>				

Annotations:

- 1: Selected date range (highlighted with a red circle)
- 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

Seite 1, Stand 06.07.22, 09:03:03, test

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