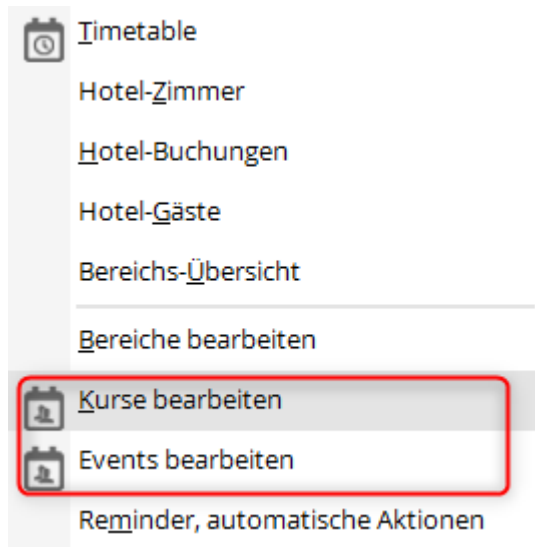


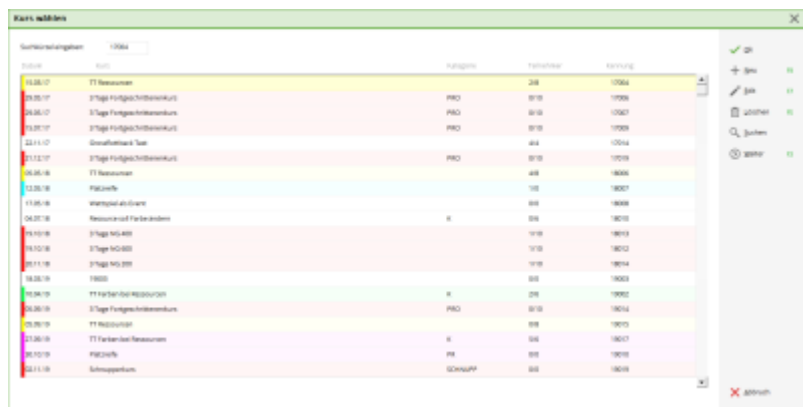
Course & Event Management

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:



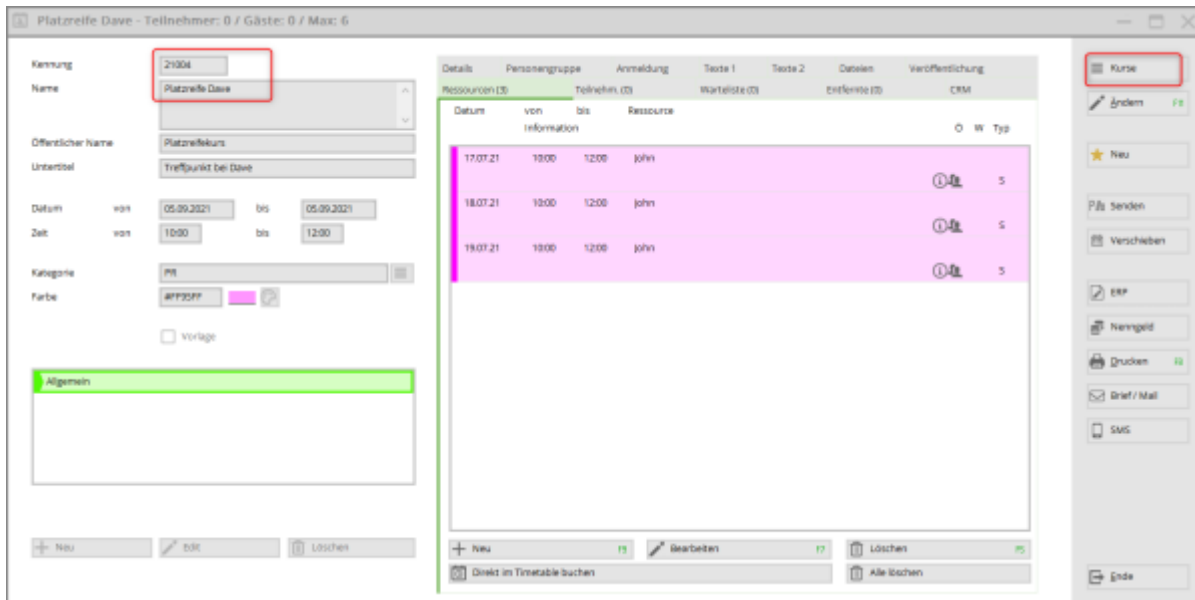
The image shows a window titled 'Kurs wählen' with a table of courses. The table has columns for 'Datum', 'Kurs', 'Kategorie', 'Teilnehmer', and 'Kategorie'. The table contains several rows of course data.

Datum	Kurs	Kategorie	Teilnehmer	Kategorie
11.03.17	T1 Ressourcen		28	1004
20.03.17	3Tage Fortgeschrittenkurs	PRO	978	1006
26.03.17	3Tage Fortgeschrittenkurs	PRO	978	1007
03.07.17	3Tage Fortgeschrittenkurs	PRO	978	1009
22.11.17	Grundkurs Teil		44	1014
01.12.17	3Tage Fortgeschrittenkurs	PRO	978	1019
05.03.18	T1 Ressourcen		44	1026
22.03.18	PK2016		10	1027
17.03.18	Wettbewerb		99	1028
04.07.18	Rechnerisch Fortschritten	K	99	1033
14.10.18	3Tage MO 100		10	1039
14.10.18	3Tage MO 100		10	1040
04.11.18	3Tage MO 100		10	1044
14.03.19	1000		99	1003
14.04.19	T1 Fortschritt Ressourcen	K	28	1002
20.03.19	3Tage Fortgeschrittenkurs	PRO	978	1014
09.09.19	T1 Ressourcen		99	1015
22.03.19	T1 Fortschritt Ressourcen	K	99	1017
08.10.19	PK2016	PK	99	1019
22.11.19	Schnupperkurs	SCHNUPP	99	1018

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.

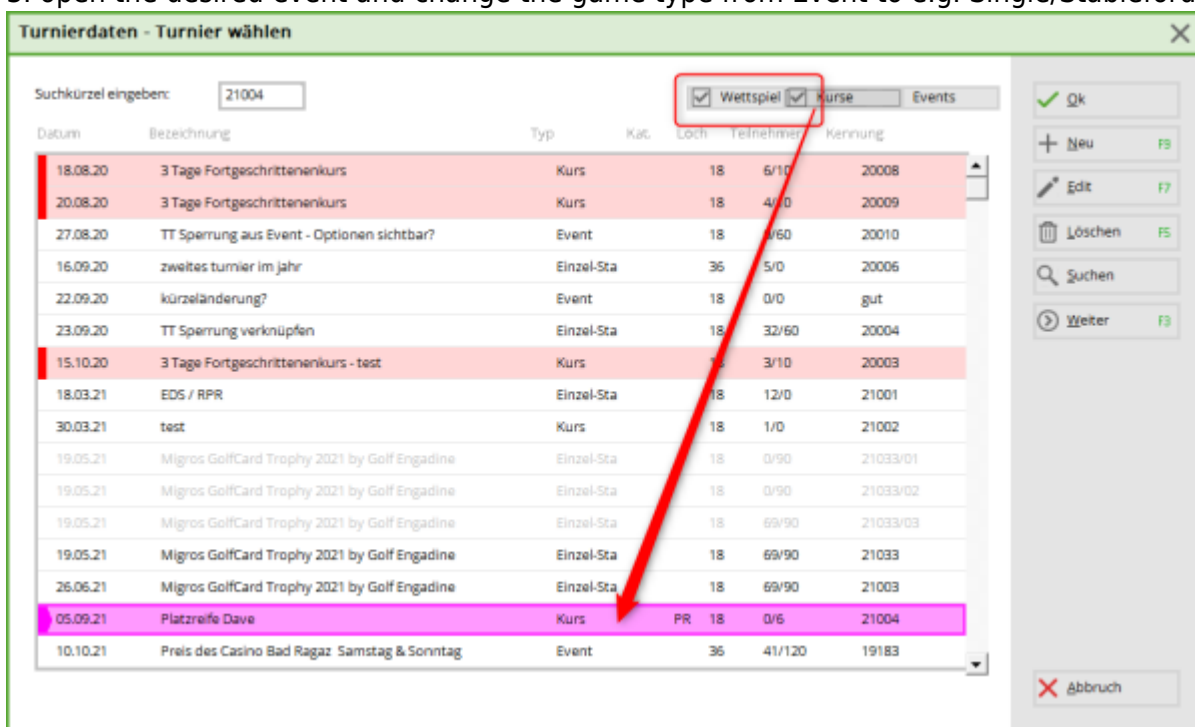
1st Create event

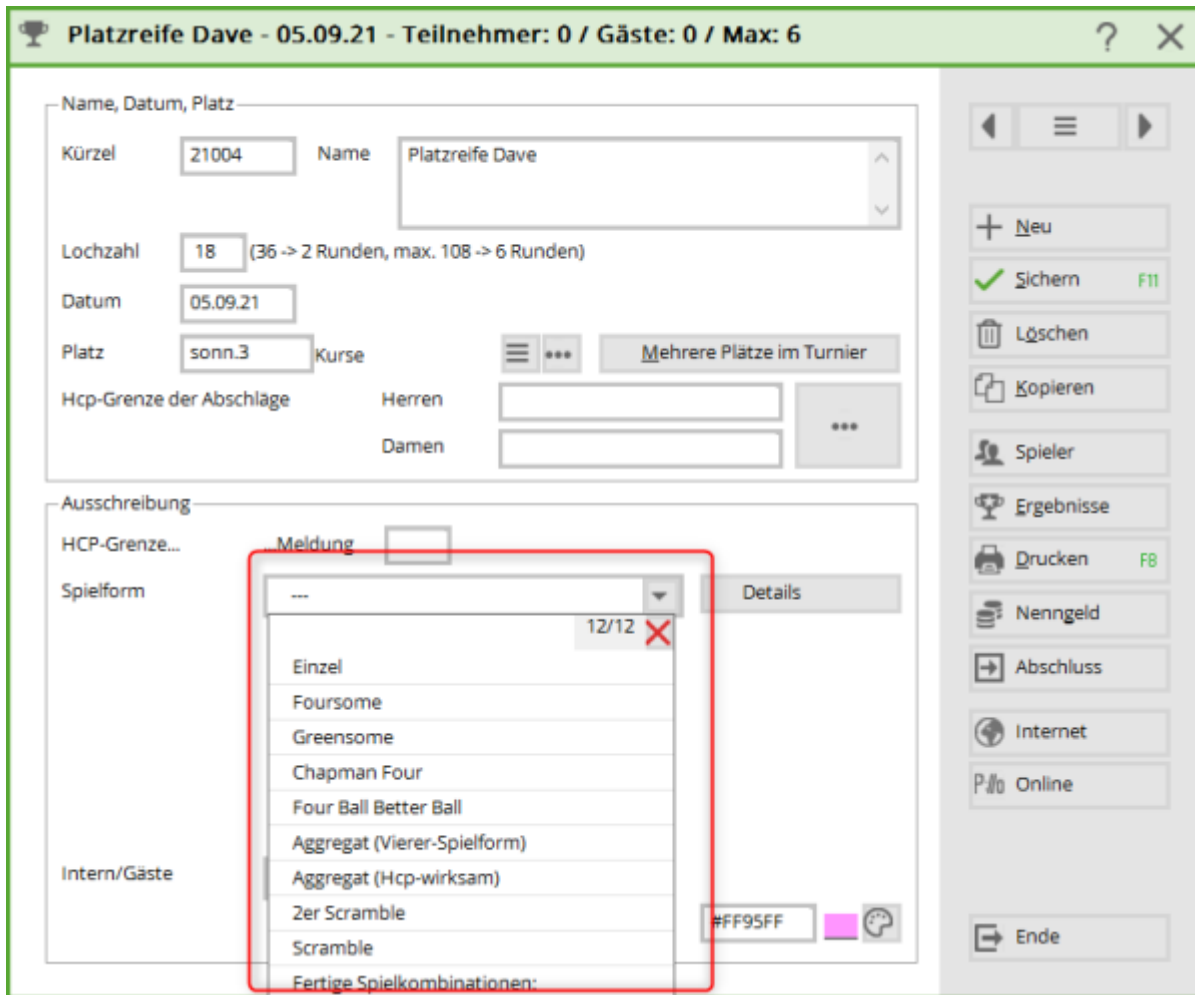


2. open the cup and tick the Events box.

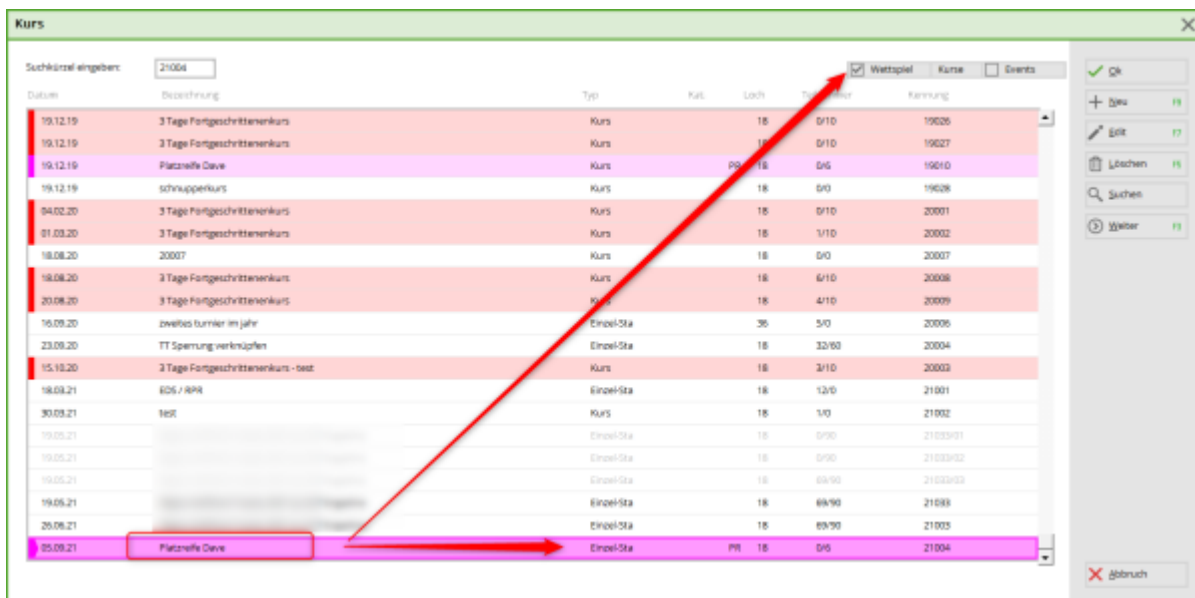


3. open the desired event and change the game type from Event to e.g. Single/Stableford. Save

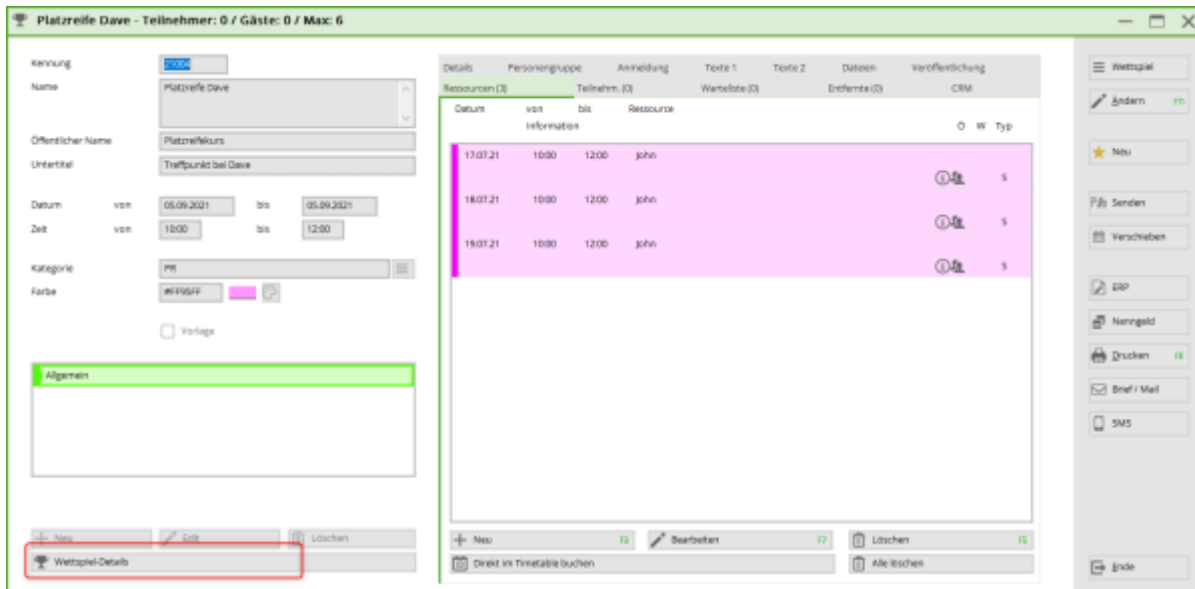




4. although the event is now mainly to be found under the betting games, it can also be opened here by ticking the box for betting games in events.



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:

Kurs neu anlegen
✕

Auf dieses Datum setzen: 1

Bei Bedarf Vorlage wählen: 2 ✎ Vorlage bearbeiten

- ★ Kurs neu (leer) erzeugen 3
- 📄 Kurs vom gerade gewählten kopieren 4
- 3 Tage Fortgeschrittenenkurs
- TT Farben bei Ressourcen
- TT Ressourcen

Ressourcen auch kopieren 5

Duplizieren obwohl auf dasselbe Datum kopiert wird 6

✓ OK

✕ Abbruch

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
 Name: Platzreife Dave
 Öffentlicher Name: Platzreifekurs
 Untertitel: Treffpunkt bei Dave
 Datum von: 19.12.2019 bis: 19.12.2019
 Zeit von: 10:00 bis: 12:00
 Kategorie: PR
 Farbe: #FF95FF
 Vorlage

Allgemein

+ Neu Edit Löschen

Warteliste (0)		Entfernte (0)		CRM
Details	Personengruppe	Anmeldung	Texte 1	Texte 2
Teilnehmer	min.	3	max.	6
davon Gäste		6		
Internet	max.	6		
davon Gäste		6		
Warteliste	max.	2		
davon Gäste		2		
Veranstalter				Wahl
Platz	sonn.3	Kurse		
Ort	Driving Range			
Preisinfo	CHF 250			

Kurse
 Ändern F11
 Neu
 Senden
 Verschieben
 ERP
 Nenngeld
 Drucken F8
 E-Mail
 SMS
 Ende

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	

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
	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

 Neu F9  Edit F7  Löschen F5

 In der Liste höher  In der Liste tiefer

 OK
 PCC Import
 Abbruch

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

Eventkategorie
✕

Geben Sie die Eventkategorie ein:

Kennung: 1

Beschreibung: 2

Farbe:

Online-Kat.: 3

✓ OK

✕ Abbruch

(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:

ACHTUNG
✕

Diese Kennung existiert bereits!

✓ OK

Colour:

Assign a colour here to identify the courses differently.

Farbe

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

Warteliste (0) Entfernte (0) CRM

Details Personengruppe Anmeldung Texte 1 Texte 2 Dateien Veröffentlichung Ressourcen (3) Teilnehm. (0)

Teilnehmer min. 3 max. 6

davon Gäste 6

Internet max. 6 1

davon Gäste 6

Warteliste max. 2

davon Gäste 2

Veranstalter

Platz 2 Kurse

Ort 3

Preisinfo 4

Wahl

Kurse

Ändern F11

Neu

Senden

Verschieben

ERP

Nenngeld

Drucken F8

E-Mail

SMS

Ende

(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

Gästegruppe: (keine Einschränkung)

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

HCP-Grenzen definieren

Kurse

Sichern F11

Neu

Senden

Verschieben

ERP

Nenngeld

Drucken F8

E-Mail

SMS

Ende

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.

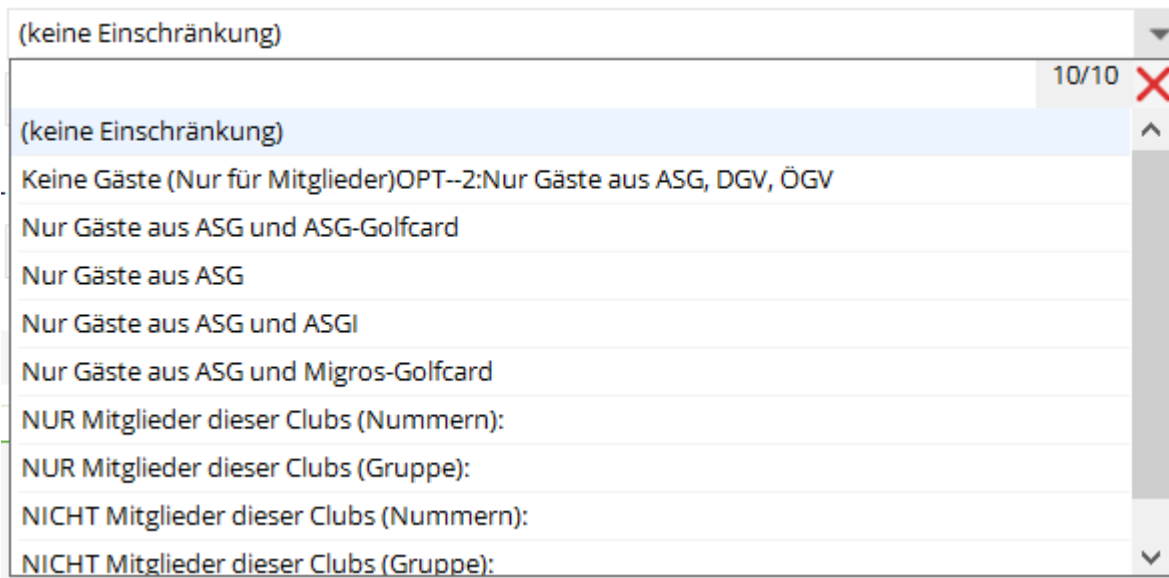
Sonstige Altersklassen

Herren von bis

Damen von bis

Guest group

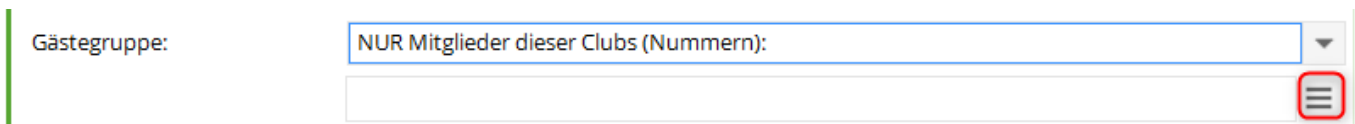
Here you have the option of setting various restrictions for guests in order to select them for online registration:



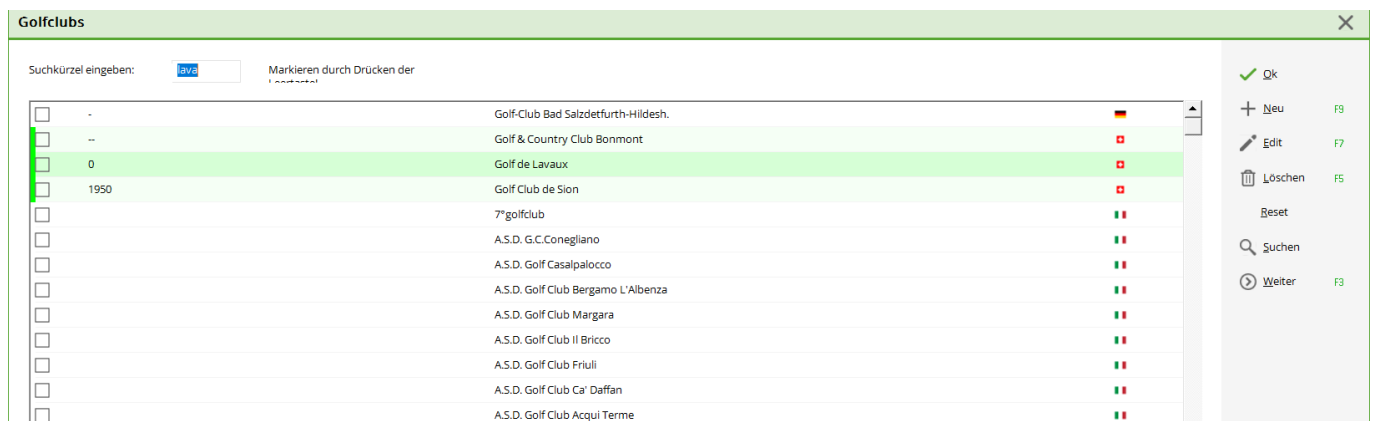
A dropdown menu showing various restriction options for guest groups. The selected option is "(keine Einschränkung)". The menu is currently open, showing 10/10 items. A red 'X' icon is visible in the top right corner of the dropdown area.

- (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:



A form with a label "Gästegruppe:" and a dropdown menu. The dropdown menu is currently open, showing the selected option "NUR Mitglieder dieser Clubs (Nummern):". A red box highlights a list selection button (three horizontal lines) in the bottom right corner of the dropdown area.



A list of golf clubs with checkboxes and flags. The list is titled "Golfclubs" and includes a search bar and a "Markieren durch Drücken der" option. The list contains the following clubs:

Suchkürzel	Club Name	Flag
-	Golf-Club Bad Salzdetfurth-Hildesh.	DE
--	Golf & Country Club Bonmont	FR
0	Golf de Lavaux	CH
1950	Golf Club de Sion	CH
	7 ^o golclub	IT
	A.S.D. G.C.Conegliano	IT
	A.S.D. Golf Casalpalocco	IT
	A.S.D. Golf Club Bergamo L'Albenza	IT
	A.S.D. Golf Club Margara	IT
	A.S.D. Golf Club Il Bricco	IT
	A.S.D. Golf Club Friuli	IT
	A.S.D. Golf Club Ca' Daffan	IT
	A.S.D. Golf Club Acqui Terme	IT

On the right side of the list, there is a vertical toolbar with the following buttons: OK, + Neu (F9), Edit (F7), Löschen (F5), Reset, Suchen, and Weiter (F3).

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=" "/>	<input type="checkbox"/>	<input type="checkbox"/>
Allgemeine HCP-Obergrenze	<input type="text" value="--"/>	<input type="checkbox"/>	<input type="checkbox"/>
HCP-Obergrenze für Gäste	<input type="text" value="--"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

OK
 Abbruch

Registration

Specify the time periods for online registration here:

Warteliste (0)	Entfernte (0)	CRM	
Details	Personengruppe	Anmeldung	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)			
Spieler üblicherweise gegen das Intranet prüfen			
Erweiterte Anmeldeeregeln definieren			
Anmelde-Optionen definieren			

- ☰ Kurse
- ✎ Ändern F11
- ★ Neu
- PCC Senden
- 📅 Verschieben
- 📄 ERP
- 📦 Nenngeld
- 🖨️ 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)

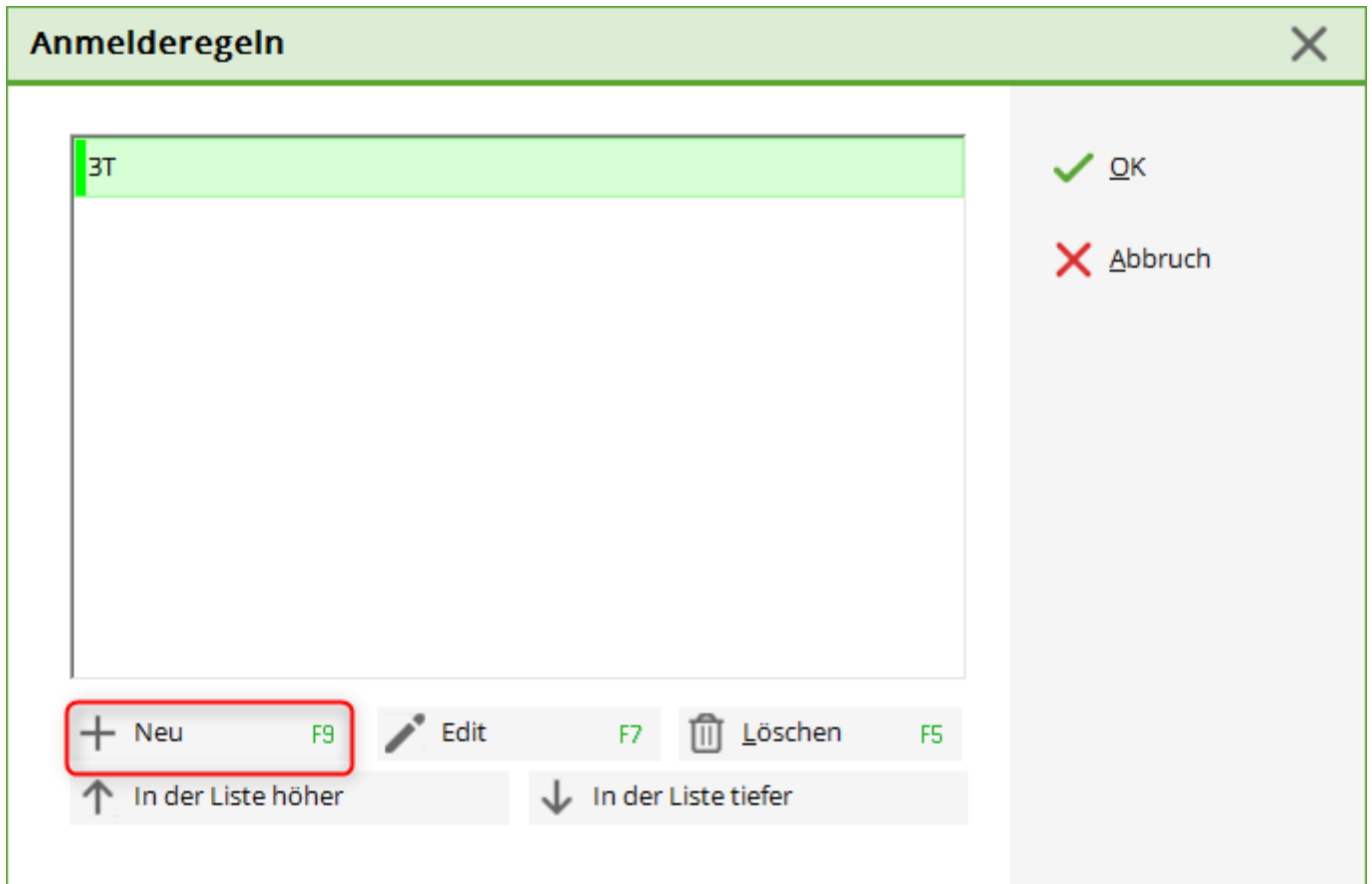
This refers to the special authorisation.

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!)	v

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				
<input checked="" 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)								
Spieler üblicherweise gegen das Intranet prüfen								
Erweiterte Anmelderegeln definieren								
Anmelde-Optionen definieren								

Buttons: Kurse, Sichern, Neu, Senden, Verschieben, Nenngeld, Listen, Ende

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. 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

✓

✕

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 * nur Turnier
 nur Veranstaltung
 Turnier und Veranstaltung

Mitteilung an die Gastronomie

Texts 1 and 2

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

The screenshot shows the 'Kurs ONLINE' interface. The 'Texte' tab is active, showing a list of text fields. Callout 1 points to the 'Texte' field, callout 2 points to the 'Texte 2' field, and callout 3 points to the 'Allgemein' tab. The 'Allgemein' tab shows a table with columns for date, time, and name.

Datum	Zeit	Name
01.04.21	13:00	NAME
01.04.21	13:00	Unterevent

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

Kurs - Teilnehmer: 0 / Gäste: 0

Kennung: 19002
Name: Schnupperkurs
Öffentlicher Name:
Untertitel:
Datum von: 02.05.2019 bis: 02.05.2019
Zeit von: 10:00 bis: 11:00
Kategorie:
Farbe: #000000
Vorlage:
Unterevents: Allgemein

Teilnehm. (0) | Warteliste (0) | Entfernte (0) | CRM
Details | Personengruppe | Anmeldung | Texte 1 | Texte 2 | Dateien | Veröffentlichung | Ressourcen

Logo: C:\Users\hr\Desktop\pccaddie.jpg

An folgenden Stellen anzeigen

Übersichten (Kalender) Warteliste
 Teilnehmerliste Anmeldung
 Ausdrucke

von links: 160,0 von oben: 10,0 Breite: 40,0 Höhe:

PDF:

Buttons: Neu, Edit (F7), Löschen, Kurses, Sichern (F11), Neu, Senden, Verschieben, Nennigeld, Drucken (F8), SMS, Ende

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	Datelen	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
Lastschriftzug 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 ✕

Geben Sie die Eventkategorie ein:

Kennung:

Beschreibung:

Farbe:

Online-Kat.:

✓ OK

✗ Aabbruch

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:

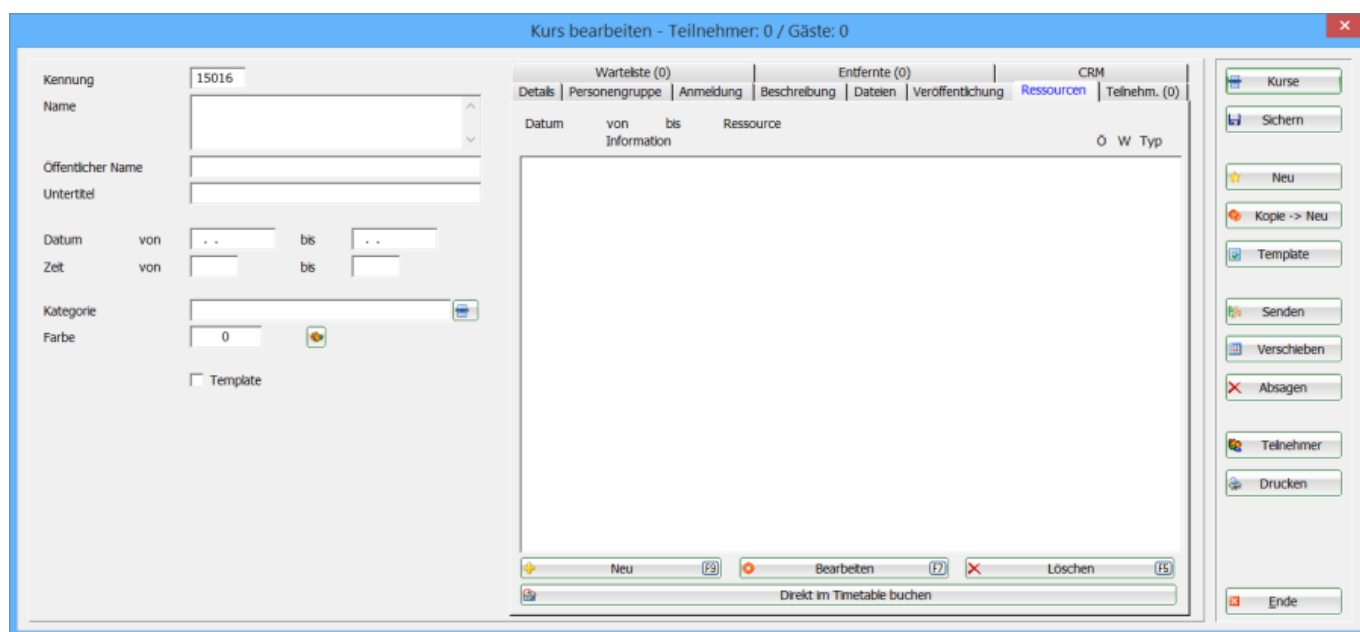
obligatorisch nötig
 nach Spieler-Wunsch möglich
 deaktiviert

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](#)





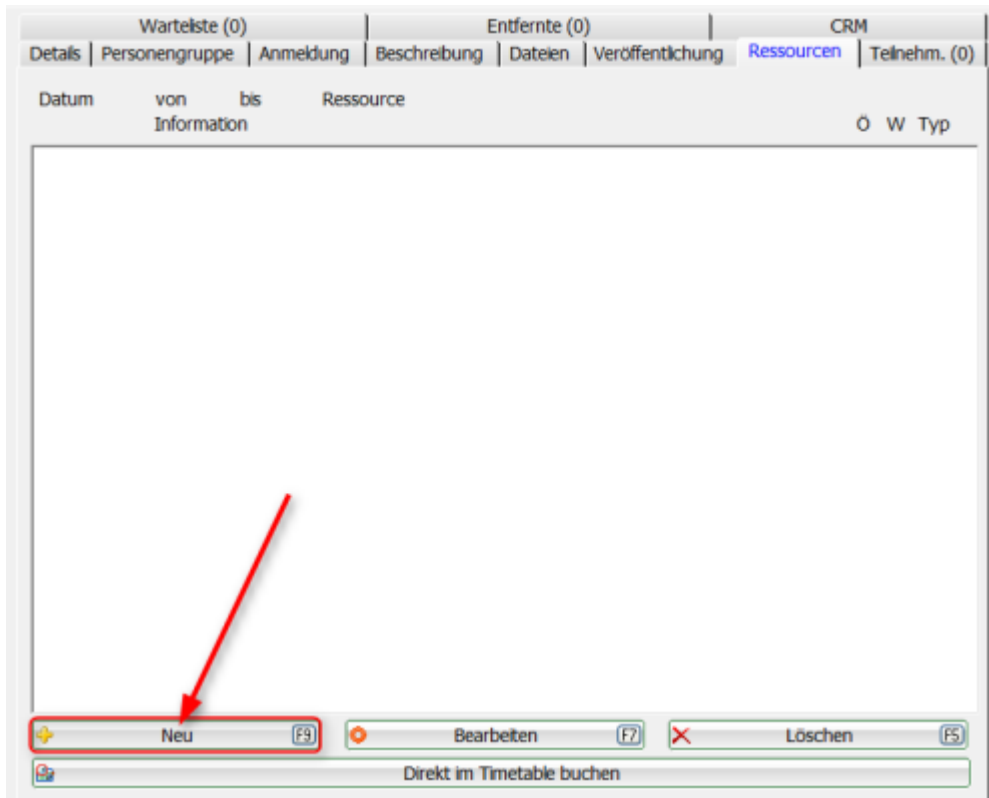
All the dates associated with the course are displayed in the course window.

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
 Name: Pitch- & Putt-Kurs mit Trainer Tim
 Öffentlicher Name: Pitch- & Putt Kurs
 Untertitel:
 Datum von: 10.10.15 bis: 10.10.15
 Zeit von: 10:00 bis: 17:00
 Kategorie:
 Farbe: 0
 Template

Warteliste (0) | Entfernte (0) | CRM

Details | Personengruppe | Anmeldung | Beschreibung | Dateien | Veröffentlichung | Ressourcen | Teilnehm. (0)

Datum	von	bis	Ressource	O	W	Typ
10.10.15	10:00	12:00	DRIVING RANGE			
10.10.15	14:00	16:00	Putting-Green	x	x	F
10.10.15	14:00	16:00	Pitch & Putt-Kurs			
10.10.15	14:00	16:00	Pitch & Putt-Kurs Putting-Green	x	x	F

Neu (F9) | Bearbeiten (F7) | Löschen (F5)

Direkt im Timetable buchen

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

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	DRIVING RANGE	DRIVING RANGE
09:30	Putting-Green	Putting-Green	Putting-G
10:00		Pitch- & Put-Kurs - Teilnehmer: 0 / Gäste: 0	
10:30			
11:00			
11:30			
12:00			
12:30			
13:00			
13:30			
14:00		Pitch- & Put-Kurs - Teilnehmer: 0 / Gäste: 0	
14:30			
15:00			
15:30			
16:00			

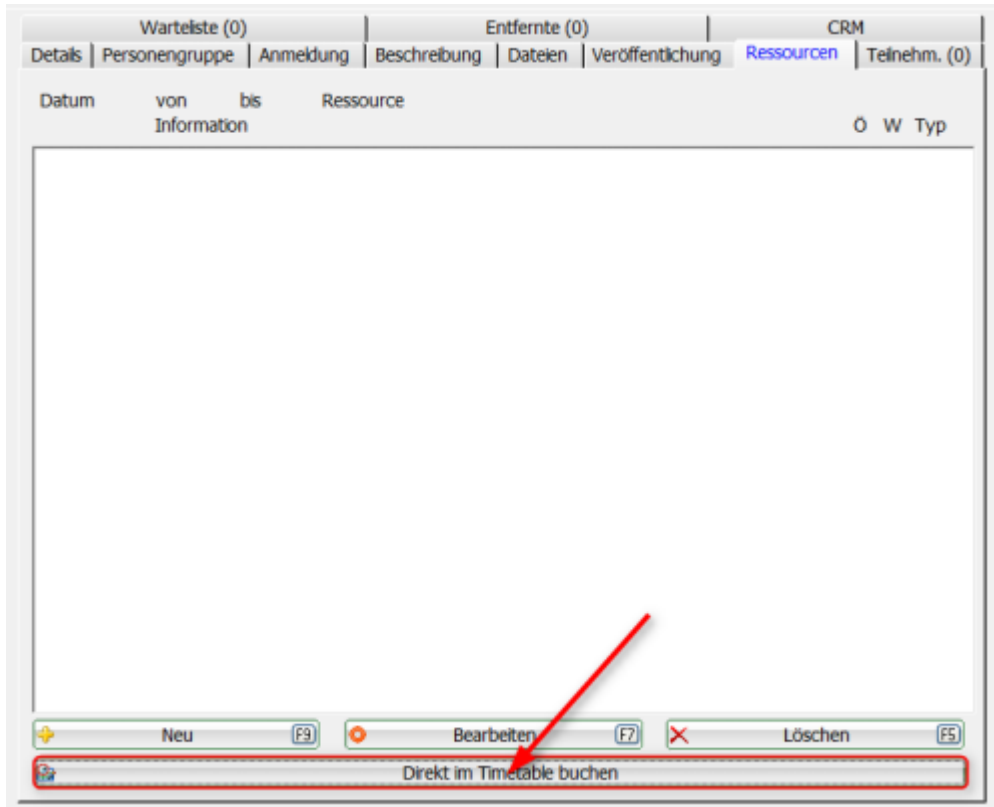
(1) Closure of the driving range (2) Closure for the practice area



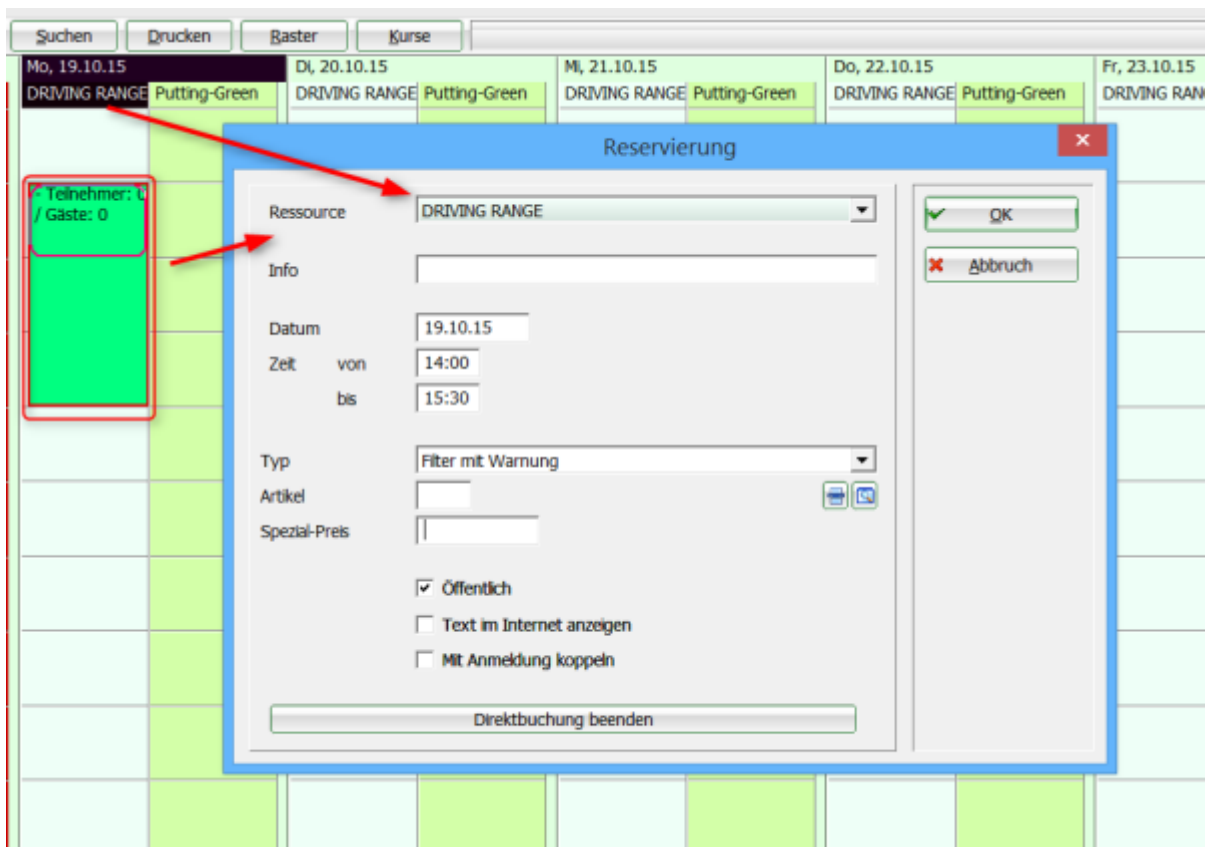
The reservations already assigned to the course/event are marked with a red frame

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

Warteliste (0)			Entfernte (0)			CRM		
Details	Personengruppe	Anmeldung	Beschreibung	Dateien	Veröffentlichung	Ressourcen	Teilnehm. (0)	
Datum	von	bis	Ressource			Ö	W	Typ
14.10.15	14:00	16:00	DRIVING RANGE	1		x	x	F

Neu (F9) Bearbeiten (F7) Löschen (F5)

Direktbuchung beenden 2



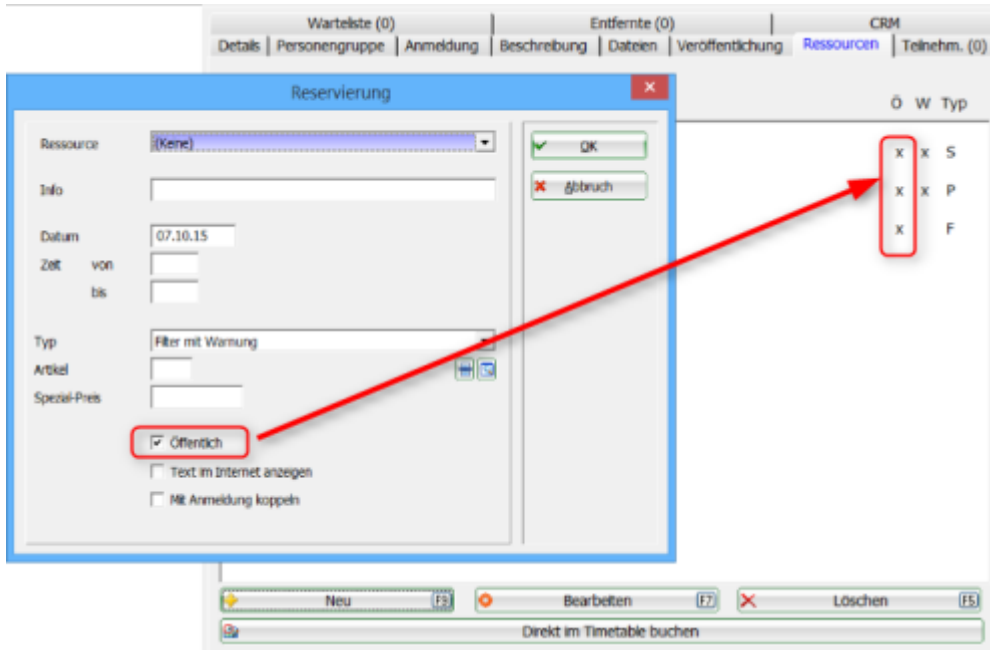
During direct booking, the button is highlighted in red. Clicking it again cancels the direct booking. It is also cancelled when saving, opening another course/event and when closing.

Labelling in the resource window

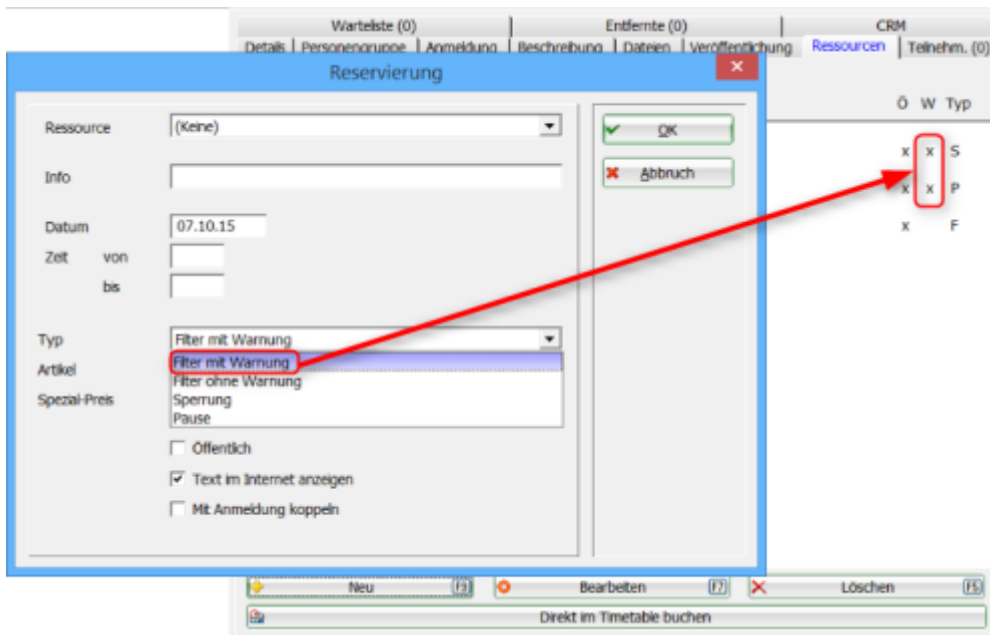
The labels in the window have the following meanings:

The labels have the following meaning:

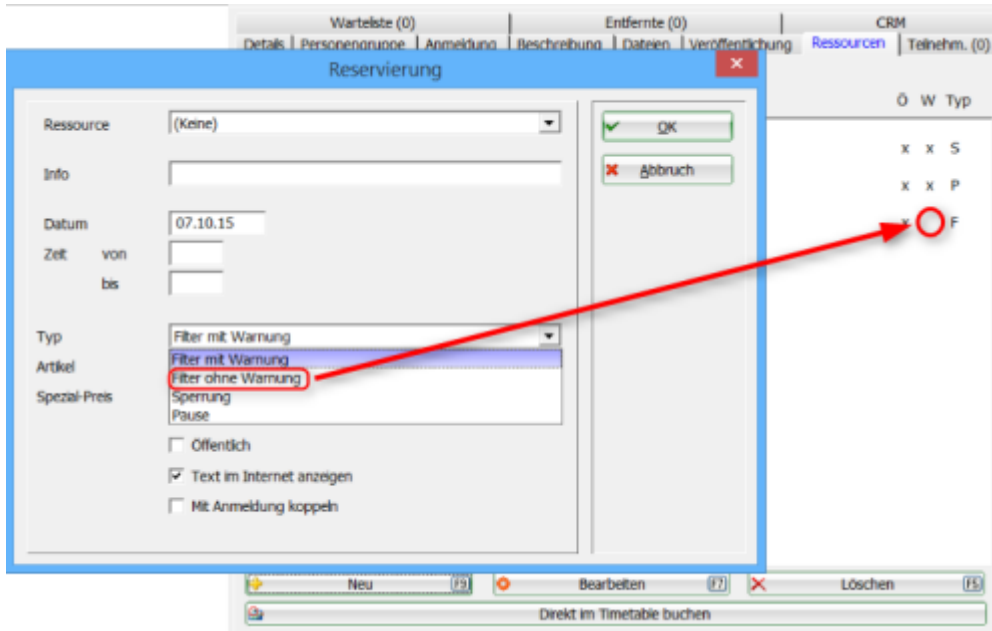
Public



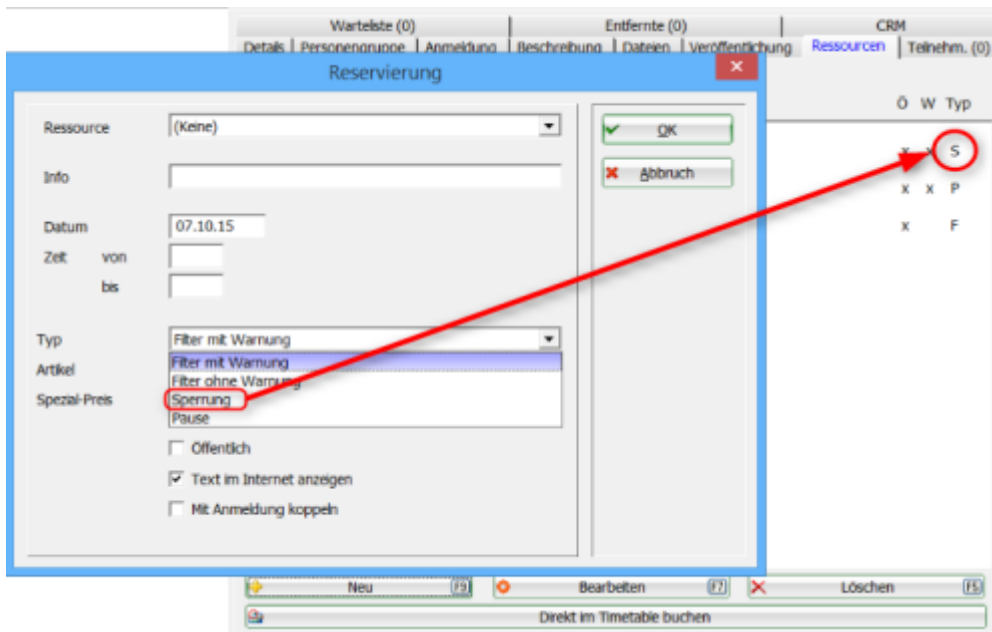
Filter setting with warning



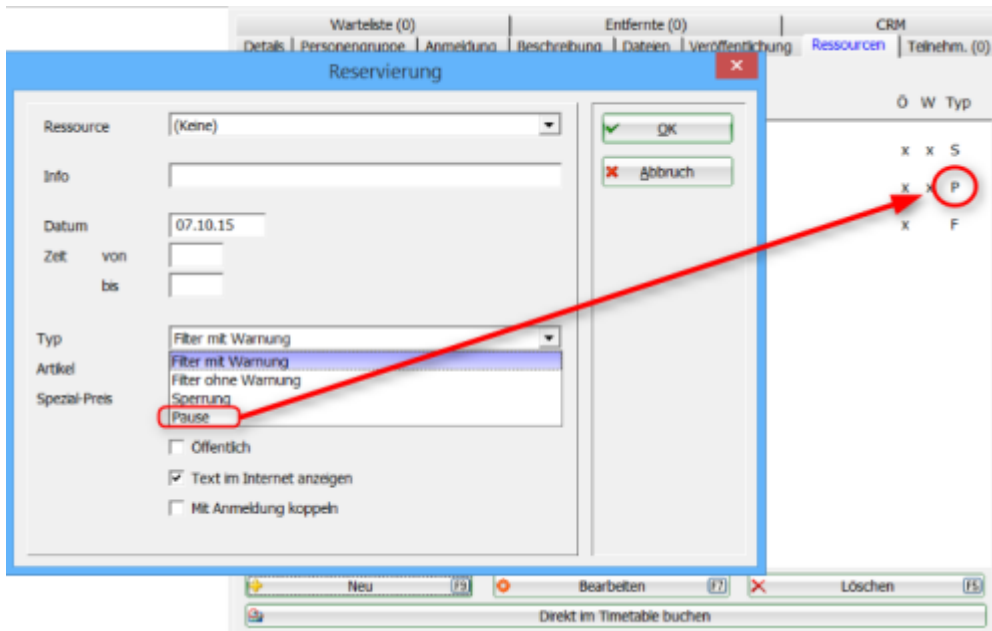
Filter setting without warning



Blocking

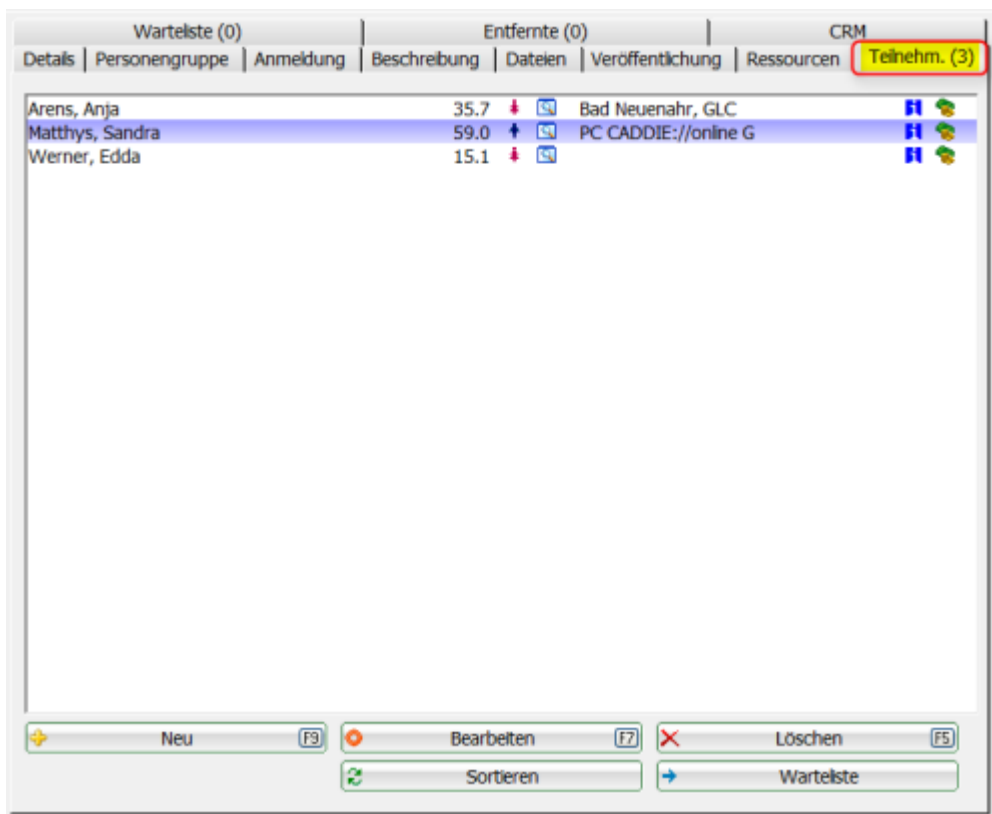


Break



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:

Spieler-Information ✕

Spieler: Matthys, Sandra 🔍 🖨

Algemein | Optionen | Nenngeld | Team | Datensatz

Bemerkung:

Preisklassen:

Platz: ▼


Tee-Farbe: ▼

Zählweise: ▼

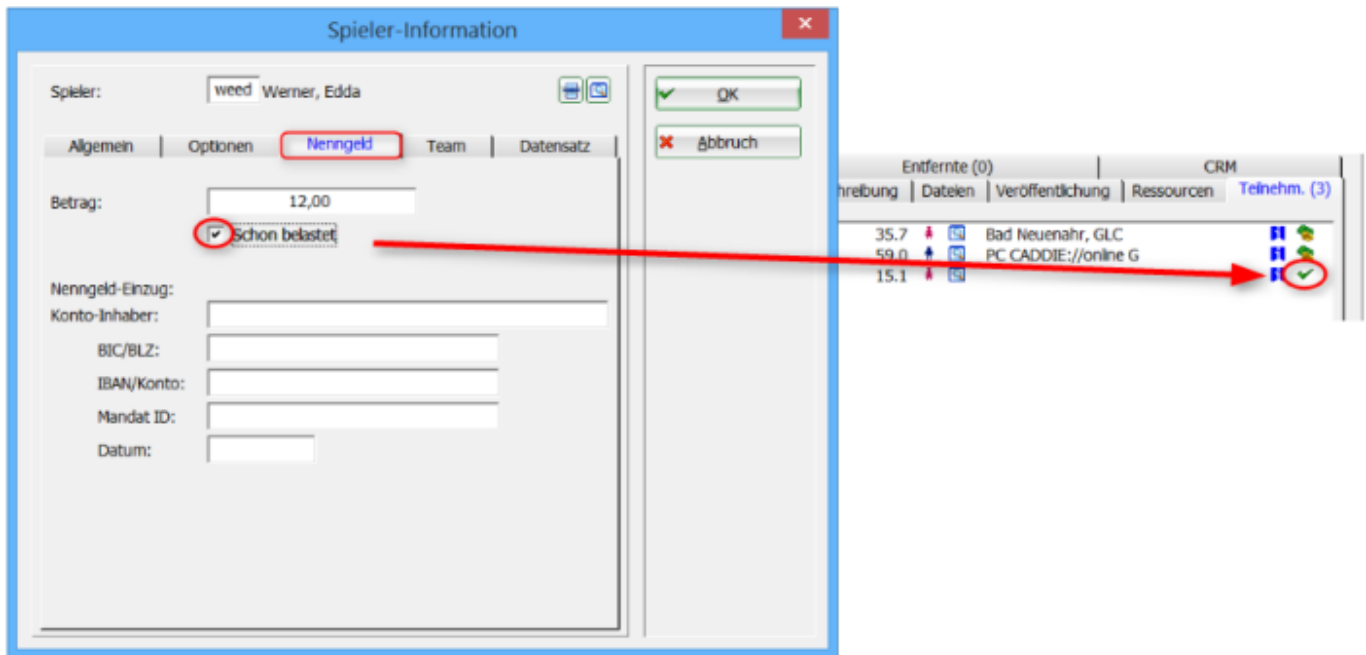
Priorität: (F-früh, M-mittel, S-spät, Z-zuletzt)

Kontinuierlich neue Spieler eingeben (F9)

Edit

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

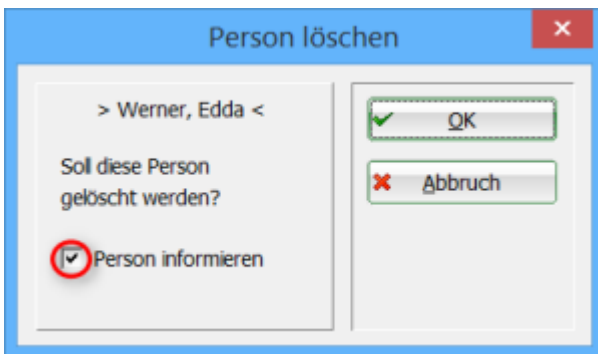
In this window you can note whether a participant has already paid the entry fee or whether it has already been collected. As soon as the tick next to **already debited** is ticked, a green tick will also appear in the list of participants:



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.

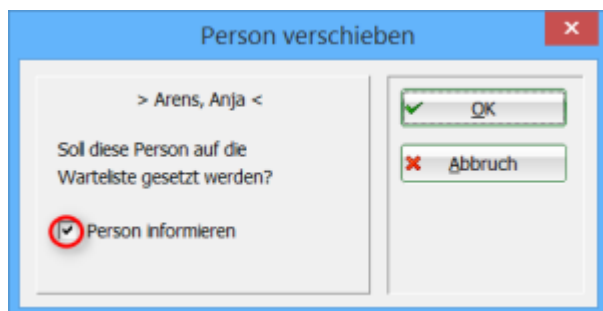
Sort

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

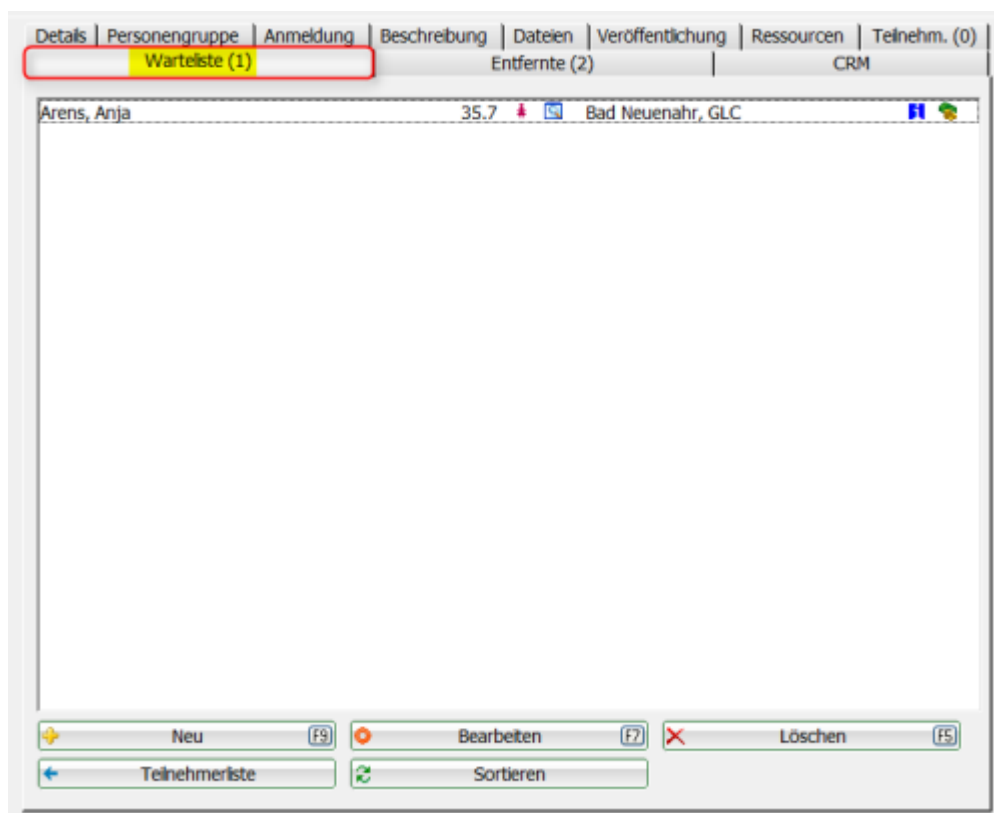
You can add a participant to the waiting list using this button. The following dialogue appears. Here

you can also select whether you want to automatically inform the player about the move to the waiting list:



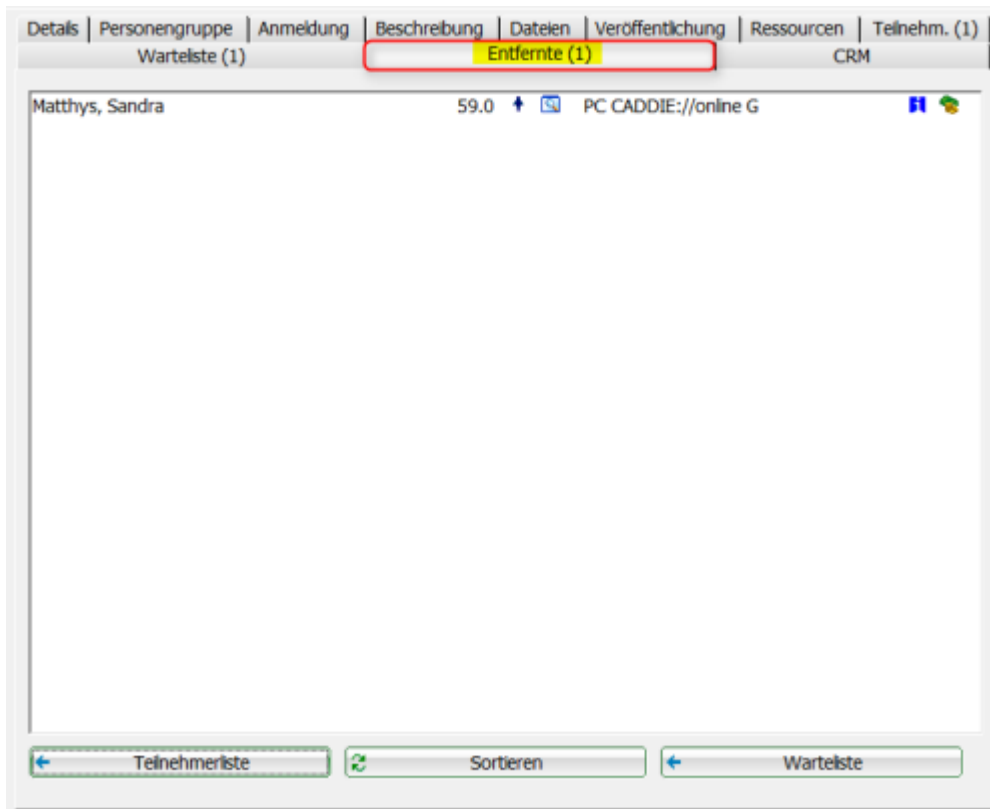
Waiting list

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	<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 Infodesktop		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(My)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.

Datum verschieben ✕

Alle Daten werden relativ zum Anfangsdatum verschoben.

Anfangsdatum:

Zeitversatz in Min.:

Ressourcen auch verschieben

(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.

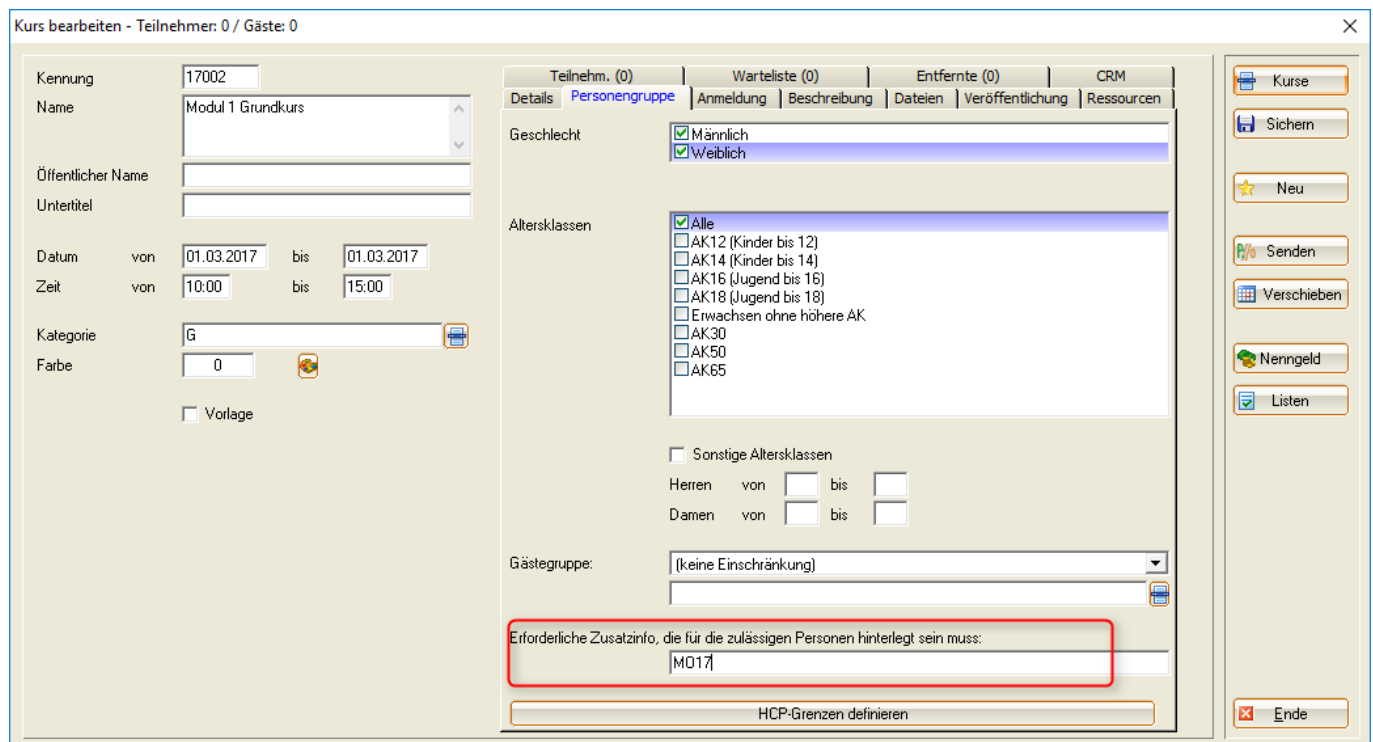
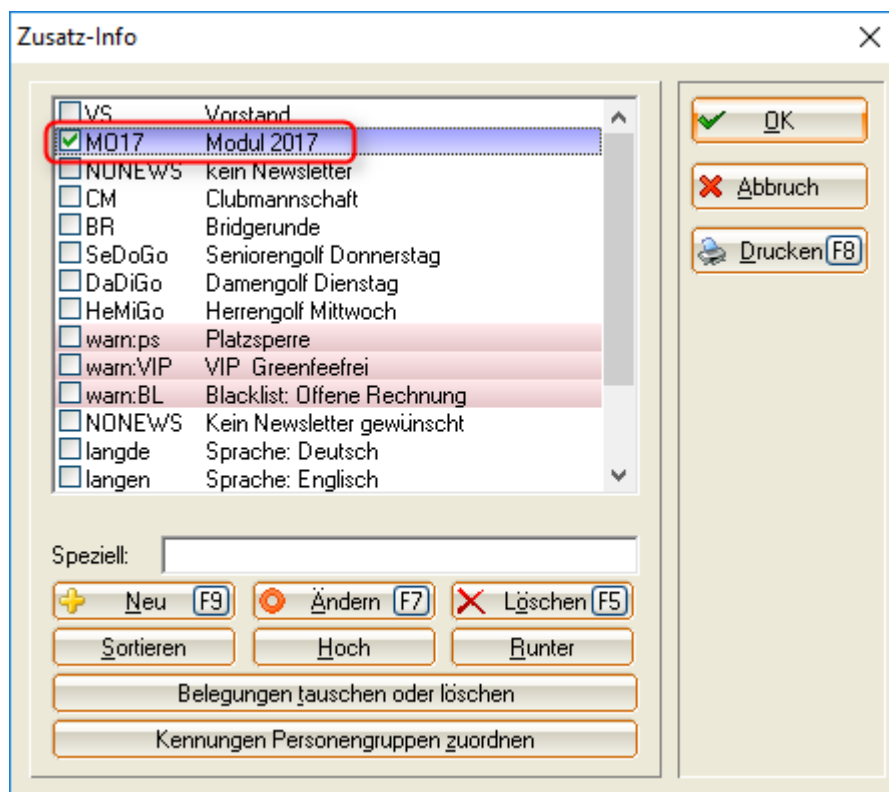
Example:

- 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.

The screenshot shows a window titled "Liste der Events" with a standard Windows-style title bar (question mark, minimize, maximize, close). The main content area is divided into two sections. The left section contains several filter controls: "Datum: von: 01.01.2022 bis: 31.12.2022", "Typen:" with checkboxes for "Events" and "Kurse" (the latter is highlighted in green), "Status:" with checkboxes for "(Keiner)", "Entwurf", and "Provisorisch" (the first is highlighted in green), "Kategorie:" with a text input and a menu icon, "Namensteil:" with a text input, "Hcp-wirksam:" with a dropdown menu set to "(egal)", an unchecked checkbox "nur aktuelle Versionen der Veranstaltungen", "Platz:" with a text input and a menu icon, and "Reihenfolge:" with a dropdown menu set to "Datum" (highlighted in green). At the bottom of the left section are two unchecked checkboxes: "Einzeliges Format für den Export" and "Teilnehmerzahlen nachrechnen". The right section contains two buttons: "Drucken F8" with a printer icon and "Ende" with a right-pointing arrow icon.

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

Eventkategorien

<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

Buttons: + Neu (F9), Edit (F7), Löschen (F5), In der Liste höher, In der Liste tiefer

Right Panel: OK, Import, Abbruch

or priorities/status

Liste der Events

Datum: von: bis:

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

F8

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

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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

2

29.10.19 (Dienstag)

18:00 - 19:00

18 Loch, 10 Tee

Info

Alles, was im Infofestern in der Ressurce eingetragen wurde

Intern

Auch interne Infos können hiermit gedruckt werden

21:30 - 22:45

Eva

03.03.20 (Dienstag)

event0010100

Besprechungsraum

1

50,00

50,00

3

15.10.20 (Donnerstag)

14:00

unterevent

14:00

apero

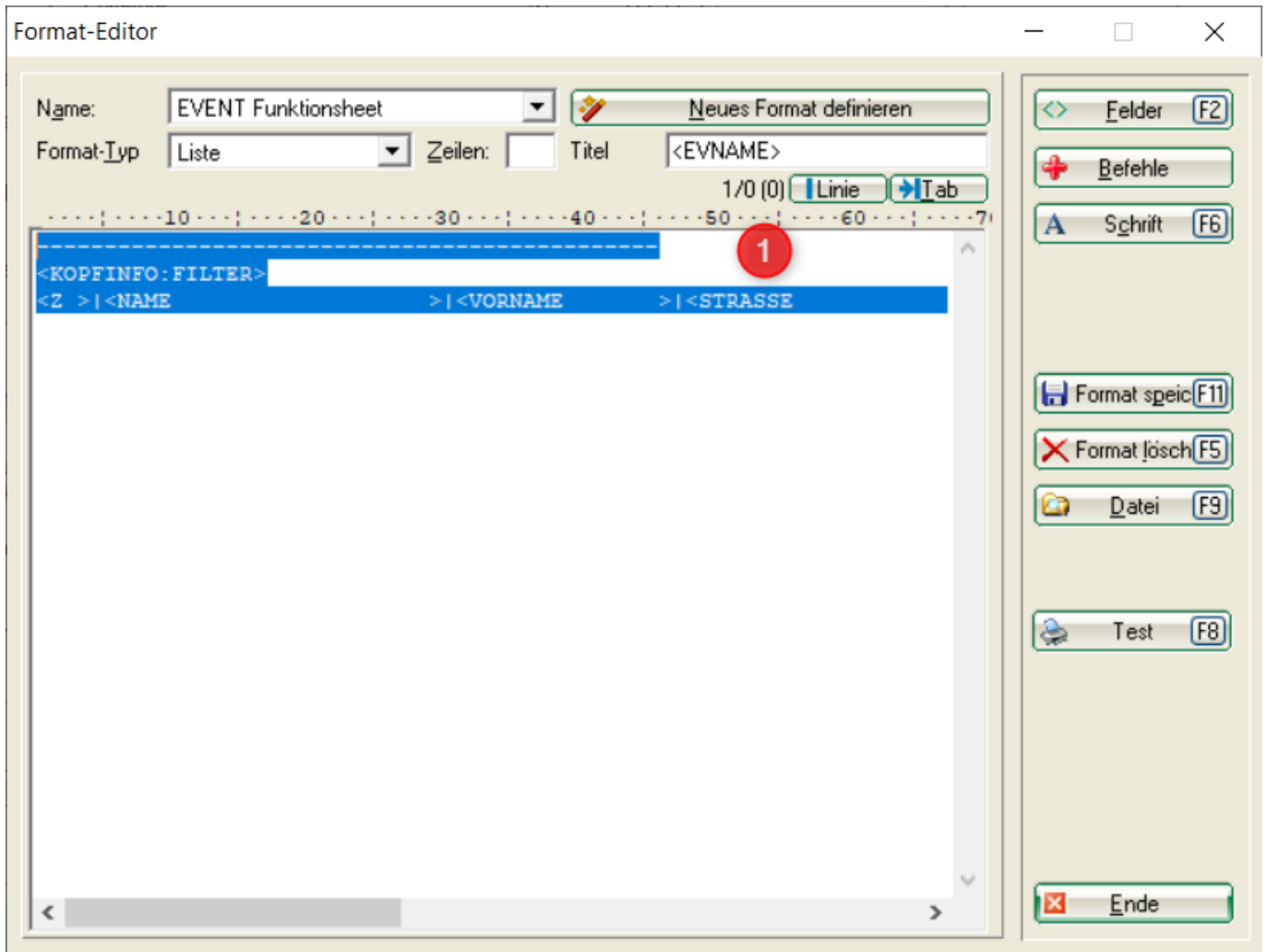
Stand: 28.08.20, 13:27 Uhr


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: 20.09.20, 10:41 Uhr

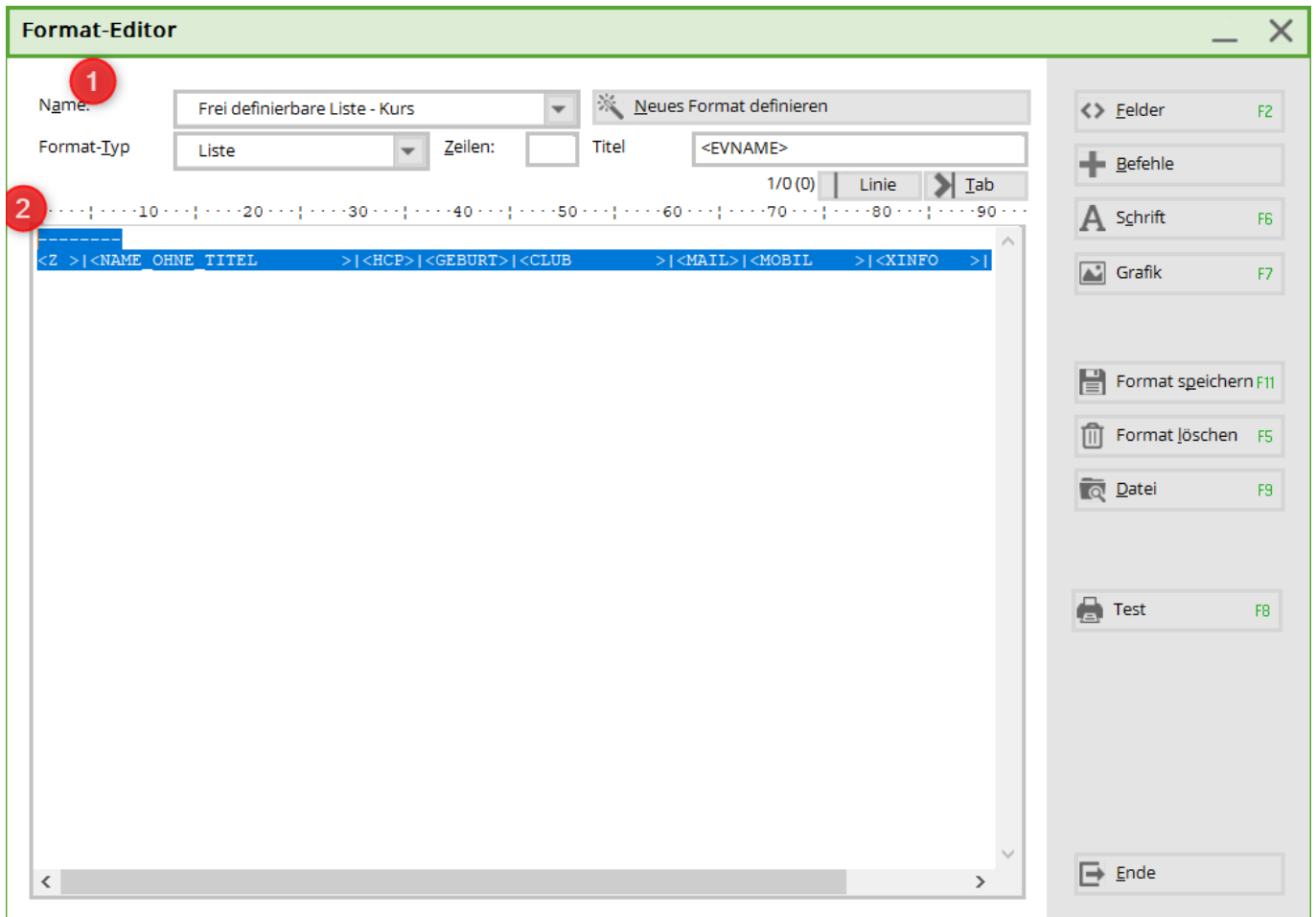
2

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@m			
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

```

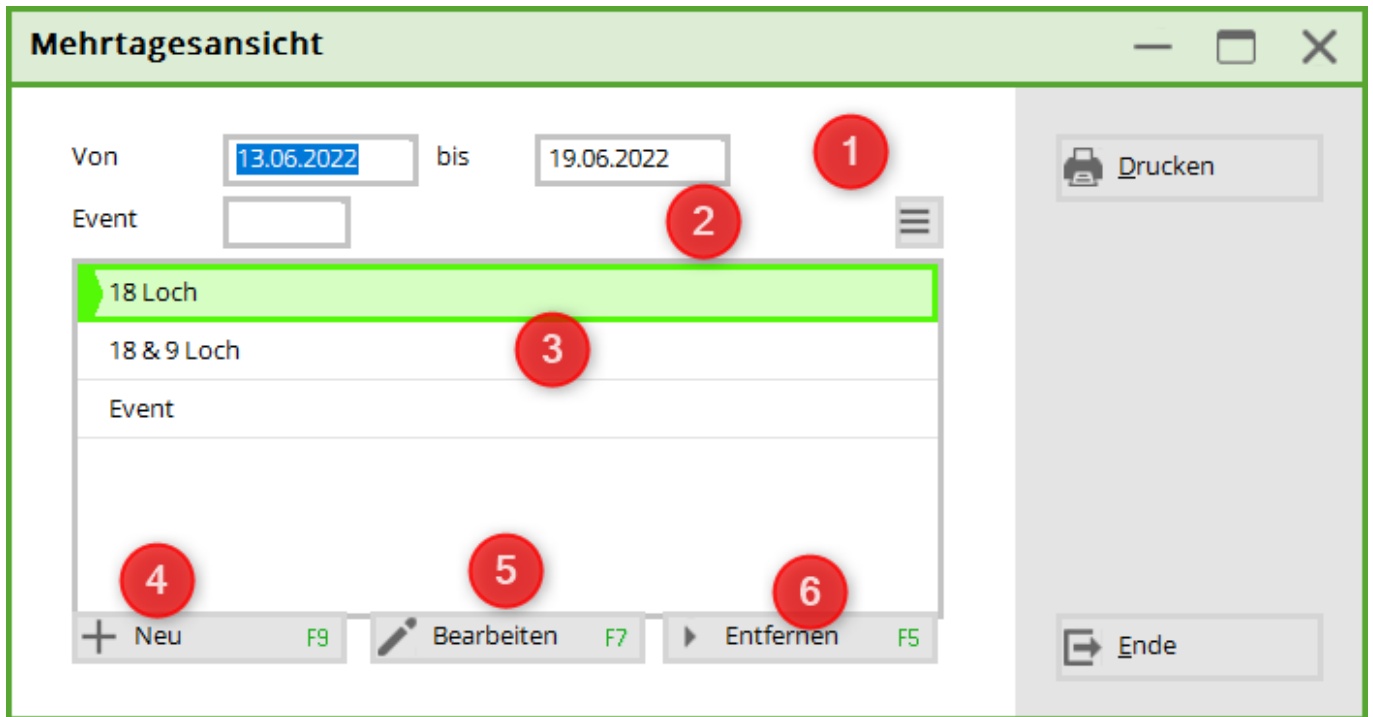
-----
<Z >|<NAME OHNE TITEL >|<HCP>|<GEBURT>|<CLUB >|<MAIL>|<MOBIL
>|<XINFO >|

```

Multi-day view

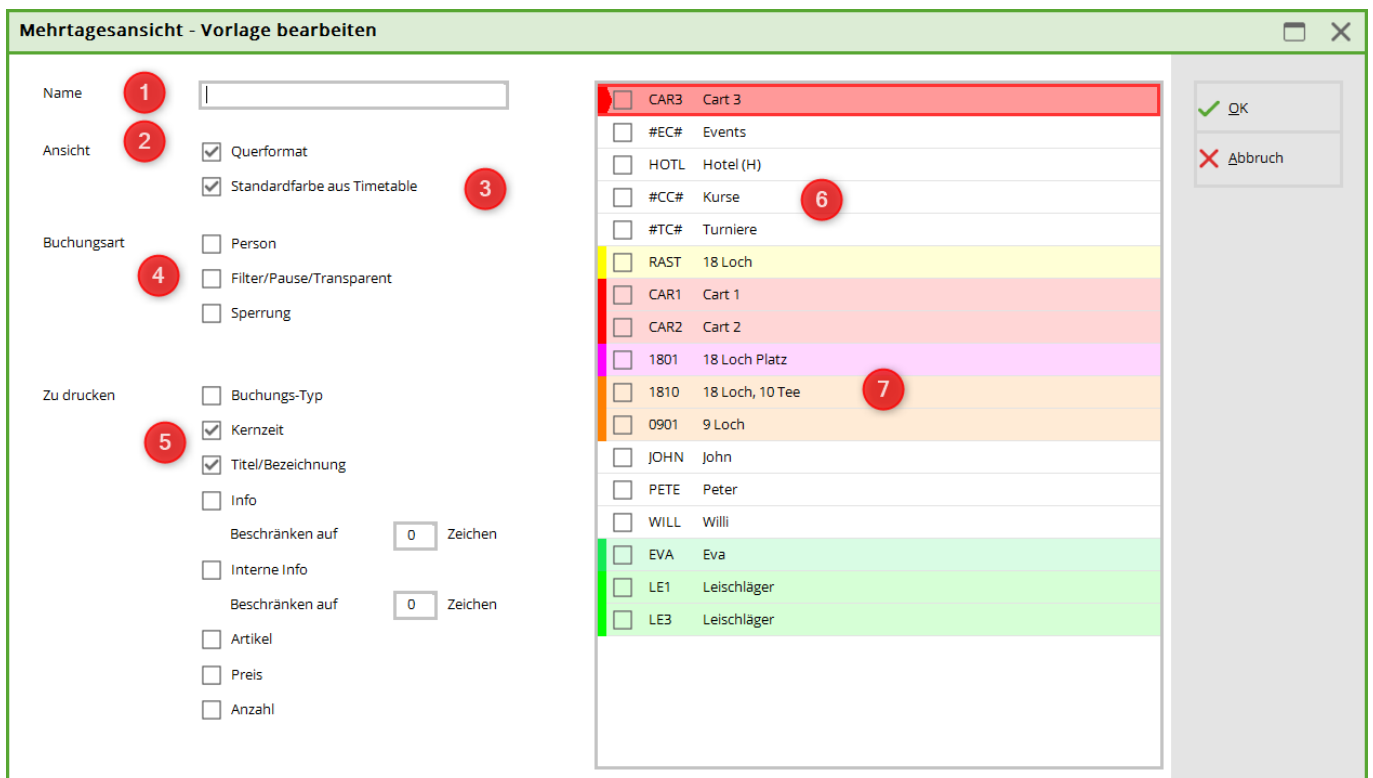
About events | Open multi-day view or directly in the event.

- 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

Mehrtagesansicht [Fertig]

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

Alle Plätze

	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] Angellina,Jolie Passiv, Alin Prad, Bitt Ringel,Anna</p> <p>10:40-11:10 [Sperrung] Name der Sperrung</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] Angellina,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] Angellina,Jolie Passiv, Alin Prad, Bitt Ringel,Anna</p> <p>14:00-18:00 [Sperrung] Kurs Webina</p>	<p>14:00-18:00 [Sperrung] Kurs Webinar</p>	<p>14:00-18:00 [Sperrung] Kurs Webinar</p>		
Cart 1	<p>09:30-17:30 [Person] Mitglied,Claudia</p>	<p>09:30-17:30 [Person] Mitglied,Claudia</p>	<p>10:10-18:10 [Person] Ringel,Anna</p>				
Cart 2	<p>09:50-17:50 [Person] Ringel,Anna</p>	<p>10:00-18:00 [Person] Ringel,Anna</p>	<p>09:10-17:10 [Person] Mitglied,Claudia</p>				
18 Loch Platz	<p>14:00-18:00 [Filter] Kurs Webinar 211125</p>						
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>				

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

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