



## Order ID cards (ÖGV)

The ID cards are ordered directly from golf.at website.


### Show play rights on ID cards

Use the field „**Function (Club)**“, from PC CADDIE to have additional information printed on the ÖGV passes. This field is used within the ÖGV mostly for the imprint of the playing rights, but can also be used for printing the function, such as: manager, president, secretary or greenkeeper.

**Person: Member, Paul** X

Name

Search abbr.  No

Title   

First name

Name

**Status** | 1st Addr. | 2nd Addr. | payment | Infos | Memo

Belonging to  1:Petra

Family status

**Function (Club)**

Street

Postcode  Town

Telephone

Mobile

Fax

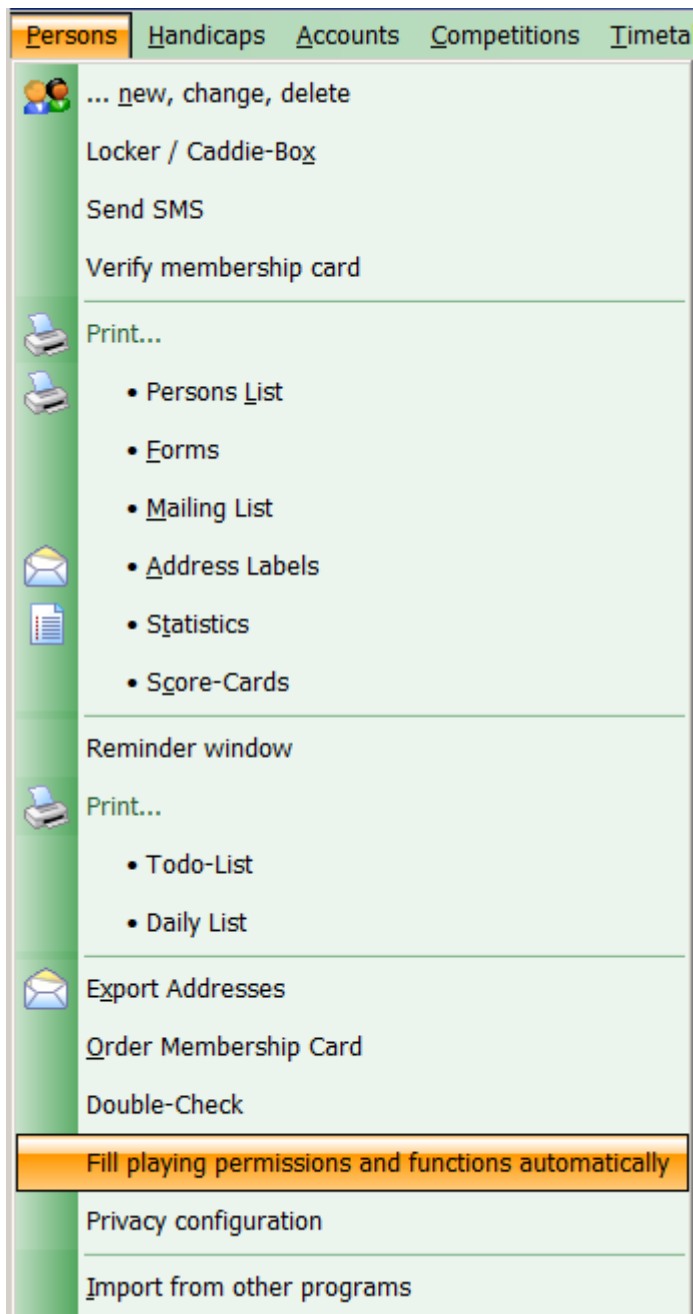
e-mail

WWW

Use the PC CADDIE menu *Fill playing permissions and functions automatically* to avoid entering the playing rights for each person individually.



**Important:** Make a [Fast backup](#) beforehand.



Proceed according to these points:

**Playing rights and functions** [X]

With this function you can automatically assign the playing right and function to a selected group of person

set playing right to this value:  
 Regional + unlimited playing permission

**1**  Fill function with this value:  
**2** VS / Mo-Su  
**3**  still if there is any other value inside

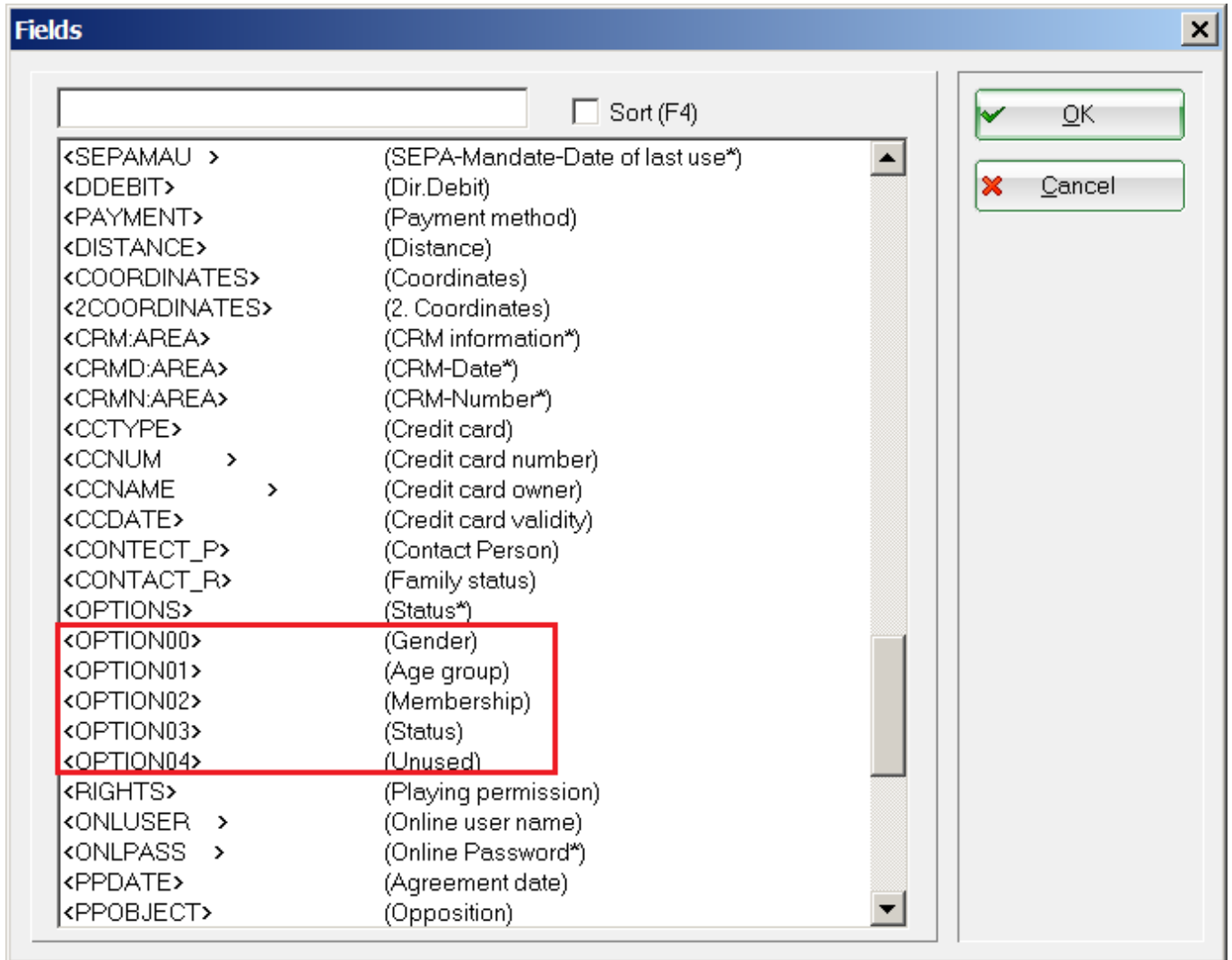
For this group of person:  
**4** All members [icon]  
**5**  and only members inside this selection

[OK] [Cancel]

1. Please tick the box so that the field will be filled afterwards

2. The text that should be printed on the card is entered here. At this point, you can also work with the characteristics fields from the person list. e.g. <OPTION02.> = Membership <OPTION03.> = Status .

Pay attention to the character length (max. 28 characters are allowed) and make sure you set a point after the number of the feature.

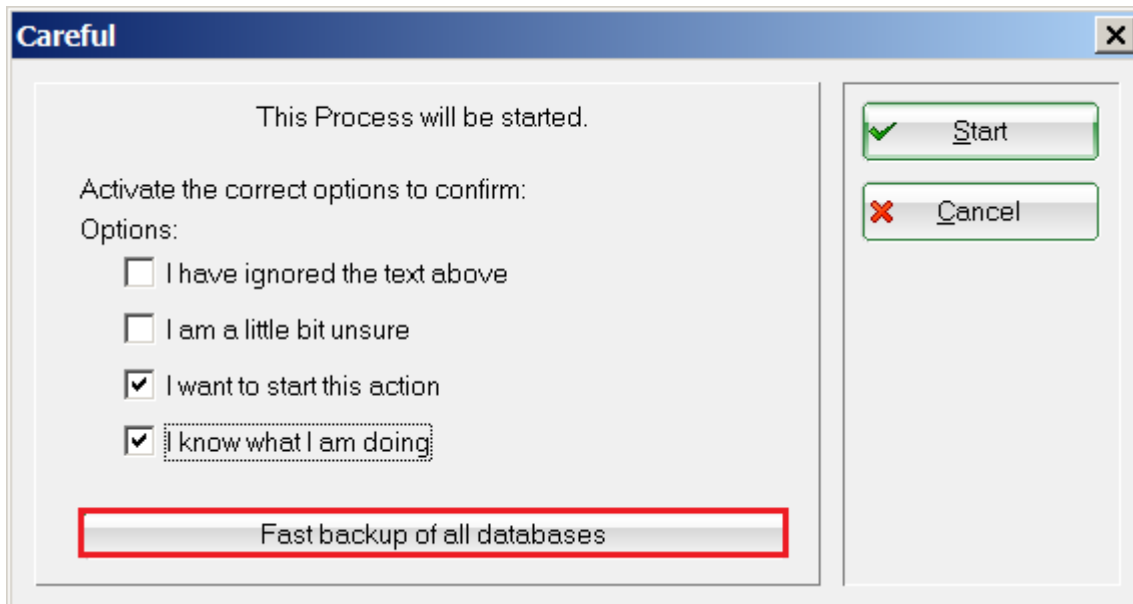


3. If this checkbox is set, any already stored function will be deleted. Do not tick this box if you want to keep the already entered functions.

4. Here you can define the group of persons and thus assign the the appropriate playing rights to the corresponding membership status.

5. If the check mark for „**and only members inside this selection**“ is set, should you ever forget the filter „only for members“ in a group of people, this box will still fill the field only with your members.

Have you made all the settings? Then click **OK**



Please tick the correct answers - 1 to 3 answers may be correct.  
Please make a fast backup, if you haven't done it already.

The process begins after you press **Start**.

## Checking the assigned game rights

Now you can use a [List of persons](#) with the field **<FUNCTION>** to check again the allocation of the game rights. If everything is correct, you can place the order.

## Start the ID card ordering process

Before you can order the badges via PC CADDIE or also via ***Golf.at/Order/unregister individual IDs*** (Golf.at/Einzelne Karten bestellen/abbestellen), you must first upload all the members to Golf.at via the PC CADDIE menu: *Setup/Program options/Intranet configuration/Upload all members*.

GOLF.AT Konfiguration

Name+Adresse | Login | Konfiguration

Clubnummer: 996

Clubname und Adresse für Ausweisbestellungen:

Clubname 1: PC CADDIE Testclub

Clubname 2: Golfclub Sonnenschein

PLZ + Ort: 1234 Irgendwo

Gültigkeit: 2009

Alle Mitglieder neu hochladen

ÜGV-Nummern abholen

Alle Clubs aktualisieren

FTP-Butler installieren

OK

Abbruch

You can also double-check the field „**Function**“ at **Golf.at/Order/unregister individual IDs**, as shown in the following screenshot.

#### Suchergebnisse

Bestellstatus speichern

alle/keinen für Bestellung markieren (**nachher SPEICHERN nicht vergessen!!!**)

bestellt	nicht bestellt	Mitgliedsnummer	Namensaufdruck	Funktion	Geburtsdatum	Stammvorgabe	Hauptmitglied Zweitmitglied
<input type="radio"/>	<input checked="" type="radio"/>	100011	Paul Member	VS / Mo-So	11.11.1955	-37	Hauptmitglied

Bestellstatus speichern