DGV membership notification

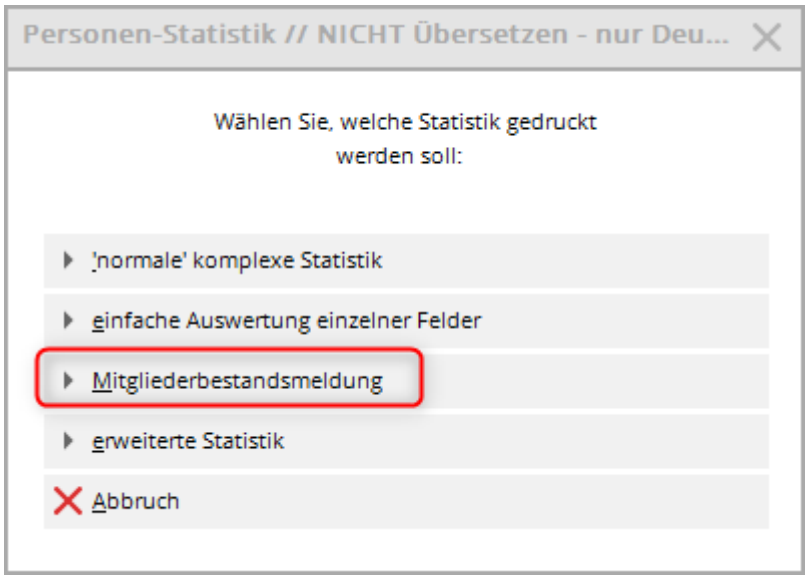
Here you can read how to create the annual membership survey as of 30 September - how to determine the number of members in your club and transfer it to the DGV intranet and additionally ***from 2023 by e-mail*** to the German Golf Association.

Make sure you have an up-to-date PC CADDIE version (at least version 19.9.23) so that the new adjustments for 2023 are available to you.
You can download updates via „System - Update PC CADDIE“ or via the „i“ with the green background (top right in your PC CADDIE)!

In order to avoid discrepancies in the reported member numbers in advance, it is useful to transfer all members to the INTRANET again some time before, or at the latest on 29 September. to transfer all new members to the INTRANET, and then send the membership figures to the intranet as punctually as possible on 30 September of the year according to the instructions. This prompt processing will help you avoid queries. And determining the membership figures on 30 September does not take long. lange:

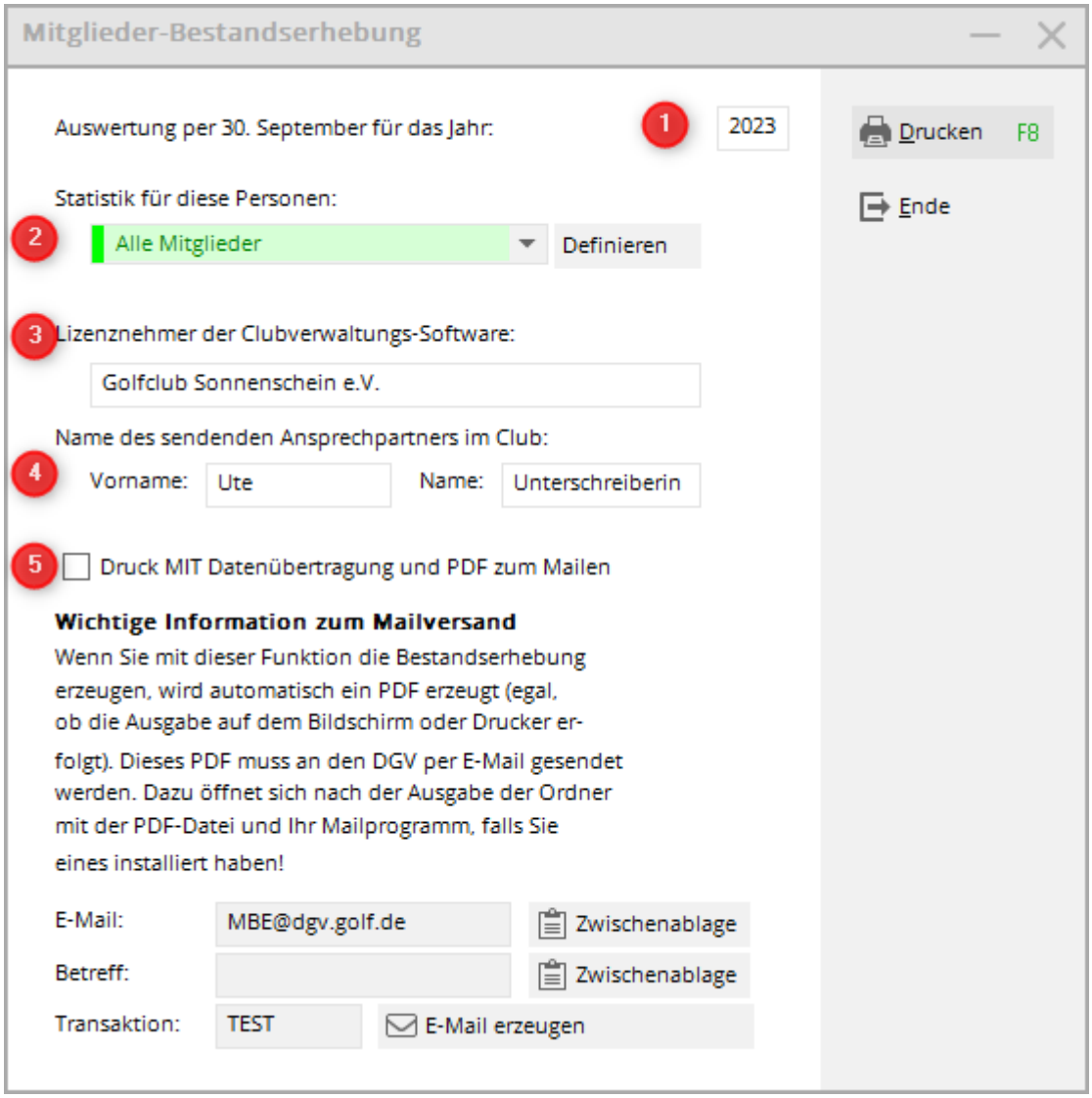
MBE instructions

Please call up the menu item under ***Contacts/Print/Statistics*** and select the option ***Membership report***.



The following window opens:

Check MBE - Test print



1. Here you enter the current ***year*** (is normally already suitable as a suggestion).
2. By default, „All members“ is set as the group of people to be analysed.
3. The ***licence holder*** is filled in automatically.
   Check the name of the licence holder.
4. Now enter the name of the person who will sign the document.
5. ***Remove the tick***as long as you want to check the number of members and do not want to start the transfer of data to the DGV.
   The final membership figures will be transferred via the intranet if the tick is set for data transfer.

For the test print, click on the button ***Print button*** (F8).

Clubname: PC CADDIE Gast D	DGV-Cub-Nr.: 9001

Mitglieder-Bestandserhebung per 30.09.2023

Deutscher Golf Verband e.V.
Oliver Falch
Postfach 2106
65011 Wiesbaden
Fax: (06 11) 9 90 20 - 165

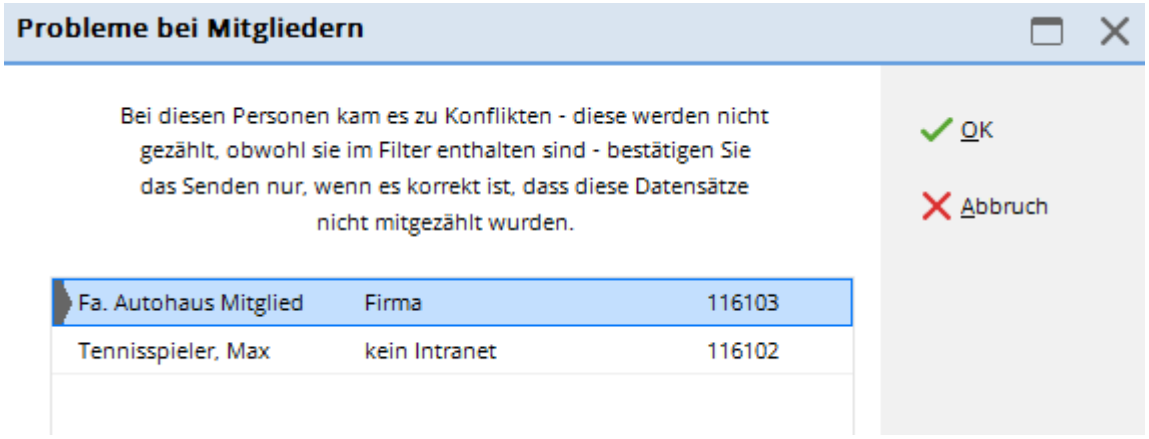
Die Anzahl der Vereinsmitglieder bzw. der vertraglich angeschlossenen Personen gemäß der Satzung und den Aufnahme- und Mitgliedschaftsrichtlinien (AMR) des DGV beträgt:

Altersklassen von - bis	Männlich	Weiblich	Summe
- 6	2	1	3
7 - 14	4	7	11
15 - 18	0	1	1
19 - 20	0	0	0
21 - 26	**3**	**2**	**5**
27 - 35	**1**	**1**	**2**
36 - 40	**2**	**2**	**4**
41 - 50	**5**	**5**	**D: 2 12**
51 - 55	**2**	**0**	**2**
56 - 60	**1**	**0**	**1**
61 -	**5**	**3**	**D: 1 9**
Gesamt:	25	22	D: 3 50
Davon beitragspflichtig:	**19**	**13**	**D: 3 35**
Davon nicht Heimatclub:	2	1	3
Rückwirkend geänderte Mitglieder:	0	0	0

('D:' = Anzahl Personen mit diversem Geschlecht)

In the figures for „Members liable to pay contributions“, young people under 21 are deducted from the total number.
The DGV issues an invoice to the clubs for all members liable to pay contributions; the number of members transferred to INTRANET on 30 September of the respective year serves as a check.
Members who joined on or after 1 October but were already registered before 30 September are also counted by the DGV.
Since 2022, the gender „diverse“ has also been analysed here and transferred to the DGV; „diverse“ is shown on the left-hand side of the „Total“ column for information purposes: D:1 (then there is 1 „diverse“ person in this age group).
Retroactively changed members are also listed and calculated by the DGV.

Problems with members

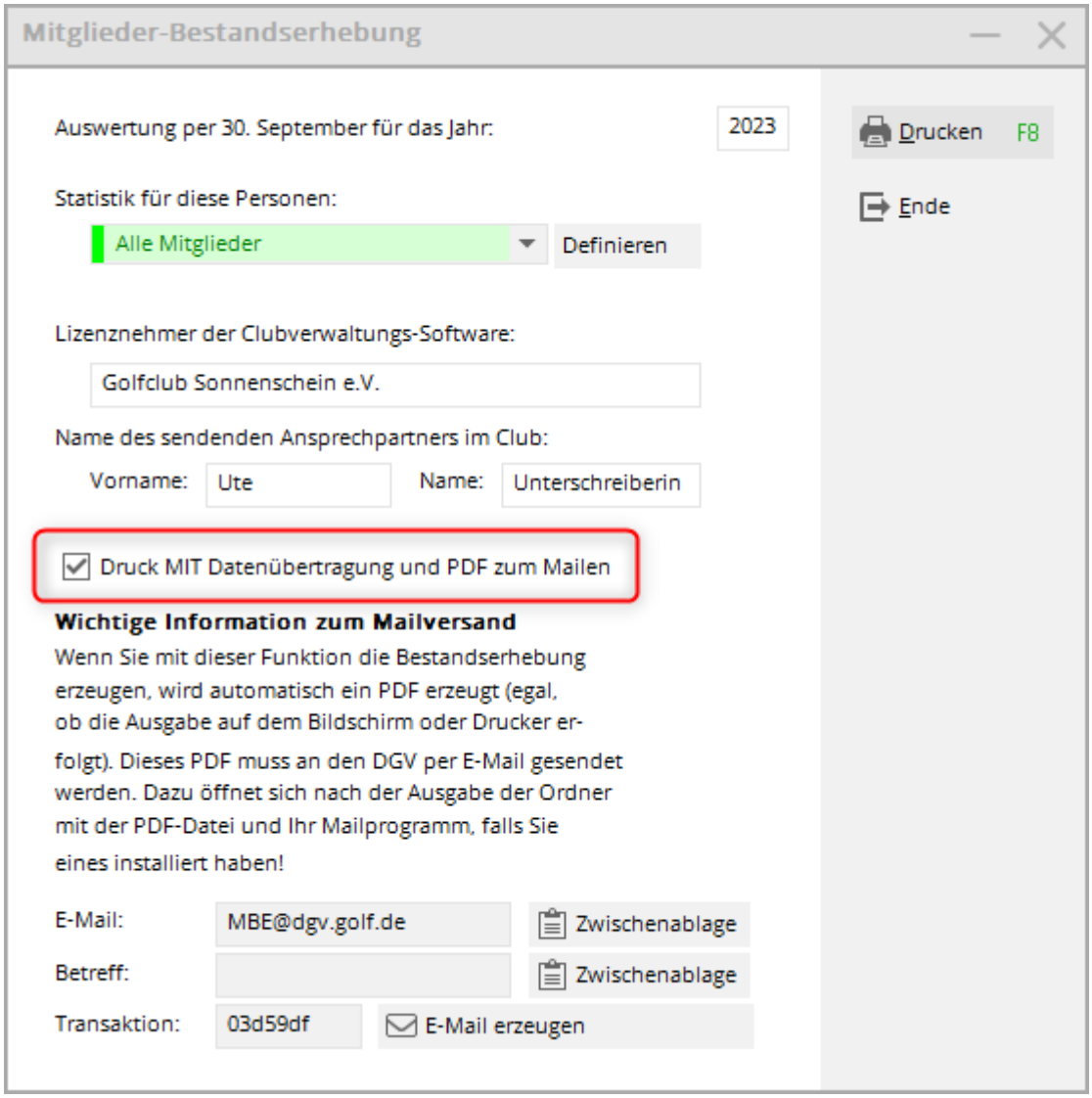


You are being shown members who have not been transferred to the DGV intranet. Please check these.
A company can be a member, but is not a person, so ok!
Non-golf memberships, e.g. tennis members, are also not transferred to the DGV intranet, so ok!
If golf members are listed here who should be transferred to the DGV Intranet, click on „Cancel“ and check their settings first.
If everything is ok, continue with „OK“

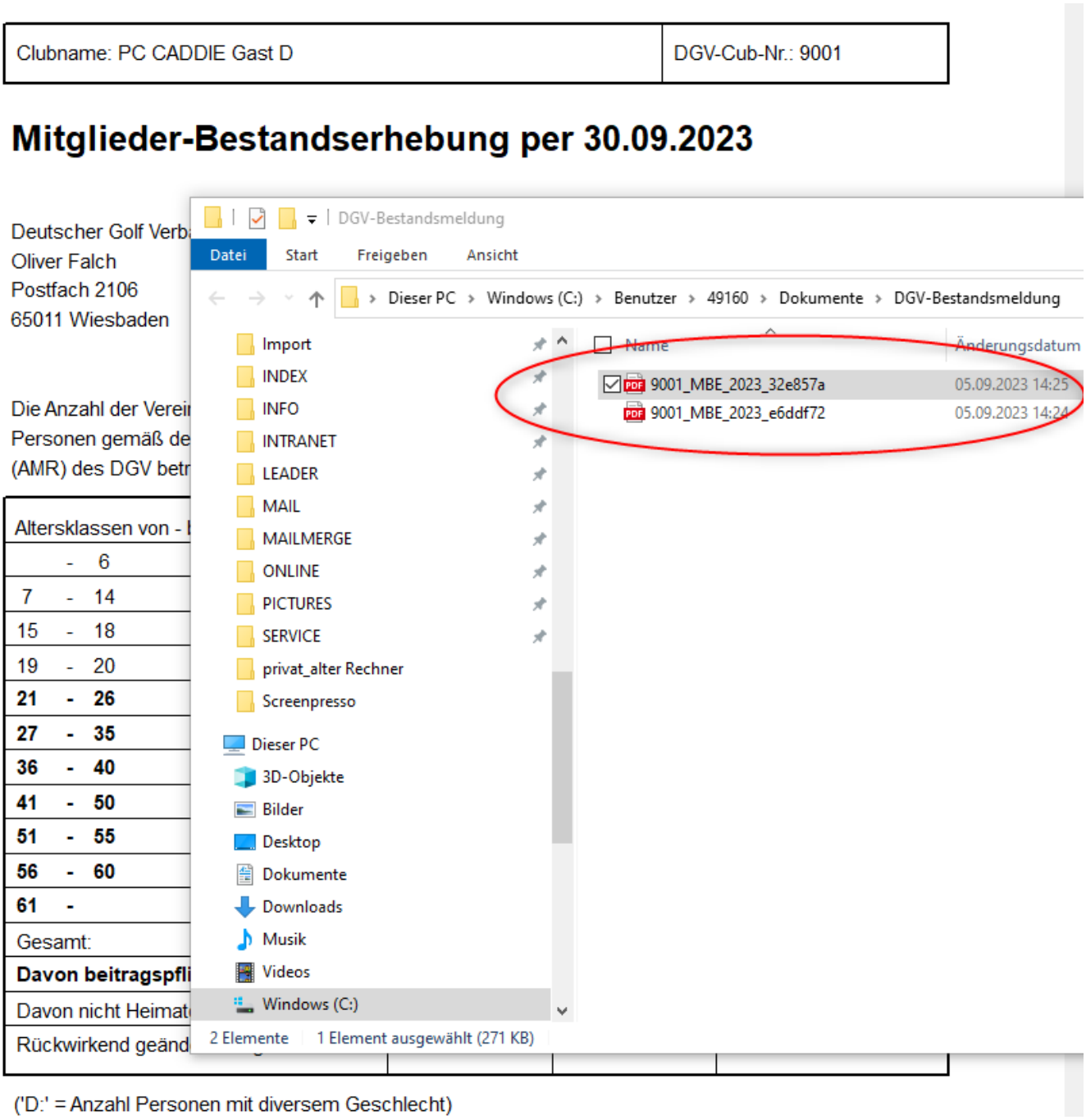
Create MBE - automatic PDF

It is necessary to send an e-mail to the DGV with the PDF automatically created by PC CADDIE. As a representative of the club, you can be sure that only the transmission that you have checked and sent will be used by the DGV.

Proceed as follows ***start printing on the screen by ticking the box***:

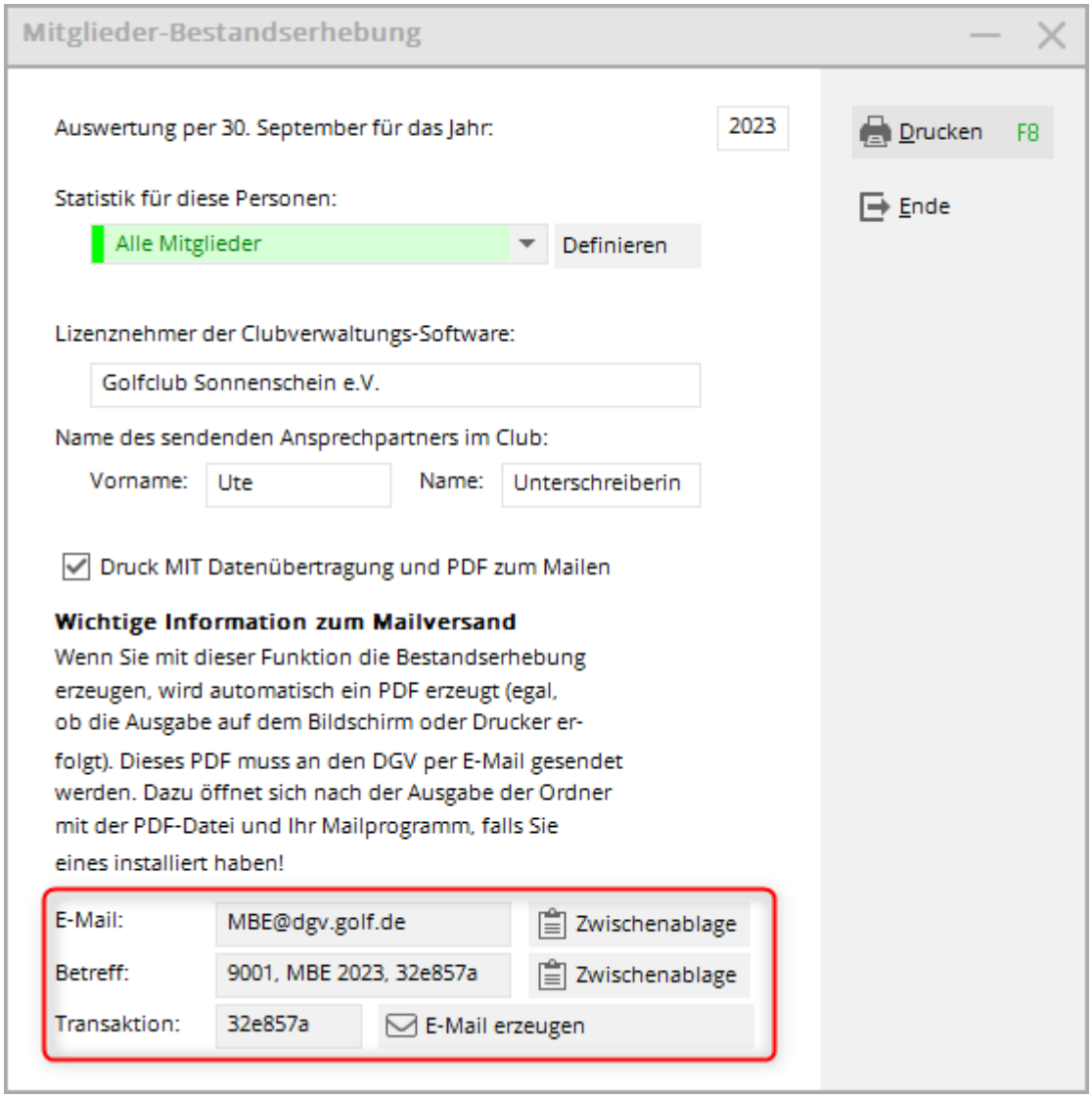


When you print the screen, Windows Explorer opens and automatically saves the PDF for the DGV.
The PDF has a name defined by the DGV which may not be changed.
The name consists of Club number_MBE_Year number_Transaction identifier
The defined name makes it easier for the DGV to allocate the membership survey to your club (DGV number).
(All transaction numbers generated by you are automatically saved here. The last PDF created is ticked).
Copy the PDF directly here to insert the attachment manually into your e-mail.



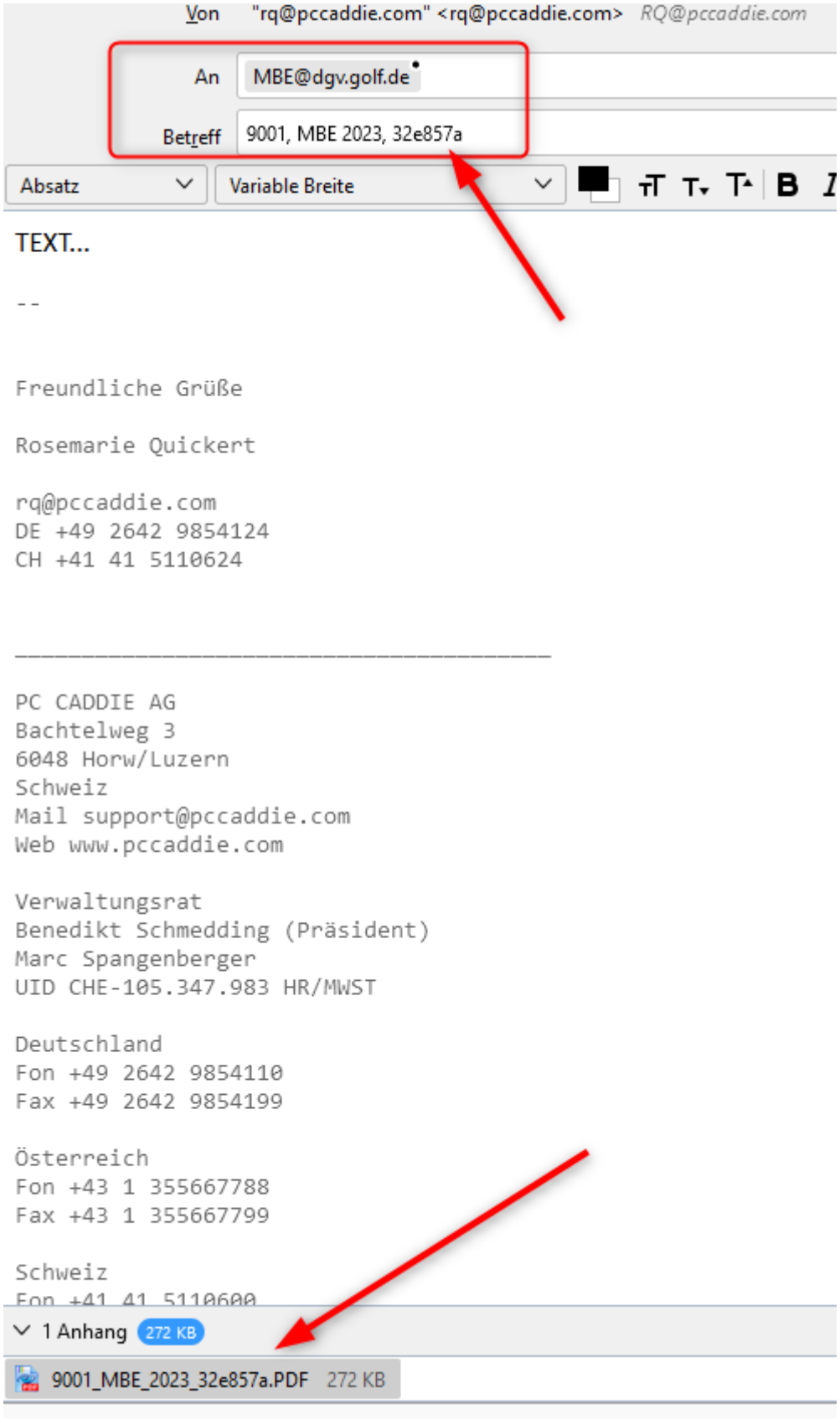
automatic PDF mailing

As soon as you have closed the preview, you will find the transaction ID automatically filled and you can either email with your licensed PC CADDIE mail module or simply copy the email address of the DGV and the subject for the email and paste it into a new email as well as the PDF attachment in your mail programme:



- E-mail: send the membership survey as a PDF to this e-mail address (MBE@dgv.golf.de)
- Subject: this is the automatic name of the PDF with the last transaction identifier created
- By clicking on „Clipboard“ you can copy both the e-mail address and the subject directly and paste them into your e-mail programme.
- Or select „Create e-mail“ if you have automatic mailing installed.

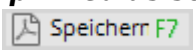
In any case, you should finally send the PDF to the DGV with the following e-mail address and a suitable subject:



Then write a short text by e-mail to the DGV, this is not „fixed“ 🙂
Compare the transaction identifier in the subject with the identifier in the PDF name and then send the e-mail to the DGV.

Further useful information

You can print the statistics as often as you like. The data is transferred each time and labelled with a transaction ID. DGV only uses the data that you have authorised and sent by e-mail. The transaction identifier is used for identification, which, in addition to the date ***Created*** at the bottom of the information block of the last printed statistics.

TIP The statistics are recalculated each time they are printed based on the current status of the databases. ***sent to the DGV should be printed as soon as possible on 30 September of the year*** and save it as a PDF via the button 

button in the print screen (or the created PDF is also saved automatically). In particular, subsequent changes to entry and exit data, or the complete removal of member statuses, have an impact on a later calculation and then lead to avoidable queries from the association!

Instructions as PDF for printing

MBE Statistics 2023 - Quick guide