



Handy web site guide for Members

This document explains how to access and use the web site.

The web site URL is: <https://omgs.org.uk>

1 Logging in

Enter your email address and password

If you are using your own computer, click on the 'Remember me' box

Don't know your password?

Click on the link 'Forgot password' and you will be sent an email that allows you to reset it.

If you need to reset your email address contact:

secretary@omgs.info

2 Editing your details

When your details change, please update the web site
Access your 'profile' by clicking on 'View profile' (top right), below your name

My profile

[My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

If you want to find out what other members see when they access your entry, click on the 'My directory profile' link

Personal information

Why not add a photo so that you can be recognized at meetings and matches by other members who may not have met you before?

Photo

IMPORTANT

When you have made all your changes, remember to click on the 'Save' button at the top or bottom of the page

3 Navigating the web site

Use the side menu to access all web site pages and click on Members' area to display the sub-menu:

- Fixture calendar
- Results
- Members' directory
- OMGS fixtures
- Halford Hewitt
- OMGS accounts
- OMGS shop
- Archive
- Forum summary
- Blog
- Photo gallery

To find a fixture, choose either 'Fixture calendar' or 'OMGS fixtures'

The fixture calendar can be displayed in week, month or year view

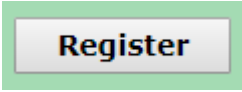
To look up the email address or phone number of the Match Manager or any other member, choose 'Members' directory'

If you have any questions or problems, please contact the Honorary Secretary

3.1 Registering for matches and meetings

Registering for a match lets the match manager know that you are available for selection

Select the match or meeting and click on the 'Register' button



1. Check that you have the correct fixture and click 'Next'
2. Check the information presented, particularly your handicap
(if your handicap has changed, cancel the registration and update your profile with your new handicap, then restart the registration process)
3. Ensure that the box 'Include name in list of event registrants' is ticked
4. Click the 'Next' button
5. Check that all details have been entered and click the 'Confirm' button
6. Click the 'Return to event' button and if you wish, click the 'Add to calendar' link

Registering for a **meeting** follows the same process but requests more information specific to the meeting

3.2 Using the Members' directory

[Advanced search...](#)

To find a member, either scroll down the pages or use the 'Search' box to locate the

Search: Found: 25

entry. Type into the search box anything that is displayed on the directory (for example surname, email address, golf club or telephone number). This will limit the display to entries that satisfy the search criteria. So, for example, if you wish to identify all OMGS members who belong to The Berkshire, just type 'Berkshire' in the search box

There is also an 'Advanced search...' facility accessed by clicking on the link

From the list, click on the email address to send an email or click anywhere else on the record to access the member's entry in the directory