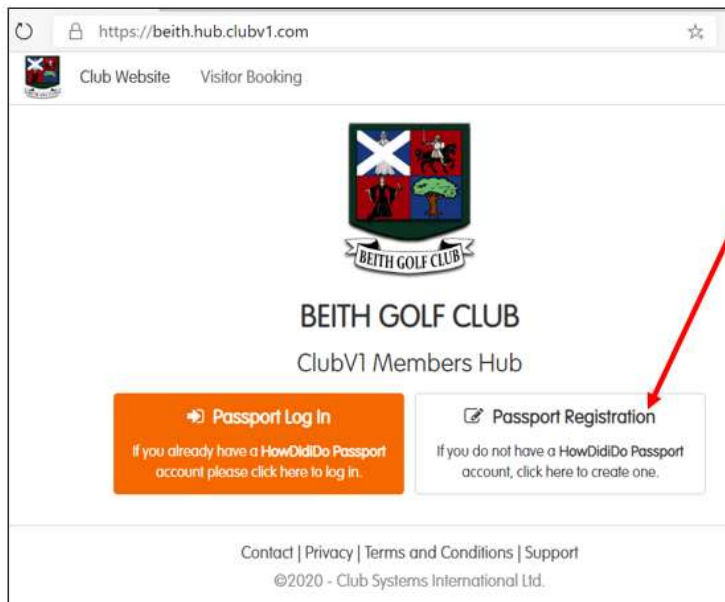


## ClubV1 Members Hub

Beith Golf Club has implemented a members' online tee booking system called ClubV1. The ClubV1 Members Hub will allow you to view tee time availability and book casual tee times for up-to-three people at present. (If you wish to book a 4 ball and the system only has 3 ball slots, suggest you and another member book two adjoining tee times for two players.)

This document covers how to get you started in using the booking system.

Firstly, go to <https://beith.hub.clubv1.com/> to open the window illustrated below.



If you are **not** registered with HowDidiDo, you will need to register so that you can access the ClubV1 Members Hub. Click the **Passport Registration** button to open the Registration Form illustrated below.

If you are registered with HowDidiDo, click the orange **Passport Log In** button and enter your login details which will allow you access to the Members Hub – where you will be asked to link to a Club if this is not already set up (see page 3 for linking to a Club)

## HowDidiDo Registration Form

1. Complete the Form to Register. **Note** the message on the form: *'Remember: You must register using a unique email address, different accounts cannot share an email address.'*

2. Click the *Register* button

Once you have completed the registration form and clicked the **Register** button, you will receive a confirmation email from HowDidiDo as illustrated on the following page.



3. Click the **Confirm Account** button to complete your registration.

If you don't see the confirmation email in your inbox, check you spam mail as in some cases members have found it there.

The Club will also be sent an email to confirm the validity of your email address. Once activated, you will be able to login as per instruction on Page 3 of this document (ClubV1 Members Hub).

## Using ClubV1 App

If you wish to use the ClubV1 App, you can download the App onto your mobile phone, ipad, tablet or computer.

### Link to download the App for an Android:

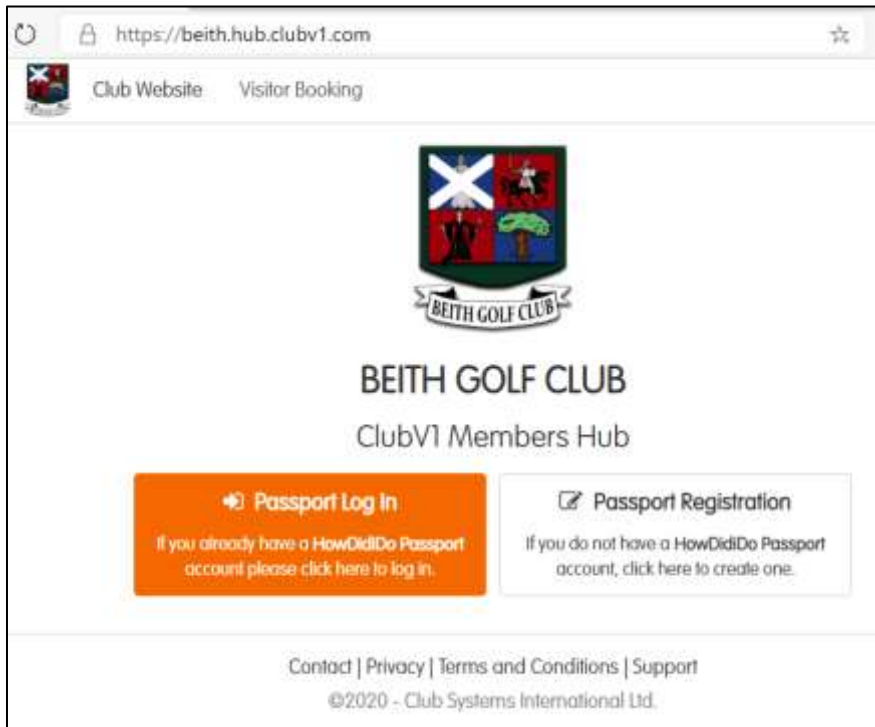
<https://play.google.com/store/apps/details?id=com.clubsystems.clubv1hub>

### Link to download the App from Apple iphone and ipad:

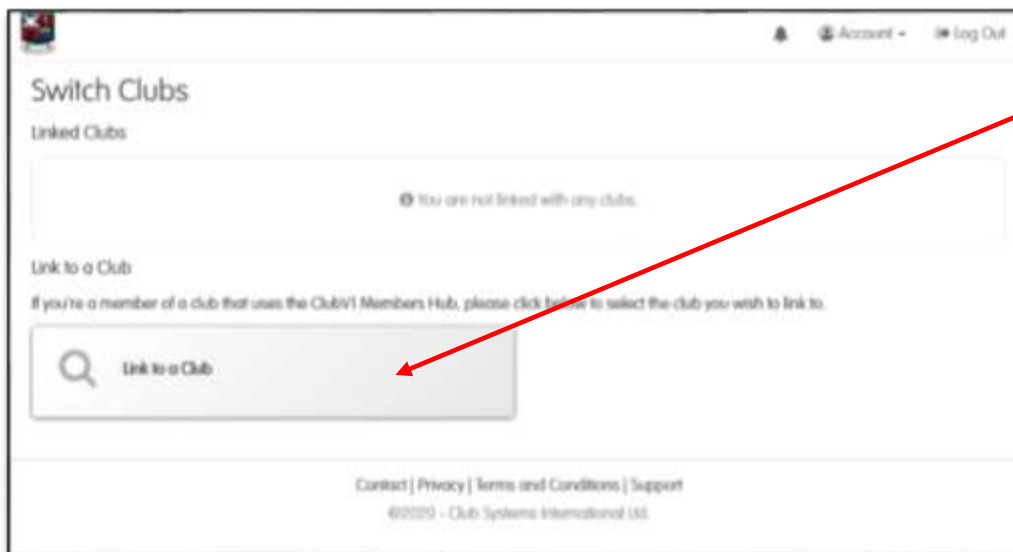
<https://itunes.apple.com/gb/app/clubv1-members-hub/id1247886260?mt=8>

**Note:** If you do not wish to download the App, you can access the Clubv1 Members Hub from the following link <https://beith.hub.clubv1.com>. A link to Members Hub is also available on Beith Golf Clubs website.

## Logging in To ClubV1 Members Hub



When you first log in to ClubV1 Members Hub using your **Passport Log In**, you will be presented with a window where you are asked to Link to your Club (see illustration below).



4. Click the **Link to Club** button

5. Locate and select **Beith Golf Club**

The ClubV1 Members Hub should now open – see illustrated on the following page.

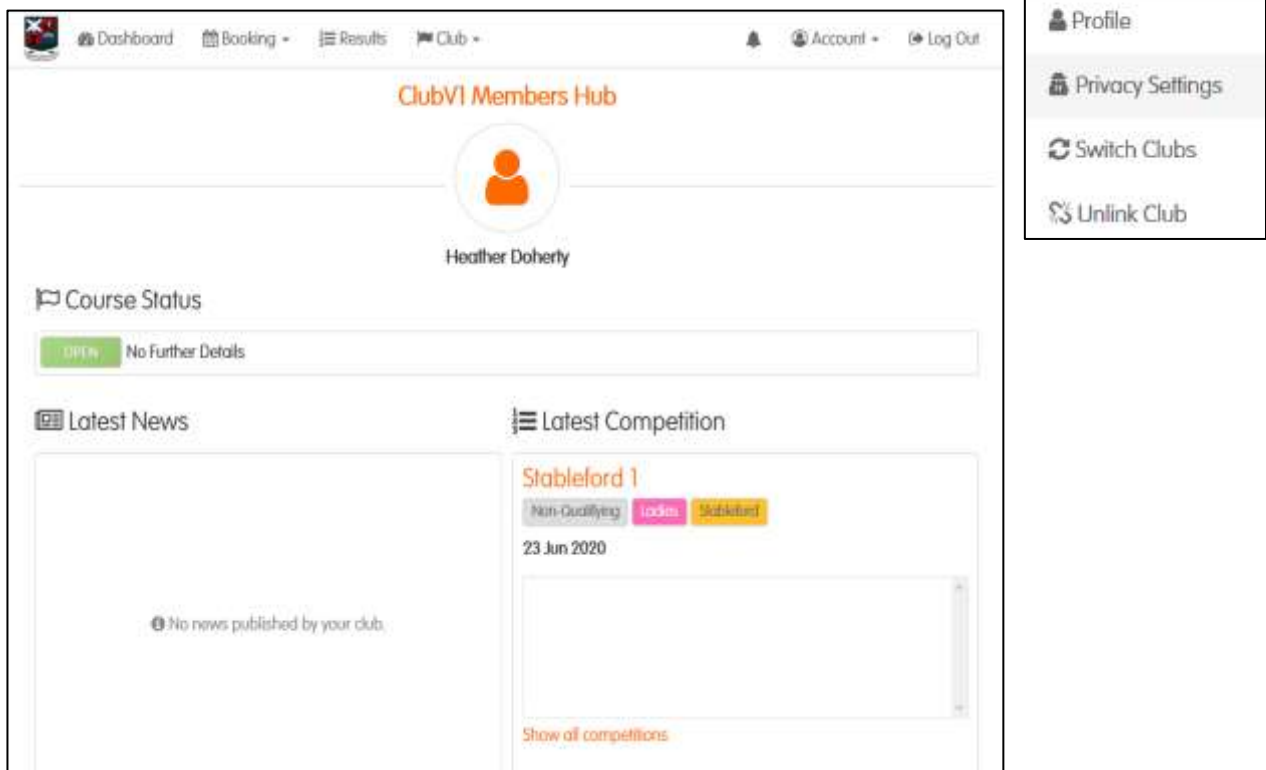
## ClubV1 Members Hub

The Members Hub also combines an array of features to enhance your membership experience by allowing you to connect directly to:

- View competition results
- Latest club news
- Course status
- Club's diary and latest events
- Manage your Club user profile
- View your golfing stats and handicap certificate
- View important member documents uploaded by the club

In this handout, we only look at how to use the Booking system.

You will notice that the top menu on **ClubV1 Members Hub** contains: **Dashboard** – this returns you to the view illustrated below; **Bookings** – this gives you access to Competition Booking and Today's Tee Sheet; **Results** – this gives you access to Competition Results; **Club** – this gives you access to News, Diary, Club forum and Club Website; The **bell symbol** – this gives you access to your notifications; Clicking the drop-down arrow at **Account** allows you to access your Profile record, Privacy Setting, Switch Clubs and Unlink Club.



## How to Book a Tee Time

1. On the top menu, click **Booking**
2. Click **Today's Tee Sheet** or Click on the date you want to book a tee time for

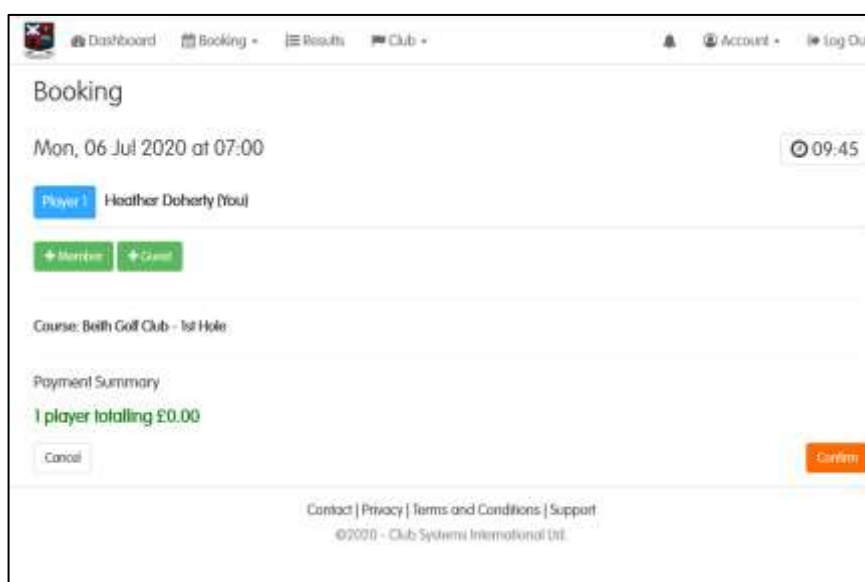


### Note:

Click the < or > symbol to navigate to an earlier or later date. You can also use the **Calendar** icon above the daily tee sheet to navigate to a date.

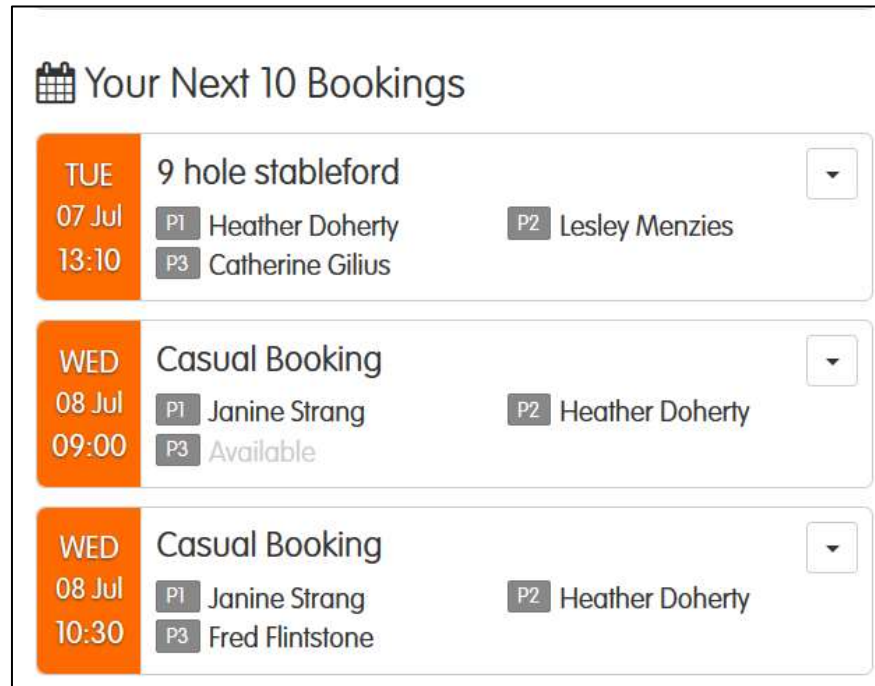
3. Scroll down the tee sheet to the required time
4. At the required time, click the **Book** button to open the following screen – note that your name is entered as Player 1.

5. To add another Member, click the **+Member** button where a listing of members will appear for you to select the required member.



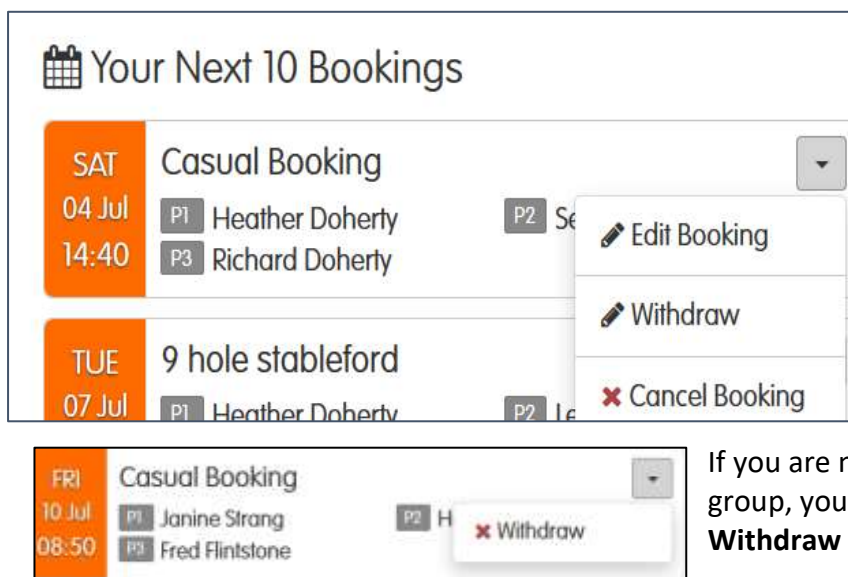
6. To add a Guest, click the **+Guest** button to open the window for entering Guest Name and contact details – It is extremely important that you do not click the default Guest feature as the Club must hold Guest's details for track and trace purposes.
7. When you have finished booking, click **Confirm** or **Cancel** if you change your mind.
8. You will notice that the tee time is no longer available on the tee sheet.
9. A confirmation of booking will be emailed to all members in the group, including any guests. If you have booked a guest, your confirmation will also quote guest fees that are required to be paid directly into Beith Golf Club's bank account.

10. The bottom section of your Dashboard is updated to show Your Next 10 Bookings as per illustration below.



### How to Withdraw or Cancel a booked tee time

If you wish to withdraw from a Casual Booking, on your dashboard in Your Next 10 bookings section, click the ▼ symbol on the relevant booking. If you are the player who booked the group, you are given options to **Edit Booking**, **Withdraw** or **Cancel** the Booking.



If you are not the player who booked the group, you are only given the option to **Withdraw** from the drop down menu.

If you are the player who booked a Guest and wish to only withdraw the Guest and yourself from the booking, or just the Guest, you need to select **Edit Booking** where you can remove the Guest **before** you withdraw yourself. If you do not remove the Guest before you withdraw, the Guest will be left on the tee sheet and no one else in the group will be able to withdraw the Guest. The illustration below shows Sean Smith as the Guest. The drop-down arrow allows you to **Remove** Sean Smith from the tee sheet.



You then click **Back to Dashboard** where you will see that your Guest has been removed. You would then **withdraw** yourself if this is what you wish to do.

**Note:** When you select **Withdraw** for yourself or **Remove** a guest, the system does not present you with an option to confirm your request – so be very careful when using a small screen.

When you select **x Cancel Booking**, you are presented with the following message where you have the option to either **Return to Dashboard** (booking will not be cancelled) or press the red **Cancel Booking** button to confirm cancellation.



When you press the **Cancel Booking** button, you will be presented with a **Booking Cancelled** notification containing a **Return to Dashboard** button as illustrated opposite.

The system then sends an email confirming cancellation to all players in the group.

