

# The New BGC Member Portal

Welcome to the new Ballarat Website. The new website is a complete update to promote the club and keep our members informed. It has now been designed to enable all to view the site in all platforms including mobile devices.

Below are instructions and details for using the new **Members Portal** through the new website.

The new members portal is also fully mobile responsive and allows you full useability to access tee bookings, results and member information via your mobile or tablet.

Please follow the following details when accessing the site for the first time.

## Please Note

The instructions below will enable your computer to “Allow Pop-Ups from the Ballarat Golf Club”

This has to be allowed for the new member portal to work.

On the following pages it will explain you how to enable popup for each type of browser.

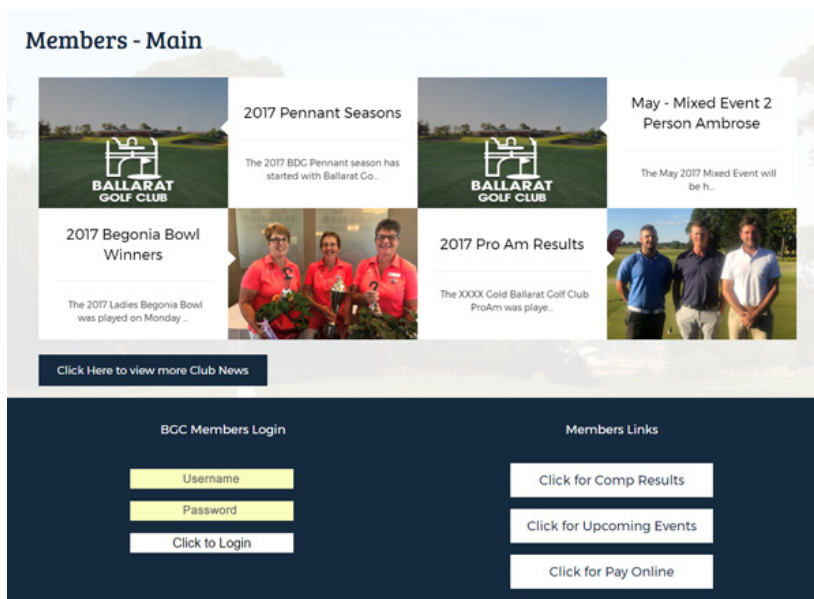
These instructions only have to be followed for the first time you login to the new website, once the pop-ups

## Accessing the Members Portal

Member can access the Members Portal via the Members menu at the top of the new website.

The members login is located just below the news panel.

At this point you can access Comp Results (without Logging In), Upcoming Events Calendar & Pay Online (for member fees).



## Logging into Member Portal

Enter your Member ID and Password and “Click to Login”

Your browser will now open up a new window with the Member Portal

If it does not please follow the below instructions

# Windows PC Users

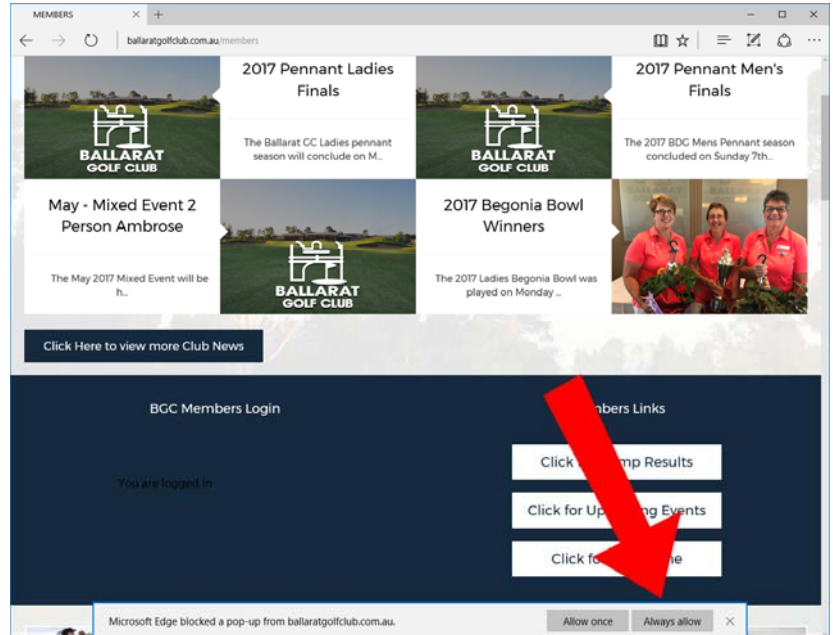
## Internet Explorer

When logging in the first time you will see a bar across the bottom of the screen that says:

1. Would you like to save your password for ballaratgolfclub.com.au - You can select Yes or No
2. **A Second message will appear:**  
Microsoft Edge/ Explore has blocked popups from ballaratgolfclub.com.au - Select Always Allow

Now refresh your page and login again.

You should now have a new window open with the new members portal.



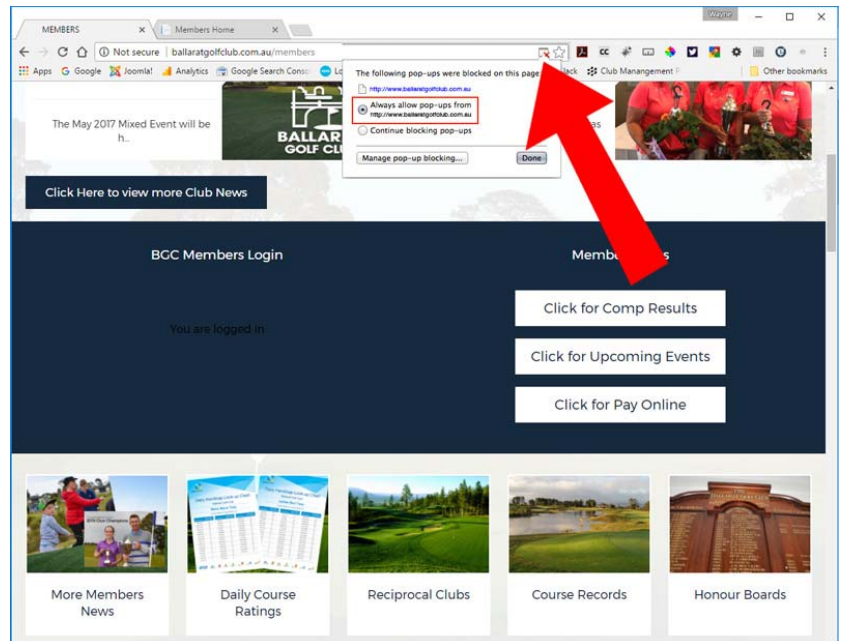
## Chrome Users

Once you have attempted to login the first time there will be a small cross in the address bar.

1. Click on the cross and a dialog box will appear.
2. Click "Always allow popups from the ballaratgolfclub.com.au"  
Click Done

Now refresh the page and login again.

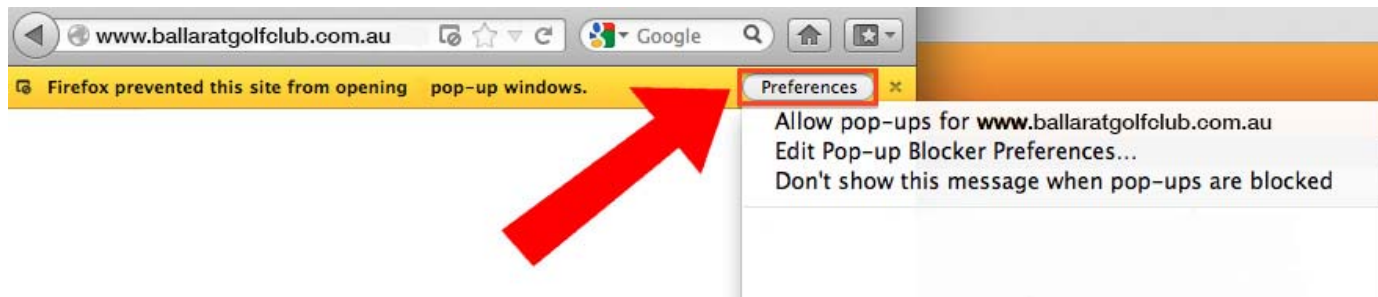
You should now be directed to the Members Portal.



## Firefox Users

Once you have logged in the first time you will see a yellow bar appear at the top of the page. Click on Preferences and then allow popups from ballaratgolfclub.com.au

It should now open another screen with your Members Portal



## iPad Users

### Safari Users

1. Go into Settings and then General
2. Scroll down and Select Safari on the left side
3. On the right side switch on Block Pop-ups
4. Go into the website ballaratgolfclub.com.au and select members from the menu
5. Type in your login details & password
6. Select allow when it asks you to allow pop ups
7. The members portal should now open

## Inside the Portal

The members portal will change from time to time depending on new features and promotions. At launch it will show the above features:

*The main portal screen has the following options:*

### Your Account

Shows your Name & Member Number

### Your Tee Times

Shows your current booked tee times. You can click on the date and it will take you directly into the booking screen to show you your booking.

### My Handicap

This opens a new window to link you directly to Golf Link to check your handicap.

### Member Search

The ability to search members, please note this will

be populated as each member updates their personal profile and allows it to be shared. (more details on this on the following page)

## **Check the Weather**

This opens a link to the BOM website for you to check the local weather

## **Members Documents**

This is a link back to the BGC website to display member confidential documents.

*The menu items across the top has the following options:*

## **My Details**

This is where you update your personal details and make them available to be shared. To share details you must make the individual fields visible under the "Directory Privacy Settings" visible. By making these visible, members will have the ability to view them when they search your profile. You can also upload a profile picture at the top of the screen.

### ***Please Note:***

*You agree that you will not submit Content or Photos that:*

*includes material that is unlawful, libelous, defamatory, obscene, pornographic, indecent, lewd, suggestive, violent, harassing, threatening, abusive, inflammatory, fraudulent or otherwise objectionable;*

*The Ballarat Golf Club will reject and/or remove any Content in which Ballarat Golf Club believes, in its sole discretion, that any such activities have occurred.*

## **My Account**

This area shows you all account balances that you currently hold with the club. These accounts include:

- **Competition Account** - This is your winning money from daily competitions and events. This money can be spent in the Pro Shop or Clubhouse
- **Golf Members** - This will show your membership fees that are outstanding
- **House Account** - This shows your Membership Levy that can be spent on Food & Beverages in the clubhouse. This amount also includes any amounts topped up by the member.
- **Lifestyle Account** - This account is used for Lifestyle members to show available balances for golf games (available from 2018)
- **ProShop Account** - This shows your winning money from daily events (inc Ball Comps) this money can only be used in the Pro Shop.

## **Tee Bookings**

The tee booking system is primarily the same as before with a new layout. To make a booking select the date and individual event. Once into that event you can select Individual or Group Booking. At this point you can now also book a cart for your tee time. Please note that this is fully mobile responsive and will look different on your mobile phone.

## **Results**

This shows all competition results

***For any other enquires please contact the club on 5338 3000***