proware golf

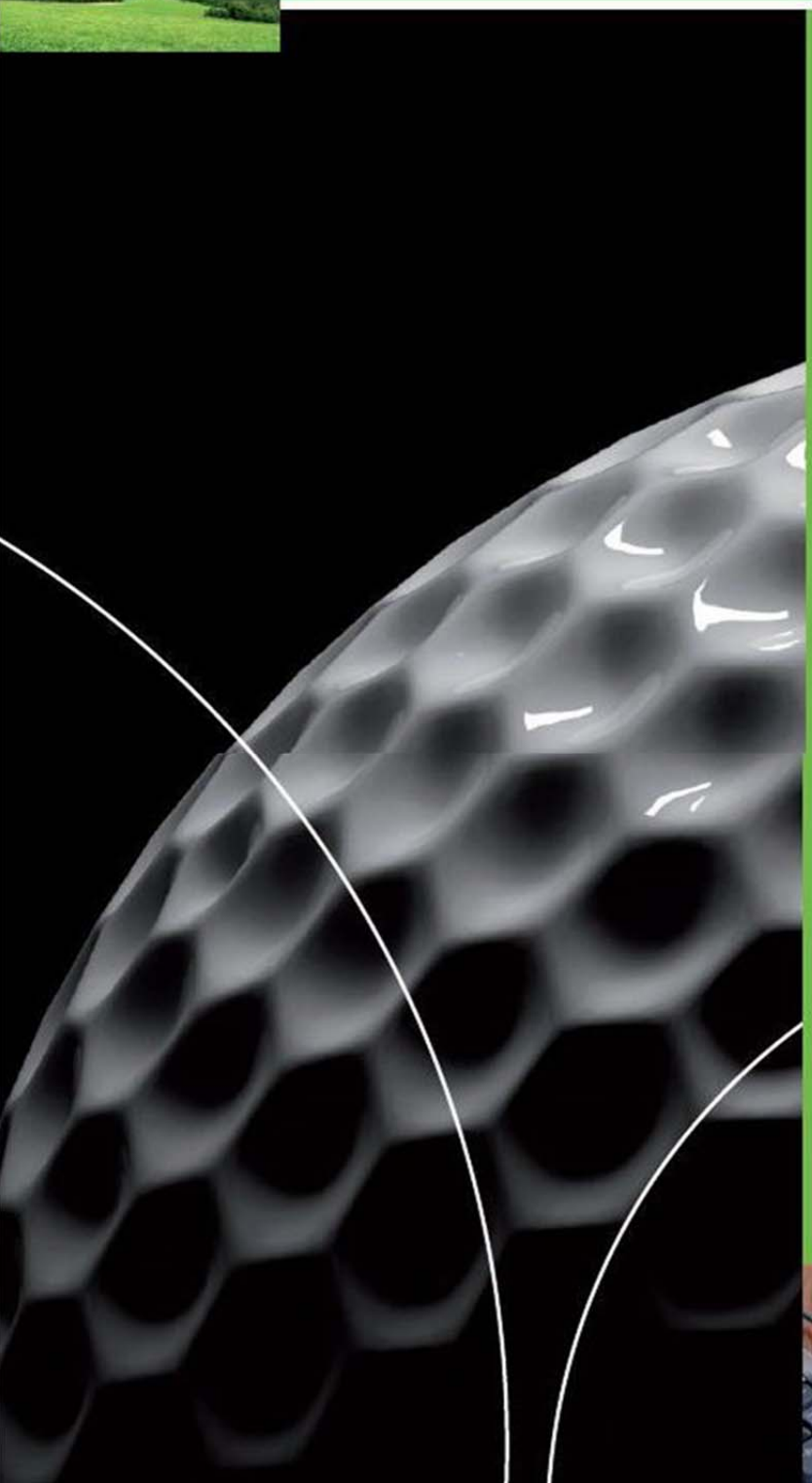
making IT easy

ProwareGolf Cloud User Manual

Version 2.4.5

Translated EGC Golf







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The member portal

The member portal from the website gives you access to your personal information and all you to access the following information:

- View your history
- Setup your personal dashboard
- Modify your e-mail address
- Enter Scorecards that you have played
- look up data from others members
- View actual club announcements
- Access the match calendar
- Subscribe to matches
- View the registration lists and start lists

Login on the Member Portal

To access the secured part from the website you must login. The login makes use of your e-mail address and a password. If you do not have a password or you have forgotten your password, use the option 'Wachtwoord Vergeten'



If you have a new e-mail address you can change this yourself (from your old e-mail) when logged in on the member portal. If you do not know which e-mail address you registered as, email membership@egcgolf.nl to modify your e-mail address.

To log on to the members site go to https://estec.prowaregolf.nl/members or through http://egcgolf.nl:

- Click with the mouse in the field ' E-mail ' and type in your e-mail address
- Click with the mouse in the field ' Password ' and type your password in
- Click on 

When the e - mail address and / or password is not correct you get the following notification:



Correct the e-mail address and / or the password and try once again. If you continue to have issues contact membership@egcgolf.nl .

Password Request or Password Forgotten

If you forget your password then you can create it again by clicking on ‘Wachtwoord Vergeten’. Also when you have no password,e.g. a new member, you go through this procedure once to set up your password.



After you click on ‘Wachtwoord Vergeten’ you are asked for your e-mail address and a control code displaced on the window.

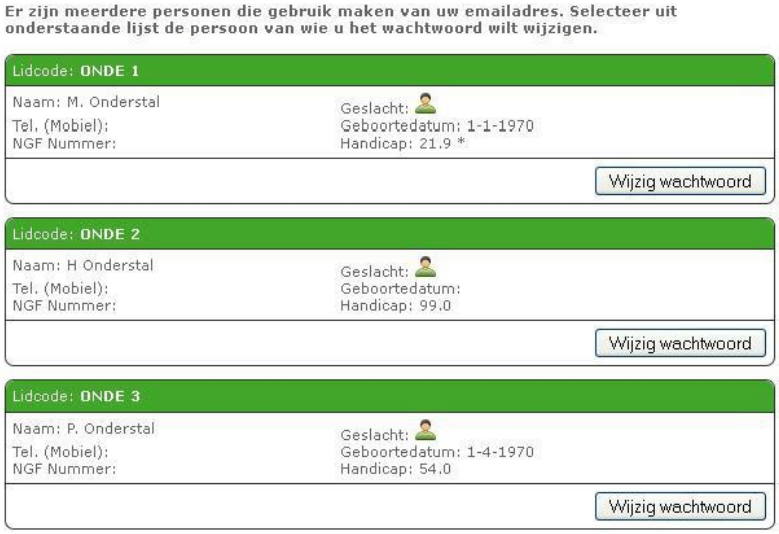
Pay attention on! The control code is case-sensitive.

Click on Opslaan.

Within a few minutes you will receive via your e-mail a link. After selecting this link a webpage will be opened. On this webpage you are asked twice for your new password. When you do this click on the button Opslaan.



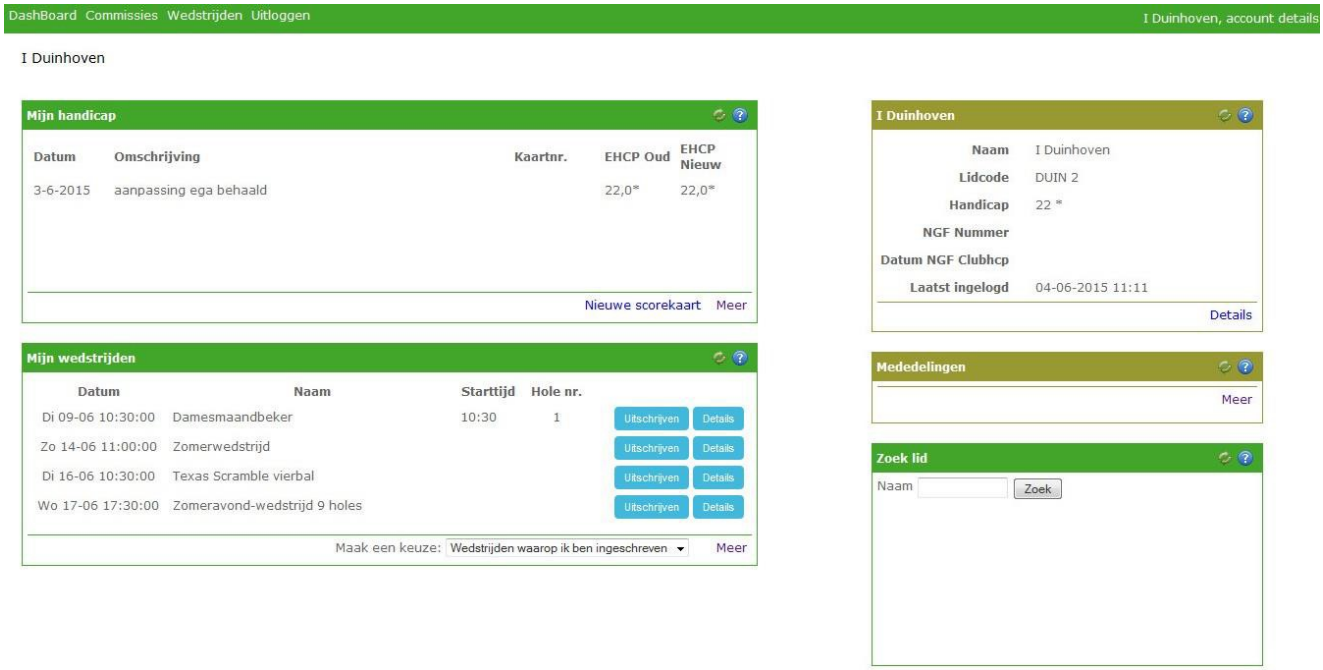
If you have used this e-mail with multiple people an email will be sent with an overview of all accounts. Click at the right of the account ‘**Wijzig wachtwoord’** for the one you wish to change.



Pay attention!
*When your e-mail address is shared with others **do not** use the same password. The combination e-mail address and password must be unique. Also do not use passwords that are easy to guess such as date of birth, easy key combinations or standard words as 'password', 'secret', etc.*

Explanation of Menu Bar and Home Screen

As soon as you are logged in your personal dashboard is displayed. This home screen, see below is dependent on the settings from your club:



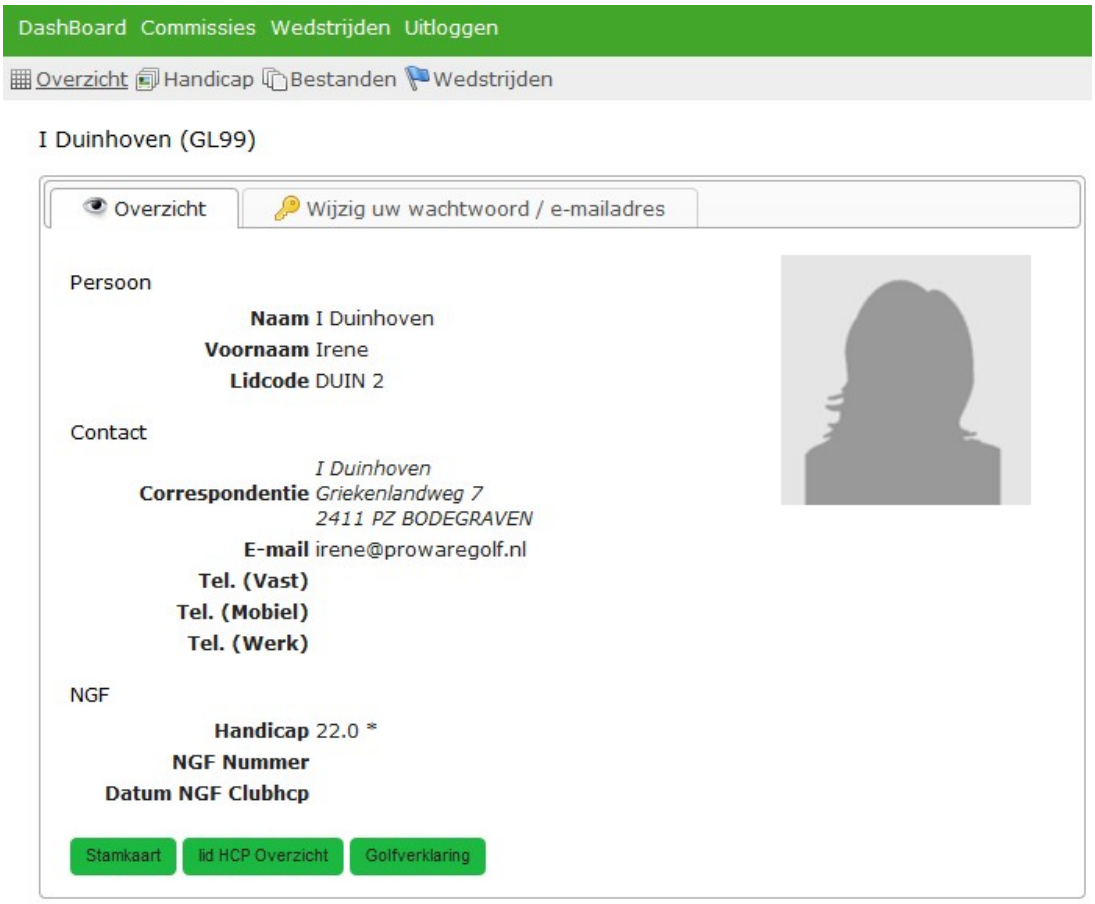
On the menu bar at the top of the screen is always displayed:



- Click on **' Dashboard** ' to come back to this home screen.
- To click on **' Commissies** ' displays an overview from all committees within your golf club
- Click on '**Wedstrijden'** to take you to the match calendar
- **'Uitloggen'** closes your session leaves the program

All the way to the right on the top menu bar you can see your name followed by the text 'account details '. When you select **'account details'** you see with which name -, address- and NGF - data you are known at your club. If this data is not correct email membership@egcgolf.nl .

After you clicked on 'account details ', you can see your data and other information.



View Your Handicap

When you are logged in on the member portal a number of information blocks are displayed. These information blocks are called' widgets '. One widget contains your personal data, your name, your member code, your handicap and your NGF number.



You find on this page also a widget with the title ' **Mijn** H**andicap** '. This displays the last five handicap transactions/changes that have been done in the software. If you want your complete history click on the link ' **Meer** ' Which is at the bottom of the widget.

To return back to the dashboard click on ' **Dashboard** ' in the main menu.

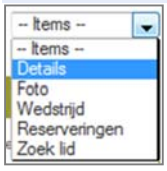
Decorating your Personal Dashboard

If you want to add widgets to your dashboard, remove or to move? You can do this simply yourself.

Click the top right in your screen on the pulldown menu:



Dependent on which widgets are already on your dashboard a list of widgets that you can add will be shown:



From the items click the one you wish to add, the widget will be placed on your dashboard. In the green stripe at the top of a widget is a number of icons which you us to move or remove the widget.



When you click  this removes the widget. If this was a mistake simply add the widget back through the named pulldown menu:



To move the widget to another place on your dashboard? Click on  and keep your left mouse button pressed. So long you the mouse button is pressed you can move the widget around the screen. Everyone widget can be picked up and moved this way.

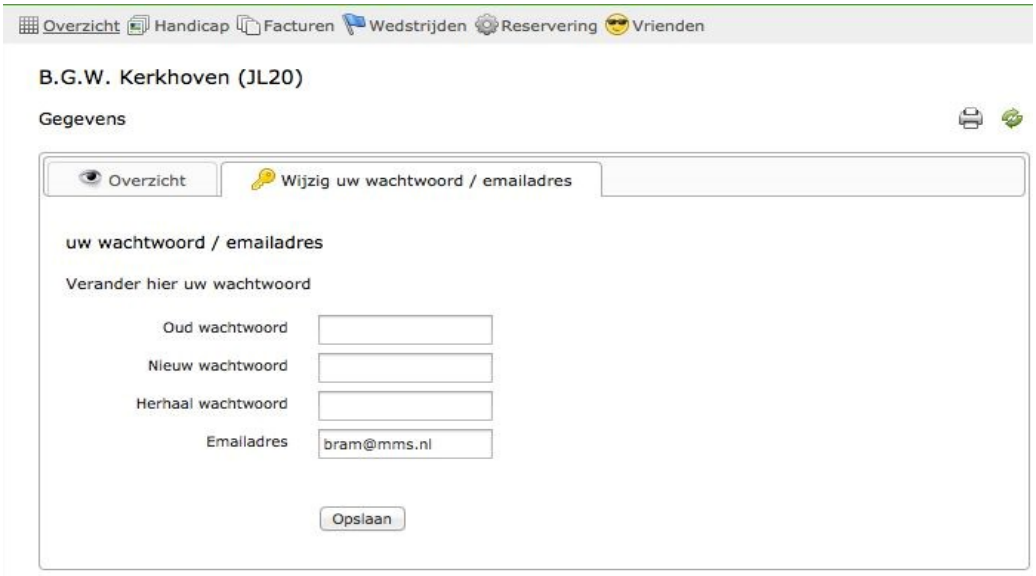
The widgets with a top bar in a different colour can not be moved or removed. This is the one standard widget at the right of your screen.

Modify your E-mail Address

To modify your e - mail address you must be logged in. After you are logged in from your homepage click the top right in the menu bar on ' **Account details** '



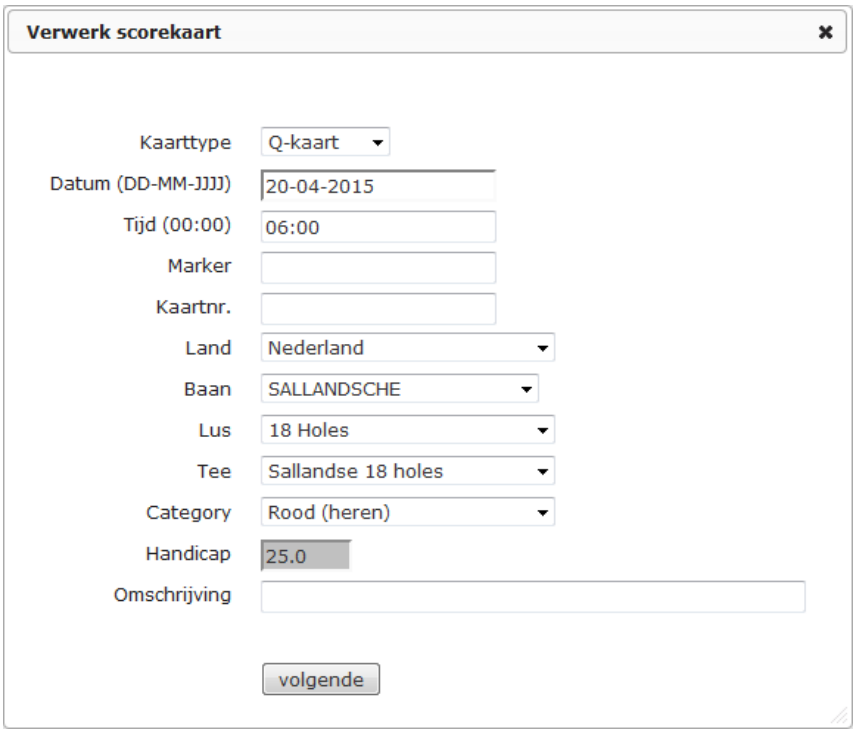
The page with your personal data is now opened. Click on the tab " **Wijig uw wachtwoord / email adres** ' . In the screen which opens you add your new e-mail address in and click Opslaan to save.



Your e - mail address is now adjusted. To go back to the dashboard click in the main menu on ' **Dashboard** ' .

Entering Domestic Scorecards

To enter a scorecard you must be logged in. After you are logged in from the dashboard you will find a widget with the title ' **My handicap** ' .
At the bottom of the widget you can click on the link ' **New scorecard** ' . There is a pop-up opened that gives you the possibility to enter a match card or a Qualifying card to process. Matches that your own club played are only able to be entered through the competition organiser or the Kiosk in escape.



For the correct processing of the card select the card type ' **Kaarttype** ' a choice from: qualifying card ' **Q-Kaart** ' or competition ' **Wedstrijden** ' .

Enter the course in The Netherlands that was played this should be the next field to enter:

- The type Card (Q - Card or match card).
- The date upon which the card is played.
- The time upon which the cap has played.
- The marker that the card has been checked.
- The number from the card.
- The country in which you have played in select the 'The Netherlands'.
- The course upon which you have played.
- The number of holes that you have played.
- The tee which you have played.
- The colour from the tee that you have played (at 'Category').
- The handicap is looked up in the system. This you cannot enter.
- The description for the round

after entering all data click on the button 

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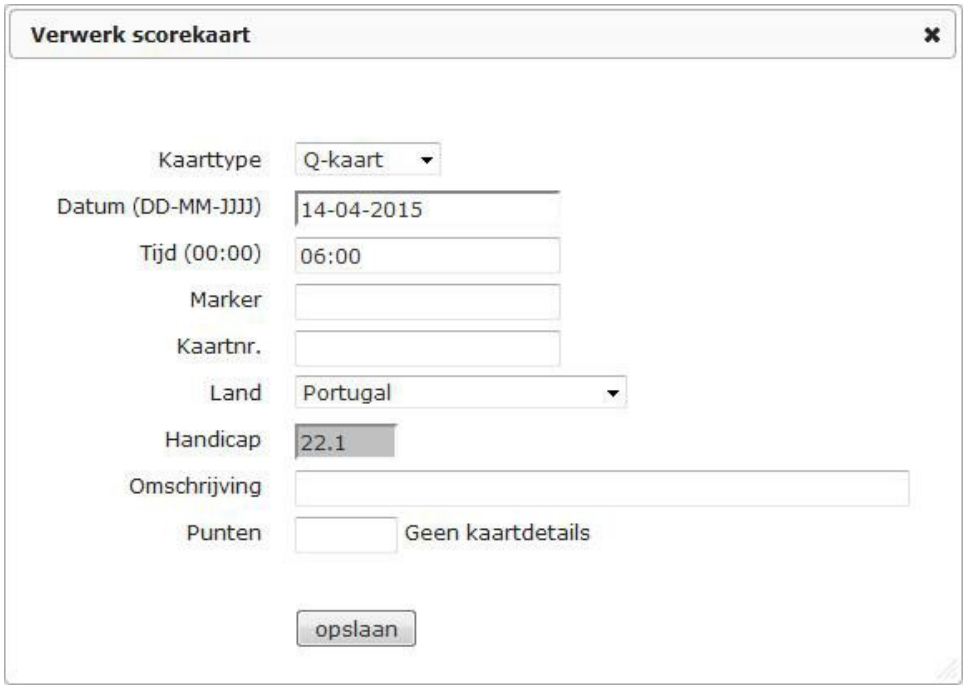
After you have clicked on the button Volgende the card details can be added.



In this screen can you can add the score per hole, the stableford points are calculated for you. After input from the first hole the cursor goes automatically to the next hole, and so on. To save your input of the round click on Opslaan Now your scorecard is added to your handicap .

Entering Foreign Scorecards

To enter a scorecard you must be logged in. After you are logged in from the dashboard you will find a widget with the title ' **My handicap** ' .
At the bottom of the widget you can click on the link ' **New scorecard** ' . There is a pop-up opened that gives you the possibility to enter a match card or a Qualifying card to process.



As before choose your '**Kaarttype** ' a choice from: ' **Q-Kaart** ' or ' **Wedstrijden** ' .For entering a foreign card the following fields shall be implemented:

- The type card (Q - Card or match card).
- The date which the round has been played.
- The time which you the round has been played.
- The marker for the card.
- The number from the card.
- The country in which you played: you click on  behind ' Country ' and click in the choice menu to select the country.
- Enter at ' Description ' preference if for the name of the foreign course you have played.
- Enter the ' Points ' the total number of points you have achieved. For foreign cards it is not possible to fill in the individual scores by hole.
- Quit with .

View current club announcements

To see club announcements in proware you must be logged in. On the homepage you will see to the right of your screen the communications widget '**Mededelingen**'. In this widget announcements can be displayed by the club (not used at present). When the announcement cannot be fully displayed in the widget a link ' **Meer** ' below the statement is placed. When you click **'Meer'** the complete message is displayed.



You can return to the homepage by clicking on 'Dashboard' in the green menu bar.

Search for Other Members

When you are logged in there is the possibility to search for data on others members. YOU can do this by the following steps:

- In the widget " **Search member** ' click with the mouse in the box behind ' **Name** '



- YOU type the last name (or a part from the last name) for the member you want to request. For example: you search for Harry Janssen and type ' jans ' in).
- Click on the button ' **Search** ' .
- The program gives the results that are found.
- Click on the name of the person that you searched and for which data you want to see.
- The data of the requested member appear on your screen.



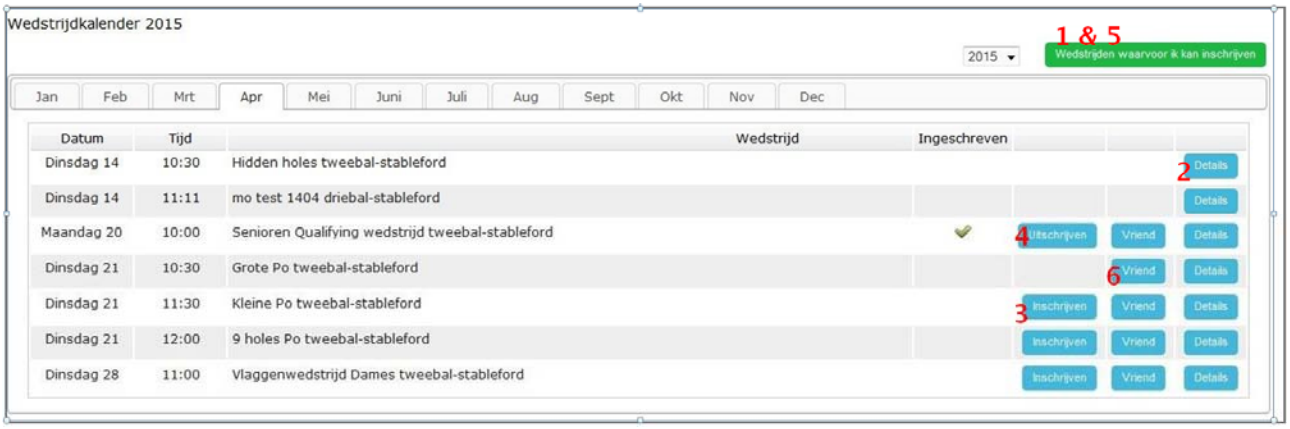
- Click Home to go back to your dashboard, the home screen.

The Competition Calendar

When you are logged in the competition calendar can be seen. YOU can request the calendar by clicking on '**Wedstrijden**' in the green menu bar and thereafter on '**Kalender** ' .



In the match calendar various icons can be used. Below is a short explanation of this:



1. Wedstrijden waarvoor ik kan inschrijven When you click on this the competitions that you can register for are displayed *(image 2*).

2. Details See the details of the Competition.

3. Inschrijven Register for the competition.

4. If you already are signed up for a competition a check mark in the column 'Ingeschreven' is displayed. Clicking on the box Uitschrijven removes you from the competition.

5. Toon alle wedstrijden click this to see the complete match calendar

6. Vriend Click on this icon to register another member.

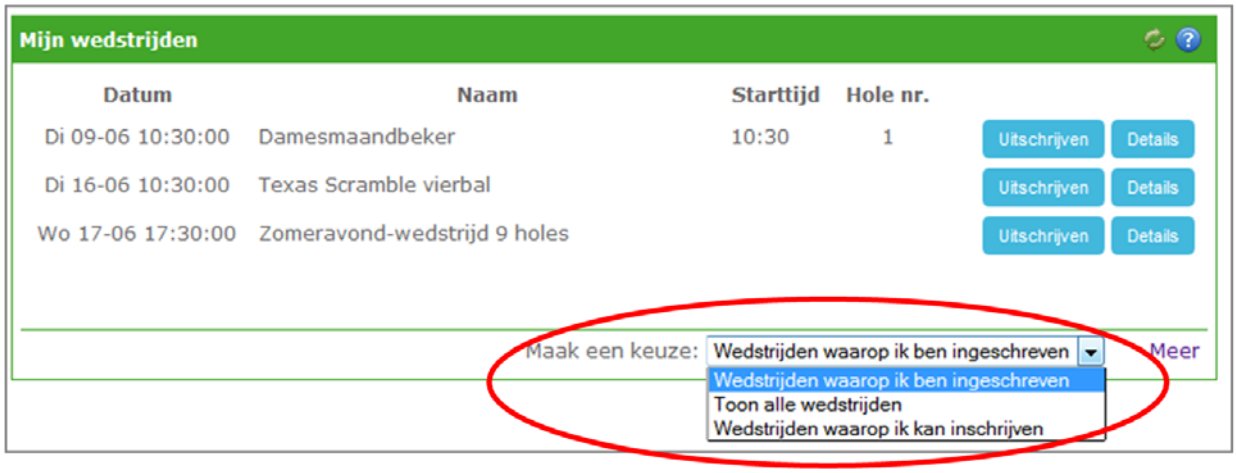
Match calendar from the widget ‘Mijn wedstrijden’

The current competitions can bee seen through the widget '**Mijn wedstrijden**'.

The selection bar at the bottom of this widget gives you the possibility to

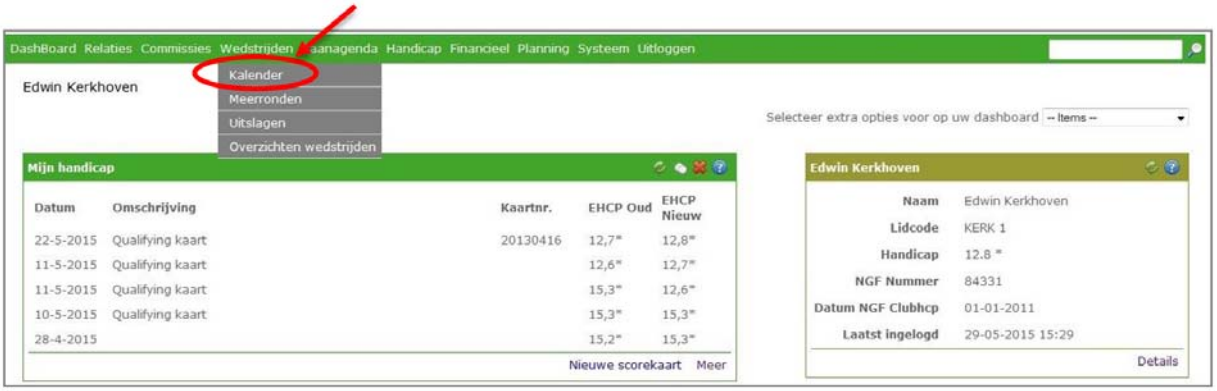
- see competitions you are signed up ‘Wedstrijden waarop ik ben ingeschreven’
- all matches ‘Toon alle wedstrijden’
- the matches you can register for ‘Wedstrijden waarop ik kan inschrijven’

At the bottom right click on ' **More** ' to see all the matches. Through ' **Dashboard** ' in the green menu bar at the top of your screen you can go back to your own widgets.

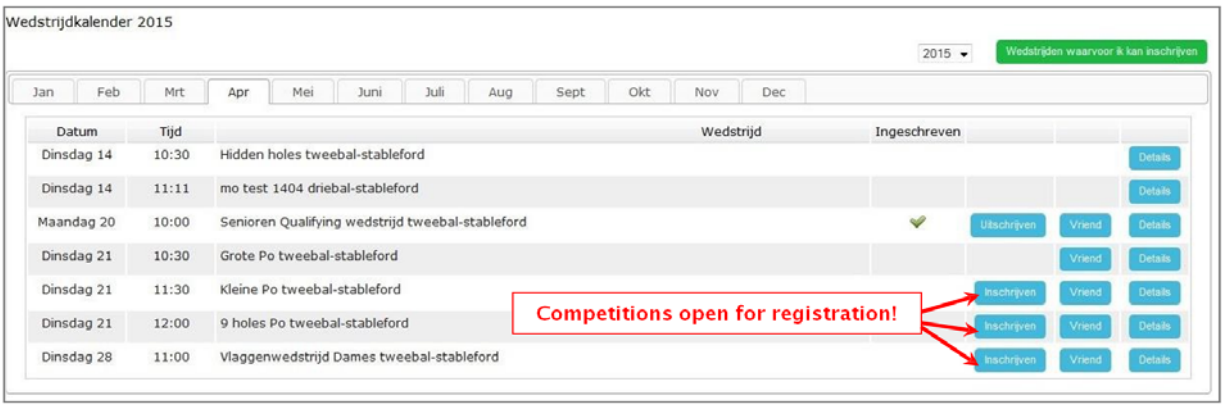


Register for Competitions

When you are logged in you have the possibility to register for competitions. YOU can do this by the following:



- Click on '**Wedstrijden**' in the green menu bar.
- Choose the calendar '**Kalender**' and the match calendar appears. YOU see which competitions are planned and which competitions are open for registration. When you click the button at the right in the screen Wedstrijden waarvoor ik kan inschrijven, appear only those competitions you can register for. (on the basis of your handicap, sex, age, and so on). In this overview there is a button in the upper right of the screen: Toon alle wedstrijden. If you click this you see all competitions again. So can you simple go and switch between all matches and the matches for what you can register.



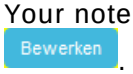
- Click on Inschrijven for the desired competition.
- The registration form is opened, you can enter a note.
- The competition committee can per contest add a number choices. Below is an example of the options: 'I stay for food' and 'I play if asked '. YOU can check these by clicking with the mouse on the corresponding box.



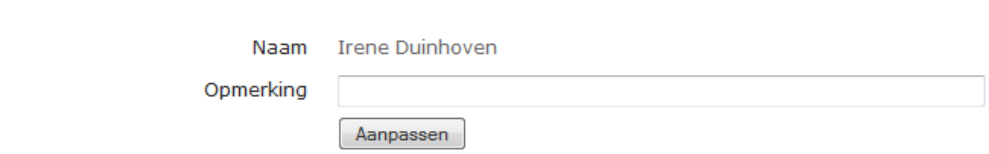
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- You can register yourself by clicking on the button 

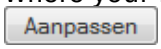
- YOU are now signed up for the chosen competition. Now you can see at the top of the screen click on ' **Inschrijvingen** '. Your name appears printed and in yellow at the top the registration list.



- Your note and choices can you be **changed afterwards**. This can be done by clicking on 

.



- Where your note and / or your choice can be modified, click on the button 

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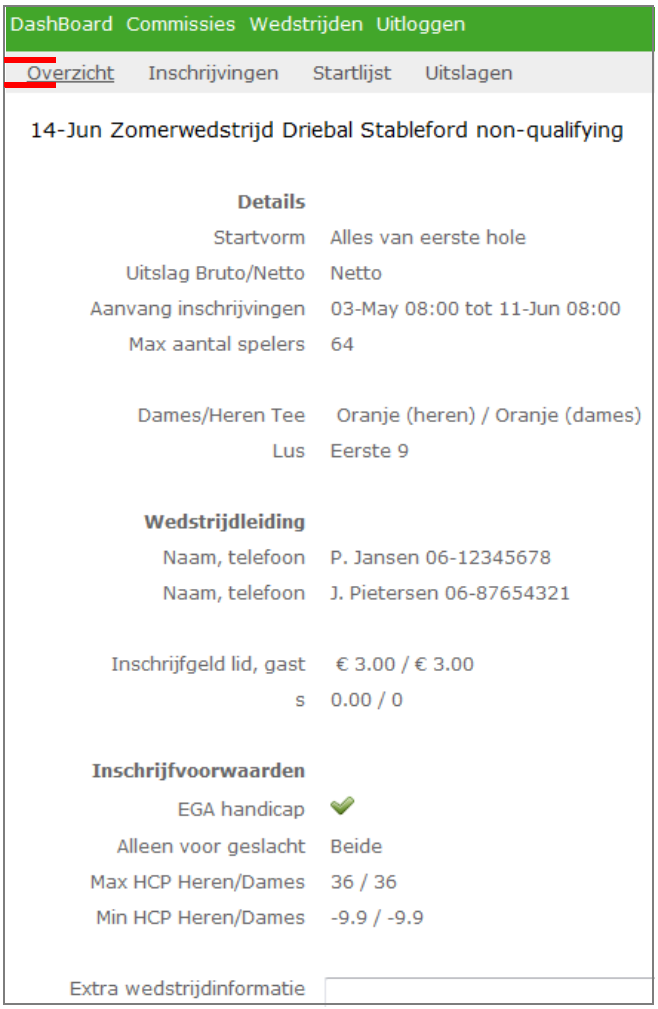
Unsubscribe for Competitions

When you are logged you can see the competitions you are signed up for. When you decide to cancel your participation to a particular contest you can deregister. For this you can follow the next steps:

- In the widget ' **Wedstrijden** ' you can see the competitions you are signed up in:



- Click on to the match details to see:



To see the registrations click in the grey menu bar on ' **Inschrijvingen** '. By this way you can also see the ' **Start list** ' and later the ' **Results** '.

- If you click on ' **Inschrijvingen** ' it opens the next screen:



  - YOU can unsubscribe by clicking on Verwijder or top right on Uitschrijven. The system asks first for your confirmation before you are deregistered.
  - When you want to change your comments click on. Bewerken
  - To register another member click on Vriend