**CARSON VALLEY WOMEN'S GOLF CLUB**

# Carson Valley Golf Course App

## User Manual

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This manual is designed to assist CVWGC members in using the Carson Valley Golf Course App in both creating a tee time and in using the GPS while playing golf. It will also provide instruction on using the GPS for recording and posting your score for a round.

## Contents

# Download the App and Set Up Your Personal Information

1. To enhance your on-course golfing experience, download the CVGC App from either your Android play store or Apple Store. The App includes many features that you will find useful.
2. Once you have downloaded the App to your phone, you will need to add your personal information to set it up.
3. Click on the person icon (**1**) located in the upper right-hand corner. That takes you to the "green" screen. Once you start using the App, this screen provides a few of your game stats, your handicap, and the most recent games you have played and posted.
4. Click on the settings icon (**2**) located in the upper right-hand corner of the screen.
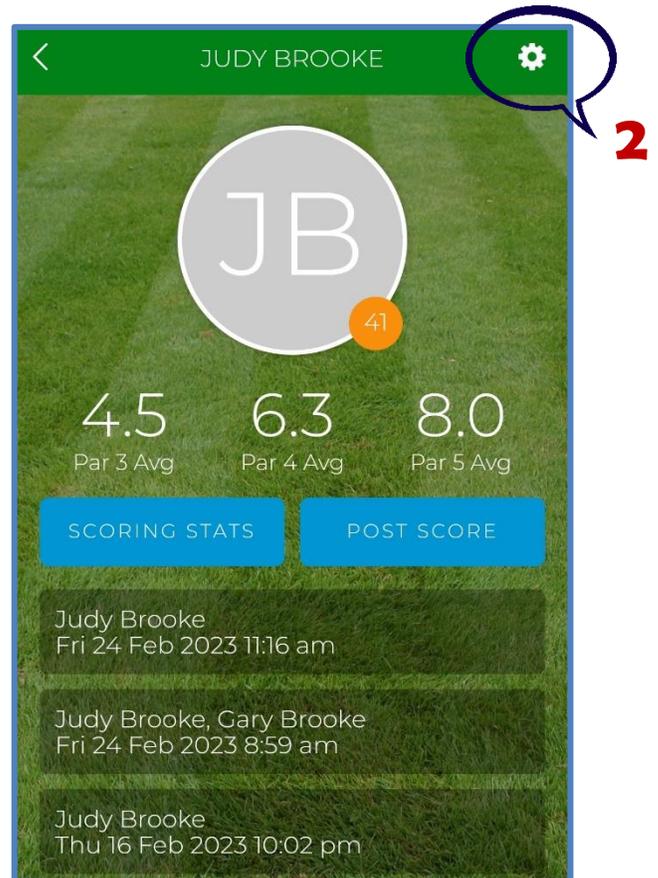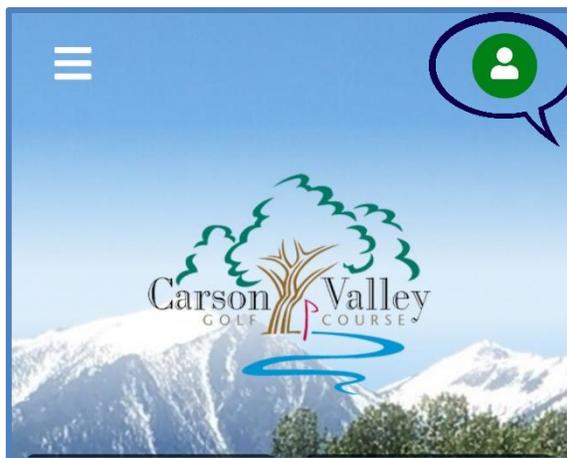
# Set Up Your Personal Information (cont.)

5.  After clicking on the settings button, you will see a screen that allows you to complete "**MY INFO**" (**3**) and "**SETTINGS**" (**4**).
6.  Under the "**MY INFO**" (**3**) tab, fill in your name, email address, gender, and handicap.
7.  Click on the blue "SAVE" button at the bottom of the screen (**5**).
8.  Select the "**SETTINGS**" (**4**) tab and turn on any of the "**Notifications and Interests**" you want to be kept informed about. You do this by sliding the button to the right so the green highlight shows. (**6**)
9.  Click the "back arrow" (**7**) on this screen and the next screen to return to the main screen.

**7**

**3**

**5**

**4**

**6**
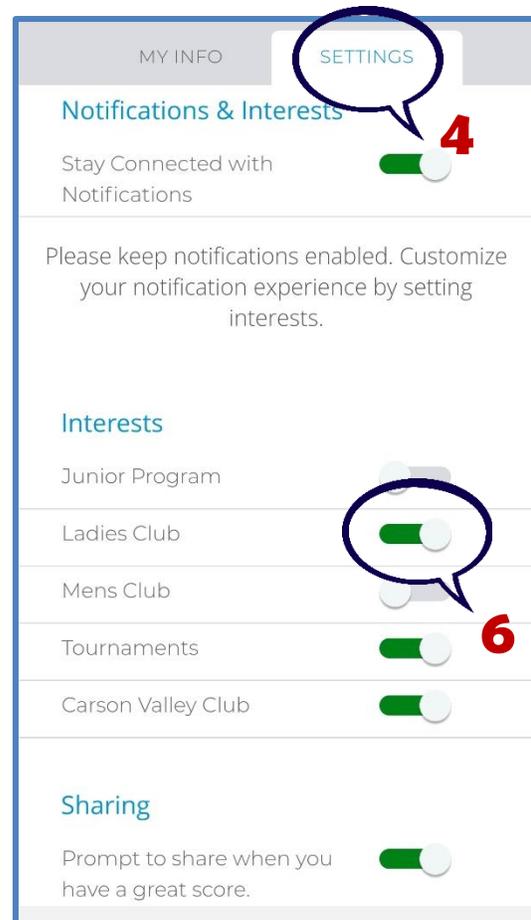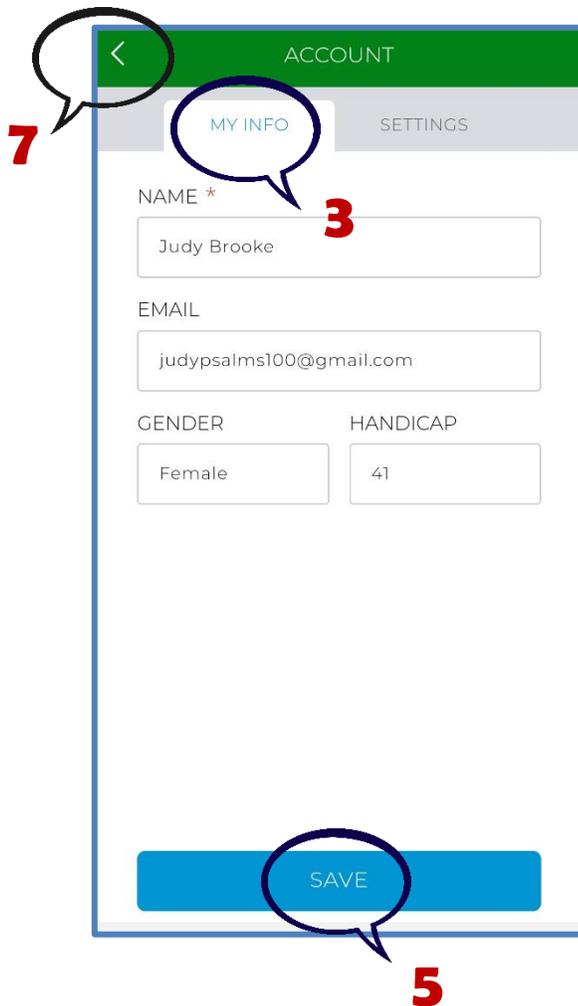
# Setting Up the App to Play a Round

1. Click on the CVGC icon on your phone. It will be the round golf ball. (**1**)
2. Click on the "**SCORECARD & GPS**" button. (**2**)
3. Select what type of round you want to play (18 Holes, Front 9, or Back 9). (**3**)



4. Click on your initials on the scorecard (**4**) and update any information (gender, handicap, tees).
5. The default tees are white, so if you play from another tee, you will need to change your tees **every time** you use the app. (**5**)
6. Then click on the blue "**SAVE**" button. (**6**)
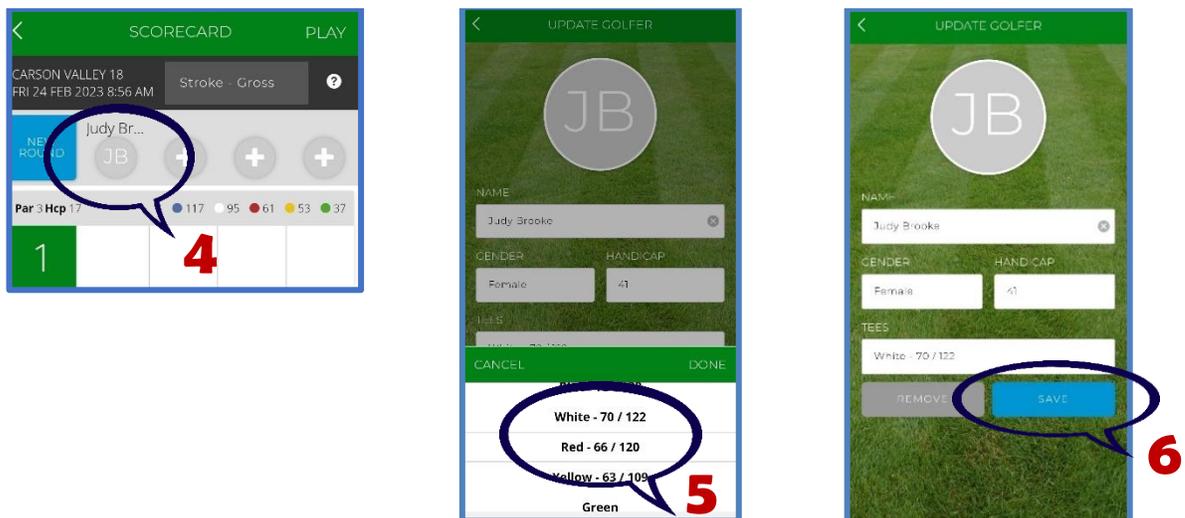
# How to Add a Player (or Players) to Your Scorecard

You can easily add up to three players to your scorecard on the App before you start a round.

1. Click on one of the "**+**" buttons. (**1**)
2. The "**ADD GOLFER**" pop-up box will appear (**2**). Fill in the following required information:
   – Name of Player
   – Gender (M/F)
   – Their handicap
   – Tees they will be playing from
3. Click on the blue "**ADD GOLFER**" button. (**3**)
4. The golfer has now been added to your scorecard (**4**); however, this will not automatically add the player to your "Buddy List". See "Adding a Player to Your Buddy List" (page 13) to learn how to add someone to your "Buddy List."
5. Repeat this for as many players (up to three) that you want to add to your scorecard.
6. You are now able to keep everyone's score hole-by-hole on your App scorecard.
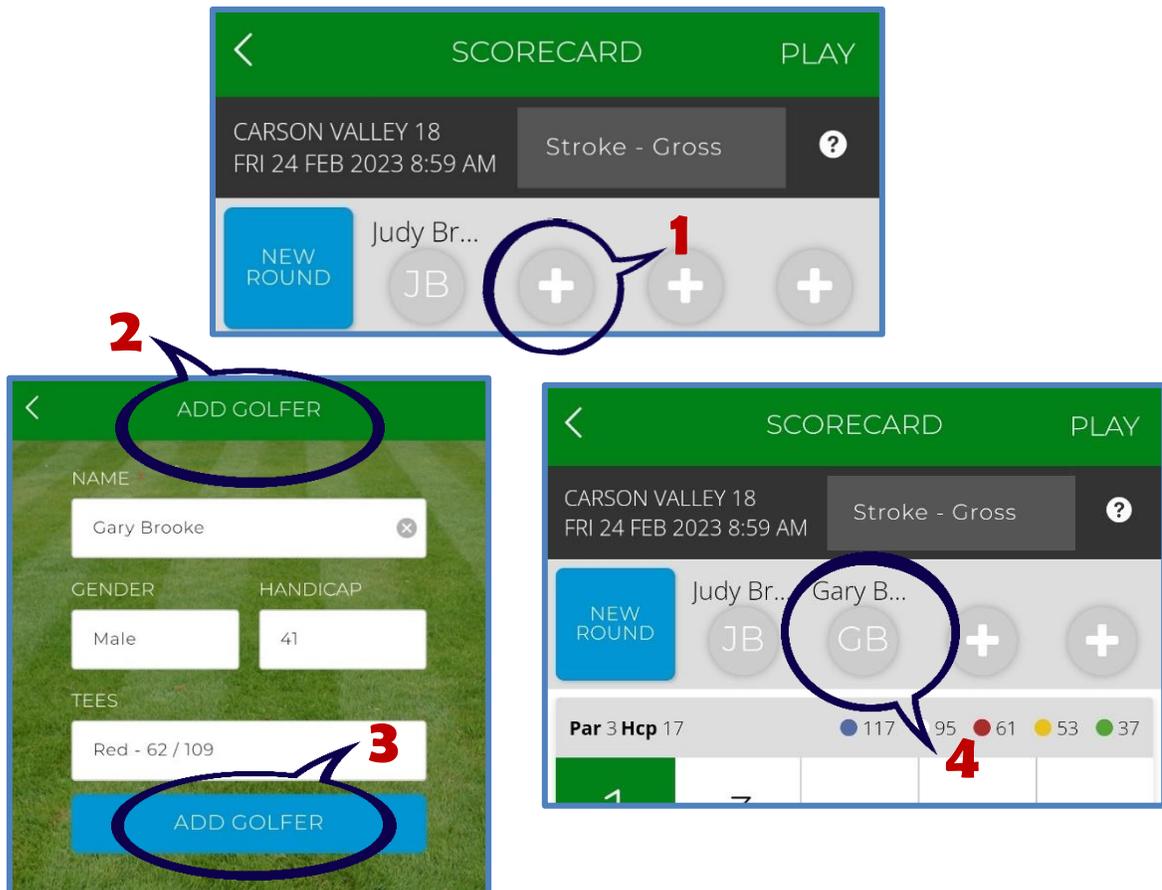
# How to Change Your Starting Hole

In the Women's League, you often will start on a different hole than Hole #1. If you are **not** starting on Hole #1, you can easily change your starting hole on the App.

1. Scroll down to the hole you are going to start on and click on the green hole number. (**1**)

2. A pop-up box will appear asking if you want to go to the start hole. Click on "**NO**" to stay on the hole you selected. (**2**)

3. A Gallus Tour pop-up box will appear, simply click on the "**X**" in the upper right-hand corner to exit the box. (**3**)

4. You will now see a drawing of the hole you selected to play. (**4**)
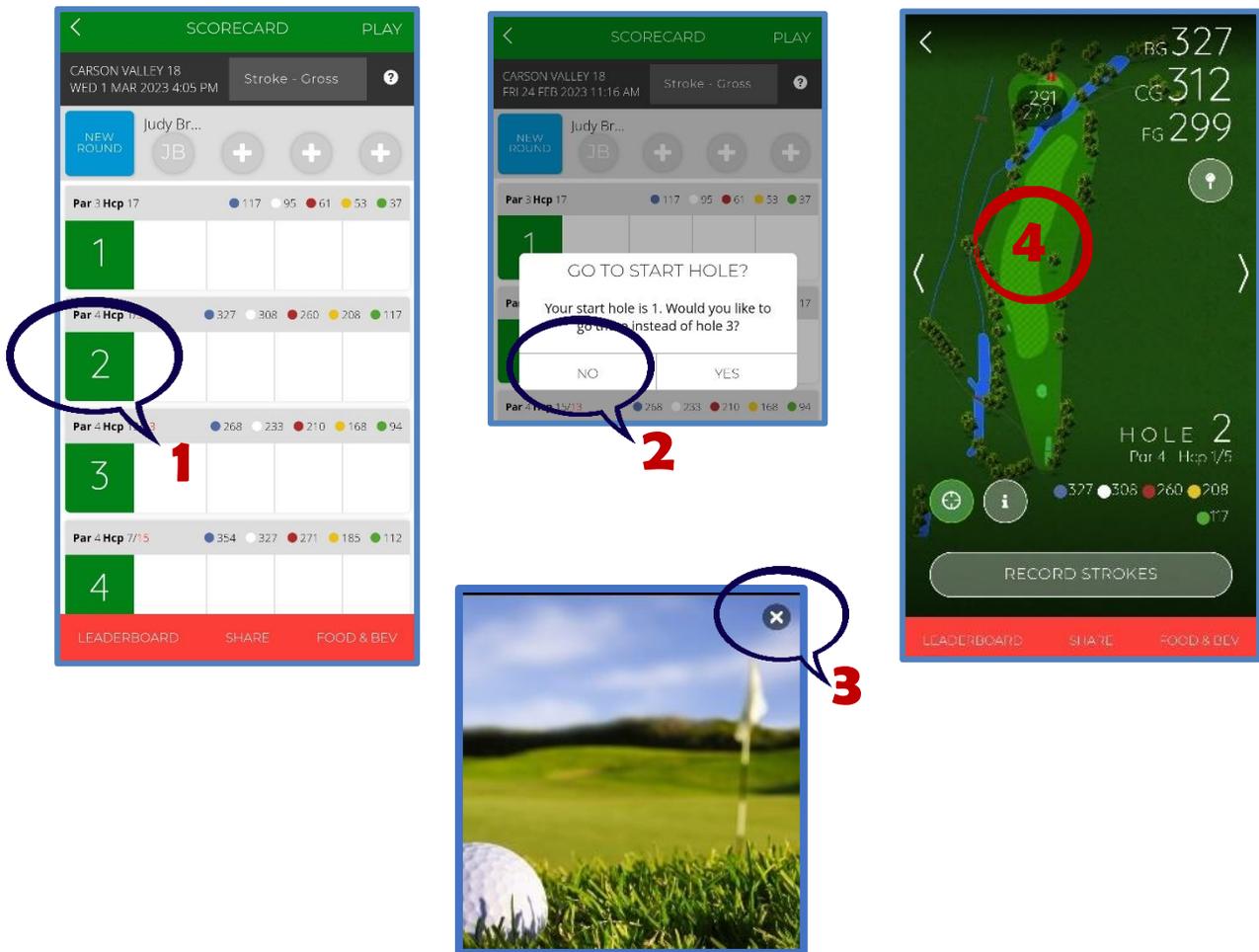
# Playing and Scoring a Round

1. Hit your tee shot, advance to your ball location, and look at the app to see how many yards to the green. (Note: BG=Back of Green; CG=Center of Green; FG=Front of Green.) (**1**)

2. You can also click anywhere on the course map to get the yardage from where you are on the course to the green. An example of when you might use this feature would be to find out how many yards from where your ball currently lies to the **water** (rather than to the green). (**2**)  *Note: A screen shot of this will be added once we can get on the golf course!*

3. The App's GPS will continually provide updated yardage to the green.

4. When you have holed out on the hole you are playing, click on the "**RECORD STROKES**" button (**3**). The App is preset to record **par** for each hole.

5. Click on either the "**+**" or "**—**" buttons to reflect your score for that hole. (**4**)

6. Click the blue "**RECORD**" button at the bottom of the screen to record your score. (**5**)

7. The App will automatically advance to your next hole.

# Posting Your Round

1. When you have completed your round (whether 9 or 18 holes), the App will automatically advance to your "**SUMMARY**" page (**1**). This page shows you your total strokes/final score for the round you played (**2**).

2. Click on the blue "**POST ROUND**" button (**3**). Clicking on this button will take you to a screen where you will actually post your round. *Note: You can post only __YOUR__ round. You cannot post any other players' round from the scorecard App.*

3. Select your round type (tournament, home, away). Your home course is CVGC, so select "**Home**". (**4**)

4. Make sure the number of holes you played are accurately highlighted in **blue**. (**5**)

5. Using the drop-down menu, select the tees you played from (red, white, gold, blue). (**6**)

6. Click on the blue "**POST SCORE**" button at the bottom to post your score. (**7**)
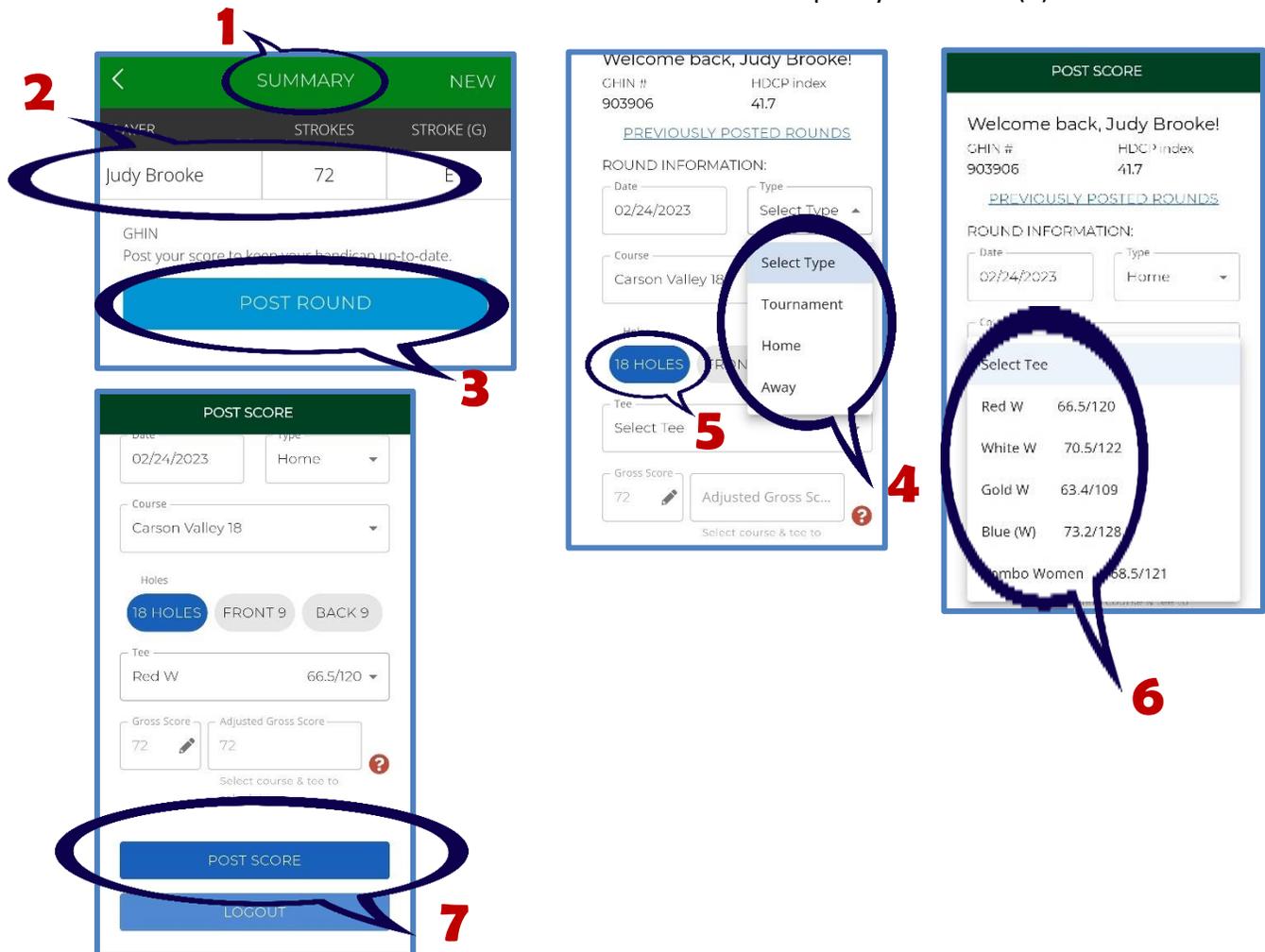
# How to Sign-in to Make a Tee Time Using the App

You can easily make a tee time (*except for Tuesday Women's Club Tournament play*) using the App; however, you need to sign-in first.

1. Click on "**Tee Times**" on the opening page of the App. (**1**)

2. Sign-in before making your tee time by clicking on the green "**Sign In**" bar. (**2**). *Note the fee for this tee time before signing in ($25.00).*

3. Enter your email address and click the green "**NEXT**" button (**3**). You can also elect to log-in using either Google or Facebook. This will bypass the requirement for a password.

4. Enter your password and click on the green "**SIGN IN**" button. (**4**) You will automatically be taken back to the reservation screen.
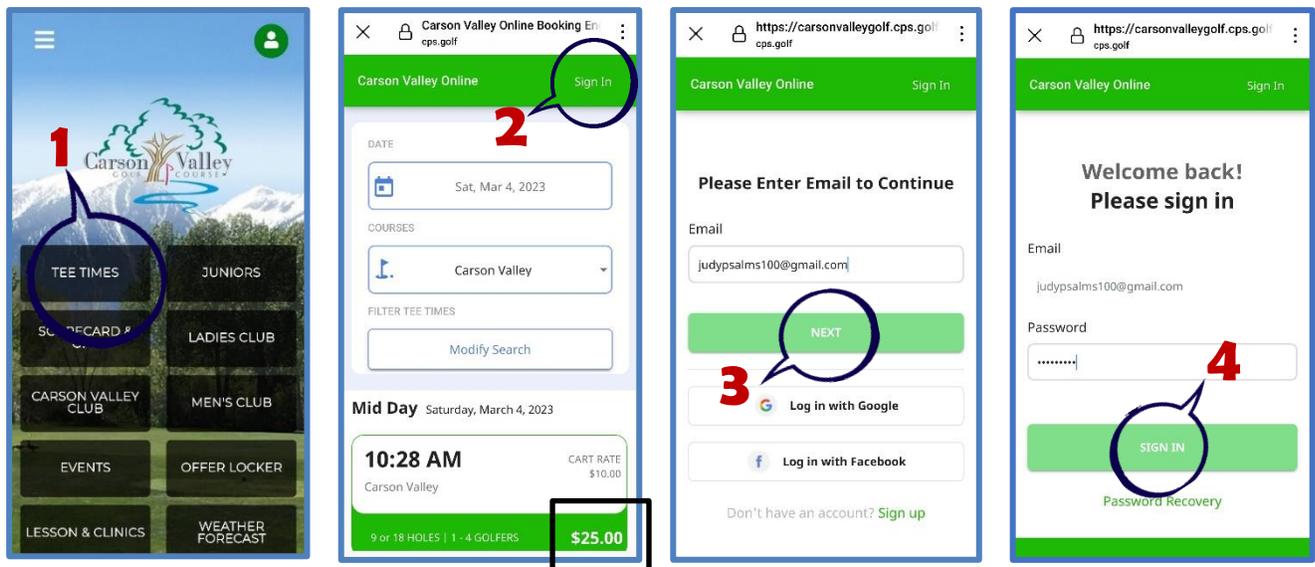
# How to Make a Tee Time Using the App

Now that you have signed in, you can start making your reservation for a tee time. *Note the new fee for the tee time (I have an annual membership, so my fee was lowered to reflect the correct fee I pay for 18-holes, and this is why you want to sign-in first—for **your** correct fee).*

1. Select the date you want to play. (**1**)
2. Scroll down to select an open tee time you want to play. (**2**)
3. Continue to scroll down to select the number of players for your tee time by using the "**+**" and "**—**" buttons. (**3**)
4. Continue to scroll down to select how many holes you want to play using the "**<**" and "**>**" buttons. For nine holes, tap the "**<**" button. (**4**)
5. Continue to scroll down to add names of players to your tee time. The procedure for adding players starts on page 11.
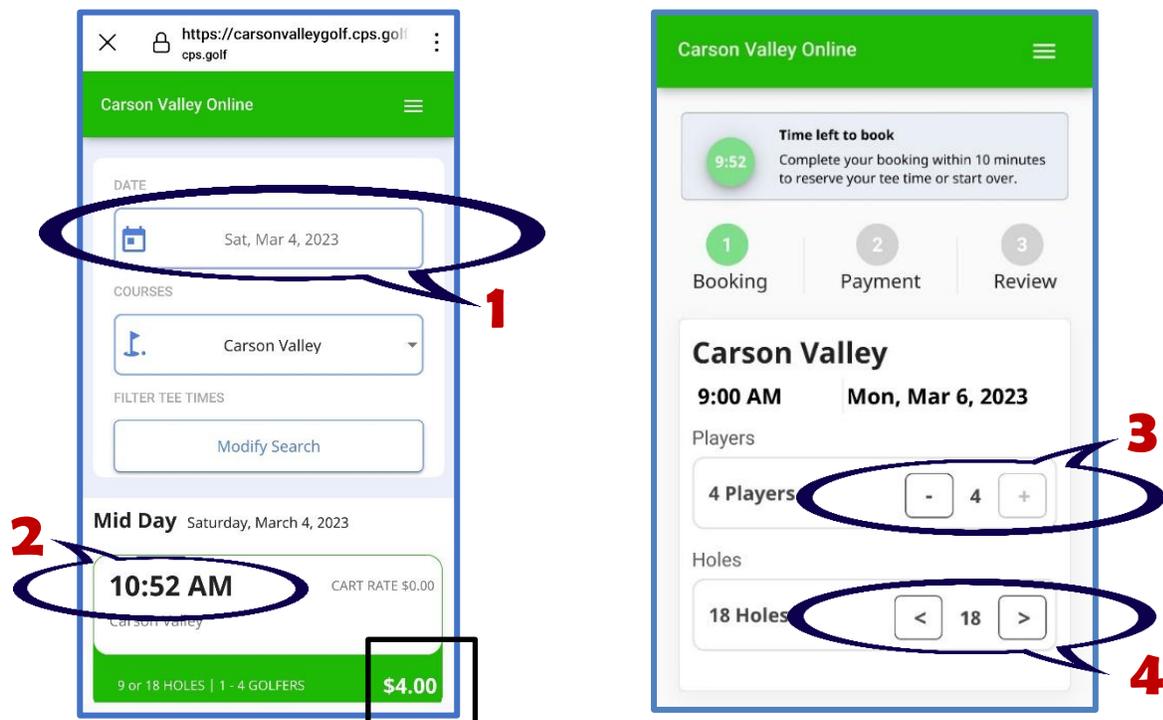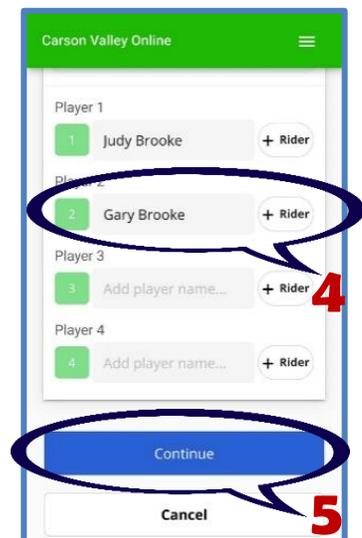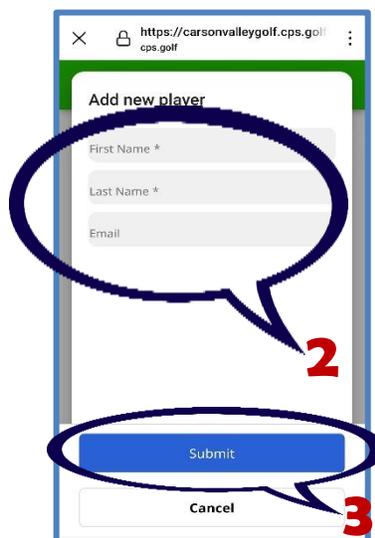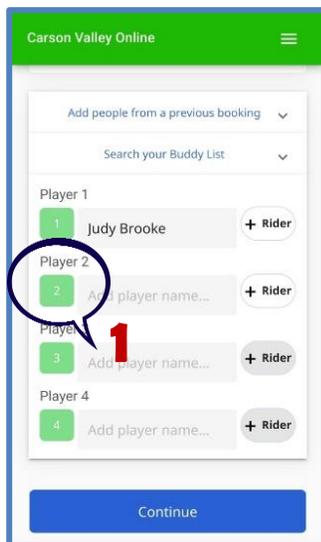
# Adding Players to Your Tee Time

Scroll down to the place where you can add players. There are three ways you can add players to your tee time: ❶ Simply by adding their name following the directions below.   ❷ Adding them from a previous booking (see page 12). ❸ Adding them by either creating or using your Buddy List (see page 13).

To add a player by adding their name:

1.  Next to the green **2** click on the "**Add Player Name**" box. (**1**)
2.  The "**Add new player**" screen pops up. Fill in the player's first name, last name, and optional email address. (**2**)

3.  Click on the blue "**Submit**" button at the bottom of the screen. (**3**)

4.  The player has now been added to your tee time. (**4**)

5.  You can add up to three players to your tee time. After you have finished adding players, click on the blue "**Continue**" button at the bottom of the screen. (**5**) This will take you to the payment processing screen (see "**Completing Your Reservation**" on page 14).

# Adding Players to Your Tee Time from Previous Bookings

The second way to add players to your tee time is through previous bookings with the player(s). Instead of adding the player's name:

1. Click on down arrow by "**Add people from a previous booking**". (**1**)

2. The list of players from previous bookings will show. Click on the "**+**" sign by the player(s) name(s) you want to add to your tee time. (**2**)

3. When you scroll down, you'll be able to see the players have been added. Click on the blue "Continue" button. (**3**) This will take you to the payment processing screen (see "**Completing Your Reservation**" on page 14).
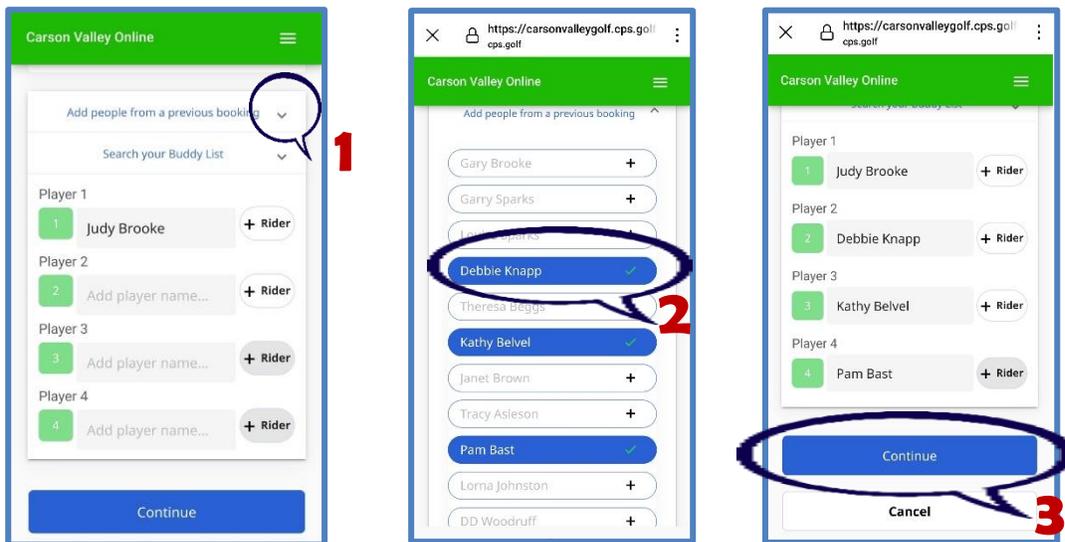
# Adding Players to Your Tee Time Using the Buddy List

The third way to add players to your tee time is through the Buddy List.

1. Click on down arrow by "**Search your buddy list**". (**1**) Names of your buddies (if you have created any) will appear.

2. If a player's name appears on your list, click on the "**+**" sign by the player(s) name(s) you want to add to your tee time. (**2**)

3. You can also search for buddies by clicking on the magnifying glass icon and typing in a person's name. (**3**) All the CVWGC players should be in the search function. For example, I typed in the first name "Margaret", and I scrolled down to find Margaret Fay's name in the drop-down list of names. If you wanted to add Margaret, you would click on her name, and she would be added to your Buddy List.

4. To add her to the tee time, you would then have to click on the "**+**" sign by her name (as described in Step #2).

5. Once you have finished adding players to the tee time, click on the blue "**Continue**" button. (**4**) You will be directed to the payment processing screen. (see "**Completing Your Reservation**" on page 14).
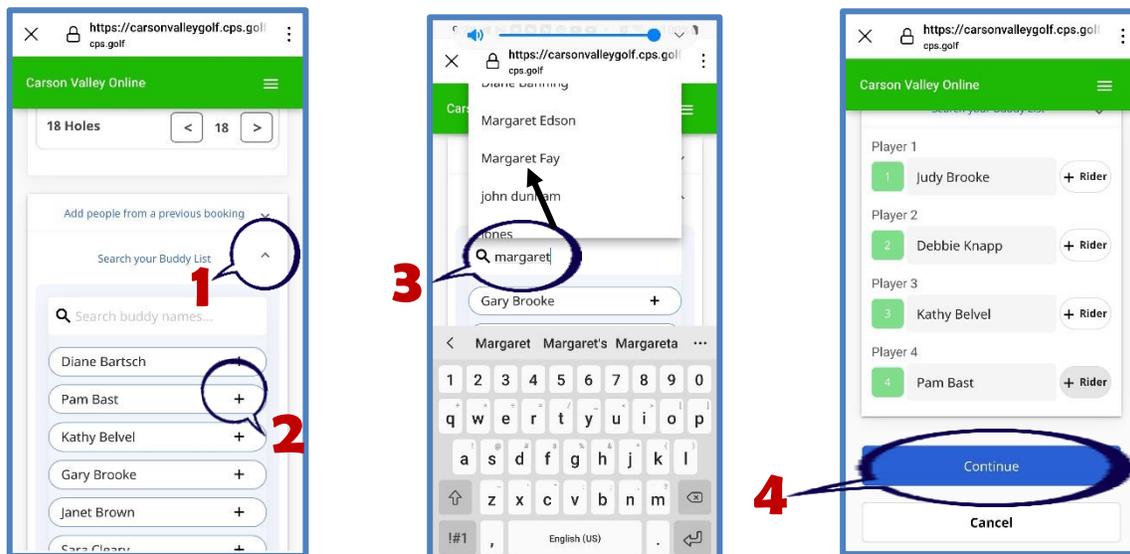
# Completing Your Reservation

1. Review your tee time to make sure it is accurate. (**1**)
2. Scroll down to payment. If you do not have a credit card on file, you will be asked to provide credit card information. If you have a credit card on file, click on that button if it is not already highlighted. (**2**)
3. Click on the blue "**Continue**" button. (**3**)
4. When the next screen appears, click on the green "**Confirm**" button. (**4**)
5. Your reservation will show that your tee time is reserved (**5**), and you will also receive a confirmation email.
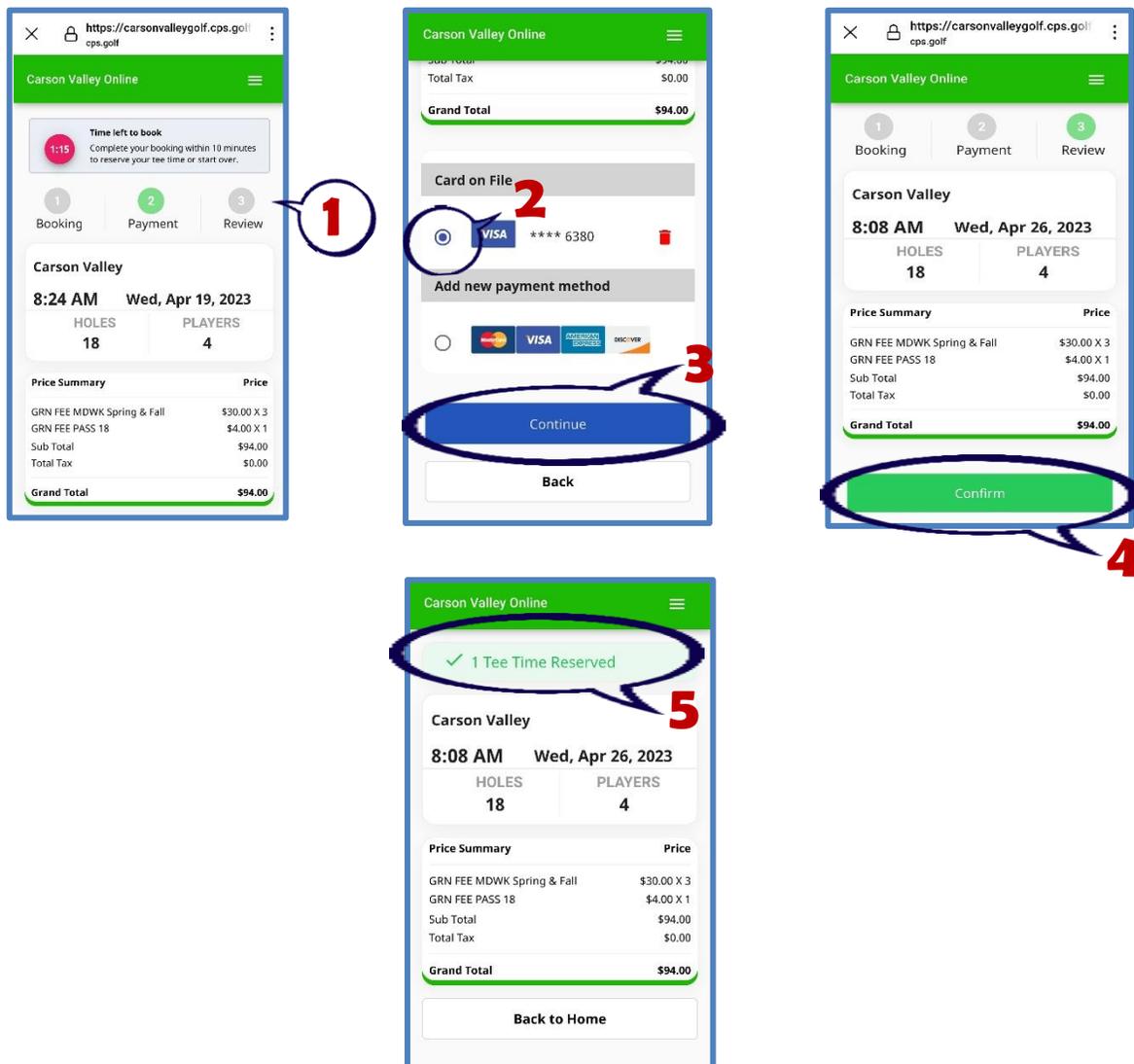
# How to Cancel a Tee Time Using the App

You can easily cancel a tee time (*except for Tuesday Women's Club Tournament play*) using the App.

1.  To cancel a reservation, on the home screen, click on the "**TEE TIMES**" button. (**1**)
2.  Click on the green "**Sign in**" to find your reservations. (**2**)
3.  Enter your email address and click on the green "**NEXT**" button. (**3**)
4.  Enter your password and click on the green "**SIGN IN**" button. (**4**) If you have any reservations, they will appear on this next screen.
5.  At the top of the page there will be three bars. Click on the drop-down menu and select "**Reservations**". (**5**) Any reservations you have will appear on the next screen. (**6**)
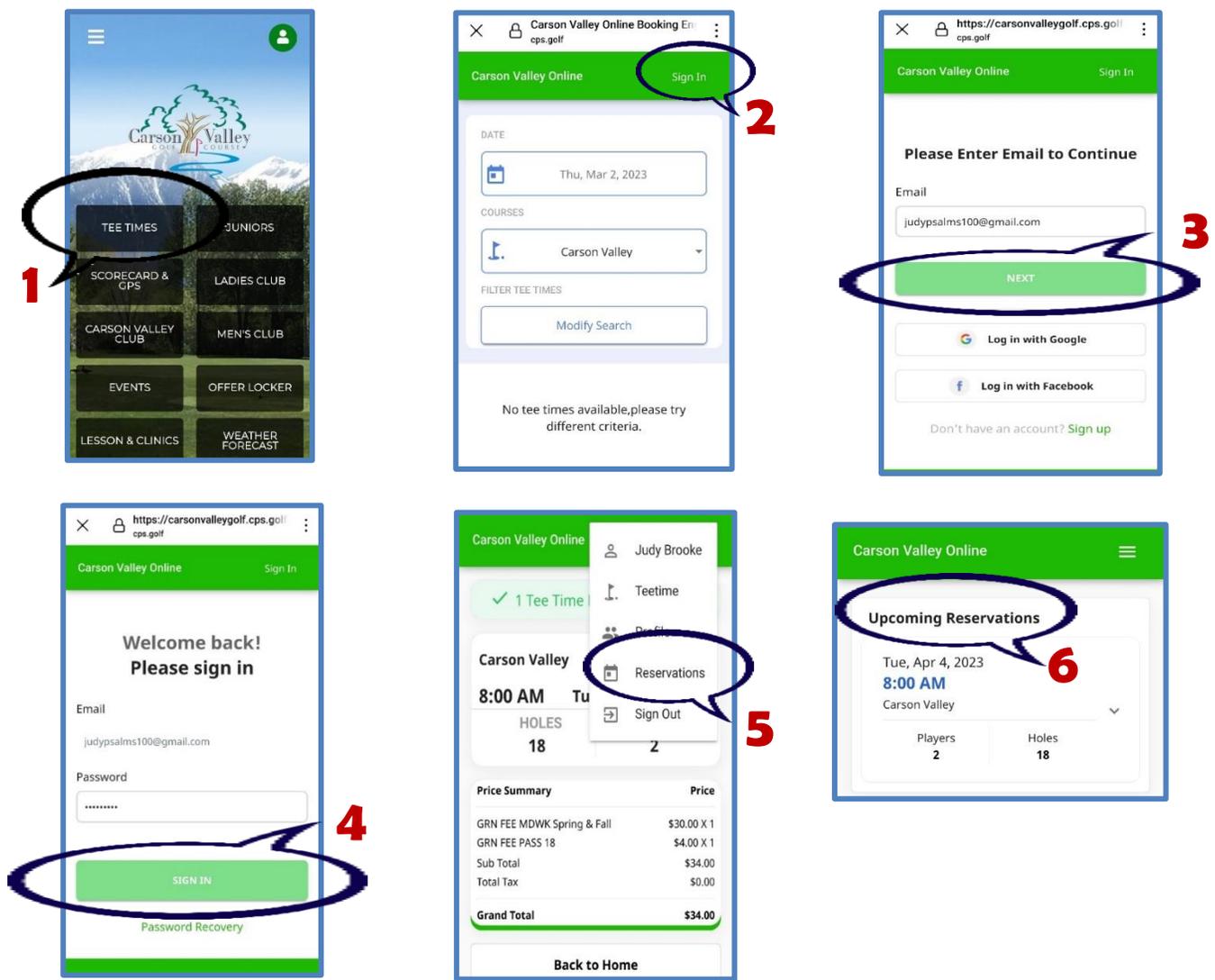
# How to Cancel a Tee Time (cont.)

6. Scroll down to "Cancel Booking" and click on the button. (**7**)

7. Confirm your cancellation by clicking on "**Yes**". (**8**)

8. You now no longer have that reservation showing under "**Upcoming Reservations**". (**9**)

9. You will also receive an email confirming your cancellation.
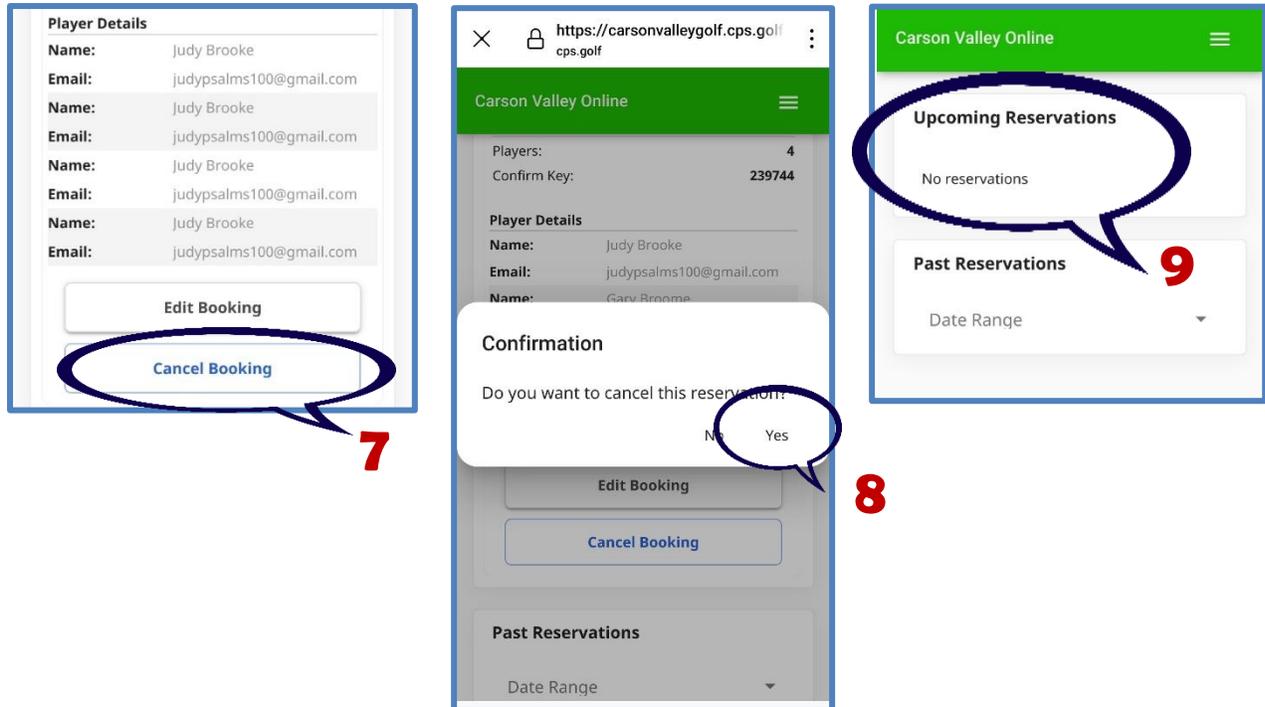
# What's on the Ladies Club Section of the App

Clicking on the "**Ladies Club**" button on the App's home screen will take you to information about the Carson Valley Women's Golf Club.

Information about our club can be found here including cost to play, contact information, and a link where a membership application can be downloaded—just one more way for women in our community to learn about us.  You can also visit **www.cvwgc.com** for more information about the Women's Club.

Scroll down to view photos from our play days and after-golf socializing.

Ladies Club
carsonvalleygolf.com

## Ladies Club

**Ladies Club 2023**

At Carson Valley Golf Course our goal is to provide our ladies with the opportunity to play golf in a fun, relaxed environment. Carson Valley Women's Golf Club is a dynamic group of ladies

Cost to Play
Green fees & cart $39
Weekly $6 prize fund
Total $45
Optional weekly KP's & Chip In's $2 each

Contact the Ladies Club
Judy Brooke
President
judypsalms100@gmail.com

**How do I join CVWGC?**
Print off an Application Form or stop by the Pro Shop to pick up one