

## USING THE ON-LINE COMPETITION BOOKING SYSTEM

To use the on-line booking and entry scheme you will need a verification code and a PIN. Please collect your personal information slip from the bar.

### **Booking a Competition Slot**

#### **A: From Your Own PC/smart phone/tablet etc**

1. If you are not already a user you need to set up an account with **'How Did I Do'** (HDID). Go to [www.howdidido.co.uk](http://www.howdidido.co.uk) and set up an account in the usual way with your e-mail address and a password.
2. Log into your HDID account and from the home page click on the 'start sheets' button under the 'my golf' header.
3. Click on the competition you wish to enter. Entry to a competition opens at 09.00 fourteen days before the competition and remains open until 16.00 on the day of the competition.
4. The first time you try and enter a competition you will be asked to verify yourself. This requires you to enter your verification code.
5. The competition entry sheet will open showing those players already entered and available slots for booking. Click on the slot you wish to book and then click on 'finish'. Your name will appear in the slot indicating you are booked in. A message will appear showing booking details. (This message has a 'remove' button and if you need to take yourself off the sheet click this button). You will also receive a confirmation e-mail of your entry.
6. You will be asked if you want to book in anyone else. You can book in up to three others. Any players you book in will receive a confirmation e-mail. Note that if you do book in others then you become the 'owner' of the group. This means that whilst the others can remove themselves, you cannot remove yourself without first removing the others you have booked in. Since you cannot book in others if you are not already booked, if you, as the 'owner' of the group, scratch, then the others in the group will have to re-book themselves into the competition personally.

7. You can remove your name at any time up to your booked slot. If you do need to remove your name at a late stage then as a matter of courtesy to your playing partners please let them know. This is especially the case if removing yourself leaves him/her without any playing partners since they will need to re-book him/herself with another group.

### **B: At the Club**

1. You can also book a playing slot using the Club computer. This requires you to use your four digit security code.
2. Choose which competition you wish to enter using the up/down arrows. Click on the competition and enter your PIN. Select your slot and press enter. Your name will appear on the start sheet.
3. If you need to cancel at a later time go into the appropriate competition and follow the instructions.
4. 'Booking into a competition' updates in both directions - so you can book in at the Club and scratch from home and vice-versa if necessary.

### **C: Entering the Competition**

1. You have so far booked an entry slot. On the day of the competition you need to '**enter**'. Entry opens at 07.30. Prior to starting your round sign in on the Club computer using your PIN. The screen will show the entry fee and any options (for example the 2's club). Click those extra options you wish to enter and then finish signing in. The screen will show your entry has been accepted into the competition and what you owe.
2. Put the money in an envelope and into the fees slot in the usual way.

### **D: After Your Round**

1. Score entry is possible after 11.00. Click on 'enter score'. Enter your PIN and then enter your card, confirm your score and put the card in the score card box.
2. NOTE: If your handicap has reduced but this is not yet showing, press **REJECT** (ESCAPE). Correct your handicap and then enter your score.

If you have any problems please contact either the Secretary or Match Secretary.