

Dear WDCGA Representative,

For our 2022 golf season, the reps will update membership data on the website. Similar to last year, please follow the below instructions:

1. Log in to the website. You are logged in when you see “Account” on the green button at the upper right corner of the website.
2. Select member directory under the Account button. This will display the members of your club. You can only view and edit members of your club.
3. To view a member, select the view button below their name.
4. To edit their information, select the edit button.
5. If the player is not joining again, set their Membership Status to Inactive.
6. As a club rep, you are able to edit some of their information but not all their information.
7. Home address is not required for regular members and does not need to be entered. If the address is currently in the system, the state may need to be added. During the import some states were left blank.
8. To add a new member, select Add New Member from the Account button. Fill out the form and submit. When a new member is added, the treasurer and the wdcggolf@gmail.com will receive notification.
9. If you prefer to review their information on a spreadsheet, you can export the data using the export members button. Please note – **you cannot import from the spreadsheet**. All corrections need to be made within the website.
10. **Please review all members to ensure their information is correct, especially their email address.**

Thanks,
Jane Curtin
WDCGA Webmaster