

South of Scotland Fixture List Help

This document gives a step by step guide to entering fixtures on to the www.sosga.uk website.

Step 1

Go to the Draft Fixture list (year) in the drop down box labelled Draft Fixture List (Year). It is below the Fixtures menu item.



This brings you to the page below

Draft Fixture List 2017

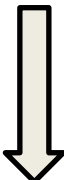
The draft fixture is based on last year's list with the dates updated so fixtures lie on the same day of the month. For example the Wigtown Motors Gents Open held on Sunday 8th May 2016 is earmarked for Sunday 14th May 2017, both on the second Sunday of May.

Fixture Secretaries may either email their fixture details or use the form accessed with the blue button (Fixture List Form) to confirm, confirm provisionally or delete their fixtures that are earmarked on the list. Amendments and additional fixtures may be notified using the Fixture List Form. Do not forget to press the **Submit** button. All responses using the form are logged directly into the database and may be viewed by clicking on the Form Responses button. Note the responses spreadsheet saves automatically every 5 minutes and thus entries will not appear instantly.

The easiest way to view the fixtures for a club is to enter the club name in the Search box where fixtures for the club are shown together. Click the small x in the search box to return to the initial state.

Clubs should respond before the AGM on 22nd November. The "confirm provisionally" has been added so that Fixture secretaries may respond prior to approval by their Club.

Last Updated 23 November 2016



Fixture List Form Form Responses

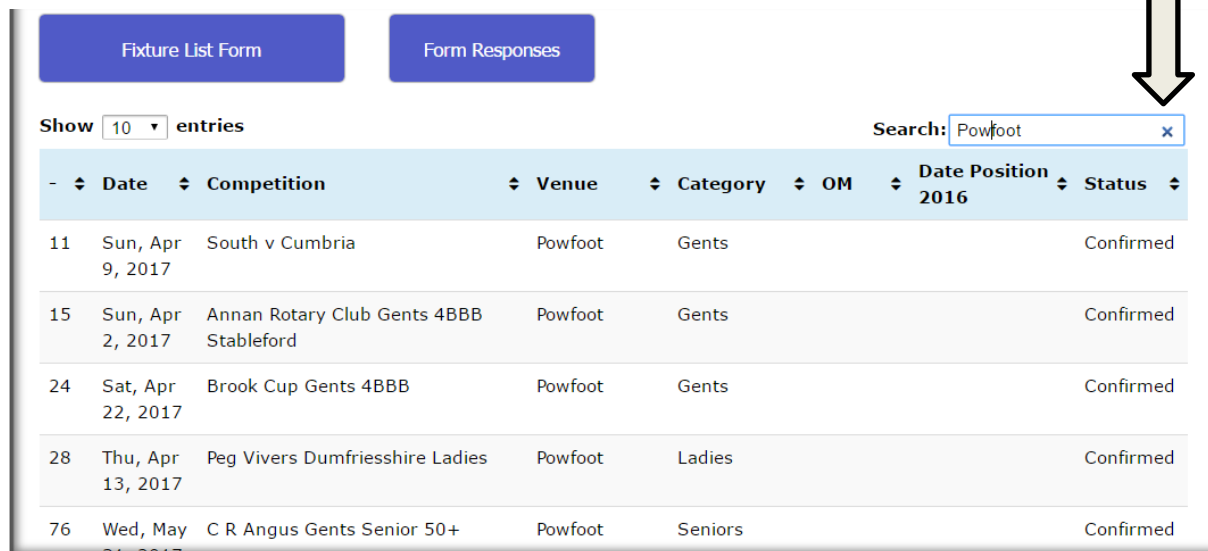
Show entries Search:

-	↕ Date	↕ Competition	↕ Venue	↕ Category	↕ OM	↕ Date Position 2016	↕ Status	↕
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Step 2

Next enter the name of your Club in the arrowed box. This should bring up the fixtures to be played at your course. Note the number in the first column for each of your fixtures.

The example shown below is for Powfoot. In this way you can simply check the date, description and status of your open fixtures. This table is updated every few days in the period up to the South AGM.



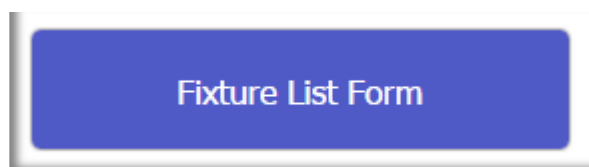
The screenshot shows a web interface with two buttons at the top: "Fixture List Form" and "Form Responses". Below them is a search bar containing "Powfoot" and a dropdown menu set to "10 entries". A table of fixtures is displayed with columns: Date, Competition, Venue, Category, OM, Date Position 2016, and Status. A yellow arrow points to a small "x" icon in the search bar.

	Date	Competition	Venue	Category	OM	Date Position 2016	Status
11	Sun, Apr 9, 2017	South v Cumbria	Powfoot	Gents			Confirmed
15	Sun, Apr 2, 2017	Annan Rotary Club Gents 4BBB Stableford	Powfoot	Gents			Confirmed
24	Sat, Apr 22, 2017	Brook Cup Gents 4BBB	Powfoot	Gents			Confirmed
28	Thu, Apr 13, 2017	Peg Vivers Dumfriesshire Ladies	Powfoot	Ladies			Confirmed
76	Wed, May 31, 2017	C R Angus Gents Senior 50+	Powfoot	Seniors			Confirmed

Note the small "x" under the arrow. Clicking the arrow restores the list to the original state.

Step 3

Next submit an entry for each of your opens. Click the button as shown below.

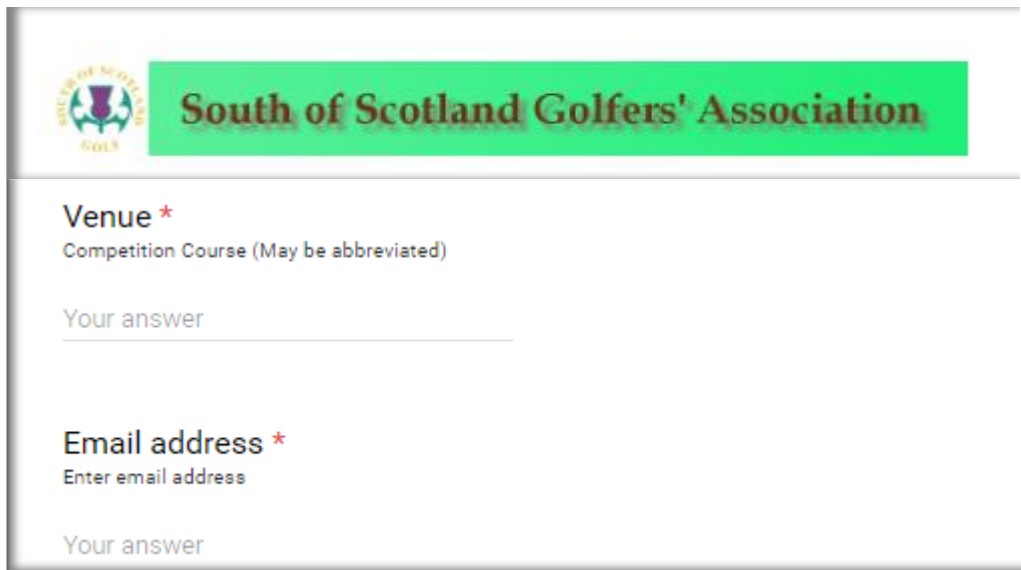


This takes you to the Fixture List Form shown below where you may send your notification/response. There are basically 4 tasks that may be done.

- Confirm a fixture is OK by confirming it,
- Amend the date of a fixture,
- Submit a new fixture, or
- Delete a fixture

Step 4

The first two fields "Venue" and "Email address" are mandatory. You may abbreviate the venue for example D & G for Dumfries & Galloway Golf Club.



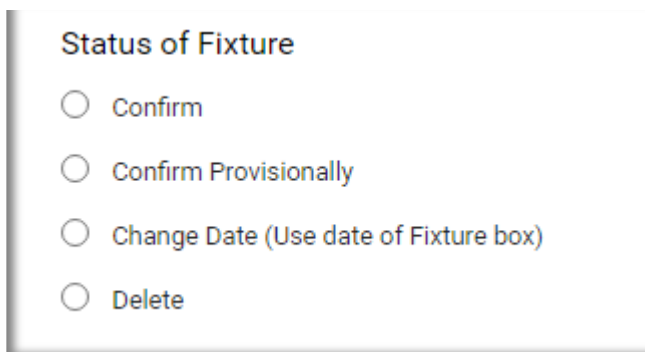
The screenshot shows the top of a web form for the South of Scotland Golfers' Association. At the top left is the association's logo, which features a shield with a golf club and the text "SOUTH OF SCOTLAND GOLFERS' ASSOCIATION". To the right of the logo is a green banner with the text "South of Scotland Golfers' Association" in a serif font. Below the banner are two input fields. The first is labeled "Venue *" and has a sub-label "Competition Course (May be abbreviated)". Below it is a text input field with the placeholder "Your answer". The second is labeled "Email address *" and has a sub-label "Enter email address". Below it is another text input field with the placeholder "Your answer".

Next enter the fixture number found in step 2, 30 in the case of the following example.

30	Sat, Apr 15, 2017	Border Cars Texas Scramble	Stranraer	Gents	Confirmed
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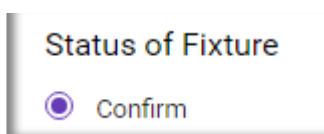
Step 5a

Next check one of the following circles



The screenshot shows a section titled "Status of Fixture" with four radio button options: "Confirm", "Confirm Provisionally", "Change Date (Use date of Fixture box)", and "Delete".

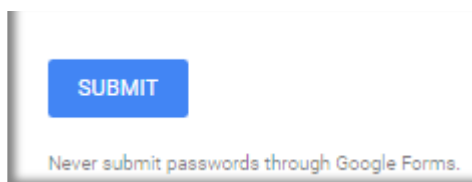
Confirm a fixture by clicking in the circle as shown below



The screenshot shows the "Status of Fixture" section with the "Confirm" option selected, indicated by a filled purple radio button.

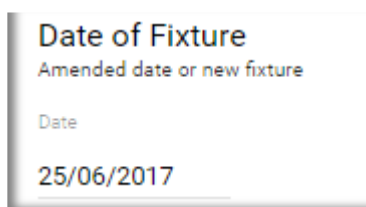
Step 6

Then remember to go to the bottom of the page and click the Submit Button



Step 5b

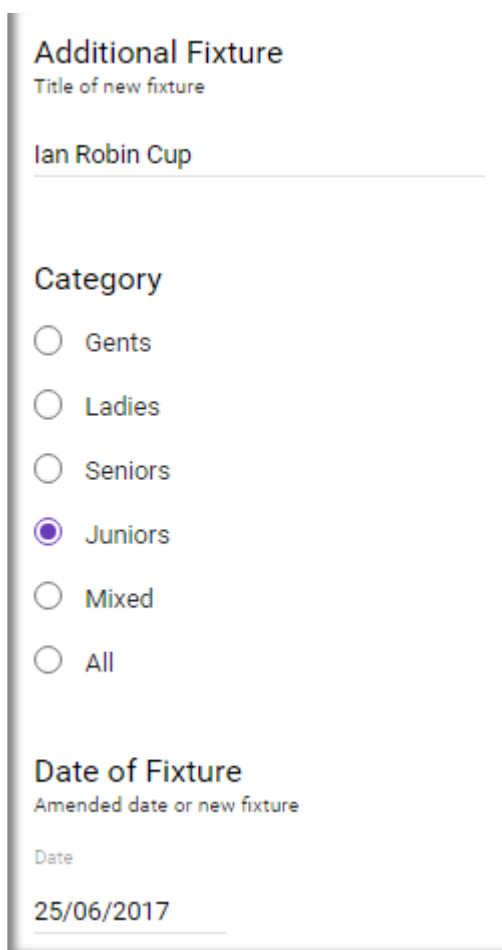
To amend the date of a fixture choose the Change date and enter the date as per the example below

A screenshot of a form field titled "Date of Fixture" with the subtitle "Amended date or new fixture". Below the title is a label "Date" and a text input field containing the date "25/06/2017".

And then click the Submit Button (Step 6)

Step 5c

To add a new fixture, fill in the 3 sections below. It is assumed that the venue will be the same as entered in question 1. A different venue may be entered as additional information.

A screenshot of a form titled "Additional Fixture" with the subtitle "Title of new fixture". The form contains three main sections: 1. A text input field for the title, containing "Ian Robin Cup". 2. A "Category" section with a list of radio button options: "Gents", "Ladies", "Seniors", "Juniors" (which is selected), "Mixed", and "All". 3. A "Date of Fixture" section with the subtitle "Amended date or new fixture", a "Date" label, and a text input field containing "25/06/2017".

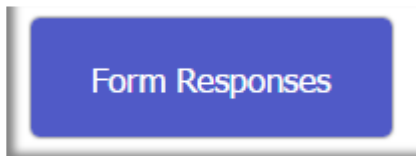
Remember to click the Submit Button. (Step 6)

Step 7

Click on the Back arrow at the top of your browser return to the draft fixture list page. To check your entries Responses Button.



window to click on the



This brings you to (only part of the sheet is shown below.)

Fixture List 2017 : Form Responses 2						
Timestamp	Venue	Email address	Number of	Status of Fixture	Amendment	Additional Fixture
9/21/2016 22:14:08						
9/22/2016 21:22:12	Dumfries and County	alan2056@btinternet.com	42	Change date		
10/6/2016 20:23:49	New Galloway	brownyboy@btinternet.com	73	Confirm		
10/6/2016 20:29:14	New Galloway	brownyboy@btinternet.com	90	Confirm		
10/6/2016 20:30:56	New Galloway	brownyboy@btinternet.com	240	Confirm		
10/6/2016 20:33:26	New Galloway	brownyboy@btinternet.com	274	Delete		
10/7/2016 19:05:23	Kirkcudbright	info@kirkcudbrightgolf.co.uk	33	Confirm		
10/7/2016 19:07:23	Kirkcudbright	info@kirkcudbrightgolf.co.uk	56	Confirm		
10/7/2016 19:08:43	Kirkcudbright	info@kirkcudbrightgolf.co.uk	62	Change date		14 May 2016
10/7/2016 19:09:18	Kirkcudbright	info@kirkcudbrightgolf.co.uk	93	Confirm		
10/7/2016 19:09:49	Kirkcudbright	info@kirkcudbrightgolf.co.uk	131	Confirm		
10/7/2016 19:10:33	Kirkcudbright	info@kirkcudbrightgolf.co.uk	161	Delete		
10/7/2016 19:11:26	Kirkcudbright	info@kirkcudbrightgolf.co.uk	218	Confirm		
10/7/2016 19:12:03	Kirkcudbright	info@kirkcudbrightgolf.co.uk	251	Confirm		
10/7/2016 19:12:31	Kirkcudbright	info@kirkcudbrightgolf.co.uk	296	Delete		
10/7/2016 19:13:11	Kirkcudbright	info@kirkcudbrightgolf.co.uk	306	Confirm		
10/7/2016 19:13:57	Kirkcudbright	info@kirkcudbrightgolf.co.uk	327	Confirm		
10/7/2016 19:14:47	Kirkcudbright	info@kirkcudbrightgolf.co.uk	349	Confirm		
10/7/2016 19:15:19	Kirkcudbright	info@kirkcudbrightgolf.co.uk	354	Confirm		

Scroll to the bottom of the sheet to view the latest entries which should be yours. You may not see all of them as the spread sheet is automatically saved every 5 minutes.

Step 8

Now ensure you have a hyper link on your fixtures page. The link is <http://www.nggc.uk/sosga.uk/sosga/>