



Online Signup/Renewal Portal for SCGA CLUBS

An Overview

WHAT IS IT?

An SCGA technology solution that allows your club to provide ONLINE signup/renewal to current and potential members.

WHY DO I NEED IT?

Online signup/renewal is a faster and more convenient way to add new members or renew current members to your club.

HOW DO I GET IT?

Signup for this service or learn more at scga.org/access and we'll get you setup!




HOW IT WORKS



6 EASY STEPS

STEP 1 - DIRECT GOLFERS TO YOUR CLUB PORTAL

- Add a link directly from your club website (if applicable)  
- A link will be available directly from scga.org on SCGA club signup page (unless club doesn't want this display)

CLUBS WITH ONLINE REGISTRATION

Club Name	Fees	Join/Renew
⊕ Alondra Park Men's Golf Club	\$80.00	Join/Renew Now!
⊕ Altadena Golf Club	\$75.00	Join/Renew Now!
⊕ Altadena Senior Men's Club	\$60.00	Join/Renew Now!



- Or send an email blast to your members with a link to access your club portal.

*All Routes are a great way to easily accomplish 2017 Member Renewal
Open Enrollment starts October 1*

STEP 2 - MEMBER LOOKUP

Current and prospective club members land on your club portal page and are prompted to:

- Input their GHIN number if they have ever had one
- Lookup their GHIN number if they've forgotten it

The screenshot shows a website interface for joining or renewing a membership at Alondra Park Men's Golf Club. At the top, there are navigation links: SIGN IN, CONFIRM PROFILE, SELECT MEMBERSHIP, and CHECKOUT. Below this, the user is prompted to 'Join/Renew your membership' at 'Alondra Park Men's Golf Club'. A question is asked: 'Have you ever had a GHIN number?'. There are three radio button options: YES (selected), NO, and I DON'T KNOW. Below this is a text input field for the 'GHIN number:' with a 'CONTINUE' button. If the user selects 'Forgot your GHIN Number?', a message says 'No problem, let's see if we can find you:'. This leads to a form with three fields: 'First Name:', 'Last Name:', and 'State:'. The 'State' dropdown is currently set to 'California'. A 'FIND ME' button is located below the form.

Join/Renew your membership
Alondra Park Men's Golf Club

Have you ever had a GHIN number?

YES NO I DON'T KNOW

GHIN number:

CONTINUE

Forgot your GHIN Number?

No problem, let's see if we can find you:

First Name:

Last Name:

State: California

FIND ME

STEP 3 – INPUT MEMBER DATA

- Members/Prospective Members are asked for critical info
- Form Pre-populates data from GHIN for an existing Member, including those transferring from another club
- Data fields allow you to quickly add new members to GHIN without paper forms or manual data entry!

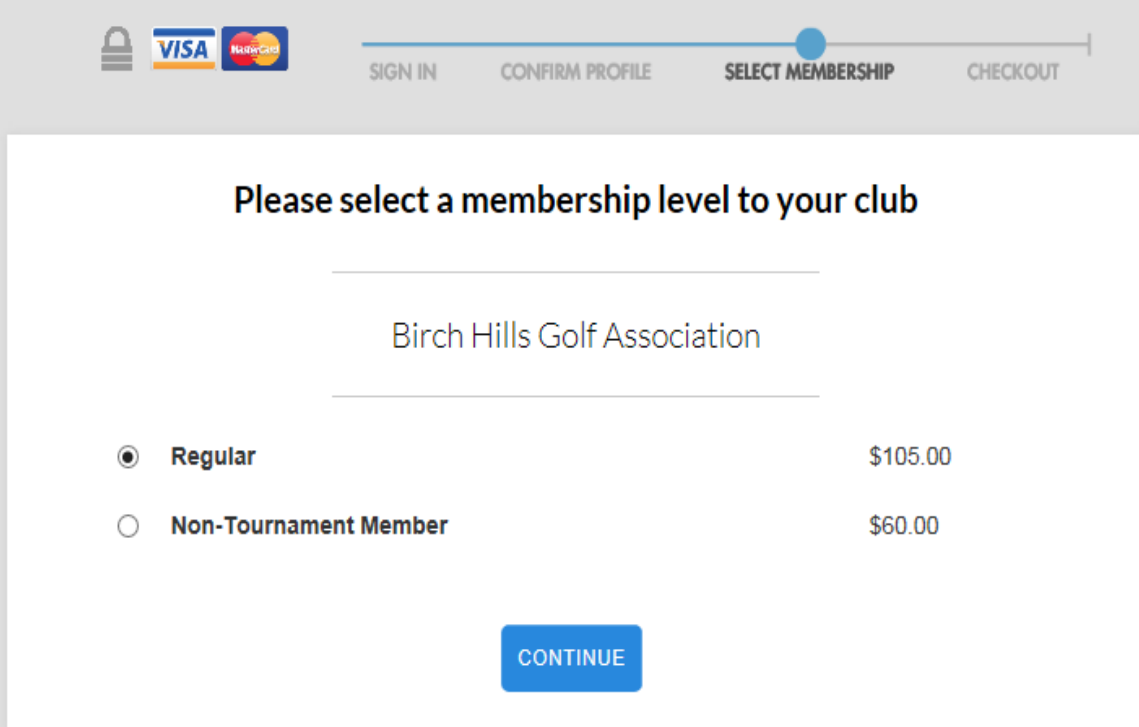
The screenshot shows a web form for completing a profile. At the top, there are logos for VISA and MasterCard, and a progress bar with steps: SIGN IN, CONFIRM PROFILE (highlighted), SELECT MEMBERSHIP, and CHECKOUT. The form title is "Please complete your SCGA/GHIN profile" for "Alondra Park Men's Golf Club". The form fields are as follows:

GHIN Number:	***7820
First Name:	Maxwell
Last Name:	Rockatansky
Gender:	Male <input type="checkbox"/>
Address:	1234 Main St
Add'l Address:	
City:	Studio City
State:	California <input type="checkbox"/>
Zip:	91604
Phone:	(555) 555-5555
Email:	koconnor@scga.org
Date of Birth:	Sep <input type="checkbox"/> 03 <input type="checkbox"/> 1996 <input type="checkbox"/>

A blue "CONTINUE" button is located at the bottom right of the form.

STEP 4 – SELECT CUSTOM CLUB OPTIONS

- Provide tiered membership options
- Discount your membership based on time of year, age, new/renewal, gender
- Auto-approval option for new members or enforce an application review process



The screenshot shows a web interface for selecting a membership level. At the top, there is a navigation bar with a lock icon, VISA and MasterCard logos, and a progress bar with four steps: SIGN IN, CONFIRM PROFILE, SELECT MEMBERSHIP (highlighted with a blue dot), and CHECKOUT. Below the navigation bar, the main content area has a heading "Please select a membership level to your club". Underneath, there is a text input field containing "Birch Hills Golf Association". Below the input field, there are two radio button options: "Regular" with a price of "\$105.00" and "Non-Tournament Member" with a price of "\$60.00". At the bottom right of the form, there is a blue "CONTINUE" button.

Membership Level	Price
<input checked="" type="radio"/> Regular	\$105.00
<input type="radio"/> Non-Tournament Member	\$60.00

STEP 5 - AUTO-RENEW

- Individual decides whether to sign-up for auto-renewal during checkout process
- All members that select to auto-renew their membership are sent emails four and two weeks before processing of their credit card, detailing proposed charge and giving them opportunity to opt-out
- Simple checkout process
- Visa/Mastercard accepted

Please provide your billing information

Birch Hills Golf Association

	Description	Amount
Birch Hills Golf Association	Regular	\$69.00
Southern California Golf Association	Membership	\$36.00
Total Due		\$105.00

Promo Code

APPLY

Auto-renew my Birch Hills Golf Association membership annually

My card will be charged, on 10/06 of each year for this club. Prices are subject to change.

Billing information same as member information.

Name on Credit Card:

Firstname

Lastname

Billing Address:

City:

State: California

Zip Code:

Email:

Card Number:

Expiry Date: 01 - Jan

, 2016

CVV:

STEP 6 – Receive instant email confirmation

Member Notified



Club Contact Notified



CLUB DUES



SIMPLIFY THE PROCESS

- SCGA handles the transaction and collects the monies. SCGA will keep its portion (\$36).
- SCGA Billing statements to club take into account commerce portal transactions. (2017 real-time/same month).
- Transaction records to confirm which members paid using this are available via the “Golf Nations” admin portal at any time.
- **The SCGA is absorbing all credit card fees in connection with the membership portal.**



Breakdown of Payment to Club

- Dues collected by SCGA during month: \$630
- SCGA dues kept by SCGA (6*\$36) = \$216
- Club receives differences **\$414** (\$630-\$216)
- “Payment” of \$216 will be acknowledged on the next month’s club invoice (i.e. dues collected during January will appear on February 1 invoice)
- All Club Dues collected in a given month will be sent to the club the first week of the following month (Example: dues collected in January will be sent first week of February)

Transaction Report

08/01/2015 12:00 AM To 08/31/2015 11:59 PM

1 - 6 of 6 (6 Total)

TRANSACTION REPORT						
Type	Status	ID	Customer	Details	Time	Amount
Card Capture	Approved	2782144553 1234	John Huntington matt.huntington3@gmail.com	5...8124	8/16/2015 3:39:27 PM	105.00
Card Capture	Approved	2782308052 1234	Rob Kuehn robkuehn@hotmail.com	4...4660	8/16/2015 9:05:06 PM	105.00
Card Capture	Approved	2783383900 1234	James Ridenour Jim.ridenour@yahoo.com	5...1361	8/17/2015 4:47:09 PM	105.00
Card Capture	Approved	2783458064 1234	Clifford Aichele Smeech34@charter.net	4...0601	8/17/2015 6:19:04 PM	105.00
Card Capture	Approved	2784082164 1234	Mike Moraitis cantsk8@aol.com	4...6064	8/18/2015 8:34:22 AM	105.00
Card Capture	Approved	2784586168 1234	Michael K Vaughn mike.v@verizon.net	5...3521	8/18/2015 6:26:27 PM	105.00

1 - 6 of 6 (6 Total)

- Microsoft Excel (.xls)
 - Comma Separated Value (.csv)
- Format: Original Format [View Format](#)

[Download Transactions](#)

Each transaction for the entire month listed and provided to the club

Example Monthly Distribution Check to Club

 SOUTHERN CALIFORNIA GOLF ASSOCIATION®	2815
Date	April 5, 2017
Pay to the Order of	El Dorado Men's Golf Club
	\$ 414.00
	Four hundred fourteen and 0/100 Dollars
Memo	March 2017 Online Dues
⑆ 85871713 ⑆ 18635887571⑆ 11638	



LET'S GET STARTED

YOUR PASSION. OUR PURPOSE.

SCGA
SOUTHERN CALIFORNIA GOLF ASSOCIATION



Step 1: Signup or learn more at scga.org/access

This does not require an entire club to participate. We realize some people will pay in traditional manner and not via the internet.



Step 2: The SCGA will setup your online portal and contact you to set up custom club features

You can select applicable membership tiers and discounts and your preferred approval process



Step 3: The SCGA will send you a URL link that you can add to the home page of your club's website (if applicable)

The link to your portal is also available at scga.org