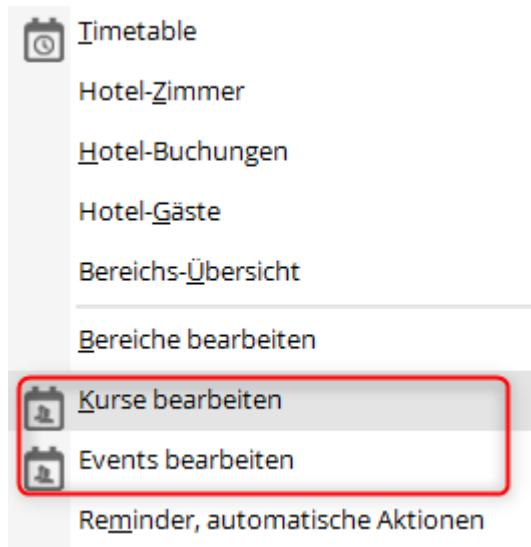


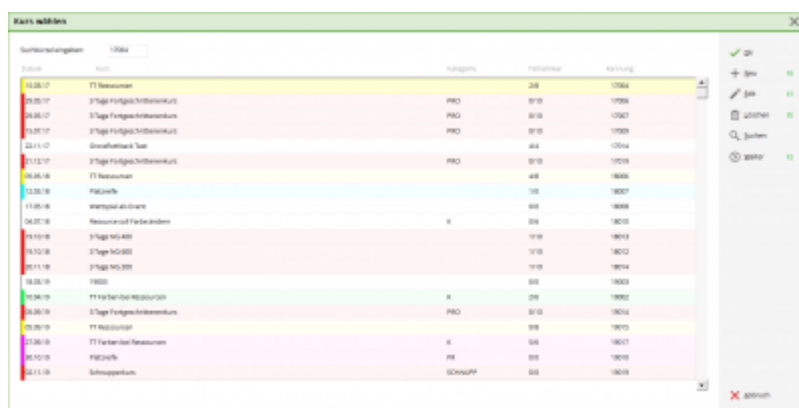
# Course & Event Management

The event module is identical to the course module with one small exception.

The course module can be accessed via the menu item **Timetable** menu item:



If you select the menu item Edit courses, the overview window for the courses appears, in which you can Create, edit or delete courses:



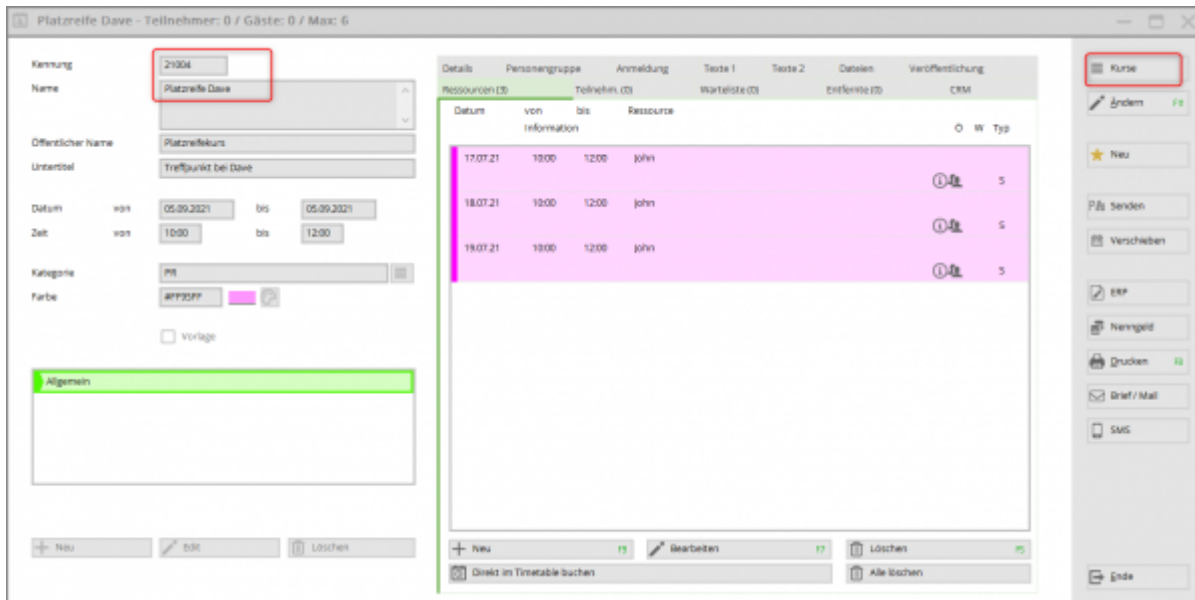
A screenshot of a window titled 'Kurs wählen'. It displays a table with columns: Datum, Kurs, Kategorie, Teilnehmer, and Gebühr. The table contains several rows of course data. On the right side, there are icons for 'OK', 'Ja', 'Nein', 'Abbrechen', and 'Abmelden'.

Datum	Kurs	Kategorie	Teilnehmer	Gebühr
11.03.17	TT Ressourcen		28	1004
20.03.17	3Tage Fortgeschrittenkurs	PRO	1718	1000
26.03.17	3Tage Fortgeschrittenkurs	PRO	1718	1000
03.07.17	3Tage Fortgeschrittenkurs	PRO	1718	1000
22.11.17	Grundkurs Teil		44	1004
01.02.17	3Tage Fortgeschrittenkurs	PRO	1718	1000
05.03.18	TT Ressourcen		44	1004
22.03.18	PK2016		110	1007
17.03.18	Wettbewerbssport		110	1008
04.07.18	Reise nach Fort-Linden	K	110	1010
14.10.18	3Tage NG 400		110	1013
14.10.18	3Tage NG 400		110	1013
04.11.18	3Tage NG 200		110	1014
14.03.19	1800		110	1003
14.04.19	TT Fortschritt Ressourcen	K	218	1002
20.03.19	3Tage Fortgeschrittenkurs	PRO	1718	1004
09.09.19	TT Ressourcen		110	1015
22.03.19	TT Fortschritt Ressourcen	K	110	1017
01.10.19	PK2016	PK	110	1019
22.11.19	Schnupperkurs	SCHNUPP	110	1019

## Link event with betting game

When an event is created, it can often happen that a small betting game is held. So that this event does not have to be created twice, this can be linked.

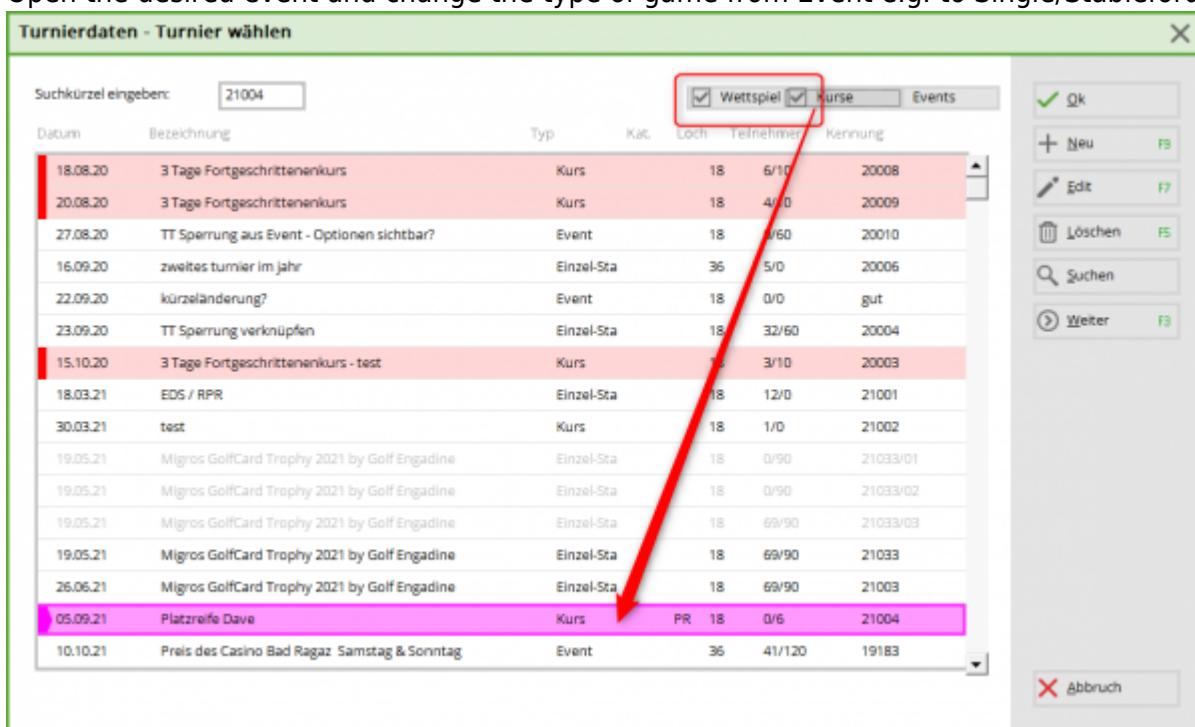
1.create event

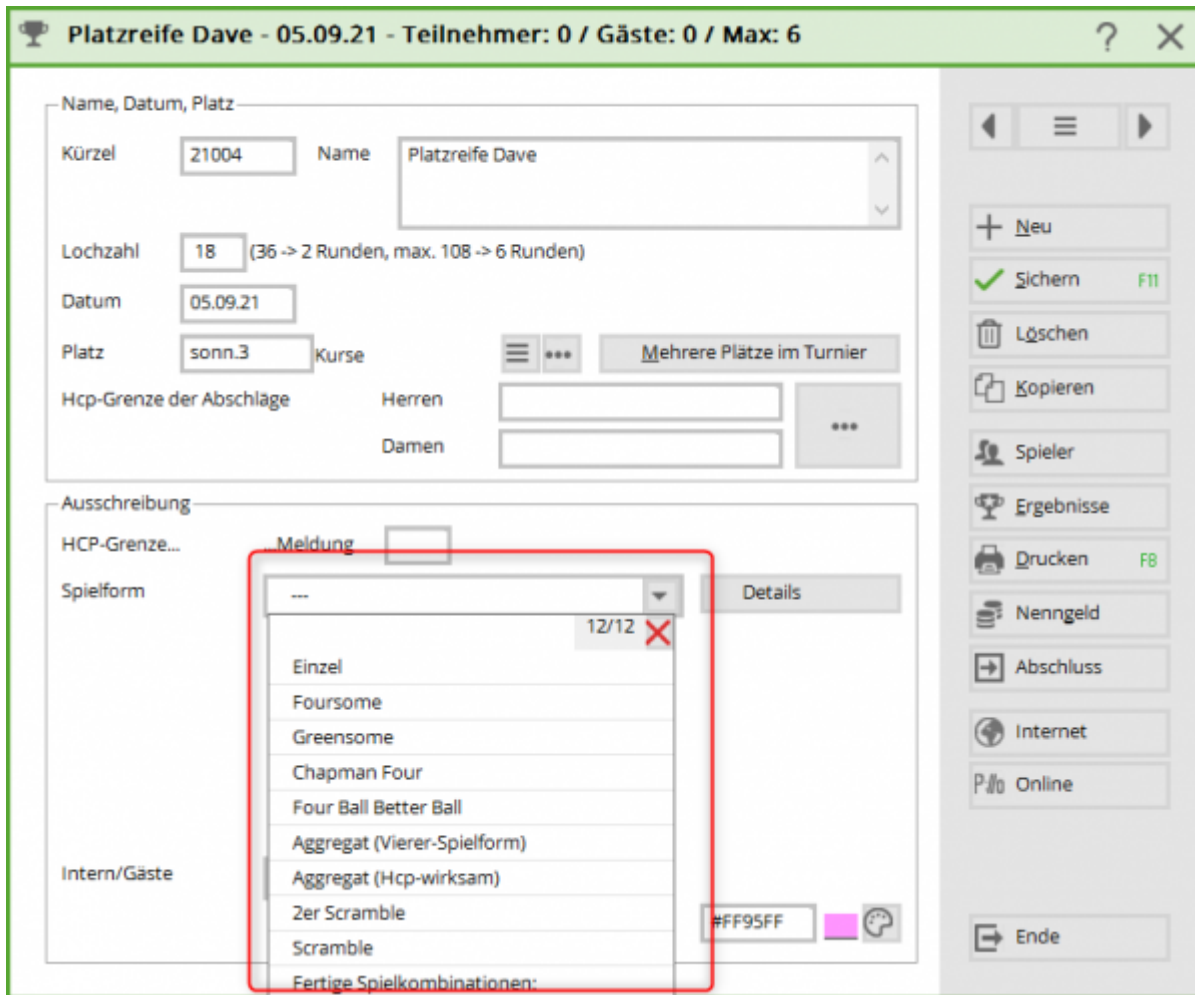


Open the trophy and tick the Events box.

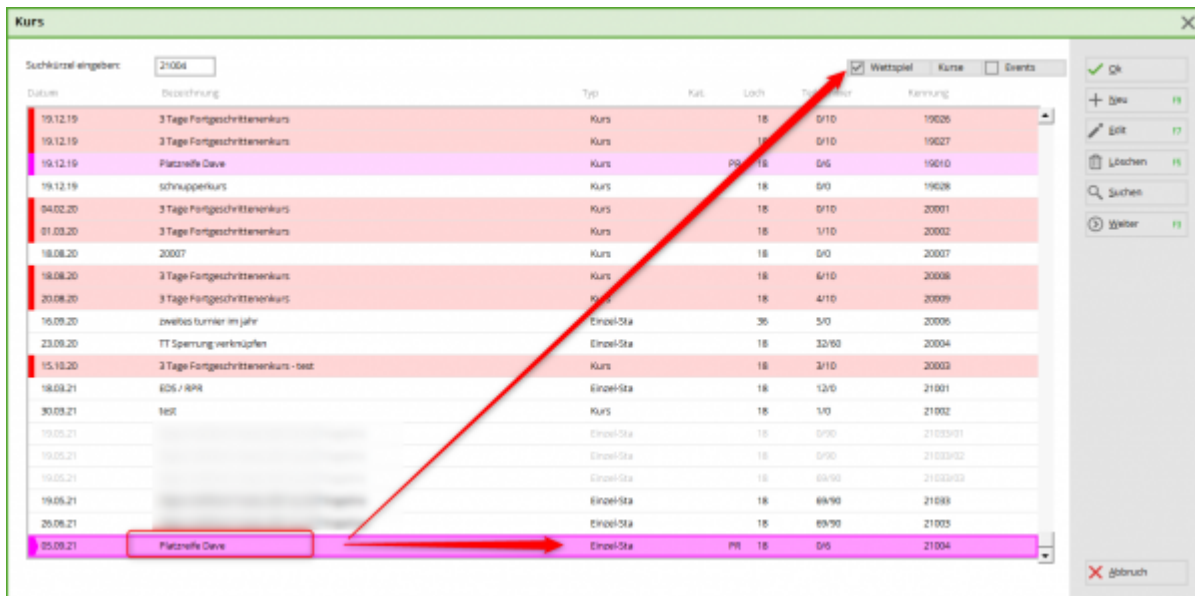


Open the desired event and change the type of game from Event e.g. to Single/Stableford. Save

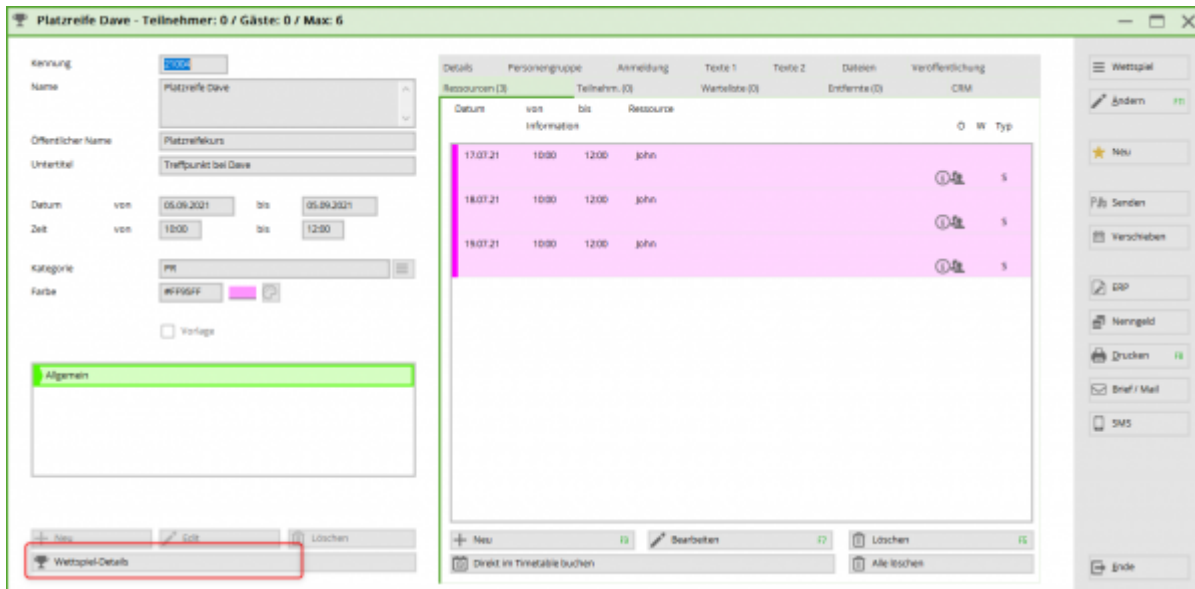




The event is now mainly to be found under the betting games, but can also be opened here with the check mark for betting game in events.



5. the menu item „Betting games“ has been integrated for easier switching.



## Admission depending on event participants / timetable resource

You can find the instructions here: [Event management](#)

## Create a new course or event

### Basic settings

Via the button **NEW** button opens the following window. Many entries are analogous to the tournament administration and will certainly be familiar to you. However, a short description of the fields follows:

**Kurs neu anlegen**
✕

Auf dieses Datum setzen:  1

Bei Bedarf Vorlage wählen: 2

- ★ Kurs neu (leer) erzeugen 3
- 📄 Kurs vom gerade gewählten kopieren 4
- 3 Tage Fortgeschrittenenkurs
- TT Farben bei Ressourcen
- TT Ressourcen

Ressourcen auch kopieren 5

Duplizieren obwohl auf dasselbe Datum kopiert wird 6

✓ OK
✕ Abbruch

1. set to this date: **Important** Enter the date of the new event here. PcCaddie will then use this to check the resources.

2. edit template: The template can be edited or deleted.

3. create (new) course: A completely empty course/event is opened.

4. from currently selected: The settings of the selected course/event are taken over. Below this, all templates are listed.

5. also copy resources: Checked - resources will be copied. Uncheck - resources will not be copied

## Course mask

**Kurs - Teilnehmer: 0 / Gäste: 0 / Max: 6**

Kennung: 19010  
 Name: Platzreife Dave  
 Öffentlicher Name: Platzreifekurs  
 Untertitel: Treffpunkt bei Dave  
 Datum: von 19.12.2019 bis 19.12.2019  
 Zeit: von 10:00 bis 12:00  
 Kategorie: PR  
 Farbe: #FF95FF  
 Vorlage

Allgemein

+ Neu   Edit   Löschen

Warteliste (0)		Entfernte (0)		CRM
Details	Personengruppe	Anmeldung	Texte 1	Texte 2
Teilnehmer	min.	3	max.	6
davon Gäste		6		
Internet	max.	6		
davon Gäste		6		
Warteliste	max.	2		
davon Gäste		2		
Veranstalter				Wahl
Platz	sonn.3	Kurse		
Ort	Driving Range			
Preisinfo	CHF 250			

Kurse  
 Ändern F11  
 Neu  
 Senden  
 Verschieben  
 ERP  
 Nenngeld  
 Drucken F8  
 E-Mail  
 SMS  
 Ende

**Identifier:**

The identifier is automatically assigned consecutively by PC CADDIE.

**Name:**

Enter the name of the new course here. Z. E.g. Pro Tim taster course - or place release course

**Public name:**

Here you have the option of entering a different course name for the online presentation. If, for example, you have entered „Taster course from Pro Tim“ for the name, you can now specify here that this course is only displayed as „Taster course“ on the homepage.

**Subtitle:**

In addition to the name, further information can be entered here. If it is an exercise course, the type of course can be entered here. - short game - long game - special

You will then also find this information online.

Datum	Veranstaltung	Gäste
Dez. 2019 <b>19</b> Donnerstag 10:00	<b>Platzreifekurs</b> Treffpunkt bei Dave	

## Date:

Here you can enter the date on which the course should take place. If it is a course that only takes place once, enter the same date in both date fields. However, it can also be a course that takes place on several dates, in which case the date of the first and the date of the last date must be entered here.

Datum	Veranstaltung	Gäste
	Platzreifekurs Treffpunkt bei Dave	

## Time:


Start and end of the course

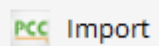
## Category:


Newly, unlike in the tournament, there is now a selection window for the categories. Categories can be selected, created, edited and deleted here. If there are already categories in PC CADDIE://online that are not visible here, they can be deleted with the button **From Online** button to retrieve and import them.

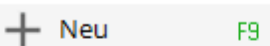
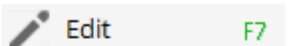
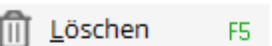
### Eventkategorien

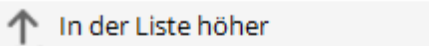

<input type="checkbox"/>	Guter Name	HM
<input type="checkbox"/>	Schnupperkurs	SCHNUPP
<input type="checkbox"/>	Tur	TUR
<input type="checkbox"/>	Event	EVENT
<input checked="" type="checkbox"/>	Platzreife	PR
<input type="checkbox"/>	Pro	PRO

 OK



 Abbruch

 **+** Neu F9  Edit F7  Löschen F5

 In der Liste höher  In der Liste tiefer

Via the button **NEW** button, the following window appears in which you can enter a new category:

**Eventkategorie** ✕

Geben Sie die Eventkategorie ein:

Kennung: 1

Beschreibung: 2

Farbe:

Online-Kat.: 3

✓ OK

✕ Abbruch

(1) Category identifier: Enter an identifier for the category here.

If you also want to use this category online, this identifier may only consist of one letter. When retrieving PC CADDIE://online categories, existing categories are overwritten with the same abbreviation.

(2) Description: Please enter the name of the category here.

(3) Please select here whether this category can also be used online.

If an abbreviation is assigned again during entry, you will receive the following error message:

**ACHTUNG** ✕

Diese Kennung existiert bereits!

✓ OK

### Colour:

Assign a colour here to mark the courses differently.

Farbe

### Template

If checked, this course/event will serve as a template for you in the future. You can find examples here:



## Details

Warteliste (0) Entfernte (0) CRM

Details Personengruppe Anmeldung Texte 1 Texte 2 Dateien Veröffentlichung Ressourcen (3) Teilnehm. (0)

Teilnehmer min. 3 max. 6



davon Gäste 6

Internet max. 6 1



davon Gäste 6

Warteliste max. 2

davon Gäste 2



Veranstalter   

Wahl

Platz 2  Kurse  

Ort 3


Preisinfo 4

Kurse

Ändern F11

Neu

 Senden

Verschieben

ERP

Nenngeld


Drucken F8

E-Mail

SMS

Ende

(1) In the upper part of the form you can enter the number of participants for members and guests. Also enter the permitted number of internet registrations and, if desired, the number on the waiting list. This information is identical to the tournament settings.

(2) **Organiser:** Enter a corresponding search abbreviation here (if required) or select a person via the list selection button. 

(3) **Place:** Enter the location of the course here, e.g. driving range or putting green, etc.

(4) **Price info:** Here you can enter price information for members and guests.

## Group of people

Warteliste (0) Entfernte (0) CRM

Details **Personengruppe** Anmeldung Texte 1 Texte 2 Dateien Veröffentlichung Ressourcen (0) Teilnehm. (0)

Geschlecht

- Männlich
- Weiblich

Altersklassen

- Alle
- AK12 (Kinder bis 12)
- AK14 (Kinder bis 14)
- AK16 (Jugend bis 16)
- AK18 (Jugend bis 18)
- Erwachsen ohne höhere AK
- AK30
- AK50
- Sonstige Altersklassen
  - Herren von  bis
  - Damen von  bis

Gästegruppe: (keine Einschränkung)

Erforderliche Zusatzinfo, die für die zulässigen Personen hinterlegt sein muss:

HCP-Grenzen definieren

Kurse

- Sichern F11
- ★ Neu
- Senden
- Verschieben
- ERP
- Nenngeld
- Drucken F8
- E-Mail
- SMS
- Ende

## Gender

Select the gender of the admitted group of persons here.

## Age classes

Select the appropriate age category here, if required.

or

enter the age class via **Other age groups** to enter the relevant information.

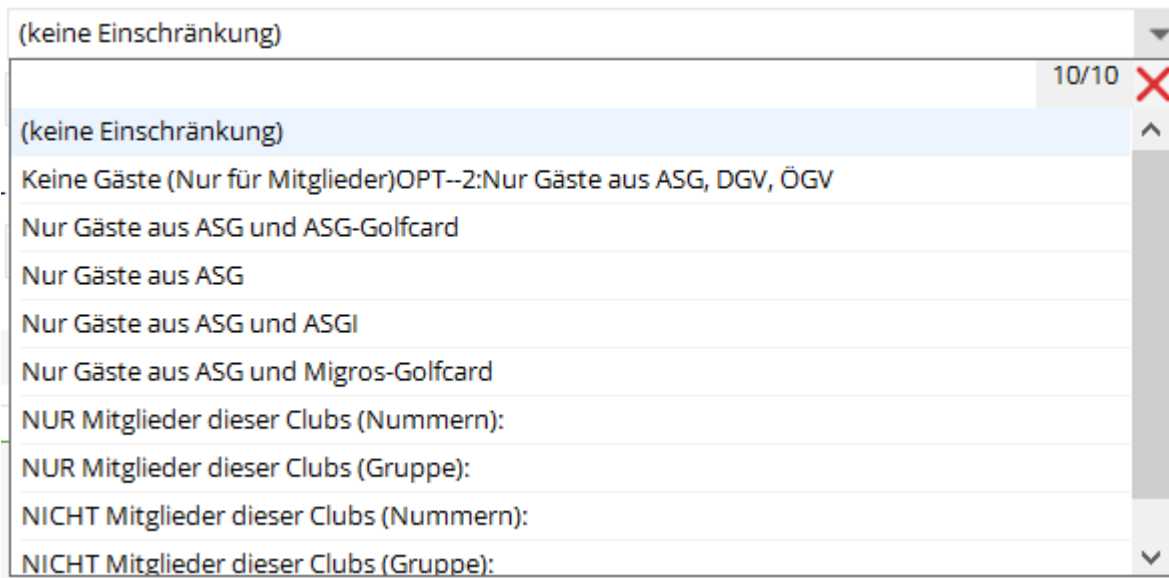
Sonstige Altersklassen

Herren von  bis

Damen von  bis

## Guest group

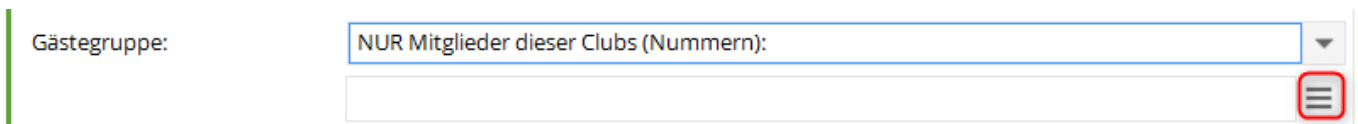
Here you have the possibility to set various restrictions for guests in order to select for an online registration:



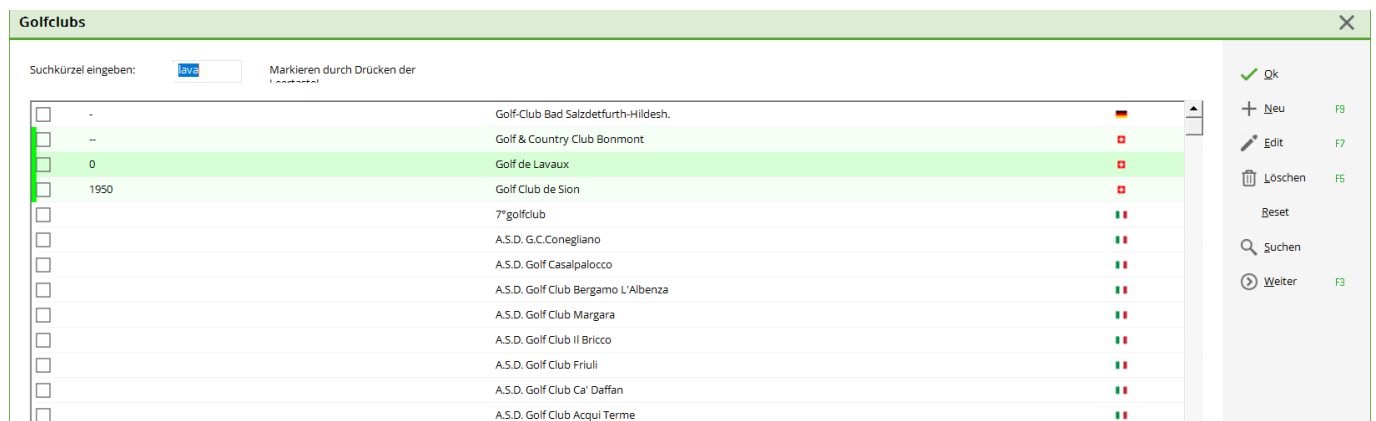
A dropdown menu showing various restriction options for guest groups. The current selection is "(keine Einschränkung)". The menu is open, showing a list of options. A "10/10" indicator and a red "X" icon are visible in the top right corner of the dropdown. A red box highlights the list selection button in the bottom right corner.

- (keine Einschränkung)
- Keine Gäste (Nur für Mitglieder)OPT--2:Nur Gäste aus ASG, DGV, ÖGV
- Nur Gäste aus ASG und ASG-Golfcard
- Nur Gäste aus ASG
- Nur Gäste aus ASG und ASGI
- Nur Gäste aus ASG und Migros-Golfcard
- NUR Mitglieder dieser Clubs (Nummern):
- NUR Mitglieder dieser Clubs (Gruppe):
- NICHT Mitglieder dieser Clubs (Nummern):
- NICHT Mitglieder dieser Clubs (Gruppe):

If you select an option here that requires a number, then the corresponding club number must also be entered in the adjacent field. However, you can also select this club via the list selection button:



A form with a label "Gästegruppe:" and a dropdown menu. The dropdown menu is open, showing the option "NUR Mitglieder dieser Clubs (Nummern):". A red box highlights the list selection button in the bottom right corner.



A dialog box titled "Golfclubs" with a search bar and a list of golf clubs. The search bar contains "lava". The list shows various golf clubs with checkboxes and flags. A red box highlights the list selection button in the bottom right corner.

Suchkürzel	Clubname	Land
-	Golf-Club Bad Salzdettfurth-Hildesh.	DE
--	Golf & Country Club Bonmont	FR
0	Golf de Lavaux	CH
1950	Golf Club de Sion	CH
	7 <sup>o</sup> golclub	IT
	A.S.D. G.C.Conegliano	IT
	A.S.D. Golf Casalpalocco	IT
	A.S.D. Golf Club Bergamo L'Albenza	IT
	A.S.D. Golf Club Margara	IT
	A.S.D. Golf Club Il Bricco	IT
	A.S.D. Golf Club Friuli	IT
	A.S.D. Golf Club Ca' Daffan	IT
	A.S.D. Golf Club Acqui Terme	IT

## Required additional info

Here you can specifically define the registration for a group of people. Via the [additional info](#) in the person mask, you can assign an identifier to individual persons and allow them to register here accordingly.

If several additional information items are permitted for registration, please separate them with a **comma** (means: either or)

Erforderliche Zusatzinfo, die für die zulässigen Personen hinterlegt sein muss:

SCHNU, nt18

If 2 additional pieces of information must apply at the same time for the registration, separate with **semicolon** (means that both additional information must apply to the persons).



Example for single additional info: Useful if you offer a follow-up course to a beginner's course in which only the participants of the beginner's course may take part. of the beginners' course may take part. Assign the additional information „EIN2015“, for example, and store it for each participant. In the follow-up course you can now enter the **Required additional info** EIN2015 and only persons with this additional information can register for the follow-up course.

## Define HCP limits

If there are HCP limits for a course, these can be defined via the button **Define HCP limits** button:

### HCP-Grenzen

Allgemeine HCP-Untergrenze	<input type="text" value=" "/>	<input type="button" value="OK"/>
Allgemeine HCP-Obergrenze	<input type="text" value="--"/>	<input type="button" value="Abbruch"/>
HCP-Obergrenze für Gäste	<input type="text" value="--"/>	
HCP-Grenzen für Mitglieder		
Herren	<input type="text"/>	bis <input type="text"/>
Damen	<input type="text"/>	bis <input type="text"/>
HCP-Grenzen für Gäste		
Herren	<input type="text"/>	bis <input type="text"/>
Damen	<input type="text"/>	bis <input type="text"/>

## Registration

Set the time periods for online registration here:

Warteliste (0)	Entfernte (0)	CRM						
Details	Personengruppe	Anmeldung	Texte 1	Texte 2	Dateien	Veröffentlichung	Ressourcen (3)	Teilnehm. (0)
Anmeldung möglich		ab	..		Uhr			
		bis	..		Uhr			
Gäste		ab	..		Uhr			
Längere Anmeldung im Club vor Ort (optional)		ab	..		Uhr			
		bis	..		Uhr			
Spezialautorisierung		PIN						
		von	..	bis	..			
Personen pro Anmeldung		min.		max.				
<input type="checkbox"/> Abmeldung online möglich		bis	..		Uhr			
<input type="checkbox"/> Online-Anmeldung NUR über PC CADDIE//online								
<input type="checkbox"/> Anmeldung gesperrt (nur mit speziellen Rechten möglich)								
Spieler üblicherweise gegen das Intranet prüfen								
Erweiterte Anmelderegeln definieren								
Anmelde-Optionen definieren								

- ☰ Kurse
- ✎ Ändern F11
- ★ Neu
- PCC Senden
- 📅 Verschieben
- 📄 ERP
- 📦 Nenngeld
- 🖨️ Drucken F8
- ✉️ E-Mail
- 📱 SMS
- 🏠 Ende

## Registration possible

Enter the date from and until when registration may take place.

## Guests

If there is a different registration deadline for guests, this must be noted here.

## Longer registration on site (optional)

If you would like to end the online registration, but still allow on-site registration or registration by telephone, you can longer, you can enter this here accordingly. This will appear online.

## Special authorisation

With a PIN assignment, you can enable a special registration for members or guests. Here you can give people a PIN and this PIN allows them to log in during the specified period. This is practical if you want to allow these persons to log in before the log-in date set in the tab above or if they are only

allowed to log in to a specific group.

## Persons per registration

If it is possible for a person to register other persons at the same time, you can enter the corresponding selection here. enter the corresponding selection here.

## Enable deregistration online

Enable deregistration online if the basic settings in the Club Manager are set differently. Otherwise, the basic settings apply.

## Online registration ONLY via PCCADDIE://online

Online registration only possible via own homepage or app

## Registration blocked (only possible with special rights)

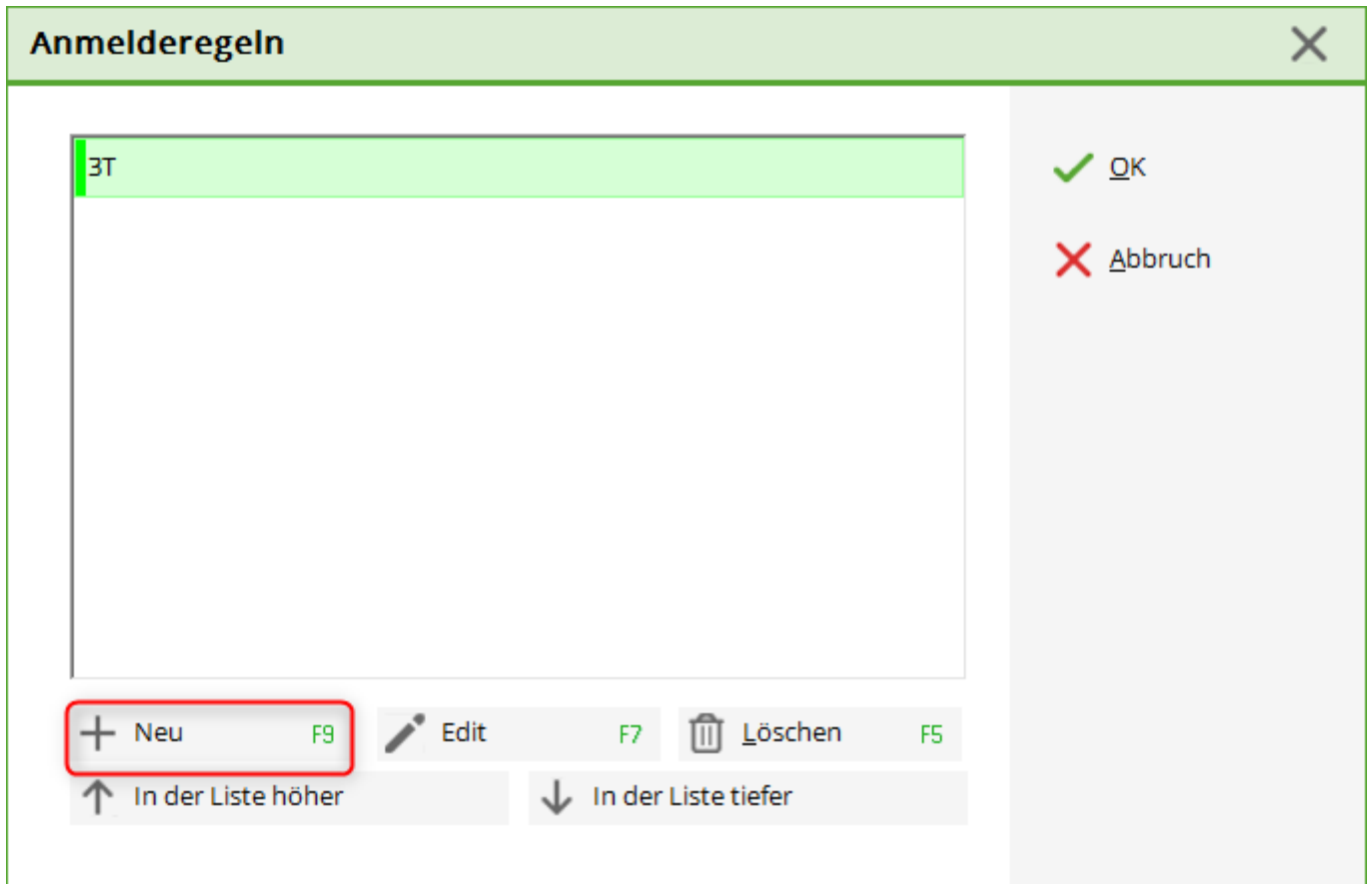
This refers to the special authorisation.

## Players usually check against the intranet

Spieler üblicherweise gegen das Intranet prüfen	^
keine Intranet-Prüfung bei Anmeldungen nötig	
Anmeldung nur mit Vor- und Nachname (ohne Intranet-Prüfung - Doubletten möglich!)	v

## Define extended filing rules

Via the button **Define extended registration rules** button, the following window appears



Here it is possible to set different rules for a registration. How many courses a player may take at the same time or whether a guest can book this course at most once a year.

Open via the button **NEW** button to open the next window and set the desired options. Here in the screenshot, a rule for the maximum registration for 3 course dates in 2015 is set as an example:



## Define login options

Do you still have different queries for your customers during registration? Via the button **Login options** you can set comprehensive query options:

Kurs bearbeiten - Teilnehmer: 0 / Gäste: 0 / Max: 30

Kennung: 17001  
Name: Schnupperkurs von Pro Tim  
Öffentlicher Name: Schnupperkurs 2015  
Untertitel:  
Datum von: 14.03.2017 bis: 14.03.2017  
Zeit von: 10:00 bis: 17:00  
Kategorie:  
Farbe: 16777088  
 Vorlage

Teilnehm. (0)	Warteliste (0)	Entfernte (0)	CRM			
Details	Personengruppe	Anmeldung	Beschreibung	Dateien	Veröffentlichung	Ressourcen
Anmeldung möglich		ab	05.03.2017	08:00	Uhr	
		bis	13.03.2017	20:00	Uhr	
Gäste		ab	05.03.2017	08:00	Uhr	
Längere Anmeldung im Club vor Ort (optional)		ab	..		Uhr	
		bis	..		Uhr	
Spezialautorisierung		PIN				
		von	..	bis	..	
Personen pro Anmeldung		min.	1	max.	4	
<input checked="" type="checkbox"/> Abmeldung online möglich		bis	..		Uhr	
<input type="checkbox"/> Online-Anmeldung NUR über PC CADDIE://online						
<input type="checkbox"/> Anmeldung gesperrt (nur mit speziellen Rechten möglich)						
Spieler üblicherweise gegen das Intranet prüfen						
Erweiterte Anmelderegeln definieren						
Anmelde-Optionen definieren						



### Optionen bearbeiten

Optionen 1 | Optionen 2 | Optionen 3 | Optionen 4 | Optionen 5

Titel:

Auswahl 1:

Auswahl 2:

Auswahl 3:

Auswahl 4:

Auswahl 5:

Auswahl 6:

Auswahl 7:

Auswahl 8:

Online auswählbar **1**

Freitext erlauben **2**

Auswahl erzwingen **3**

1. online selectable - only with this tick the option online is displayed.

2. allow free text - if ticked, the customer could write a message here.

3. force selection - without a selection, the registration will not be completed.

That's why 2. is unchecked in this case. Because not everyone wants to communicate something.

**Optionen bearbeiten**
✕

Optionen 1
Optionen 2
Optionen 3
Optionen 4
Optionen 5

Titel:

Auswahl 1:

Auswahl 2:

Auswahl 3:

Auswahl 4:

Auswahl 5:

Auswahl 6:

Auswahl 7:

Auswahl 8:

Online auswählbar 1

Freitext erlauben 2

Auswahl erzwingen 3

✓ Speichern

✕ Abbruch

1. selectable online - is displayed online
2. allow free text - customer can write a message
3. force selection - unchecked because not everyone wants to share.

The set query then looks like this for an online registration:

Heimatclub \*

Handicap \*

Anmelde-Typ \*  nur Turnier  
 nur Veranstaltung  
 Turnier und Veranstaltung

Mitteilung an die Gastronomie

## Texts 1 and 2

In this tab you can describe the event or the course. There are 10 fields available for this purpose.

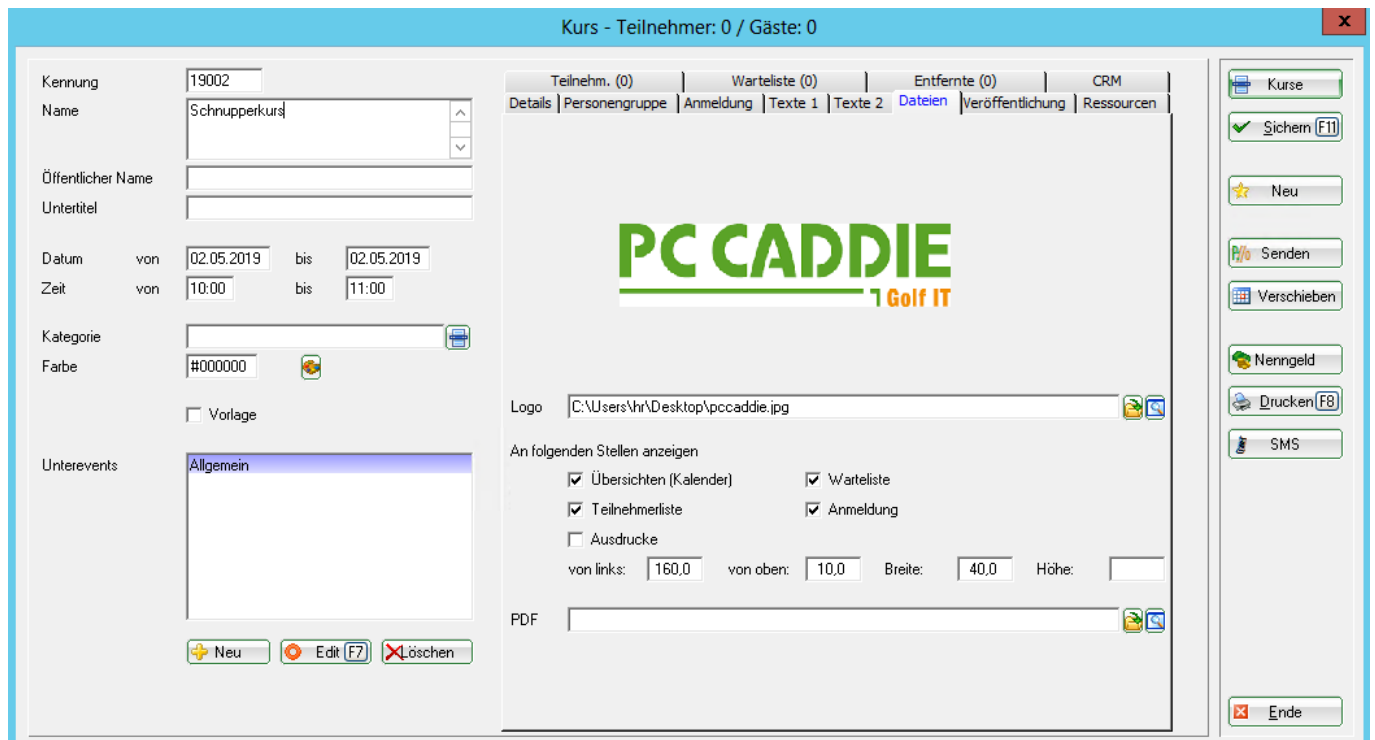
The screenshot shows the 'Kurs ONLINE' interface with the following details:

- Header:** Kurs ONLINE - Teilnehmer: 5 (I:1) / Gäste: 5 (I:1) / Max: 6
- Left Panel (Course Details):**
  - Kennung: 21004
  - Name: Kurs Online
  - Öffentlicher Name: hübscher öffentlicher Name as
  - Untertitel: wozu Untertitel?
  - Datum: von 01.04.2021 bis 01.04.2021
  - Zeit: von 11:00 bis 22:00
  - Kategorie: KURSE
  - Farbe: #C8E3FF
  - Vorlage
  - Table:

Allgemein		
01.04.21	13:00	NAME
01.04.21	13:00	Unterevent
- Center Panel (Texts):**
  - Tab: Texte 1, Texte 2 (highlighted with red box)
  - Field 1 (circled 1): 'Texte' (empty)
  - Field 2 (circled 2): 'es gibt die Möglichkeit 10x solch einen Text online zu schalten'
  - Field 3: 'vorlage' (empty)
  - Field 4: 'wenn viel in den Texten ausgefüllt ist, ist ganz wichtig, dass mit Vorlagen beim Neuanlegen gearbeitet wird. Sonst muss jeder Text kopiert werden. Das ist mühsam'
  - Field 5: 'Erscheinen' (empty)
  - Field 6: 'Wo genau erscheinen die Texte? Wenn nichts ausgefüllt ist, wird online auch nichts angezeigt'
  - Fields 7-10: Empty text input fields.
- Right Panel (Actions):**
  - Buttons: Sichern (F11), Neu, Senden, Verschieben, ERP, Nenngeld, Drucken (F8), Brief / Mail, SMS, Ende.
  - Button 3 (circled 3): Drucken (F8)

1. Title. Texts, Template and Appearance is preset.
2. You can enter the description here. If the field remains empty, nothing appears online.
3. If you would like an overview to check the texts, a special parameter must first be entered. To do this, contact Support at support@pccaddie.com.

## Files



Here you can store a logo for each course. This logo can then be displayed for the selected be displayed. You can change it at any time using the fields from the left .... from the top .... Width: .... height ... position. At the moment, the logos are still stored separately in the online club manager. In the future you will be able to directly here and upload them to the online module.



The logo will only be displayed after it has been saved and reloaded.

## PDF

In future, you will also be able to attach PDF files here, which can be opened online.

## Publication

In this tab, the online permissions are defined:

Warteliste (0)		Entfernte (0)		CRM	
Details	Personengruppe	Anmeldung	Beschreibung	Datelen	Veröffentlichung
Zugriffsberechtigung PC CADDIE://online					
Warteliste	für alle sichtbar				
Teilnehmerliste	für alle sichtbar				
Sichtbarkeit					
<input type="checkbox"/> Warteliste	ab	..			Uhr
<input type="checkbox"/> Teilnehmerliste	ab	..			Uhr
Lastschriftzug bei Internet-Anmeldungen (nur DE)					
Mitglieder	deaktiviert				
Gäste	deaktiviert				

## Publication on SwissGolf

If you wish your courses and/or events to be published on SwissGolf as well, they must belong to the category: SGPE and be transferred again.

### Event category ✕

Enter the event category:

Identification:

Description:

Color:

Online cat.:

## Access authorisation PC CADDIE://online

Here you can set different settings for the waiting list and participant list:

für alle sichtbar  
 alle Personen mit Zugangsdaten  
 nur Mitglieder und Eventteilnehmer  
 nur Eventteilnehmer  
 ...nur eigene Gruppe

## Visibility

You can also define the visibility here. Enter a date from which the waiting list or the participant list is visible online.

## Direct debit

Define direct debit for members and guests. Via the drop-down field you have the following options:

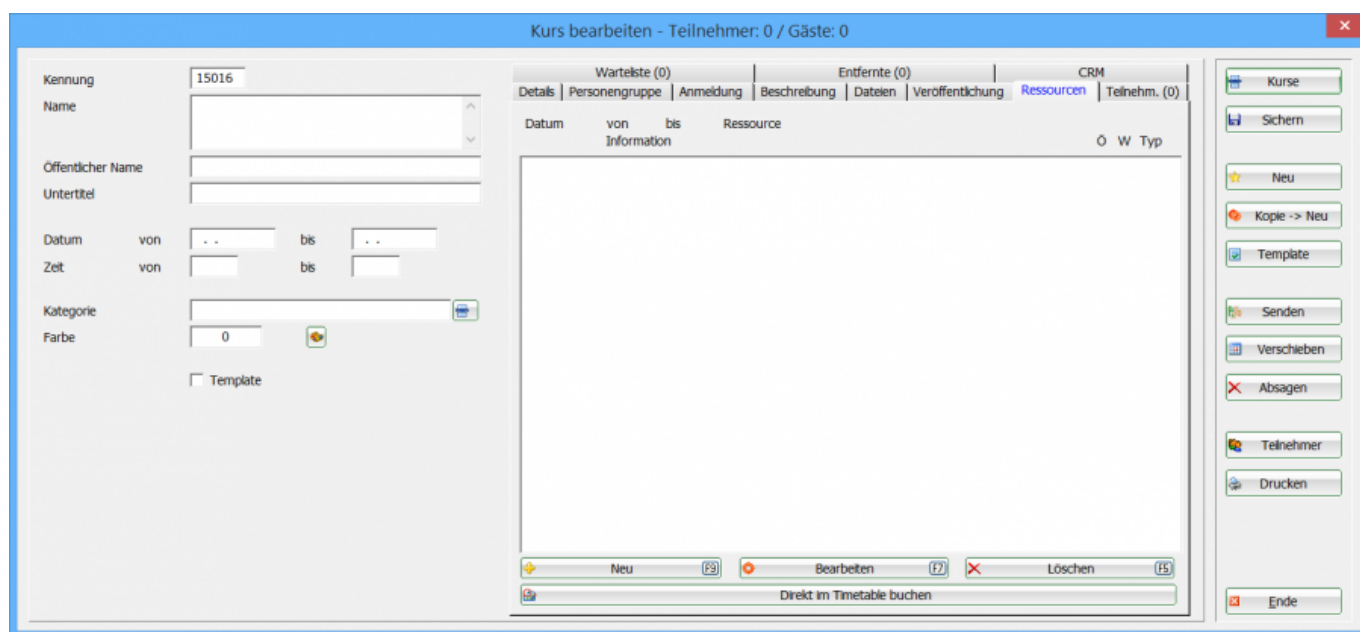
obligatorisch nötig  
 nach Spieler-Wunsch möglich  
 deaktiviert

## Resources

### Book resources

In this tab you schedule your resources. A resource can be reserved in the timetable or just to be known and not have a timetable area. You can make a block directly for a course in the timetable or enter a filter.

Would you like to define a new timetable view? Follow this link: [Define timetable views](#)





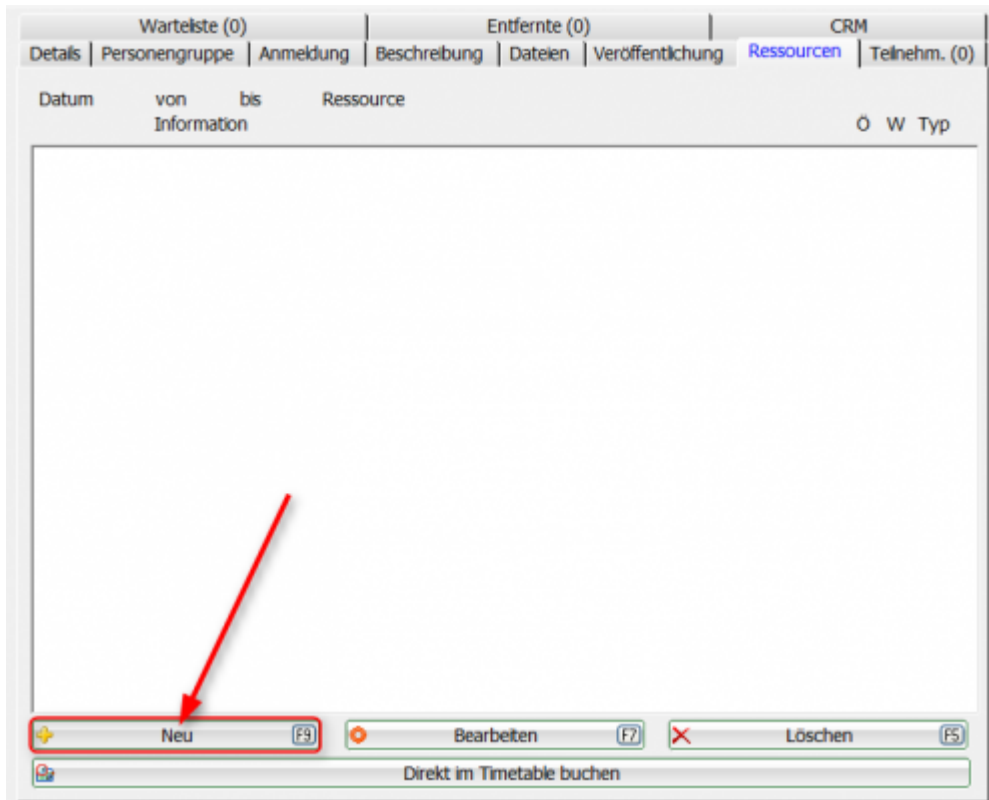
**The course window displays all the dates associated with the course.**

Below is an example of how you can enter and plan the necessary resources for a pitch and putt course on 10.10.2015 in the time from 10.00 - 17.00.

For this, 2 blocks or resources are required:

1. blocking **Driving Range** 10.00 - 12.00 hrs - 2. closure **Practice area** 14.00 - 16.00 h

Via the button **NEW** you can open the window for reservations:



Complete the following fields here:

(1) **Resource** Select the corresponding timetable area in which you want to enter a filter for marking or blocking.

(2) **Info** This is the name of the booking in the timetable.

(3) **Date and time** Enter the date and time for the blocking in the timetable area here.

(4) **Type:** There are these reservation types to choose from:

Reservation types
Filter with warning
Filter without warning
Block
Pause

(5) Now select how this blocking should appear: **Public** , **Display text on the Internet** or should the blocking possibly be linked to the **coupled with logging on to the** on the Internet

Click OK to exit the input mask. Via **NEW** the second blocking for the training area can now be carried out.

If you have added both entries, the window now looks as follows:



Kurs bearbeiten - Teilnehmer: 0 / Gäste: 0

Kennung: 15016  
 Name: Pitch- & Putt-Kurs mit Trainer Tim  
 Öffentlicher Name: Pitch- & Putt Kurs  
 Untertitel:  
 Datum von: 10.10.15 bis: 10.10.15  
 Zeit von: 10:00 bis: 17:00  
 Kategorie:  
 Farbe: 0  
 Template

Warteliste (0) | Entfernte (0) | CRM

Details | Personengruppe | Anmeldung | Beschreibung | Dateien | Veröffentlichung | Ressourcen | Teilnehm. (0)

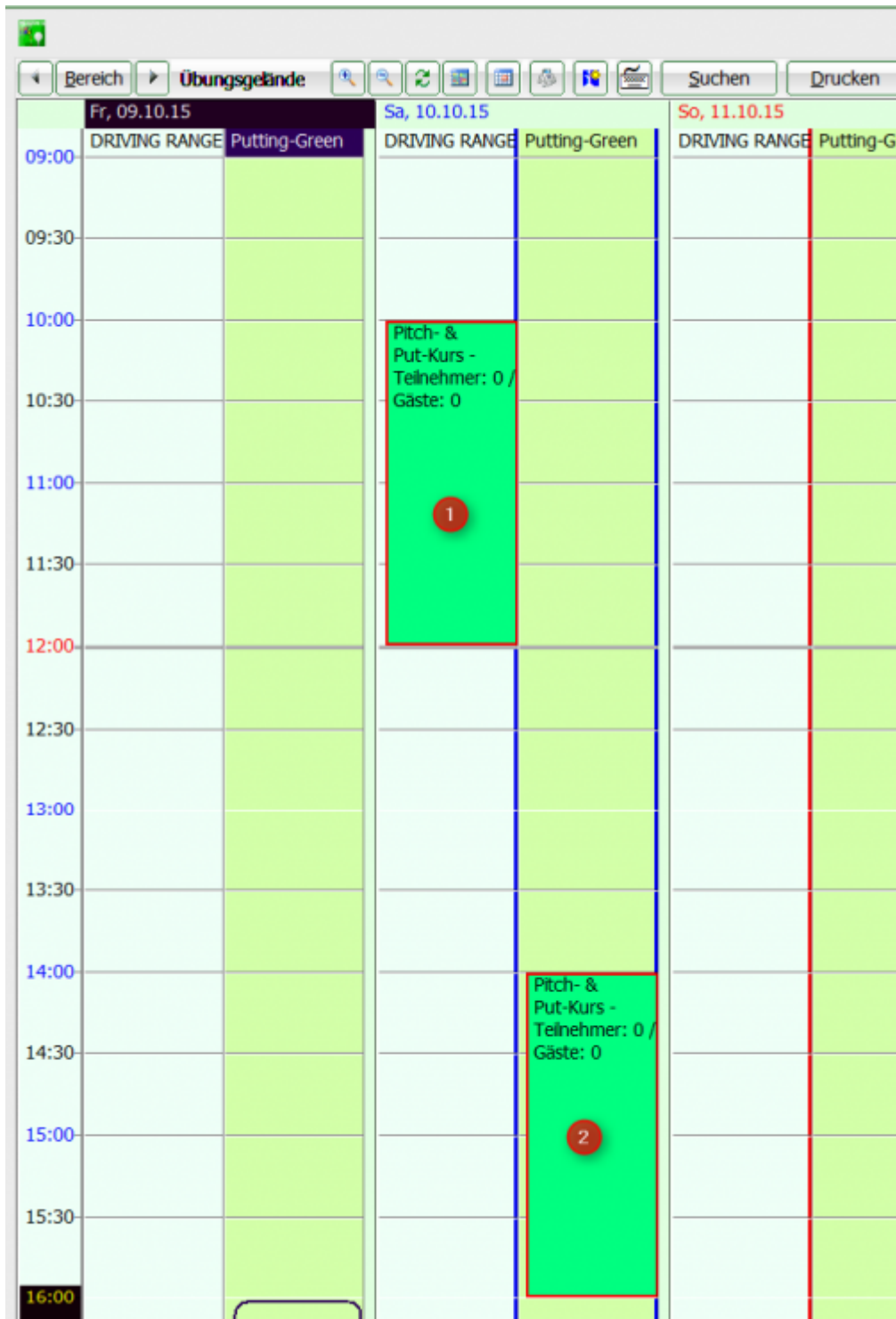
Datum	von	bis	Ressource	O	W	Typ
10.10.15	10:00	12:00	DRIVING RANGE			
10.10.15	14:00	16:00	Putting-Green	x	x	F
10.10.15	14:00	16:00	Pitch & Putt-Kurs			
10.10.15	14:00	16:00	Pitch& Putt Kurs Putting-Green	x	x	F

Neu (F9) | Bearbeiten (F7) | Löschen (F5)

Direkt im Timetable buchen

Kurse | Sichern | Neu | Kopie -> Neu | Template | Senden | Verschieben | Absagen | Teilnehmer | Drucken | Ende

In the corresponding timetable areas, the automatically corresponding block or filter has been stored:



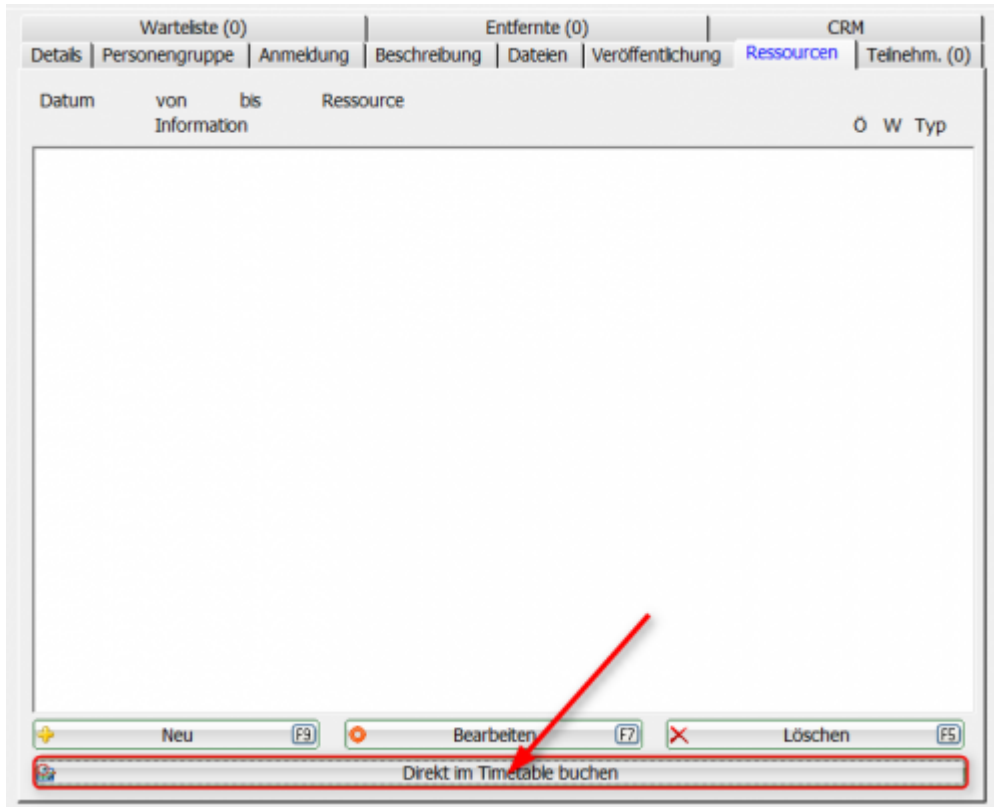
(1) Closure for the driving range (2) Closure for the practice area



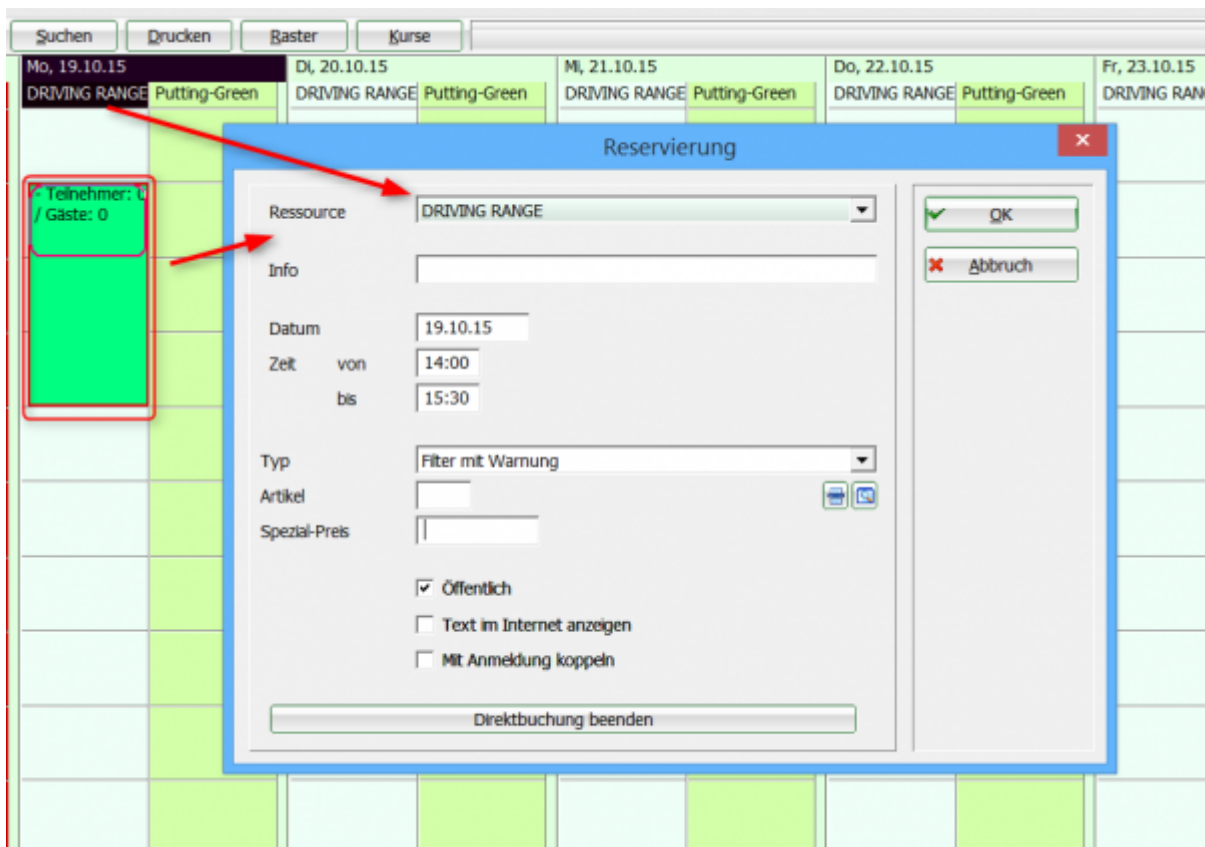
The reservations already associated with the course/event are marked with a red frame

## Manually book resources into the timetable

It is also possible to use the button **Book directly in the timetable** to note a block/filter in the timetable and thus book the resource at the same time.



Clicking on this button takes you directly to the timetable display. Double-clicking on a time automatically opens the reservation window and the desired timetable range is already set. All you have to do is add the time frame.



With **OK** you end the entry and automatically return to the course booking screen. Here you can now also see the manual booking (1). End the manual entry by clicking on the button (2). **End direct**

## booking

The screenshot shows a CRM interface with a booking window. At the top, there are tabs for 'Warteliste (0)', 'Entfernte (0)', and 'CRM'. Below these are sub-tabs: 'Details', 'Personengruppe', 'Anmeldung', 'Beschreibung', 'Dateien', 'Veröffentlichung', 'Ressourcen', and 'Teilnehm. (0)'. The main area contains a table with the following data:

Datum	von	bis	Ressource	Ö	W	Typ
14.10.15	14:00	16:00	DRIVING RANGE			x x F

Below the table, there are three buttons: 'Neu' (F9), 'Bearbeiten' (F7), and 'Löschen' (F5). At the bottom, there is a red button labeled 'Direktbuchung beenden' with a red circle containing the number '2' next to it.



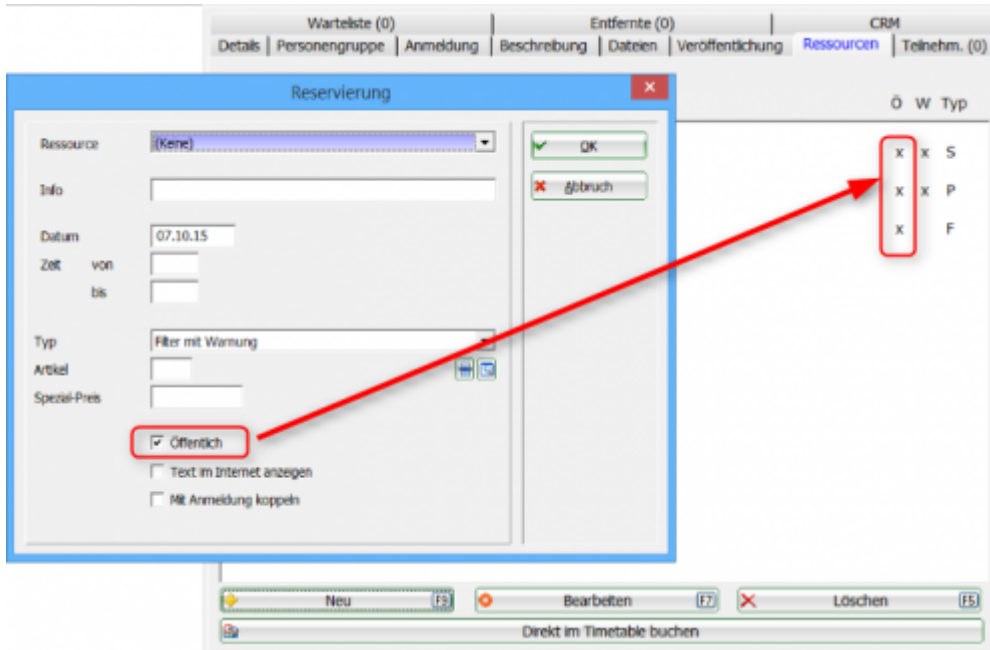
During direct booking, the button is highlighted in red. Clicking it again ends the direct booking. It is also ended when saving, opening another course/event and closing.

## Marking in the resource window

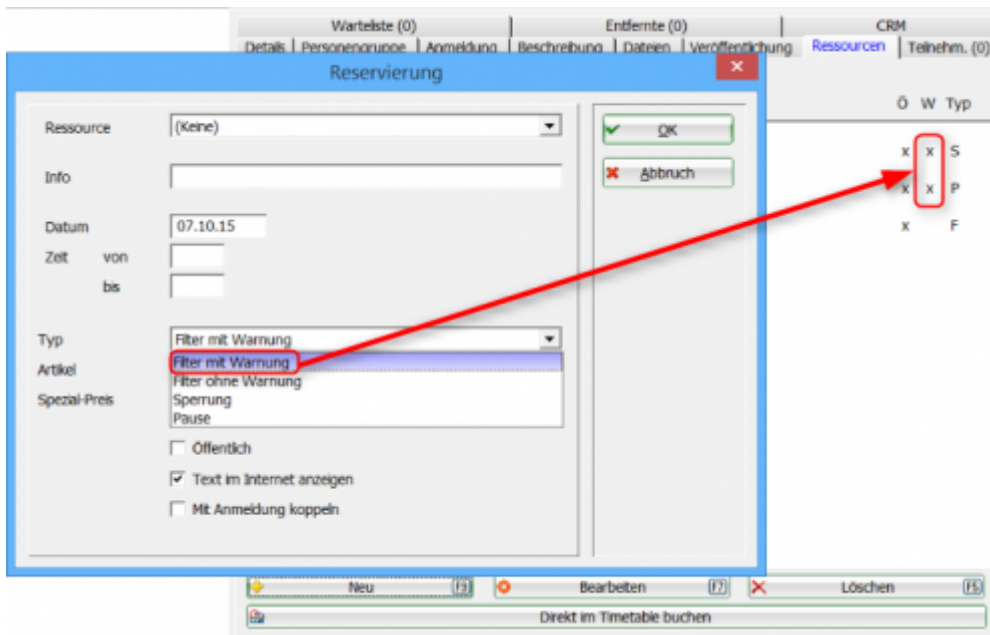
The labels in the window have the following meanings:

The labels have the following meanings:

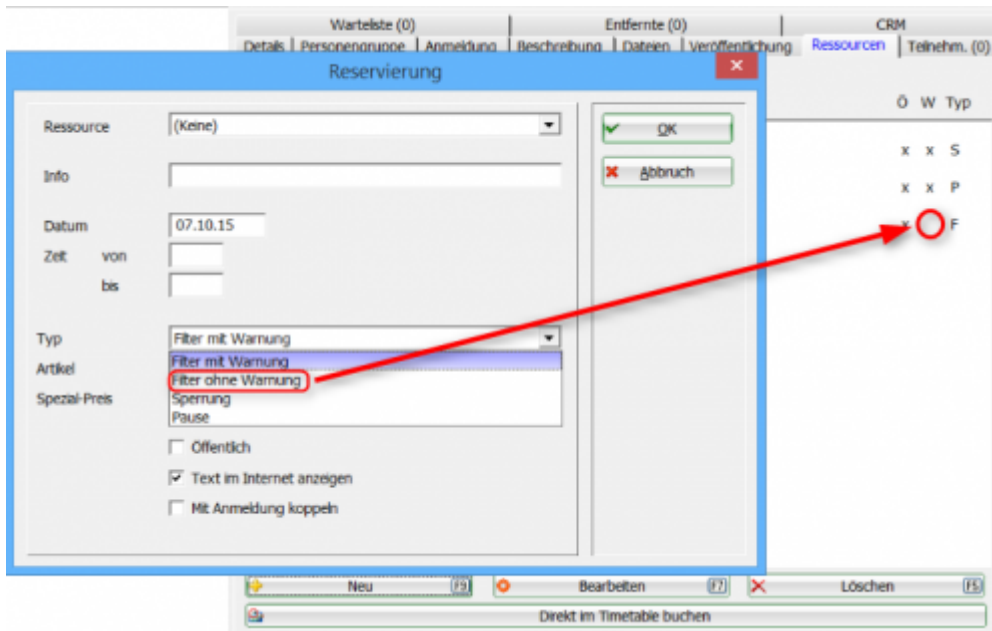
### Public



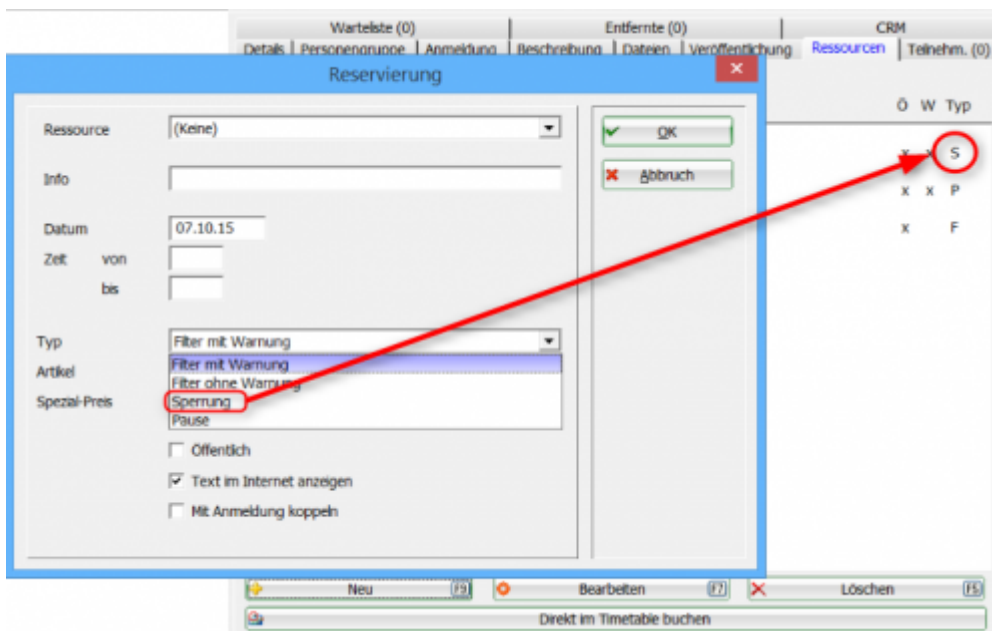
### Filter setting with warning



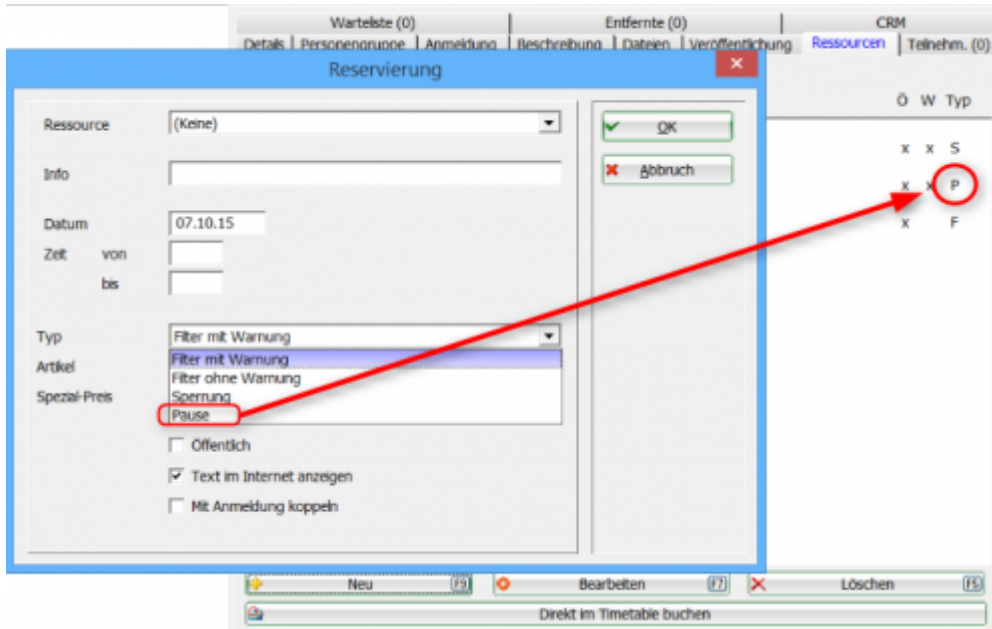
### Filter setting without warning



## Blocking

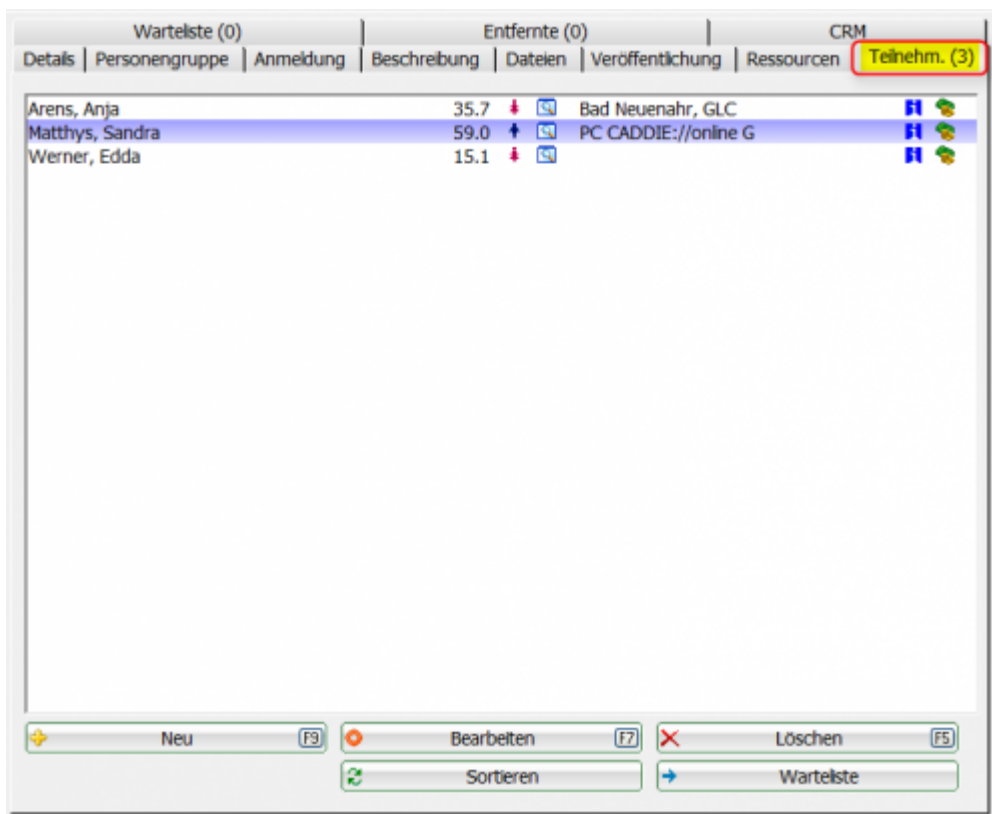


## Break



## Participant

Here you can find the participants for your course. About **NEW** you can enter the participants manually. Online registrations are automatically entered here.



! If you would like to enter several participants for a course, activate the check mark for **Enter players continuously**. By activating this, the window remains open and does not close after each participant:

**Spieler-Information** ✕

Spieler:  Matthys, Sandra 🔍 🖨

**Algemein** | Optionen | Nenngeld | Team | Datensatz

Bemerkung:

Preisklassen:

Platz:  ▼


Tee-Farbe:  ▼

Zählweise:  ▼

Priorität:  (F-früh, M-mittel, S-spät, Z-zuletzt)

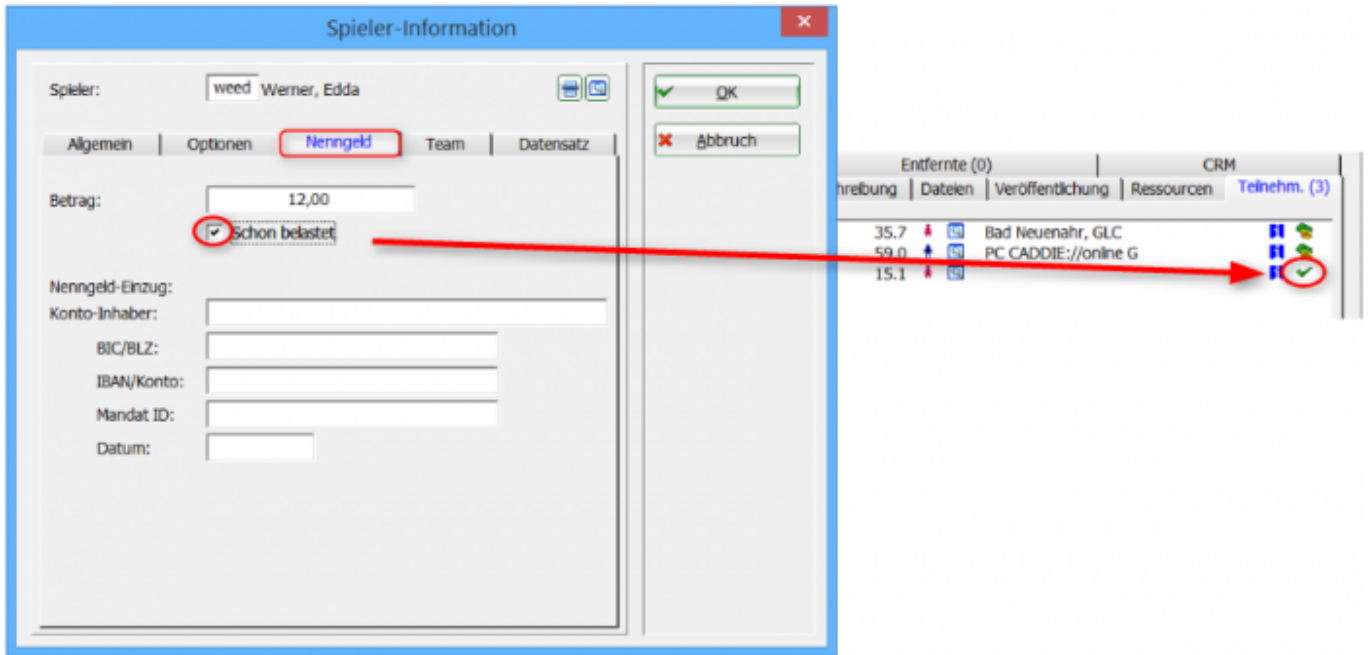
Kontinuierlich neue Spieler eingeben (F9)

## Edit

Via the button **Edit** button or by double-clicking on the magnifying glass  opens the **Player Information Window**.

In this window you can note whether a participant has already paid the entry fee or whether it has already been collected. As soon as the tick **already debited** has been selected, a green tick will also appear in the list of participants:

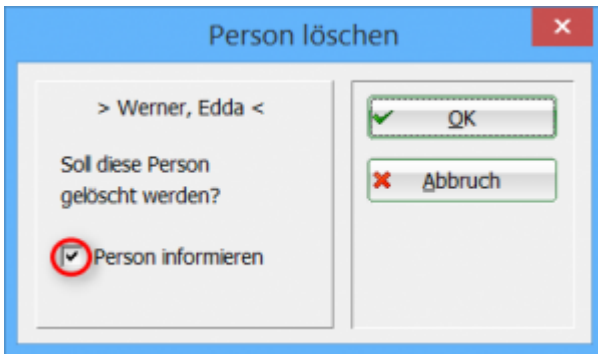




! A description of the other functions of this window can be found via this link: [Player information](#)

## Delete

To delete a course participant, select a player and click on **Delete**. The following dialogue appears. Here you can also choose whether you want to inform a participant directly about the deletion:



The deleted participants are then entered in the tab **Removed** moved.

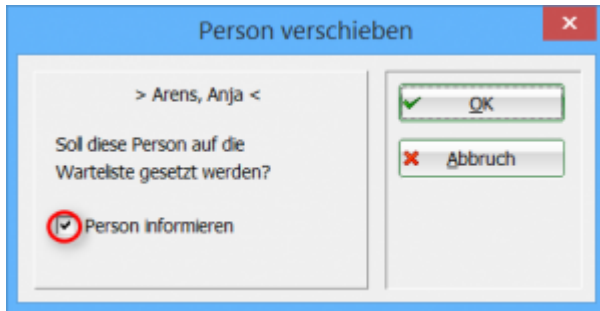
## Sort

The participants can be sorted by clicking the **Sort** button to restructure the participants. The functions for sorting can be found via this link: [Sort](#)

## Waiting list

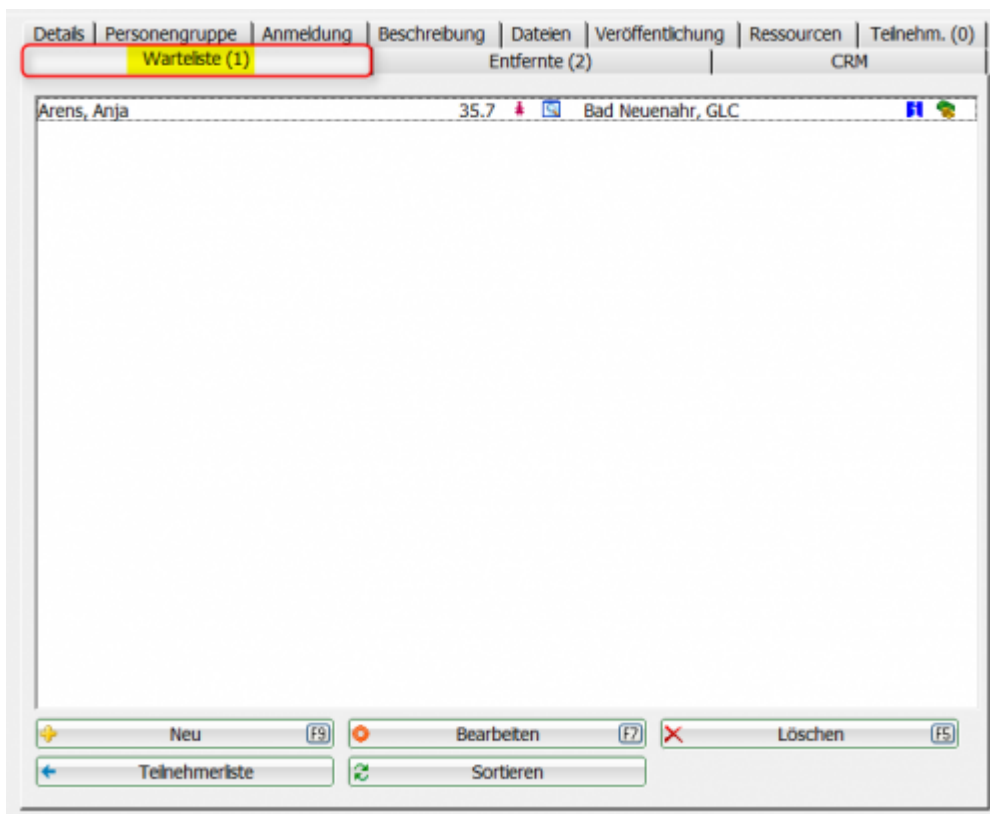
With this button you can put a participant on the waiting list. The following dialogue appears. Here

you can also select whether you want to inform the player automatically about the transfer to the waiting list:



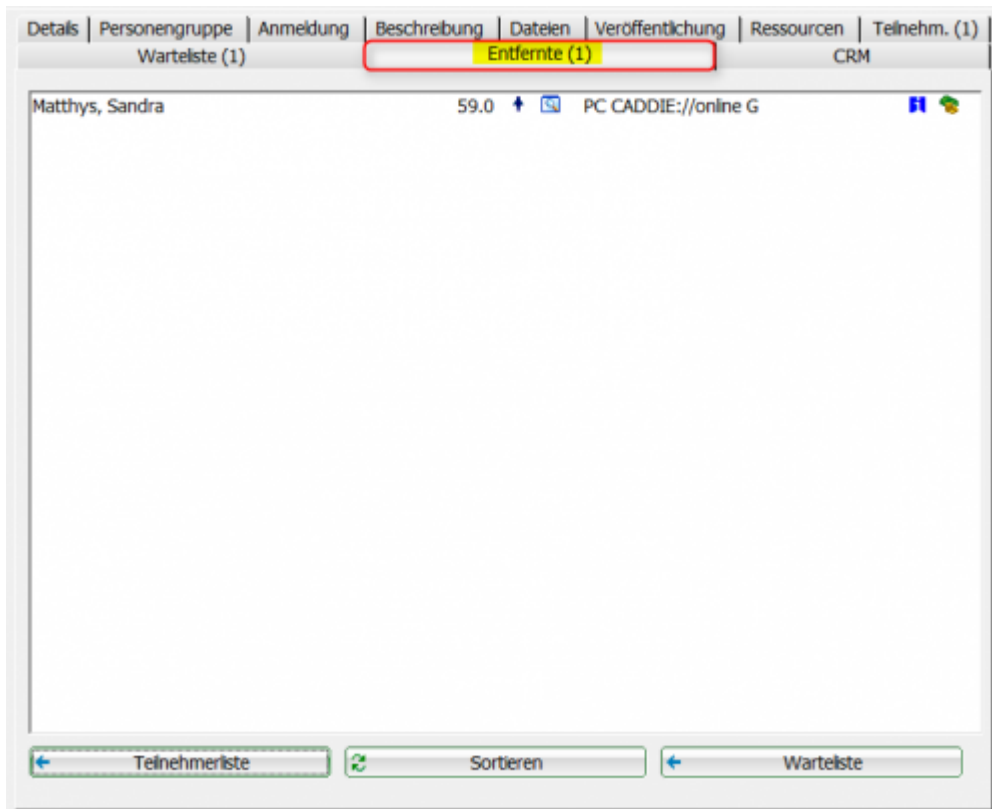
## Waiting list

Here you can find the participants who have been put on the waiting list or who have been registered.



## Remote

In this tab you will find all deleted participants.



## Participant list

Via the button **Participants list** you can move a deleted player back into the participants list.

## Sort

Sorting the list

## Waiting list

With this button you can move a participant back to the waiting list.

## CRM

<b>CRM</b>	<b><i>Customer Relationship Management</i></b>	Customer relationship management, customer care
------------	------------------------------------------------	-------------------------------------------------



In this window, you can store all relevant information on a course, create notes, create correspondence on the course and store contact persons.

You can find out how to work with the CRM system via this link: [CRM/DMS](#)

## More button



- (1) **Courses:** List view of all courses
- (2) **Modify:** Change the selected course
- (3) **New:** Enter a new course
- (4) **Send:** Starts the alignment with the online module

PC CADDIE Infodesktop

## PC CADDIE://online Turniermodul

- ALLE TURNIERE ANZEIGEN - | - Ansicht aktualisieren -

Datum	Turniername / Spielart											Löschen?	
10.10.2015 (SUCH: 160) (ID: 557181)	<b>Schnupperkurs 2015</b> Event: C. Bereich:												
		Anz: 30 (15) / 15 (8) - ab 01.10.15(My)01.10.15(G) bis: 09.10.15 - 20.00 Uhr											
17.10.2015 (SUCH: 154) (ID: 160762)	<b>Golfgala 2015</b> Golfgala 2015, Bereich:												
		Anz: 200 (100) / 100 (50) - ab 21.09.15(M)21.09.15(G) bis: 15.10.15 - 09.00 Uhr											
17.10.2015 (SUCH: 169) (ID: 557184)	<b>Grundkurs</b> Event: C. Bereich:												
		Anz: 30 (15) / 15 (8) - ab 08.10.15(M)08.10.15(G) bis: 16.10.15 - 20.00 Uhr											
24.10.2015 (SUCH: 170) (ID: 557185)	<b>Langes Spiel</b> Event: C. Bereich:												
		Anz: 30 (15) / 15 (8) - ab 15.10.15(M)15.10.15(G) bis: 23.10.15 - 20.00 Uhr											

(5) **Move**: This allows the entire course to be moved to another date. All dates are moved relative to the start date. The entries in the timetable are also automatically moved to the new date - if desired.

Datum verschieben ✕

Alle Daten werden relativ zum Anfangsdatum verschoben.

Anfangsdatum

Zeitversatz in Min.

Ressourcen auch verschieben

(6) **Entry fee**: Enter/deposit course fee article

(7) **Print** Here you can print lists from the course event module.

## Flatrate

You have the possibility to create a course with different modules. The customer buys a flat rate for this course. this course. You determine how often and in which period of time the customer can register for the individual modules.

Example:

- A total of 80 courses take place throughout the year with different pros with different topics. - Each week, 4 modules can be booked, the client may select a maximum of 2 of them.

In PC CADDIE it is to be created as follows:

- 80 modules distributed over the weeks and pros on different topics. - Individual topics can be

assigned to different categories/topics

IMPORTANT: In order for the classification to work, an additional info must be stored under the person group both in the module/course and in the person mask (MO17). in the module/course and in the person mask (MO17).

Zusatz-Info

- VS Vorstand
- MO17 Modul 2017
- NONEWS kein Newsletter
- CM Clubmannschaft
- BR Bridgerunde
- SeDoGo Seniorengolf Donnerstag
- DaDiGo Damengolf Dienstag
- HeMiGo Herrengolf Mittwoch
- warn:ps Platzsperre
- warn:VIP VIP Greenfeefrei
- warn:BL Blacklist: Offene Rechnung
- NONEWS Kein Newsletter gewünscht
- langde Sprache: Deutsch
- langen Sprache: Englisch

Speziell:

+ Neu (F9)    ⚙️ Ändern (F7)    ✖️ Löschen (F5)

Sortieren    Hoch    Runter

Belegungen tauschen oder löschen

Kennungen Personengruppen zuordnen

OK    Abbruch    Drucken (F8)

Kurs bearbeiten - Teilnehmer: 0 / Gäste: 0

Kennung: 17002  
Name: Modul 1 Grundkurs  
Öffentlicher Name:   
Untertitel:   
Datum: von 01.03.2017 bis 01.03.2017  
Zeit: von 10:00 bis 15:00  
Kategorie: G  
Farbe: 0  
 Vorlage

Teilnehm. (0) | Warteliste (0) | Entfernte (0) | CRM

Details | **Personengruppe** | Anmeldung | Beschreibung | Dateien | Veröffentlichung | Ressourcen

Geschlecht:  Männlich,  Weiblich

Altersklassen:  Alle,  AK12 (Kinder bis 12),  AK14 (Kinder bis 14),  AK16 (Jugend bis 16),  AK18 (Jugend bis 18),  Erwachsen ohne höhere AK,  AK30,  AK50,  AK65

Sonstige Altersklassen  
Herren von  bis   
Damen von  bis

Gästegruppe: (keine Einschränkung)

Erforderliche Zusatzinfo, die für die zulässigen Personen hinterlegt sein muss:  
MO17

HCP-Grenzen definieren

Kurse, Sichern, Neu, Senden, Verschieben, Nenngeld, Listen, Ende

This ensures that only people who have this additional information can book this course/module.

Restriction: 2 courses per week out of 4

Under the Registration tab, enter the week for from - to. Course date: 01.03. Week to register 21.02 - 28.02.

In addition, a registration rule must be entered: Maximum number of enrolments. This means that only 2 courses of the selected category can be booked.

1. name of the rule
2. restriction
3. valid period
4. valid categories
5. activate rule



# List of events

At **Events** and at the bottom **List of Events** Courses & Events can also be printed.

The screenshot shows a web application window titled "Liste der Events". The window has a light green header with a title bar containing a question mark, a minus sign, a maximize button, and a close button. The main content area is divided into two columns. The left column contains several filter sections: "Datum: von: 01.01.2022 bis: 31.12.2022", "Typen:" with checkboxes for "Events" and "Kurse" (the latter is highlighted in green), "Status:" with checkboxes for "(Keiner)", "Entwurf", and "Provisorisch" (the first is highlighted in green), "Kategorie:" with an empty input field and a menu icon, "Namensteil:" with an empty input field, "Hcp-wirksam:" with a dropdown menu showing "(egal)", a checkbox for "nur aktuelle Versionen der Veranstaltungen", "Platz:" with an empty input field and a menu icon, and "Reihenfolge:" with a dropdown menu showing "Datum" (highlighted in green). The right column contains two buttons: "Drucken F8" with a printer icon and "Ende" with a right-pointing arrow icon. At the bottom of the left column, there are two more checkboxes: "Einzeliges Format für den Export" and "Teilnehmerzahlen nachrechnen".

This view can also be narrowed down, e.g. by category.

### Eventkategorien

<input type="checkbox"/>	Guter Name	HM
<input type="checkbox"/>	Schnupperkurs	SCHNUPP
<input type="checkbox"/>	Tur	TUR
<input type="checkbox"/>	Event	EVENT
<input type="checkbox"/>	Platzreife	PR
<input type="checkbox"/>	Pro	PRO
<input type="checkbox"/>	Turnier	TURN

**Buttons:** + Neu (F9), Edit (F7), Löschen (F5), In der Liste höher, In der Liste tiefer

**Right Panel:** OK, Import, Abbruch

or priorities/status

**Liste der Events** ? - □ ×

Datum: von:  bis:

Typen:  Events  Kurse

Status:  (Keiner)  Entwurf  Provisorisch

Kategorie:  ☰

Namensteil:

Hcp-wirksam:  ▾

nur aktuelle Versionen der Veranstaltungen

Platz:  ☰ ⋮

Reihenfolge:  ▾

Einzeliges Format für den Export

Teilnehmerzahlen nachrechnen

F8

The Finished List shows all courses or events selected in the period.

# Veranstaltungs-Liste - 02.05.18

Stand: 02.05.18, 20:50 Uhr

Nr.	Datum	Veranstaltung	Typ	MaxHcp	Total	Max.	Löcher	CBA
1	16.01.18	<b>3 Dienstage</b>	Kurs		0	0	18	
	18002	9001.1.1.1 Sonnenschein Platz Loch 1-18		Gäste:	0	0		
2	01.05.18	<b>3 Tage Fortgeschrittenenkurs</b>	Kurs		0	10	18	
	18005			Gäste:	0	5		
3	05.05.18	<b>TT Ressourcen</b>	Kurs		4	8	18	
	18006	sonn.1.1.0 Sonnenschein		Gäste:	1	0		
4	12.05.18	<b>Platzreife</b>	Kurs		1	0	18	
	18007	sonn.1.1.0 Sonnenschein		Gäste:	1	5		

Total: 5 - Gäste: 2

Internet: Total: 0 - Gäste: 0

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GC Sonnenschein, Schüpffheim

## Individual layouts

### Function sheet

# 3 Tage Fortgeschrittenenkurs

1

Untertitel zum Namen

15.10.20 (Donnerstag) - 17.10.20 (Samstag)

14:00 Uhr - 18:00 Uhr

2

29.10.19 (Dienstag)

18:00 - 19:00

18 Loch, 10 Tee

Info

Alles, was im Infofestern in der Ressource eingetragen wurde

Intern

Auch interne Infos können hiermit gedruckt werden

21:30 - 22:45

Eva

03.03.20 (Dienstag)

event0010100

Besprechungsraum

1

50,00

50,00

3

15.10.20 (Donnerstag)

14:00

unterevent

14:00

apero

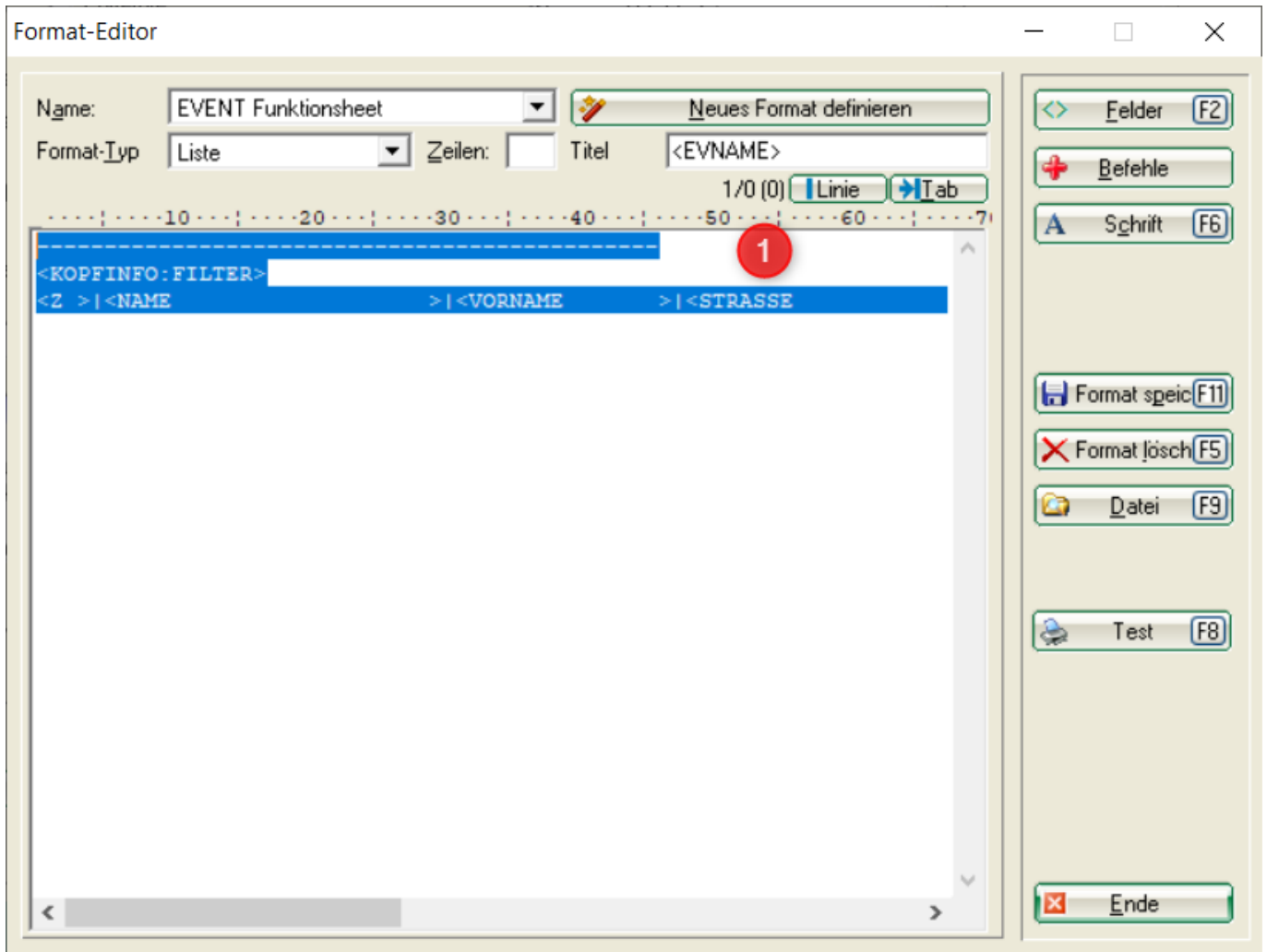
Stand: 28.08.20, 13:27 Uhr


4

Nr.	Name	Vorname	Mobil	Mail
1	Ghisletti	Tamara		er@pccaddie.com
2	Member	Paul		paul@member.com
3	Member	Petra		petra@member.com

1. General event information: Event name, subtitle, start & end of the event, time from - to.
2. Individual resources: time, place or area, deposited information, if applicable article with price
3. Sub-events: Time and title
4. Information on the participants

Layout for setting



1. command to copy. Of course, street, city, etc. can be added. However, it may be necessary to print in landscape format. 

```

-----
<KOPFINFO: FILTER>
<Z >|<NAME                >|<VORNAME        >|<STRASSE
>|<PLZ          >|<ORT                >|<MOBIL          >|<MAIL
>

```

## Freely definable list course or event

1

## 3 Tage Fortgeschrittenenkurs

Untertitel zum Namen

15.10.20 (Donnerstag) - 17.10.20 (Samstag)

14:00 Uhr - 18:00 Uhr

03.03.20 (Dienstag)

event0010100

Besprechungsraum

1

50,00

50,00

Stand: 20.09.20, 10:41 Uhr

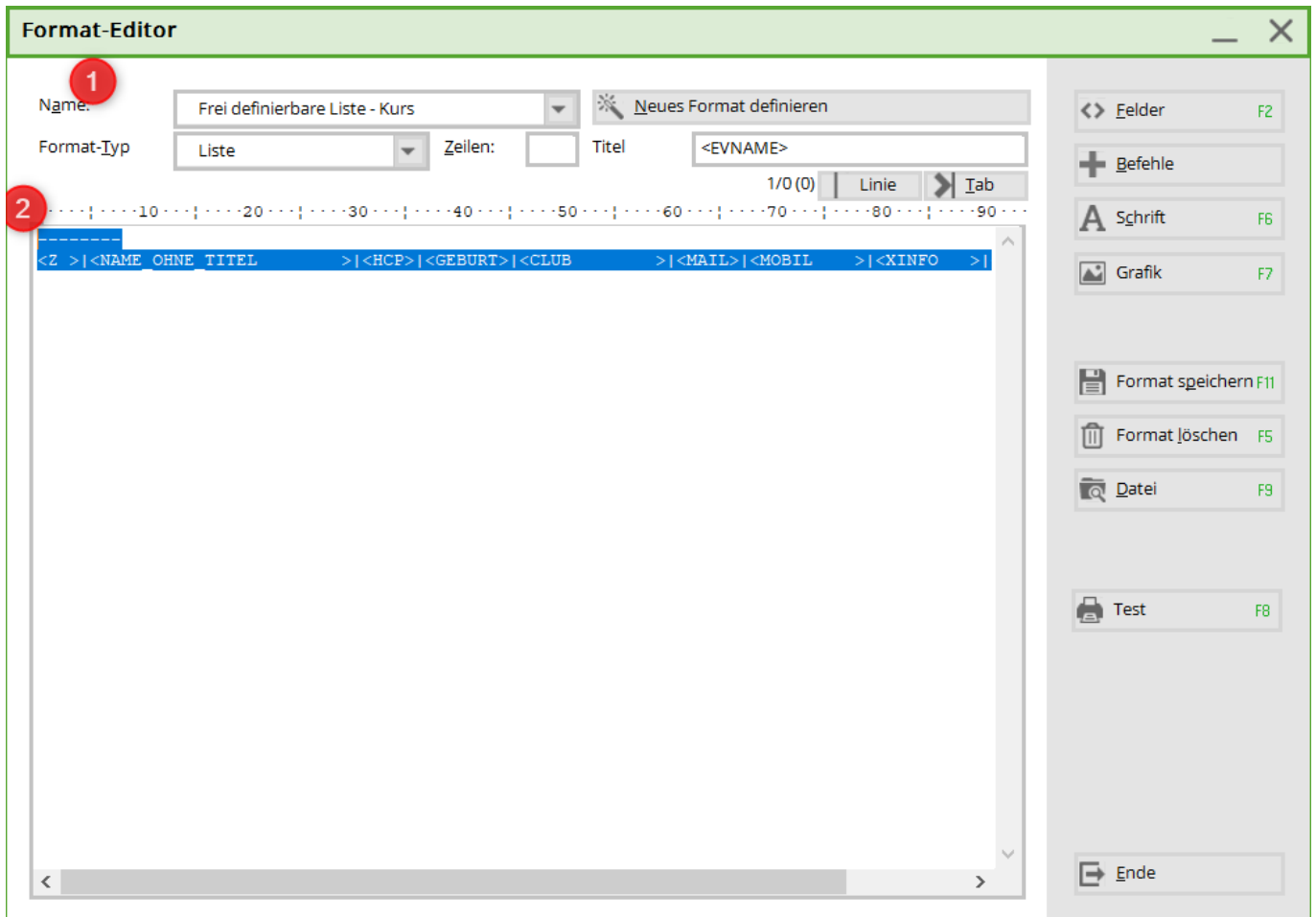
2

Nr.	Nachname, Vorname	HCP	Geburt	Club	Mail	Mobil	Bemerkung	Anwesenheit
1	Ghisletti, Tamara	--		Gast	er@pcc			
2	Member, Paul	15,0	15.04.65		paul@m			
3	Member, Petra	PR			petra@			

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GC Sonnenschein, Schüpfheim

1. Settings taken from the print window (tick activated or deactivated)
2. Freely definable layout



1. please adjust
2. copy the layout below

```

-----
<Z >|<NAME OHNE TITEL           >|<HCP>|<GEBURT>|<CLUB           >|<MAIL>|<MOBIL
>|<XINFO   >|

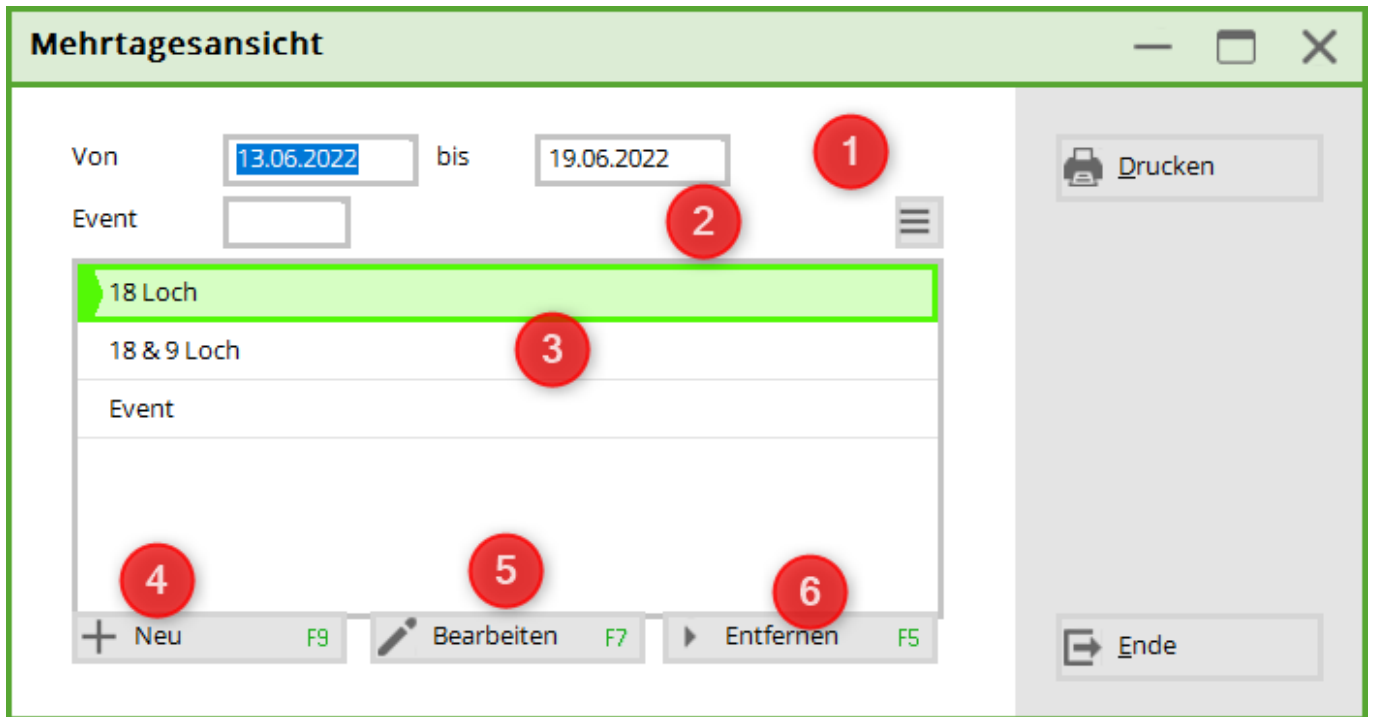
```

## Multiday view

Open the multi-day view via Events | or directly in the event.

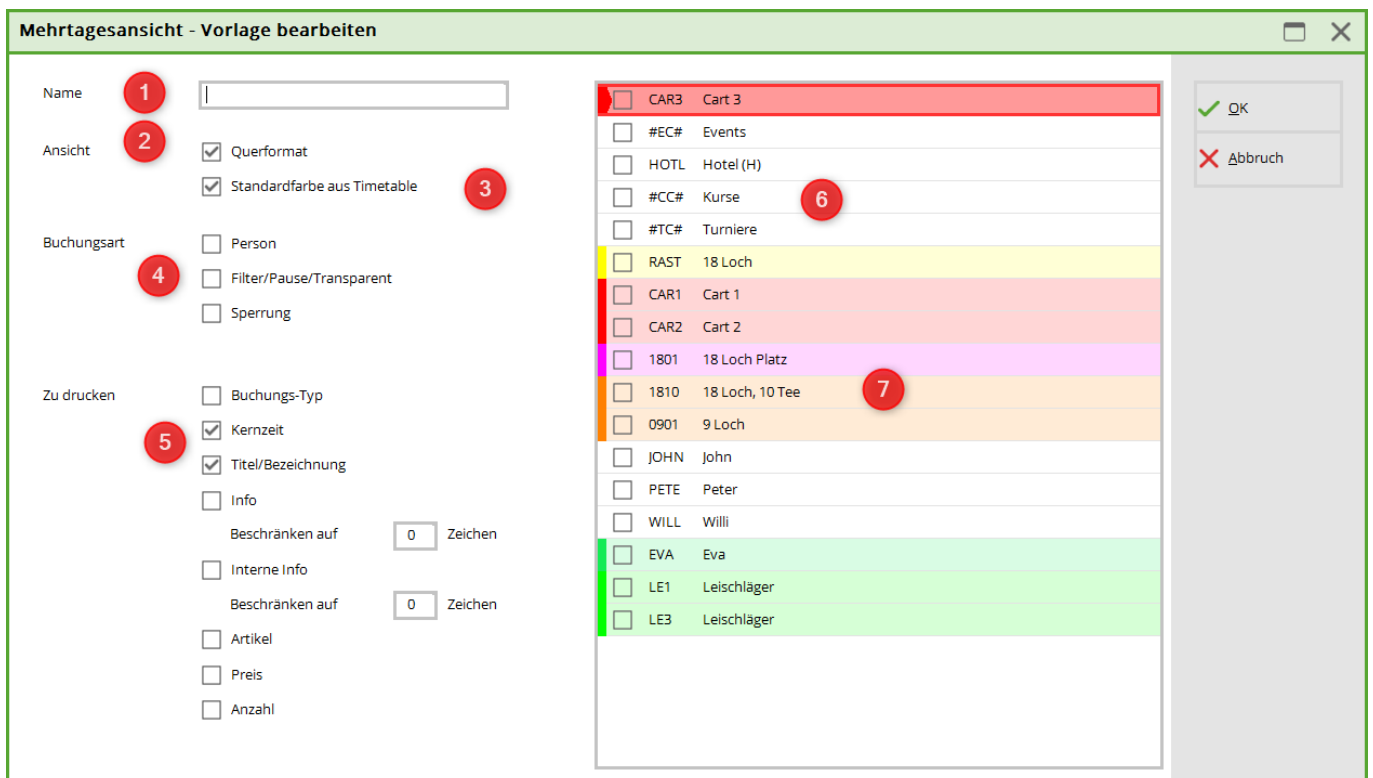
- Print portrait format - 7 days max
- Print landscape format - 14 days max
- The sections: Event, Tournaments, Courses are created automatically
- The multi-day view is the „image“ of the timetables
- For events, courses or tournaments only blockings, filters or resources are printed per event





1. Date range
2. Selection of event/event
3. Saved print layouts
4. Create new print layout
5. Edit print layout
6. Remove print layout

## Explanations of the print layout



1. Name: name the print layout
2. View: Select here whether you want to print in landscape format. Without selection, printing is in portrait format
3. Default colour from timetable: the printed information is outlined with the colour of the timetable area. An explicitly selected colour, e.g. in the blocking or resource, is always printed. It does not matter whether this tick is set.
4. Booking type: What should be printed? Persons (flights or individual bookings), Filter/Pause/Transparent, Locking
5. What information (apart from the time/date) should be printed?
6. Automatically created timetable areas: Courses, Tournaments & Events
7. All other timetable areas

## Example layout for timetable areas

Mehrtagesansicht - Vorlage bearbeiten

Name: 18 & 9 Loch

Ansicht:  Querformat,  Standardfarbe aus Timetable

Buchungsart:  Person,  Filter/Pause/Transparent,  Sperrung

Zu drucken:  Buchungs-Typ,  Kernzeit,  Titel/Bezeichnung,  Info,  Interne Info,  Artikel,  Preis,  Anzahl

Beschränken auf: 0 Zeichen

Beschränken auf: 0 Zeichen

List of items:

- CAR3 Cart 3
- #EC# Events
- HOTL Hotel (H)
- #CC# Kurse
- #TC# Turniere
- RAST 18 Loch
- CAR1 Cart 1
- CAR2 Cart 2
- 1801 18 Loch Platz
- 1810 18 Loch, 10 Tee
- 0901 9 Loch
- JOHN John
- PETE Peter
- WILL Willi
- EVA Eva
- LE1 Leischläger
- LE3 Leischläger

Buttons:  OK,  Abbruch

1. View: Landscape format incl. coloured border
2. Show names
3. Desired areas

Mehrtagesansicht [Fertig]

Kopieren F6 Speichern F7 Drucken F8 Seiten 1-2/2 100% Mehrtagesansicht

### Alle Plätze

	Mittwoch 06.07.22	Donnerstag 07.07.22	Freitag 08.07.22	Samstag 09.07.22	Sonntag 10.07.22	Montag 11.07.22	Dienstag 12.07.22
18 Loch	<p>09:40-09:50 [Person] Mitglied,Claudia Emmenegger,Marius Member,Paul Member,Petra</p> <p>10:00-10:10 [Person] Angellina,Jolie Passiv,Alin Prad,Bitt Ringel,Anna</p> <p>10:40-11:10 [Sperrung] Name der Sperrung</p> <p>14:00-18:00 [Filter] Kurs Webinar</p>	<p>09:40-09:50 [Person] Mitglied,Claudia Emmenegger,Marius Member,Paul Member,Petra</p> <p>10:10-10:20 [Person] Angellina,Jolie Passiv,Alin Prad,Bitt Ringel,Anna</p>	<p>09:20-09:30 [Person] Mitglied,Claudia Emmenegger,Marius Member,Paul Member,Petra</p> <p>10:20-10:30 [Person] Angellina,Jolie Passiv,Alin Prad,Bitt Ringel,Anna</p> <p>14:00-18:00 [Sperrung] Kurs Webina</p>	<p>14:00-18:00 [Sperrung] Kurs Webinar</p>	<p>14:00-18:00 [Sperrung] Kurs Webinar</p>		
Cart 1	<p>09:30-17:30 [Person] Mitglied,Claudia</p>	<p>09:30-17:30 [Person] Mitglied,Claudia</p>	<p>10:10-18:10 [Person] Ringel,Anna</p>				
Cart 2	<p>09:50-17:50 [Person] Ringel,Anna</p>	<p>09:50-17:50 [Person] Ringel,Anna</p>	<p>10:00-18:00 [Person] Mitglied,Claudia</p>				
18 Loch Platz	<p>14:00-18:00 [Filter] Kurs Webinar 211125</p>						
9 Loch	<p>11:40-11:50 [Person] Mitglied,Claudia Emmenegger,Marius Member,Paul Member,Petra</p> <p>12:00-12:10 [Person]</p>	<p>11:40-11:50 [Person] Mitglied,Claudia Emmenegger,Marius Member,Paul Member,Petra</p> <p>12:10-12:20 [Person]</p>	<p>11:20-11:30 [Person] Mitglied,Claudia Emmenegger,Marius Member,Paul Member,Petra</p> <p>12:20-12:30 [Person]</p>				

Seite 1, Stand 06.07.22, 09:03:03, test

1. Selected date range
2. First timetable range displayed. The other areas can be seen below, on the following pages.
3. Individuals of the flights with the colour border of the timetable area
4. Resource from an event