

[www.flwga.com](http://www.flwga.com)

Version 1.4

Updated August 2023



Member

Portal User

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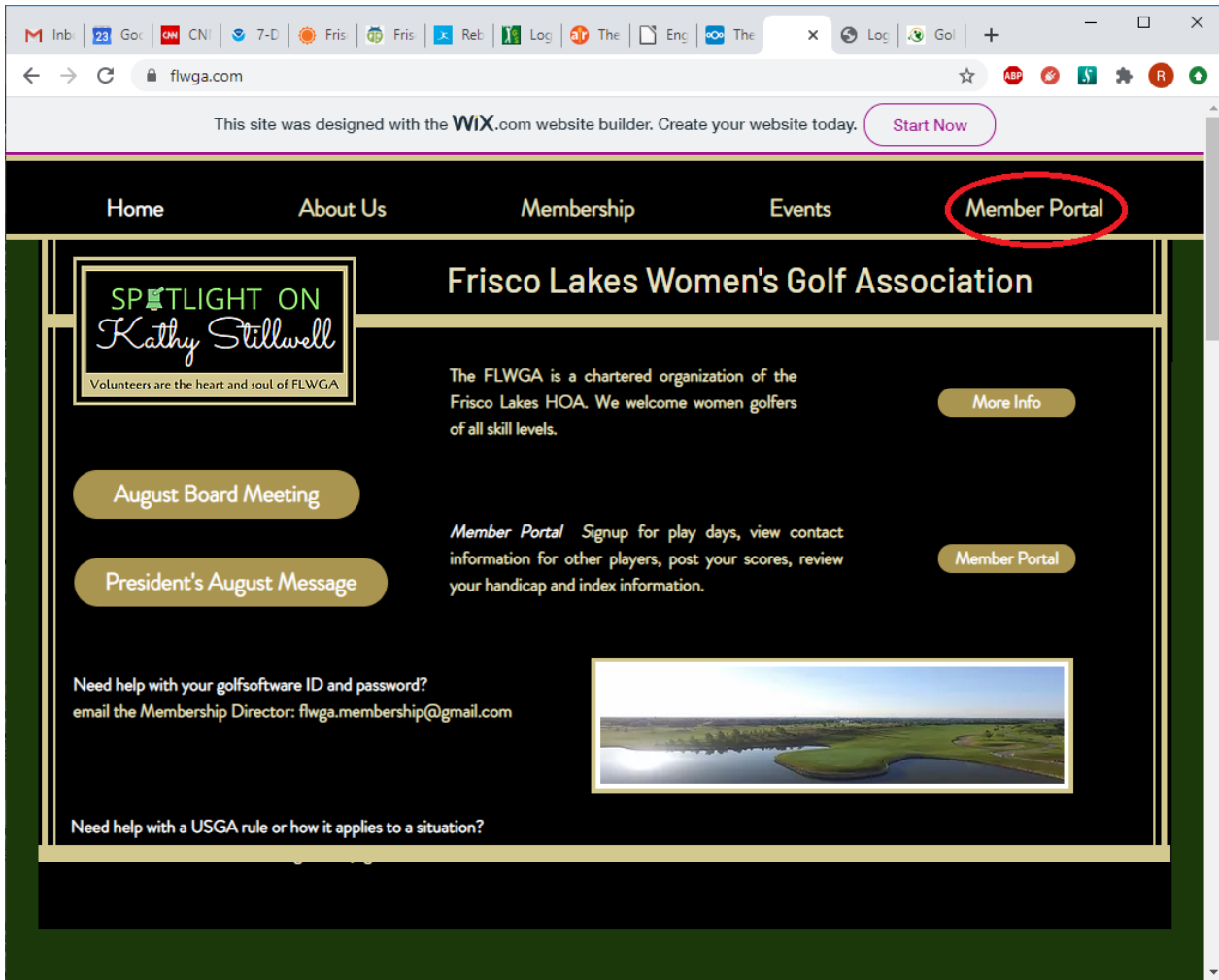
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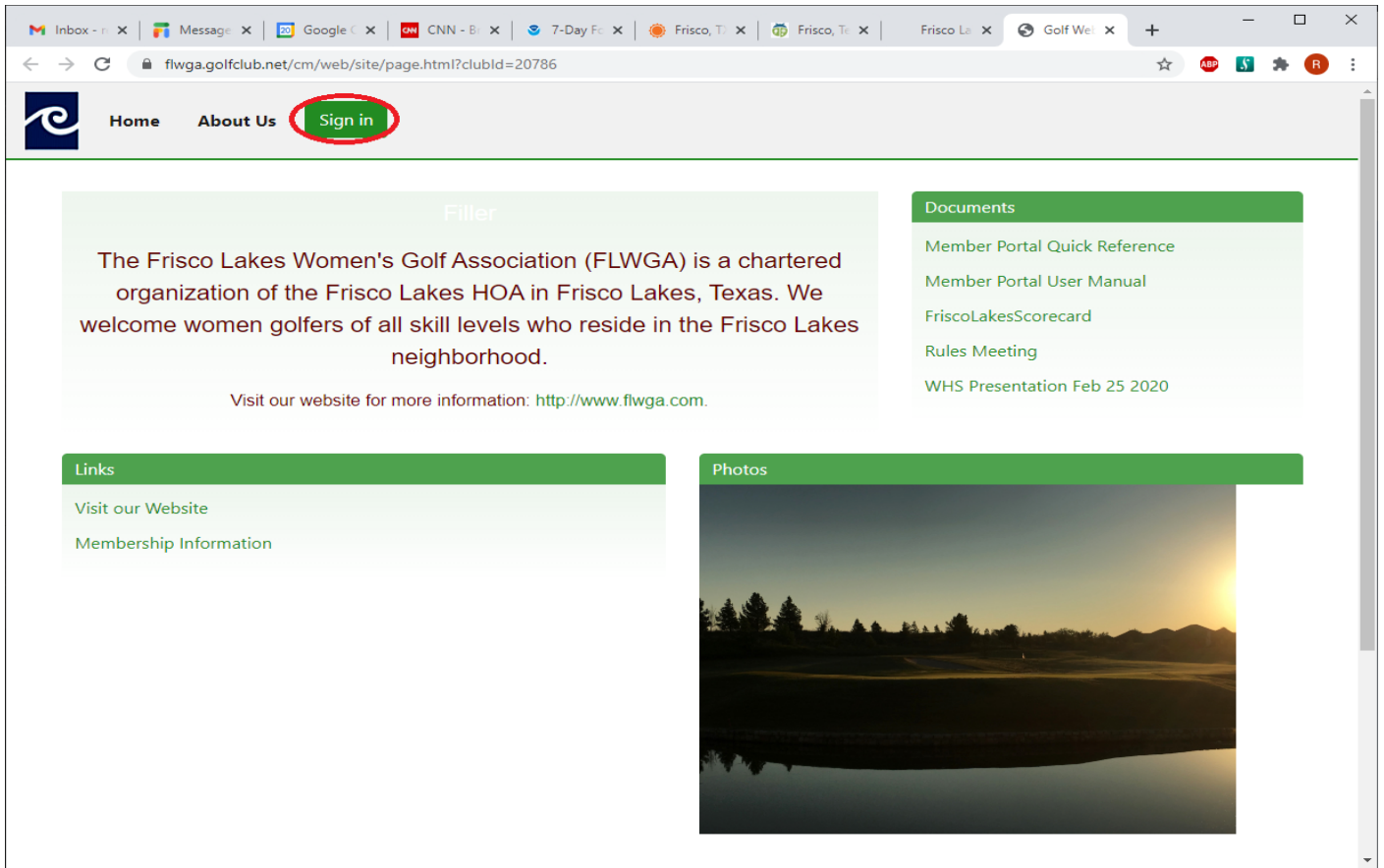
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## MEMBER PORTAL LOGIN

Go to [flwga.com](http://flwga.com). Click on the "Member Portal" link in the upper right hand corner of the page.



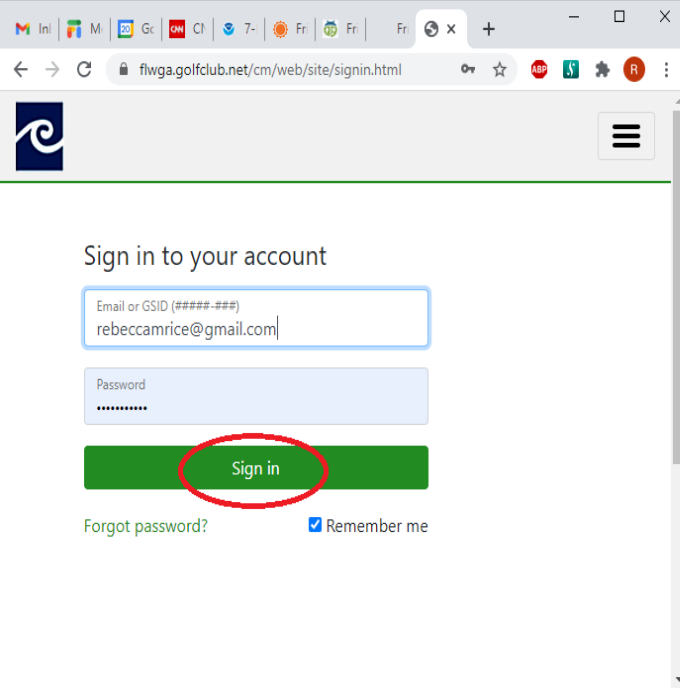
The screenshot shows a web browser window displaying the homepage of the Frisco Lakes Women's Golf Association (FLWGA). The browser's address bar shows the URL [flwga.com](http://flwga.com). A banner at the top of the page states, "This site was designed with the WIX.com website builder. Create your website today. Start Now". The navigation menu includes links for Home, About Us, Membership, Events, and Member Portal. The "Member Portal" link is circled in red. The main content area features a "SPOTLIGHT ON Kathy Stillwell" section with the text "Volunteers are the heart and soul of FLWGA". Below this is a "More Info" button. The "August Board Meeting" and "President's August Message" sections are also visible. A "Member Portal" button is located in the bottom right of the main content area. A "Need help with your golfsoftware ID and password?" section provides the email [flwga.membership@gmail.com](mailto:flwga.membership@gmail.com). A "Need help with a USGA rule or how it applies to a situation?" section is also present. A landscape image of a golf course is shown at the bottom right.



Click the “Sign in” button in the top left corner.

Enter

- Email OR GSID (20786-xxx)
- password = Your password



Sign in to your account

Email or GSID (#####-###)  
rebeccarice@gmail.com

Password  
\*\*\*\*\*

**Sign in**

[Forgot password?](#)  Remember me

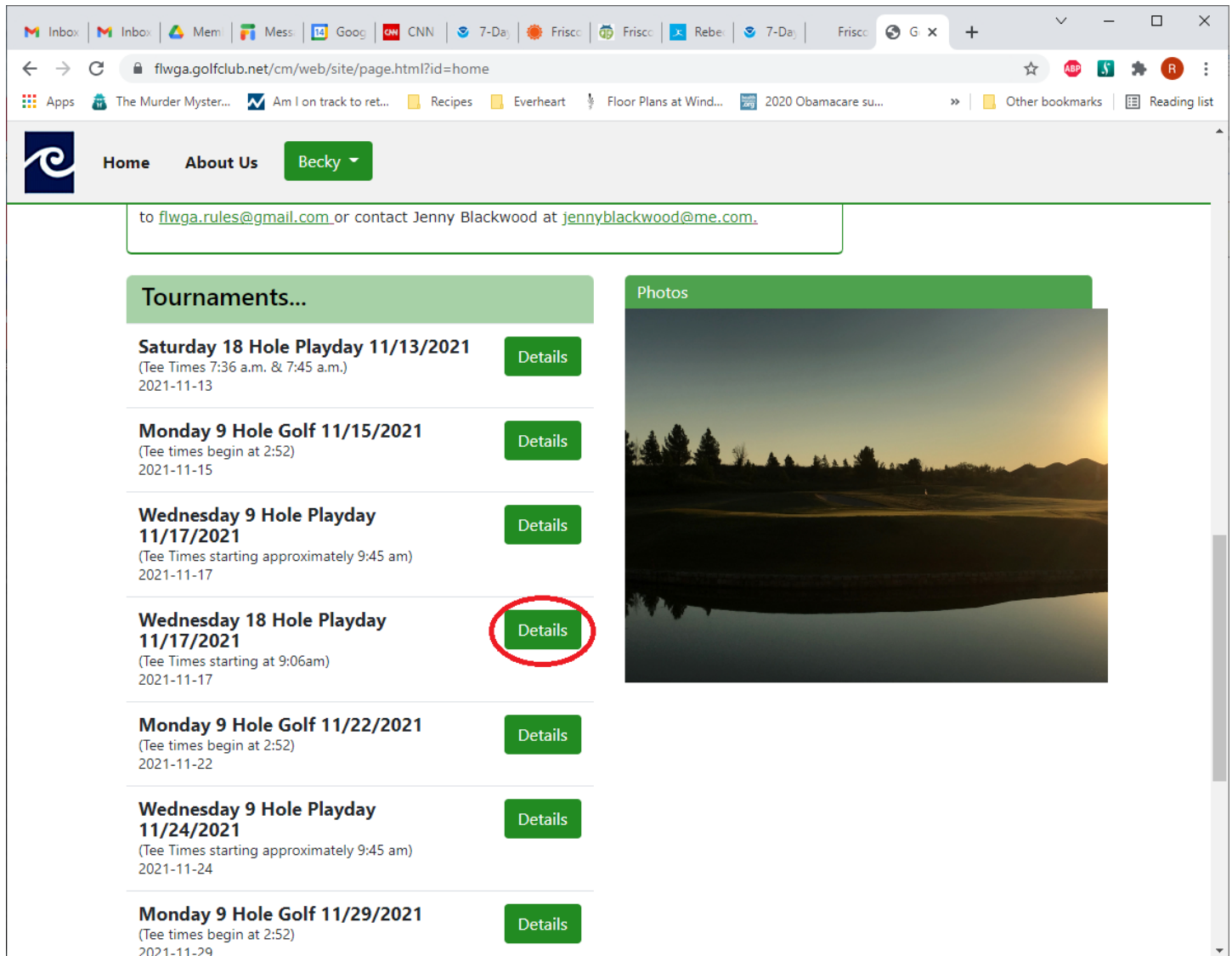
If you do not remember your Member ID or password, contact the Membership Director [flwga.membership@gmail.com](mailto:flwga.membership@gmail.com).

## PLAYDAY OR TOURNAMENT SIGN UP

Login to the Member Portal – see “[Member Portal Login](#)” section.

To play on a playday or in a tournament, you must sign up from the Member Portal via the “Tournament” details page. The Tournament details page also allows you to view the Player List and Pairings. There are two ways to get to the Tournament details page.

1) From the main Portal Page, click on the “Details” button next to the playday or tournament you want to sign up for under “Tournaments” in the bottom left section on the page.



The screenshot shows a web browser displaying the Flwga Golf Club website. The browser's address bar shows the URL [flwga.golfclub.net/cm/web/site/page.html?id=home](http://flwga.golfclub.net/cm/web/site/page.html?id=home). The website has a navigation bar with "Home", "About Us", and a user profile "Becky". Below the navigation bar, there is a contact information box with the email [flwga.rules@gmail.com](mailto:flwga.rules@gmail.com) and Jenny Blackwood at [jennyblackwood@me.com](mailto:jennyblackwood@me.com). The main content area is divided into two sections: "Tournaments..." and "Photos". The "Tournaments..." section lists several events with "Details" buttons. The "Photos" section shows a large image of a golf course at sunset. The "Details" button for the "Wednesday 18 Hole Playday 11/17/2021" event is circled in red.

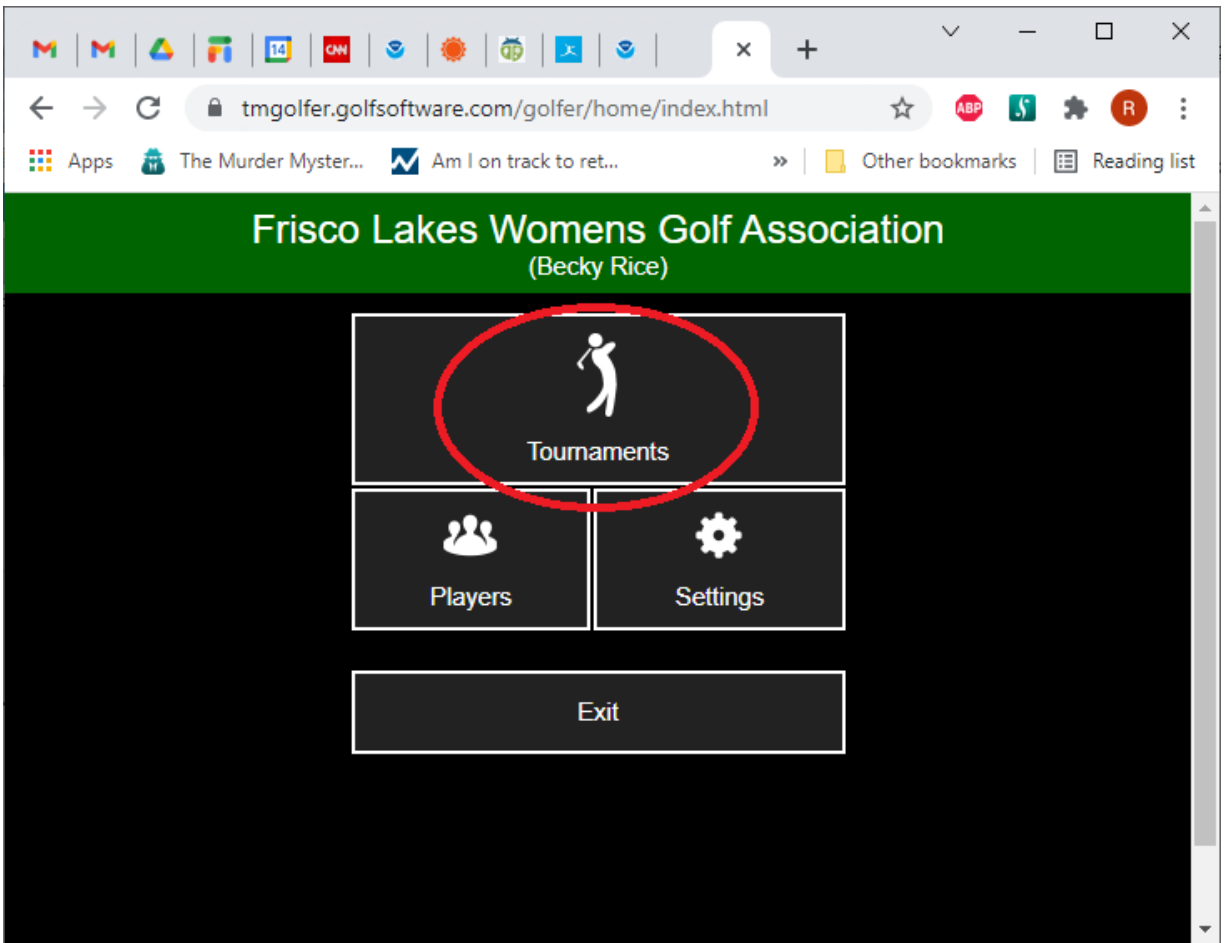
Tournament Name	Date	Details Button
Saturday 18 Hole Playday	11/13/2021	Details
Monday 9 Hole Golf	11/15/2021	Details
Wednesday 9 Hole Playday	11/17/2021	Details
Wednesday 18 Hole Playday	11/17/2021	Details
Monday 9 Hole Golf	11/22/2021	Details
Wednesday 9 Hole Playday	11/24/2021	Details
Monday 9 Hole Golf	11/29/2021	Details

OR

2) In the upper left hand corner of the main Portal Page, click on the button with your name to show a list of options. Select "Tournaments".

The screenshot shows a web browser window with the URL [flwga.golfclub.net/cm/web/site/page.html](http://flwga.golfclub.net/cm/web/site/page.html). The browser's address bar and tabs are visible at the top. The website's navigation bar includes a logo, "Home", "About Us", and a user profile button labeled "Becky". A dropdown menu is open from the "Becky" button, showing two options: "My Handicap" and "Tournaments". The "Tournaments" option is circled in red. Below the navigation bar, the main content area features a green header with the text: "The Frisco Lakes Golf Association (FLWGA) is a chartered organization of the Frisco Lakes neighborhood in Frisco, Texas. We welcome women golfers of all skill levels who reside in the Frisco Lakes neighborhood. Visit our website for more information: <http://www.flwga.com>." Below this is a section titled "Tip of the Week" with a date of "November 1, 2021" and the heading "Scrambles". The text describes the purpose of scrambles and provides tips for playing one. On the right side of the page, there is a "Documents" sidebar with a list of links: "Local Rules", "2021 Calendar", "Basic Rules Meeting 2021", "Intermediate Rules Meeting 2021", "Handicaps Explained 2021", "2021 Handbook", "Hole in One Club 2021", "Play Day Golf Games", and "2021 Member Survey".

Then click on the "Tournaments" box in the middle of the page.





Click on the playday or tournament you want to sign up for.

The screenshot shows a web browser window with the URL [tmgolfer.golfsoftware.com/golfer/tournaments/index.html](http://tmgolfer.golfsoftware.com/golfer/tournaments/index.html). The page title is "Tournaments" and it is for "Club #20786 Frisco Lakes Womens Golf Association". A "More" button is visible below the club name. The main content area is titled "Tournaments" and lists several events:

- Saturday 18 Hole Playday 11/13/2021  
(Tee Times 7:36 a.m. & 7:45 a.m.)  
11/13/2021
- Monday 9 Hole Golf 11/15/2021  
(Tee times begin at 2:52)  
11/15/2021
- Wednesday 9 Hole Playday 11/17/2021  
(Tee Times starting approximately 9:45 am)  
11/17/2021
- Wednesday 18 Hole Playday 11/17/2021**  
(Tee Times starting at 9:06am)  
11/17/2021
- Monday 9 Hole Golf 11/22/2021  
(Tee times begin at 2:52)  
11/22/2021
- Wednesday 9 Hole Playday 11/24/2021  
(Tee Times starting approximately 9:45 am)  
11/24/2021
- Monday 9 Hole Golf 11/29/2021

Regardless of which way you used to navigate to the Tournament Details page you will see the below page. To sign up click the “Sign up” button.

Home Tournament

Wednesday 18 Hole Playday 11/17/2021  
11/17/2021

**Pre tournament**

- Sign up** Sign up for tournament.
- Player list** List of participants with contact information.
- Pairings** Pairings, teetimes, start holes, etc.

**Post tournament**

- Results** View tournament results.

Click on the "Sign up for tournament" button in the top left of the page.

Back Sign up

Wednesday 18 Hole Playday 11/17/2021  
11/17/2021

**Sign up for tournament**

**Current sign ups**

19 players signed up. 29 spaces available.

▾ Ahlgren, Debbie
▾ Blackwood, Jenny
▾ Braun, Joyce
▾ Calderon, Rosemary
▾ Davis, Becky
▾ Ellis, Sue
▾ Flood, Vicki
▾ Geary, Judy
▾ Grubb, Elizabeth
▾ Herron, Karren
▾ Marpe, Bonnie
▾ Merritt, Judy
▾ Miller, Sue
▾ Mooney, Brook
▾ Prather, Marna
▾ Puccinelli, Amy
▾ Shearer, Susan
▾ Stamas, Barb
▾ Tieszen, Leslie

A confirmation screen will be presented as shown below. Click on “Yes, sign up”.

The screenshot shows a web browser window with the URL `tmgolfer.golfsoftware.com/golfer/tournament/index.html?tourId=8`. The page title is "Sign up" and the event is "Wednesday 18 Hole Playday 11/17/2021". A "Sign up for tournament" button is visible. A confirmation dialog box is open, titled "Sign up?", showing the name "Rice, Becky". The dialog has two buttons: "Yes, sign up" (highlighted with a red circle) and "No, cancel". Below the dialog is a list of names, each with a dropdown arrow:

- Ellis, Sue
- Flood, Vicki
- Geary, Judy
- Grubb, Elizabeth
- Herron, Karren
- Marpe, Bonnie
- Merritt, Judy
- Miller, Sue
- Mooney, Brook
- Prather, Marna
- Puccinelli, Amy
- Shearer, Susan
- Stamas, Barb
- Tieszen, Leslie

You are now signed up for the event. The system will not allow you to sign up twice. If you are signed up, the “Remove” button will be displayed. To remove yourself from an event, click on the “Remove” button.

The screenshot shows a web browser window with the URL [tmgolfer.golfsoftware.com/golfer/tournament/index.html?tourId=8](http://tmgolfer.golfsoftware.com/golfer/tournament/index.html?tourId=8). The page has a dark green header with a 'Back' button and the title 'Tournament'. Below the header, the event details are displayed: 'Wednesday 18 Hole Playday 11/17/2021' and '11/17/2021'. The page is divided into two main sections: 'Pre tournament' and 'Post tournament'. The 'Pre tournament' section contains four buttons: 'Remove' (circled in red), 'Player list', 'Pairings', and 'Score card'. The 'Post tournament' section contains one button: 'Results'.

Pre tournament	
<a href="#">Remove</a>	Remove yourself from tournament.
<a href="#">Player list</a>	List of participants with contact information.
<a href="#">Pairings</a>	Pairings, teetimes, start holes, etc.
<a href="#">Score card</a>	Your score card.

Post tournament	
<a href="#">Results</a>	View tournament results.

NOTE: If the event sign up close date has passed, this button will not be available. You will need to email the coordinator of the event in order to be removed.

Click on the “Remove yourself from tournament” button in the top left of the page.

The screenshot shows a web browser window with the URL `tmgolfer.golfsoftware.com/golfer/tournament/index.html?tourId=8`. The page has a dark green header with a "Back" button and "Sign up" text. Below the header, the event is titled "Wednesday 18 Hole Playday 11/17/2021" with the date "11/17/2021" below it. A button labeled "Remove yourself from tournament" is circled in red. Below this is a section titled "Current sign ups" with a brown background, containing the text "20 players signed up. 28 spaces available." and a list of 20 names, each preceded by a small downward-pointing triangle icon.

Back Sign up

Wednesday 18 Hole Playday 11/17/2021  
11/17/2021

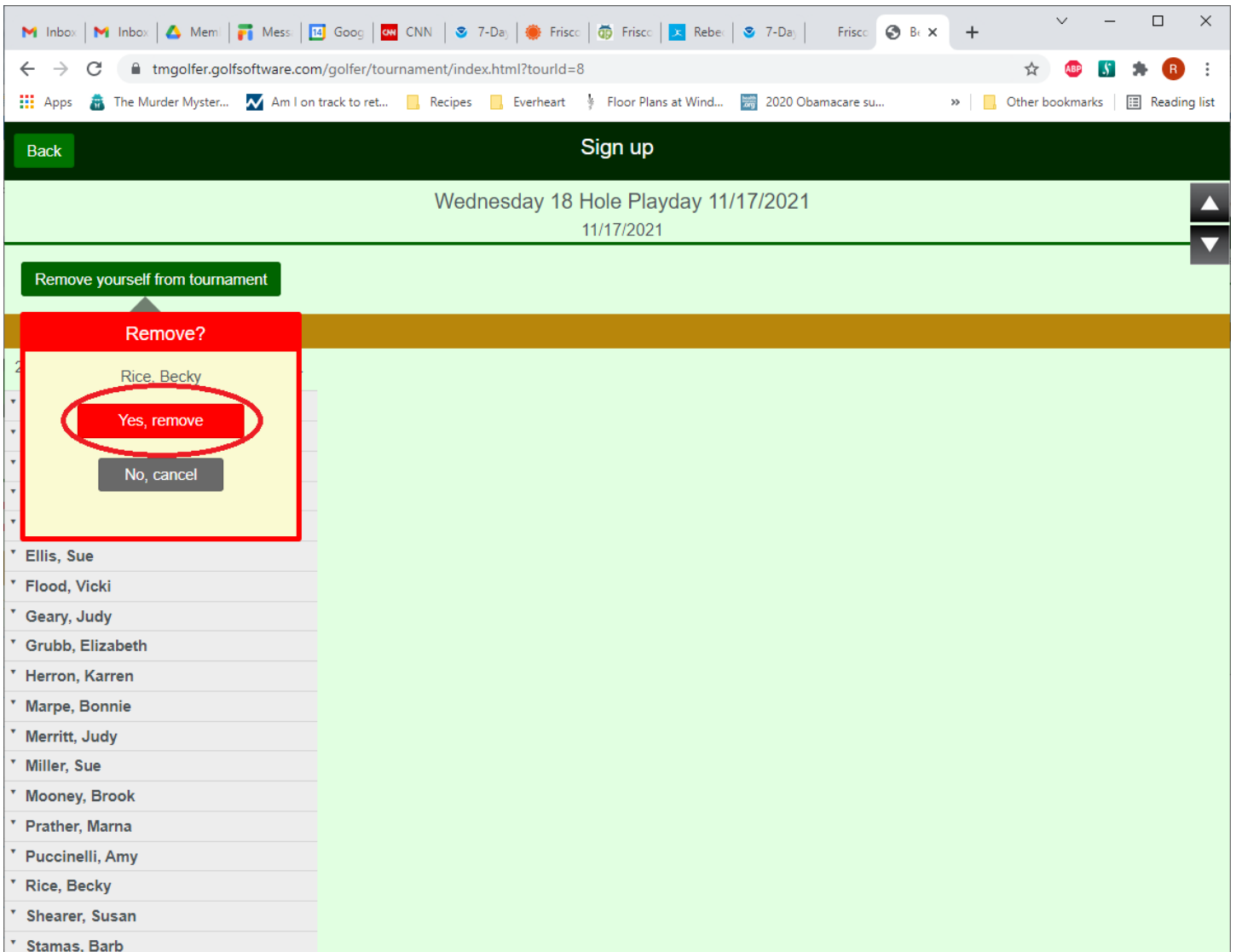
Remove yourself from tournament

Current sign ups

20 players signed up. 28 spaces available.

- ▾ Ahlgren, Debbie
- ▾ Blackwood, Jenny
- ▾ Braun, Joyce
- ▾ Calderon, Rosemary
- ▾ Davis, Becky
- ▾ Ellis, Sue
- ▾ Flood, Vicki
- ▾ Geary, Judy
- ▾ Grubb, Elizabeth
- ▾ Herron, Karren
- ▾ Marpe, Bonnie
- ▾ Merritt, Judy
- ▾ Miller, Sue
- ▾ Mooney, Brook
- ▾ Prather, Marna
- ▾ Puccinelli, Amy
- ▾ Rice, Becky
- ▾ Shearer, Susan
- ▾ Stamas, Barb

A confirmation screen will be presented as shown below. Click on “Yes, remove”.



You will be returned to Tournament Details page.

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## POSTING SCORES

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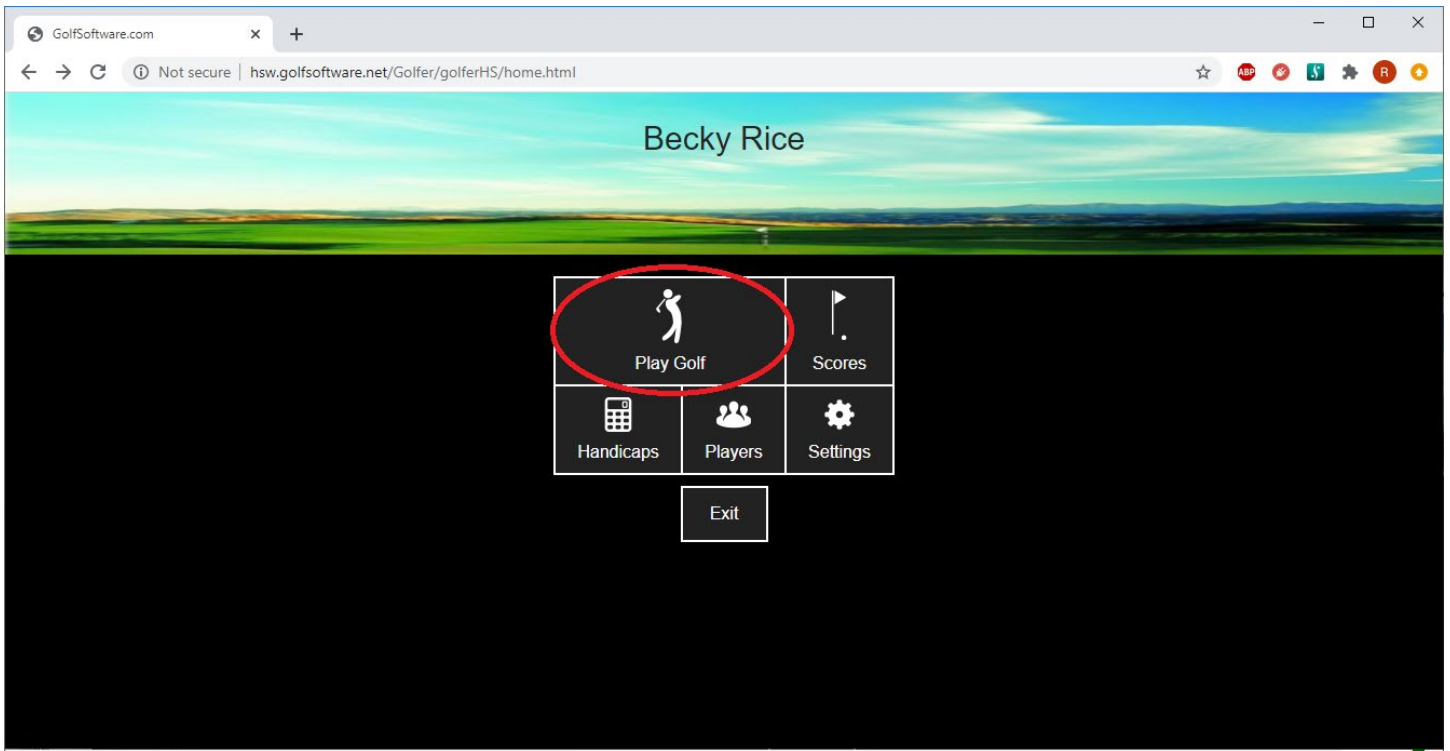
Login to the Member Portal – see “[Member Portal Login](#)” section.

In the upper left hand corner of the main Portal Page, click on the button with your name to show a list of options. Select “My Handicap”.

The screenshot shows a web browser window with the URL [flwga.golfclub.net/cm/web/site/page.html?id=home](http://flwga.golfclub.net/cm/web/site/page.html?id=home). The page features a navigation bar with "Home", "About Us", and a user menu for "Becky". The user menu is open, displaying options: "My Handicap" (circled in red), "Tournaments", and "Sign out". The main content area includes a welcome message for the Frisco Lakes Golf and Country Club (FLWGA), a "Documents" list (FLWGA Calendar 2021, FLWGA 2021 Handbook, Reimbursement Request, Member Portal Quick Reference, Member Portal User Manual, FriscoLakesScorecard, Rules Meeting, WHS Presentation Feb 25 2020), a "Links" section (View Signups, Visit our Website, Membership Information), and a "Photos" section with a landscape image.



Select the "Play Golf" box.

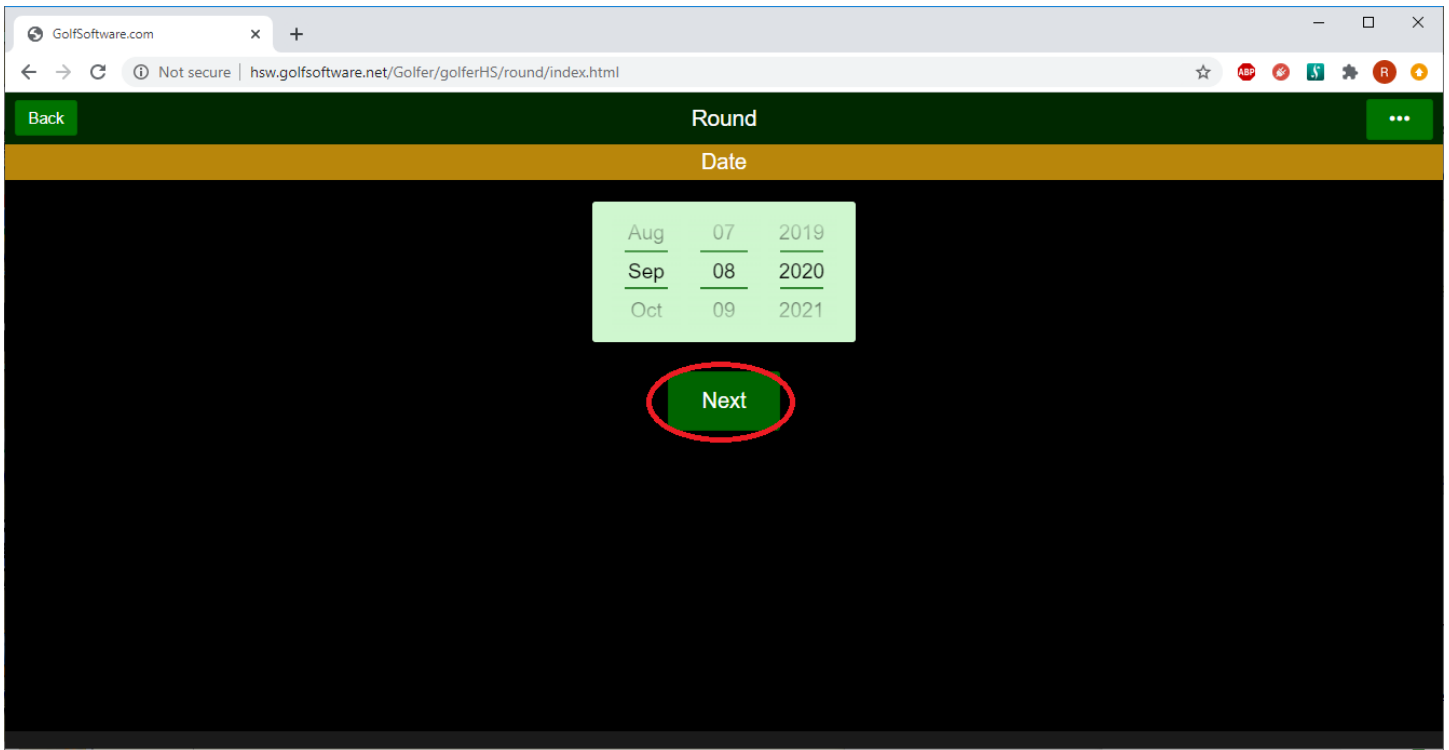


Set the date of the round being entered. The system defaults to today's date.

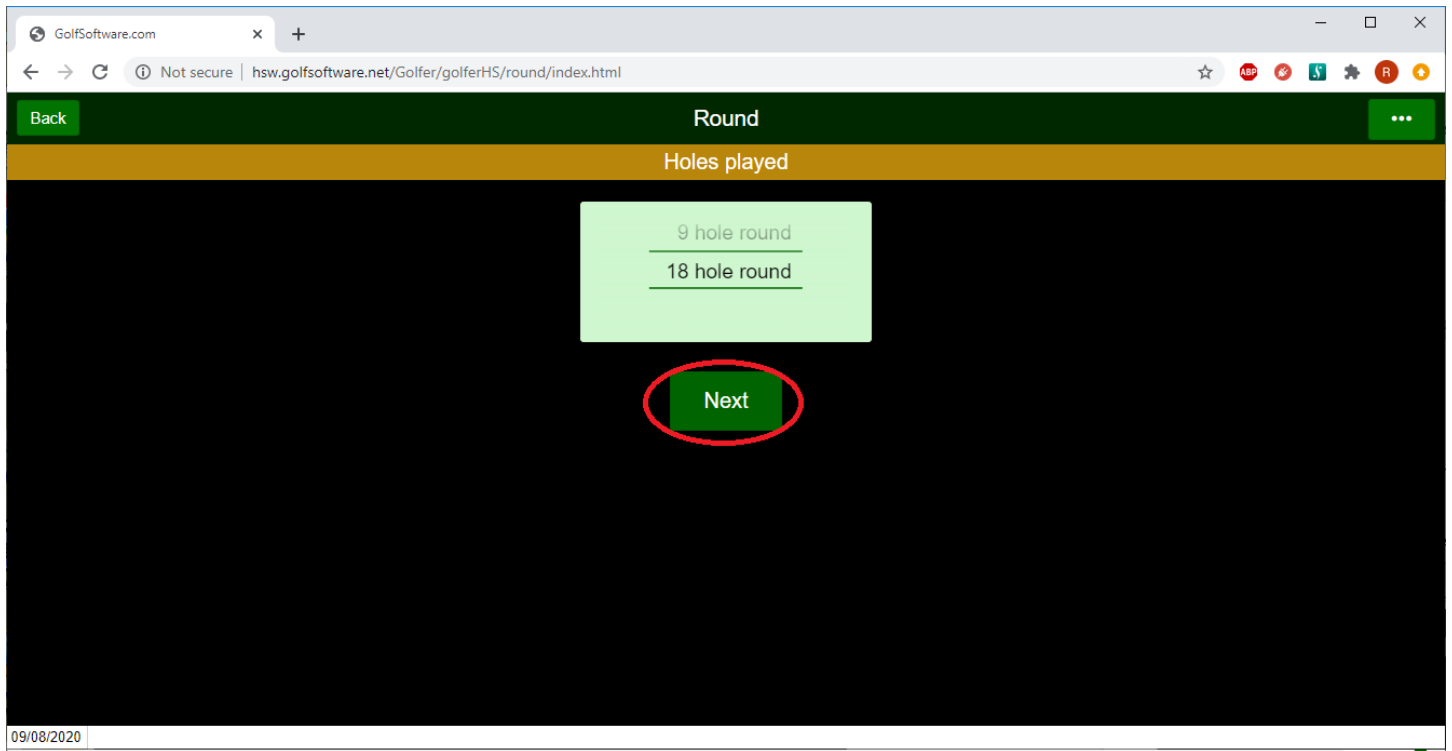
To change the date:

- Click the column you want to change (month, day, year)
- Use the mouse roller OR touch screen (on a smartphone, iPad, or tablet) to change the value.

Once the correct date is set, click the "Next" button.

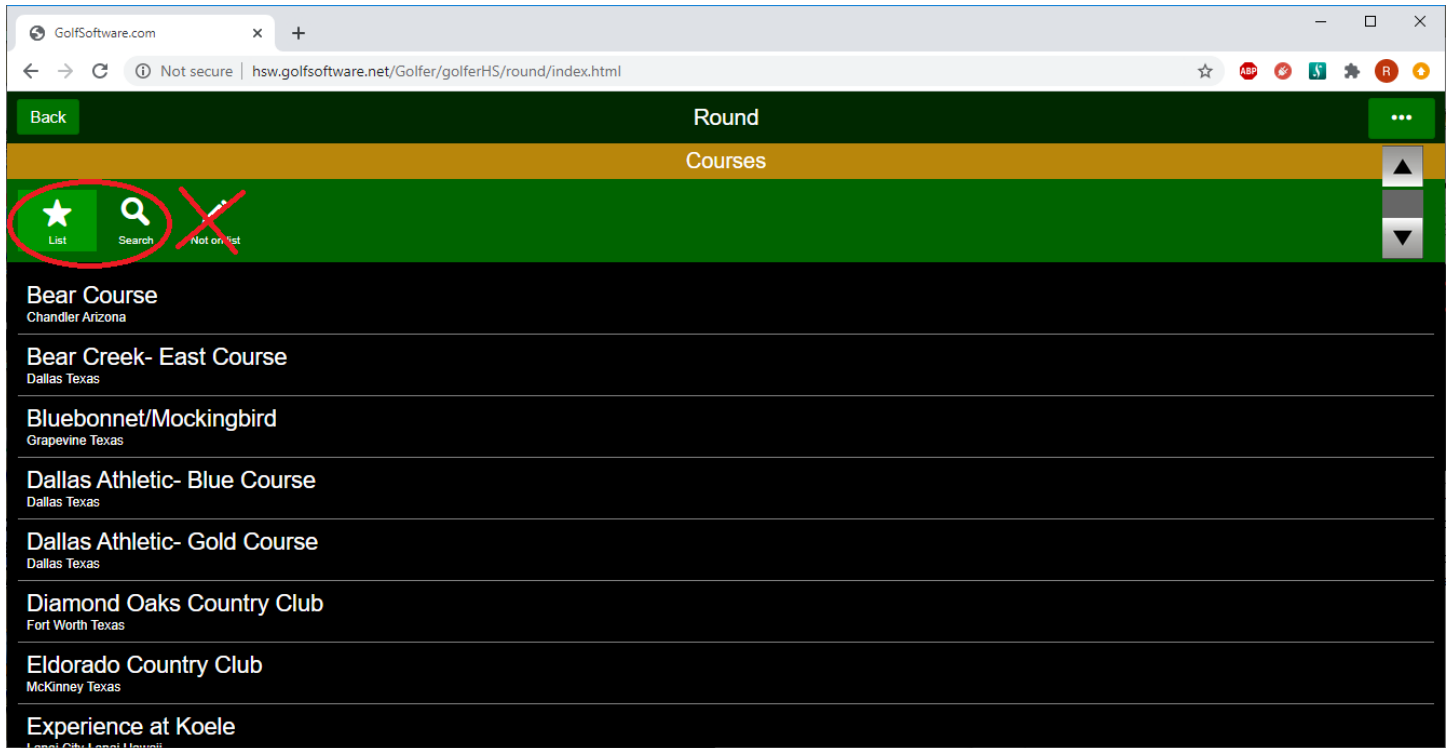


Select Holes played, click the “Next” button.

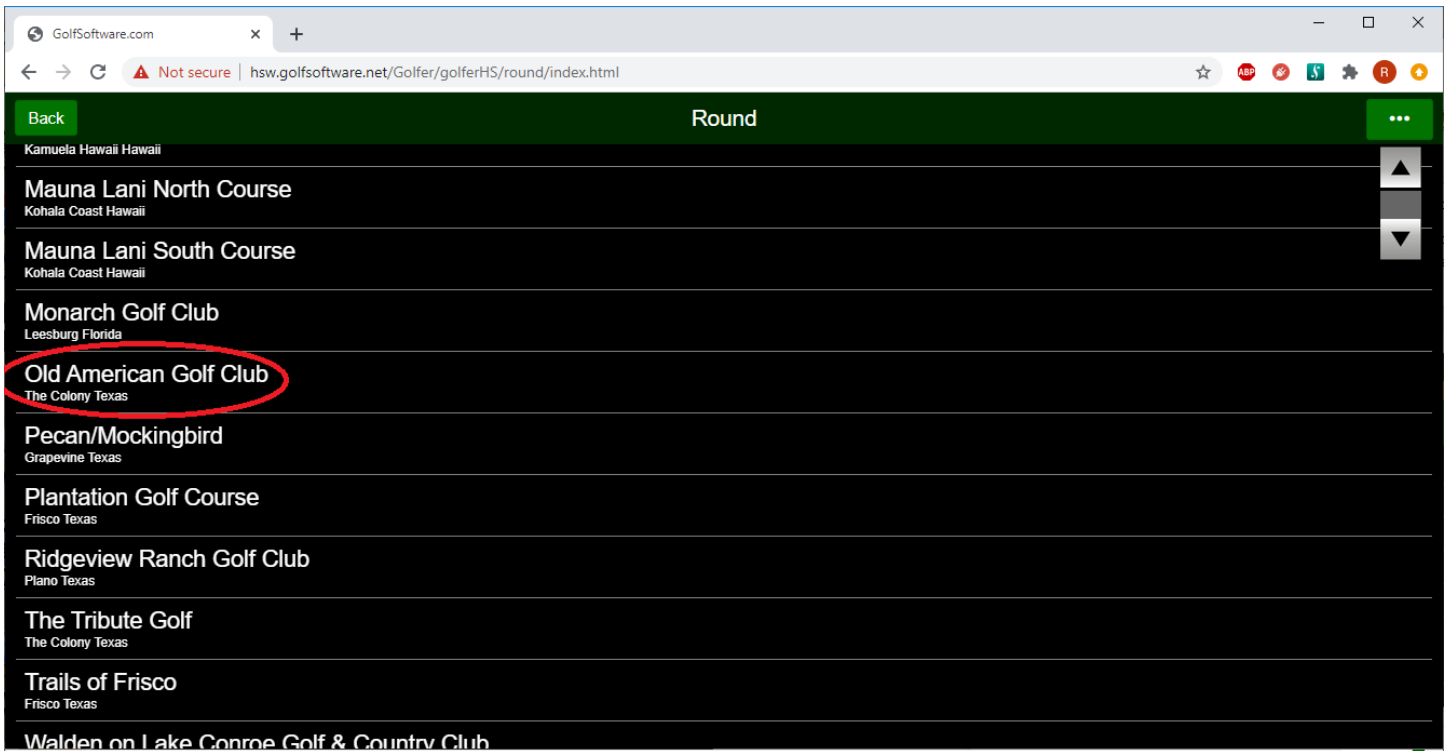


A list of courses is presented. If the course you want to post to is not listed, then you can “Search” for the course. If you do not find the course, please contact the current FLWGA Handicap Coordinator listed in the FLWGA Handbook.

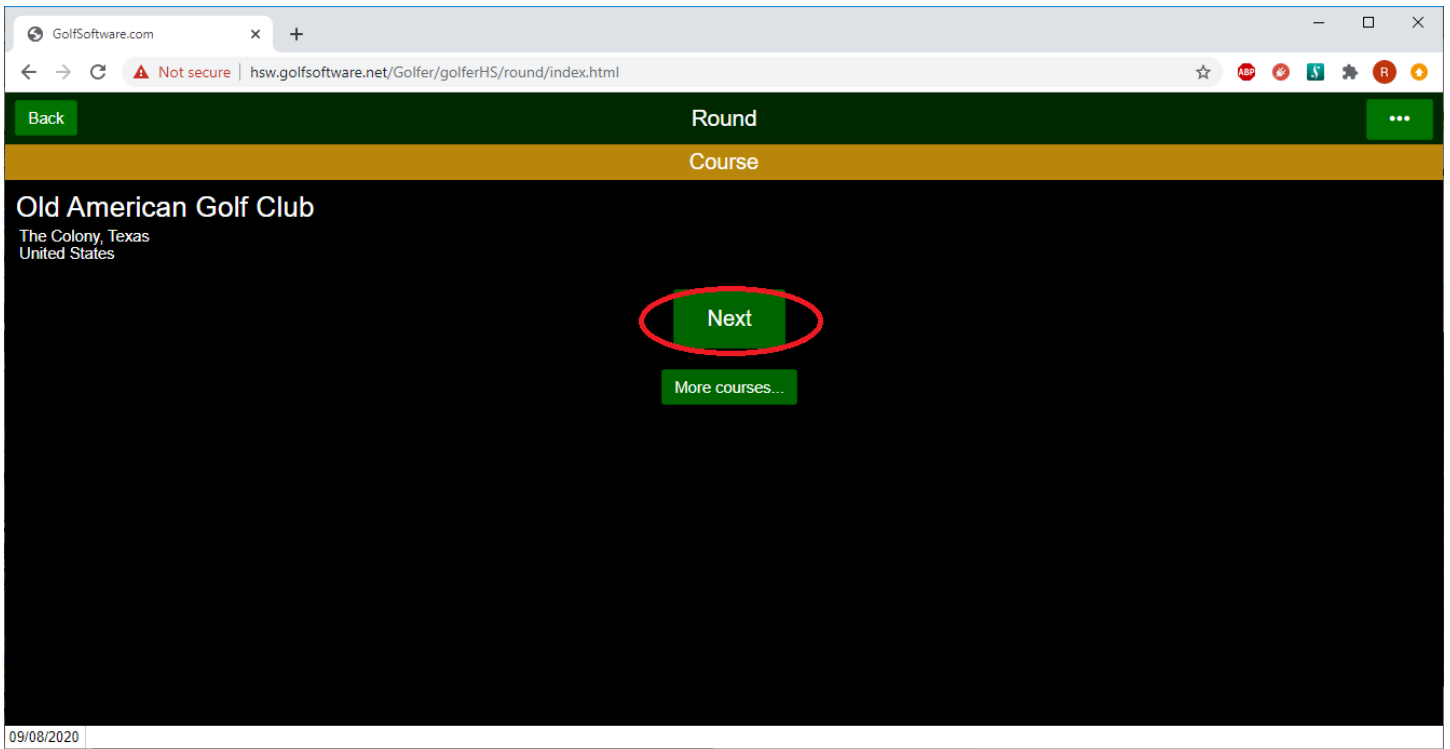
**Do not use** the “Not on list” functionality. This allows you to enter a course that is not in the system. However, the FLWGA wants to ensure courses that we enter scores against are in the system with the correct course slope and rating.



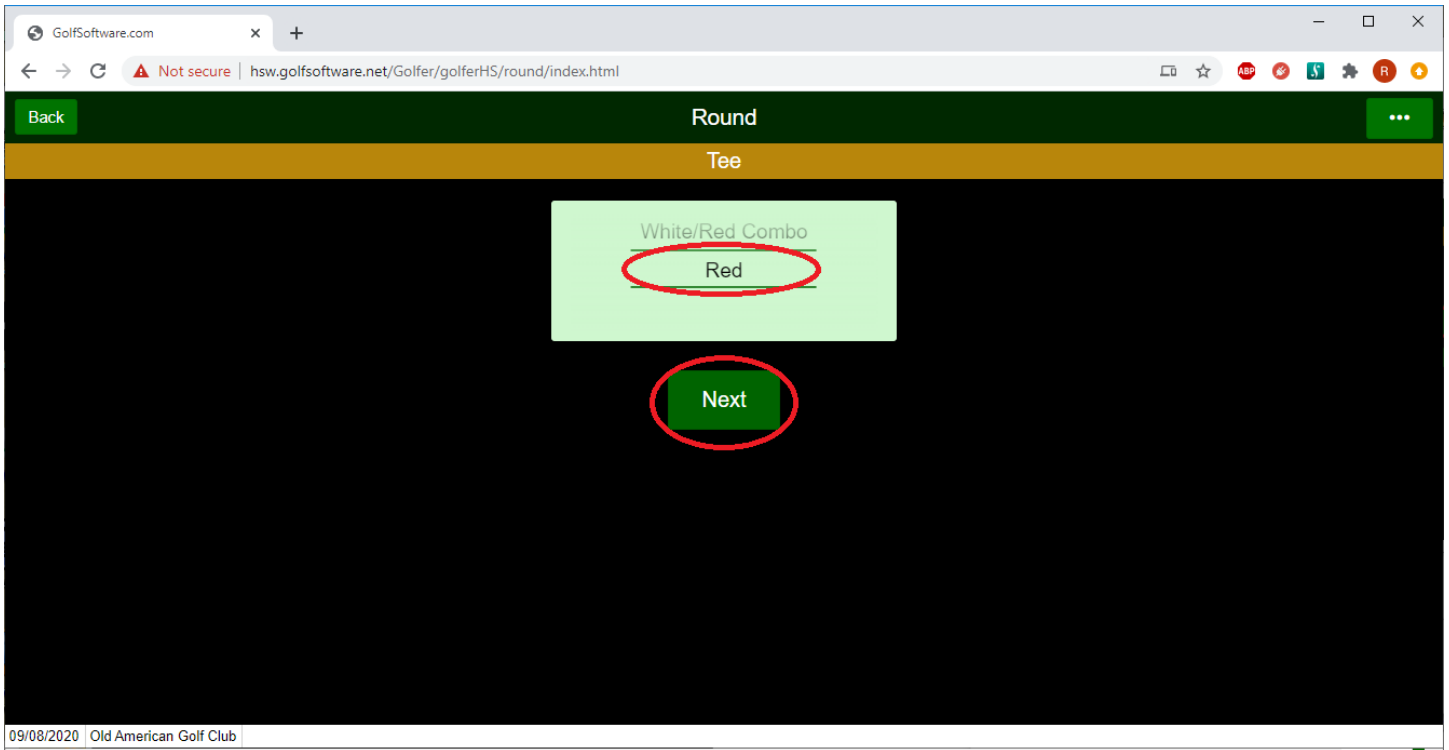
Select the course for the round you played.



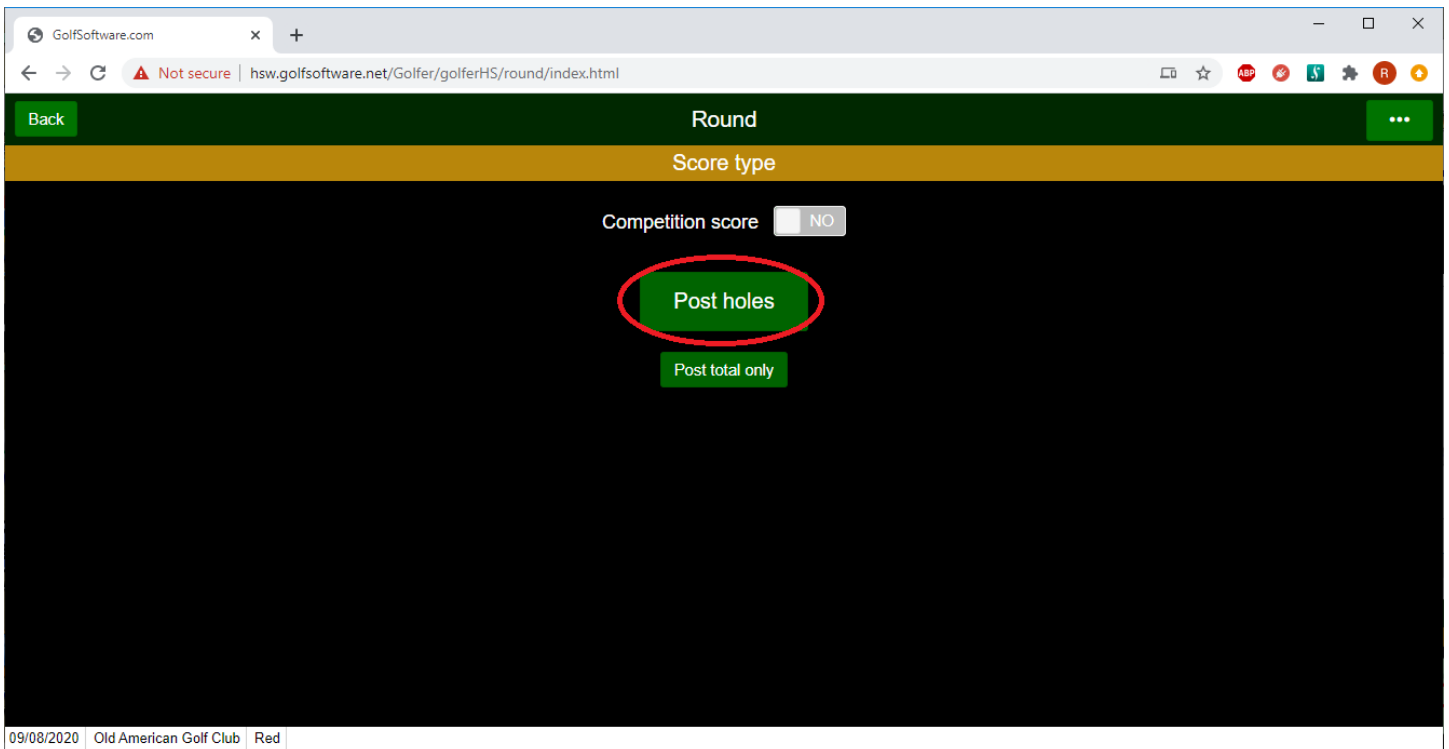
Click "Next" if the course presented is correct. The "More courses" button returns you to the List of Courses page.



Use the mouse roller or touch screen (on smartphones, iPads, or tablets) to select the correct tee box. Click the “Next” button.



Leave “Competition score” set to “No”. Click on the “Post holes” button.



Using the “+” and “-” buttons, adjust the number to your score. Click on the “Next” button to move to the next hole. Click on the “Back” button in the upper left of the screen to go back to a prior hole.

Continue until all holes are entered.

You may also click on the box for the first hole at the bottom of the page and enter your score for hole 1. The system will automatically move you to hole two and you can continue to quickly enter each score.

The screenshot shows a web browser window with the URL `hsw.golfsoftware.net/Golfer/golferHS/round/index.html`. The interface is for entering scores for a round. At the top, there is a 'Back' button and a 'Round' header. Below this, the current hole is 'Hole 1', which is 342 Yards, Par 4, and Hcp 8. The score for this hole is currently 5, with '+' and '-' buttons for adjustment. A 'Next' button is circled in red, and a 'Card' button is below it. At the bottom, there is a table for hole scores:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
5	5																	10

At the very bottom, it shows the date '09/08/2020', the club 'Old American Golf Club', and the tees 'Red'.

After all holes are entered, click the “Finished” button.

The screenshot shows a web browser window with the URL `hsw.golfsoftware.net/Golfer/golferHS/round/index.html`. The page title is "Round". At the top, there is a "Back" button and a menu icon. Below this, a header bar displays "Hole 18", "339 Yards", "Par 4", and "Hcp 5". The main area features a large white box with the number "6", flanked by green "+" and "-" buttons. Below the score is a green "Finished" button, which is circled in red, and a green "Card" button below it.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
5	8	4	5	4	6	4	5	5	6	3	8	6	6	4	4	7	6	96

09/08/2020 | Old American Golf Club | Red

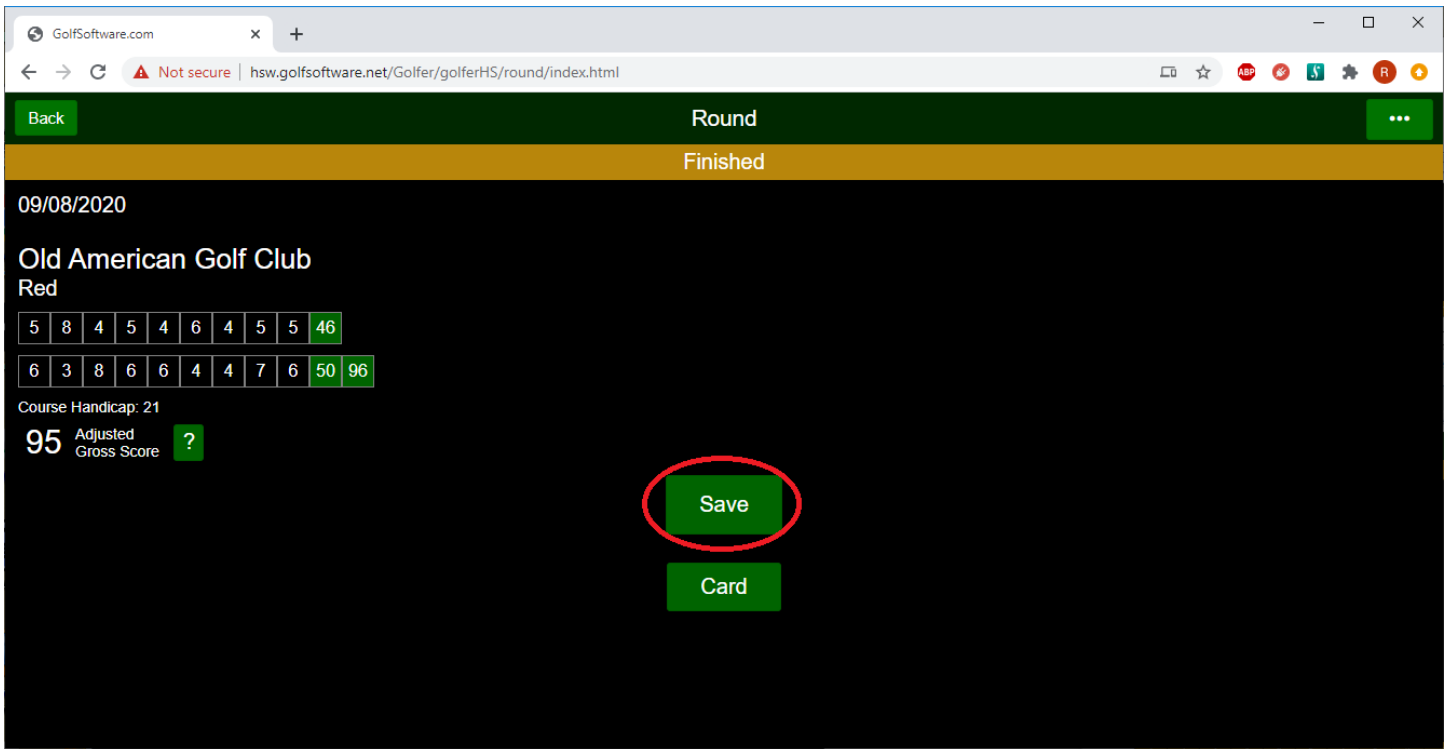


The hole by hole score card, total round score, and the Adjusted Gross Score will be shown on the left side of the screen.

NOTE: You should put in all strokes you took up to 10 for each hole. The system will adjust each hole to the World Handicap System (WHS) Equitable Stroke Control (ESC) - which is defined as no more than “net double bogey” for a hole. Net double bogey is based upon your individual course handicap.

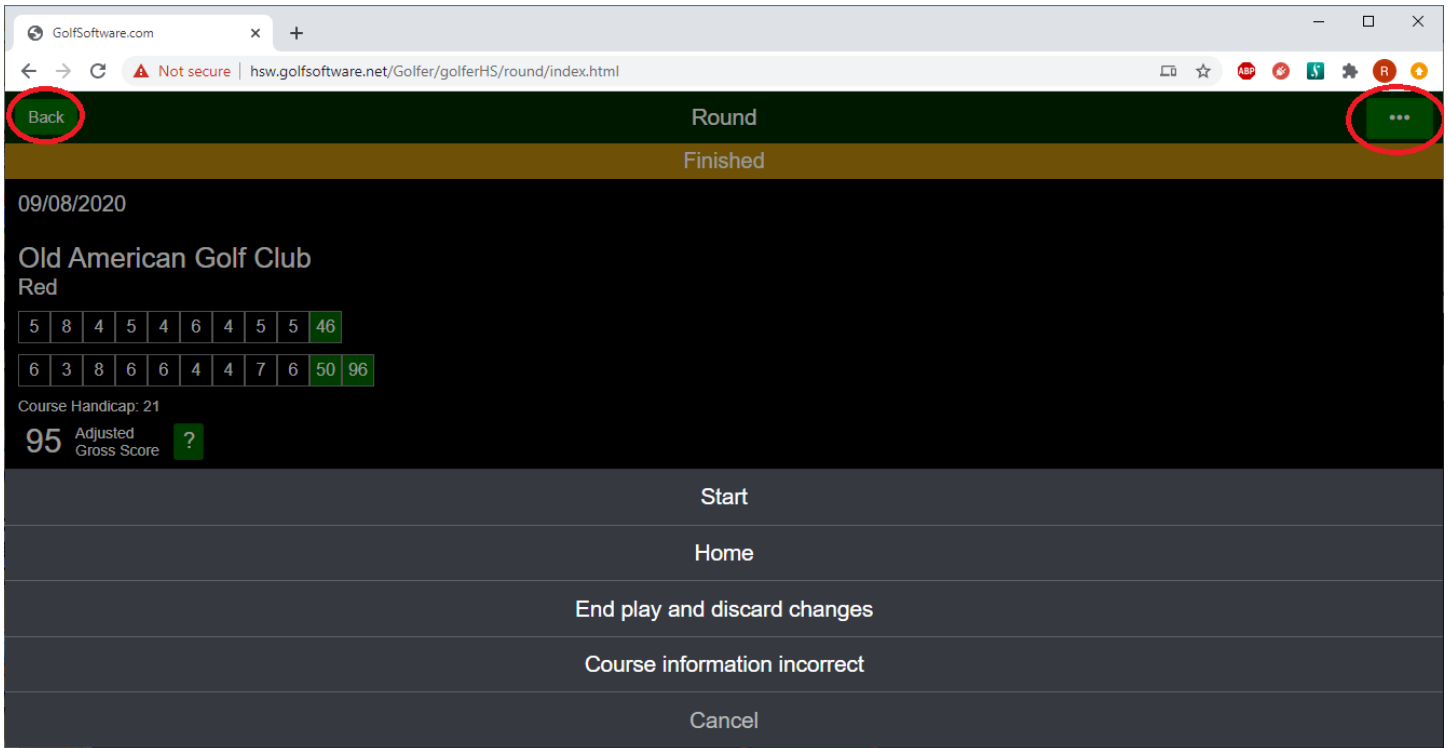
In the screenshot below, the total score of all holes is 96, however the “Adjusted Gross Score” that will be posted is 95.

Click the “Save” button to save the round to the database.



Once a score is saved, it will return you to the main Handicap screen. Select the “Exit” box to return to the main Portal Page.

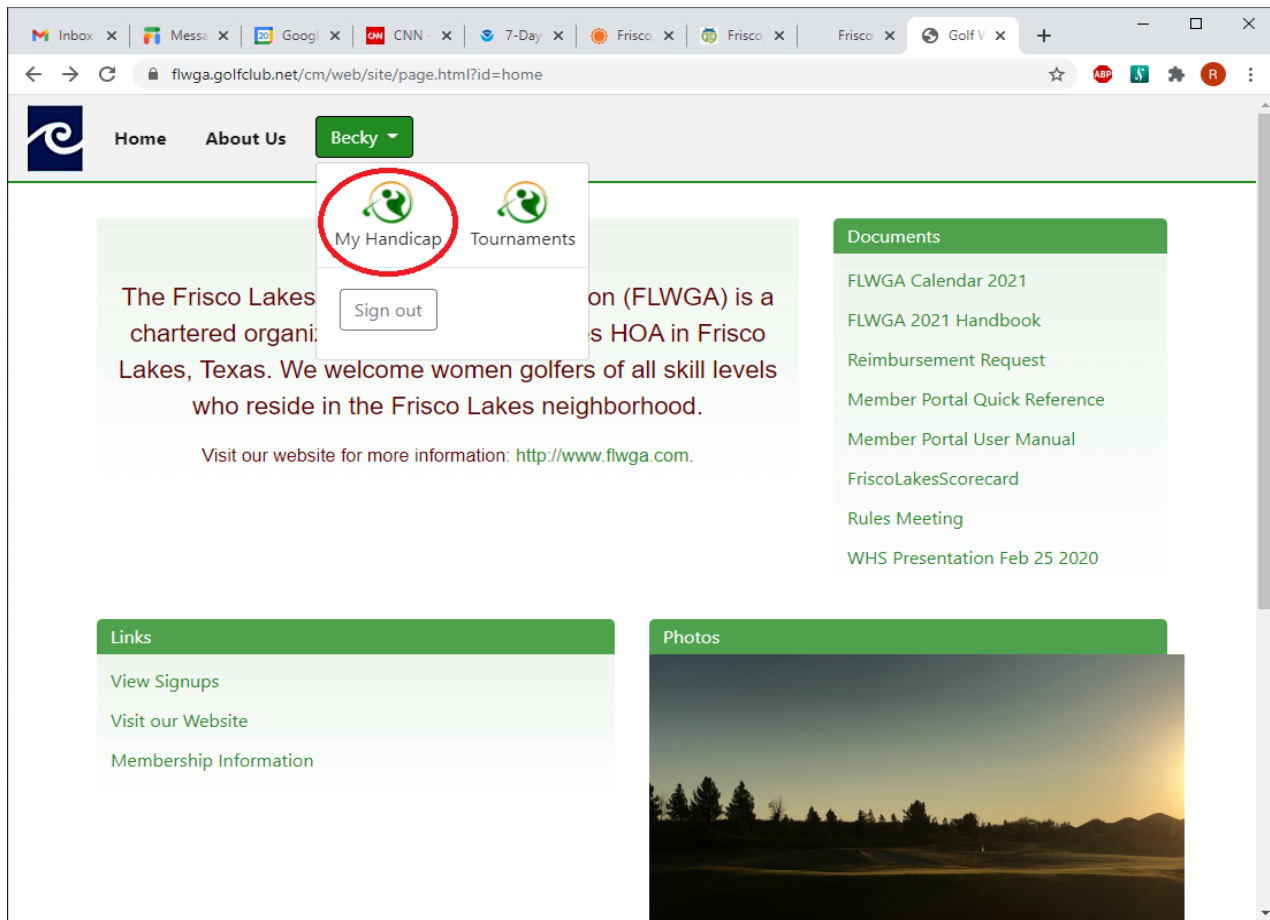
Anytime while posting a score, you can use the “Back” button to go back one screen or you can select the “...” button in the upper right corner to show additional navigation options.



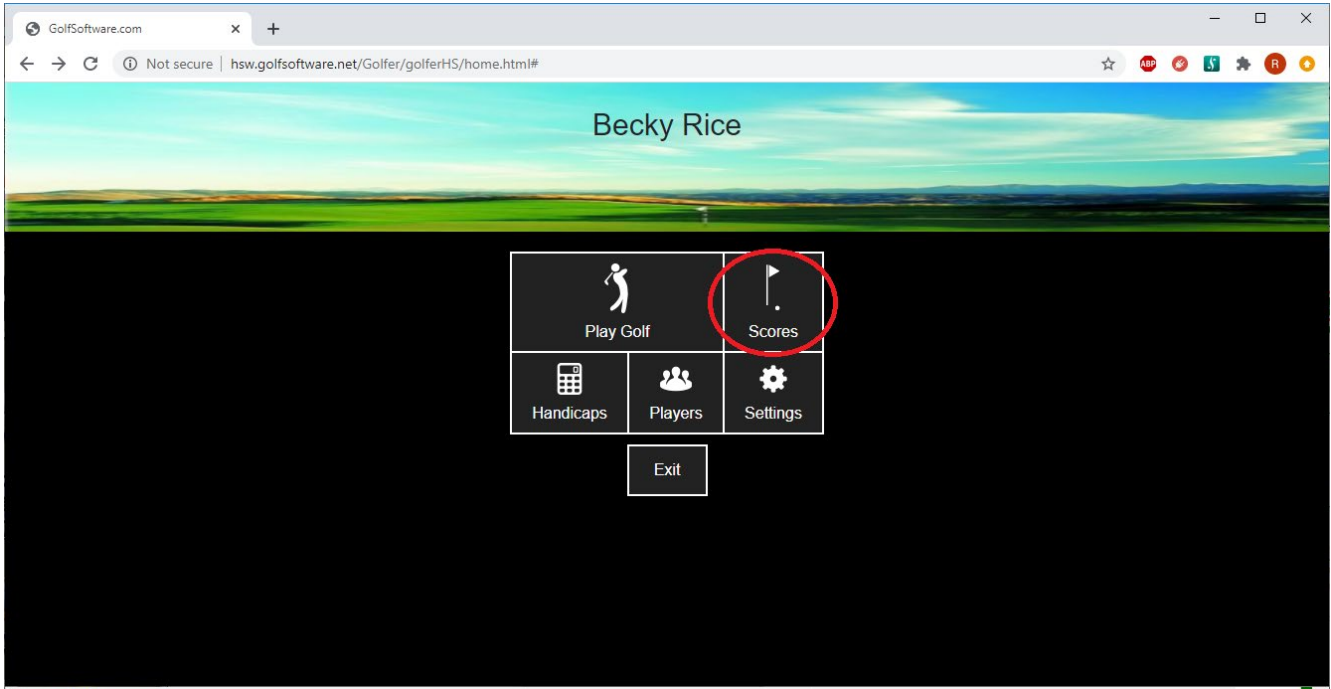
## SCORE LOOKUP

Login to the Member Portal – see “[Member Portal Login](#)” section.

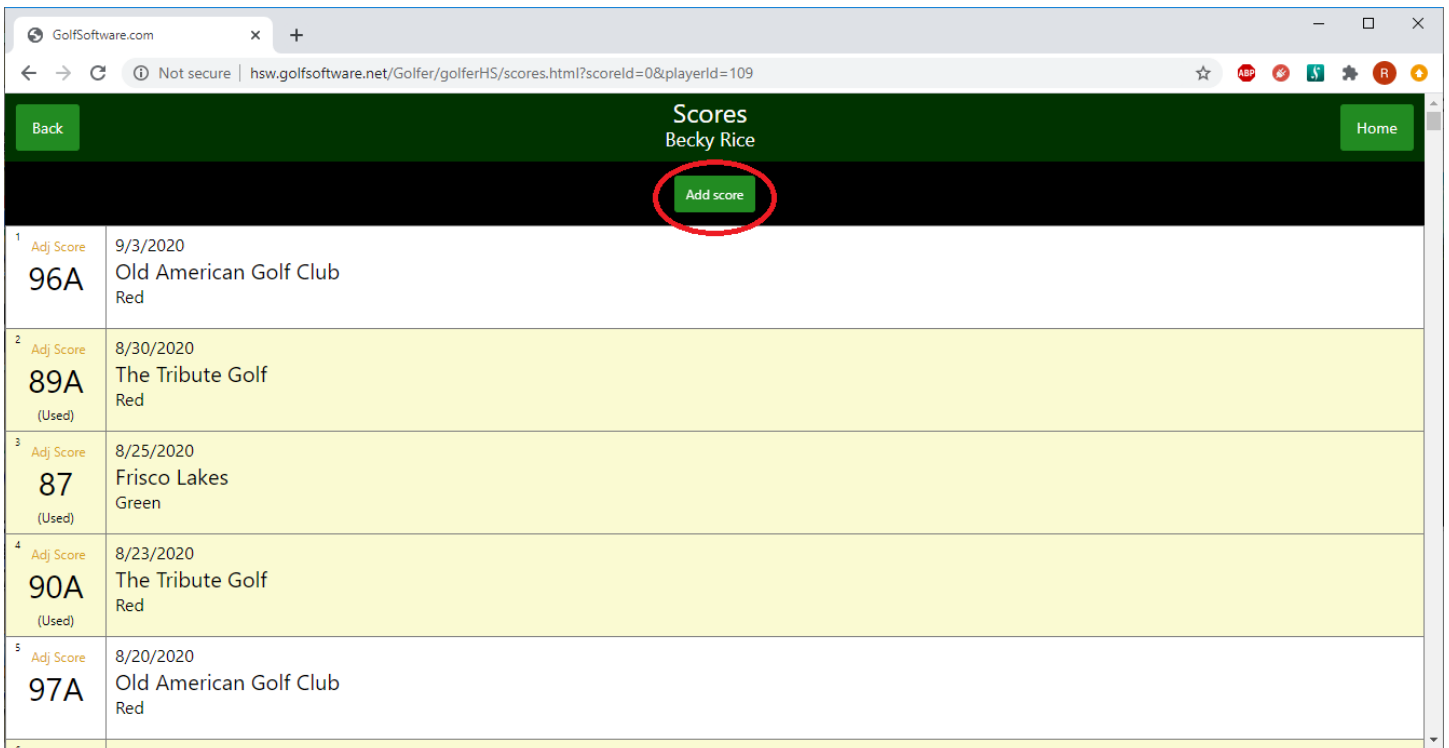
In the upper left hand corner of the main Portal Page, click on the button with your name to show a list of options. Select “My Handicap”.



Select the "Scores" box.



This page lists all scores currently posted in the system for the player. You can also post a score from this screen by clicking the "Add score" button. Then follow the instructions in the "Posting Scores" section of this document.



To return to the main Portal Page, click either the "Back" (upper left corner) or "Home" (upper right corner) buttons, then select the "Exit" box.

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## HANDICAP LOOKUP

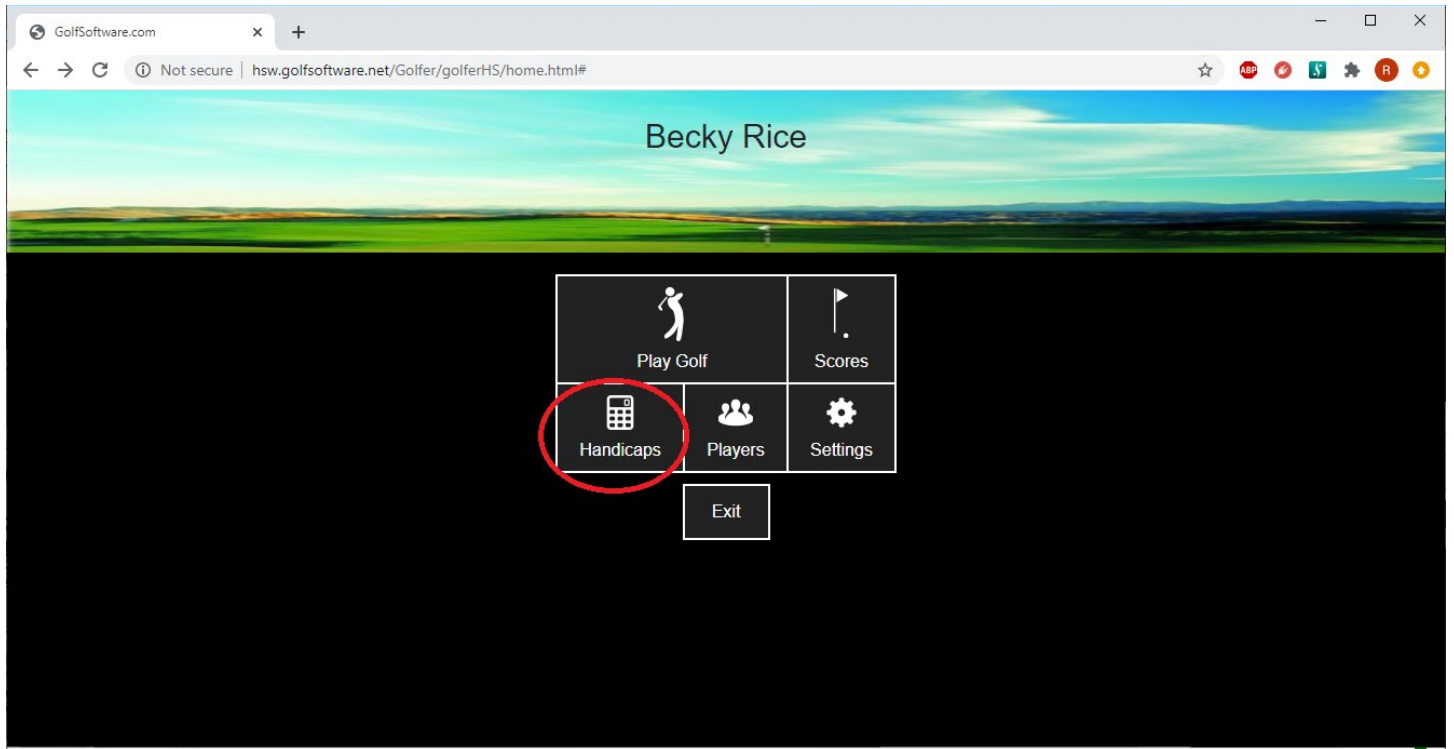
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Login to the Member Portal – see “[Member Portal Login](#)” section.

In the upper left hand corner of the main Portal Page, click on the button with your name to show a list of options. Select “My Handicap”.

The screenshot shows a web browser window with the URL [flwga.golfclub.net/cm/web/site/page.html?id=home](http://flwga.golfclub.net/cm/web/site/page.html?id=home). The page features a navigation bar with 'Home', 'About Us', and a user profile button labeled 'Becky'. A dropdown menu is open from the 'Becky' button, showing three options: 'My Handicap' (circled in red), 'Tournaments', and 'Sign out'. The main content area includes a welcome message: 'The Frisco Lakes Golf and Country Club (FLWGA) is a HOA in Frisco Lakes, Texas. We welcome women golfers of all skill levels who reside in the Frisco Lakes neighborhood. Visit our website for more information: <http://www.flwga.com>.' To the right is a 'Documents' section with links to 'FLWGA Calendar 2021', 'FLWGA 2021 Handbook', 'Reimbursement Request', 'Member Portal Quick Reference', 'Member Portal User Manual', 'FriscoLakesScorecard', 'Rules Meeting', and 'WHS Presentation Feb 25 2020'. At the bottom left is a 'Links' section with 'View Signups', 'Visit our Website', and 'Membership Information'. At the bottom right is a 'Photos' section with a landscape image of a golf course at sunset.

Select the "Handicaps" box.



This screen shows:

- Your “iCap” - which is the equivalent of your Handicap Index.
- A list of courses is presented with your “course handicap” for each set of tees. The course handicap is used to determine your ESC of net double bogey for the purposes of posting a score.

The screenshot shows a web browser window with the URL `hsw.golfsoftware.net/Golfer/golferHS/handicaps.html?playerid=109`. The page title is "Handicaps" for "Becky Rice". The main content area displays "iCap" as "17.2". Below this, there are two buttons: "Contact" and "Scores". A section titled "Handicaps for iCap of 17.2" includes a link "How are handicaps calculate?". The page lists two courses: "Bear Course" and "Bear Creek- East Course". Each course has a table of handicaps for different tee sets.

Bear Course	Hcp	Front	Back
Gold	19.2	9.6N	8.6N
Blue	16.3	9.6N	8.6N
White	20.6	9.6N	8.6N
Red	11.5	9.6N	8.6N

Bear Creek- East Course	Hcp	Front	Back
Blue	19.9	8.6N	8.6N
White	18.2	8.6N	8.6N
Forward	22.8	8.6N	8.6N

To return to the main Portal Page, click either the “Back” (upper left corner) or “Home” (upper right corner) buttons, then select the “Exit” box.

## MEMBER DIRECTORY

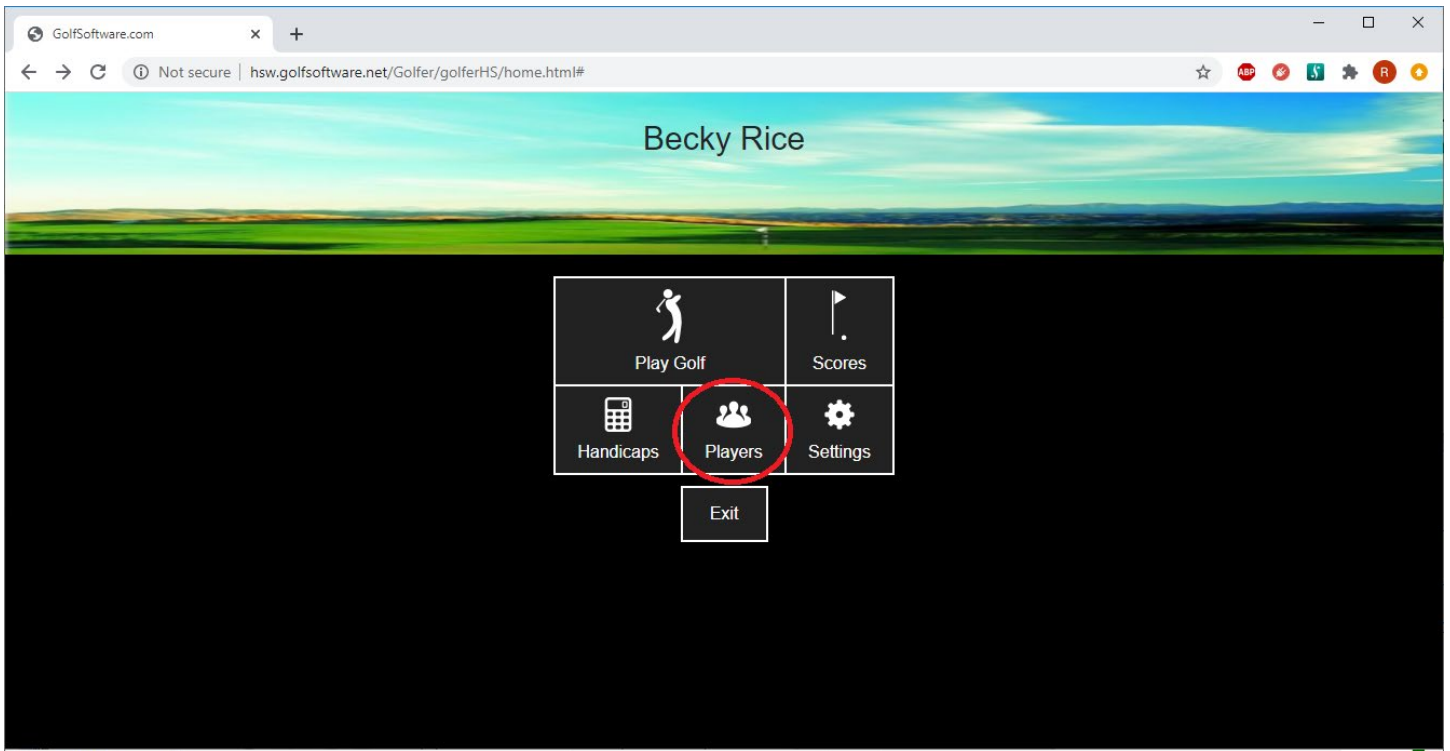
Login to the Member Portal – see “[Member Portal Login](#)” section.

In the upper left hand corner of the main Portal Page, click on the button with your name to show a list of options. Select “My Handicap”.

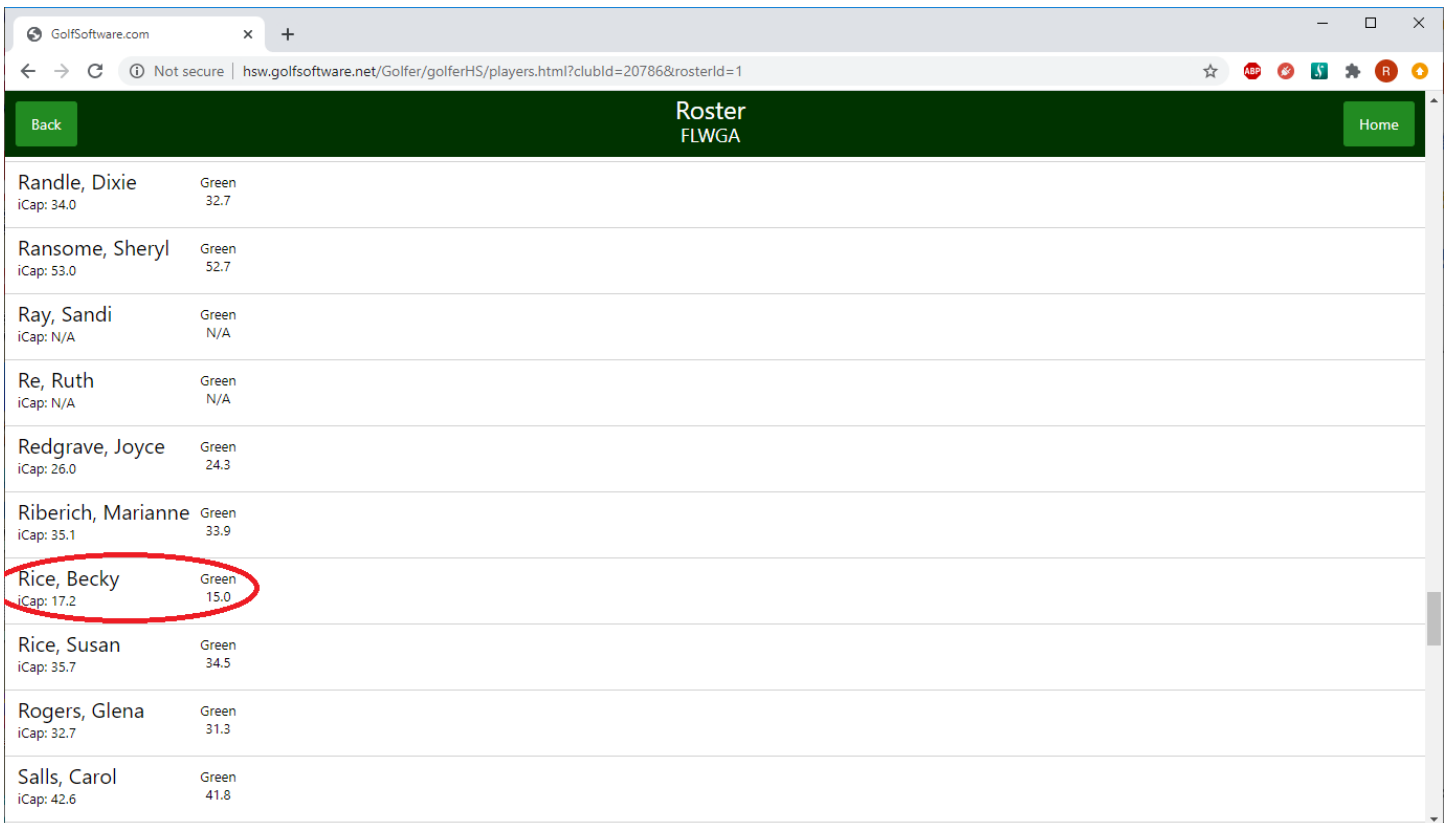
The screenshot shows a web browser window displaying the FLWGA Member Portal. The browser's address bar shows the URL [flwga.golfclub.net/cm/web/site/page.html?id=home](http://flwga.golfclub.net/cm/web/site/page.html?id=home). The page features a navigation bar with "Home" and "About Us" links, and a user profile dropdown menu for "Becky". The dropdown menu is open, showing options: "My Handicap" (circled in red), "Tournaments", and "Sign out". The main content area includes a welcome message: "The Frisco Lakes Golf and Country Club (FLWGA) is a chartered organization (FLWGA) is a HOA in Frisco Lakes, Texas. We welcome women golfers of all skill levels who reside in the Frisco Lakes neighborhood." Below this is a link to the website: <http://www.flwga.com>. On the right side, there is a "Documents" section with a list of files: "FLWGA Calendar 2021", "FLWGA 2021 Handbook", "Reimbursement Request", "Member Portal Quick Reference", "Member Portal User Manual", "FriscoLakesScorecard", "Rules Meeting", and "WHS Presentation Feb 25 2020". At the bottom left, there is a "Links" section with "View Signups", "Visit our Website", and "Membership Information". At the bottom right, there is a "Photos" section with a landscape image of a golf course at sunset.



Select the "Players" box.



This screen shows a list of all active players in the FLWGA. To select a player, scroll through the list to the player's name, then click on the player's name.



To see a player's contact information, click on the "Contact" button.

The screenshot shows a web browser window with the URL `hsw.golfsoftware.net/Golfer/golferHS/handicaps.html?clubld=20786&playerld=109`. The page displays the player's name 'Becky Rice' and her current iCap of 17.2. A red circle highlights the 'Contact' button. Below the iCap, there is a section titled 'Handicaps for iCap of 17.2' with a link 'How are handicaps calculate?'. This section contains three tables of handicaps for different courses.

Bear Course	Hcp	Front	Back
Gold	19.2	9.6N	8.6N
Blue	16.3	9.6N	8.6N
White	20.6	9.6N	8.6N
Red	11.5	9.6N	8.6N

Bear Creek- East Course	Hcp	Front	Back
Blue	19.9	8.6N	8.6N
White	18.2	8.6N	8.6N
Forward	22.8	8.6N	8.6N

Bluebonnet/Mockingbird	Hcp	Front	Back
Black	22.1	8.6N	8.6N

To return to the main Portal Page, click either the "Back" (upper left corner) or "Home" (upper right corner) buttons, then select the "Exit" box.

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## PERSONAL INFORMATION UPDATE

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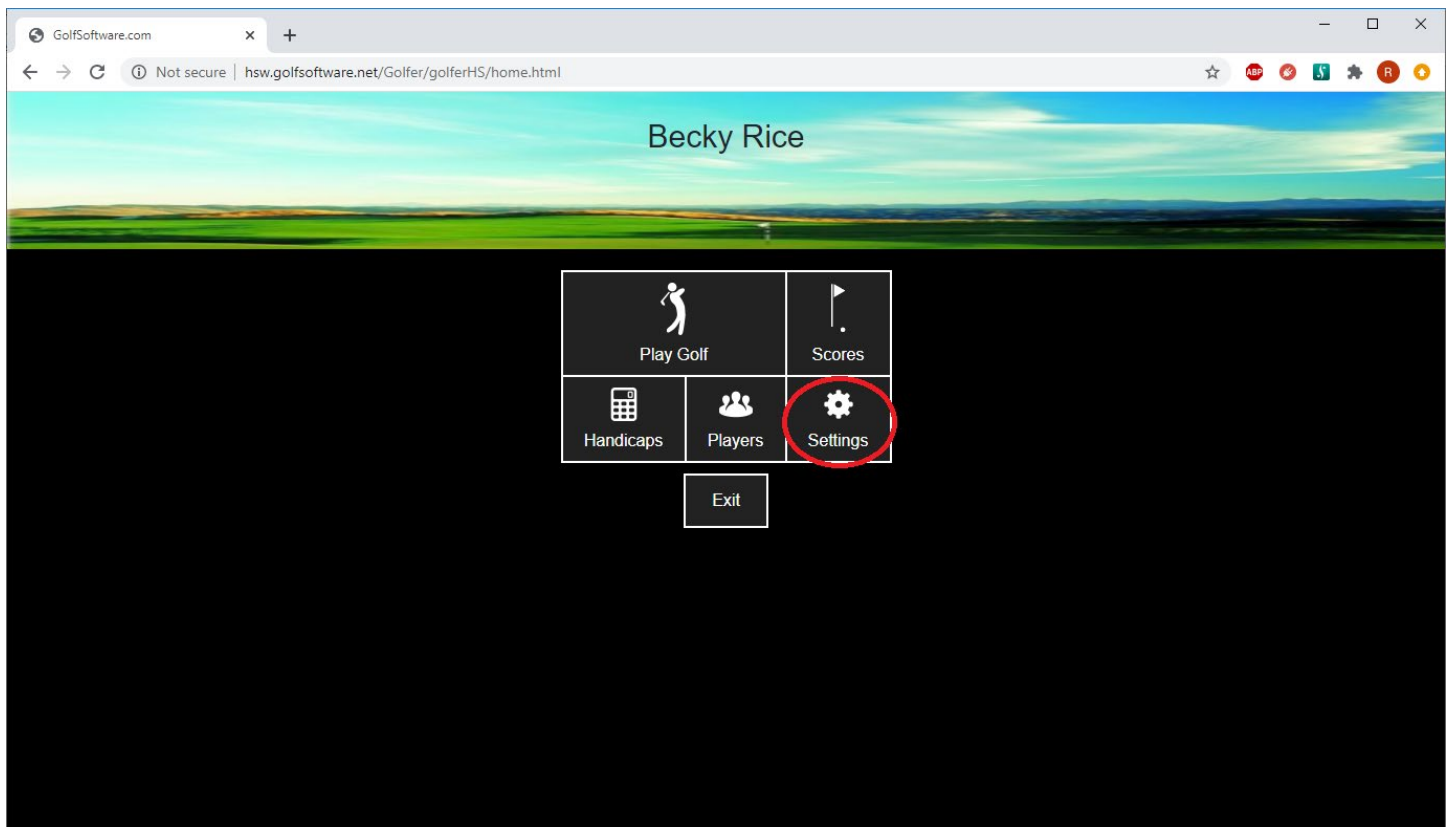
You have the ability to update your own email, phone or address via the Member Portal.

Login to the Member Portal – see “[Member Portal Login](#)” section.

In the upper left hand corner of the main Portal Page, click on the button with your name to show a list of options. Select “My Handicap”.

The screenshot shows a web browser window displaying the FLWGA Member Portal. The browser's address bar shows the URL [flwga.golfclub.net/cm/web/site/page.html?id=home](http://flwga.golfclub.net/cm/web/site/page.html?id=home). The website header includes a logo on the left, navigation links for "Home" and "About Us", and a user profile button labeled "Becky" with a dropdown arrow. A dropdown menu is open, showing three options: "My Handicap" (circled in red), "Tournaments", and "Sign out". The main content area features a large text block: "The Frisco Lakes Golf and Country Club (FLWGA) is a chartered organization and a Homeowners Association (HOA) in Frisco, Texas. We welcome women golfers of all skill levels who reside in the Frisco Lakes neighborhood. Visit our website for more information: <http://www.flwga.com>." To the right of this text is a "Documents" section with a list of links: "FLWGA Calendar 2021", "FLWGA 2021 Handbook", "Reimbursement Request", "Member Portal Quick Reference", "Member Portal User Manual", "FriscoLakesScorecard", "Rules Meeting", and "WHS Presentation Feb 25 2020". At the bottom left, there is a "Links" section with "View Signups", "Visit our Website", and "Membership Information". At the bottom right, there is a "Photos" section with a large image of a golf course at sunset.

Select the “Settings” box.



The “Profile” section has your current email, birthday, and phone numbers. Note – your birthday year is the year you joined the FLWGA.

The first line of the address is used for emergency contact information. This is optional. The second line of the address is used for the home address.

Type in the new information and click the “Save” button in the upper right hand corner.

To return to the main Portal Page, click the “Back” button in the upper left hand corner, then select the “Exit” box.

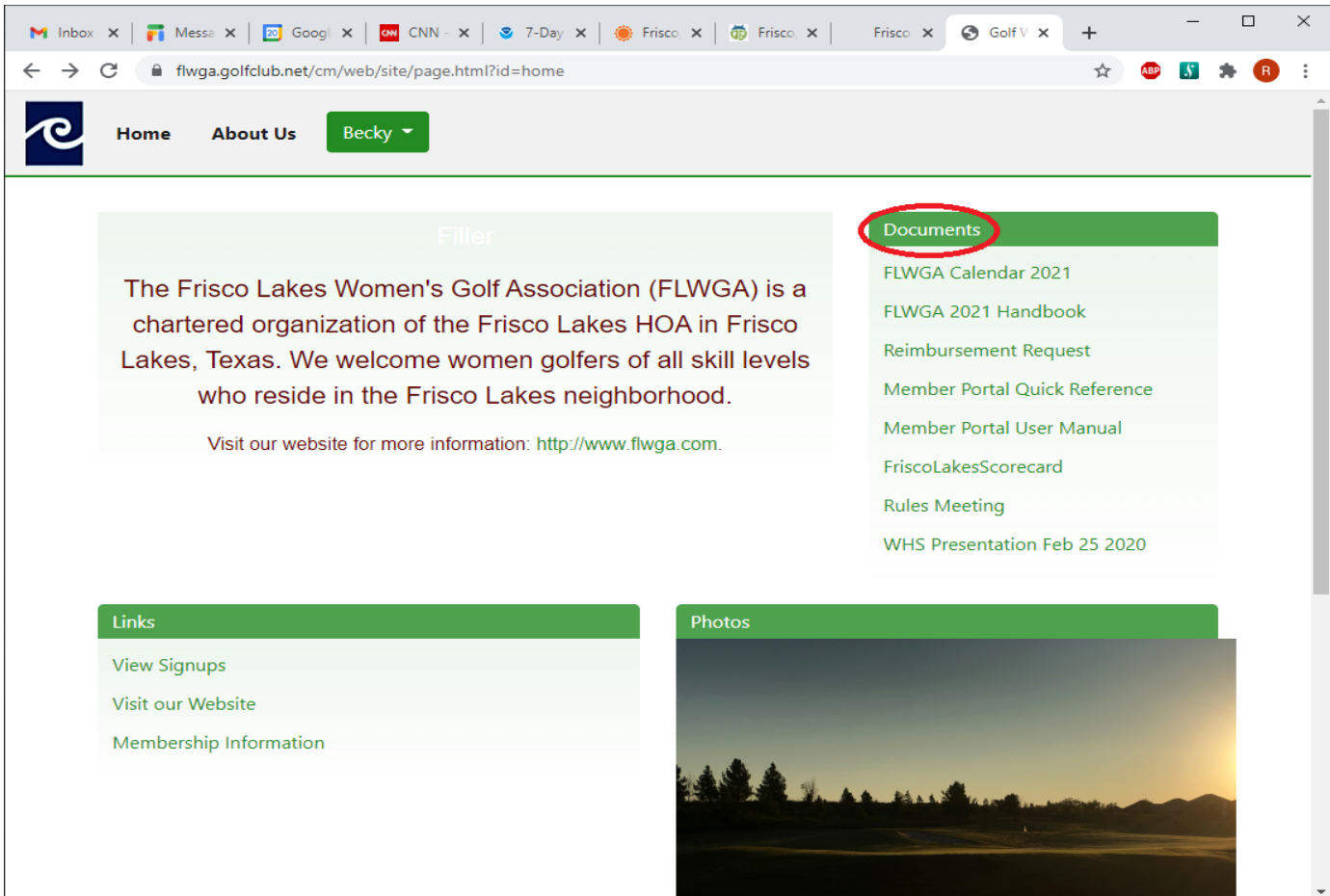
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## DOCUMENTS

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Login to the Member Portal – see “[Member Portal Login](#)” section.

On the right hand side of the page, there are “Documents”. This is a list of all documents uploaded for your reference. This is equivalent to the old “Files” tab in the old “Member Portal”.



The screenshot shows a web browser window with the URL [flwga.golfclub.net/cm/web/site/page.html?id=home](http://flwga.golfclub.net/cm/web/site/page.html?id=home). The website has a navigation bar with "Home", "About Us", and a user profile "Becky". The main content area is divided into three sections: "Filler", "Documents", and "Links". The "Filler" section contains a welcome message for the Frisco Lakes Women's Golf Association (FLWGA) and a link to their website. The "Documents" section, which is circled in red, lists several documents: "FLWGA Calendar 2021", "FLWGA 2021 Handbook", "Reimbursement Request", "Member Portal Quick Reference", "Member Portal User Manual", "FriscoLakesScorecard", "Rules Meeting", and "WHS Presentation Feb 25 2020". The "Links" section lists "View Signups", "Visit our Website", and "Membership Information". There is also a "Photos" section with a landscape image of a golf course at sunset.

Click on a document name to open / download.

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## ACCESSING THE PORTAL FROM A PHONE

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The Member Portal can be accessed from any smartphone, iPad, or tablet (“device”). NOTE: If you have already downloaded the application but are getting an error saying the website is at a new address, go directly to step 5.

From your “device”:

1. Go into the application store in your device and search for “Golf Software”. Install the “Golf Software app by GolfSoftware” application.
2. Open the application.
3. Select “OK”.
4. For the golf organization’s website, enter “flwga.golfclub.net”. Select “Save”. If a full list of sites comes up instead of the FLWGA Member Portal, then you have incorrectly typed the organization’s website. Select the three dots in the upper right hand corner. Select “Settings” and correct. Got to step 6.
5. For prior installations of the application, to correct the golf organization’s website:
  - a. Click on the three dots in the upper right hand corner.
  - b. Select “Settings”.
  - c. Change the “golf organization’s website” to flwga.golfclub.net”.
  - d. Click “Save”.
6. The FLWGA Member Portal will be displayed. Select the menu on the right side of the screen designated by three lines.
7. Select “Sign in”.
8. Enter
  - a. Email address OR GSID (20786-xxx)
  - b. password = Your password
9. *If you do not remember your Member ID or password, contact the Membership Director [flwga.membership@gmail.com](mailto:flwga.membership@gmail.com).*
10. Select “Sign in”

The instructions in this manual are the same for the “device” with one difference. Any reference to items listed on the right side of the page on a computer – those items are at the bottom of the page on a “device”.