

## HOW TO SIGN UP FOR RATTLEWOOD MISGA EVENTS

This year Rattlewood's MISGA group will be using the same on-line signup system as last season. If you do not have access to the internet please make arrangements with another Rattlewood MISGA member to sign you up for events. The Rattlewood signup system is the same one that was developed and used by the Musket Ridge MISGA group who have generously allowed Rattlewood to use their system. Tom Rowlett developed the Musket Ridge system has and continues to provide a great deal of technical support and his time so Rattlewood MISGA members and other clubs in MISGA can sign up for MISGA events on-line.

To sign up for events go to our web site at [www.rw.misga-signup.org](http://www.rw.misga-signup.org) Click on the schedule tab at the top of the home page. Information concerning each event is shown.

If [signup] appears (left hand column) for an event you desire to sign up for -- click on [signup] ---This will take you to the Mixer Information & Signup page for that event. NOTE: The Post Date (shown on the schedule) determines when the system will permit members to sign up for an event. Events on or after May 1st will be posted for signup beginning approximately 38 days before the event is held. Please note that all of a week's events will be posted for [sign-up] on the same day (Saturday).

Additional event information is provided in the top half of the Mixer Information & Signup page. In the middle of the page you will see **click here for signup instructions** –click on it for instructions in completing the sign up form. In addition, it will be necessary for you to **enter the access code** for a signup or cancel to be effective. **Please do not share the access code with anyone outside of our MISGA group.**

**Please remember to use the same name for all events for which you sign up.** For example, do not use Patrick for one event and Pat for the next event. If you use different first names the system will treat each as a different person.

To sign up for an event go to the **Sign Up Form**. The signup and gender (male) buttons should have a dot in them---if not click on these small circles. Enter your name in the first and last name boxes. Then enter the access code. Click on the submit button and your name should then appear on the list of **Who's Signed Up**.

If an event you wish to sign up for already has more names on the signup list than the player limit for the event **sign up anyway**. If players lower on the list cancel you will move up **and** often additional player slots are given to Rattlewood. However, the exact number of additional slots cannot be determined until other clubs (AWAY EVENTS) have sent in their player lists to the hosting club.

**NOTE:** Do not check the carpool option. Rattlewood's MISGA does not have standing car pool arrangement. Members make their own car pooling arrangements.

### OTHER IMPORTANT INFORMATION:

The signup system requires that events be signed up for or cancelled --- **one at a time**.

**TEE OPTIONS:** Some of the MISGA events (including Rattlewood home events) allow players to elect to play using different tees than the standard MISGA tees. For example: Men Players may be given the option of playing from the forward tees. When this is an option the eligibility information concerning those option(s) are on the signup page. **Follow the instructions and highlight the appropriate circle in the Tee Choices if you want to play from tees other than the standard MISGA tees.**

**NOTE:** Rattlewood and other clubs that allow players to play from optional tees **do require advance notice** so that the players list sent to the hosting club identify players electing to play from tees other than the Standard MISGA tees. Therefore, it is important to highlight the appropriate tee choice on the signup form if you want to take advantage of other tee choices at Rattlewood or other clubs.

**To cancel and remove your name from the Who's Signed Up list** –follow the same process as when you signed up but change the highlighted signup circle to the cancel circle--then click on submit--your name should be deleted for that event.

If a member wants to check and see what events they have signed up for ---go to the schedule page on our web site (the Events Schedule) and at the top of the page click on **Show My Events** ---A drop down box will appear—find and highlight your name---click on the **Show Events** button.. This will show all events you have signed up for saving you from having to go to each individual event to determine if you are signed up.

When viewing the schedule on the web site only the remaining events are displayed, **however** the complete season's schedule can be viewed if the box is checked at the top of the page.

**The Deadline date on the schedule (12:00 noon of the date shown---almost always a Friday) is the last date that you may sign up or cancel for an event using the on-line system**—after this time the system will not allow you to sign up for that event. At this point it would be necessary to contact the pro shop (phone # appears on the Mixer Information and signup page for that event) of the hosting club in order to either signup for **or** cancel participation in that event. Calling the Pro Shop to notify them if you are cancelling for an event is especially important since it may change the planned foursomes. **If you cancel you must notify the Pro Shop,**

Events are identified on the Schedule as **Home, Away, Club or MISGA** events. However, if an event is identified as a MISGA event the [signup] will not appear—hence, the signup system cannot be used for these types of events. These include State tournaments, Pro-Am events, golf outings (Spring Fling, etc.) and Division Qualifiers (2-man and ABCD). Our club representative will advise us as to how to sign up for these type of events if you are interested.

Any questions or problems concerning our signup system should be directed to Jim Ballor at email  
[jimballor@gmail.com](mailto:jimballor@gmail.com)