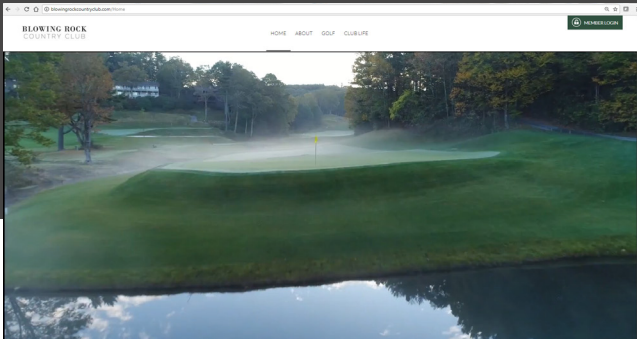
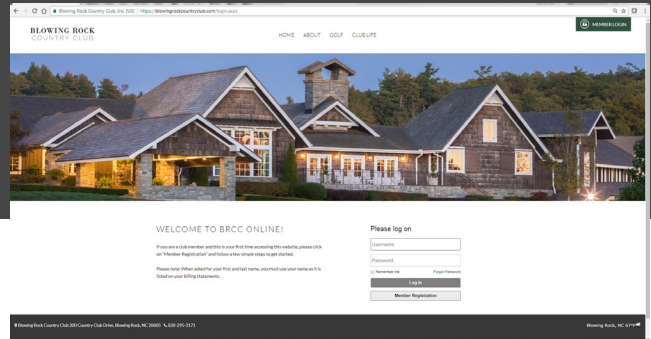


# Using the New Club Website

www.blowingrockcountryclub.com



Home page (blowingrockcountryclub.com)



Member Login page

## Important Notes Before You Get Started:

This information will help you register and login to the new website at blowingrockcountryclub.com.

This is a brief guide to explain the basic functions of the website. A detailed and more complete version of this document will be distributed when the club season opens in early May, when more modules will become available for use.

### Registration for Spouses and Significant Others of Primary Members

Our management team may still be in the process of creating separate logins for spouses and significant others of primary club members.

When complete, all spouses and significant others will use their member number followed by "A" (example: 3000A) to register and create their username and password. If you attempt the registration process and find that your "A" account has not yet been activated, please contact Todd Reese or Zach Brincefield at the Clubhouse at 828-295-3171 and he or another staff member can take care of it for you.

The primary member on each account will use their member number alone to register.

### Features Coming Soon

Features not yet available for use include the Court Bookings module (used to book tennis and croquet courts for regular play) and the Lessons Management module (used to book private lessons, clinics and other services through the Golf Shop, the Recreation Department and the Fitness Center). These functions will be made available when the club season opens in May, as those services are not available until that time.

The website's matching mobile app, which will be available for download through iTunes or Google Play,

# Registering for the Website to Create Your Username and Password

This is a one-time registration step to create the username and password you will use from now on with this website. To log into the site in the future, click on the green “Member Login” button in the top right corner to proceed.

1. Open your preferred browser and visit the club website at [www.blowingrockcountryclub.com](http://www.blowingrockcountryclub.com) to view the home page.
2. Click on the green “Member Login” button in the top right corner of the home page to open the Member Login page.
3. Click on the “Member Registration” button by the login form.
4. Enter your member number and first and last name as they appear on your billing statements, then click “Validate.”
  - Secondary members on the account (spouses or significant others) must enter their member number followed by “A” (example: 3000A).
5. The website will automatically generate your email address. If it appears correctly, create the username and password you wish to use on the club website.
  - If your email does not appear correctly, please contact the Club at 828-295-3171 and ask us to update your email address in our core system before you proceed.
6. The first time you log in to the site, you will be directed to your profile within the membership roster to review and confirm your personal contact information.
  - If you make changes to your contact information there, please note that your changes will not be reflected right away (see more under “Using the Membership Roster” in this guide).

## Using the “Member Central” Page

The “Member Central” page will appear in your main navigation (the menu across the top of the page) once you are logged into the website. You will be directed to this page when you click on “Member Central” in that menu.

The “Member Central” page is your new go-to spot for current events and information. It will feature an automatically updated list of upcoming club functions on the calendar and a chronological newsfeed of announcements, with the most recent announcement at the top of the list.

The newsfeed on this page is where you will now find posted information on applications submitted for membership to BRCC.

Hovering over “Member Central” in the main navigation will reveal a drop-down list of modules (or features) the website offers to help you make reservations and access helpful information.

Those drop-down items will include buttons to help you access **Tee Times**, **Court Bookings**, **Private Lessons**, **Roster** (membership directory) and **Statements**, as well as how to change your password in the future.

# Using the "Roster" (Membership Directory)

Hover over "Member Central" in the main navigation (the menu across the top) and click on "Roster" to open the membership directory.

You will be directed to an alphabetical listing of all active club members.

## TWO WAYS TO EDIT YOUR PROFILE AND CHANGE YOUR INFORMATION:

1. From the alphabetical Roster, click on the word "EDIT" next to the pencil icon by your name.
2. From any page, click on your name in the green button in the top right corner of the page and choose "Edit My Profile."

## CHANGING YOUR PHOTO:

- Two new options will appear underneath your roster photo: "Change Photo" and "Hide Photo." The current photo that appears has been pulled automatically from our accounting database. You may change it or keep it, but **your photo will only appear in the alphabetical listing if you upload your own photo**. Otherwise, the automatically generated image will only appear when someone opens your profile to see your information.

## HIDING INFORMATION IN YOUR PROFILE FROM OTHER MEMBERS:

- To hide any field from other members logged into the website, click on the eyeball icon next to the field you want to hide.

## CHANGING INFORMATION IN YOUR PROFILE:

- Should you change any important personal contact information in your profile, note that the changes will not be reflected immediately. As the changes will be made to our accounting database, as well, they will not be reflected in your online profile until approved by a staff member. Approvals will most likely be made by the end of each business day.

## REMEMBER TO SAVE YOUR CHANGES!

- Remember to save all changes made to your profile by clicking one of the "SAVE" buttons at the top or bottom of that page before you exit your profile. If you leave the page without saving your changes, they will be lost.

## MANAGING BUDDIES AND GROUPS IN THE ROSTER:

- When you have the alphabetical roster listing open, click on the "Manage Buddies and Groups" tab that will appear next to the "Club Roster" tab at the top of the roster.
- Click the "ADD BUDDY" button to add a member to your buddy list. These should be members that you frequently make tee times and/or reservations with during the club season.
- Click the "CREATE GROUP" button to create a specific list of members you often visit the club with during the season.
- NOTE: Your buddies and groups will only be visible to you. Adding someone as your buddy or to one of your groups will not add you to their lists.

## Using the Interactive Calendar

Hover over "Member Central" in the main navigation (the menu across the top) and click on "Calendar" to open the membership directory. The calendar will appear showing the current date on which you are opening it.

All calendar items are color coded by category.

### SEARCH FOR EVENTS:

Click through month by month to view calendar items or type keywords into the "Filter text" box at the top of the calendar and click "Search."

You may choose to sort the events on your calendar by category or location.

### REGISTER FOR AN EVENT:

Click on the event in the calendar view for which you'd like to register. A separate window will pop up showing details for that event. Click on the blue "register" button to begin making your reservations and follow any instructions.

You may click on the "Others Attending" tab to see who else has signed up for that particular function.

### REGISTRATION WINDOWS:

- Registration is already open for special club functions throughout the season.
- Registration will open for regular weekly dining events one week prior to each dining option.
- Registration for group exercise classes at the Fitness Center will open two weeks prior to each class session.

### SEE THE CALENDAR IN LIST VIEW:

- Choose the "List Events" tab at the top of the calendar to view upcoming events as a chronological list.

### USING THE BUDDIES AND GROUPS TAB IN THE CALENDAR:

- This allows you quick access to manage your buddies and groups while you're making reservations.

### REVIEWING YOUR RESERVATIONS:

- Click on the "My Bookings" tab to view a list of upcoming events for which you are already registered.

## Checking Your Billing Statements

Hover over "Member Central" in the main navigation (the menu across the top) and click on "Statements" to view your current account summary, where you will see any current balances, how much you've spent in the current statement period and any past billed statements.

The "Statement Period" tab will let you view your account according to specific statement periods.

## Booking Tee Times

Hover over "Member Central" in the main navigation (the menu across the top) and click on "Tee Times" to book a tee time. You will be directed to a screen that will allow you to search for particular dates for which you're interested in playing golf.

### VIEWING TEE SHEETS AND THE CALENDAR:

- The dated tabs next to the "Search" tab will be the date you're viewing the tee sheet screen followed by the next seven dates.
- Dates that appear on the tabs in blue text are dates for which a tee sheet has already been opened.
- NOTE: A mock tee sheet has been opened for Saturday, April 7 to allow you to test out this module and practice making tee times. Please remember to cancel any tee times you make on this day or note that they will be canceled for you.
- The "View Calendar" button on that same row of tabs will allow you to see two months at a time.

### BOOKING A TEE TIME:

- Click on the dated tabs or choose a date from the calendar view to open a tee sheet for a specific date.
- Review the tee sheet and click on the blue button on the left side reflecting the tee time you want to book.
- NOTE: Starter times are still reserved and you will notice they are not available for booking. To book a starter time, call the Pro Shop at 828-295-7311.
- Your name will appear as the first player in the foursome. Choose your transportation, private cart and rental options listed next to your name. Follow the instructions to add other members or guests to your tee time and click on the blue "Book Now" button to submit.

## Learn More About the Website:

Please remember that a more detailed and more complete version of this guide will be made available when the club season opens in early May of 2018 as more services and modules become available to the general membership.

Please direct any questions, comments or concerns to Communications and Marketing Manager Jessie Isaacs at [jessie@blowingrockcountryclub.com](mailto:jessie@blowingrockcountryclub.com) or at the Clubhouse at 828-295-3171. You may now schedule one-on-one appointments with her or staff member Zach Brincefield for more help learning to use the site and its modules.

**More workshops are on the way! Stay tuned for announcements regarding website training sessions scheduled throughout the season.**