

Before you begin the entry process please ensure you have the following:

- Winning pairs Lifetime ID (CDH numbers), contact number, email, WHS Handicap Index
- Date of qualifier
- Your club par, course rating and slope rating
- Valid credit/debit card, google pay or Link

1. Click the link next to the Area Final you wish to enter and use the instructions below to assist in the completion of the online entry form.

PLAYERS Screen

2. Click the + to the right of ADD PLAYER (No. 1)
3. On the ADD TEAM MEMBER pop-up window select which Union from the dropdown menu and enter player 1's lifetime ID (CDH number) and Surname
4. Click SEARCH
5. Check that the name that now shows in the FOUND area matches Player 1's details
6. If at this stage it does not find the member please use the alternative method below to enter that player
7. Enter the players email and mobile number in the relevant fields
8. Click ADD
9. Repeat steps 1 – 7 for Player 2 (No.2)
10. Enter number of pairs that played in the club qualifying round (No.3)
11. Click CONTINUE
12. You will be asked at this time to confirm the number of pairs who played in the qualifying round at your club.
13. Click YES

Alternative entry method

(please use this method if you cannot get the above option to find player)

14. Click the + to the right of ADD PLAYER (No. 1)
15. On the ADD TEAM MEMBER pop-up window select other union/manual entry from the dropdown menu
16. Enter all details marked with a red Asterix

17. Click ADD
18. Repeat steps 10 – 13 above

Please note: You can add players using both methods above, this applies even if you have used the Lifetime ID for player 1 or 2 and the manual entry for player 1 or 2.

INVOICE DETAILS Screen

19. In the company field enter the name of the Golf Club – this is for your invoice only so please fill in details according to who you wish the invoice made out to i.e. golf club or yourself.
20. Fill in all fields with a red Asterix.

REQUESTS Screen (top section)

Team Section

21. Fill in all fields with a red Asterix
22. Start time request – Early = AM / Late = PM
(If you wish to request a specific tee time please note this in the comments, we will try accommodate your request but this cannot be guaranteed.)

SUMMARY Screen

Check that the amount showing is correct and click PAY NOW

CONFIRMATION Screen

23. Click "I accept the terms"

24. Click PAY NOW

PURCHASE INFORMATION – Payment method screen

25. You can select to pay by credit/debit card, google pay or link.

26. Select you payment method

27. Follow instructions for your preferred payment type.

28. Click VALIDATE PAYMENT

29. You will then receive a receipt at the end that you can save or print.

30. To print - Click PRINT or to save – Click PRINT and chose to save as a PDF.