



GOLF WELLINGTON
Korowhā Te Whanganui-a-Tara

Golf Wellington Incorporated

Interclub

For Team Captains

The following is a simple guide to help you as a Team Captian ensure that your players have a GWI player registration, load your teams and load your results when you are the 'home' team.

If you would like further assistance, please email: office@wgi.co.nz

All the best for the season.

Contents

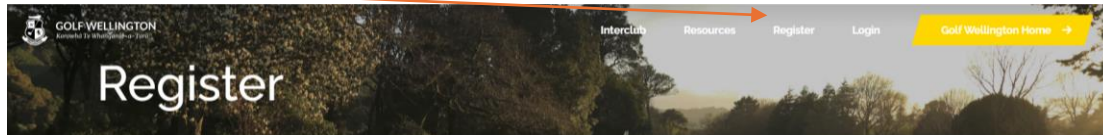
Register as a Player	2
Loading a Team – For Team Captains.....	3
How to enter a Team	3

Register as a Player

Every player must be registered on the Golf Wellington website. You will not be able to set up your team correctly if a player is not registered.

Make sure every player on your team visits interclub.golfwellington.co.nz

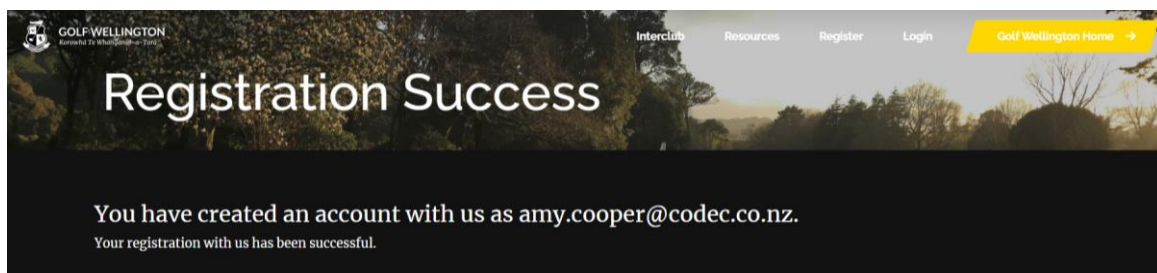
Go to 'Register' at the top right of the screen.



Complete the fields, and select 'Register'.

A screenshot of the registration form on the Golf Wellington website. The form is set against a dark background. It contains several input fields: 'Name' with a placeholder 'Enter your name', 'Email address' with a placeholder 'name@example.co.nz', 'Select your club' with a dropdown menu showing '- Please select your club -', 'NZ Golf ID Number' with a placeholder 'e.g. 343 123', and 'Select the type of golf you intend to play' with a dropdown menu showing '- Please Select -'. At the bottom of the form is a yellow 'Register' button. A red arrow points from the text above to the 'Register' button. To the right of the form is a photograph of a golf cart on a green.

Once completed correctly, your registration will be confirmed by the below page:



If, for any reason, a member of your team is not able to do this – contact office@wgi.co.nz and we will set up an account for them. Please note that this is only in difficult circumstances such as, the player not having an email address or internet connection.

Loading a Team – For Team Captains

As a Team Captain, you are responsible for entering your team prior to the match , each week.

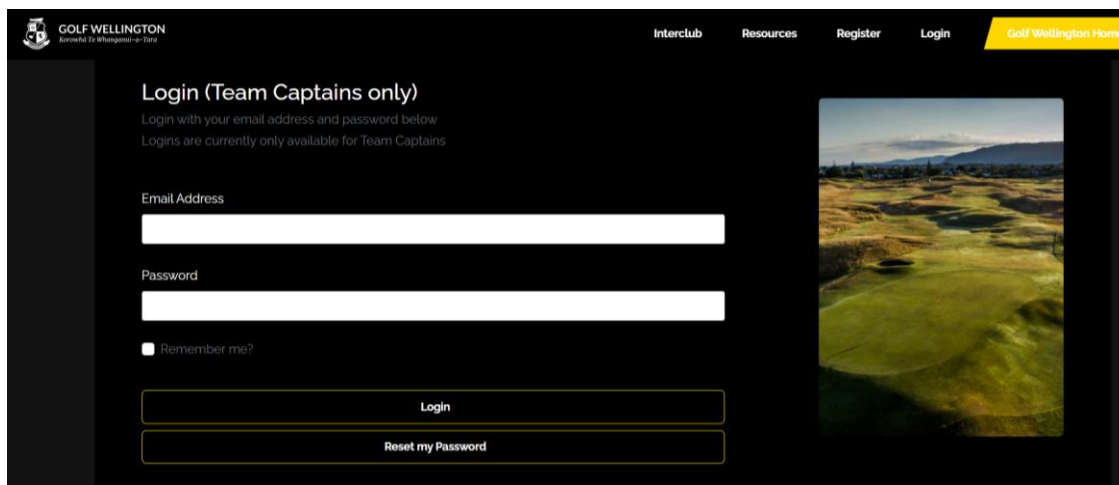
You will receive a reminder email if this is not done by the deadline (2 days prior to the match taking place)

How to enter a Team

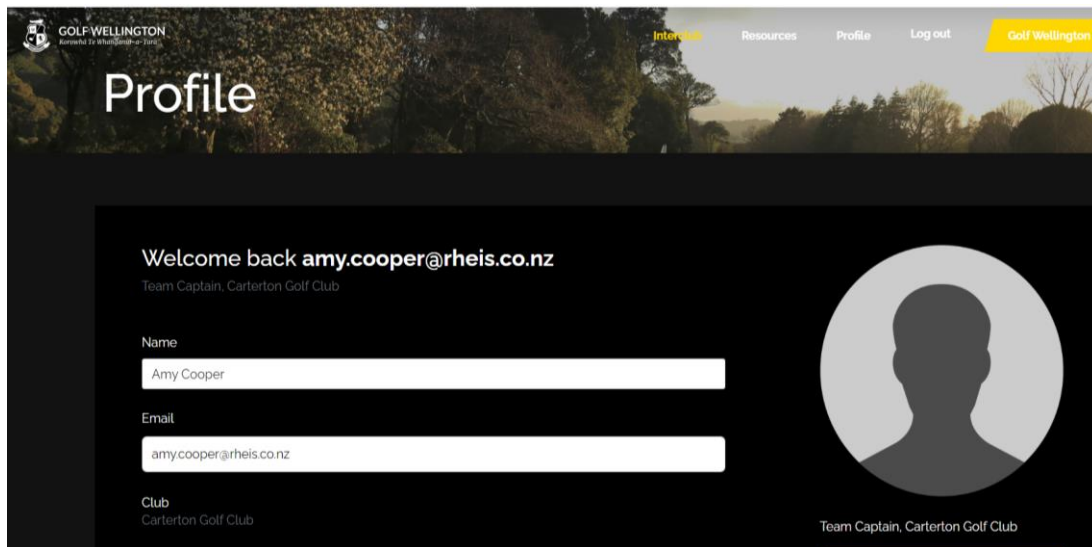
Login.



Enter your email, and password.

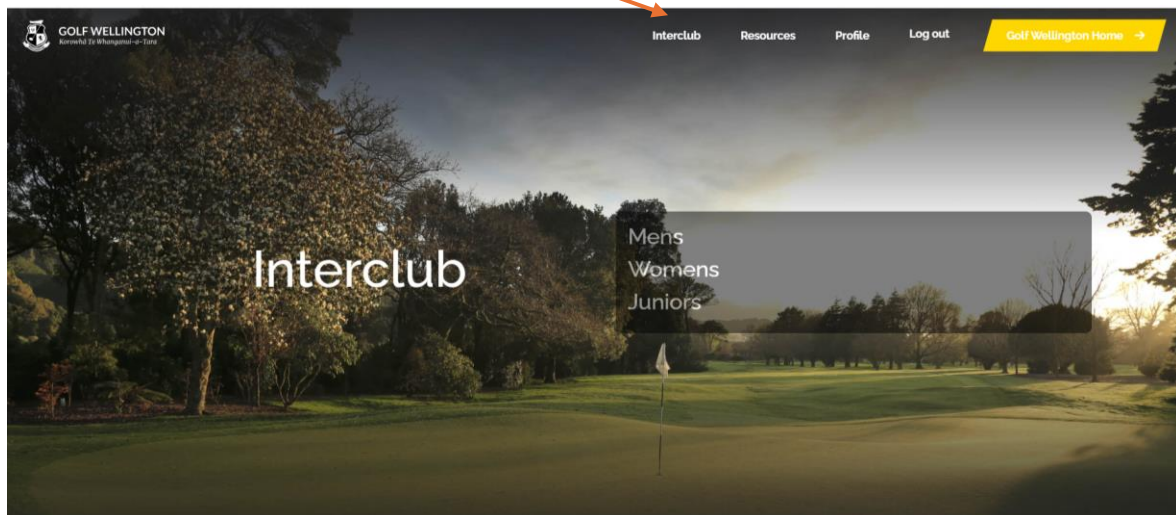


Welcome to your 'home / profile' page.

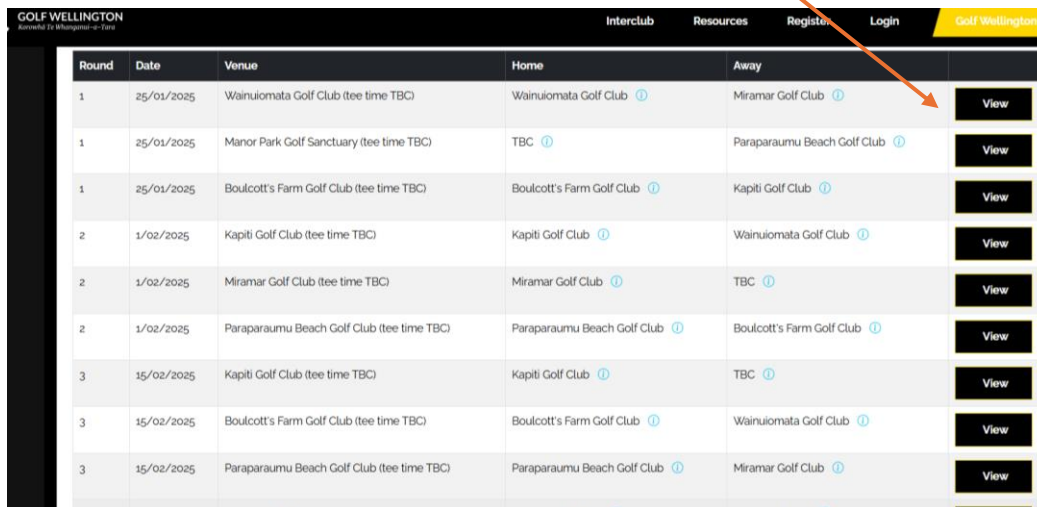


Select 'Interclub'.

Here, you will find 'Men's, Women's and Juniors' – select the option you want, and all the available divisions will list.

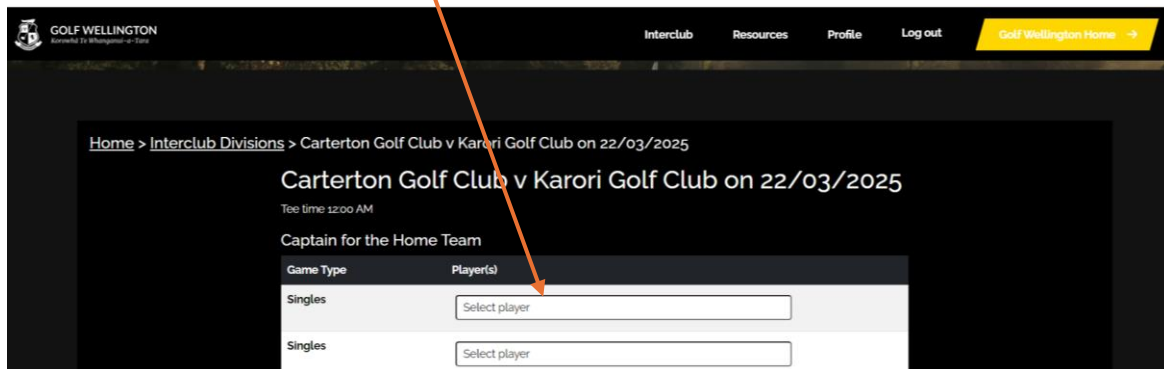


Select the Match that that is right for you, by clicking the ‘View’ button



Round	Date	Venue	Home	Away	
1	25/01/2025	Wainuiomata Golf Club (tee time TBC)	Wainuiomata Golf Club ⓘ	Miramar Golf Club ⓘ	View
1	25/01/2025	Manor Park Golf Sanctuary (tee time TBC)	TBC ⓘ	Paraparaumu Beach Golf Club ⓘ	View
1	25/01/2025	Boulcott's Farm Golf Club (tee time TBC)	Boulcott's Farm Golf Club ⓘ	Kapiti Golf Club ⓘ	View
2	1/02/2025	Kapiti Golf Club (tee time TBC)	Kapiti Golf Club ⓘ	Wainuiomata Golf Club ⓘ	View
2	1/02/2025	Miramar Golf Club (tee time TBC)	Miramar Golf Club ⓘ	TBC ⓘ	View
2	1/02/2025	Paraparaumu Beach Golf Club (tee time TBC)	Paraparaumu Beach Golf Club ⓘ	Boulcott's Farm Golf Club ⓘ	View
3	15/02/2025	Kapiti Golf Club (tee time TBC)	Kapiti Golf Club ⓘ	TBC ⓘ	View
3	15/02/2025	Boulcott's Farm Golf Club (tee time TBC)	Boulcott's Farm Golf Club ⓘ	Wainuiomata Golf Club ⓘ	View
3	15/02/2025	Paraparaumu Beach Golf Club (tee time TBC)	Paraparaumu Beach Golf Club ⓘ	Miramar Golf Club ⓘ	View

Once selected, your Team Form will appear – please enter your team members, by clicking ‘Select Player’ and typing their name.



Home > Interclub Divisions > Carterton Golf Club v Karori Golf Club on 22/03/2025

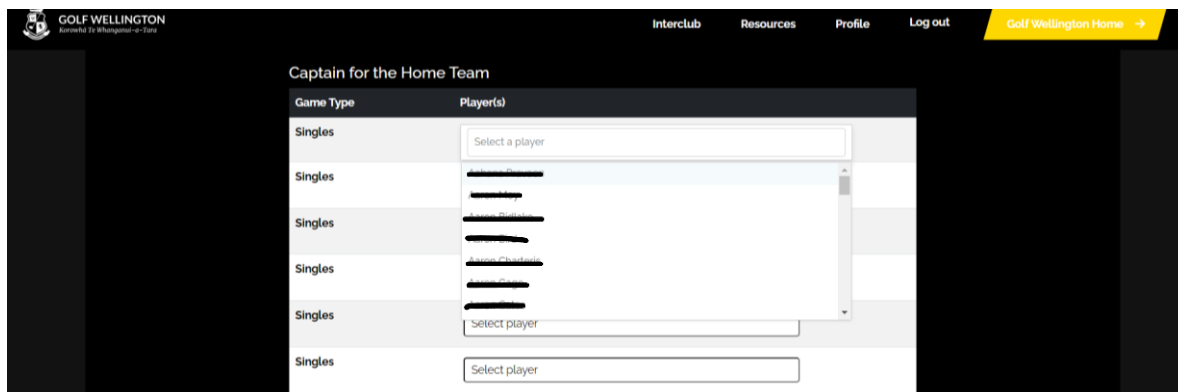
Carterton Golf Club v Karori Golf Club on 22/03/2025

Tee time: 12:00 AM

Captain for the Home Team

Game Type	Player(s)
Singles	<input type="text" value="Select player"/>
Singles	<input type="text" value="Select player"/>

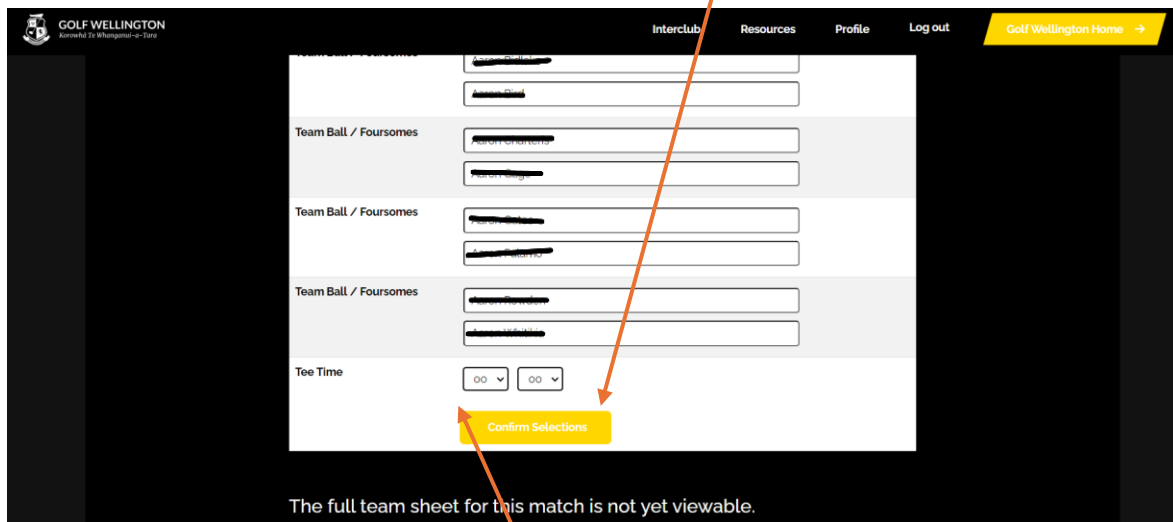
As you begin typing, player names will appear.



Captain for the Home Team

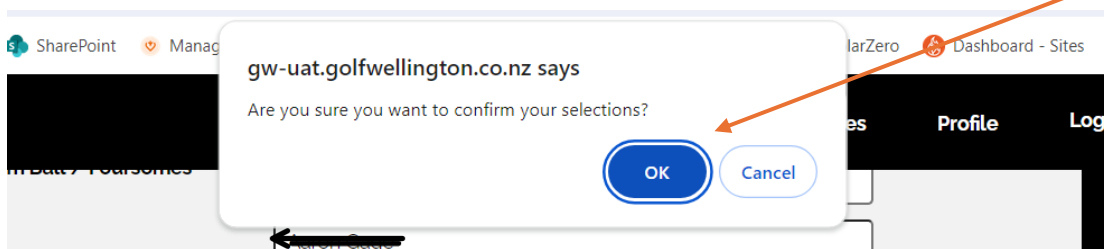
Game Type	Player(s)
Singles	<input type="text" value="Select a player"/>
Singles	<input type="text" value="Select a player"/>
Singles	<input type="text" value="Select a player"/>
Singles	<input type="text" value="Select a player"/>
Singles	<input type="text" value="Select a player"/>
Singles	<input type="text" value="Select a player"/>

Once you have selected your team, click 'Confirm Selection'.

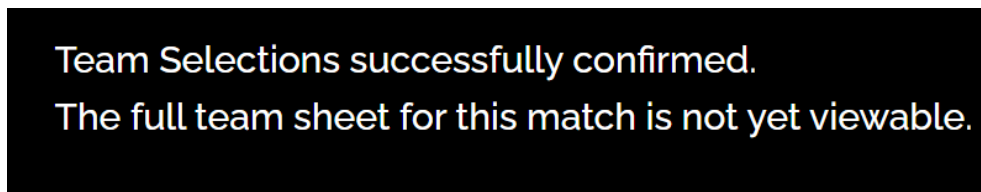


Whilst here, please confirm your Tee Time (if applicable).

When you have loaded / completed your Team sheet, you will be asked, again, to confirm.



You have now, confirmed your Team.



Best of luck!