



FEDERAZIONE ITALIANA GOLF

REGISTRATION GUIDE

ITALIAN INTERNATIONAL CHAMPIONSHIPS 2020

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1. ACCESS TO SERVICE

Go to the Italian Federation's homepage <http://www.federgolf.it>, and select the standard link to access to the **reserved area**

Or go directly to the link of the event in the **IN EVIDENZA Section**.

The screenshot shows the homepage of the Federazione Italiana Golf. At the top, there is a navigation bar with a newsletter sign-up button and a profile for 'FILO DIRETTO'. Below this is the 'Servizi online' section, which contains four buttons: 'Area riservata Circoli e Tesserati', 'Tabella Slope e Course Rating', 'Calcola l'handicap di gioco', and 'Prenota un Tee Time'. A red arrow points from the text above to the 'Area riservata' button. Below the services section is a social media section titled 'La Federazione sui Social' with links to Facebook, Twitter, and YouTube.

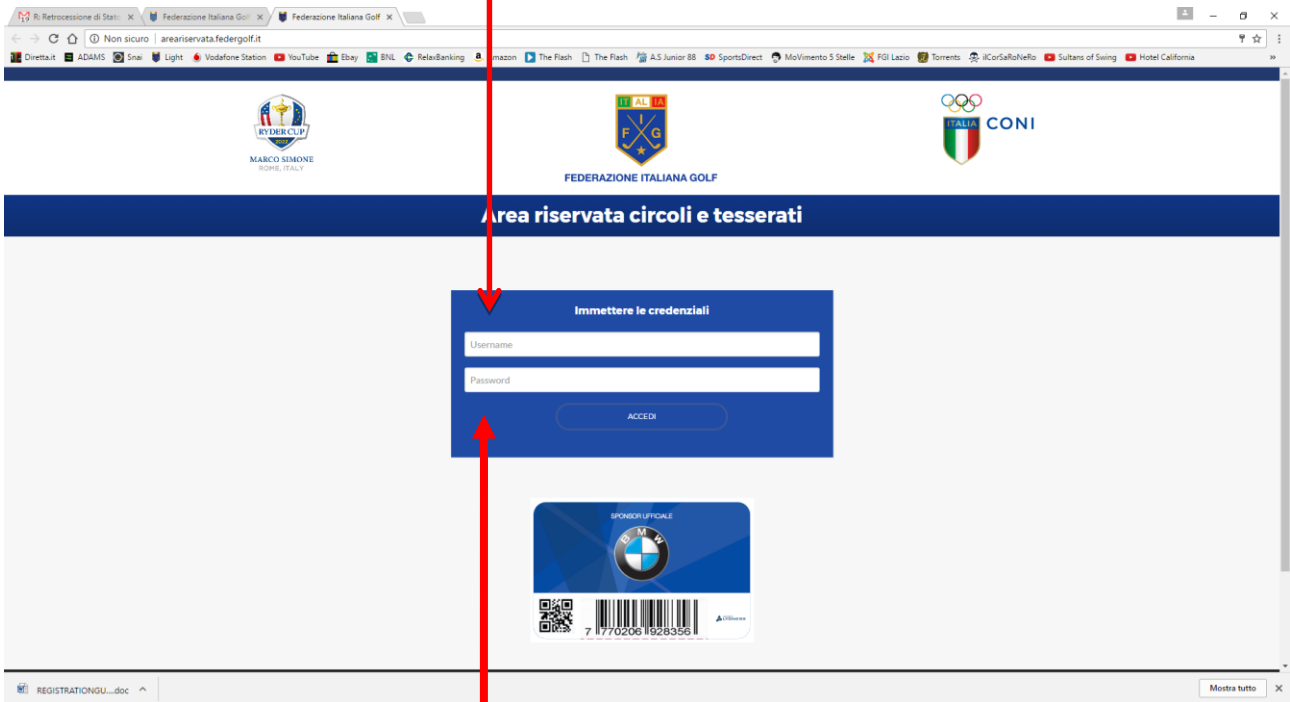
The screenshot shows the 'IN EVIDENZA' section of the website. It features a grid of event cards, including 'The Honda Classic', 'Joburg Open', and 'ISPS HANEDA GOLF CLASSIC'. A red arrow points from the text above to the 'Joburg Open' card.



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2. LOGIN PAGE

Enter Username

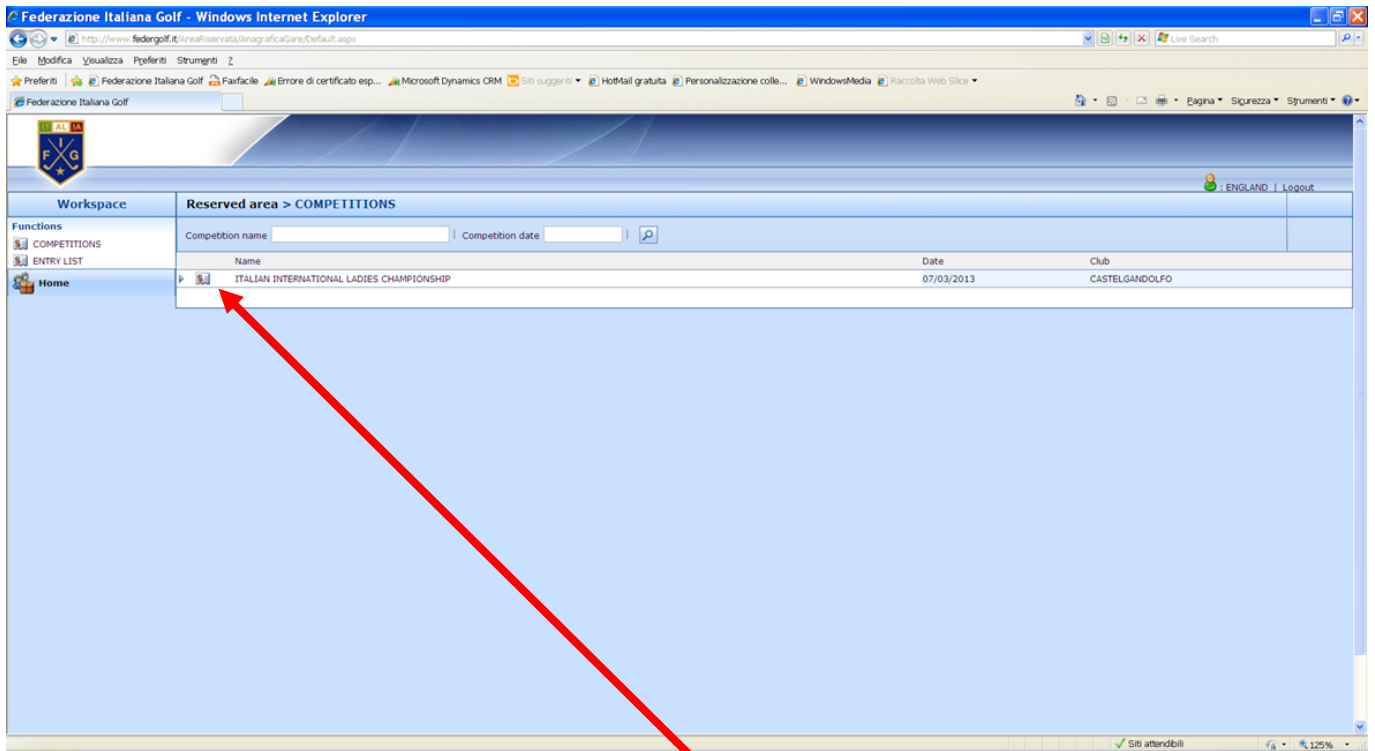


and Received Password



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3. COMPETITIONS



Select the competition to access to the registration page.



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Here you will see the name of the competition and the name of the players who have already entered

3.1 TO CANCEL OR MODIFY A REGISTRATION

Workspace: Reserved area > COMPETITIONS > Edit entries

ITALIAN INTERNATIONAL LADIES CHAMPIONSHIP

Info INSERT PLAYER SAVE

Cancel	Modify	Name	Club	HCP	Team	Entry Date	Entry Status
X		WHITE, REBECCA	ST. ANDREWS	2	Team 2	11/01/2013 11:10:11	
X		WALCOTT, DANA	ROYAL TROON	3	Team 1	11/01/2013 11:10:11	

Select to **CANCEL** a registration. Select to **MODIFY** the data of a registered player.

TO VERIFY THE CORRECT REGISTRATION, CHECK THE ENTRY LIST



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HCP and Team fields can be changed. For the Team field it is possible to establish the team for each player. The choice is: “Team1”, “Team2” or no team.

Workspace: Reserved area > COMPETITIONS > Edit entries

ITALIAN INTERNATIONAL LADIES CHAMPIONSHIP

Info INSERT PLAYER SAVE

Cancel	Modify	Name	Club	HCP	Team	Entry Date	Entry Status
✗		WHITE, REBECCA	ST. ANDREWS	2	Team 2	11/01/2013 11:10:11	
✗		WALCOTT, DANA	ROYAL TROON	3	Team 1	11/01/2013 11:10:11	

3.2. ENTRY A NEW PLAYER

Click on **“INSERT PLAYER”** to access the players selection page.

The selection page contains the list of all previously registered players, filtered per gender. It is possible to filter players per “Surname” and “Name”.



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Click on **CREATE NEW PLAYER** to add a NEW PLAYER

The screenshot shows two overlapping browser windows from the Federazione Italiana Golf website. The top window displays a table of existing players:

Select	HCP	Player	Club	Note
<input type="checkbox"/>	3	WALCOTT, DANA	ROYAL TROON	
<input type="checkbox"/>	2	WHITE, REBECCA	ST. ANDREWS	

The bottom window shows a registration form with the following fields filled out:

- Surname (*): WALCOTT
- Name (*): DANA
- Phone number (*): +39335XXXX
- Address: LONDON
- Birthdate: [empty]
- Club (*): ROYAL TROON
- Exact HCP (*): 3
- Gender (*): Female
- Federation (*): ENGLAND
- E-Mail (*): PLAYER@FEDERGOLF.IT
- Team: Team 1

A red arrow points from the text above to the 'CREATE NEW PLAYER' button in the top window, and another red arrow points from the text below to the 'SAVE' button in the bottom window.

Fill the form and **save it**



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To entry a player, **click** on the select column

Select	HCP	Player	Club
<input type="checkbox"/>	3	WALCOTT, DANA	ROYAL TROON
<input type="checkbox"/>	2	WHITE, REBECCA	ST. ANDREWS

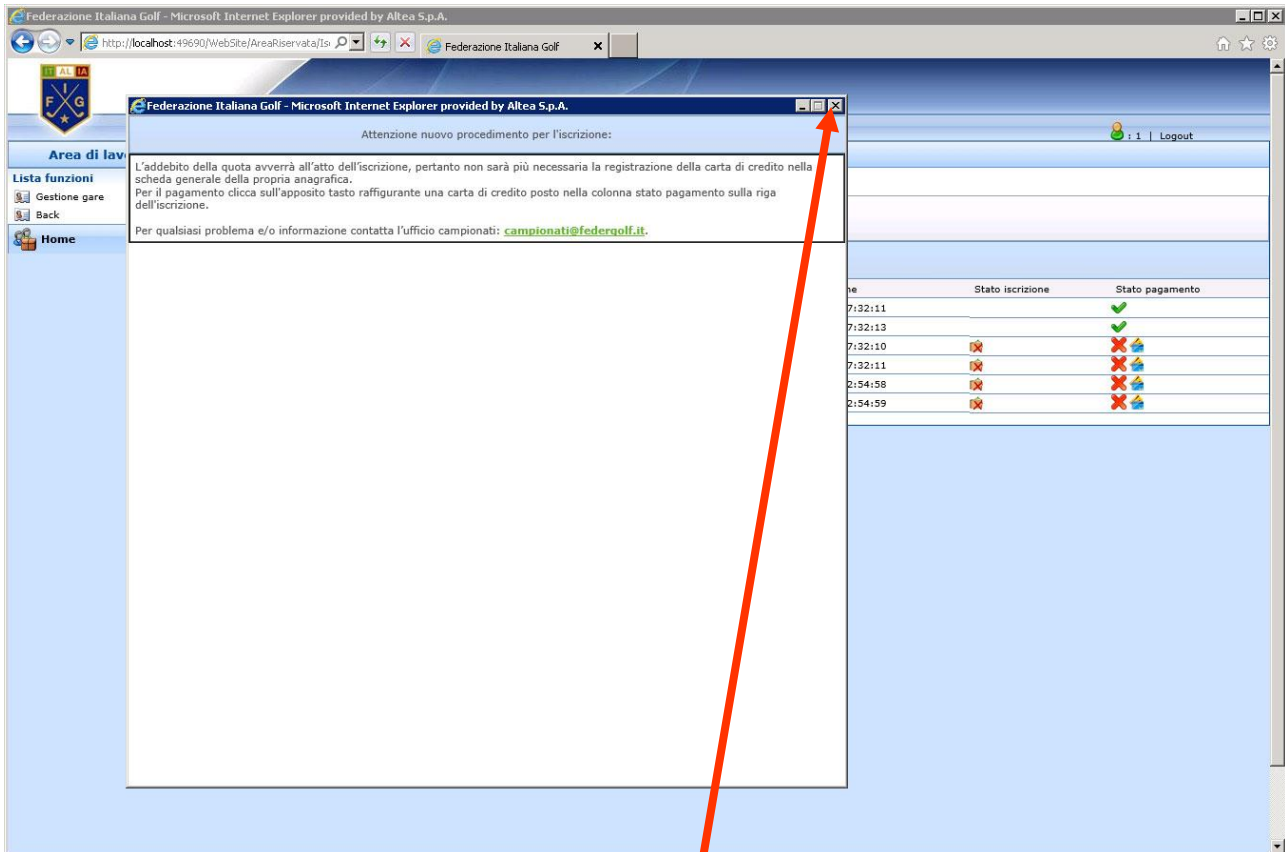
Confirm

and **press confirm** to add to the other registered players.



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Once a player has completed the standard enrolment procedure, there will be a pop-up window showing the new payment procedure and a link to download the instructions.



Once you have read the procedure, close the window and proceed with the payment.



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In the enrolment section, you can verify the “State of the Payment” **X** (payment not made) or **V** (payment made)

The screenshot shows a web browser window displaying the 'Modifica iscrizioni' page. A table lists player registrations with columns for 'Cancella', 'Ranking', 'Nome', 'Circolo', 'HCP', 'ODM', 'Data Iscrizione', 'Stato iscrizione', and 'Stato pagamento'. The 'Stato pagamento' column contains icons: a green checkmark for 'V' (payment made) and a red 'X' for 'X' (payment not made). A red arrow points to a credit card icon in the 'Stato pagamento' column of the sixth row.

Cancella	Ranking	Nome	Circolo	HCP	ODM	Data Iscrizione	Stato iscrizione	Stato pagamento
X	1	GIORGIO, LUIGI	BOLOGNOLA	25,2		30/01/2015 17:32:11		V
X	2	GIORGIO, SERIO CALABRE	BOLOGNOLA	34		30/01/2015 17:32:13		V
X	3	ELIZABETH, TULLIO	BOLOGNOLA	19,3		30/01/2015 17:32:10	X	X
X	4	GIORGIO, ROBERTO	BOLOGNOLA	23,8		30/01/2015 17:32:11	X	X
X	5	ALBERTO, ELIZABETH	BOLOGNOLA	30,4		05/02/2015 12:54:58	X	X
X	6	GIORGIO, ROBERTO	BOLOGNOLA	34,4		05/02/2015 12:54:59	X	X

Click on the credit card icon to pay.



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The payment page with all data regarding the enrolment will appear.

Check the enrolment data and fill in the e-mail field to receive your payment receipt.

	Stato iscrizione	Stato pagamento
1		✓
3		✓
0		✗
1	✗	✗
8	✗	✗
9	✗	✗

To proceed with your payment, click on “Pay” and follow the instructions.

For payments made by another subject, forward the web address below to the credit card holder, who will then insert all required data.

Enrolments shall be valid only if the payment procedure has been completed.



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The payment instructions will appear.

The screenshot shows a web browser window displaying the FIG website. The main content area is titled "Iscrizione gara" and contains the following information:

- Gara: [blurred text]
- Tesserato: [blurred text]
- Importo: 100.00 €
- E-mail: [input field]
- Stato pagamento: ✘

Below this information is a section titled "Procedura di pagamento" with the following text:

Cliccando su "procedi" verrai reindirizzato al sito della banca dal quale potrai scegliere il metodo di pagamento preferito tra carta di credito e circuito MyBank - bonifico elettronico.
In caso si scelga la seconda opzione verrà richiesto al termine della procedura di fornire anche il proprio IBAN per eventuali rimborsi.

A button labeled "Procedi" is located at the bottom of this section. A red arrow points from the bottom of the page towards this button.

On the right side of the page, there is a table with two columns: "Stato iscrizione" and "Stato pagamento".

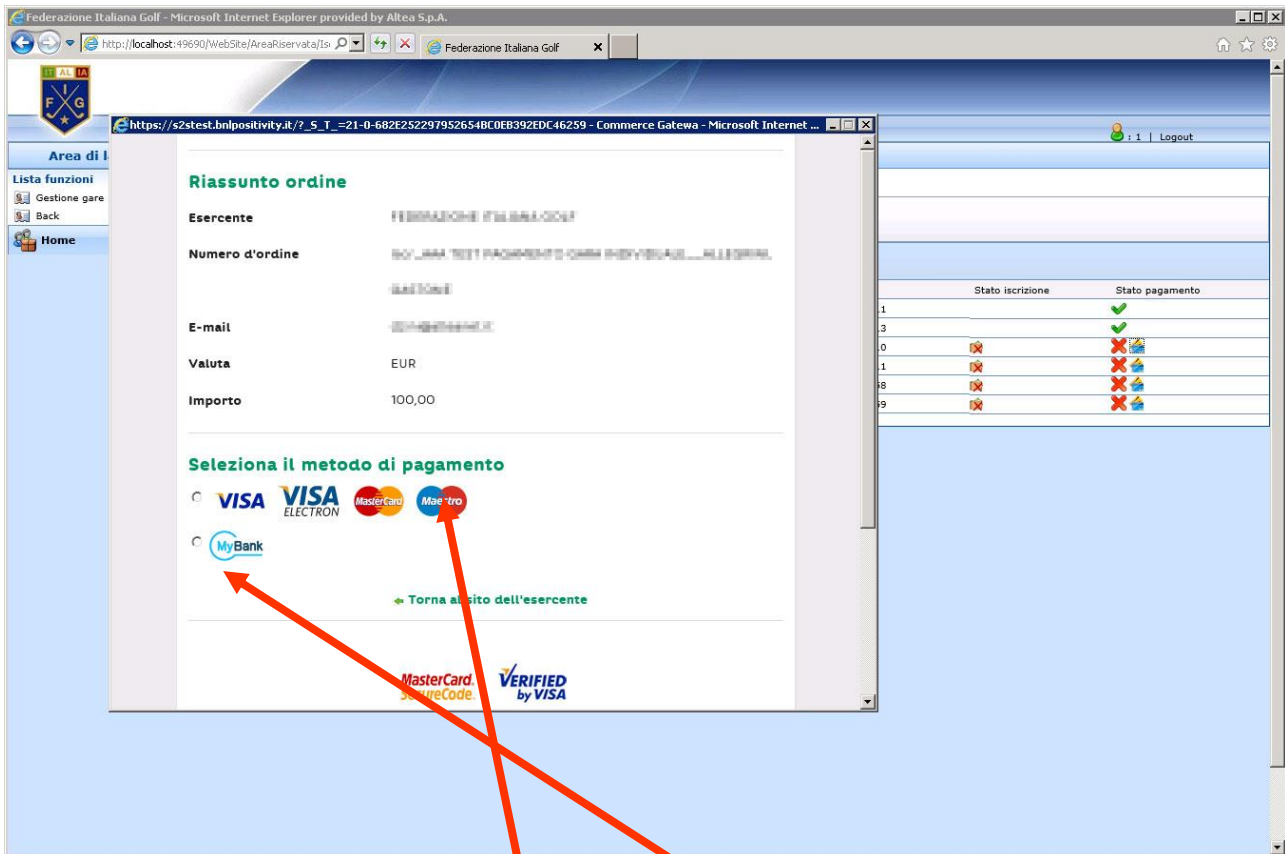
	Stato iscrizione	Stato pagamento
1		✔
3		✔
0	✘	✘
1	✘	✘
8	✘	✘
9	✘	✘

Click on "Proceed" to go to the bank's website where you can select your payment method.



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Select payment method and follow the instructions on your screen.

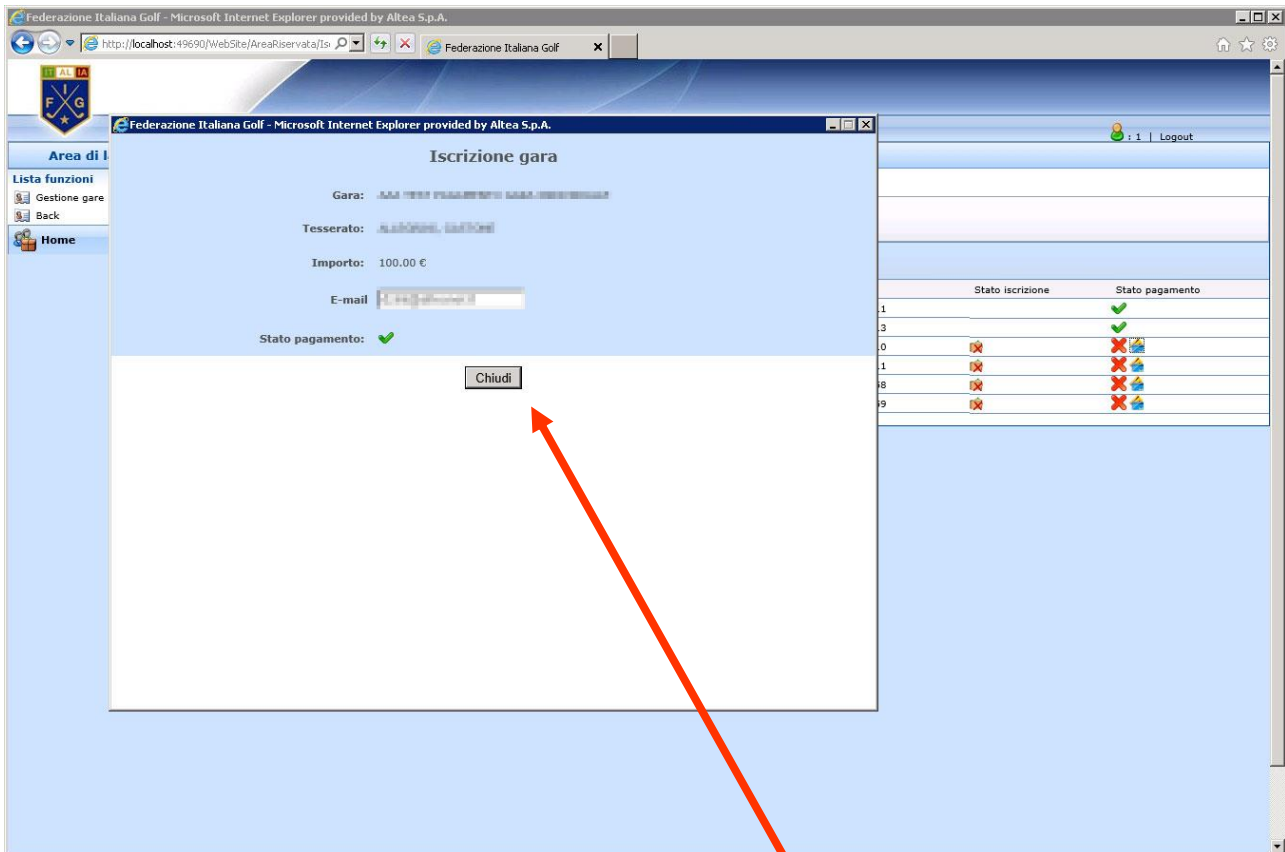


Payments can be made by credit card or “MyBank” bank transfer; this service can be used only if available on your bank account.



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The payment page will open once you have completed the procedure.



In case of a positive outcome, you will see a **✓** indicating the enrolment has been made correctly. Click on “Close” to close the payment procedure.



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In the enrolment page, you will see the payment has been registered. Click F5 if the page does not update automatically.

The screenshot shows a web browser window displaying the FIG website. The page title is "Federazione Italiana Golf - Microsoft Internet Explorer provided by Altea S.p.A.". The URL is "http://localhost:49690/WebSite/AreaRiservata/Is...". The page content includes a navigation menu with "Area di lavoro" and "Area riservata > GARE > Gestione gare > Modifica iscrizioni". Below this is a table titled "INSERISCI GIOCATORE" with columns: "Cancella", "Ranking", "Nome", "Circolo", "HCP", "ODM", "Data Iscrizione", "Stato iscrizione", and "Stato pagamento". A red arrow points to the "Stato pagamento" column for the first row.

Cancella	Ranking	Nome	Circolo	HCP	ODM	Data Iscrizione	Stato iscrizione	Stato pagamento
X	1	GIORGIO, LUIGI	SESTRIANO	25,2		30/01/2015 17:32:11		✓
X	2	GIORGIO, SERIO CALABRESE	SESTRIANO	34		30/01/2015 17:32:13		✓
X	3	GIORGIO, LUIGI	SESTRIANO	19,3		30/01/2015 17:32:10		✓
X	4	GIORGIO, SERIO	SESTRIANO	23,8		30/01/2015 17:32:11	✗	✗
X	5	ALBERTO, GIUSEPPE	SESTRIANO	30,4		05/02/2015 12:54:58	✗	✗
X	6	ALBERTO, SERIO	SESTRIANO	34,4		05/02/2015 12:54:59	✗	✗