



# Web Portal Instructions

## Contents

Welcome to the RCSC Web Portal!	2
Accessing the RCSC Web Portal	2
Main RCSC Web Portal Page	4
My Profile	5
Rounds History	7
My Statements	8
Pay Your Annual Property Assessment	9
Book a Tee Time	10
Edit a Tee Time	16
Booked Rounds	19
Purchases	20
Email Subscriptions	21
Deposits/Prize Winnings	21
Reports	22
Member Voting	23
Contact Us	25
Browser Requirements	25

# Welcome to the RCSC Web Portal!

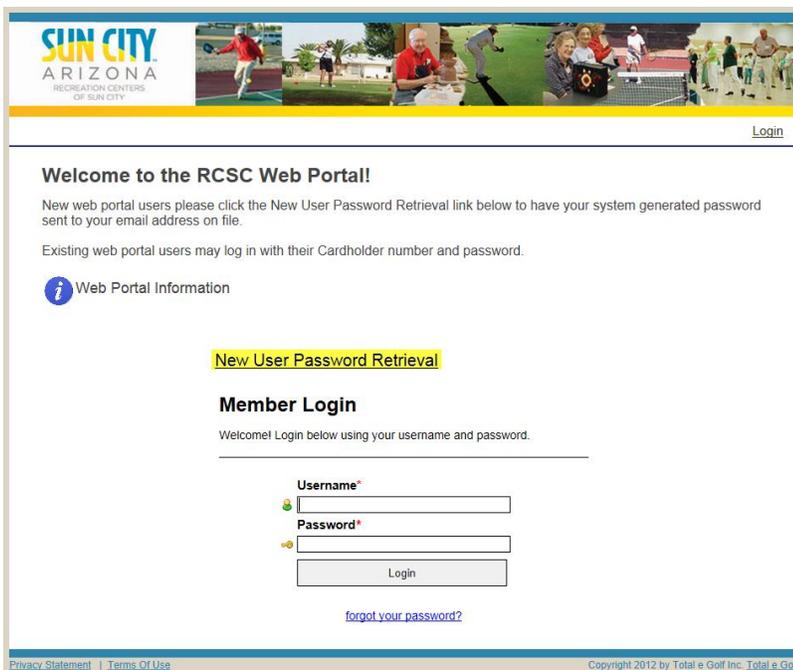
Through this online web portal you will be able to manage your interactions with RCSC in a variety of ways. You will be able to:

- View your property/Cardholder assessment balances
- Make payments towards outstanding assessment balances with VISA, MasterCard or Discover
- Run reports for assessment and payment history
- Book tee times
- View golf play history
- View pro shop purchases, which include items purchased in golf course pro shops and Cardholder Services
- View facility visits at RCSC Centers
- Check the current movie schedule
- Manage participation in e-mail communications from RCSC
- Vote in annual Board of Director elections

Cardholders must have an e-mail address on file with the RCSC Cardholder Services Office in order to use the RCSC Web Portal. Cardholders may use a shared e-mail address with another Cardholder and this e-mail address must be entered on each Cardholder record for access to be granted. Email addresses may also be added to ownership entities such as Corporations or Trusts to allow web portal access to pay annual property assessments for the properties they own.

## Accessing the RCSC Web Portal

1. Navigate with a web browser to <https://login.suncityaz.org>



**SUN CITY ARIZONA**  
RECREATION CENTERS OF SUN CITY

[Login](#)

**Welcome to the RCSC Web Portal!**

New web portal users please click the New User Password Retrieval link below to have your system generated password sent to your email address on file.

Existing web portal users may log in with their Cardholder number and password.

[Web Portal Information](#)

[New User Password Retrieval](#)

**Member Login**

Welcome! Login below using your username and password.

Username\*

Password\*

[forgot your password?](#)

[Privacy Statement](#) | [Terms Of Use](#) Copyright 2012 by Total e Golf Inc. [Total e Golf](#)

### For New Users Only

1. Click the New User Password Retrieval link on the Login page
2. Enter your RCSC Cardholder number in the username field and click the Send Password button.

**New User Password Retrieval**  
 Enter your RCSC cardholder number and click the Send Password button to have your password sent to your e-mail account on file.

---

**Username \***

Send Password

[← Back to Login](#)

- The assigned password for your login will be sent to the email address on file for your RCSC Cardholder number.
- The following message will be received if a password is requested for a Cardholder number that does not have an email address on file. Please follow the instructions in the message to securely send the information to update your Cardholder record with your email address. Once updated, your assigned password will be sent to the email address provided.

**We currently do not have an email address on file for your cardholder number. Please click the link below to securely transmit the information needed to us.**

[Click here to Add Email Address](#)

**New User Password Retrieval**  
 Enter your RCSC cardholder number and click the Send Password button to have your password sent to your e-mail account on file.

---

An email was not found for the supplied username.

**Username \***

Send Password

[← Back to Login](#)

- The following message will be received if a password is requested for a Cardholder number that has already been active in the web portal. Please use the *forgot your password?* link on the main login page in this case to have your current password sent to your email address.

**The supplied username is already linked to an existing web portal account.**

**New User Password Retrieval**  
 Enter your RCSC cardholder number and click the Send Password button to have your password sent to your e-mail account on file.

---

The supplied username is already linked to an existing web portal account.

**Username \***

Send Password

[← Back to Login](#)

## For Existing Users

1. Enter your Cardholder number in the Username field and password in the password field, then click the Login button to login.

## Login

Welcome! Login below using your username and password.

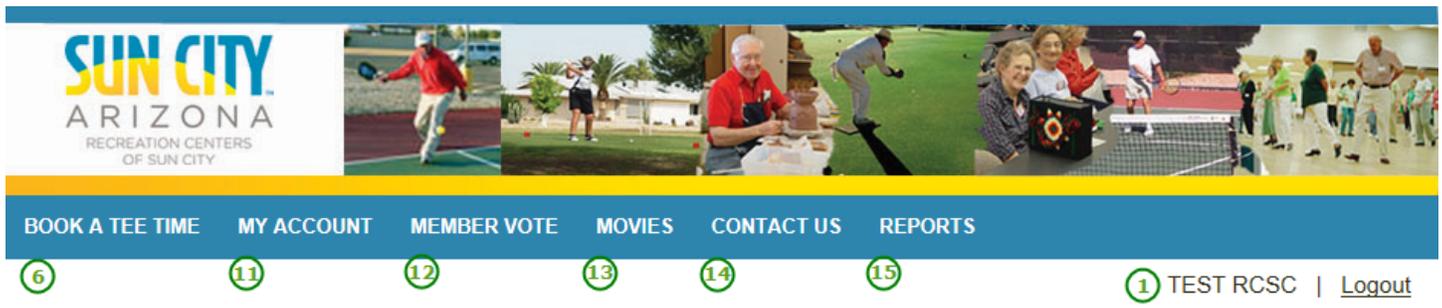
Username\*

Password\*

Login

[forgot your password?](#)

## Main RCSC Web Portal Page



SUN CITY ARIZONA RECREATION CENTERS OF SUN CITY

BOOK A TEE TIME (6) MY ACCOUNT (11) MEMBER VOTE (12) MOVIES (13) CONTACT US (14) REPORTS (15)

TEST RCSC (1) | Logout

## Welcome TEST RCSC (1)

**My Account** (2) Expiration Date: 8/11/2016

**Easy Account Access**

Want to check your statements, historic bookings or edit your profile? My Account can help you track and manage your purchases, historic bookings, current bookings, and more. Select from the options below.

(3) <b>MY PROFILE</b> View and change your profile information or login credentials.	(6) <b>BOOK A TEE TIME</b> Book a future tee time.	
(4) <b>ROUNDS HISTORY</b> View your previously played golf rounds.	(7) <b>BOOKED ROUNDS</b> View your current round bookings.	(9) <b>EMAIL SUBSCRIPTIONS</b> Manage Email Subscriptions.
(5) <b>MY STATEMENTS</b> View your previous billing statements.	(8) <b>PURCHASES</b> View previous food & beverage and pro shop purchases.	(10) <b>DEPOSITS / PRIZE WINNINGS</b> View your Advance Deposits and Tournament Winnings.

[BOOK A TEE TIME](#) | [MY ACCOUNT](#) | [MEMBER VOTE](#) | [MOVIES](#) | [CONTACT US](#) | [REPORTS](#)

[Privacy Statement](#) | [Terms Of Use](#)

Copyright 2012 by Total e Golf Inc. [Total e Golf](#)

1. The name of the logged in RCSC Cardholder is displayed
2. The current expiration date for the logged in Cardholder is displayed

3. **My Profile**  
Allows the ability to change your login password, email address, telephone number and cell phone number
4. **Rounds History**  
Displays a grid with the most recent golf rounds played. Use the scroll bar to scroll through all displayed rounds on one screen
5. **My Statements**  
Displays the current balance for the logged in Cardholder, the total balance for all property owners, and the most recent assessment charges and payments. Provides the link to pay your annual property assessment.
6. **Book a Tee Time**  
Allows the ability to book a future tee time from the current date to 5 days in the future.
7. **Booked Rounds**  
Displays future booked tee times including course, date, tee time, and starting tee. There is also a link to show the names of the other players in the booking.
8. **Purchases**  
Displays pro shop purchases and centers visited for the selected month.
9. **Email Subscriptions**  
Shows the RCSC email lists that can be subscribed to. Check the lists that you wish to be included or uncheck those lists you no longer wish to get messages from.
10. **Deposits/Prize Winnings**  
Shows all transactions related to Advanced Deposits and Prize Winnings with the ability to view usage transaction details.
11. **My Account**  
Returns the user to the main web portal page displayed above.
12. **Member Vote**  
Provides access to active Board of Director elections for qualified Members in good standing.
13. **Movies**  
Displays the RCSC Movie listings and show times/locations for the current month.
14. **Contact Us**  
Allows the ability to contact RCSC via email.
15. **Reports**  
Lists available reports that can be run through the web portal.

## My Profile



- [Edit Profile](#)
- [My Account](#)

1. Click the Edit Profile link to change your telephone and cell phone numbers

The screenshot shows the 'Manage Profile' section of a user interface. At the top, there are two tabs: 'Manage Account' and 'Manage Profile', with 'Manage Profile' being the active tab. Below the tabs is a section titled 'Contact Information' with an upward-pointing arrow. This section contains three main fields: 'Telephone' with the value '6235614600', 'Cell/Mobile' with the value '6235614603', and 'Photo'. The 'Photo' field includes a 'Folder' dropdown set to 'My Folder', a 'File' dropdown set to '<None Specified>', and an 'Upload File' button. To the right of the 'Photo' field is a large blue dashed box labeled 'Drop File(s) Here'. Each field has an information icon (i) and a visibility icon (eye) with a dropdown arrow. Below the 'Contact Information' section is a blue 'Update' button.

- Enter the new telephone or cell phone number and click the Update button to update your records.
- The Photo field is unused.

2. Click the My Account button to change your email address and password.

The screenshot shows the 'Manage Account' section of a user interface. At the top, there are two tabs: 'Manage Account' and 'Manage Profile', with 'Manage Account' being the active tab. Below the tabs is a section titled 'Account Settings' with an upward-pointing arrow. This section contains two fields: 'User Name' with the value '1' and 'Email Address' with the value 'email@domain.com'. The 'Email Address' field has a red asterisk (\*) next to the label and an information icon (i). Below the 'Account Settings' section are three sections: 'Manage Password' with a downward-pointing arrow, 'Account Information' with a downward-pointing arrow, and two buttons: a blue 'Update' button and a grey 'UnRegister' button.

- Enter a new email address and click the Update button to update your records.

3. Click the  $\vee$  section control to expand the Manage Password section.

Manage Account

Manage Profile

**Account Settings**  $\wedge$

---

User Name: ? 1

Email Address: \* ?

**Manage Password**  $\wedge$

Use the  $\wedge$  control to expand the Manage Password section

In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

Current Password: ?

New Password: ?

2-character minimum

Confirm Password: ?

Password Last Changed: ? Thursday, May 14, 2015

Password Expires: ? Password does not Expire

- Enter your current password in the Current Password field
- Enter your new password in the New Password and Confirm Password fields
  - Passwords must be a minimum of 2 characters long without specific character requirements
  - Previously used passwords may not be used again
  - NOTE: Passwords are not set to expire or change over time.
- Click the Change Password button to complete the password change
  - A Password Mismatch error will be displayed if the New and Confirmed passwords do not match

## Rounds History

ROUND HISTORY [PRINT](#)

Course	Date	Time	Holes	Players	Conf. #
South	Monday, February 23, 2015	12:45 AM	18	5	1061370
South	Sunday, February 22, 2015	07:45 AM	18	5	1055101
South	Friday, February 20, 2015	07:37 AM	18	5	
South	Monday, February 16, 2015	12:52 AM	18	5	
Lakes West	Sunday, February 15, 2015	08:07 AM	18	5	
North	Friday, February 13, 2015	07:30 AM	18	5	
South	Tuesday, February 10, 2015	12:30 AM	18	3	1046829
South	Monday, February 09, 2015	12:45 AM	18	5	1045809
South	Sunday, February 08, 2015	07:37 AM	18	5	1045028
South	Monday, February 02, 2015	12:45 AM	18	5	1041355

1. Clicking the Rounds History link on the My Account page will display all recent rounds played in a scrolling window with the most recent rounds at the top of the list.

2. Click the PRINT link above the rounds display grid to print a sequential list of all rounds displayed.
  - The textual report will open in a new browser tab and can be printed or viewed as a single page.
3. There are no options to change the rounds displayed on this page. Use the Round History report to select a specific date range for round history.

## My Statements

### MEMBER STATEMENTS

7 [Make Payment](#) 1 *Account balance is \$462.00 / Property balance is \$462.00* 2

1/1/2013 3 4 [Get Transactions Property Statement](#) 5 6 8 [Print Data](#)

Date	Type	Description	Amount	Invoice ID
07/14/2015	Additional Charge-Assessments	Annual Property Assessment	\$462.00	INV226725
07/14/2014	Additional Charge-Assessments	Annual Property Assessment	\$456.00	INV181199
06/14/2014	Payment	Web/Credit Card/XXXXXXXX1757 Web Payment	(\$456.00)	
07/14/2013	Additional Charge-Assessments	Annual Property Assessment	\$450.00	INV115827
06/18/2013	Payment	Web/Credit Card/XXXXXXXX1757 Web Payment	(\$450.00)	
		<span>4</span>		

1. **Account Balance**  
Logged in Cardholder current balance
2. **Property Balance**  
Current total balance for all owners for the property
3. Select date for display grid. All charges and payments after the date entered will be displayed.
4. **Display Grid**  
All charges and payments after the date entered will be displayed. Items are displayed in a scrolling window with newest transactions at the top of the list.
5. **Get Transactions**  
Click the Get Transactions link after changing the date to display the included charges and payments.
6. **Property Statement**  
This link generates a statement format for all charges and payments for the current owners of the property. For property owners that have owned their property for an extended time period this can be a longer report and may take more time to be generated.
7. **Make Payment**  
This link starts the payment process to securely make an online payment with a credit card.
8. **Print Data**  
This link will open a new web browser tab will all of the transaction information from the display grid for easier viewing or printing.

# Pay Your Annual Property Assessment

To make a payment towards your outstanding balance complete the following steps:

1. Click the **Make Payment** button

*Note: The **Make Payment** button is disabled if the outstanding balance for the Property is \$0.*

2. The Online Payment screen will be displayed

## Member Statements - Online Payment

Select the Cardholder line to pay or click the header check box to select all Cardholder balances.

Name	Invoice ID	Date	Description	Amount	<input checked="" type="checkbox"/>	Apply Amount
TEST RCSC	STATEMENT	01/05/2016	Statement Total	\$474.00	<input checked="" type="checkbox"/>	474

### Payment Amount

**Amount:**  **(Outstanding Balance = \$474.00)**

The Amount will be updated as Cardholder balances are selected.

**IMPORTANT NOTE:** The payment will NOT process if this amount is \$0.

### Enter Credit Card

Cardholder Name

Billing Street Address

Zip Code

Card number

Card expiry

Cvc

Enter the credit card information for the payment and click the Apply Payment button to complete the payment. Note that all fields are required.

Back

Apply Payment

### Cardholder Balances

All Cardholders with outstanding balances will be displayed. Click the check box next to each Cardholder you wish to pay or click the check box in the header section to select all Cardholders. The Apply Amount will default to the Cardholder balance. This may be changed to be less than the Cardholder balance but may not be more.

*IMPORTANT NOTE: Selecting an Apply Amount less than the Cardholder balance will prevent the updating of the Cardholder expiration date. Expiration dates will only roll forward when the balance is paid in full.*

### Amount

This will be automatically filled with the total of the Apply Amount for the selected Cardholders. This Amount may not be changed directly. The Apply Amount for the selected Cardholders must be changed in order to change the total amount.

### Credit Card Information

The following fields are required to process the payment:

**Card Type** Accepted card types include VISA, MasterCard and Discover.

**Cardholder Name** Enter the name on the credit card being used

<b>Billing Street Address</b>	Enter the billing street address for the credit card used
<b>Billing Postal Code</b>	Enter the billing postal/zip code for the credit card used
<b>Card Number</b>	Enter the full credit card number (do not enter dashes)
<b>Card Expiry</b>	Enter the month and the year of the expiration of the credit card
<b>Security Code/CVC</b>	Enter the 3 digit CVV/CVC security code from the back of the credit card

*Please note the Billing Street Address and Postal Codes are additional security measures for identifying the validity of the credit card number being used and are required fields.*

3. Enter the required information for each of the fields above.
4. Click the Back button to cancel the transaction.
5. Click the Apply Payment button to process the payment.
6. The payment processing engine will securely send the credit card information to the RCSC credit card processor who will “tokenize” the information. The token info returned to RCSC does not contain any specific credit card information but a reference to a securely stored authorization request at the credit card processor. At no time does RCSC retain full credit card information for credit card transactions.
7. Upon receipt of the authorized payment request the payment will be posted to the account, the Cardholder’s expiration date will roll forward one year from the current expiration date and the My Statements page will be displayed. A payment confirmation email will be sent to the email address on file for the account.
8. The completed payment will be displayed in the grid and the Cardholder’s balance will be reduced by the payment amount.

*IMPORTANT NOTE: Payments will be displayed on the Cardholder transactions where the charges are posted. A Cardholder without a balance that is making the property payment will not see the payment in their transaction grid. Use the Property Statement to see this payment activity.*

**IMPORTANT PAYMENT NOTES:**

- The property balance must be paid in full by the expiration date to ensure uninterrupted privileges for Cardholders on the property.

## Book a Tee Time

Tee times may be booked through the web portal and follows the 5 day advance booking schedule. Future tee times made on the day in the Today is column cannot be made further than the day in the Furthest Tee Time for column.

<b>Today is...</b>	<b>Furthest Tee Time for...</b>
Sunday	Friday
Monday	Saturday
Tuesday	Sunday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Saturday	Thursday

Web bookings will be available starting at 8:00AM on the day in the Today is column for the day in the Furthest Tee Time for column. Tee time bookings can be made prior to 8:00AM by making the booking with the pro shop at the desired course.

1. Click the Book a Tee Time V2 link from the My Account main page
2. The following available tee time search page will be displayed:

The screenshot shows a search form with the following elements:

- DATE:** A text input field containing "8/22/2016" and a calendar icon.
- FROM:** A dropdown menu showing "07:00 AM".
- HOLES:** A dropdown menu showing "18".
- PLAYERS:** A row of buttons labeled "1", "2", "3", "4", and "5". The "5" button is highlighted with a red circle.
- COURSE:** A dropdown menu showing "\*REGULATION".
- SEARCH:** A button labeled "SEARCH".

3. Enter the desired tee time search criteria:

**Course** Select the desired course from the drop down list. Use the \*EXECUTIVE and \*REGULATION list options to search for tee times at any of the courses of the selected type.

*NOTE: Changing the Course will load the default number of players for the selected course which may override a user selection. It is recommended that the Course be changed first and then the number of players.*

**Players** Select the number of players in your party. The default is the maximum number of players for the course selected.

**Date** Select the date of play from the calendar . Note the future date restrictions indicated above.

**Time From** Enter the starting time of the day for the available tee time search

**Holes** Select the number of holes for the tee time booking

**Search** Click the Search button to start the search process

4. When selecting a course a popup window will display with current course maintenance or closures for the selected course(s). This will aid the cardholder in making the course selection should scheduled maintenance affect the booking decision. A window similar to the one below will display:

The popup window displays the following information:

- SUN CITY ARIZONA RECREATION CENTERS FOR SUN CITY**
- Lakes West** Closed for Fairway Aerification on 6/8 and 6/9
- North** Closed for Fairway Aerification on 6/4 and 6/5
- Riverview** Course currently closed for renovations
- South** Closed for Fairway Aerification on 5/18 and 5/19
- Willowcreek** Closed for Fairway Aerification on 6/15 and 6/16

5. The following results screen will be displayed. A maximum of 15 available tee times will be presented. This screen is graphical and the browser scroll bar must be used to see all results from the tee time search.

<b>DATE</b> 8/22/2016	<b>FROM:</b> 07:00 AM	<b>HOLES</b> 18
<b>PLAYERS</b> 1 2 3 4 5	<b>COURSE</b> *REGULATION	<b>SEARCH</b>

Monday, August 22, 2016 07:00 AM - 08:00 PM

<b>7:00 AM</b> Lakes West 1 <sup>st</sup> Tee No Cart Holes <input type="radio"/> 9 <input checked="" type="radio"/> 18 <b>BOOK</b>	<b>7:00 AM</b> North 1 <sup>st</sup> Tee No Cart Holes <input type="radio"/> 9 <input checked="" type="radio"/> 18 <b>BOOK</b>	<b>7:00 AM</b> North 10 <sup>th</sup> Tee No Cart Holes <input type="radio"/> 9 <input checked="" type="radio"/> 18 <b>BOOK</b>	<b>7:00 AM</b> Riverview 1 <sup>st</sup> Tee No Cart Holes <input type="radio"/> 9 <input checked="" type="radio"/> 18 <b>BOOK</b>
--	---	--	---

6. Select the cart type and the number of holes to play for the desired tee time and click the BOOK button to start the booking process.

7. The following booking information page will be displayed. This page includes important information regarding the cancellation and editing of bookings. Click the check box in the Terms and Conditions section and then the NEXT button to continue to the add players page.

**You have 4:36 minutes remaining.**



#### TEE TIME DETAILS

**7:00 AM**  
8/22/2016

---

Lakes West  
Holes: 18  
Cart Type: No Cart  
Start Tee: 1st  
Players: 5

#### TERMS AND CONDITIONS

Changes to bookings may now be made through the web portal. Players in the booking that have been provided the Able to Edit privilege will have full access to edit players, delete players or cancel the entire booking. Cancelling a tee time booking will cancel the booking for all players.

Deleting a single player from a booking will reduce the number of players in the booking. This deletion cannot be undone and expanding the number of players in a booking is not available through the web portal at this time. Please contact the pro shop to increase the number of players in a booking if space is available on the tee sheet.

I accept these Terms and Conditions. \*

**CANCEL** **NEXT**

8. This screen will be available for 5 minutes. The Terms and Conditions must be accepted and the NEXT button clicked within this time frame or the pending booking will be cancelled.

9. After accepting the Terms and Conditions the Add players screen will be displayed.

**You have 4:42 minutes remaining.**



## PLAYERS

Please enter the member number for each player.

Player 1:\*   **Able to edit** TEST2 RCSC

Player 2:\*

Player 3:\*

Player 4:\*

Player 5:\*

10. The logged in Cardholder will automatically be added as the first player in the booking. This can now be changed so that an individual making the booking does not have to be a player in the booking.

- i. Players who have made a booking but are not within the booking always retain the privilege to Edit or Cancel the booking.
- ii. Rounds that a player has booked only will show in the Booked Rounds area with a BOOKED ONLY designation so that it is clear they are not a player in the booking.

Course	Date	Time	Players	Holes	Start Tee	Conf. #		
North	Saturday, August 20, 2016	07:00 AM	5 [Booked Only]	18	1	1567455		<a href="#">Edit</a> <a href="#">Cancel</a>

11. Enter each player in the box by entering their RCSC number.

12. To enter a guest click the Set as Guest button and enter the guest information in the entry box presented. Entering an email address for a guest is optional. If an email address is entered it is used for the booking confirmation message but is not retained for future communications regarding the booking.

**Guest Player 4**

First Name

Last Name

E-Mail

13. Once all of the players have been entered click the Validate Players button to validate the information entered.

PLAYERS

Please enter the member number for each player.

Player 1:*	<input type="text" value="124407"/>	<input checked="" type="checkbox"/> Able to edit	TEST2 RCSC	
Player 2:*	<input type="text" value="1"/>			<input type="button" value="Set as Guest"/>
Player 3:*	<input type="text" value="125275"/>			<input type="button" value="Set as Guest"/>
Player 4:*	<input type="text" value="125276"/>			<input type="button" value="Set as Guest"/>
Player 5:*	<input type="text" value="125277"/>			<input type="button" value="Set as Guest"/>

14. If any of the RCSC numbers entered are incorrect or if any players do not have booking privileges the validation results will identify those players with errors.

PLAYERS

Please enter the member number for each player.

Player 1:*	<input type="text" value="124407"/>	<input checked="" type="checkbox"/> Able to edit	 TEST2 RCSC	
Player 2:*	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Able to edit	 TEST RCSC	<input type="button" value="Set as Guest"/>
Player 3:*	<input type="text" value="125275"/>	<input checked="" type="checkbox"/> Able to edit	 TEST3 RCSC	<input type="button" value="Set as Guest"/>
Player 4:*	<input type="text" value="125276"/>	<input checked="" type="checkbox"/> Able to edit		<input type="button" value="Set as Guest"/>
Player 5:*	<input type="text" value="125277"/>	<input checked="" type="checkbox"/> Able to edit		<input type="button" value="Set as Guest"/>

15. Additionally at the top of the validation screen the user will be presented with a message indicating player booking statuses:

Player 1: Has permission to book <br> Player 2: Has permission to book <br> Player 3: The customer does not have permission to book a tee time.<br> Player 4: The customer does not have permission to book a tee time.<br> Player 5: The customer does not have permission to book a tee time.<br>

16. The validation errors must be corrected before the booking can continue.

PLAYERS

Please enter the member number for each player.

Player 1:*	<input type="text" value="124407"/>	<input checked="" type="checkbox"/> Able to edit	 TEST2 RCSC	
Player 2:*	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Able to edit	 TEST RCSC	<input type="button" value="Set as Guest"/>
Player 3:*	<input type="text" value="125275"/>	<input checked="" type="checkbox"/> Able to edit	 TEST3 RCSC	<input type="button" value="Set as Guest"/>
Player 4:*	<input type="text" value="125276"/>	<input checked="" type="checkbox"/> Able to edit	 TEST4 RCSC	<input type="button" value="Set as Guest"/>
Player 5:*	<input type="text" value="125277"/>	<input checked="" type="checkbox"/> Able to edit	 TEST5 RCSC	<input type="button" value="Set as Guest"/>

17. The Able to Edit checkbox allows the player making the booking to indicate which players are able to make changes to the booking through their web portal login. If a player is given the ability to edit the booking they will have the same full control

over the booking that the player who made the booking has.

18. Guests do not have the ability to edit a booking and this privilege is not available through the booking process.

### PLAYERS

Please enter the member number for each player.

Player 1:*	<input type="text" value="124407"/>	<input checked="" type="checkbox"/> Able to edit	 TEST2 RCSC	
Player 2:*	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Able to edit	 TEST RCSC	<input type="button" value="Set as Guest"/>
Player 3:*	<input type="text" value="125275"/>	<input checked="" type="checkbox"/> Able to edit	 TEST3 RCSC	<input type="button" value="Set as Guest"/>
Player 4:*	<input type="text" value="GUEST 4"/>		John Smith - john.smith@domain.com	<input type="button" value="Set as Guest"/>
Player 5:*	<input type="text" value="GUEST 5"/>		Mary Smith -	<input type="button" value="Set as Guest"/>

19. When all of the players have been added to the booking and validated, click the Book button to complete the booking.
20. A booking confirmation box will be displayed when the booking is successful. This can be printed for your reference.
21. All players with an email address on file will receive an email confirming the booking. Players are not required to be web portal users to receive booking confirmation emails.
22. Click the BACK Button and then the CANCEL button to cancel the booking and go back to the search screen.
23. **IMPORTANT NAVIGATION NOTE:** Do Not use the browser's Back button to return to the previous page. Use the BACK button on the page and then the CANCEL button to return to the search page in order to change cart selection or number of holes being played.

## Edit a Tee Time

Tee times may be edited or cancelled through the web portal.

1. Tee times booked through both the pro shop and web portal may be edited or cancelled through the web portal.
2. For tee times booked through the web portal an RCSC Cardholder must have the Able to Edit privilege to edit or cancel a booking. Without this privilege granted a player may not make changes to the booking.
3. All players with the Able to Edit privilege will have full access to edit players, delete players, or cancel the entire booking.

4. Clicking the Edit link net to the booked tee time will bring up the tee time booking to be edited.

Edit Booking

---

Please enter the information for each player.

Player 1:*	<input type="text" value="124407"/>	<input checked="" type="checkbox"/> Able to edit	Ms. RCSC		
Player 2:*	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Able to edit	Ms. RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 3:*	<input type="text" value="125275"/>	<input checked="" type="checkbox"/> Able to edit	Ms. RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 4:*	<input type="text" value="125277"/>	<input checked="" type="checkbox"/> Able to edit	Mr. RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>

---

5. Change a player by entering a new RCSC number in the player number field or select Set as Guest to change the player to a guest.
6. Once a change has been made to the booking the Validate Players button must be selected to confirm the validity of the players in the booking. There is no option to save the booking without validating the players. Click the Cancel button to cancel the changes.

Edit Booking

---

Please enter the information for each player.

Player 1:*	<input type="text" value="124407"/>	<input checked="" type="checkbox"/> Able to edit	Ms. RCSC		
Player 2:*	<input type="text" value="GUEST 2"/>		Frank Jones -	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 3:*	<input type="text" value="125275"/>	<input checked="" type="checkbox"/> Able to edit	Ms. RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 4:*	<input type="text" value="125277"/>	<input checked="" type="checkbox"/> Able to edit	Mr. RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>

---

7. Upon validating the players the booking may be saved or additional changes made to the booking. Any additional changes will require the re-validation of the booking.
8. Click the Email All Players box to notify players of the changes to the booking. Click Submit Changes to save the changes to the booking.

Edit Booking

Please enter the information for each player.

Player 1:*	<input type="text" value="124407"/>	<input checked="" type="checkbox"/> Able to edit	<input checked="" type="checkbox"/>	TEST2 RCSC		
Player 2:*	<input type="text" value="GUEST 2"/>			Frank Jones -	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 3:*	<input type="text" value="125275"/>	<input checked="" type="checkbox"/> Able to edit	<input checked="" type="checkbox"/>	TEST3 RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 4:*	<input type="text" value="125277"/>	<input checked="" type="checkbox"/> Able to edit	<input checked="" type="checkbox"/>	TEST5 RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>

9. After clicking Submit Changes the user will be presented with a confirmation of the booking changes.

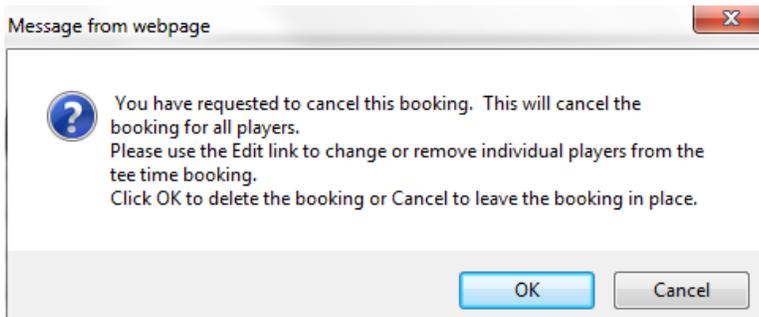
Edit Booking

Player(s) has been updated successfully.

Please enter the information for each player.

Player 1:*	<input type="text" value="124407"/>	<input checked="" type="checkbox"/> Able to edit	<input type="checkbox"/>	TEST2 RCSC		
Player 2:*	<input type="text" value="5555555"/>			Frank Jones -	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 3:*	<input type="text" value="125275"/>	<input checked="" type="checkbox"/> Able to edit	<input type="checkbox"/>	TEST3 RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 4:*	<input type="text" value="125277"/>	<input checked="" type="checkbox"/> Able to edit	<input type="checkbox"/>	TEST5 RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>

10. Cancelling a booking will cancel the booking for all players. Users will be presented with a message when cancelling a booking to ensure that this is the desired action.



11. Deleting a player will reduce the number of players in the booking. This is a permanent change to the booking that cannot be undone. The user will be presented with a confirmation message to confirm the action.

12. To delete a player from the booking click the Delete button next to the player.

- The user will receive the following message to confirm the deletion of the player from the booking.

Message from webpage X

 If you delete this player you will not be able to add a player to this reservation, if you would like to keep the same number of players in the booking change the player information validate and submit the changes.

Are you sure you want to delete and reduce the number of players on this booking?

- Upon the completion of the deletion of the player the updated booking information will be displayed and the number of players will be reduced.

Edit Booking

Player successfully deleted.

Please enter the information for each player.

Player 1:*	<input type="text" value="124407"/>		TEST2 RCSC		
Player 2:*	<input type="text" value="1"/>		TEST RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 3:*	<input type="text" value="125275"/>		TEST3 RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>
Player 4:*	<input type="text" value="125277"/>		TEST5 RCSC	<input type="button" value="Set as Guest"/>	<input type="button" value="Delete"/>

■ Email All Players

Submit Changes

Cancel

Clear

- Increasing the number of players in a booking cannot be done through the web portal at this time. Please contact the pro shop to increase the number of players in the booking if there is space on the tee sheet.

## Booked Rounds

Click the Booked Rounds link to see the listing of all future rounds booked for the logged in Cardholder.

- The following booked Rounds grid will be displayed:

**BOOKED ROUNDS** [Print Data](#)

Course	Date	Time	Players	Holes	Start Tee	Conf. #		
Lakes West	Friday, May 29, 2015	06:30 AM	5	18	1	1072449		<a href="#">Cancel</a>

- Place the mouse over the player icon  to see the names of the players in the booking.
- Click the Cancel button to cancel the booking. This will cancel the entire booking. Please contact the pro shop to cancel only one player from the booking. This option will display with a line through it and will not be functional for players who did not make the booking.

- Clicking the Print Data button will display a new web browser tab with the details of the tee time, including player names, which may be printed.

## Purchases

Click the Purchases link to see the listing of all pro shop purchases, food and centers visits for the logged in Cardholder. Food & Beverage purchases can be displayed in the web portal but generally Cardholder cards are not scanned in the snack shops in order to speed up the transaction time.

The following history screen will be displayed and will default to the current month.

### PURCHASES

Please select a month and year:

Month:  Year:

#### Proshop Purchases

*You currently have no PS purchases for the supplied month and year.*

#### F&B Purchases

*You currently have no F&B purchases for the supplied month and year.*

#### Round Purchases

*You currently have no round purchases for the supplied month and year.*

- Change the Month and Year boxes and click the Show Purchases button to search for purchases in a different time period.
- A month with activity will display similar to the following screen:

### PURCHASES

Please select a month and year:

Month:  Year:

#### Proshop Purchases

[Print ProShop Purchases](#)

Site Description	Type	Description	Purchase Date	Qty	Price	Total Discount Amount	Total Price
NORTH POS 1	Purchase	No Cart	Sunday, February 01, 2015	0	\$0.00	\$0.00	\$0.00
NORTH POS 1	Purchase	Prime Tee Time [NO FEE]	Sunday, February 01, 2015	1	\$0.00	\$0.00	\$0.00
SOUTH POS 1	Purchase	No Cart	Monday, February 02, 2015	0	\$0.00	\$0.00	\$0.00
SOUTH POS 1	Purchase	Prime Tee Time [NO FEE]	Monday, February 02, 2015	1	\$0.00	\$0.00	\$0.00
SOUTH POS 1	Purchase	No Cart	Sunday, February 08, 2015	0	\$0.00	\$0.00	\$0.00
SOUTH POS 1	Purchase	Prime Tee Time [NO FEE]	Sunday, February 08, 2015	1	\$0.00	\$0.00	\$0.00

#### F&B Purchases

*You currently have no F&B purchases for the supplied month and year.*

#### Round Purchases

[Print Round Purchases](#)

Site Description	Type	Description	Tee Time	Course	Price	Total Discount Amount	Total Price
NORTH POS 1	Golf Booking	Prime Tee Time [NO FEE]	Sunday, February 01, 2015 7:45 AM	North	\$0.00	\$0.00	\$0.00
NORTH POS 1	Cart	No Cart	Sunday, February 01, 2015 7:45 AM	North	\$0.00	\$0.00	\$0.00
SOUTH POS 1	Golf Booking	Prime Tee Time [NO FEE]	Monday, February 02, 2015 12:45 PM	South	\$0.00	\$0.00	\$0.00

3. The display grids will be fixed in height and allow scrolling through all history for the month selected. Use the scroll bar on the right side of the display grid to scroll through the search results.
4. Clicking the Print link above each display grid will open a new browser tab with all of the display results shown. This page may be reviewed or printed.

## Email Subscriptions

Click the Email Subscriptions link to view or change participation in electronic communications from RCSC.

The following email lists are currently available:

<b>Bowling</b>	Information regarding bowling events and news
<b>Centers</b>	Information regarding RCSC Centers, maintenance and closures.
<b>Golf</b>	Information regarding golf, golf events, maintenance at RCSC golf courses
<b>Lawn Bowling</b>	Information regarding lawn bowling at RCSC
<b>Movies &amp; Events</b>	Monthly movie listings and other events
<b>News</b>	General RCSC news

1. Cardholder name and email address are displayed on this page and cannot be changed through this screen. As noted above, the email address may be changed through the My Profile → My Account link.
2. Check the boxes next to email lists to be added to the list for communications.
3. Uncheck the box next to email lists to be removed from the list for communications.
4. Click Submit button to save the changes.
5. Click the Clear button to reset the page information.
6. Click the My Profile link at the bottom of any email message from RCSC to be taken to this web page to manage your subscription preferences.

## Deposits/Prize Winnings

Click the Deposits/Prize Winnings link to view details for on-account balances.

1. Each category of balances will initially be displayed in summary form with the current balance being showed in the Amount column.

[Print Report](#)

	Name	Description	Amount
+	PW	Prize Winnings	\$14.43
+	AD	Advance Deposit	\$62.50

**IMPORTANT NOTE:** These balances will not show transactions from the current day until the pro shop closes.

- Click the + icon next to each on-account balance row to expand the transaction view.
- Click the + icon next to each negative amount row to see the transaction details for the selected transactions where balances have been used. See the highlighted rows below.

[Print Report](#)

Name		Description						Amount			
PW		Prize Winnings						\$14.43			
TrxDate		Amount		Location		TransactionID		CertID			
2/23/2015 12:21:32 PM		(\$6.32)		SOUTH POS 1		174164		1307			
TrxType	TrxTime	Location	TrxID	Item Description	U.Price	Qty	ExtPrice	Discount	Tax Total	Total	
Purchase	12:21:32 PM	SOUTH POS 1	174164	Range Ball Bag Mesh - Large	\$5.95	1	\$5.95		\$0.37		
+ 6/20/2014 11:08:30 AM		\$2.75		CARDHOLDER SVCS 2		18182		1307			
+ 6/13/2014 12:43:20 PM		\$15.00		CARDHOLDER SVCS 2		18076		1307			
+ 5/27/2014 3:03:14 PM		\$3.00		CARDHOLDER SVCS 7		732		1307			
+ 4/16/2014 10:35:51 AM		(\$17.93)		LAKES EAST POS 1		88121		1307			
+ 4/5/2014 11:07:00 AM		\$4.25		CARDHOLDER SVCS 6		8322		1307			
+ 3/27/2014 2:26:35 PM		\$1.00		CARDHOLDER SVCS 7		597		1307			
+ 1/9/2014 10:41:17 AM		\$3.50		CARDHOLDER SVCS 7		448		1307			
+ 10/30/2013 11:29:04 AM		\$3.00		CARDHOLDER SVCS 2		13625		1307			
+ 10/23/2013 8:47:11 AM		\$2.50		CARDHOLDER SVCS 2		13505		1307			
+ 10/15/2013 8:33:23 AM		\$1.50		CARDHOLDER SVCS 2		13310		1307			
- 10/14/2013 1:44:13 PM		(\$6.32)		RIVERVIEW POS 1		112882		1307			
TrxType	TrxTime	Location	TrxID	Item Description	U.Price	Qty	ExtPrice	Discount	Tax Total	Total	
Purchase	1:44:13 PM	RIVERVIEW POS 1	112882	Range Ball Bag Mesh - Large	\$5.95	1	\$5.95		\$0.37		
+ 9/27/2013 2:14:17 PM		\$1.00		CARDHOLDER SVCS 6		6667		1307			
+ 9/13/2013 9:47:20 AM		\$1.00		CARDHOLDER SVCS 2		12717		1307			
+ 9/6/2013 10:33:32 AM		\$3.00		CARDHOLDER SVCS 2		12557		1307			
+ 8/29/2013 3:28:06 PM		\$3.50		CARDHOLDER SVCS 2		12457		1307			
+ 2/26/2012 7:30:16 AM		(\$4.50)		SOUTH POS 1		23425		1307			
+ 12/5/2011 11:51:39 AM		(\$3.00)		LAKES WEST POS 1		10735		1307			
+ 9/11/2011 4:52:41 PM		\$7.50		IMPORTED		-1		1307			

- There are no transaction details for additions to on-account balances.
- Clicking the Print Report link above the display grid will display the on-account report. This is the same report used by the Cardholder Services Office and the pro shops. This report may be reviewed or printed.

## Reports

This page will display the current list of reports that can be run through the web portal. The current list includes:

Report Name	Start Date	End Date	
Facility Visits by Cardholder	<input type="text"/>	<input type="text"/>	<a href="#">View Report</a>
Deposits/Winnings			<a href="#">View Report</a>
Golf Round History	<input type="text"/>	<input type="text"/>	<a href="#">View Report</a>

### 1. Facility Visits by Cardholder

Lists the facility visits with purposes for the time period selected. Previously this report was only available in the Cardholder Services Office.

## 2. Deposits/Winnings

Displays the on-account report showing transaction details for on-account balances. This is the same report that is accessible through the Deposits/Prize Winnings area on the web portal.

## 3. Golf Round History

Displays the golf round history for the selected time period. This information is similar to what is displayed in the Golf Rounds History area on the web portal but allows for date selections and formats for an easier view of the details.

# Member Voting

Click the Member Vote link on the top menu to access the online Board of Directors election page.

1. Cardholders who are not eligible to vote will receive the following error when selection the voting menu option.



**You are not eligible to vote in member elections. Only qualified Members in good standing may vote in elections.**

2. Eligible Members will be taken to the Voting screen with the active election displayed.
3. A warning message will be displayed if there are no active elections available.



**Election not found at this time.**

4. From the Member Vote screen click the Select to Vote button to go to the candidate selection screen.



**You may select 0 to 3 Candidate(s)**

Current Election Candidate(s)			
Select	First Name	Last Name	Description
<input type="checkbox"/>	Peter	Parker	Info
<input type="checkbox"/>	Dick	Grayson	Info
<input type="checkbox"/>	Selina	Kyle	Info
<input type="checkbox"/>	Test	Test	Info
<input type="checkbox"/>	Clark	Kent	Info

**IMPORTANT NOTE:** The order in which candidates are displayed is random so each Member will see a different order of candidates.

5. Place the mouse cursor over the Info link to see brief information about the candidate.
6. Click the Info link to be taken to the candidate full description web page. Please note this page will open in a new window.
7. Click the box next to each candidate, up to the maximum number of allowed votes per Member (3).
8. Selected candidates will display a check mark in the box when selected.

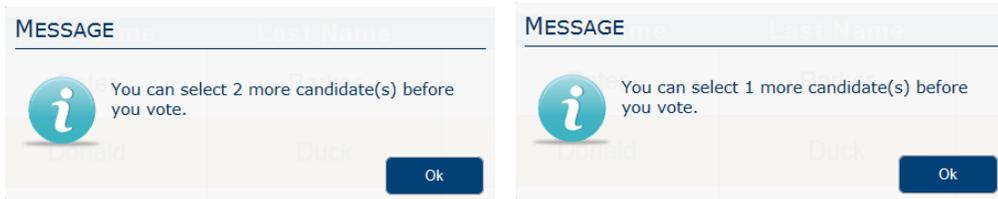


Peter

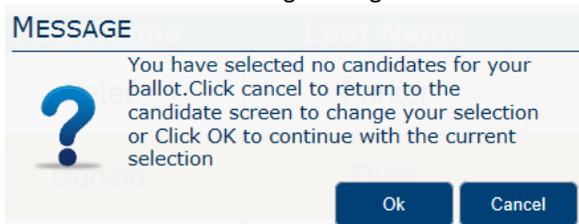
Parker

Info

9. Click the check mark next to a candidate to deselect that candidate.
10. When selecting a candidate you will be presented with a message box indicating the number of remaining candidates permitted to be selected.

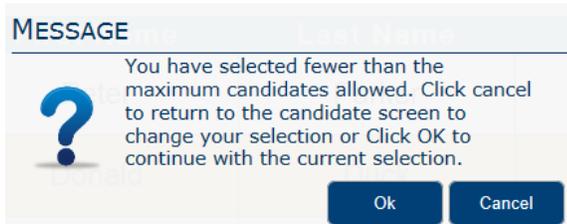


11. Members may select from 0 to the maximum number of candidates allowed for the election.
12. Members may vote for 0 candidates if desired. Clicking the Submit Vote button with no candidates selected will present the Member with the following message box:



Clicking the OK button will proceed with a ballot with no candidates selected. ***Once a vote has been submitted it cannot be modified.***

13. Members may vote for fewer than the maximum number of candidates if desired. Clicking the Submit Vote button with fewer than the maximum number of candidates selected will present the Member with the following message box:



Clicking the OK button will proceed with a ballot with fewer than the maximum number of candidates selected. ***Once a vote has been submitted it cannot be modified.***

14. Clicking the Submit Vote button will complete the voting process. When the system has successfully recorded the vote the Member will be presented with the following information:

 **Thank You, Your vote has been submitted successfully.**

15. Members who have previously voted that click the Select to Vote button on the Member Vote screen will be presented with a message indicating that they have already voted, including the date and time of the vote entered.

 **You have already voted for this election on 8/27/2013 at 19:15. Thank You.**

16. Online voting will be available for a period of time as determined by the Election Committee. At the time the election is defined to close no additional ballots may be cast by Members. Members will receive the following message after the close of the election.

 **Election not found at this time.**

## Contact Us

Click the Contact Us link to create an email to RCSC.

From the Contact Us page, enter your contact number and message and then click the Send button when complete. An email will be sent to [webportal@suncityaz.org](mailto:webportal@suncityaz.org).

Name:

Surname:

Contact No.:

Email:

Message:

## Browser Requirements

Internet Explorer 8 or higher required.

Google Chrome, Apple Safari, Mozilla Firefox also supported.

Cookies must be enabled in order to access the RCSC Web Portal.