

Using PreSquad.com for Squading

Before using PreSquad.com for the first time, it is suggested that you visit the website in order to familiarize yourself with it's operation and get comfortable using it in a TEST environment.

There is a "dummy" shoot where you can enter shooters and do ALL the functions without actually doing anything. The purpose is to allow you to become familiar with the operations and steps to go through in squading yourself, or an entire squad of shooters.

Scroll down to "ATA Demo" to bring up "dummy shoot"

Click on: PreSquad for this Shoot

IMPORTANT: You cannot do any squading of shooters without a valid ATA#.

The squading program requires this in order to obtain handicap yardages to ensure that yardage restrictions are not violated during the squading process.

Step 1. ORGANIZE - If squading for yourself only, you only need to determine what events, squads, and post# you would like to shoot. You might want to make out a worksheet for yourself to expedite the PreSquad.com activity

If squading for yourself and others, you need to decide the order of shooting (post#'s) and - **create a worksheet with the names & ATA# for each with the order in which they shoot.**

This procedure can be done quickly if the order of shooters is the same for all events and the squad# are also the same for all events being squaded. If you have different squads for the events and also scramble post# for shooters within the squads, the job becomes more tedious and confusing.

Step 2. If you have specific squad#'s and banks on which you want to shoot, include in your worksheet **alternate squad#**, if those you want are not available. This will also save you time once you are logged on to the website.

Decide which of the events you want to shoot are the most important to you.

You will want to squad for these first to ensure that you get into them.

NOTE - If you have other friends with computers you can expedite the squading process by splitting the work of entry between operators. This should also be part of your **ORGANIZING Steps**.

Example: One person could handle Singles and Doubles, and the other, Handicap.

ONCE Squading has been completed, only changes as a result of yardage reductions or earned yardage which would result in violations of yardage restrictions will be made. Such changes must be reported to the person designated as the "shoot administrator". Only that person can make the required changes

Logon - www.presquad.com

Locate the shoot you want to pre-squad for and click on it.

Click on: PreSquad for this Shoot

It presents you with a screen showing all events of the shoot.

Click on the initial event you want to squad for keeping in mind which were most important to you. Once you have identified an event, the next screen shows you the squads available for that event. If positions are "taken", it will show you the names of those already in the squad. You may squad into any positions which are blank.

Enter ATA# for 1st shooter to be squaded. The name of that shooter then appears in the space which was previously blank. **If you have another shooter to squad,**

enter ATA# of that shooter in the post# where you want that shooter.

Repeat for as many shooters you have to squad.

NOTE - once you enter a shooter's ATA#, PreSquad.com "remembers" that shooter for you, as well as any other shooters you enter. Each time you squad for another event in the shoot, those shooters already entered will appear when you click a post in that event.

All you need do is click on whatever shooter name you want on that post.

ADDITIONALLY - there is a "Copy to Additional Events" menu box to the right side of the squading menu which allows you to repeat the squading order in whatever other events you place a check mark in. This greatly expedites the squading procedure and can only happen with your ORGANIZING steps.

Click on: "SAVE" to post the squad to PreSquad.com followed by "Return to Event List" when you are finished squading to display the shoot events list, where you select another event or, "Proceed to Checkout" where you finalize your activity

NOTE - until you "Proceed to Checkout" you have not "locked up" your squading reservations.

CHECKOUT will ask you for an email address to which PreSquad.com sends your email confirmations of the squading activity and ask you to identify how you are paying for the pre squad activity.

Payments made directly to PreSquad.com through PAYPAL or CREDIT CARD will incur a surcharge by PreSquad.com. Alternately, payment by check must be made within 5 days (or as otherwise stated) of receiving your email confirmation to a person representing the club hosting the shoot. ==> Or your reservations will be cancelled <==

FINAL STEP - Click On: ==> Submit and Print <==

This generates a CONFIRMATION# printed page which you need for your records to confirm your PreSquad.com reservation activity. The confirmation# is required, if you elect to pay by check to PreSquad.com, or the person designated by the host club to receive payments.

NOTE - payment by check to PreSquad.com will also incur a surcharge from PreSquad.com as as stated in the Payment Instructions.

AFTER completing the FINAL STEP, you may close the PreSquad.com website.

RETAIN a copy of your confirmations for your records, and bring a copy of the confirmations with you when you actually attend the shoot. This is proof that you were pre-squaded in the event of squading conflicts at the shoot.