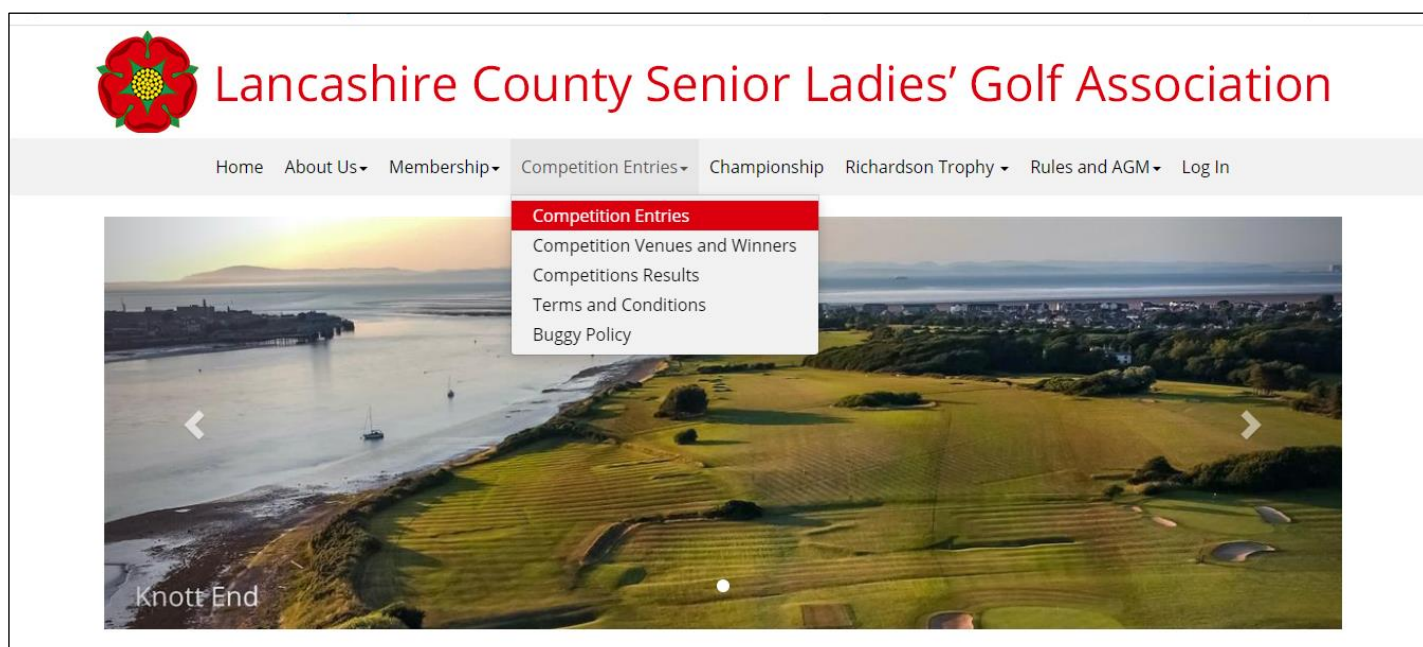


Instructions for making your Online Entry Requests for LCSLGA competitions

The Online system for making Entry Requests for LCSLGA Competitions will open on 31st January and close on 28th or 29th February. This document is easier to read if you increase the size of the print on your screen and even easier if you view on one device and use another to make your Entry Requests. If you need help or have a query please contact your Club Representative or any member of the LCSLGA Committee.

In future years the competitions information and screenshots will not be updated, but the instructions for making entries will be the same.

Go to the LCSLGA website (www.lcslga.org.uk). Click on Competition Entries on the menu bar shown below, highlight and click on the Competition Entries dropdown menu to take you to the Competition Entries page.



All the venues for the 2023 competitions will appear. Before you make your Online Entry Requests, familiarise yourself with the Terms and Conditions of each competition, and the instructions for logging in and making your Entry Requests, which are highlighted below. Scroll right down to the bottom of the page where you will see the **Online Entries** box.

Competition Entry Requests opens on 30th January until 28th February 2023

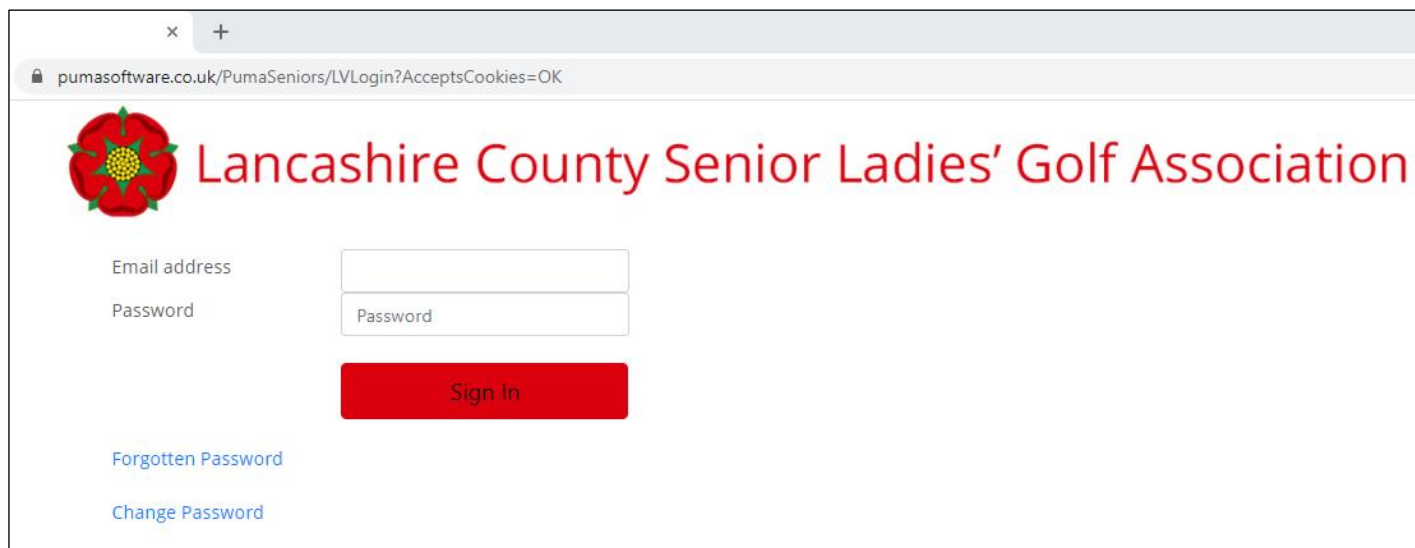
Competition	Date	Venue	Terms & Conditions
Championship and Silver Meeting	7th-9th May	Clitheroe	Medal (Qualifying) 95% Handicap Allowance, 16 Best Gross Scores to Qualify
Silver Slipper	5th June	Davyhulme Park	Qualifying Stableford - over 65's - 95% Handicap Allowance
Early Summer Team Event	19th June	Childwall	Stableford - Best 2 Scores to count - 85% Handicap Allowance
Edith Barlow Team Event	3rd July	Ashton & Lea	Stableford - Best 2 Scores to count - 85% Handicap Allowance
Beryl Creer Team Event	17th July	Wigan	Stableford - Best 2 Scores to count - 85% Handicap Allowance
Ivy Hosker Team Event	14th August	Worsley	Stableford - Best 2 Scores to count - 85% Handicap Allowance
Summer Team Event	21st August	Nelson	Stableford - Best 2 Scores to count - 85% Handicap Allowance
Autumn Team Event	4th September	Knott End	Stableford - Best 2 Scores to count - 85% Handicap Allowance
Cecil Leitch Trophy	11th September	Rossendale	Better Ball - Stableford - 85% Handicap Allowance

[Instructions for getting a Temporary Password to Login to the Private Area of the Website](#)

Instructions to make your Entry Requests for Competitions

[Online Entries](#)

Click on the Online Entries box and you will be taken to the log in page of the secure Members' Area.



The screenshot shows a web browser window with the URL pumasoftware.co.uk/PumaSeniors/LVLogin?AcceptsCookies=OK. The page features the Lancashire County Senior Ladies' Golf Association logo, which is a red rose with a yellow center. Below the logo, there is a login form with two input fields: "Email address" and "Password". A red "Sign In" button is positioned below the password field. At the bottom of the form, there are two blue links: "Forgotten Password" and "Change Password".


You will be asked to input your email address. This email address must be the email address which you have given to LCSLGA.

Once you have entered your email address you will be asked to enter your password. If you have forgotten your password, click the "[Forgotten Password](#)" link on the **Sign In** screen above.

If you have never entered the Member's Area before, you will also find a link for getting instructions to log in to the private area of the website on the screen shown above.

Re-enter your email address in the forgotten password screen and then go to your email account where you will see an email from LCSLGA allocating you a temporary random password. Copy and paste this password to log in. You can subsequently change your password if you wish using the Change password option. Click the **Sign In** button and the **Event Entries Requested** screen will appear.

pumasoftware.co.uk/pumaseniors/UserSummary



Lancashire County Senior Ladies' Golf Association

LCSLGA Home Member Details Competitions About Log out

Event Entries Requested

No bookings made yet

[Request Entry to Competitions](#)

© 2021 - PUMA Software Session Time: 0 Minutes (0 Minutes Inactive)

Click on the **Request Entry to Competitions** button.


A screen headed **Events Where You Have Not Requested An Entry** will appear.

Events Where You Have Not Requested An Entry					
Date	Competition	Venue	Fee	Team Size	
7th-9th May	Championship and Silver Meeting	Clitheroe	£20.00	3	Request Entry
5th June	Silver Slipper	Davyhulme Park	£13.00	3	Request Entry
19th June	Early Summer Team Event	Childwall	£13.00	4	Request Entry
3rd July	Edith Barlow Team Event	Ashton & Lea	£13.00	4	Request Entry
17th July	Beryl Creer Team Event	Wigan	£13.00	4	Request Entry
14th August	Ivy Hosker Team Event	Worsley	£13.00	4	Request Entry
21st August	Summer Team Event	Nelson	£13.00	4	Request Entry
4th September	Autumn Team Event	Knott End	£13.00	4	Request Entry
11th September	Cecil Leitch Trophy	Rosendale	£13.00	4	Request Entry

Click on the **Request Entry** button for the event you wish to enter.

An **Add Event Request** screen will appear as shown below.

pumasoftware.co.uk/PUMASeniors/AddEventEntry



Lancashire County Senior Ladies' Golf Association

LCSLGA Home Member Details Competitions ▾ About Log out

Add Event Request

Date:	03/07/2023	Name:	LCSLGA Edith Barlow
Venue:	ASHTON & LEA	Fee:	£13.00
Team Size:	4	Notes:	Please send your entry request form and cheque for £52.00 PER TEAM OF 4 made payable to L.C.S.L.G.A to: Miss Kate Ainsworth, Hornby Gates, Old Hall Lane, Pleasington, Blackburn, BB2 6RJ Tel: 01254 202634 Email: kate.ainsworth4755@btinternet.com

Player1:	FORMBY LADIES ▾	ANN OTHER ▾
Player2:	PENWORTHAM ▾	BET BURNS ▾
Player3:	BOLTON OLD LINKS ▾	KAREN SAWYER ▾
Player4:	PLEASINGTON ▾	KATE AINSWORTH ▾

Notes: Please acknowledge that you have read the competition terms and conditions

Your Golf Club and your name will be shown as Player 1 and the club for Players 2,3 and 4 will default to your golf club.

You can override this by choosing a new golf club from the **dropdown menu**. Once you have selected the new club the dropdown menu for members names will show all the members from that club. Click on the GOLF CLUB and MEMBER NAME drop down menus to select your team.

Enter any special request (e.g. early tee time) in the “Notes” box. **Notes which are handwritten on the printed Entry Request form will be ignored.**

Tick the T’s & C’s acknowledgement box. You can’t complete your Entry Request without doing so. Please ensure you read the terms and conditions as they contain important things you need to know.

If you cannot find the person you are looking for it is almost certain that she has not renewed her membership. Please contact the person in question to confirm this. A booking cannot be made unless all players are members.

The system will not allow the same person to be entered in two teams and an error message will be displayed if this is attempted. If you see the duplication error message, simply contact the player whose name has been entered twice and resolve the problem.


Once you have entered 4 players who are not entered in other teams click **Save**. A box will appear asking you to confirm you wish to enter the event.

Click **Yes**. A message will confirm the Entry Request has been added. **Please do not print this page.**

Instead, click **Close**.

You will be returned to the **Event Entries Requested** screen. The event you have entered is now shown and will also show on this page for each of your team members if they choose to log into the system under their own email and password.

[Lancashire](#) x [PUMA Seniors - Online Services](#) x +
 pumasoftware.co.uk/PUMASeniors/UserSummary


Lancashire County Senior Ladies' Golf Association

[LCSLGA](#) [Home](#) [Member Details](#) [Competitions](#) ▾ [About](#) [Log out](#)

Event Entries Requested

Date	Event	Venue	Fee	Team Size	Player 1	Player 2	Player 3	Player 4			
7 th May	LCSLGA Championship	Clitheroe	£20.00	1	ANN OTHER	JANE ROGERS	KATE AINSWORTH		Cancel Booking	Edit	Print Entry
5 th June	LCSLGA Silver Slipper for over 65's	Davyhulme	£13.00	1	ANN OTHER	JANE ROGERS			Cancel Booking	Edit	Print Entry
3 rd July	LCSLGA Edith Barlow	Ashton & Lea	£13.00	4	ANN OTHER	BET BURNS	KAREN SAWYER	KATE AINSWORTH	Cancel Booking	Edit	Print Entry
11 th Sep	LCSLGA Cecil Leitch Better Ball	Rossendale	£13.00	2	ANN OTHER	JANE ROGERS			Cancel Booking	Edit	Print Entry

[Request Other Entries](#)

If you wish to amend your booking, click **Edit** and repeat the above event request procedure and click **Save** and then click **Close**. You can only edit a booking if it has not been processed, that is if it has not been imported into the Puma Seniors system. Once it has been imported **Edit** disappears from that Entry Request as you can see in the screenshot below and is replaced by the word **Processed**.

[pumasoftware.co.uk/PUMASeniors/UserSummary](#)


Lancashire County Senior Ladies' Golf Association

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Event Entries Requested

Date	Event	Venue	Fee	Team Size	Player 1	Player 2	Player 3	Player 4			
7 th May	LCSLGA Championship	Clitheroe	£20.00	1	ANN OTHER	JANE ROGERS	KATE AINSWORTH		Cancel Booking	Processed	Print Entry
5 th June	LCSLGA Silver Slipper for over 65's	Davyhulme	£13.00	1	ANN OTHER	JANE ROGERS			Cancel Booking	Processed	Print Entry
3 rd July	LCSLGA Edith Barlow	Ashton & Lea	£13.00	4	ANN OTHER	BET BURNS	KAREN SAWYER	KATE AINSWORTH	Cancel Booking	Processed	Print Entry

If you wish to amend an Entry Request after it has been processed, you must click **Cancel Booking** and create the Entry Request again as shown below.

The new Entry Request with the amended details is shown on the Event Entries Requested screen below.

pumasoftware.co.uk/pumaseniors/UserSummary



Lancashire County Senior Ladies' Golf Association

LCSLGA Home Member Details Competitions About Log out

Event Entries Requested


Date	Event	Venue	Fee	Team Size	Player 1	Player 2	Player 3	Player 4			
7 th May	LCSLGA Championship	Clitheroe	£20.00	1	ANN OTHER	JANE ROGERS	KATE AINSWORTH		Cancel Booking	Processed	Print Entry
5 th June	LCSLGA Silver Slipper for over 65's	Davyhulme	£13.00	1	ANN OTHER	KATE AINSWORTH			Cancel Booking	Processed	Print Entry
3 rd July	LCSLGA Edith Barlow	Ashton & Lea	£13.00	4	ANN OTHER	BET BURNS	KAREN SAWYER	KATE AINSWORTH	Cancelled		
3 rd July	LCSLGA Edith Barlow	Ashton & Lea	£13.00	4	ANN OTHER	GILL JOLLEYS	KAREN SAWYER	KATE AINSWORTH	Cancel Booking	Edit	Print Entry

After making all of your Entry Requests go to the Event Entries Requested page and print your Event Request forms. Click **Print Entry** for each event you have entered. You will be taken to the **Event Request** screen, click **Print** and then click on the PDF box which will appear at the bottom left of the screen.

PDF PUMA Seniors - Online Services

pumasoftware.co.uk/PUMASeniors/PDF

Event Request



Lancashire County Senior Ladies' Golf Association

Date: 03/07/23
Venue: Ashton & Lea
Team Size: 4
Player1: FORMBY LADIES
Player2: PENWORTHAM
Player3: BOLTON OLD LINKS
Player4: PLEASINGTON
Notes: Between 10 and 12 if possible

Name: LCSLGA Edith Barlow
Fee (per person): £13.00
Notes: Please send your entry request form and cheque for £52.00 PER TEAM OF 4 made payable to L.C.S.L.G.A to: Miss Kate Ainsworth, Hornby Gates, Old Hall Lane, Pleasington, Blackburn, BB2 6RJ Tel: 01254 202634 Email: kate.ainsworth4755@btinternet.com

Back Print

BookingRequest (1....pdf)

A screen will open up showing the printable form in portrait mode. Go and print this document which appears on the screen below.



Lancashire County Senior Ladies' Golf Association Event Request

Date: 03/07/23 Name: LCSLGA Edith Barlow
Venue: Ashton & Lea Fee (per person): £13.00
Team Size: 4

Please send your entry request form and cheque for £52.00 PER TEAM OF 4 made payable to L.C.S.L.G.A to: Miss Kate Ainsworth, Hornby Gates, Old Hall Lane, Pleasington, Blackburn, BB2 6RJ Tel: 01254 202634 Email: kate.ainsworth4755@btinternet.com

Buggy

Player1:	ANN OTHER	FORMBY LADIES	<input checked="" type="checkbox"/>
Player2:	GILL JOLLEYS	PENWORTHAM	<input type="checkbox"/>
Player3:	KAREN SAWYER	BOLTON OLD LINKS	<input type="checkbox"/>
Player4:	KATE AINSWORTH	PLEASINGTON	<input type="checkbox"/>

Notes: *Between 10 and 12 if possible*

I confirm that I have read the terms and conditions of the competition

Signed:

Tick the Buggy box on each printed entry form for any member of your team who needs a buggy for **health reasons**. Please read our new buggy policy to understand the conditions under which a buggy may be used. **Remember to tick the T's & C's** acknowledgement box and sign the form.

Post the Event Request forms to the address specified on the sheet along with a **separate cheque** for each event **made out to LCSLGA and dated the date of the event**. Should the event be cancelled, all cheques will be destroyed.

pumasoftware.co.uk/pumaseniors/UserSummary

Lancashire County Senior Ladies' Golf Association

LCSLGA Home Member Details Competitions About [Log out](#)

Event Entries Requested

Go back to the **Event Entries Requested** Screen and click Log out as shown on the top right of the screen above. If you forget to log out you will be automatically logged out after 60 minutes of inactivity.