BQGolf

Players
for Laptop/Desktop Devices

User Manual

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BQ Soft

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3 Copyrights and Disclaimer

3.1 Copyrights

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4 Introduction

BQGolf is a system designed for organising golf competitions played in various formats and for collecting and presenting results of the competitions.

The system contains the following programs:

1. ***BQGolf*** – main program (desktop/laptop),
2. ***BQGolf Viewer*** – competition result viewer (desktop/laptop),
3. ***BQGolf Players*** –player databases editor (desktop/laptop),
4. ***BQGolf GC*** – golf course database editor (desktop/laptop),
5. ***BQGolf MViewer*** – competition result viewer (mobile devices),
6. ***BQGolf MScorecard*** – electronic scorecard (mobile devices).

Each program has a separate manual. This document applies to ***BQGolf Players*** program.

5 Installing BQGolf Players

The program is installed as a part of ***BQGolf*** system.

5.1 Running BQGolf Players

The program can be started from the main program or as standalone.

You can start the program the same way you start any Windows-based application:

- In the main program ***BQGolf*** select *Menu | Databases | Players*
- Double-click on the desktop icon that was created by the *Install* program
- Choose *Run* from the Windows Taskbar Start menu and specify the path to *BQGolfPlayers.EXE*.

5.2 Quitting BQGolf Players

To quit the program select the *Menu | File | Exit* menu command or click [Close] in the top-right corner of the window or select ***Close*** command from the system menu or press **[Alt]**+**[F4]** (Windows command).
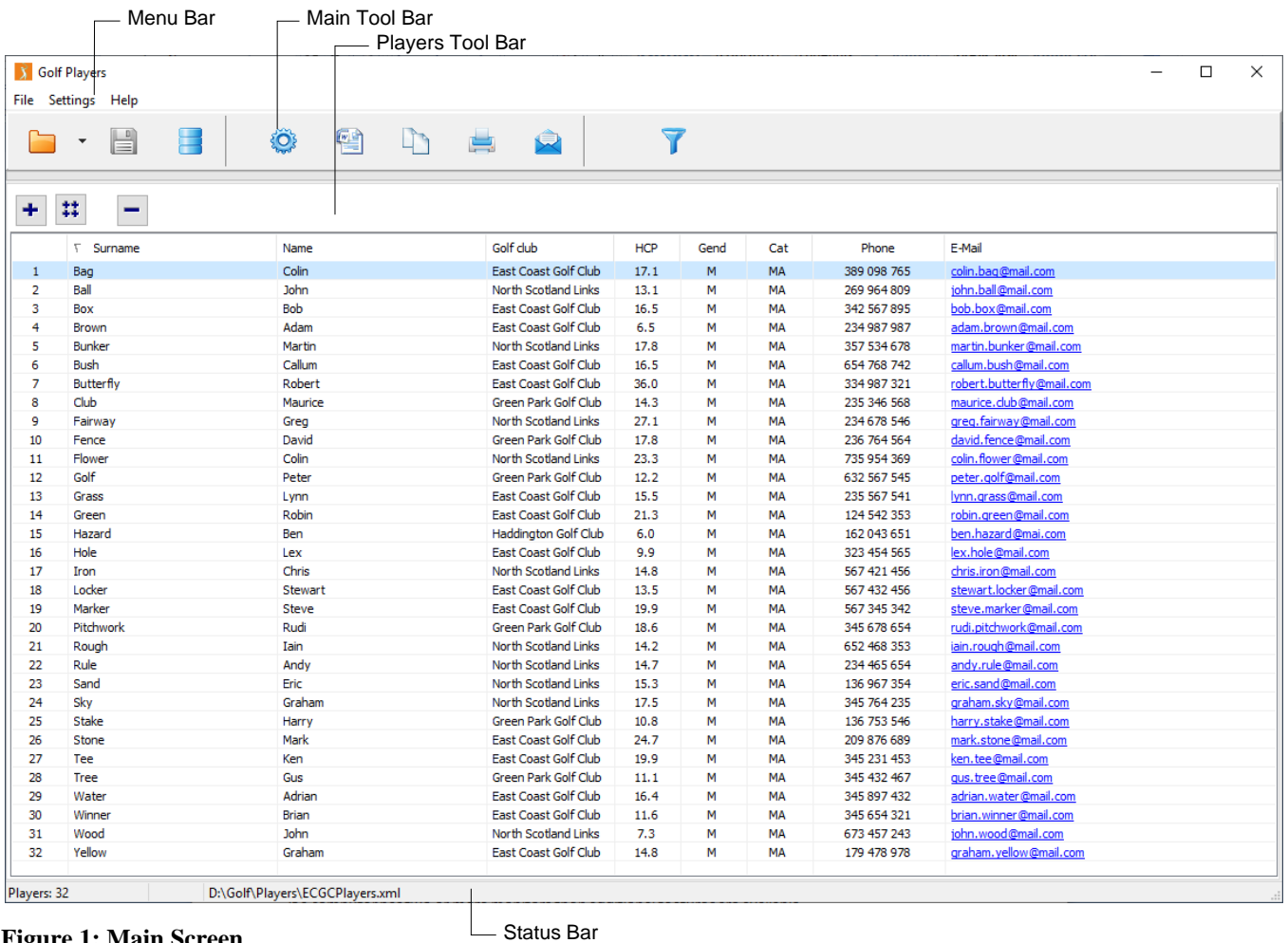
6 Main Screen

Figure 1: Main Screen

The size and position of the main window are stored by the program and restored at next program start.

If a computer has two or more monitors, then additional features are available.
Click the maximise icon of the main window's *Restore/Maximise* button while holding **[Ctrl]** down in order to maximise the window on all available monitors.
The main window of the program opens on the primary monitor by default.
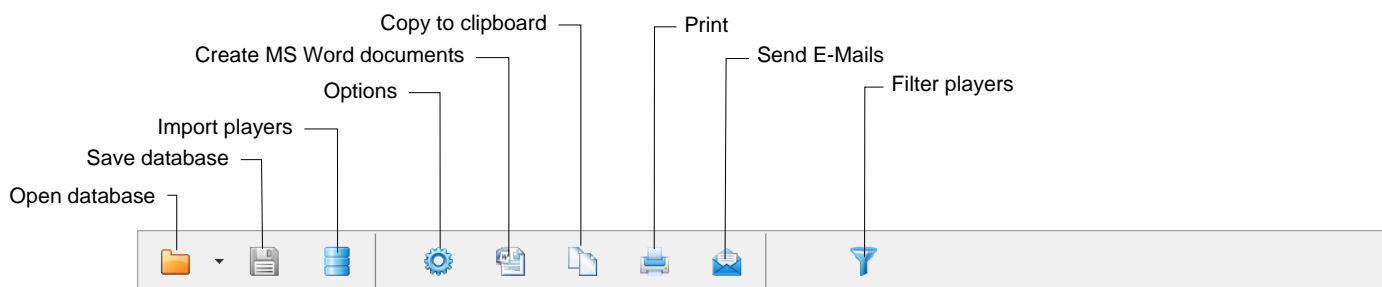
6.1 Main Tool Bar

Figure 2: Main Tool Bar

- *Open Database* – click this button in order to open an existing database. Click the down arrow in order to display a list of recently opened databases. Select one to open it.
- *Save Database* – click this button in order to save the current database. If this is a new database, then *Save As* dialog box will open where you can select a location and a name of the database data file.
- *Import players* – see page 10.
- *Options* – see page 11.
- *MS Word Documents* – see page 11.
- *Copy To Clipboard* – copies selected items' data to clipboard as text. Select fields you want to copy and a separator (any character) and click **[OK]**.
- *Print* – see page 11.
- *Send E-Mail* – see page 11.
- *Filter Players* – see page 11.

7 Players

Shows a list of players in the database.

For each player the following information is displayed:

- *Surname* – required,
- *Name* – required,
- *Golf Club* – optional,
- *HCP* – exact handicap – required for handicap competitions,
- *Gender* – required for handicap competitions,
- *Category* – optional,
- *Phone Number* – optional,
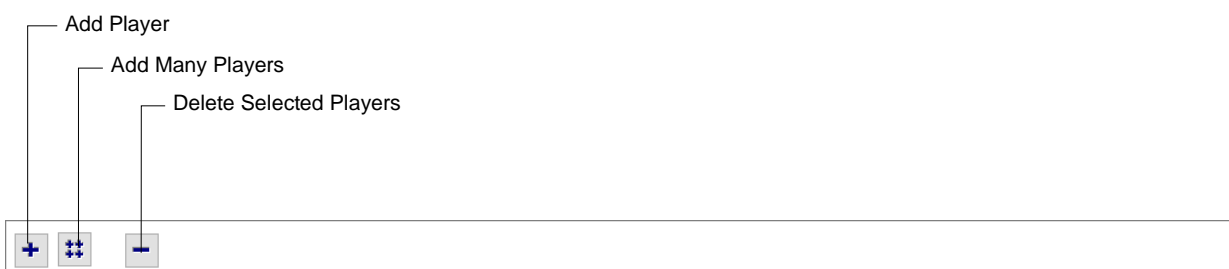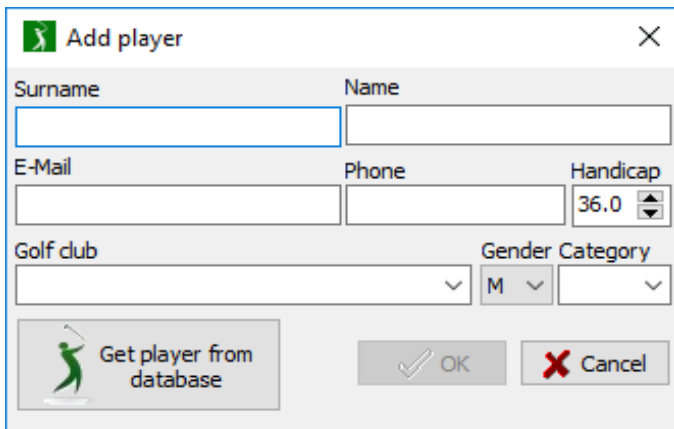- *E-mail Address* – optional.

Figure 3: Players Tool Bar

7.1 Add Player

Figure 4: Add Player

Enter values in the appropriate fields or click **[Get Player From Database]** in order to display available players in default database.

Player database file name (selected in *Options* – see page 11) is shown just above the player list. To change the database, click **[…]**.

Double-click a player in the player list. All fields will be filled in with available data.

Then click **[OK]**. The selected player will be added to the list.
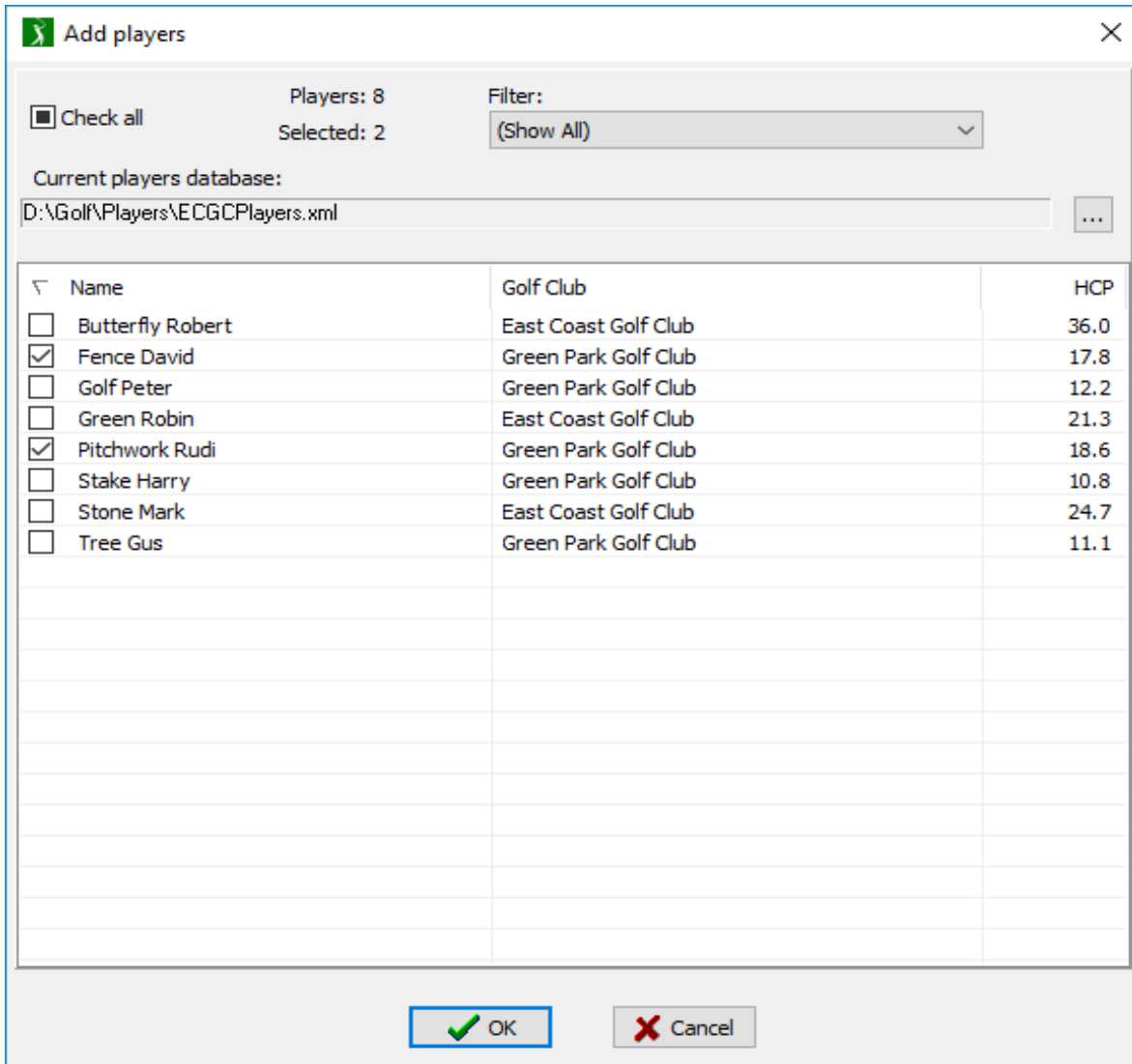
7.2 Add Many Players

Figure 5: Add Many Players

Check the check boxes on the left of the list in order to select players or click **[Check All]** in order to select all players.

Only players that have not already been selected for the database will be shown in the list.

Select a golf club in the *Filter* list in order to display members of the selected golf club.

Player database file name (selected in *Options* – see page 11) is shown just above the player list. To change the database, click **[…]**.

Then click **[OK]**. All selected players will be added to the list.

7.3 Delete Player(s)

Select one or more players in the list and then click **[-]**. All selected players will be deleted.

To select more than one player:

- press and hold down **[Shift]** and select a player – all players from previously selected one will be selected
- press and hold down **[Ctrl]** and select another player
- press **[Ctrl]+[A]** in order to select all players.

7.4 Player List

- Double-click an empty area in order to add a new player
- Double-click a column in the selected row in order to edit its contents
- Select a player and right-click it. A menu will appear:
  - *Select All* – selects all items in the list. Alternatively you can use a shortcut **[Ctrl]+[A]**.
  - *Add Selected Players to Default Database* – if you added new players manually then you can select this option in order to add them to the default database.
  - *Copy Selected Items to Clipboard* – selected players' data will be copied to clipboard as text. From the *Field Chooser* select fields you want to copy and a delimiter (',' is default) and then click **[OK]**.
    Then you can paste the copied data into some other application, e.g. word processor, e-mail, etc.

8 Import Players

Select *File | Import Players* menu command or click **[Import players]** to import players.
You can import players from another database or competition.
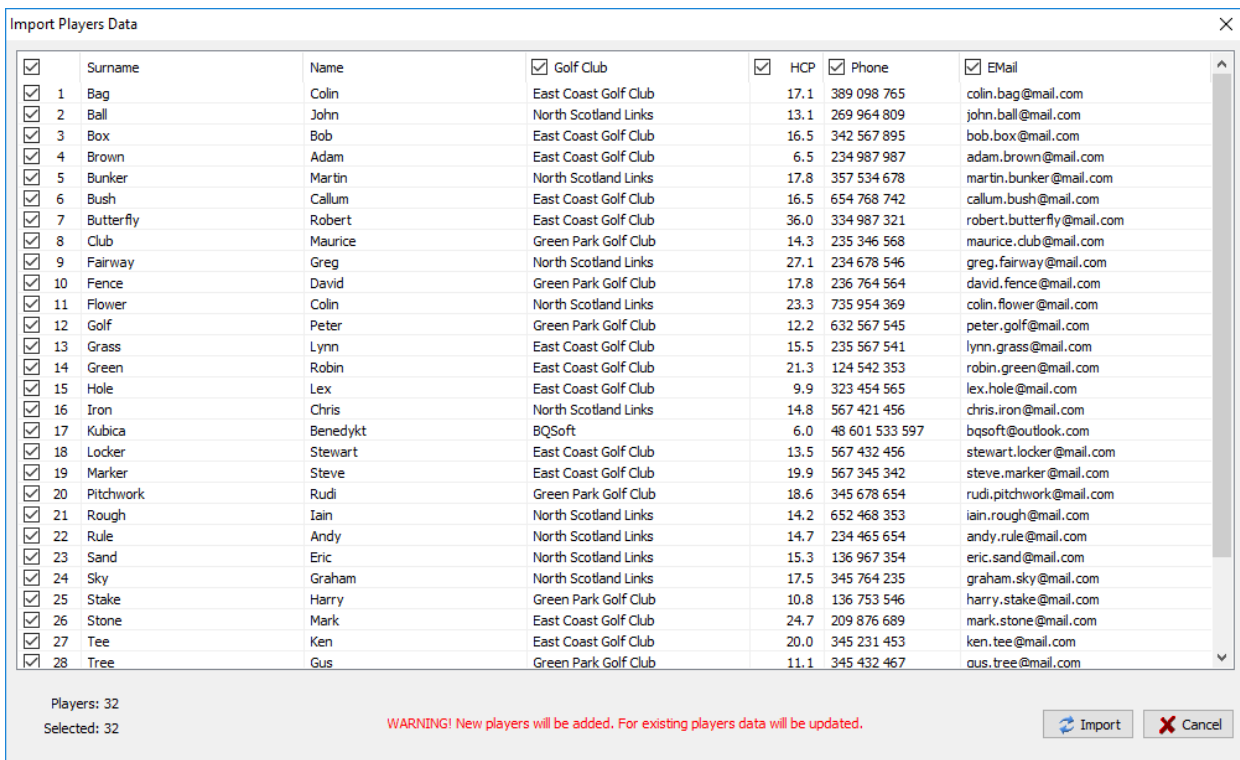
Figure 6: Import Players

Check checkboxes on the left to select players to import. You can check/uncheck the checkbox that is in the header on the left to select/unselect all players.
Then select what needs to be imported by checking the appropriate columns. Surname and name are always imported. Then click **[Import]**.
Note that new players will be added to the current database and data for the existing players will be overwritten with the imported data.

9   Options

9.1   Default Database

You can use another database from which you may copy players to the current database.

For instance, you can create a database for a region and set it as default database and then create a database for your club and copy some players from the default database into the current one.

New players can also be added to the default database by selecting popup menu item *Add selected players to default database*.

9.2   MS Word Template

You can provide a template for *Player List* document that the program creates.

The document is created in MS Word format (DOCX) and additionally saved in PDF format.

You must use MS Word to create the templates. See MS Word documentation for more information on creating and using MS Word templates.

A template may contain any text and graphic you wish and additionally predefined bookmarks that are used by the program to insert the appropriate data. All bookmarks are optional. See *Appendix A* on page 13 for a list of all bookmarks. The template uses the same bookmarks that are used by BQGolf main program to create a player list, thus the same template may be used for both programs.

If a template is not defined, then the document will not be created.

The template has tabular form, and you can define what data you want to insert in the consecutive columns.

10 MS Word Documents

Creates a *Player List* document in MS Word format. The list contains all players including their home golf club, handicap, gender, category, and contact info (phone number and e-mail). See *Players* on page 7.

Example template: *PlayerList_ECGC.dotx.*

Output name: *<DatabaseName>.Players.docx*.

Example: *ECGCPlayers.Players.docx.*

See *MS Word Template – List of Bookmarks* on page 13 for more information on designing templates.

All MS Word documents are also saved in PDF (Portable Document Format) file format for easy distribution.

11 Printing

Click this button in order to print player list. The list will be printed in a very compact way. No external document will be produced, and no additional software is required.

It is designed for creating quick draft printouts of the lists.

To produce professional documents use *MS Word Documents* (see page 11).

12 Send E-Mail

You can send an e-mail to all or selected players.

Click [E-Mail] or press and hold down the **[Alt]** key and click an e-mail address of a selected player.

13 Filter Players

Use filters in order to display players that meet certain criteria.

Figure 7: Filter Players

- – *Gender*
- – *Category* – list of all categories defined in the *Cat* column of the *Players* (see page 7)
- – *Members of/Guests of* – select a golf club name from the drop down list and then select:
  - o *Members of* to display only members of the selected club
  - o *Guests of* to display only guests of the selected club (i.e. all players but members of the selected club)
  - o *Members of* and *Guests of* to display all players regardless the club selection
- – *All Options* – set/clear all options.

You can use any combination of the filter options. E.g. if you select *Men*, *S*, *Members of* and a golf club *XXXX* then only male members of the golf club XXXX that fall into category S will be displayed.

Appendix A   MS Word Template – List of Bookmarks

See MS Word documentation for more information on creating and using MS Word templates.

Table 1: Common Bookmarks

Bookmark Name	Description	Defined in
Date	Competition date	Current date
FileName	Fully qualified name of the competition file <Name>.xml. Usually this field is marked as hidden	
PlayerCount	Number of players	Players
PlayerTable	First cell in the first row and first column where the first player's data should be inserted	

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