



Golf Clinic Schedule & Portal Posting Procedure

Purpose

This procedure outlines the steps for creating and managing the Golf Clinic schedule, posting clinics on the Golf Australia (GA) Portal, and notifying relevant parties for communication distribution.

Scope

This procedure applies to Brodie Burden (PGA Teaching Professional) and any staff members involved in the process of creating the Golf Clinic schedule, posting it on the Golf Australia Portal, and managing communications with participants.

1. Developing the Golf Clinic Schedule

(Responsibility: Brodie Burden, PGA Teaching Professional)

Objective:

To create a detailed Golf Clinic schedule that is broken down month by month with different topics to encourage engagement from participants.

Procedure:

- **Step 1:** Brodie will identify the topics to be covered in the upcoming clinics. These topics should appeal to a wide range of participants and vary throughout the year.
- **Step 2:** Brodie will break the schedule down month by month. Each month will feature a different topic, ensuring variety and ongoing participant engagement.
- **Step 3:** Brodie will ensure that the schedule is balanced, and the topics are paced well for consistent participant interest and growth.
- **Step 4:** Once the schedule is finalized, it will be a rolling schedule, meaning it can be reused and adjusted as needed for future clinics.

2. Posting Clinics on the Golf Australia Portal

(Responsibility: Brodie Burden, PGA Teaching Professional)

Objective:

To successfully post the developed clinic schedule on the Golf Australia Portal and ensure that all necessary information is available to participants digitally.



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Procedure:

- **Step 1:** Brodie will log in to the Golf Australia Portal. If Brodie is not yet trained, training on how to use the portal will be provided.
 - **Step 2:** Brodie will navigate to the "Golf Clinic" section within the portal.
 - **Step 3:** Brodie will input all relevant clinic details, including the clinic topic, date, location, pricing, and any other required information.
 - **Step 4:** Brodie will upload any supplementary materials (e.g., registration forms, clinic outlines) to the portal if necessary.
 - **Step 5:** After ensuring that all clinic information is correct and complete, Brodie will submit the clinic details for posting.
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3. Notifying for Communications

(Responsibility: Brodie Burden, PGA Teaching Professional)

Objective:

To notify relevant staff that the clinics have been posted on the portal so that communications can be sent to the email database.

Procedure:

- **Step 1:** After Brodie posts the clinics on the portal, he will send an email notification to the designated contact person (e.g., [Your Name]).
 - **Step 2:** The email should include the following clinic details:
 - Clinic topics
 - Dates and times
 - Location
 - Registration link (if applicable)
 - **Step 3:** The designated contact person will then prepare and send out communications to the email database to notify potential participants about the new clinics.
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4. Additional Notes

- **Accuracy and Updates:** Brodie must ensure that all clinic information is accurate before posting. If any changes occur after posting, Brodie should promptly update the portal and resend a notification to the contact person.
 - **Ongoing Engagement:** Brodie is encouraged to track participant feedback and make adjustments to the clinic schedule as needed to enhance future offerings.
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5. Conclusion

By following this procedure, Brodie Burden will create, post, and manage the Golf Clinic schedule effectively, ensuring that participants are engaged and communications are properly handled through the Golf Australia Portal.
