Newsletter for May, 2008
from
Club Data Corporation

This newsletter is sent to Club Office users to:

- Remind you that there is a new software update for Club Office on the Clubdata.Com website. In addition to Club Office, there is an update this month for SQLPos and Event Manager.

- Provide helpful hints or information that you may find of value.

Software Updates:

It is our intention that all users on support will take the time to update their software once a month <u>after month end</u> so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area for Club Office on the Club Data web site, download the file, UpdateCDCO.EXE which will be the "normal" update or UpdateCDCOPlus.EXE if you have SQLPos also. Event Manager has its own update.

This Month:

- There is a new G/L Report template, GLCTCAPR.RPT, that takes level one accounts and summarizes them and presents them with descriptions of your choosing by month within the year. This template might be an excellent way to quickly create a nice P&L, Balance Sheet, or special report by including only the level one accounts to be included and then inserting appropriate level 2 through level 9 totalers.

Description	Jan. Period 1	Feb. Period 2	Mar Period 3	Apr Period 4	May Period 5	Jun Period 6	Jul Period 7	Aug Period 8	Sep Period 9	Oct Period 10	Nov Period 11	Dec Period 12	Total
Total Food		46	2,123	444									2,612
Total Beverages	21,049	1,131	1,238	1,249									24,667
Total Memberships	225	225	225	225									900
Total Fees and Services	60	60	1,300	1,305									2,723
Total Tournaments													
Total Income	21,334	1,461	4,885	3,222									30,902

Total Income Summaries By Category — Custom All Periods — Period 4 — Report Date: 20080429 — Page 1

Tips of the Month:

1. Think about your procedures and checklists. Are they written? Do you follow them? Can others use them to do their job? Will they work for your fill-in when you are on vacation?

   - Procedure for closing out the registers
   - For tying out cash
   - For daily processes
   - For month end processes
   - For year end processes
   - For updating the POS registers from the central office
   - For using the Event Manager Module to reserve rooms, prepare itemized lists of items included in the event, write contracts, and bill the customer

2. There is a new process for using the Club Data FTP website to store your backups or to load a backup for use by technical support. See attachment .

3. If you tend to leave your computers (registers, work stations, or servers) on for extended periods of time, we recommend that you re-boot your machines periodically to clean up memory and close unused applications.

New Module:
Club Data is pleased to announce the introduction of our latest module, an online tee sheet reservation management system. With our tee sheet, members or non members can save you money as they make or manage their own reservations on line – using the variety of configurable options set for your club by your program administrator.

Like all of the Club Data modules, our tee sheet represents an exceptional value in comparison with the products offered by our competition. "We feel that clubs using tee sheet can manage their scheduling process more effectively with less staff" says Dave Haberle, our Development Director who was himself a former PGA touring and club pro.

Check with Club Data for features, pricing, and the implementation steps for our tee sheet.

**Please share this newsletter with your colleagues.**

Bill Hallberg
Club Data Sales and Service

Attachment 1: Using Club Data's FTP Website.

Club Data's FTP Site is a location where a club can store their backed up data bases or where the club can quickly and upload or download their data base when needed by Club Data for support.
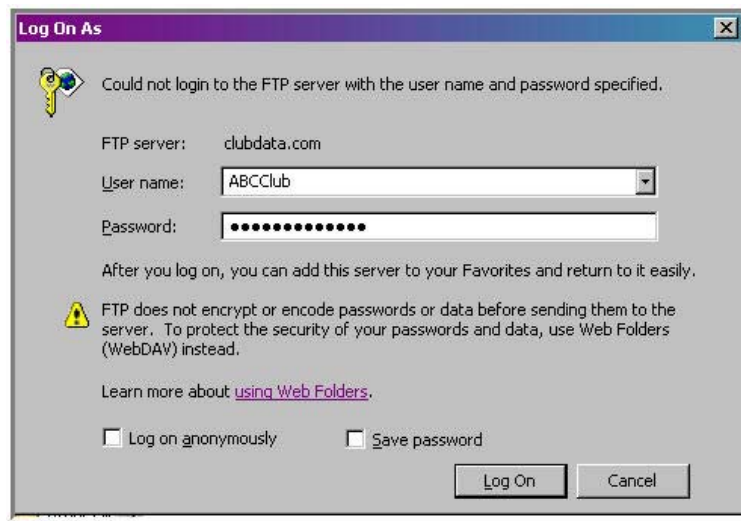
To place data on the Club Data FTP Site:

Insure that your Windows Explorer has the Address Bar visible:
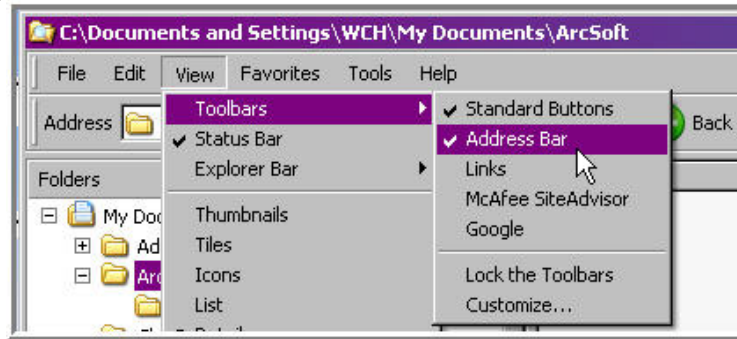
In the address bar, type in FTP://your club's user ID@Clubdata.com and press enter.
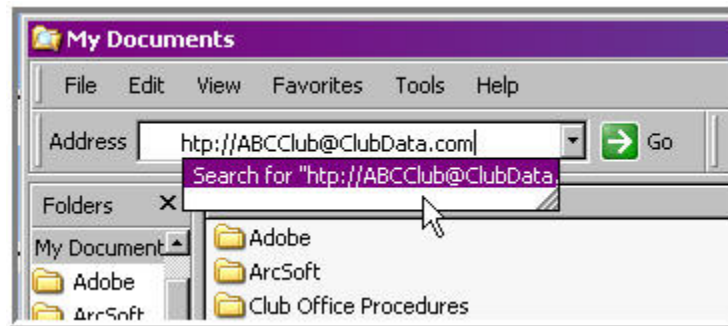
Use your club's user name and password to enter <u>your</u> area of the FTP site.

Either copy / paste **or** drag and drop the applicable file (s) to the FTP site. When you want to retrieve your file(s), either copy and paste to your computer or drag and drop to your computer.
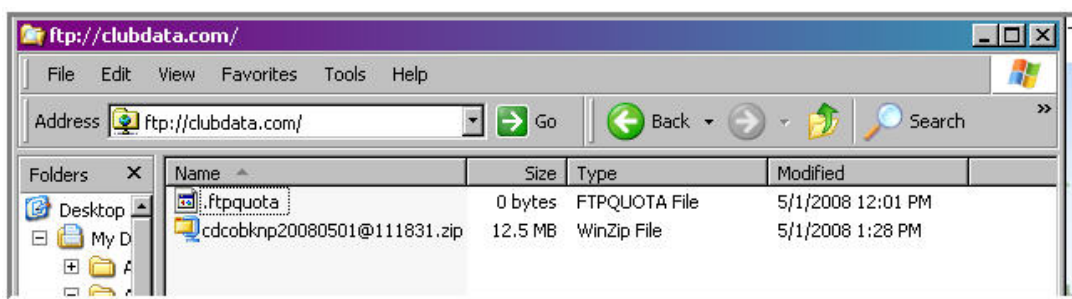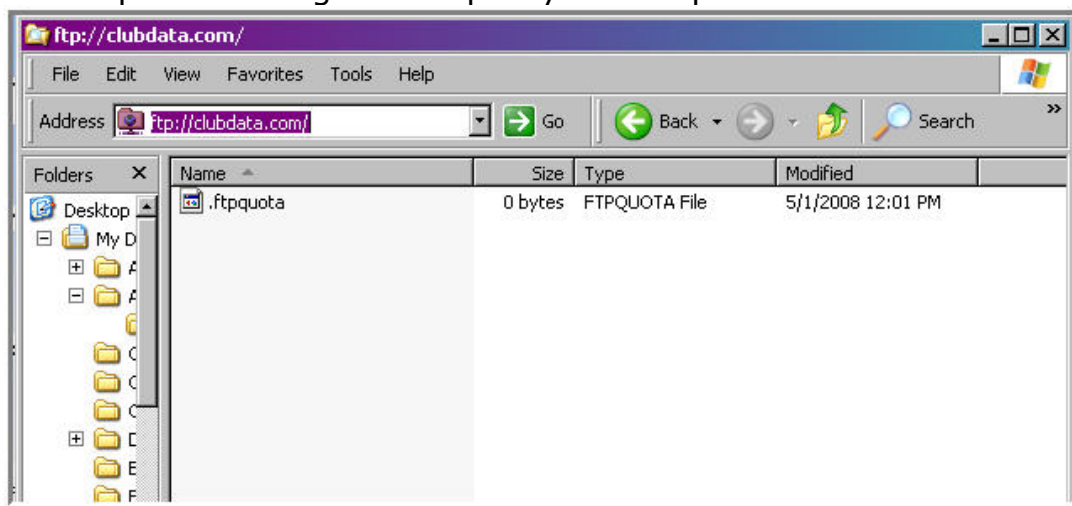
If you don't know your club's user ID and Password, contact Club Data for that information.