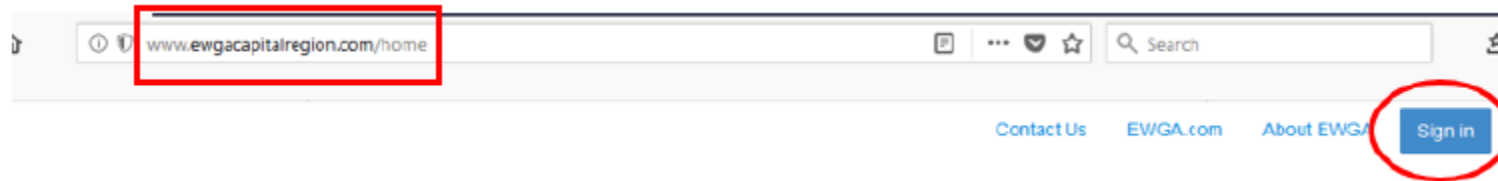
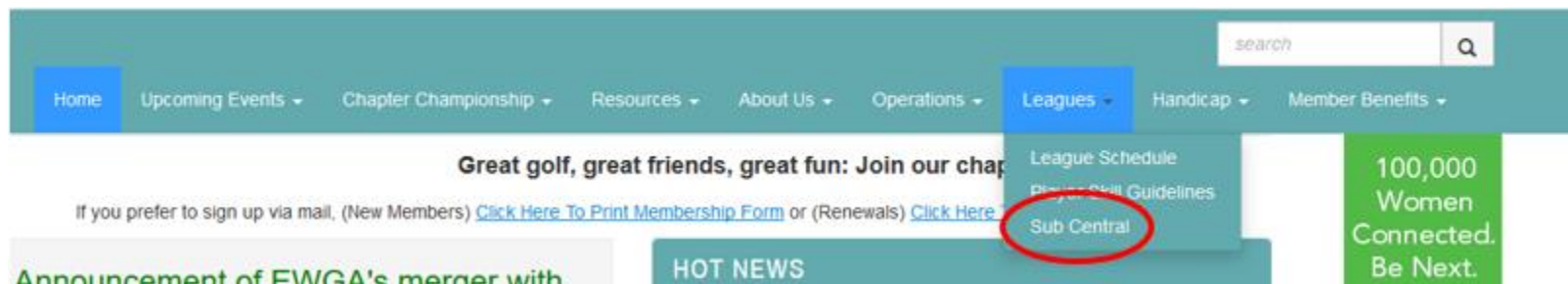


LPGA Women Who Play – Capital Region NY Chapter Sub Central User Guide

To use Sub Central, navigate to www.ewgacapitalregion.com and click **Sign in**:



Once logged in, click the **Leagues** menu and select **Sub Central**:



To post a sub opening:

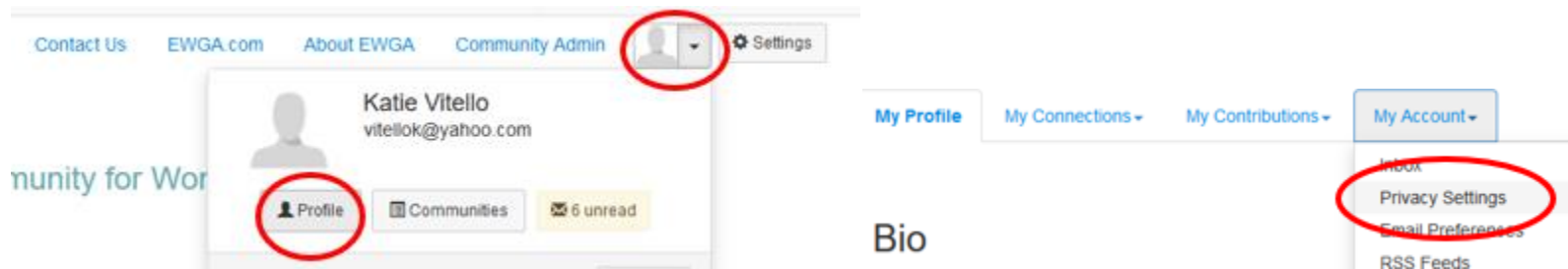
Click on the link for your league on the Sub Central page. Once on the league page, scroll down until you see the date you need a sub. In the “League Player Name” column, click the down arrow and select your name from the drop-down list. Your changes will be saved automatically.

<u>Date Sub is Needed</u>	<u>League Player Name</u> <i>(select from list)</i>	<u>Sub Name</u>
5/1/2018	 ▼	
5/1/2018	▼	
5/1/2018	▼	
5/1/2018	▼	
5/8/2018	▼	
5/8/2018	▼	
5/8/2018	▼	

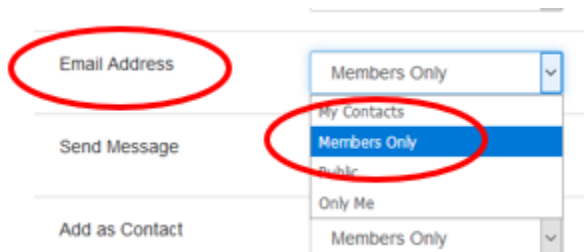
Make sure your email address is visible in the Directory so subs can contact you:

From the Sub Central page, on the top right menu, click on the user portal (to the left of the **Settings** button) and select **Profile**.

Then, click on **My Account** and select **Privacy Settings**.



Scroll down to **Email Address** and set it to **Members Only**.



Scroll to the bottom of the page and click **Save Changes**.

To view available sub openings:

On the Sub Central page, click the link for the **Master Calendar**. This page shows the number of sub openings by league, by date. This page updates automatically when new openings are posted and existing openings are claimed.

This page identifies sub openings for each league. Use this page to identify openings you may be interested in, then go to the league's sheet to sign up!
 (To go to the league's sheet, you can click on the league name on this page, or return to Sub Central and click on the league name.)

		Beginner		Advanced Beginner		General					Intermediate			Advanced			
		Mill Rd Thurs 10:00AM	Mill Rd Thurs 5:50PM	Mill Rd Wed 5:49PM	Pheasant Hollow Wed 5:30PM	Fairways Wed 5:06PM	Saratoga Lake Tues 1:00PM	Schen Muni Mon 9:24AM	Stadium Mon 5:22PM	Stadium Thurs 5:30PM	Western Turnpike Tues 5:15PM	Cap Hills Tues 4:16PM	Schen Muni Fri 4:45PM	Stadium Mon 4:52PM	Van Patten Wed 5:00PM	Cap Hills Thurs 4:40PM	Orchard Creek Wed 4:42PM
Tues	5/1/2018	-	-	-	-	-	-	-	-	-	2	3	-	-	-	-	-
Wed	5/2/2018	-	-	5	2	3	-	-	-	-	-	-	-	-	-	-	-
Thurs	5/3/2018	3	3	-	-	-	-	-	-	-	-	-	-	-	-	3	-
Fri	5/4/2018	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Mon	5/7/2018	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tues	5/8/2018	-	-	-	-	-	-	-	-	-	2	3	-	-	-	-	-
Wed	5/9/2018	-	-	4	2	3	-	-	-	-	-	-	-	-	-	-	-
Thurs	5/10/2018	3	3	-	-	-	-	-	-	-	-	-	-	-	-	1	-
Fri	5/11/2018	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Mon	5/14/2018	-	-	-	-	-	-	-	1	-	-	-	-	3	-	-	-
Tues	5/15/2018	-	-	-	2	3	-	-	-	-	2	2	-	-	-	-	-
Wed	5/16/2018	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Thurs	5/17/2018	3	3	-	-	-	-	-	-	2	-	-	-	-	-	2	-

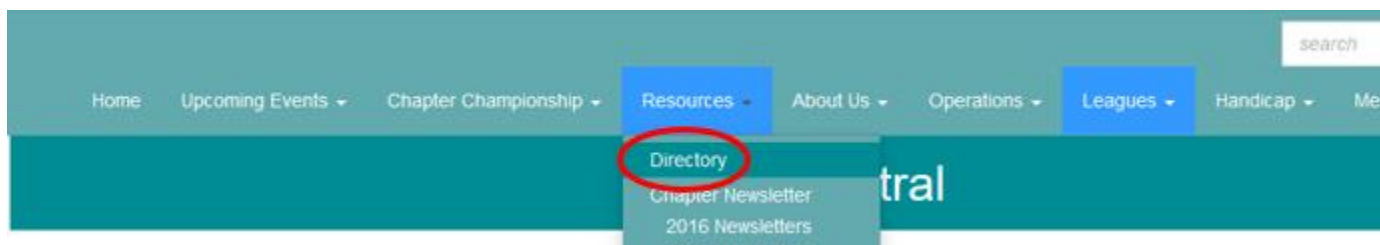
To claim an open sub slot:

Go to the league's sheet (either from the Sub Central page or by clicking the league name on the Master Calendar). Find the opening and enter your name in the "Sub Name" column. Your changes will be saved automatically.

<u>Date Sub is Needed</u>	<u>League Player Name</u> <i>(select from list)</i>	<u>Sub Name</u>
5/1/2018	Katie Vitello ▼	Jane Doe ←
5/1/2018	▼	
5/1/2018	▼	

Note: Some leagues have an odd number of players, and so have openings every week. These are designated on the signup sheets as league player "Open slot". If you claim one of these slots, you would pay the sub fee directly to the course, rather than to a league player, unless otherwise noted.

Make sure to **contact the league member** to let her know you'll be subbing for her. To find member email addresses, click the **Resources** menu and select **Directory**. On the next page, enter the league member's name to search for her in the directory.



Questions? Contact albanyewga@gmail.com