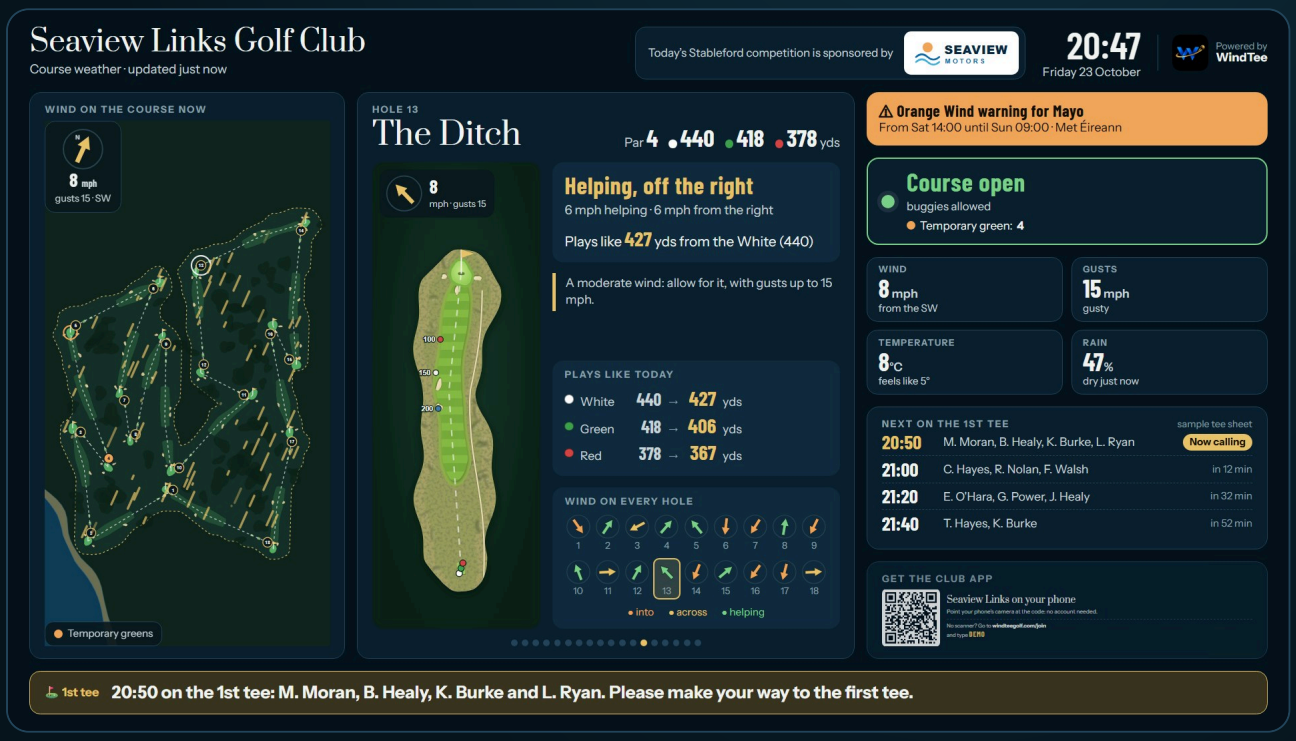
WindTee user guide

Everything your club needs, step by step: the staff hub, the clubhouse screen and the members' app.



Version 2.6 · 27 October 2026

The pictures show our demo club, Seaview Links, with sample content.

Powered by WHITELIGHT ANALYTICS

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PART 1 · SETTING UP

1. WindTee in a minute

WindTee is one place to tell members and visitors what's happening at your club, live, with the weather on your own course. It has three parts, and they all update each other.

The clubhouse screen

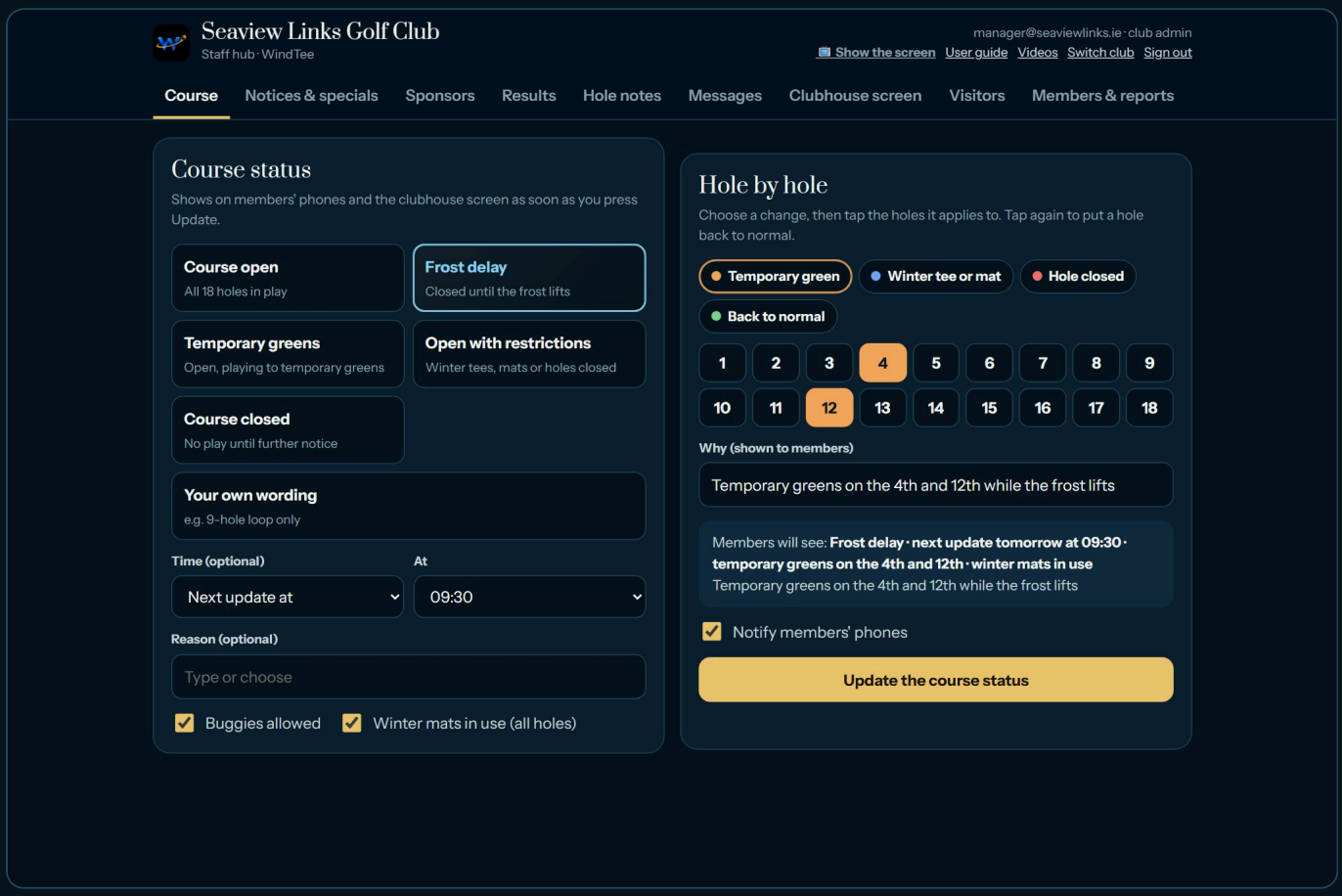
A TV in the bar or lobby. Live wind across your course, the course status, the next groups on the 1st tee, results, notices, the day's specials and your sponsors. It runs itself all day.

The members' app

Members scan a QR code: nothing to download, no account. Course status, weather, every hole in today's wind, results, notices, and messages to the clubhouse.

The staff hub

One web page for all your staff, on the club PC or a phone. Change something here and the screen and members' phones update within seconds.



The staff hub, open on the Course tab. Every job in this guide starts here.

Read only, always. WindTee reads your BRS tee sheet and your results, but it never books, cancels or changes anything in them.

What looks after itself

Once it's set up, WindTee does the routine work on its own, all day, every day. Nobody has to remember to update the screen.

- **The weather and the wind on every hole,** refreshed every hour from the forecast that's most accurate for your area (WindTee checks every forecast against what the weather stations measured, every night).
- **Official weather warnings** appear and go by themselves.
- **The next groups on the 1st tee** come from your BRS tee sheet, with a call to the tee 5 minutes before each time (section 7).
- **New results from Master Scoreboard** go on the screen as soon as they're published, and wait in **Results** for you to send to members' phones (section 16).
- **Notices and specials** go up and come down at the times you choose, and **sponsors** start and stop on their dates.
- **The screen looks after itself:** it refreshes overnight, opens again after a power cut and reconnects when the Wi-Fi is back. WindTee checks every screen every 15 minutes, so we usually know if one goes offline before you do.
- **The weekly report** for the committee is ready every week (section 20).

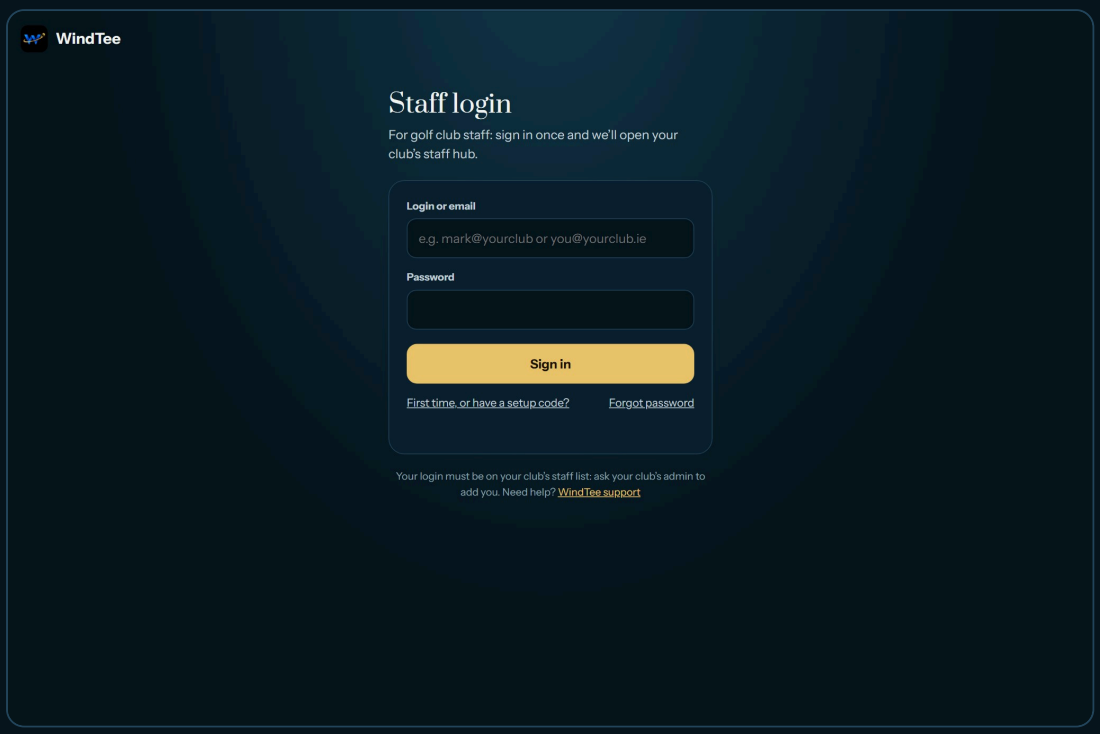
Your part is only what only you know: the course status, a notice, the day's specials, results to send and your sponsors. Each takes a few taps.

PART 1 · SETTING UP

2. Your first sign-in

For: the club admin (the person WindTee set up first)

As the club's admin you sign in with your own email address. You choose your own password: WindTee never knows it.



windteegolf.com/login

1. On a computer or phone, go to **windteegolf.com/login**.
2. Type your email address in **Login or email**, and a new password (at least 8 characters) in **Password**.
3. Press **First time, or have a setup code?** (not Sign in, the first time).
4. Check your email for a message from WindTee and open the link in it. That confirms your address.
5. Go back to **windteegolf.com/login**, type your email and password, and press **Sign in**. Your club's staff hub opens.

Forgotten your password? On the login page, type your email and press **Forgot password**. We email you a link to choose a new one. (Another admin at your club can also send you one from the Team tab.)

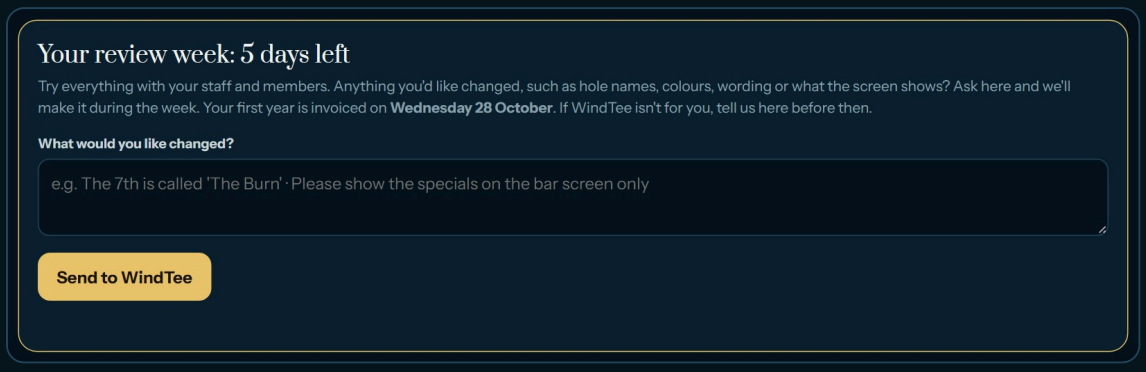
Bookmark it. Once you're in, bookmark the page, or put it on your phone's home screen (section 10).

PART 1 · SETTING UP

3. Your review week

For: the club admin, in your first week

For your first 7 days, a box at the top of the staff hub counts down your review week. Use it to try everything with your staff and members and ask for anything you'd like changed: hole names, colours, wording, what each screen shows.



1. Type what you'd like changed in **What would you like changed?**. One thing or a list, in your own words.
2. Press **Send to WindTee**. We reply by email and tell you when it's done.

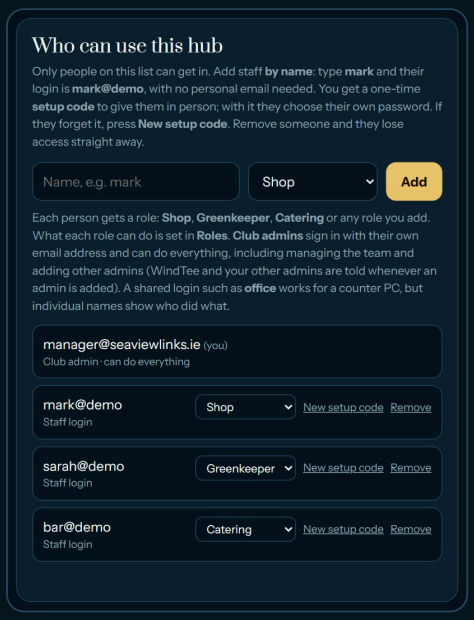
Your first year is invoiced on the date shown in the box. If WindTee isn't for you, tell us in the box (or by email) before then, and that's it.

PART 1 · SETTING UP

4. Add your team

For: club admins · Staff hub → **Team**

Staff are added by name, with no personal email needed. Each person gets their own login, like **mark@yourclub**, and chooses their own password with a one-time code from you.



Add someone

1. Open the **Team** tab.
2. Type their name in the box (for example **mark**), choose their role, and press **Add**.
3. A **setup code** appears. Give it to them in person (or read it out on the phone). It works once, for 24 hours.



What they do with the code

1. They go to **windteegolf.com/login** and press **First time, or have a setup code?**.
2. They type their login (for example **mark@yourclub**) and the 6-digit code, then choose their own password.
3. From then on they sign in with their login and password.

Forgot their password? Press **New setup code** next to their name and give them the new code. Their old password stops working once they choose a new one.

Someone left? Press **Remove** next to their name. They lose access straight away.

Another club admin

Choose **Club admin** in the role list and type their **own email address** (admins can't use a name login). They sign in as in section 2. WindTee and your other admins are told whenever an admin is added. Only WindTee can remove an admin: just ask.

PART 1 · SETTING UP

5. Roles: who can do what

For: club admins · Staff hub → **Team** → **Roles**

Each person has a role. Tick what each role can see and do, and each person only sees the parts of the hub they need.



- WindTee starts you with three roles: **Shop** (can do everything day to day), **Greenkeeper** (course status and notices) and **Catering** (notices and specials).
- **Rename** a role by typing over its name. **Add your own** with **+ Add a role** (Bar, Office, Committee…).
- Tick or untick, then press **Save roles**. It applies straight away.
- **Back to the usual settings** undoes your changes.

Always admin only: the team and roles, the BRS and Master Scoreboard logins, the members' join code and the club's crest.

PART 1 · SETTING UP

6. Set up the clubhouse screen

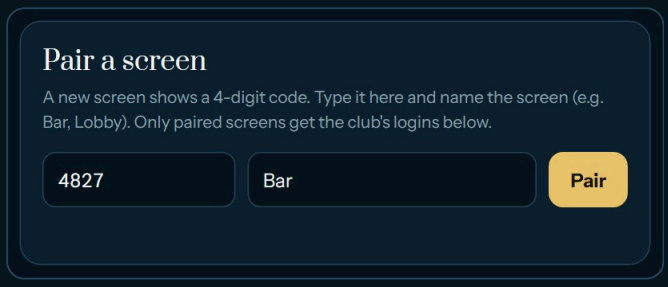
For: whoever looks after the TV · Staff hub → **Clubhouse screen**

Any TV with an HDMI socket works. You need an Amazon Fire TV Stick and the clubhouse Wi-Fi. The only thing you type on the TV is "WindTee", to find the app: no logins or passwords.

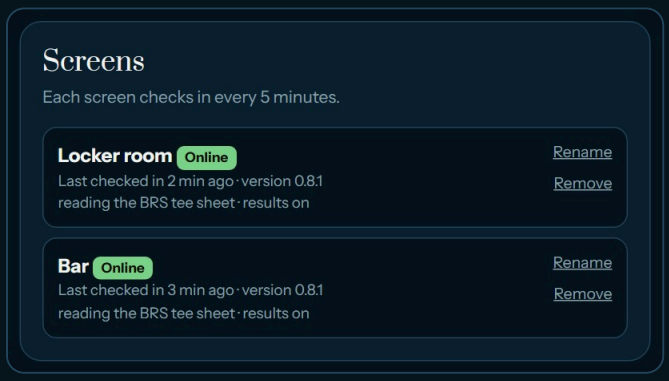
1. Plug the Fire TV Stick into the TV and its power, and connect it to the clubhouse Wi-Fi (the Fire TV walks you through it).
2. Get the free **WindTee Display** app: on the Fire TV home screen choose the magnifying glass (or hold the remote's microphone button and say "WindTee"), search for **WindTee**, choose **WindTee Display** and press **Get**.
3. Open **WindTee Display**. The TV shows a 4-digit code.
4. In the staff hub, open **Clubhouse screen**. Under **Pair a screen**, type the code and a name for the screen (for example **Bar**), then press **Pair**.
5. Within a few seconds the TV becomes your club's screen. That's it: it updates itself from then on.



A new screen shows its code.



Type it into Pair a screen.



Every paired screen, whether it's online, and what it's reading.

More than one screen?

Pair each one the same way, with its own name (Bar, Locker room, Lobby). In **What each screen shows** you can untick anything you don't want on a particular screen, with a live preview of each: exactly what that TV is showing (section 21).



A TV on its side (portrait)?

Tall displays work too. In **What each screen shows**, under that screen, choose **How the TV is mounted**: **Portrait (upright)**. Within a few seconds the screen redraws itself tall: the course plan beside the status and the next groups, the hole spotlight across the middle, then the panel and the banner. Its preview in the hub turns tall too.

If the picture comes out upside down, choose **Portrait, turned the other way**. **Landscape** puts it back.

Any display with an HDMI socket works with a Fire TV Stick, whichever way it's mounted. A display that turns the picture itself is fine too: the screen sees it's tall and doesn't turn it twice.

Power cut? The **WindTee Display** app opens by itself when the Fire TV starts again: allow a minute or two. If the Fire TV shows "We cannot detect your remote", press any button on the remote. (No app yet? The screen also works in the Fire TV's **Silk Browser** at **windteegolf.com/tv**, but the browser doesn't reopen by itself.)

7. Link BRS and Master Scoreboard

For: club admins · Staff hub → **Clubhouse screen** → **Club systems**

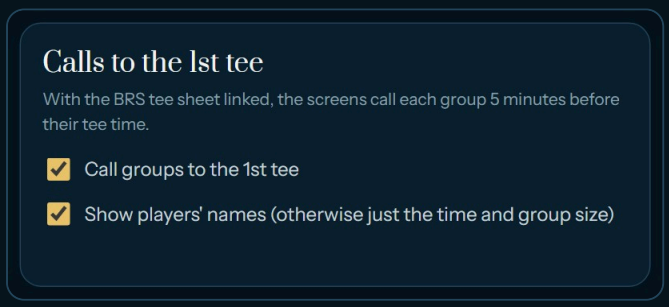
With these linked, the screen calls groups to the 1st tee from your BRS tee sheet, and new results from Master Scoreboard arrive in the hub by themselves. The logins are only ever used to read.



1. Type a **BRS** username and password that can see the tee sheet.
2. For results, type the **Master Scoreboard** name exactly as it appears in its login list (for example **Walsh, Tom**) and its password.
3. Press **Save logins**. The box at the top shows when each was last read.

Never by email. These logins are typed here by club staff only: never send them to anyone (WindTee will never ask), and never type them on a TV. Nobody can read a password back here; to change one, just type the new one.

Calls to the 1st tee



Tick **Call groups to the 1st tee** and the screens call each group 5 minutes before their tee time. Untick **Show players' names** to show just the time and group size.

Another results system, or your own sheet? Send results from the staff hub instead: section 16. It takes a couple of minutes.

PART 1 · SETTING UP

8. Get your members on

For: club admins · Staff hub → **Members & reports**

Members get the app by scanning your club's QR code with their phone's camera. There's no app store, no account and no password.



1. Open **Members & reports** and press **Print a poster**.
2. Put the posters up in the bar, on the noticeboard and at the 1st tee. The clubhouse screen shows the QR code too.
3. For emails and newsletters, press **Copy the link** and paste it in. Add the **club code** too (below), for anyone whose phone can't scan.

Phones that can't scan: the club code

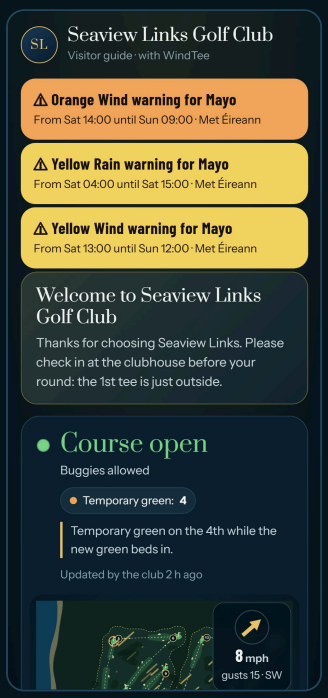
Many older phones can't read a QR code with the camera. Those members go to **windteegolf.com/join** on their phone and type your **club code** instead, for example **K7MQ 2XPA**. It opens the same app. The code is under the QR code on the poster, on the clubhouse screen beside its QR code, and in the hub's **Members' QR code** card, so staff can read it out. Capitals and spaces don't matter.

Help on the day. A member who's stuck can be set up in under a minute at the counter: they point their camera at the poster and tap the link, or type the club code at windteegolf.com/join. Part 4 shows what they'll see.

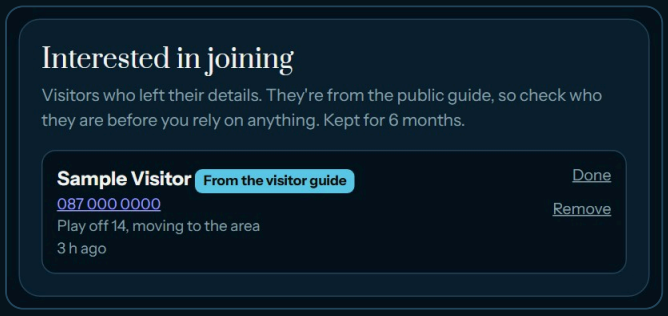
The visitor guide for green fee players

Staff hub → **Visitors**

A guide to your course for visitors, on their phone: today's course status, the wind on every hole, distances to the green, today's menu, and your green fees, local rules and more. No club code, no account. It's separate from the members' app: results, member names, notices and messages are never in it.

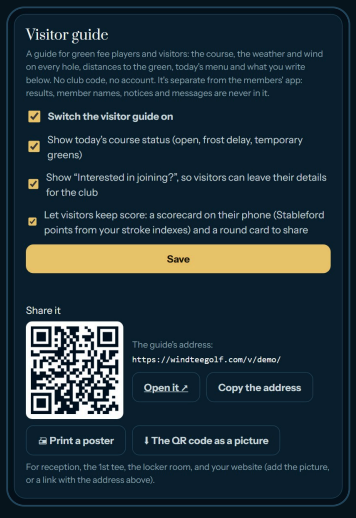


What a visitor sees. **Book a tee time** opens your own booking page.



Interested in joining? Visitors who left their details (with a phone alert to staff who look after visitors). Press **Done** once you've been in touch.

1. In **What visitors see**, write what you'd like: a welcome, green fees, opening hours, local rules, dress code, pace of play, facilities, getting here, safety and the club's story. An empty box doesn't show.
2. Add your **booking page** (on BRS, press **Use our BRS visitor page**), the club's phone, and a map link if you like.
3. Tick **Switch the visitor guide on** and press **Save**. Untick **Show today's course status** if you'd rather visitors didn't see it.
4. **Print a poster** for reception, the 1st tee and the locker room, and put **the QR code as a picture** (or the address) on your website.



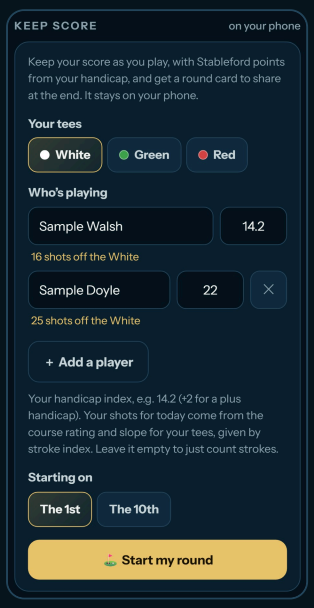
Switch it on, then share it: the QR code, the address and a poster.

Good to know. Members who also have the members' app on their phone aren't affected: the two are separate apps. Visitors' details come from a public page, so check who you're talking to. They're kept for 6 months.

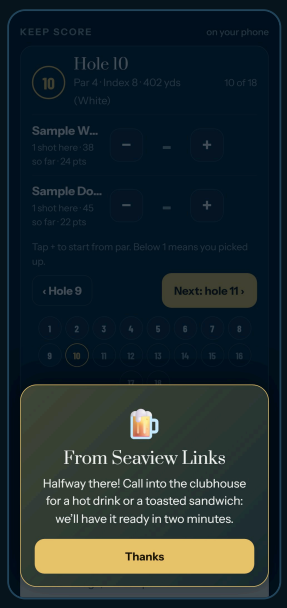
Visitors keeping score

Staff hub → **Visitors** → **For visitors keeping score**

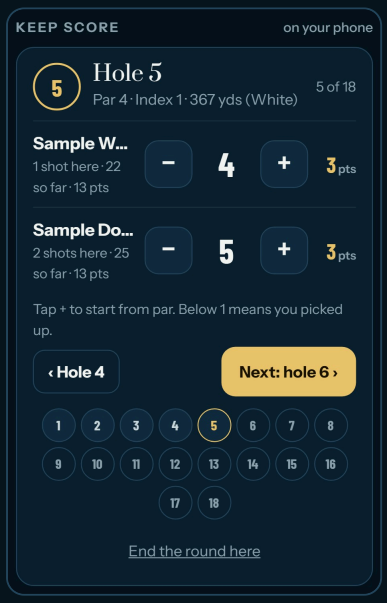
The visitor guide has a scorecard. Visitors keep score on their phone as they play, with Stableford points worked out from their handicap and your stroke indexes. At the turn they see your message (a drink, a sandwich), and at the end they get a round card to share and your thank-you, with an offer and your review link.



Starting a round. Their tees, who's playing and each handicap index. Their shots for today show as they type.



At the turn. Your message pops up as they walk off the 9th: the guide is open while they score, so it arrives at the right moment.



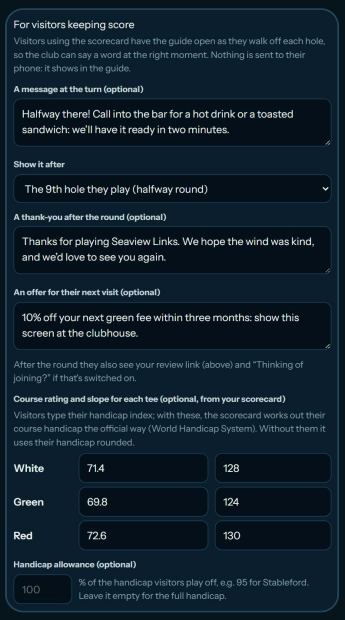
Hole by hole. Tap **+** to start from par. Shots and points are shown for each player.



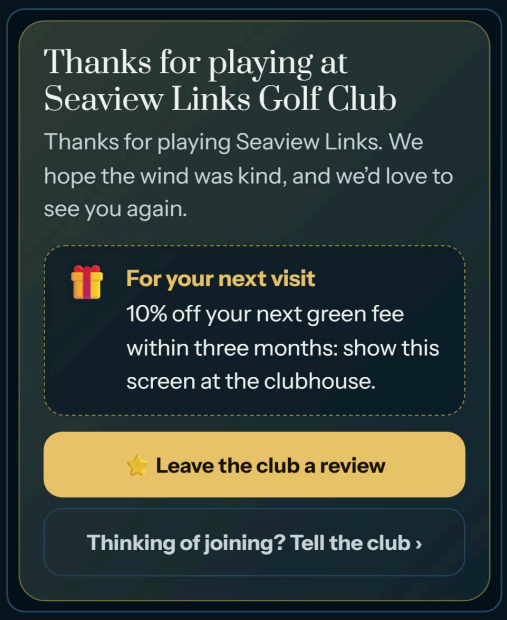
The round card, ready for WhatsApp, Instagram or Facebook, with your club's name on it.

Setting it up

1. The scorecard is on as soon as the visitor guide is. To turn it off, untick **Let visitors keep score**.
2. In **For visitors keeping score**, write **a message at the turn** (it shows once a round) and choose **which hole** it shows after. Left as it is, that's the 9th hole they play: the 18th for a group that starts on the 10th.
3. Write **a thank-you after the round** and, if you like, **an offer for their next visit**. Add your **review link** higher up, so they can leave you a review.
4. For exact handicaps, type each tee's **course rating** and **slope** from your scorecard. Add a **handicap allowance** (for example 95) only if you play off less than the full handicap. Press **Save**.



The settings, in the Visitors tab.



After the round: your thank-you, your offer, the review button and "Thinking of joining?".

How the shots are worked out. Visitors type their handicap index (for example 14.2, or +2). With the course rating and slope, the guide works out the course handicap the official way: index × slope ÷ 113, plus the course rating minus par, then your allowance if you set one. Without them, it uses the handicap rounded. The shots then go on the holes by stroke index. Scores stay on the visitor's phone: nothing is sent to the club or to WindTee.

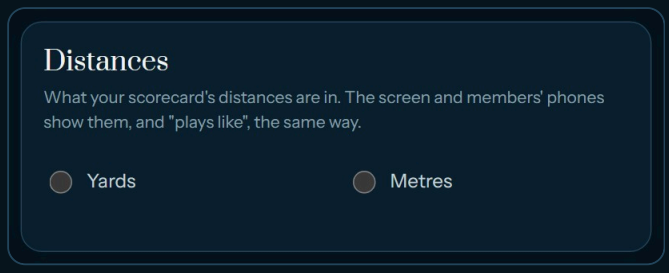
Match play. Two players can play a singles match, and four a fourball (the first two against the last two, the better score on each side counting). The lower handicap plays off scratch and the others get the difference. The guide shows who's up as they go ("2 up · thru 7"), plays every match to the last hole (or until they end the round) and then names the winner, on screen and on the round card.

9. Club settings

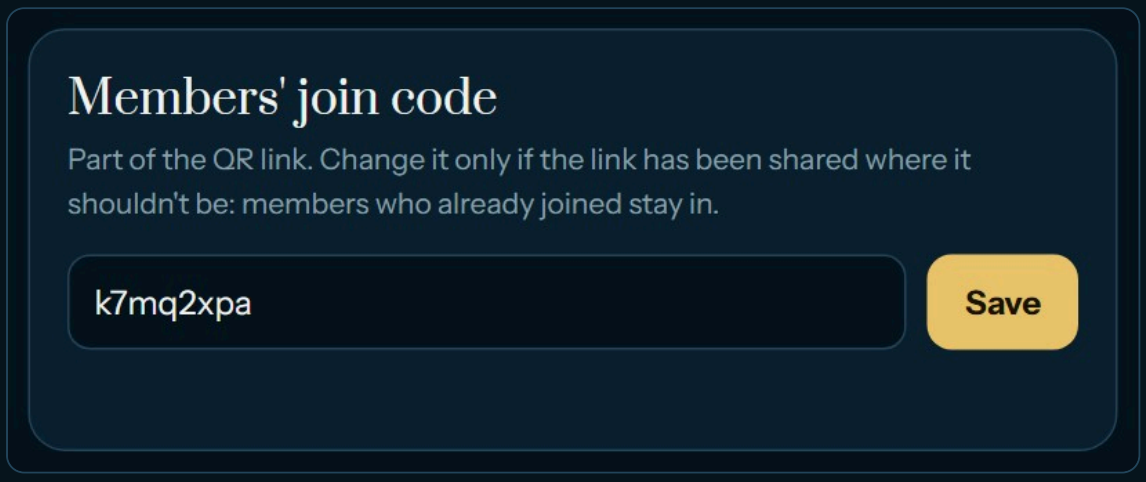
For: club admins · Staff hub → **Team**



Club branding. Tick to show your crest and hole photos on the screen and in the app. Untick to go back to the plain WindTee look.



Distances. Yards or metres: whatever your scorecard uses. "Plays like" follows it.



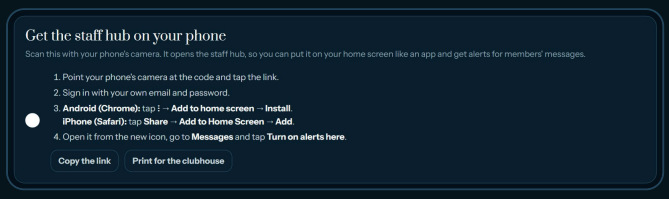
Members' join code. Part of the QR link, and the club code members type at windteegolf.com/join. Only change it if it has been shared somewhere it shouldn't be: members who already joined stay in, but you'll need to print new posters.

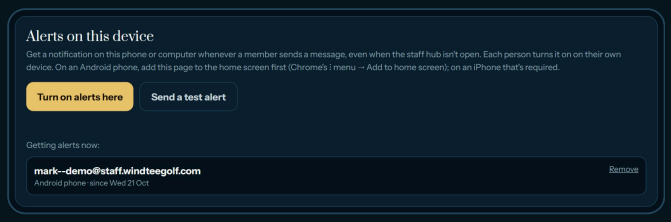
PART 1 · SETTING UP

10. The staff hub on your phone, with alerts

For: everyone who answers members' messages · Staff hub → **Messages**

Put the staff hub on your phone's home screen and it opens like an app, with a notification whenever a member sends a message.





1. Scan the QR code on the **Messages** tab with your phone's camera and tap the link. Sign in.
2. **Android (Chrome):** tap ⋮ → **Add to home screen** → **Install**. **iPhone (Safari):** tap **Share** → **Add to Home Screen** → **Add**.
3. Open it from the new icon, go to **Messages** and tap **Turn on alerts here**. Allow notifications when your phone asks.
4. Press **Send a test alert** to check it arrives.

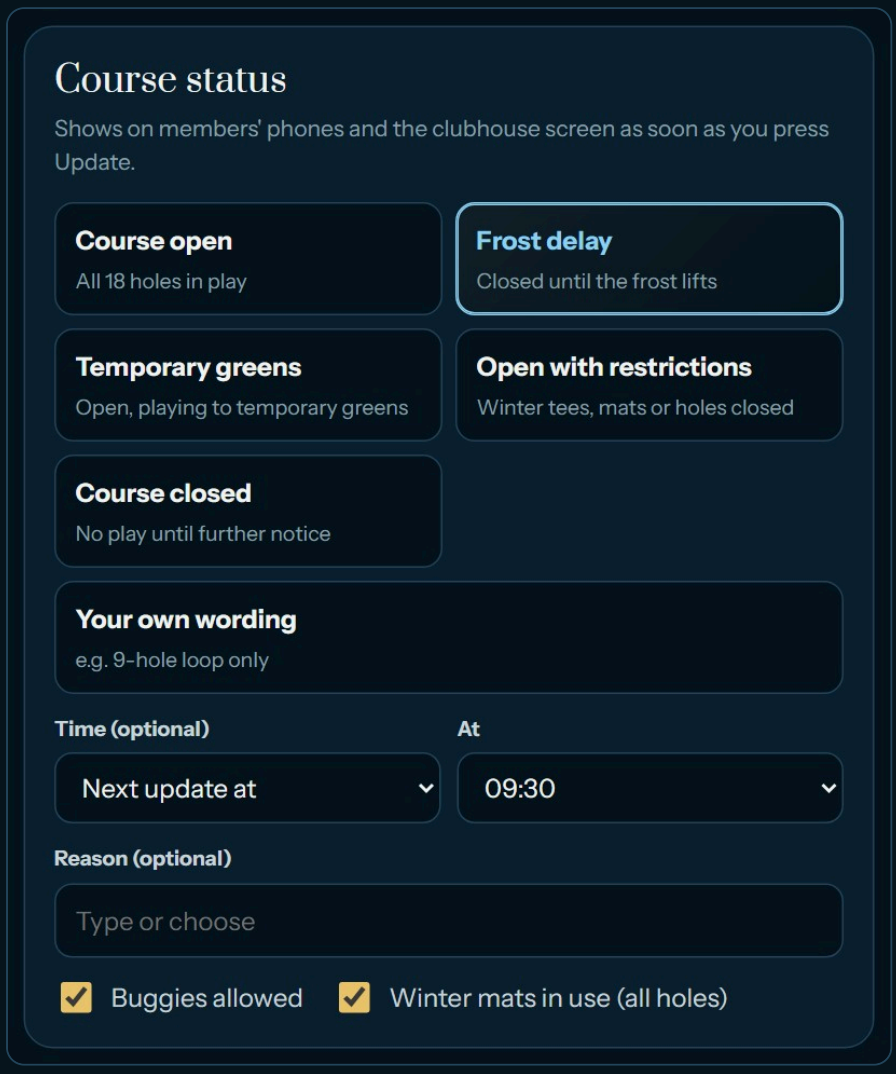
Once is enough. Each person turns alerts on on their own phone, once. The hub keeps them working by itself after that.

PART 2 · EVERYDAY JOBS

11. Change the course status

Staff hub → **Course**

Frosty morning? Set it once here and members know before they leave the house: their phones get an alert and the clubhouse screen changes straight away.



1. Choose the status: **Course open**, **Frost delay**, **Temporary greens**, **Open with restrictions**, **Course closed** or **Your own wording**.
2. Add a time if it helps: **Next update at** (for example a frost delay, next update 09:30) or **Until**.
3. Add a reason if you like (Frost, Waterlogged…), and tick or untick **Buggies allowed** and **Winter mats in use**.
4. Press **Update the course status** (at the bottom of the next card). Leave **Notify members' phones** ticked to send an alert.

A reminder if you forget. If a "next update" time passes without a change, the hub shows a reminder at the top of this tab.

🌥️ **A weather heads-up, the evening before.** At 6pm WindTee checks tomorrow's forecast for your course (and at 7:15am, today's thunder). If frost is likely before 9am, the course may be wet after heavy rain, or there's thunder about, staff whose role does the course status get an alert, and a **Weather heads-up** card appears at the top of this tab. Each comes with a notice for members, ready to edit: **Warn members** posts it with an alert in one tap. For frost, **Set up a frost delay** fills in the status (next update 09:00) for you to check and press Update; after rain, **Set buggies off** does the same. **No need** clears it. Untick **Send these to staff phones** if you'd rather just see them here.

PART 2 · EVERYDAY JOBS

12. Hole-by-hole changes

Staff hub → **Course** → **Hole by hole**

Temporary greens, winter tees or mats, or a hole closed: members see exactly which holes on their phone's course plan, and so does the screen.



1. Choose the change: **Temporary green**, **Winter tee or mat** or **Hole closed**.
2. Tap each hole it applies to. Tap a hole again (or use **Back to normal**) to undo.
3. Add a short reason in **Why (shown to members)**. The grey box shows exactly what members will see.
4. Press **Update the course status**.



What members see

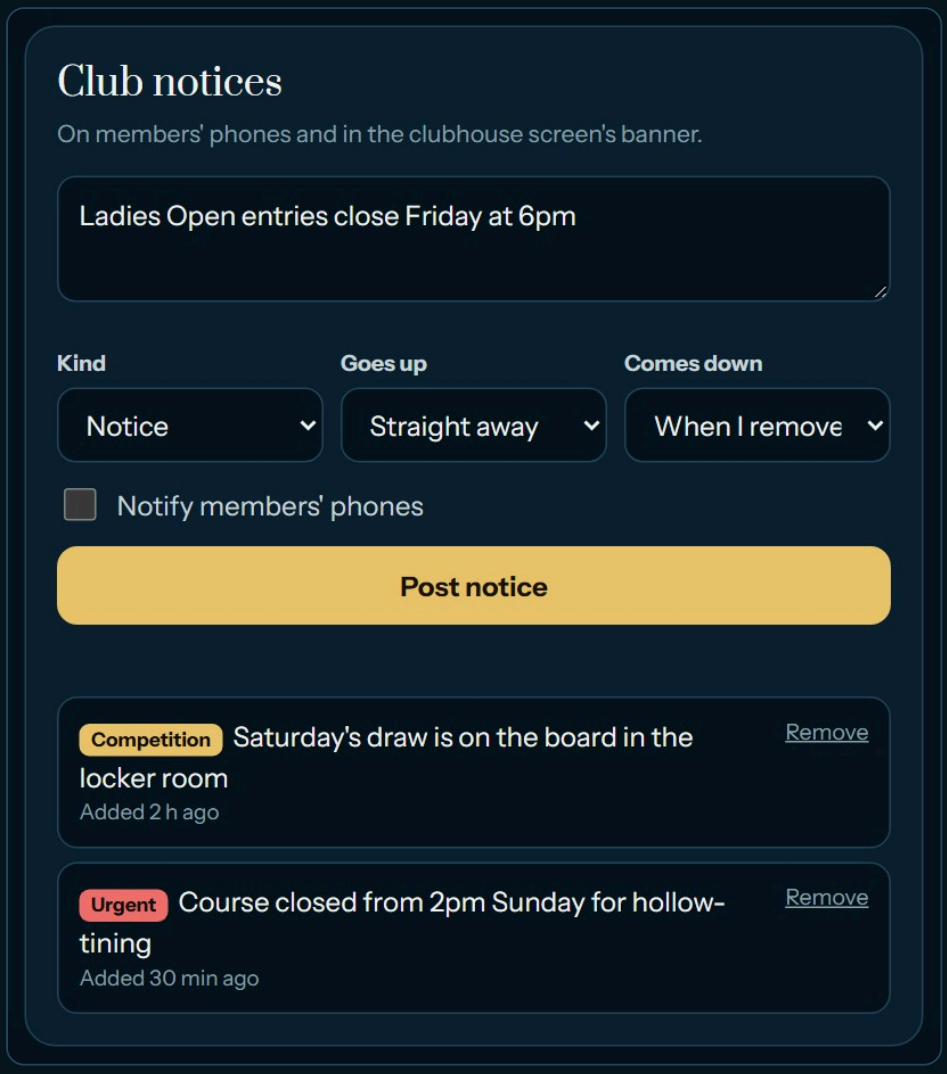
The status at the top of their app, with the holes marked on the course plan and the reason underneath, and an alert if you left **Notify members' phones** ticked.

PART 2 · EVERYDAY JOBS

13. Post a notice

Staff hub → **Notices & specials**

Notices show in the members' app and scroll along the bottom of the clubhouse screen. They can go up later and come down by themselves.



1. Type the notice (keep it short: one line is best).
2. Choose the **Kind**: **Notice**, **Competition** or **Urgent** (urgent ones are highlighted and always show).
3. **Goes up**: straight away, or at a time you choose. **Comes down**: when you remove it, end of today, end of tomorrow, in a week, or at a time you choose.
4. Tick **Notify members' phones** to send an alert (urgent notices tick it for you), then press **Post notice**.

To take one down early, press **Remove** next to it in the list.

Club events members can sign up for

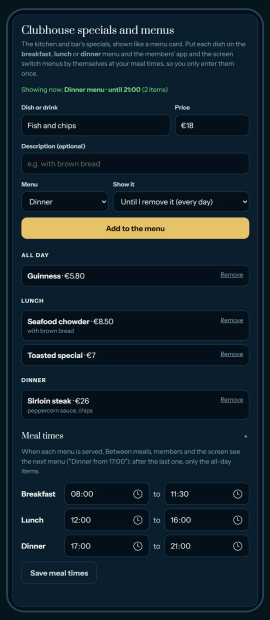
A dinner, a quiz, a social night: in **Club events**, type what it is, when and where, any details, and the number of places if there's a limit, then press **Add event** (tick **Notify members' phones** to tell everyone). Members

sign up in the club app with one tap, saying how many are coming; only phones the clubhouse has verified (section 18) can sign up, in their verified name. **Who's going** shows the list; **Close sign-up** stops new names. The screen shows how many are going, never who. Competition entries stay in BRS.

14. Specials and menus

Staff hub → **Notices & specials** → **Clubhouse specials and menus**

The kitchen and bar's specials, shown like a menu card on the screen and in the app. Put dishes on the **breakfast**, **lunch** or **dinner** menu and the app and the screen switch menus by themselves at your meal times: enter them once, not three times a day.



1. Type the **Dish or drink** and the **Price**, and a short description if you like.
2. Choose the **Menu**: **Breakfast**, **Lunch**, **Dinner**, or **All day** (drinks, say).
3. Choose **Today only** (it comes down at midnight) or **Until I remove it (every day)** for your regular menu.
4. Press **Add to the menu**. The menu and "show it" stay as they are, so add the whole lunch menu one dish after another.

Meal times

Open **Meal times**, set when breakfast, lunch and dinner are served, and press **Save meal times**. You only do this once.

- During a meal, members and the screen see that menu ("Lunch menu · until 16:00"), plus the all-day items.
- Between meals they see the next one ("Dinner from 17:00"); after the last, only the all-day items.
- **Showing now** at the top of the card tells you what members can see at this moment.

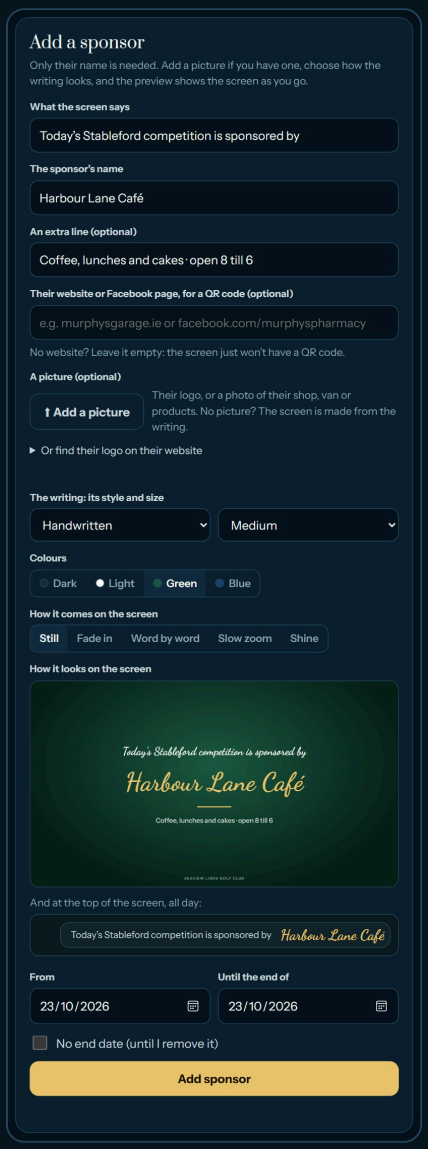
PART 2 · EVERYDAY JOBS

15. Add a sponsor

Staff hub → **Sponsors**

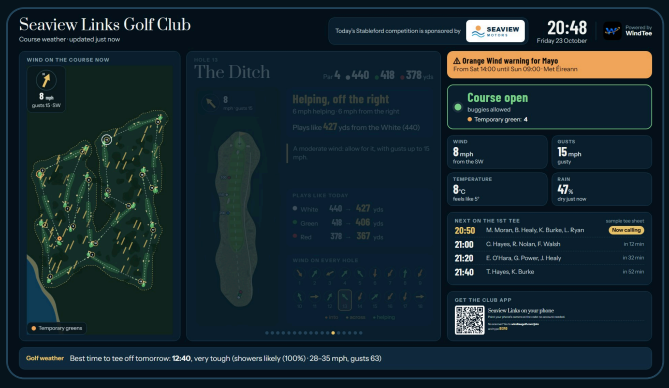
Thank a sponsor on the clubhouse screen: a small "sponsored by" at the top of the screen all day, and the whole screen for a few seconds every few minutes. Only their name is needed: no logo, no problem. It comes off by itself after the last day.

A screen that helps pay for itself. Everything sponsors pay stays with the club: WindTee takes nothing. Ideas: a sponsor for each weekly competition, named on the screen on the day; a season sponsor for the screen itself; or the bar's and restaurant's own suppliers.

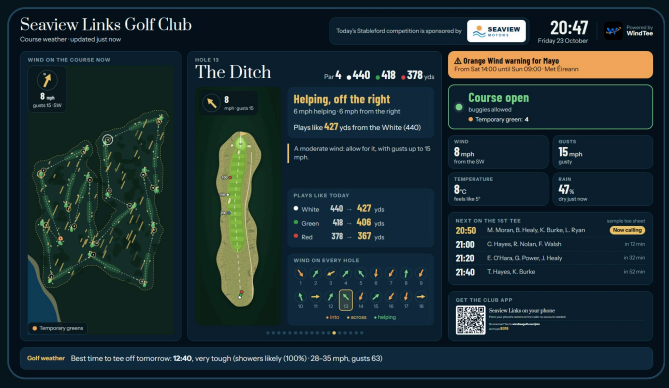


1. In **What the screen says**, type the line above their name, for example **Today's Stableford competition is sponsored by** (or pick one from the list).
2. Type **The sponsor's name**, and an **extra line** if you like: their address, phone number or what they do. Have they a **website or Facebook page**? Type it (like *murphyspharmacy.ie*) and the screen shows a **QR code** people can scan to visit it; **check it opens** tests it. No website? Leave it empty: no QR code.
3. Got a picture? Press **Add a picture**: their logo, or a photo of their shop, van or products. Choose whether to **Show it as** a logo or a photo. No picture? Skip this: the screen is made from the writing.
4. Choose **the writing** (Classic, Modern, Bold or Handwritten, and its size) and the **Colours**. **How it comes on the screen**: Still, Fade in, Word by word, Slow zoom or Shine (a light that runs through their name). **How it looks on the screen** shows the result as you go; ▶ **Play it again** replays the move.
5. Choose the days in **From** and **Until the end of** (or tick **No end date**), then press **Add sponsor**.

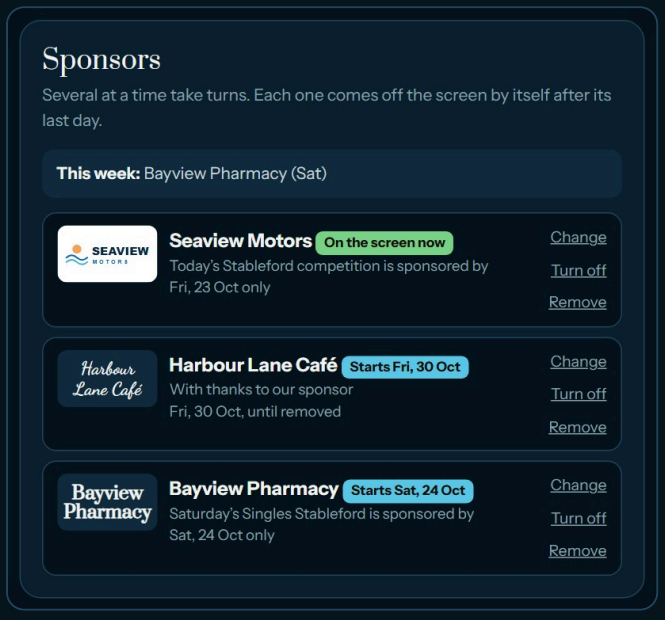
Their logo is on their website? Open **Or find their logo on their website**, type the address, press **Find the logo** and tap the right one. If WindTee has to search the web for it, that counts towards your club's 10 searches a month.



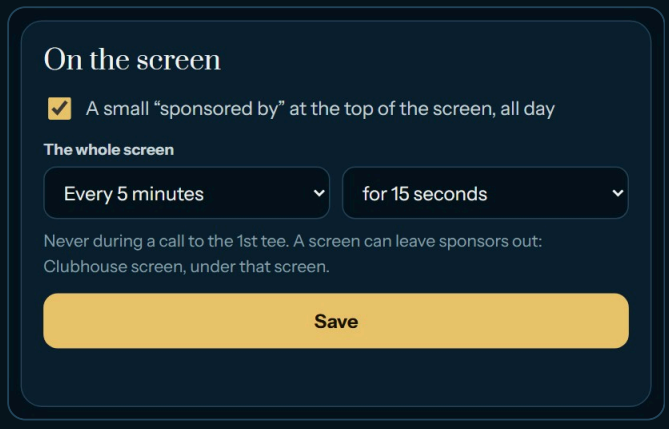
No picture: the screen is made from the writing.



With a logo. A photo goes beside the writing instead.



Your sponsors. Several at a time take turns. **Change** opens one in the form again; **Turn off** takes it off the screen for now; **Remove** deletes it.

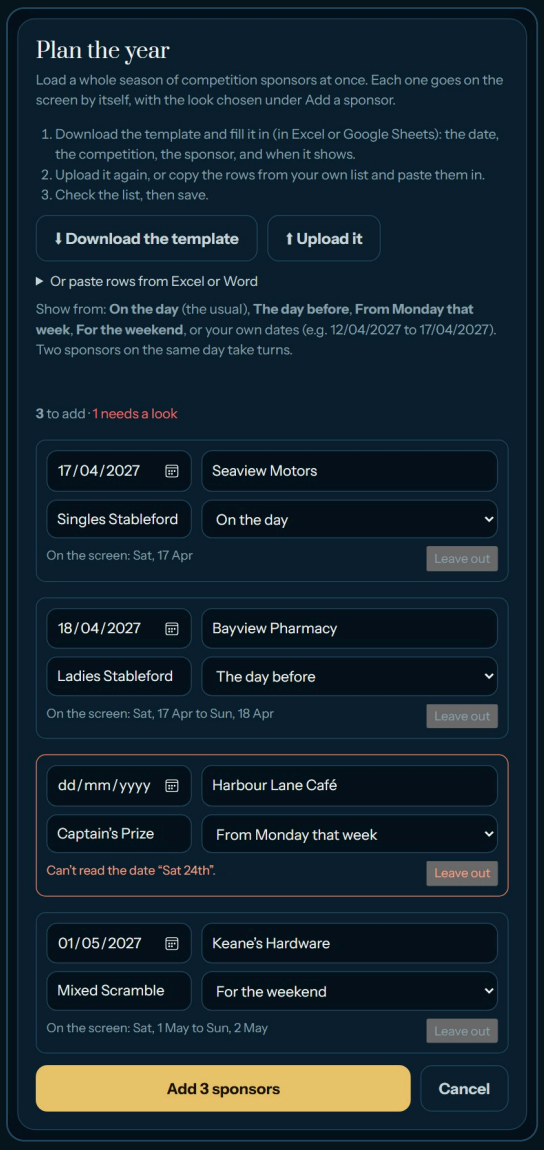


On the screen: how often the sponsor has the whole screen (or never), and for how long. Never during a call to the 1st tee.

Plan the year of sponsors

Staff hub → **Sponsors** → **Plan the year**

A sponsor for each competition? Load the whole season at once. Each one goes on the screen by itself: "Saturday's Singles Stableford is sponsored by Bayview Pharmacy".



1. In **Add a sponsor**, choose the writing, colours and how it comes on. Every planned sponsor uses that look.
2. Press **Download the template** and fill it in, in Excel or Google Sheets: **Date**, **Competition**, **Sponsor**, **Show from**, **Website** (optional). One row per competition.
3. Press **Upload it**. Or open **Or paste rows from Excel or Word**, paste your own list in and press **Check these**.
4. Check the list: each row says when it's on the screen. Anything in orange needs a look: fix it, or press **Leave out**.
5. Press **Add ... sponsors**. The season is done.

Show from	On the screen
On the day	The competition day only (the usual)
The day before	That day and the day before
From Monday that week	All week up to the day
For the weekend	Saturday and Sunday
Your own dates	e.g. *12/04/2027 to 17/04/2027*

Good to know. Write dates day first, like **17/04/2027**. Two sponsors on one day take turns. A sponsor added before keeps its logo and website. Uploading again only adds new rows. The **Sponsors** list shows the next two weeks (the rest under **Later in the year**) and a **This week:** line that points out weeks with no sponsor yet, ready to sell.

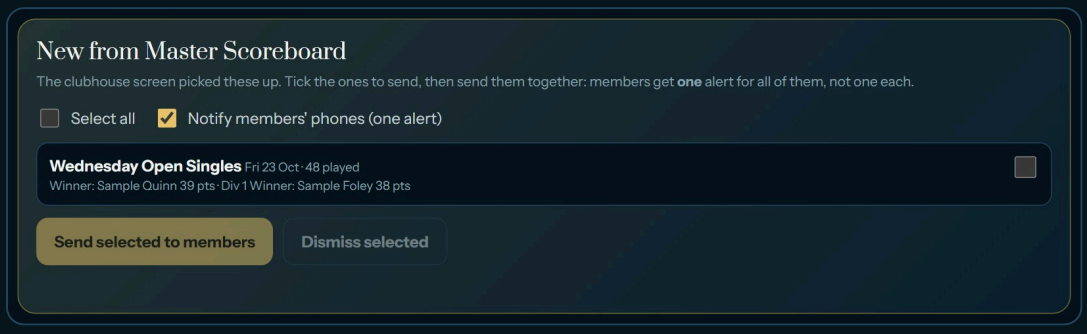
PART 2 · EVERYDAY JOBS

16. Send competition results

Staff hub → **Results**

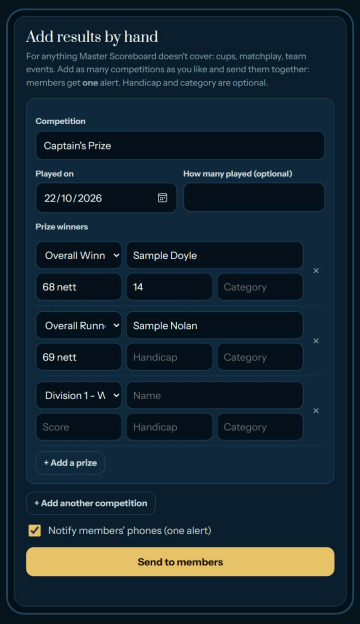
Results go to members' phones and the clubhouse screen. Send several competitions together and members get **one** alert for all of them.

From Master Scoreboard (if it's linked)



1. New results appear in **New from Master Scoreboard** by themselves.
2. Tick the ones to send (or **Select all**), then press **Send ... to members**. **Dismiss selected** drops ones you don't want shown.

By hand (cups, matchplay, team events, or any other results system)



1. Type the competition name and the date it was played, and how many played if you like.
2. For each prize, choose it (Overall Winner, Runner Up...), then the name and score. Handicap and category are optional. **+ Add a prize** for more.
3. More than one competition? Press **+ Add another competition**.
4. Press **Send to members**.

Everything you've sent is listed under **Sent to members**: press **Remove** to take one down.

The wall of fame

Holes-in-one, albatrosses, course records, club champions: in **Wall of fame**, choose what it was, the day, who and any details (for example *7th hole · 152 yds · 8 iron*), then press **Add to the wall of fame**. It takes a turn

on the clubhouse screen and appears in the members' app; a hole in one is celebrated, big, for two weeks. Tick **Tell members** for an alert and a notice.

PART 2 · EVERYDAY JOBS

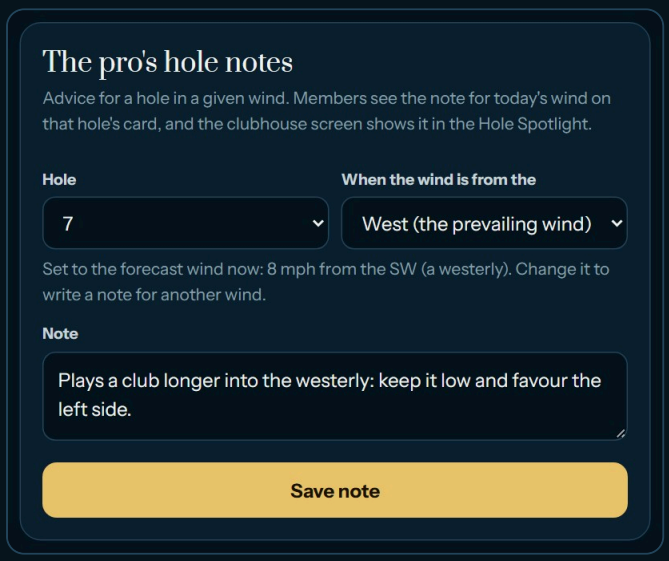
17. Write the pro's hole notes

Staff hub → **Hole notes**

A tip for a hole in a given wind. Members see the note for today's wind on that hole's card, and the clubhouse screen shows it in the Hole Spotlight.



The wind on every hole, now or at any hour today: how each hole plays and which notes members are seeing.



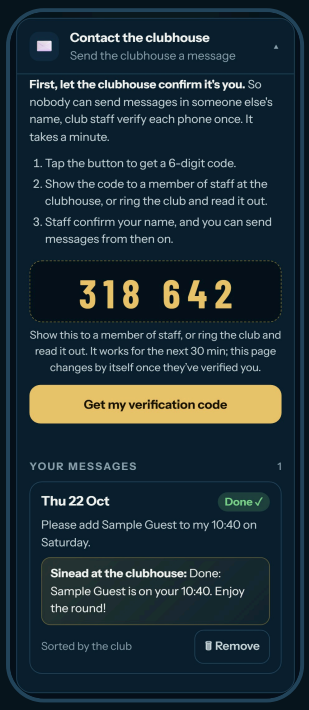
1. In **The pro's hole notes**, choose the **Hole** and the wind (**When the wind is from the** west, south, east or north).
2. Type the note, for example "Plays a club longer: keep it low and favour the left".
3. Press **Save note**. Start with the prevailing wind, on the holes where it matters most.

PART 2 · EVERYDAY JOBS

18. Verify a member

Staff hub → **Messages** → **Verify a member**

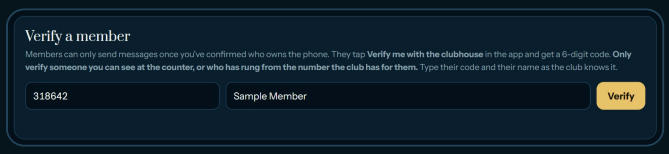
So nobody can send messages in someone else's name, each member's phone is verified once by club staff. After that they can message the clubhouse whenever they like.

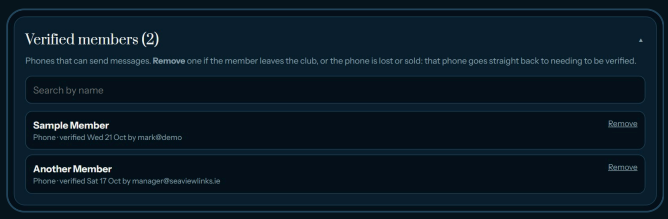


The member taps Get my verification code.

1. The member opens **Contact the clubhouse** in their app and taps **Get my verification code**. They show you the 6-digit code, or ring and read it out.
2. Type the code and their full name as the club knows it, and press **Verify**.
3. Their app says they're verified straight away, and they can send messages from then on.

Only verify someone you know is them: a member you can see at the counter, or one who rang from the number the club has for them.





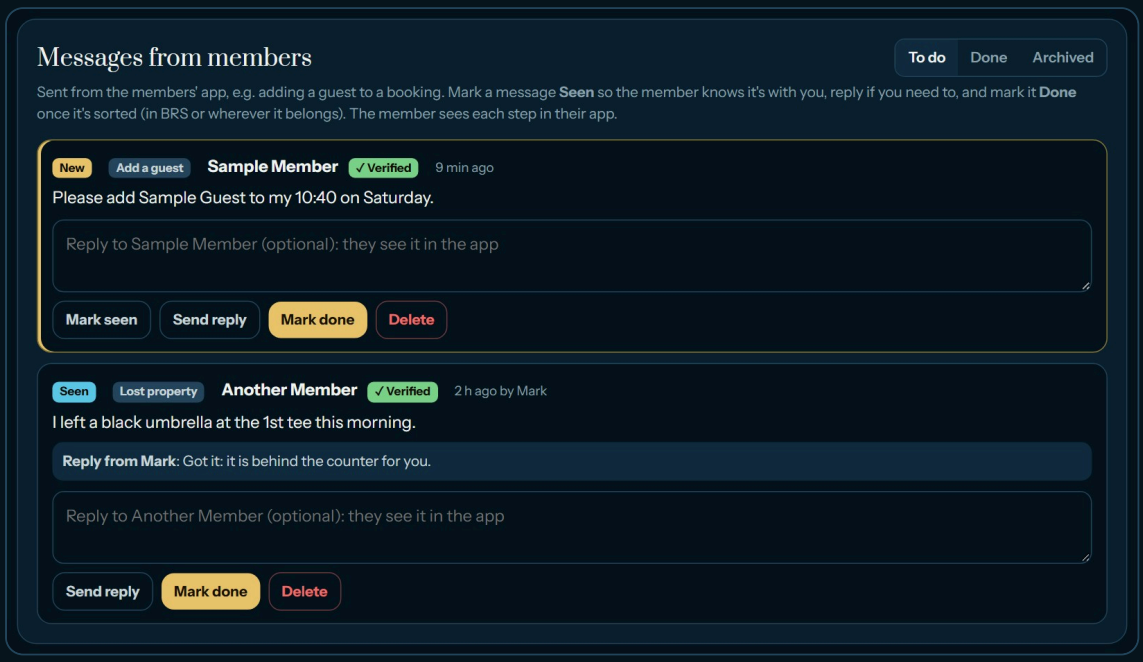
Tap **Verified members** to open the list: it shows the 10 most recent, and **Search by name** finds anyone. If a member leaves, or loses or sells their phone, press **Remove**: that phone needs verifying again.

PART 2 · EVERYDAY JOBS

19. Answer members' messages

Staff hub → **Messages**

Messages from the members' app: adding a guest to a booking, a booking query, lost property. The member sees each step in their app.



1. Press **Seen** so the member knows it's with you.
2. Reply if you need to: the reply shows in their app, with your name.
3. Sort it out wherever it belongs (in BRS, for a booking), then press **Done**.

To do, **Done** and **Archived** at the top switch between lists. With alerts on (section 10), your phone tells you when a new one arrives.

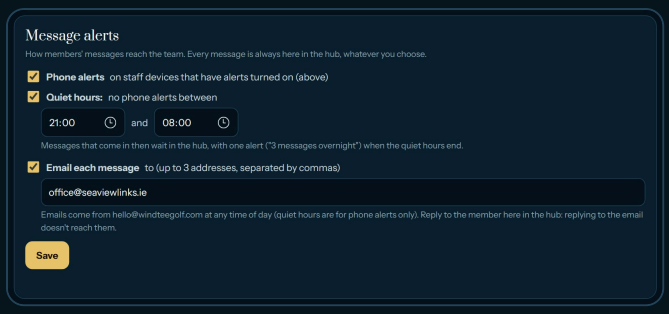
WindTee never touches your bookings. A message asking for a guest is just a message: someone at the clubhouse adds the guest in BRS, as usual.

Don't want messages from members? Switch them off

At the top of **Messages**, a club admin can untick **Show "Contact the clubhouse" in the members' app** (and press OK). The ✉ Contact button and the mailbox disappear from every member's app straight away, and nobody can send a new message. Tick it again and it's all back.

Nothing is lost. Verified members stay verified, and every message and reply stays here in the hub, so you can switch it off for the winter, or while you're short-staffed, and back on later.

Message alerts: phone, email, quiet hours



- **Phone alerts** go to every staff phone with alerts turned on (section 10).
- **Quiet hours:** no phone alerts between the times you choose. Messages that come in then wait in the hub, with one alert when the quiet hours end.
- **Email each message** to up to 3 addresses, for example the office. Reply to the member in the hub: replying to the email doesn't reach them.
- Press **Save**. Every message is always in the hub, whatever you choose.

PART 2 · EVERYDAY JOBS

20. Reports for the committee

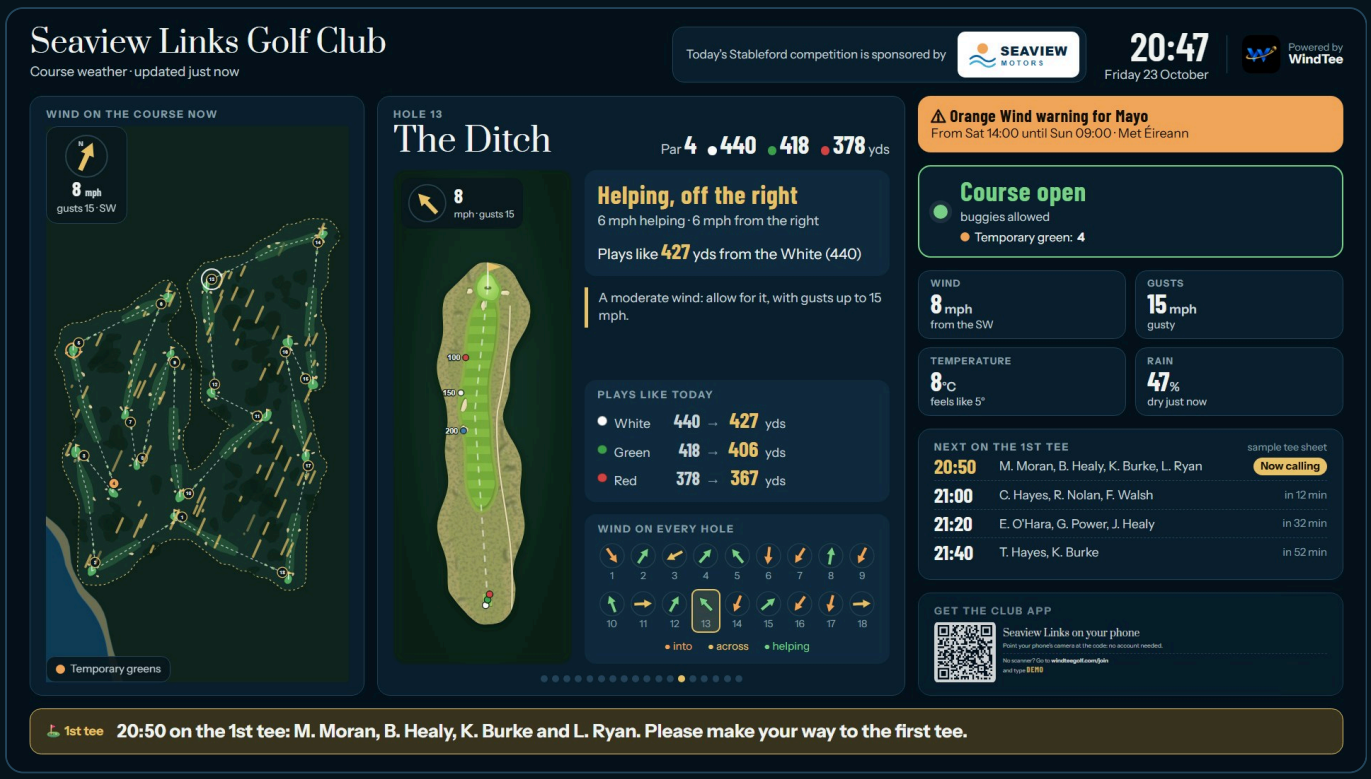
Staff hub → **Members & reports**

How the app and the screen are used: members using it each day, alerts sent and how many phones each reached, and what members look at.

- The **Weekly report** covers Monday to Sunday. Choose a week and press **Print or save as PDF** for the committee.
- The figures count phones anonymously: no names, emails or numbers.

PART 3 · THE CLUBHOUSE SCREEN

21. What's on the screen



- **Wind on the course now** (left): live wind streaks across your course plan, with the speed, gusts and direction.
- **Hole Spotlight** (middle): each hole in turn, how today's wind plays on it ("plays like" from each tee), the wind on every hole, and the pro's note.
- **Course status** (top right), the weather now, the **next groups on the 1st tee** and **course difficulty** through the day.
- Along the bottom: **notices**, **results** and calls to the 1st tee. Official weather warnings show at the top when there's one for your area.
- At the top, next to the clock: today's **sponsor**, if you've added one (section 15).
- Taking turns in the bottom-right card: the **wall of fame** and **coming up at the club** (your events and how many are going). **Thunder** in the forecast shows at the top like a warning, with advice to leave the course if it comes.

On a laptop, exactly as on the TV. 📺 **Show the screen**, at the top of the staff hub, opens your club's screen on any computer, with a **Full screen** button and ← **Back to the staff hub** (move the mouse or tap the screen if they've faded away): handy for a committee meeting. It, and the previews in **Clubhouse screen**, match your TV exactly, at the same moment: the same hole, your real tee sheet and results (as the TV read them), your crest, pictures and sponsors. Everything takes turns by the clock, so every screen at the club shows the same thing at once.

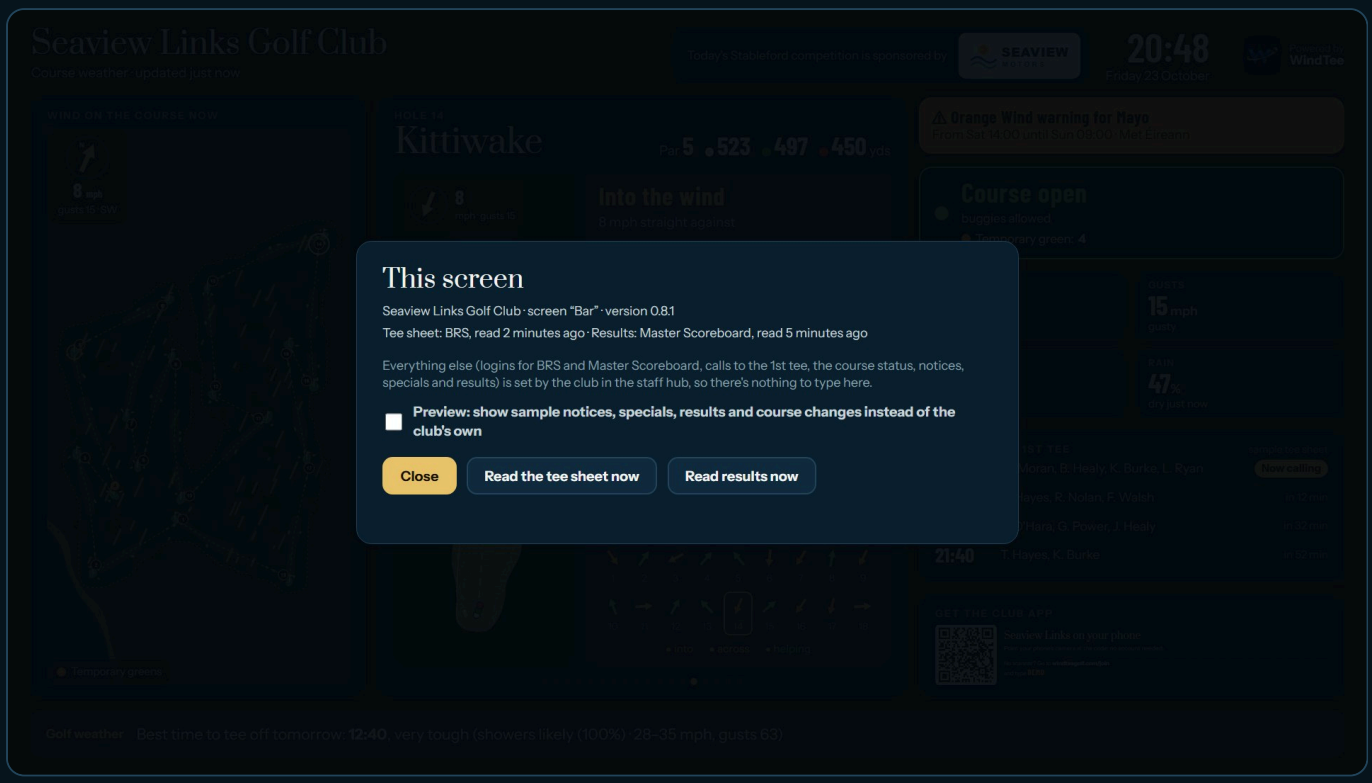


Results take a turn in the middle of the screen after every six holes, and scroll along the bottom banner for the three days after the competition.

PART 3 · THE CLUBHOUSE SCREEN

22. The screen's menu

Press the ☰ menu button on the Fire TV remote for the screen's own menu. You'll rarely need it: everything else is set in the staff hub.



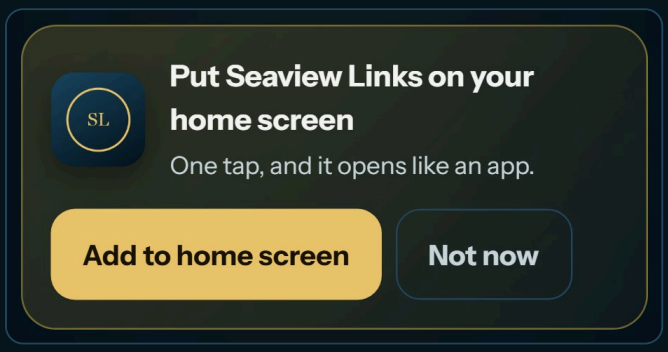
- It shows the screen's name and whether it's reading the tee sheet and results.
- **Read the tee sheet now** and **Read results now** check the logins straight away.
- **Preview** shows sample content (handy for a demo). Untick it to go back to your club's own.

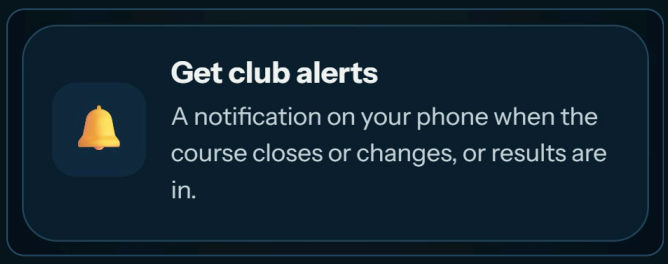
Switch it off at night? Fine: when the TV comes back on, the screen picks up where it left off. Even if the power goes off at the wall, the WindTee Display app opens again by itself when the Fire TV starts.

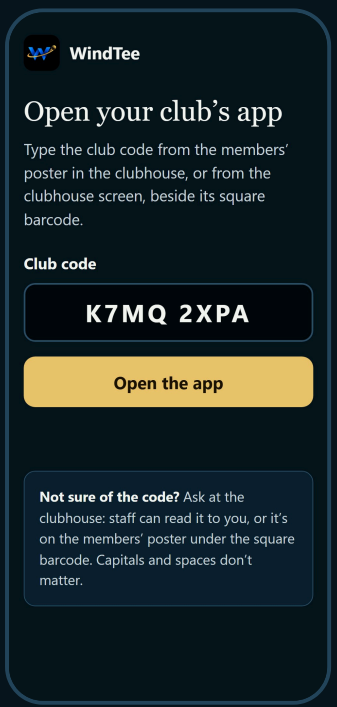
23. Getting the app

Worth knowing, so you can help members at the counter. It works on any iPhone or Android phone.

1. Point the phone's camera at the QR poster and tap the link that appears. The club's app opens: nothing to download, no account.
2. **Camera doesn't pick it up?** Open the phone's internet browser, go to **windteegolf.com/join**, type the club code from the poster and tap **Open the app**.
3. Tap **Put your club on your home screen** and follow the two steps it shows. From then on it opens from its own icon, like any app.
4. Tap **Get club alerts** to get a notification when the course closes or changes, or results are in. Members choose which alerts they want.







windteegolf.com/join

For phones that can't scan: one box for the club code, and one button. Capitals and spaces don't matter. If the code is wrong it says so; ask at the clubhouse.

PART 4 · THE MEMBERS' APP

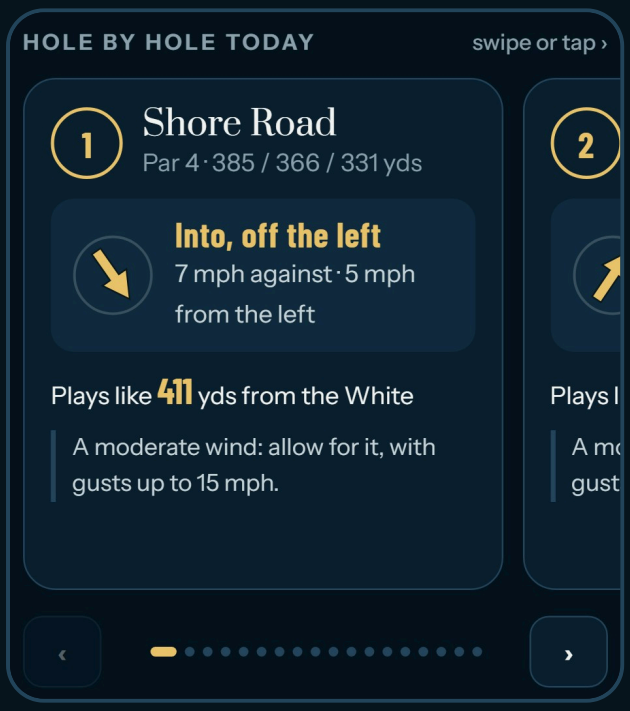
24. What members see



The course status first, with the course plan and the live wind.



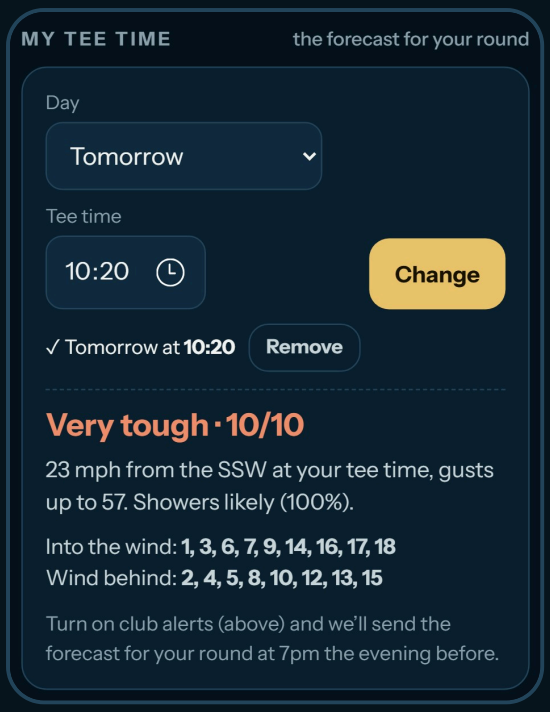
The weather on the course now and hour by hour.



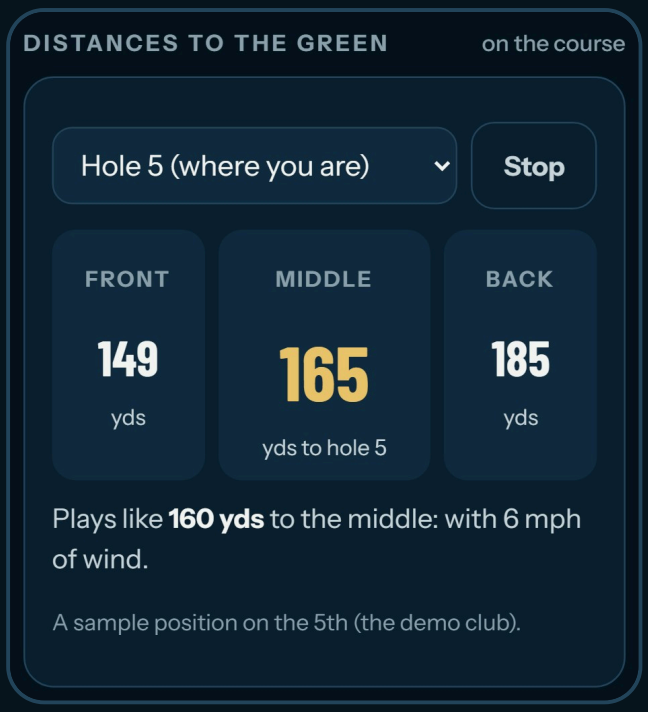
Every hole in today's wind, with "plays like" and the pro's note.



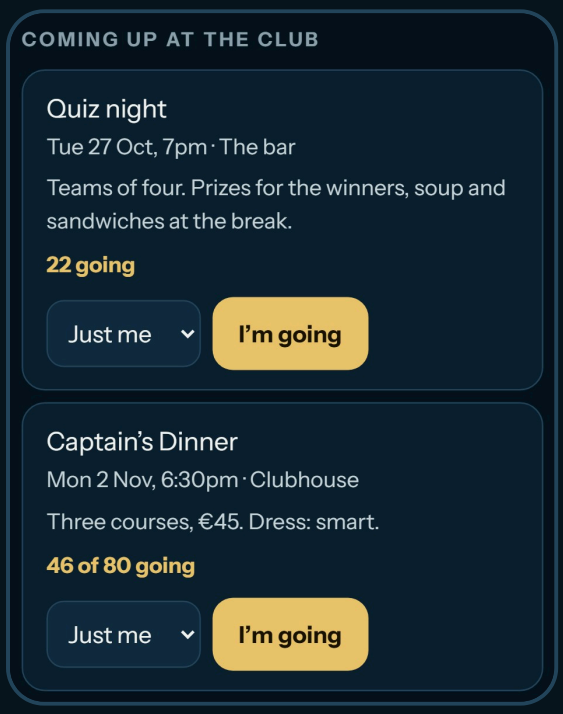
Competition results, then notices and the clubhouse specials.



My tee time: the forecast for their round, the holes into the wind, and an alert at 7pm the evening before.



Distances to the green: front, middle and back from where they stand, and how it plays in the wind. Their location stays on their phone.



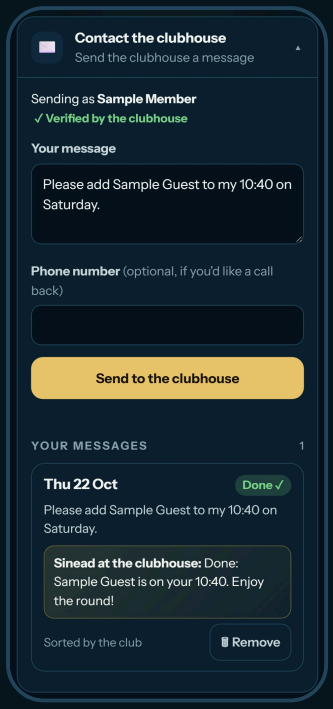
Coming up at the club: your events, with one-tap sign-up for verified phones.



Wall of fame, and a thunder warning at the top when it's forecast.

25. Contacting the clubhouse

Members message the clubhouse from **Contact the clubhouse** in the app, once their phone has been verified (section 18).



1. They type the message, and a phone number if they'd like a call back.
2. They tap **Send to the clubhouse**. It arrives in the staff hub's **Messages** tab, with an alert to staff phones.
3. They see when it's **Seen**, any reply, and when it's **Done**.
4. **Remove** takes a message off their phone. The clubhouse keeps its copy.

Private. Members' messages, names and numbers are only seen by the club's own staff.

If the club has switched messages off (section 19), members don't see **Contact the clubhouse** at all until it's back on.

PART 5 · HELP

26. Quick fixes

A staff member forgot their password

An admin presses **New setup code** next to their name (Team tab) and gives them the code. They press **First time, or have a setup code?** at windteegolf.com/login.

An admin forgot their password

At windteegolf.com/login, type the email and press **Forgot password**: a link arrives by email (check spam). Another admin can also press **Send reset link** in the Team tab.

"That login and password don't match"

Staff logins look like **mark@yourclub** (not an email address). Check the spelling, or get a new setup code.

The TV shows a 4-digit code

It isn't paired (or was removed). Type the code in **Clubhouse screen → Pair a screen**.

After a power cut the TV shows the Fire TV home screen

Give it a minute or two: the WindTee Display app opens by itself. If it still hasn't, choose **WindTee Display** in the Fire TV's apps. A box saying "We cannot detect your remote" goes when you press any button on the remote.

The screen says it's offline, or hasn't changed

Check the TV's Wi-Fi. In the staff hub, **Clubhouse screen → Screens** shows when each screen last checked in. Switching the Fire TV off and on again fixes most things.

No groups called to the 1st tee, or no results arriving

Check the BRS and Master Scoreboard logins in **Club systems** (the box shows when each was last read), and that **Call groups to the 1st tee** is ticked. You can always send results by hand.

A member can't send a message

Their phone needs verifying once: section 18. If they've changed phone, verify the new one.

A member's phone won't scan the QR code

Older phones often can't. They go to **windteegolf.com/join** in the phone's browser and type the club code from the poster (also in **Members & reports → Members' QR code**). Or send them the link by email.

A member isn't getting alerts

On an iPhone, the app must be on the home screen first. Then **Get club alerts** in the app, and allow notifications.

Alerts stopped on a staff phone

Open the staff hub from its home-screen icon: it re-checks alerts by itself. If not, **Messages → Turn on alerts here** again.

A sponsor isn't on the screen

In **Sponsors**, check its dates and that it says **On the screen now**. In **Clubhouse screen**, check **Sponsors** is ticked for that screen. The whole-screen sponsor waits while a group is being called to the 1st tee.

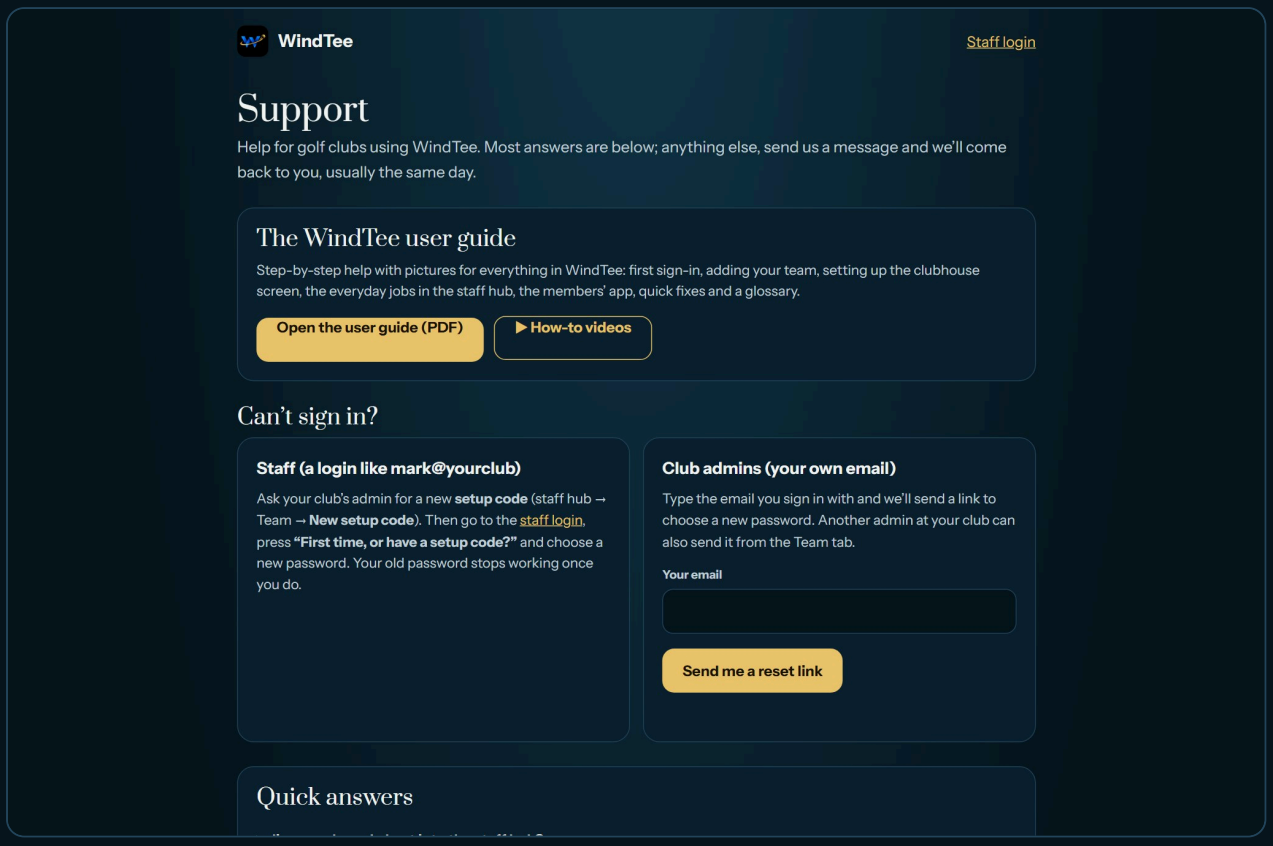
A notice didn't appear

Check its **Goes up** time: it may be waiting. Ones that have come down show faded in the list.

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27. Getting help

We're here to help, by email or phone.



- **windteegolf.com/videos**: a short how-to video for each job, with captions.
- **windteegolf.com/support**: sign-in help, quick answers and a form to reach us.
- **hello@windteegolf.com**: we usually reply the same day.
- **085 805 4075** (from outside Ireland: +353 85 805 4075).

WindTee will never ask for a password, a setup code or your BRS or Master Scoreboard logins, by email, phone or anywhere else.

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28. Glossary

The words in this guide and in the hub, in plain English.

A–B

Admin (club admin)	A person who can do everything in the staff hub, including managing the team, roles, logins and club settings. Admins sign in with their own email address.
Alert	A notification on a phone. Members get alerts about the course status, results and notices (they choose which); staff get alerts about members' messages.
BRS	The tee-booking system many clubs use. WindTee reads your BRS tee sheet to call groups to the 1st tee. It never books or changes anything.
Buggies allowed	A tick box with the course status: members see whether buggies are out.

C

Calls to the 1st tee	The screen calling each group 5 minutes before their tee time, from the BRS tee sheet. Can show names, or just the time and group size.
Club ID	Your club's short name in WindTee's web addresses, for example **seaview** in mark@seaview.
Club systems	The BRS and Master Scoreboard logins your screens use to read the tee sheet and results.
Clubhouse screen	The TV in the clubhouse that shows WindTee. Also the name of the staff hub tab where screens are paired and set up.
Course difficulty	How tough the course is playing through the day (from the wind, rain and cold), as a score out of 10.
Course status	Open, frost delay, temporary greens, open with restrictions, closed, or your own wording. Set on the Course tab; shown first everywhere.

D–H

Distances	Yards or metres, to match your scorecard (Team tab).
Fire TV Stick	Amazon's small plug-in box that makes any TV with an HDMI socket into a WindTee screen.
Frost delay	A course status for frosty mornings, usually with a "next update" time.
Hole by hole	Changes to single holes: temporary greens, winter tees or mats, or a hole closed.

Hole notes	The pro's tips for a hole in a given wind direction. Members see the note for today's wind.
Hole Spotlight	The middle of the clubhouse screen, showing each hole in turn in today's wind.
Home screen	Your phone's page of app icons. Adding the members' app or the staff hub there makes it open like an app.

J–N

Join code (club code)	The private part of your members' QR link. Shown in capitals as the club code, which members type at windteegolf.com/join if their phone can't scan. Change it only if it has been shared where it shouldn't be.
Login	A staff member's sign-in name, like **mark@yourclub**. Admins use their email address instead.
Master Scoreboard	A competition results system. Linked, its results arrive in the hub by themselves for you to send.
Members' app	What members get when they scan the QR code: no download, no account.
Next update	The time you'll next update the course status (for example a frost delay, next update 09:30). Members see it; the hub reminds you if it passes.
Notice	A short message for members: a notice, a competition notice, or urgent (highlighted, always shown).

P–R

Pairing code	The 4-digit code a new screen shows until you pair it with your club.
Plays like	How long a hole plays in today's wind, for example a 340 m hole into the wind "plays like 362 m".
QR code / poster	The square barcode members scan with their phone's camera to get the app. Printed from Members & reports.
Quiet hours	Times when staff phones get no message alerts (Messages tab). Messages wait in the hub, with one alert when the quiet hours end.
Results	Competition results, from Master Scoreboard or sent by hand. Several sent together give members one alert.
Review week	Your first 7 days with WindTee, to try it and ask for changes before the first year is invoiced.
Role	What a staff member can see and do (Shop, Greenkeeper, Catering, or your own). Set in Team → Roles.

S

Setup code	A one-time 6-digit code an admin gives a staff member so they can choose their password. Lasts 24 hours. Also how a forgotten password is reset.
Wall of fame	Holes-in-one, records and champions the club adds (Results tab), on the screen and in the members' app.
Weather heads-up	An evening alert to staff when frost, a wet course or thunder is forecast, with a ready notice for members (Course tab).
Show the screen	The link at the top of the staff hub that opens your clubhouse screen on a laptop or PC, full screen.
Silk Browser	The web browser on a Fire TV: windteegolf.com/tv in it works as a stand-in for the app.
Specials	The kitchen and bar's specials, shown like a menu card.
Sponsor	A business thanked on the clubhouse screen, with its name, and its logo or a photo if you have one, for the days you choose (Sponsors tab).
Staff hub	The web page where staff run WindTee: windteegolf.com/login.

T–W

Tee sheet	The day's tee times in BRS.
Temporary green	A temporary putting area in use instead of the real green, marked on the course plan.
Verify / verified member	Staff confirming who owns a member's phone, once, with the 6-digit code from the app. Only verified members can send messages.
Weather warning	An official warning from Met Éireann (or the Met Office in Northern Ireland and Britain) for your area, shown on the screen and in the app.
Weekly report	How the app and screen were used, Monday to Sunday, to print for the committee.
WindTee Display	WindTee's free app for Fire TV, from the Amazon Appstore: search "WindTee" on the Fire TV and press Get.
Winter mats / tees	Mats or forward tees in use over winter, for all holes (a tick box) or single holes (hole by hole).