

Website Instructions

The Village Club of Sands Point

We have a wonderful new website designed to be user friendly. The website contains all the club information. To login, please go to www.villageclub.org. In the bottom right hand corner of the page, press on Member Login. The login is your email address. If you have forgotten your password, you can click on "forgot password" and it will be emailed to your email address. If you have never set up a password, please contact us.

What information can I find on the Member Side? **DETAILED INSTRUCTIONS**

CALENDAR OF SOCIAL/CULTURAL EVENTS:

Once you login, you will see your choices on the left side. The Calendar of Events shows the current calendar. To go to the following month, please click on NEXT with the arrow on the right side of the calendar. PREV on the left side will bring you back to the previous month.

Clicking on the date of your choice will bring up a Special Event Reservation Form. Fill this out in its entirety and press "SUBMIT" at the bottom of the page to send us your reservation. You will receive an email confirmation of your submission. If there are two events on that date, you will be given a choice of the events when you click on it. Click on the event you are interested in attending. Under the calendar, you will find a listing of the events for that month. Click on the title of the event to receive more detailed information about that event.

GOLF EVENTS:

Clicking on Golf Events will bring you to general information about golf. At the bottom you will find a listing of all the golf events. Click on the title of the event to find more details about the event.

GOLF TEE TIMES:

You can obtain weekly tee times for Saturday and Sunday of every month by clicking on GOLF TEE TIMES.

TEE TIMES RESERVATIONS

In order to reserve your tee times online, must have that service enabled. Please contact 944.7400 to set up this feature. Choices on the calendar will be underlined. Click on the day of your choice to highlight it. Use the pull down menus to select the time, am or pm. Use the

radio button to select "9" or "18" holes. Press submit. A box will come up with available times and totals. Use the radio button to make your selection and press "Book Reservations."

You will then see your booked reservation. You can press "Book More Reservations" for additional tee times. To receive an email confirmation of the tee time you just booked, enter your email address and click "Send Email Confirmations."

At the top of the page, you can click on the "Cancel Reservation" button. Enter your confirmation number in the box and press "Cancel Reservation." If you want your cancellation emailed to you, enter your email address before you press "Cancel Reservation."

Press on the "Profile" button at the top of the page to change any of your personal information.

TENNIS EVENTS:

Clicking on Tennis Events will bring you to general information about tennis. At the bottom you will find a listing of all tennis events. Click on the title of the event to find more details about the event.

POOL EVENTS:

Clicking on Pool Events will bring you to general information about pool. At the bottom you will find a listing of all pool events. Click on the title of the event to find more details about the event. Pool season is Memorial Day to Labor Day.

PHOTO GALLERY-2010 CLUB EVENTS:

Click on 2010 Club Events to see pictures of club events. Clicking on the thumbnail of the picture will make it bigger. To view the next picture, click on NEXT in the top right-hand corner of the picture. To close, click on CLOSE X on the bottom right of each picture.

ROOM RESERVATION FORM

There are two ways to use our Room Reservation form for overnight stays:

1. Click on "Room/Facility Reservation" Forms. To submit your information for your overnight stay online, click on "Online" version. Be sure to fill in all the spaces and press submit at the bottom of the page. You will receive a confirmation for your reservation.
2. Click on "Print & Fax" if you want to print out your Room Reservation form. Fill it out and fax it to 516.944.7410.

FACILITY USE FORM

There are two ways to use our Facility Use form for your special event:

1. Click on "Facility Use Form." To submit your information online, click on "Online" version. Be sure to fill in all the spaces and press submit at the bottom of the page. You will be contacted regarding your special event.
2. Click on "Print & Fax" if you want to print out your Facility Use form. Fill it out and fax it to 516.944.7410.

DINNER RESERVATION FORM

To make a dinner reservation, click on the date of your choice on the calendar. To go to the following month, please click on NEXT with the arrow on the right side of the calendar. PREV on the left side will bring you back to the previous month. Click on the day of your choice. Your email, name, account number and date will already be filled in for you. Use the pull down menu labeled "Dinner Location" to select either the Mansion or the Grille. The Mansion and Grille dining hours will be available for you at the top right of your screen. Fill in the time, number of adults and children and any special instructions. Press submit at the bottom of the page.

GRILLE MENU

Press on Grille Menu to see some of the wonderful choices available at the Grille. Daily specials are not listed, so please visit our Grille in person for special choices.

MANSION MENU

Press on Mansion Menu to see some of the wonderful choices available at the Mansion. Daily specials are not listed, so please visit the Mansion in person for special choices.

PRIX FIXE MENU

At various times of the year, we offer a Prix Fixe menu on Wednesday or Friday nights at the Mansion. The menu includes an appetizer, soup or salad, entrée and dessert for one low price. This menu is updated weekly when the Prix Fixe is offered.

GOLF BOOKLET

Clicking on "Golf Booklet" will bring up the first page of the golf booklet. The booklet will acquaint you with the many programs, rules and benefits contained in the golf operation. To view the next page, click "Next Page" in the bottom right hand corner of your screen. To view the previous page, click on "Previous Page" in the bottom left corner.

RULES AND REGULATIONS 2010

The Club Rules and Regulations are listed on the member portion of our site. To view the next page, click "Next Page" in the bottom right hand corner of your screen. To view the previous page, click on "Previous Page" in the bottom left corner.

MEMBER STATEMENTS

In order to view your statements online, you must have that service enabled. Please contact the Accounting office at 516.944.5438 to set up this feature. It requires a username and password.

To view your statement online, enter your username and password in the appropriate boxes and press login. If you have forgotten your email password, please click on "Forgot Your Password" under the login button to have it emailed to you.

On the right side, you will find your account summary. On the left side you will find the "Statements" button. When you click on it, you will have a selection of statements from the previous six months on the right. Click on the statement of your choice to view it. You can also print the statement. Clicking on the "Current Statement" button will provide you with the current statement, which can also be printed.

MEMBER ROSTER

Click on "Member Roster" to view member information. You can choose to not have your name listed. To search for a name, put the name in the search box. The selections will come up. Click on the name at the left and find contact information for the member.

NEWSLETTERS

Click on newsletters to view a copy of the current and previous newsletters. They are in PDF format. Therefore, you may have to download a free program to view it. Use the following link to get Adobe Reader: <http://get.adobe.com/reader> .

YOUR INFO

Click on “Your Info” on the left side of the page to change your email address, password, name, phone and contact information. At the bottom you have the choice to NOT show your information on the member roster, receive email communications and text only emails. Be sure to press submit after making your changes.

FACEBOOK

To the left of the Members Login, you can follow us to Facebook. You can see a listing of our current events and information about The Village Club.

The other tabs on the “public” side of our website can be viewed as well. They contain the history, contact information, membership, golf, tennis, pool and event information.



THE VILLAGE CLUB
OF SANDS POINT