

Buffalo Golf Club

Member List Update Procedure

Steps to update the BGC member list:

1. Create or update the file containing the current year's sweeps results, then save it as a pdf file.
2. Go to the Board of Directors page on the BGC website, then click on the "Sweeps Results" link at the bottom of the page.
3. Enter your User Name and Password for updating the sweeps results.
4. Click the "Choose File" button, then select the pdf file containing the updated sweeps results.
5. Click the "Upload File" button. You will either get a confirmation message saying the file has been uploaded or an error message saying something went wrong.
6. Go to the BGC home page and click "Sweeps Results" to make sure the updated file is displayed.