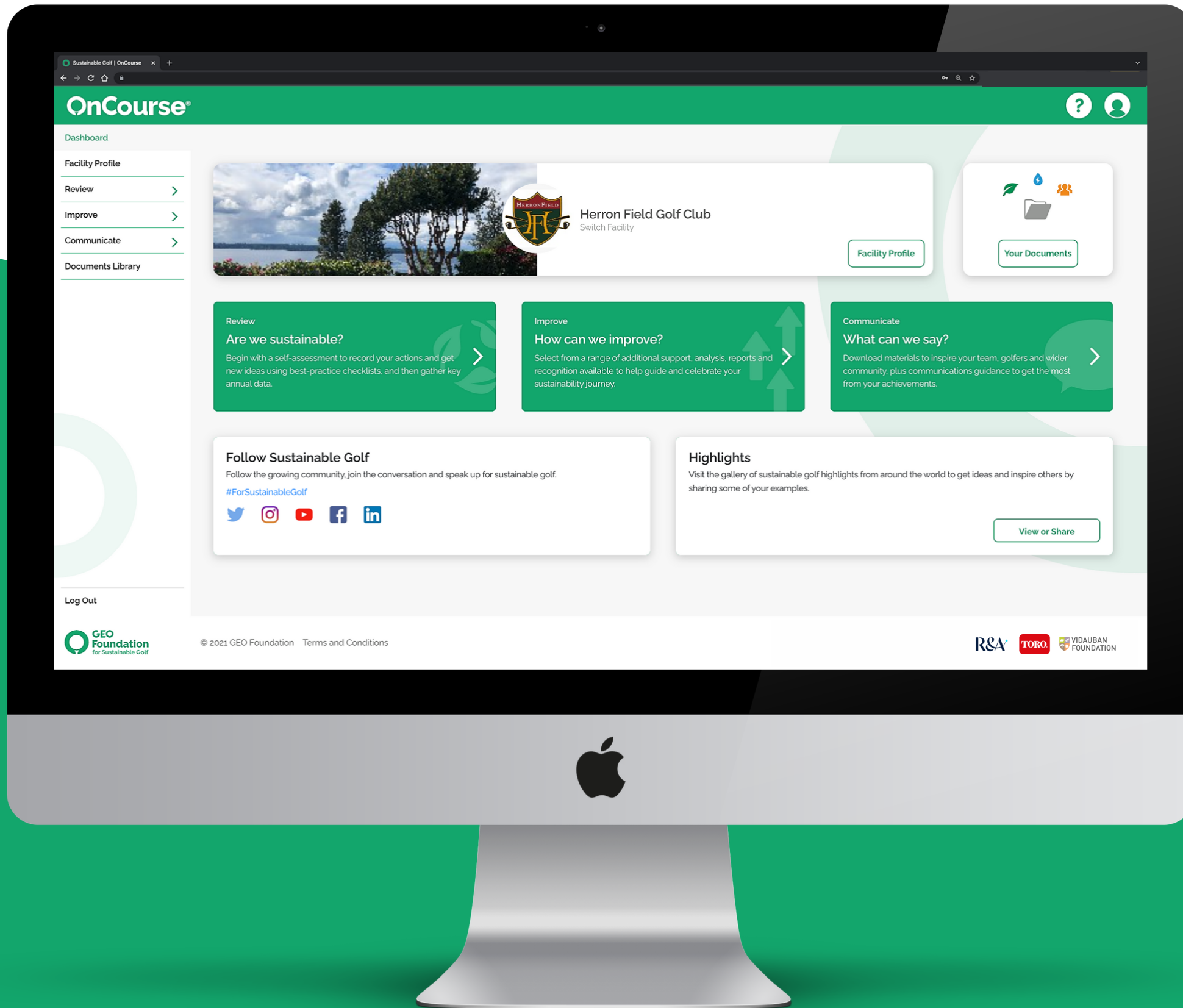


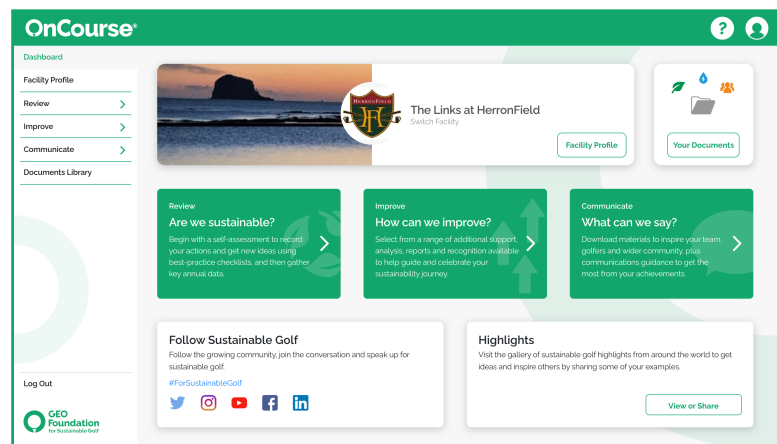


OnCourse®
Walkthrough

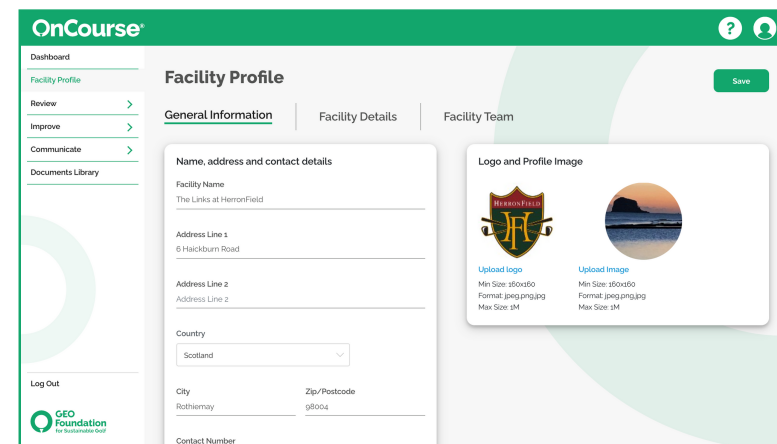
Welcome to OnCourse, the easy-to-use sustainability and climate action programme made for you by **people who understand golf.**

This document will walk you through OnCourse and help you get started. If you're looking for a specific section of OnCourse, click any of the screens below to take you there directly. 

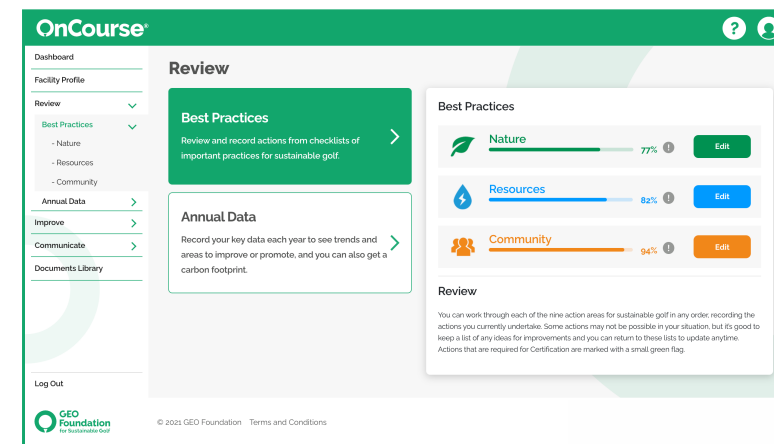
1 - Dashboard



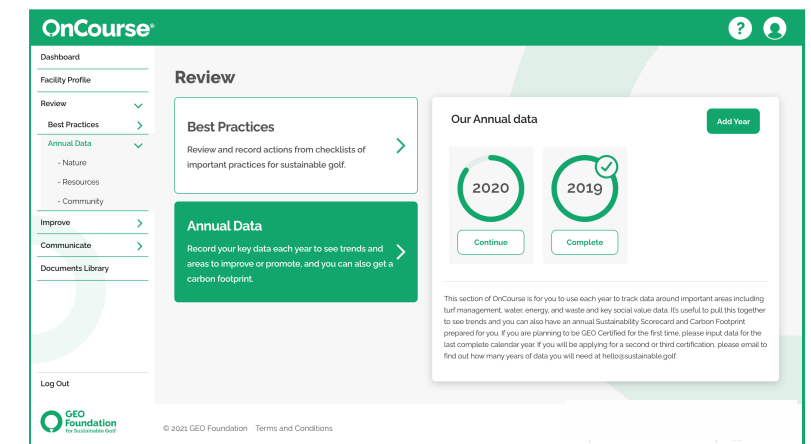
2 - Facility profile



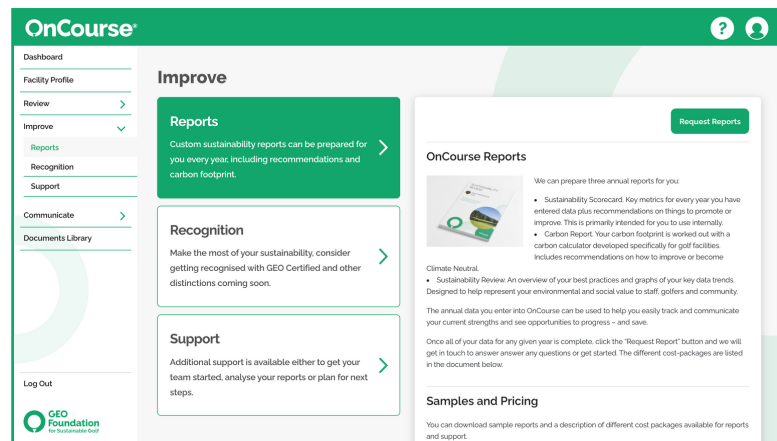
3 - Review: Best Practices



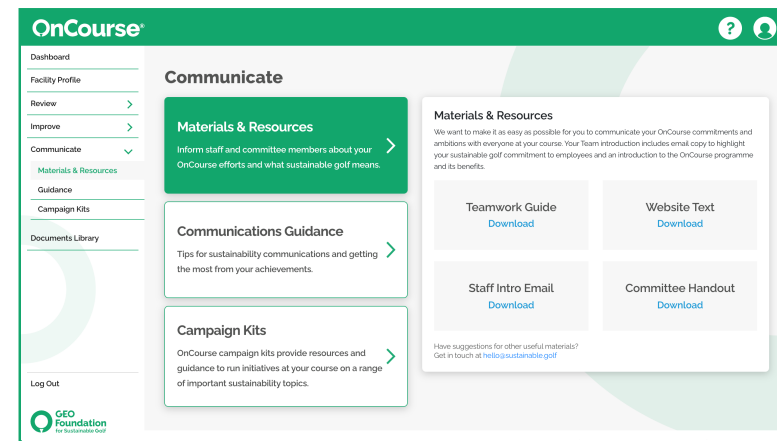
6 - Review: Annual Data



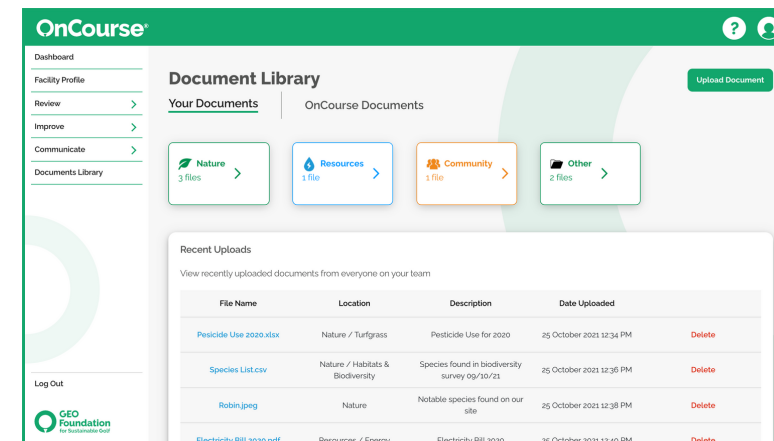
9 - Improve



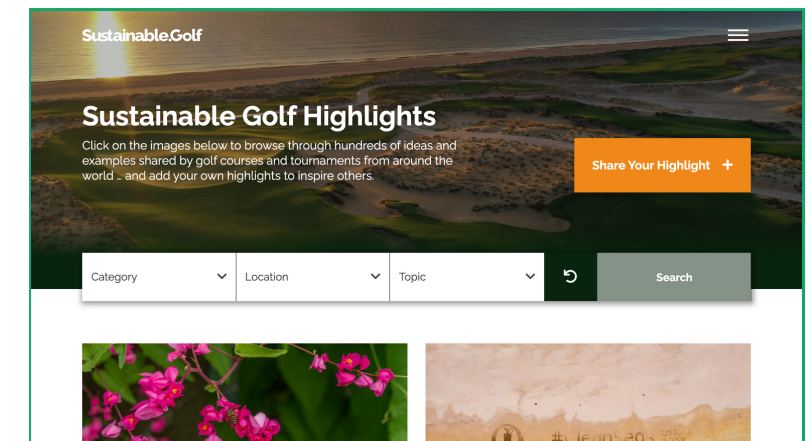
11 - Communicate

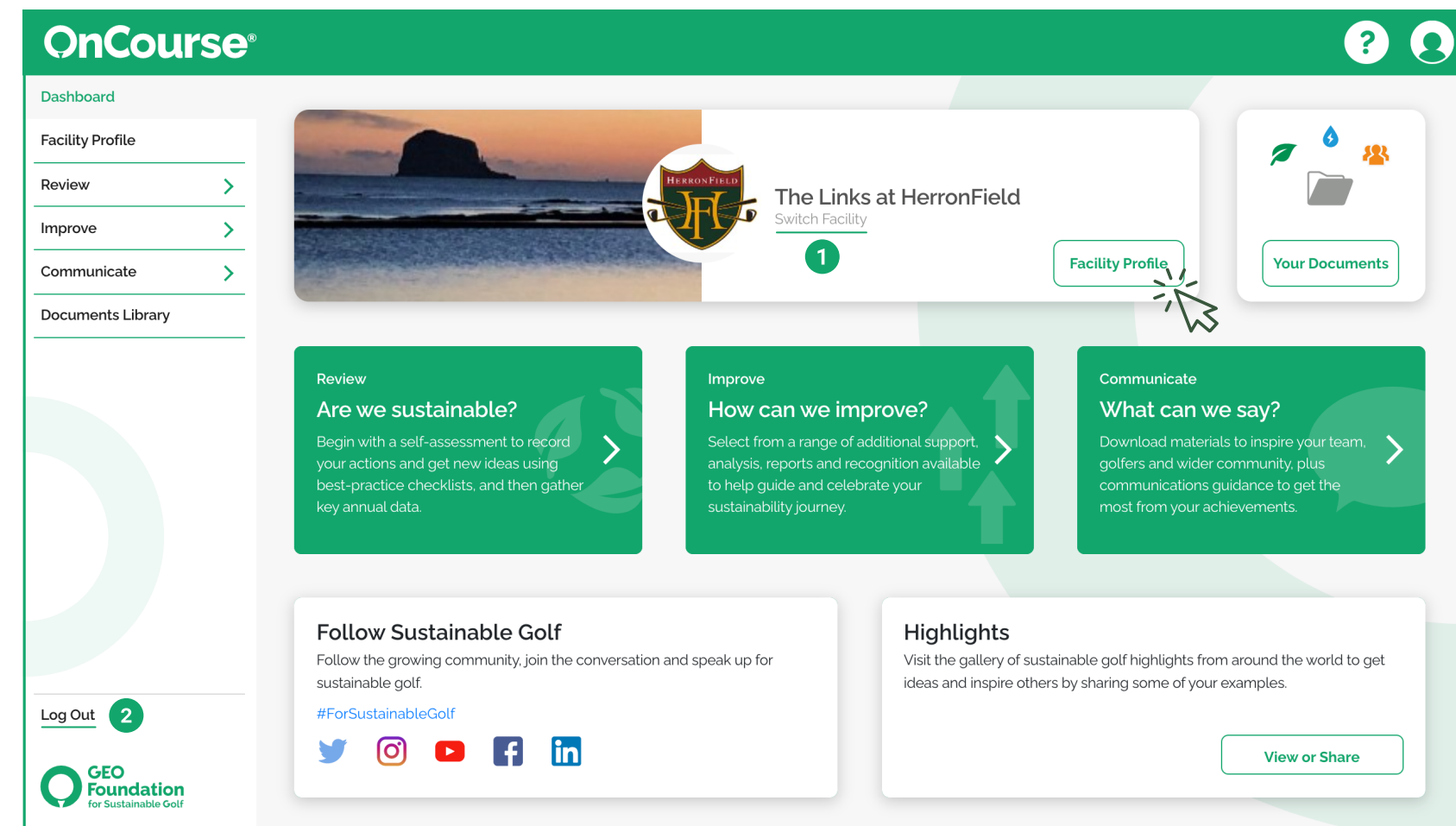


12 - Documents Library



13 - Highlights and Directory





This is the OnCourse dashboard, the hub for your sustainability work. From here you can navigate to any section of OnCourse.

When getting started, take a moment to customise your profile.

- 1 If you use OnCourse with multiple golf facilities you can switch between them.
- 2 When you need to log out of OnCourse, select the 'Log Out' button.

OnCourse®

Dashboard

Facility Profile

Review >

Improve >

Communicate >

Documents Library

Log Out

GEO Foundation for Sustainable Golf

Facility Profile

General Information | Facility Details | Facility Team

Save

1

Name, address and contact details

Facility Name
The Links at HerronField

Address Line 1
6 Haickburn Road

Address Line 2
Address Line 2

Country
Scotland

City
Rothiemay

Zip/Postcode
98004

Contact Number

Logo and Profile Image

Upload logo
Min Size: 150x150
Format: jpeg, png, jpg
Max Size: 1M

Upload Image
Min Size: 150x150
Format: jpeg, png, jpg
Max Size: 1M

OnCourse®

Dashboard

Facility Profile

Review >

Improve >

Communicate >

Documents Library

Log Out

GEO Foundation for Sustainable Golf

Facility Profile

General Information | Facility Details | Facility Team

Save

2

About the Facility

Facility Land

Facility Buildings

Facility Courses

Revenue and Costs (Optional & Confidential)

OnCourse®

Dashboard

Facility Profile

Review >

Improve >

Communicate >

Documents Library

Log Out

GEO Foundation for Sustainable Golf

Facility Profile

General Information | Facility Details | Facility Team

Save

3

Team Management

View and manage the people that have been invited to collaborate on OnCourse.

Name	Email	Status	
Kelli West	kelli@sustainable.golf	User	Remove
Kelli West	kelli@sustainable.golf	Owner	
Guy Stirling (You)	guy@sustainable.golf	User	
Ed Syers	edward@sustainable.golf	Invited	Re-invite Remove

Add in basic administrative information for your golf facility such as name and location, as well as upload an image and a logo.

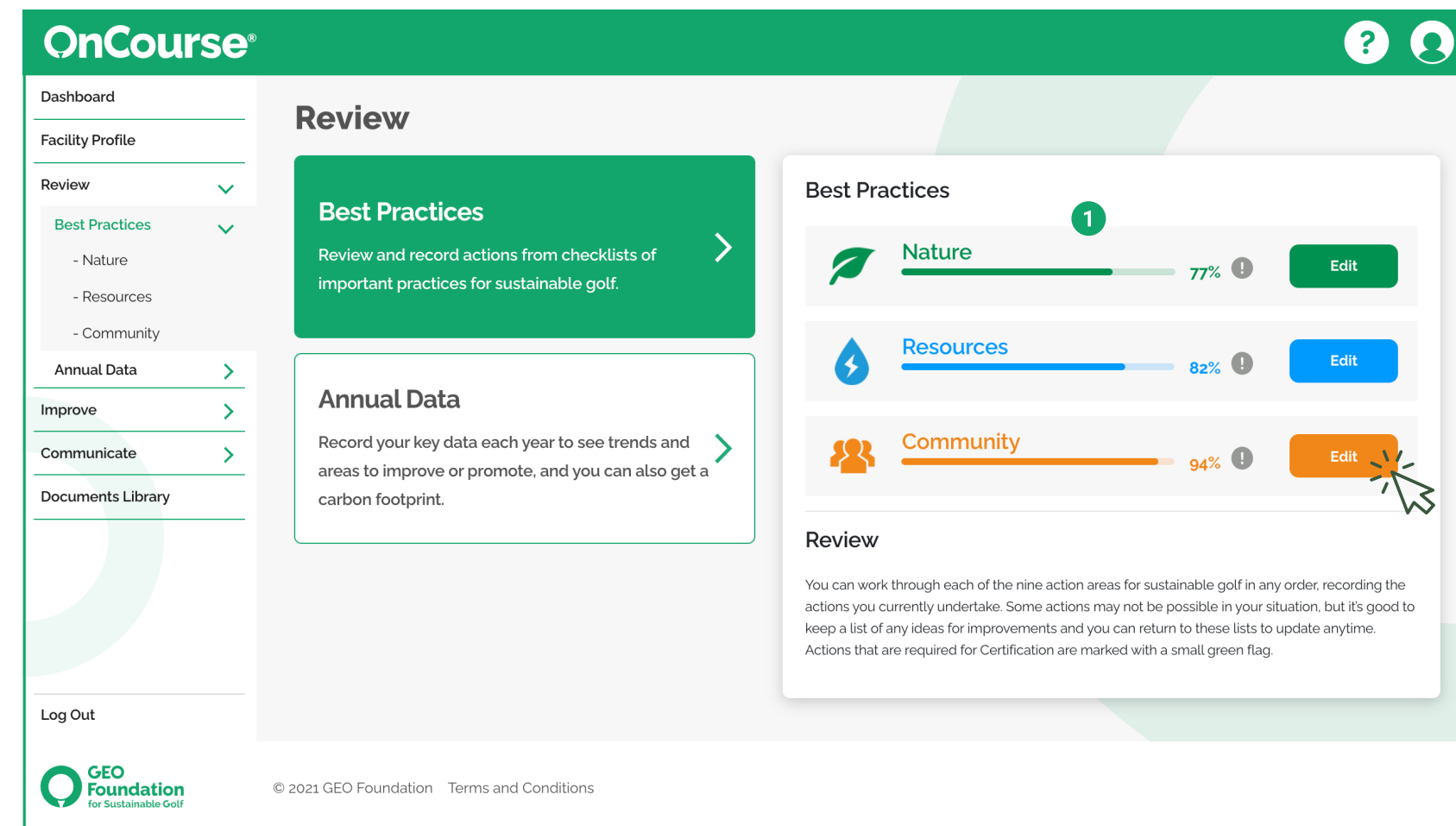
Provide some details about your facility's land, buildings, courses and membership model.

3 Invite team members from different departments to get involved, each receiving their own login details.

1 Remember to click 'save' once completed.

2 Remember to click 'save' once completed.

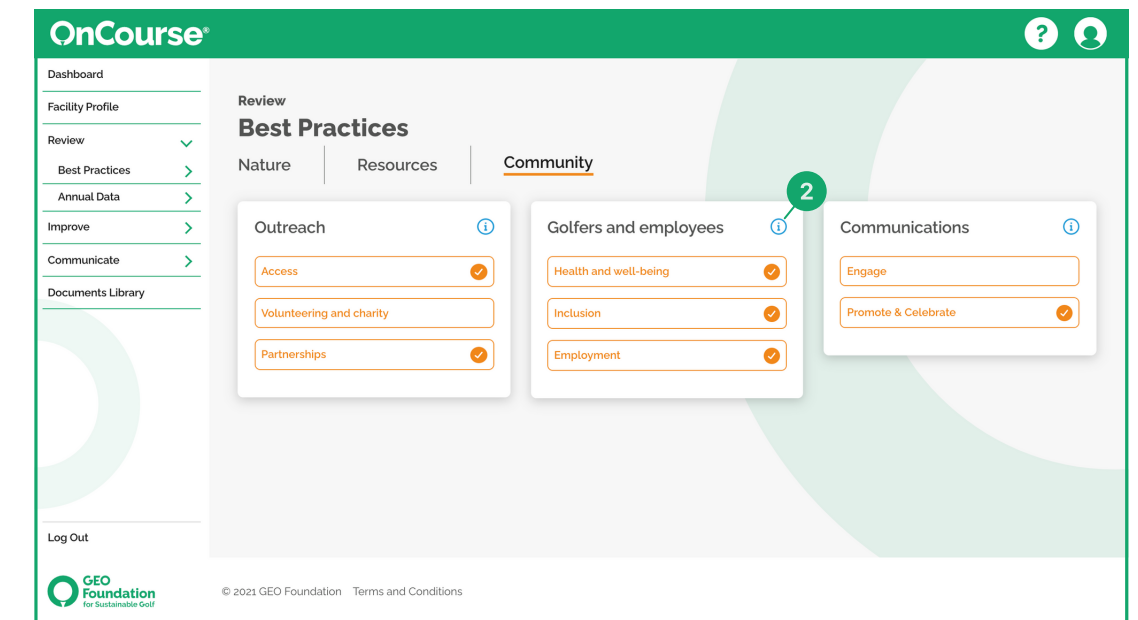
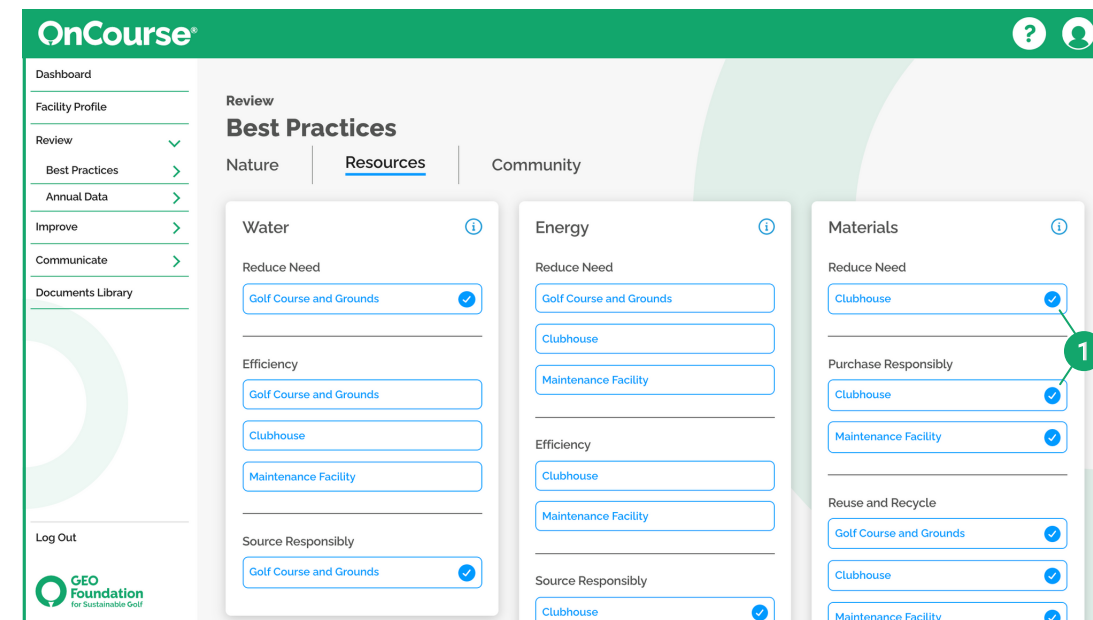
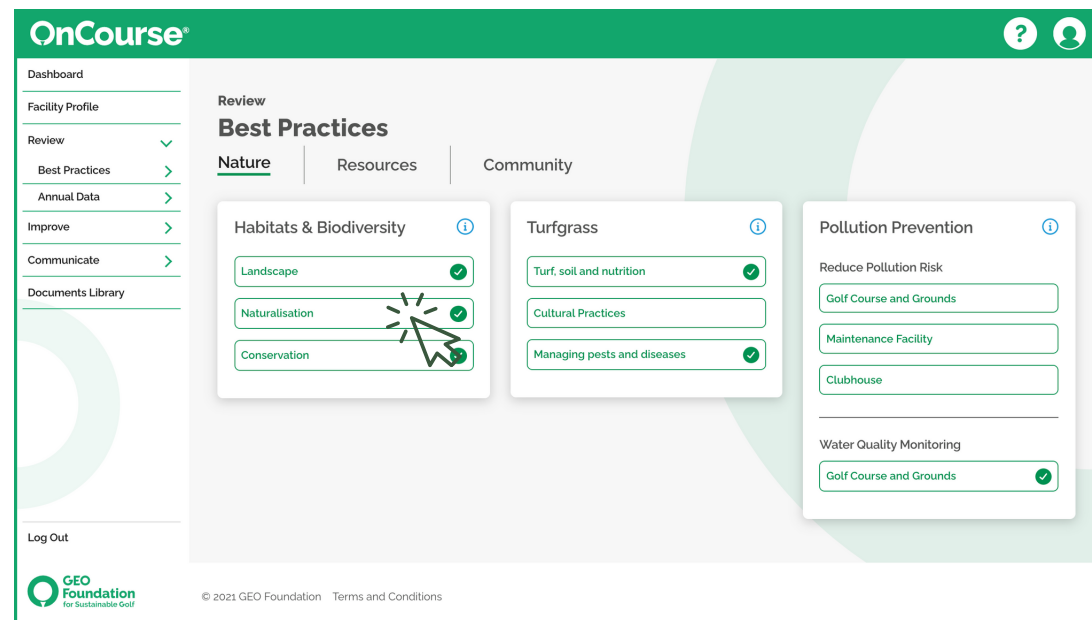
OnCourse can be used collaboratively, helping with team building and enabling multiple users to interact in their own time.



The review section is the engine room of OnCourse where you can check how you're doing, find new ideas to kickstart sustainability projects and track your annual data.

Assess your golf facility against simple checklists of industry generated Best Practices. With three key themes: nature, resources and community, you are able to review and record how you hold up in each area.

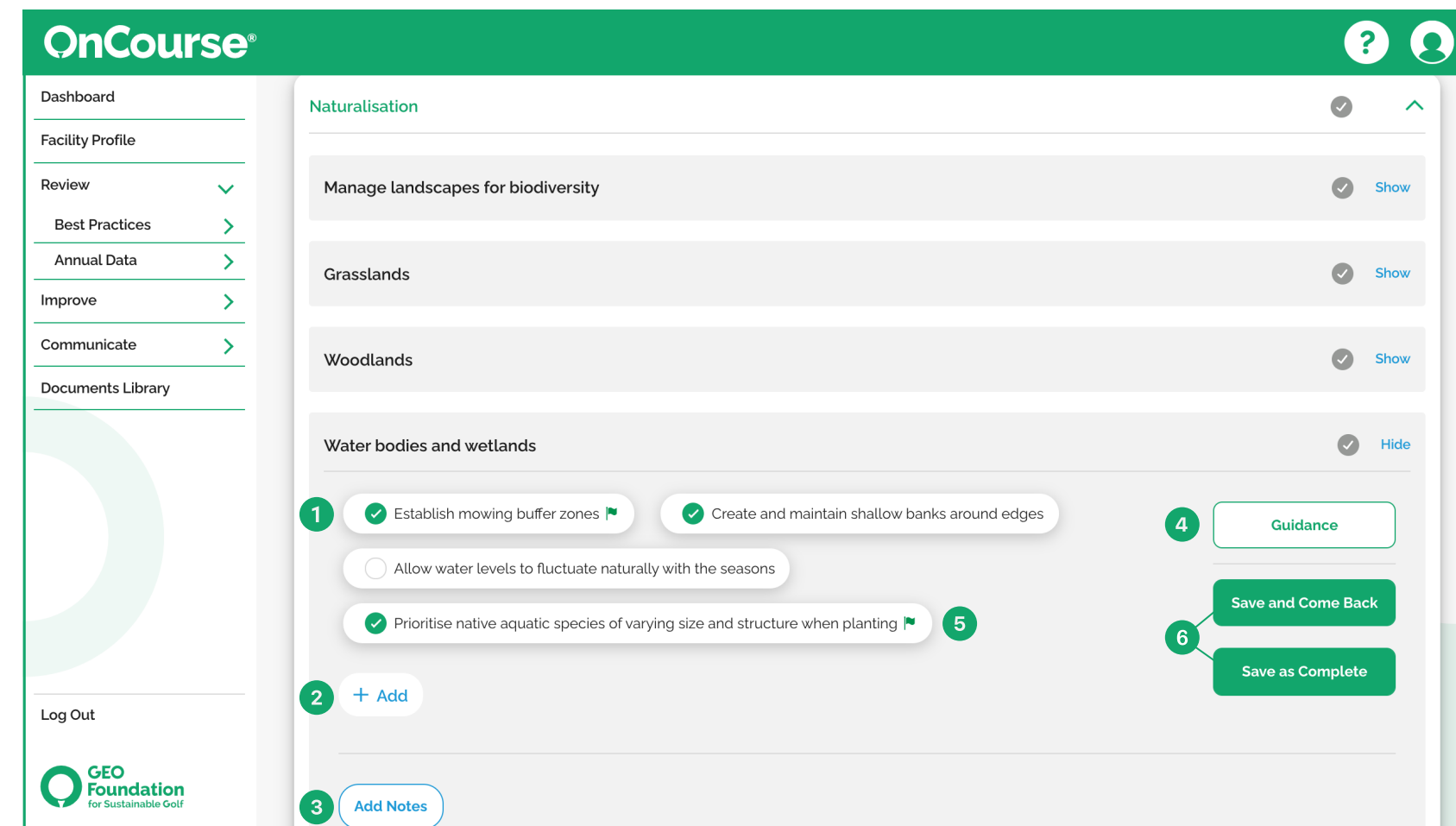
- 1 The progress bars will quickly show how far you've got.



Each of the three themes is conveniently split up into three action areas, making it easy to navigate.

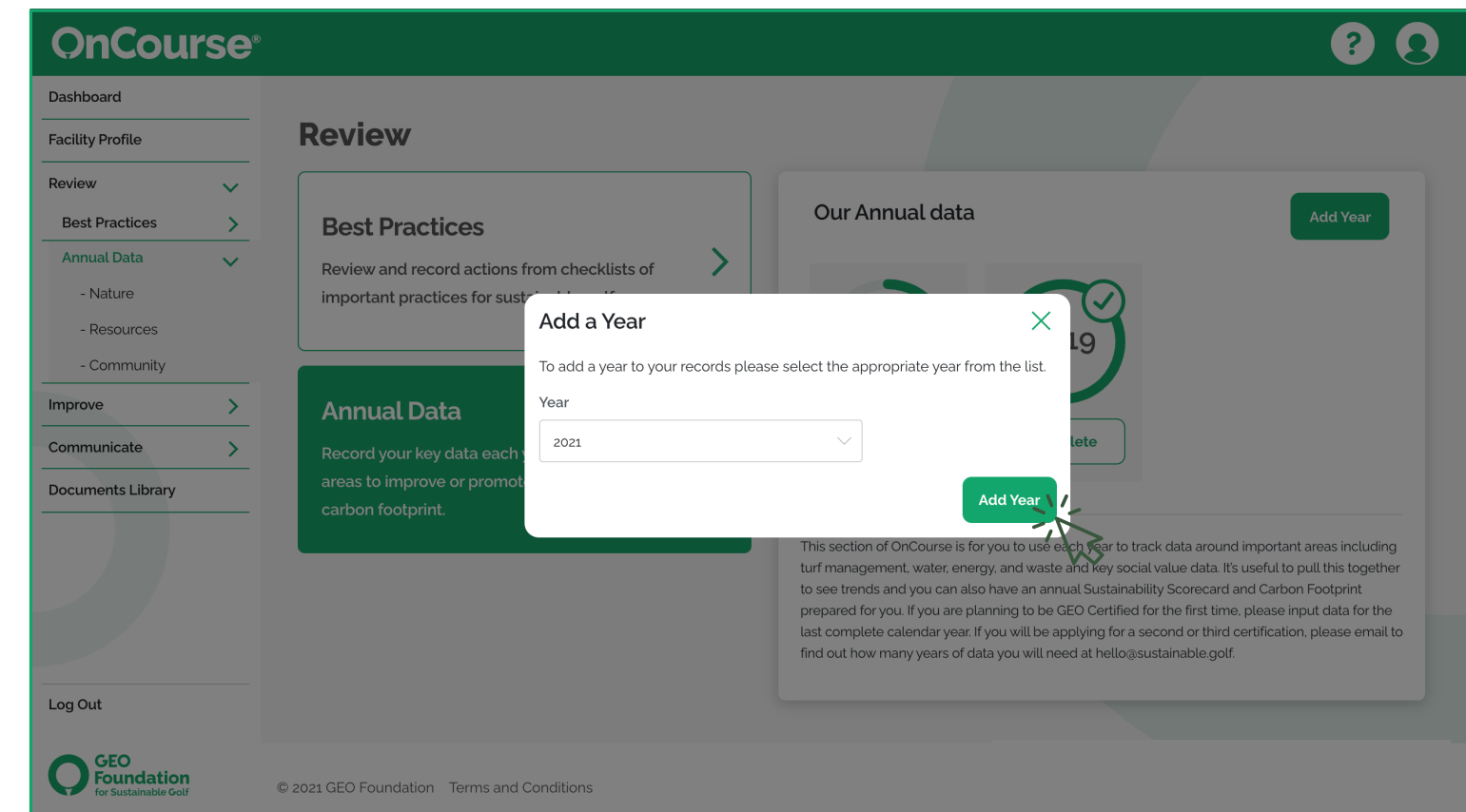
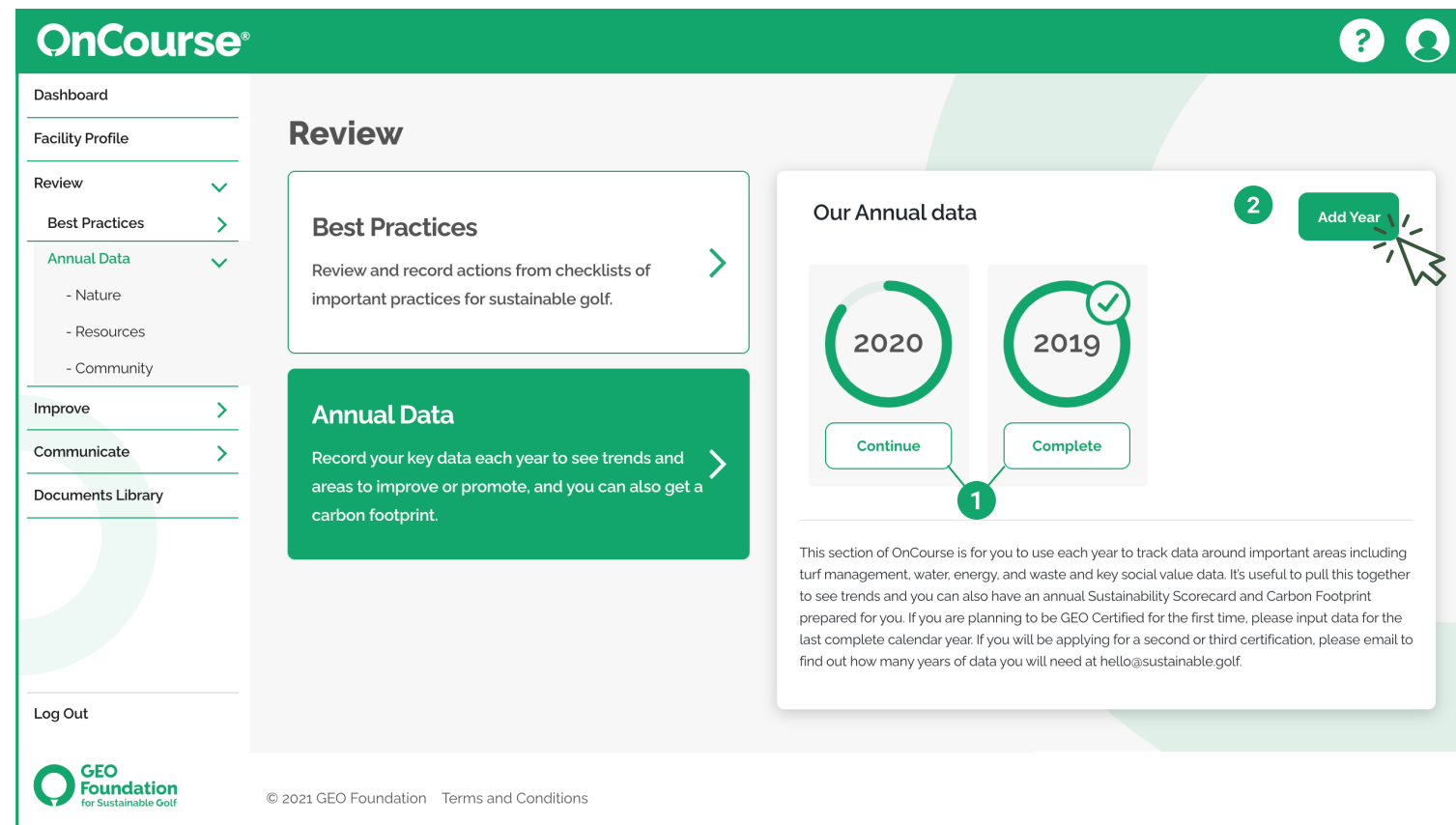
Selecting one of the action areas will open up the checklist 'Best Practices' - this guide will use naturalisation as an example.

- 1 A small tick mark will appear next to each action area when you have completed your self-assessment.
- 2 Click the "i" icon to receive more information about each action area.



6 When you're finished, click 'Save as Complete', or if you need to come back and finish later, click 'Save and Come Back'.

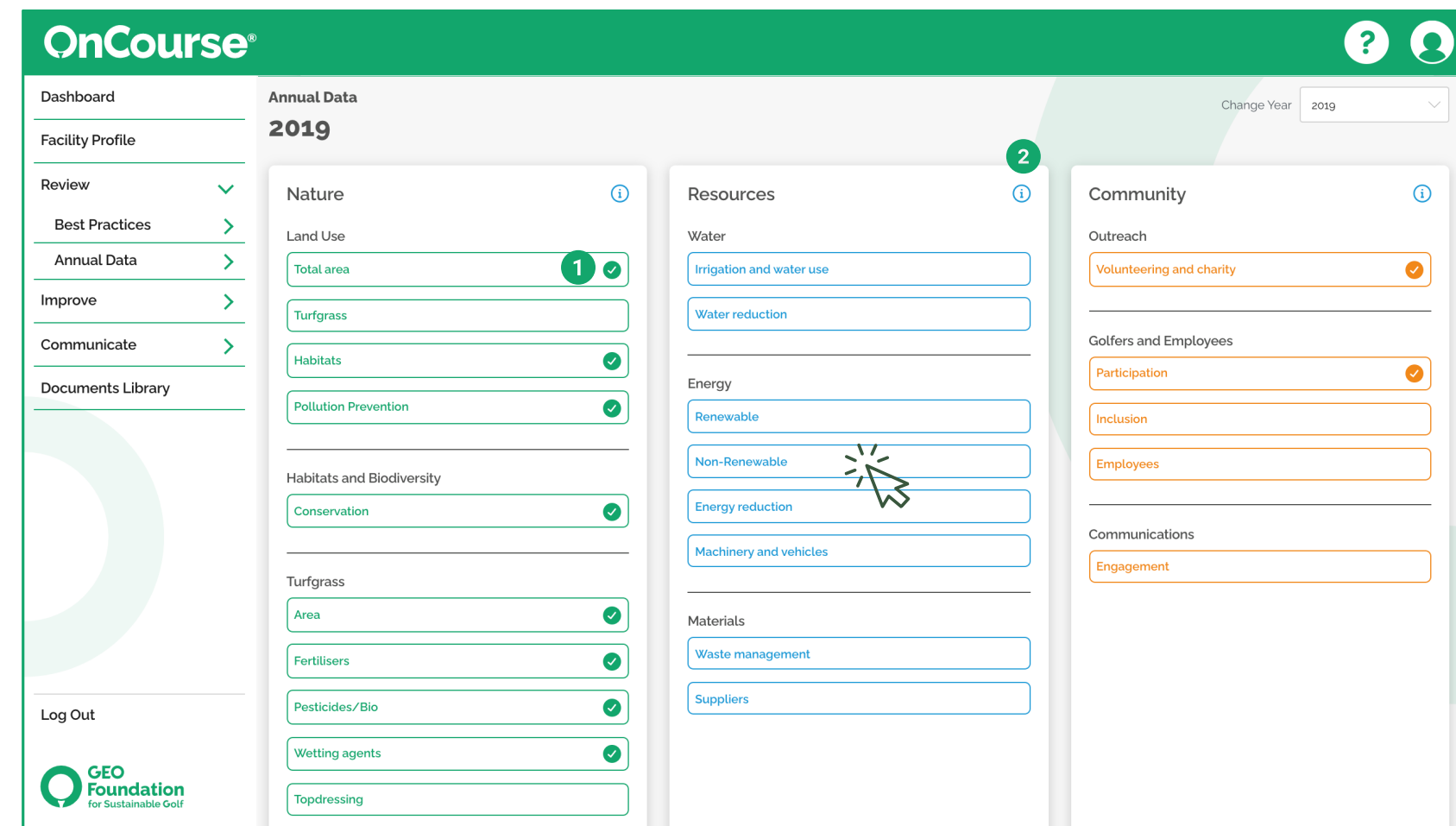
- 1 Check/uncheck the practices you already do at your facility.
- 2 Add your own key related practices not listed.
- 3 Add notes to remind you in the future about a certain task or to communicate with team members.
- 4 Open Guidance to read additional information or tips. This is also where you may find information specific to your country.
- 5 If you're interested in becoming GEO Certified, you'll need to pay special attention to the practices with the green flags as these are necessary for Certification.



In annual data, you can identify and record your sustainability metrics year-on-year. Fill it out in one sitting, or spread it out throughout the year.

- 1 You can edit previously unfinished years' data (see the progress bar to get an idea of how much you have left).
- 2 Or add a brand new year's data.

After you complete a year's data, you can request reports  prepared for you by GEO Foundation.



When you open up a years' data, you'll see the overview of the annual data split into nine action areas.

- 1 A small tick mark will appear next to each action area that you have completed.
- 2 Click the "i" icon to receive more information about each action area.

OnCourse®

Dashboard

Facility Profile

Review ✓

Best Practices >

Annual Data >

Improve >

Communicate >

Documents Library

Log Out

GEO Foundation for Sustainable Golf

Energy

Renewable

Renewable energy consumption Show

Extra on-site renewable energy generation Show

Non-Renewable

Non-renewable energy consumption Show

Energy reduction

Reduction in electricity consumption Show

Machinery and vehicles

Machinery and vehicles Show

OnCourse®

Dashboard

Facility Profile

Review ✓

Best Practices >

Annual Data >

Improve >

Communicate >

Documents Library

Log Out

GEO Foundation for Sustainable Golf

Non-Renewable

Non-renewable energy consumption Hide

1 ☒ Electricity (grid)

Total usage

152467 kWh 2

3 Guidance

4 Save and Come Back

Save as Complete

☐ Coal

☒ Diesel

Total usage

8000 L

☐ Heating oil

☒ Hydraulic oil

Total usage

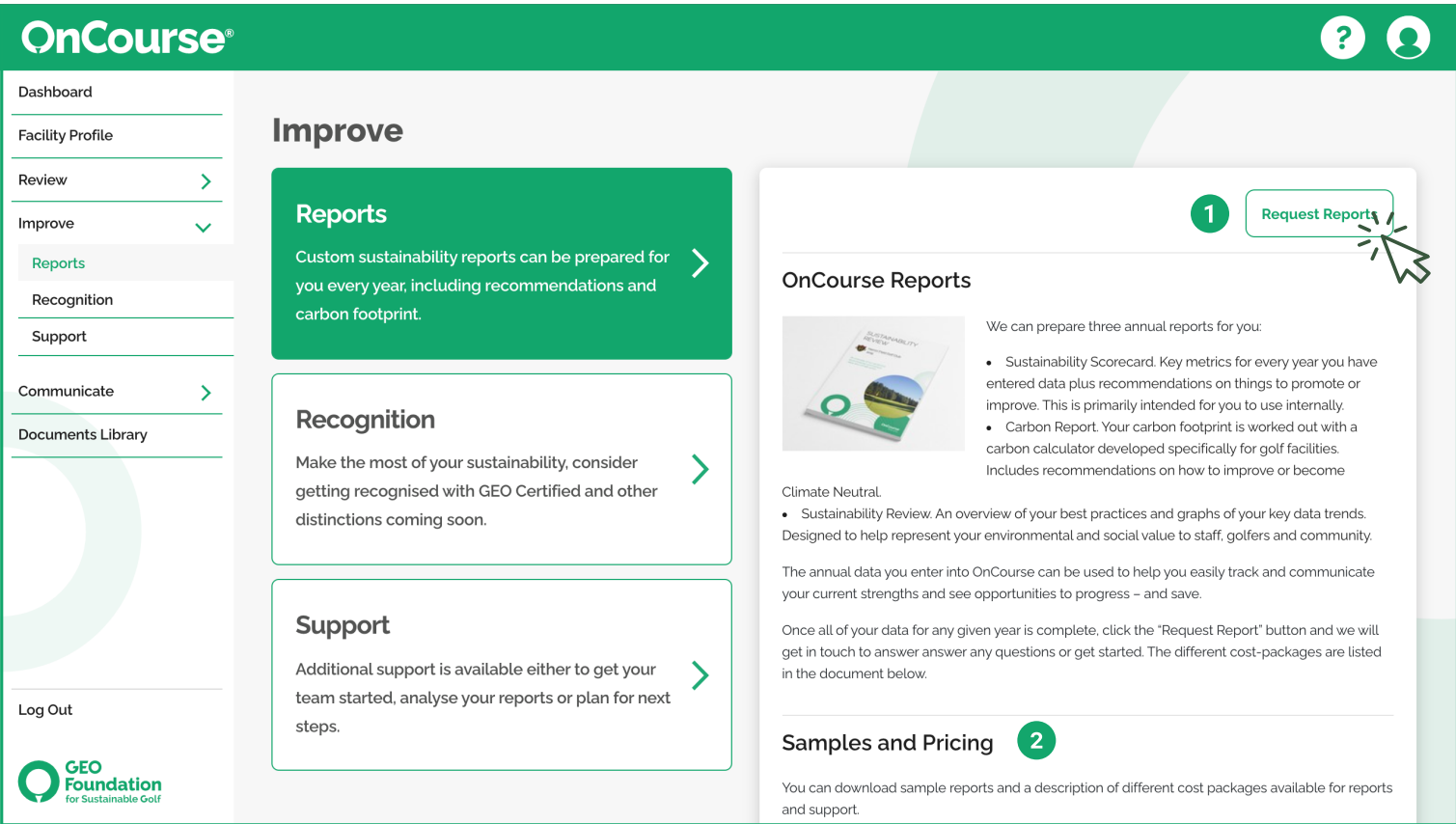
50 L

☐ Natural gas

Each section is set up slightly differently but they are all very simple to use.

- 1 Check the boxes that apply to you.
- 2 Choose your preferred measurement system, and enter your data.

- 3 Open 'Guidance' to read additional information or tips.
- 4 When you're finished, click 'Save as Complete', or if you need to come back and finish later, click 'Save and Come Back'.



SUSTAINABILITY SCORECARD

Herron Field Golf Club
2019

Environmental and social value metrics
Carbon report and recommendations

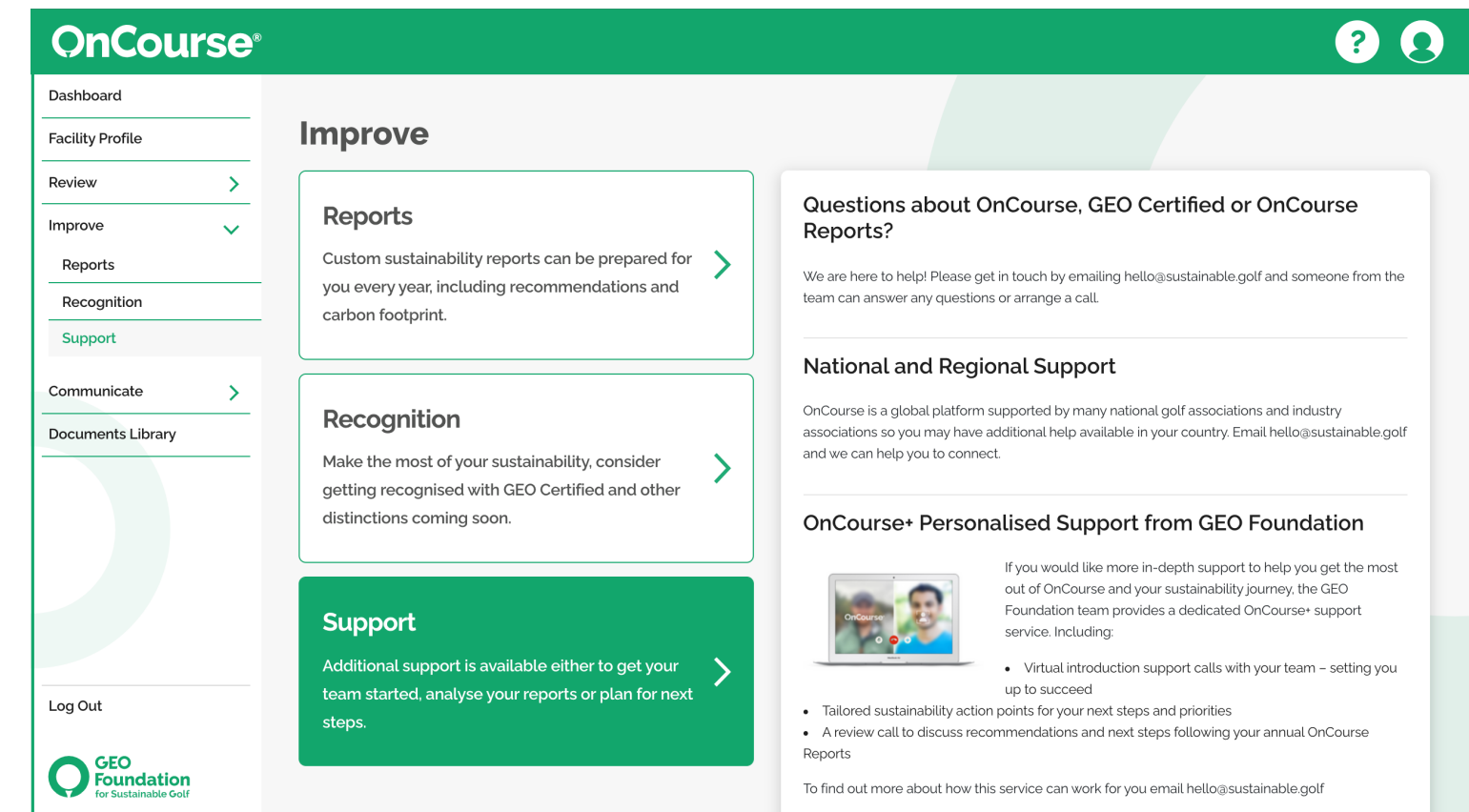
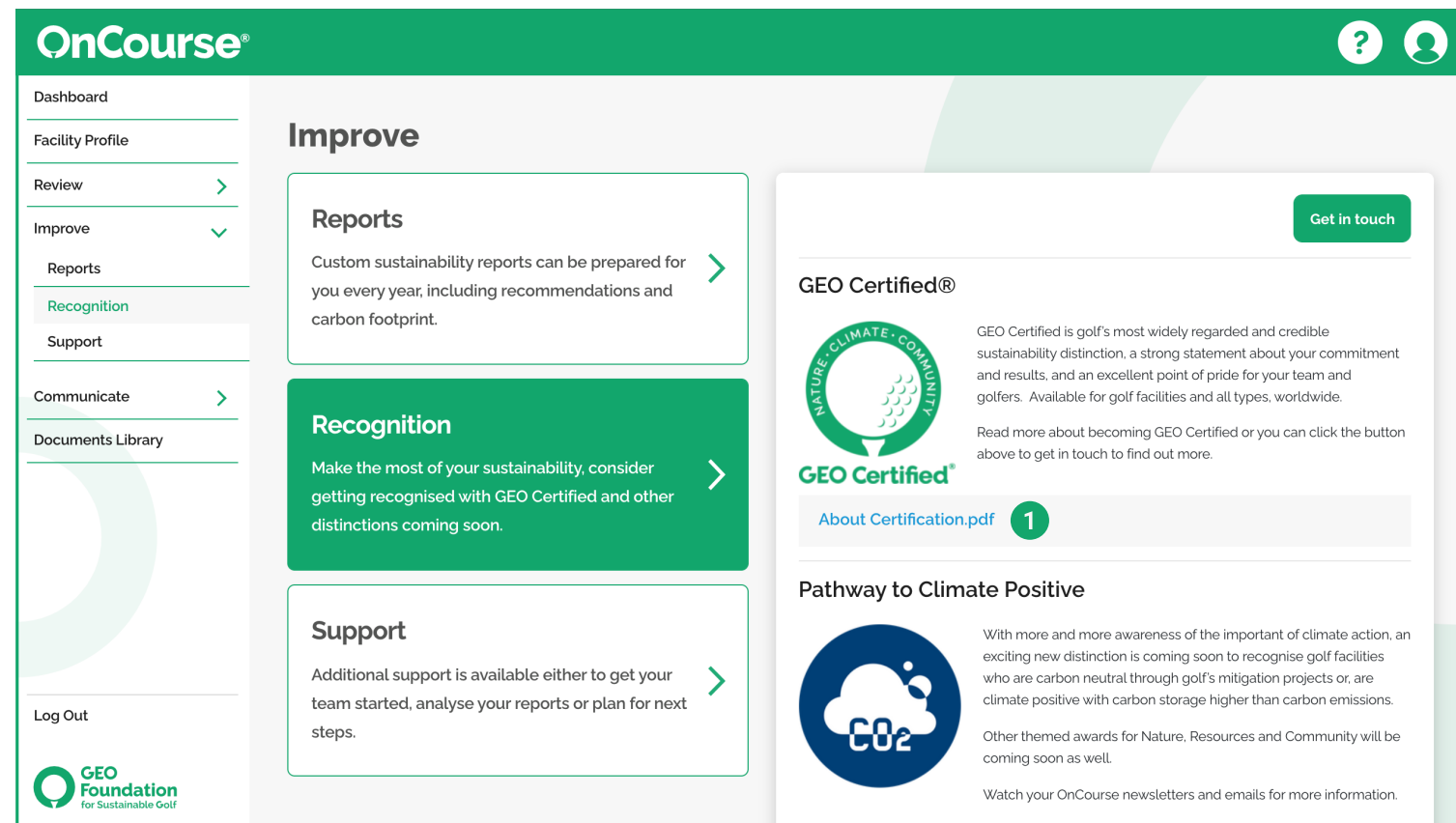


The 'Improve' section introduces carbon footprinting reports, more information on becoming GEO Certified and additional support.

OnCourse can provide you with two annual sustainability reports: a Sustainability Scorecard containing all your key data and trends, perfect to share internally with your team.

And a Sustainability Review, designed to show your environmental value to golfers and staff.

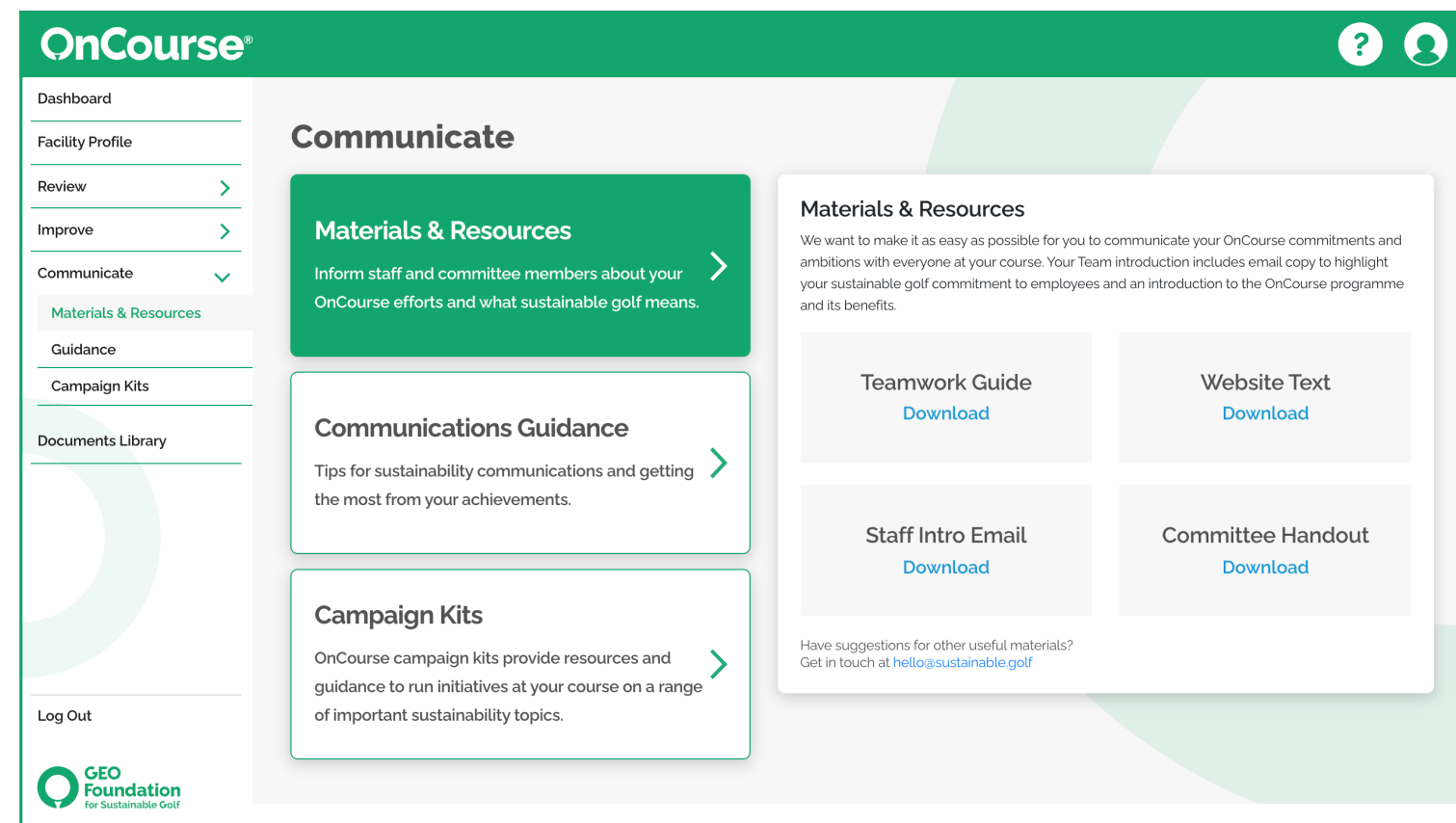
- 1 If you're interested in receiving these reports, get in touch by selecting the 'Request Reports' button.
- 2 In most countries, there is an additional cost for these services.



OnCourse can be used as a platform to achieve GEO Certified, golf's most credible and highly regarded sustainability distinction.

If you are interested in additional support during your OnCourse journey, you can learn more about it here and request a call to talk through options.

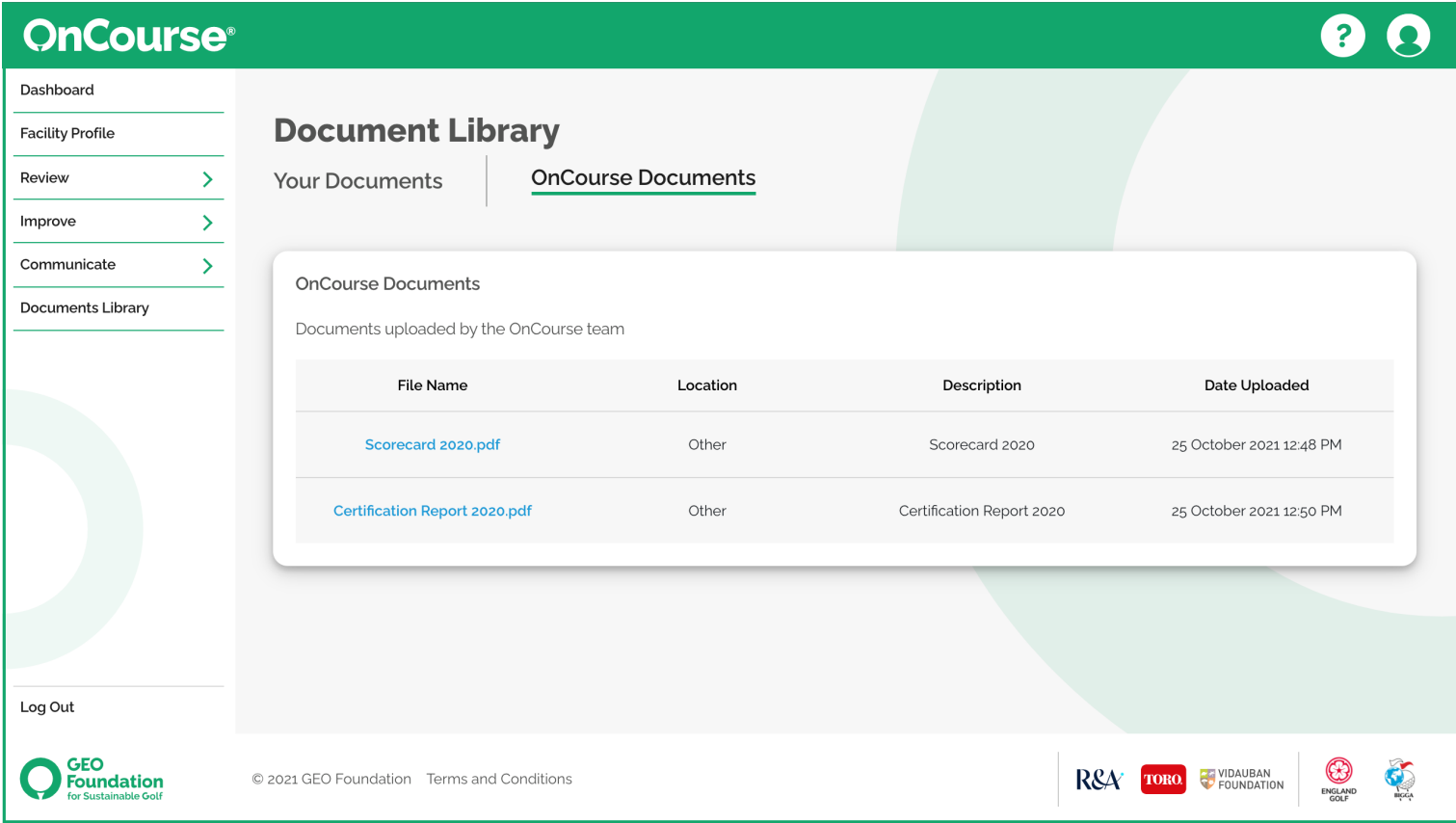
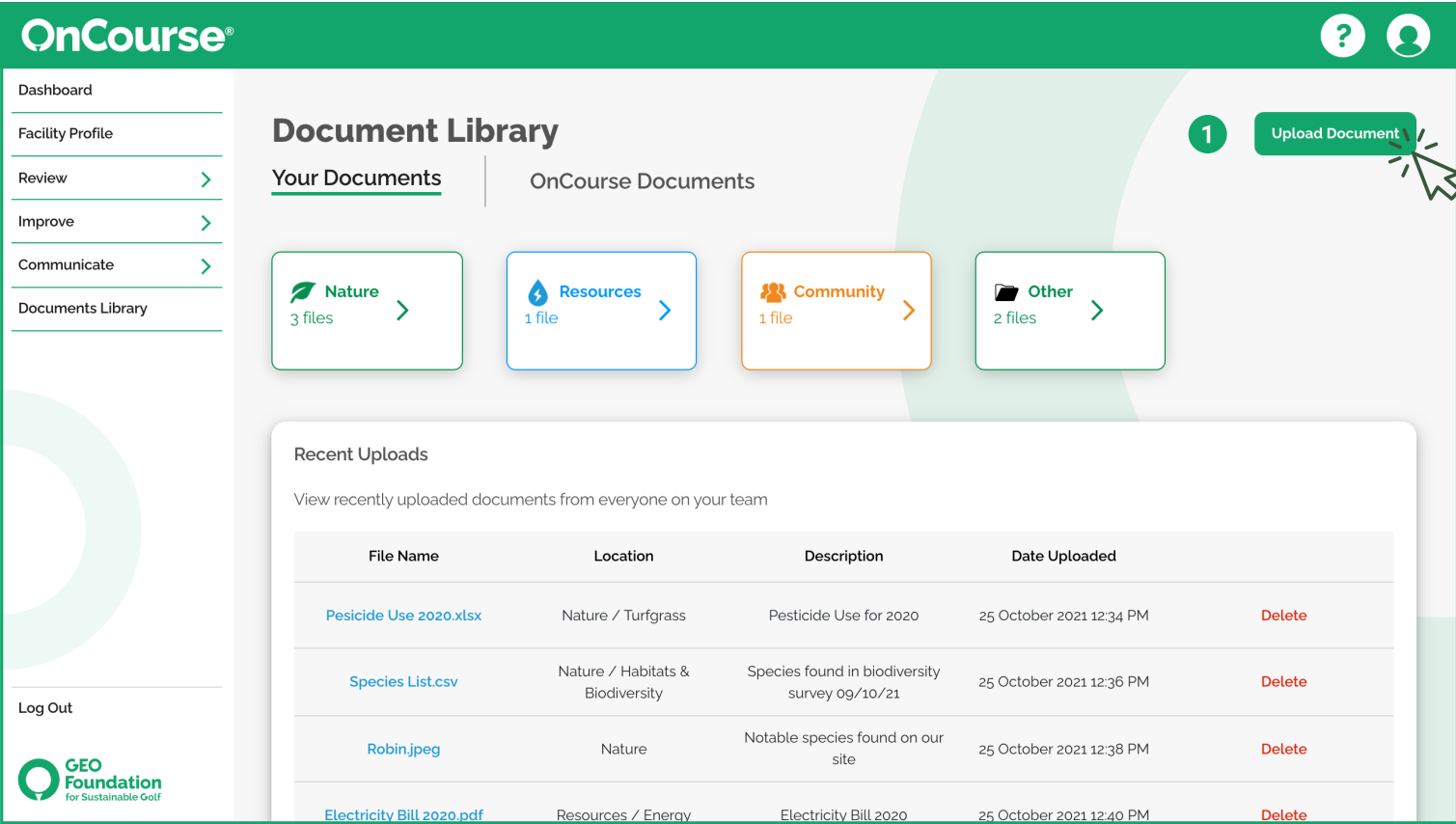
- 1 If you are interested in becoming GEO Certified, read more about it in the 'About Certification' document or get in touch.



The 'Communicate' section gives you access to materials and resources helping you to explain your sustainability commitments to staff, committee members and golfers.



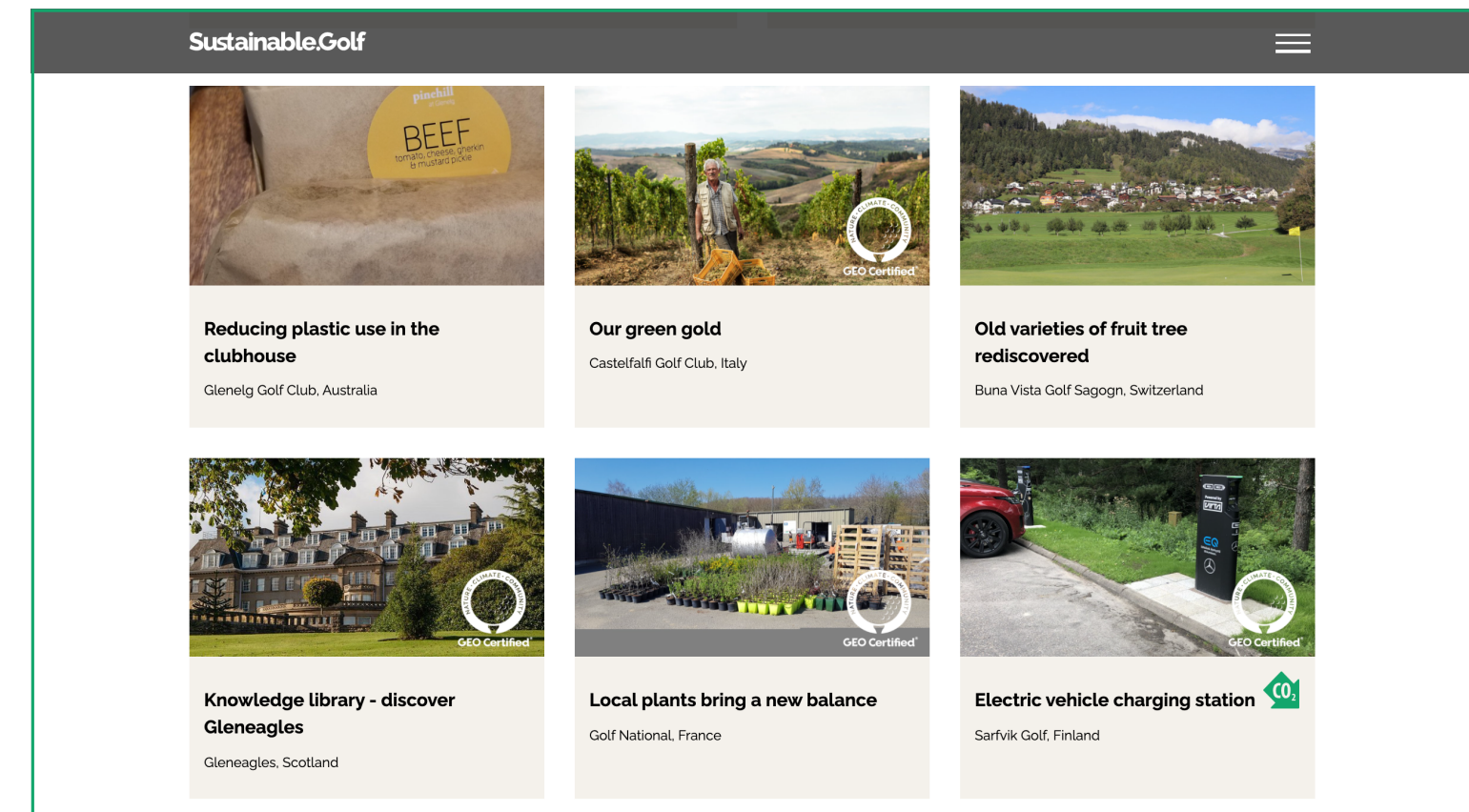
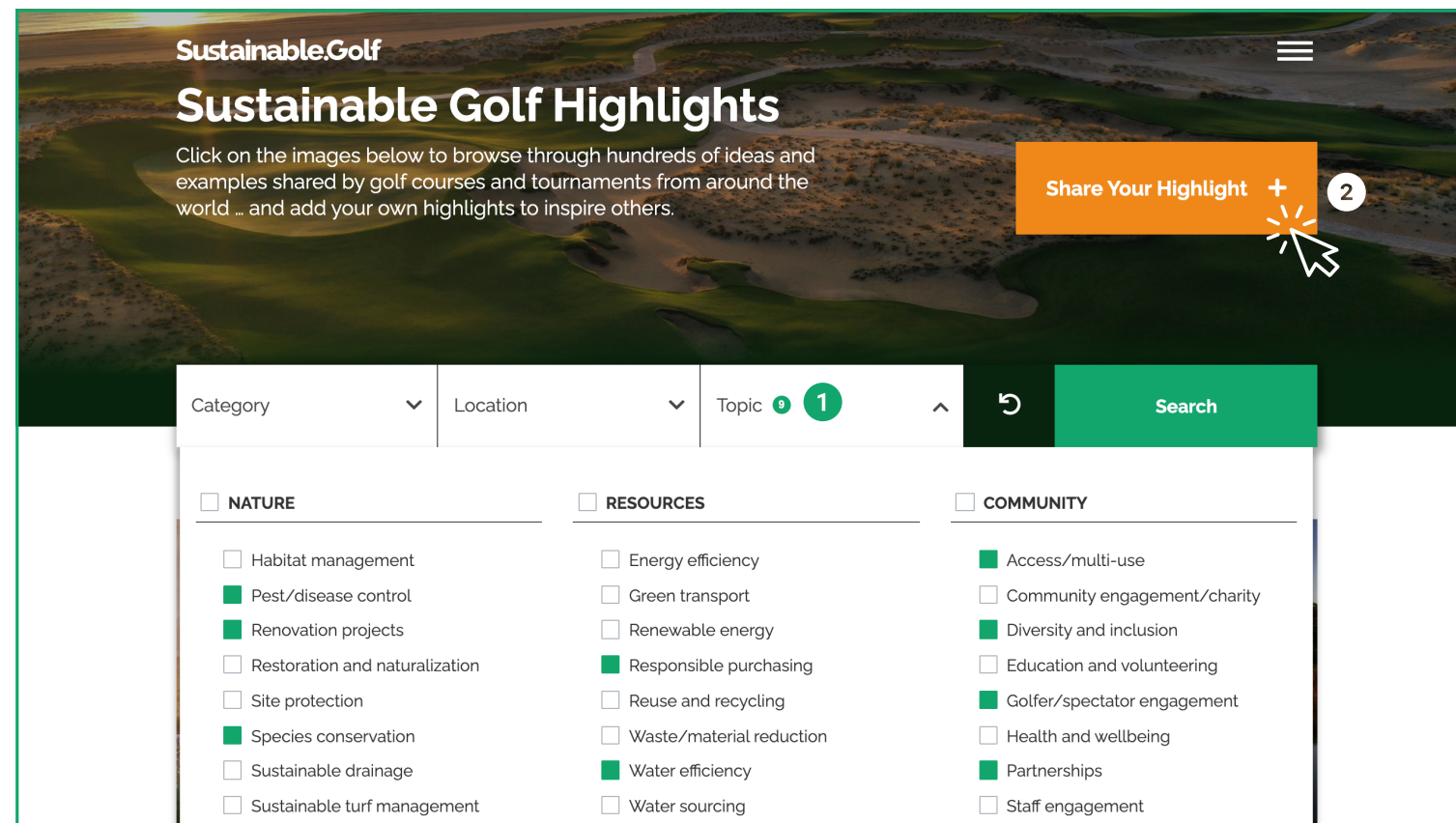
You'll find tips for getting the most out of your OnCourse achievements, marketing and social media guidance, and ready-made Campaign Kits with all the materials you need to run a targeted sustainability campaign at your course – just download the materials and get started today.



The 'Documents Library' houses any supplementary files you wish to add.

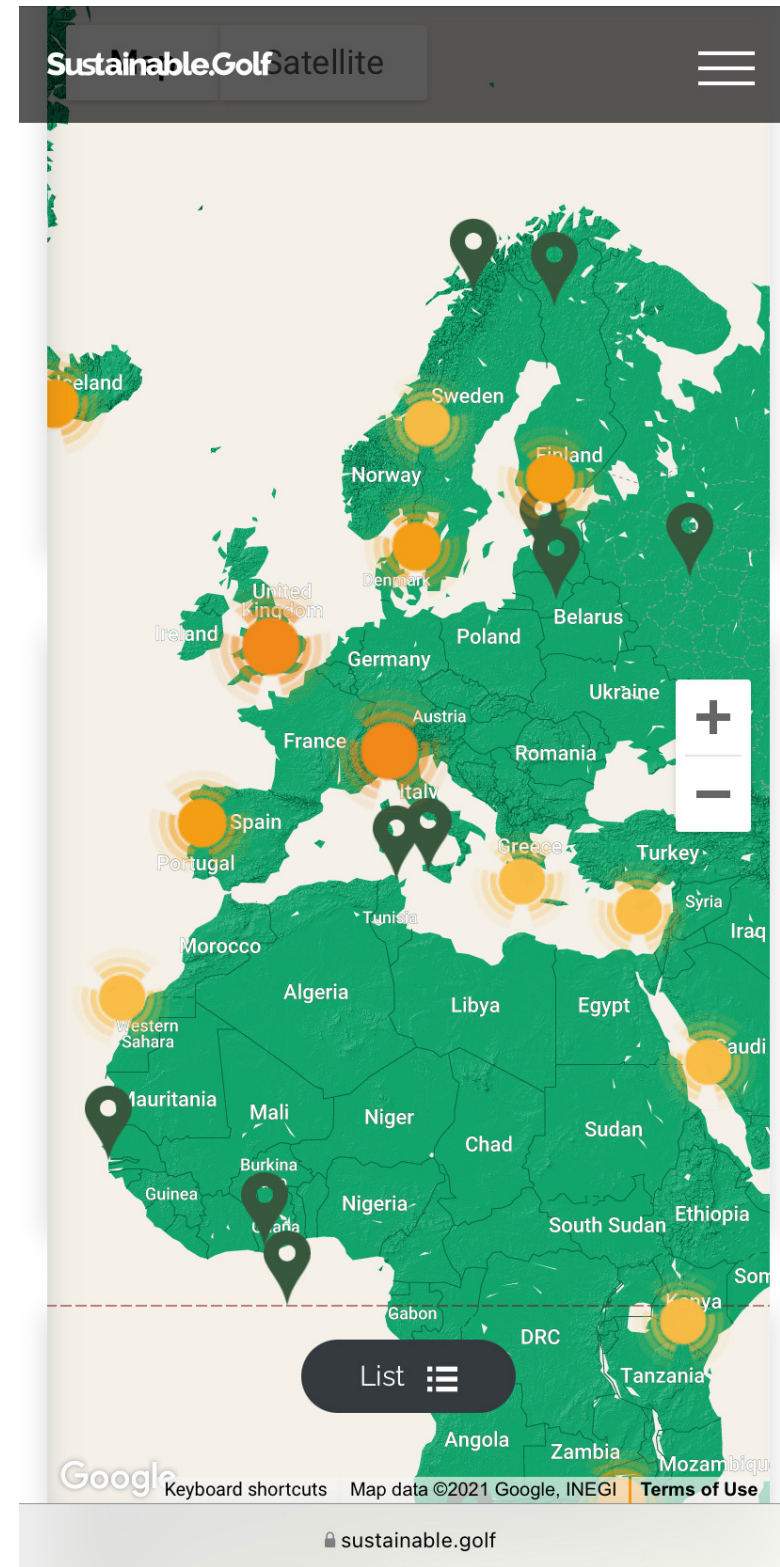
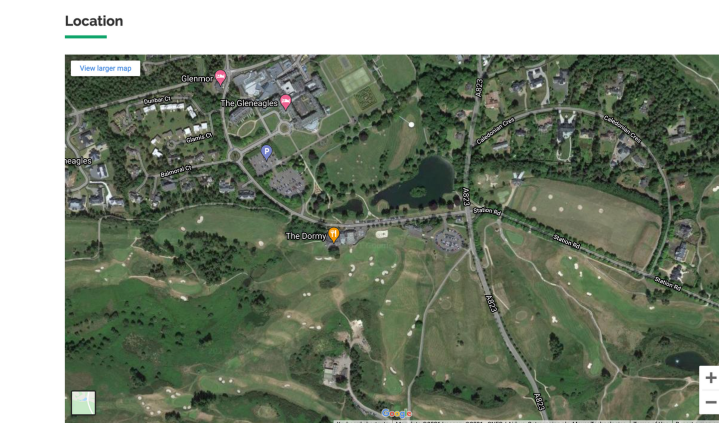
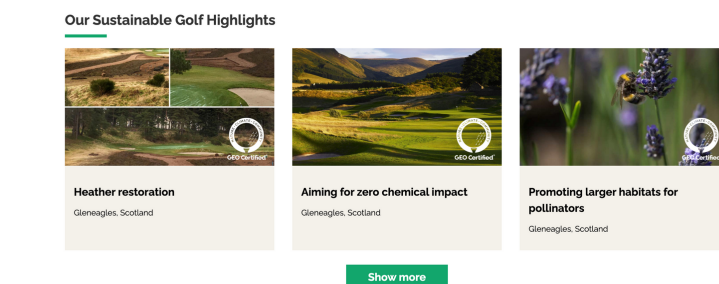
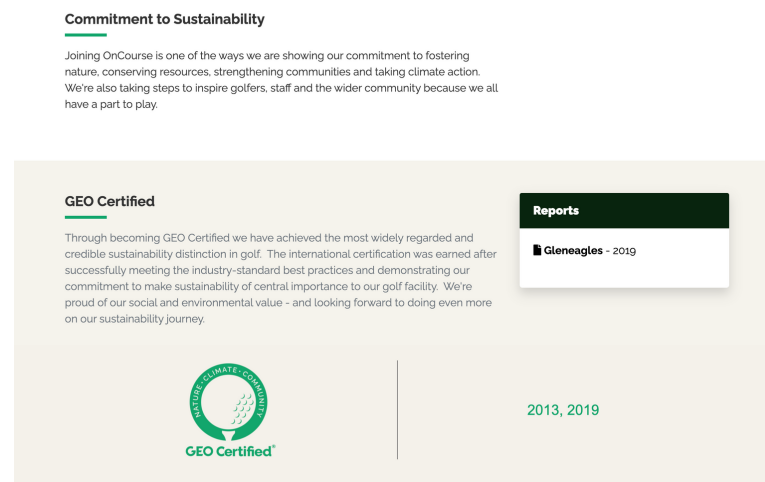
- 1 You can upload your own files here and store them under the three themes and action areas.

The 'OnCourse Documents' tab is where your annual OnCourse reports and Certification reports will be uploaded by the GEO Team.



The Highlights gallery contains over 1,000 inspiring sustainability success stories from hundreds of clubs across the world with new ones being uploaded every week.

- 1 Gain ideas in specific areas of interest, browse local or international highlights.
- 2 And most importantly, add your own stories and join the community!



The Sustainable Golf Directory is an easy way to share your sustainability achievements, as well as search for other clubs on their OnCourse journey.

- 1 Copy your custom page URL to your website and social media platforms.

Any Questions?

Was there something that this guide didn't cover or do you just need some more information?

Visit our FAQ page [here](#).

If you still need more assistance, get in touch:

hello@sustainable.golf
(+44) 1620 895100

OnCourse®

