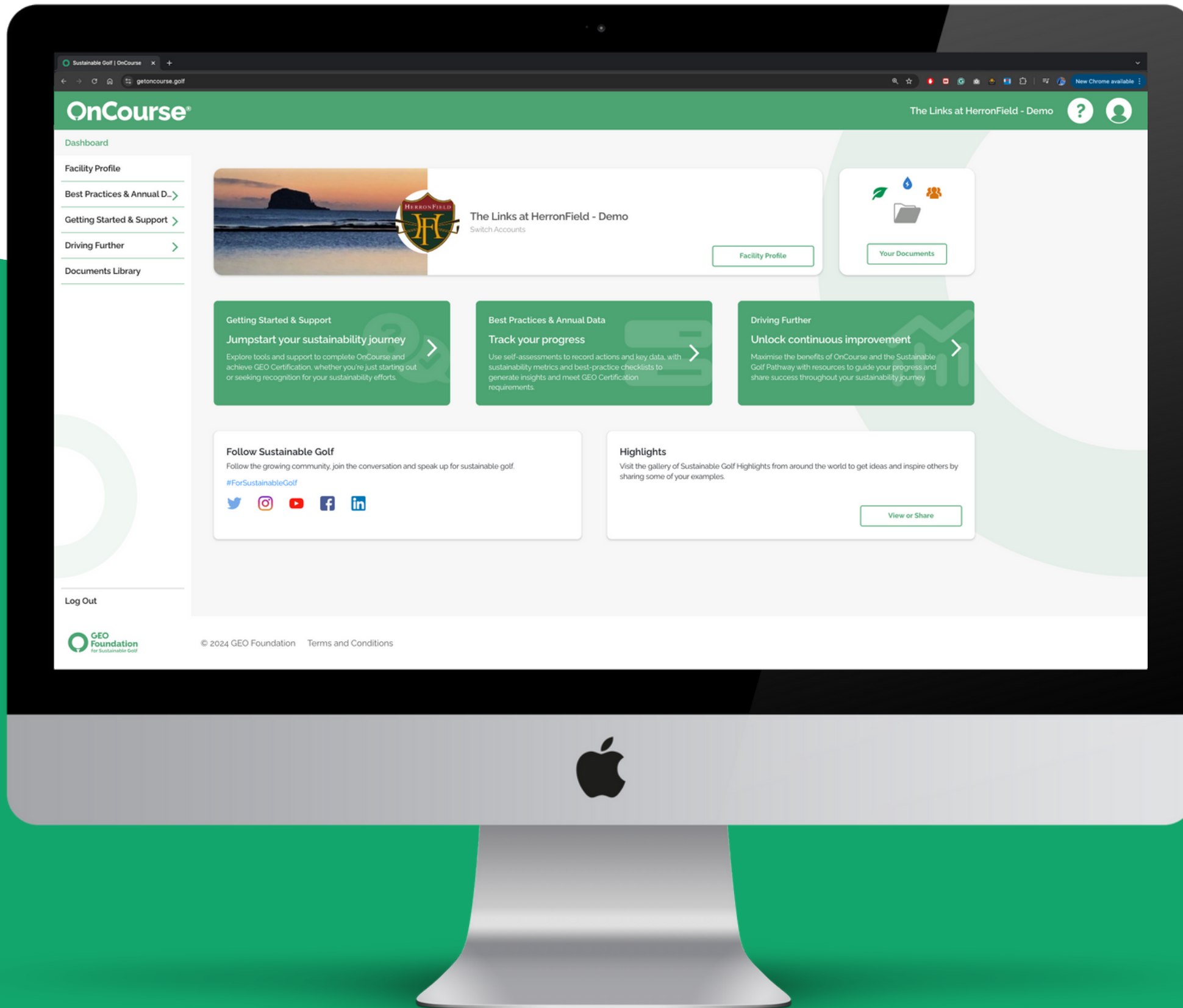




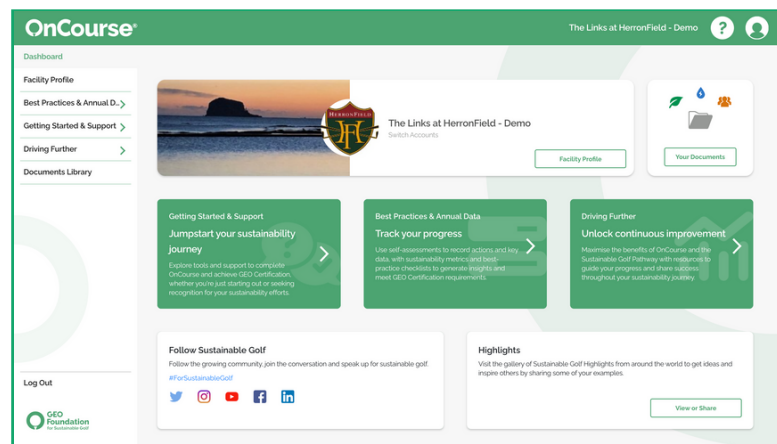
OnCourse®

Walkthrough

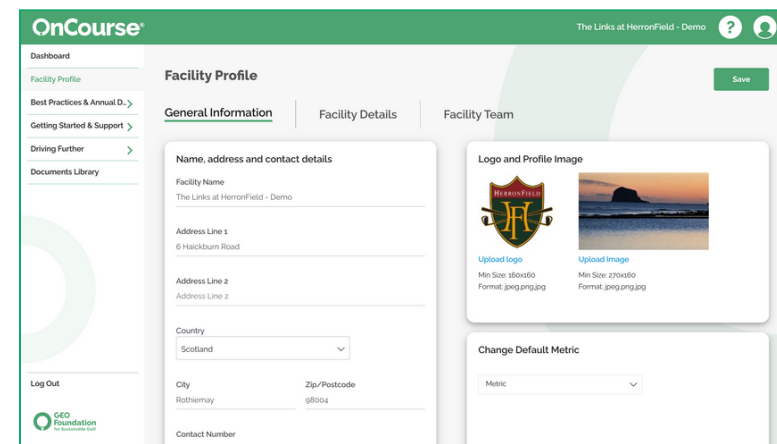
Welcome to OnCourse - an easy-to-use sustainability and climate action programme and your application for golf's leading sustainability distinction - GEO Certified.

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

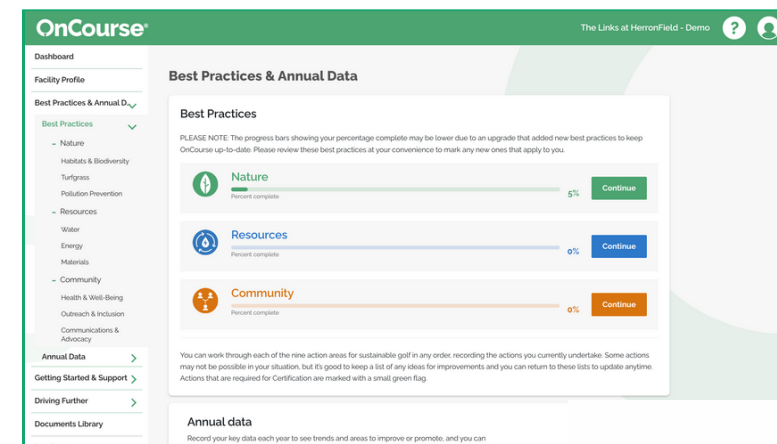
1 - Dashboard



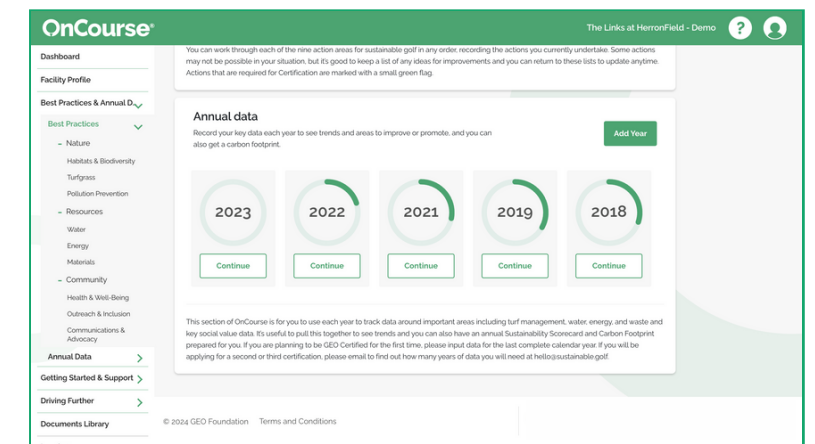
2 - Facility profile



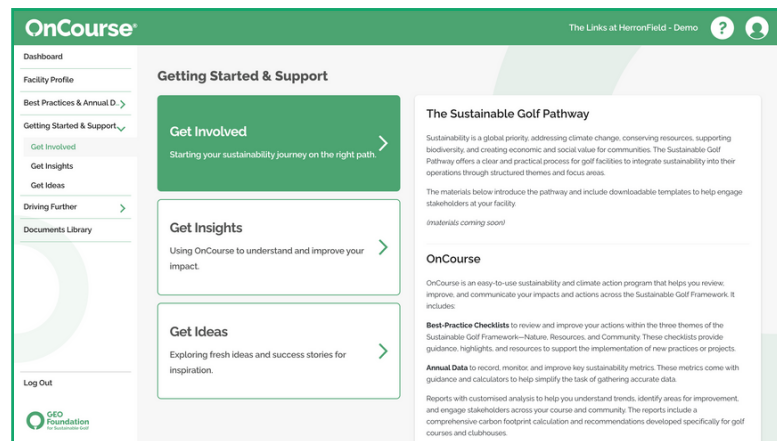
3 - Review: Best Practices



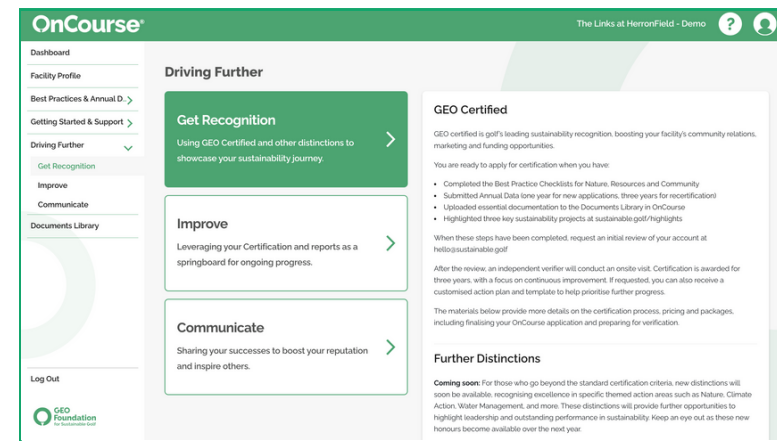
6 - Review: Annual Data



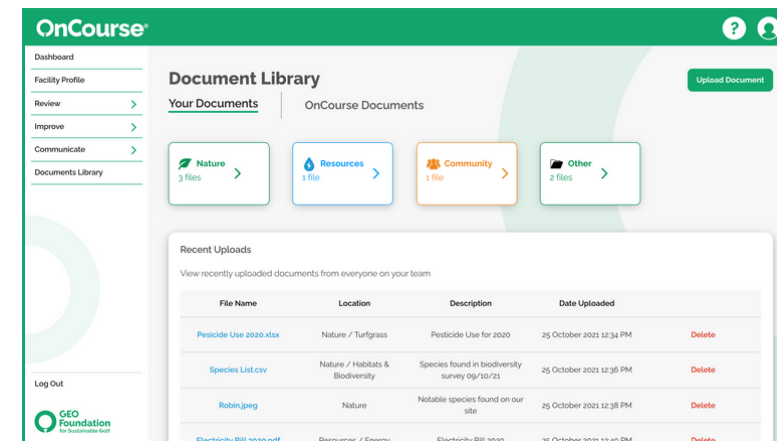
9 - Get Started



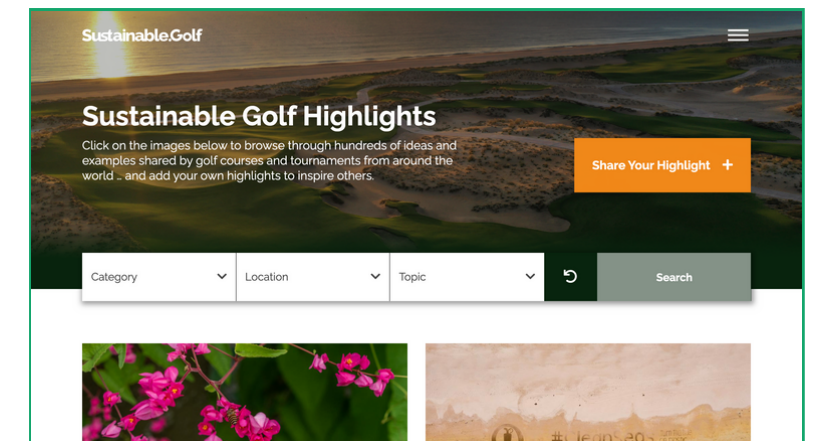
11 - Drive Further

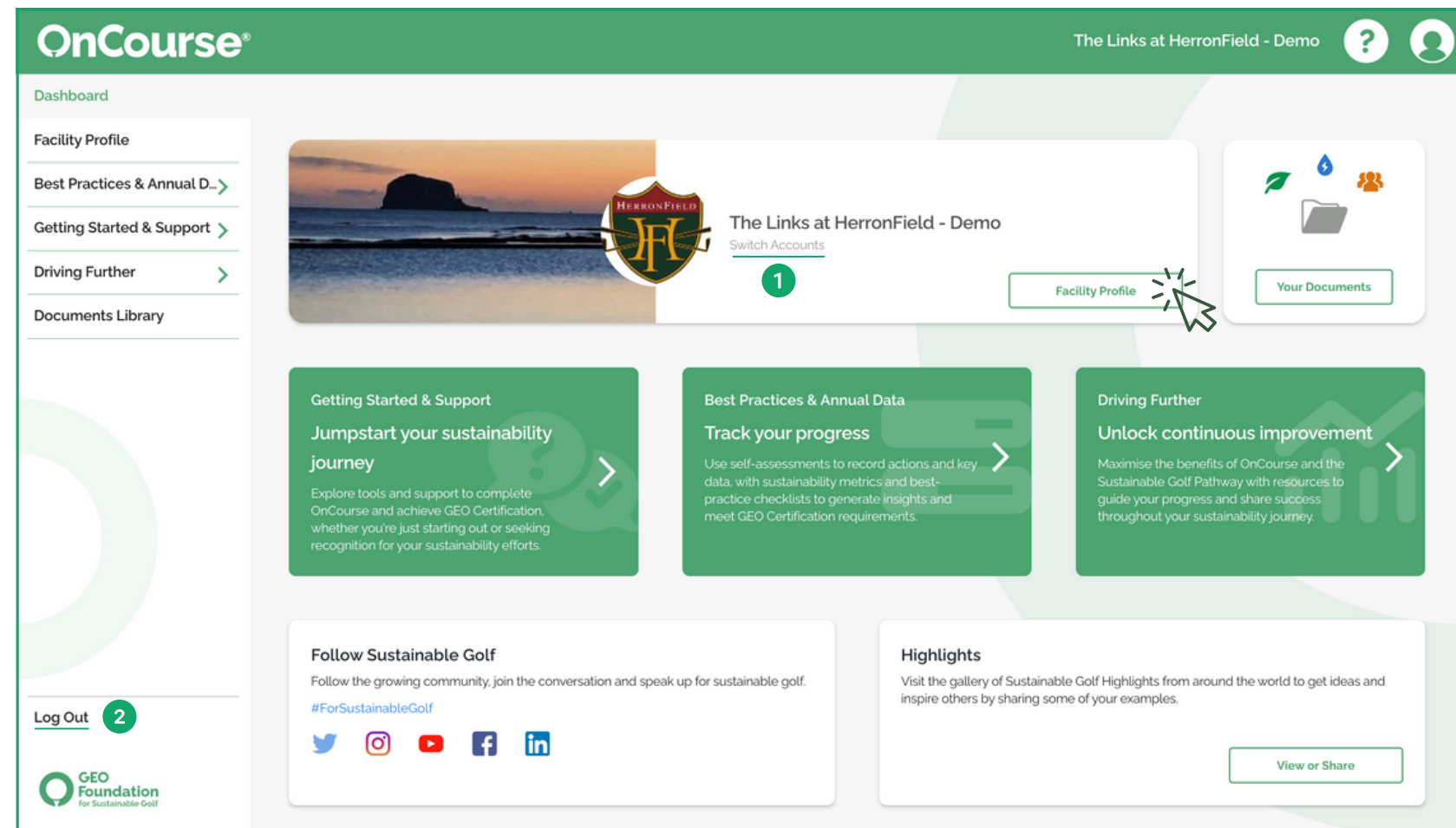


12 - Documents Library



13 - Highlights and Directory





The OnCourse dashboard is the main hub for your sustainability work. From here you can navigate to any section of the programme.

When getting started, take a moment to customise your profile by selecting 'Facility 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.

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

- 1 Remember to click 'Save' once completed.

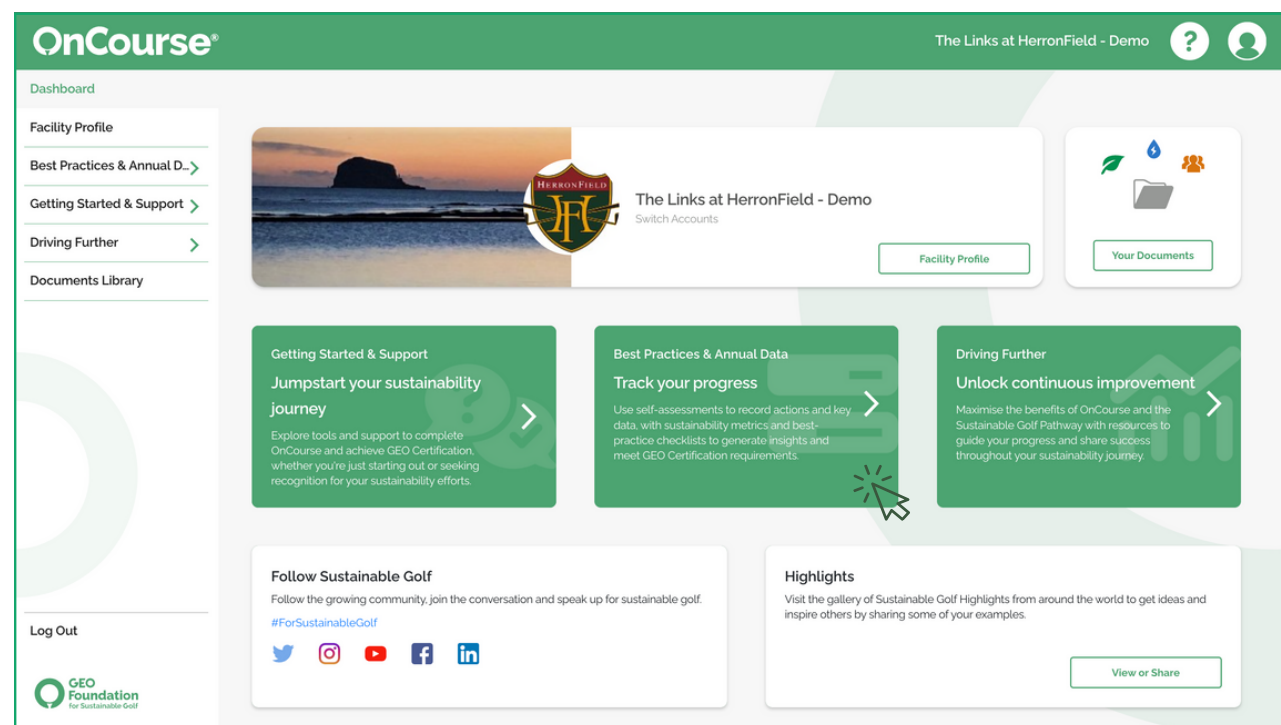
Provide some details about your membership model, land and buildings. You can also add information on the golf course.

- 2 Remember to click 'Save' once completed.

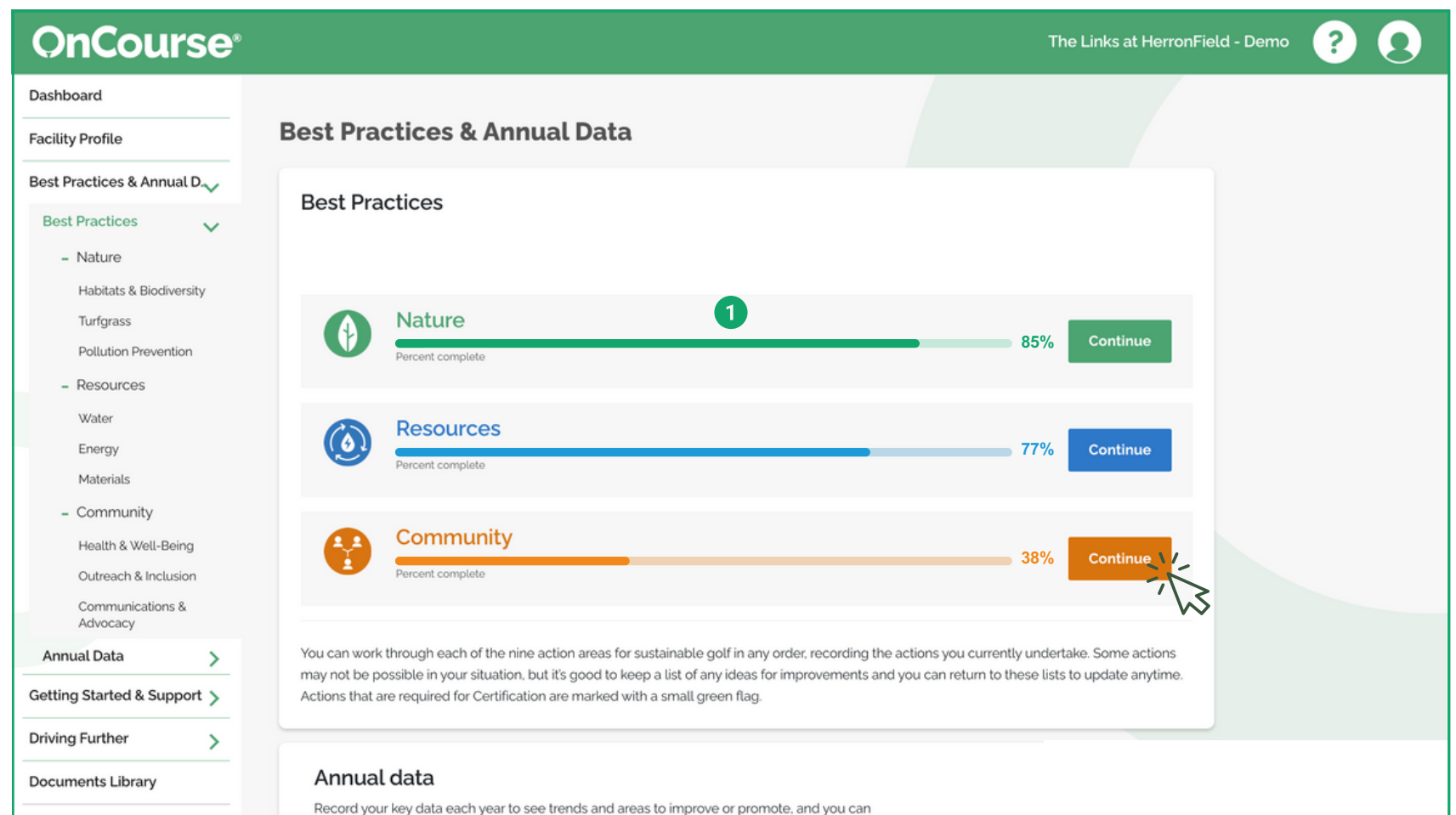
Name	Email	Status	
Kelli West	kelli@sustainable.golf	User	Remove
Kelli West	kelli@sustainable.golf	Owner	
Guy Stirling (You)	guy@sustainable.golf	User	
Ed Syers	edward@sustainable.golf	Invited	Re-invite Remove

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

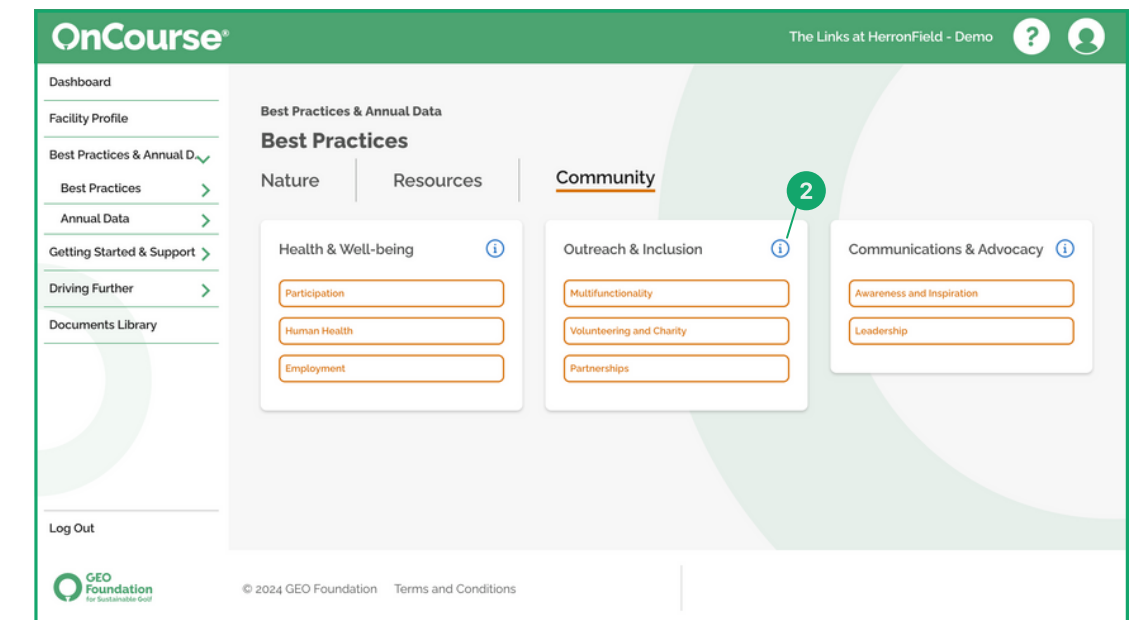
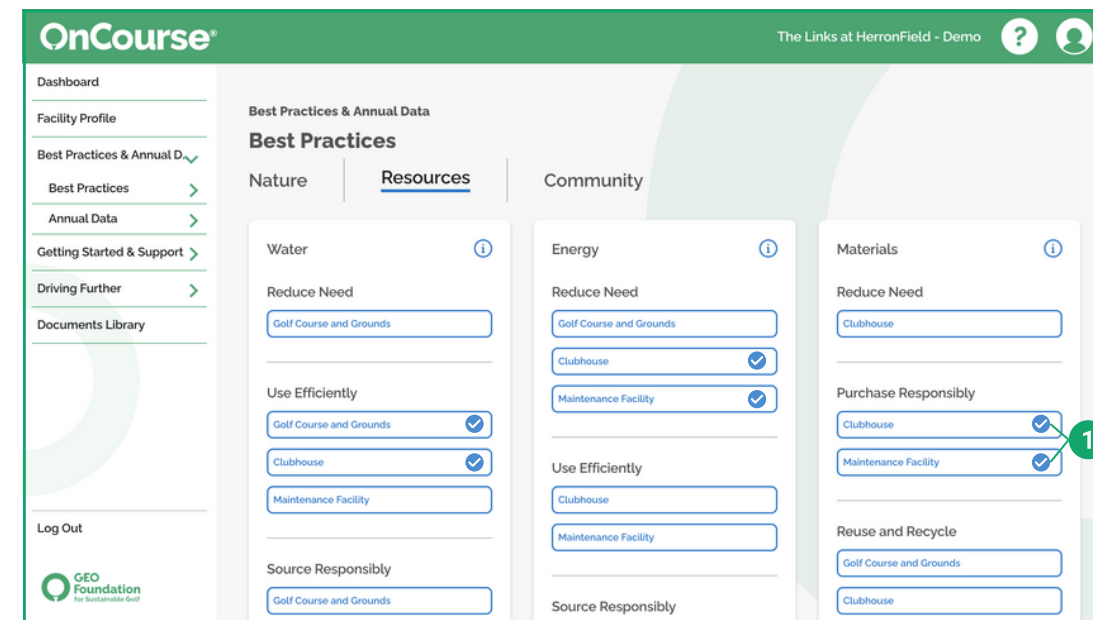
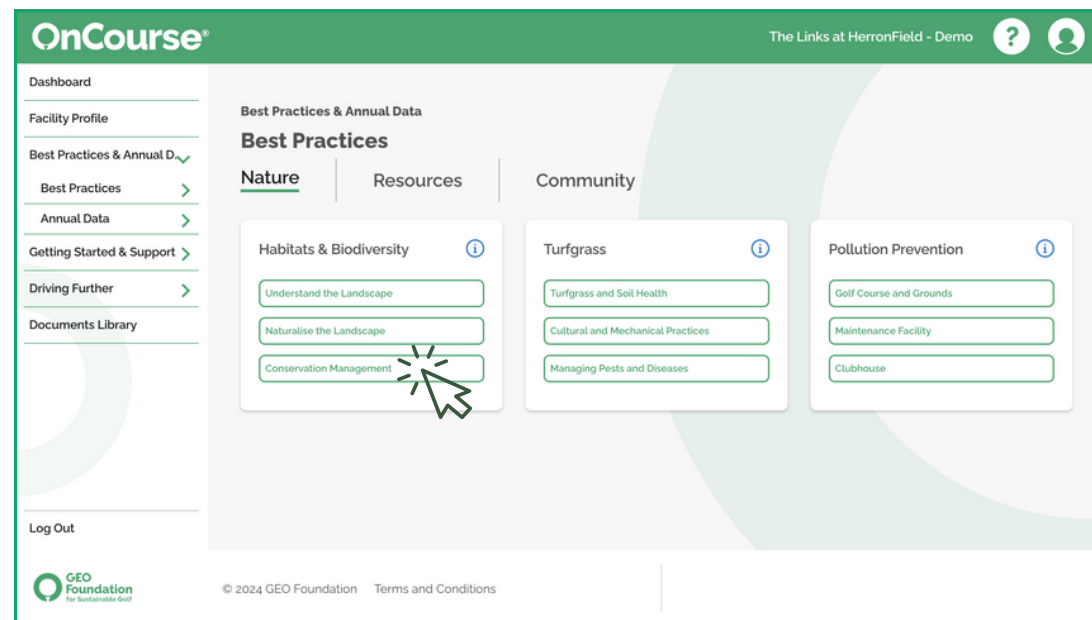
- 3 Invite team members from different departments to get involved by clicking 'Invite New People'. They will each receive their own login details.



The Best Practices and Annual Data section is the engine room of OnCourse. From here, you can review your practices, find new ideas to kickstart sustainability projects and track annual data.



- 1 The progress bars will show how close you are to completing each section.

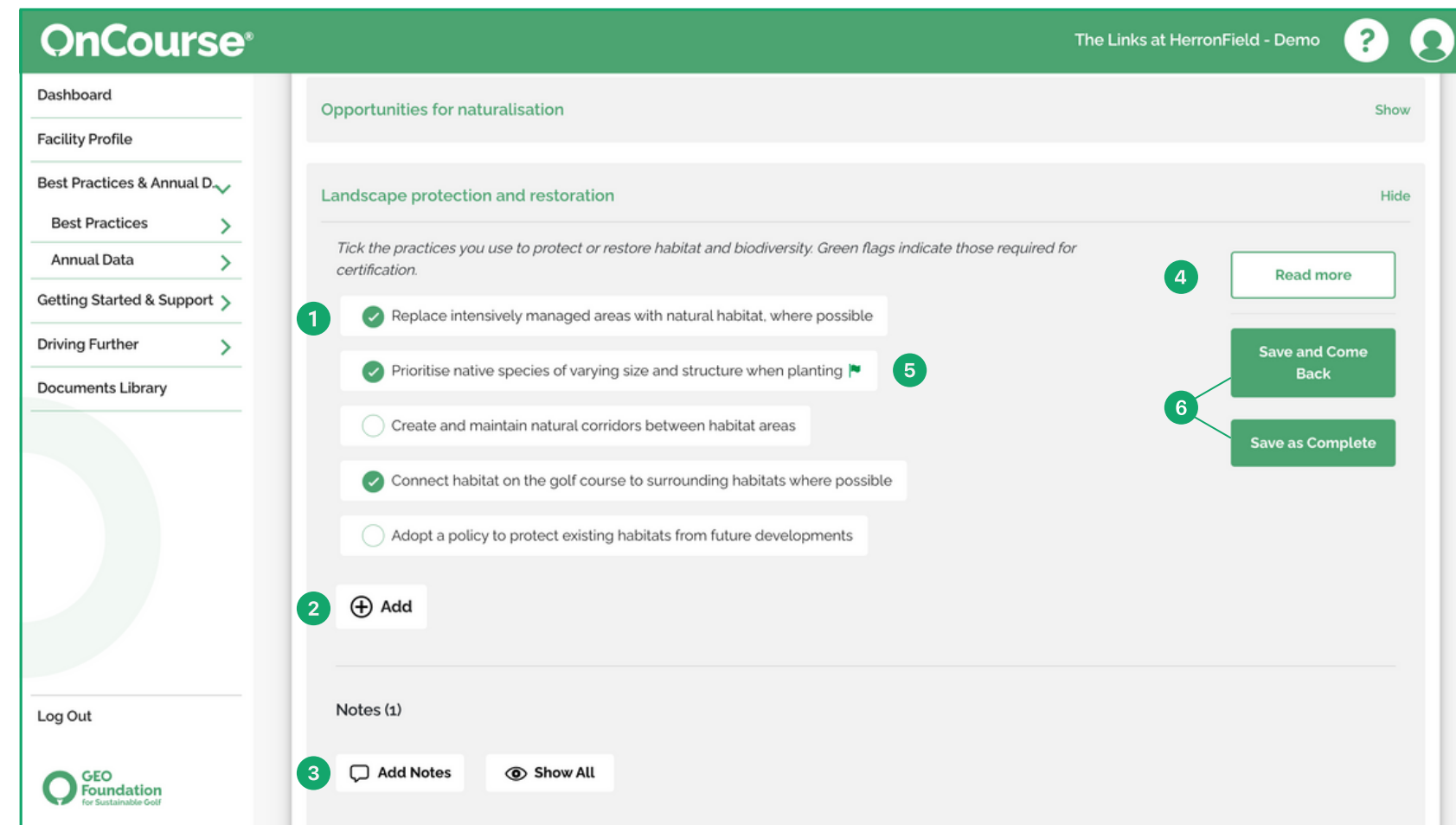


Use the Best Practices section to assess your golf facility against simple checklists of industry generated Best Practices. With three key themes - nature, resources and community - you are able to record and review your progress in each area.

Each theme is conveniently split into three action areas, making the Best Practices section easy to navigate.

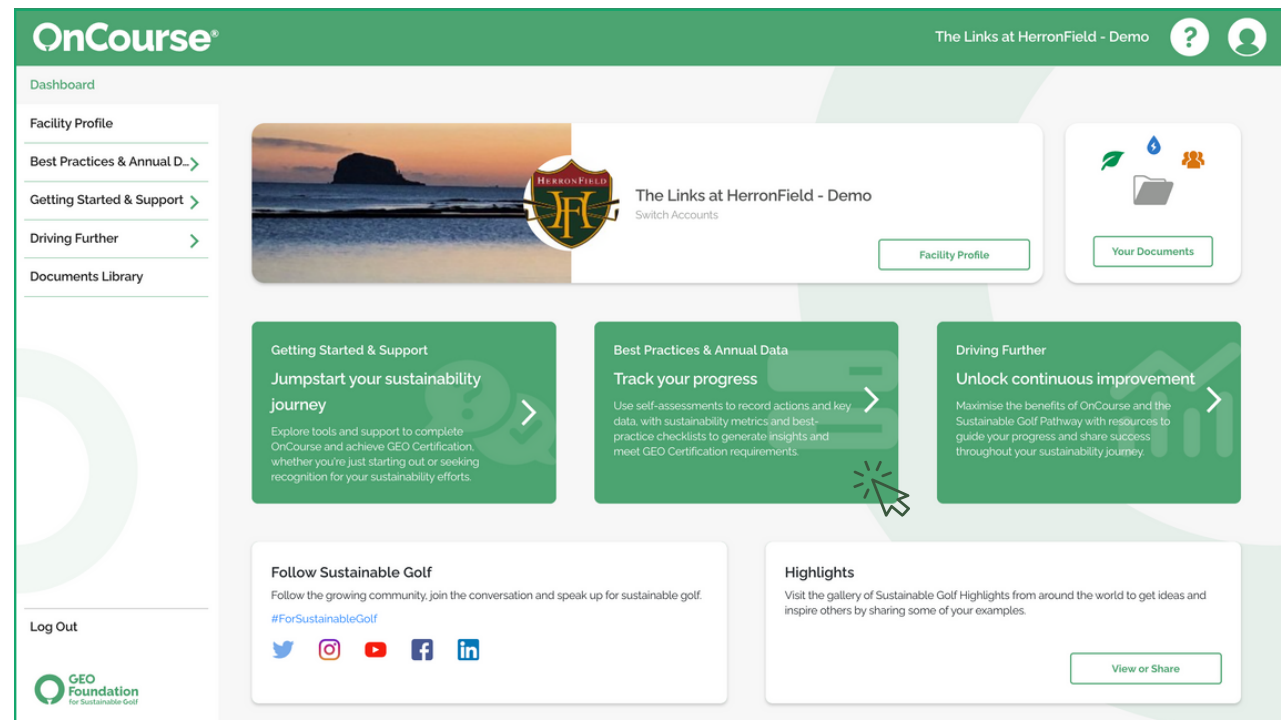
Selecting one of the priorities with an action areas will open a checklist of structured steps and practices. This guide will use 'Understand the Landscape' as an example.

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

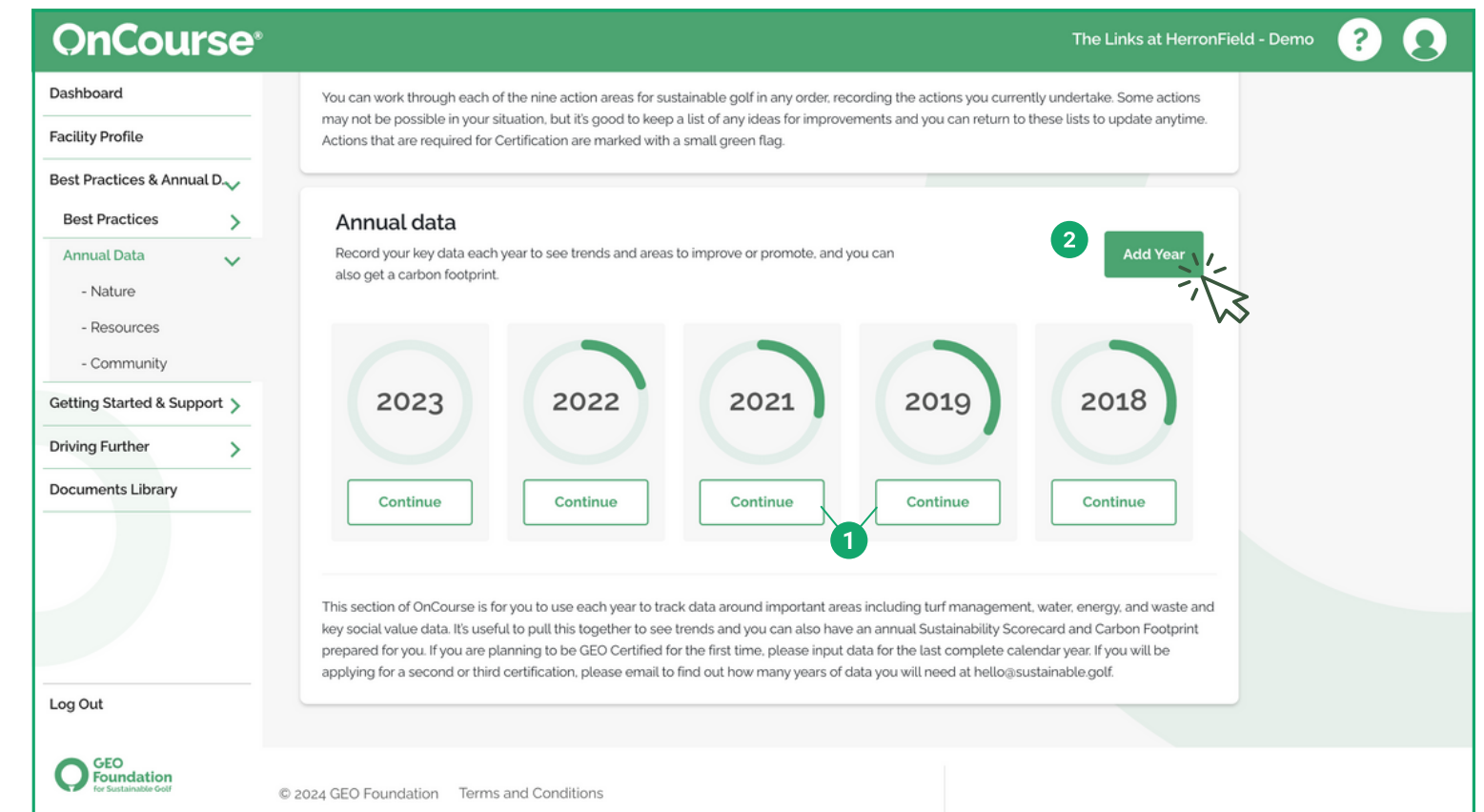


6 When you are finished, click 'Save as Complete'. Or, if you need to finish later, click 'Save and Come Back'.

- 1 Tick the practices already in place at your golf facility.
- 2 Add any practices not listed.
- 3 Add notes to provide more context, set reminders or communicate information with your team.
- 4 Click 'Read More' to access additional information, materials or tips. This is also where you may find information specific for your country.
- 5 If you are planning to become GEO Certified, you will need to pay particular attention to the practices with green flags as these are required for Certification.



Use the Annual Data section to record your sustainability metrics each year. This can be completed in one sitting, or throughout the year.

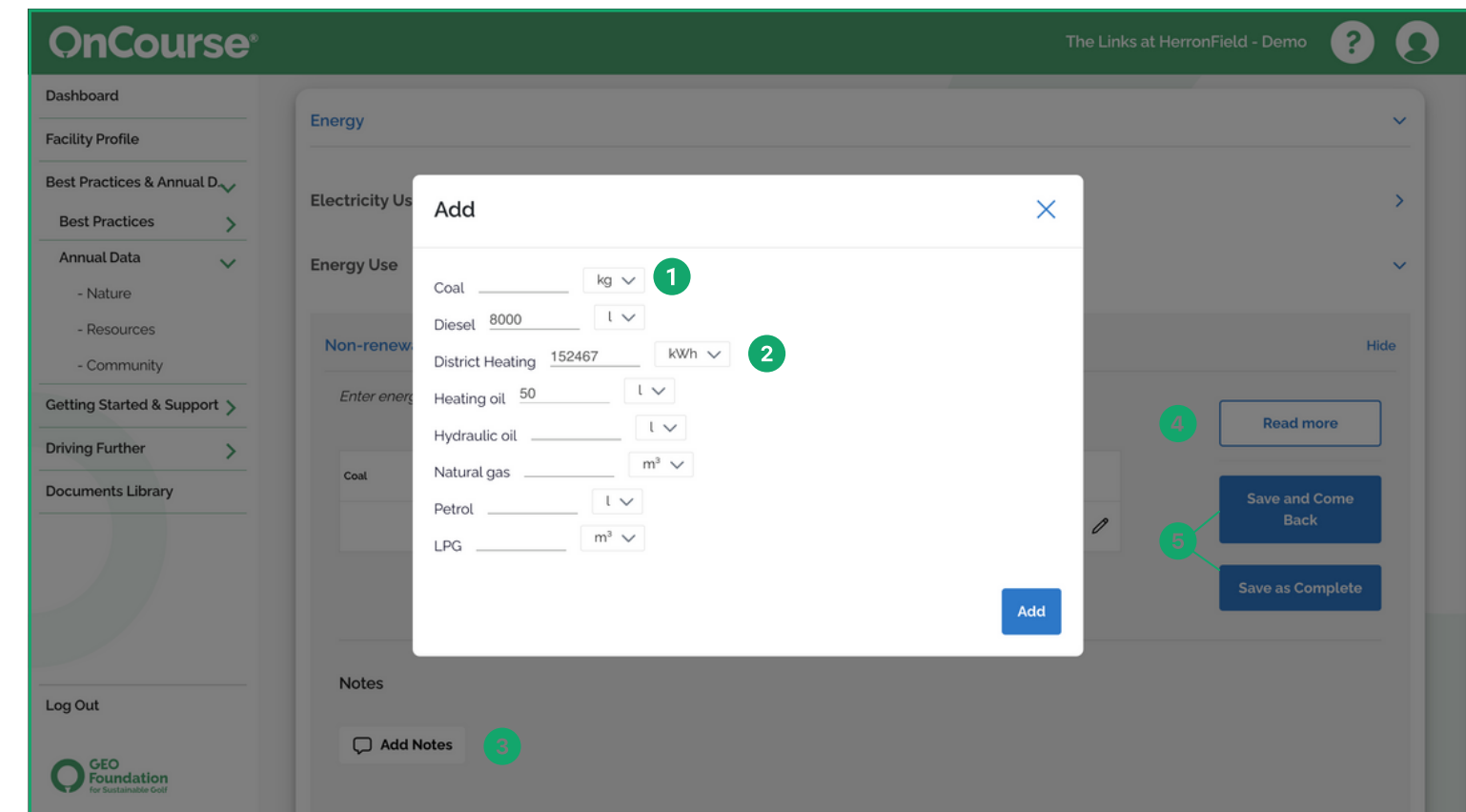
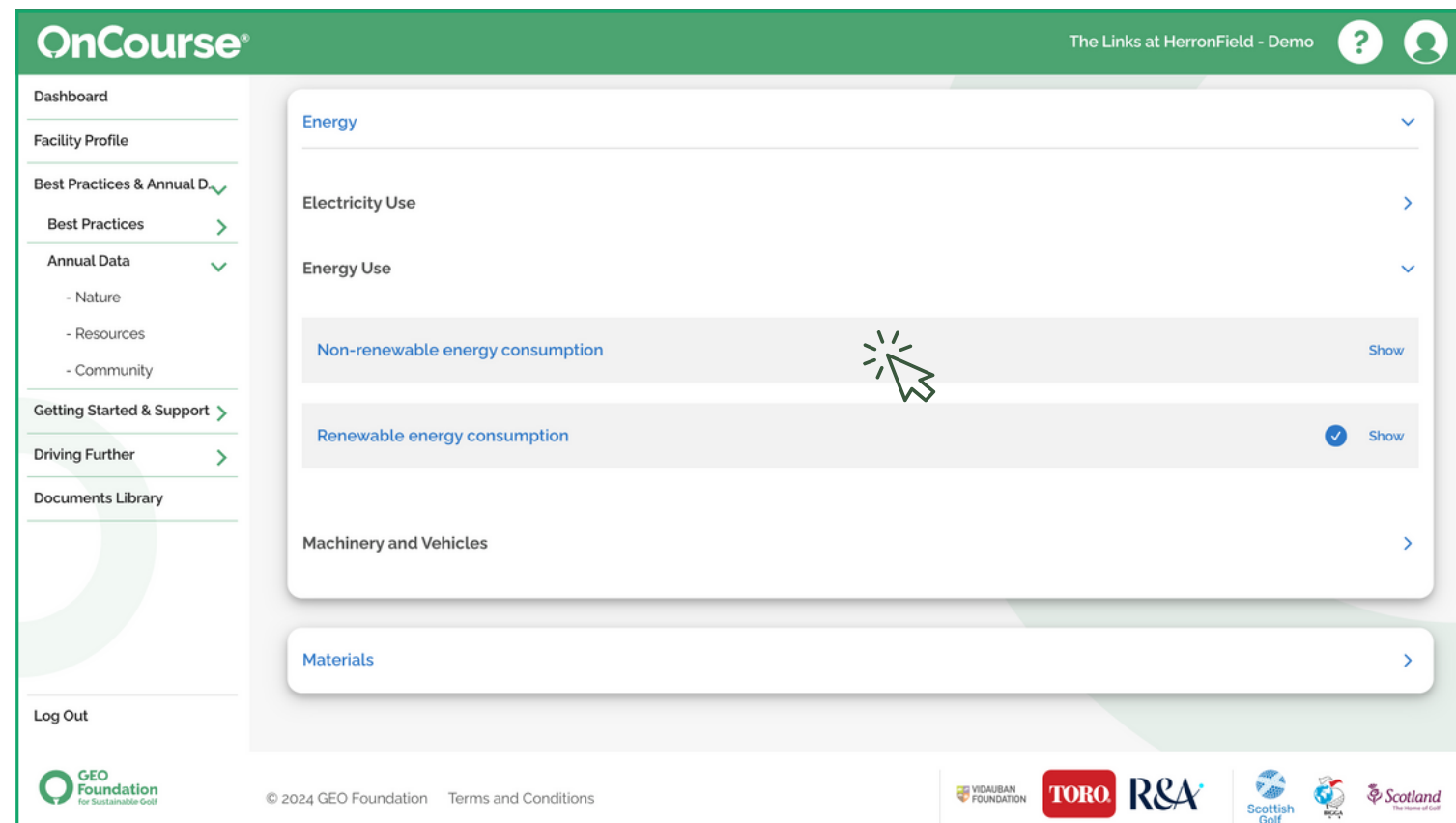


- 1 You can edit a previous year of unfinished data. The progress bar will indicate how much you have left.
- 2 Alternatively, you can add a new year of data by clicking 'Add Year'.

When you open a specific year of data, each theme is conveniently split into action areas.

Selecting one of the action areas will open a field with data inputs. This guide will use 'Energy' as an example.

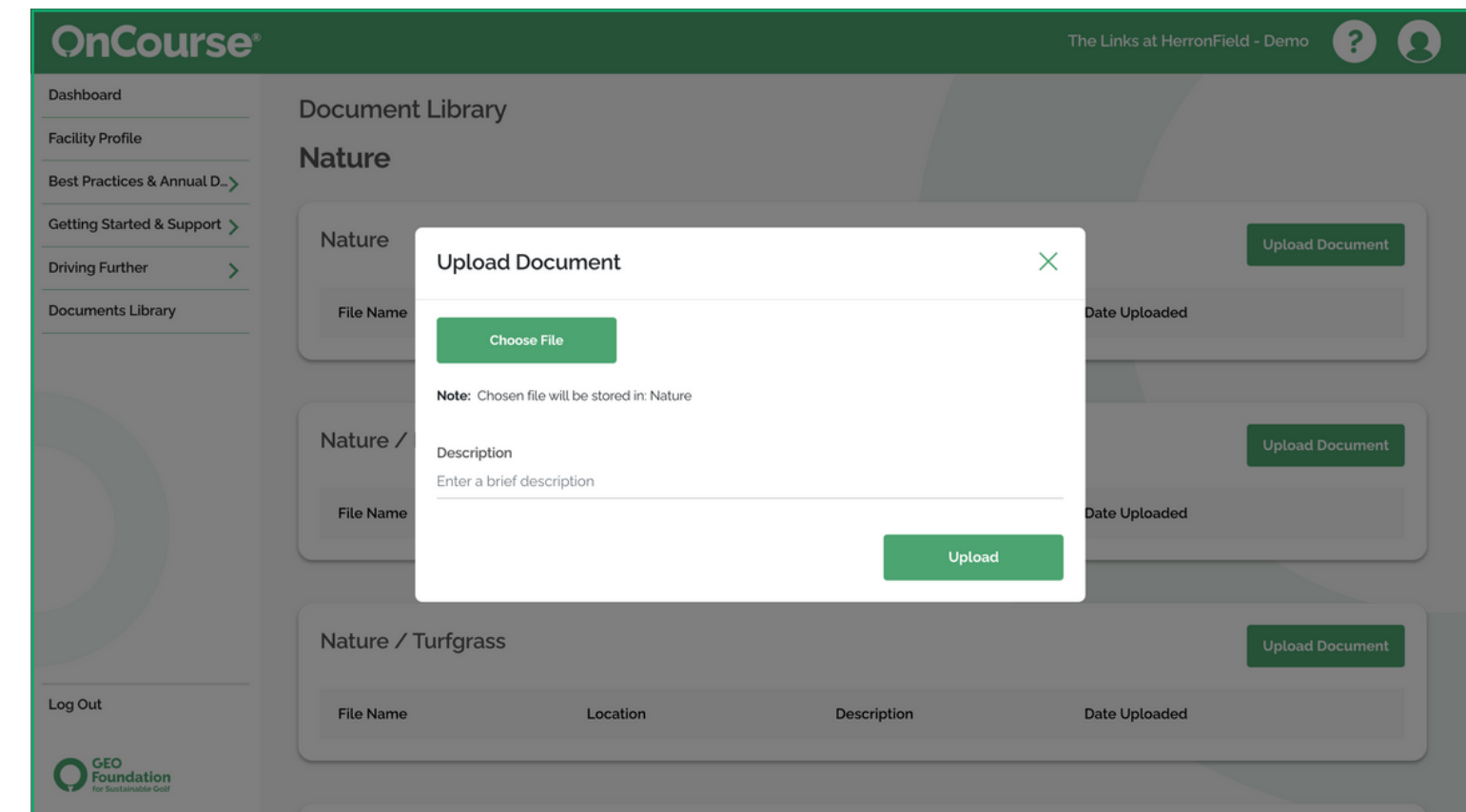
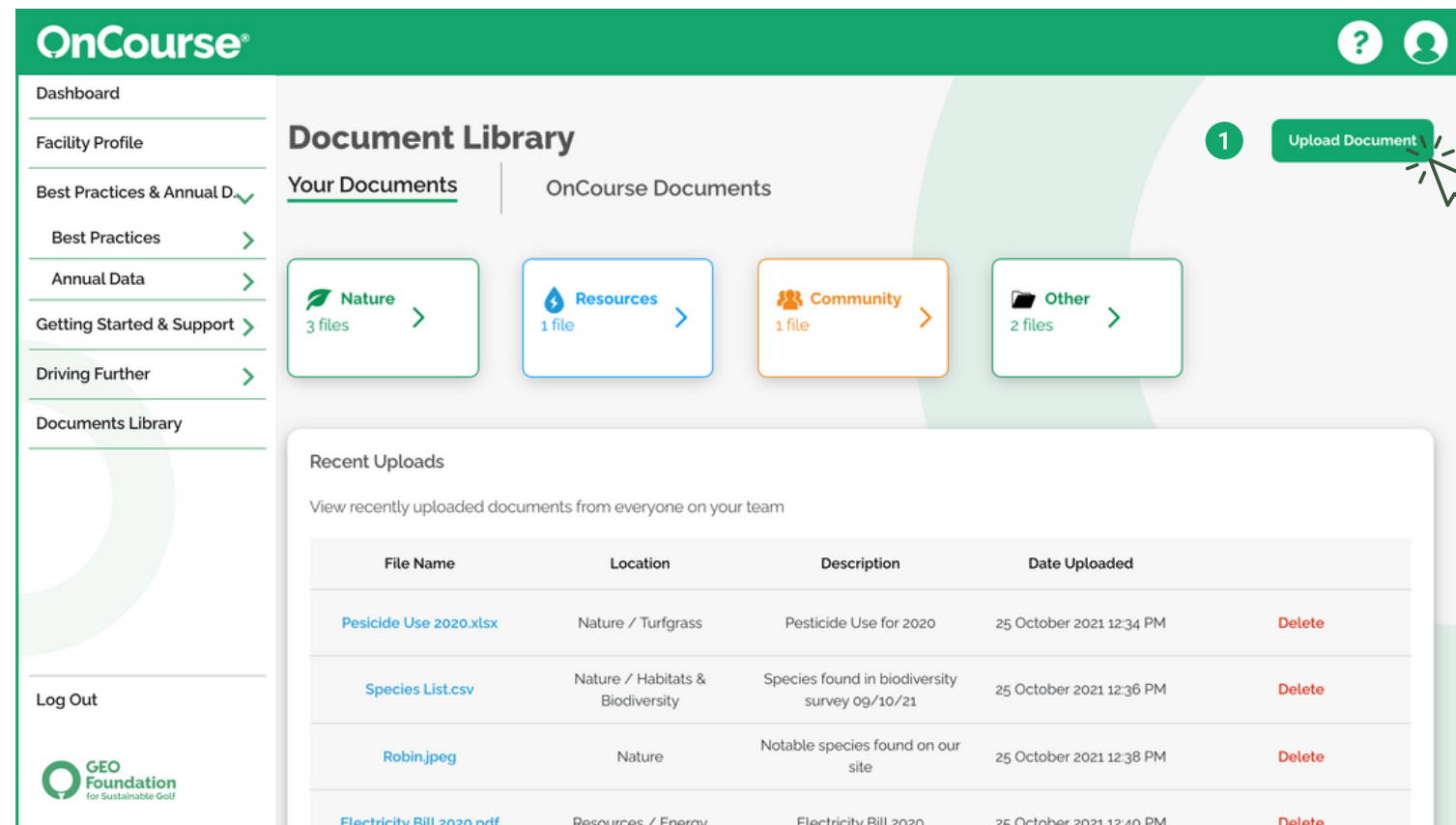
- 1 Click the "i" icon to receive more information about each action area.
- 2 A small tick mark will appear next to each action area that you have completed.



- 1 Enter consumption values for the fuels that apply to you.
- 2 Be sure to choose the correct unit of measurement for each.
- 3 Click 'Add Notes' to submit more information or notes. This is optional.

- 4 Click 'Read More' to access additional information, methodologies or tips for calculating data.
- 5 When you are finished, click 'Save as Complete' or, if you need more time, click 'Save and Come Back'.

If you are applying for GEO Certified for the first time, your most recent year of Annual Data is required.

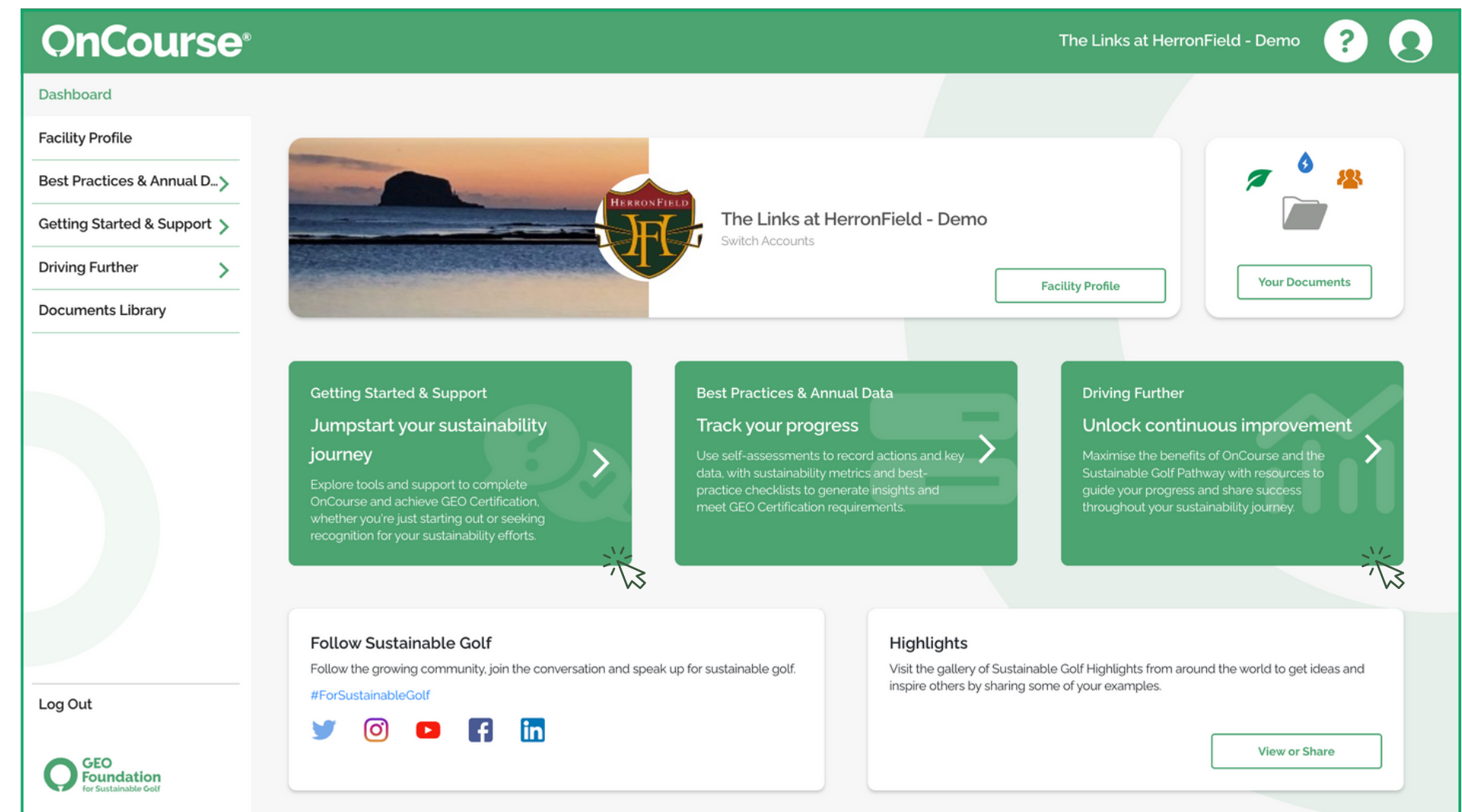


When completing the Best Practices and Annual Data section, you can also use the Documents Library to upload supporting documentation into structured themes and action areas.

- 1 To upload a document, click 'Upload Document' and then 'Choose File'. When you have selected a file, write a short description and then click 'Upload'.

As you work to complete OnCourse, you can also access support and information from the Getting Started and Driving Further sections.

You can access these sections by clicking the Getting Started and Driving Further tiles on the dashboard or by using the menu on the left side of the page.

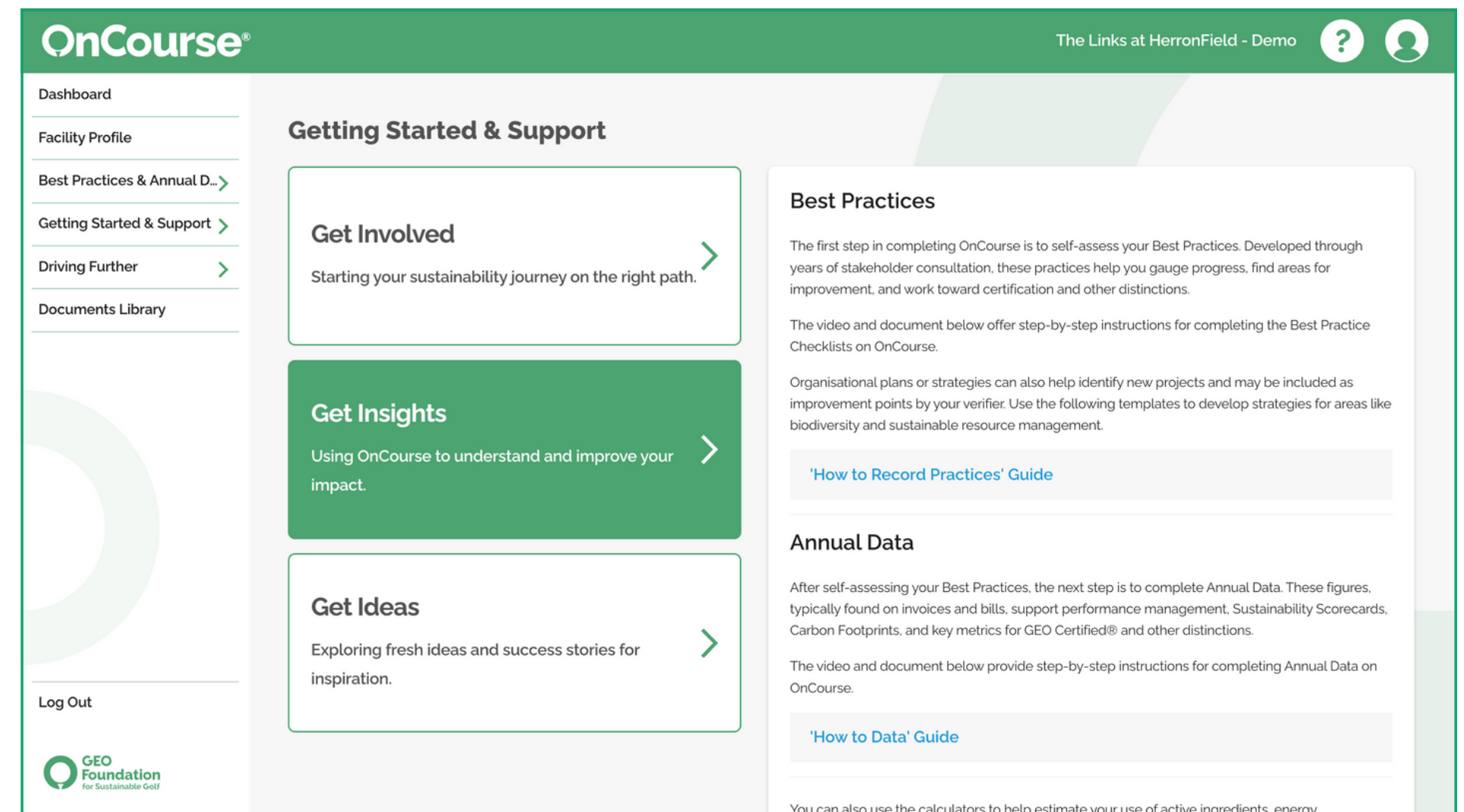


Getting Started provides everything you need to know about OnCourse and GEO Certified, as well as a range of tools and support for your sustainability journey.

Get Involved provides an introduction to The Sustainable Golf Pathway, OnCourse and GEO Certified,

Get Insights provides support for completing Best Practices and Annual Data. Use the links to access 'how to' guides, templated policy documents and calculators.

Get Ideas provides access to the Innovation Centre. Use the links to browse a curated library of global research, innovations and success stories.

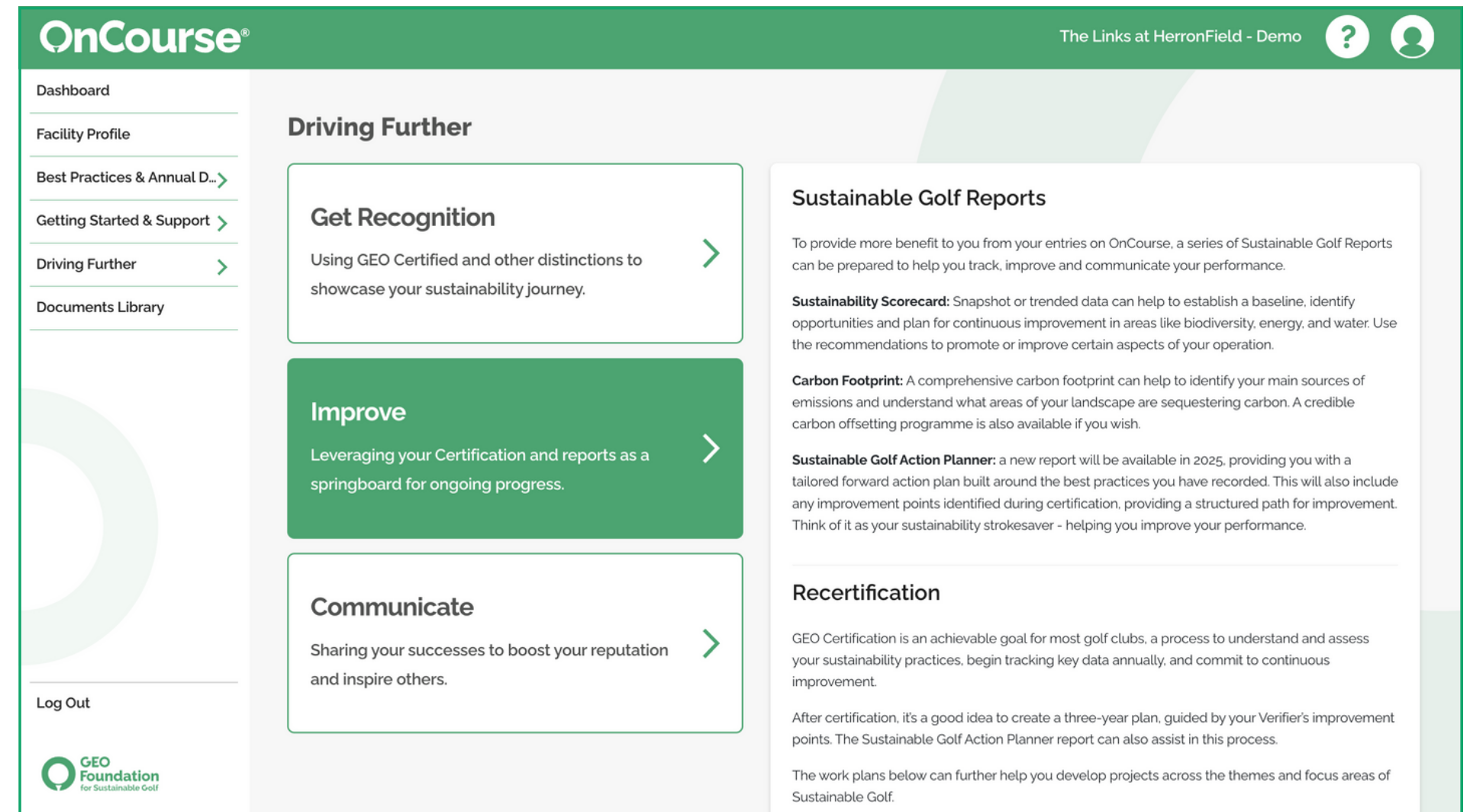


Driving Further will help you to maximise the benefits of OnCourse, with resources to help you improve, communicate and celebrate your sustainability journey.

Get recognition provides more information on GEO Certified and further distinctions. Use the links to learn about the certification process, pricing and packages.

Improve provides more information on how to track, improve and communicate your performance. Use the links to access templated work plans for the different themes and focus areas of Sustainable Golf.

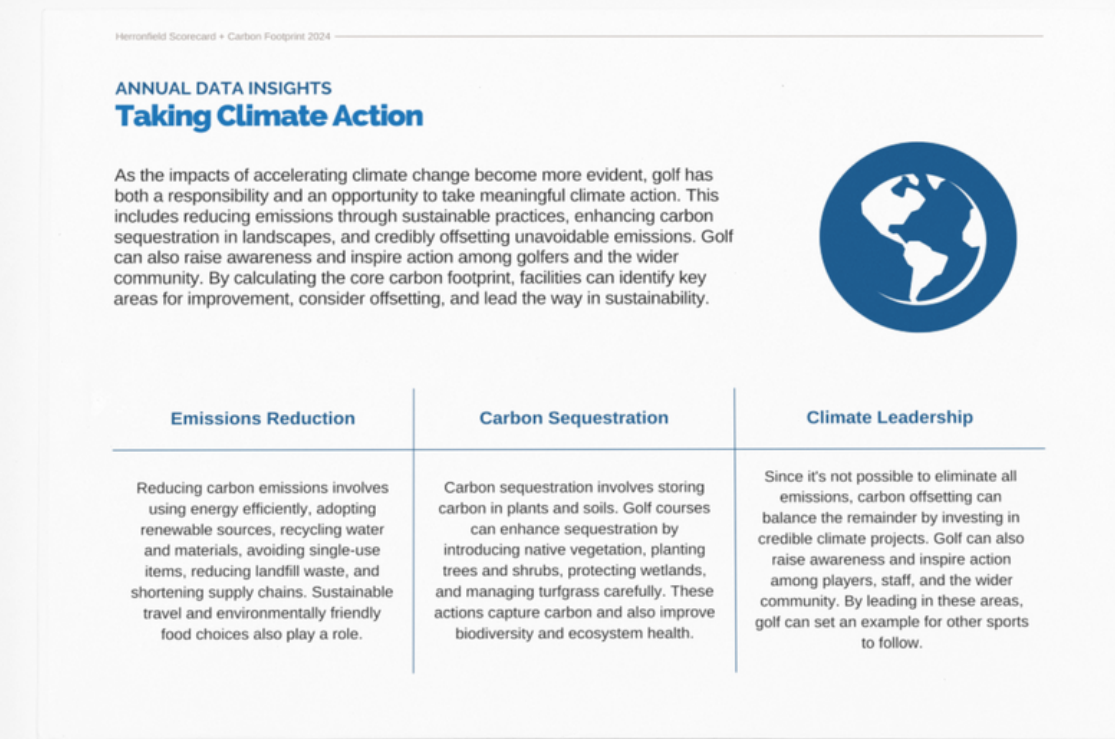
Communicate provides more information on promoting your sustainability journey with staff, golfers and the community. Use the links to access materials for running a targeted sustainability campaign at your golf facility.

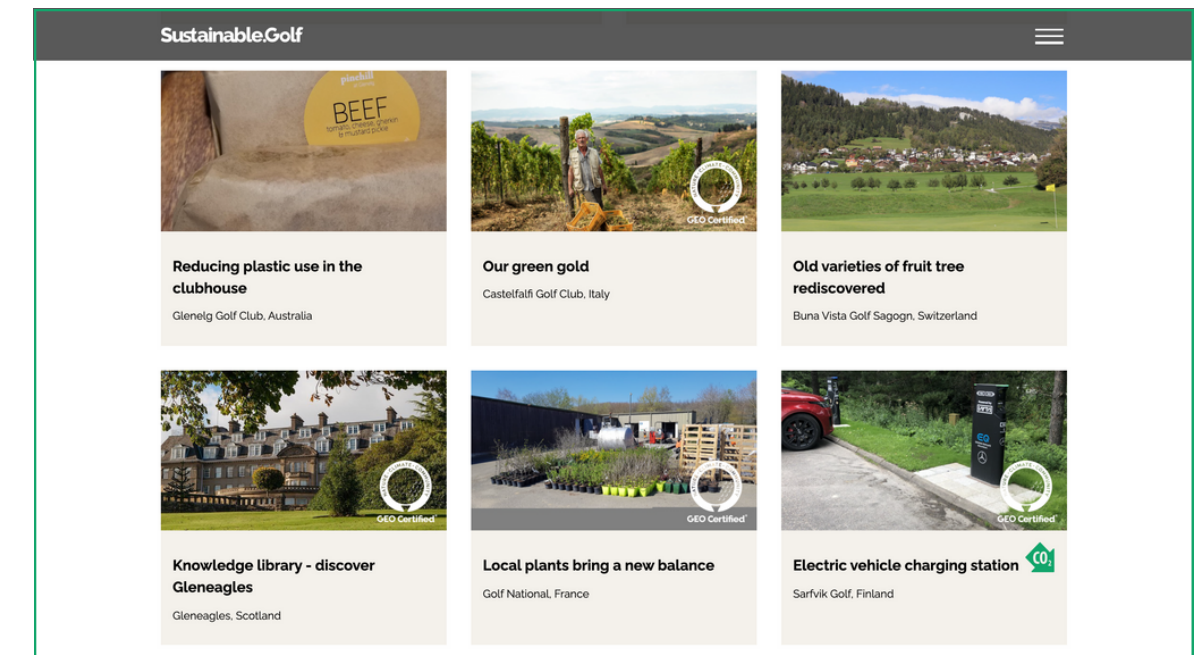
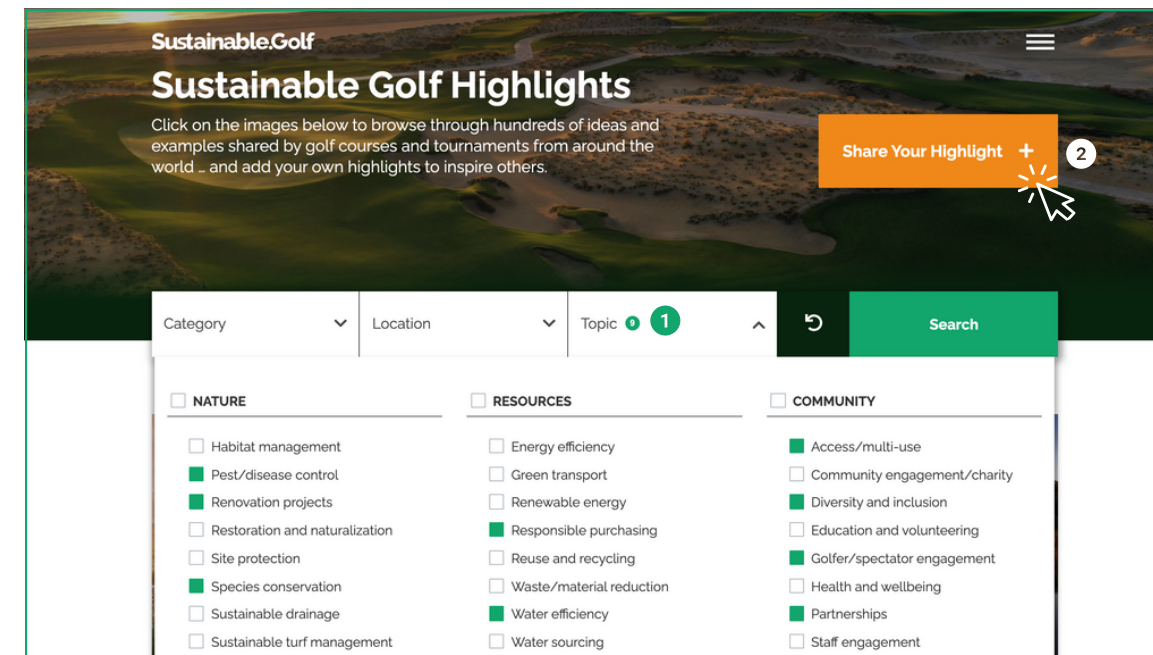
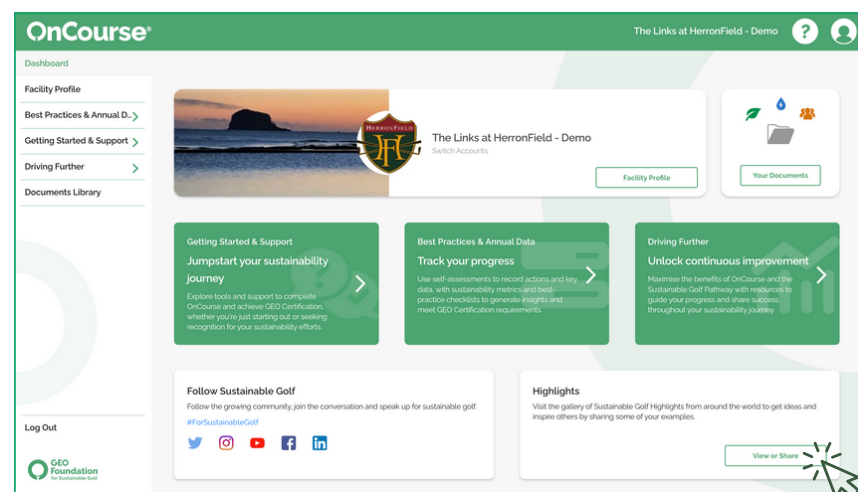


To better visualise and analyse your OnCourse entries, we can also generate a series of Sustainable Golf Reports to help you track, improve and communicate your performance.

Sustainability Scorecard: Snapshot or trended data can help to establish a baseline while identifying opportunities and planning for continuous improvement in areas like biodiversity, energy, and water. Use the recommendations to promote or improve aspects of sustainability across your operation.

Carbon Footprint: A comprehensive carbon footprint can help to identify your main sources of emissions and understand what areas of your landscape are sequestering carbon. A credible carbon offsetting programme is also available if you want to take further climate action.





The Highlights Hub contains over 1,000 sustainability success stories from golf facilities across the world, with new submissions being uploaded every week.

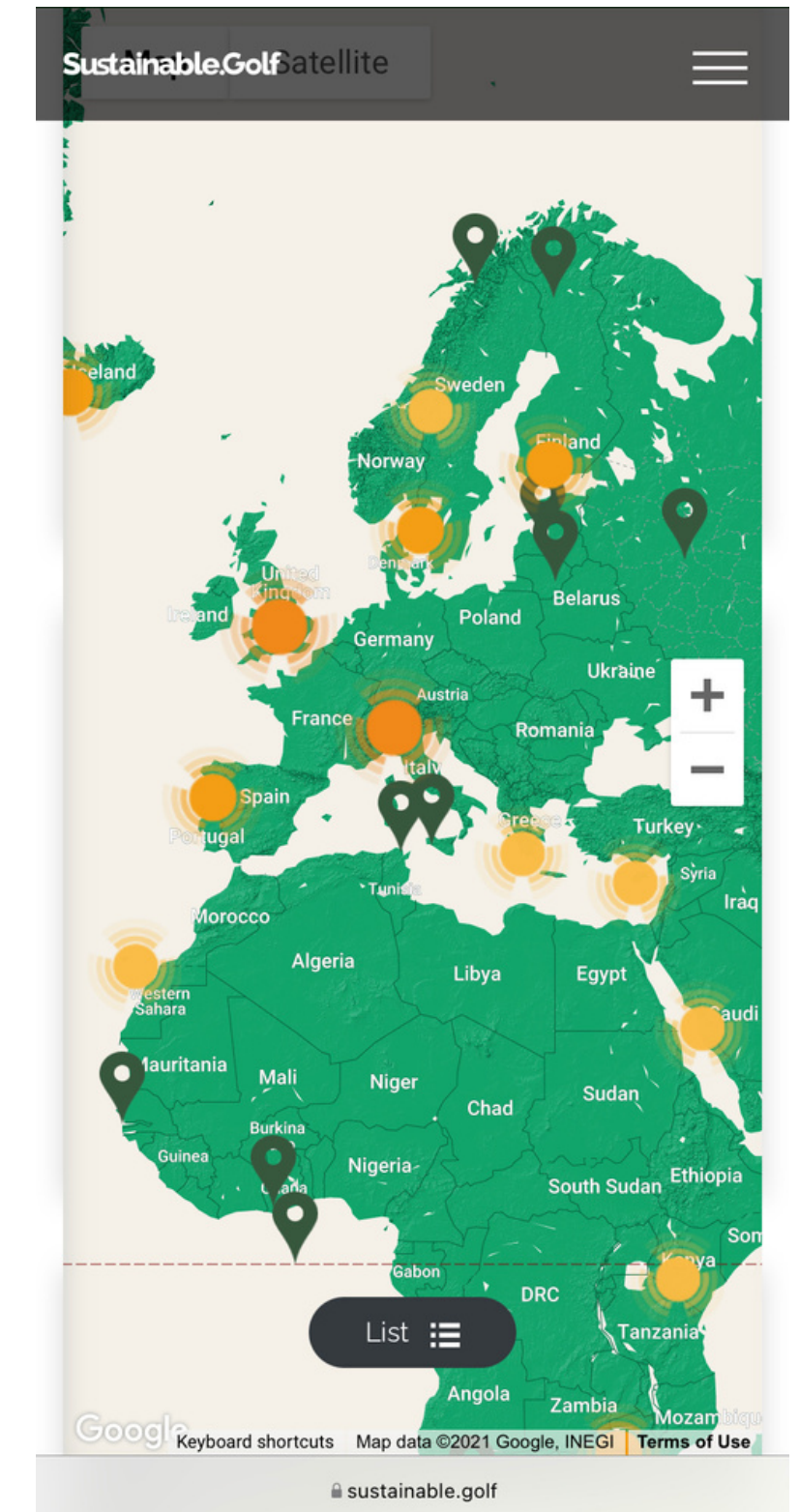
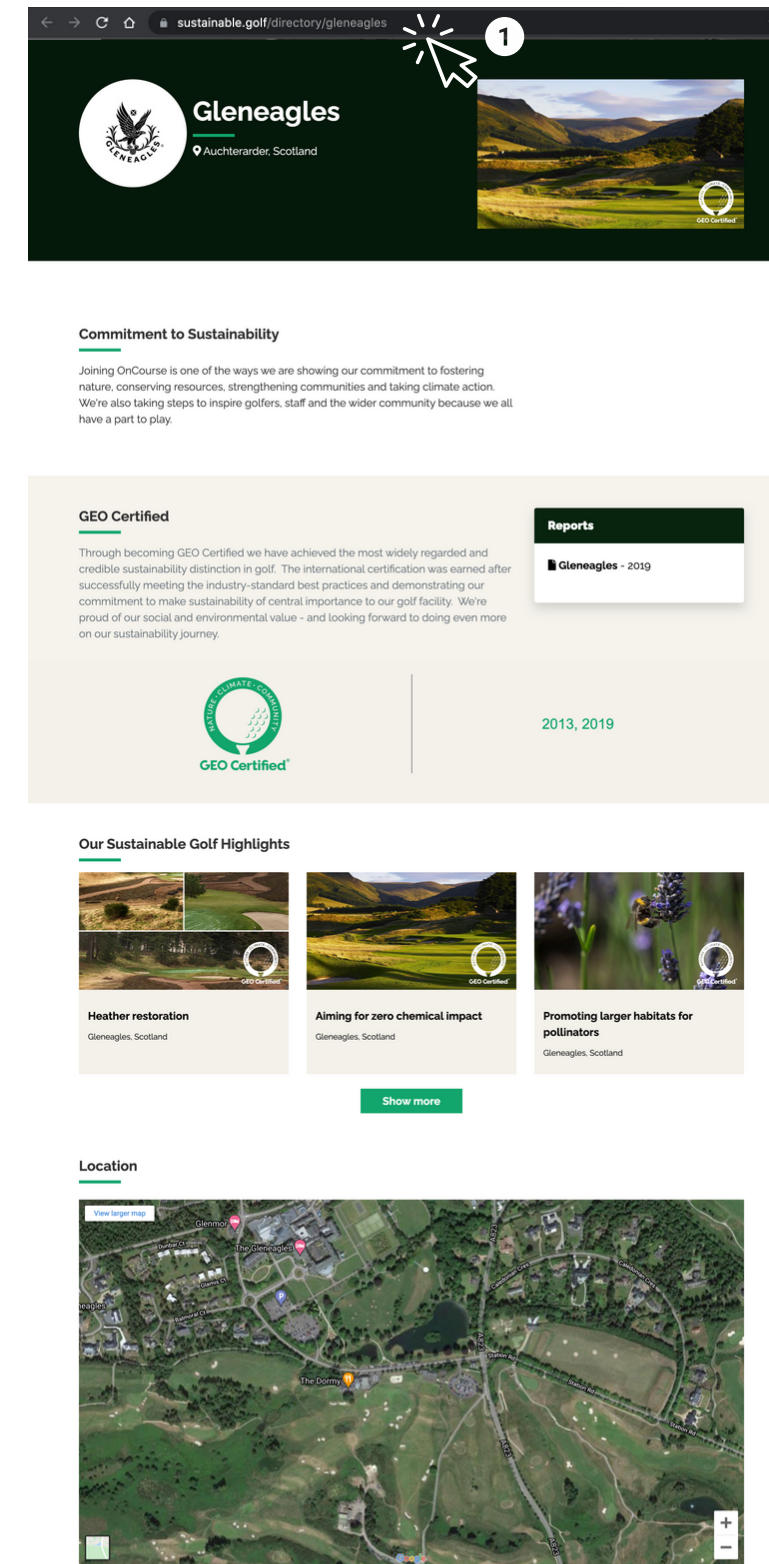
- 1 Gain ideas on specific areas of interest with a customised search based on topic and location.
- 2 And most importantly, add your own stories and join the community!

When you create an OnCourse account, you will be automatically added to The Sustainable Golf Directory. This profile is a great way to share your sustainability achievements and search for other golf facilities on the journey.

Your profile page will be automatically updated with your highlights and certifications.

You can find your course's page at <https://sustainable.golf/leaderboard>

- 1 Copy the custom URL to share your profile on your website and social media platforms.



Any Questions?

if you have questions and require more information,
please get in touch.

hello@sustainable.golf
(+44) 1620 895100

OnCourse[®]

