

Visual Walkthrough - Staff Registration Process

Complete Registration Journey with Screenshots

■ Overview

Total Time: 5-10 minutes
Difficulty: Easy
Requirements: Smartphone with LINE app

■ Step-by-Step Visual Guide

STEP 1: Get Your Credentials

What You'll Receive from Manager:

■ STAFF REGISTRATION INFORMATION ■

Golf Course Code: 1234

Employee ID: PAT-023

Department: Caddie

Keep this information secure!

STEP 2: Open Verification Page

Method A: QR Code (Easiest)

e.g., PAT-001

Format: PAT-001 to PAT-999

Verify & Continue to LINE

← Back to Main Login

STEP 4: Fill In Your Information

Example for Caddie:

Golf Course Registration Code *

[1] [2] [3] [4]

✓ Valid code

Department *

✓ Caddie [▼]

Employee ID *

PAT-023

✓ Format: PAT-001 to PAT-999

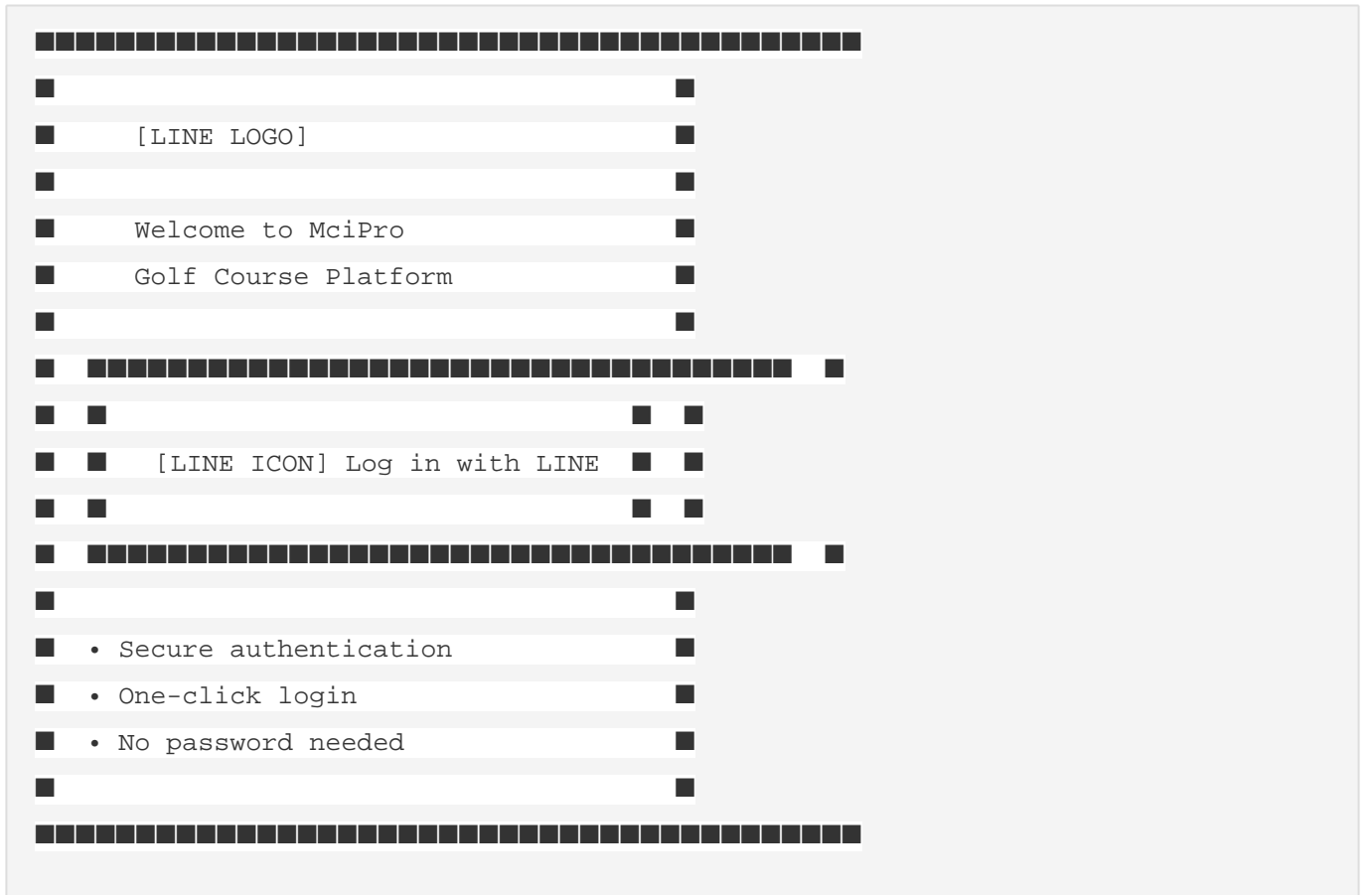
STEP 5: Success Message

After Clicking "Verify & Continue":



STEP 6: LINE Authentication

LINE Login Page:



LINE App Confirmation:

LINE

MciPro Golf wants to:

☒ Access your profile

☒ Get your display name

☒ Get your user ID

Cancel

Confirm

[Tap Confirm]

STEP 7: Complete Profile

Profile Creation Form:

Complete Your Staff Profile

Personal Information

First Name *

John

Last Name *

Smith

Phone Number *

+66 12 345 6789

Email (Optional)

john.smith@email.com

Department (Auto-filled)

✓ Caddie

Employee ID (Auto-filled)

PAT-023

STEP 8A: Instant Access (Caddies, F&B, etc.)

Success Page:

Welcome Aboard!

Your account is now active!

Employee ID: PAT-023

Department: Caddie

Status: ACTIVE

Go to My Dashboard →

STEP 8B: Pending Approval (Managers, Pro Shop, Accounting)

Pending Status Page:

Pending Approval

Your registration has been submitted and is waiting for manager approval.

Employee ID: PS-001

Department: Pro Shop

Status:

PENDING APPROVAL

What happens next:

1. Manager reviews your request

2. You'll receive LINE notification

3. Average wait: 24 hours

You'll be notified via LINE

when approved

Manager's Approval View:

Pending Approvals (1)

John Smith

Pro Shop • PS-001

+66 12 345 6789

john.smith@email.com

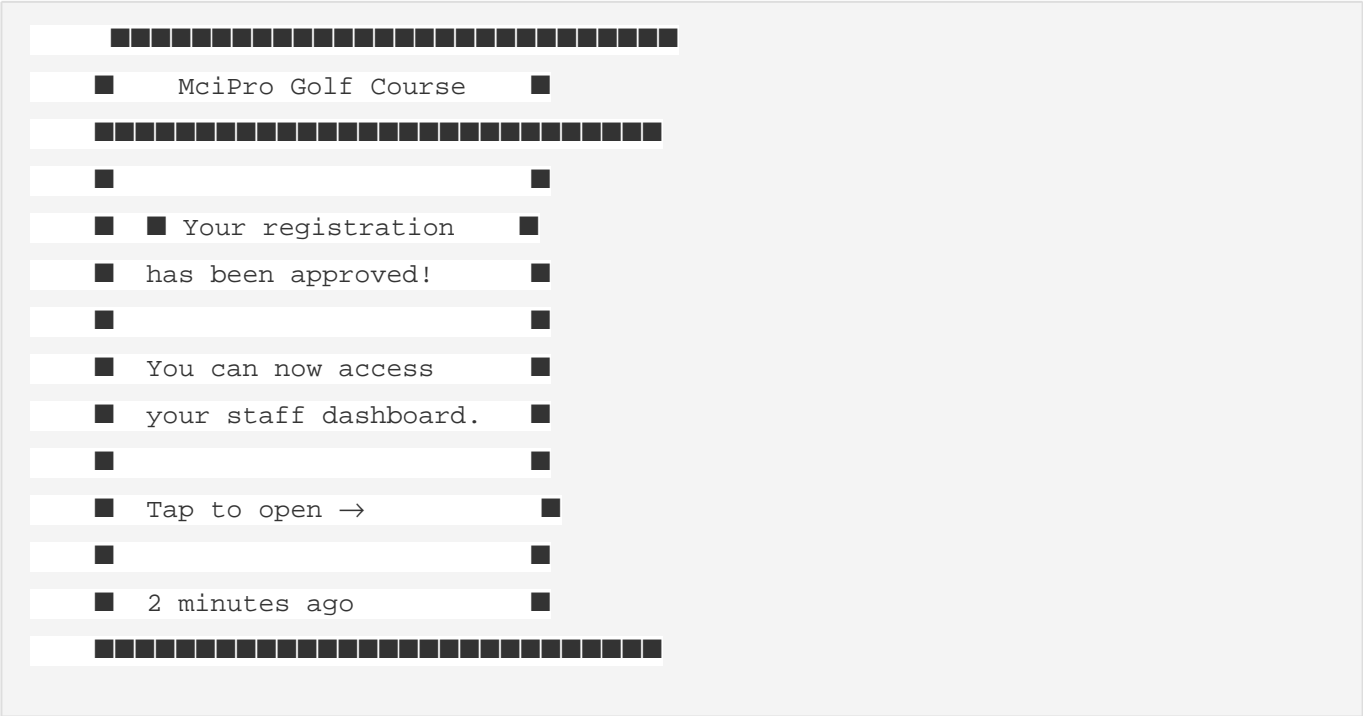
LINE Verified

✓ Approve

✗ Reject

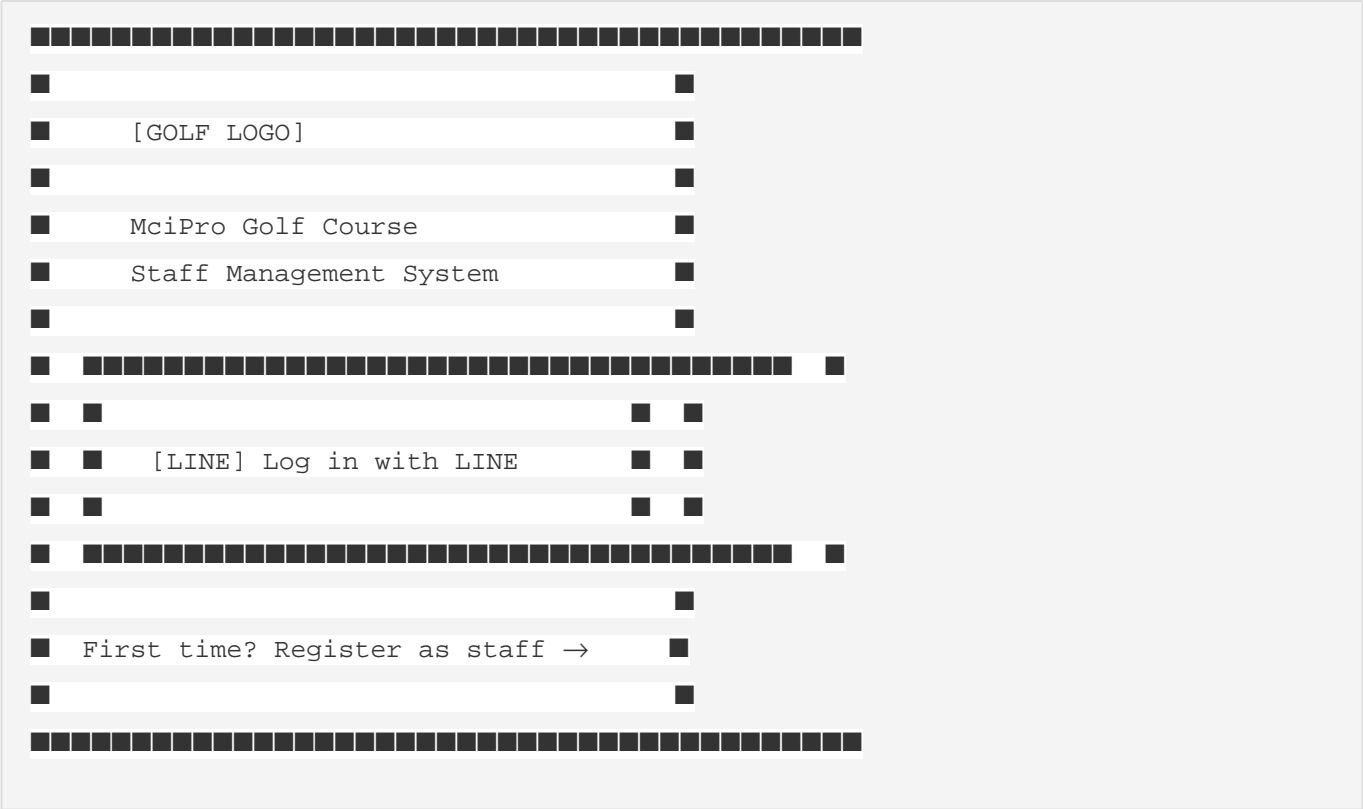
STEP 9: Approval Notification

LINE Notification:



STEP 10: Access Dashboard

Login Page:



Your Dashboard:

John Smith (PAT-023)

Dashboard Overview

Today's This

Schedule Week

3 18

rounds rounds

Upcoming Assignments

• 09:00 - Mr. Johnson (4 players)

• 11:30 - Ms. Chen (2 players)

• 14:00 - Mr. Williams (4 players)

This Month's Tips: 2,450

Rating: 4.8 / 5.0

■ Common Error Messages

Error 1: Invalid Code

[illegible]

OK

Solution: Double-check 4-digit code with manager

Error 2: Invalid Employee ID Format

Verification Failed

Invalid Employee ID format

Expected: PAT-001

Your format: pat001

Use: [PREFIX]-[NUMBERS]

Example: PAT-023

OK

Solution: Use correct format with dash and uppercase

Error 3: Duplicate Employee ID

Verification Failed

This Employee ID is already

registered

Employee ID: PAT-023

```
■  ■  
■ If this is you, try logging  ■  
■ in instead. Otherwise,  ■  
■ contact your manager.  ■  
■  ■  
■  ■  
■  OK  ■  
■  ■  
■ 
```

Solution: Try logging in, or contact manager about duplicate

■ Department-Specific Examples

Example 1: Caddie Registration

```
Course Code: 1234  
Department: Caddie  
Employee ID: PAT-023  
Result: ■ INSTANT ACCESS
```

Example 2: Pro Shop Registration

```
Course Code: 1234  
Department: Pro Shop  
Employee ID: PS-001  
Result: ■ PENDING APPROVAL  
Wait Time: ~24 hours
```

Example 3: Restaurant Staff Registration

```
Course Code: 1234  
Department: Restaurant / F&B  
Employee ID: FB-007  
Result: ■ INSTANT ACCESS
```

Example 4: Manager Registration

Wait Time: ~24 hours

[illegible]

[illegible]

■ Success Checklist

Use this to verify each step:

Registration Progress Tracker

- Step 1: ✓ Got course code from manager
- Step 2: ✓ Got Employee ID assigned
- Step 3: ✓ Know my department
- Step 4: ✓ LINE app installed
- Step 5: ✓ Opened verification page
- Step 6: ✓ Entered course code correctly
- Step 7: ✓ Selected my department
- Step 8: ✓ Entered Employee ID (format correct)
- Step 9: ✓ Passed verification
- Step 10: ✓ Completed LINE login
- Step 11: ✓ Filled in profile information
- Step 12: ✓ Saved my profile
- Step 13: ✓ Received confirmation
- Step 14: ✓ Got approval (if required)
- Step 15: ✓ Accessed my dashboard
- Step 16: ✓ Explored dashboard features

■ REGISTRATION COMPLETE!

■ Useful Links

- **Registration Page:** <https://mcipro-golf-platform.netlify.app/staff-verification.html>
- **Login Page:** <https://mcipro-golf-platform.netlify.app>
- **Detailed Guide:** HOW TO REGISTER.md

- **Troubleshooting:** ../troubleshooting/COMMON_ISSUES.md

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