Other Equipment Submissions Guide V1

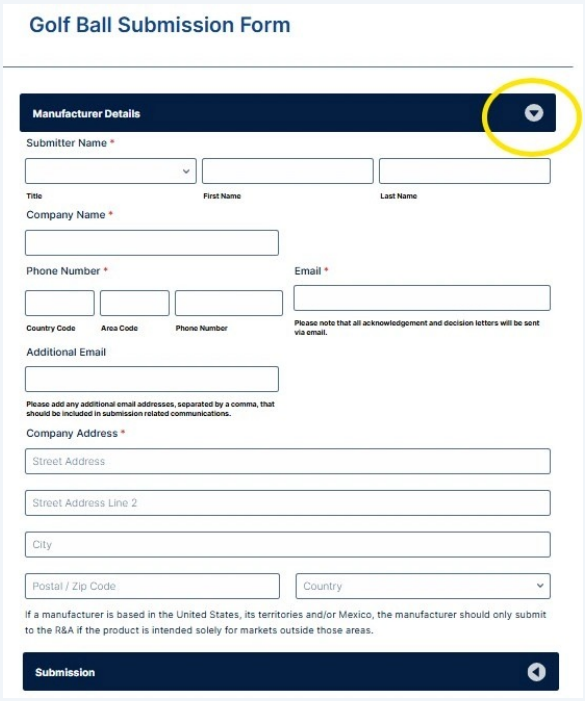
This guide covers the step-by-step process for submitting your golf equipment for testing.

Start Submission

1 Click on link sent by email to open the online submission form.

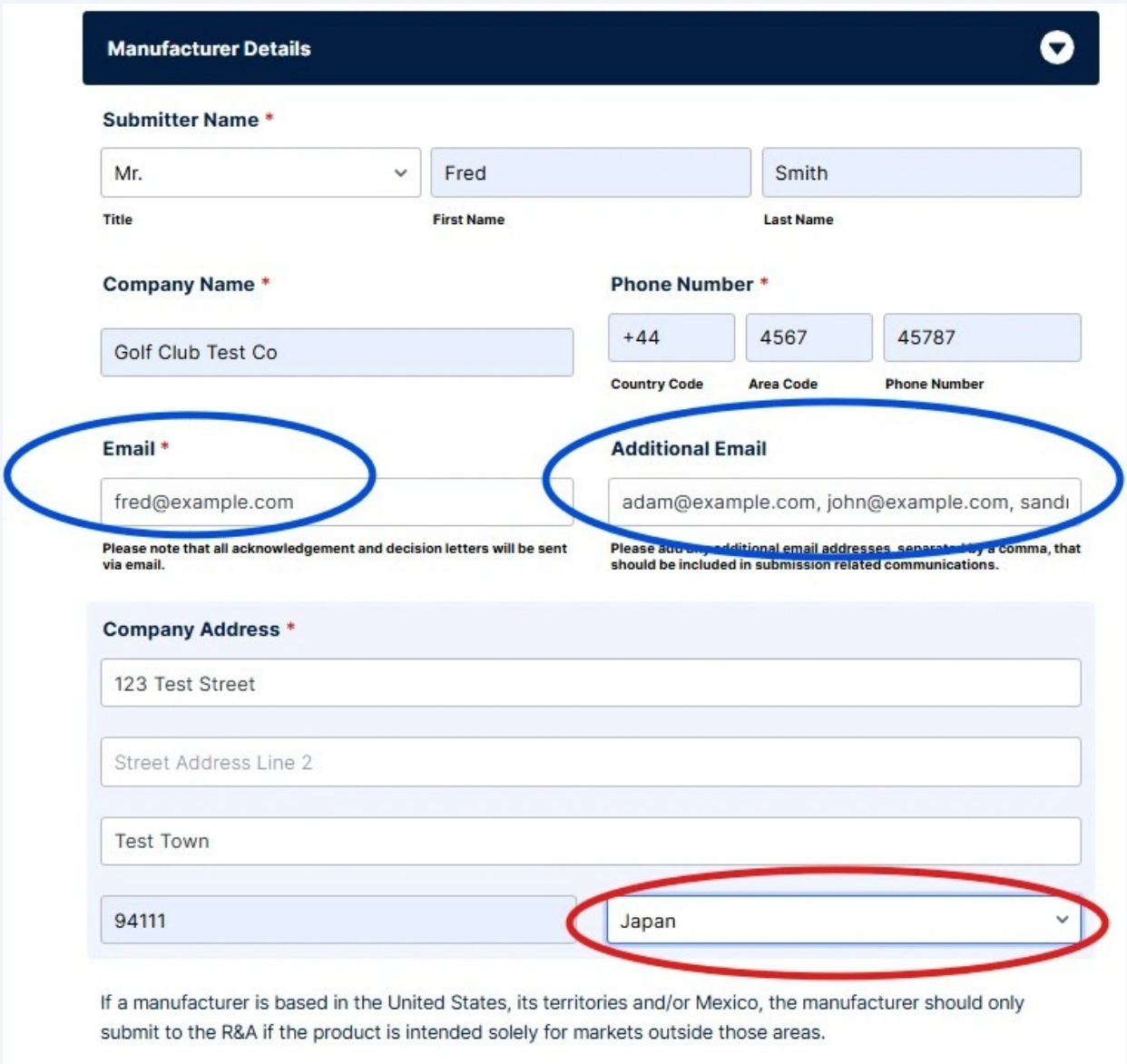
Manufacturer Details

2 Expand the 'Manufacturer Details' section by clicking on the arrow.



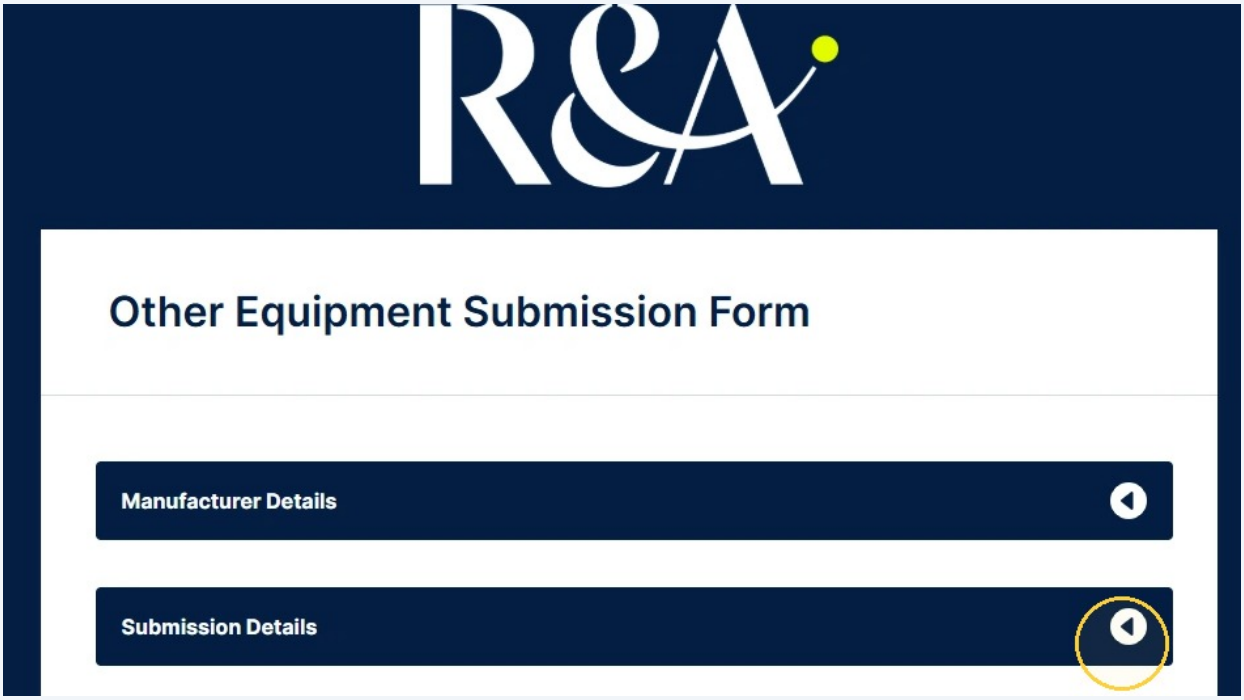
3 Complete all details, ensuring that the email address is correct as this will be used for all communication relating to the submission. If you require additional individuals to be added into these communications, please add all additional email addresses in the relevant box.

The country selector is a drop down menu and search can be narrowed by typing the first letter of your country.



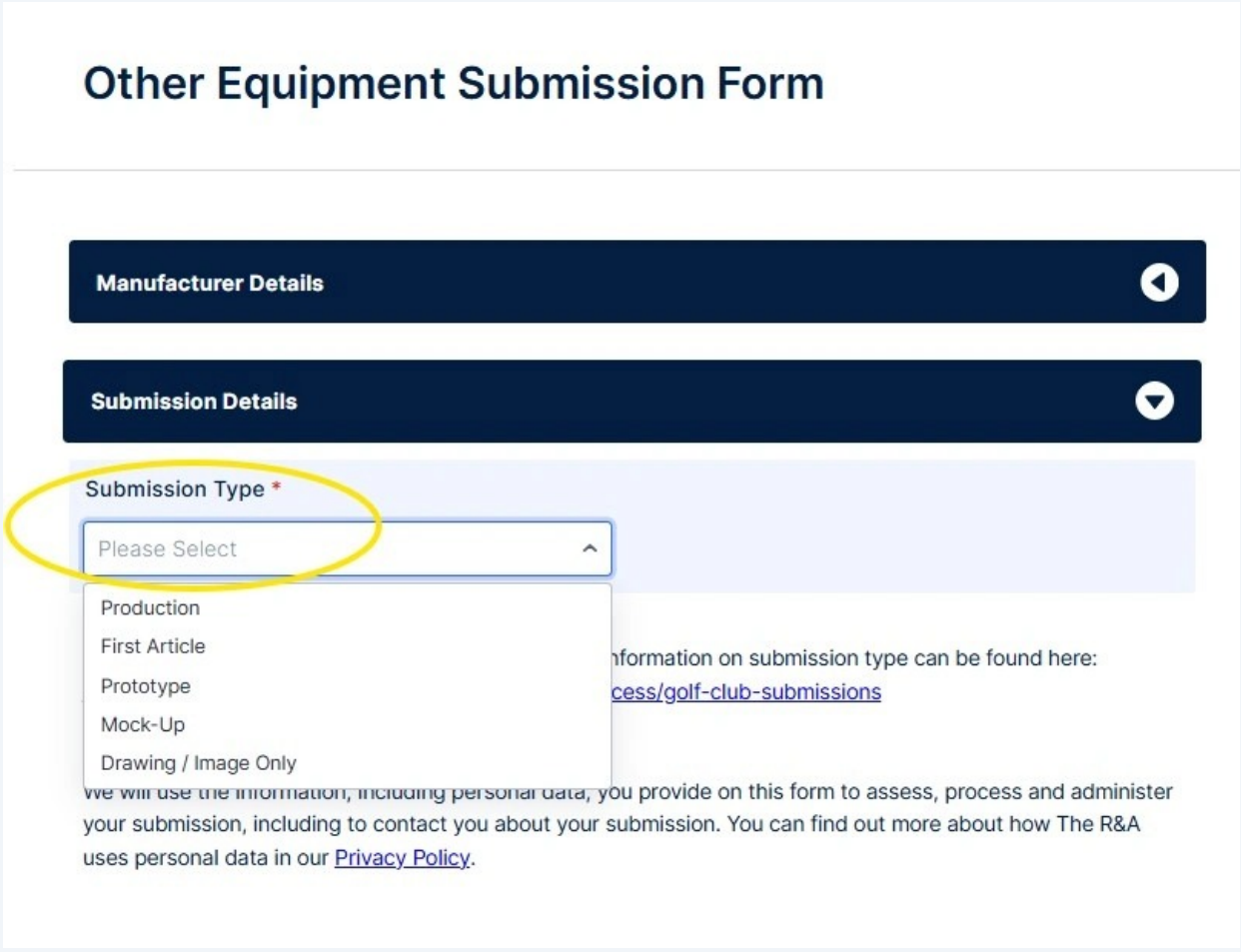
Submission Details

4 Expand the 'Submission Details' section.



5 Select the 'Submission Type' for this submission. Only one submission type can be selected per form. For example, if you have, both a production sample and a prototype sample, two separate submissions should be completed.

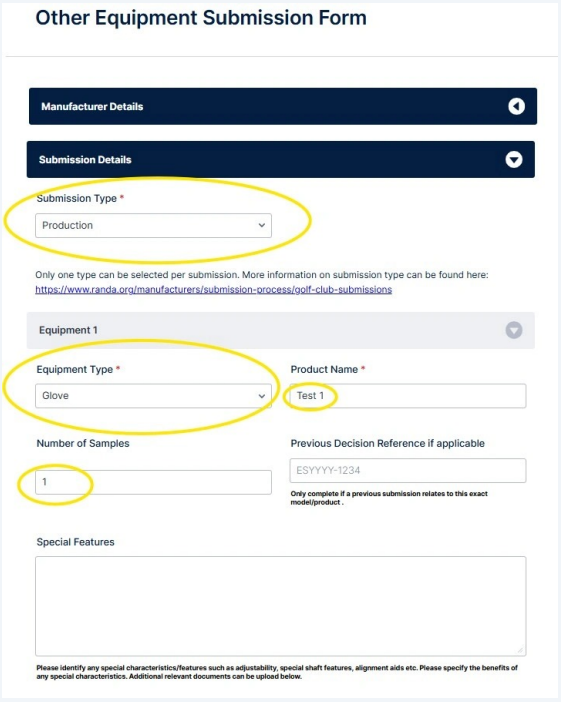
Your selection here will tailor the rest of the form.



Submitting Additional Equipment Types

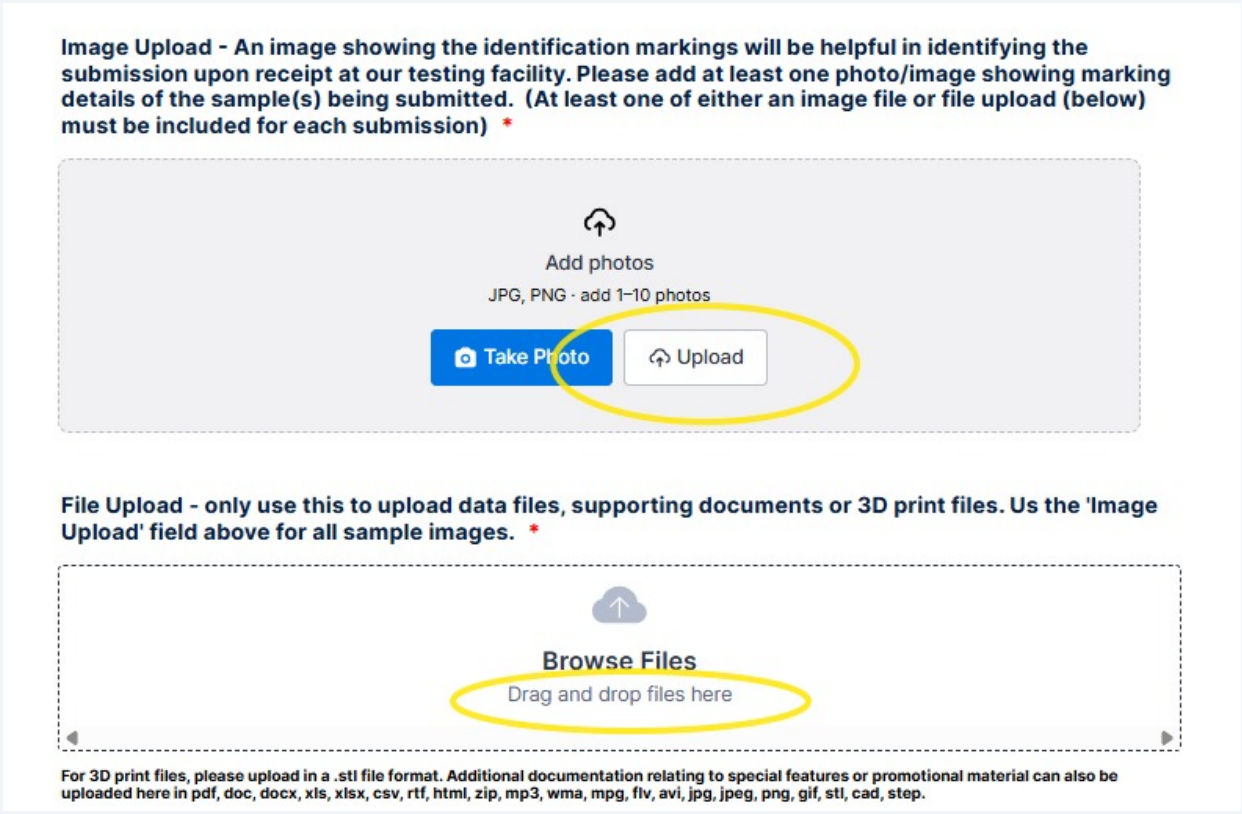
6

Fill in the details for Equipment Item 1, selecting the equipment type from the drop down list. Please note that for Other Equipment submissions, there is only the option for 1 sample per submission. If you are submitting 2 different gloves (for example) then 2 separate submissions would need to be created.



7

We require an image/details of the product so it can be easily identified when it arrives at our testing facility. This can be a phone photo showing the unique identification markings, or a document describing those markings. For images, please use the 'Add photos' option, for data files or 3D print files, please use Browse Files' option. Once the sample has arrived for testing, we will take an image to be uploaded to the website.

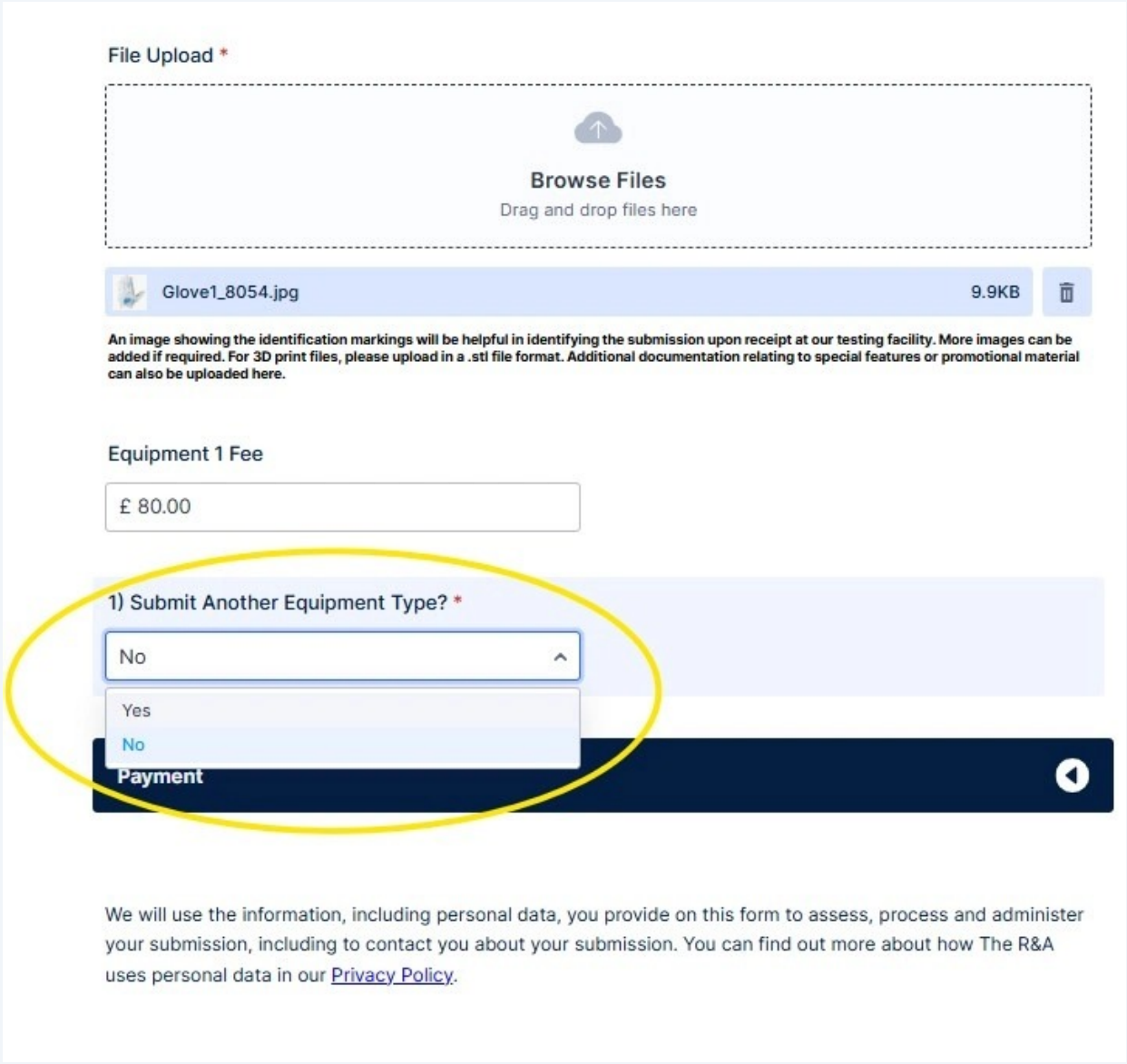


8 At the end of each Equipment section, you will have the option to submit another Equipment Type.

If you have no other equipment to submit please select 'No'.

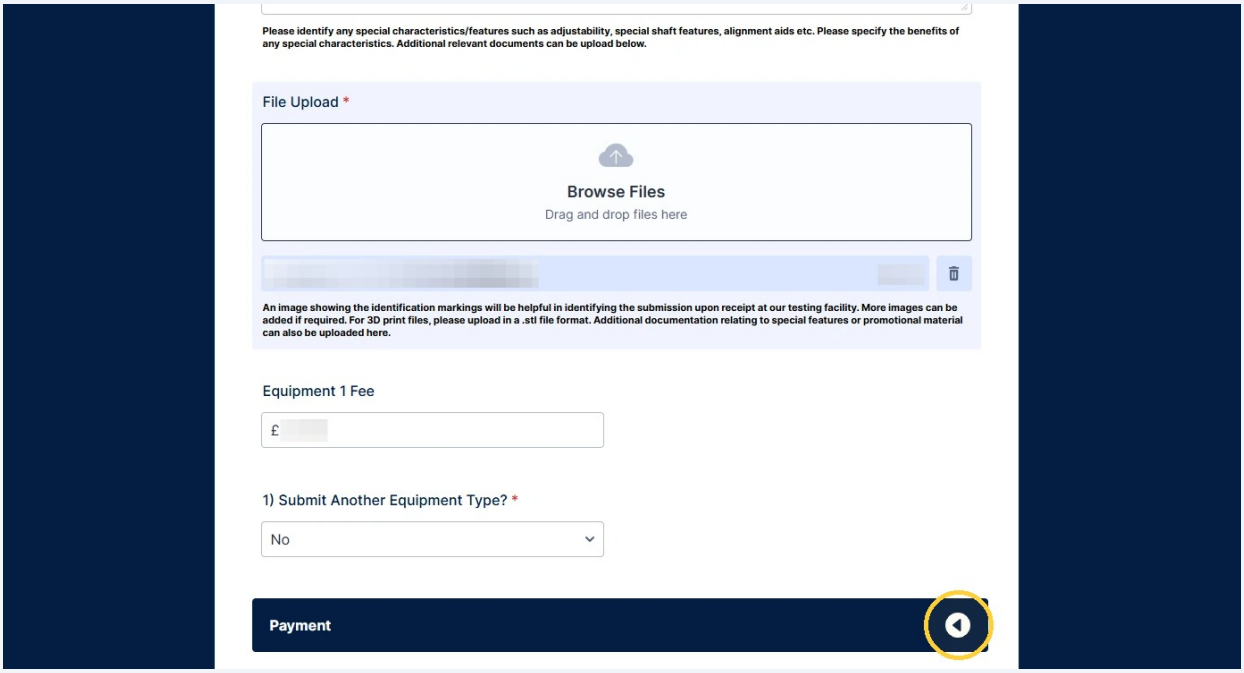
If you wish to add more equipment types, please select 'Yes' and repeat the above steps for each Equipment Type.

This allows you to submit any additional equipment types of the same submission type. For example, in this case, I have submitted a production model glove. If I wanted to also submit a different equipment type on this form, it would also need to be a production model. For example, a golf marker or golf tee could be submitted by selecting 'yes' here. You could also use this to submit two different gloves, with unique product names.



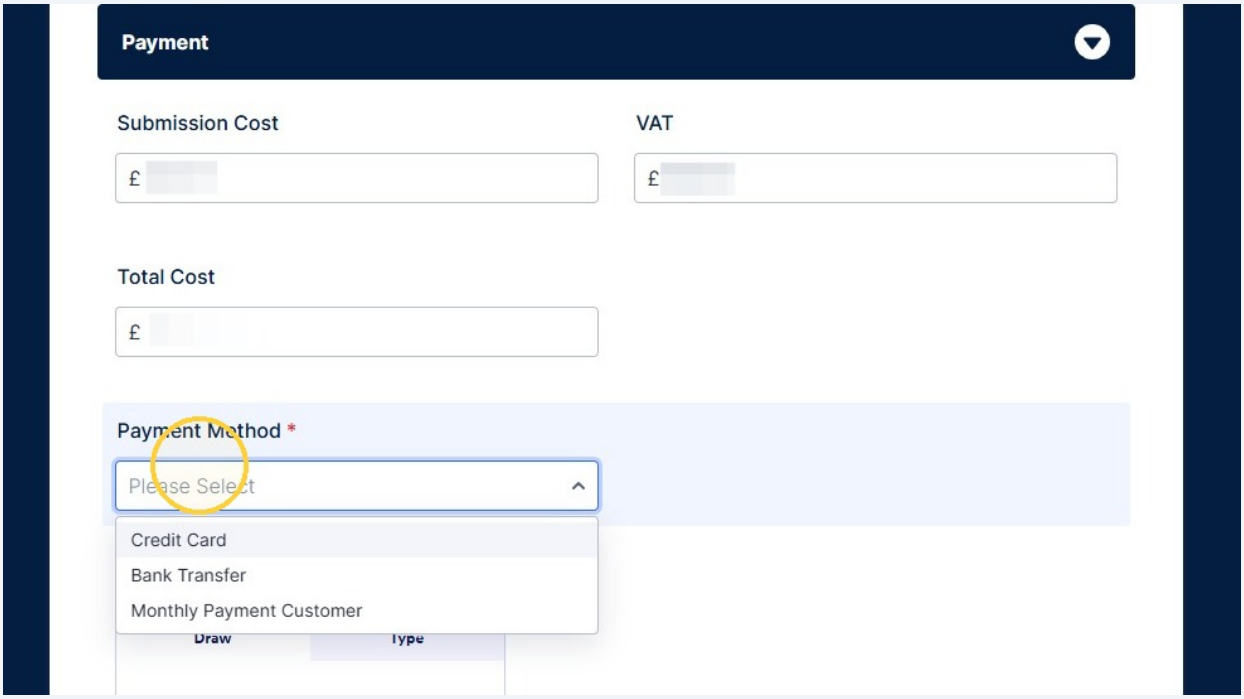
Payment and Review

9 Expand the 'Payment' section.



10 The submission costs will be calculated automatically based on what you entered throughout the form.

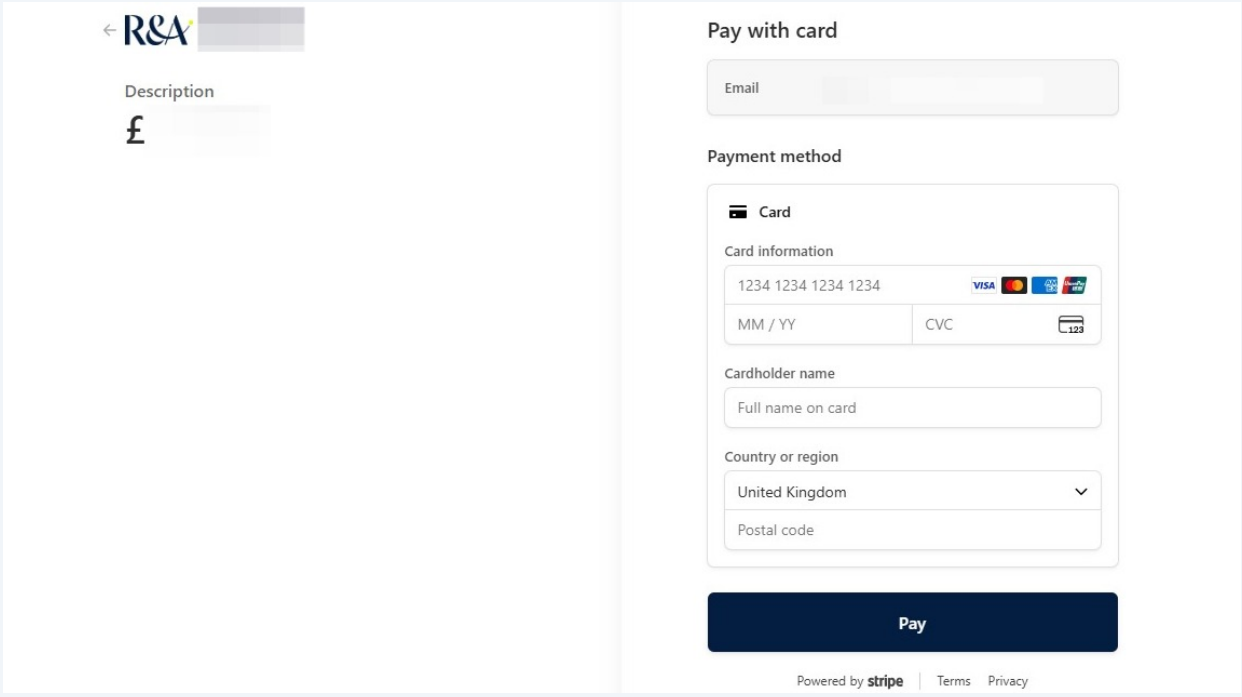
To pay and submit, please select your 'Payment Method'.



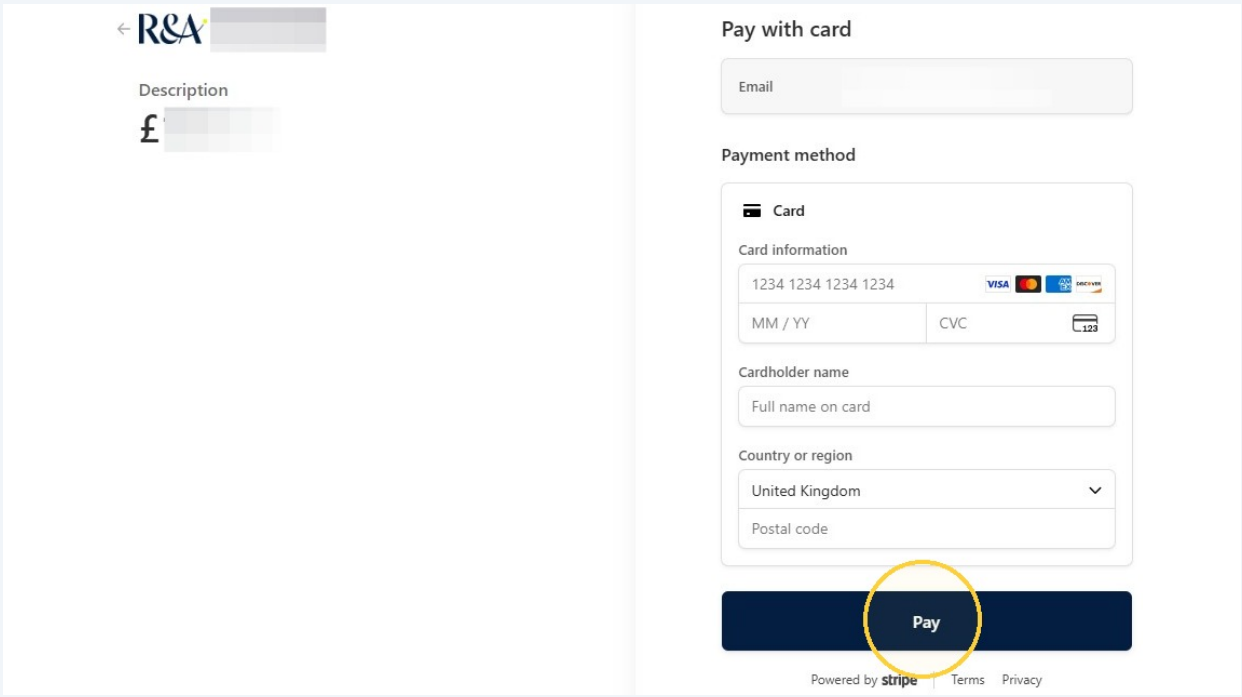
Credit Card Payments

You will need to **Review & Submit** your form before following these steps for credit card payments.

11 If you selected 'Credit Card' as your payment method, you will be redirected to this screen.

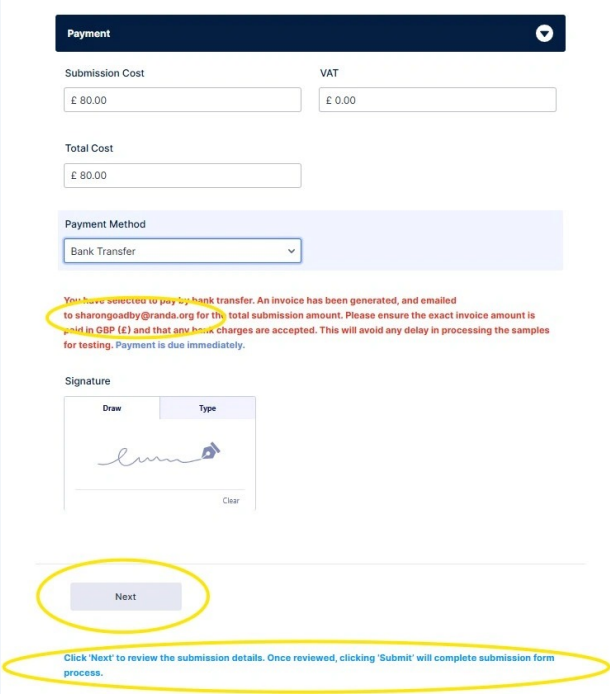


12 Enter your card details and click 'Pay'.



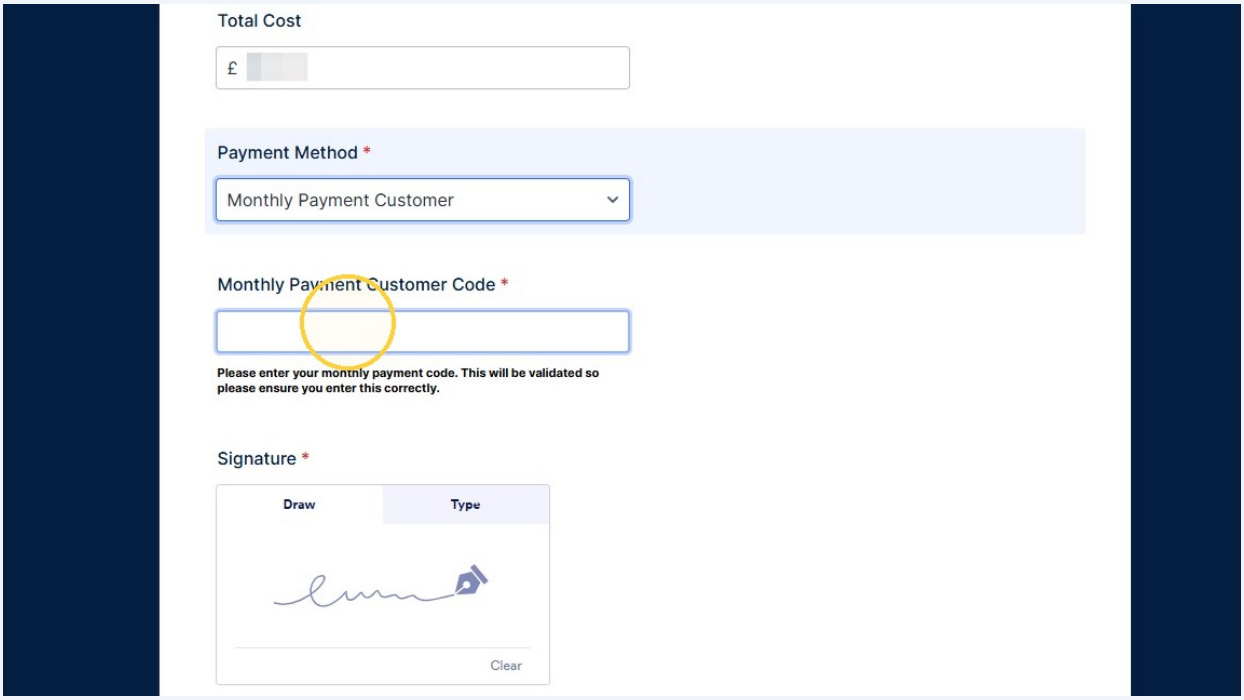
Bank Transfer Payments

13 If you select 'Bank Transfer' as your payment method, an invoice will be automatically generated and sent to the email you entered.
Please follow the instructions in the email to pay.



Monthly Invoice Payments

14 If you have selected 'Monthly Payment Customer', you will be prompted to enter your customer code. This will be verified so please ensure it is entered exactly as it was provided.



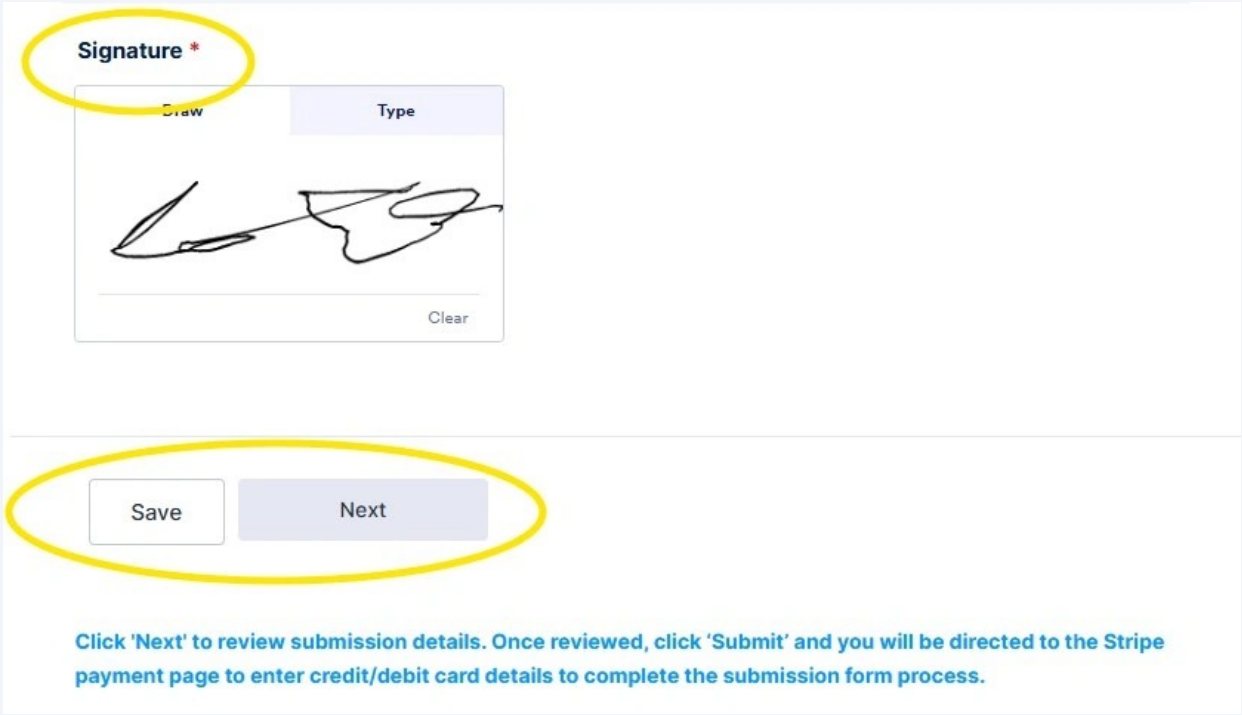
Review and Submit

15

Add your signature to verify your submission.

If you have not been able to complete all the details, there is an option to save the submission. This will send a link to the email address completed in the manufacturer details to allow you to come back to complete later.

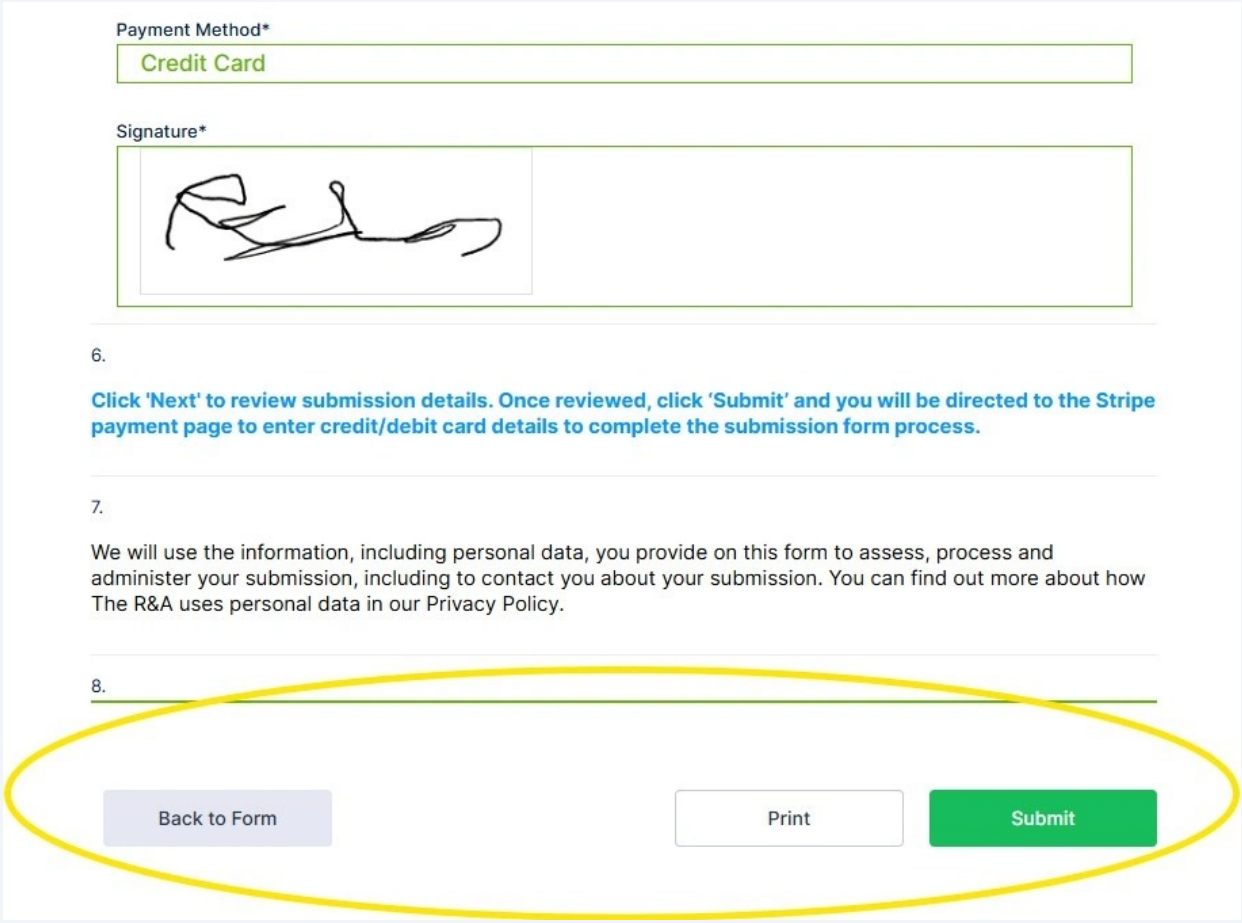
If you are ready to proceed, click 'Next' to review and submit.



16 To confirm all the details entered are correct and proceed with the submission, click 'Submit'.

Should you wish to amend any details, click 'back to Form' and then repeat this process.

You can also print the submission form here but please note that a PDF will be sent to your email with submission details.



Submission Complete

17 Thank you, your submission is now complete. Please check your email for confirmation and shipping details.

