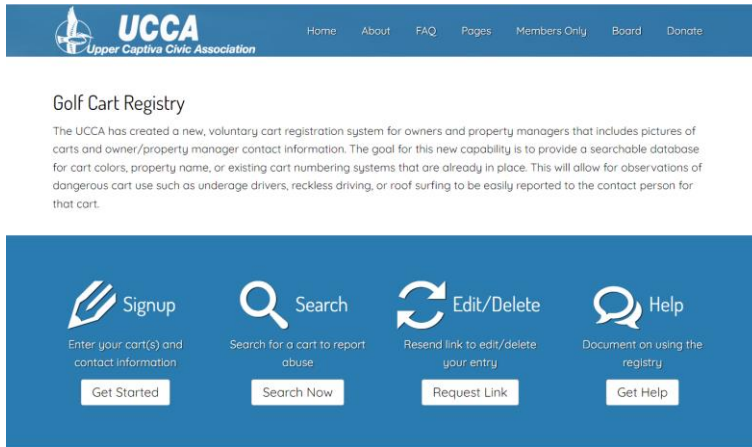


# UCCA Golf Cart Registry (GCR) User Guide



The UCCA has created a new, voluntary cart registration system for owners and property managers that includes pictures of carts and owner/property manager contact information. The goal for this new capability is to provide a searchable database for cart colors, property name, or existing cart numbering systems that are already in place.

You will need to create a separate entry for each of your golf carts.

Initially, the system does NOT require membership in the UCCA but, if you wish to support this and other initiatives to make our island better, please consider joining at <https://www.uppercaptivacivicasociation.org/membership-join>.

## Signup

The start of the registration process is found on the GCR page which can be found by going to <https://www.uppercaptivacivicasociation.org/golf-cart-registryn>, and clicking the “Get Started” button under Signup <https://www.uppercaptivacivicasociation.org/gcr-signup>.

Start by entering your existing Cart ID. This identifier is a mandatory entry on the screen (any numbering system works; there are no edits for format or duplication checking because different owners could have different alpha/numeric formatting systems or the have the same Cart ID for different owners & carts).

Cart colors are in the pull-down menu. For simplicity ease of searching, color is currently limited to primary colors (for example, Turquoise would be Green or Blue). Cart color is a mandatory entry. If your desired color isn't currently in the pull-down menu, you may send an email to [info@uppercaptivacivicasociation.org](mailto:info@uppercaptivacivicasociation.org) and request an addition.

Please complete as much of the information as possible as more information will make it easier for someone to determine if the cart they are inquiring about is in fact yours and how best to reach you to report location or abuse.

If you have a Property Manager that may be an on-island resource to be contacted by those wishing to report information and be aware of an issue reported, be sure to enter those values.

Detailed instructions for adding cart photos require some preliminary steps prior to adding them to the registry entry. Steps vary from phone manufacturer or camera device. The general steps are outlined below. (If you are unable to complete this process, you may email the photos to [info@uppercaptivacivicasociation.org](mailto:info@uppercaptivacivicasociation.org) with a request to post the images for you, and we will do so for you. Be sure to include the Record ID of your registration so we will know which registration to update).

1. Capture the photo(s) of your cart using your phone or digital camera. Be sure you capture a photo(s) that allow for clear identification of the cart, including identifying number/name.
2. Transfer those photo(s) to your computer via email or other transfer method.  
(If you chose to email the picture(s) from your iPhone, choose "Medium" when prompted to size your attachment. Depending on your iPhone settings, resizing may not be necessary as you may have a properly resized .jpg image).
3. Save the picture(s) to your computer device.
4. Open a photo editor (Paint app on Windows systems for example) and resize the photo to reduce the size to 160 KB or less to allow for efficient operation of the registry. Generally, resizing a "normal" photo down to 640 x 480 pixels will be good for both size and viewability.
5. Save the photo(s) as a .jpg file type.
6. Back on the Golf Cart Registry page, you may either "drag and drop" the edited photo file(s) or click the "Select Files" button, locate the files, and choose the image file(s) you just saved.

Once you have completed the registration data, simply click the "Register" button at the bottom of the screen to complete registration.

*The system will email you a confirmation which contains a unique record link/code. **It is suggested that you save this email or the link as that will be the way you edit or remove your registration entry in the future.** By clicking that link that individual cart entry will be presented to you for edit.*

## Edit/Delete

If you lose your link for editing your record, and you want to edit or delete your entry, you will first have to find the Record ID of your registration entry. (See the Search section below for help in finding your entry). Look for the Record ID of your registration entry and make note of it for the next step. Next go to <https://www.uppercaptivacivicasociation.org/golf-cart-registry>, and select the "Request Link" button (<https://www.uppercaptivacivicasociation.org/gcr-request-link>). You will be prompted to enter your Record ID. Click the "Submit" button.

The system will send an email to the email address associated with the registry entry which contains the link to manage your registration for that cart entry. You may then click that link to edit or delete your registration entry.

## Search

The search screen is found at <https://www.uppercaptivacivicasociation.org/golf-cart-registry>, and then clicking the "Search Now" button (<https://www.uppercaptivacivicasociation.org/gcr-search>). Going to this page will give you search screen for all registered carts. You can search for COLOR or HOUSE NAME or CART ID and scroll through the thumbnail photos of carts until you find the cart that you are looking for, then you select "VIEW DETAILS". Examples of search by HOUSE NAME and COLOR are below (multiple carts might be returned and you would have to select **View Details** for the one that you want more details on):

### Search Result List

Below you will find the registered golf carts that match your search criteria. You may search again

Search:

Record ID	Photo 1	Photo 2	Cart ID	Cart Color	House Name
2			BOLME	Blue	Hummingbird Hideaway <a href="#">View Details</a>
1			H1	White	Hummingbird Hideaway <a href="#">View Details</a>

### Search Result List

Below you will find the registered golf carts that match your search criteria. You may search again

Search:

Record ID	Photo 1	Photo 2	Cart ID	Cart Color	House Name
5			CI	Red	Captiva Isles (CI) <a href="#">View Details</a>

Please note that ALL homeowner & property manager contact information is NOT returned on the initial screen so as to reduce the possibility of a web “screen scraper” pulling contact information off the website.

When you **View Details**, you will see the email and phone numbers for both the homeowner and the on-island property manager.

You can click on either email (to send an email with a note and uploaded picture) or either phone number to call or send a text with a note and your picture from your smartphone.

And if you take a picture of the cart that is being unsafely operated (excessive speed, too many people on the 4-person cart, people riding on the roofs or running boards, children drivers, etc.), you can attach that as “proof” to the owner and/or property manager.

***The goal of this guide is to provide as much detail as currently available and we suggest that all owners, especially those owners that rent, consider registering their carts in the UCCA database.***

**UPDATES OR CORRECTIONS MAY BE SUBMITTED TO [info@uppercaptivacivicassociation.org](mailto:info@uppercaptivacivicassociation.org)**