

# Updating Tee Time Schedules

2016 - Winter Edition

## User Guide - Table of Contents

[Overview](#)

[Use Cases](#)

[Accessing the Tools](#)

[Edit Course Schedule: Edit/Delete Current Schedules](#)

[Course Schedule Editor](#)

[Schedule Calendar - Viewing and Changing Applied Schedules](#)

[FAQs](#)

[Best Practices](#)

## Overview

Schedules tell the tee sheet **what booking rules to have in place and when**. For example, from 8am until 6pm have tee times every 10 mins with the standard club member booking rules. You may use the **Edit Course Schedule** to change the normal tee time schedule on the tee sheet. This may be used during holidays or for special events.

## Use Cases

- Daily 8 am start time every 10 mins allowing all members to book except SOCIAL members.
- Tues Ladies Day consisting of 8-9:50am Women Only, 10am-5pm Member Booking.
- Course Closed used every Monday except Holidays, and the Tuesdays following the Monday Holidays.
- Weekend double tees during season.

## Key Terms

The following are the key terms and settings within a schedule:

**Template** - what rules should be in place? For example, "Member Booking" is used to name the particular club rules established during the installation process such as no social members permitted to book. See the ["Templates - the booking rules"](#) section for more details.

**Start Time** and **End Time** - when is the 1st and the last tee time? For example, starting at 7:30am and going until 6pm.

**Intervals** - tee times run every 10 minutes, for example.

**Start Tees** - do players start on the 1st tee only or is this a crossover or reverse/backwards shotgun?

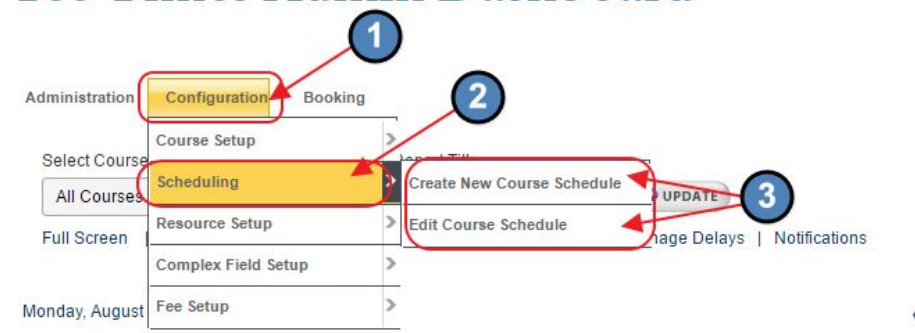
**Custom Styling** - is there a font or background color used to make the tee times stand out on the sheet such as for Women Only times?

## Accessing the Tools

"Scheduling" tools are located under the Configuration section (top-left of the tee times dashboard). **PLEASE NOTE- Only experienced tee times admins should make changes in the Configuration area.**

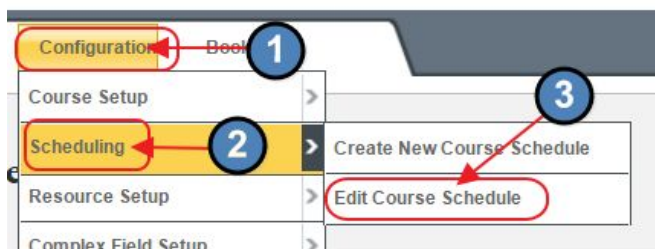
- 1) Hover over "Configuration".
- 2) Hover over "Scheduling".
- 3) Click either "Create New Course Schedule" or "Edit Course Schedule"

## Tee Times Admin Dashboard\*



## Edit Course Schedule: Edit/Delete Current Schedules

Once a schedule is created, it will be available in the Edit Course Schedule tool.



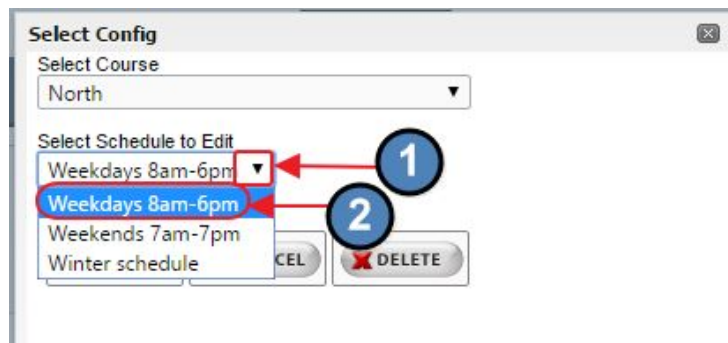
The Edit Course Schedule tool is used to apply schedules that are already created or to check which days have which start times and rules applied. This tool features a calendar to quickly see what is applied for the entire month. It also allows for changing multiple days' schedules at once.

### **To edit an existing schedule:**

First, select the appropriate Course from the drop-down menu (if more than one course exists).



Next, select the Schedule to Edit from the drop-down menu.



Once Course and Schedule have been selected, click, "Confirm." **BE WARY OF THE DELETE BUTTON!**

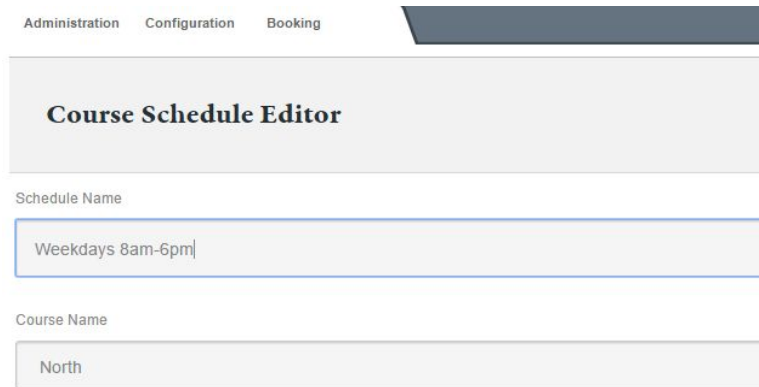


## Course Schedule Editor

Once a schedule is selected the “Course Schedule Editor” page loads. There are 4 main sections to this tool:

1. **Schedule Name** - this is a text field that can be adjusted manually to describe the schedule.

**Note:** If more than one course exists, the Course Name field also appears directly under the Schedule Name as a “View Only” reference field.



Administration Configuration Booking

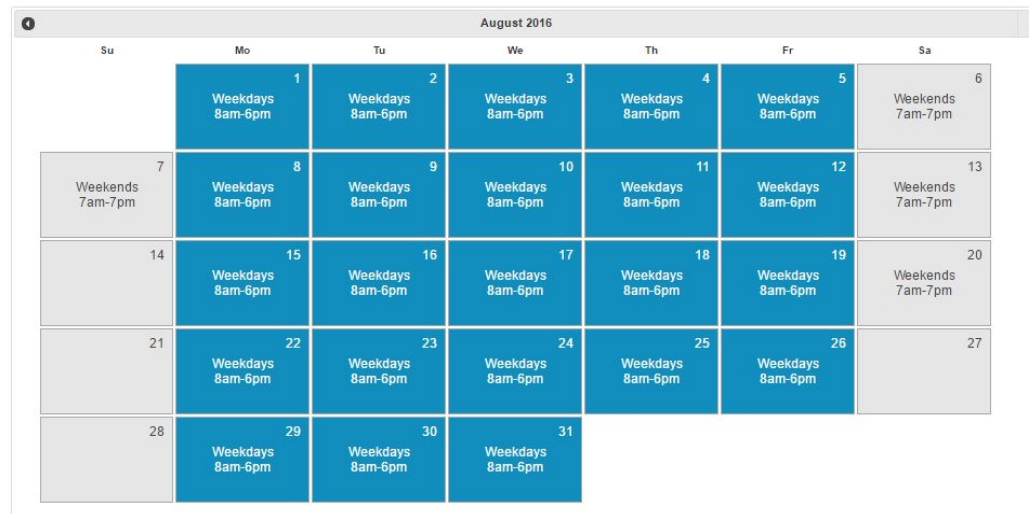
### Course Schedule Editor

Schedule Name  
Weekdays 8am-6pm

Course Name  
North

2. **Schedule Calendar** - shows at a glance all the schedules in place for a given month and is used to apply schedules to specific dates.

### Schedule Calendar

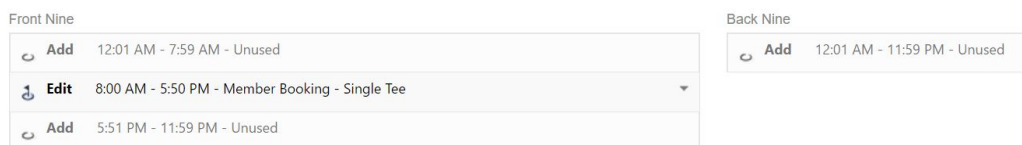


August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1 Weekdays 8am-6pm	2 Weekdays 8am-6pm	3 Weekdays 8am-6pm	4 Weekdays 8am-6pm	5 Weekdays 8am-6pm	6 Weekends 7am-7pm
7 Weekends 7am-7pm	8 Weekdays 8am-6pm	9 Weekdays 8am-6pm	10 Weekdays 8am-6pm	11 Weekdays 8am-6pm	12 Weekdays 8am-6pm	13 Weekends 7am-7pm
14	15 Weekdays 8am-6pm	16 Weekdays 8am-6pm	17 Weekdays 8am-6pm	18 Weekdays 8am-6pm	19 Weekdays 8am-6pm	20 Weekends 7am-7pm
21	22 Weekdays 8am-6pm	23 Weekdays 8am-6pm	24 Weekdays 8am-6pm	25 Weekdays 8am-6pm	26 Weekdays 8am-6pm	27
28	29 Weekdays 8am-6pm	30 Weekdays 8am-6pm	31 Weekdays 8am-6pm			

3. [Available Templates](#) - used when adding new start times to a schedule to select the template or rules to apply to the schedule.



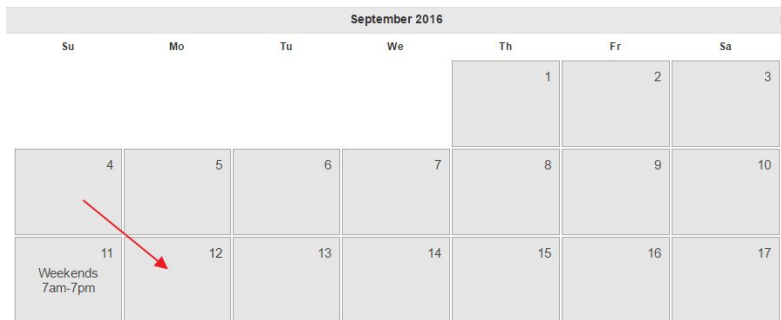
4. [Front Nine & Back Nine](#) - shows the start times and templates used in the schedule.



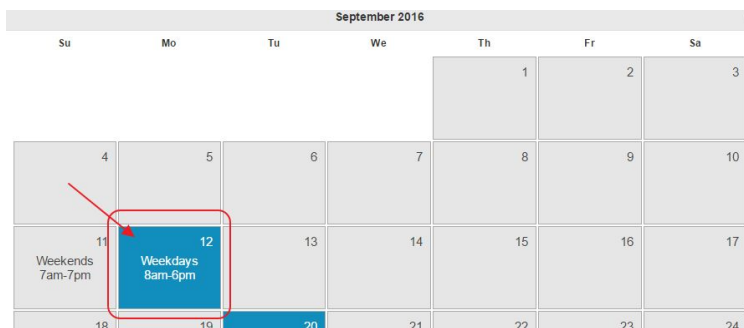
## Schedule Calendar - Viewing and Changing Applied Schedules

There are two actions when using the Schedule Calendar:

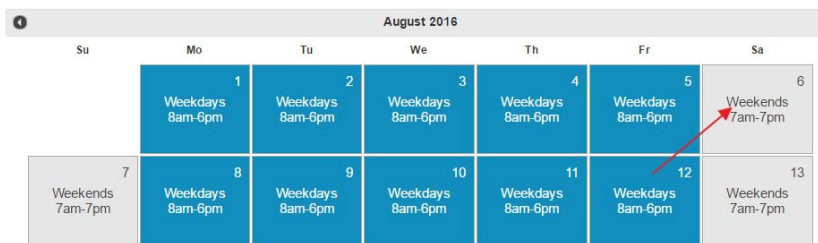
1. Apply the selected schedule - Click in the blank area of the date to apply the schedule.



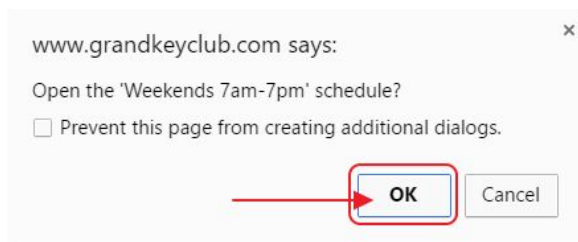
Selected schedule, "Weekdays 8am-6pm," will apply to the date clicked.



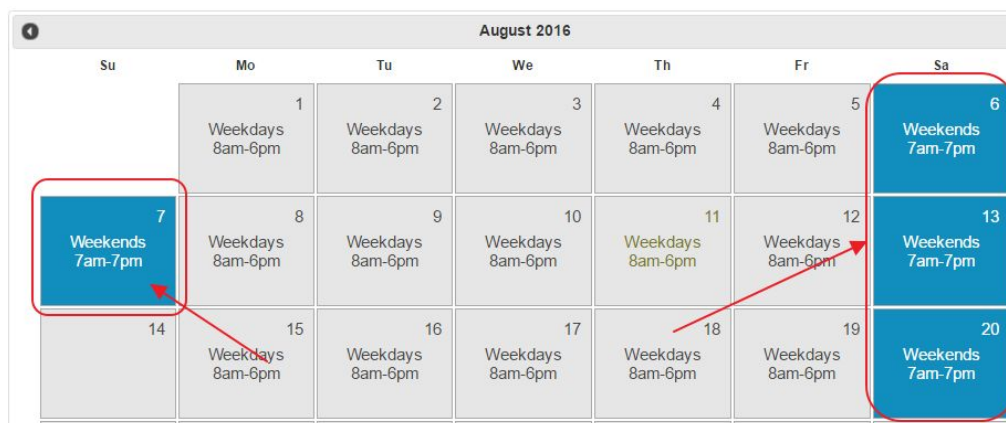
2. Load a different schedule - Click on the text of a non-selected schedule (indicated with a Gray color) to load a different schedule.



System will confirm you wish to load the other schedule. Click, "OK" to load. This feature makes it easier to jump between schedules or find a specific set up and quickly apply to more dates.



Newly selected schedule is now active for editing.



August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1 Weekdays 8am-6pm	2 Weekdays 8am-6pm	3 Weekdays 8am-6pm	4 Weekdays 8am-6pm	5 Weekdays 8am-6pm	6 Weekends 7am-7pm
7 Weekends 7am-7pm	8 Weekdays 8am-6pm	9 Weekdays 8am-6pm	10 Weekdays 8am-6pm	11 Weekdays 8am-6pm	12 Weekdays 8am-6pm	13 Weekends 7am-7pm
14	15 Weekdays 8am-6pm	16 Weekdays 8am-6pm	17 Weekdays 8am-6pm	18 Weekdays 8am-6pm	19 Weekdays 8am-6pm	20 Weekends 7am-7pm

## FAQs

**Q:** How often do I need to reapply schedules?

**A:** Schedules can be applied 1 year in advance so for most cases schedules should be revisited annually- typically best done in advance of the season.

If the schedules are not reset annually then the system will look at the previous month and day of week to determine the most likely schedule. For example, if the last schedule reset concluded with the Winter schedule then the Winter schedule would be in place for every day until the schedules are reset.

**Q:** How do I change or see the rules within the templates?

**A:** The tee time rules, or templates, are originally created during the installation of your tee times and undergo an extensive review process to ensure they are correct.

Many clubs come to Clubessential from programs that require the pro shop to heavily manage their own settings with check boxes for membership types or drop downs for times allowed to play. This has 2 main downsides:

1. A simple check box or time drop down for rules is limiting. For example, junior rules are rarely simple enough to use a check box, even combined with time of day or day of



week. General club rules are often more complex too, such as golf members can book a social member as long as they pay the guest fee, or rules varying based on month or year, or primary vs spouse.

2. Rules controlled by check boxes can be overly involved to maintain. When this system was originally designed clubs asked us for a more flexible rules engine that could cover many conditions. By using templates it takes only a couple clicks to apply the same rules to many days or events, instead of having to select many boxes for each day or event.

We do plan to make the templates and rules more transparent and manageable on the club side but there has not been a large demand for this yet. Changes are simple to do with the unlimited support offered by the Reservations Support Team.

## Best Practices

- Plan to review and reapply schedules annually or before each season.
- Schedules can only be changed for days without tee times. Blocks, Add Starts, or Special Events can be used to adjust days that already have tee times.
- Impersonate User is the quickest way to check a specific membership type or rule such as when Non-resident members may book.
- Contact the Reservations Support Team at 512.609.7984 or [res@clubessential.com](mailto:res@clubessential.com) for any questions or assistance with booking rules within the templates.