

# Booking a Tee Time Online

## Why Book Online?

Booking a Tee Time Online is an extremely easy way to book your next golf game or to register for upcoming tournaments and special events. Tee Times will allow you to access golf events and open tee times, see event details, reserve a spot, receive email communication on the event or tee time, and link events and tee times to your own personal calendar. Simply follow the steps below to begin using the Online Tee Time today.



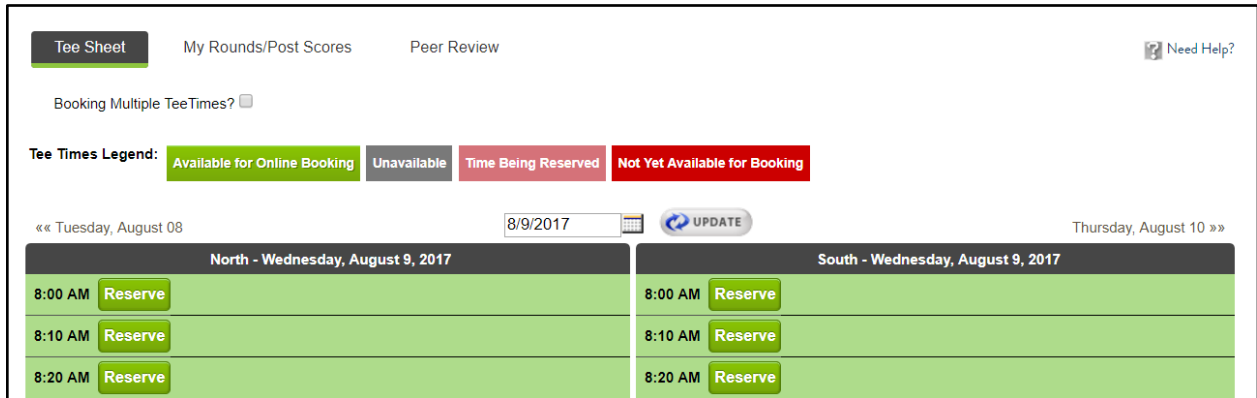
## Calendar Location

Before you can make a tee time, you'll first need to access the online Tee Times page. Login to your website to enter the private member portion of the website. Once you're logged in, you may access Tee Times from several spots.

Names & Calendar Locations:

Tee Times | Quick Links, Under Dining Tab

## Tee Times Overview



**Tee Sheet** My Rounds/Post Scores Peer Review [Need Help?](#)

Booking Multiple TeeTimes?

**Tee Times Legend:** Available for Online Booking Unavailable Time Being Reserved Not Yet Available for Booking

« Tuesday, August 08 8/9/2017 UPDATE Thursday, August 10 »»

North - Wednesday, August 9, 2017		South - Wednesday, August 9, 2017	
8:00 AM	Reserve	8:00 AM	Reserve
8:10 AM	Reserve	8:10 AM	Reserve
8:20 AM	Reserve	8:20 AM	Reserve

The Tee Times Tee Sheet will default to the current date. You may change the date by using the datepicker.



8/9/2017

« AUGUST 2017 »»

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUMP TO TODAY CLOSE X

8:30 AM Reserve

You may also change the date by using the date links on either side of the datepicker to move forward or backward in time.



Tee Times Legend: Available for Online Booking Unavailable Time Being Reserved Not Yet Available for Booking

« Tuesday, August 08 8/9/2017 UPDATE Thursday, August 10 »

North - Wednesday, August 9, 2017	South - Wednesday, August 9, 2017
8:00 AM Reserve	8:00 AM Reserve

Above the datepicker there will be a legend that you may refer to, which shows the color codes for booking.

Booking Multiple TeeTimes?

Tee Times Legend: Available for Online Booking Unavailable Time Being Reserved Not Yet Available for Booking

Time slots will be listed on the Tee Sheet which you may reserve. If the time slot is in green then the spot is available to book.

North - Wednesday, August 9, 2017	South - Wednesday, August 9, 2017
8:00 AM Reserve	8:00 AM Reserve
8:10 AM Reserve	8:10 AM Reserve
8:20 AM Reserve	8:20 AM Reserve
8:30 AM Reserve	8:30 AM Reserve
8:40 AM Reserve	8:40 AM Reserve

1. If the time slot is in gray and there is not a reserve or join button, then the spot is unavailable to book.
2. If the time slot has member names with a Join button, then you may join another member's group by clicking Join.
3. If the time slot is in yellow, then you have already made a tee time for this time slot. You may click the edit icon to edit this tee time.



9:00 AM	1	
9:10 AM		
9:20 AM		
9:30 AM	2	Mark Huffman   Doug Pedegana <input type="button" value="JOIN"/> <input type="button" value="JOIN"/>
9:40 AM		
9:50 AM		
10:00 AM	3	<input checked="" type="checkbox"/> Duane Aaron   TBD   TBD   TBD Guest TBA   Guest TBA   Guest TBA   Guest TBA

## Booking a Tee Time

Now that you've reviewed the tee sheet tools, you can start booking tee times.

Click Reserve on the time slot that you wish to make the reservation for (available time slots for booking will be in green).



This will launch the Book Tee Time window where you can add details to your tee time.

**Book Tee Time** 8:55

Date:  Round:

Course:  Party Size:

Time:

Send Confirmations

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Player 1:

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Player 2:

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Player 3:

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Player 4:



At the top of the Book Tee Time window, you can change the date, course, time, round, and party size.

The screenshot shows a window titled "Book Tee Time" with a close button in the top right corner. The window contains several input fields and dropdown menus. In the top right corner of the window, the time "8:20" is displayed. The fields are: Date (08/02/2017), Course (North), Time (2:30 PM), Round (Eighteen Holes), and Party Size (Foursome).

Once you have selected the party size, the listing of patrons will expand to match our selection.

The screenshot shows a section for adding patrons. At the top, there is a checkbox labeled "Send Confirmations" which is checked. Below this, there are four rows, each representing a player. Each row has a checked checkbox, a label (Player 1, Player 2, Player 3, Player 4), a text input field, and a dropdown menu. The first row has "Aaron, Duane" in the input field and "Riding" in the dropdown. The other three rows have "Type Player Name" in the input field and "Riding" in the dropdown.

Please add the names of the other members or guests joining you.

To add another member to your reservation, start typing their last name, a comma, and then their first name into the patron field and click on their name when it populates in the listing.



Send Confirmations

Player 1  Aaron, Duane Riding

Player 2   1 Riding

Player 3  Abbott, Rusty Saturday Golf 2 Riding

Player 4  Abbott, Sara Riding

Abbott, Jackson

Abbott, Olivia

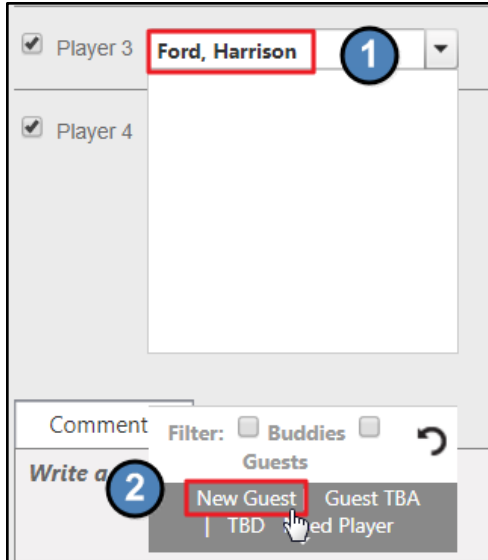
Abbott, David

Filter:  Buddies  Guests

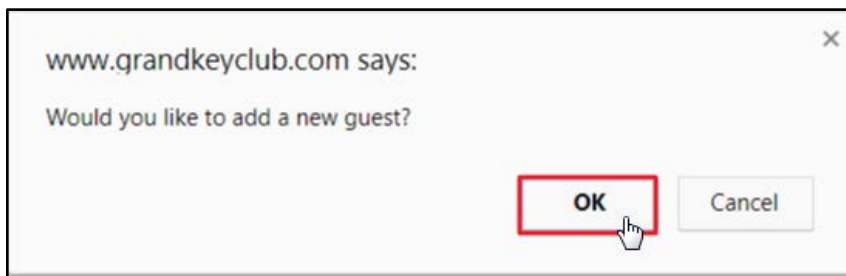
Comment  New Guest | Guest TBA | TBD Need Player

To add a guest, enter a guest's first name and last name and hit enter. Guests that you have included in the reservation in the past will display in the dropdown list for you to select.

If the guest is not in the system, you may easily add this guest so that the guest is easier to find on your next booking reservation. Simply click New Guest on the drop down menu after typing the guest's name.



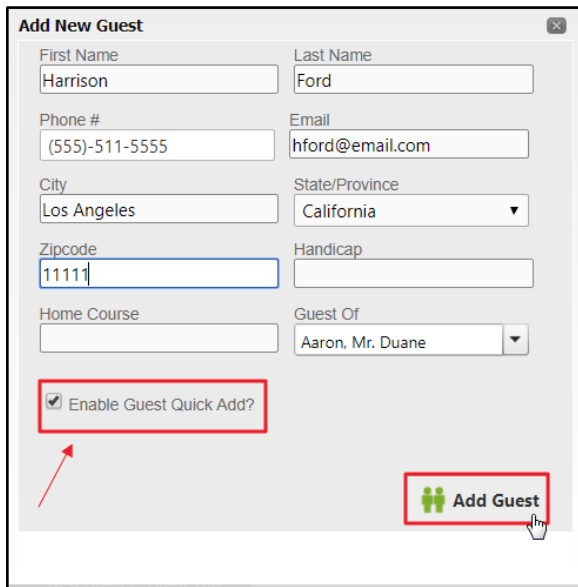
A pop up window will appear confirming you wish to add the guest. Click OK.



Next, add the guest's information.

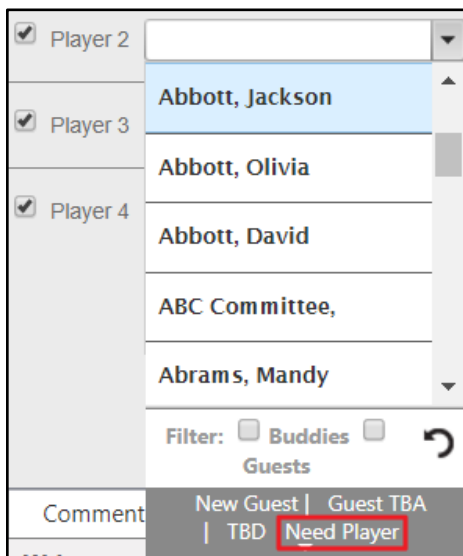
Enable Guest Quick Add will be checked by default. This will allow the guest's information to be stored so you can easily add the guest to tee times in the future. Uncheck if you do not want to store the guest's information

Click Add Guest once you have completed adding the guest information.



You may also leave fields as 'Type Patron Name' and these will be converted to TBDs, or placeholders, for your reservation.

You may also select Need Player if you would like for another member to have the ability to join your group.







To the left of each person, check the boxes to select who will receive an email confirmation for this tee time.

<input checked="" type="checkbox"/>	Player 1	<input type="text" value="Aaron, Duane"/>	▼
<input checked="" type="checkbox"/>	Player 2	<input type="text" value="Abbott, Jackson"/>	▼
<input checked="" type="checkbox"/>	Player 3	<input type="text" value="Abbott, Rusty"/>	▼
<input checked="" type="checkbox"/>	Player 4	<input type="text" value="Abbott, Sara"/>	▼

To the right of each patron's name, you will see a drop down menu. Use this to select the patron's needs such as caddy, walking, private cart, etc.

<input type="text" value="Aaron, Duane"/>	▼	<input type="text" value="Walking"/>	▼
<input type="text" value="Abbott, Jackson"/>	▼	<input type="text" value="4-Bagger"/>	▼
<input type="text" value="Abbott, Rusty"/>	▼	<input type="text" value="Private Cart"/>	▼
<input type="text" value="Abbott, Sara"/>	▼	<input type="text" value="Caddie"/>	▼

If you would like to include comments with your tee time, please feel free to do so by typing in the comments section.

Comments
<input type="text" value="Leave a comment here!"/>
<input type="button" value="Discard Changes"/> <input type="button" value="Make Tee Time"/>



Once you are ready to confirm your reservation, click Make Tee Time.

Comments

Leave a comment here!

Discard Changes Make Tee Time

## Editing an Existing Tee Time

You can make edits to an existing tee time by navigating to the date the tee time is on and clicking the Edit button on your tee time.



The Book Tee Time window will launch. From here, you may alter details on your tee time.

Once you are ready to confirm the changes to your reservation, click Book Tee Time.

## Need to cancel?

You can cancel a tee time by navigating to the date of the tee time and clicking the blue Edit button. The Edit Tee Time window will launch.

Click Cancel Tee Time at the bottom of the booking window.

Comments

Write a comment

Cancel Tee Time Discard Changes Update Tee Time