



Booking a Tee Time - Staff

2017 - Fall Edition

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Overview

As a staff member, you may need to **book, edit, or cancel** a **Tee Time** reservation on behalf of members. You can easily do so directly from the **Tee Time Admin Dashboard**.

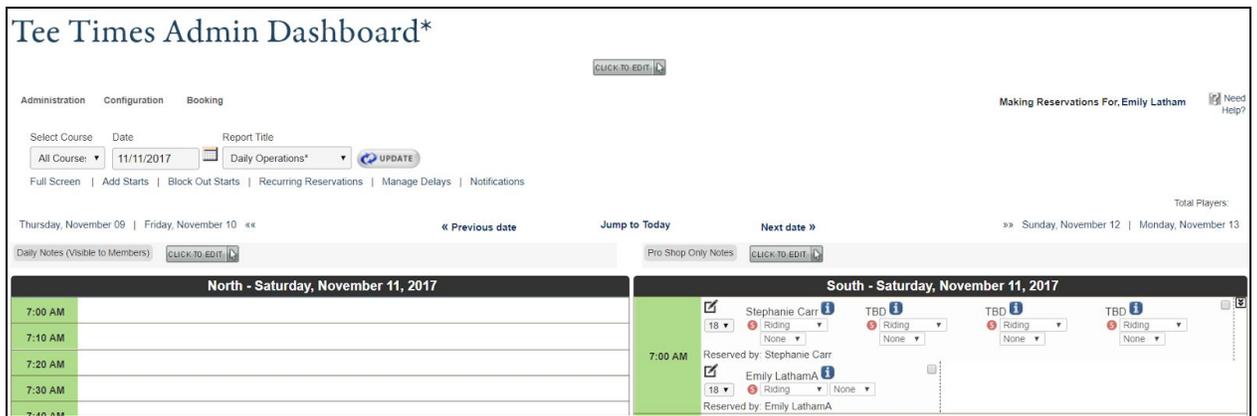
Use Case(s)

- **As an Admin, I would like to book, edit, and cancel Tee Time reservations for members.**

Accessing the Tool

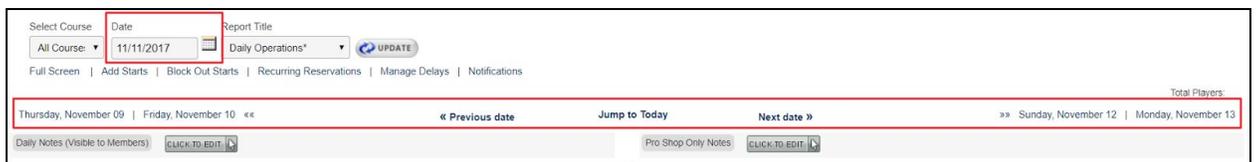
To get started, access the **Tee Times Admin Dashboard**.

This will launch the Tee Times calendar, which mirrors the Member Tee Time Calendar.



Calendar Overview

The calendar will default to today's date. You may change the date by using the **datepickers** above the calendar.



Below the datepickers, there will be two click to edits for **Daily Notes** and for **Proshop Only Notes**.

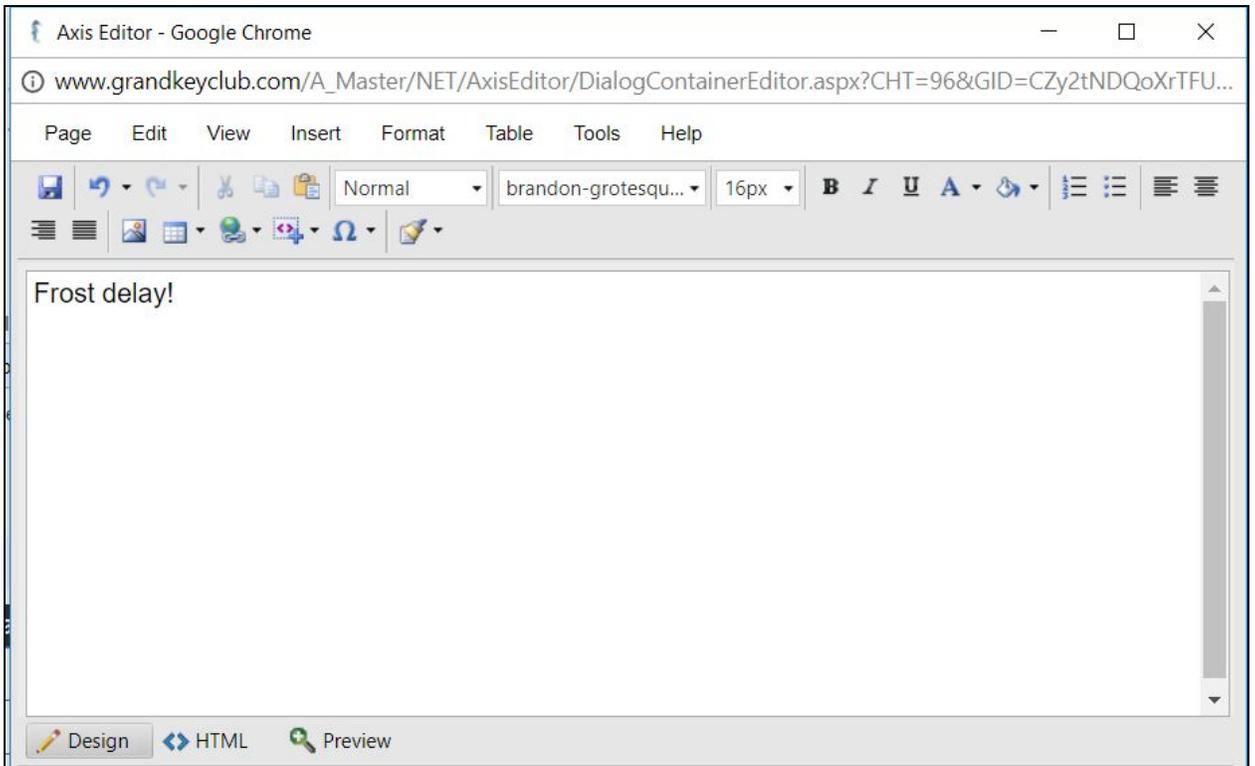
Daily Notes are visible to members, and is typically used for course notifications.

Proshop Only Notes are only visible to staff members, and is typically used for communications geared towards staff.

Click on the click to edit to open the **Editor**.



Within the editor, you may add text, imagery, and hyperlinks. To learn more about editing content within the editor, please review our [Editor Article](#).



The Admin Tee Times calendar will list all available tee times for the courses you may have.

Reserved times will list who the reservation is for, along with any details on the reservation like: guests and transportation type.



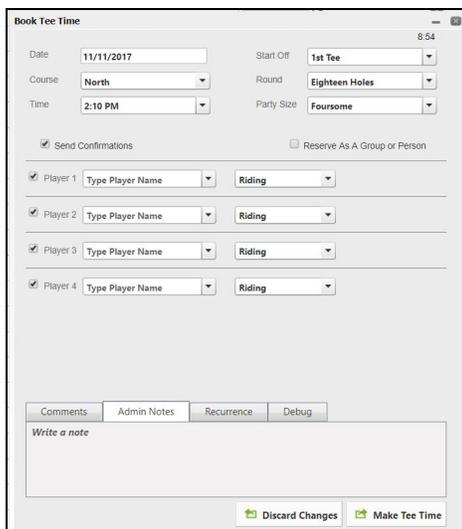
Booking a Tee Time

To book a tee time, **click on any time** that is open.

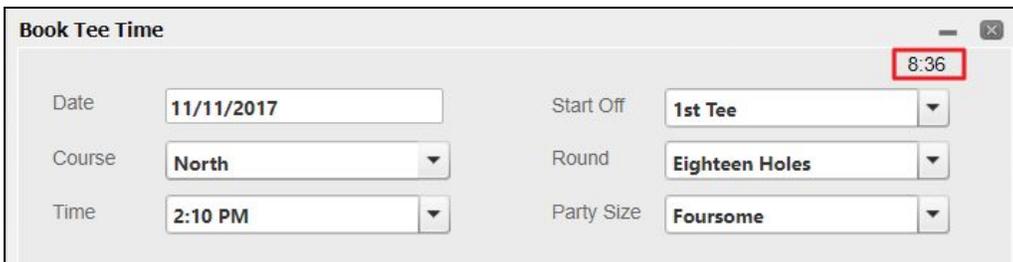
Note: you cannot make reservations for times in the past.



This will launch the **booking window**.



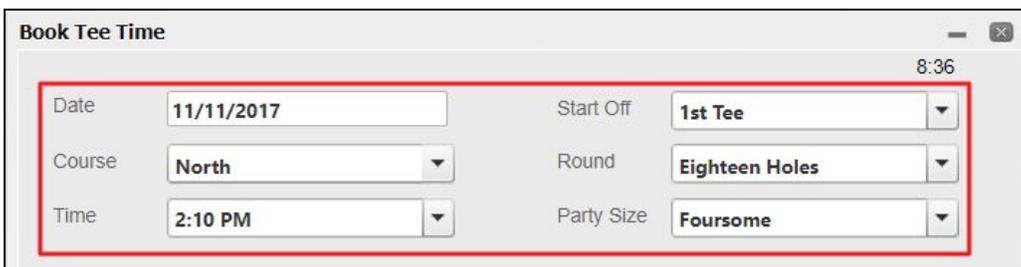
At the top left of the booking window there will be a **counter**, which is counting down. This shows the amount of time you have to make the reservation and holds the spot while entering in reservation details so another member, or staff member, cannot book this spot while entering in details.



The screenshot shows a window titled "Book Tee Time" with a countdown timer in the top right corner showing "8:36". The form contains the following fields:

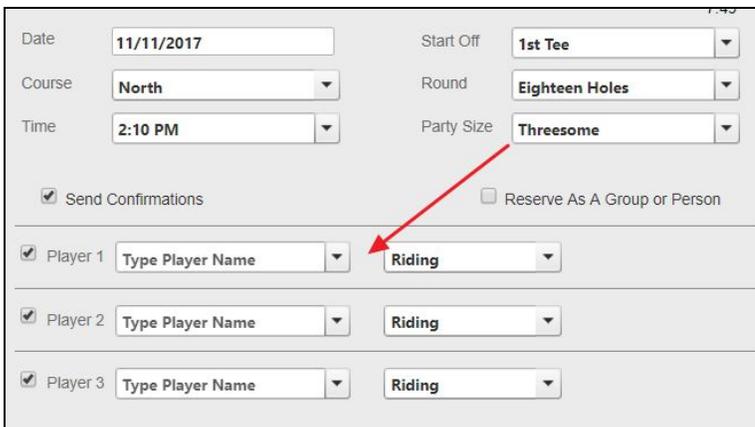
Date	11/11/2017	Start Off	1st Tee
Course	North	Round	Eighteen Holes
Time	2:10 PM	Party Size	Foursome

At the top of the booking window you may change the **date of the reservation, the course, the time, the starting tee, rounds, and party size.**



This screenshot is identical to the previous one, but a red rectangular box highlights the entire reservation details section, including the date, course, time, start off, round, and party size fields.

Once you change the party size the **Player** section below will update accordingly.



This screenshot shows the "Player" section of the booking window. The "Party Size" is now set to "Threesome". Below the reservation details, there are three player slots, each with a "Type Player Name" dropdown and a "Riding" dropdown. A red arrow points from the "Threesome" party size dropdown to the "Riding" dropdown of the first player slot.

Date	11/11/2017	Start Off	1st Tee
Course	North	Round	Eighteen Holes
Time	2:10 PM	Party Size	Threesome
<input checked="" type="checkbox"/> Send Confirmations <input type="checkbox"/> Reserve As A Group or Person			
<input checked="" type="checkbox"/> Player 1	Type Player Name	Riding	
<input checked="" type="checkbox"/> Player 2	Type Player Name	Riding	
<input checked="" type="checkbox"/> Player 3	Type Player Name	Riding	

Next, fill out the player section.

In **Player 1**, enter in the name of the member that you're making the reservation on behalf of.

To do this, **type the last name of the member, then a comma, then their first name.**

Their name will then appear in the list.



A screenshot of a reservation form. On the left, there are three checkboxes labeled 'Player 1', 'Player 2', and 'Player 3', all of which are checked. To the right of the 'Player 1' checkbox is a text input field containing 'lathama, Emily'. Below this input field is a list of suggestions. The first suggestion is 'LathamA, Emily' with 'latham235813(0)' below it. The input field and the first suggestion are highlighted with a red box.

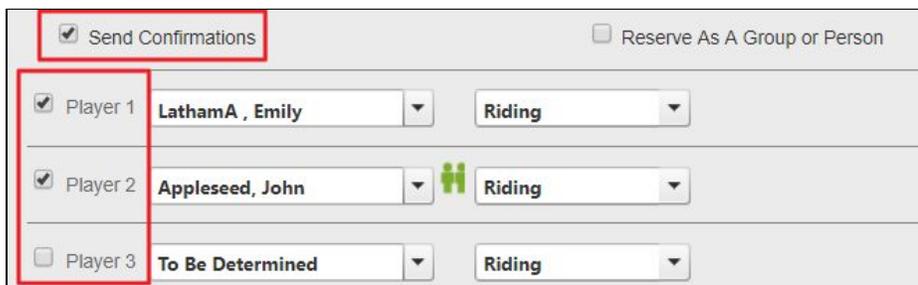
Click on the **member's name** to add to the reservation.



A screenshot of the same reservation form as above. The text input field for 'Player 1' still contains 'lathama, Emily'. The suggestion 'LathamA, Emily' with 'latham235813(0)' below it is now highlighted with a red box, and a mouse cursor is pointing at it, indicating it has been selected.

Continue adding any known members to the reservation **Player** fields.

Next to each **Player** field there will be a checkbox which is associated with the **Send Confirmations checkbox**. When all checkboxes are enabled, members and guests will receive **emails** from the system for when the tee time is made, if edits are made, or if a cancellation occurs.



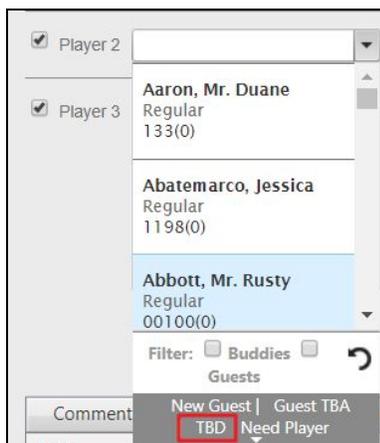
The screenshot shows a reservation form with the following elements:

- Send Confirmations (highlighted with a red box)
- Reserve As A Group or Person
- Player 1: LathamA , Emily (dropdown) Riding (dropdown)
- Player 2: Appleseed, John (dropdown)  Riding (dropdown)
- Player 3: To Be Determined (dropdown) Riding (dropdown)

Adding Guests/TBDs/Need Player

You may leave Player spots as **TBDs** if the other patron's are unknown.

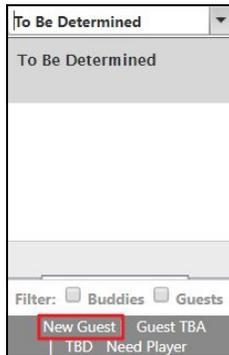
To do this, you may leave the spots as **'Type Player Name'**, or using the **dropdown** within the Player spot **click on TBD**.



The screenshot shows a dropdown menu for player selection with the following elements:

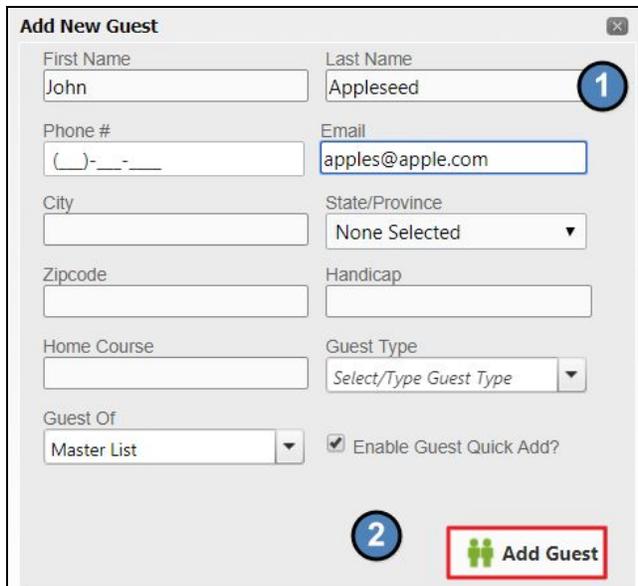
- Player 2: [Dropdown]
- Player 3: [Dropdown]
- Filter: Buddies Guests
- Options: New Guest | Guest TBA | **TBD** (highlighted with a red box) | Need Player

If a member is bringing a guest and you have the guest information, **click** on **New Guest**.

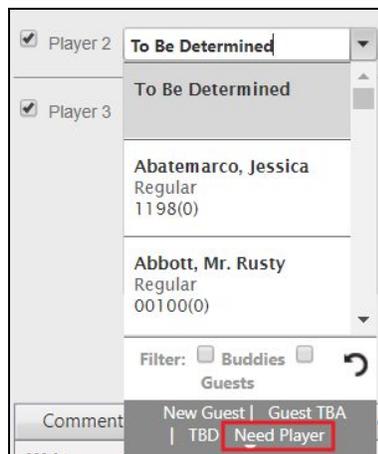


This will launch the **Guest** Information window where you may add information on the guest. This will store the guest's information so members can easily add guests next time, and so you can store the information in the [Guest Manager](#).

Add the guest information as follows and **click Add Guest**.

A screenshot of a 'Add New Guest' form window. The form contains several input fields and a dropdown menu. The fields are: 'First Name' (John), 'Last Name' (Appleseed), 'Phone #' (with a format mask), 'Email' (apples@apple.com), 'City', 'State/Province' (None Selected), 'Zipcode', 'Handicap', 'Home Course', 'Guest Type' (Select/Type Guest Type), and 'Guest Of' (Master List). There is a checkbox for 'Enable Guest Quick Add?' which is checked. At the bottom right, there is a red-bordered button with a green person icon and the text 'Add Guest'. A blue circle with the number '1' is next to the 'Last Name' field, and a blue circle with the number '2' is next to the 'Add Guest' button.

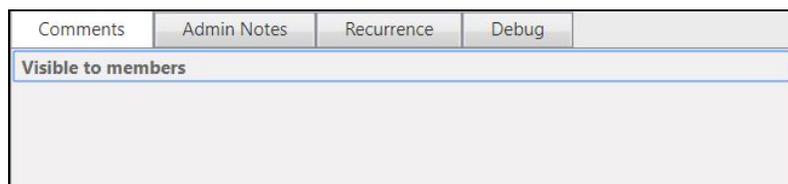
If the member would like to leave a player spot open for another member to join the game, then choose **'Need Player'**. This will allow members to join the tee time.



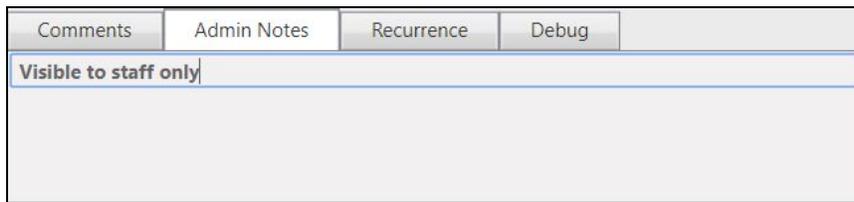
Tee Time Comments/Recurrence

At the bottom of the booking window you will have options to leave **Comments**, **Admin Notes**, and set up a **recurring tee time**.

The **comments** tab is meant for members and any comments left here will be visible to the members on the reservation.

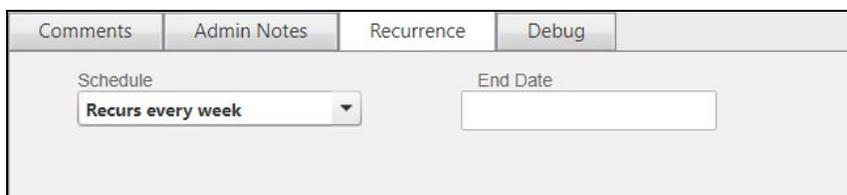


Admin Notes can only be seen by staff members, and is therefore used to leave internal notes on the tee time or any directions for staff.



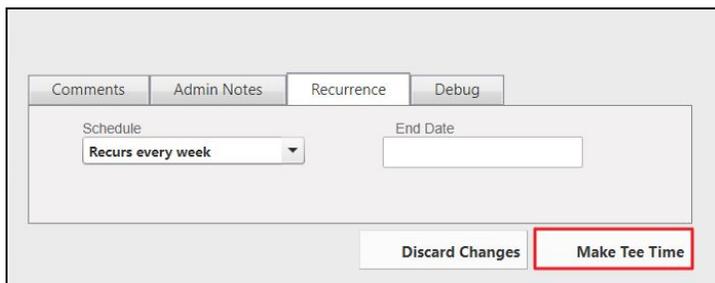
The screenshot shows a tabbed interface with four tabs: 'Comments', 'Admin Notes', 'Recurrence', and 'Debug'. The 'Admin Notes' tab is selected and contains a text input field with the text 'Visible to staff only'.

The **recurrence** tab allows you to set up a recurring team time for the party.



The screenshot shows the 'Recurrence' tab selected. It features a 'Schedule' dropdown menu set to 'Rekurs every week' and an empty 'End Date' text input field.

Once you are ready to make the reservation, **click Make Tee Time**.



This screenshot shows the 'Recurrence' tab with the 'Make Tee Time' button highlighted with a red border. The 'Discard Changes' button is also visible.

The page will refresh and you will now be able to see the reservation on the Tee Times Admin Calendar and on the Member Tee Times Calendar.



The screenshot shows a reservation card for a 2:10 PM tee time. It lists three participants: Emily LathamA, John Appleseed, and TBD. Each participant has a dropdown menu for 'Riding' and a status icon. The reservation is noted as 'Reserved by: Emily LathamA'.

Editing/Canceling Reservations

You can easily edit Tee Time reservations directly from the Admin Tee Times calendar within the Tee Times Admin Dashboard.

Click on the **reservation** you wish to **edit** from the **calendar**.



This will launch the **booking window**.

From here, you can make edits on any of the options within the booking window.

Click Update Tee Time once changes have been made.

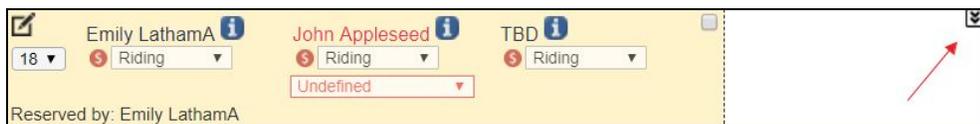


Canceling

To **cancel** from the booking window, simply **click Cancel Tee Time**.



You may also cancel a reservation directly from the Calendar by **clicking** on the **arrow** to the right of the reservation.



Then, **click** on the **trashcan icon** to remove the Tee Time.

