



# Tee Times Click & Drag

2017 - Fall Edition

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## Overview

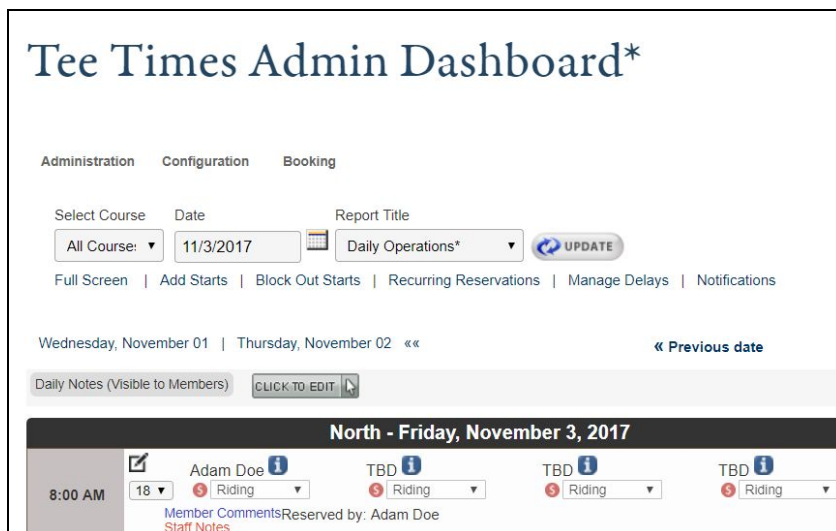
Reservations can be easily split, combined, or moved directly from the **Tee Times Admin Dashboard Calendar** by using the **Click & Drag** method. This allows for easy management of the movement of reservations without having to edit each reservation individually.

## Use Case(s)

- **As an Admin, I would like to be able to move, combine, and split reservations directly on the Admin Dashboard Calendar.**

# Accessing the Tool

To begin, start on the **Tee Times Admin Dashboard Calendar**.

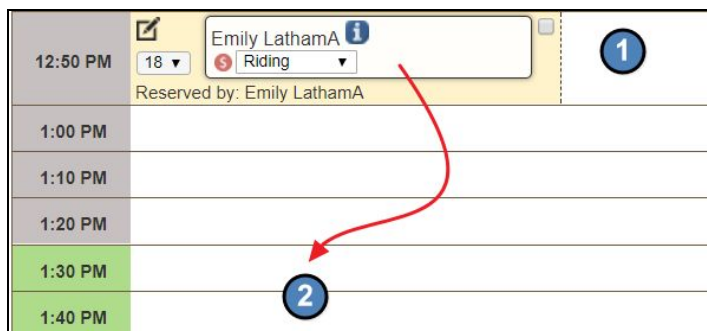


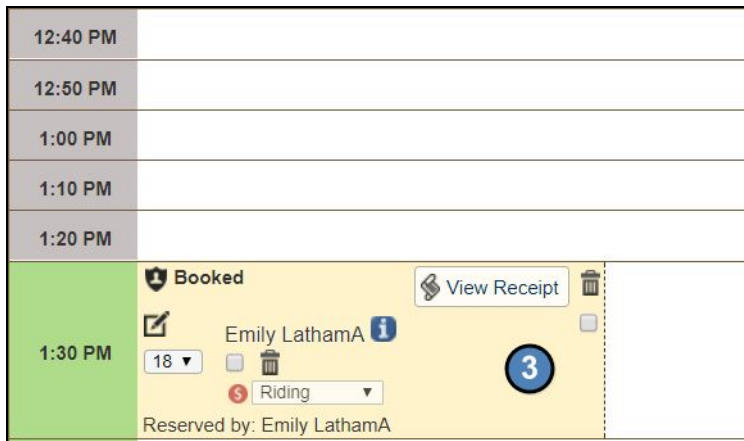
# Moving a Reservation

To move a reservation, begin by clicking on the reservation. A black box will appear around the Reservation holder.

Next, hold down within the black box until your cursor changes to the move icon.

You can then drag the reservation to any new open spot on the calendar.





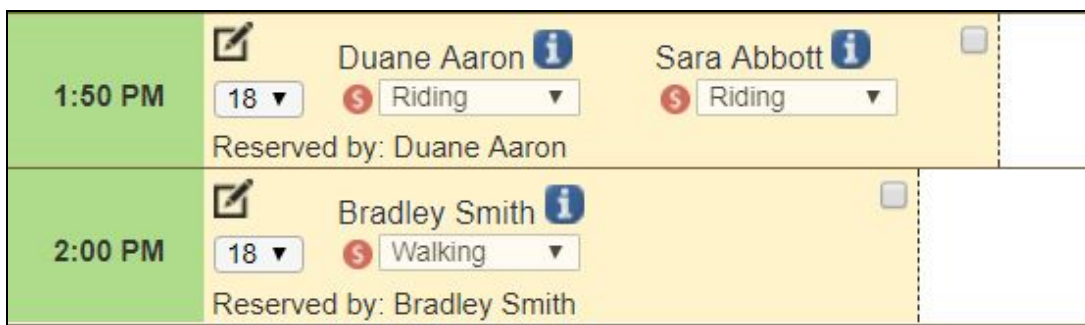
## Splitting a Reservation

To move a reservation, begin by clicking on the name holder of the reservation that you want to move. A black box will appear around the Reservation holder.



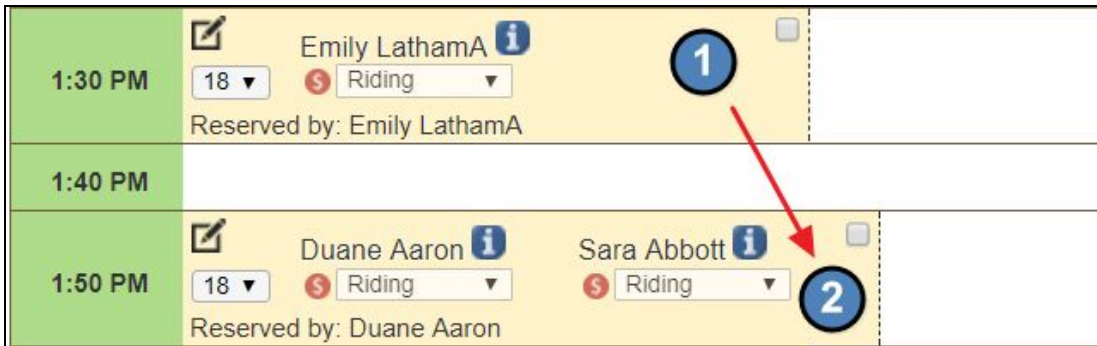
Next, hold down within the black box until your cursor changes to the move icon.

You can then drag the reservation to any new open spot on the calendar.



## Combining Reservations

To move a reservation, begin by clicking on the name holder of the reservation that you want to move. A black box will appear around the Reservation holder.



Next, hold down within the black box until your cursor changes to the move icon.

The existing reservation you would like to combine to will turn green. Drop the reservation to an existing reservation block.

