



Adding Custom Starts

2018 - Winter Edition

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Overview

The **Add Starts** tool within the **Tee Times Admin Dashboard** is an easy way to add additional start times to your tee sheet that may be outside of your normal tee time hours.

Use Case(s)

- **As an Admin, I would like to add additional tee time starts to the tee sheet, either before or after our regular schedule.**

Accessing the Tool

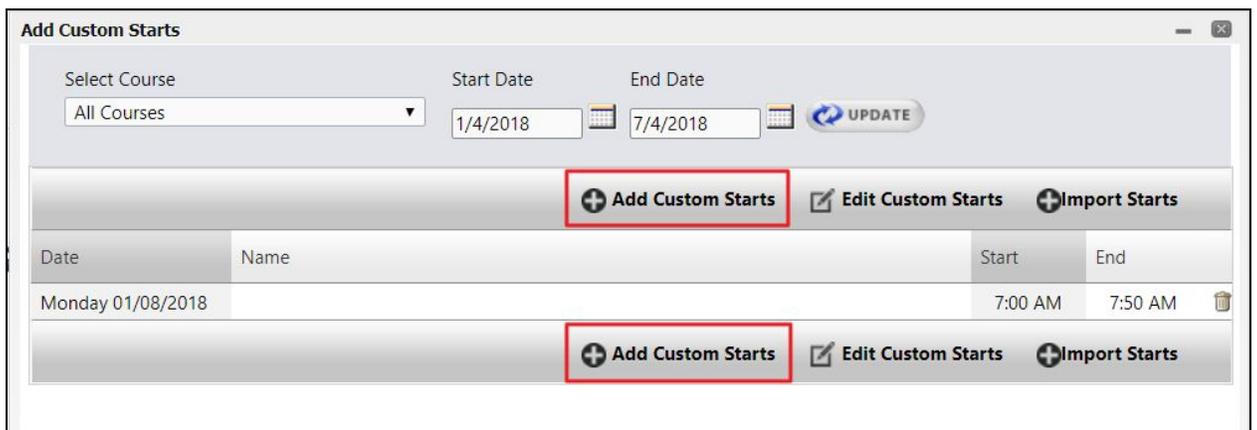
To get started, access the **Tee Times Admin Dashboard**.

Click on **Add Starts**.

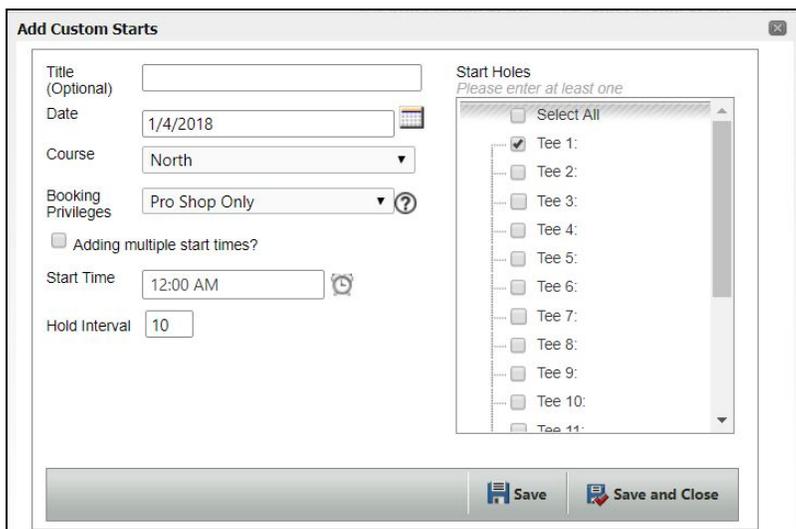


Adding New Starts

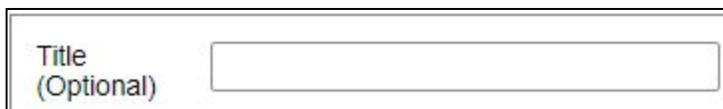
To add a new start, click **Add Custom Starts**.



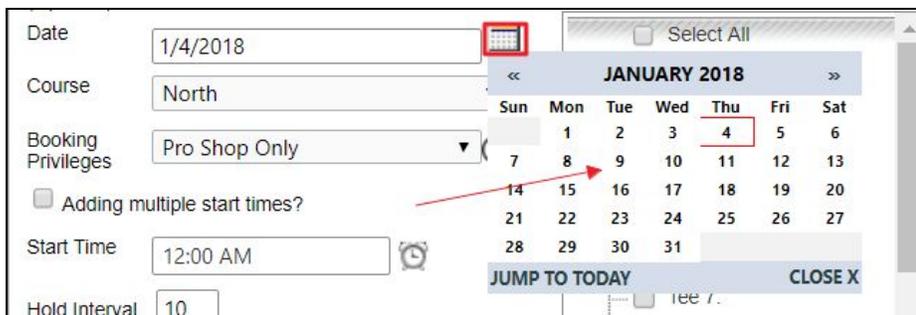
Next, begin setting up the parameters for the custom start.



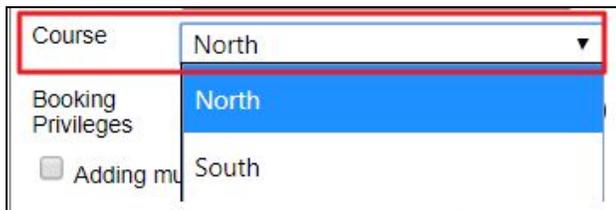
You have the option of adding a **title**, however, this is not required and typically is not used.



Choose the **date** for the custom start to take place on by using the **datepicker** to choose a date from the calendar.



If you have more than one course, use the **course dropdown** to determine which course the start will be active on.



Course: North

Booking Privileges

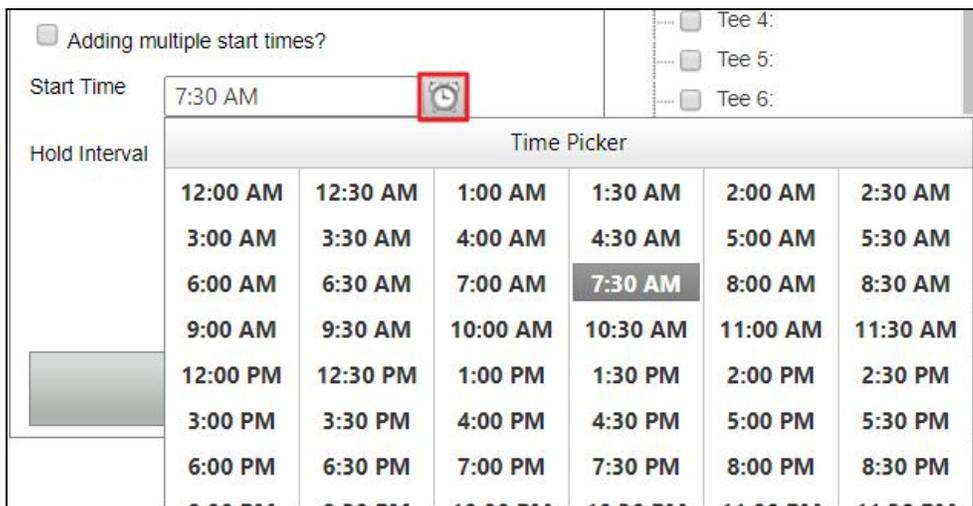
Adding multiple start times

Booking Privileges determines who is able to book during this new custom start. This will default to **ProShop Only** which will not allow members to book - only staff can book using this option. The most used option for custom starts is **Member Booking**, which will allow members to book during these additional times on the tee sheet.



Booking Privileges: Member Booking

Next, you can begin adding when the additional starts will occur. If you would like to **add ONE additional start**, go ahead and use the **time picker** next to the **Start Time** box to set the new time. Since the increments are in 30 minutes, you may need to type of the desired minutes into the start time box.



Adding multiple start times?

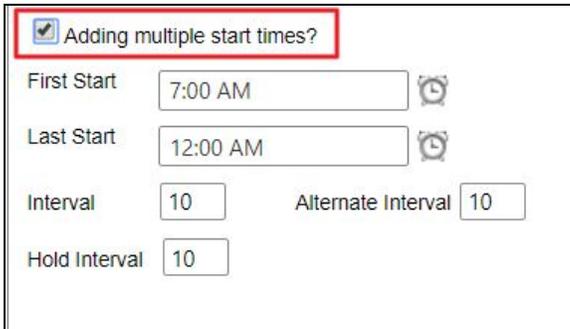
Start Time: 7:30 AM

Hold Interval

Time Picker					
12:00 AM	12:30 AM	1:00 AM	1:30 AM	2:00 AM	2:30 AM
3:00 AM	3:30 AM	4:00 AM	4:30 AM	5:00 AM	5:30 AM
6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM
9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM

Example: if the first start of your day is 8:00 am, you may want to add a new start that would occur prior to this. Since start intervals are most typically in 10 minute increments, you would add a start for 7:50am.

If you will be **adding multiple start times**, checkmark the **Adding Multiple Start Times** box.



Adding multiple start times?

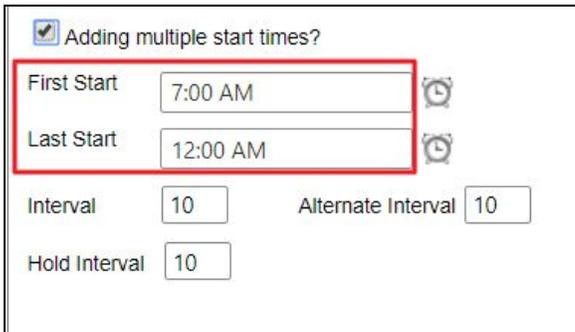
First Start 

Last Start 

Interval Alternate Interval

Hold Interval

This will change the time slots to **First Start** and **Last Start**.



Adding multiple start times?

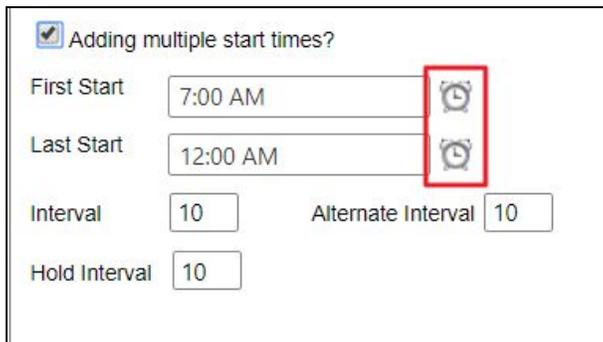
First Start 

Last Start 

Interval Alternate Interval

Hold Interval

Using the **timepickers** and/or **typing** in the time into our time boxes, determine when the **first start** will begin and when the **last start** will take place.



Adding multiple start times?

First Start 

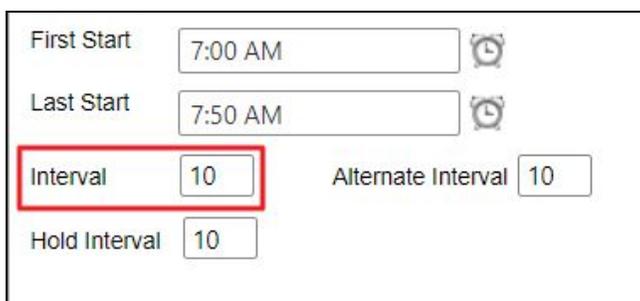
Last Start 

Interval Alternate Interval

Hold Interval

Example: your tee sheet usually begins at 8:00 am, however, you would like to add an additional hour of play prior to your normal starting time. You would set the first start to 7:00 am and your last start to 7:50 am, since play intervals are typically in 10 minute increments.

After you choose your times, you can change the **interval** if desired. By default, this should be set to 10 minutes. This is the typical interval schedule for most clubs, however, you may change this if you would like to alter the start rates.



First Start 

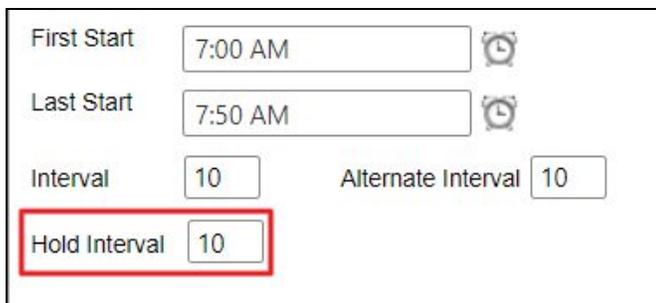
Last Start 

Interval Alternate Interval

Hold Interval

Example: you may want your intervals to be 20 minutes increments, so start times would be at 7:00 am, 7:20 am, and 7:40 am.

The **hold interval** is the countdown timer that appears for members during booking, which allows a hold on the reservation while members are adding their booking details so another member cannot book this spot during the registration process.



First Start 

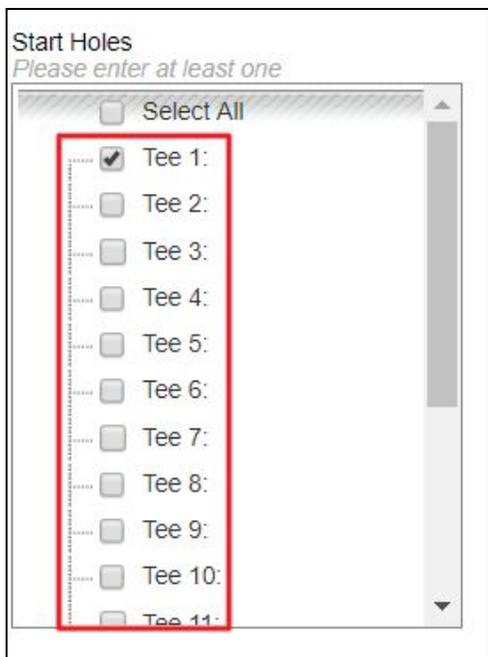
Last Start 

Interval Alternate Interval

Hold Interval

This is typically set to 6-10 minutes and should be left unaltered, however, you may add a custom hold time if desired.

If you wish to add this **custom start** to only some **tees** on your course, **checkmark** which **tees** this start should apply to.



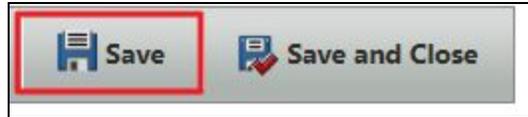
Start Holes
Please enter at least one

Select All

- Tee 1:
- Tee 2:
- Tee 3:
- Tee 4:
- Tee 5:
- Tee 6:
- Tee 7:
- Tee 8:
- Tee 9:
- Tee 10:
- Tee 11:

Save as New & Removing

Next, **click save** to access a few additional options.



You will not have the option to **remove the starts** or to **save as new**.



Save as new will allow you to **copy** the **custom start** rules to another day, which is an easy way of applying the changes to multiple future dates without having to set up the rules again.