

# How Admin Book a Tee Time

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# Introduction

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.

# Video

This video contains highlights from a training Webinar given on **How to Book a Tee Time (Members)**.

# Content

- Accessing the Tool
- Calendar Overview
- Book a Tee Time
  - Adding Guests/TBDs/Need Player
  - Tee Time Comments/Recurrence
- Editing/Canceling Reservations
  - Canceling

# Accessing the Tool

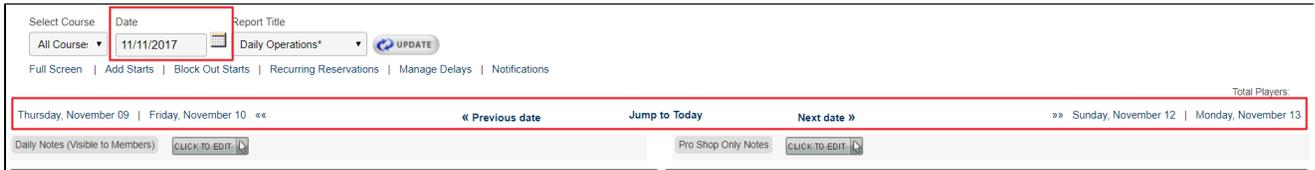
To get started, access the **Tee Times Admin Dashboard**.

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

The screenshot shows the 'Tee Times Admin Dashboard' interface. At the top, there are navigation tabs for 'Administration', 'Configuration', and 'Booking'. A 'CLICK TO EDIT' button is visible. Below the navigation, there are fields for 'Select Course' (set to 'All Course'), 'Date' (set to '11/11/2017'), and 'Report Title' (set to 'Daily Operations\*'). An 'UPDATE' button is next to the report title. A 'Full Screen' button and several utility links are also present. The main area displays a calendar for Saturday, November 11, 2017, with two columns: 'North' and 'South'. The 'North' column shows a 7:00 AM slot. The 'South' column shows a 7:00 AM slot with a reservation for Stephanie Carr, reserved by Emily LathamA. The reservation details include a dropdown for 'Riding' (set to 'None') and a 'TBD' field. A 'Total Players' indicator is visible on the right side of the 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**.

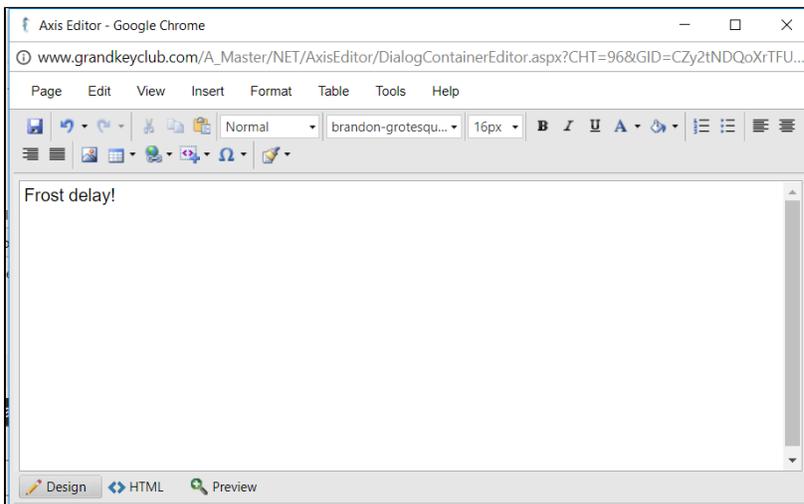
**Daily Notes** are visible to members, and is typically used for course notifications.

**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.



# Book 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.

10:40 AM	Doe Group
10:50 AM	Doe Group
2:10 PM	
2:20 PM	

This will launch the **booking window**.

The screenshot shows a 'Book Tee Time' window with the following details:

- Date: 11/11/2017
- Start Off: 1st Tee
- Course: North
- Round: Eighteen Holes
- Time: 2:10 PM
- Party Size: Foursome
- Options:  Send Confirmations,  Reserve As A Group or Person
- Player 1: Type Player Name, Riding
- Player 2: Type Player Name, Riding
- Player 3: Type Player Name, Riding
- Player 4: Type Player Name, Riding
- Buttons: Discard Changes, Make Tee Time

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 the 'Book Tee Time' window with a red box highlighting the countdown timer '8:36' in the top right corner. The reservation details are the same as in the previous screenshot.

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**.

The screenshot shows the 'Book Tee Time' window with a red box highlighting the reservation details: Date (11/11/2017), Course (North), Time (2:10 PM), Start Off (1st Tee), Round (Eighteen Holes), and Party Size (Foursome). The countdown timer '8:36' is visible in the top right corner.

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

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

Send Confirmations  Reserve As A Group or Person

Player 1 Type Player Name **Riding**

Player 2 Type Player Name **Riding**

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.

Player 1 **lathama, Emily**

Player 2 LathamA, Emily  
latham235813(0)

Player 3

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

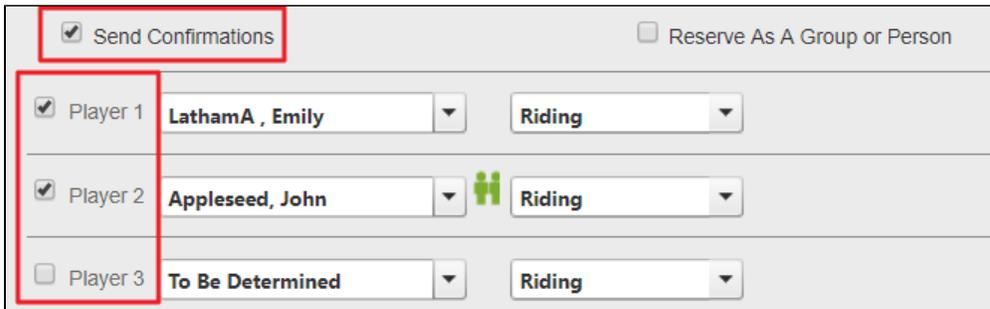
Player 1 **lathama, Emily**

Player 2 **LathamA, Emily**  
latham235813(0)

Player 3

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.



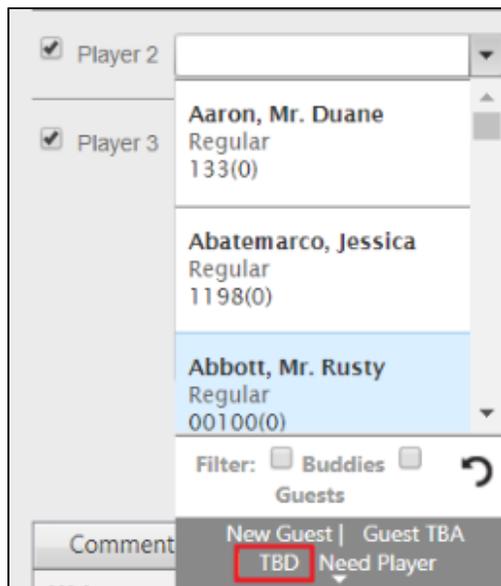
The screenshot shows a reservation form with the following elements:

- 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 adding guests to a reservation. The menu is open over the 'Player 3' field. The dropdown contains the following items:

- Aaron, Mr. Duane  
Regular  
133(0)
- Abatemarco, Jessica  
Regular  
1198(0)
- Abbott, Mr. Rusty  
Regular  
00100(0)
- Filter:  Buddies  
- Guests
- New Guest | Guest TBA
- TBD** | Need Player (highlighted with a red box)

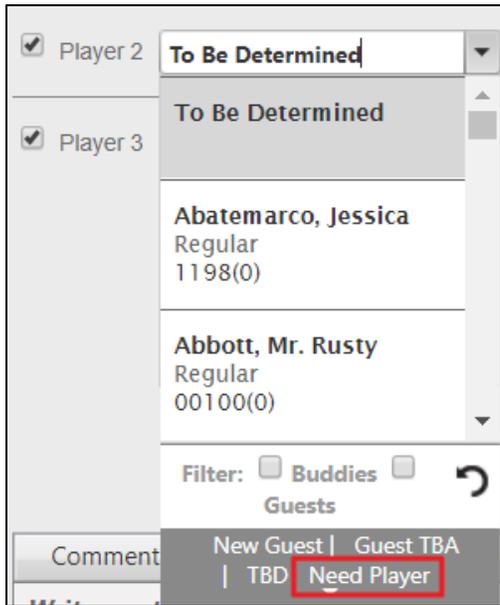
If a member is bringing a guest and you have the guest information, **click** on **New Guest**.



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**.

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.

Comments	Admin Notes	Recurrence	Debug
Visible to members			

**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.

Comments	Admin Notes	Recurrence	Debug
Visible to staff only			

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

Comments	Admin Notes	Recurrence	Debug
Schedule		End Date	
<input type="text" value="Rekurs every week"/>		<input type="text"/>	

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

Comments Admin Notes Recurrence Debug

Schedule  
Rekurs every week

End Date

Discard Changes Make Tee Time

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.

2:10 PM

Emily LathamA John Appleseed TBD

18 Riding Riding Riding

Reserved by: Emily LathamA

Undefined

## 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**.

2:10 PM

Emily LathamA John Appleseed TBD

18 Riding Riding Riding

Reserved by: Emily LathamA

Undefined

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.

Cancel Tee Time Discard Changes Update Tee Time

## Canceling

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

Cancel Tee Time Discard Changes Update 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.



## Downloadable Guide

Tee Time Booking - Staff Guide

