

Tee Times Dashboard Overview

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Introduction

The Tee Times Admin Dashboard allows you to easily add, manage, move, and remove tee times directly from the admin tee sheet.

Use Case(s):

Adding, Moving, Editing, Removing, and General Tee Time Management.

Video

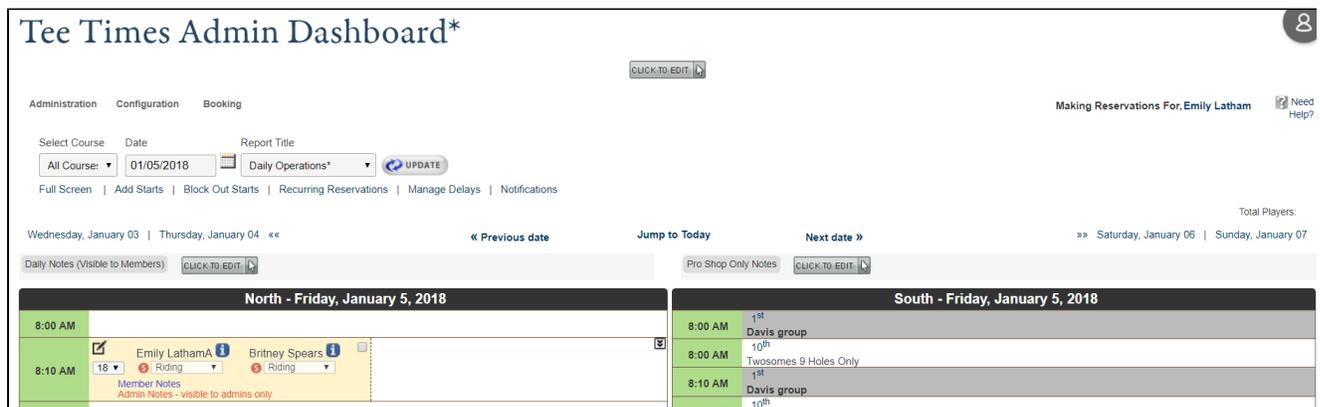
This video contains highlights from a training Webinar given on **Dashboard Overview**.

Content

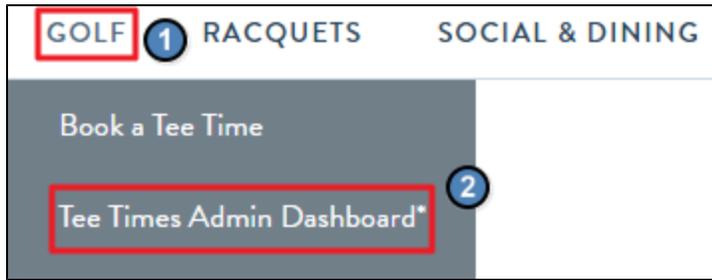
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Accessing the Tool

As an Admin, you'll primarily be working with the **Tee Times Admin Dashboard**.



The **Tee Times Admin Dashboard** location may vary depending on your website's design, but is typically housed as a link in the dropdown navigation under your golf related section (IE, Golf).



Tee Times Admin Dashboard Overview

The **Admin Dashboard** is where you will be managing the reservation system to: book on behalf of members, edit reservations, move tee times, or cancel bookings.

The tee sheet will default to today's date, but you may use the **datepicker** to move forward or backward in time as needed.



On the **tee sheet** you can **view all reservations** for the date selected.

North - Friday, January 5, 2018	
8:00 AM	
8:10 AM	<div style="display: flex; justify-content: space-between;"> <div> <p> Emily LathamA </p> <p>18 \$ Riding </p> <p>Member Notes Admin Notes - visible to admins only</p> </div> <div> <p> Britney Spears </p> <p>\$ Riding </p> </div> </div>
8:20 AM	
8:30 AM	<div style="display: flex; justify-content: space-between;"> <div> <p> Duane Aaron </p> <p>18 \$ Riding </p> <p>Member Notes Admin Notes</p> </div> <div> <p>OPEN Double Click To Change</p> </div> </div>
8:40 AM	
8:50 AM	<div style="display: flex; justify-content: space-between;"> <div> <p> Rusty Abbott </p> <p>18 \$ Riding </p> </div> <div> <p> Guest TBA </p> <p>\$ Riding </p> <p>Undefined </p> </div> <div> <p>OPEN Double Click To Change</p> </div> <div> <p>OPEN Double Click To Change</p> </div> </div>
9:00 AM	
9:10 AM	
9:20 AM	

Reservations will list the member associated with the booking first.



Any **guests** on the reservation will be listed in **red** and a **dropdown** will be beneath their name which signifies what **type of guest** they are.



The reservation will also list other information about the tee time like:

1. **Transportation Type**
2. **Holes Being Played**
3. **Money Icon:** a red icon denotes that the reservation has not yet been paid for, while a green icon shows that the round has been paid for.

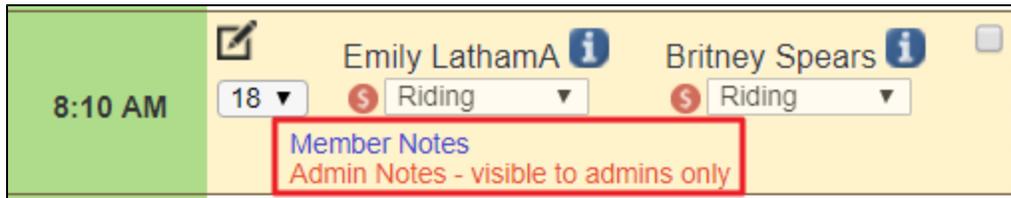


A **blue icon** will appear next to each name, by which you can **hover** of this **icon** to view a **member's profile image**, and/or **additional preferences**.

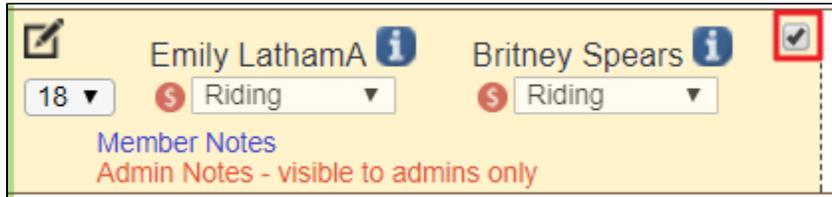


***NOTE:** in order for a profile image to appear, members must first upload a profile image within the Directory. Additional preferences is only available with use of our CRM product.

At the bottom of the reservation block, you can view **Admin Notes** in **blue** and **Member Notes** in **red**.



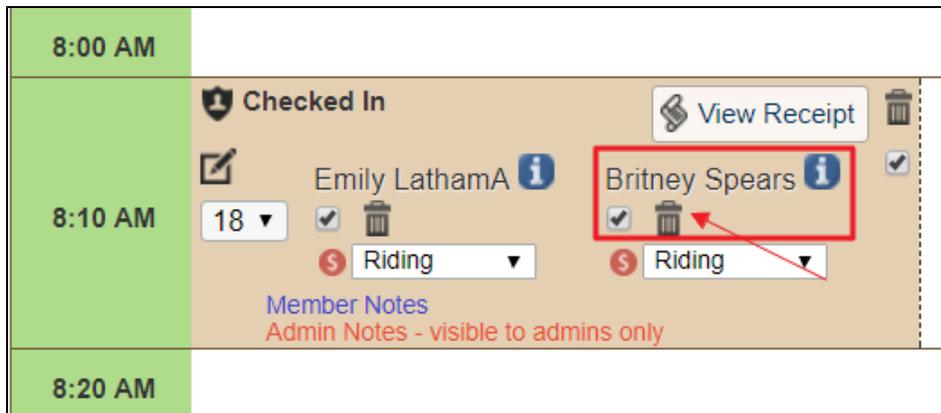
Using the **checkbox** associated with the reservation, you can change the status of the reservation to **Checked In**.



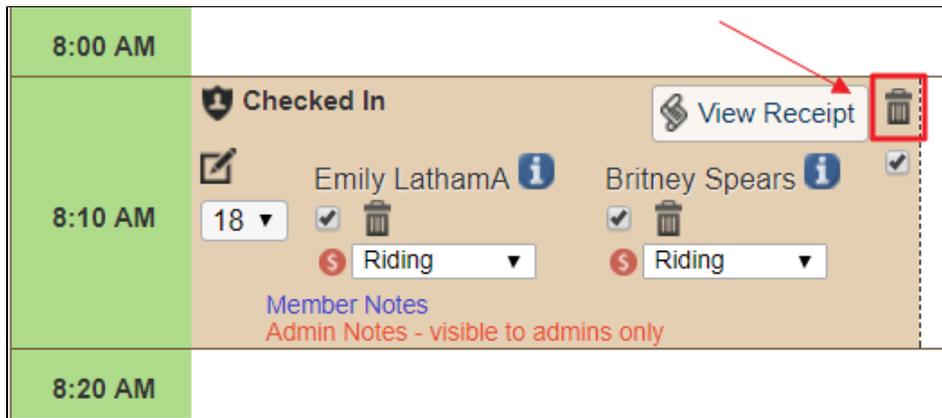
Using the **down arrows** to the right of the reservation block, you can expand the reservation for more options.



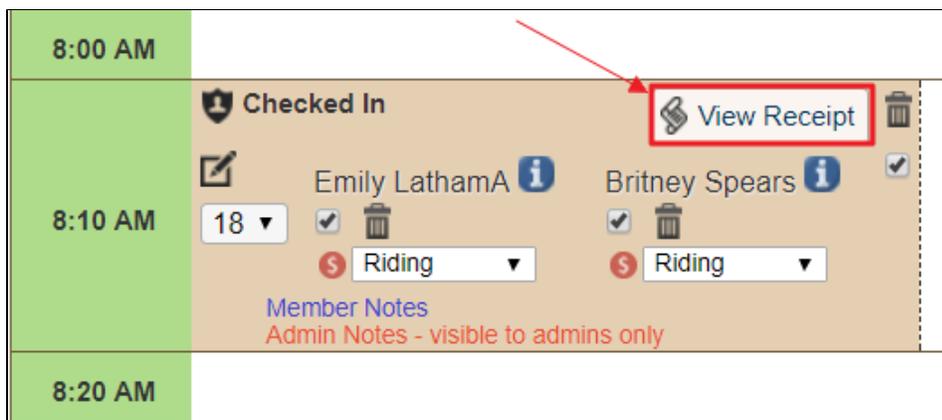
You can remove a player from a group reservation by **clicking** the **trashcan** icon next to the player's name.



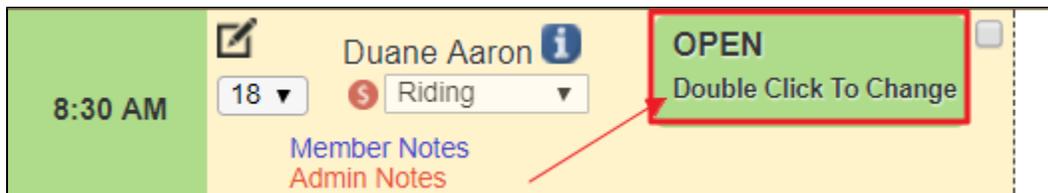
You can also **delete** the entire reservation by **clicking** the **trashcan** icon next to view receipt.



View receipt will show the receipt for payment for the reservation, which will also allow you to **print the receipt**.



Another feature within the admin dashboard, is '**need player**' which is when members want to play a round but need another player to join. This will then be denoted on the reservation as '**OPEN**' so other members can join. As an admin, you can double click on this within the reservation and add an additional member to the booking.



You can **move reservations**, or **split reservations** by simply **dragging and dropping** entire reservations or a player on reservation on the admin dashboard.

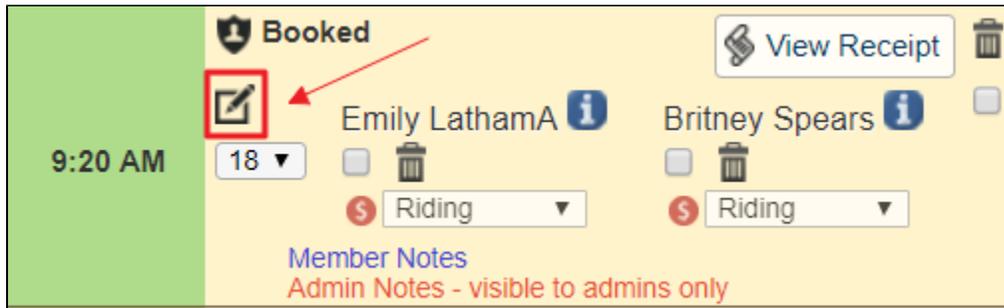
To move an entire reservation, **click** within the reservation so it's **outline in black** and a **move icon** will appear.

Hold down on your **mouse** and **drag** to a new location.

8:10 AM	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Booked View Receipt </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <p>Emily LathamA </p> <p>18 </p> <p>\$ Riding ▼</p> <p>Member Notes Admin Notes - visible to admins only</p> </div> <div style="width: 45%;"> <p>Britney Spears </p> <p> </p> <p>\$ Riding ▼</p> </div> </div> </div>
8:20 AM	
8:30 AM	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Booked View Receipt </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <p>Duane Aaron </p> <p>18 </p> <p>\$ Riding ▼</p> <p>Member Notes Admin Notes</p> </div> <div style="width: 45%; text-align: center;"> <p>OPEN</p> <p>Double Click To Change</p> </div> </div> </div>
8:40 AM	
8:50 AM	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Booked View Receipt </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p>Rusty Abbott </p> <p>18 </p> <p>\$ Riding ▼</p> </div> <div style="width: 30%; text-align: center;"> <p>Guest TBA </p> <p>\$ Riding ▼</p> <p style="border: 1px solid red; padding: 2px;">Family Guest ▼</p> </div> <div style="width: 35%; text-align: center;"> <p>OPEN</p> <p>Double Click To Change</p> </div> <div style="width: 35%; text-align: center;"> <p>OPEN</p> <p>Double Click To Change</p> </div> </div> </div>
9:00 AM	
9:10 AM	
9:20 AM	
9:30 AM	
9:40 AM	

This same process will work for individuals to split reservations. This will also work to combine a player to a reservation.

We can easily **edit tee times**, by **clicking the edit icon** within the tee time to reopen the booking window.



Downloadable Guide

Tee Times Dashboard Overview Guide

