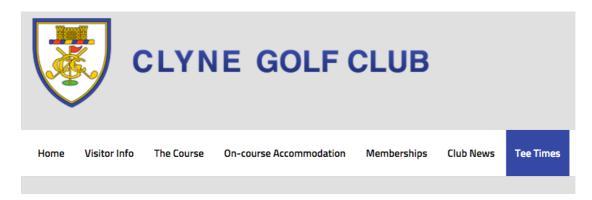
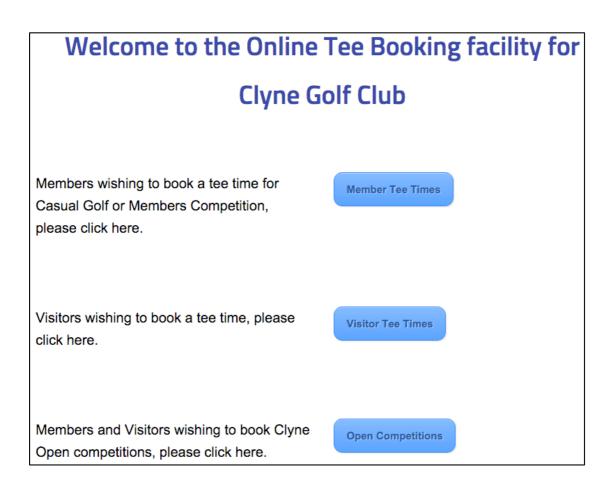
## How do I book a tee time for Casual Golf or a Member Competition?

Once you have registered for online booking and the club has activated your account, you are now able to book a tee time online.

To start the booking process access the club website, either at home or on one of the club PC's situated in the Bar or downstairs noticeboard area. The club website address is: <a href="https://www.clynegolfclub.com">www.clynegolfclub.com</a>



From the Home page, click on 'Tee Times' and you will get the following page:



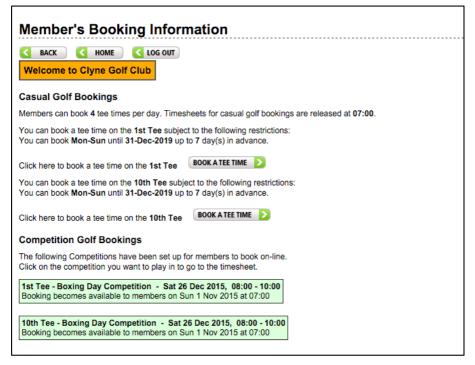
Click on 'Member Tee Times' to bring up the Online Booking screen below. This is used for <u>both</u> **CASUAL GOLF** and **MEMBERS COMPETITIONS** 



Click on the 'BOOK A TEE TIME' button and you get the LOGIN screen:



Enter your USERNAME provided and the password you choose at registration time. If you cannot remember your username and password enter your e-mail address in the form below. Your username and password will be sent to the email address entered. Note: The email address you enter must match the one you registered with. After clicking 'Login' you will see the following screen:

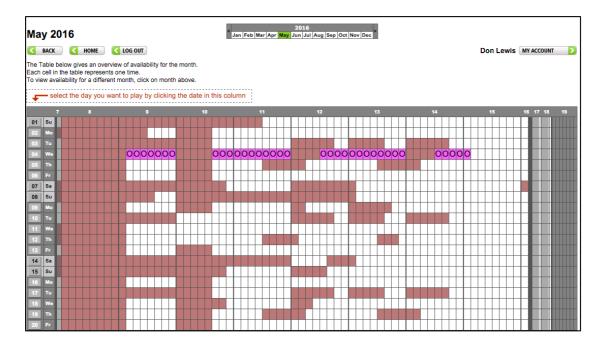


If you have already booked tee times previously then you will see existing bookings (none shown in this screen example).

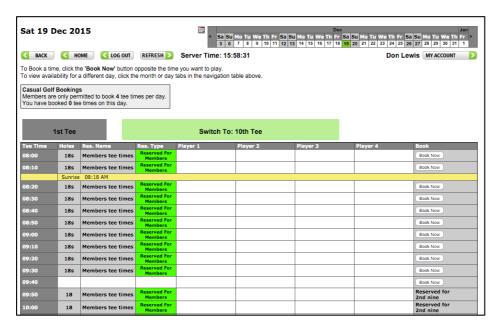
## **Casual Golf:**

Members can book up to 4 tee times on the same day and up to 7 days in advance with the timesheets being released at 7am. Click the appropriate BOOK A TEE TIME button for the 1st tee or the 10th tee.

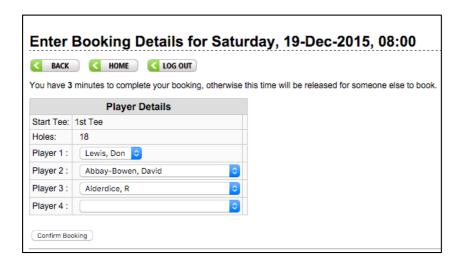
You will now see an overview of the current month:



You can click on the month bar to move forward if necessary. To select a day that you want to book, click on the date on the left hand column. You will be presented with the timesheet for that day:

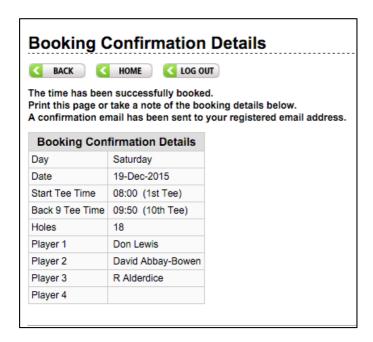


Note that you can change from the 1st tee times to the 10th with the 'Switch' button. Select the required time by clicking on the adjacent 'Book Now' button:

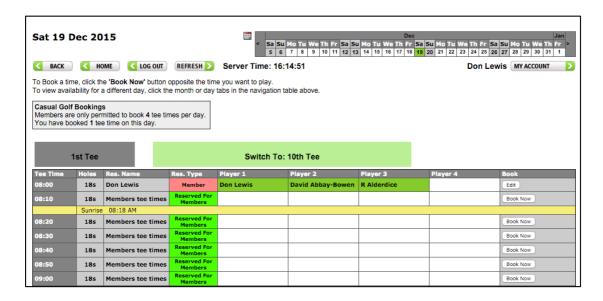


Enter your booking details (player's names) by clicking the dropdowns and locating the member's names. Please note that the player making the booking must be Player 1. A 'buddy' list of the players you book regularly will appear at the top of the list of members.

Click on 'Confirm Booking' and if you have a registered email address then you will be sent a confirmation.



The booking will now appear in the booking screen when you click 'Back'. If you need to change or delete a booking you can click on Book Tee Time as before and navigate to the booking you made. You booking will be highlighted in GREEN with an 'Edit' button to the right.

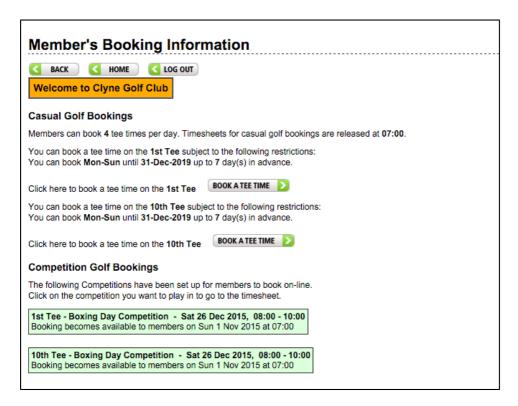


Click Edit and you will see the booking details. Use the dropdown to select another member or guest. To remove a player, simply check the box alongside the player's name. To delete an entire booking, tick the box beside each name and click 'Confirm Booking'.

Please click on LOG OUT when booking activity is complete.

## **Members Competitions:**

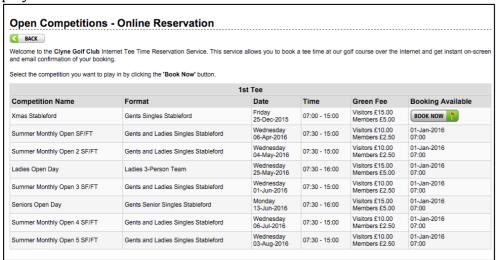
Competitions are available 8 days in advance and will appear in a RED box if not available yet and GREEN when available to book. Click the appropriate GREEN box to book a tee time in the competition



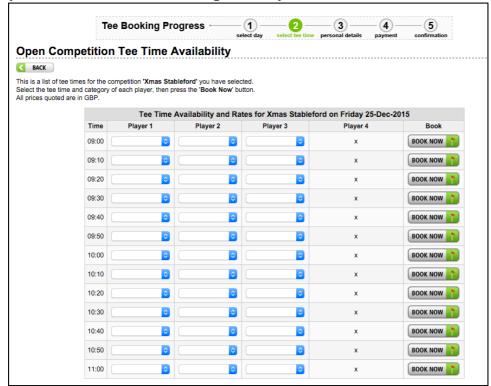
The process is the same as for Casual Golf but you will see a reservation type of 'Competition' instead of 'Reserved for Members'.

## How do I book a tee time for Open Competitions?

Use the club website as before and click on the Open Competition button on the Tee Times page. The process is similar to Casual and Member Competitions but with a screen that shows all the Open Competitions created in the system. However on the ones 'available' to book have a 'Book Now' button on the right adjacent to the relevant Open. Currently we have set the available to book date to Jan 1st of the year they are to be played in:



Click on 'Book Now' and you are able to select an available tee time and enter member (this is used for Visitor bookings as well), which shows the COST for the individual.



The next screen gives you the total price and is mainly to gather additional data from Visitors. This then continues onto the payment and confirmation screens, which are not shown here. For cancellation and changes, see website for Terms & Conditions.