



FOUNDED 1908

ON-LINE TEE BOOKING  
INSTRUCTION MANUAL

The Golf club has decided to trial the online tee booking system for the Winter Competitions.

This manual has been produced to help you navigate your way through the booking system.

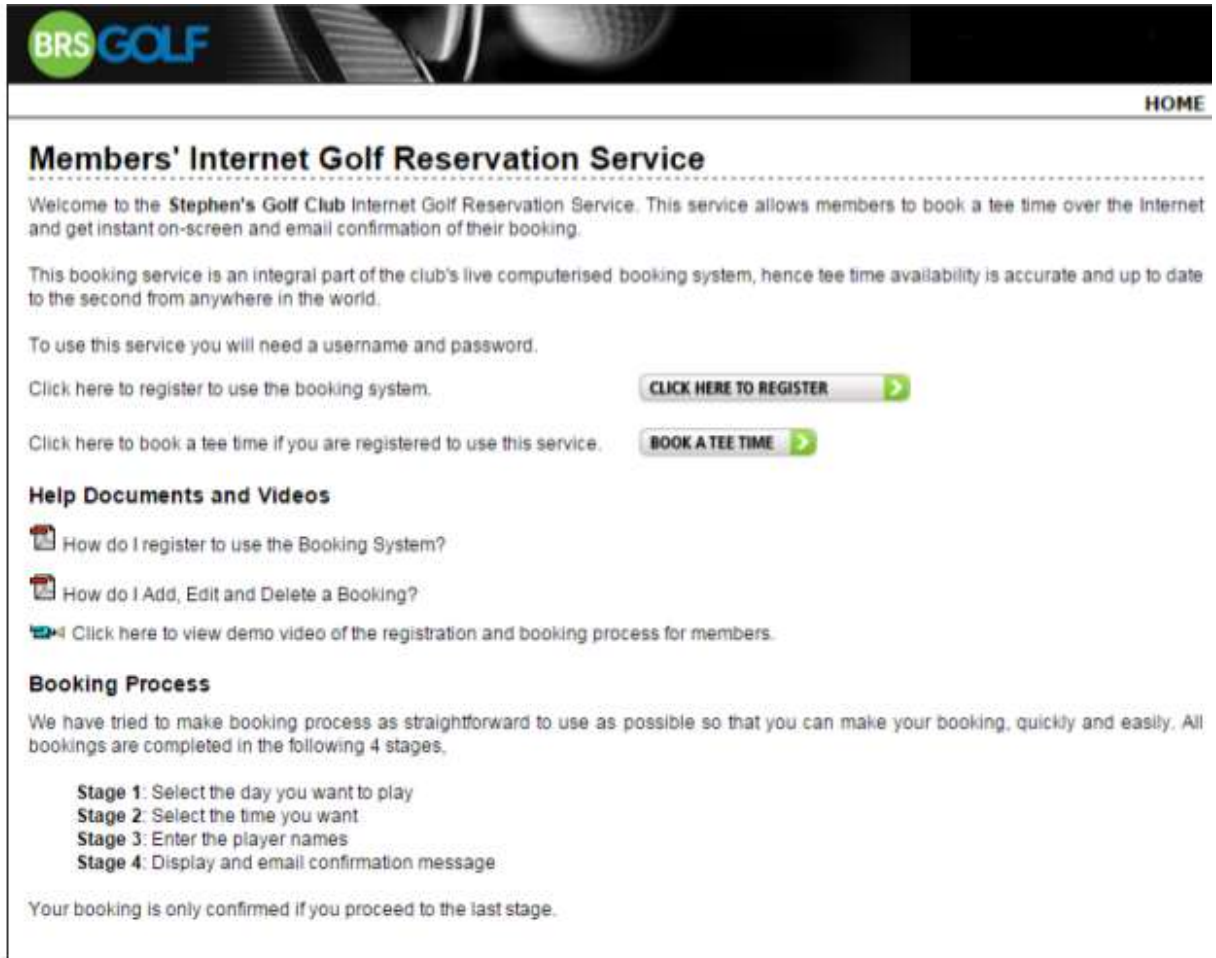
The steps that are needed to enable you to use the online booking system are:

1. First Step: Go to the Golf Club website [www.dunscargolfclub.com](http://www.dunscargolfclub.com) , then Register yourself onto the booking system. You are now able to make bookings.
2. To Make A Booking:
  - a. Logon to the Members booking system
  - b. Go to the members section were you will find the competitions that have been setup.
  - c. The ones highlighted in green are active and available for you to book tee times, the ones in red are future competitions and are NOT open for bookings.
  - d. Choose the competition you want to book, the tee times you want, then enter yourself and any other members you want to play with.


The following pages will take you through each step of the above process.

# How do I register for the Online Tee Time System?

In order to set-up your account you first need to register on the booking system via the club website ([www.dunscargolfclub.com](http://www.dunscargolfclub.com)). Once you are on the club website you will have to click on the 'Book Tee Times' button at the top right hand corner. This will then navigate you to the Members Online Booking page which will look like the screen below.



The screenshot shows the 'Members' Internet Golf Reservation Service' page. At the top left is the 'BRS GOLF' logo. A 'HOME' link is in the top right. The main heading is 'Members' Internet Golf Reservation Service'. Below it, a welcome message states: 'Welcome to the Stephen's Golf Club Internet Golf Reservation Service. This service allows members to book a tee time over the Internet and get instant on-screen and email confirmation of their booking.' A paragraph follows: 'This booking service is an integral part of the club's live computerised booking system, hence tee time availability is accurate and up to date to the second from anywhere in the world.' Another paragraph says: 'To use this service you will need a username and password.' There are two buttons: 'CLICK HERE TO REGISTER' and 'BOOK A TEE TIME'. Below these are sections for 'Help Documents and Videos' and 'Booking Process'. The 'Help Documents and Videos' section lists: 'How do I register to use the Booking System?', 'How do I Add, Edit and Delete a Booking?', and a video link 'Click here to view demo video of the registration and booking process for members.' The 'Booking Process' section lists four stages: 'Stage 1: Select the day you want to play', 'Stage 2: Select the time you want', 'Stage 3: Enter the player names', and 'Stage 4: Display and email confirmation message'. A final note says: 'Your booking is only confirmed if you proceed to the last stage.'

Clicking on the  button will open up the registration form, as seen below.


[HOME](#)

## Members' Internet Booking Registration Form

[← HOME](#)

Fill in the form below to request access to the Booking System.  
Once you have completed and submitted the form, you will have to wait until the club has verified your details and activated your account.  
You will be automatically emailed when your account is activated.

Members Registration Form	
Username*:	<input type="text"/>
Password*:	<input type="password"/> (must be at least 5 characters)
Re-type Password*:	<input type="password"/>
Title:	<input type="text"/>
First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>
Email:	<input type="text"/> Please provide an email address to receive email confirmations of your bookings.
Telephone:	<input type="text"/>
Mobile:	<input type="text"/>
By Registering, I agree to receive information from the club including booking confirmations.	
<input type="button" value="Register"/>	

 Online Booking Software provided by BRS Golf

**Your User name should be your membership number.**

**Your password should be something memorable, we suggest the first 3 characters of your surname plus your membership number.**

Once you click [Register](#) you will see a confirmation message similar to below.



The screenshot shows a web page for BRS Golf Club. At the top left is the BRS GOLF logo, and at the top right is the text "BRS Golf Club". Below the logo is a "HOME" link. The main heading is "Registration Successful". Below this, it says "Your registration has been successful." and "Username = 123455". A paragraph explains that the user cannot sign in until the club activates the account, and that an email will be sent once activated. At the bottom left is a "HOME" button with a left arrow, and at the bottom right is the BRS GOLF logo and the text "Online Booking Software provided by BRS Golf".

**At this stage your account is not live. The club need to verify your name and membership number, and will then activate your account. When this is done you will receive a further confirmation email automatically and you will be ready to book online.**

# HOW DO I ADD, EDIT AND DELETE A BOOKING?

Click on the Book Tee Times link on the Club Website.

Click 'MEMBERS CLICK HERE' you will be then taken to the Reservation page, select 'BOOK A TEE TIME' You will be then taken to the Login page.

1



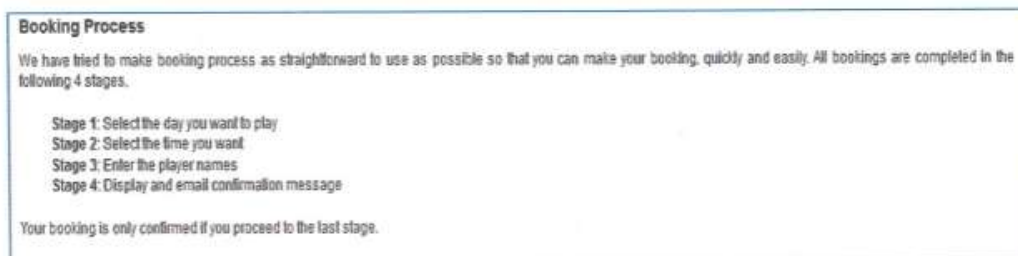
2



3



4





Enter your Username and Password to sign in:

Enter Username and Password	
Username*	<input type="text"/> <small>Enter your last four digits Membership No as your username</small>
Password*	<input type="password"/> <small>NOTE: Passwords are now case sensitive for enhanced security. If you cannot log in, please use the Forgot Password link below</small>
<input type="button" value="Login"/>	

[Forgot password?](#)

If you do not have a username or password, you must first register:

[CLICK HERE TO REGISTER](#) 



Online Booking Software provided by SPS Golf Systems

Enter you login details

Username is your Membership Number  
Then enter your Password

You will be then shown a list of Competitions:  
The ones highlighted in Green are available to be booked  
The ones in red are not open for bookings.

The date and time you will be allowed to book onto a competition is shown.

Bookings will normally be allowed from 5pm at the club house and then from 9pm from any other location or device.

The screenshot shows the Williams Golf Club website. The header includes the club crest, the name 'Williams', a 'BOOK TEE TIMES' button, and navigation links: Home, Course, Visitors, Membership, The Club, Diary, Functions, Members, Professional. A user profile for 'Frank Harrison' is visible in the top right.

**Competition Golf Bookings**

The following Competitions have been set up for members to book on-line. Click on the competition you want to play in to go to the timesheet.

- Winter League Rd 2 - 3 Man Team - Sat 11 Nov 2017, 07:37 - 13:00**  
Booking becomes available to members on Fri 27 Oct 2017 at 17:00
- Winter League Rd 3 - 4000 Stablesford - Sat 18 Nov 2017, 07:45 - 13:00  
Booking becomes available to members on Wed 8 Nov 2017 at 17:00
- Winter League Rd 4 4000 Bogeys - Sat 25 Nov 2017, 07:54 - 12:42  
Booking becomes available to members on Wed 15 Nov 2017 at 17:00
- Winter League Rd 5 - 4 Man Team - Sat 2 Dec 2017, 08:03 - 13:00  
Booking becomes available to members on Wed 22 Nov 2017 at 17:00
- Winter League Rd 6 Singles Stablesford - Sat 9 Dec 2017, 08:12 - 13:00  
Booking becomes available to members on Mon 27 Nov 2017 at 17:00
- Winter League Rd 7 - 4 Man Team - Sat 25 Dec 2017, 08:28 - 13:00  
Booking becomes available to members on Mon 13 Nov 2017 at 17:00

OCUF  
Online Booking Software provided by OUF Golf Systems



Once you have selected the competition you require you will be presented with the following screen

**Williams** BOOK TEE TIMES

Home Course Visitors Membership The Club Diary Functions Members Professional

**Competition: Golf Bookings**  
 Members can book tee times between 07:27 and 12:00 where Reservation Name = Winter League Rd 2 - 3 Man Team  
 Each member can book up to 3 player(s). You have already booked 0 player(s) for this competition.  
 Members are not permitted to book guests into this competition.  
 Booking becomes available to members on Fri 27 Oct 2017 at 17:00.  
 Competition closes at Fri 10 Nov 2017 at 23:59.

Tee Time	Holes	Res. Name	Res. Type	Player 1	Player 2	Player 3	Player 4	Book
Surveys: 07:26 AM								
07:27	18	Winter League Rd 2 - 3 Man Team	Competition				x	<a href="#">Book Now</a>
07:34	18	Winter League Rd 2 - 3 Man Team	Competition				x	<a href="#">Book Now</a>
07:41	18	Winter League Rd 2 - 3 Man Team	Competition				x	<a href="#">Book Now</a>
07:54	18	Winter League Rd 2 - 3 Man Team	Competition				x	<a href="#">Book Now</a>
08:01	18	Winter League Rd 2 - 3 Man Team	Competition				x	<a href="#">Book Now</a>
08:12	18	Winter League Rd 2 - 3 Man Team	Competition	Dennis Hall	Andrew Taylor (2)	Mark Grundy	x	<a href="#">Booked</a>
08:23	18	Winter League Rd 2 - 3 Man Team	Competition	Philp Swinton	Mark Towers	I Allen	x	<a href="#">Booked</a>
08:30	18	Winter League Rd 2 - 3 Man Team	Competition	Hill Brown	David Cole	James Schofield	x	<a href="#">Booked</a>
08:37	18	Winter League Rd 2 - 3 Man Team	Competition	Stephen Eagle	Ian Wilkes	Arthur Stanley Hart	x	<a href="#">Booked</a>
08:48	18	Winter League Rd 2 - 3 Man Team	Competition	Gareth Lane	Ian Nicholson	Ewan Hardie	x	<a href="#">Booked</a>
08:57	18	Winter League Rd 2 - 3 Man Team	Competition	Chris Dwyer	Julie Hubbard	Stephen Hughes	x	<a href="#">Booked</a>
09:09	18	Winter League Rd 2 - 3 Man Team	Competition				x	<a href="#">Book Now</a>
09:15	18	Winter League Rd 2 - 3 Man Team	Competition	G Kay	P Mackinn		x	<a href="#">Book Now</a>
09:24	18	Winter League Rd 2 - 3 Man Team	Competition				x	<a href="#">Book Now</a>
09:31	18	Winter League Rd 2 - 3 Man Team	Competition	Richard Fearnhead	Kenneth Gleicher	Robert Walker	x	<a href="#">Booked</a>
09:42	18	Winter League Rd 2 - 3 Man Team	Competition	Daniel Griffin	David Washon	John Shrylan	x	<a href="#">Booked</a>
09:51	18	Winter League Rd 2 - 3 Man Team	Competition	Frank W Harrison	Ben Harrison	Ian Charnock	x	<a href="#">Booked</a>
10:00	18	Winter League Rd 2 - 3 Man Team	Competition	Russell Birles	David Salatt	Michael Ransister	x	<a href="#">Booked</a>
10:06	18	Winter League Rd 2 - 3 Man Team	Competition	Barry Harding			x	<a href="#">Book Now</a>
10:18	18	Winter League Rd 2 - 3 Man Team	Competition	Wael S Beshk	Paul Conroy	Neil Wharndley	x	<a href="#">Booked</a>
10:27	18	Winter League Rd 2 - 3 Man Team	Competition	John Conroy	Josephine Knowles	David McIlroy	x	<a href="#">Booked</a>
10:36	18	Winter League Rd 2 - 3 Man Team	Competition				x	<a href="#">Book Now</a>

You can then select the tee time you want to book by selecting the 'Book Now' button.

You are presented with the following screen



You are allowed to book as many players on the tee time you have selected for playing slots that are vacant. Say the tee time selected has no bookings and the competition is a Team of Three, you can book yourself and two other players as long as they are not already booked on another tee time. In this example Player 1 must be yourself.

If you are booking on a tee time with other players you will only be allowed to add yourself and others onto the free player slots.



Adding players is by selecting them from a drop down list. If they are already booked onto the competition they will not appear in the drop down list. To complete the booking process you must select the 'Confirm Booking' button under the player's names. A confirmation email is then sent to you all. You will then logged out of the booking system automatically.

## How do I Edit or Delete a Tee Time Booking?

You can edit any part of a tee time booking you made. If your tee time was booked by another member you can only edit your own name. Click on **BOOK A TEE TIME** and navigate to the timesheet for the day of your booking. Your booking is highlighted in green with an **Edit** button to the right.

**BRS GOLF** BRS Golf Club

HOME

**Mon 19 Oct 2015**

Server Time: 09:59:22 Stephen Hutchinson (BRS) MY ACCOUNT

To Book a time, click the 'Book Now' button opposite the time you want to play.  
To view availability for a different day, click the month or day tabs in the navigation table above.

**Casual Golf Bookings**  
Members are only permitted to book 2 tee times per day.  
You have booked 1 tee time on this day.

Tee Time	Holes	Res. Name	Res. Type	Player 1	Player 2	Player 3	Player 4	Book
<b>All Members and Visitors must report to the Pro shop before play</b>								
Sunrise 07:58 AM								
08:00								Book Now
08:10	18	Stephen Hutchinson (BRS)	Member	Stephen Hutchinson (BRS)	Shane Ringwood	Fintan Fanning	Roger Tyrrell	<b>Edit</b>
08:20								Book Now
08:30								Book Now
08:40								Book Now

Click **Edit**. A screen appears allowing you to change the booking you made but only the players you booked in (in this case Player 1, 2, 3 and 4).

**BRS GOLF** BRS Golf Club

HOME

**Enter Booking Details for Monday, 19-Oct-2015, 08:10** Help

Stephen Hutchinson (BRS) MY ACCOUNT

You have 3 minutes to complete your booking, otherwise this time will be released for someone else to book.

**Player Details**


Player 1 :	Hutchinson (BRS), Stephen	<input type="checkbox"/> Check box to remove player
Player 2 :	Ringwood, Shane	<input type="checkbox"/> Check box to remove player
Player 3 :	Fanning, Fintan	<input type="checkbox"/> Check box to remove player
Player 4 :	Tyrrell, Roger	<input type="checkbox"/> Check box to remove player

**Confirm Booking**

**BRS GOLF** Online Booking Software provided by BRS Golf


Use the dropdown to select another member or guest. To remove a player simply tick the check box. To delete an entire booking, tick the check box beside each name. Click on **Confirm Booking**

## How do I Change Personal Information?

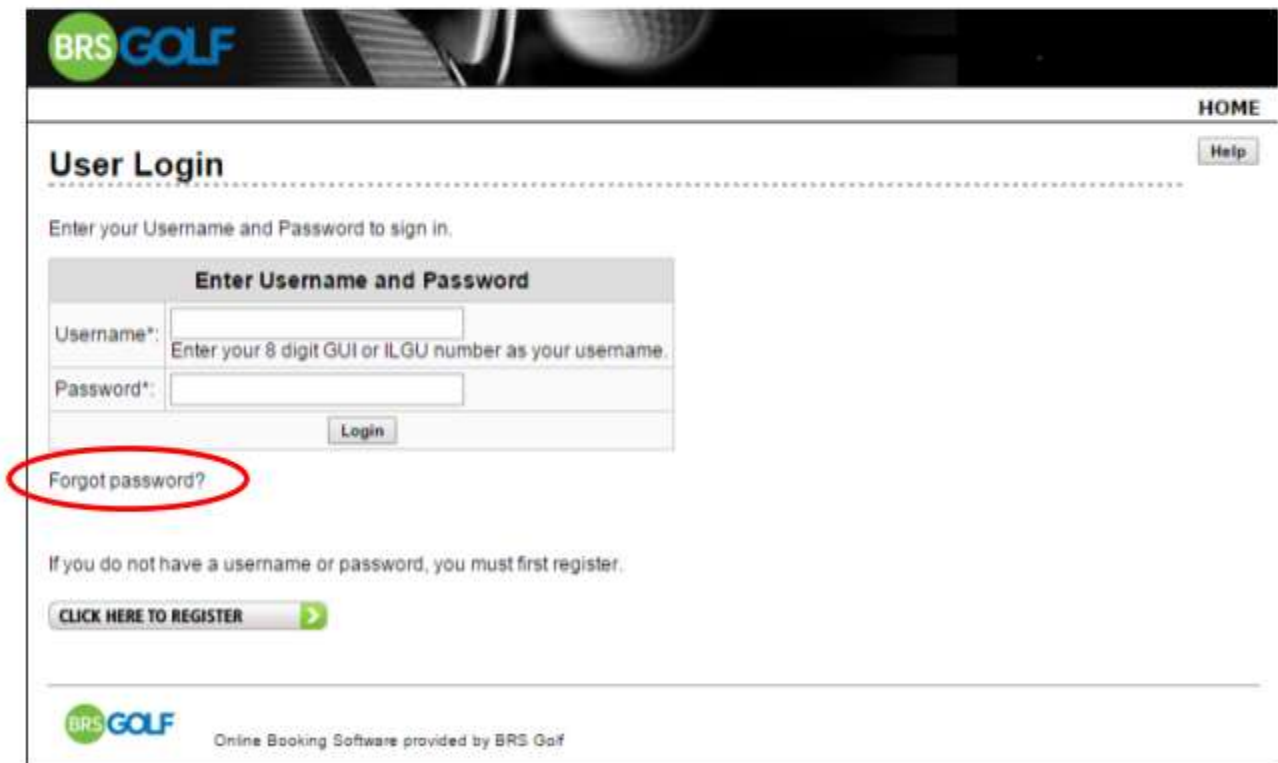
If you wish to update any of your account information, such as your password or email address, simply click . This button will only be shown once you are logged in.



The screenshot shows the 'Member's Booking Information' page for Stephen Hutchinson. At the top right, the 'MY ACCOUNT' button is circled in red. Below the navigation buttons (BACK, HOME, LOG OUT), the user's name 'Stephen Hutchinson' is displayed next to the 'MY ACCOUNT' button. The page also shows a 'Competition Purse Balance : £10.00' and a 'View Competition Purse Transactions' button. Under 'Casual Golf Bookings', it states 'Members can book 2 tee times per day' and provides booking restrictions.

Change your details and click  to save and return to the previous screen.

If you have forgotten your password, go to the Login screen and click Forgot Password.



The screenshot shows the 'User Login' page. It features a form titled 'Enter Username and Password' with fields for 'Username\*' and 'Password\*'. Below the form is a 'Login' button. A red circle highlights the 'Forgot password?' link below the form. At the bottom, there is a 'CLICK HERE TO REGISTER' button. The footer includes the BRS GOLF logo and the text 'Online Booking Software provided by BRS Golf'.

Enter your registered email address, click Send Password and you will receive an email with a password reminder. If you have any questions or problems, please contact the club office.

After logging in you will see the following screen and you will be able to amend your personal information.

### BRS Golf Booking System My Account Details - Frank Harrison

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Member Details	
Username:	Frank
Title:	Mr
First Name:	Frank
Initial:	M
Last Name:	Harrison
Gender:	Male
Address Line 1:	
Address Line 2:	
Town / City:	
County / State:	
Country:	
Postcode / Zip:	
Email:	secretary@brsgolfclub.com
Telephone:	
Mobile:	

