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.

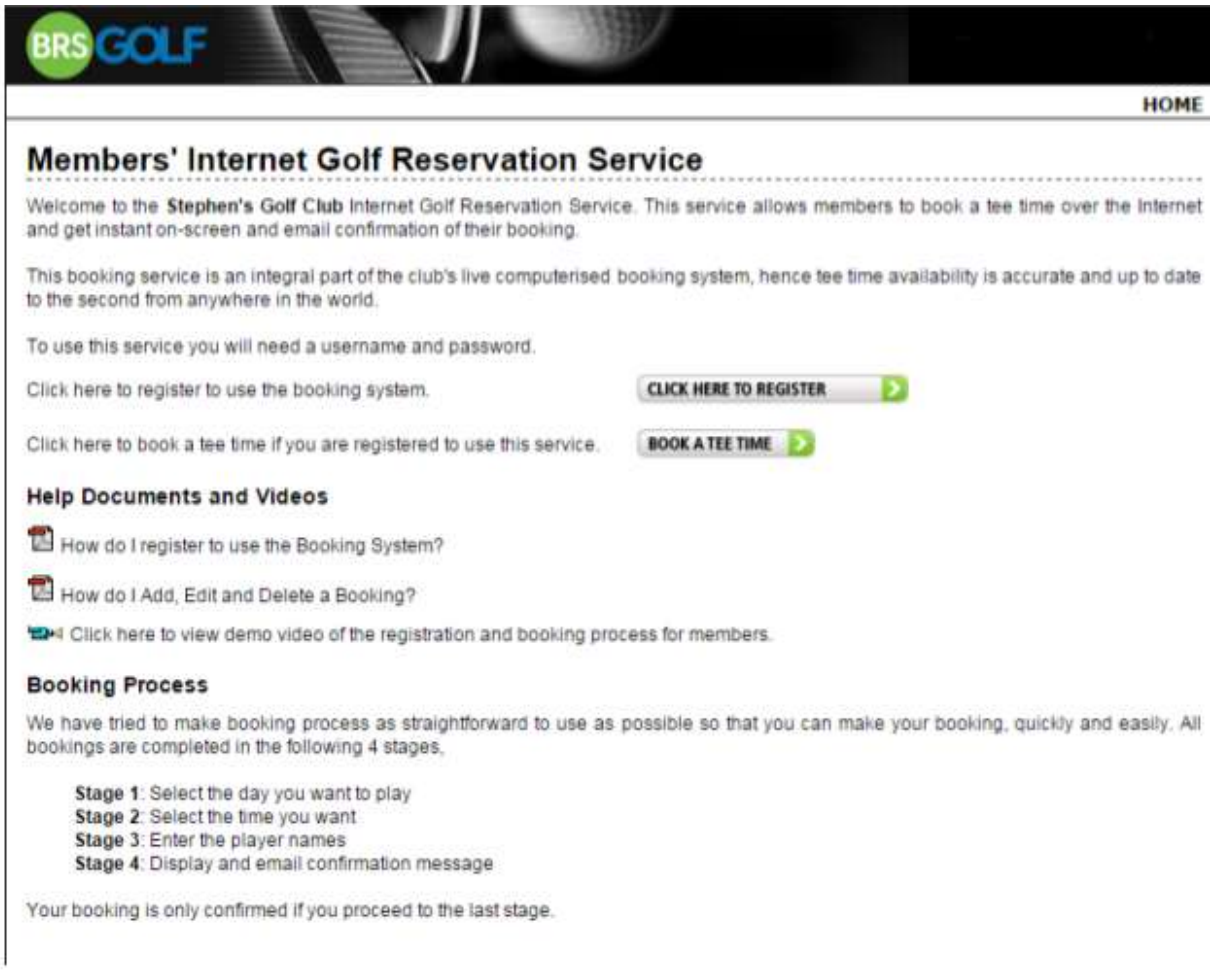
The steps that are needed to enable you to use the online booking system are:

1. First Step: Go to the Golf Club website www.dunscargolfclub.com , 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.

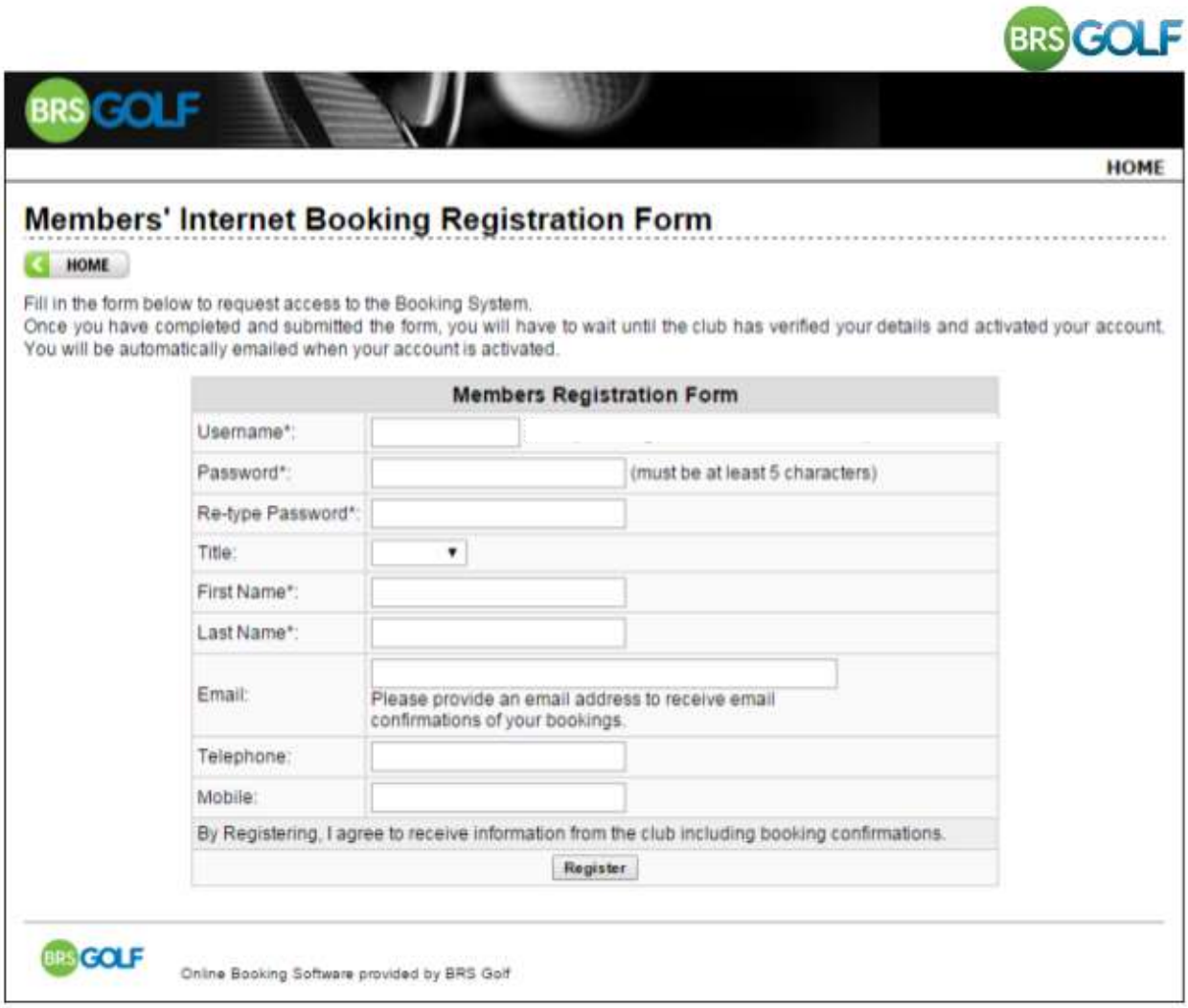
The following pages will take you through each step of the above process.

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). 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.



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



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.

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 DELET 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.

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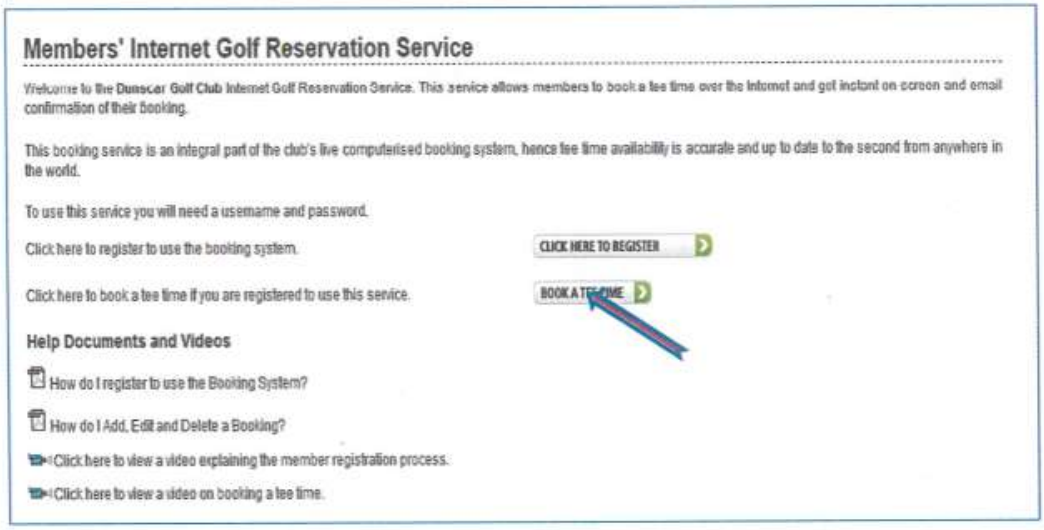

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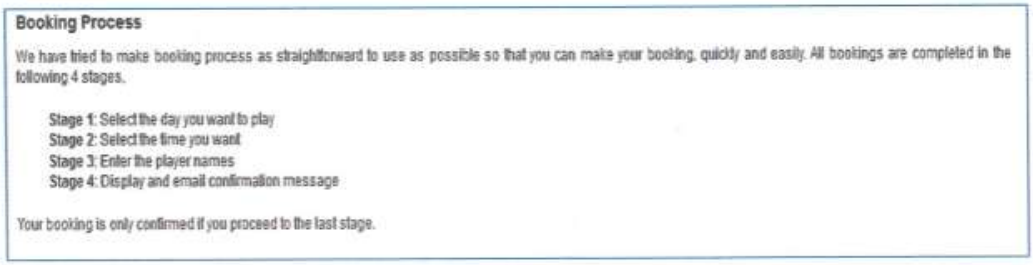
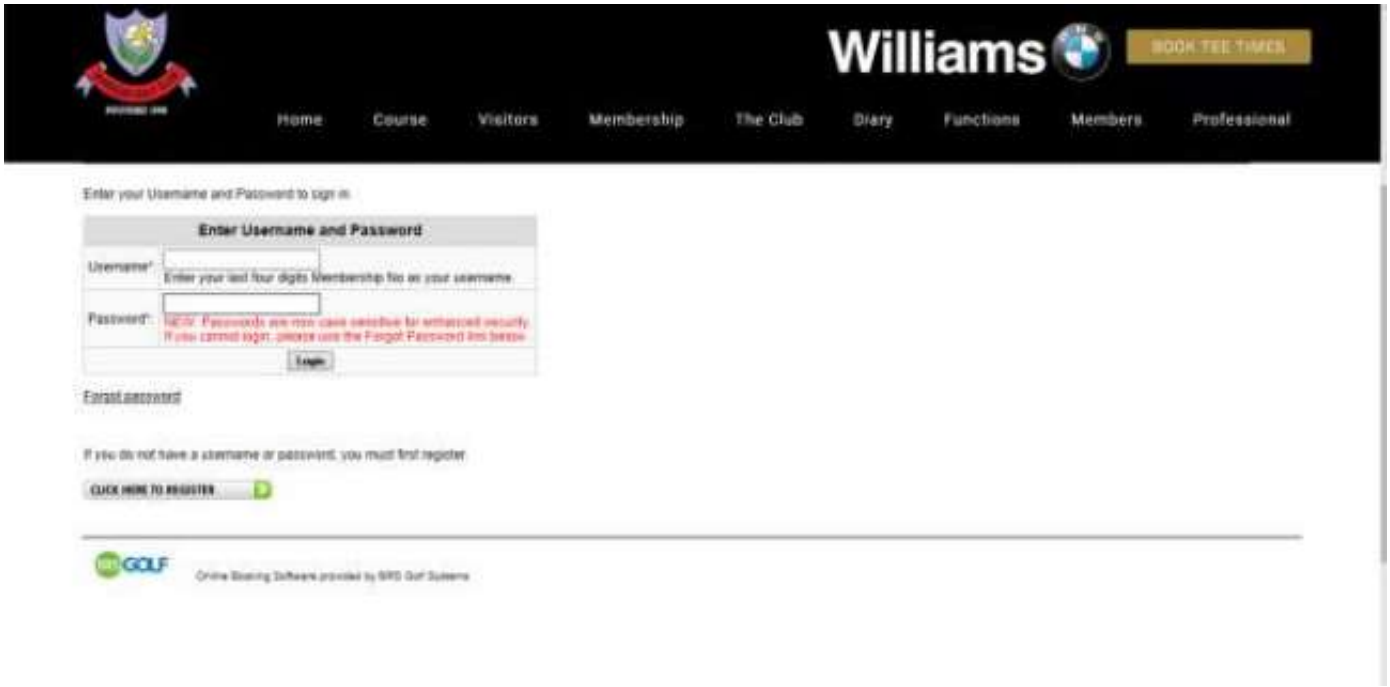




Enter you login details

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.

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

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

You are the presented with the following screen

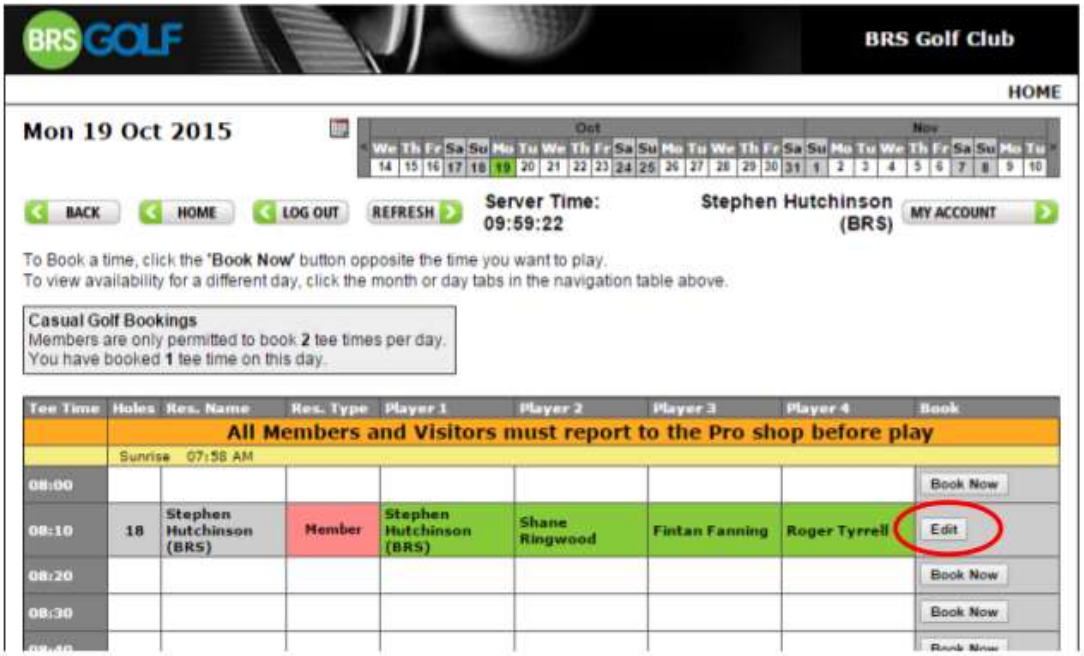
You are allowed to book as many players on the tee time you have selected for playing slots that are vacant. Say the tee time selected has no bookings and the competition is a Team of Three, you can book yourself and two other players as long as they are not already booked on another tee time. In this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

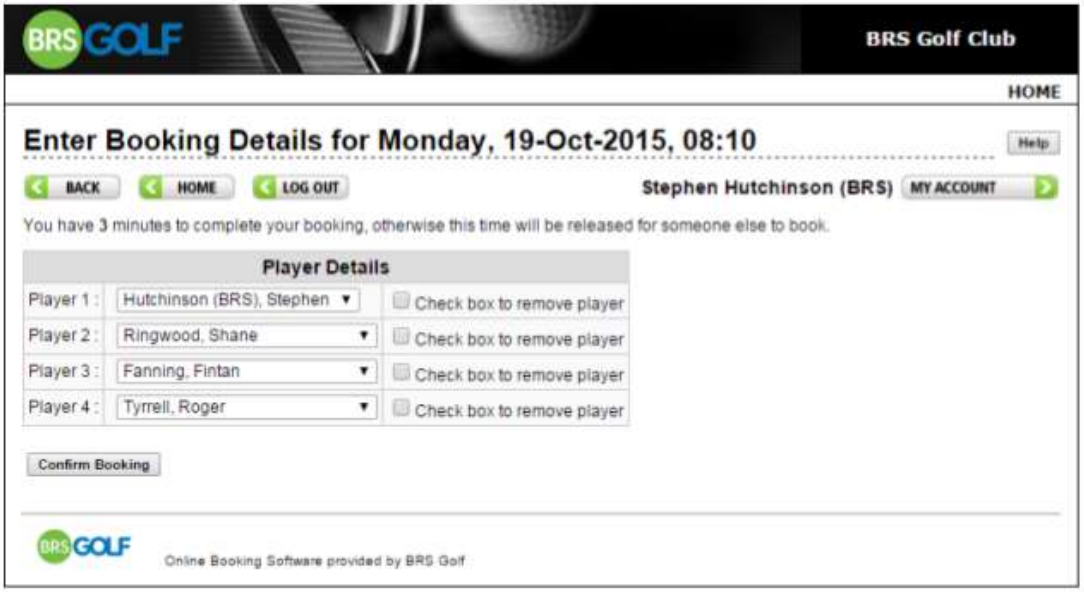
Adding players is by selecting them from a drop down list. If they are already booked onto the competition they will not appear in the drop down list. To complete the booking process you must select the 'Confirm Booking' button under the player's names. A confirmation email is then sent to you all. You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



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).



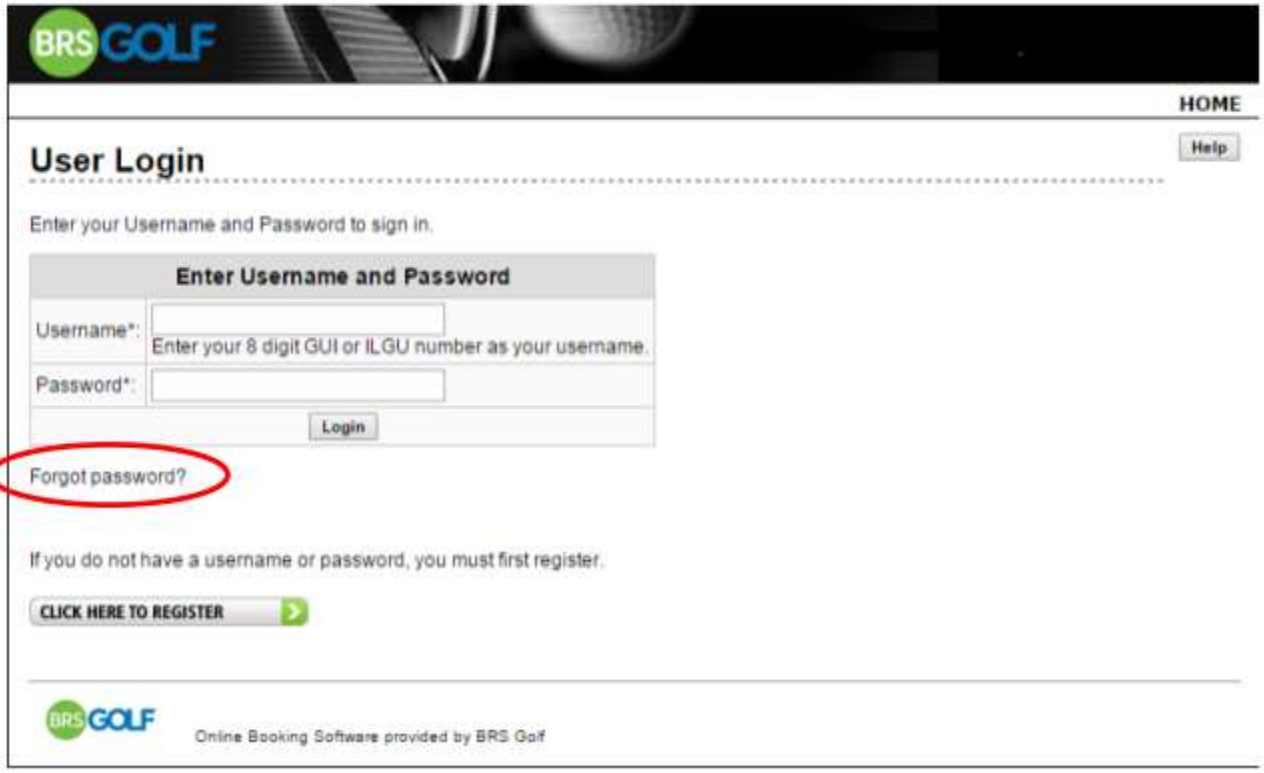
Use the dropdown to select another member or guest. To remove a player simply tick the check box. To delete an entire booking, tick the check box beside each name. Click on Confirm Booking

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 MY ACCOUNT. This button will only be shown once you are logged in.

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

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



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.