



Tee Times - Dashboard Overview

2018 - Winter Edition

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Overview

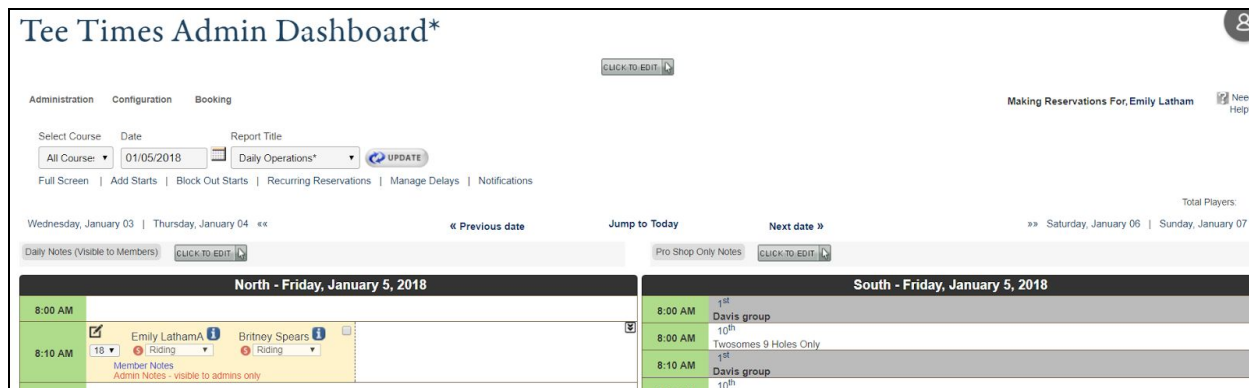
The **Tee Times Admin Dashboard** allows you to easily **add, manage, move, and remove tee times** directly from the admin tee sheet.

Use Case

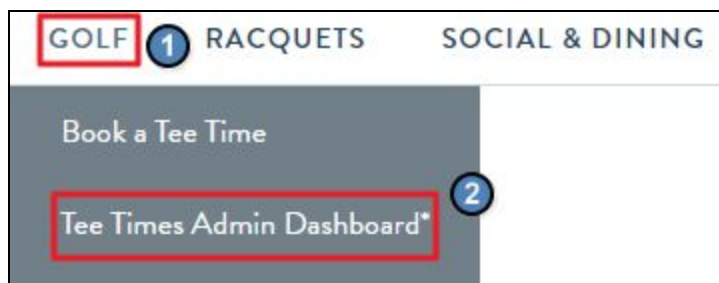
- **Adding, Moving, Editing, Removing, and General Tee Time Management**

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>  Emily LathamA  Britney Spears  </div> <div> 18 Riding Riding </div> </div> <div style="margin-top: 5px;"> Member Notes Admin Notes - visible to admins only </div>
8:20 AM	
8:30 AM	<div style="display: flex; justify-content: space-between;"> <div>  Duane Aaron  </div> <div> 18 Riding </div> <div> OPEN Double Click To Change </div> </div> <div style="margin-top: 5px;"> Member Notes Admin Notes </div>
8:40 AM	
8:50 AM	<div style="display: flex; justify-content: space-between;"> <div>  Rusty Abbott  </div> <div> 18 Riding </div> <div> Guest TBA  Riding Undefined </div> <div> OPEN Double Click To Change </div> <div> OPEN Double Click To Change </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**.



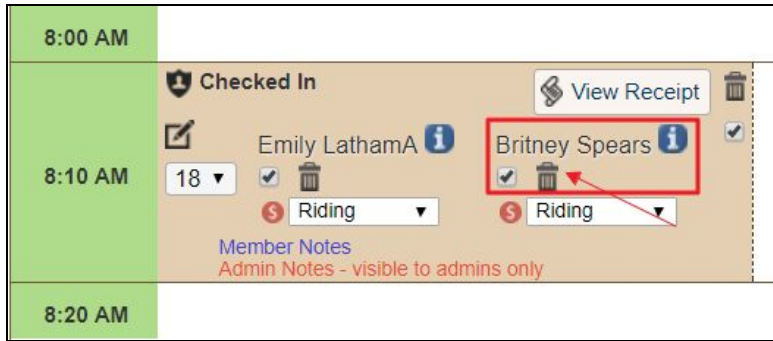
Using the **checkbox** associated with the reservation, you can change the status of the reservation to **Checked In**.



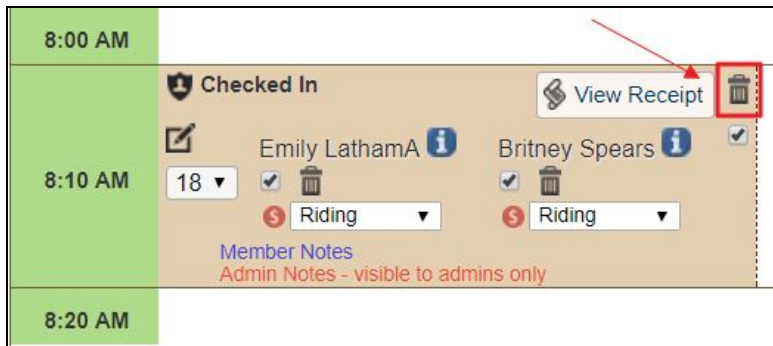
Using the **down arrows** to the right of the reservation block, you can expand the reservation for more options.



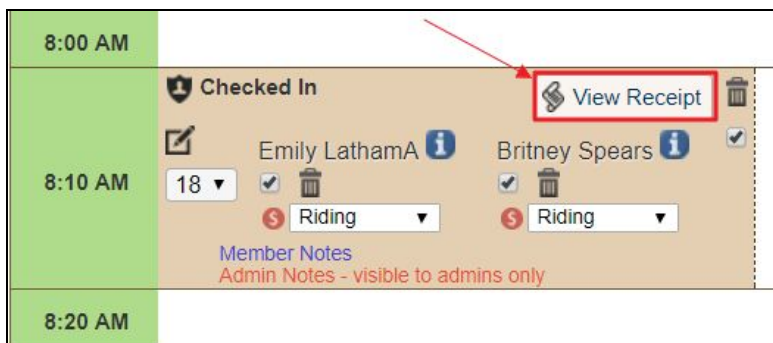
You can remove a player from a group reservation by **clicking** the **trashcan** icon next to the player's name.



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.

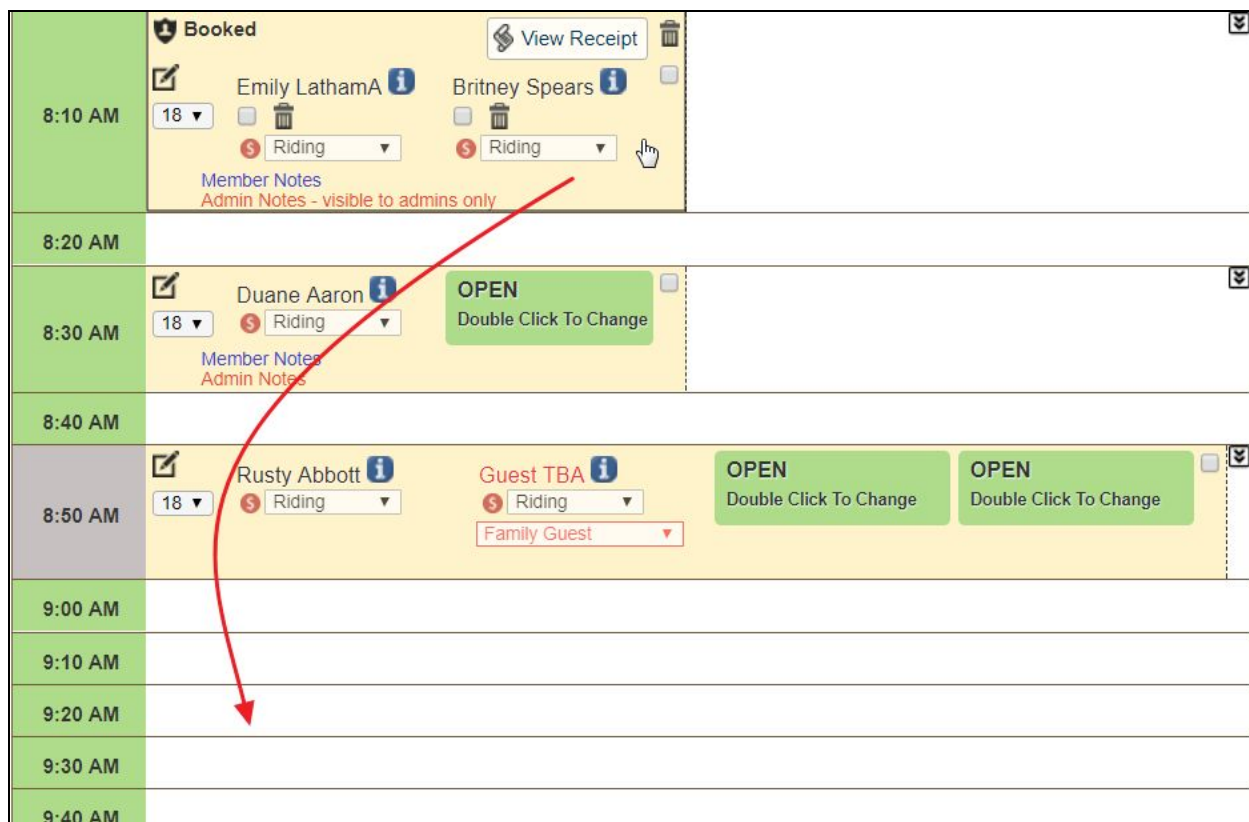


As an admin, you can **double click** on this within the reservation and add an additional member to the booking.

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.



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** within the **edit icon** within the tee time to reopen the **booking window**.

