G 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.

Tee Times Admin Dashboar	:d*			٤
Administration Configuration Booking				Making Reservations For, Emily Latham
Select Course Date Report Title				
All Course: 01/05/2018 Daily Operations* v v v	ATE			
Full Screen Add Starts Block Out Starts Recurring Reservations Mar	nage Delays Notifications			
				Total Players:
Wednesday, January 03 Thursday, January 04 ««	« Previous date	Jump to Today		
	a ricerious dute		Next date »	»» Saturday, January 06 Sunday, January 07
Daily Notes (Visible to Members)		Pro Shop Only Not		»» Saturday, January 06 Sunday, January 0;
Daily Notes (Visible to Members) CUCK TO EDIT		Pro Shop Only Not		 »» Saturday, January 06 Sunday, January 07 riday, January 5, 2018
		Pro Shop Only Not	es CLICK TO EDIT	
North - Friday, January 5, 2		Pro Shop Only Not 8:00 AM Dav 9:00 AM 10 ¹¹	s group	
North - Friday, January 5, 2		(3) (3) (4) (4) (4) (4) (4) (4) (4) (4	es сискло.ерл 💽 South - F s group	

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.

Tee Ti	mes Ad	min Das	hboard*
Administration	Configuration Boo	oking	
Select Course	Date	Report Title	
All Course: •	01/05/2018	Daily Operations*	V UPDATE
Full Screen A	Add Starts Block O	ut Starts Recurring Res	ervations Manage Delays Notifications

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

		North - Friday, Janua	ary 5, 2018		
8:00 AM					
8:10 AM	Emily LathamA Riding Member Notes Admin Notes - visible to admin	Britney Spears i			¥
8:20 AM					
8:30 AM	Duane Aaron i 18 V S Riding V Member Notes Admin Notes	OPEN Double Click To Change			¥
8:40 AM					
8:50 AM	Rusty Abbott Rusty Abbott Riding	Guest TBA Riding Undefined	OPEN Double Click To Change	OPEN Double Click To Change	×
9:00 AM					
9:10 AM					
9:20 AM					

Reservations will list the member associated with the booking first.

8:50 AM	1 8 •	Rusty Abbott 1	Guest TBA 🚺 S Riding	OPEN Double Click To Change	OPEN Double Click To Change	(K
			Family Guest			

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.

8:50 AM	Rusty Abbott Rusty Abbott	Guest TBA	OPEN Double Click To Change	OPEN Double Click To Change	×
		Family Guest			

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

- 1. Transportation Type
- 2. Holes Being Played
- **3.** Money lcon: 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.

8:50 AN 218 -	Rusty Abbott	Guest TBA 🗓	OPEN Double Click To Change	OPEN Double Click To Change	
		Family Guest			

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.

8:00 AM	
8:10 AM	Checked In Checked In Checke
8:20 AM	

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

8:00 AM	
	Checked In Sview Receipt
8:10 AM	Emily LathamA Britney Spears 18 • Image: Comparison of the second secon
	Image: Second state Riding ▼ Member Notes Admin Notes - visible to admins only
8:20 AM	

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

8:00 AM					
8:10 AM	 Checked In Ciew Receipt Emily LathamA Britney Spears Britney Spears Riding 				
8:20 AM					

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.

	😲 Booked	😵 View Receipt 💼			×
8:10 AM	Emily LathamA 18 Emily LathamA Riding Member Notes Admin Notes - visible to admin	Britney Spears i			
8:20 AM					
8:30 AM	Duane Aaron 18 ORIGINAL	OPEN Double Click To Change			¥
8:40 AM					
8:50 AM	Rusty Abbott Rusty Abbott	Guest TBA Riding Family Guest	OPEN Double Click To Change	OPEN Double Click To Change	
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** within the **edit icon** within the tee time to reopen the **booking window**.

	Booked	🚳 View Receipt 📋
9:20 AM	Emily LathamA	Britney Spears i
	Admin Notes - visible to adm	ins only