



Block Out Starts: How to Add a Block in Tee Times

2016 - Season Edition

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Overview

The Block Out Starts tool is primarily used to prevent members from booking tee times. Blocks may also be used for adjusting start times for seasonality or sunrise. Finally, blocks can use different “templates” or rules for group sign ups, or even hiding tee times from the member tee sheet.

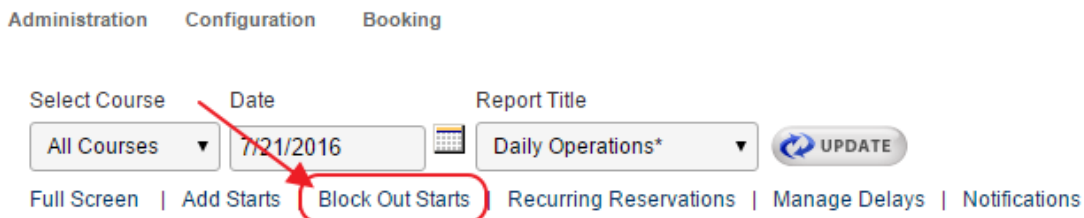
Use Cases

- Prevent members from booking a tee time next Saturday.
- Adjust the the 1st start time from 7am back to 8am for the next 2 months.
- Set up a Twilight block for every Wednesday that allows only a particular group of members to register.
- Hide the tee times from members for every Monday so that staff can still book outside play but members do not see any tee times or guest play.

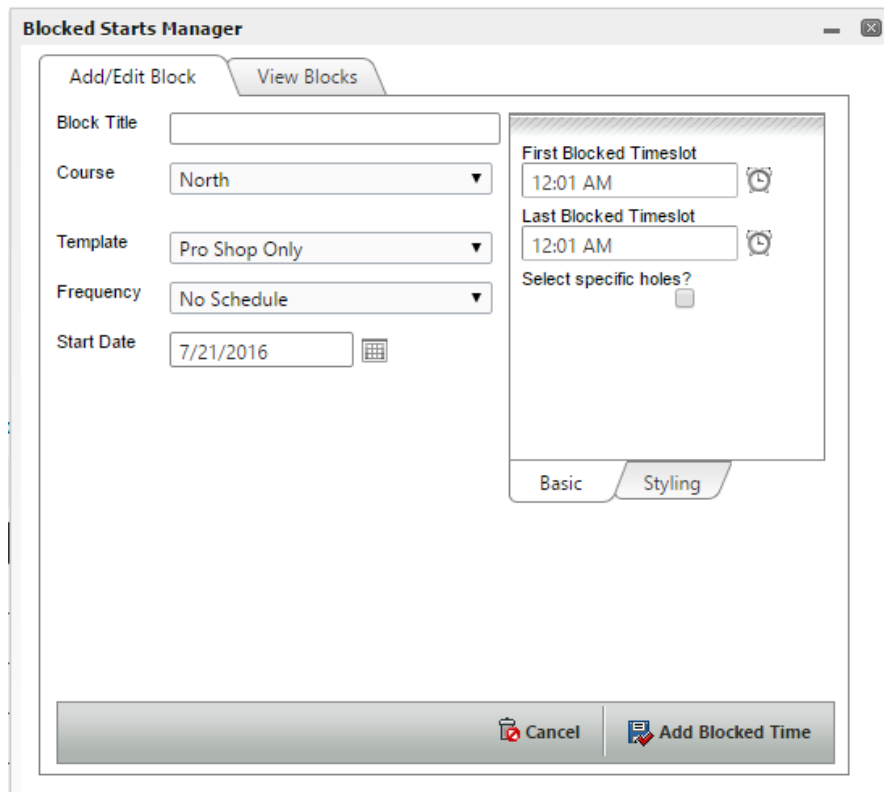
Accessing the Tool

From the Tee Times Admin Dashboard (Staff Tee Sheet), click “Block Out Starts” as shown below.

Tee Times Admin Dashboard*



The “Blocked Starts Manager” window will appear.

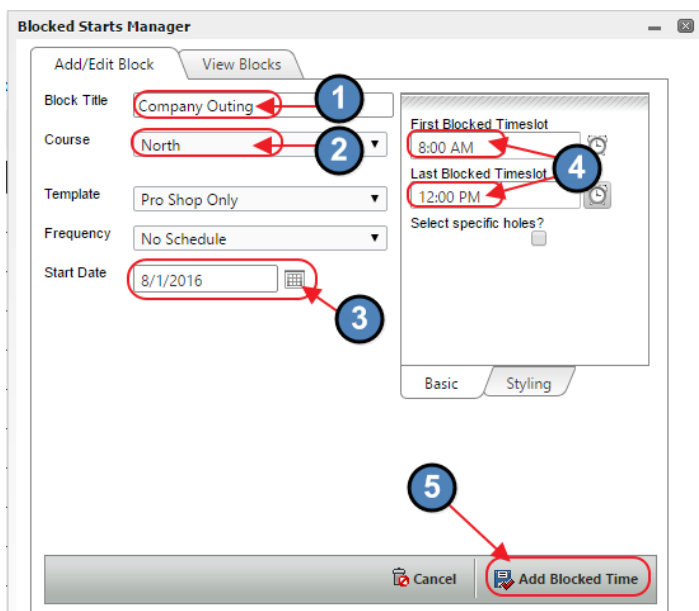


Add a Basic (One-Time) Block

Creating a single block takes only a few steps. This would be done when a Club would like to block Members from playing a Course or Tee at a certain time on a specific date.

To add a basic block:

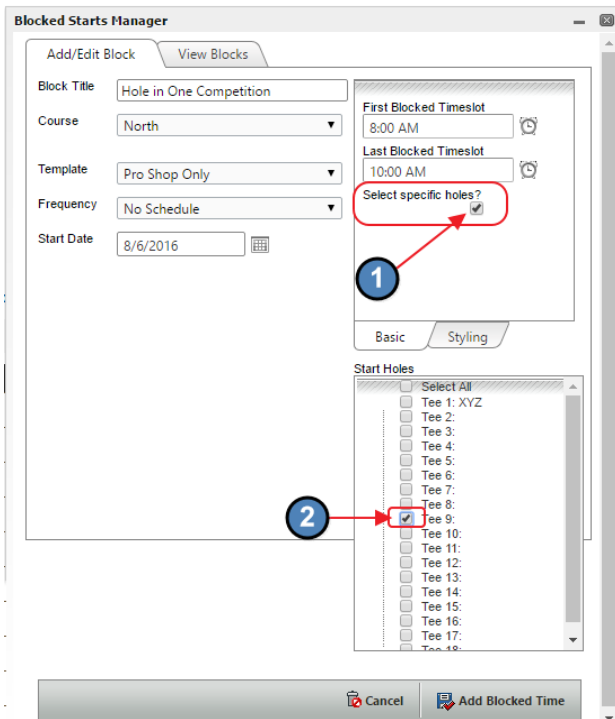
1. Type in the block title. This text will appear on both the pro shop and member tee sheets within the time slot.
2. Confirm Course to add block.
3. Select the start date of the date to block. *Tips: this defaults to the day already loaded on the tee sheet, so it can be easier to 1st go to the day to block before opening the blocks window.*
4. Enter the 1st and last time(s) to block. *Tips: The clock icon can be used to select a 30 min interval. For other intervals simply type in the time. The box is intelligent, meaning you can type in many ways such as “1310” or “110pm” for 1:10pm, or “832” for 8:32am. In other words you don’t need the “:”, or “am/pm”.*
5. To complete the block, click the “Add Blocked Time” button at the bottom-right.



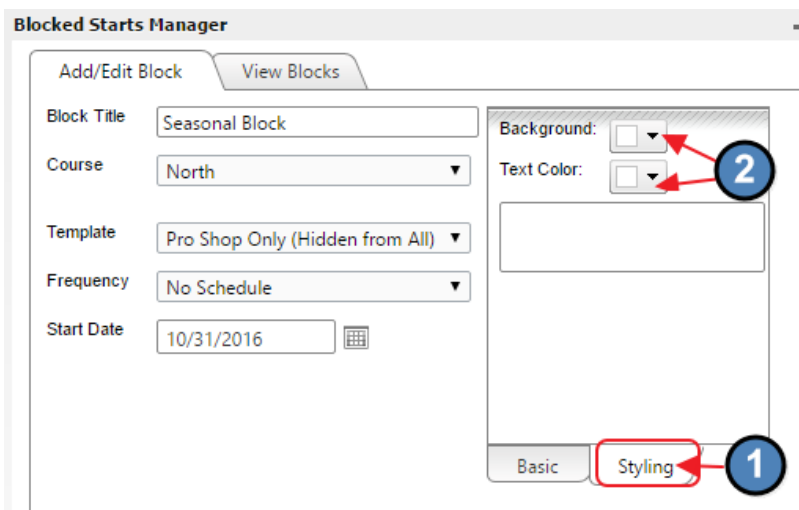
Once added, Block Title will be visible on both the Admin and Member Tee Sheets, and will not allow Members to book during the block.

North - Monday, August 1, 2016	
8:00 AM	Company Outing
8:10 AM	Company Outing
8:20 AM	Company Outing
8:30 AM	Company Outing
8:40 AM	Company Outing
8:50 AM	Company Outing
9:00 AM	Company Outing
9:10 AM	Company Outing
9:20 AM	Company Outing
9:30 AM	Company Outing
9:40 AM	Company Outing
9:50 AM	Company Outing
10:00 AM	Company Outing
10:10 AM	Company Outing
10:20 AM	Company Outing
10:30 AM	Company Outing
10:40 AM	Company Outing
10:50 AM	Company Outing
11:00 AM	Company Outing
11:10 AM	Company Outing
11:20 AM	Company Outing
11:30 AM	Company Outing
11:40 AM	Company Outing
11:50 AM	Company Outing
12:00 PM	Company Outing
12:10 PM	
12:20 PM	
12:30 PM	

If a Club desires to block a Tee or Group of Tees (rather than an entire course), click on the **“Select specific holes”** option, and designate the Tees to block (one or many).



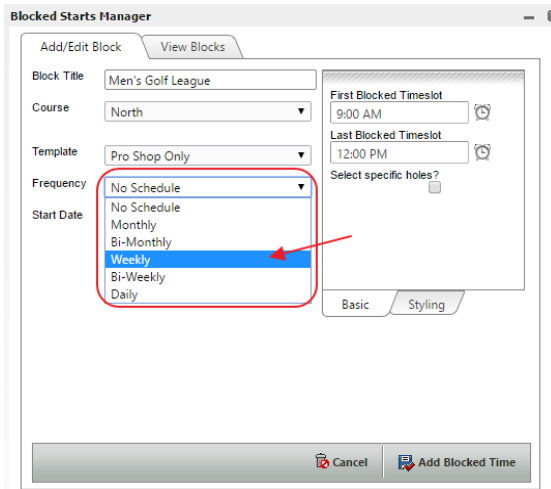
Also note it is possible to control/change how the Tee Times will appear on the Tee Sheet by utilizing the **“Styling”** tab. The Background and Text Color of how the Block appears on the Tee sheet can be edited here.



Add a Recurring Block (Block Series)

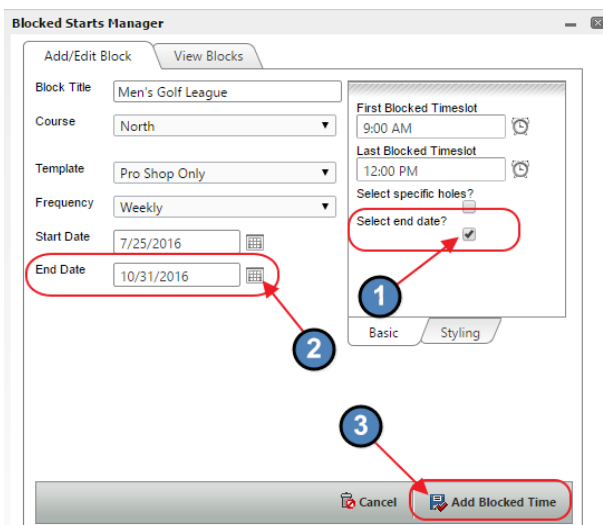
Frequency

The frequency setting is used to set recurring blocks called a series. For example, Tuesday Men's league could be set up as a weekly block series.



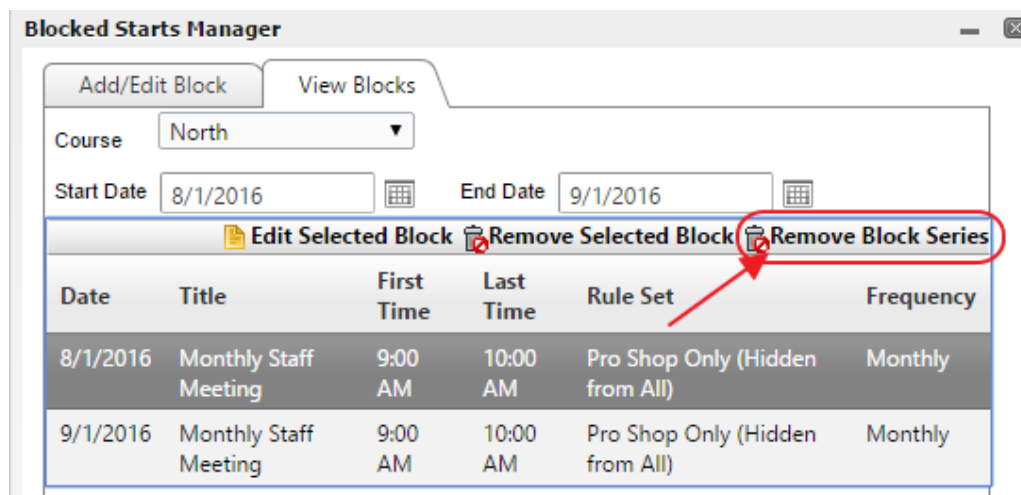
End Date

The end date is often important for recurring blocks but it isn't required. A block series can be set to extend until the pro shop removes the series. Check the **"Select end date?"** option to open and populate the **"End Date"** field. Click **"Add Blocked Time"** when finished.



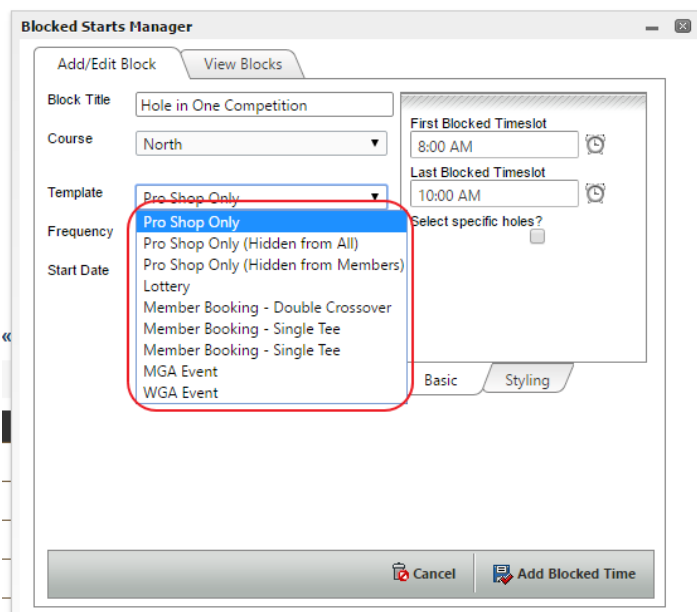
Editing Block Series

To edit a block series requires removing the series and then re-adding it.



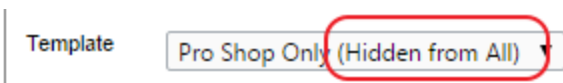
Use Block Templates - Choose Booking Rules

A standard block simply closes the time so members cannot book. However, blocks can be used for more than just closing the time. By adjusting the block template setting, they can also be used to adjust who can book or what tee times are on the sheet.



Adjust Start Times - “Hidden from All” Template

Seasonal start times can be controlled using blocks. This can also be done with the schedules for more advanced tee sheet configurations.



Manage Group Sign Ups

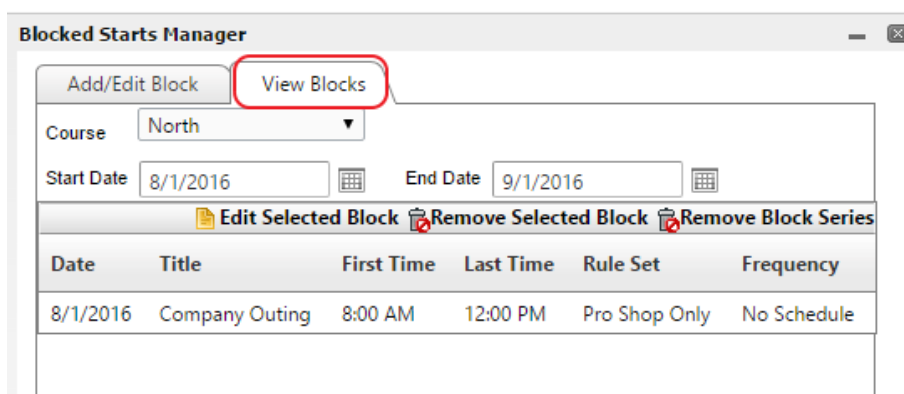
Blocks can be also used for basic event sign ups. For example, a “Women Only” block can be set to recur weekly on Tues 8am-10am. This would allow only male golfers to book the tee times.

Shortcut to “Copy” Blocks

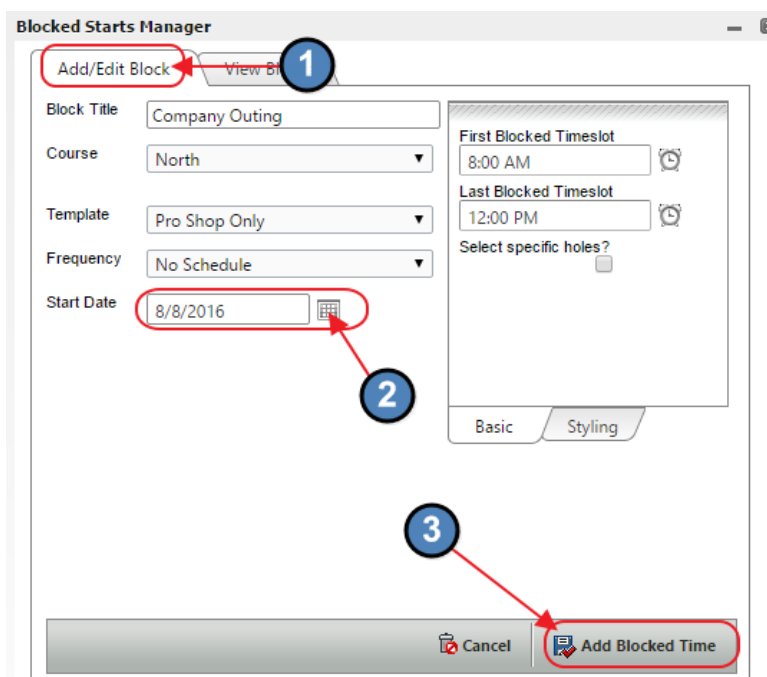
Sometimes similar blocks are needed throughout the month or year but not on a regular frequency. For these cases a shortcut may be used to copy blocks, requiring only a quick change to the date.

Steps:

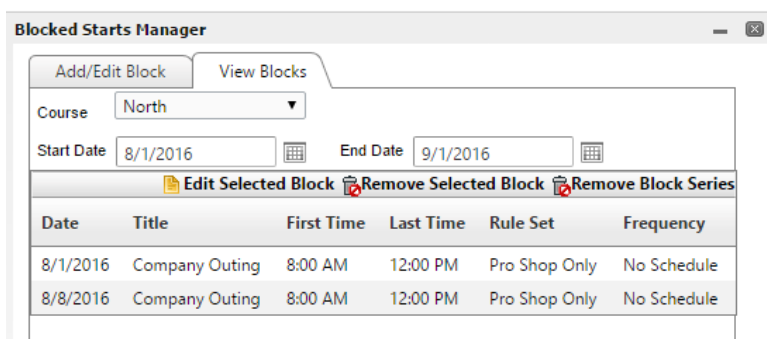
1. Add a block which takes you to the “View Blocks” tab to see the newly created block.



2. Click the “Add/Edit Block” tab to load the same settings for the block created in step 1.
3. Change the settings for the new block. Often this would be just changing the date.
4. Click “Add Blocked Time”. This copies the block but with the new settings such as the new date.



5. Repeat as needed.



Common Questions and Concerns

How do I set up block templates?

Please contact the Res Team or your Project Manager for assistance with creating templates.

Best Practices

- Before adding or editing a block it is recommended to load the date on the tee sheet. The block manager automatically starts on the same date as is loaded on the tee sheet.