



# Tee Times Special Events

2017 - Fall Edition

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## Overview

**Tee Times Special Events** allows you to create **events** within the **Tee Times Calendar** and on any regular **Club Calendar**. This tool should be used to schedule upcoming events like tournaments that require registration and that's open to all members. You can then use the regular club calendars to help promote the event outside of the Tee Times Calendar.

## Use Case(s)

- **As an Admin, I would like to create Special Events within the Tee Times Calendar for events like tournaments.**
- **As an Admin, I would like for Golf Events to also show on Club Calendars.**
- **As an Admin, I would like to create events that members must register for.**

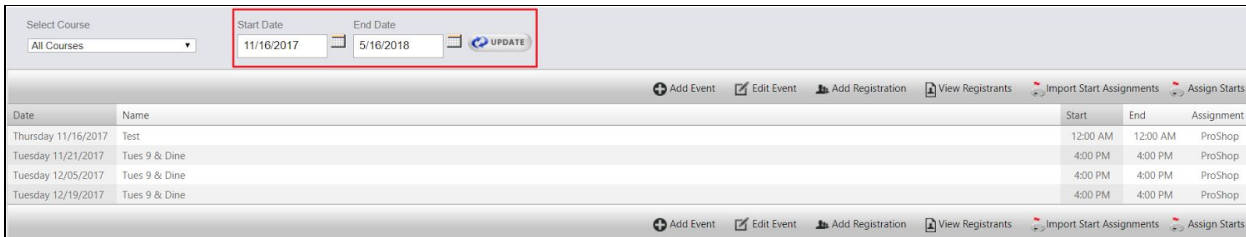
## Accessing the Tool

To get started, access the **Tee Times Admin Dashboard**. **Hover** over **Administration** and **click** on **Special Events**.



The **Special Events** tool will list all special events for the next 6 months.

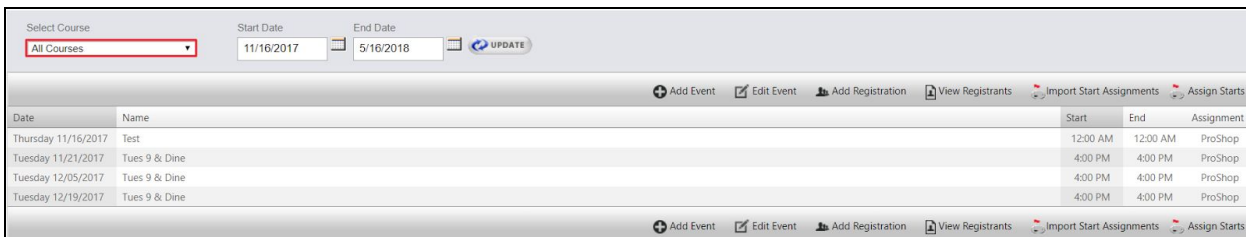
You can change the date range by using the **datepicker**.



The screenshot shows the top section of the Special Events tool. A red box highlights the date picker area, which includes a 'Select Course' dropdown menu set to 'All Courses', 'Start Date' and 'End Date' fields with calendar icons, and an 'UPDATE' button. Below this is a toolbar with icons for 'Add Event', 'Edit Event', 'Add Registration', 'View Registrants', 'Import Start Assignments', and 'Assign Starts'. The main table lists events with columns for Date, Name, Start, End, and Assignment.

Date	Name	Start	End	Assignment
Thursday 11/16/2017	Test	12:00 AM	12:00 AM	ProShop
Tuesday 11/21/2017	Tues 9 & Dine	4:00 PM	4:00 PM	ProShop
Tuesday 12/05/2017	Tues 9 & Dine	4:00 PM	4:00 PM	ProShop
Tuesday 12/19/2017	Tues 9 & Dine	4:00 PM	4:00 PM	ProShop

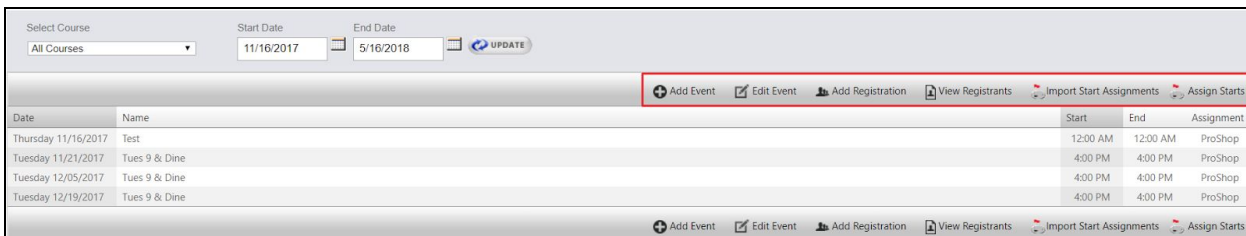
You may filter by courses by using the **Select Course dropdown**.



The screenshot shows the same interface as above, but with a red box highlighting the 'Select Course' dropdown menu, which is currently set to 'All Courses'. The rest of the interface, including the date picker, toolbar, and event table, remains the same.

The **toolbar** above the listed events will allow you to:

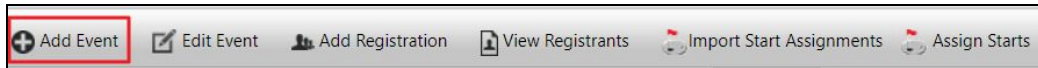
- **Add an event**
- **Edit an event**
- **Add registrations to the event**
- **View registrants of events**
- **Import start assignments**
- **Assign starts for the event**



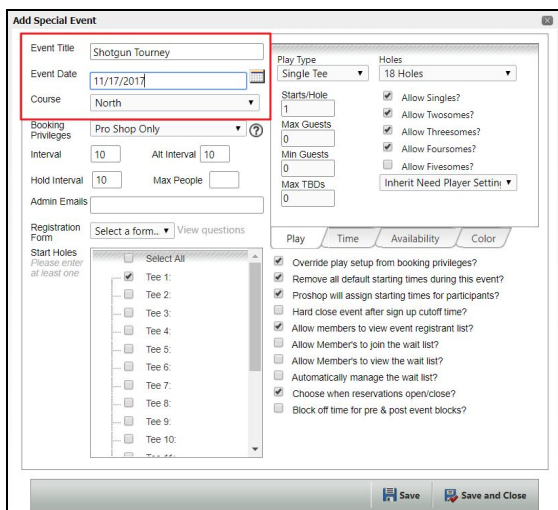
The screenshot shows the same interface as above, but with a red box highlighting the toolbar. The toolbar contains icons for 'Add Event', 'Edit Event', 'Add Registration', 'View Registrants', 'Import Start Assignments', and 'Assign Starts'. The event table below is also visible.

# Adding a Special Event

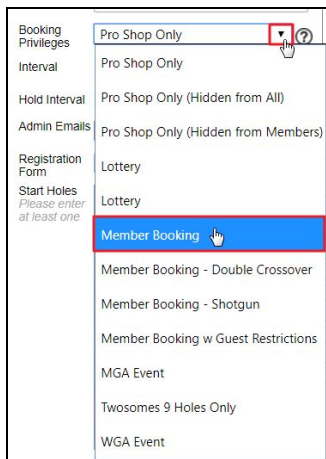
To add a new Special Event, **click the Add Event button.**



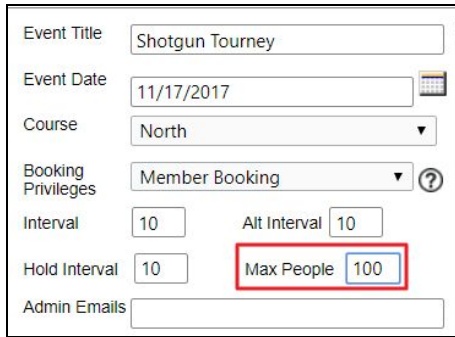
Next, add the **Event Title, Event Date, and Course.**



Determine **Booking Privileges** for the event. If this is an event that members will register for, set to **Member Booking**. If this is an event whereby your staff will be registering members on their behalf, leave this set as **ProShop Only**.




Next, add the **Max People** for the event by typing in the max number of participants that may join the event.



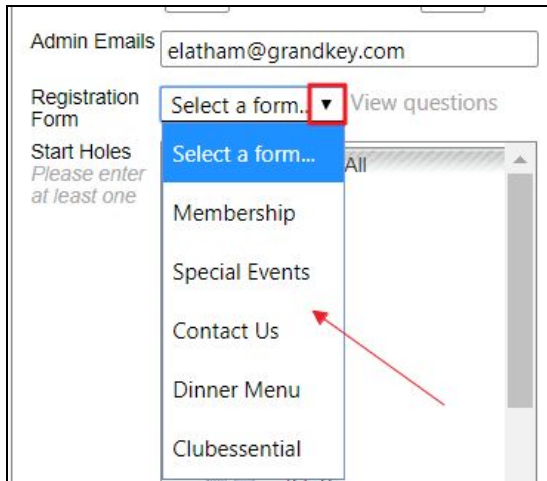
A screenshot of an event configuration form. The fields are: Event Title (Shotgun Tourney), Event Date (11/17/2017), Course (North), Booking Privileges (Member Booking), Interval (10), Alt Interval (10), Hold Interval (10), Max People (100), and Admin Emails. The Max People field is highlighted with a red box.

Add an **Admin Email** for the event. This email will receive notifications for when members register, edit, or cancel their event.



A screenshot of the event configuration form focusing on the Admin Emails field. The field contains the email address elatham@grandkey.com and is highlighted with a red box. Above it are Hold Interval (10) and Max People (100). Below it is a Registration Form dropdown menu.

Beneath the Admin email, you may designate a **Registration Form** for the event. This **dropdown** will list any **forms** created by the **Support Team** for **Events**. If you should need a new form created, please contact Support.

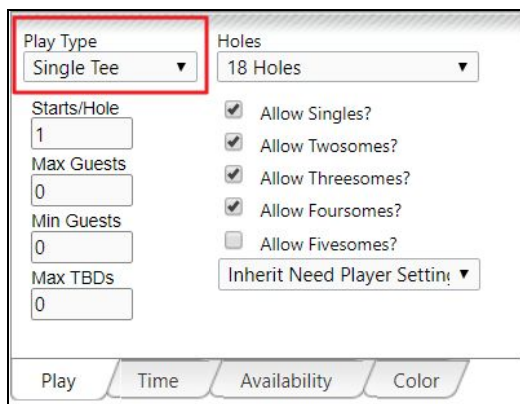


A screenshot of the event configuration form showing the Registration Form dropdown menu. The dropdown is open, listing several forms: Membership, Special Events, Contact Us, Dinner Menu, and Clubessential. A red arrow points to the Contact Us option. The Admin Emails field above it contains elatham@grandkey.com.

Move to the right side of the screen to begin setting up the **type of event**.

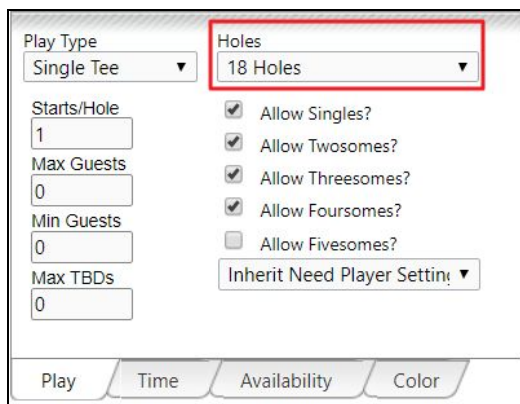
## Type of Event

On the right side of the screen, you will determine the **Play Type**, or the type of event. Using the **dropdown**, choose if this is a **single tee**, **double tee**, or **shotgun event**. The booking window will refresh and update various options for the type of play you choose.



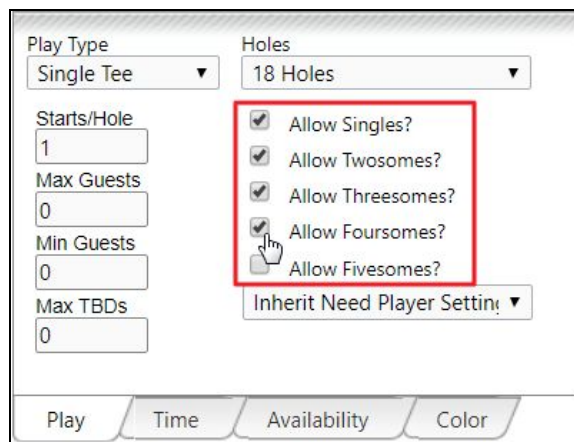
The screenshot shows a form for configuring an event. The 'Play Type' dropdown menu is highlighted with a red box and is currently set to 'Single Tee'. Other visible fields include 'Holes' (18 Holes), 'Starts/Hole' (1), 'Max Guests' (0), 'Min Guests' (0), 'Max TBDs' (0), and a list of checkboxes for 'Allow Singles?', 'Allow Twosomes?', 'Allow Threesomes?', 'Allow Foursomes?', and 'Allow Fivesomes?'. There is also an 'Inherit Need Player Setting' dropdown. At the bottom, there are four tabs: 'Play', 'Time', 'Availability', and 'Color'.

Next, determine the **amount of holes** for the event depending on your courses (typically **18** or **9**).



The screenshot shows the same event setup form as above, but now the 'Holes' dropdown menu is highlighted with a red box and is set to '18 Holes'. All other fields and options remain the same as in the previous screenshot.

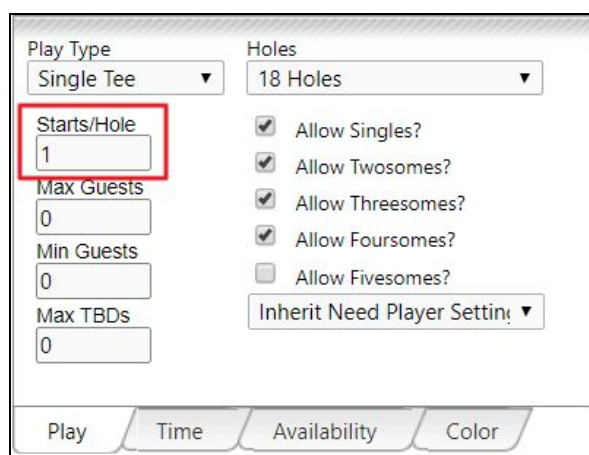
Next, choose what types of groups may play for the event. Checkmark all that apply for: **Singles, Twosomes, Threesomes, Foursomes**, and/or **Fivesomes**.



The screenshot shows a configuration window with the following elements:

- Play Type:** Single Tee (dropdown)
- Holes:** 18 Holes (dropdown)
- Starts/Hole:** 1 (input field)
- Max Guests:** 0 (input field)
- Min Guests:** 0 (input field)
- Max TBDs:** 0 (input field)
- Group Type Checkboxes:**
  - Allow Singles?
  - Allow Twosomes?
  - Allow Threesomes?
  - Allow Foursomes?
  - Allow Fivesomes?
- Inherit Need Player Setting:** (dropdown)
- Buttons:** Play, Time, Availability, Color

If the event starts on another hole besides the first tee, update the Starts/Hole box.



This screenshot is identical to the one above, but with a red box highlighting the **Starts/Hole** input field, which contains the value '1'.

Add in the Max Number of Guests, Minimum Number of Guests (typically not designated), and Max Number of TBDs. In most cases, the Max number of Guests and TBDs should match.



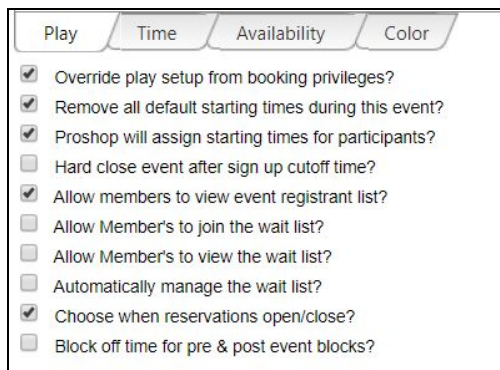
A screenshot of a web form for event settings. The form has a title 'Play Type' and a dropdown menu set to 'Single Tee'. Below this are several input fields: 'Starts/Hole' with the value '1', 'Max Guests' with the value '2', 'Min Guests' with the value '0', and 'Max TBDs' with the value '2'. A red rectangular box highlights the 'Max Guests' and 'Max TBDs' fields.

You can now move to more event settings located beneath the type of event box.

## Event Settings

You will determine more event settings for the event by using the following tabs:

- **Booking Rules**
- **Time**
- **Availability**
- **Color**



A screenshot of a web form showing four tabs: 'Play', 'Time', 'Availability', and 'Color'. The 'Play' tab is selected. Below the tabs is a list of checkboxes with labels:

- Override play setup from booking privileges?
- Remove all default starting times during this event?
- Proshop will assign starting times for participants?
- Hard close event after sign up cutoff time?
- Allow members to view event registrant list?
- Allow Member's to join the wait list?
- Allow Member's to view the wait list?
- Automatically manage the wait list?
- Choose when reservations open/close?
- Block off time for pre & post event blocks?



These settings will allow you to determine when the event takes place, when reservations will open for the event, and even set an event color to display on the Tee Times Calendar.

Beneath the **Play** tab you can set up various settings for booking privileges, starting times, assignments, waitlist. This is the master list for the rest of the tabs that will follow.

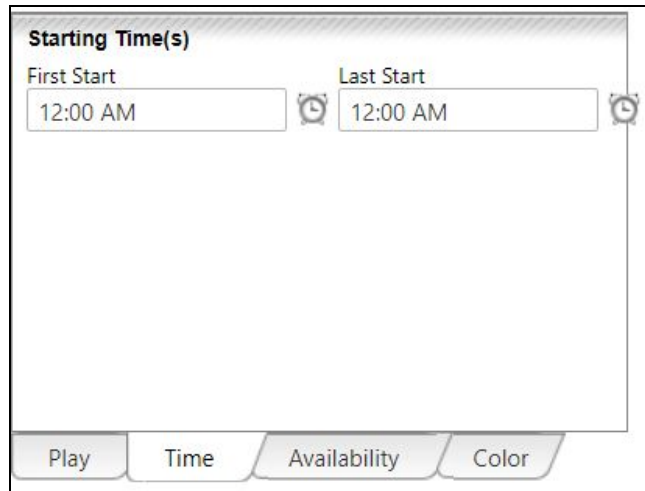
**Checkmark** to apply the rule.

Play	Time	Availability	Color	
<input checked="" type="checkbox"/>				Override play setup from booking privileges?
<input checked="" type="checkbox"/>				Remove all default starting times during this event?
<input checked="" type="checkbox"/>				Proshop will assign starting times for participants?
<input type="checkbox"/>				Hard close event after sign up cutoff time?
<input checked="" type="checkbox"/>				Allow members to view event registrant list?
<input type="checkbox"/>				Allow Member's to join the wait list?
<input type="checkbox"/>				Allow Member's to view the wait list?
<input type="checkbox"/>				Automatically manage the wait list?
<input checked="" type="checkbox"/>				Choose when reservations open/close?
<input type="checkbox"/>				Block off time for pre & post event blocks?

To learn more about each setting, hover over the setting for detailed information.

<input checked="" type="checkbox"/>	Override play setup from booking privileges?	
<input checked="" type="checkbox"/>	The default course setup, party sizes, guest, and TBD player settings from the selected event privileges will be used if this is not checked.	
<input checked="" type="checkbox"/>	Proshop will assign starting times for participants?	

Next, **click** on the **Time tab** to set up when the first start will begin and when the last start will begin.



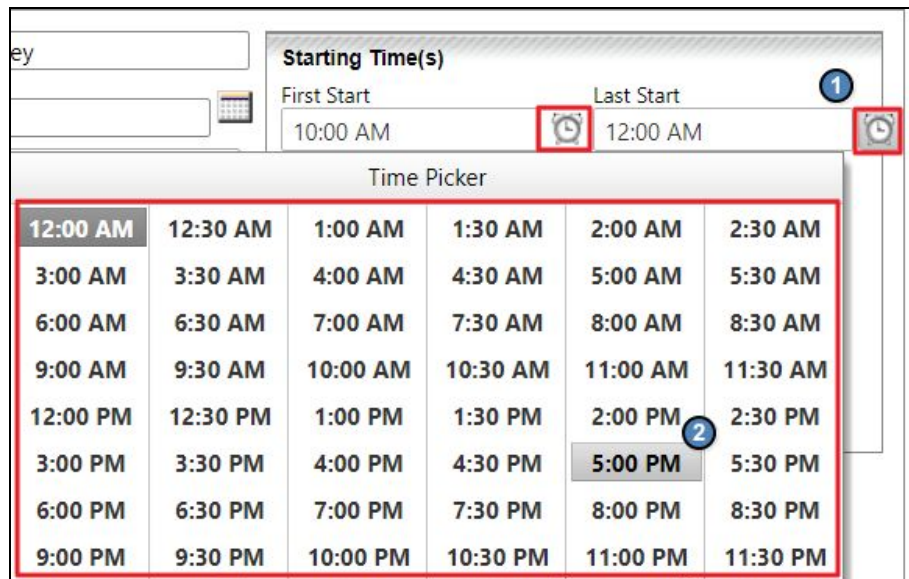
**Starting Time(s)**

First Start: 12:00 AM

Last Start: 12:00 AM

Play | Time | Availability | Color

Using the **time pickers**, you can **choose** a **time**.



**Starting Time(s)**

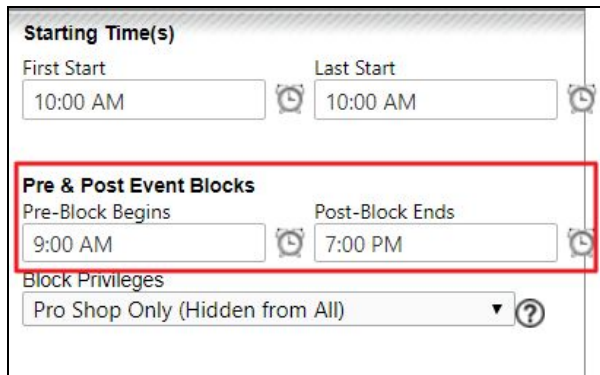
First Start: 10:00 AM

Last Start: 12:00 AM

Time Picker

12:00 AM	12:30 AM	1:00 AM	1:30 AM	2:00 AM	2:30 AM
3:00 AM	3:30 AM	4:00 AM	4:30 AM	5:00 AM	5:30 AM
6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM
9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM
9:00 PM	9:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

Under **Pre & Post Event Blocks**, you may **block off** the **Tee Times Calendar** so individual reservations cannot be made before or after the event. This allows for a buffer for set-up and clean-up for the event.



**Starting Time(s)**

First Start: 10:00 AM Last Start: 10:00 AM

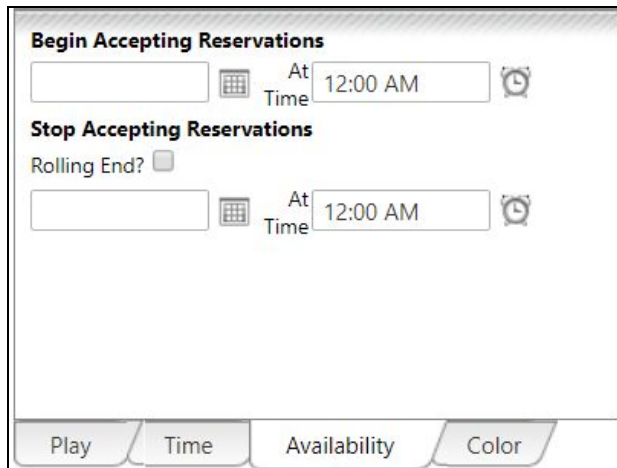
**Pre & Post Event Blocks**

Pre-Block Begins: 9:00 AM Post-Block Ends: 7:00 PM

Block Privileges: Pro Shop Only (Hidden from All)

Determine when you will **begin accepting reservations** for the events and when **reservations will end** via the **Availability tab**.

Here you will use the **datepicker** to determine the day that the reservations will begin and using the **time picker** choose what time they will start on the day selected.



**Begin Accepting Reservations**

At 12:00 AM

Time

**Stop Accepting Reservations**

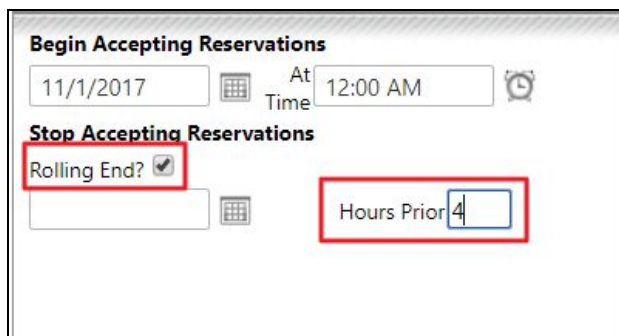
Rolling End?

At 12:00 AM

Time

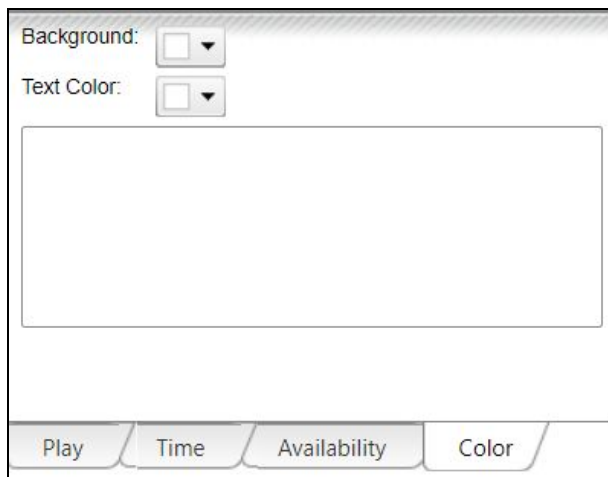
Play Time Availability Color

Follow the same for when reservations will end, or **click Rolling End** to set the reservations to end at a determined number of hours prior to the event.



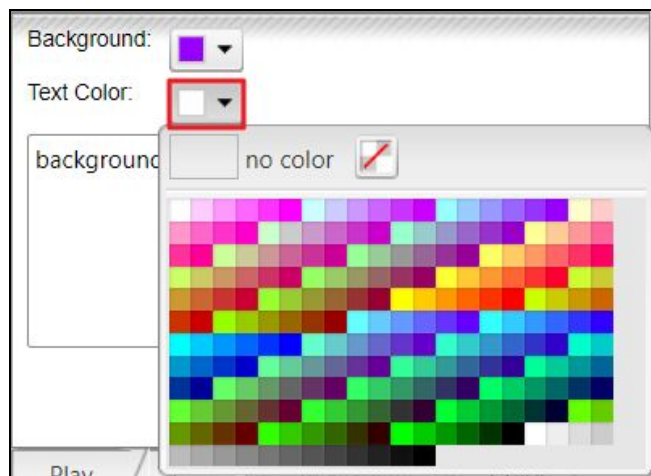
**Begin Accepting Reservations**  
11/1/2017 At 12:00 AM  
**Stop Accepting Reservations**  
Rolling End?   
Hours Prior 4

Lastly, **click on the color tab** to choose a color for the event that will display on the **Tee Times Calendar**.



Background:   
Text Color:   
Play Time Availability **Color**

Using the **background** and **text dropdowns**, choose a **color** to display.

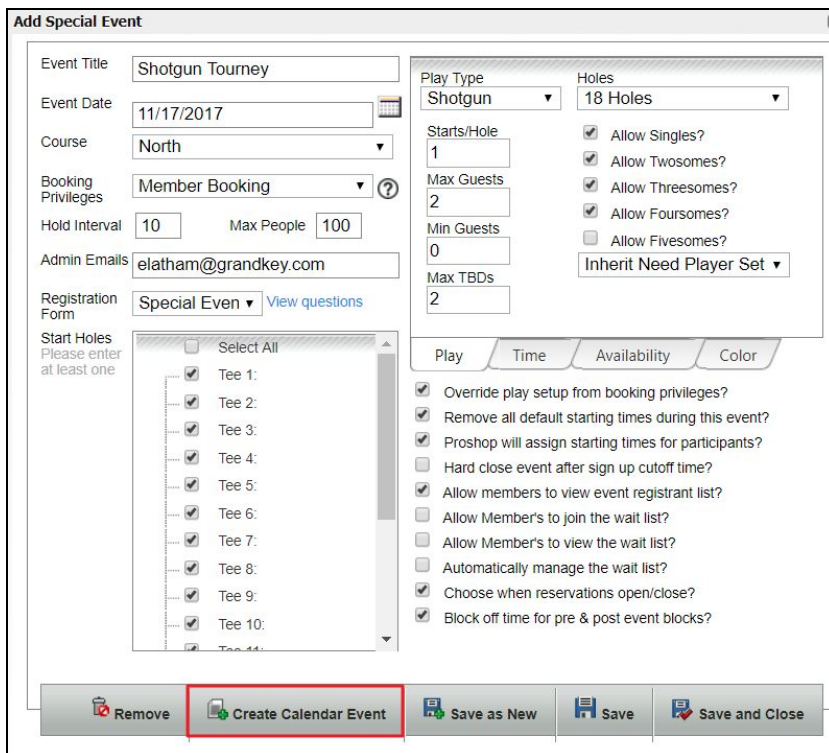


Click **Save** to save and post the event to the **Tee Times Calendar**.



## Creating a Calendar Event

To add the event to a regular **Club Calendar**, click on **Create Calendar Event** from the **Add Special Event** window.



**Add Special Event**

Event Title: Shotgun Tourney

Event Date: 11/17/2017

Course: North

Booking Privileges: Member Booking

Hold Interval: 10 Max People: 100

Admin Emails: elatham@grandkey.com

Registration Form: Special Even [View questions](#)

Start Holes: Please enter at least one

- Tee 1:
- Tee 2:
- Tee 3:
- Tee 4:
- Tee 5:
- Tee 6:
- Tee 7:
- Tee 8:
- Tee 9:
- Tee 10:
- Tee 11:
- Tee 12:
- Tee 13:
- Tee 14:

Play Type: Shotgun Holes: 18 Holes

Starts/Hole: 1

Max Guests: 2

Min Guests: 0

Max TBDs: 2

Allow Singles?

Allow Twosomes?

Allow Threesomes?

Allow Foursomes?

Allow Fivesomes?

Inherit Need Player Set

Play Time Availability Color

Override play setup from booking privileges?

Remove all default starting times during this event?

Proshop will assign starting times for participants?

Hard close event after sign up cutoff time?

Allow members to view event registrant list?

Allow Member's to join the wait list?

Allow Member's to view the wait list?

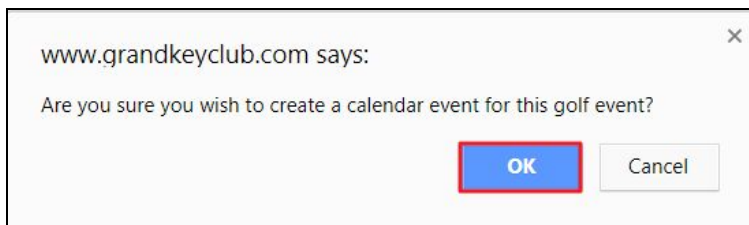
Automatically manage the wait list?

Choose when reservations open/close?

Block off time for pre & post event blocks?

Remove Create Calendar Event Save as New Save Save and Close

Click **OK** on the warning pop-up that is verifying you wish to create a calendar event.

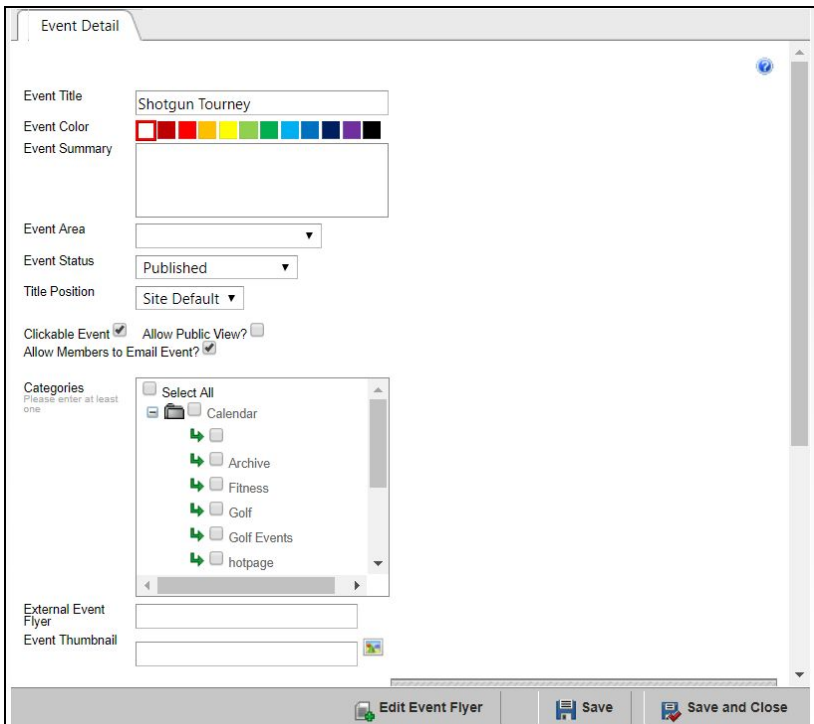


www.grandkeyclub.com says:

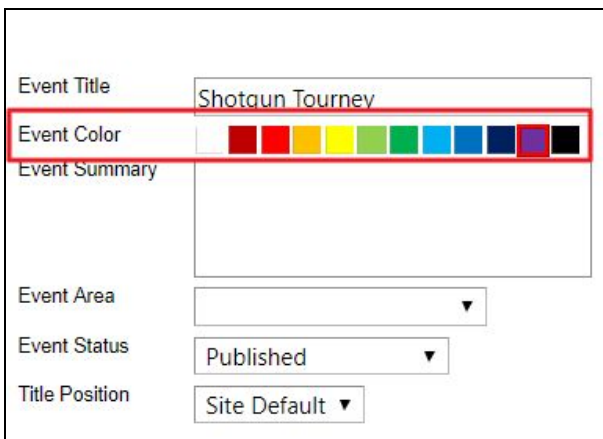
Are you sure you wish to create a calendar event for this golf event?

OK Cancel

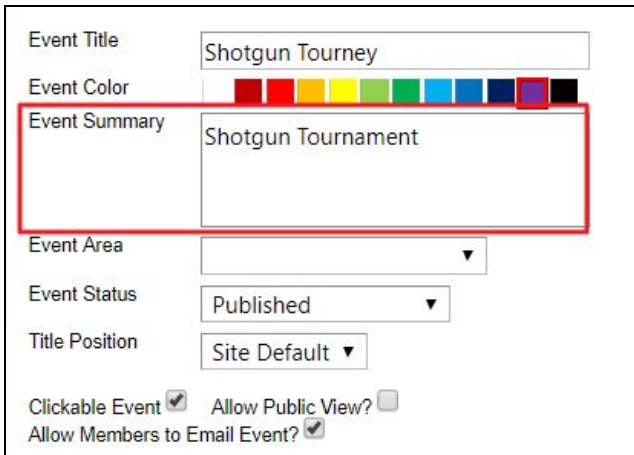
**All event settings will transfer to the Calendar Event**, so you will not need to set up registration criteria again. For the calendar event, you will be setting a design and adding extra information on the event if needed.



**Choose an Event Color** to display on the Calendar Event. This may be a different color than what was chosen for the Tee Times Event display.



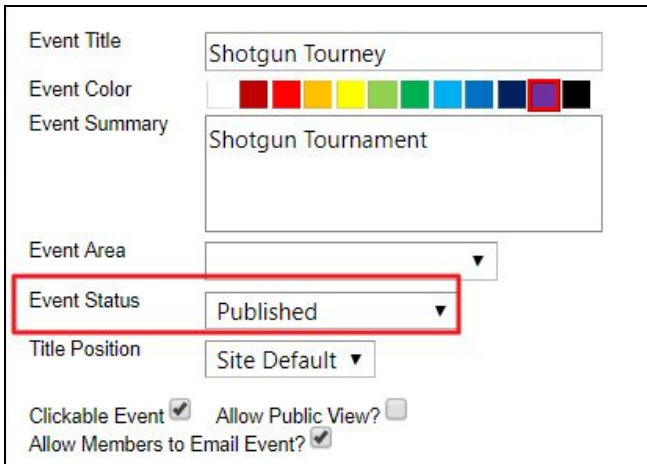
Under **Event Summary**, add a short summary if desired. This will show on the event details.



A screenshot of an event creation form. The form includes the following fields and options:

- Event Title: Shotgun Tourney
- Event Color: A row of color swatches (red, yellow, green, blue, black).
- Event Summary: Shotgun Tournament (This field is highlighted with a red border).
- Event Area: A dropdown menu.
- Event Status: Published (This dropdown is also highlighted with a red border).
- Title Position: Site Default
- Clickable Event:
- Allow Public View?:
- Allow Members to Email Event?:

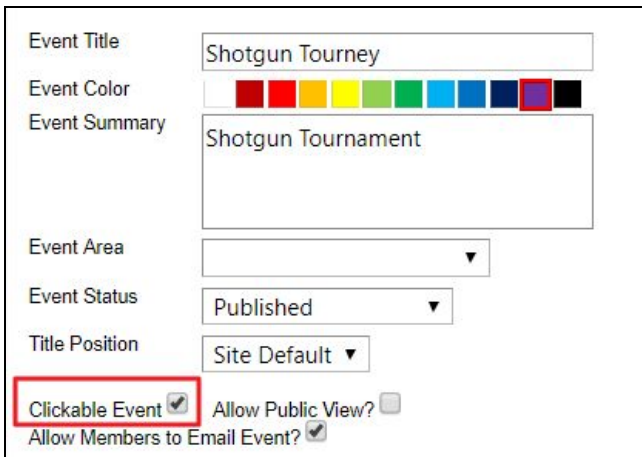
**Event Status** should be set to **published** which will allow members to see the event.



A screenshot of the same event creation form as above. In this version, the **Event Status** dropdown menu is highlighted with a red border, showing the value **Published**.

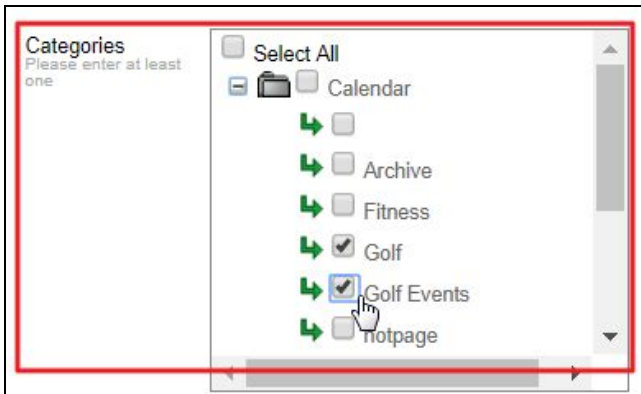


**Clickable Event** should be checked as this will allow members to open event details and access the Registration button which will open the Tee Times registration window.



Event Title: Shotgun Tourney  
Event Color: [Color selection bar]  
Event Summary: Shotgun Tournament  
Event Area: [Dropdown menu]  
Event Status: Published  
Title Position: Site Default  
**Clickable Event**  Allow Public View?   
Allow Members to Email Event?

Under **categories**, **checkmark calendars** you wish the event to publish on like the Golf Calendar, and/or the Member Home Page Calendar.



Categories  
Please enter at least one

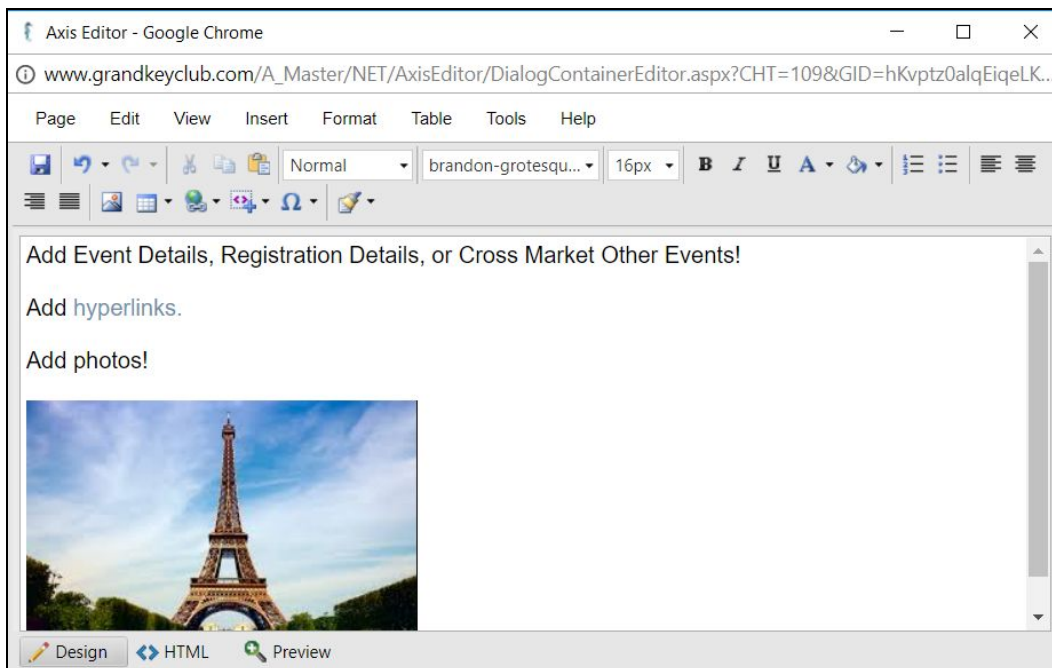
- Select All
- Calendar
  - 
  - Archive
  - Fitness
  - Golf
  - Golf Events
  - Homepage

Next, **click Edit Event Flyer** to launch the website **Editor**.

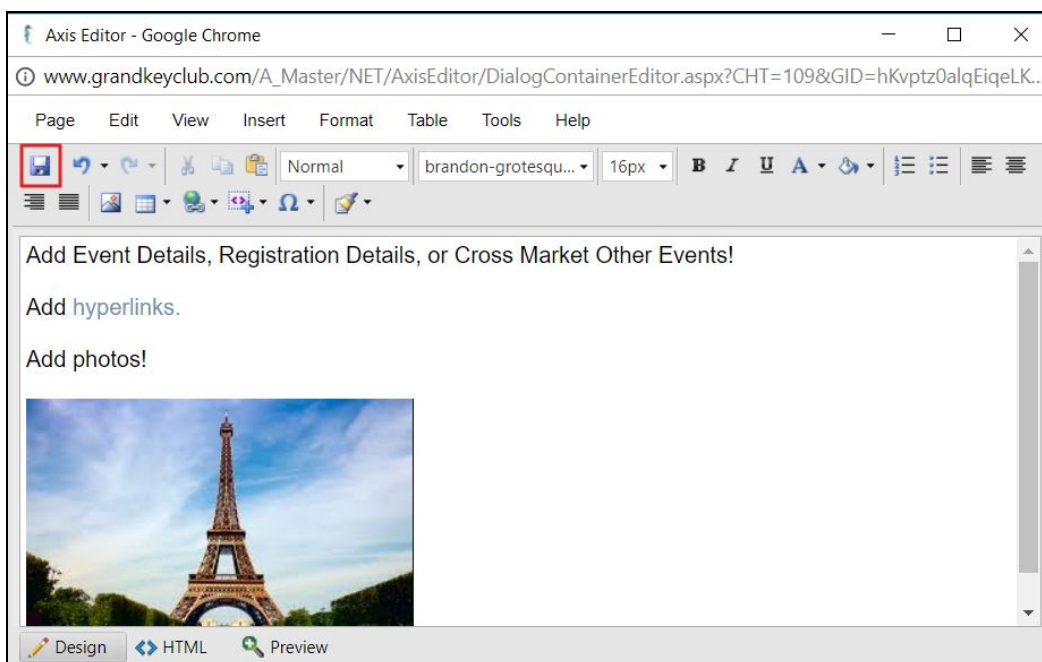


Save Save and Close

Within the **Editor**, you may add text, imagery, and hyperlinks. This is a great place to add a lengthy description on the event or to cross market other upcoming events. For full Editor training, please review our [Editor Article](#).



Once you have finished adding text within the Editor, **click Save**.



Click **Save and Close** to save the event to the designated calendars.

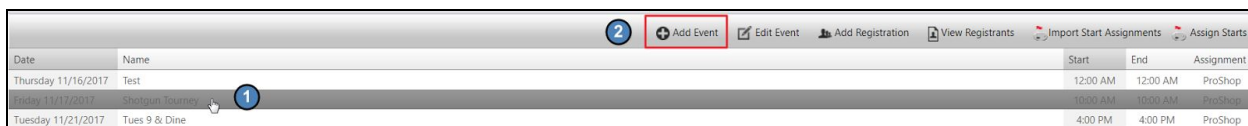


## Editing & Deleting Special Events/Calendar Events

Once you have added your Special Event to the Tee Times Calendar, and Club Calendars, you can easily **edit** and **delete** these events directly from the **Special Events manager**.

Click the event within the Special Events manager so it is highlighted in gray.

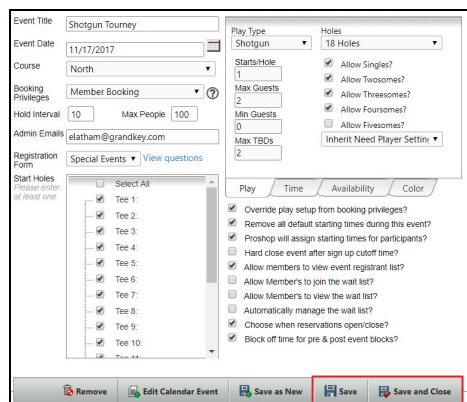
Click **Edit Event** to make edits to the event.



## Editing Tee Times Calendar Event

Make edits within the Special Event tool as needed.

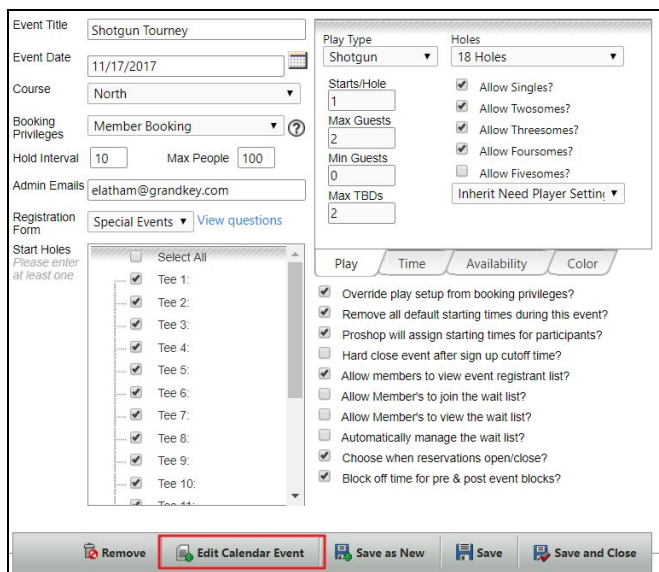
Once edits are made, click **Save** or **Save and Close**.



## Editing Calendar Events

To edit the calendar event, **click Edit Calendar Event.**

Make edits as necessary.



## Deleting Tee Times Calendar Events/Club Calendars

To delete the event, **click Remove.** This will also delete the event from any **Club Calendars** that this event was assigned to.

Event Title	Shotgun Tourney	Play Type	Shotgun	Holes	18 Holes
Event Date	11/17/2017	Starts/Hole	1	<input checked="" type="checkbox"/> Allow Singles?	<input checked="" type="checkbox"/> Allow Twosomes?
Course	North	Max Guests	2	<input checked="" type="checkbox"/> Allow Threesomes?	<input checked="" type="checkbox"/> Allow Foursomes?
Booking Privileges	Member Booking	Min Guests	0	<input type="checkbox"/> Allow Fivesomes?	Inherit Need Player Setting
Hold Interval	10	Max TBDS	2		
Max People	100				
Admin Emails	elatham@grandkey.com				
Registration Form	Special Events <a href="#">View questions</a>				
Start Holes	<input type="checkbox"/> Select All				
<i>Please enter at least one.</i>	<input checked="" type="checkbox"/> Tee 1:	<input checked="" type="checkbox"/> Override play setup from booking privileges?			
	<input checked="" type="checkbox"/> Tee 2:	<input checked="" type="checkbox"/> Remove all default starting times during this event?			
	<input checked="" type="checkbox"/> Tee 3:	<input checked="" type="checkbox"/> Proshop will assign starting times for participants?			
	<input checked="" type="checkbox"/> Tee 4:	<input type="checkbox"/> Hard close event after sign up cutoff time?			
	<input checked="" type="checkbox"/> Tee 5:	<input checked="" type="checkbox"/> Allow members to view event registrant list?			
	<input checked="" type="checkbox"/> Tee 6:	<input type="checkbox"/> Allow Member's to join the wait list?			
	<input checked="" type="checkbox"/> Tee 7:	<input type="checkbox"/> Allow Member's to view the wait list?			
	<input checked="" type="checkbox"/> Tee 8:	<input type="checkbox"/> Automatically manage the wait list?			
	<input checked="" type="checkbox"/> Tee 9:	<input checked="" type="checkbox"/> Choose when reservations open/close?			
	<input checked="" type="checkbox"/> Tee 10:	<input checked="" type="checkbox"/> Block off time for pre & post event blocks?			
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