# ⬡ Tee Times Starter Guide

Why Book Online?

Booking a Tee Time Online is an extremely easy way to book your next golf game or to register for upcoming tournaments and special events. Tee Times will allow you to access golf events and open tee times, see event details, reserve a spot, receive email communication on the event or tee time, and link events and tee times to your own personal calendar. Simply follow the steps below to begin using the Online Tee Time today

Getting started

When accessing the Tee Times, it will always default to the current day. Use the calendar to change the date if desired.
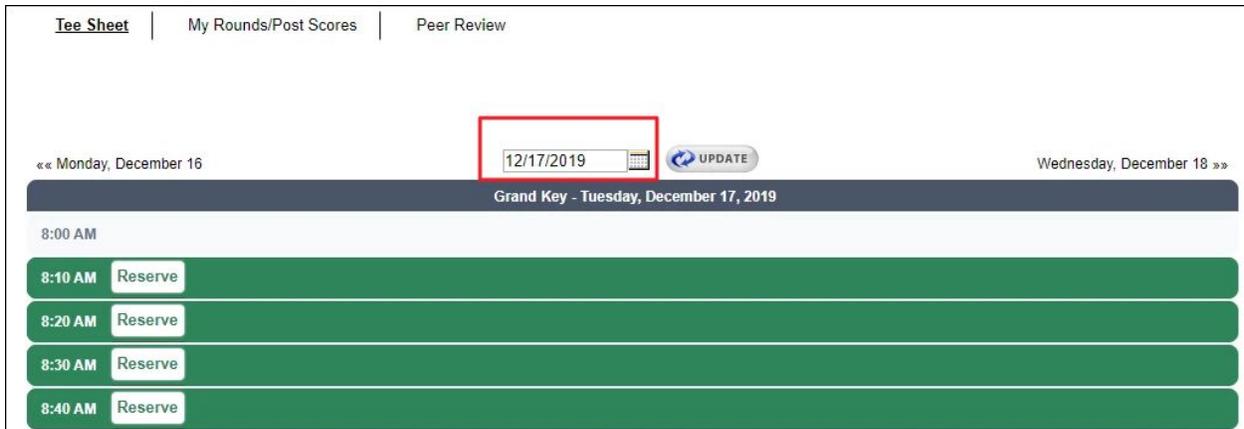

1. If the time slot is in gray and there is not a reserve or join button, then the spot is unavailable to book.
2. If the time slot has member names with a Join button, then you may join another member's group by clicking Join.
3. If the time slot is in blue, then you have already made a tee time for this time slot. You may click the edit icon to edit this tee time.

Booking a Tee Time

1. At the top of the Book Tee Time window, you can change the **date, course, time, round, and party size.**
2. Add additional members using the drop down and searching by name.
3. To the right of each patron's name, you will see a drop down menu. Use this to select the patron's needs such as caddy, walking, private cart, etc.
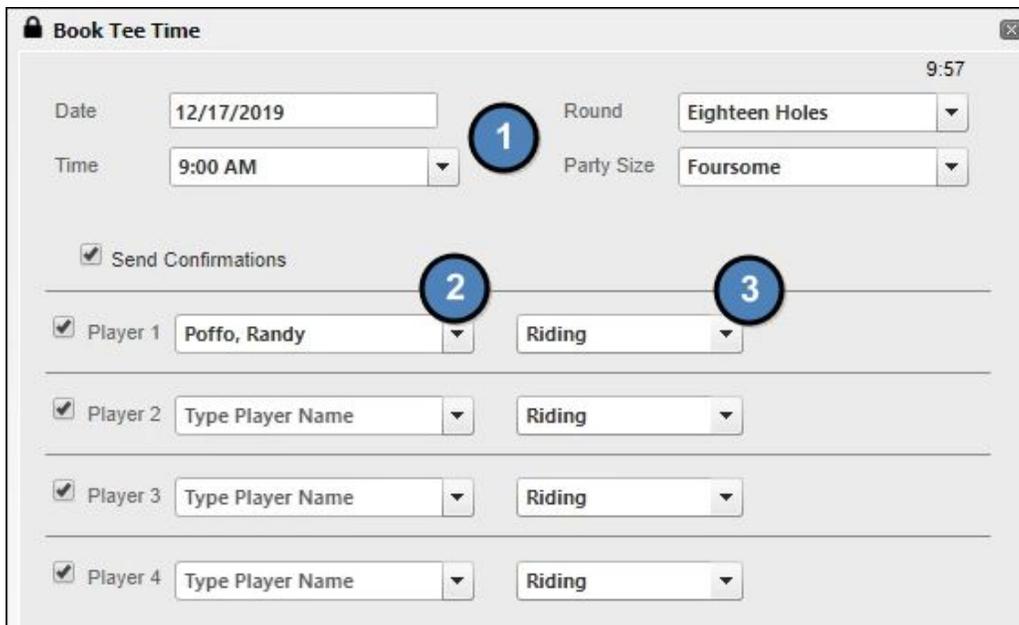
Adding Guest

1. To **add a guest**, enter a guest's first name and last name and hit enter. Guests that you have included in the reservation in the past will display in the dropdown list for you to select.

2. If the guest is not in the system, you may easily add this guest so that the guest is easier to find on your next booking reservation. Simply click **New Guest** on the drop down menu after typing the guest's name.
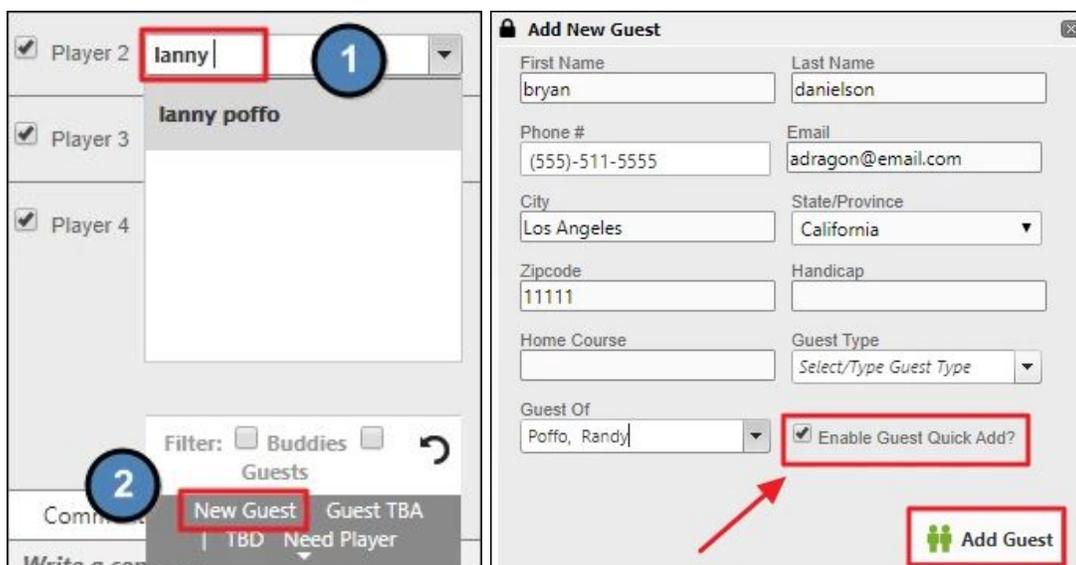
Enable Guest Quick Add will be checked by default. This will allow the guest's information to be stored so you can easily add the guest to tee times in the future. Uncheck if you do not want to store the guest's information.

Click **Add Guest** once you have completed adding the guest information.

Need to Cancel?

You can cancel a tee time by navigating to the date of the tee time and clicking the blue **Edit** button. Click **Cancel Tee Time** at the bottom of the booking window.