



Tee Times - Daily Notes

2017 - Summer Edition

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Overview

The **Daily Notes** feature is a great way to add messages to your **Tee Time** system to Members or for internal use (Pro-Shop/Admins only). Located within the **Tee Time Admin Dashboard**, you will have access to two separate editors that will allow you to add messages that may contain: text, images, or hyperlinks. The Member message will show on the member **Tee Sheet**, while messages for internal use will only show on the **Admin Dashboard**.

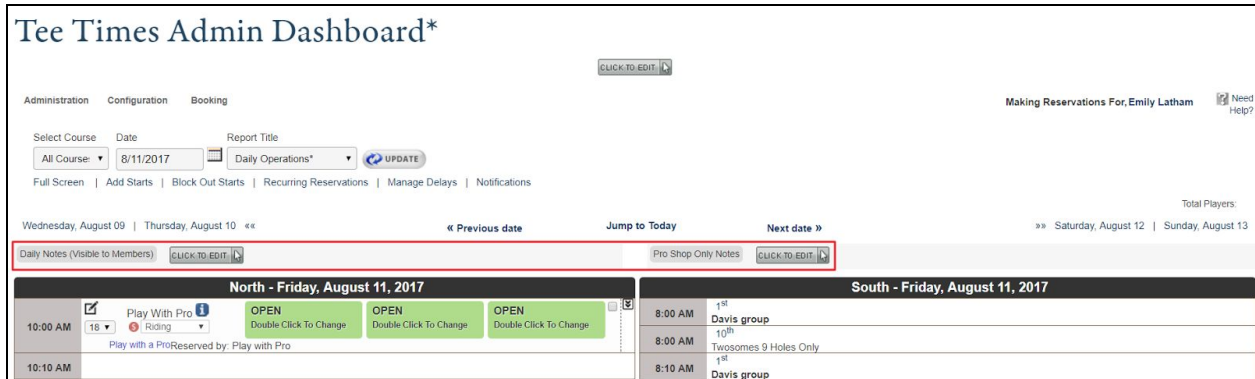
Use Case

- **Delays**
- **Cross Marketing**
- **Urgent Messages**

Accessing the Tool

To access **Daily Notes**, go to the Tee Times Admin Dashboard.

Above the **Admin Tee Sheet**, there will be two click to edits, which will open two separate content editors.



The **Click to Edit** on the left is for creating messages for members, which will appear on the member **Tee Sheet**.

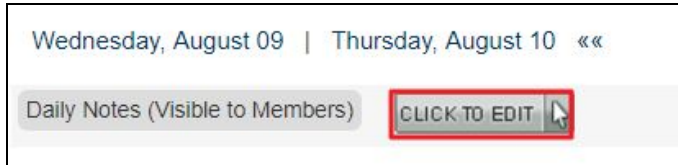


The **Click to Edit** on the right is for creating messages for internal use only (Pro-Shop/Admins), which will appear on the **Admin Dashboard** right above the calendar.

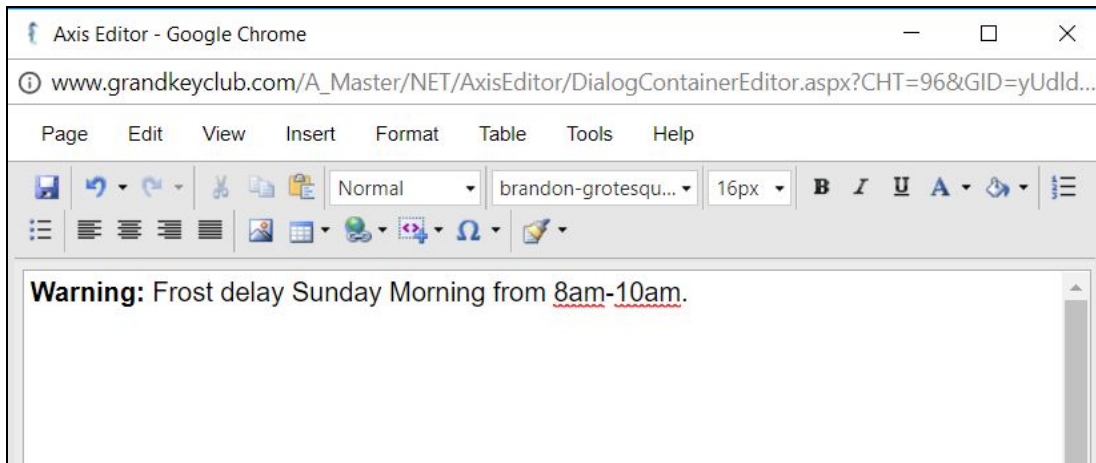


Creating Messages for Members

Open the **Click to Edit** on the left to begin crafting a message for members, which will appear on the member **Tee Sheet**.



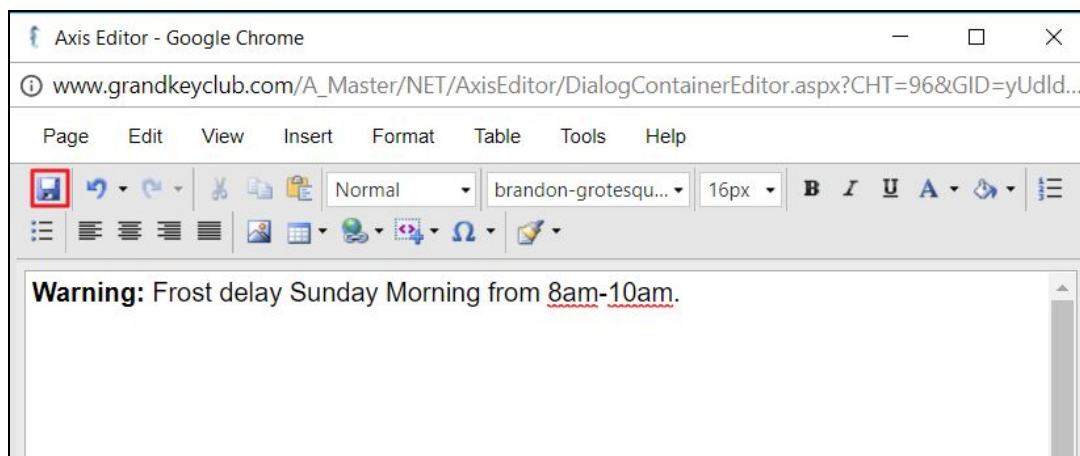
This will launch the **Content Editor** where you may craft a message using text, imagery, and/or hyperlinks.



The **Editor** is similar to that of a Word document and you will find many of the same tools to style content.

For full information on our **Editor** training, please refer here: [Editor Guide](#).

Once you have added your message, **click Save**.



The message will now be visible on the **Member Tee Sheet**.

