



Tee Times - Manage Delays

2017 - Summer Edition

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Overview

You can create **Delays** within the **Tee Times** system to either delay **Start Times** or to have **Start Times** earlier than normally available using the **Manage Delays** feature.

Use Case

Manage Delays is typically used when needing to creating a short-term delay for one day, like in the case of a **Frost Delay**.

Accessing the Tool

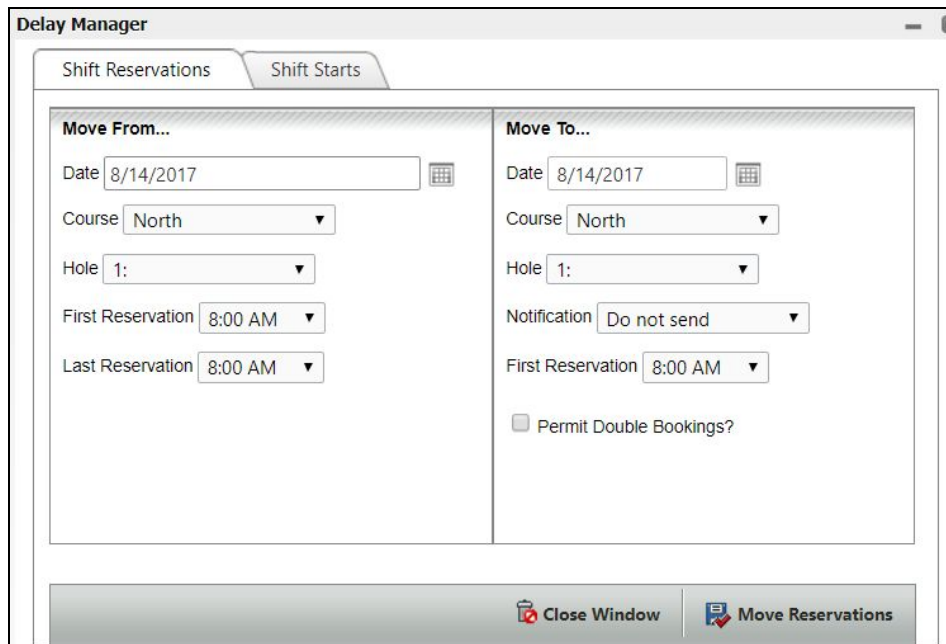
To access **Manage Delays**, go to the **Tee Times Admin Dashboard**.

Click **Manage Delays** to access the **Delay Manager**.

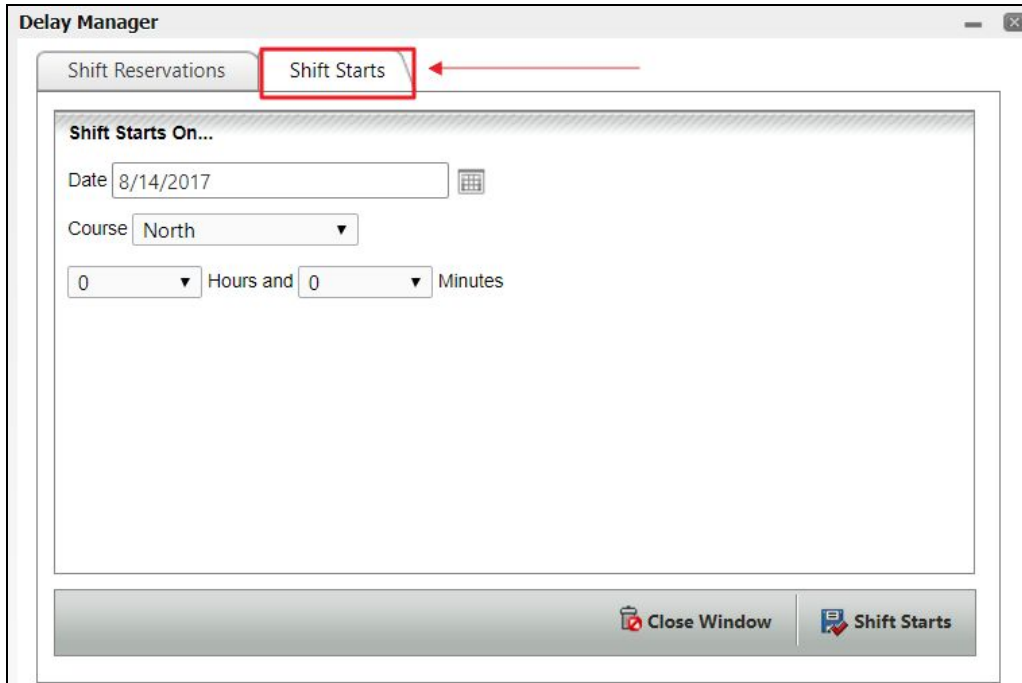


Adding a Delay

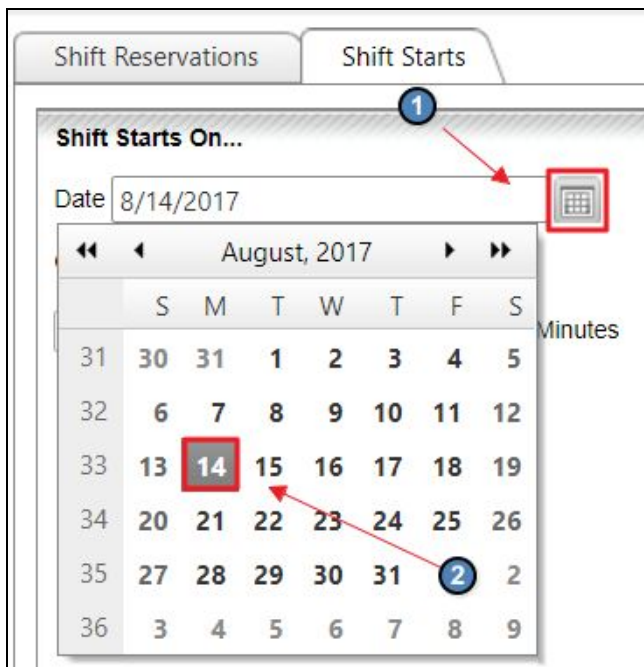
The **Delay Manager** has two options: **Shift Reservations** and **Shift Starts**.



Click Shift Starts.



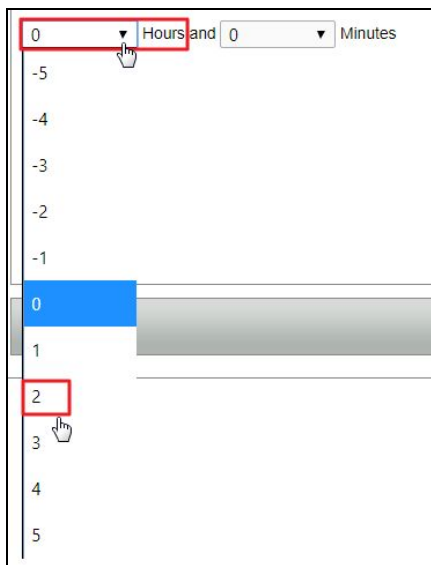
Using the **datepicker**, choose a day for the delay to occur on.



If you have more than one Course, use the **Course Dropdown** to choose a **Course** for the delay to occur on.

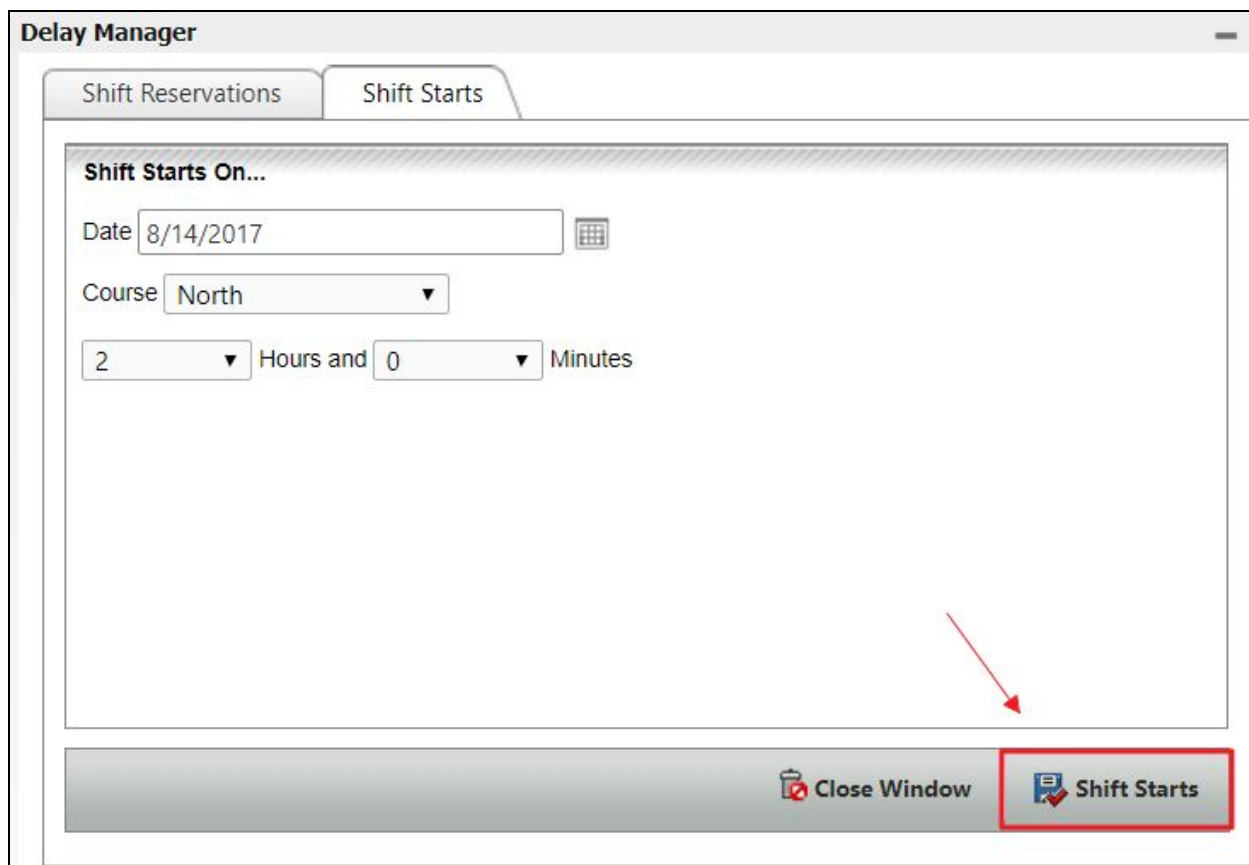


Next, use the **Hour and Minutes Dropdown** to choose how many hours and/or minutes for the delay.



- You can go forward or backward on the delay, meaning you can have Tee Times start before their normal occurring time or later than their normal occurring time.
- Any reservations made during the delayed time will automatically be moved up on the Tee Sheet, meaning that if there was a booking at 8am and the delay is moved until 10am, the 8am booking will now start at 10am and so forth.

Click **Shift Starts** for the delay to take effect.



NOTE: The system will **NOT** send out a notification of the delay, so you must notify members via email, text message, or push notification (if you have the App).