C 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.

Tee Tim	ies Adn	nin Das	hboa	ard*	
Administration Com	figuration Booking ate	Report Title			
	111/2017	Daily Operations*	•	UPDATE	
All Course: +				Manage Dalars	Martin
Full Screen Add	Starts Block Out S	tarts Recurring Res	servations	Manage Delays	Notifications

Adding a Delay

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

Move From	Move To
Date 8/14/2017 Course North	Date 8/14/2017
Hole 1: • First Reservation 8:00 AM • Last Reservation 8:00 AM •	Hole 1: • Notification Do not send • First Reservation 8:00 AM • Permit Double Bookings?

Click Shift Starts.

	ager								3
Shift R	leservation	s S	hift Starts	5 \ 🔶					
Shift S	starts On	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1111111	mmmm	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	11111111111	1111111111		1
Date	8/ <mark>14/</mark> 2017								
Course	North		•						
0	¥ H	lours and	0	▼ Minu	tes				
						Close	• Window	Shift Start	s

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

mit	Reser	vatio	ns	5			/	
Shift	Starts	On			1111	~		
Date	8/14/	2017	6				1	
44	•	A	ugus	t, 201	7	•	**	
	S	М	Т	W	T	F	S	linutor
31	30	31	1	2	3	4	5	minutes
32	6	7	8	9	10	11	12	
33	13	14	15	16	17	18	19	
34	20	21	22	23	24	25	26	
35	27	28	29	30	31	2	2	
36	3	4	5	6	7	8	9	

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.

	0	▼ Hours and 0 ▼ Minutes	
	-5		
	-4		
	-3		
	-2		
	-1		
-	1		
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	4		
	5		

- 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.

Shift Reservations	Shift Starts	
Shift Starts On		
Date 8/14/2017		
Course North	•	
2 V Hours	and 0 • Minutes	3

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).