Pace of Play

2017 - Fall Edition
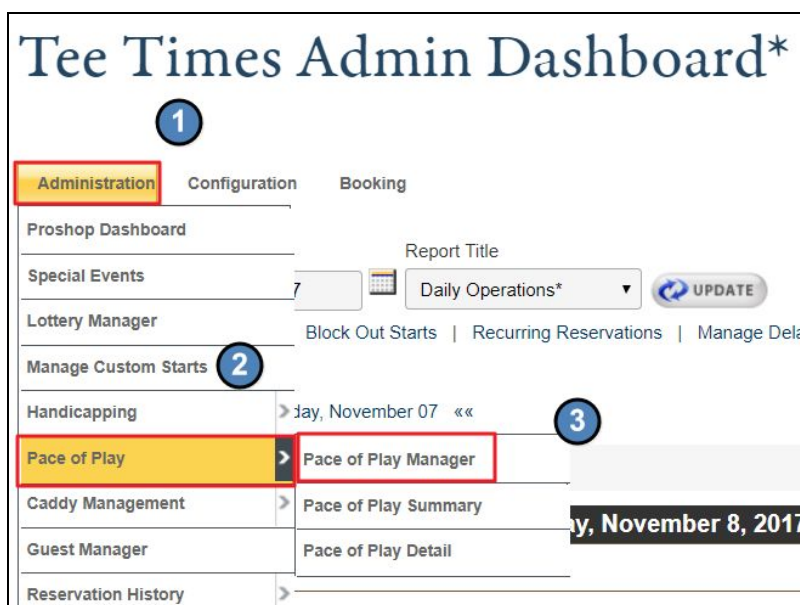
User Guide - Table of Contents

Overview

The **Pace of Play Manager** allows you to track each Tee Time within the Tee Time Admin Dashboard. This is a manual process where you may log when rounds begin, log the next turn, and log the final time of play.
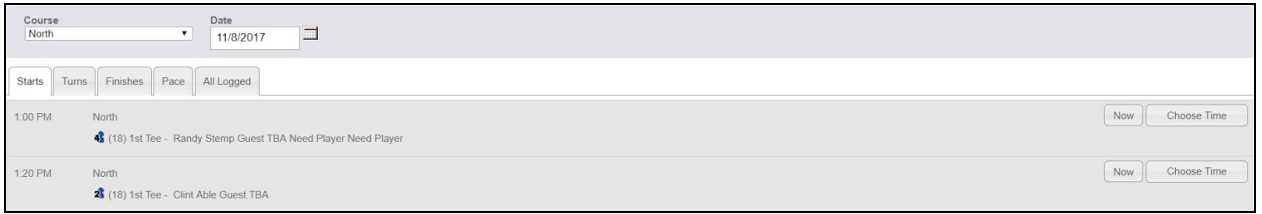
Use Case(s)

- **As an Admin, I would like to be able to log when a group begins their Tee Time, log the turn, and log the final time of play.**
- **As an Admin, I would like to track Pace of Play to run and export reports on average play time by member and by course.**

Accessing Pace of Play

To access **Pace of Play** begin on the **Tee Times Admin Dashboard. Hover** over **Administration** then **Pace of Play,** and **click Pace of Play Manager.**
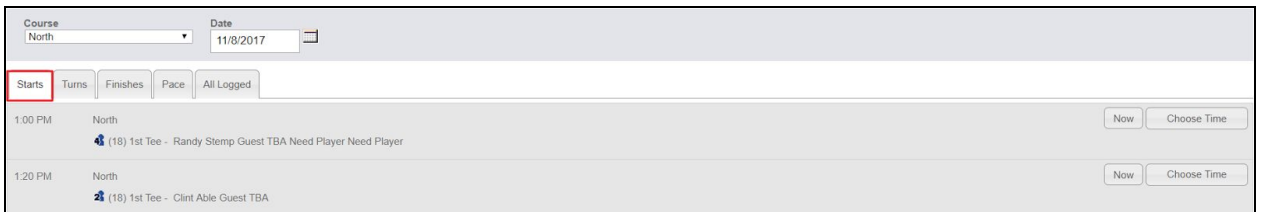
Once the page loads, you will see all of your potential tee times within the manager.
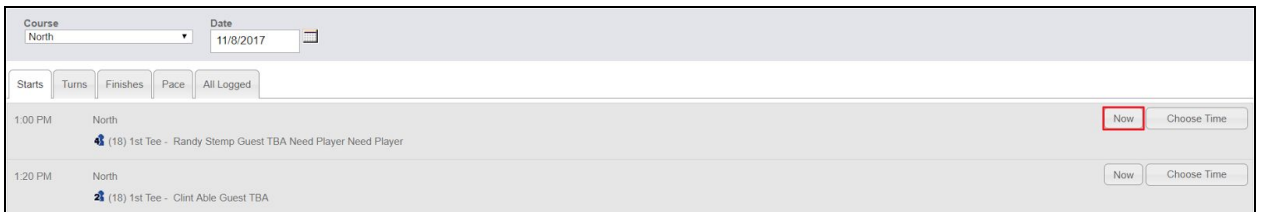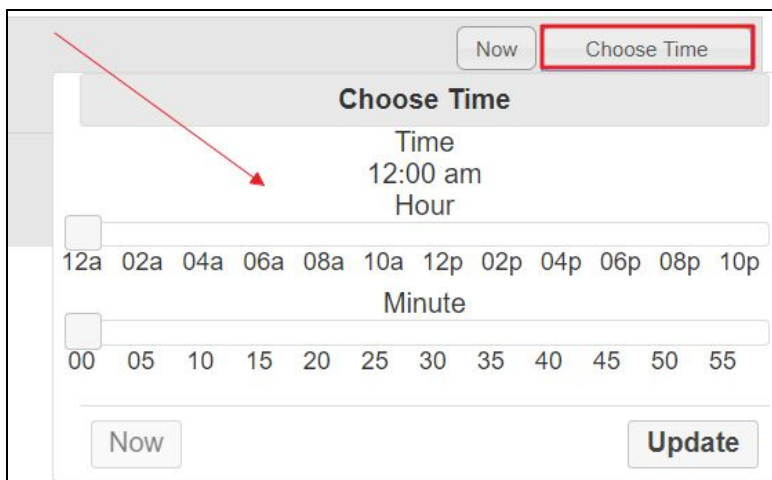

Logging Pace of Play

To begin logging, simply **click** on the **Start Tab**.

To log the current time, **click now.**

To log a time in the future, or the past, **click Choose Time**.

Logging Turns

To log a turn, **click** on the **Turns Tab.**

To log the current time, **click now.**

To log a time in the future, or the past, **click Choose Time**.

Ending the Play

To end logging, **click** on the **Finishes Tab.**

To log the current time, **click now.**

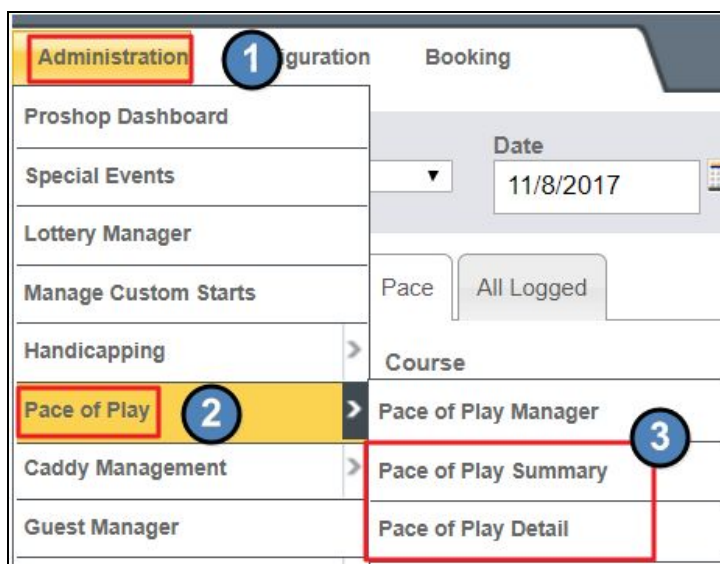To log a time in the future, or the past, **click Choose Time**.

Click on the **Pace tab** to view the overall pace of play for the game.
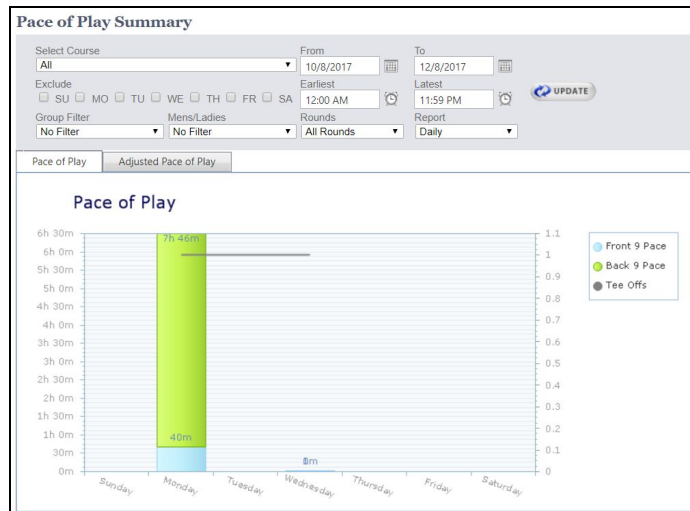

Reporting Pace of Play

To access Reporting for Pace of Play, **hover** over **Administration** within the **Tee Times Admin Dashboard** then over **Pace of Play**. **Click** on either **Summary** or **Detail**.
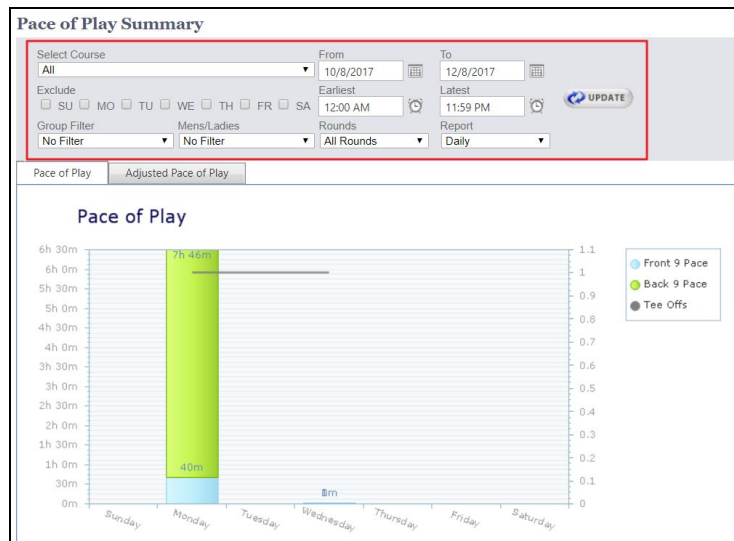
Pace of Play Summary

Pace of Play Summary shows an overview of all rounds logged within the system. This report is best used to determine an average pace of play for each course you have.

At the top of the P**ace of Play Summary**, you have various filtering options to sort through data by: **Course, Dates, Days of the Week, Groups, Mens/Ladies, Rounds, and type of Report.**

Pace of Play Detail

Pace of Play Detail shows details on particular members that have made tee times that have been logged in the **Pace of Play Manager**. This report is best used to determine playing times for particular people and reservations.

At the top of the P**ace of Play Summary**, you have various filtering options to sort through data by: **Course, Dates, Days of the Week, Groups, Mens/Ladies, Rounds, and type of Report.**

Additionally, you can export this report by **clicking** on **Export to Excel** or **Export to PDF.**