





## Instructions for Booking a Golf Reservation

1. Log In by entering your username and password and clicking *Log In*.
2. Click either the Tee-Time Picture or click *Search* and then *Tee-Time Search*.
3. You are then required to enter the date you would like to book.
4. You also need to change the number of players (defaulted to 4) to the number of players you would like to book.
5. If you would like a particular golf course and begin time, you may select that as well. While not a required field, it is recommended as it will speed up your search.
6. Click *Search*.
7. This will now populate results, based upon your search criteria. There are 15 results per page, showing in order, by tee-time (with the golf course name in the header).
8. To go between pages, click the *Next Page*, *Previous Page*, *First Page*, or *Last Page* buttons. It will also display the page # you are on and up to three page #'s on either side (example you are on page 7, it will show pages 4, 5, 6, 7, 8, 9, and 10), you can click one of these Page # buttons. In addition, there is a drop down menu showing all pages, you can select any page # and click the *Go* button.
9. To pick a tee-time, click the add to cart button (green plus sign, ). A red "x" () means not available.
10. The system will prompt you to select the family member whose key card you are making the reservation for.
11. Click *Continue*.
12. You are now in your Shopping Cart. Please review and if correct, click *Proceed to Checkout*.
13. Golf Reservations are paid for at the time of check-in; however, if you have previously owed fees, you will be required to make payment before completing this reservation.
  - a. If you owe money, it will ask you for payment type (Visa, MasterCard or Discover). See [step 14 & 14a](#). You can now select your payment method, using any gift cards you may have and verify your billing information.
  - b. If the transaction is \$0.00. There is nothing to select. You can move to [step 14](#) (skip 14a).
14. Click *Continue*. If no money is owed go to [step 15](#).
  - a. **Only if you owe money** (otherwise move to [step 15](#)) – If you still owe money after you have reduced the payment with any gift cards you may have, it will now bring you to the payment screen. You will have to enter your credit card number, expiration date and 3-digit code on the back. You will also need to verify your billing address. Click *Submit Payment*.
15. Your transaction has been completed. You will now have the ability to print your confirmation as a pdf, send it to yourself in an email, or both.
16. If you do not get a confirmation page you have not finished. Please make sure you have completed all steps.