

**Online Tee Time Hints and Tips** (Full details of which will be issued prior to launch)

This update highlights some observations to the members that explain the online booking

**The system is set it up to only allow a member to have one tee time booked per day.** This applies whether the tee time is booked by the member or by someone else. Your name can only appear once in a single day's time sheet.

**For stroke play competitions the time sheet will be set up to ensure that only two members names can be allocated to a tee time, as is the case today.**

**The third man time will be blank and can only be taken on the day of the competition as is the case today.** I need to see if the Championship rules for every third time to be available ahead of time can be accommodated.

**The third man slot will only be available on the day of the competition. It cannot be booked online and you have to put your name on the sheet as is the norm today.**

**The Provost Trophy and Navy Cup and other four ball events will be set up to allow four names to be allocated in a time slot.**

When you click on a time slot, that time slot is only allocated to you, and no one else can access it while you complete the booking. **You have three minutes to complete the booking before the tee time is released and is available for another member to book it.**

**Online booking for Saturday and Wednesday competitions will close at noon on Fridays and noon on Tuesdays. The sheet will then be printed and placed on the stand at the main door and members will reserve times from the sheet as they do today.**

**The time sheet for the Saturday and Wednesday competitions will be available online from 5am on the Saturday and Wednesday mornings.**

**Paid for reserved tee times will be on the sheet before it is released to members.**

The time sheet can display messages that are relevant to that competition (i.e., four ball comp, bogey comp, charity donation etc. or informing of what the next week's competition is).

Only the person who made the booking can remove all the names from that tee time. If you didn't make the booking, then you can only remove your own name.

Members should view the two video tutorials on the sign in web page. They are easy to follow and explain very simply how to use the system.