

# How do I book a tee time?

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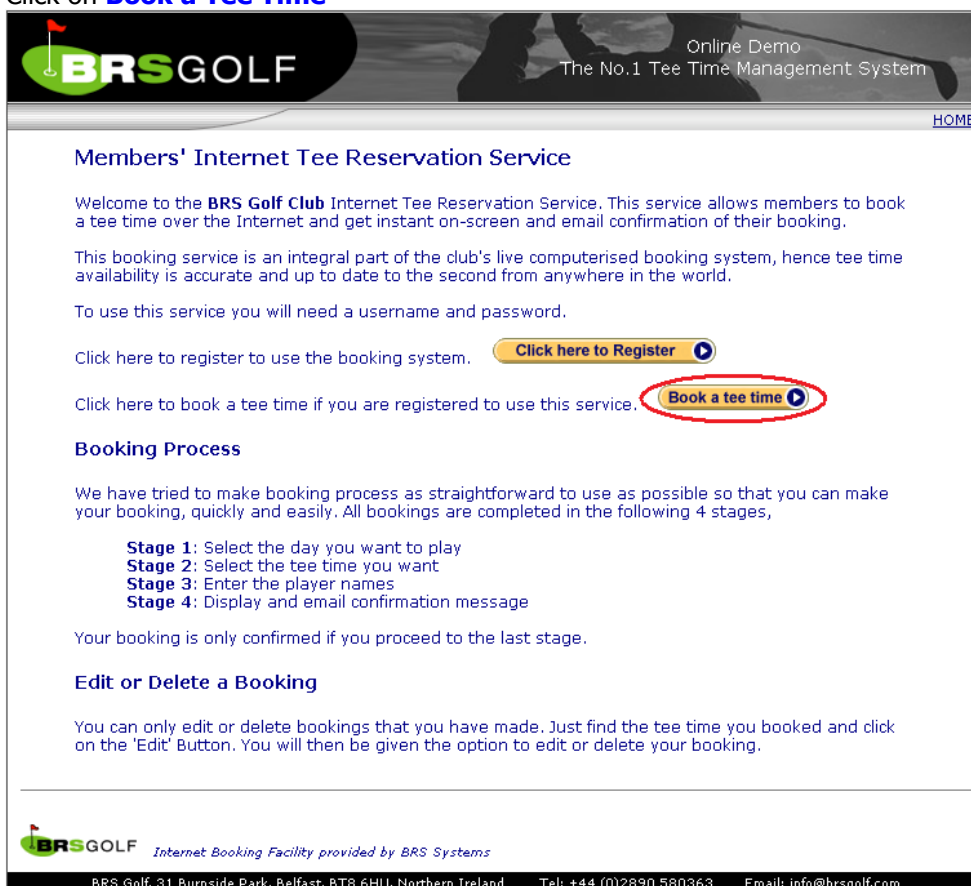
The BRS Tee Time Manager is recognised as the market leading Internet based tee time management system in the U.K. and Ireland. Constant innovation and development, listening to the customer and delivering first class solutions and support has underpinned our success. This document is designed to help you understand how to make, edit and delete bookings.

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## How do I Book a Tee Time?

- ❖ Click on **Book a Tee Time**



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The No.1 Tee Time Management System

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### Members' Internet Tee Reservation Service

Welcome to the **BRS Golf Club** Internet Tee Reservation Service. This service allows members to book a tee time over the Internet and get instant on-screen and email confirmation of their booking.

This booking service is an integral part of the club's live computerised booking system, hence tee time availability is accurate and up to date to the second from anywhere in the world.

To use this service you will need a username and password.

Click here to register to use the booking system. [Click here to Register](#)

Click here to book a tee time if you are registered to use this service. [Book a tee time](#)

### Booking Process

We have tried to make booking process as straightforward to use as possible so that you can make your booking, quickly and easily. All bookings are completed in the following 4 stages,

- Stage 1:** Select the day you want to play
- Stage 2:** Select the tee time you want
- Stage 3:** Enter the player names
- Stage 4:** Display and email confirmation message

Your booking is only confirmed if you proceed to the last stage.

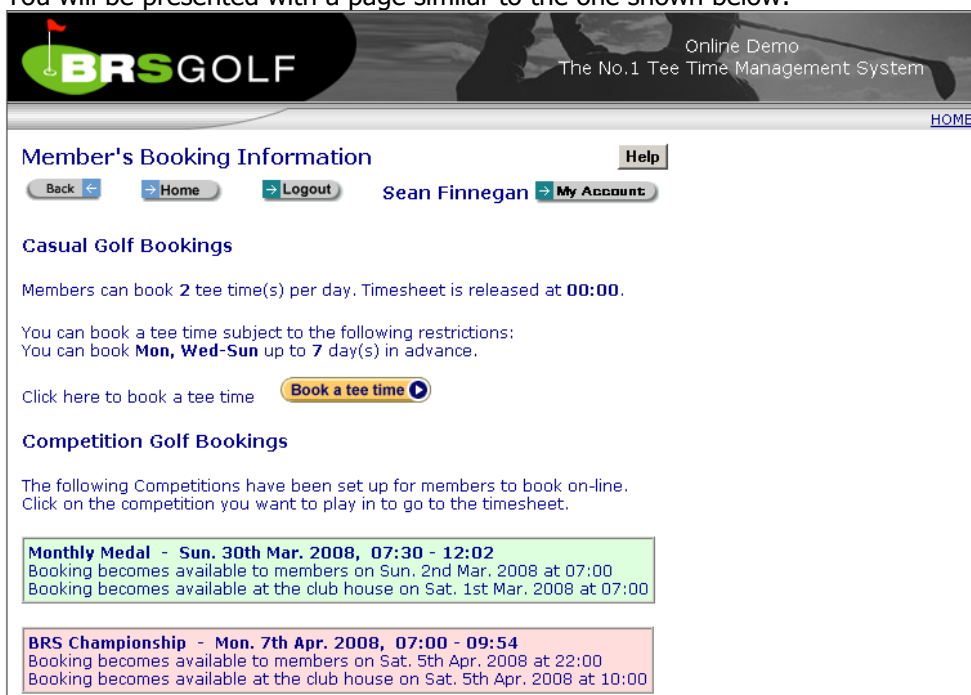
### Edit or Delete a Booking

You can only edit or delete bookings that you have made. Just find the tee time you booked and click on the 'Edit' Button. You will then be given the option to edit or delete your booking.

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- ❖ To Log in, enter your **Username (card number)** and registered **Password**
- ❖ Click on **Login**
- ❖ You will be presented with a page similar to the one shown below:



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### Member's Booking Information

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#### Casual Golf Bookings

Members can book 2 tee time(s) per day. Timesheet is released at **00:00**.

You can book a tee time subject to the following restrictions:  
You can book **Mon, Wed-Sun** up to 7 day(s) in advance.

Click here to book a tee time [Book a tee time](#)

#### Competition Golf Bookings

The following Competitions have been set up for members to book on-line. Click on the competition you want to play in to go to the timesheet.

**Monthly Medal - Sun. 30th Mar. 2008, 07:30 - 12:02**  
Booking becomes available to members on Sun. 2nd Mar. 2008 at 07:00  
Booking becomes available at the club house on Sat. 1st Mar. 2008 at 07:00

**BRS Championship - Mon. 7th Apr. 2008, 07:00 - 09:54**  
Booking becomes available to members on Sat. 5th Apr. 2008 at 22:00  
Booking becomes available at the club house on Sat. 5th Apr. 2008 at 10:00

- ❖ For Causal round of golf click on **Book a Tee Time**

- ❖ For a competition golf, click on **the name of the competition you wish to enter**. Note: Competitions listed in **Green** are available for booking; those listed in **Red** are not.
- ❖ If you are booking a casual round of golf you will have to select a date from the calendar (see example below).

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March 2008

2008  
< Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec >

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The Table below gives an overview of tee times available over the month.  
Each cell in the table represents one tee time.  
To view tee times available for a different month, click on month above.

select the day you want to play by clicking the date in this column

	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00
20 Th										
21 Fr										
22 Sa										
23 Su										
24 Mo										
25 Tu										
26 We										
27 Th										
28 Fr										
29 Sa										
30 Su										
31 Mo										

KEY

- Tee Free (W'Day)
- Tee Free (W'End)
- Booked
- Open Competition

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- ❖ You will then be presented with the timesheet for that day. To book a time Click the **Book Now** button adjacent to the time you wish to play:

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Fri, 21st Mar. 2008

Mar Apr

Back Home Logout Server Time: 13:44:49 Sean Finnegan My Account


To Book a time, click the 'Book Now' button opposite the time you want to play.  
To view availability for a different day, click the month or day tabs in the navigation table above.

**Casual Golf Bookings**  
Members are only permitted to book 2 tee time(s) per day.  
You have booked 0 tee time(s) on this day.

Tee Time	Res. Name	Res. Type	Player 1	Player 2	Player 3	Player 4	Book
	Sunrise	06.23 AM					
07:30							Book Now
07:38							Book Now
07:46							Book Now
07:54							Book Now
08:02							Book Now
08:10							Book Now
08:18							Book Now
08:26							Book Now
08:34							Book Now
08:42							Book Now

- ❖ Enter your booking details (player's names) by clicking the dropdowns. Note: The player making the booking must be player 1.

A 'Buddy List' of the players you book regularly will appear at the top of the list of members:



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Enter Booking Details for Friday, 21-Mar-2008, 07:30. [Help](#)

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You have 3 minutes to complete your booking, otherwise this tee time will be released for someone else to book.

Player Details	
Player 1 :	Finnegan, Sean
Player 2 :	Clive Campbell Aitkenhead
Player 3 :	Del D Burtenshaw
Player 4 :	Guest

Member not in the list below

- Clive Campbell Aitkenhead
- Del D Burtenshaw
- Harold Daly
- Aitkenhead, Clive Campbell
- Aldred, Simon D
- Aldworth, Conor
- Allen, A.E
- Allen, Michael
- Allison, M.S

[Confirm Booking](#)

provided by BRS Systems

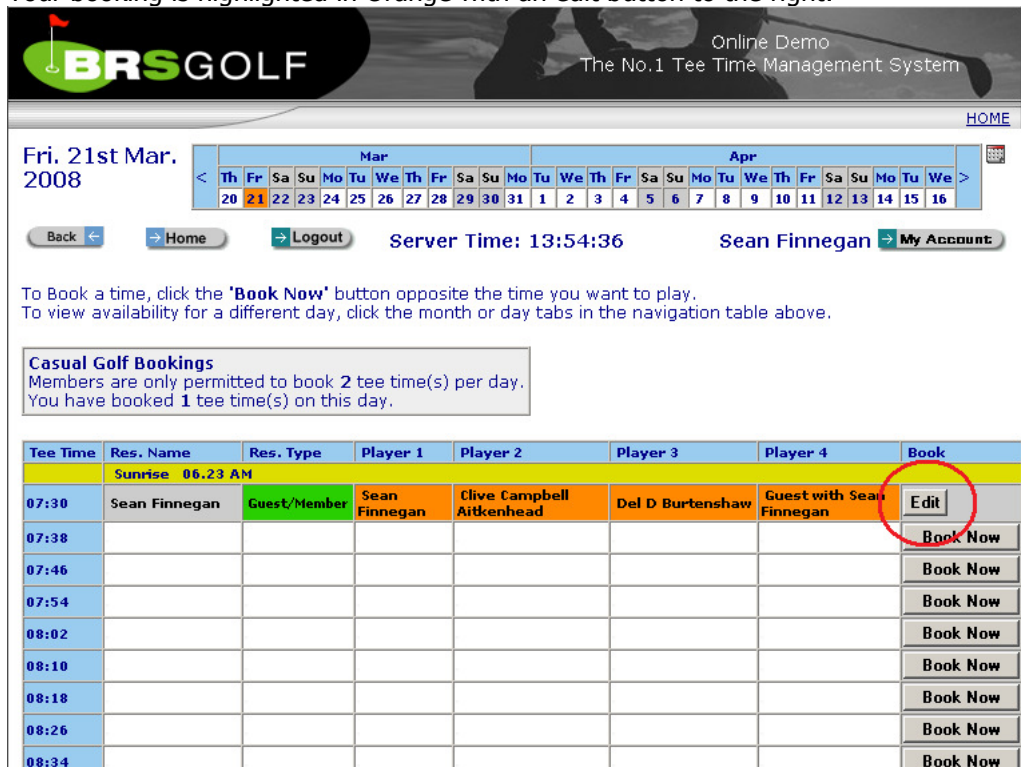
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- ❖ Click on **Confirm Booking**
- ❖ If you have registered an email address, you will be sent a confirmation email after confirming your booking.

## How do I Edit or Delete a Tee Time Booking?

You can edit any part of a tee time booking you made. If your tee time was booked by another member you can only edit your own name.

- ❖ Click on Book a tee time and navigate to the timesheet for the day of your booking.
- ❖ Your booking is highlighted in Orange with an edit button to the right:



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Fri. 21st Mar. 2008

Mar Apr

Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We

20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

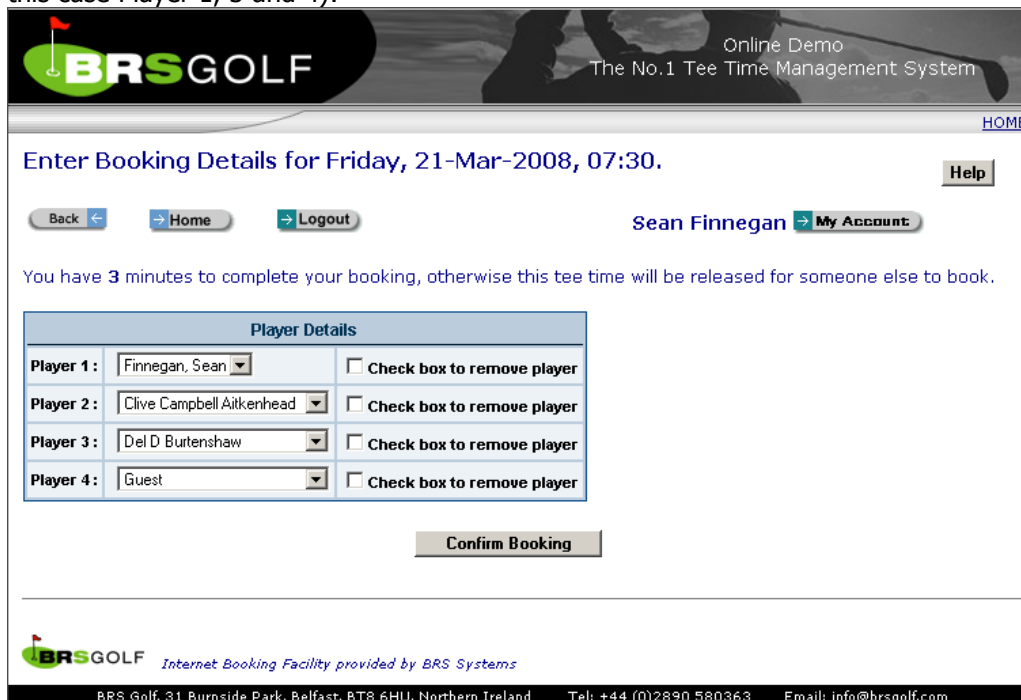
Back Home Logout Server Time: 13:54:36 Sean Finnegan My Account

To Book a time, click the 'Book Now' button opposite the time you want to play.  
To view availability for a different day, click the month or day tabs in the navigation table above.

**Casual Golf Bookings**  
Members are only permitted to book 2 tee time(s) per day.  
You have booked 1 tee time(s) on this day.

Tee Time	Res. Name	Res. Type	Player 1	Player 2	Player 3	Player 4	Book
Sunrise 06.23 AM							
07:30	Sean Finnegan	Guest/Member	Sean Finnegan	Clive Campbell Aitkenhead	Del D Burtenshaw	Guest with Sean Finnegan	Edit
07:38							Book Now
07:46							Book Now
07:54							Book Now
08:02							Book Now
08:10							Book Now
08:18							Book Now
08:26							Book Now
08:34							Book Now

- ❖ Click **Edit**
- ❖ A screen appears allowing to change to booking you made but only the players you booked in (in this case Player 1, 3 and 4):



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Enter Booking Details for Friday, 21-Mar-2008, 07:30. Help

Back Home Logout Sean Finnegan My Account

You have 3 minutes to complete your booking, otherwise this tee time will be released for someone else to book.

**Player Details**

Player 1:	Finnegan, Sean	<input type="checkbox"/> Check box to remove player
Player 2:	Clive Campbell Aitkenhead	<input type="checkbox"/> Check box to remove player
Player 3:	Del D Burtenshaw	<input type="checkbox"/> Check box to remove player
Player 4:	Guest	<input type="checkbox"/> Check box to remove player

Confirm Booking

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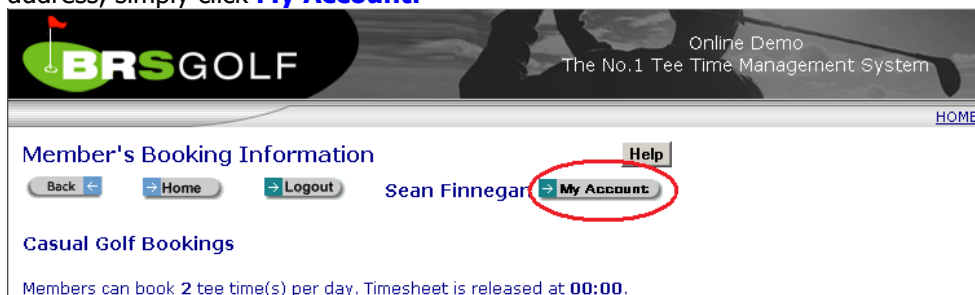
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- ❖ Use the dropdown to select another member or guest
- ❖ Tick **check box** to remove player or

- ❖ To delete an entire booking, tick the check box beside each name
- ❖ Click on **Confirm Booking**

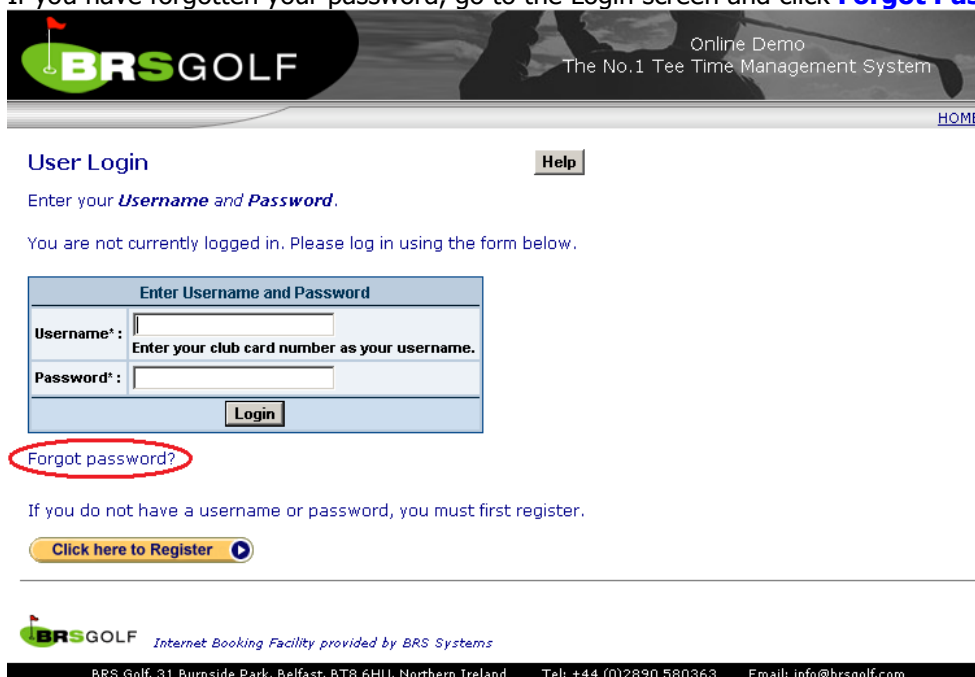
## How do I Change Personal Information?

- ❖ If you wish to update any of your account information, such as your password or email address, simply click **My Account**:



Change your details and click **Update** to save and return to the previous screen.

- ❖ If you have forgotten your password, go to the Login screen and click **Forgot Password**:



- ❖ Enter your registered email address, click **Send Password** and you will receive an email with a password reminder.

**If you have any questions or problems, please contact the club office.**