



How to Book a Tee-Time With ForeTees

To Get Started: Here's How:

1. Go to the Club's website at <http://www.shadowglen.org>
2. Locate your **Member Login** section on the website
3. Enter your "**Username**" & "**Password**" and click "**Enter.**"
4. (Direct your members to the Foretees link on your website golf section or button)
5. This will enter you into the system to make a tee-time.
6. For more detailed information click on the **Help** tab on top of the Home Page of ForeTees

****Important****

Go to the "Settings" tab and **change your password**. This will ensure that no one else has access to your tee times. **Confirm or enter your email address** in the "Settings" tab so that you will receive automatic email confirmations of your tee times as well as receive correspondence from the Golf Shop about upcoming events, course conditions, tournament results, and Golf Shop sales.

Once logged into ForeTees the first screen that will appear is the **Announcement Page**. From here you now have access to all the features that ForeTees has to offer at your club. This page is managed by the golf staff and updated on a regular basis to provide you current information about club news, golf information, upcoming events, tournament results, course information, club contacts, etc.

Member's Announcement Page

Member Tee Time Management
Home | Help | Logout (Click Here if Menus Fail)

Tee Times | Lessons | Events | Search | Email | Partners | Handicaps | Settings

TEE TIME CENTER

Welcome Members!
Thank you for using the ForeTees online Tee Time Center. This service will be a convenient way for you to **schedule rounds of golf**, register for events, track your play history, communicate with other members, and more!
- Golf Shop Staff

Golf Shop News

Fall Update

Upcoming Events

Current Conditions
September 22, 2009
Partly Cloudy Today
High Temp of 70 Degrees

PGA
PROFESSIONAL GOLFERS' ASSOCIATION
OF AMERICA
1916
PROFESSIONAL

David Resch
Head Golf Professional
david@shadowglen.org

To make a tee-time click on the Tee-Times Tab, and select Make, Change or View Tee-Times. You then will be prompted to the ForeTees Calendar screen to select the day you would like to play.

Detailed information on using the ForeTees Tee-Time system, click on the **Help** tab on top of the Home Page of ForeTees.

Instructions for making a tee-time on-line at your club.

To Make a Tee Time:

- Go to the “Tee Times” tab and select “Make, Change, or View Tee Times.”
- Left click the day you want to play.

Member’s Tee-Time Calendar

Member Tee Time Management

Home | Help | Logout (Click Here if Menu Fails)

Mobile Tee Times Lessons Events Search Email Partners Handicaps Settings

To view a day's Tee Sheet, click on the date below.

Note: You are allowed to view tee sheets for the next 8 days, however you can only make normal tee times on dates established by the golf shop (in green). Any other colors represent days that some specific tee time requests are allowed.

Each day of the week has its own 'days in advance' and 'time of day' values to determine when they become available. They are:
Sun 8, 8:00 AM Mon 0, 8:00 AM Tue 0, 8:00 AM Wed 8, 8:00 AM Thu 0, 8:00 AM Fri 0, 8:00 AM Sat 8, 8:00 AM
 The times are based on the ForeTees Server Time shown in the clock displayed below.

Today's date is: **Thursday 5/27/2010** The Server Time is: **11:15:39 AM** ([How is this clock used?](#))

[Refresh Calendars](#)

Green dates are the days that are available to make a tee time.
 Black dates are for planning purposes only.

Please refer to the server time for the time of day that your tee-sheet opens up for booking. Click the refresh calendars button to update the “Days in green” on the calendar.

Home

- For Individual tee time, click on the time you want to play.
- For “**Consecutive**” tee times, click on the drop down arrow in the “# column” next to the first tee time that you want. Then click on the total number of consecutive tee times that you want to select, the maximum at your club is **Two**.
- **Note:** At least one member’s name must be part of each tee time, and you can’t have the same member’s name more than once.

Date: **Saturday 9/26/2009**

Tee Sheet Legend
 Dependent Weekend Policy

F/B: F = Front Nine, B = Back Nine, O = Open (for cross-overs), S = Shotgun Event
 C/W: GC = Golf Cart, WLK = Walk (9 = 9 holes)

Time	#	E/B	Player 1	C/W	Player 2	C/W	Player 3	C/W	Player 4	C/W
8:04 AM	1	F								
8:12 AM	1	F								
8:20 AM	2	F								
8:28 AM	1	F								
8:36 AM	1	F								
8:44 AM	1	F								

For Individual Tee-Times, click on the time you want to book.

For Consecutive times, click on the number of times you want to book to the right of the first tee time.

Now you're in a tee time!!

DO NOT USE
Your Browser's
Back Button!!

ForeTees

Let the staff know
how you wish to get
around the course:
Golf Cart, Private
Cart or Walk.

Member Database—
All members are
located here
alphabetically. Find
the person(s) that you
want to play with and
just click on their
name.

Note Use the Return w/o changes
button to **Go Back** to view the
main tee-sheet screen. **Do not use
your browser back button!**

Warning: You have 6 minutes to complete
reservation, do not use your browser's
back button option. Instead select the
Return w/o Changes button.

Date: Friday 9/26/2008 Tee Time: 10:00 AM

User=brock, orig_by=, player1=Brock Weiss

Return
w/o Changes:
Go Back

Add or Remove Players Note: Click on Names >>			
	Players	Trans	9-Holes
erase	1: Brock Weiss	WK	<input type="checkbox"/>
erase	2: TC Guest Brent Everson	WK	<input type="checkbox"/>
erase	3: Jim Davison	CRT	<input type="checkbox"/>
erase	4: X	CRT	<input type="checkbox"/>

Notes to Pro: My guest would like a day locker please

CRT = Cart WK = Walk CD = Caddy SC = Speed Cart CFC = Cart w/Forecaddie

Partner List
Click on name to add
Jim Davison
Jeff Ulvedal
Brett Upper
Jock Olson
John Pavlick
Bob Parise
Ben Haubach
Bill Kuikman
Mike Scully
Brett Telford
Brandon Turner
Mark Rammer
Terry O'Loughlin
Doug Westcott
Donn Wiski
Stoney Brown
Larry Marx
Kirk Matchey
Mark McDonough
David Reinhard

Member List											
A	B	C	D	E	F	G	H	I	J	K	L
M	N	O	P	Q	R	S	T	U	V	W	X
Y	Z	Partners									

Member TBD
Use 'X' to reserve a position for a Member
X

Guest Types
** Add guests immediately after host member.
TC Guest
TC Family Guest
X
5 Blocker

NOTE: To add a Guest, click on one of the Guest types listed in the 'Guest Types' box to the right. Add the guest immediately after the host member. To include the name of a guest, type a space and the name after the guest type word(s) in the player box above.

Players in this tee time. Whenever you access a tee time, your name will automatically appear in one of the player slots. Choose the player's mode of transportation.

Type in your guest's name following the guest type. If requested by your club.

Check the 9- Hole box if playing nine holes in that time.

Place an X for a Member TBD to round out your group.

Note: Any member listed in this tee-time has access to change, edit, or cancel this tee-time at any point. If the entire time is not filled in with a player or an X in a player position another member can also access this time and add themselves to your group.

Tee-Time confirmations will be sent via email to all members who have an email address listed in the clubs ForeTees database.

Send a note to the golf staff.

Any changes to a tee time must be followed by hitting submit. Clicking submit saves the changes to the tee sheet.

Click the Guest Type to indicate a guest or click on "X" for a player to be named later.

Changing or Canceling an Existing Tee Time (Refer to the example below)

Removing a Person from a Tee Time:

- Go to the “Tee Times” tab and select “**Make, Change, or View Tee Times.**”
- Select the day of the tee time you would like.
- Click on the time of your reservation.
- Click on the “**erase**” button next to the name of the person who is to be removed from the tee time.
- Then click on the “**Submit Changes**” button.
- The system will automatically email everyone in the tee time if they have an email address in the system, including the person you erased, telling them that **YOU** removed this player from the tee time.
- If you wish to **cancel** the tee-time click on **Cancel Entire Tee-Time button** at the bottom of the reservation and all players will be removed and the tee-time will be released back to the tee-sheet.

Press this link to erase a player from a tee time. Pressing this link will erase Jock Olson from this tee time.

Add or Remove Players Note: Click on Names -->			
	Players	Trans	9-Holes
erase	1: Brock Weiss	WK ▾	<input type="checkbox"/>
erase	2: TC Guest Brent Everson	WK ▾	<input type="checkbox"/>
erase	3: Jim Davison	CRT ▾	<input type="checkbox"/>
erase	4: Jock Olson	CRT ▾	<input type="checkbox"/>

[erase](#) Notes to Pro: Please have locker attendant assign a

CRT = Cart WK = Walk CD = Caddy SC = Speed Cart CFC = Cart w/Forecaddie

If you would like to remove all players from the time, then click on the button “Cancel ENTIRE Tee Time”

If you erase a player from your time click this button, or make a change to the tee-time use this button to save the changes to the tee-sheet.

If you have any questions regarding use of the system please contact your golf shop.

(913) 764-4536