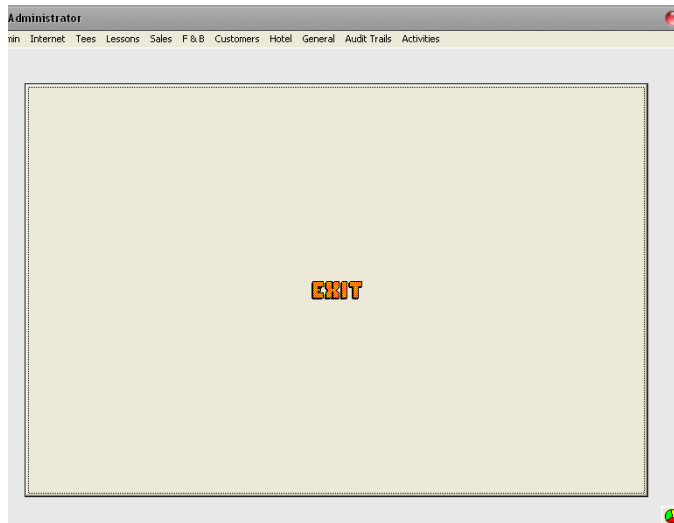


1 Building Tee Times

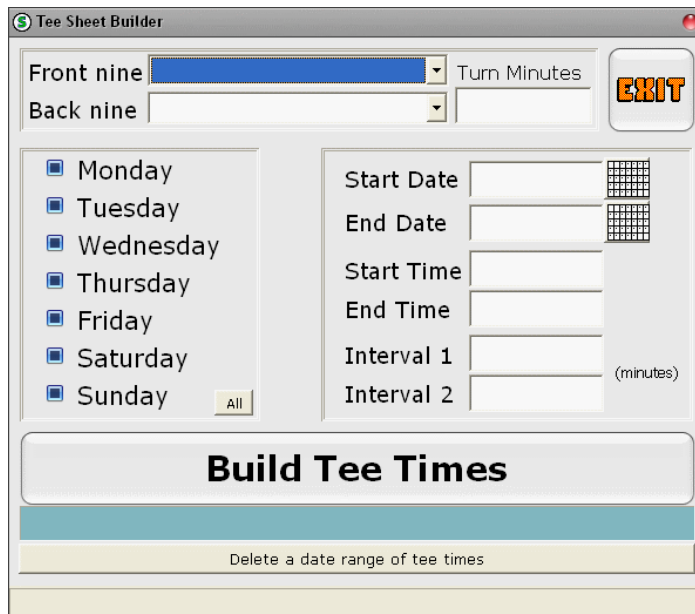
Building Tee Times

To build Tee Times:

- SELECT** File from the menu bar and then choose Administrator from the drop down.
- This opens the Administrator Screen



- SELECT** Tees from the menu bar and then Tee Builder from the drop down.
- This opens the Tee Sheet Builder Screen

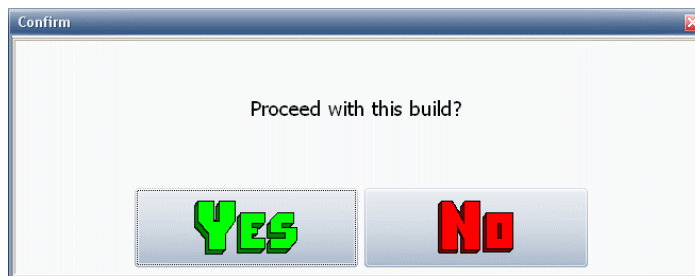
A screenshot of a software window titled "Tee Sheet Builder". The window contains several input fields and a large button. At the top, there are two dropdown menus labeled "Front nine" and "Back nine", followed by a "Turn Minutes" input field and a large "EXIT" button. Below these are two columns of options. The left column has checkboxes for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday", with an "All" button at the bottom. The right column has input fields for "Start Date", "End Date", "Start Time", "End Time", "Interval 1", and "Interval 2", with a "(minutes)" label next to the interval fields. At the bottom, there is a large, light blue button labeled "Build Tee Times" and a smaller button labeled "Delete a date range of tee times".

- Choose the Front Nine and Back Nine
- ENTER** the desired Turn Minutes (this will vary, the average is 120 minutes)
- SELECT** the days of the week to build times for

- ENTER** a start date and an end date
- ENTER** a start time and an end time
- ENTER** the desired interval time in minutes, which is the time between tee times (the most common is to have 7 and 8 minute tee times, meaning Interval 1 would be set for 7 minutes, and Interval 2 would be set for 8 minutes or visa versa)
- SELECT** the 'Build Tee Times' button

Build Tee Times

- A confirmation box will appear



- SELECT** the 'Yes' button

Go to the Tee Sheet and verify that the correct times have been built.

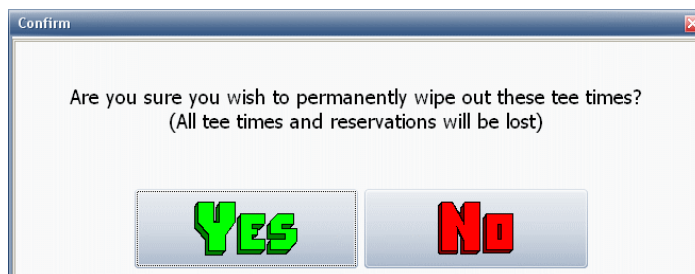
Deleting Tee times

If Tee Times have been built incorrectly, they can be deleted. To do this:

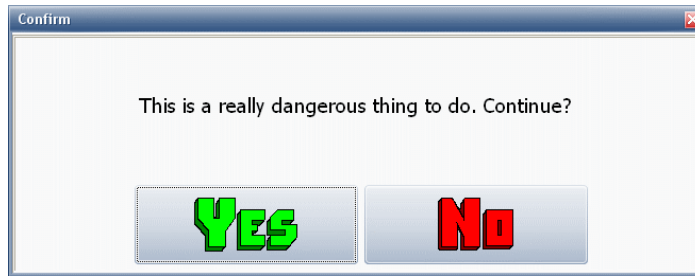
- Choose the Front Nine and Back Nine
- ENTER** the Start Date and End Date
- SELECT** the 'Delete a Date Range of Tee Times' button

Delete a date range of tee times

- A confirmation box will appear



- SELECT** the 'Yes' button
- Another confirmation box will appear



- SELECT** the 'Yes' button
- A notification box will appear



- SELECT** the 'Ok' button

The Tee Times will be deleted for the date range defined. If the system detects that there are reservations with in the specified date range, it will warn that if the deletion is continued, that those tee times will be deleted.



CAUTION! Deleting Tee Times using this method will also erase all existing reservations and scheduled events. Only use this method when it is certain that there will be no adverse impact on previously scheduled items. If it is necessary to delete tee times even though there are reservations for them, make sure to write them down so that they can be re-entered once the tee times are rebuilt.