## <u>How to book tee times online with</u> other members in your group.

- 1. Go to : www.millcroftgolfclub.com
- 2. Book a tee time
- 3. Members enter here
- 4. Enter your: Username/Password
- 5. Pick day, Time, and # of golfers

6. Click add playing partner at the bottom (if playing partners name is already in your account click name)

7. Type in last name then click search club member

8. The name will be added to your players list and in the future will remain on your list. When booking always click the name of the member, DO NOT JUST TYPE IN NAME please. This is important because other members need to be on our tee sheet under their membership account. If you are not adding them in under their membership account within your booking, then the system assumes they are a public player. When they are booked under their membership account, they too will receive an email confirmation regarding the booking and our staff will know that they are using their member account on check in and not to charge them a green fee. We have a lot of new members this season and our staff will not know everyone's face on check-in, so having the member booked in as a member in your group will ensure an organized and correct check-in for both you and our staff.

9. Continue for remainder of booking.

## **Editing Member Booking**

Steps 1 through 4 see above

- 5. Top left corner click menu
- 6. Edit reservation

7. Click on tee time to edit, if you didn't book the tee time you can remove yourself only. If you are the booker you can cancel, change golfers or reduce players at this step.

Thank you for your cooperation everyone! 😊