

Online Tee Booking

Prior to using the online system for the first time Members will need to **register** online which is perfectly straightforward as it uses your **Membership card number**. You will also be asked for your **email address** which is used to send a confirmation email for both bookings and cancellations. There is a further very important use for this email address as it enables the office to communicate quickly and simply with Members. Once registered the office will send you a confirmation email. This registration process is a one – off step that does not need repeating

To access the online booking click on one of the four links:- on the top right hand side of the **Members Page**, from the drop down menu on the head of each page under “**Members Tee Time Booking**”, on the picture of **Nick Williams playing out of a bunker** on the right hand side of many of the pages or even from the bottom of each page under “Come & Play”.

To operate the system you must **enable cookies** in your browser, for **Internet Explorer** do the following:-

1. Click on Tools (top right a cog icon)
2. Go to “Internet Options” then “Privacy” and then “Advanced”
3. Put a tick in the box which says “Override automatic cookie handling”
4. 2 short columns open up click the radio button in each which says “Accept”
5. Save the changes by clicking on “Apply”

For other browsers the procedure will be similar. With an Apple Mac, ipad or iphone go to Settings, then General, then Safari and where it says Block Cookies ensure that it is set to "Never". Having used it successfully, if you are concerned, that particular setting can be changed back to "from third parties and advertisers" and it will remember just the tee booking cookie. The same method for cookies of sites visited can be set up in most browsers also.

The actual input is very straight forward, fuller illustrated instruction can be found under the “Online tee booking advice for Ladies Competitions” in Extras.

1. Click on the **day required** and the full sheet opens up.
2. Click on “**Book Now**” for the time you want. If you are unable to book a tee time try re-booting your device. This just involved closing it down properly (holding the top button till it switched off), left it a few seconds and then booted it back up by again holding the top button till the "apple" appeared.
3. Fill in your details and **names** of the other players from the drop down list.
4. Finally click on “**Confirm Booking**”. A confirmation email will be sent to you.
5. If you cancel a booking you will also receive a confirmation email.

Please note the following:-

1. As now Members can book **a week in advance** (i.e. on a Monday you can book for the following Monday). 2 days before play all available visitors slots will be open also for Members use as well.
2. Members will only be able to book online **one tee time** each day, in other words a block bookings of say 4 successive tee times is NOT available online.
3. Tee times may be **cancelled** online by the person booking but other Members due to play can only remove themselves from the booking.