

Styal Golf Club

Online Booking System – User Guidance

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Styal Golf Club On-Line Booking System - User Guidance

The Basics:-

The system allows you to book Tee times for yourself and your designated 'Buddies' and the names of your Guests. (Initially this will exclude the following designated competition tee times that will have to be booked in the normal way via telephone on 01625 531359 or call in at the pro-shop). You can also see a list of reservations you are playing in and the names of playing partners.

Gents – Saturdays 7am-11am

Ladies – Tuesday 11.28am-11.52am Thursday 9.44am-10.56am Monday 5.04pm-6.16pm (Summer time)

Seniors – Tuesday 7.36-11.20am Thursday 7.28am-9.20am & 11.04-11.28am



1. The On-Line system can only be used by members with a valid, active e-mail address which is known to Styal Golf Club. If you do not receive e-mails from us currently or have not supplied us with your e-mail you must forward your correct e-mail address to: gtraynor@styalgolf.co.uk. Without your current or correct e-mail address you will not be able to use the system so it is imperative for us to have your current details so you can use the system as soon as possible.

Notes on system functions

1. Tee Times can only be booked for the following day and within the next 14days.
2. Once your Tee-Time is reserved, all Tee-Times for the following 5 hrs will be unavailable to you. This is a design feature to reduce the risk of booking incorrect Tee-times. Hence, you can only book 1 slot within a + or – 5 hour window.
3. A group (approx. 5) of available slots will be shown on a 'Browse Tee Times' page nearest to the time requested. As these times are locked (i.e. not available to other users) by you until you select the time slot you want, a timer runs, currently set to 2mins. If the timer times out before you make a selection then you will need to resubmit your request.
4. You can see a list of your Tee times and playing partners names, irrespective of how the time was booked, i.e. by you, a buddy or the club. You cannot see other players Tee times.
5. Dates will initially be shown in the format 'mm/dd/yyyy' (month/day/year). For example: 14th June will show as 06/14/2012. This will be changed sometime in the future.
6. A Buddy list can be created but the 'Buddy' must accept your request to become a Buddy before being added to your list and available for selection. When you select a buddy an e-mail is sent to the buddy requesting them to log in to the system and accept or reject your request. A buddy list is useful in that they will automatically be sent an e-mail when added to a booking
7. Tee times booked by a buddy for you, needs to be 'accepted' or 'rejected' by you. If rejected, then your name is removed from the booking but the number of players remains the same with the slot showing - '*playing with*'. If the number of players is to be reduced then the booking needs to be edited and the '*number of players*' counter reduced on the booking. You cannot increase the number of players once booked. It is therefore recommended to always book a slot for 4 players.

8. Once you have 'accepted' a booking made by a buddy, you cannot remove yourself from the booking. The only person who can 'edit/cancel' the booking is the person who made the booking – the 'Main Reserver', or the club.
9. A **Profile** page shows your address, telephone number and e-mail address. These details are only visible to you and cannot be changed online. They should be updated by e-mail to Glynn Traynor (gtraynor@styalgolf.co.uk) or letter to the club office. You can however, change your password and change the e-mail notification defaults by clicking on 'Edit Profile'.

To gain access to the system:-

- Go to the Styal Golf Club web site Home page <http://www.styalgolf.co.uk> Suggest you now add this page address in your browser favourites list if not already done.
 - You will see a new link button on the Home Page:- 
 - Click on the link and you will be presented with the initial Tee Time Booking screen.
 - Click on the  Log In button to get to the Login screen.
-

Only on the very first time of entering the site:-

Click on the '[Forgot Password?](#)' text. The system will respond with a pop-up window requesting you to enter your e-mail address:-

Forgot Password?

Enter your email address and an email will be sent to you with a link to reset your password

Email/User Name:

Follow the instructions on the e-mail, it may require you to copy a web address from the e-mail and paste into your web browser (e.g. Internet explorer) address line.

- All subsequent entry to the site can now be done directly on the login screen:- by entering your e-mail address in the 'login' box and your password in the password box.

Suggest you click the ' Remember Me ' box to save you entering your e-mail address each time.

- To exit from the system:- Click on the Logout button or close your browser.

The Initial Screen:-

This web page is presented to you whenever you enter the Site and allows you to Log in and gain access to the booking system functions.

1. Select 'Log In' by using the cursor - double Click on the 'Log In' icon

 Browse Tee Times  Log In

Browse Tee Times

August 2012						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Date: 8/14/2012

Time:

08:30 AM

Players:

1 2 3 4

Holes:

9 18

Please select a facility



- Styal Golf Club 18 Hole
- Styal Golf Club Academy

Submit

Cancel

September 2012						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

-
1. On the Log-in screen shown below enter your e-mail address (the address provided to the Golf Club) and your password
 2. Then use the cursor to double click the Login button on the screen

 Browse Tee Times  Log In

Log In

login
derek@bt.com

password

Login

Remember Me

[Forgot Password?](#)

Upcoming Events

If the LogIn is successful, the system will respond by presenting the 'Browse Tee Times' page, allowing you you to reserve Tee Times or Link to other parts of the system.

To book a Tee Time:-

1. Select the date you want a tee time on the calendar (the selected day will become highlighted).
2. Select the number of players in the box **Players:** by selecting the arrow on the drop down list and selecting the number of players. It is recommended you chose 4 players each time to reserve the slot.
3. Then using the cursor click on the 'Submit Button' **Submit** . Whenever you choose a date you must click on the 'Submit Button' each time to refresh the information on the screen. Otherwise information from the last date entered will remain on the screen.
4. The lower part of the screen will then be populated with 4 times close to the requested time (see below for example) – Usually at 8 minute intervals and showing available Tee Times that can be reserved indicated by a **Book** button. As these times are 'Locked' to other users until you make your choice a timer runs (Currently set to 2mins). On expiry these times are released and you will need to repeat the process unless you have chosen. Remember it will not show times within + or – 5hrs of an existing reservation for you.
5. To reserve the time use the cursor to click on the **Book** button on the screen next to the desired time.

Browse Tee Times expanded screen

Time left to select a reservation: 1:48

Styal Golf Club 18 Hole 45.00
Tee 1 04:00 PM

View Details

Styal Golf Club 18 Hole 45.00
Tee 1 04:08 PM

View Details

Styal Golf Club 18 Hole 45.00
Tee 1 04:16 PM

View Details

Styal Golf Club 18 Hole 45.00
Tee 1 04:24 PM

View Details

The system responds with the 'Book a Tee Time' page:-

Again a timer runs and will cancel the reservation if you have not completed the reservation by the time it expires.

Hi, Derek

Time left to book a reservation: 1:20



Reservation at Styal Golf Club 18 Hole for 4 player(s) @ 07:28 PM from Tee 1 33.00 on 7/16/2012

With Players	Price	
<input checked="" type="radio"/> With Player 1	11.00	<input type="button" value="Reset"/>
<input type="radio"/> With Player 2	11.00	<input type="button" value="Reset"/>
<input type="radio"/> With Player 3	11.00	<input type="button" value="Reset"/>

Buddy List

Add Player to your Reservation from your Buddy List.

- Traynor, Glynn
- Chadwick, Patricia
- Rhodes, Michael
- Trinick, Alan
- Hinde, Mike
- Chorlton, Nancy

Instructions:

To add a specific person to your reservation, select With Player 1 below, highlight a name from the list on the right, and click Select Buddy List. The player's name will now appear within your reservation. Repeat for other players in your group. When finished, click Book Reservation. To add people to your list, go to Profile and select Buddy List.


You must click on the 'Book Reservation' Button to book this Tee Time

The system will respond by returning you to the 'Browse Tee Times' page with a confirmation message and an opportunity to send an e-mail to your playing partners. Buddies listed will be automatically sent an e-mail.

Buddy List processing

A 'Buddies List' can be created to assist the booking of games as you can only book games for yourself or your buddies from this list. The benefit of a buddy is that e-mails are automatically sent when reservations are made and the system can check if duplicate reservations are being made for players.

The process is that a buddy must 'accept' you as a buddy before they can be on your buddy list. The converse is also true in that you cannot be on someone else's Buddy list unless you have 'accepted' their request:-

1. Select the 'Buddy List' by clicking on the  Buddy List Icon at the top of the main screens
2. On the 'Buddy List' page, you search for your buddy, recommend by Surname, and send a request to that player.
3. The name is then shown in the 'Requests sent to Buddy List'
4. The system sends an e-mail to that buddy requesting an 'acceptance' or 'rejection' of the request.
5. You cannot book any tee times for the buddy until they have accepted your request.
6. If the Buddy 'Accepts' then their name is then moved and shown in your 'Buddy List' and available for selection.
7. Requests TO YOU are shown in the 'Requests received from Buddy List' for you to accept or reject.



- Browse Tee Times
- My Reservations
- Buddy List
- View Profile

Buddy List

Hi, Derek

Search for B

In order to produce the most accurate results, please provide as much of the name as possible.

Buddy List

Darren Lamb

In2Golf Male with
handicap

[Delete](#)

Glynn Traynor

Staff 7 Day Platinum
Male

[Delete](#)

Michael Rhodes

7 Day Platinum Male

[Delete](#)

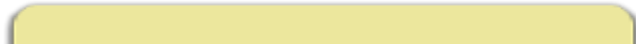
If you want to delete a buddy then click on the delete button next to their name

The 'Buddy List' web page also shows:-

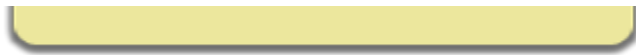
Tee Time Requests

1 players at Styal Golf Club 18 Hole on 06/05/2012 @ 06:16 PM - [Click for Details](#)

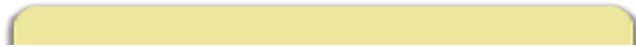
Requests Received from Buddy List



Joe Membername



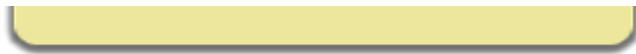
Requests Sent to Buddy List



Alan Membername

5 Day Platinum male


RECALL



Reservation Screen.

By selecting the 'My Reservations' button the system will present a page listing all reservations that you are booked on. (Note the dates are in the Month/Day/Year format)

You can expand the details and edit the reservations you made or accept the reservation made by a buddy. The example below shows a reservation for one player on 6th June at 11:44, the details are not shown and one for 4 players at 11:36 on the 7th June for which the details have been expanded out.

 [Browse Tee Times](#)  [My Reservations](#)  [Buddy List](#)  [View Profile](#)

My Reservations



Hi, Derek

[1 players at Styal Golf Club 18 Hole on 06/06/2012 @ 11:44 AM - Click for Details](#)

[4 players at Styal Golf Club 18 Hole on 06/07/2012 @ 11:36 AM - Click to Close](#)

Jun 07 2012 11:36 AM

Facility: Styal Golf Club 18
Hole

Tee: Tee 1

Player(s): 4
Lamb, Derek

Laurence, Gordon

Mosedale, John


Rowland, Len

Amount Prepaid: 0.00

SubTotal: 21.00

Confirmation: CR3NPG4

 [Edit
Reservation](#)

 [Cancel
Reservation](#)

[Close
Details](#)

To Edit a reservation

1. Click on the '..... Click for Details..' at the end of the reservation description to expand the details.


Edit Reservation

Here you can lower the number of players on a reservation and also change who will be playing with you. Lowering the number of Players will always remove the last Player from the reservation. To change a Player name, please select the Player you wish to replace in the left hand column, then select the desired Player from the right hand column, and finally select the 'Add Name' button.


Date/Time:	Jun-06-2012 11:44 AM
Current Reservation Facility:	Styal Golf Club 18 Hole
Tee:	Tee 1



Number of Players: <input type="text" value="1"/>	Buddy List
<input type="checkbox"/> Lamb, Derek	<input type="checkbox"/> Traynor, Glynn
<input type="checkbox"/>	<input type="checkbox"/> Rhodes, Michael
<input type="checkbox"/>	<input type="checkbox"/> Bullock, Alan
<input type="checkbox"/>	<input type="checkbox"/> Lamb, Darren
<input type="button" value="Delete Player"/>	<input type="button" value="Add Name"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

On this 'Edit Reservation' screen you can also add names of another member or guest (format is 'Surname, Christian Name') and the system will show the cost as such.

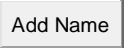
Remember to click on the  **Save** button to save the changes before exit from this screen.

Add names to your Reservation from the membership listing



 **Save**  **Cancel**

Add names by typing below and clicking 'Add Name'



An example of the confirmation e-mail sent by the system after a reservation:-



Facility/Tee: Styal Golf Club 18 Hole/Tee 1

Date/Time: Aug 27 2012, 10:56 AM

Main Reserver: Lamb, Derek

Players: 4

Amount Prepaid: 0.00

SubTotal: 54.00

Confirmation: H4BGKWR0

Dear Golfer,

Thank you for booking your game at Styal Golf Club.

Please observe your above Tee Time confirmation.

We look forward to welcoming you to Styal Golf Club. In the meantime if you have any further questions please do not hesitate to contact on 01625 531359 or alternatively using the contacts page on our website.

Many Thanks

The Booking Team.

VIEW PROFILE

The view profile page will display your address but this cannot be edited here and can only be changed by sending a note to the club.

However, you are able to change your e-mail preferences and password by clicking on the 'Edit profile' button.

Address: 1 Street Name

Address 2:

City: Wilmslow

State:

Postal Code:

Country: United Kingdom

Phone:

Email: Name@carrier.co.uk

- Do not allow others to add me to their reservations
- Send me Reservation Confirmation emails
- Send me Buddy List Invitation emails
- Send me Tee Times Request emails

Change Password

 **Save**  **Cancel**