

# Styal Golf Club On-Line Booking System

## User Guidance

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### 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](mailto: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: 14<sup>th</sup> 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](mailto: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:-

1. 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 so.

2. You will see a new link button on the Home Page:-



3. Click on the link and you will be presented with the initial Tee Time Booking screen.

4. Click on the  Log In button to get to the Login screen.

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## 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:-

<b>Forgot Password?</b>		
Enter your email address and an email will be sent to you with a link to reset your password		
<b>Email/User Name:</b>	<input type="text" value="e-mail addr"/>	<input type="submit" value="submit"/>

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

5. 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.

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