

When booking a group online with other members

Thank you to all of the members who are booking through our tee-on web booking system, I know it is a big change but we appreciate the effort.

When you are booking a group of members please make sure that you add them to your friends list or find them on the members list search. Typing in their names does not add them under their membership and they will not receive confirmation, they would be added as public.

Eg.

Step 1: millcroftgolfclub.com

Step 2: member login

Step 3: Book/view your golf games

Step 4: members enter here

Step 5: enter username and password

Step 6: enter date, time, 18 holes, # of players

Step 7: click the time you would like out of the options given

Step 8: walking or riding

Step 9: Your name, "the booker", will appear in PLAYER 1 box.

Click in the PLAYER 2 box, and any members you already have saved on your friend's list will show in the drop-down menu. If you are trying to book a member who does not appear in the drop-down box, then choose "ADD PLAYING PARTNER" from the drop-down box when clicking in Player 2 box. When you click on ADD PLAYING PARTNER, it will bring you to another screen where you can type the first three letters of the member's first name or last name. You will receive a list of members matching your entry, and you can then click in the box beside their name to add them to your PLAYING PARTNER list. Continue to do this for all players you are booking in your group. If you have a guest playing with you, choose GUEST in the drop-down box. And then click CONTINUE to book the time.

It is imperative you do this so that they appear on our tee sheet as a member and equally important, so that members you are booking receive a confirmation booking email. You may have done this previously when you set-up a public account to book tee times, prior to joining the club as a member, but please go through this step to add them as a member to your member account.

We hope this help with any further confusion on booking members and public. If you have any further questions, please see Natalie in the shop.

Reminders:

- Check in at pro shop will continue to be 15 – 20 mins before tee time for all golfers, members and public.
- Pull carts \$ 5.00 per person
- Please book a power cart in advance if you are choosing to ride
- Booking or altering a tee time should be done through the phone or online, because of limited time and number of people in the pro shop
- All members are able to book 10 days in advance and public 7 days, if this rule changes an additional email will be sent out with updates