ForeTees
Online Tee Sheet Management Solutions for Private Golf Clubs
Make Your Tee Times Online!!

ForeTees would like to welcome Pelican Marsh's Membership to our family of private golf clubs.

ForeTees is an online tee time reservation system that has been developed specifically for private country clubs. It will enable you, the member, to maximize your golf experience in a number of ways. With ForeTees, you will be able to:

- **Make a tee time instantly** with the click of a button (no more waiting on the phone);

- **view the tee sheet** online at your convenience and make tee times 24 hours a day, 7 days a week from anywhere in the world where you have Internet access;

- **see who is playing and at what times** so you can better manage your golf experience;

- **receive email notification** of your tee time and of any subsequent changes to your tee time;

- **register for golf events** online;

- **keep track of all your tee times and events** on a calendar;

- **view all your past play history** with a click of the button; and

- **sign up for golf lessons** online if offered through your golf shop.

You can still call and make a tee time or walk in and make a tee time. Now, you also have the option of making your tee times online.

If you have any questions, please give the Golf Shop a call!!
(239) 597-1858

Make Your Tee Times Online!!

AOL users: Log on to AOL then click on the "blue E icon" to start Microsoft Internet Explorer and follow the instructions in "**Here's How**."

Here's How:
1. Go to the Club's website at http://www.pmarshgc.com
2. Enter your "**User Name**" & "**Password**" to login.
3. Once logged in, select the "**Golf**" section of the website.
4. Click on the "**Tee Times**" tab. This will take you to "**ForeTees**."

****Important****
Go to the "Settings" tab to **confirm your email address,** so that you will receive automatic email confirmations of your tee times, as well as receive correspondence from the Golf Shop about upcoming events, course conditions, tournament results, and Golf Shop sales. **Go to the club's website to update your email address.**

To Make a Tee Time:
1. Go to the "Tee Times" tab and select "**Make, Change, or View Tee Times.**"
2. Left click the day you want to play. (Green dates are the days that are available to make a tee time.)

Member Tee Time Management

Weather

Home | Help | Logout   (Click Here if Menus Fail)

| Tee Times ▼ | Lessons ▼ | Events | Search ▼ | Email ▼ | Partners | Handicaps ▼ | Settings |

To view a day's Tee Sheet, click on the date below.

Note: You are allowed to view tee sheets for the next 5 days, however you can only make normal tee times on dates established by the golf shop (in green). Any other colors represent days that some specific tee time requests are allowed.

Each day of the week has its own 'days in advance' and 'time of day' values to determine when they become available. They are:
    Sun 5, 7:00 AM   **Mon** 5, 7:00 AM   **Tue** 5, 7:00 AM   **Wed** 5, 7:00 AM   **Thu** 5, 7:00 AM   **Fri** 5, 7:00 AM   **Sat** 5, 7:00 AM
The times are based on the Server Time displayed below. Click on the **Refresh Time** link below to update the clock.

Today's date is: **Friday 6/13/2008**   The Server Time is: **1:02:23 PM Eastern**   Refresh Time

June 2008						
S	M	T	W	T	F	S
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	1	2	3	4	5

July 2008						
S	M	T	W	T	F	S
29	30	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

Home

3. For Individual tee time, left click on the time you want to play.
4. For **"Consecutive"** tee times, click on the drop down arrow in the **"# field,"** next to the first tee time that you want. Then click on the total number of consecutive tee times that you want to select, the maximum at your golf club is **Two**. Then click on the first tee time, and all consecutive tee times will be accessed.
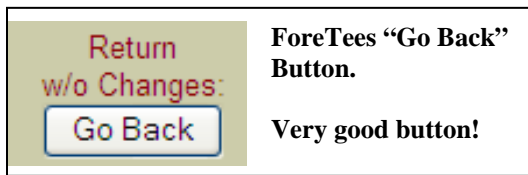
Note: At least one member's name must be part of each tee time, and you can't have the same member's name more than once.

Date: **Saturday 6/14/2008**

Tee Sheet Legend
F/B: F = Front Nine, B = Back Nine, O = Open (for cross-overs), S = Shotgun Event
C/W: GC = Golf Car (_9 = 9 holes)

Time	#	F/B	Player 1	C/W	Player 2	C/W	Player 3	C/W	Player 4
7:45 AM	1	F							
7:53 AM	1	F							
8:01 AM	1 / 2	F							
8:09 AM	1	F							
8:17 AM	1	F							
8:25 AM	1	F							

ForeTees Member Reservation

Important

After clicking on the time you want to play, the system brings you to the "ForeTees Member Reservation" page where you can make, edit, or delete a tee time. Once you are to the "ForeTees Member Reservation" page, **never use your browser's "Back" button to get back to the tee sheet!!** Use the **"Go Back"** button located just to the left of the "Add or Remove Players" box.

Return w/o Changes: **Go Back**	**ForeTees "Go Back" Button.** **Very good button!**
← **Back** ▾	**Browser "Back" Button** **Very Bad Button - do not use!!**

Making a New Tee Time (View the image below for reference.)

1. **Add or Remove Players Box:** Notice that your name automatically appears in the first available spot for this tee time. Just to the right of your name is the "**Trans**" drop-down menu. Here you will select your mode of transportation for the round you are booking. The legend of acronyms for transportation options is found at the bottom of the "Add or Remove Players" box. If you know that you will be playing just nine-holes, select the "**9 Holes**" button that corresponds with your name as well as with any other players in your group who willl also be playing nine holes. At the bottom of the "Add or Remove Players" box is a text box called "Notes to Pro." Here you can enter a message to your golf professional staff regarding your tee time. This message is emailed to the golf shop and will enable them to provide you with the member or guest services that you have requested.

2. **Partner List:** Your "Partner List" can be created to include up to 25 other members with whom you play most regularly. Once this list is set up, it will allow you to expedite your tee time making process. Whenever you come into the "ForeTees Member Reservation" page, the people you play with most will be listed in the "Partner List" box. To add one or more of these persons to your tee time, you will left click on those names and then press the submit button. To build a "Partner List," go to the main navigation bar on the "Member Tee Time Reservation" page and select the "**Partners**" tab. Select those members from the "Member List" to create your "Partner List."

3. **Member List:** Every individual at your club who has playing privileges on your golf course will be located in this panel alphabetically by their last name. Once you have found the person you want to play with, simply left click on their name and that person will appear in the "Add or Remove Players" box. If you click on the wrong name, click on the "**Erase**" link that corresponds with the incorrect name in the "Add or Remove Player" box. Players' names should not be typed into the "Add or Remove Players" box. These selections should be made by using point-and-click with your computer's mouse.

4. **Guest Types and Adding Guests to Your Tee Time:** All of your club's guest types are located in the "**Guest Types**" box. When making a tee time which will include guests, select the appropiate guest type from the "Guest Types" box. Enter your guest directly under your name in the "Add or Remove Players" box. If another member in your group will have a guest as well, enter this guest following that member's name.   If you are required to provide the guest's name, left click to the right of the guest type you selected. Once you see the cursor, hit the space bar once and type in the guest's name (see the example below).

5. **Guest Types – X:**   Entering an "**X**" allows you to hold a spot in a tee time for a period of time so that you can find another member or members to join the group.   The Xs will automatically be removed from the system a certain number of hours 48 before the tee time if they are not replaced with a player's name. This will allow other members to join the tee time. You can find "**X**" in the "Guest Types" box.

6. **Submitting Your Tee Time to the Tee Sheet:**   Once you have created your tee time as you want it represented on the tee sheet, click the "**Submit**" button. **As soon as you hit the "Submit" button, an email is automatically sent to the other members in the tee time notifying them who made the tee time, the day and time, and who is in the tee time.   Again, it is very important to put your correct email address in the system so you can be notified of tee times and tee time changes.**
   (Automatic email confirmation will only be sent to those members with their email set up in the system).

In this example, Travis Galleberg is playing with two guests. One guest is Jock Olson who is classified as a "Guest Card" guest type and the other is Mike Olson who is classified as a "Jr Guest" guest type.

Changing or Canceling an Existing Tee Time (Refer to the example on the next page)

Removing a Person from a Tee Time: Go to the "Tee Times" tab and select "**Make, Change, or View Tee Times.**" Select the day of the tee time you would like to change. Click on the time of your reservation. Once on the "ForeTees Member Reservation" page click on the "**erase**" button next to the name of the person who is to be removed from the tee time. Then click on the "**Submit Changes**" button. The system will automatically email everyone in the tee time, including the person you erased, telling them that **YOU** canceled this player from the tee time *(automatic email confirmation is only sent to those members with their email set up in the system).*

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Canceling an Entire Tee Time: Go to the "Tee Times" tab and select "**Make, Change, or View Tee Times.**" Select the day of the tee time you would like to cancel. Click on the time of your reservation. Once on the "ForeTees Member Reservation" page click on the "**Cancel ENTIRE Tee Time**" button at the bottom of the box. Left clicking this button cancels **EVERYBODY** from this tee time. Again, everyone who was in the canceled tee time will receive an email notification that **YOU** canceled the entire tee time.

Press this link to erase a player from a tee time. Pressing this link will erase Bob Parise from this tee time.

If you would like to erase everybody from the time, then click on the "Cancel ENTIRE Tee Time" button.

Signing up for Events

You can access detailed information about your club's golf events as well as sign-up for those events online. Left click on the "Events" tab to view upcoming golf events.

Events Tab

Events you can sign-up for have a button highlighting them. To view the information page of the event, click on the event button.

Event Name	Date/Time	Sign Up Starts	Sign Up Ends
Welcome Back Scramble	5/14/2005 at 10:00 AM	1/1/2005 at 1:00 AM	5/10/2005 at 12:00 PM
Mens play day 1	6/9/2005 at 1:00 PM	5/31/2005 at 8:00 AM	6/7/2005 at 12:00 PM
Member Member Day 1	6/11/2005 at 8:00 AM	1/1/2005 at 1:00 AM	6/9/2005 at 12:00 PM
June 12th Open Play Shotgun AM	6/12/2005 at 8:30 AM	6/3/2005 at 8:00 AM	6/11/2005 at 12:00 PM
Member Member Day 2	6/12/2005 at 1:30 PM	N/A	N/A
Ladies Day Social 1st	6/14/2005 at 8:30 AM	1/1/2005 at 12:00 PM	6/12/2005 at 12:00 PM
Couples Twilite	6/24/2005 at 4:30 PM	1/1/2005 at 12:00 PM	6/22/2005 at 12:00 PM
Mini Camp	6/30/2005 at 1:30 PM	6/21/2005 at 8:00 AM	6/28/2005 at 12:00 PM
Horse Race	7/4/2005 at 2:00 PM	6/1/2005 at 8:00 AM	7/2/2005 at 12:00 PM
Senior Club Championship	7/9/2005 at 8:00 AM	1/1/2005 at 12:00 PM	7/7/2005 at 12:00 PM
Senior Club Championship D2	7/10/2005 at 8:00 AM	N/A	N/A

Once you've clicked on the event, the "**Event Information Page**" will appear. This page will provide you with all of the information you need about the event. If you are signing up for an individual event, click on "**Sign Up**." For team events, select the "**New Team**" button. Booking your entry is very similar to booking a tee time. If signing up other members, automatic email confirmations will be sent out to those individuals

(Automatic email confirmation will only be sent to those members with their email set up in the system).

Event Information Page

My Tee Times/Calendar

Go to the "**Tee Time**" tab and select "**My Tee Times/Calendar**." Here you can view your entire scheduled tee times, and events up to 90 days out. Refer to the color code chart at the top of the page. You can also access your tee times, or sign up for an event by clicking on the color coded name.

Your Play History

Go to the "**Search**" tab on the "Member Tee Time Management" page. You can view your past tee times by clicking on "**This Calendar Year,**" "**Past 12 Months,**" and "**Since Inception.**" It will indicate the day, time, playing partners, and the mode of transportation used.

Lessons

Go to the "**Lessons**" tab on the "Member Tee Time Reservation" page. Here you can "Schedule a Lesson," join a "Group Lesson," and "View Pro's Bio." To schedule a lesson, left click on the type of lesson you want, and then left click on the day you want to book a lesson. Once you have clicked on the day, you can select by clicking on the time that you want to book. Once you have selected a time, simply fill out the form and click on submit. An email confirmation will be sent to you if your email is in the system.

If you have any questions, please call your Golf Shop
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