Proshop Tee Time – About Lessons Booking

The lessons module was designed to help you sell more lessons, have fewer no-shows, and keep a history of your clients' progress with notes, pictures, and video.

You can use Proshop Tee Times Lessons to:

1. Manage your lessons schedule from any computer for smart phone.
2. Allow customers to book lessons on-line.
3. Allow your staff to book lessons for you.
4. Automatically send confirmations and reminders to customers.
5. Allow customers to confirm or cancel via email or txt the day before their lesson.
6. You will get notices as lessons are booked or cancelled during business hours.
7. You can view and update your lesson schedule from your smart phone.
8. You can attach notes, pictures, and videos to each lesson.
9. Customers can login and view their lesson history and see your notes, pictures, and videos.

About Lessons Booking

Getting Started

Book a Lesson from a Computer
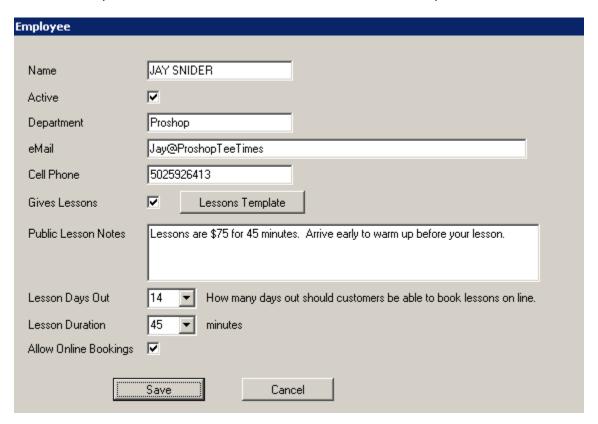
Add or Delete a Lesson

Print the Lesson Schedule
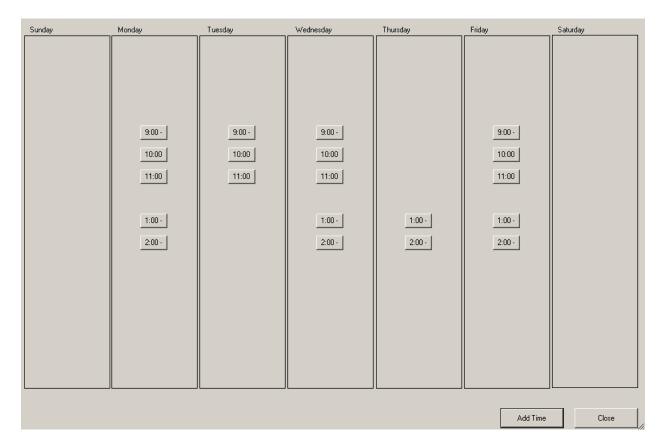
Print Customer Lesson History Report

Proshop Tee Times – Lessons Booking – How to Get Started

The first step is declaring yourself as a lesson giver.

1. From the teesheet: click on the LESSONS button.
2. Click on EDIT EMPLOYEES.
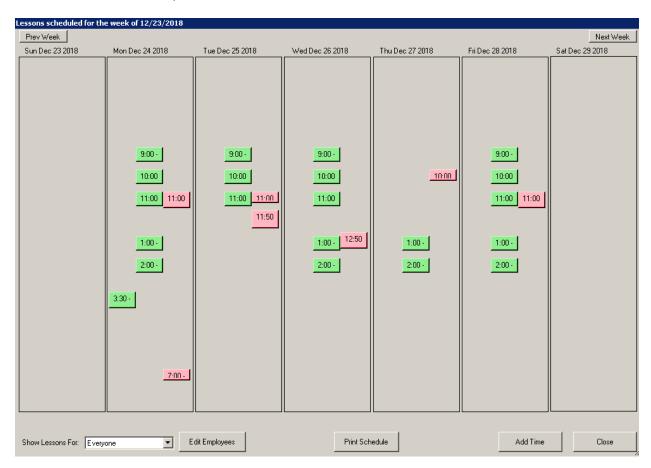3. Select your name from the list, or click ADD EMPLOYEE to add your name to the list.

4. Make sure you check the "GIVES LESSONS" checkbox.
5. The lesson notes will be viewable on your website to people booking online.
6. Specify how many days out your customers can book lessons.
7. Specify the lesson duration in minutes.
8. Click on LESSONS TEMPLATE to specify what times you give lessons each week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9:00 -	9:00 -	9:00 -		9:00 -	
	10:00	10:00	10:00		10:00	
	11:00	11:00	11:00		11:00	
	1:00 -		1:00 -	1:00 -	1:00 -	
	2:00 -		2:00 -	2:00 -	2:00 -	

Add Time   Close

9. Click on the ADD TIME button to specify the day of week and starting time.
10. Repeat this for each lesson slot available in your normal week.
11. Click on CLOSE to exit the LESSON TEMPLATE screen
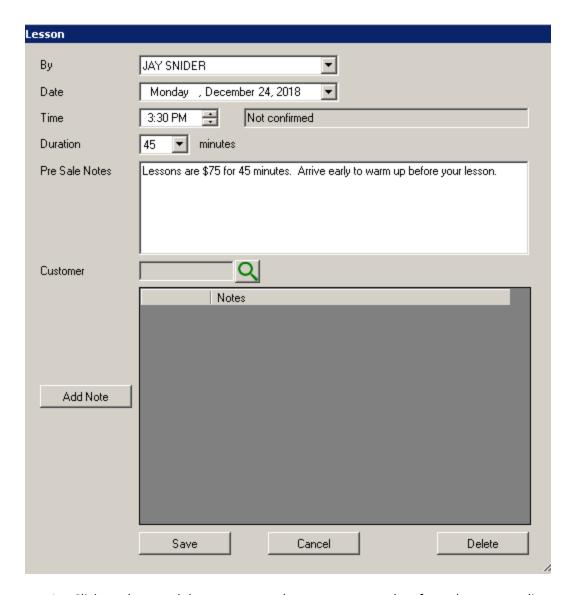12. Then click on SAVE to exit the EMPLOYEE screen and return to the LESSON SCHEDULE.

Proshop Tee Times – Lessons – Booking Lessons from your computer.

1. Login to Proshop Tee Times as normal.
2. From the teesheet, click on LESSONS.

You will see the schedule for the current week. In the image above, there are 3 people that give lessons, so there are three columns for each day. The buttons represent time slots the lesson givers have set aside to give lessons. The red buttons indicate lessons that are booked. The green buttons are available for booking.

3. Click on a green button to book a lesson.

Lesson	
By	JAY SNIDER
Date	Monday , December 24, 2018
Time	3:30 PM Not confirmed
Duration	45 minutes
Pre Sale Notes	Lessons are $75 for 45 minutes. Arrive early to warm up before your lesson.
Customer	🔍
	Notes
Add Note	
Save	Cancel	Delete

4. Click on the search button next to the customer, to select from the contacts list.
5. Click on Save.

To unbook a lesson, follow the same process, then click on the garbage can icon next to the customer's name.

Proshop Tee Times – Lessons – How to add or delete a lesson slot to your schedule.

To add a time slot.

1. From the main lessons screen, click on the ADD TIME button.
2. Select the Date
3. Enter a time.
4. Your default duration and notes will auto fill.

To delete a time slot.

1. From the main lessons screen, click on a lesson
2. Click on the DELETE button at the bottom right.

Proshop Tee Times – Printing the Schedule

1. From the teesheet, click on Lessons
2. If you want to print the schedule just for yourself, select your name in the "Show Lessons For" box. Otherwise, it will print the schedule for each less giver.
3. Click on the Print Schedule button.

Proshop Tee Times – Lessons – Customer Lesson History

You can get a report of the lessons a customer has taken, with your lesson notes.

1. From the teesheet, click on CONTACTS
2. Select the contact from the list
3. Click on the REPORTS tab
4. Click on CONTACT LESSONS REPORT and specify a date range.