Proshop Tee Times - How to Enter a Tee Time

Login as normal, and you will see the teesheet.

Click on the day the customer wants to play on the calendar in the upper right of the screen.

Click on the cell in the Player1 column next to the time the player wants to play.
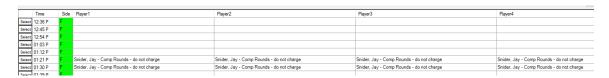
Start typing the players last name and the contact list will come up and automatically scroll to the player that most closely matches the last name you have entered.   Click on the SELECT button left of the players name.   If the player is not in the list of contacts, click on F1 - ADD CONTACT in the bottom left. (See How to Add / Edit Contacts).

The TEE TIME ADD screen will appear.

Enter the number of players in this persons group, and any notes associated with this tee time, then click OK.

The players name and notes will appear on the teesheet.

Alternatively, if the numbfser of players is four or less, then you can click on the player column that

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matches the number of players in the group, then start typing the players last name.   Select the player from the list and the booking will complete without showing the TEE TIME ADD window.   For example, if there are 3 players in the group, click on the cell in the PLAYER3 column, start typing the players last name, select the player and their name will fill in the first 3 columns.   This method does not allow you to enter tee time notes.

How to delete a tee time booking.

Deleting a tee time **booking** is different than deleting a tee time.   Deleting a booking removes a players name from the teesheet.   Deleting a tee time removes that tee time from that day so noone can play at that time.

There are a couple ways to delete a booking and the best method depends on how many bookings you want to delete.

If you want to delete 1 player, then click on the players name on the teesheet, then press the DELETE key on your keyboard.

If you want to delete all players associated with a tee time, click on the select button that is left of the tee time, then click CLEAR ALL on the top left.

If a player has booked a large group, and you want to delete the entire group, right click on the players name, then left click CLEAR TEE TIME.   When prompted if you want "clear all tee times for that player", click YES.