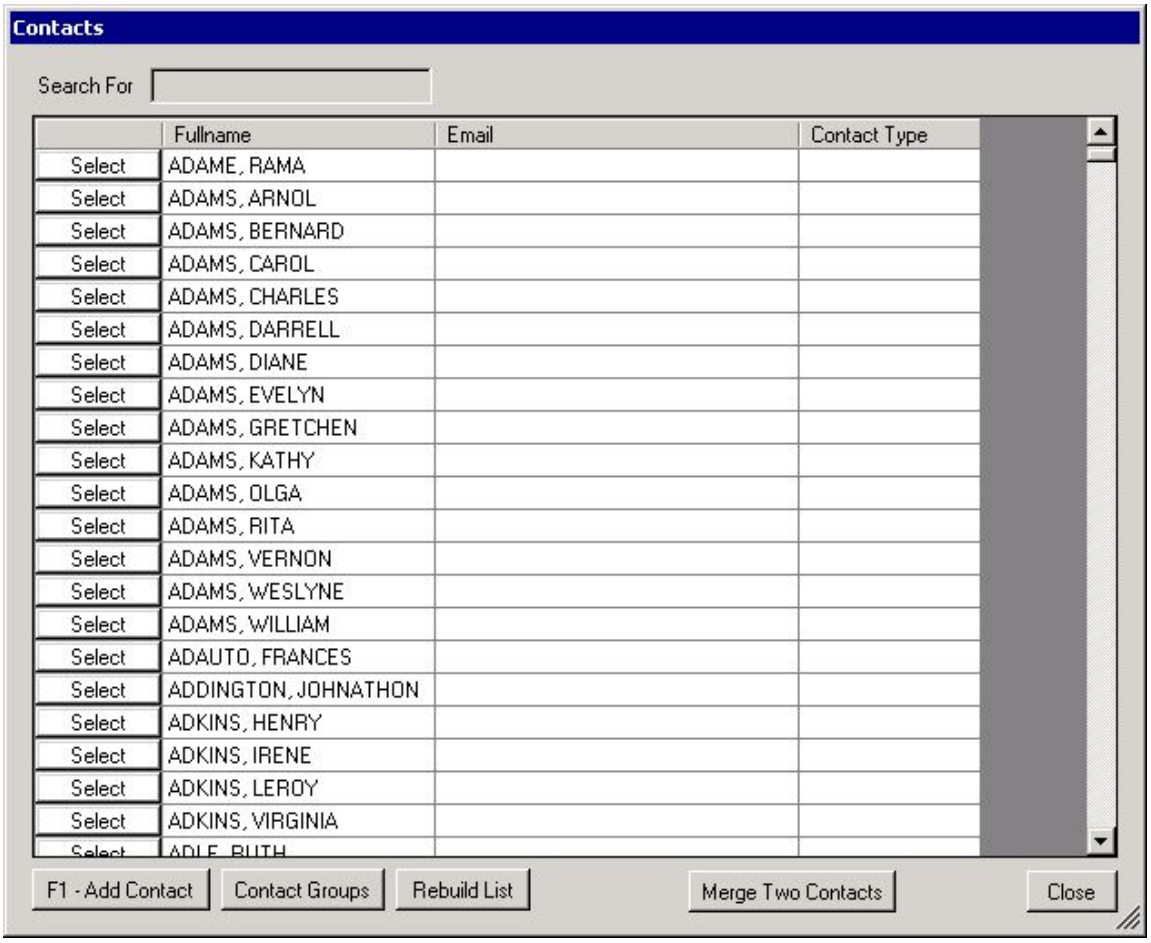
Proshop Tee Times - How to Add / Edit Contacts:

From the Tee sheet, click on Contacts.

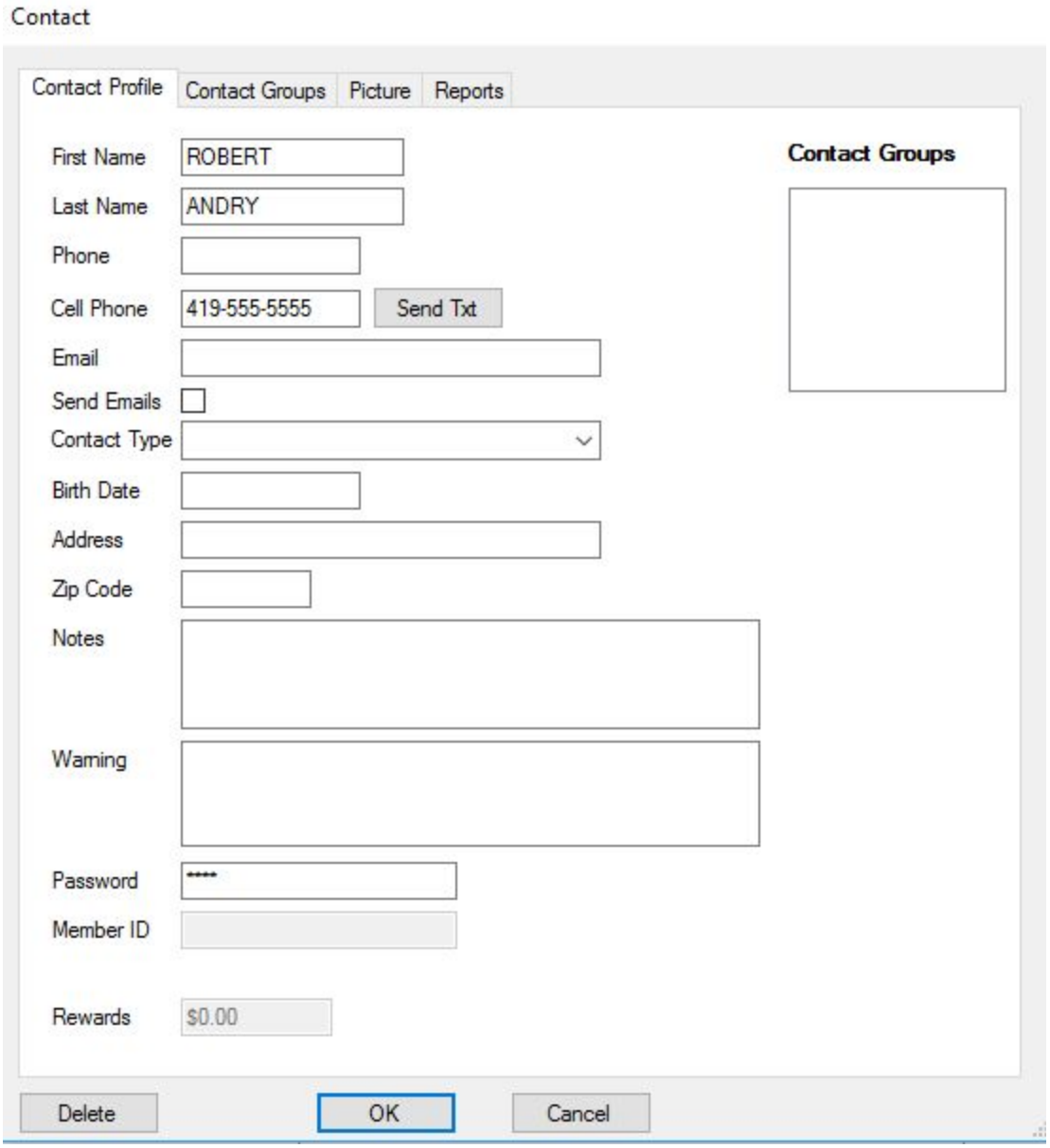


You will see a list of contacts. To edit a contact, click on the SELECT button next to the contact name.

If the same contact is entered twice, click on MERGE TO CONTACTS.

Select the player to keep and the player to delete. Any data in the player to delete that is not in the player to keep will be copied to the player to keep.

To add a contact, click on ADD CONTACT or press F1.

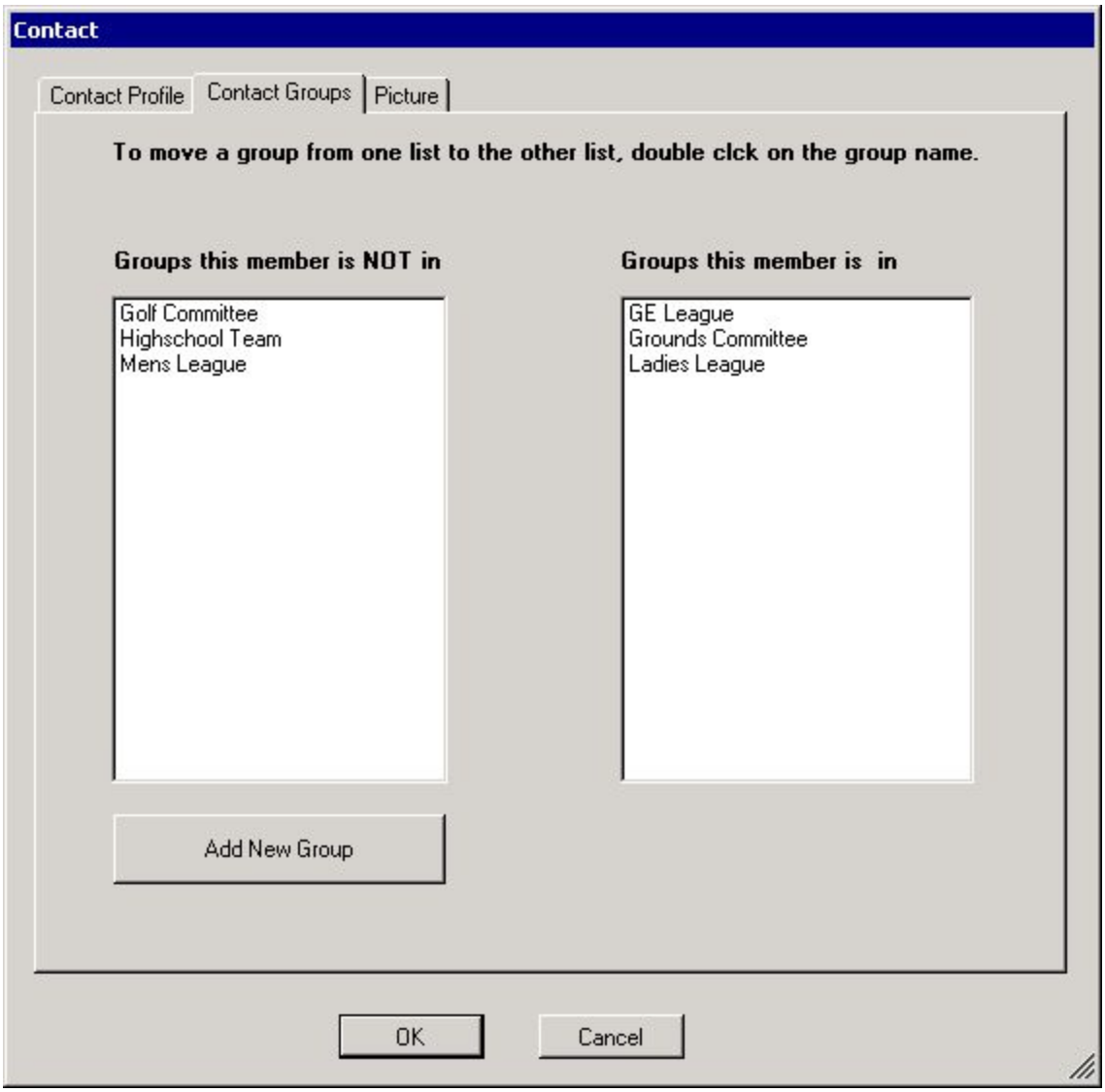


First Name, Last Name, Phone, Cell Phone, Email, and Birth Date are the contacts personal information. If the contact wants to receive emails, then put a check in the Send Emails box. You can enter notes about the contacts preferences. If the player has a history of breaking the rules, then you can enter a warning. A message with this warning will appear when the teetime is made and when the player checks in. The players password is used for courses that have a member section on their website. The member ID is used for course using the Point of Sale module, and want to allow members to charge to their personal account and be billed later.

To edit a contact, go to the contacts screen as described above. Click on the SELECT button next to the contact you want to edit. Editing contact data is just like adding a contact.

Contact Groups

When sending emails, you may want to limit the email to certain groups of people. For example, if the Ladies League is having a brunch, you may want to send an email letting them know, but you don't want to send the email to every contact on your list. Proshop Tee Times allows you to create new groups, and assign contacts to those group.



Contact Picture

Proshop Teetimes allows you to store a picture of each contact. While on the teesheet, you can right click a teetime, then click show pictures. The pictures for players of that teetime will appear. This is helpful when you have new staff members that have not memorized the members names and faces. They can use this feature to see who will likely be entering the proshop in the next 20 minutes and refresh their memory.

Updated 3/10/2017

Contact Reports

The reports tab has reports that allows you to see Rounds History, Sales History, and remaining Greens Fee Passes.