



How To – Modify Course Info

Login as normal. From the tee sheet, click on the ADMIN button, then click COURSE INFO button.

Course Info

Course Name	<input type="text" value="Lakeview"/>
Peak Season Starts	<input type="text" value="0401"/> Enter in MMDD format
Off Season Starts	<input type="text" value="1001"/> Enter in MMDD format
	<input type="button" value="Edit Default Tee Times"/>
Interval	<input type="text" value="9.0"/> How many minutes between tee times.
Carts Warning	<input type="text" value="5"/> About Carts Warning
Show Pricing Columns	<input type="text" value="One Column"/> Show dynamic pricing columns on teesheet.
Copy Pricing to Booking	<input checked="" type="checkbox"/> When manually entering name on teesheet, copy dynamic pricing to booking notes.
Enable On Line Bookings	<input checked="" type="checkbox"/> Allow customer to make tee times online.
Schedule Rule	<input type="text" value="7 days out"/> How many days in advance can players make tee times on line.
Require Email	<input type="text" value="Require a VALIDATED email address when booking on line."/> On Line Booking Options
Use On-line Pricing	<input checked="" type="checkbox"/> Use price supplied by on-line booking engine.
On-Line Tee Time	<input type="text" value="Internet Round"/> ... When using on-line price, this item will be added to the sale automatically.
Sell with On-Line Booking	<input type="text" value="18 hole 1/2 cart"/> ... When using on-line price, this item will be sold also as part of that price.
Rewards Percentage	<input type="text" value="0"/>
Tax Rate	<input type="text" value="0.0600"/> Second Tax Rate <input type="text" value="0.1270"/>
Last Close	<input type="text" value="12/31/2018"/>
Statement Note	<input type="text"/>
Receipt Bottom Note	<input type="text" value="Some Notes"/>

Course name is the name of your course, and it will appear on reports and in emails to customers.

Peak Season Starts is the month and day your peak season starts. This affects your default sales screen and pricing. If you use our sales module and have the system configured to auto populate the sale with greens fee, the regular greens fee will be used during peak season and winter greens fee during off season.

Off Season Starts is the month and day your off season begins. In this example, we have "1001" which is October 1.



How To – Modify Course Info

EDIT DEFAULT TEE TIMES allows you to define your first and last tee time of the day by date range. For each date range, you can specify the first WeekDay Tee Time, first WeekEnd Tee Time, and the Last Tee time.

Default Tee Times

This is your default teesheet template.

Starting January 1, your first weekday tee time is 10:00 AM , your first weekend tee time is 09:30 AM and your last tee time will be 03:30 PM. Starting April 01, your first weekday tee time is 10:00 AM.

The first time you view the teesheet for a given date, the tee times for that day are added. **Changing your default tee times will not rebuild the teesheet for days you have already viewed.** To rebuild a teesheet for a day you have already viewed, go to that day on the teesheet, click on TEE TIMES ADD and click REBUILD.

		Month	Day	WeekDay First	WeekEnd First	Last Time
Edit	Delete	January	01	10:00 AM	09:30 AM	03:30 PM
Edit	Delete	April	01	09:00 AM	08:30 AM	05:00 PM
Edit	Delete	May	01	07:00 AM	06:40 AM	06:00 PM
Edit	Delete	September	01	08:00 AM	08:00 AM	05:00 PM
Edit	Delete	October	01	10:00 AM	09:30 AM	04:00 PM

Add First Tee Time Close

In this example, the first Weekday tee time is 10:00AM for January 1 to March 31. From April 1 – April 30, the first Weekday tee time is 9:00AM. You can create as many segments as you want. The first segment always has to be January 1.

The Interval is the number of minutes between tee times.

The Carts Warning is a feature that will warn you if you are going to run out of rental carts. You can learn more about the carts warning [here](#).

Show Pricing Columns. If you interface with a booking engine that does dynamic pricing (and interfaces with our teesheet) or if you create your own dynamic pricing, you can choose to show the dynamic pricing on the teesheet. You can have a regular alternate price and a senior alternate price. You can chose to show 0, 1 or both pricing columns.

Copy Pricing to Booking. If you use alternate pricing and someone books on-line, the alternate pricing will be copied to the tee sheet next to the customer’s name. This shows you what the customer was quoted. If you want to honor the on-line alternate pricing for walk-ins and people that book over the phone, you will want to check the “Copy Pricing to Booking” checkbox. This will cause the alternate pricing to appear next



How To – Modify Course Info

to the name when you enter the booking yourself.

Enable On Line Bookings. This allows you to disable our booking engine.

Schedule Rule – This is the default number of days out customers can book tee times on line. You can allow certain contact types to login and book more days out. For example, you could allow anyone to book 7 days out, but if a member logs in, they could be allowed to book 14 days out.

Require Email – When customers book on line, you can allow customers to book without entering an email, or you can require an email, or you can require a validated email. Depending on your credit card processor and if you have an e-commerce account, you can require customers to have a credit card on file before booking on-line. Learn more [here](#).

Use On-Line Pricing. When someone books a tee time on-line, the booking engine may pass notes that include the price to charge. These notes will appear next to the customer's name on the tee sheet. If there is a price next to their name and this box is checked, then the sale will start with a greens fee for this specified price. This means your employees do not have to remember or enter this price. This requires you to have an On-Line Tee Time item selected in the next field. If you have a "Sell with On-Line Booking" item selected (which is generally a cart), then the sale will start with the On-Line Tee Time item and the Sell With item.

Rewards Percentage determines the percentage of each "loyalty item" purchased the customer gets. Learn more about our loyalty rewards module [here](#).

The **TaxRate** and **TaxRate2** are your states tax rates and is used inventory and sales module. When editing an item, you can specify the tax rate for each item (No Tax, Tax 1 or Tax 2).

Last Close is used to determine when your last accounting period was closed. You will not be allowed to post sales, payments, or adjustments before this date.

Statement Notes are notes that appear on the statements that get printed and/ or emailed.

Receipt Bottom Notes are notes that print on the bottom of each receipt.

The **Machine Settings** are settings used to tell how Proshop Teetimes should work on a specific computer. For example, POS stations in a Food and Beverage area will not default to the teesheet screen. POS stations in the proshop will not print a tip line on the receipt.