

## ProShopTeeTimes – How To Reserve a Block of Tee Times

If your course is going to host an event, you will want to reserve a block of tee times to prevent customers from requesting these tee times on line.

To reserve a block of tee times:

1. Login to ProShopTeeTimes as normal
2. Select the day you want to reserve tee times in the calendar.
3. Click on the **Reserve Block of Tee Times** button on the right side of the screen.
4. Select **Reserved** for the **Set Status**.
5. Enter a short note about why / who you are reserving this block of tee times.
6. Select the First tee time you want to reserve.
7. Select the last tee time you want to reserve.
8. Specify the Start Side. If you have a league that alternates sides week after week, then you can select “Alternate, First Week Front” or “Alternate, First Week Back”.
9. If you want to reserve this block of teetimes for consecutive weeks, you can change the REPEAT UNTIL date.
10. Click on **Save** (if you repeat for an entire season, it may take 20 seconds to save).

BlockRange

You can block a range of tee times by setting their status as reserved, or by putting a name in each of the cells.

Set Status:  Marking a tee time reserved will highlight the row in red.

Note:

First Tee Time:

Last Tee Time:

Start Side:  For leagues that alternate sides, select alternating.

Repeat Until:  If you want to modify one week only, then leave this field as is. If you want to modify more than one week, then select the last day to be modified.

In the RSV column on the tee sheet, you will notice it says YES for the range of tee times you specified.

You can un-reserve a block of tee times by following the same steps, except you would select **Not Reserved** in step 4.