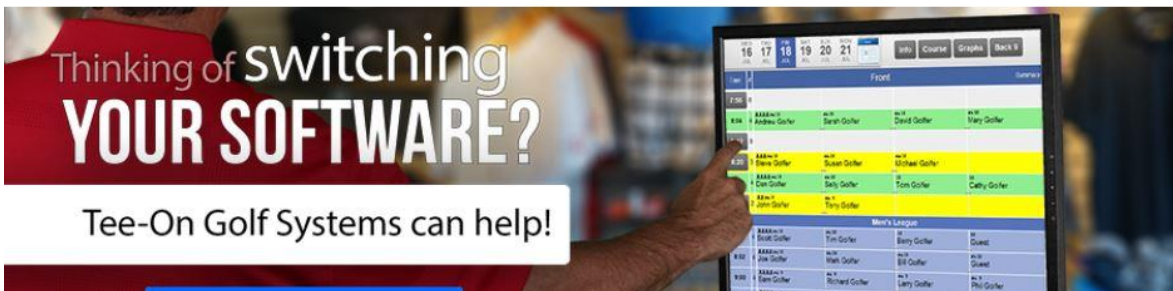# Booking Tee-Times on a Computer
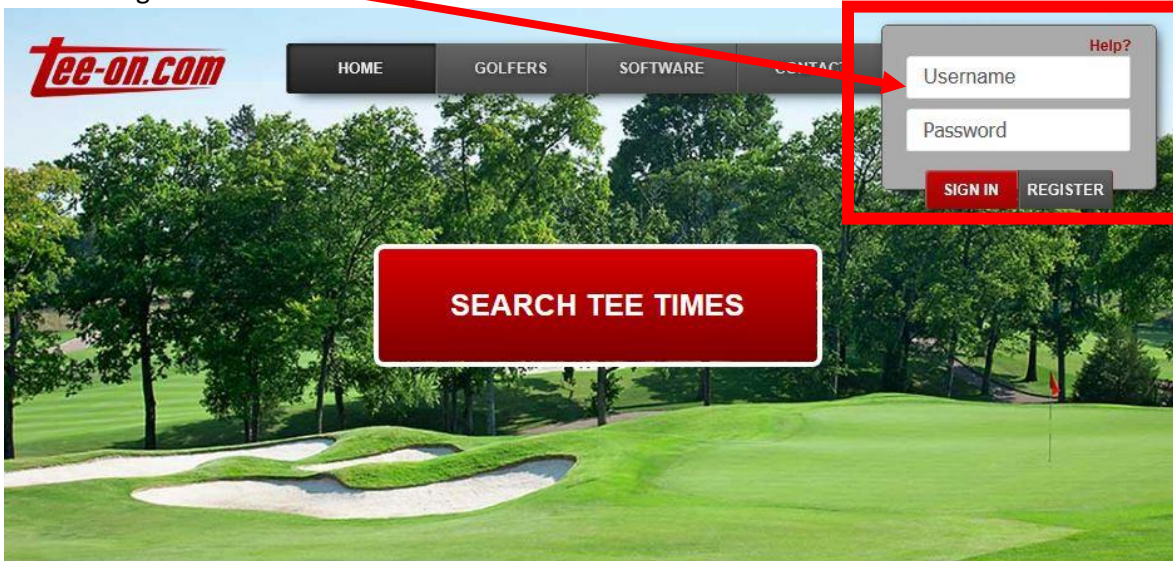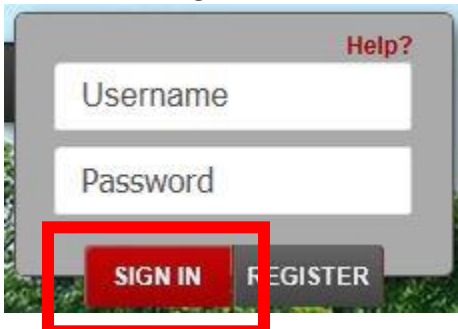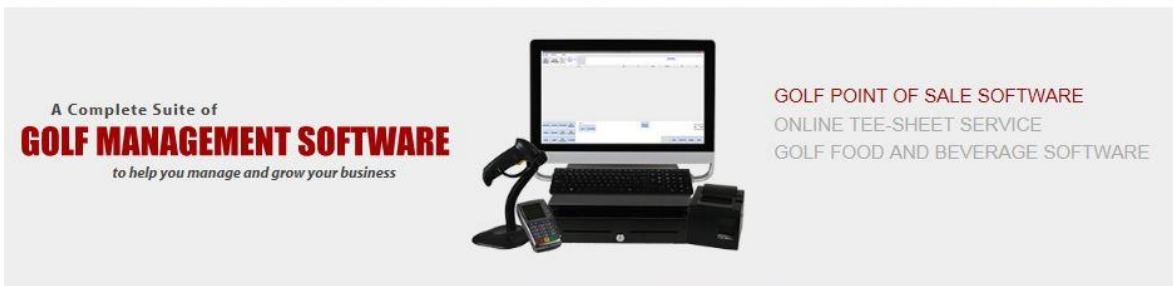
1. Go to www.tee-on.com

2. In the top right corner enter your information given to you by the proshop (no capitals)
   Username: hoks****
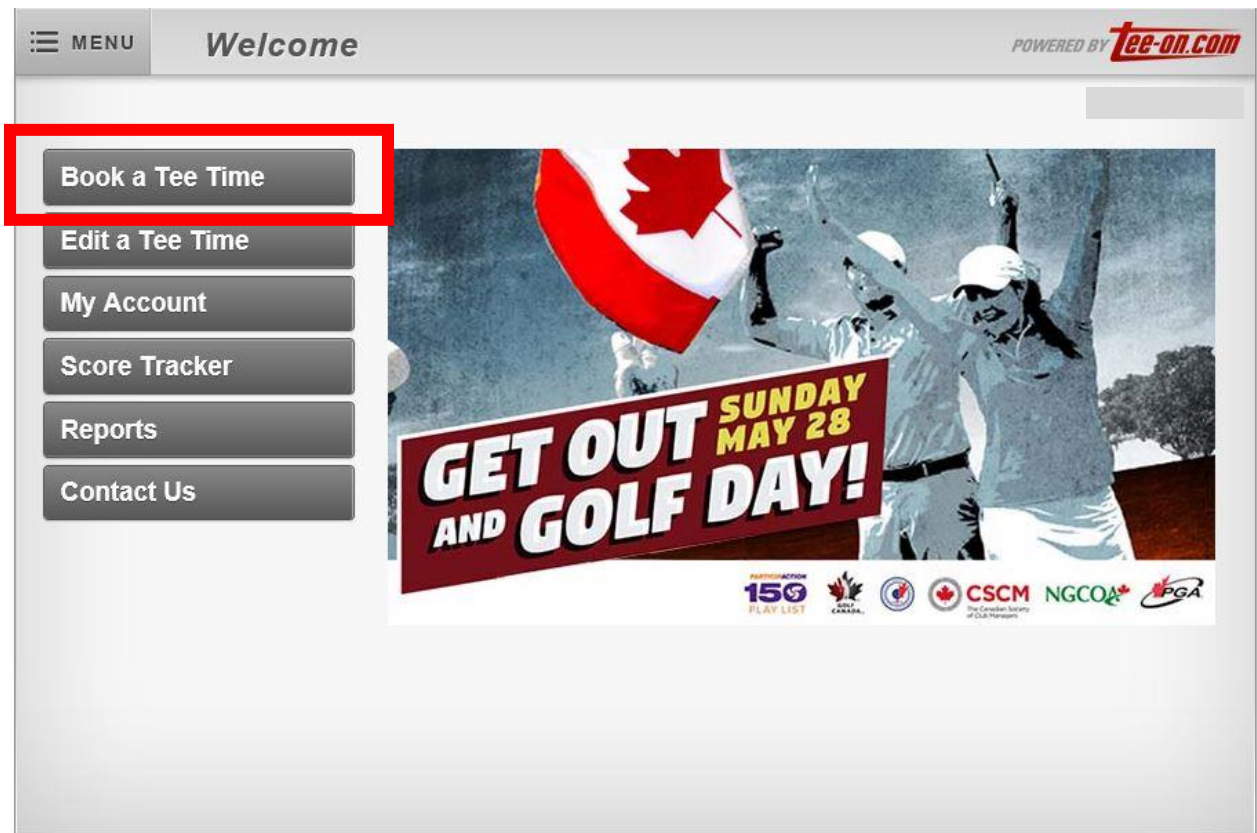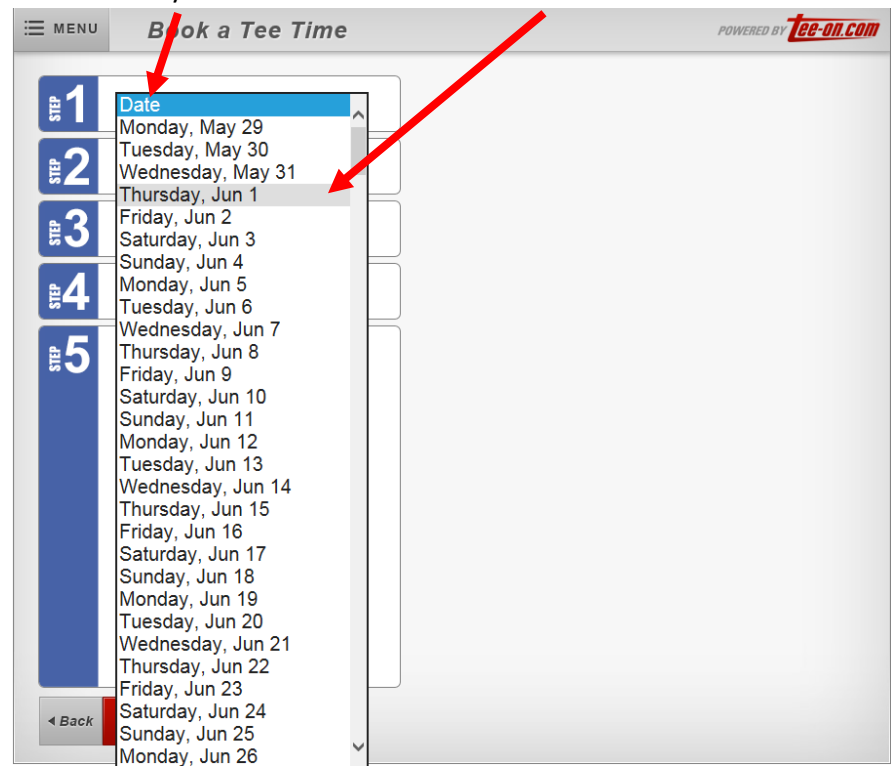   **Password**: golf

3. Click the red "Sign In" button

4. Click "Book a Tee Time"

5. Click the "Date" button, and scroll to the date that you would like. When you have scrolled to the date you would like, select it with your mouse.

6. Follow the steps above to select the "Time"

7. Select "18" or "9" (your selection will be in blue)

8. Select "4-1" Players (your selection will be in blue)

9. Scroll down and confirm that "Huron Oaks Golf Course" is selected (It will be highlighted in blue with a check mark to the left of the name)

10. Once you have entered all the information above, scroll down and click the red "Next" button

11. Tee On will select the closest time to the one you had selected and display them below (If you are already booked at another time on this day, there will be a box that says "Have Time" instead of "Notice" with the time of your originally booked tee-time)

12. Click the red "Next" button under the time that you would like to select

13. It will display your "Current Selection" in the box to the right

14. It will now ask you if you would like to "Walk" or if you would like a "Cart". Select either the "Walk" option or if you would like "1 Cart" or "2 Carts" (when you select the option you would like it will be highlighted in blue, while the other options will stay grey)

15. Click the red "Next" button

16. It will again display your "Current Selection" in a box to the right

CURRENT SELECTION

Huron Oaks Golf Course
Friday, June 2, 2017
7:15 am | 18 Holes
Starting on the Front
4 Players | 1 Cart

17. Click in the boxes that say "Player 2,3,or 4" to add the names of the people that you are playing with. If you have any "Playing Partners" they will be displayed when you click "Player 1,2,3, or 4". Select a "Playing Partner" by clicking their name. If you are playing with guests you can type their names into the player boxes (If you would like to add more members as your playing partners you must follow the instructions below on "How to Add Playing Partners")

18. Once you have entered your playing partners or guests names click the red "Book Time" button

19. A new page will pop up with the information about your reservation.

Booking Confirmation

You have a golf reservation at:

Huron Oaks Golf Course

Date: Friday, June 2, 2017

Tee Time: 7:15 am

Holes: 18

Booker's name: John Smith
Number of golfers booked: 4
Number of carts booked: 1

Confirmation number:

Sign Out   **Continue**

20. Confirm that all the information is correct
21. You can now select "Sign Out" or "Continue" (continue will bring you back to the home screen)

Sign Out   **Continue**

Scroll Down for More

Confirming a Booked Tee-Time on a Computer

1. Go to www.tee-on.com

2. In the top right corner enter your information given to you by the proshop (no capitals)
   Username: hoks****
   Password: golf
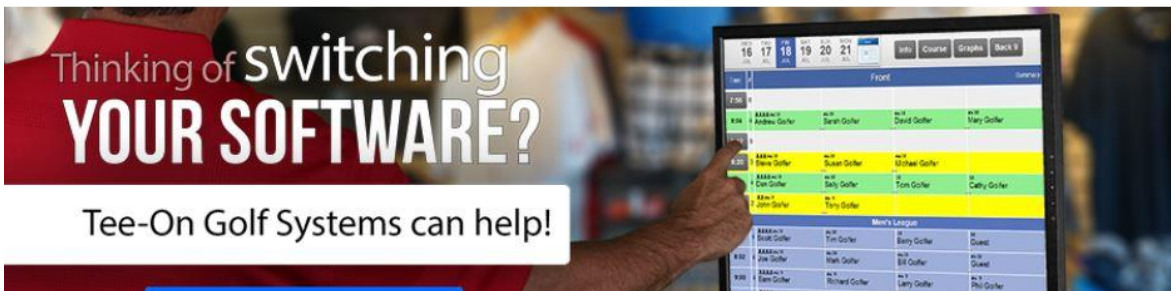
3. Click the red "Sign In" button

4. Click "Edit a Tee-Time"
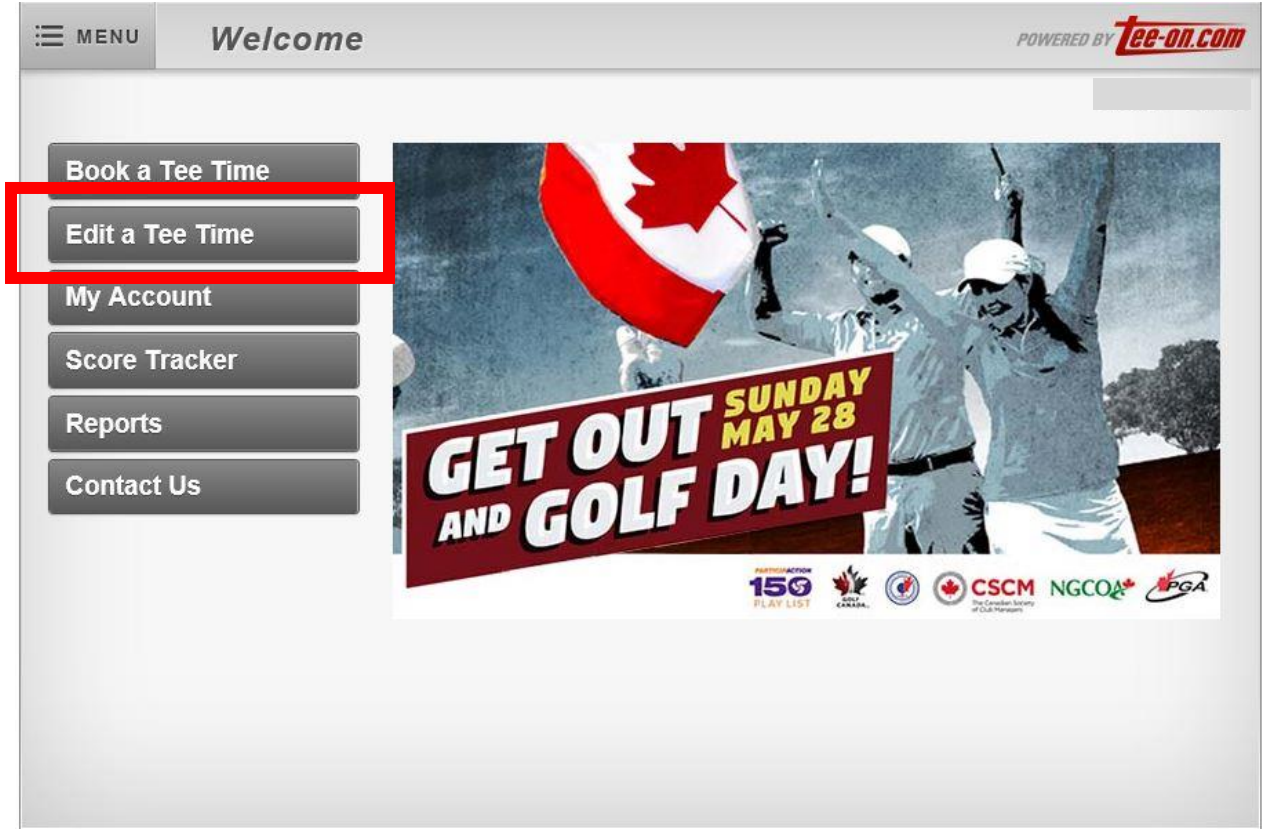
5. The dates and times that you have booked (or been booked in to) will appear with the names of the people you are booked with. Scroll down to view all of the dates and times.

Scroll Down for More

Cancelling a Booked Tee-Time on a Computer

1. Go to www.tee-on.com

2. In the top right corner enter your information given to you by the proshop (no capitals)
   Username: hoks****
   Password: golf

3. Click the red "Sign In" button

4. Click "Edit a Tee-Time"

5. Select the tee-time you would like to cancel by clicking the grey box beside the date and time

6. A blue box with a check mark will now appear beside the tee-time you would like to cancel

7. Scroll down to the bottom of the page and select the red "Delete Tee Time" button

8. A message will pop up to inform you that "You are about to delete the booking at Huron Oaks [your booking date and time] Click OK to delete the booking"
9. Click "OK" to delete it or "Cancel" to keep it

Scroll Down for More

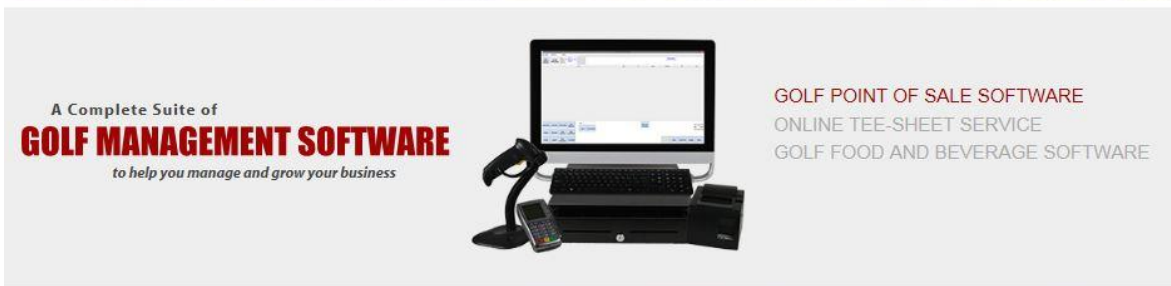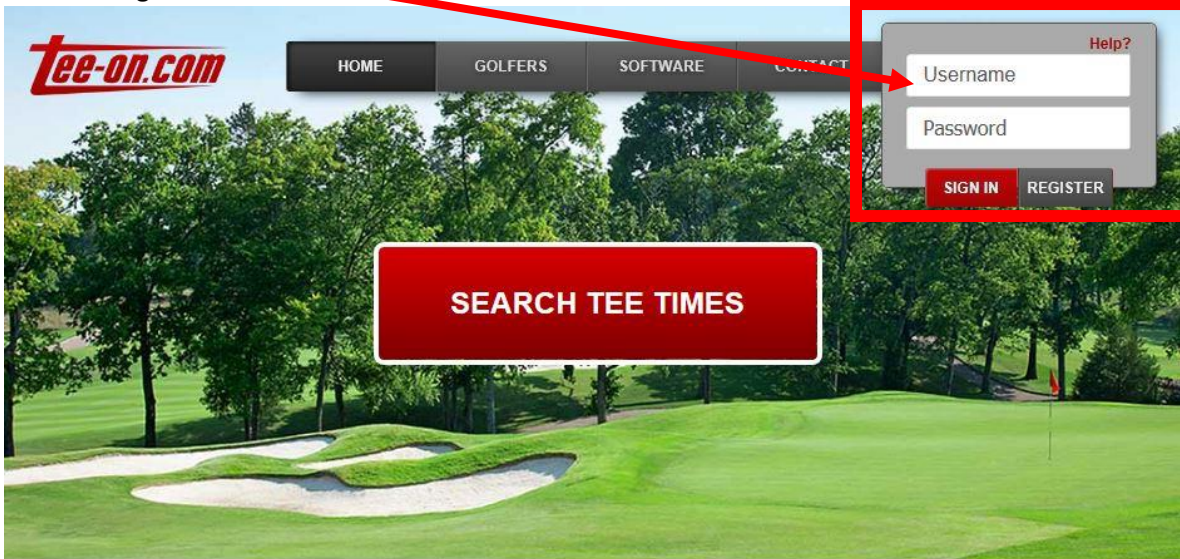# Adding a Player/Editing a Booked Tee-Time on a Computer

1. Go to www.tee-on.com
2. In the top right corner enter your information given to you by the proshop (no capitals)
   Username: hoks****
   Password: golf
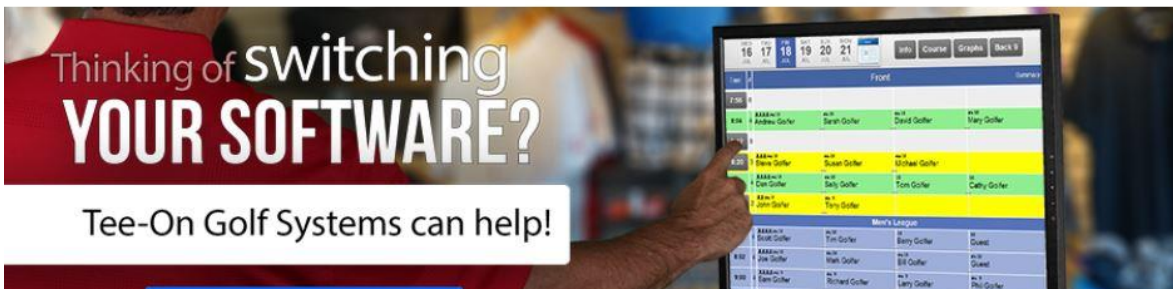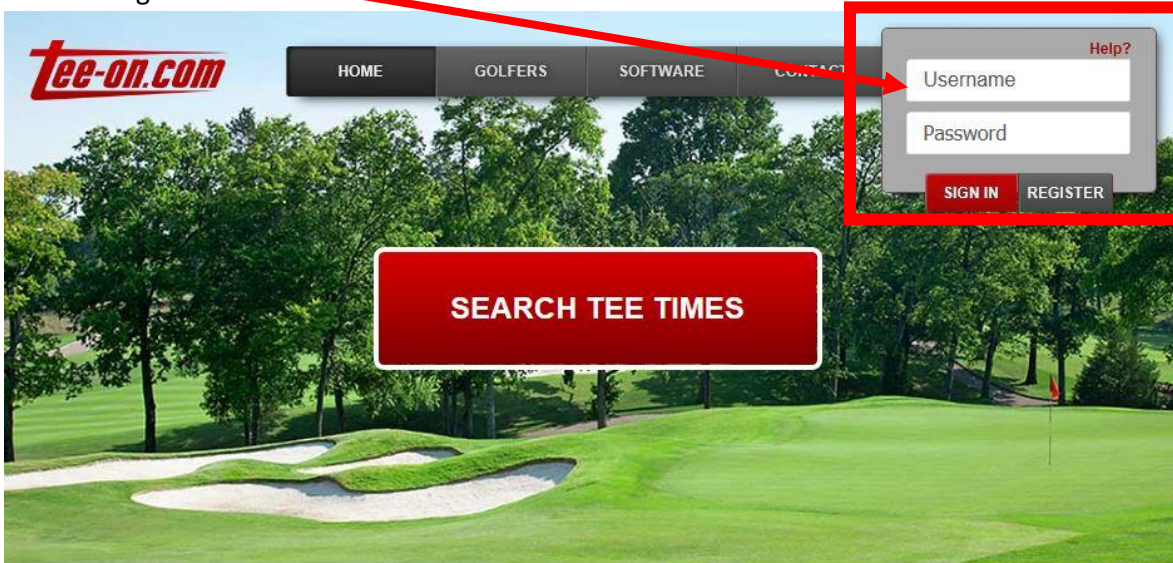
3. Click the red "Sign In" button
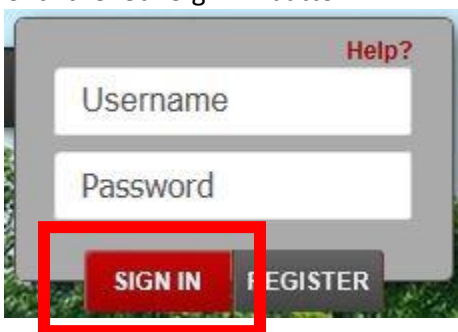
4. Click "Edit a Tee-Time"
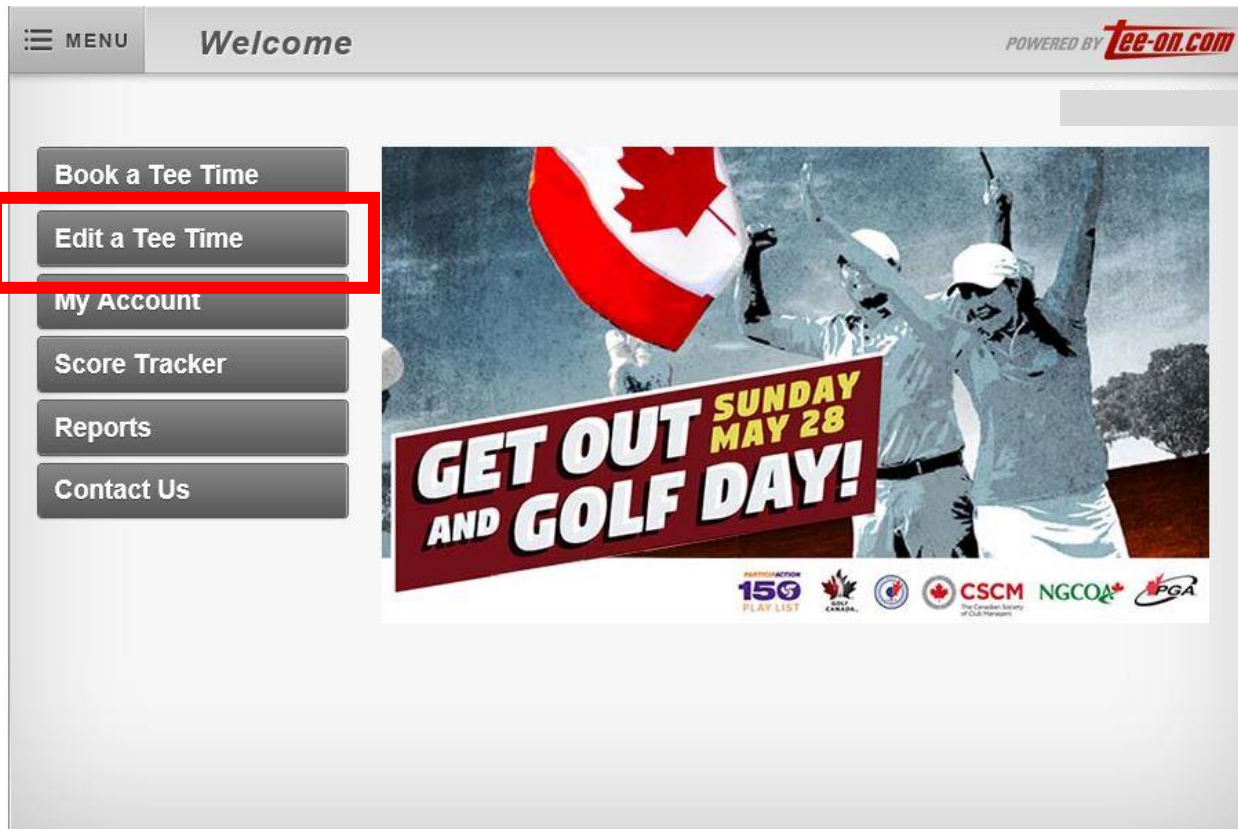
5. Select the tee-time you would like to edit by clicking the grey box beside the date and time

6. A blue box with a check mark will now appear beside the tee-time you would like to edit

7. Scroll down to the bottom of the page and select the red "Edit Tee Time" button

DATE	TIME	COURSE	PLAYERS
✓ Fri Jun 2	7:15 am	Huron Oaks	John Smith, Mary Smith, John Doe, Jane Doe

Delete Tee Time   Edit Tee Time   Move Tee Time

8. You can now edit how many holes you would like to play, how many players and if you are walking or riding (everything that is highlighted in blue is your selection)

MENU   *Edit Tee Time*   POWERED BY *tee-on.com*

STEP 1   **18** 9 Holes

STEP 2   **4** 3 2 Players

John Smith

Mary Smith

John Doe

Jane Doe

◄ Back   **Book Time**

YOUR TEE TIME

Huron Oaks Golf Course
Friday, June 2, 2017
7:15 am | 18 Holes
Starting on the Front
4 Players | 1 Cart

9. Click the red "Book Time" button

◄ Bac   **Book Time**

10. You will be transferred to your booking confirmation page, from here you can either "Sign Out" or click the grey "Continue" button to return to the home screen

Booking Confirmation

You have a golf reservation at:

Huron Oaks Golf Course

Date: Friday, June 2, 2017

Tee Time: 7:15 am

Holes: 18

Booker's name John Smith
Number of golfers booked: 4
Number of carts booked: 1

Confirmation number:

Sign Out   Continue

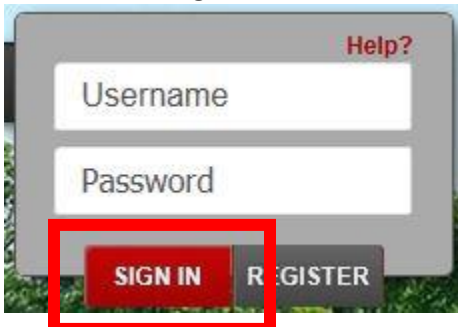# How to Add Playing Partners on a Computer

1. Go to www.tee-on.com

2. In the top right corner enter your information given to you by the proshop (no capitals)
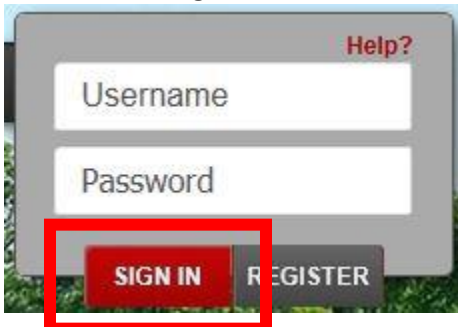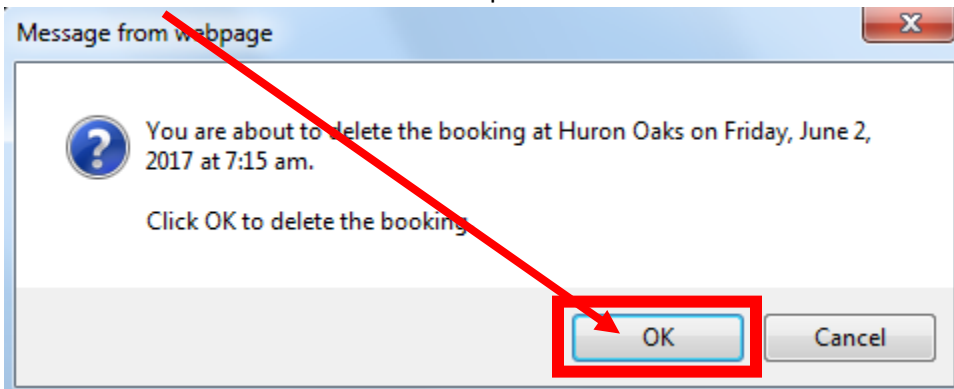   **Username**: hoks****
   Password: golf
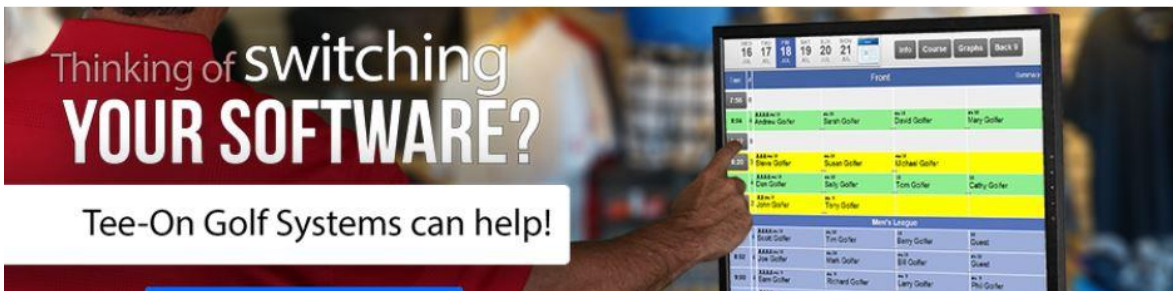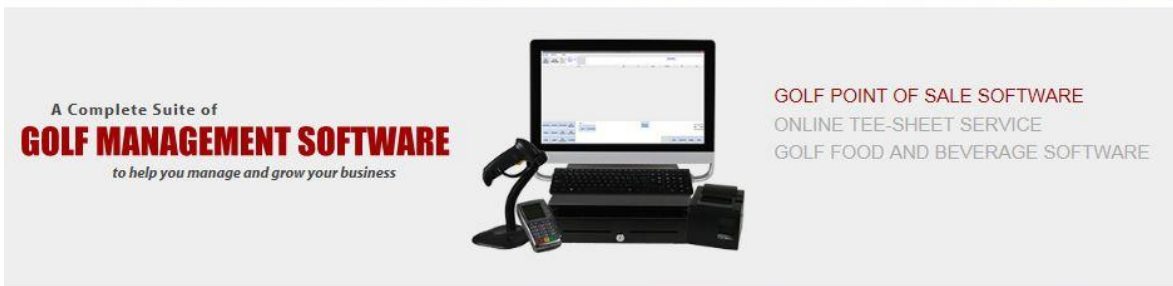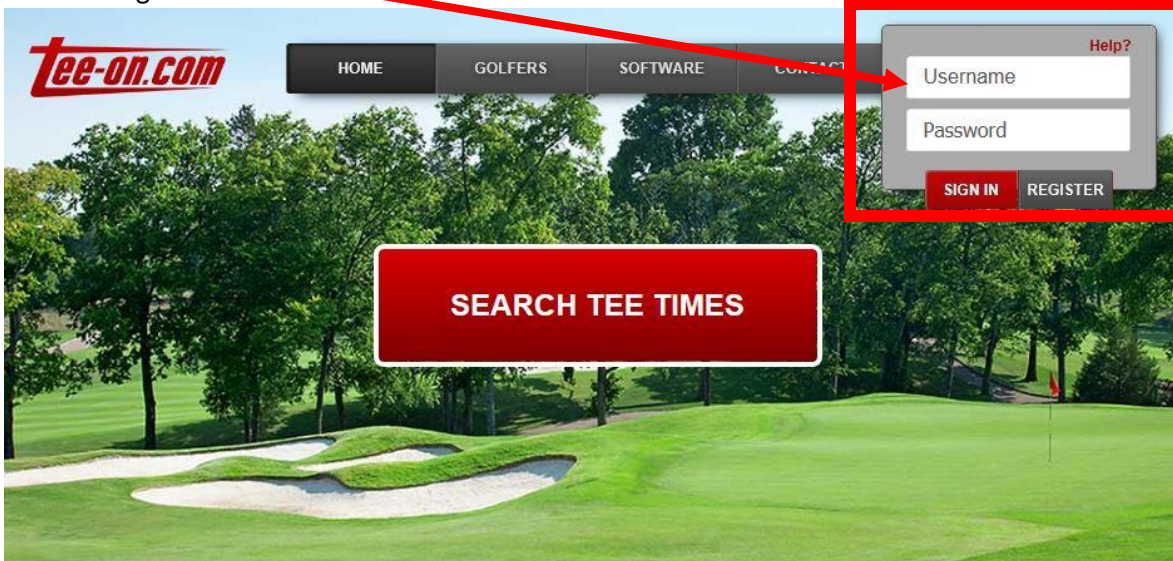
3. Click the red "Sign In" button
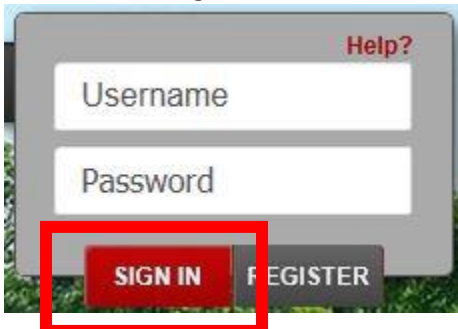
4. Click "My Account"
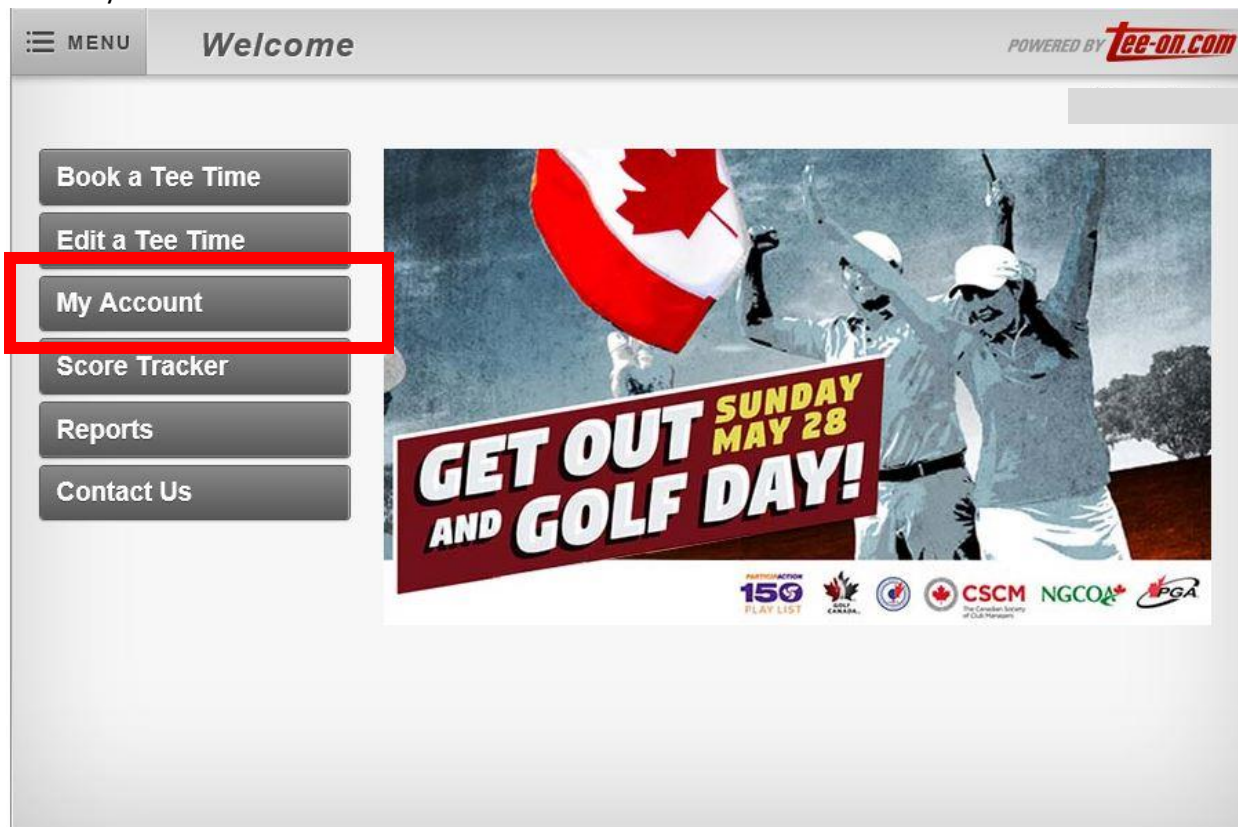
5. Click "Playing Partners"
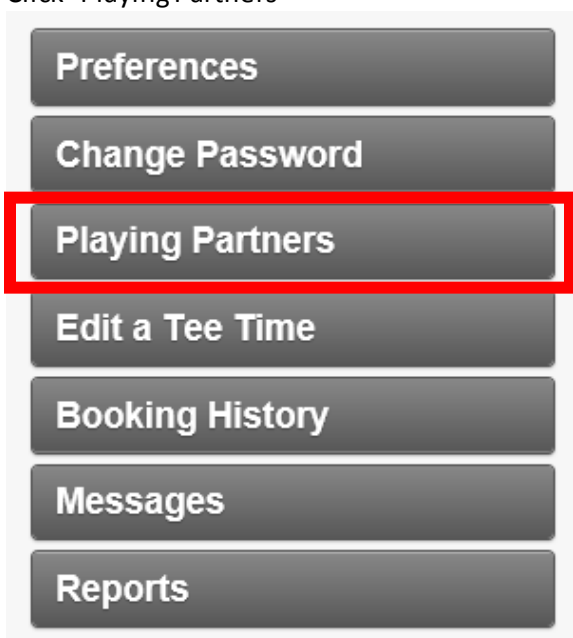
6. Type in the name of the member you are looking for in the "Search Member Name" box and then click the box that says "Search Club Members" (if you are unaware how to spell their name, just type in the first 3 letters of their last name and it will give you options when you click "Search Club Members")

The booking system allows course members who regularly play golf together to add playing partner favourites. This allows you to book tee-times on behalf of another golfer or group of golfers (i.e. twosomes, threesomes or foursomes).

Search Member Name   **Search Club Members**

7. A new window will open with member names, select the member you want to add to your playing partners by clicking the grey box beside their name.

CHOOSE CLUB MEMBERS x

Choose the club members you would like to have as your playing partners:

Name
Test Test
test test-register

Save   **Cancel**

8. Once you do this a blue check marked box will appear next to their name. Click "Save" at the bottom of the window. This will bring you back to the player selection page, the playing partner that you just added will now appear with the rest of your playing partners.

CHOOSE CLUB MEMBERS x

Choose the club members you would like to have as your playing partners:

Name
✓ Test Test
test test-register

Save   **Cancel**

Confirming a Booked Tee-Time on a Cell Phone

1. Go to www.tee-on.com
2. Click "Sign In"
3. Type in your: (no capitals)
   Username: hoks1052
   Password: golf
4. Click "Edit a Tee-Time"
5. The dates and times that you have booked (or been booked in to) will appear below with the names of the people you are booked with. Scroll down to view all of the dates and times.

Cancelling a Booked Tee-Time on a Cell Phone

1. Go to www.tee-on.com
2. Click "Sign In"
3. Type in your: (no capitals)
   Username: hoks1052
   Password: golf
4. Click "Edit a Tee-Time"
5. Select the tee-time you would like to cancel by clicking the grey box beside the date and time
6. A blue box with a check mark will now appear beside the tee-time you would like to cancel
7. Scroll down to the bottom of the page and select the red "Delete Tee Time" button
8. A message will pop up to inform you that "You are about to delete the booking at Huron Oaks… Click OK to delete the booking"
9. Click "OK" to delete it or "Cancel" to keep it

Adding a Player/Editing a Booked Tee-Time on a Cell Phone

1. Go to www.tee-on.com
2. Click "Sign In"
3. Type in your: (no capitals)
   Username: hoks1052
   Password: golf
4. Click "Edit a Tee-Time"
5. Select the tee-time you would like to edit by clicking the grey box beside the date and time
6. A blue box with a check mark will now appear beside the tee-time you would like to cancel
7. Scroll down to the bottom of the page and select the red "Edit Tee Time"
8. A message may pop up to inform you of something, please read this and then click the grey "OK" box
9. You can now edit how many holes you would like to play, how many players and if you are walking or riding (everything that is highlighted in blue is your selection)
10. Click the red "Book Time" button
11. You will be transferred to your booking confirmation page, from here you can either "Sign Out" from here or click the grey "Continue" button to return to the home screen

Booking Tee-Times Using a Cell Phone

22. Go to www.tee-on.com
23. Click "Sign In"
24. Type in your: (no capitals)
    Username: hoks1052
    Password: golf
25. Click "Book a Tee Time"
26. Click the "Date" button, go to the bottom of the screen and use your finger to scroll to the date that you would like.
27. When you have scrolled to the date you want, it will show up in black (not grey)
28. Click "Done" on the right side of the screen
29. Follow the steps above to select the "Time"
30. Select "18" or "9"
31. Select "4-1" Players
32. Scroll down and confirm that "Huron Oaks Golf Course" is selected (It will be highlighted in blue with a check mark to the left of the name)
33. Once you have entered all the information above, scroll down and click the red "Next" button
34. Tee On will select the closest time to the one you had selected and display them below (If you are already booked at another time on this day, there will be a box that says "Have Time" in blue with the time of your originally booked tee-time)
35. Click the red "Next" button under the time that you would like to select
36. It will display your "Current Selection" in a box at the top
37. It will now ask you if you would like to "Walk" or if you would like a "Cart"
38. Select either the "Walk" option or if you would like "1 Cart" or "2 Carts" (when you select the option you would like it will be highlighted in blue, while the other options will stay grey)
39. Click the red "Next" button
40. It will again display your "Current Selection" in a box at the top
41. Click in the boxes below to add the names of the people that you are playing with
42. If you have any "Playing Partners" they will be displayed when you click "Player 1,2,3, or 4"
43. Select a "Playing Partner" by clicking their name or click "Add Playing Partners" to add another member (this will bring you to a separate page. Click the box that says "Search Member Name" type in the name of the member you are looking for and then select the grey box "Search Club Members" (if you are unaware how to spell their name, just type in the first 3 letters of their last name and it will give you options when you click "Search Member Name") A new window will open with member names, select the member you want to add to your playing partners by clicking the grey box beside their name. Once you do this a blue check marked box will appear next to their name. Click "Save" at the bottom of the window. This will bring you back to the player selection page, the playing partner that you just added will now appear with the rest of your playing partners
44. A new page will pop up with the information about your reservation.
45. Confirm that all the information is correct
46. You can now select "Sign Out" or "Continue" (continue will bring you back to the home screen)