



# DESERT HIGHLANDS

## Make Your Tee Times Online!!

**ForeTees** is an online tee time reservation system that has been developed specifically for allowing members an alternative way to book tee times.

With ForeTees, you will be able to:

- **make a tee time online instantly** (no more waiting on the phone)
- **view the tee sheet** online at your convenience and make tee times 24 hours a day, 7 days a week from anywhere in the world with access to the Internet
- **receive email notification** of your tee time and of any subsequent changes to your tee time
- **register for golf events** online
- **view all your future tee times** with a click of the button
- **sign up for golf lessons** online

*You may still call to reserve a tee time or walk in and make a tee time. However you now have the option of making your tee time online from the comfort of you own home or office.*

If you have any questions, please give the Desert Highlands Golf Shop a call

**480.585.8521**



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## Make Your Tee Times Online!!

### Here's How:

1. Go to the Club's website at [www.deserthighlandsscottsdale.com](http://www.deserthighlandsscottsdale.com) and click on the "Member's Login" button in the top right corner.
2. Enter your "User Name" and "Password" then click on the "Login" button. This takes you to the Welcome Page. If you do not know your username and password, please contact Kelly at 480-419-3706 or [kkubsch@deserthighlandsscottsdale.com](mailto:kkubsch@deserthighlandsscottsdale.com).
3. Click on the topic "Golf" located on the left side of the page. Then click on the subtopic "Tee Times". This takes you to the "Tee Time System Announcement Page".

### Now you're in the tee book!!

#### **\*\*Important\*\***

**Confirm or enter your email address** in the "Settings" tab so that you will receive automatic email confirmations of your tee times as well as receive correspondence from the Golf Shop about upcoming events, course conditions, tournament results, and Golf Shop sales. (You may enter two email addresses if desired.)

**AOL users:** Log on to AOL then start Microsoft Internet Explorer and follow the instructions in "Here's How" (top of this page).

### To Make a Tee Time:

1. Go to the "Tee Times" tab and select "**Make, Change, or View Tee Times.**"
2. Left click the day you want to play. (Green dates are the days that are available to make a tee time).

The screenshot shows the "Member Tee Time Management" web application. At the top, there are logos for "Weather" and "ForeLees". The main navigation bar includes "Home | Help | Logout (Please logout when done)" and a menu with "Tee Times", "Lessons", "Events", "Search", "Email", "Partners", and "Settings". A central message box states: "To view a day's Tee Sheet, simply click on the date below. Note: Reservations are accepted 7 days in advance, indicated by the dates in green." Below this, it lists the days of the week with their respective start times: Sun 7:00 AM, Mon 7:00 AM, Tue 7:00 AM, Wed 7:00 AM, Thu 7:00 AM, Fri 7:00 AM, Sat 7:00 AM. It also notes that times are based on the server time and provides a "Refresh Time" link. The current date is Wednesday 7/12/2006 and the server time is 4:22:34 PM Pacific. A calendar for July 2006 is displayed, with dates 12 through 19 highlighted in green, indicating available tee times. A "Home" button is located at the bottom of the page.

- Left click on the time you want to play.

Instructions: To select a tee time, just click on the button containing the time (1st column). Special Events and Restrictions, if any, are colored (see legend below). To display a different day's tee sheet, select the date from the calendar above.

Date: Wednesday 1/4/2006

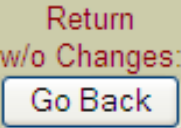
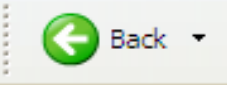
**Tee Sheet Legend**  
 F/B: F = Front Nine, B = Back Nine, O = Open (for cross-over), S = Shotgun Event  
 C/W: W/LK = Walk CRT = Cart (S = 9 holes)

Time	F/B	Player 1	C/W	Player 2	C/W	Player 3	C/W	Player 4	C/W	Player 5	C/W
7:00 AM	F										
7:10 AM	F										
7:20 AM	F										
7:30 AM	F										
7:40 AM	F										
7:50 AM	F										
8:00 AM	F										
8:10 AM	F										
8:20 AM	F										

## ForeTees Member Reservation

### \*\*Important\*\*

After clicking on the time you want to play, the system brings you to the “ForeTees Member Reservation” page where you can make, edit, or delete a tee time. Once you are to the “ForeTees Member Reservation” page, **never use your browser’s “Back” button to get back to the tee sheet!!** Use the “Go Back” button located left of the “Add or Remove Players” box. If you use the go back button on your browser it will take you out of the tee time and make it unavailable to other members or staff for 6 minutes.

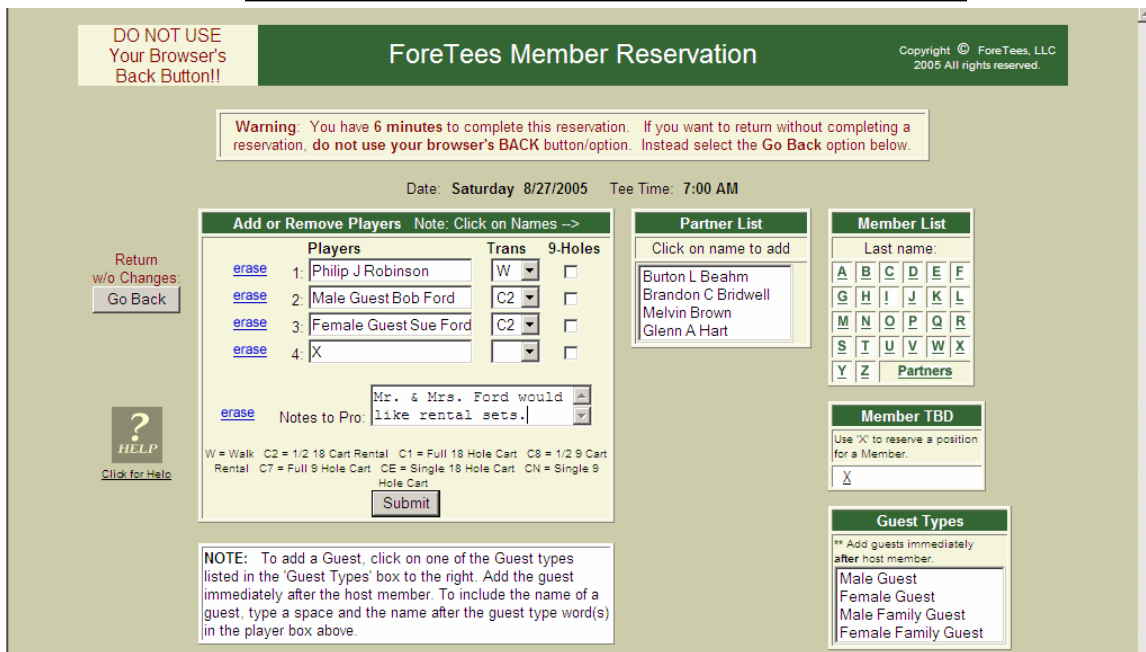
	<p>Use This Button</p>		<p>Do not use!!</p> <p>This is the Browser Back button.</p>
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### Making a New Tee Time (View the image on the next page for reference.)

- Add or Remove Players Box:** Notice that your name automatically appears in the first available spot for this tee time. Just to the right of your name is the “Trans” drop-down menu. Here you will select your mode of transportation for the round you are booking. The legend of acronyms for transportation options is found at the bottom of the “Add or Remove Players” box. If you know that you will be playing just nine-holes, select the “9 Holes” button that corresponds with your name as well as with any other players in your group who will also be playing nine holes. At the bottom of the “Add or Remove Players” box is a text box called “Notes to Pro.” Here you can enter a message to your golf professional staff regarding your tee time. This message is emailed to the golf shop and will enable them to provide you with the member or guest services that you have requested.
- Partner List:** Your “Partner List” can be created to include up to 25 other members with whom you play most regularly. Once this list is set up, it will allow you to expedite your tee time making process. Whenever you come into the “ForeTees Member Reservation” page, the people you play with most will be listed in the “Partner List” box. To add one or more of these persons to your tee time, you will left click on those names. To build a “Partner List,” go to the main navigation bar on the “Member Tee Time Reservation” page and select the “Partners” tab. Select those members from the “Member List” to create your “Partner List.”
- Member List:** If you want to play with someone not on your Partner List, go to the Member List. Every individual at your club who has playing privileges on your golf course will be located in this panel alphabetically by their last name. Once you have found the person you want to play with, simply left click on their name and that person will appear in the “Add or Remove Players” box. If you click on the wrong name, click on the “Erase” link that corresponds with the incorrect name in the “Add or Remove Player” box. Players’ names should not be typed into the “Add or Remove Players” box. These selections should be made by using point-and-click with your computer’s mouse.
- Guest Types and Adding Guests to Your Tee Time:** All of your club’s guest types are located in the “Guest Types” box. When making a tee time which will include guests, select the appropriate guest type from the “Guest Types” box. Enter your guest directly under your name in the “Add or Remove Players” box. If another member in your group will have a guest as well, enter this guest following that member’s name. If you are required to provide the guest’s name, left click to the right of the guest type you selected. Once you see the cursor, hit the space bar once and type in the guest’s name (see the example below).

5. **X:** Entering an “X” allows you to hold a spot in a tee time for a period of time so that you can find another member or members to join the group. The Xs will automatically be removed from the system a certain number of hours before the tee time if they are not replaced with a player’s name. This will allow other members to join the tee time. You can find “X” in the “Member TBD (to be determined)” box.
6. **Submitting Your Tee Time to the Tee Sheet:** Once you have created your tee time as you want it represented on the tee sheet, click the “Submit” button. **As soon as you hit the “Submit” button, an email is automatically sent to the other members in the tee time notifying them who made the tee time, the day and time, and who is in the tee time.** Again, it is very important to put your correct email address in the system so you can be notified of tee times and tee time changes (*automatic email confirmation will only be sent to those members with their email set up in the system*).

In this example, Phil Robinson is playing with two guests who are classified as Male & Female Guests. The fourth player slot was reserved with an “X” for a “Member to be Determined” later. A note was sent to the staff – see “Notes to Pro” box.



## Changing or Canceling an Existing Tee Time

**Removing a Person from a Tee Time:** Go to the “Tee Times” tab and select “**Make, Change, or View Tee Times.**” Select the day of the tee time you would like to change. Click on the time of your reservation. Once on the “ForeTees Member Reservation” page click on the “**erase**” button next to the name of the person who is to be removed from the tee time. Then click on the “**Submit Changes**” button. The system will automatically email everyone in the tee time, including the person you erased, telling them that **YOU** canceled this player from the tee time (*automatic email confirmation is only sent to those members with their email set up in the system*).

**Canceling an Entire Tee Time:** Go to the “Tee Times” tab and select “**Make, Change, or View Tee Times.**” Select the day of the tee time you would like to cancel. Click on the time of your reservation. Once on the “ForeTees Member Reservation” page click on the “**Cancel ENTIRE Tee Time**” button at the bottom of the box. Left clicking this button cancels **EVERYBODY** from this tee time. Again, everyone who was in the canceled tee time will receive an email notification that **YOU** canceled the entire tee time.

Press this link to erase a player from a tee time. Pressing this link will erase Burton Beahm from this tee time.

**Add or Remove Players** Note: Click on Names -->

	Players	Trans	9-Holes
<a href="#">erase</a>	1: Philip J Robinson	W	<input type="checkbox"/>
<a href="#">erase</a>	2: Burton L Beahm	W	<input type="checkbox"/>
<a href="#">erase</a>	3: Brandon C Bridwell	C2	<input type="checkbox"/>
<a href="#">erase</a>	4: Glenn A Hart	C2	<input type="checkbox"/>

[erase](#) Notes to Pro:

W = Walk C2 = 1/2 18 Cart Rental C1 = Full 18 Hole Cart C8 = 1/2 9 Cart Rental  
 C7 = Full 9 Hole Cart CE = Single 18 Hole Cart CN = Single 9 Hole Cart

[Cancel ENTIRE Tee Time](#) [Submit Changes](#)

If you would like to erase everybody from the time, then click on the "Cancel ENTIRE Tee Time" button.

**Signing up for Events**

You can access detailed information about your club's golf events as well as sign-up for those events online. Left click on the "Events" tab to view upcoming golf events.

Events Tab

**Member Tee Time Management**

Home | Logout | Help

[Tee Times](#) [Lessons](#) [Events](#) [Search](#) [Email](#) [Partners](#) [Settings](#)

Events you can sign-up for have a button highlighting them. To view the information page of the event, click on the event button.

**Upcoming Special Events**

To view the sign up sheet or to sign up for an event, click on the event name.  
 If unable to select the event, then it is not available for online sign up.

Event Name	Date/Time	Sign Up Starts	Sign Up Ends
<a href="#">Welcome Back Scramble</a>	5/14/2005 at 10:00 AM	1/1/2005 at 1:00 AM	5/10/2005 at 12:00 PM
Mens play day 1	6/9/2005 at 1:00 PM	5/31/2005 at 8:00 AM	6/7/2005 at 12:00 PM
<a href="#">Member Member Day 1</a>	6/11/2005 at 8:00 AM	1/1/2005 at 1:00 AM	6/9/2005 at 12:00 PM
June 12th Open Play Shotgun AM	6/12/2005 at 8:30 AM	6/3/2005 at 8:00 AM	6/11/2005 at 12:00 PM
Member Member Day 2	6/12/2005 at 1:30 PM	N/A	N/A
<a href="#">Ladies Day Social 1st</a>	6/14/2005 at 8:30 AM	1/1/2005 at 12:00 PM	6/12/2005 at 12:00 PM
<a href="#">Couples Twilite</a>	6/24/2005 at 4:30 PM	1/1/2005 at 12:00 PM	6/22/2005 at 12:00 PM
Mini Camp	6/30/2005 at 1:30 PM	6/21/2005 at 8:00 AM	6/28/2005 at 12:00 PM
Horse Race	7/4/2005 at 2:00 PM	6/1/2005 at 8:00 AM	7/2/2005 at 12:00 PM
<a href="#">Senior Club Championship</a>	7/9/2005 at 8:00 AM	1/1/2005 at 12:00 PM	7/7/2005 at 12:00 PM
Senior Club Championship D2	7/10/2005 at 8:00 AM	N/A	N/A

Once you've clicked on the event, the "Event Information Page" will appear. This page will provide you with all of the information you need about the event. If you are signing up for an individual event, click on "Sign Up." For team events, select the "New Team" button. Booking your entry is very similar to booking a tee time. If signing up other members, automatic email confirmations will be sent out to those individuals (automatic email confirmation will only be sent to those members with their email set up in the system).

## Event Information Page

Club Championship			
Date: 8/20/2005	Time: 8:00 AM	Type: Tee Times	
Front/Back: Both			
Format: Stroke Play			
Pairings by: ProShop	# of Teams: 88	Team Size: 1	Holes: 36
Guests per Member: 0	Cost per Guest:	Cost per Member: \$20	
Must Sign Up By: 10:00 AM on 8/18/2005			
Itinerary: Tees depend on the flight you are playing in.			
Because of the format selected for this event, you can only register yourself.			
To sign up for this event click here: <a href="#">Sign Up</a>			
There are currently 1 players registered for this event.			
Players currently registered for this event:			
<a href="#">Select</a>	<a href="#">Player 1</a>	<a href="#">CW</a>	<a href="#">Status</a>
Full	Patrick Georgia	CRT	Registered

Click here to sign up for this event.

### Your Play History

Go to the "Search" tab on the "Member Tee Time Management" page. You can view your past tee times by clicking on "This Calendar Year," "Past 12 Months," and "Since Inception." It will indicate the day, time, playing partners, and the mode of transportation used.

### Lessons

Go to the "Lessons" tab on the "Member Tee Time Reservation" page. Here you can "Schedule a Lesson," join a "Group Lesson," and "View Pro's Bio."

If you have any questions, please give the Desert Highlands Golf Shop a call  
**480.585.8521**