

Scheduling

How do I schedule a Tee Time Reservation?

- Enter the site using your email and password as usual.
- Select MEMBERS from the top menu bar.
- Select SCHEDULING/REGISTRATION to enter the scheduling system.
- Initially, you will be asked to enter your email. Enter your email and select the KEEP ME LOGGED IN option. Click LOG IN.
- The Tee Time Reservation system will be displayed on the left with a Special Event Calendar to the right. Note there are days that are highlighted in green. These are Wahine Play Days.
- Click the day you wish to schedule a tee time. NOTE: Open Dot = tee times / Solid Dot = Tee Times Full or Special Event.
- Click on the tee time you wish to schedule for.
- On the next screen select CREATE RESERVATION.
- Your name will automatically display. Click CREATE RESERVATION. A confirmation email will be sent to your email.
- To return to the calendar and create another reservation, click the small calendar icon at the bottom of the screen.
- Tee times may be reserved up to 7 days prior to the day of the round. If 6 days or less contact the Pro Shop with any changes.

How do I delete a Tee Time Reservation?

- Enter the site using your email and password as usual.
- Select MEMBERS from the top menu bar.
- Select SCHEDULING/REGISTRATION to enter the scheduling system.
- The Tee Time Reservation system will be displayed on the left with a Special Event Calendar to the right.
- Click YOUR RESERVATIONS at the bottom of the screen. All reservations you have made will be displayed.
- Select the reservation you wish to delete by clicking on your name.
- On the next screen click DELETE RESERVATION. A message will display at the top confirming the deletion.
- A confirmation email confirming your deletion will be sent to you.
- To return to the calendar and create another reservation, click the small calendar icon at the bottom of the screen or to select another reservation for deletion, click YOUR RESERVATIONS.

Why am I not seeing all of my tee time reservations under the YOUR RESERVATIONS button?

If someone else has scheduled tee times for you, those tee times will not display under YOUR RESERVATIONS but instead under theirs. This is due to the scheduling system looking at who created the reservation, not who it is for. All reservations made by you will be listed under that option.