

How to Book a Tee-Time With ForeTees

Here's How:

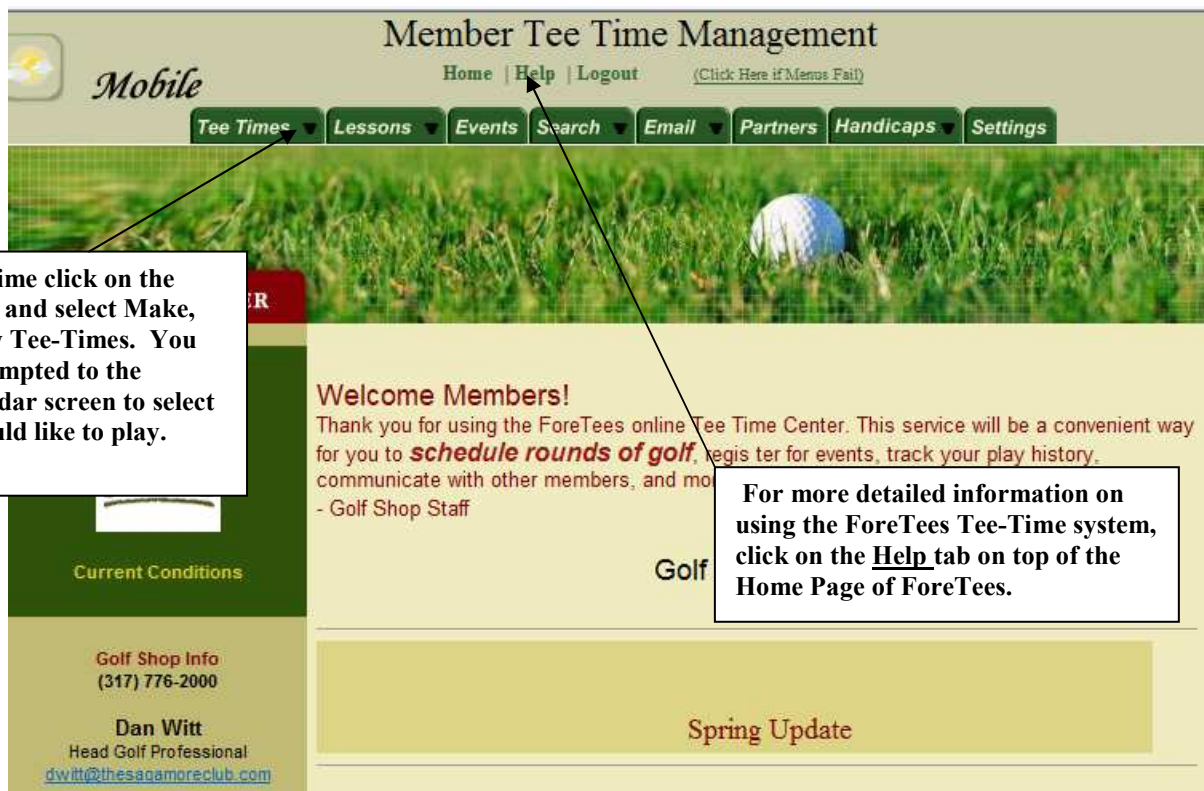
1. Go to the club's homepage at <http://www.thesagamoreclub.com/>
2. In the middle of the screen, you will notice a "Golf" tab – hover your mouse cursor over it.
3. A drop-down box will appear; ForeTees will be the choice that you need to highlight and click.
4. The Sagamore Club's ForeTees screen will then open up in another window.
5. **Login** – If you're the **Primary Member (usually male)**, then type in your member number. If you are the **Spouse**, then type in your member number, but add an "A" at the end of your member number...
I.e. Member number is 1746: Adult Male –1746; Adult Female– 1746A.
6. **Password** - Your password is your **last name**. If your last name is less than 4 characters, then keep adding a "1" (the number one) to the end of your last name until you get to four characters. If your last name is longer than ten characters, then truncate your last name at the tenth character.
7. Click on the "Login" golf ball to continue.
8. For more detailed information click on the **Help** tab on top of the Home Page of ForeTees.

****Important****

Go to the "Settings" tab to **confirm your email address**, so that you will receive automatic email confirmations of your tee times, as well as receive emails from the Golf Shop about upcoming events, course conditions, tournament results, etc. Also, be sure to **change your password** to ensure your login is secure. If email address is empty or invalid, type in your email address and click on "Submit" to save it to your profile settings.

Once logged into ForeTees the first screen that will appear is the **Announcement Page**. From here you now have access to all the features that ForeTees has to offer at your club. This page is managed by the golf staff and updated on a regular basis to provide you current information about club news, golf information, upcoming events, tournament results, course information, club contacts, etc.

Member's Announcement Page



To make a tee-time click on the Tee-Times Tab, and select Make, Change or View Tee-Times. You then will be prompted to the ForeTees Calendar screen to select the day you would like to play.

For more detailed information on using the ForeTees Tee-Time system, click on the **Help** tab on top of the Home Page of ForeTees.

Instructions for making a tee-time on-line at your club.

To Make a Tee Time:

- Go to the “Tee Times” tab and select “Make, Change, or View Tee Times.”
- Left click the day you want to play.

Member’s Tee-Time Calendar

Member Tee Time Management
Home | Help | Logout (Click Here if Menus Fail)

Tee Times ▾ Lessons ▾ Events Search ▾ Email ▾ Partners Handicaps ▾ Settings

To view a day's Tee Sheet, click on the date below.

Note: You are allowed to view tee sheets for the next 14 days, however you can only make normal tee times on dates established by the golf shop (in green). Any other colors represent days that some specific tee time requests are allowed.

Each day of the week has its own 'days in advance' and 'time of day' values to determine when they become available. They are:
Sun 14, 8:00 AM Mon 14, 8:00 AM Tue 14, 8:00 AM Wed 14, 8:00 AM Thu 14, 8:00 AM Fri 14, 8:00 AM Sat 14, 8:00 AM
 The times are based on the ForeTees Server Time shown in the clock displayed below.

Today's date is: **Tuesday 2/9/2010** The Server Time is: **11:24:58 AM** ([How is this clock used?](#))

[Refresh Calendar](#)

February 2010

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

March 2010

S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

[Home](#)

Green dates are the days that are available to make a tee time.

Please refer to the server time for the time of day that your tee-sheet opens up for booking. Click the refresh button to update the “Days in green” on the calendar.

- For Individual tee time, click on the time you want to play.
- **Note:** At least one member’s name must be part of each tee time, and you can’t have the same member’s name more than once.

Date: **Sunday 2/14/2010**

Tee Sheet Legend

F/B: F = Front Nine, B = Back Nine, O = Open (for cross-overs), S = Shotgun Event
 C/W: C = Golf Cart W = Walking PC = Pull Cart ACI = Annual Cart Individ ACF = Annual Cart Family (9 = 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
6:30 AM	F										
6:39 AM	F										
6:48 AM	F										
6:57 AM	F										
7:06 AM	F										
7:15 AM	F										
7:24 AM	F										

For Individual Tee-Time, Select and click on that time.

Now you're in a tee time!!

**DO NOT USE
Your Browser's
Back Button!!**

ForeTees

Let the staff know how you wish to get around the course: Golf Cart, Private Cart or Walk.

Member Database- All members are located here alphabetically. Find the person(s) that you want to play with and just click on their name.

Note Use the Return w/o changes button to **Go Back** to view the main tee-sheet screen. **Do not use your browser back button!**

Warning: You have 6 minutes to complete reservation, do not use your browser's back button option. Instead select the

Date: Friday 9/26/2008 Tee Time: 10:00 AM

User=brock, orig_by=, player1=Brock Weiss

Return w/o Changes:
Go Back

Add or Remove Players Note: Click on Names ->			
	Players	Trans	Holes
erase	1: Brock Weiss	WK	<input type="checkbox"/>
erase	2: TC Guest Brent Everson	WK	<input type="checkbox"/>
erase	3: Jim Davison	CRT	<input type="checkbox"/>
erase	4: X	CRT	<input type="checkbox"/>

Notes to Pro: My guest would like a day locker please

CRT = Cart WK = Walk CD = Caddy SC = Speed Cart CFC = Cart w/Forecaddie

Partner List
Click on name to add
Jim Davison
Jeff Ulvedal
Brett Upper
Jock Olson
John Pavlick
Bob Parise
Ben Haubach
Bill Kuikman
Mike Scully
Brett Telford
Brandon Turner
Mark Rammer
Terry O'Loughlin
Doug Westcott
Donn Wiski
Stoney Brown
Larry Marx
Kirk Matchey
Mark McDonough
David Reinhart

Member List					
A	B	C	D	E	F
G	H	I	J	K	L
M	N	O	P	Q	R
S	T	U	V	W	X
Y	Z	Partners			

Member TBD
Use 'X' to reserve a position for a Member.
<input type="checkbox"/>

Guest Types
** Add guests immediately after host member.
TC Guest
TC Family Guest
X
5 Blocker

NOTE: To add a Guest, click on one of the Guest types listed in the 'Guest Types' box to the right. Add the guest immediately after the host member. To include the name of a guest, type a space and the name after the guest type word(s) in the player box above.

Send a note to the golf staff.

Any changes to a tee time must be followed by hitting submit. Clicking submit saves the changes to the tee sheet.

Click the Guest Type to indicate a guest or click on "X" for a player to be named later.

Players in this tee time. Whenever you access a tee time, your name will automatically appear in one of the player slots. Choose the player's mode of transportation.

Type in your guest's name following the guest type. If requested by your club.

Check the 9- Hole box if playing nine holes in that time.

Place an X for a Member TBD to round out your group.

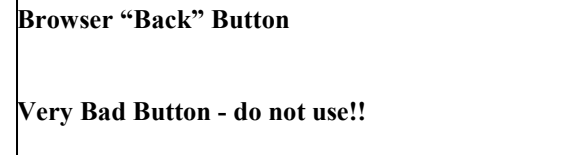
Note: Any member listed in this tee-time has access to change, edit, or cancel this tee-time at any point.

If the entire time is not filled in with a player or an X in a player position another member can also access this time and add themselves to your group.

Tee-Time confirmations will be sent via email to all members who have an email address listed in the clubs ForeTees database.

ForeTees Reservation Detailed Features Information **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 in “ForeTees Member Reservation” page, **never use your browser’s “Back” button to get back to the tee sheet!! Use the “Go back” button located just to the left of the “Add or Remove Players” box.**



Making a New Tee Time Reservation. (See Screen shot on the Previous Page)

Add or Remove Players Box:

- Notice that your name automatically appears in the first available spot for this tee time.
- To the right of your name is the “Trans” drop-down menu. Here you will select your mode of transportation for the round.
- If you know that you will be playing just nine-holes, select the “9 Holes” button 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 reservation 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 for them to review.

Partner List:

- To build a “Partner List, from the “Member Tee Time Reservation” page select the “Partners” tab. Select those members from the “Member List” to create your “Partner List. It may consist of as many other members as you like for each activity list. You can sort it either numerically or alphabetically.
- Once this list is set up when you enter 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 and then press the submit button.

Member List:

- Every individual at your club who has golf privileges at the club will be found in this panel alphabetically by their last name.
- Once you have located the person you want to play with, simply left click on their name and that person will appear in the tee-time reservation.
- If you click on the wrong name, click on the “Erase button to the left of the incorrect name in to remove that player.
- Players’ names **should not be typed** into the “tee-time reservation.
- Selections should be made by using point-and-click with your computer’s mouse from the partners list or the member list to ensure accuracy of the members listed in the tee-time.

Guest Types and Inserting 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 guest type from the “Guest Types” box.
- Enter your guest directly under your name in the tee-time reservation.
- 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, key the space bar once and type in the guest’s name.

Member TBD – X:

- Entering an “X” allows you to hold a spot in a tee time, so that you can find other members to join your group.
- If configured by the golf shop the Xs maybe 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” box.

Changing or Canceling an Existing Tee Time (Refer to the example below)

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.
- Click on the time of your reservation.
- 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 if they have an email address in the system, including the person you erased, telling them that **YOU** removed this player from the tee time.
- If you wish to **cancel** the tee-time click on **Cancel Entire Tee-Time button** at the bottom of the reservation and all players will be removed and the tee-time will be released back to the tee-sheet.

Press this link to erase a player from a tee time. Pressing this link will erase Jock Olson from this tee time.

Add or Remove Players Note: Click on Names -->			
	Players	Trans	9-Holes
erase	1: Brock Weiss	WK ▾	<input type="checkbox"/>
erase	2: TC Guest Brent Everson	WK ▾	<input type="checkbox"/>
erase	3: Jim Davison	CRT ▾	<input type="checkbox"/>
erase	4: Jock Olson	CRT ▾	<input type="checkbox"/>

Notes to Pro: Please have locker attendant assign a

CRT = Cart WK = Walk CD = Caddy SC = Speed Cart CFC = Cart w/Forecaddie

Cancel ENTIRE Tee Time Submit Changes

If you would like to remove all players from the time, then click on the button “Cancel ENTIRE Tee Time”

If you erase a player from your time click this button, or make a change to the tee-time use this button to save the changes to the tee-sheet.

Additional Member Features

Signing up for Events

Left click on the “Events” tab to view upcoming golf events. Signing up is very similar to booking a tee-time.

Events Tab

Member Tee Time Management
Home | Logout | Help

Tee Times ▾ Lessons ▾ Events Search ▾ Email ▾ Partners Settings

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.

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

Event Name	Date/Time	Sign Up Starts	Sign Up Ends
Welcome Back Scramble	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
Member Member Day 1	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
Ladies Day Social 1st	6/14/2005 at 8:30 AM	1/1/2005 at 12:00 PM	6/12/2005 at 12:00 PM
Couples Twilite	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
Senior Club Championship	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

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: [Sign Up](#)

Click here to sign up for this event.

There are currently 1 players registered for this event.
Players currently registered for this event:

Select	Player 1	CW	Status
Full	Patrick Georgia	CRT	Registered

Warning: You have 6 minutes to complete this event registration. If you want to return without changes, do not use your browser's BACK button/option. Instead select the Go Back option below.

Event: **Couples Club Championship Rd 1** Date: 9/27/2008 Time: 8:00 AM Course: **Meadow**

HELP

Return w/o Changes:
Go Back

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

Players	Trans
erase 1: Todd Weber	GC
erase 2: Sue Weber	GC

Notes to Pro:

[erase](#) Would prefer a early start time for first round.

GC = Golf Cart WK = Walk CD = Caddie FB = Four Bagger WC9 = Walk Nine Cart Nine

Cancel Entry **Submit**

Name List

Click on name to add

- Walton, Amy
- Walton, Ashley
- Walton, Hannah
- Walton, Parker
- Walzer, Cynthia
- Walzer, Jacob
- Walzer, Mitchell
- Walzer, Suzanne
- Ward, Bruce
- Ward, Michelle
- Watkins, Barbara
- Watkins, Greg
- Watters, Russell
- Watters, Susan
- Weber, Erin
- Weber, Garrett
- Weber, Sherri
- Weber, Sue
- Weber, Todd

Member List

A	B	C	D	E	F
G	H	I	J	K	L
M	N	O	P	Q	R
S	T	U	V	W	X
Y	Z	Partners			

Guest Types

** Add guests immediately after host member.

- Guest
- Immediate Family
- Junior
- Family Junior
- Token

Note: If adding a guest, click on the proper guest indicator, then click in the player position immediately after the guest indicator and enter a space followed by the name of the guest and his/her club name.

Click "Submit" to sign up for this event, or select the Cancel Entry button to remove yourself from this event.

You can select your players for your team by using the Name List or Member List. Guest Types and Member TBD are only an option if allowed by the golf staff for the event.
Note: player spots for sign up will be determined by format and team size allowed by the golf staff for each individual event.

My Tee Times Calendar/Tee Times List

- Go to the Tee-Time tab and select "My Tee-Times/Calendar"
- This will allow you to view scheduled Tee-Times and Events up to 90 day out.
- Note the Color Chart on the top of the page.
- You have access to your times and events by clicking on the color coded name.
- Click on "My Tee-Time List to view all current tee-times and events you are signed up to play in.
- You can access your time by clicking on any of your tee-times or events you're in.

Search Your Past Play History

- Go to the "Search" tab on the member's home page.
- Click on search mode of your choice to find your play history date, time, partners, etc.
- Click on other members tee-times to find out when another member has a tee-time booked at the club.

Partners Tab

- Create your partners list of up to 25 other members you golf with by selecting their name and adding it to your partners list.

Email Feature

- Email other members by utilizing the email feature located inside of the ForeTees tee-time system. You can contact any other member without exiting ForeTees that has an email listed in the system.

- Build an email distribution list of your partners to communicate with them any information you would like through ForeTees email feature.

Weather Icon

- Use the feature to get a local forecast for the weather in your area provided by Accuweather.
- Tab is located in the upper left of the member's announcement page.
- Click on it to open up the feature and view the local forecast.

If you have any questions, please contact your golf for further assistance.

(317) 776-2000