Medicine Hat Golf & Country Club
On-Line Booking Procedure

To book a tee time or enter a ballot, please use the following steps:

1) Go to our website
   - www.medicinehatgolf.com

   Enter your membership number and password in the top-right corner of the page

   PLEASE TAKE NOTE: Your current default password is mh12

2) Click on Login
   - If you are successful, you will be directed to the members-only section

   Note:
   - The system can send an automated reminder just in case you have forgotten your membership number or password **only** if we have your email address in the system.
   - After an unsuccessful login attempt you can click on the "Forgot My Password" option that will appear on screen. Follow the instructions on the subsequent screen. Your password will then be sent to the email address we have on file.
     - If you are still not sure what your membership number and password are please call our office at 403.529.6930 ext # 2 or #3

   After a successful login, two new menu options will appear at the top of the screen (below the logo). The first option is marked "Members Features". As your mouse hovers over this menu options, the following "member-specific" functions will appear:

   a) Update your personal information
   Note: This is where you <u>should</u> change your password. We encourage you to do so.
   b) View or Print the Membership Roster
   c) Review your clubhouse account statements (will be available in mid June)
   d) Review recent news, articles and publications posted by the club
   e) Participate in online surveys (when available)
   f) Review assorted other news, features and information for members

The second new option that will appear is the "Tee Times" option. From this option you may:

a) Book tee times
b) Enter advance ballots for a single tee time or a player group
c) Create one or more new player groups (groups of frequent playing partners) and/or manage existing player group information

When you are signed in as a member, certain other functions are available to you within the normal, "public access" features on our website.

3) Events Calendar (this is very important)
   - View all upcoming events including our club Tournaments
   - You can enter club functions by clicking on each event. This includes submitting entries for club tournaments and golf events such as Men's nights. You can also use the events calendar to make reservations for clubhouse events such as the Mother's Day brunch/dinner, etc.

4) News & Publications
   When signed in as a member, numerous additional categories become available to you that are not available to the general public. This is where you will find:
   - Bylaws
   - Rules & regulations
   - Tee to Green issues
   - Board minutes

Instructions on How to Book a tee time

1) Click on Tee Times menu option (top main menu)
   - A calendar displaying the current month calendar will appear.
   - Any days that are available for online bookings will read "Member Booking available"
   - Weekday tee times can be booked up to 5 days in advance, beginning at 8:00 AM daily. For example, beginning Sunday morning at 8:00 A.M. you can begin booking any available tee times for the upcoming Friday.
   - Thursday morning at 8:00am is the "opening time" for the upcoming weekend tee time bookings.
   - Advance ballots will be populated at 6 PM the previous day in all cases. Weekend advance ballots are populated Wednesday night.

2) Click on link that reads "Member Bookings Available" for the day you wish to book a tee time
   - the tee sheet will appear
   - you will see the full list of tee times then the number of openings available (0-4)
   - If there is an opening it will read "Book this time." If this is a time you want click on "Book this time".
   - A screen will appear with your name on it. If there are other openings at this time the box will say select player. If you are booking only for yourself, simply click on the submit button.
   - If you wish to book someone with you during this time, use the **"…select player"** drop-down list and choose their name from this list
   - Scroll down until you find the name of member you will play with and click on their name. You will notice that you can also book guests .
   - If a member name is not in the look up list, it means he/she has already booked a tee time.

   Note: you can only book one tee time every four and 1/2 hours.

   - When you click on the submit button you will see the tee sheet with your tee time. You will notice the words **remove player.**
   - The "Remove Player" option will always show for each member. It will also show if that member was responsible for booking another player.
   - Important: If you cannot show up for your tee time you must go the web site and remove yourself.
   - Failure to cancel your tee time with sufficient advance notice may result in reduced booking privileges in the future.
   - If you were responsible for booking another player, and that player cannot show, you are responsible for removing them.
   - If you want to book more times click on return to calendar or next day.
   - When you are done just exit or sign off.

Procedure to submit a booking slip ballot

   - Hover your mouse over the "Tee Times" menu option, then select "Advance Ballots"
   - If you are a member of a player group, choose whether you wish to enter a player group booking slip, or individual booking slip.
   - Select the appropriate date range. The range of dates available for advance ballots will change depending on time of day and/or day of week.
   - The relevant dates for the range selected will be appear on screen.
   - When you select your date range for a new ballot, you will be asked to enter you preferred tee off times.

- You must select three different choices, in your preferred order (except where member shotguns exist – this will be obvious when you see it!)
- Do this for each day you want to play.
- Click on submit when all dates/times have been selected.
- You will then be asked to add more players for any/all booking slips.
- Click on this if you want to add players.
- Select your playing partners then click on submit.
- When you are done click on <u>click here when finished</u>
- A section at the bottom of the screen will show any existing individual or player group ballots. If you or someone in your group has already submitted a ballot for a given day, you will see an option marked "**View Details".** Click on this to review the ballot details.

Also:

When you pick up your bag tags on opening day, in your envelope that contains your membership tags you will find a member card with a blank space for your password.

As we mentioned we had set a generic password, which is **mh12,** which will get you into your profile.

Once you are in your profile, change your password, and then record on your member card for your future reference.

Also, you should verify the following information is correct and go ahead make any changes that may be incorrect.
1. Add your birthdate, so when future tournaments that are geared for specific ages, these tournaments will automatically be sent to your age group. (your option)
2. Check whether you want all your information to be private or not.
3. Add a photo, if you want.
4. Add any extra phone numbers if you wish.

If you have any questions, please contact us at your convenience.

MHG&CC