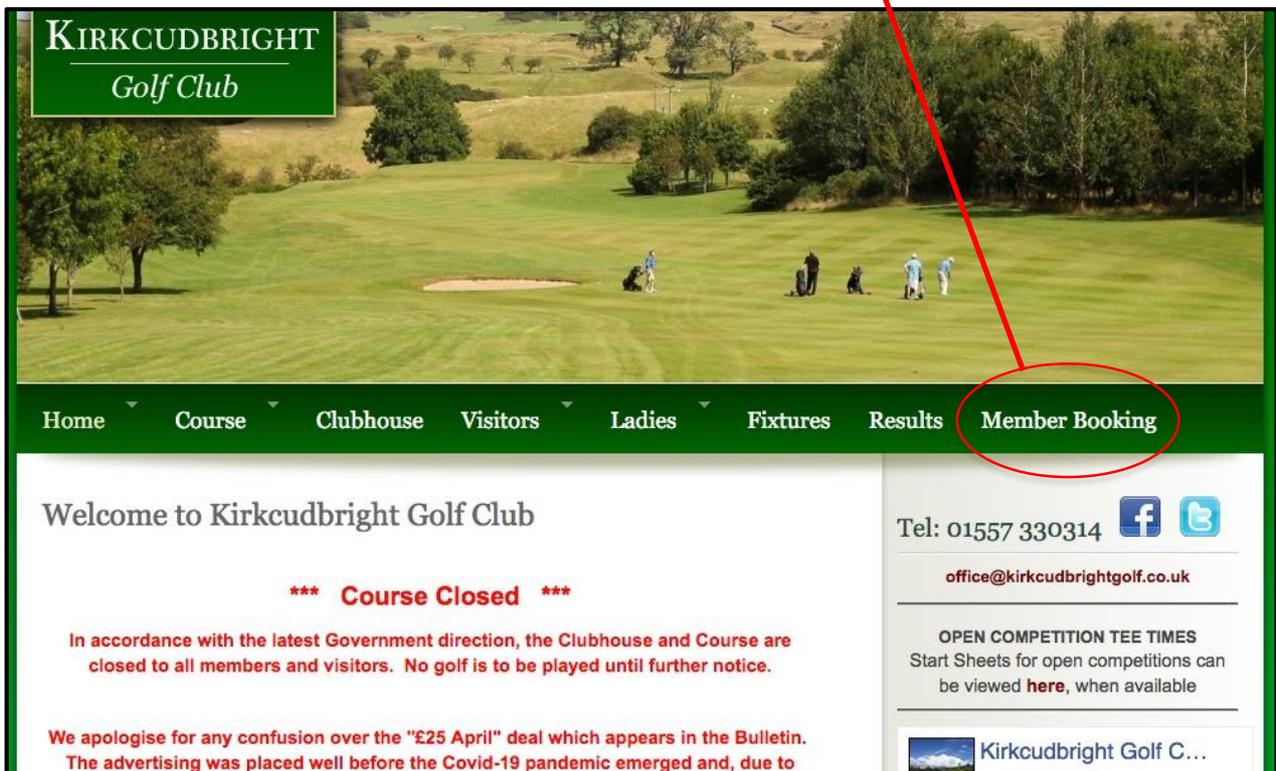
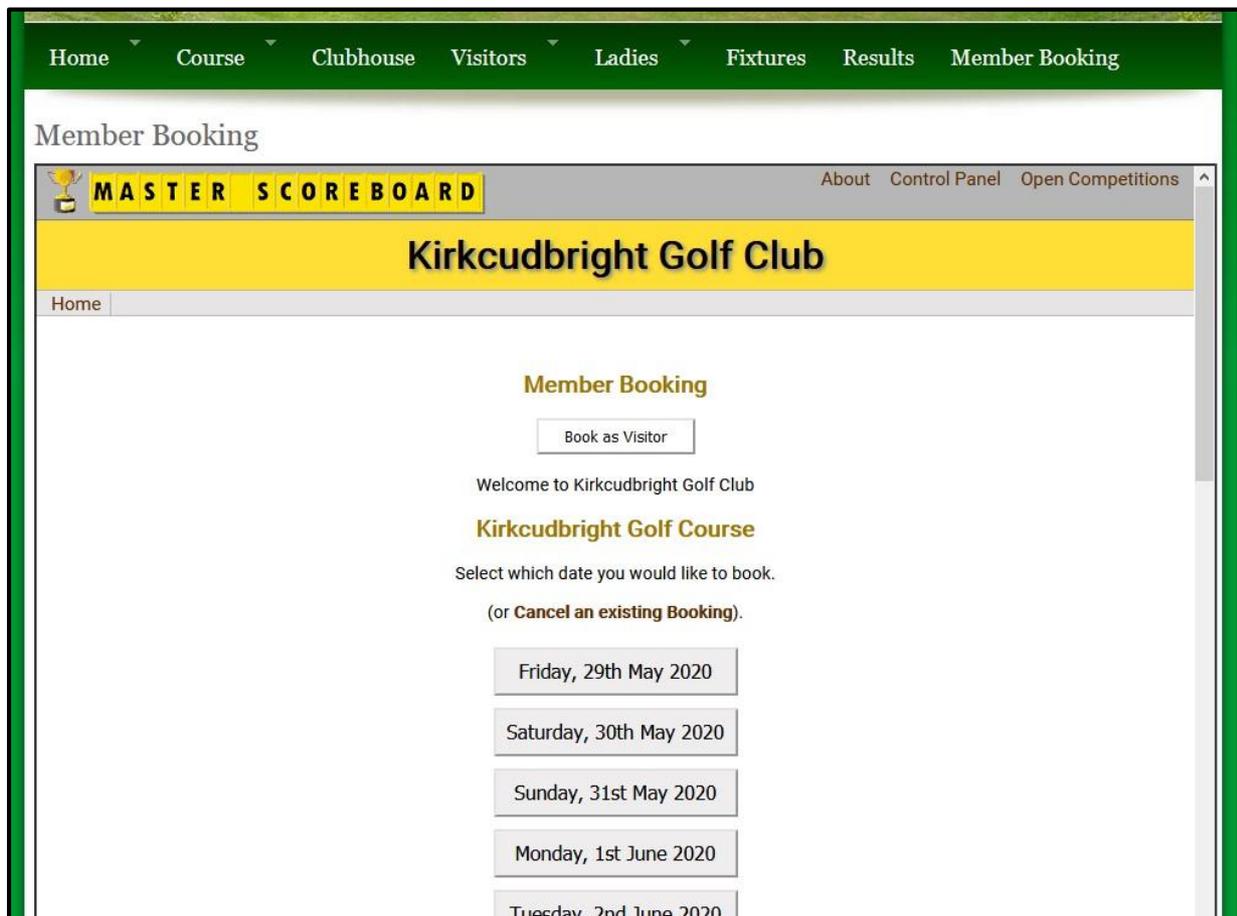


KGC - MAKING A TEE BOOKING

1. Go to the Club website (www.kirkcudbrightgolf.co.uk) and click on the "Member Booking" tab.



2. In this area you have the option to choose the day you want to play. Currently, you will not be able to access more than 7 days in advance even if those future dates are listed. Choose the day you want to play and click on that button. Do not click on the "Book as Visitor" button.



3. This will take you through to the available tee times for that day. Any missing times will already be booked, either by individuals or as block bookings for sections. You can look at the booking sheet by clicking the "view the Bookings received" link here. Otherwise, simply click on a tee time.

The screenshot shows the 'Kirkcudbright Golf Club' booking interface. At the top, there is a navigation menu with 'Home', 'Course', 'Clubhouse', 'Visitors', 'Ladies', 'Fixtures', 'Results', and 'Member Booking'. Below this is a 'Results' section with a 'MASTER SCOREBOARD' and links for 'About', 'Control Panel', and 'Open Competitions'. The main heading is 'Kirkcudbright Golf Club'. A progress bar shows six steps: '1 Select Booking', '2 Agree Terms', '3 Personal Details', '4 Check Details', '5 Pay', and '6 Finish'. The current step is '1 Select Booking'. Below the progress bar, it says 'Kirkcudbright Golf Course' and 'Tuesday, 19th May 2020'. There is a 'Change Date' button and the text 'Which time would you like to book?'. A link 'You may view the Bookings received.' is present. The price is listed as 'Members £0.00'. A grid of tee times is displayed, ranging from 6:00 AM to 7:30 PM. A red arrow points to the '1 Select Booking' button in the progress bar.

4. You will now be asked to log on. First, click in the "- Select Your Name" box.

The screenshot shows the 'Restricted Access' login page. At the top, there is a navigation menu with 'Home', 'Course', 'Clubhouse', 'Visitors', 'Ladies', 'Fixtures', 'Results', and 'Member Booking'. Below this is a 'Results' section with a 'MASTER SCOREBOARD' and links for 'About', 'Control Panel', and 'Open Competitions'. The main heading is 'Kirkcudbright Golf Club'. The page title is 'Restricted Access' and it says 'Password Required'. The text reads: 'This web page has been Password protected by Kirkcudbright Golf Club. If you do not know your Password, contact your Kirkcudbright Golf Club official who can reset it. Please select your Name from the list below and enter your password.' There is a 'Username (Tip: Type letter(s) of name to jump within list.)' field with a dropdown menu showing '- Select Your Name'. Below this is a 'Password' field, a 'Remember Me' checkbox, and a 'Log in' button. A red circle highlights the '- Select Your Name' dropdown menu. At the bottom, it says '* Using 'Remember Me' requires a cookie to be set.'

A list of Club members will appear. Type the first few letters of your name to move to that point in the list then scroll up/down to get to the right name. If you have a scroll wheel on your mouse this will work, or you can use the up/down arrows on your keyboard. If your name does not appear please contact the Club Office.

5. Click on your name. Make sure it is your name in the Username box and then click on the password box. For the first log on you need to enter the **default password**, which is "kbtgolf" (all lowercase). Then click on the "Log In" button at the bottom.

6. For first log on, you will be asked to create your own password. You can use whatever you want, enter it in the first and second (confirmation) password boxes then click on the "Set Password" button. The password you select will be required for future log on so make sure you can remember it or have a note of it.

7. Once you have selected a time and logged on you will be asked to complete the rest of the booking information on this page. At the moment, the normal maximum number playing is 2, unless a larger group is formed of players from no more than 2 households; you can select either 1 or 2 playing here.

Home Course Clubhouse Visitors Ladies Fixtures Member Booking

Member Booking

MASTER SCOREBOARD About Control Panel Open Competitions

Kirkcudbright Golf Club

Home Mobile Site

Your Progress: 1 Select Booking 2 Agree Terms 3 Personal Details 4 Check Details 5 Pay 6 Finish

Enter Details

Number of players to book: 2

Player 1

Name: Richardson, Steve

Player 2

Partner:* Select Your Partner

Question

Do you need a buggy or have extra players to list?:

* Required field

Continue

Return to Bookings

The tee booking will automatically list you as Player 1; if you select 2 players you can then select Player 2 from the list of Club members. If you are **not** playing with a member of the Club (for example, someone from your household who is not a member) then they will not be listed, so leave the number of players as 1 (you) and add their name in the "Do you need a buggy or have extra players to list?" box. Similarly, if you have a total of more than 2 players from 2 households, add any extra names in the same box. For example, if you don't require a buggy, type in "No, third player is Joe Bloggs". When complete click on the "Continue" button.

8. You are now on the confirmation of booking details page. Check all the details are correct and then click on the "Book Now" button. Your booking will be added to the Booking Sheet for that day/time and to the Club's tee booking system.

Home Course Clubhouse Visitors Ladies Fixtures Results Member Booking

Results

MASTER SCOREBOARD About Control Panel Open Competitions

Kirkcudbright Golf Club

Home Mobile Site

Your Progress: 1 Select Booking 2 Agree Terms 3 Personal Details 4 Check Details 5 Pay 6 Finish

Summary of your Booking

Summary

Date: **Wednesday 20 May 2020**
Time: **08:00**
Number of Players: 1
Fee: **£0.00**

Your Details

Your Name: Richardson, Steve
[Change Player Details](#)

Book Now

Important: Your booking will only be accepted once your progress reaches 'Finish'.

[Cancel and return to Bookings](#)

9. If subsequently you cannot play or need to make other changes, you can cancel a booking from the first page of booking (the select day page) here.

Home Course Clubhouse Visitors Ladies Fixtures Results Member Booking

Member Booking

MASTER SCOREBOARD About Control Panel Open Competitions

Kirkcudbright Golf Club

Home

Member Booking

[Book as Visitor](#)

Welcome to Kirkcudbright Golf Club

Kirkcudbright Golf Course

Select which date you would like to book.
(or Cancel an existing Booking).

[Friday, 29th May 2020](#)

[Saturday, 30th May 2020](#)

[Sunday, 31st May 2020](#)

[Monday, 1st June 2020](#)

[Tuesday, 2nd June 2020](#)

You can amend a booking (such as adding or changing your playing partner) by simply cancelling the existing booking and then immediately rebooking the same tee time but with the amended details.

If you have any difficulties with a booking or forget your password, please contact the Office for assistance.

(01557) 330314 office@kirkcudbrightgolf.co.uk

Enjoy your round!