

## How to Book a Tee-Time With ForeTees

### To Get Started:

1. Go to the Club's ForeTees website at <http://web.foretees.com/chambersburgcountryclub>
2. **Login** – **Primary** members login with their member number. **Spouse** members login with their member number followed by the letter "A."
3. **Password** – Your password is your last name. If your last name is less than 4 characters, then add a "1" to the end of your last name.
4. **Click on the "Login" golf ball to continue.**

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

Go to the "**Settings**" tab to **confirm your email address and update your password**. Email will be used for weather delays notices, tee time/event confirmations, event updates, etc. Please be sure to update your email address; you can have up to 2 email addresses in your settings. Also be sure to change your password so that your login is secure.

## Instructions for making a tee-time

### 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 Tee Time Management**

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[Make, Change or View Tee Times](#)  
[Today's Tee Sheet](#)  
[My Tee Times / List](#)  
[View Tee sheets, make or change a tee time.](#)

Note: You are allowed to make tee times up to 30 days in advance, however you can only make normal tee times on dates established in your settings. 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 7, 7:00 AM Mon 30, 7:00 AM Tue 30, 7:00 AM Wed 30, 7:00 AM Thu 30, 7:00 AM Fri 7, 7:00 AM Sat 7, 7:00 AM  
 The times are based on the ForeTees Server Time shown in the clock displayed below.

Today's date is: **Monday 3/8/2010**      The Server Time is: **6:12:12 PM**      [\(How is this clock used?\)](#)

[Refresh Calendars](#)

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

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

April 2010						
S	M	T	W	T	F	S
28	29	30	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	29	30	1

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- To book a 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: Friday 3/27/2009

**Tee Sheet Legend**  
 F/B: F = Front Nine, B = Back Nine, O = Open (for cross-overs), S = Shotgun Event  
 C/W: GC = Golf Cart TF = Private Cart PC = Push Cart WLK = Walk (9 = 9 holes)

Time	#	F/B	Player 1	C/W	Player 2	C/W	Player 3	C/W	Player 4	C/W
9:03 AM	1	F								
9:12 AM	2	F								
9:21 AM	1	F								
9:30 AM	1	F								
9:39 AM	1	F								

For an individual tee-time, click on the time you want to play.

For Consecutive times, click on the number of times you want to book to the right of the first tee time you would like to play.

**Now you're in a tee time!!**

DO NOT USE Your Browser's Back Button!!

ForeTees

Warning: You have 6 minutes to complete your reservation, do not use your browser's BACK button. Instead select the reservation you wish to edit.

Date: Friday 9/26/2008 Tee Time: 10:00 AM  
 User=brock, orig\_by=, player1=Brock Weiss

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

Players	Trans	9-Holes
<a href="#">erase</a> 1: Brock Weiss	WK	<input type="checkbox"/>
<a href="#">erase</a> 2: TC Guest Brent Everson	WK	<input type="checkbox"/>
<a href="#">erase</a> 3: Jim Davison	CRT	<input type="checkbox"/>
<a href="#">erase</a> 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.

X

**Guest Types**

\*\* Add guests immediately after host member.

- TC Guest
- TC Family Guest
- X
- 5 Blocker
- Event Guest

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!**

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.

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, as requested by your club.

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

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 in each 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.

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.

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

- 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.

Click on “erase” to erase a player from a tee time.

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

[erase](#) 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 or make a change to the tee-time, use this button to save the changes to the tee sheet.

## Helpful Hints

### Partner List:

- To speed up your tee time bookings, go to the “**Partners**” tab. Select members from the “Member List” by typing the first few letters of their last name and then clicking on their name. Once the list is created, it will always default to this list when booking a tee time.

### 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.

## 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

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

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**Upcoming Special Events**

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

Event Name	Gender	Date/Time	Sign Up Starts	Sign Up Ends
Superintendents Revenge	Mixed	3/27/2010 at 10:00 AM	2/26/2010 at 1:00 AM	3/27/2010 at 1:00 AM
2010 Opening Day	Mixed	4/3/2010 at 10:00 AM	3/3/2010 at 7:00 AM	4/3/2010 at 1:00 AM
Saturday Mens Open	Mens	4/10/2010 at 10:00 AM	2/27/2010 at 1:00 AM	4/10/2010 at 5:00 AM
April Ladies Scramble	Womens	4/10/2010 at 11:00 AM	2/27/2010 at 1:00 AM	4/10/2010 at 5:00 AM

Events that are available for online sign up will be highlighted. Click on the "Event Name" to view the information or to sign up.

**Event Information Page**

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**2010 Opening Day**

**Date:** 4/3/2010    **Time:** 10:00 AM    **Type:** Shotgun

**Front/Back:** Both

**Format:** Captain's Choice (Scramble)    **Gender:** Mixed

**Teams Selected By:** ProShop    **# of Teams:** 120    **Team Size:** 1

**Holes:** 18    **Min. Sign-Up Size:** 1

**Guests per Member:** 0    **Cost per Guest:**    **Cost per Member:** TBA

**Must Sign Up By:** 1:00 AM on 4/3/2010

**Itinerary:** Season Opening Event - 18 Hole Shotgun start - \$15 per player tournament entry fee  
Four Person Scramble - Golf shop will create teams (ABCD format based on handicaps)  
Gentlemen - White Tees Ladies - Red Tees Seniors - Gold Tees (70+) Standard Guest, Green & Cart Fees apply

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.

Signing up for an event is just like booking a tee time. Your name will automatically appear in the player one slot. If the event allows you to sign up your own team, you will see more than one player position available. Select the members/guests you will be playing with and click on "Submit." Once the sign up has been submitted you will receive an email confirmation from ForeTees.

**If you have any questions regarding the use of ForeTees, please contact your golf shop.**

(717) 263-8296 ext 224

