

# Online Member Portal User Guide

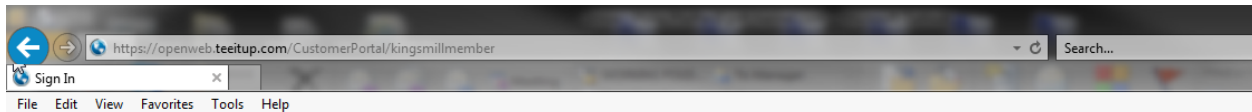
## Website:

<https://openweb.teeitup.com/customerportal/kingsmillmember>

## Logging in for the first time

To use the system you must first create an account. This ensures that only current, active members are able to use the system.

Open a web browser and go to the website provided by your club. If you have already created an account, simply enter your user name and password and hit the “Sign In” button. If you HAVE NOT yet created an account, hit the “Register” button.



## Member Login

User Name  [Forgot User Name](#)

Password  [Forgot password](#)

[Sign In](#)

[Register](#)

### Not a member?

Members enjoy exclusive access to our **members-only** website. Learn about **upcoming events, tournament results, and club news**. If you are interested in becoming a member, please call us at For assistance call 1.800.555.1212 or visit [Contact US](#)

After hitting the "Register" button you will be prompted to create an account. Enter in a user name that you would like to use, your email address, a password, and your membership number. After you have entered all the information, hit the "Register" button.

Register - openWeb power... x

File Edit View Favorites Tools Help

[Contact US](#) | For assistance call 1.800.555.1212 | [Log in](#)

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### Create a New Account

Use the form below to create a new account. Passwords are required to be a minimum of 6 characters in length.

User Name:

Email Address:

Password:

Confirm Password:

Membership Number:

[Register](#)

If the system recognizes you it will register you in the system. ***If the system does not recognize you,*** contact your club. They may have different information on file than what you are entering.

You will be forwarded to the main page after a successful registration.

[Contact US](#) | For assistance call 1.800.555.1212 | Hi, [jgraz!](#) | [Sign Out](#)

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**John Grazulewicz**  
Member Id: 9999999

[Book a tee time](#)

Course:

Date:  [Go](#)

[Upcoming](#) [Past](#) [Dependent](#) [Buddy List](#) [Manage Account](#)

0 Upcoming tee times


## Creating a tee time

After logging in or registering for the first time, you will be forwarded to the main page where you can begin making tee times. Click on the “Tee Sheet” button to view the tee sheet and available tee times. Note that full tee times are shown in grey with the message “unavailable”.

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Home **Tee Sheet** Members

**Tee Sheet Notes**

◀ **Wednesday, March 21, 2018** ▶  River ▼

	Player1	Player2	Player3	Player4
08:30 AM	Unavailable			
08:40 AM				
08:50 AM				
09:00 AM				
09:10 AM				
09:20 AM				
09:30 AM	Unavailable			
09:40 AM				
09:50 AM				
10:00 AM				

To change dates, use the right and left arrows, or click on the calendar icon to select a date.

◀ **Wednesday, March 21, 2018** ▶ 

You can also change courses by clicking on the course drop-down on the right. Note in this picture that the current course is "River".

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Tee Sheet Notes

◀ Wednesday, March 21, 2018 ▶ River ▼

	Player1	March 2018							Player3	Player4
		Su	Mo	Tu	We	Th	Fr	Sa		
08:30 AM		25	26	27	28	1	2	3		
08:40 AM		4	5	6	7	8	9	10		
08:50 AM		11	12	13	14	15	16	17		
09:00 AM		18	19	20	21	22	23	24		
09:10 AM		25	26	27	28	29	30	31		
09:20 AM										

With the desired date and course selected, click in any of the open player slots on an available tee time.

(Please note the 9AM tee time in the picture below and that two players are shown as "unavailable". This means that there is currently a twosome booked in that tee time and thus you may book no more than two players)

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Tee Sheet Notes

▶ Wednesday, March 28, 2018 ▶ River ▼


	Player1	Player2	Player3	Player4
08:30 AM			Unavailable	
08:40 AM			Unavailable	
08:50 AM			Unavailable	
09:00 AM	Unavailable			
09:10 AM				
09:20 AM				
09:30 AM			Unavailable	
09:40 AM			Unavailable	
09:50 AM			Unavailable	
10:00 AM			Unavailable	



Also note that you will be able to see any other tee time created online by members, including any times you have made.

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**Tee Sheet Notes**

◀ **Wednesday, March 28, 2018** ▶  River ▾









	Player1	Player2	Player3	Player4
08:30 AM	Unavailable			
08:40 AM	Unavailable			
08:50 AM	Unavailable			
09:00 AM	Unavailable			
09:10 AM				
09:20 AM	John Grazulewicz 18 	Russell Prince 18 		
09:30 AM	Unavailable			
09:40 AM	Unavailable			

After you have selected a tee time, the reservations detail window will appear. Here you can adjust the number of players and specify who is playing.

**Book this tee time: 09:20 AM Wed Mar 28** X

No. of players:\*  1  2  3  4

**Enter players' info**

Player	Player Type	Name	No. of holes	Walk/Ride	Options	Send Email
1	You ▾	John Grazulewicz	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input type="radio"/>  <input type="radio"/> 	Select one ▾	<input checked="" type="checkbox"/>
2	Select one ▾	First Name <input type="text"/> Last Name <input type="text"/>	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input type="radio"/>  <input type="radio"/> 	Select one ▾	<input type="checkbox"/>
3	Select one ▾	First Name <input type="text"/> Last Name <input type="text"/>	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input type="radio"/>  <input type="radio"/> 	Select one ▾	<input type="checkbox"/>
4	Select one ▾	First Name <input type="text"/> Last Name <input type="text"/>	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input type="radio"/>  <input type="radio"/> 	Select one ▾	<input type="checkbox"/>

Booking Notes:

Close Book Now

Unavailable

To select the other players who will be playing, choose a player type from the “Player Type” drop-down. Note here how player #2 is a “member” and player #3 is a “buddy”. In each case, to find the player who is playing, simply type a name into the name field and hit the magnifying glass icon to search the system.

Book this tee time: 09:20 AM Wed Mar 28

No. of players:\*  1  2  3  4

Enter players' info

Player	Player Type	Name	No. of holes	Walk/Ride	Options	Send Email
1	You	John Grazulewicz	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input type="radio"/> <input checked="" type="radio"/>	Select one	<input checked="" type="checkbox"/>
2	Member	Find by last name, first name	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input type="radio"/> <input checked="" type="radio"/>	Select one	<input checked="" type="checkbox"/>
3	Buddy	Select buddy	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input type="radio"/> <input checked="" type="radio"/>	Select one	<input checked="" type="checkbox"/>

Booking Notes:

After the players have been selected, specify the number of holes to be played, the walking/riding option, and the kind of member or player each player is under “Options”. When all information has been selected, click on “Book Now”.

Book this tee time: 09:20 AM Wed Mar 28

No. of players:\*  1  2  3  4

Enter players' info

Player	Player Type	Name	No. of holes	Walk/Ride	Options	Send Email
1	You	John Grazulewicz	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input checked="" type="radio"/> <input type="radio"/>	Full Golf Member 18	<input checked="" type="checkbox"/>
2	Member	Kevin Jones	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input checked="" type="radio"/> <input type="radio"/>	COMP GOLF	<input checked="" type="checkbox"/>
3	Buddy	Brett Smith	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input checked="" type="radio"/> <input type="radio"/>	Full Golf Member 18	<input checked="" type="checkbox"/>

Booking Notes:

Unavailable

Close Book Now

After the booking has been completed you will be presented with a booking confirmation page. Note that you can edit or cancel your booking from this page if desired. If you are satisfied with the booking, you can click either the “Home” or “Tee Sheet” buttons.





-  Home
- Tee Sheet**
- Members

**Thank you, jgraz! Your tee time booking is complete.**




Your confirmation number is: 1230B82V6H6. Thank you for booking with Kingsmill.

**Tee Time Details**

**9:20 AM on Wednesday, March 28, River**

Player	Player Type	Name	No. of Holes	Walk/Ride	Options
1	You	John Grazulewicz	18		Full Golf Member 18
2	Member	Kevin Jones <a href="#">Add to buddy list</a>	18		COMP GOLF
3	Buddy	 Brett Smith	18		Full Golf Member 18

Booking notes:

 Edit booking    Cancel booking    Send emails to other players

## Editing a tee time

To make a change to a tee time, make sure you are at the “Home” page and go to the “Upcoming” tab . Hit the “Edit” link under “Actions”.

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**John Grazulewicz**

Member Id: 9999999

**Book a tee time**

Course:

Date:

[Upcoming](#)
[Past](#)
[Dependent](#)
[Buddy List](#)
[Manage Account](#)

1 Upcoming tee times

Date	Time	Course	Booked By	Other Players	Actions
Wed 03/28/2018	9:20 AM	River	You	You , <a href="#">Kevin Jones</a> , <a href="#">Brett Smith</a>	<a href="#">Edit</a> <a href="#">Cancel</a>

From here you can add a player, remove a player, or change players. To add a player, click on the “Add Player” button. To remove a player, click on the “delete” link to the far right.

**Edit booking - Tee time: 9:20 AM Wed Mar 28**

No. of players: 3

Players' info

Player	Player Type	Name	No. of holes	Walk/Ride	Options	Send Email	
1	<input type="text" value="You"/>	John Grazulewicz	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input checked="" type="radio"/> <input type="radio"/>	Full Golf Member 18	<input checked="" type="checkbox"/>	
2	<input type="text" value="Member"/>	Kevin Jones <input type="button" value="x"/>	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input checked="" type="radio"/> <input type="radio"/>	COMP GOLF	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
3	<input type="text" value="Buddy"/>	Brett Smith	<input checked="" type="radio"/> 18 <input type="radio"/> 9	<input checked="" type="radio"/> <input type="radio"/>	Full Golf Member 18	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>

Booking Notes:




## Canceling a tee time

To cancel a tee time, make sure you are at the “Home” page and go to the “Upcoming” tab . Hit the “Cancel” link under “Actions”.

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Home **Tee Sheet** Members

**John Grazulewicz**  
Member Id: 9999999

**Book a tee time**  
Course: River  
Date: 03/21/2018

Upcoming Past Dependent Buddy List Manage Account


1 Upcoming tee times

Date	Time	Course	Booked By	Other Players	Actions
Wed 03/28/2018	9:20 AM	River	You	You , <b>Kevin Jones</b> , <b>Brett Smith</b>	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>

You will be presented with a window asking you to confirm the cancellation. If you are sure you want to cancel, click on “Confirm Cancellation”.

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Home **Tee Sheet** Members

**John Grazulewicz**  
Member Id: 9999999

**Book a tee time**

Upcoming Past Dependent Buddy List Manage Account

1 Upcoming tee times

Date	Time	Course	Booked By	Other Players	Actions
Wed 03/28/2018	9:20 AM	River	You	You , <b>Kevin Jones</b> , <b>Brett Smith</b>	<input type="button" value="Edit"/> <input type="button" value="Cancel"/>

**Cancel Tee Time**  
Are you sure you want to cancel your tee time booking on **Wednesday, March 28 9:20 AM**?






You will then be presented with a cancellation confirmation window.

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 <b>Home</b>	<b>Tee Sheet</b>	<b>Members</b>	
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**Thank you, jgraz! Your tee time cancellation is completed.**

Your **confirmation number** is: **1230B82V6H6**. Thank you for booking with Kingsmill.


Cancelled Tee Time					
9:20 AM on Wednesday, March 28, River					
Player	Player Type	Name	No. of Holes	Walk/Ride	Options
1	You	John Grazulewicz	18		Full Golf Member 18
2	Member	Kevin Jones  <a href="#">Add to buddy list</a>	18		COMP GOLF
3	Buddy	 Brett Smith	18		Full Golf Member 18


# Buddy List


The system has a buddy list which allows you to create a select list of other members that you play with frequently, making it easier for you to find and select them when making tee times. To access the buddy list, select the "Buddy List" tab from the home screen.


[Contact US](#) | For assistance call 1.800.555.1212 | Hi, jgraz ! | [Sign Out](#)

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 Home

 Tee Sheet

 Members





## John Grazulewicz

Member Id: 9999999


Upcoming

Past

 Dependent

 **Buddy List**




Manage Account

 **Book a tee time**

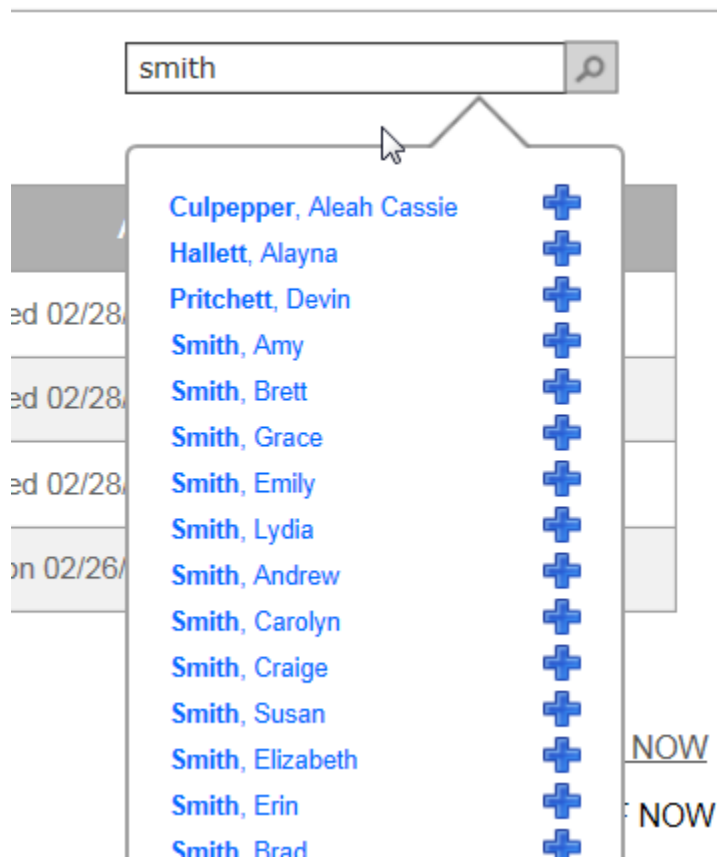
**Course:**  
River

**Date:**  
03/21/2018

**5** members on your buddy list

Name	Type	Last Time Played Together	Added On	Actions
<a href="#">Brett Smith</a>	Member		Wed 03/21/2018	 Remove
<a href="#">Rick Shippey</a>	Player		Wed 02/28/2018	 Remove
<a href="#">Joe Latchum</a>	Player		Wed 02/28/2018	 Remove

To add a player to the buddy list, type a first or last name into the search field and click on the magnifying glass. Click on the blue + icon to add the player to your list.




## Managing your account

You can change information such as address, email address, and phone number from the “Manage Account” tab. You can also change your password by clicking on the “Change Password” link.

[Contact US](#) | For assistance call 1.800.555.1212 | Hi, **jgraz** ! | [Sign Out](#)

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**John Grazulewicz**  
Member Id: 9999999

**Book a tee time**

**Course:**  
River

**Date:**  
03/21/2018

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[Upcoming](#) | [Past](#) | [Dependent](#) | [Buddy List](#) | **Manage Account**

[Contact Info](#) | [Change Password](#)

**Name\***

**Gender**  Male  Female

**Address 1\***

**Address 2**

**City**

**State / Zip**

**Country**

**Email address\***

**Home Phone**

**Mobile Phone\***

**Walk/Ride Preference**

