



# Online Tee-Time Booking

A step-by-step guide to booking tee times online for  
Birdwood Golf at Boar's Head Resort.

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Our new online tee time system is live and ready to use. Please click [here](#) to go to the online tee-time web page. Once you are on the page, bookmark it for future easy access.

Additionally, you can access the link on the Boar's Head Resort member page [here](#).

Follow this step by step guide to making tee times online for you and your group.

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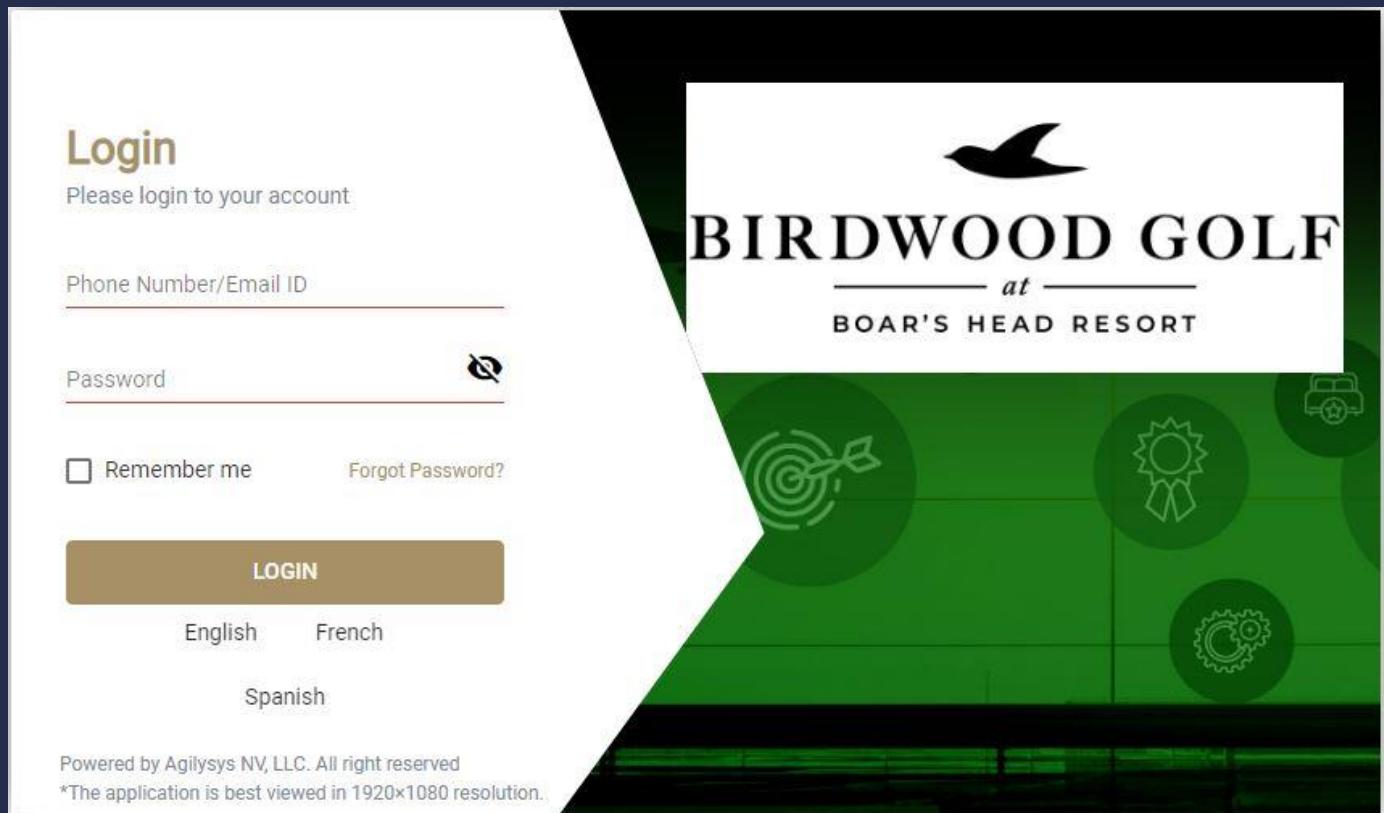
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This manual was created to use when using a desktop.



This is what you will see once you click on the link in the previous slide. Use the email linked to your Birdwood Membership as your Log In.

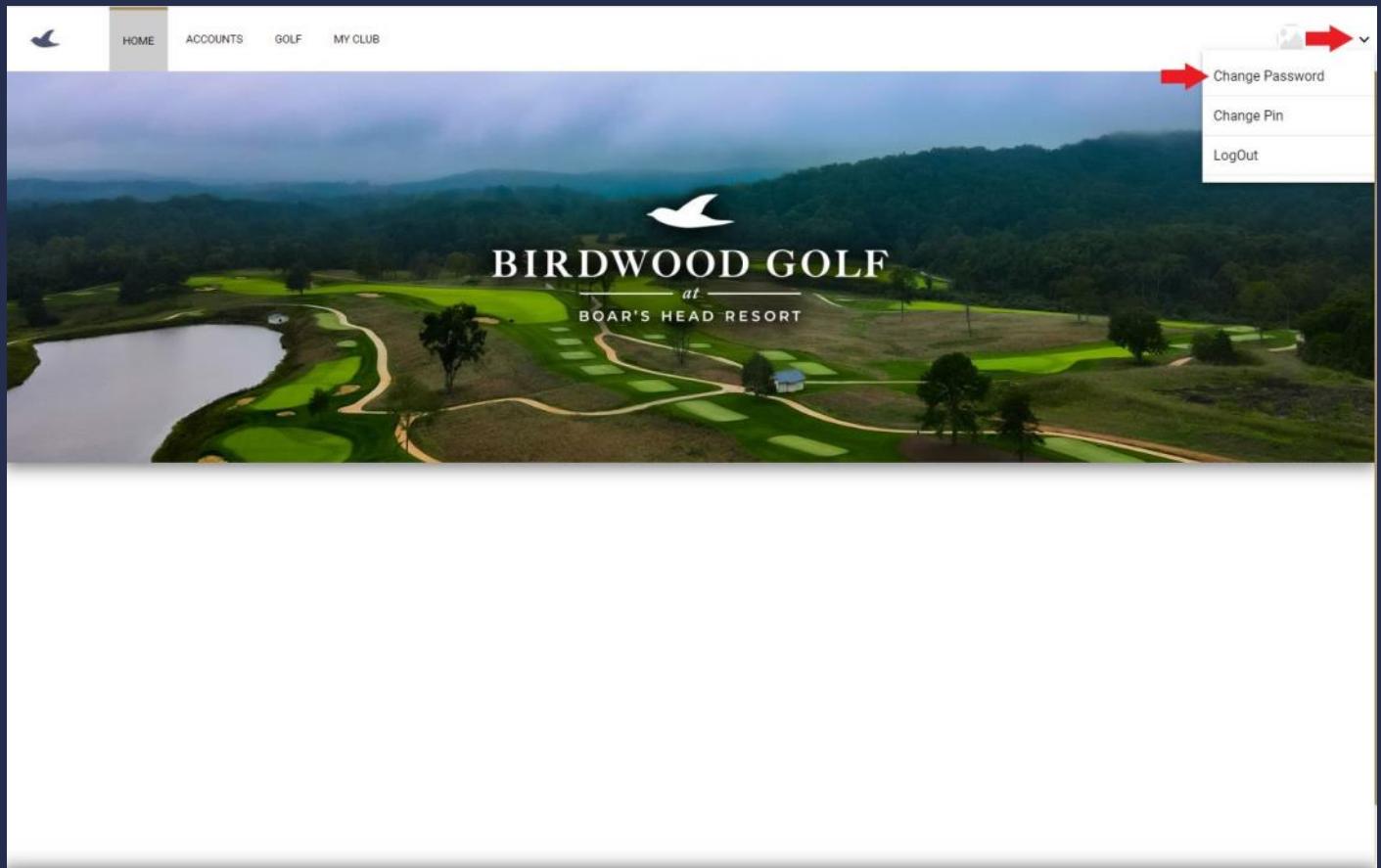
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On your first log in, click on the drop down menu and select “Change Password” to change your password.



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Once you have changed your password this is the home screen. Click on the “Golf” button in the menu header (indicated above with the red arrow) to begin booking a tee time.

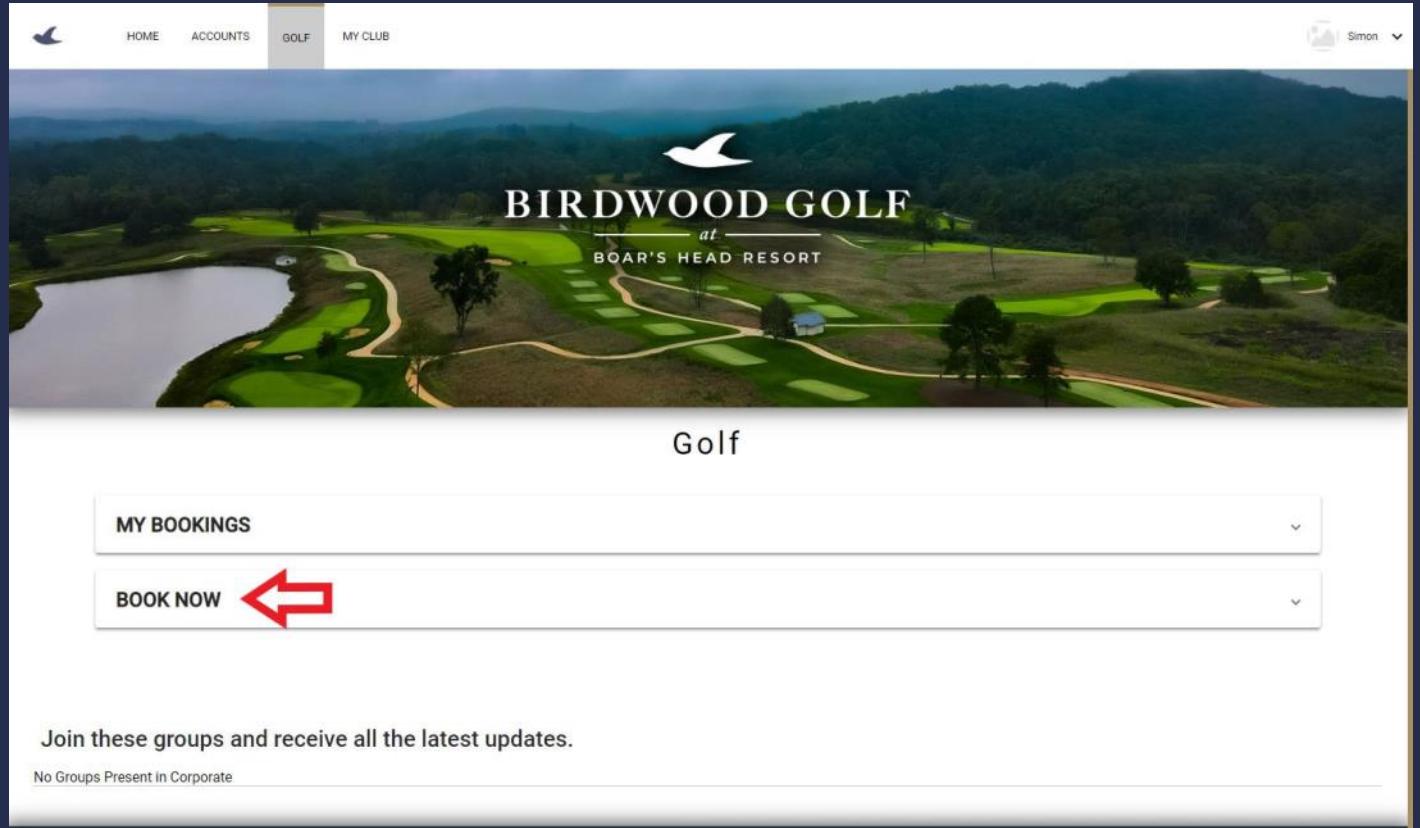


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HOME ACCOUNTS **GOLF** MY CLUB

Simon.

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Golf

MY BOOKINGS

BOOK NOW 

Join these groups and receive all the latest updates.  
No Groups Present in Corporate

Once you have clicked on the golf button, this is the screen you will see. To begin booking a tee time, click on the “Book Now” button, indicated here by the red arrow.

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BOOK NOW



Championship Course

BOOK



The Nest

BOOK



Join these groups and receive all the latest updates.

No Groups Present in Corporate

The next screen will take you here. This is where you will choose which course you would like to play. You can click on the “Book” button under whichever course you would like to play: The 18-Hole Championship Course or the Nest (6-Hole, Par –3 Course).

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Check Availability

Players Information

Check Out

Course \*

Championship Course

From Date  
7/28/2022

To Date  
7/30/2022

LEGENDS

GET SLOTS

07-28-2022	07-29-2022	07-30-2022
Championship Course	Championship Course	Championship Course
Hole: 1 07:30 AM	Hole: 1 07:30 AM	Hole: 1 07:30 AM
Reserved Reserved	Reserved Reserved	Reserved Reserved
Reserved Reserved	BOOK	Reserved Reserved
Hole: 1 07:36 AM	Hole: 1 07:42 AM	Hole: 1 07:42 AM
Reserved Reserved	Reserved Reserved	Reserved Reserved
Reserved Reserved	BOOK	Reserved Reserved
Hole: 1 07:42 AM	Hole: 1 07:54 AM	Hole: 1 07:54 AM
Reserved Reserved	BOOK	Reserved Reserved
Reserved Reserved	Reserved Reserved	Reserved Reserved
Hole: 1 07:54 AM	Hole: 1 08:06 AM	Hole: 1 08:06 AM
Reserved Reserved	Reserved Reserved	Reserved Reserved
Reserved Reserved	BOOK	Reserved Reserved
Hole: 1 08:18 AM	Hole: 1 08:18 AM	Hole: 1 08:18 AM
Reserved Reserved	Reserved Reserved	Reserved Reserved

Now that you have chosen which course you would like to play, it's time to select what day you want to play. Using the calendar, indicated by the red arrows, select the date range. Click on the "Get Slots" button, also indicated by a red arrow.

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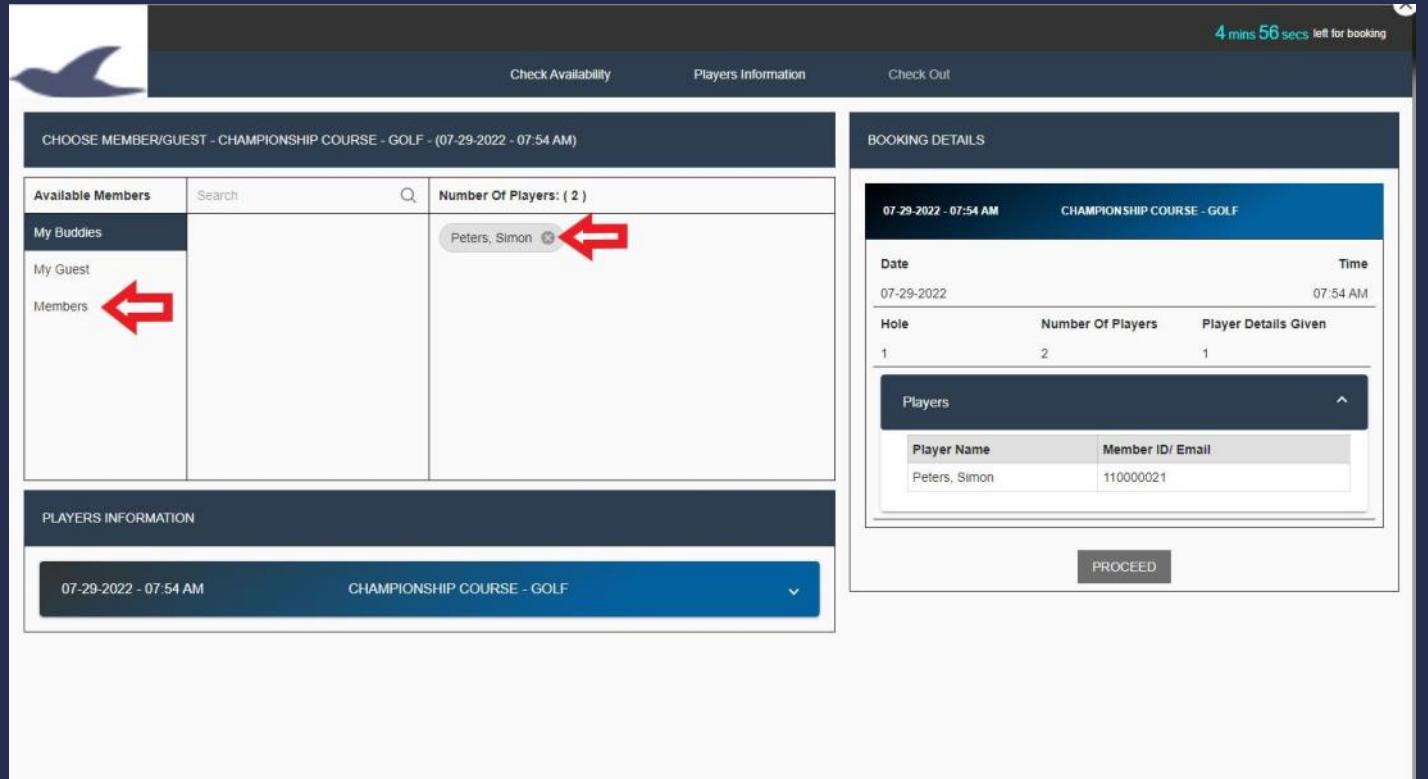
Once you have found the date you would like to play, and clicked on the “Book” button for your preferred time, it’s time to select how many people will be in your group.

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The screenshot shows the Birdwood Golf booking interface. At the top, there is a banner with a bird logo and the text "4 mins 56 secs left for booking". Below the banner, there are three buttons: "Check Availability", "Players Information", and "Check Out".

The main search area has a "CHOOSE MEMBER/GUEST - CHAMPIONSHIP COURSE - GOLF - (07-29-2022 - 07:54 AM)" header. It includes a "Available Members" dropdown with "My Buddies", "My Guest", and "Members" options. A red arrow points to the "Members" option. To the right of the dropdown is a search bar with the placeholder "Number Of Players: ( 2 )". Below the search bar is a list box containing "Peters, Simon" with a small "X" icon next to it, also highlighted with a red arrow.

On the right side, there is a "BOOKING DETAILS" panel. It shows the date "07-29-2022 - 07:54 AM" and the location "CHAMPIONSHIP COURSE - GOLF". It includes a table with columns "Date", "Time", "Hole", "Number Of Players", and "Player Details Given". The table shows one entry for hole 1 with 2 players, and the player details are listed as "Player Name: Peters, Simon" and "Member ID/Email: 110000021". At the bottom of the panel is a "PROCEED" button.

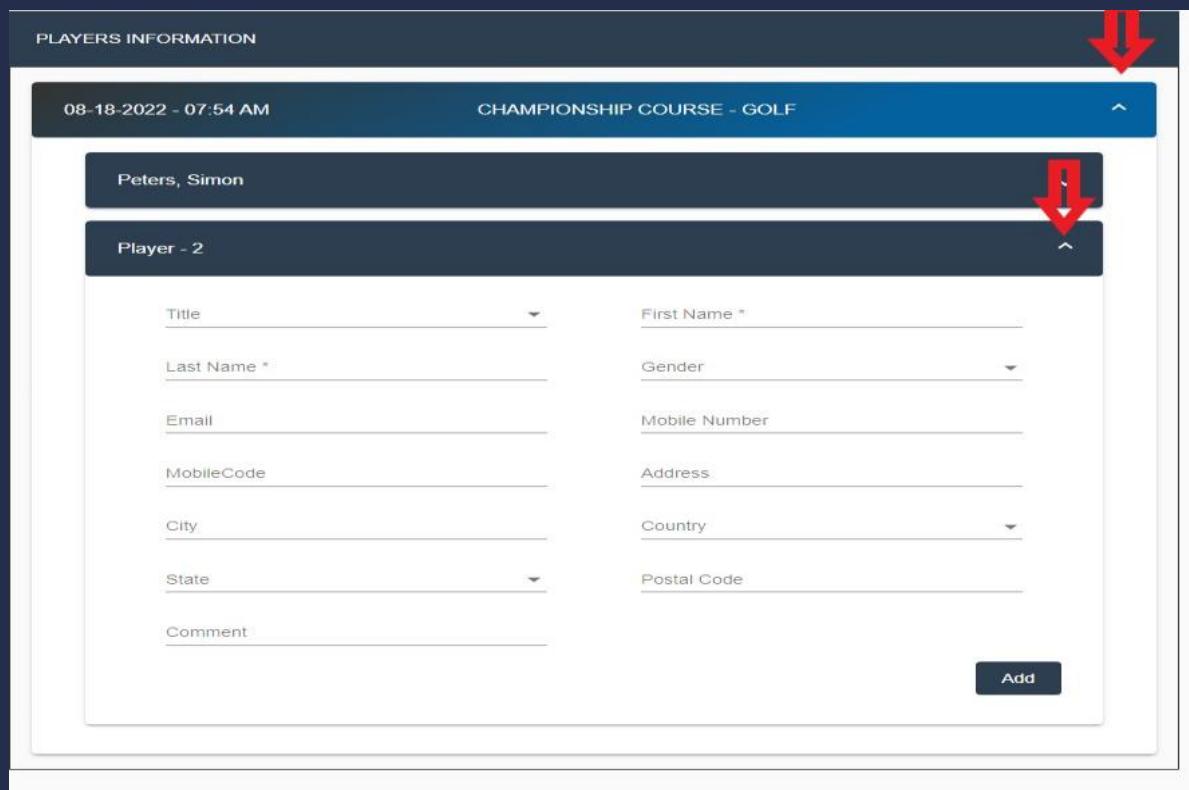
Your name will automatically be selected as one of the players to play. You can deselect yourself by clicking on the small “X” next to your name. To search for other members, click on “Members,” then use the search bar to type in the member’s last name that you would like to add to the tee time.

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PLAYERS INFORMATION

08-18-2022 - 07:54 AM CHAMPIONSHIP COURSE - GOLF

Peters, Simon

Player - 2

Title	First Name *
Last Name *	Gender
Email	Mobile Number
MobileCode	Address
City	Country
State	Postal Code
Comment	<input type="button" value="Add"/>

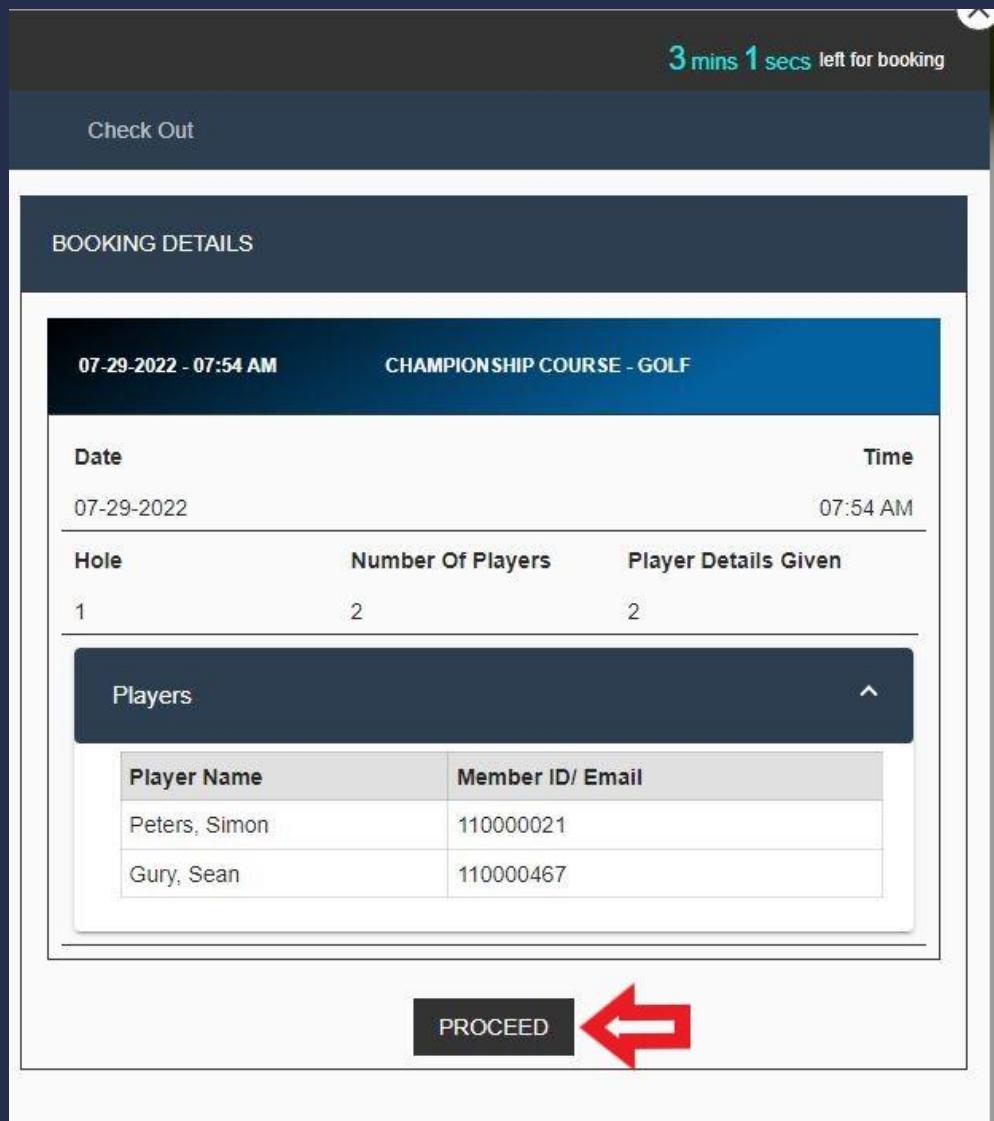
Using the drop down arrows indicated above, you can add guest details to the booking. Please be sure to include email address and contact phone number. This will ensure they receive confirmation emails and texts. Once entered, hit the “Add” button. Repeat for Player 3 and 4 if necessary.

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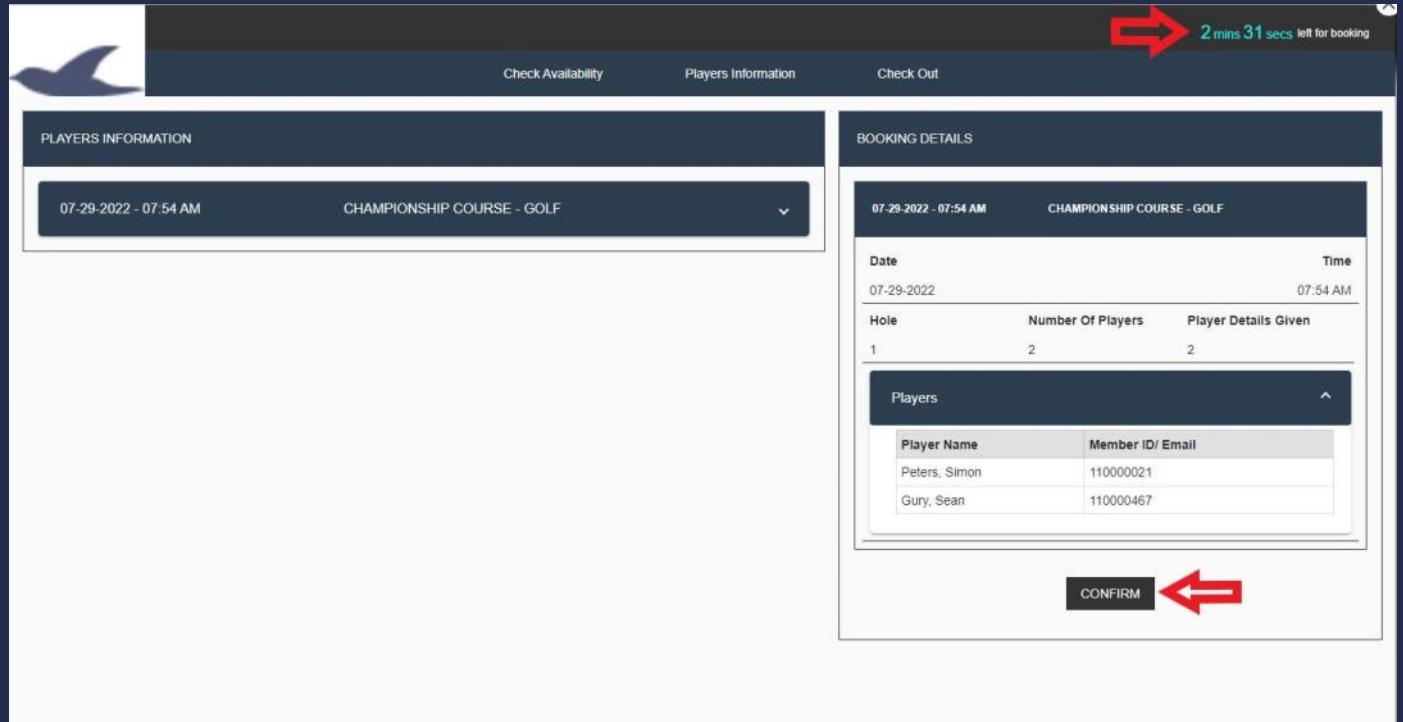
Once you have everyone in your group as part of your booking, click on the “PROCEED” button in the lower right side of the screen.

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The screenshot shows a booking interface for Birdwood Golf at Boar's Head Resort. At the top right, a red arrow points right with the text "2 mins 31 secs left for booking". The interface is divided into two main sections: "PLAYERS INFORMATION" on the left and "BOOKING DETAILS" on the right.

**PLAYERS INFORMATION:** Displays the date "07-29-2022 - 07:54 AM" and the location "CHAMPIONSHIP COURSE - GOLF".

**BOOKING DETAILS:** Displays the date "07-29-2022 - 07:54 AM", the location "CHAMPIONSHIP COURSE - GOLF", and the booking details. The table shows a hole of 1, 2 players, and 2 details given. The "Player Details Given" section lists two players: Peters, Simon (Member ID/ Email: 110000021) and Gury, Sean (Member ID/ Email: 110000467). A red arrow points to the "CONFIRM" button at the bottom right of the booking details section.

Now that you have selected and confirmed who's in your group, click on the "CONFIRM" button on the bottom right of the screen to make the tee time. You will also notice in the top right of the screen, once you get to this point, you have 5 minutes to complete the booking or the system will timeout and you will have to restart the process.

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BOOKING STATUS

07-29-2022 - 07:54 AM CHAMPIONSHIP COURSE - GOLF  Success

Date	Time
07-29-2022	07:54 AM

Hole	Number Of Players	Player Details Given
1	2	2

Players 

Player Name	Member ID/ Email
Peters, Simon	110000021
Gury, Sean	110000467

CLOSE

Congratulations!! You have successfully booked an online tee time at Birdwood!!

Please contact the Pro Shop if you have any issues.

You can now create a “My Buddies” list to save time when making your tee times in the future.

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To cancel a tee time that you have created, follow these steps:

1. On the Golf screen, click on “MY BOOKINGS”.

Join these groups and receive all the latest updates.  
No Groups Present in Corporate

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2. Select the date range and click on “APPLY”.
3. Once you have identified the tee time you wish to cancel, click on “CANCEL PLAYER(S)”.

The screenshot shows the 'GOLF' section of the Birdwood Golf website. At the top, there are navigation links: HOME, ACCOUNTS, GOLF (which is highlighted in grey), and MY CLUB. A user profile for 'Simon' is on the right. Below the navigation is a banner image of a golf course. The main content area is titled 'Golf' and contains a section for 'MY BOOKINGS'. It includes a search bar for 'Select Course', 'From' (9/28/2022), 'To' (10/4/2022), and 'APPLY' and 'CLEAR FILTER' buttons. Below this, there are tabs for 'Upcoming' and 'History'. A booking for 'The Nest' on 28 September 2022, 12:00 PM, is listed. The booking details are: Hole 18, Players 4, Members 1, Guests 3. To the right of this booking, there are 'EDIT' and 'CANCEL PLAYER(S)' buttons. A red arrow points to the 'CANCEL PLAYER(S)' button. At the bottom of the bookings section is a 'BOOK NOW' button.

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4. A “Confirmation” screen will appear with all the players names on the group who are available to cancel.

5. All players will automatically be checked to cancel. Uncheck any players who are still going to play and only leave the players who are cancelling as checked.



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6. Click on “Confirm” to complete the cancellation process. Whoever was cancelled from that tee time will then receive the cancellation email.

7. If you cancel an entire foursome, then the tee time will be released and available to be booked.

Note: You will only be able to see tee times that your membership account is a part of. If you make a tee time for a group, but you aren't a part of that tee time, then you will not be able to cancel that tee time as it won't be visible under the “MY BOOKINGS” tab.

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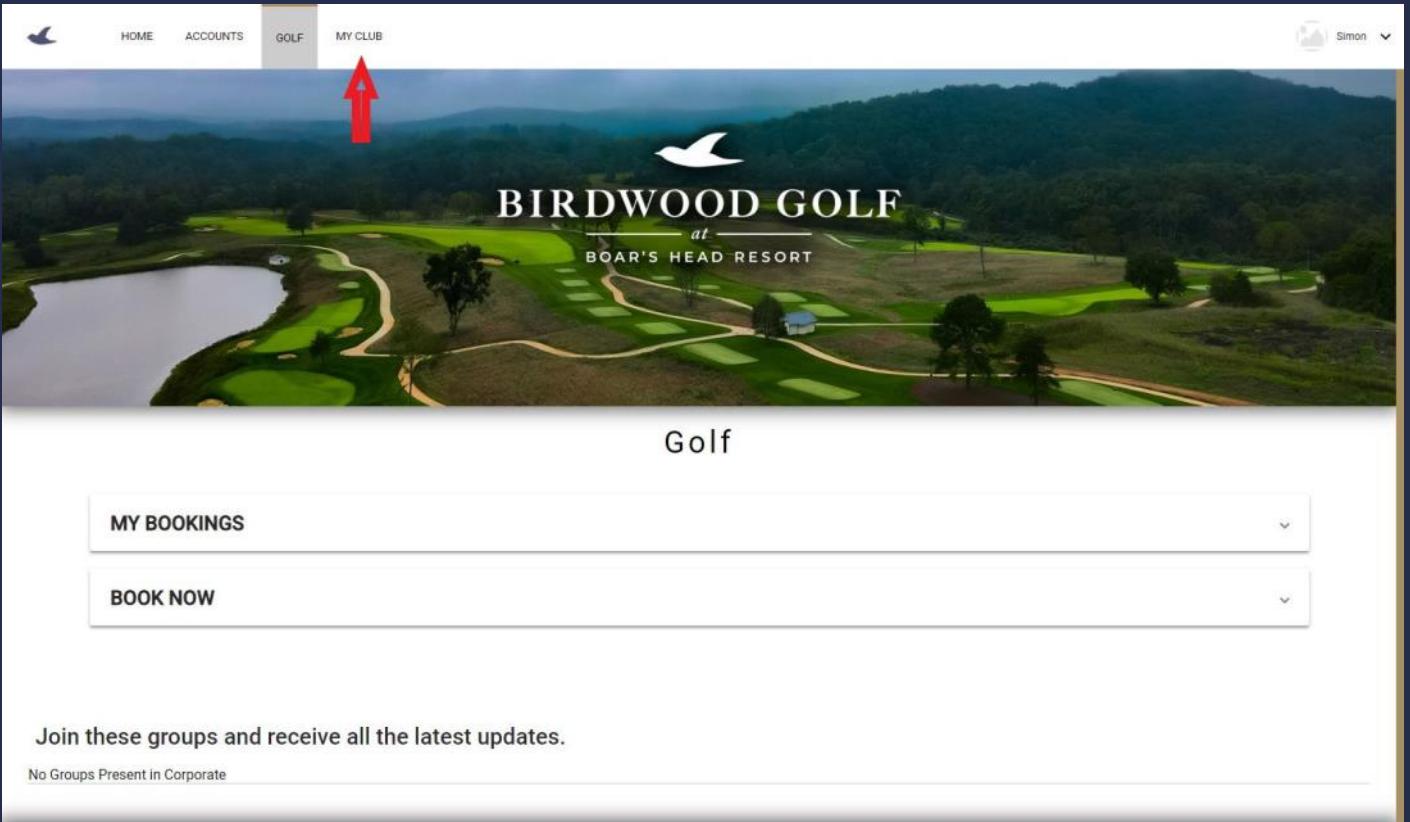
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You can create a “My Buddies” list to include all of your friends who are also members to make booking your tee times with your group easier. To do this, click on the “My Club” option, indicated by the red arrow.



The screenshot shows the Birdwood Golf website interface. At the top, there is a navigation bar with links for HOME, ACCOUNTS, GOLF (which is the active tab, indicated by a red arrow pointing to it), and MY CLUB. The main content area features a scenic image of a golf course with mountains in the background. Overlaid on this image is the Birdwood Golf logo. Below the image, the word "Golf" is centered. Further down, there are two buttons: "MY BOOKINGS" and "BOOK NOW". At the bottom of the page, there is a section for joining groups with the text "Join these groups and receive all the latest updates." and a note "No Groups Present in Corporate".

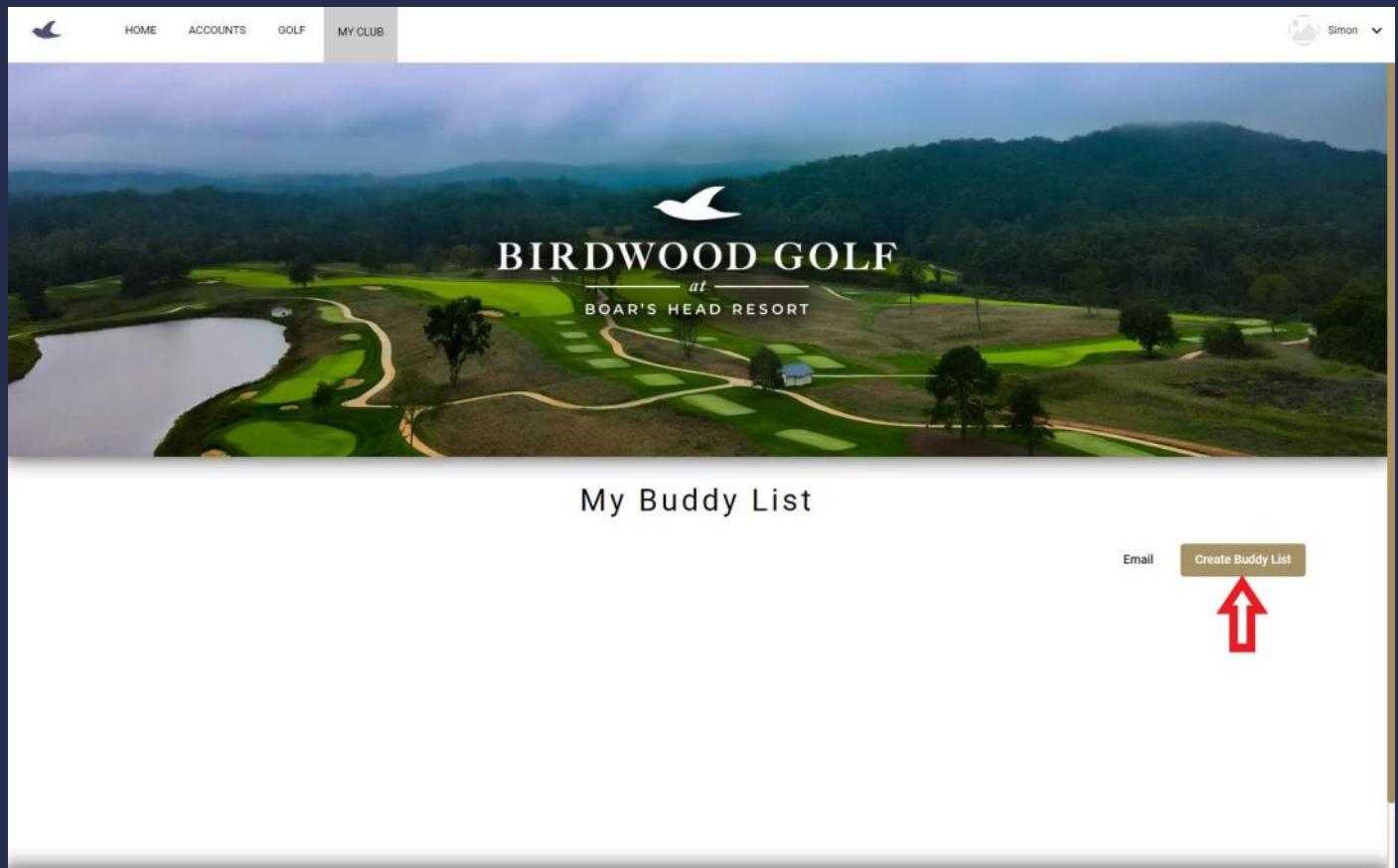
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Next you will click on the “Buddy List” that appears on the drop down menu.



Click on the “Create Buddies List” button on the right of the screen.

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A pop-up screen will appear where you will be able to choose who to add to your Buddies list, and you will need to create a name for the list.

Add Buddy List X

Search

Abadie, Francois	+
Agilysys, Test	+
Agilysys, Testing	+
Aichele, Josh	+
Aichele, Renee	+
Allen, Heather	+
Allen, Mike	+
Alter, Finn	+
Alter, Grant	+

Group name \*

Buddy list cannot be empty

0 / 75

Cancel Submit

Click on the “+” to add that member to your list.

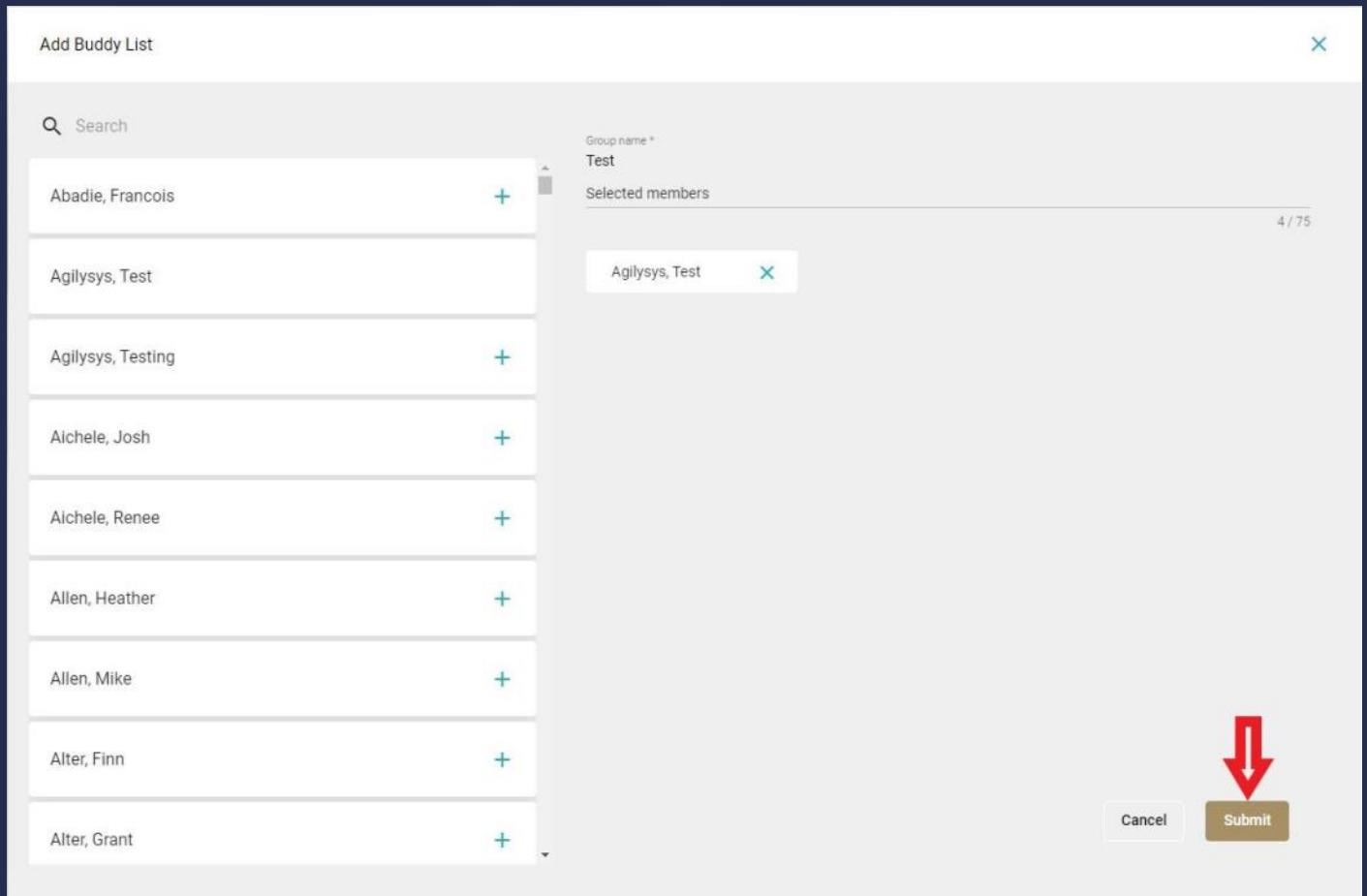
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Once you have completed adding members to your list and have named your list, click on the “Submit” icon indicated by the red arrow.



The screenshot shows a modal window titled 'Add Buddy List'. On the left is a list of members with a search bar at the top. On the right, a group named 'Test' is selected, and a red arrow points to the 'Submit' button at the bottom right. The 'Submit' button is highlighted with a red border.

Add Buddy List

Search

Abadie, Francois

Agilysys, Test

Agilysys, Testing

Aichele, Josh

Aichele, Renee

Allen, Heather

Allen, Mike

Alter, Finn

Alter, Grant

Group name \*

Test

Selected members

Agilysys, Test

Cancel

Submit

This list will be visible when you are booking a tee time.

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