



How to Book a Tee-Time With ForeTees

To Get Started:

1. Go to your club's ForeTees website at www.foretees.com/rollinghillsgc
2. **Login** – To Login, type your unique member number
3. **Password** – The password is your **last name**. If your last name is less than 4 characters, keep adding a "1" to the end of your last name until you get to four characters.
4. Left click on the "**Login Golf Ball**" to access the ForeTees system.

**** Important**** (First time you use the system)

Go to "**Settings**" tab (below "**Member Tee Time Management**") Make sure your email address is entered correctly. To update your email address, type it in the "Email Field" and click on "**Submit**". Also be sure to change your password so that no one else has access to your login.

Once logged into ForeTees the first screen that will appear is the **Announcement Page**. From here you now have access to all the features that ForeTees has to offer at your club. This page is managed by the golf staff and updated on a regular basis to provide you current information about club news, golf information, upcoming events, tournament results, course information, club contacts, etc.

Member Tee Time Management
Home | Help | Logout (Click Here if Menus Fail)

Tee Times | Lessons | Events | Search | Email | Partners | Handicaps | Settings

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

TEE TIME CENTER

Welcome RHGC Members!
Thank you for using the ForeTees online Tee Time Center. This service will be a convenient way for you to **schedule rounds of golf**, track your play history, communicate with other members, and more!

Learn how to book your tee times...

- Click on **Tee Sheets** then select **Make, Change or View Tee Times**
- Create a "buddy list" of most frequent partners. Click on **Partners** and select your list. Remember to **Submit**.

Current Conditions
Winter rules, please keep your carts to the sides of the fairway as much as possible.

Pro Shop
876-0692

Sign In
876-6009

Snack Bar
872-5538

RHGC President
Carlos Quezada
carlos.quezada@aramco.com

Winter News:
Let us know how you like this online booking system. Email the RHGC Board.

We'll be issuing a survey in the coming weeks to get a poll from you the users, to see how this website works. We need your feedback!!

To make a tee-time click on the Tee-Times Tab, and select Make, Change or View Tee-Times.

Instructions for making a tee-time on-line at your club.

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’s Tee-Time Calendar

Member Tee Time Management

[Home](#) | [Help](#) | [Logout](#) [\(Click Here if Menus Fail\)](#)

Tee Times
Lessons
Events
Search
Email
Partners
Handicaps
Settings

To view a day's Tee Sheet, click on the date below.

Note: You are allowed to view tee sheets for the next 6 days, however you can only make normal tee times on dates established by the golf shop (in green). 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 6, 7:00 AM Mon 6, 7:00 AM Tue 6, 7:00 AM Wed 6, 7:00 AM Thu 6, 7:00 AM Fri 6, 7:00 AM Sat 6, 7:00 AM
 The times are based on the ForeTees Server Time shown in the clock displayed below.

Today's date is: **Thursday 12/17/2009** The Server Time is: **1:35:34 AM** [\(How is this clock used?\)](#)

[Refresh Calendars](#)

December 2009

S	M	T	W	T	F	S
29	30	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

January 2010

S	M	T	W	T	F	S
27	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
31	1	2	3	4	5	6

[Home](#)

Days that are highlighted in green represent your booking window. To book a tee time, click on a day in green.

Please refer to the server time for the time of day that your tee-sheet opens up for booking.

- To book a tee time, click on the time you want to play.

Date: **Friday 12/18/2009**

Tee Sheet Legend

9 Holes Only Friday

F/B: F = Front Nine, B = Back Nine, O = Open (for cross-overs), S = Shotgun Event
 C/W: PC = Private Cart, RC = Rental Cart, WLK = Walk (_ 9 = 9 holes)

Time	F/B	Player 1	C/W	Player 2	C/W	Player 3
7:00 AM	F					
7:00 AM	B					
7:10 AM	F					
7:10 AM	B					
7:20 AM	F					
7:20 AM	B					
7:30 AM	F					

To book a tee time, click on the time button you would like to play. The F/B indicator will tell you which tee time is off the Front 9 and which tee time is off the back 9.

Now you're in a tee time!!

ForeTees Member Reservation

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!**

Select "RC" if you want to specify a rental cart.

Member Database- All members are located here alphabetically. Find the person(s) that you want to play with and click on their name.

The screenshot shows the 'ForeTees Member Reservation' interface. At the top, it displays the date 'Friday 12/18/2009' and tee time '7:20 AM'. Below this is a section titled 'Add or Remove Players' with a note 'Click on Names -->'. It contains a table with columns 'Players' and 'Trans'. The first row has 'Dave Minchau' and 'PC'. There are 'erase' buttons for each row and a '9' hole indicator. To the right is a 'Partner List' with names like 'Burwell, Bruce', 'Gaasedelen, Owen', 'Knowlton, Andy', and 'Persram, Rae'. Further right is a 'Member List' with an alphabetical grid (A-F, G-L, M-R, S-X, Y-Z) and a 'Partners' button. At the bottom, there is a 'Notes to Pro:' field, a 'Submit' button, and a legend: 'PC = Private Cart', 'RC = Rental Cart', 'WLK = Walk'. A 'Return w/o Changes: Go Back' button is on the left. Several callout boxes with arrows point to specific elements: 'Go Back', 'RC', 'Partner List', 'Member List', 'Notes to Pro', and 'Submit'.

Whenever you access a tee time, your name will automatically appear in one of the player slots.

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 it.

If the entire time is not filled in with 4 players, another member can 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.

Select members from your partner list, or select them from the member list by last name.

Clicking on "Submit" will save the changes to the tee time.

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

Removing a Person from a Tee Time:

- Go to the “Tee Times” tab and select “My Tee Times List.”
- Select the tee time that you would like to edit
- 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.

The screenshot shows a web interface titled "Add or Remove Players" with a note: "Note: Click on Names -->". It features a table with columns for "Players", "Trans", and "9-Holes".

	Players	Trans	9-Holes
erase	1: Brock Weiss	WK ▾	<input type="checkbox"/>
erase	2: TC Guest Brent Everson	WK ▾	<input type="checkbox"/>
erase	3: Jim Davison	CRT ▾	<input type="checkbox"/>
erase	4: Jock Olson	CRT ▾	<input type="checkbox"/>

Below the table is a "Notes to Pro:" field containing "Please have locker attendant assign a". A legend at the bottom reads: "CRT = Cart WK = Walk CD = Caddy SC = Speed Cart CFC = Cart w/Forecaddie". At the bottom are two buttons: "Cancel ENTIRE Tee Time" and "Submit Changes".

Callout boxes provide instructions:

- A box on the left points to the "erase" buttons: "Click on 'erase' to remove a player. Be sure to click on 'Submit Changes.'" (Note: The original image contains a typo "Submit Changes" in the callout).
- A box below the "Cancel ENTIRE Tee Time" button: "If you would like to remove all players from the time, then click on 'Cancel ENTIRE Tee Time'" (Note: The original image contains a typo "ENTIRE" in the callout).
- A box below the "Submit Changes" button: "If you make a change to the tee time use this button to save the changes to the tee-sheet."

If you have any questions regarding the use of ForeTees, please contact

Lee Kirk - lee.kirk@aramco.com
Bill Moreau - billy.moreau@aramco.com

