



## How do I Add, Edit and Delete a Booking?

## How do I book a tee time?

Click on the Members Booking Link (usually on your Golf Club's Website). You will be presented with a page similar to the one shown below.

The screenshot shows the top navigation bar with the BRS GOLF logo on the left and 'BRS Golf Club' on the right. Below the navigation bar is a 'HOME' link. The main heading is 'Members' Internet Golf Reservation Service'. Below this heading is a welcome message: 'Welcome to the BRS Golf Club Internet Golf Reservation Service. This service allows members to book a tee time over the Internet and get instant on-screen and email confirmation of their booking.' This is followed by a paragraph explaining that the booking service is an integral part of the club's live computerised booking system. Below this, it states 'To use this service you will need a username and password.' There are two buttons: 'CLICK HERE TO REGISTER' and 'BOOK A TEE TIME'. Below the buttons is a section titled 'Help Documents and Videos' with a document icon and the text 'How do I register to use the Booking System?'.

To go to the login screen click on [BOOK A TEE TIME](#)

The screenshot shows the top navigation bar with the BRS GOLF logo on the left and 'BRS Golf Club' on the right. Below the navigation bar is a 'HOME' link and a 'Help' button. The main heading is 'User Login'. Below this heading is the instruction 'Enter your Username and Password to sign in.' There is a form titled 'Enter Username and Password' with two input fields: 'Username\*' and 'Password\*'. Below the 'Username\*' field is the text 'Enter your 8 digit GUI or ILGU number as your username.' Below the 'Password\*' field is a 'Login' button. Below the form is the text 'Forgot password?'. Below this is the text 'If you do not have a username or password, you must first register.' There is a 'CLICK HERE TO REGISTER' button. At the bottom of the page is the BRS GOLF logo and the text 'Online Booking Software provided by BRS Golf'.

Enter your Username and password and click [Login](#) to proceed. If you do not know your Username and password please contact your club.

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Stephen Hutchinson [MY ACCOUNT](#)

Competition Purse Balance : £10.00 [View Competition Purse Transactions](#)

**Casual Golf Bookings**

Members can book 2 tee times per day.

You can book a tee time subject to the following restrictions:  
 You can book **Mon-Sun** after 05:00 until **01-Jan-2020** up to 7 day(s) in advance.  
 You can book **Mon-Sun** after 05:00 until **01-Jan-2020** up to 7 day(s) in advance.

Click here to book a tee time [BOOK A TEE TIME](#)

**Competition Golf Bookings**

The following Competitions have been set up for members to book on-line.  
 Click on the competition you want to play in to go to the timesheet.

**GolfNow Championship - Sat 17 Oct 2015, 08:00 - 16:00**  
 Booking becomes available to members on Sun 11 Oct 2015 at 16:00  
 Booking becomes available at the club house on Sun 11 Oct 2015 at 16:00

**Sunday Medal - Sun 18 Oct 2015, 08:00 - 16:00**  
 Booking becomes available to members on Sun 18 Oct 2015 at 16:00  
 Booking becomes available at the club house on Sun 18 Oct 2015 at 16:00

Displayed on this screen are the rules for Casual Booking and Competitions that are available to book online. Competitions in Green are live and available to book online. Competitions in red are not live yet. To book casual golf click [BOOK A TEE TIME](#) . For a competition, click on the **name of the competition you wish to enter.**

**October 2015** HOME

2015  
[Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#)

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The Table below gives an overview of availability for the month.  
 Each cell in the table represents one time.  
 To view availability for a different month, click on month above.

select the day you want to play by clicking the date in this column

	7	8	9	10	11	12	13	14	15	16	17	18
14 We												
15 Th												
16 Fr												
17 Sa												
18 Su												
19 Mo												
20 Tu												

You will now see a table which gives an overview of availability for the current month. To select a day that you want to book, click on the date on the left hand column.

Mon 19 Oct 2015

Oct														Nov													
We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu							
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10

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Server Time: 09:46:27
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To Book a time, click the 'Book Now' button opposite the time you want to play.  
 To view availability for a different day, click the month or day tabs in the navigation table above.

**Casual Golf Bookings**  
 Members are only permitted to book 2 tee times per day.  
 You have booked 0 tee times on this day.

Tee Time	Holes	Res. Name	Res. Type	Player 1	Player 2	Player 3	Player 4	Book
<b>All Members and Visitors must report to the Pro shop before play</b>								
Sunrise 07:58 AM								
08:00								Book Now
08:10								Book Now
08:20								Book Now
08:30								Book Now
08:40								Book Now

You will then be presented with the timesheet for that day. Adjacent to the time you wish to play, click the [Book Now](#) button to book a tee time.

### Enter Booking Details for Monday, 19-Oct-2015, 08:10

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You have 3 minutes to complete your booking, otherwise this time will be released for someone else to book.

**Player Details**

Player 1 :

Player 2 :

Player 3 :

Player 4 :

- Byrne, James
- Byrne, James P
- Byrne, John
- Byrne, John
- Byrne, Luke
- Byrne, Mark
- Byrne, Noel
- Byrne, Noel
- Byrne, Patrick
- Byrne, Peter
- Byrne, Philip
- Byrne, Seamus
- Byrne, Shane
- Byrne, William

Enter your booking details (player's names) by clicking the dropdowns. Please note that the player making the booking must be Player 1. A 'Buddy List' of the players you book regularly will appear at the top of the list of members.

Click on [Confirm Booking](#). If you have registered an email address, you will be sent a confirmation email after confirming your booking.

## How do I Edit or Delete a Tee Time Booking?

You can edit any part of a tee time booking you made. If your tee time was booked by another member you can only edit your own name. Click on **BOOK A TEE TIME** and navigate to the timesheet for the day of your booking. Your booking is highlighted in green with an **Edit** button to the right.

**BRS GOLF** **BRS Golf Club**

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**Mon 19 Oct 2015**

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To Book a time, click the 'Book Now' button opposite the time you want to play.  
To view availability for a different day, click the month or day tabs in the navigation table above.

**Casual Golf Bookings**  
Members are only permitted to book 2 tee times per day.  
You have booked 1 tee time on this day.

Tee Time	Holes	Res. Name	Res. Type	Player 1	Player 2	Player 3	Player 4	Book
<b>All Members and Visitors must report to the Pro shop before play</b>								
Sunrise 07:58 AM								
08:00								Book Now
08:10	18	Stephen Hutchinson (BRS)	Member	Stephen Hutchinson (BRS)	Shane Ringwood	Fintan Fanning	Roger Tyrrell	<b>Edit</b>
08:20								Book Now
08:30								Book Now
08:40								Book Now

Click **Edit**. A screen appears allowing you to change the booking you made but only the players you booked in (in this case Player 1, 2, 3 and 4).

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**Enter Booking Details for Monday, 19-Oct-2015, 08:10** Help

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You have 3 minutes to complete your booking, otherwise this time will be released for someone else to book.

**Player Details**

Player 1:	Hutchinson (BRS), Stephen	<input type="checkbox"/> Check box to remove player
Player 2:	Ringwood, Shane	<input type="checkbox"/> Check box to remove player
Player 3:	Fanning, Fintan	<input type="checkbox"/> Check box to remove player
Player 4:	Tyrrell, Roger	<input type="checkbox"/> Check box to remove player

**Confirm Booking**

**BRS GOLF** Online Booking Software provided by BRS Golf

Use the dropdown to select another member or guest. To remove a player simply tick the check box. To delete an entire booking, tick the check box beside each name. Click on **Confirm Booking**

## How do I Change Personal Information?

If you wish to update any of your account information, such as your password or email address, simply click [MY ACCOUNT](#) . This button will only be shown once you are logged in.

**BRS GOLF** BRS Golf Club

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### Member's Booking Information Help

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Competition Purse Balance : £10.00 [View Competition Purse Transactions](#)

#### Casual Golf Bookings

Members can book 2 tee times per day.

You can book a tee time subject to the following restrictions:  
You can book **Mon - Sun** after 05:00 until 01 Jan 2020 up to 7 day(s) in advance.

Change your details and click [Update](#) to save and return to the previous screen.

If you have forgotten your password, go to the Login screen and click Forgot Password.

**BRS GOLF** HOME

### User Login Help

Enter your Username and Password to sign in.

**Enter Username and Password**

Username\*:   
Enter your 8 digit GUI or ILGU number as your username.

Password\*:

[Login](#)

[Forgot password?](#)

If you do not have a username or password, you must first register.

[CLICK HERE TO REGISTER](#)

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**BRS GOLF** Online Booking Software provided by BRS Golf

Enter your registered email address, click Send Password and you will receive an email with a password reminder. If you have any questions or problems, please contact the club office.