


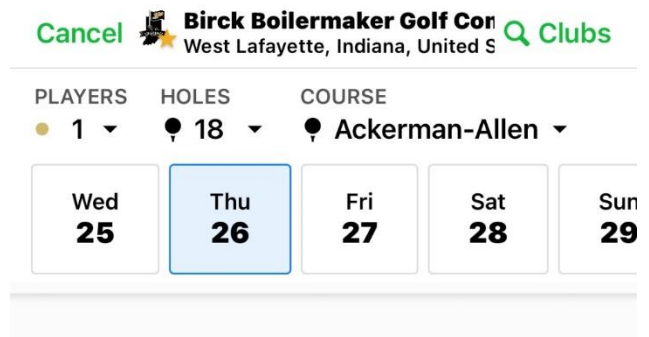
MEMBER BOOKING ON THE CHRONOGOLF APP

Members may use the app to make tee times, see upcoming tee times, and view their scoring factor. When making tee times, you can reserve for other Members as well as other player types (e.g., Public, Golf Card Holders, Local).

Choosing Number of Players, Player Types, and Reservation Time

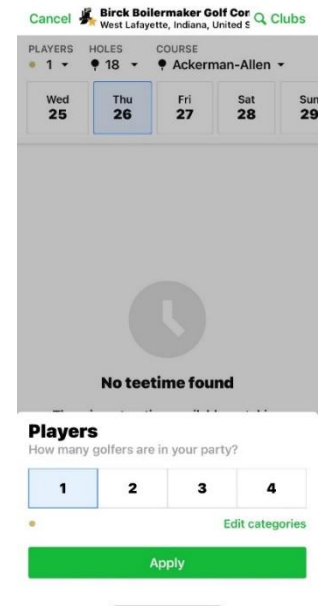
Once logged in to the app, follow the steps below to make your tee time:

1. Click on the  at the bottom of the App's main screen.
2. Birck Boilermaker Golf Complex should be your default tee sheet that appears. If not, select *Clubs* at the top right.
3. Select your course in the top right corner.
4. Select 9 or 18 holes (18 is the default).
5. Select *Players* in the top left of the screen. An option will pop up to select number of players as well as their player types. First, select the number of players in your party.
6. If NOT booking any other Player Types, select *Apply* to reserve other BBGC Members if booking more than just yourself for your round.

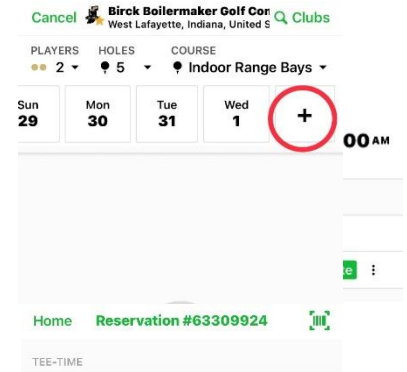


If your tee time includes a golfer who is another Player Type than your own, you need to edit their player type before selecting the date and time you wish to play.

- Select *Edit Categories* (shown in the screenshot to the right).
- Once *Edit Categories* is selected, select the correct player type for your reservation. Player 1 defaults to the member making the reservation. Select the next Player to be identified as another player type by clicking the > to the right of their name. Repeat for each non-member in your group, then select *Done* at the top right-hand corner of the screen.
- Select *Apply*.

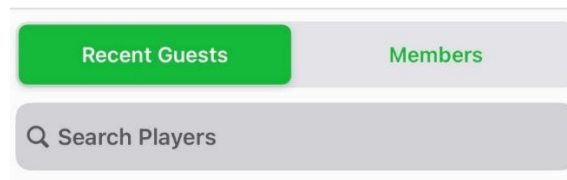
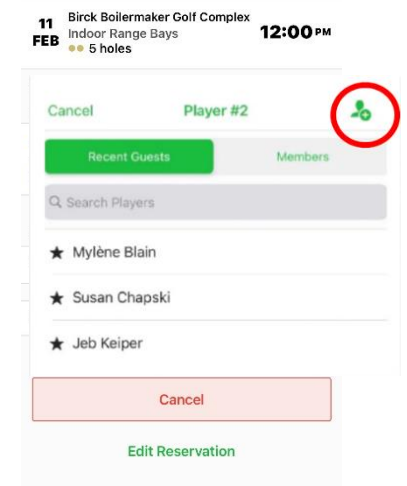


7. Select the Date and Time you want to play.
 - a. If you are looking to book a tee time more than 7 days out, press the **+** icon to be taken to the full calendar view (See screenshot on the right).
 - b. Swipe right or left on the calendar page to book further out.



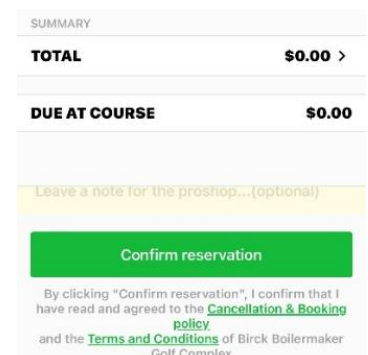
Entering Member / Guest Names

11. Once date and time are selected, you will need to identify the names of all players in your party.
12. On the *Review Reservation* section of the app, you will be asked to **Invite** the other golfers in your reservation. Select the **Invite** icon to select other Members or Guests.
13. **If Selecting Another Member** – select the *Members* option from the top of the screen. Type in the name of the Member until they appear. Select the Member's name to return to the Review Reservations screen.



14. **If Selecting Guest** – Choose a name from your *Recent Guests* or start typing in the name of one of your previous guests. If bringing a first-time guest, select the Add a Player icon in the top right hand corner of the screen (circled in the image below). Type in the First Name, Last Name, and email of the Guest and select *Invite Player*.

15. Repeat for each player in your group. You will see the amount due at the course, if applicable. You must click on the *Confirm Reservation* button to accept the Terms and Conditions and to complete the process. If you need to leave a note with the Pro Shop, you may do so in the yellow box directly above the *Confirm Reservation* button.



Your reservation is complete and now appears on *Your Dashboard* on the website, or through the *Reservations* option on the app. Any guest or golf cart fees must be paid before booking and must be paid by the person booking the reservation. A confirmation email will be sent to you.

CANCELLATIONS / EDITS ON THE APP

Cancellations can be made by clicking **Cancel** as seen on the dashboard, then selecting *Confirm*. A cancellation email will be sent to you. This will cancel the entire reservation.

If you are canceling only one person from the reservation, click on the 3 vertical dots to the right of the name of the person you are removing from the reservation. Then select *Remove Player* to confirm you are removing that player.

Please note that cancellations can be made on the app up to twenty-four (24) hours prior to a reserved tee time. If you need to cancel your tee time within 24 hours of your reserved time, please call the BBGC Pro Shop. BBGC does reserve the right to charge the full amount of the reservation for cancellations made within the 24-hour period prior to a reserved tee time and for no-shows.

If you wish to edit your tee time (e.g., move it to a new date or time), you may do so by selecting **Edit Reservation** at the bottom of the screen. Once selecting a new date or time, you will need to select *Update Reservation*. You will receive an email confirming your updated reservation.

