



Make Your Tee Times Online!!

ForeTees would like to welcome Bellevue Country Club's Membership to our family of private golf clubs.

ForeTees is an online tee time reservation system that has been developed specifically for private country clubs. It will enable you, the member, to maximize your golf experience in a number of ways. With ForeTees, you will be able to:

- **make a tee time instantly or sign up for the weekend Draw** with the click of a button (no more waiting on the phone);
- **view the tee sheet** online at your convenience and make tee times 24 hours a day, 7 days a week from anywhere in the world where you have Internet access;
- **see who is playing and at what times** so you can better manage your golf experience;
- **receive email notification** of your tee time and of any subsequent changes to your tee time;
- **register for golf events** online;
- **view all your future tee times** with a click of the button;

You can still call and make a tee time or walk in and make a tee time. Now, you also have the option of making your tee times online.

If you have any questions, please give the Golf Shop a call!!
(315) 475-1984



Make Your Tee Times Online!!

Here's How:

1. Go to www.bellevuecountryclub.com. You will find links to ForeTees on both the "News" page and the "Welcome Bellevue Members" page (in the "Members Only" section).
2. Once you see the ForeTees logo, click on it.
3. This will bring you to the ForeTees Login page. (You can bookmark this page for quicker access in the future). If you are the **primary member**, then put in your member number for the login and your last name for the password. If you are the **spouse of the primary member**, then put in your member number with a "s1" immediately after your member number for the login (i.e. if you are the spouse and your member number is 123 then your login is 123s1) and your password is your last name. If you are a child of a primary member, then check with the golf shop.
4. Click on the golf ball. **Now you're in the tee book!!**

Important

Confirm or enter your email address in the "Settings" tab so that you will receive automatic email confirmations of your tee times as well as receive correspondence from the Golf Shop about upcoming events, course conditions, tournament results, and Golf Shop sales.

AOL users: Log on to AOL, then start Microsoft Internet Explorer and follow the instructions in "Here's How."

To Make a Tee Time:

1. Go to the "Tee Times" tab and select "**Make, Change, or View Tee Times.**"
2. If your Club has multiple golf courses, select the golf course for which you would like to view tee sheets.
3. Left click the day you want to play. (Green dates are the days that are available to make a tee time. Red dates are the days that you can put in a lottery request.)

To view a day's Tee Sheet, select the course and then click on the date below.

Note: You are allowed to view tee sheets for the next 30 days, however you can only make reservations on the dates indicated in green. Lottery-only days will be indicated in red (sienna).

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 14, 7:00 AM Mon 14, 7:00 AM Tue 14, 7:00 AM Wed 14, 7:00 AM Thu 14, 7:00 AM Fri 14, 7:00 AM Sat 14, 7:00 AM
The times are based on the Server Time displayed below. Click on the 'New Tee Time' tab above to update the clock or rebuild the calendar.

Today's date is: Saturday 2/19/2005 The Server Time is: 8:33:41 AM Central

Course: Mountain **Course Selector**

February 2005							March 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

- Left click on the time you want to play.

Instructions: To select a tee time, just click on the button containing the time (1st column). Special Events and Restrictions, if any, are colored (see legend below). To display a different day's tee sheet, select the date from the calendar above.

Date: **Saturday 3/5/2005** Course: **Mountain**

Tee Sheet Legend
 F/B: F = Front Nine, B = Back Nine, O = Open (for cross-overs), S = Shotgun Event
 C/W: MC = Member Cart, CC = Club Cart, CA = Caddie (9 = 9 holes)

Time	F/B	Player 1	C/W	Player 2	C/W	Player 3	C/W	Player 4	C/W	Player 5	C/W
7:00 AM	F										
7:10 AM	F										
7:20 AM	F										
7:30 AM	F										
7:40 AM	F										

ForeTees Member Reservation


****Important****

After clicking on the time you want to play, the system brings you to the “ForeTees Member Reservation” page where you can make, edit, or delete a tee time. Once you are to the “ForeTees Member Reservation” page, **never use your browser’s “Back” button to get back to the tee sheet!!** Use the “Go Back” button located just to the left of the “Add or Remove Players” box.

Return
w/o Changes:
Go Back

This is the “Go Back”
Button in Foretees

Very Good Button!

 Back

This is the Browser Back button.

Very Bad Button - do not use!!

Making a New Tee Time (View the image below for reference.)

- Add or Remove Players Box:** Notice that your name automatically appears in the first available spot for this tee time. Just to the right of your name is the “Trans” drop-down menu. Here you will select your mode of transportation for the round you are booking. The legend of acronyms for transportation options is found at the bottom of the “Add or Remove Players” box. If you know that you will be playing just nine-holes, select the “9 Holes” button that corresponds with your name as well as with any other players in your group who will also be playing nine holes. At the bottom of the “Add or Remove Players” box is a text box called “Notes to Pro.” Here you can enter a message to your golf professional staff regarding your tee time. This message is emailed to the golf shop and will enable them to provide you with the member or guest services that you have requested.
- Partner List:** Your “Partner List” can be created to include up to 25 other members with whom you play most regularly. Once this list is set up, it will allow you to expedite your tee time making process. Whenever you come into the “ForeTees Member Reservation” page, the people you play with most will be listed in the “Partner List” box. To add one or more of these persons to your tee time, you will left click on those names and then press the submit button. To build a “Partner List,” go to the main navigation bar on the “Member Tee Time Reservation” page and select the “Partners” tab. Select those members from the “Member List” to create your “Partner List.”
- Member List:** Every individual at your club who has playing privileges on your golf course will be located in this panel alphabetically by their last name. Once you have found the person you want to play with, simply left click on their name and that person will appear in the “Add or Remove Players” box. If you click on the wrong name, click on the “Erase” link that corresponds with the incorrect name in the “Add or Remove Player” box. Players’ names should not be typed into the “Add or Remove Players” box. These selections should be made by using point-and-click with your computer’s mouse.

4. **Guest Types and Adding Guests to Your Tee Time:** All of your club's guest types are located in the "Guest Types" box. When making a tee time which will include guests, select the appropriate guest type from the "Guest Types" box. Enter your guest directly under your name in the "Add or Remove Players" box. If another member in your group will have a guest as well, enter this guest following that member's name. If you are required to provide the guest's name, left click to the right of the guest type you selected. Once you see the cursor, hit the space bar once and type in the guest's name (see the example below).
5. **Guest Types – X:** Entering an "X" allows you to hold a spot in a tee time for a period of time so that you can find another member or members to join the group. The Xs will automatically be removed from the system a certain number of hours before the tee time if they are not replaced with a player's name. This will allow other members to join the tee time. You can find "X" in the "Guest Types" box.
6. **Submitting Your Tee Time to the Tee Sheet:** Once you have created your tee time as you want it represented on the tee sheet, click the "Submit" button. **As soon as you hit the "Submit" button, an email is automatically sent to the other members in the tee time notifying them who made the tee time, the day and time, and who is in the tee time. Again, it is very important to put your correct email address in the system so you can be notified of tee times and tee time changes (automatic email confirmation will only be sent to those members with their email set up in the system).**

In this example, Travis Galleberg is playing with two guests. One guest is Jock Olson who is classified as a "Guest Card" guest type and the other is Mike Olson who is classified as a "Jr Guest" guest type.



Changing or Canceling an Existing Tee Time

Removing a Person from a Tee Time: Go to the "Tee Times" tab and select "Make, Change, or View Tee Times." Select the day of the tee time you would like to change. Click on the time of your reservation. Once on the "ForeTees Member Reservation" page 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, including the person you erased, telling them that **YOU** canceled this player from the tee time (automatic email confirmation is only sent to those members with their email set up in the system).

Canceling an Entire Tee Time: Go to the “Tee Times” tab and select “**Make, Change, or View Tee Times.**” Select the day of the tee time you would like to cancel. Click on the time of your reservation. Once on the “ForeTees Member Reservation” page click on the “**Cancel ENTIRE Tee Time**” button at the bottom of the box. Left clicking this button cancels **EVERYBODY** from this tee time. Again, everyone who was in the canceled tee time will receive an email notification that **YOU** canceled the entire tee time.

Press this link to erase a player from a tee time. Pressing this link will erase Bob Parise from this tee time.

Add or Remove Players <small>Note: Click on Names --></small>			
	Players	Trans	9-Holes
erase	1: Travis Galleberg	MC	<input type="checkbox"/>
erase	2: Bob Parise	MC	<input type="checkbox"/>
erase	3: Patrick Shanley	MC	<input type="checkbox"/>
erase	4: Dwight Opperman	MC	<input type="checkbox"/>
erase	5:		<input type="checkbox"/>

Notes to Pro:

MC = Member Cart CC = Club Cart CA = Caddie

Cancel ENTIRE Tee Time **Submit Changes**

If you would like to erase everybody from the time, then click on the “Cancel ENTIRE Tee Time” button.

Sign up for the Weekend Draw

You don't have to fill cards out for the weekend draw anymore. You can put your request in online with ForeTees. Go to the day and course that you would like play. Once there, click on the “**Lottery**” button where the tee times would normally be on the tee sheet. This will bring to the beginning of your request. From the drop down menu select the time that you would like to play then select the amount of time before and after your requested time that is acceptable. (Hint: The bigger the window, the better the chance you will not be omitted from a tee time.) Select “**Continue With Request**”.

Lottery Request Details

Time and Tee Requested: 7:00 AM Front

Number of hours/minutes **before** this time you will accept: 30 mins

Number of hours/minutes **after** this time you will accept: 30 mins

Note: Tee times to be awarded within the boundaries established by your golf professionals.

Continue With Request

Input the members or guests that you will be playing with and click “**Submit Request**”. Once submitted, the system will let you know when the Golf Shop will process the requests and automatically email the other members in your group letting them know what course, time, and with whom you made the request with. Once the draw is processed and the times are assigned by the system, you will be emailed as to what time you received in the draw. You can also go to the tee sheet and see who is playing when and in relation to your tee time and you can also move your tee time to a more desirable tee time if available.

Signing up for Events

You can access detailed information about your club's golf events as well as sign-up for those events online. Left click on the "Events" tab to view upcoming golf events.



Upcoming Special Events

To view the sign up sheet or to sign up for an event, click on the event name.
If unable to select the event, then it is not available for online sign up.

Event Name	Date/Time	Sign Up Starts	Sign Up Ends
Welcome Back Scramble	5/14/2005 at 10:00 AM	1/1/2005 at 1:00 AM	5/10/2005 at 12:00 PM
Mens play day 1	6/9/2005 at 1:00 PM	5/31/2005 at 8:00 AM	6/7/2005 at 12:00 PM
Member Member Day 1	6/11/2005 at 8:00 AM	1/1/2005 at 1:00 AM	6/9/2005 at 12:00 PM
June 12th Open Play Shotgun AM	6/12/2005 at 8:30 AM	6/3/2005 at 8:00 AM	6/11/2005 at 12:00 PM
Member Member Day 2	6/12/2005 at 1:30 PM	N/A	N/A
Ladies Day Social 1st	6/14/2005 at 8:30 AM	1/1/2005 at 12:00 PM	6/12/2005 at 12:00 PM
Couples Twilite	6/24/2005 at 4:30 PM	1/1/2005 at 12:00 PM	6/22/2005 at 12:00 PM
Mini Camp	6/30/2005 at 1:30 PM	6/21/2005 at 8:00 AM	6/28/2005 at 12:00 PM
Horse Race	7/4/2005 at 2:00 PM	6/1/2005 at 8:00 AM	7/2/2005 at 12:00 PM
Senior Club Championship	7/9/2005 at 8:00 AM	1/1/2005 at 12:00 PM	7/7/2005 at 12:00 PM
Senior Club Championship D2	7/10/2005 at 8:00 AM	N/A	N/A

Events you can sign-up for have a button highlighting them. To view the information page of the event, click on the event button.

Once you've clicked on the event, the "Event Information Page" will appear. This page will provide you with all of the information you need about the event. If you are signing up for an individual event, click on "Sign Up." For team events, select the "New Team" button. Booking your entry is very similar to booking a tee time. If signing up other members, automatic email confirmations will be sent out to those individuals (*automatic email confirmation will only be sent to those members with their email set up in the system*).

Event Information Page

Club Championship							
Date:	8/20/2005	Time:	8:00 AM	Type:	Tee Times		
Front/Back:	Both						
Format:	Stroke Play						
Pairings by:	ProShop	# of Teams:	88	Team Size:	1	Holes:	36
Guests per Member:	0	Cost per Guest:		Cost per Member:	\$20		
Must Sign Up By:	10:00 AM on 8/18/2005						
Itinerary:	Tees depend on the flight you are playing in.						
Because of the format selected for this event, you can only register yourself.							
To sign up for this event click here: Sign Up							
There are currently 1 players registered for this event.							
Players currently registered for this event:							
Select	Player 1	C/W	Status				
Full	Patrick Georgia	CRT	Registered				

Click here to sign up for this event.

Your Play History

Go to the "Search" tab on the "Member Tee Time Management" page. You can view your past tee times by clicking on "This Calendar Year," "Past 12 Months," and "Since Inception." It will indicate the day, time, playing partners, and the mode of transportation used.

If you have any questions, please call your Golf Shop
(315) 475-1984