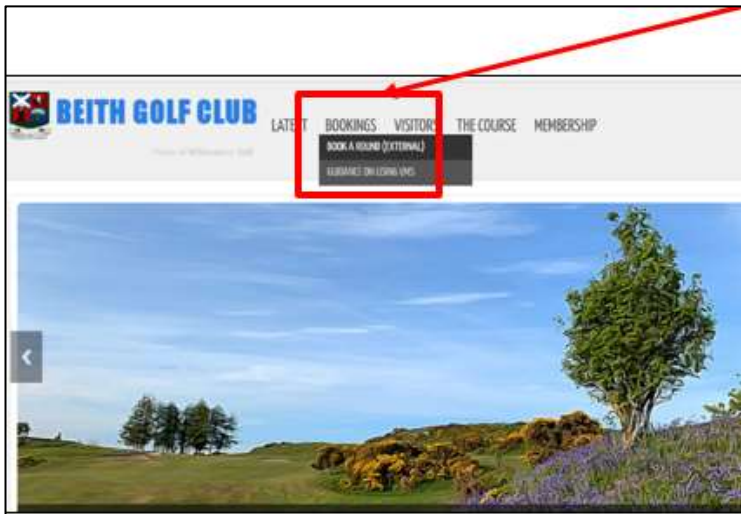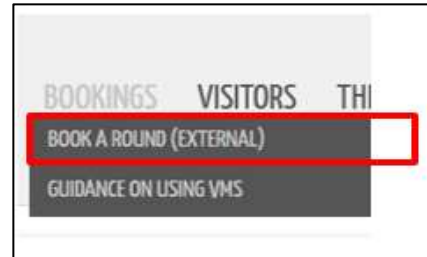# How to Book a Members Tee Time through the Club's website

1. Select **BOOKINGS** on top menu of the Club's website
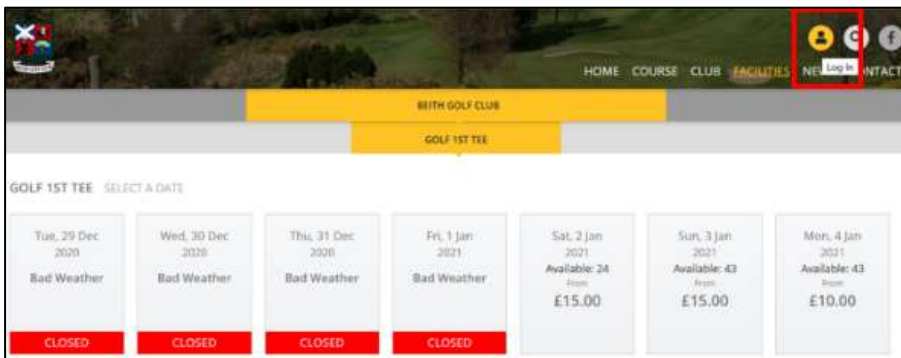

2. From the drop down menu, select **BOOK A ROUND (EXTERNAL)**

This will open the Club's **FACILITIES** booking page hosted on VMS.

3. Click the **Log In** symbol on top right-hand side of booking page as illustrated below.

This will open the member's log in window.
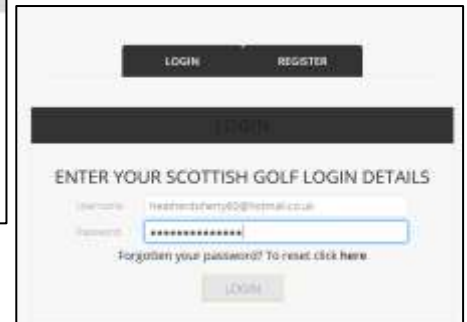
4. Enter your Username and Password

5. Select **LOGIN**

A window opens showing **BOOKINGS**, **COMPETITIONS** and an **EVENTS** tab. You are presented with information on your bookings when the **BOOKINGS** tab is selected.

6. Click the **BOOK** button

GOLF 1ST TEE SELECT A DATE

7. Select a **date** from those presented – available times will appear.

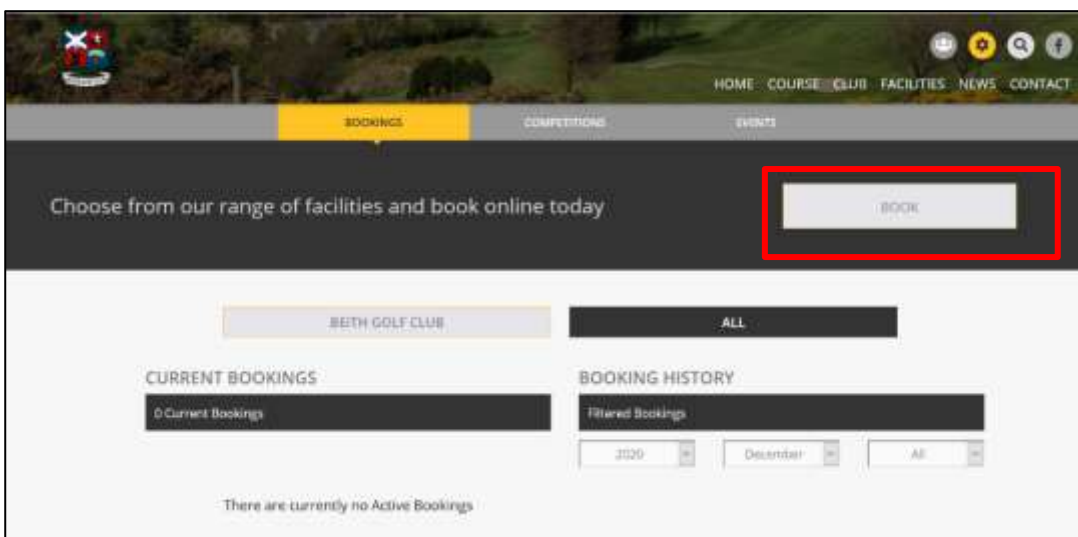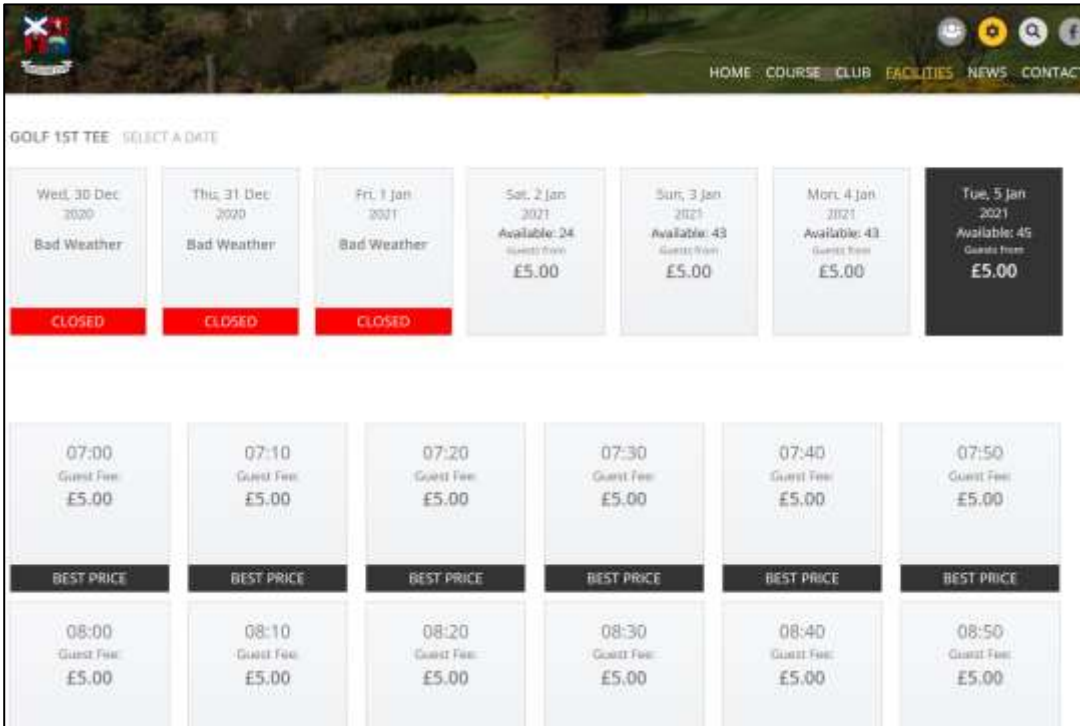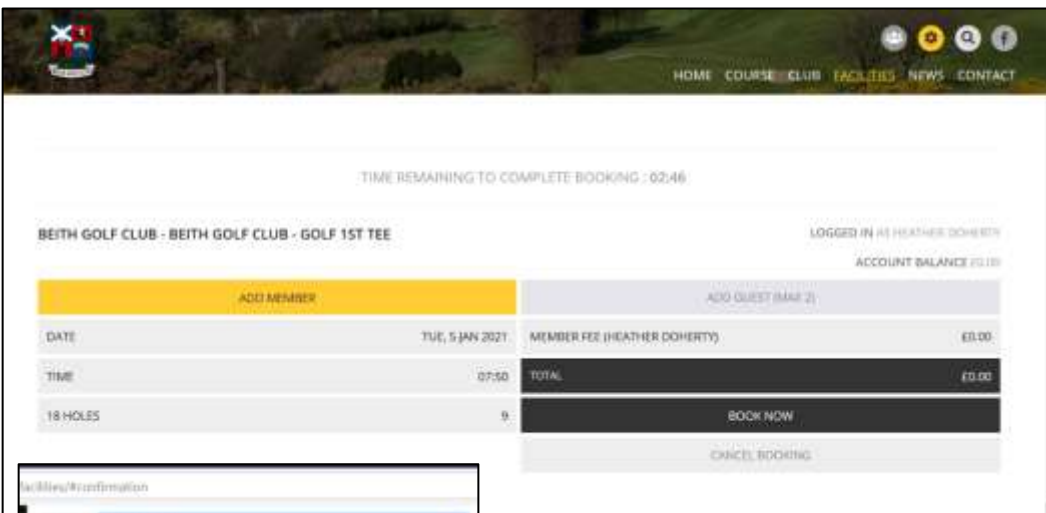| Wed, 30 Dec 2020	Thu, 31 Dec 2020	Fri, 1 Jan 2021	Sat, 2 Jan 2021 Available: 24 Guests from £5.00	Sun, 3 Jan 2021 Available: 43 Guests from £5.00	Mon, 4 Jan 2021 Available: 43 Guests from £5.00	Tue, 5 Jan 2021 Available: 45 Guests from £5.00
Bad Weather	Bad Weather	Bad Weather				
CLOSED	CLOSED	CLOSED				

8. Scoll through the times window and Select a time

This will open the booking sheet as illustrated below.

07:00 Guest Fee £5.00	07:10 Guest Fee £5.00	07:20 Guest Fee £5.00	07:30 Guest Fee £5.00	07:40 Guest Fee £5.00	07:50 Guest Fee £5.00
BEST PRICE	BEST PRICE	BEST PRICE	BEST PRICE	BEST PRICE	BEST PRICE
08:00 Guest Fee £5.00	08:10 Guest Fee £5.00	08:20 Guest Fee £5.00	08:30 Guest Fee £5.00	08:40 Guest Fee £5.00	08:50 Guest Fee £5.00

TIME REMAINING TO COMPLETE BOOKING : 02:46

BEITH GOLF CLUB - BEITH GOLF CLUB - GOLF 1ST TEE

LOGGED IN AS HEATHER DOHERTY

ACCOUNT BALANCE £0.00

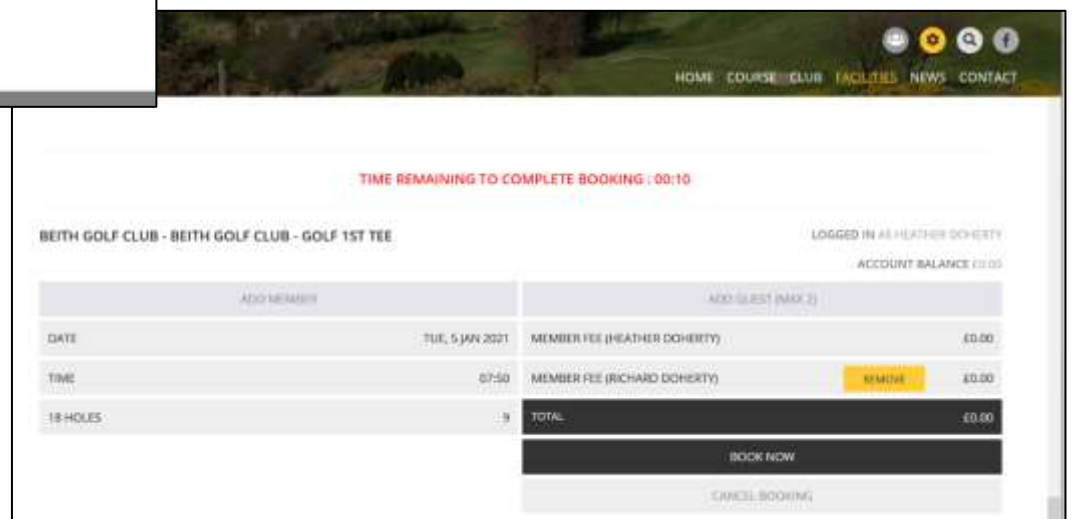| ADD MEMBER	ADD GUEST (MAX 2)	
DATE	TUE, 5 JAN 2021	MEMBER FEE (HEATHER DOHERTY)	£0.00
TIME	07:50	TOTAL	£0.00
18 HOLES	9	BOOK NOW	
		CANCEL BOOKING	

9. When you Select **ADD MEMBER** a Search window opens.

When you start to type a name into the search box, a listing of matched members will appear.

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facilities/#confirmation

Search | richard D|

RICHARD DICKSON

RICHARD DOHERTY
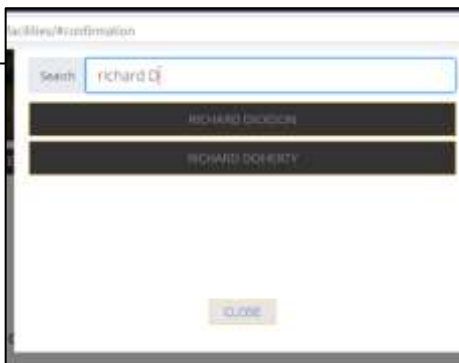
CLOSE

10. Click the name of the member you wish to add. Click **CLOSE** when finished adding members.

Note the message about time remaining to complete booking. You are given 3 minutes to complete a booking.

TIME REMAINING TO COMPLETE BOOKING : 00:10

BEITH GOLF CLUB - BEITH GOLF CLUB - GOLF 1ST TEE

LOGGED IN AS HEATHER DOHERTY

ACCOUNT BALANCE £0.00

ADD MEMBER	ADD GUEST (MAX 2)		
DATE	TUE, 5 JAN 2021	MEMBER FEE (HEATHER DOHERTY)	£0.00
TIME	07:50	MEMBER FEE (RICHARD DOHERTY)	REMOVE £0.00
18 HOLES	9	TOTAL	£0.00
		BOOK NOW	
		CANCEL BOOKING	

When **ADD GUEST** is selected, a window pops-up for you to select **GUEST TYPE.**

11. Select **BOOK NOW** when all players have been added to the booking form.
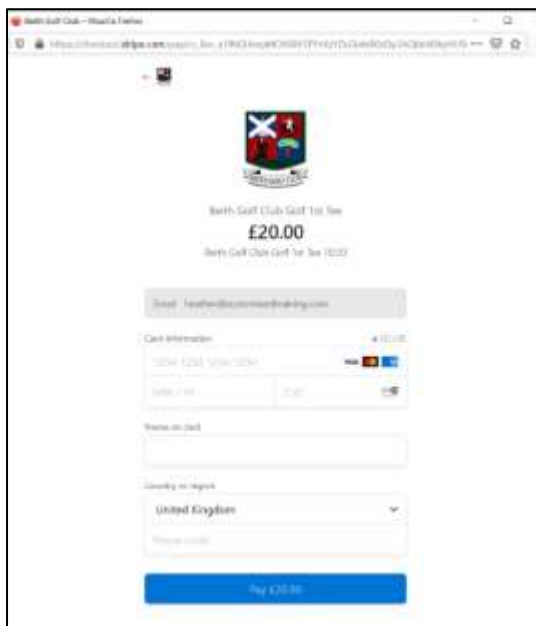
If a payment is due and the Club has set-up **Stripe** to take payments, you will be presented with the Stripe payment form.

12. Complete the Payment form and press the blue **Pay £#** button at the bottom of the page.

The booking is now complete. All members will receive an email confirming booking.

If you are not taken directly to the payment page and *Stripe* is set-up, it could be that the system you are using is blocking pop-ups. Notice the browser message in the yellow bar at the top of the following image. The message shows that the browser prevented the site from opening a pop-up window. Under **Options**, I've selected "*Allow pop-ups from 41000504000.scottish.golf*" as this is a trusted site. (Your browser should present you with similar options.)
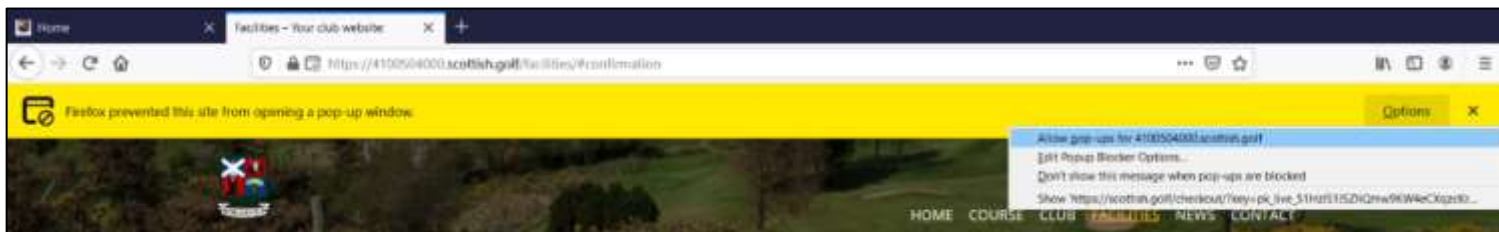
If **Stripe** is not set-up to take guest fees, members will receive a confirmation stating '*Payment required on Arrival'*. Would members please make this payment directly into Beith Golf Club's bank account: Sort Code: 82-61-03, Account Number: 90252176.