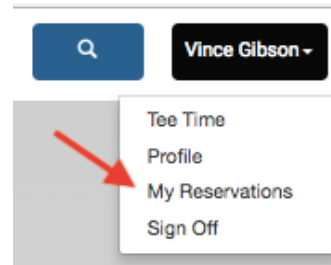






How to Change or Cancel a Tee Time

1. Log in with your email address and password.
2. Click your name to open the dropdown menu. Then click My Reservations.
3. A list of all of your tee time bookings will appear.



4. Click the Edit box at the far left on the reservation that you want to change or cancel.

| Player Search | | | | | | | |
|---|---|--------------|------------|--------|-------|-----------|-------------|
| Player Name | 05/17/2018 | to | 05/17/2018 | Search | | | |
| Your Reservation(s) | | | | | | | |
| Edit | Source | Date | Start Time | Course | Holes | Player(s) | Confirm Key |
|  |  | May 17, 2018 | 01:24 PM | Hinton | 18 | 4 | 113053 |

5. Choose Edit or Cancel

| Details | |
|--------------|--------------|
| Date: | May 17, 2018 |
| Time: | 01:24 PM |
| Course: | Hinton |
| Holes: | 18 |
| Player: | 4 |
| Confirm Key: | 113053 |

6. If cancelling, you will be asked to confirm your cancellation.

Do you want to cancel this reservation?

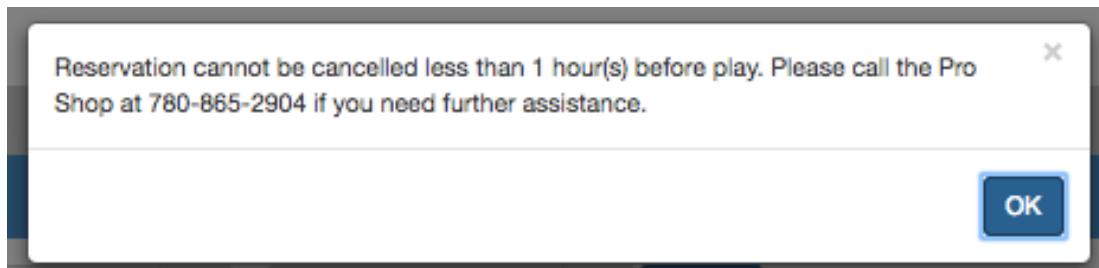
No, Don't Cancel

Yes, Cancel Booking

7. Once the cancellation is complete you will see a Success message.



8. If it is within the one hour of your tee time, you will see a message to call the golf shop.



9. In edit mode you only have the option to change the number of players. No other changes can be made. If you would like to change your tee time you can either cancel your current tee time and re-book online or you can call the golf shop and our staff can make the change for you.

You may call the golf shop at 780-865-2904 at anytime to cancel or edit your tee times.