



Booking a Tee Time

9 Steps [View on Tango](#)

Created by
Travis Wyatt

Creation Date
February 1, 2022

Last Updated
February 1, 2022

STEP 1

Log in to RecTrac

Vermont.CABQ.Gov

STEP 2

Select a tee time you wish to book

		Arroyo Del Oso	Mon Jan 31 2022
12:00 pm	18	18	18
12:30 pm	18	18	18
01:00 pm	18	18	18
01:30 pm	18	18	18
02:00 pm	18	18	18
02:30 pm	18	18	18
03:00 pm	18	18	18
03:30 pm	18	18	18
04:00 pm	18	18	18

Made with Tango.us

STEP 3

Fill in Customer lookup information

You can change the lookup option to Member/XREF (name), Phone number, or Household Number.

You can also fill out the name and phone number information manually if the user does not have a household.

Arroyo Del Oso - 1:30 pm, 01/31/2022

Tee Time Update History

Lookup Option ⓘ Member Lookup ⓘ First Name ⓘ Last Name ⓘ

Member/XREF Wyatt, travis

Last Name	First Name	Pass Code	Birthday
Wyatt	Amanda		09/05/1993
Wyatt	Anthony		12/18/1993
Wyatt	Ashley		06/23/1981
Wyatt	Danielle		09/08/2000
Wyatt	Delaney		03/13/2006
Wyatt	Diana		

Cart Code ⓘ

Clear Slot Copy

Tee Time Notes ⓘ

Made with Tango.us

STEP 4

If not automatically filled in, select the pass type

- Junior Dily Rate Golf - Junior prices
- GC Adult Daily - Adult Prices
- GC SR Daily - Senior Prices
- Golf Holiday - Holiday Prices
- GC Tournament - to check in a tournament golfer

Phone ⓘ (505)879-3986

Pass Code ⓘ Junior Daily Rate Golf

There is no photo on file for this individual

Made with Tango.us

STEP 5

Click on Check-In - This will take you back to the tee sheet

Lookup Option ⓘ Member/XREF

Member Lookup ⓘ

First Name ⓘ

Last Name ⓘ

Cart Code ⓘ

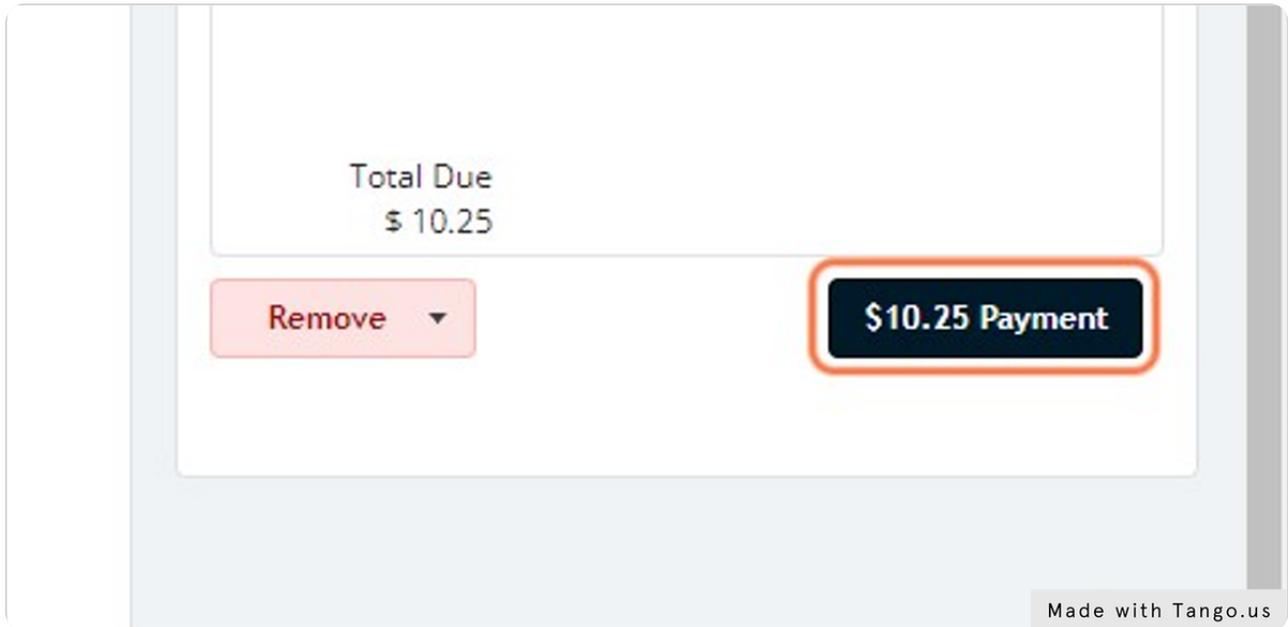
Check In? ⓘ

4 ✓ Check-In Process and Finish Check In Separately Close

Made with Tango.us

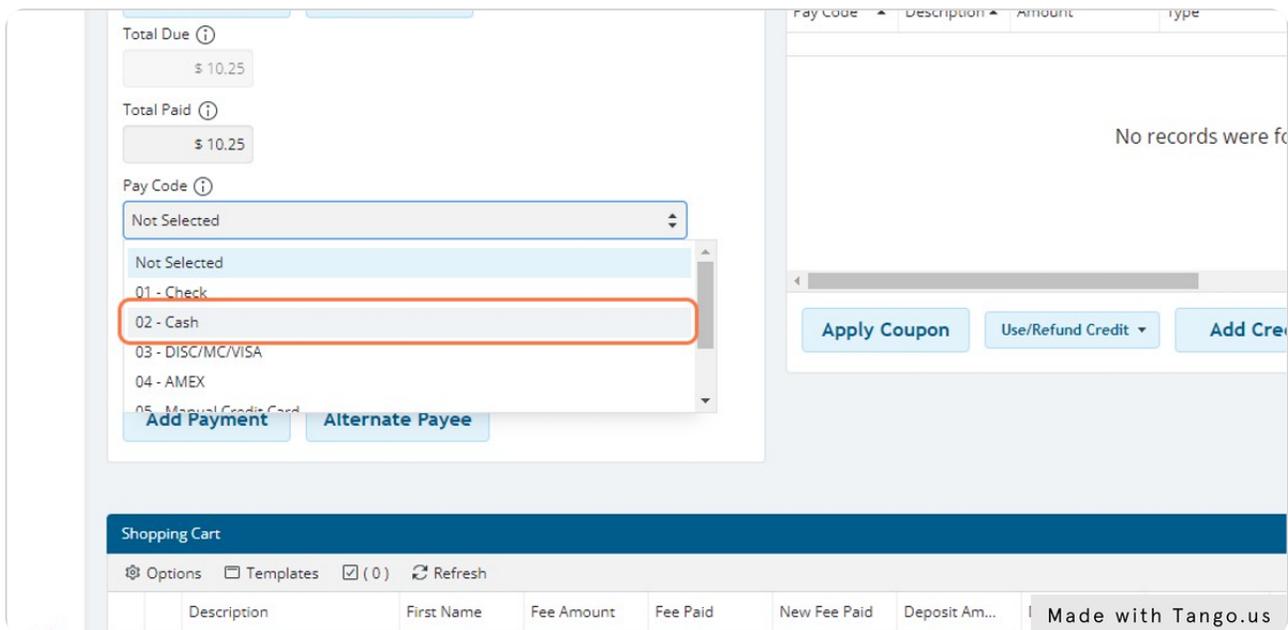
STEP 6

Click on the payment button in cart area on the right to check out the customer



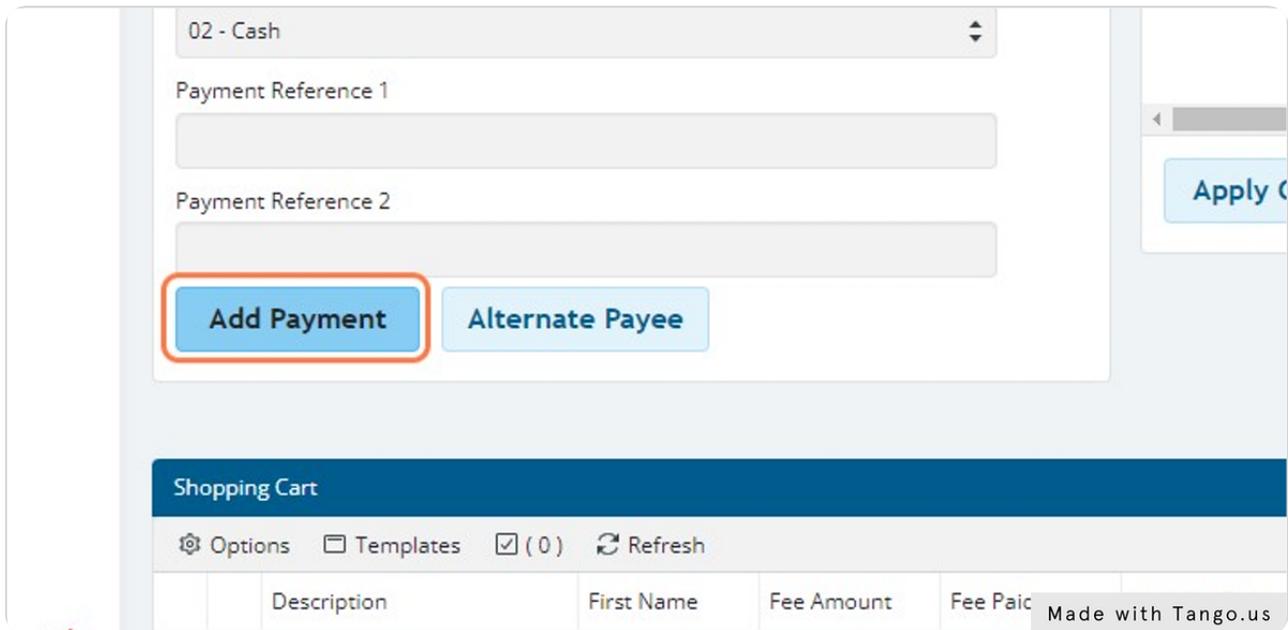
STEP 7

Select the payment type



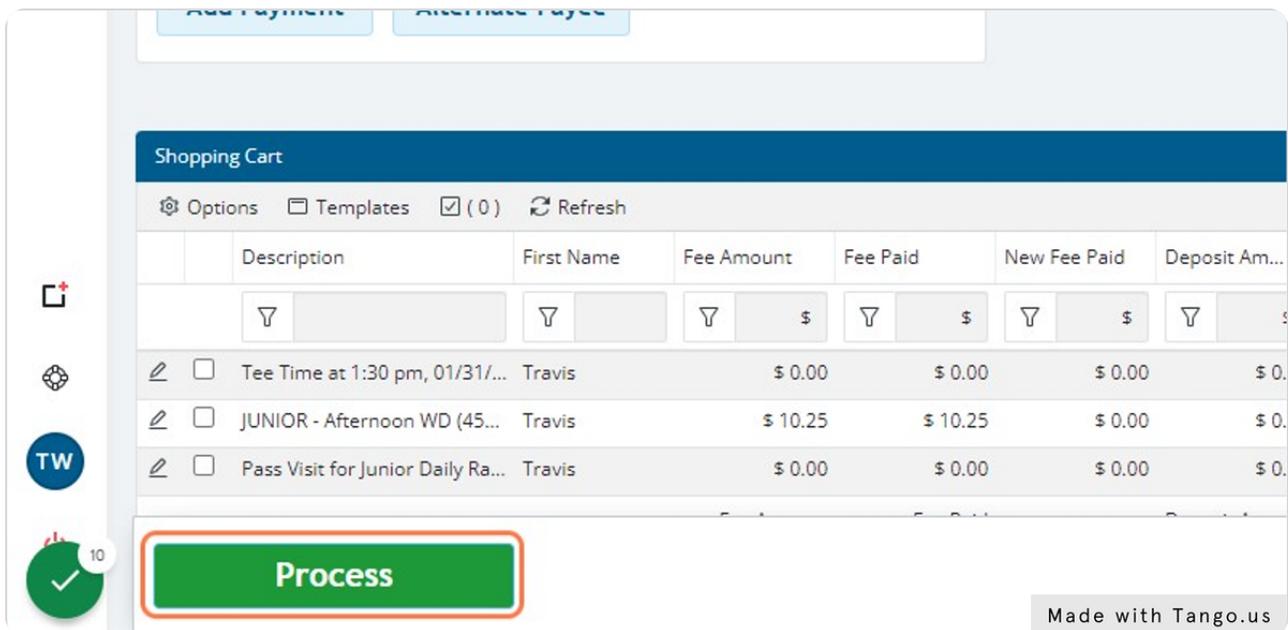
STEP 8

Click on Add Payment



STEP 9

Click on Process - Congratulations! You're done booking and checking in a customer.



Created in seconds with

Tango