Tango

## **Booking a Tee Time**

9 Steps View on Tango

Created by

Travis Wyatt

Creation Date

February 1, 2022

Last Updated

February 1, 2022



## 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	10		Made with Tango.us



#### 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 Hi	story				
Lookup Option (j)		Member Lookup 🕞	First Name	0	Last Name
Member/XREF	\$	Wyatt,travis	<sup>7</sup> 0		
		Last Name	First Name	Pass Code	Birthday
		Wyatt	Amanda		09/05/1993
Cart Code		Wyatt	Anthony		12/18/1993
		Wyatt	Ashley		06/23/1981
		Wyatt	Danielle		09/08/2000
Clear Slot	Copy	Wyatt	Delaney		03/13/2006
Tee Time Notes (;)		Wyatt	Diana		Made with Tango.us



#### 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 (j)	Pass Code ()	
(505)879-3986	Junior Daily Rate Gelf + no photo on file for this	
	individual	

#### STEP 5

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

Lookup Option	Member Lookup (	1	First Name 访	Last Name 访
Member/XREF	\$	<sub>2</sub> 2		
Cart Code (j)				
Cart Code	Check In? (j)			



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

Total Due \$ 10.25	
Remove -	\$10.25 Payment

#### STEP 7

### Select the payment type

Initial Due (f)   \$ 10.25   Total Paid (f)   \$ 10.25   Pay Code (f)   Not Selected   01 - Check   02 - Cash   03 - DISC/MC/VISA   04 - AMEX   ^5 Add Payment Alternate Payee	Instal Due () s 10.25 Total Paid () s 10.25 Pay Code () Not Selected 01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX Add Payment Alternate Payee	T. 10 @	raycode - Description - Amount - Type
Total Paid ① \$ 10.25 Pay Code ① Not Selected 01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX ^* Add Payment Alternate Payee	Total Paid () \$ 10.25 Pay Code () Not Selected 01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX 15 - Mapping Code Conditional Atternate Payee	s 10.25	
Not Selected   01 - Check   02 - Cash   03 - DISC/MC/VISA   04 - AMEX   - Add Payment	Not Selected   Not Selected   01 - Check   02 - Cash   03 - DISC/MC/VISA   04 - AMEX   ^5 Add Payment	5 10.23	
s 10.25 Pay Code ① Not Selected 01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX ^ Add Payment Alternate Payee	s 10.25 Pay Code ① Not Selected 01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX ^ Add Payment Alternate Payee	Iotal Paid ()	No records v
Pay Code ① Not Selected O1 - Check O2 - Cash O3 - DISC/MC/VISA O4 - AMEX	Pay Code ① Not Selected O1 - Check O2 - Cash O3 - DISC/MC/VISA O4 - AMEX O5 Add Payment Alternate Payee	\$ 10.25	in records i
Not Selected  Not Selected  O1- Check  O2 - Cash  O3 - DISC/MC/VISA  O4 - AMEX  Add Payment Alternate Payee	Not Selected  Not Selected  O1 - Check  O2 - Cash  O3 - DISC/MC/VISA  O4 - AMEX  Same Atternate Payee  Atternate Payee	Pay Code ()	
Not Selected 01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX 05 - Marginet Card Alternate Payee	Not Selected 01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX 05 - Mound Credit Credit Alternate Payee	Not Selected	
01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX 05 Add Payment Alternate Payee	01 - Check 02 - Cash 03 - DISC/MC/VISA 04 - AMEX • Add Payment Card Alternate Payee	Not Selected	
02 - Cash 03 - DISC/MC/VISA 04 - AMEX <b>Alternate Payee</b>	02 - Cash 03 - DISC/MC/VISA 04 - AMEX <b>Add Payment</b> Alternate Payee	01 - Check	4
03 - DISC/MC/VISA 04 - AMEX 05 Marginetic Cord Alternate Payee	03 - DISC/MC/VISA 04 - AMEX OS Marginerit Card Alternate Payee	02 - Cash	Apply Coupon Use/Refund Credit - Ad
04 - AMEX Card Alternate Payee	Of Marine Payee	03 - DISC/MC/VISA	
Add Payment Alternate Payee	Add Payment Alternate Payee	04 - AMEX	
		Add Payment Alternate Payee	
Shopping Cart	Shopping Cart	Shopping Cart	
Shopping Cart 황 Options	Shopping Cart 황 Options	Shopping Cart 왕 Options	



### **Click on Add Payment**

		•	
Payment Reference 1			4
Payment Reference 2			Ap
-			
Add Payment Altern	ate Pavee		
Shopping Cart			
Shopping Cart			
Shopping Cart	) 🕄 Refresh		

#### STEP 9

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

Sh	oppin	g Cart									
¢	Opti	ons 🗖 Templates 🗹 ( 0	) 🧭 Refresh			92				V."	
		Description	First Name	Fee Ar	mount	Fee Pa	id	New Fe	e Paid	Depos	it Am
		V	V	V	\$	7	\$	7	\$	7	
0		Tee Time at 1:30 pm, 01/31/.	Travis		\$ 0.00		\$ 0.00		\$ 0.00		\$ (
0		JUNIOR - Afternoon WD (45	. Travis		\$ 10.25		\$ 10.25		\$ 0.00		\$ (
0		Pass Visit for Junior Daily Ra.	Travis		\$ 0.00		\$ 0.00		\$ 0.00		\$ (



Created in seconds with



