



Check In Tee Time that was Booked Online

9 Steps [View on Tango](#)

Created by
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Creation Date
February 3, 2022

Last Updated
February 3, 2022

STEP 1

Log Into RecTrac

STEP 2

Select the tee time that was booked online

02:30 pm	18	18	18
03:00 pm	18	18	18
03:30 pm	18	18	18
04:00 pm	18	18	18
04:30 pm	Wyatt	Wyatt	18
05:00 pm	18	18	18
05:30 pm	18	18	18
06:00 pm	18	18	18
06:30 pm	18	18	18

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STEP 3

Search for the customers account in the "Member lookup" box

Arroyo Del Oso - 8:30 am, 02/01/2022

Tee Time Update History

Lookup Option (i) Member Lookup (i) First Name (i) Last Name (i)

Member/XREF Wyatt, Amanda

Last Name	First Name	Pass Code	Birthday
Wyatt	Amanda		09/05/1993
Wyatt	Anthony		12/18/1993
Wyatt	Ashley		06/23/1981

Cart Code (i)

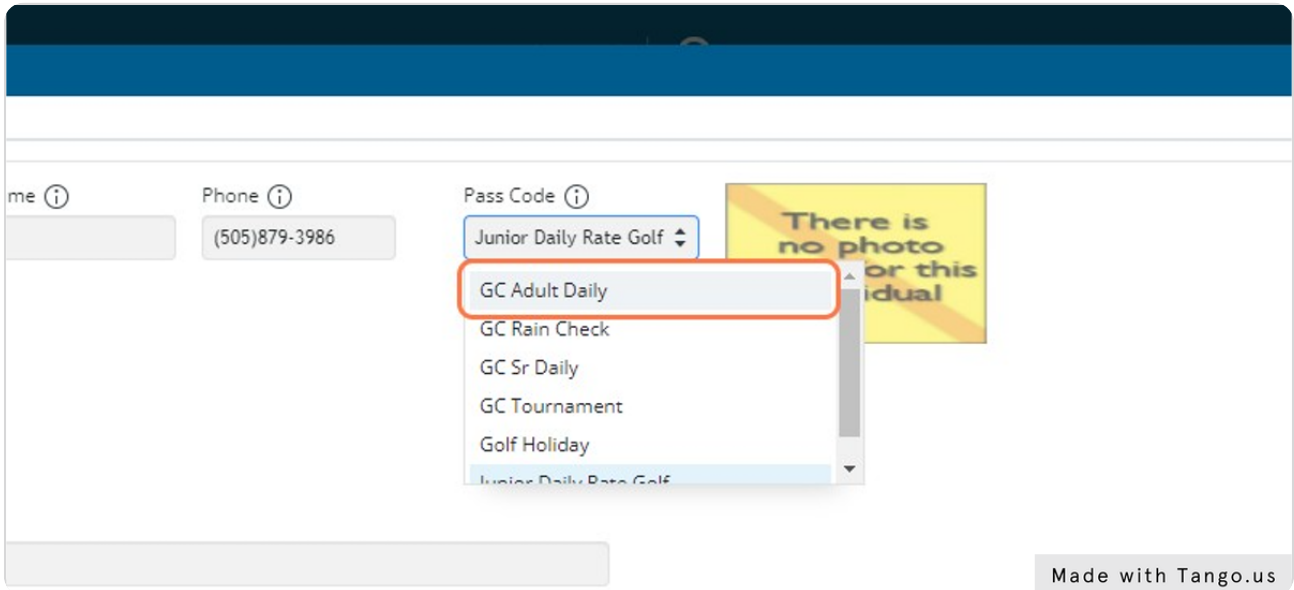
Clear Slot Copy

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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

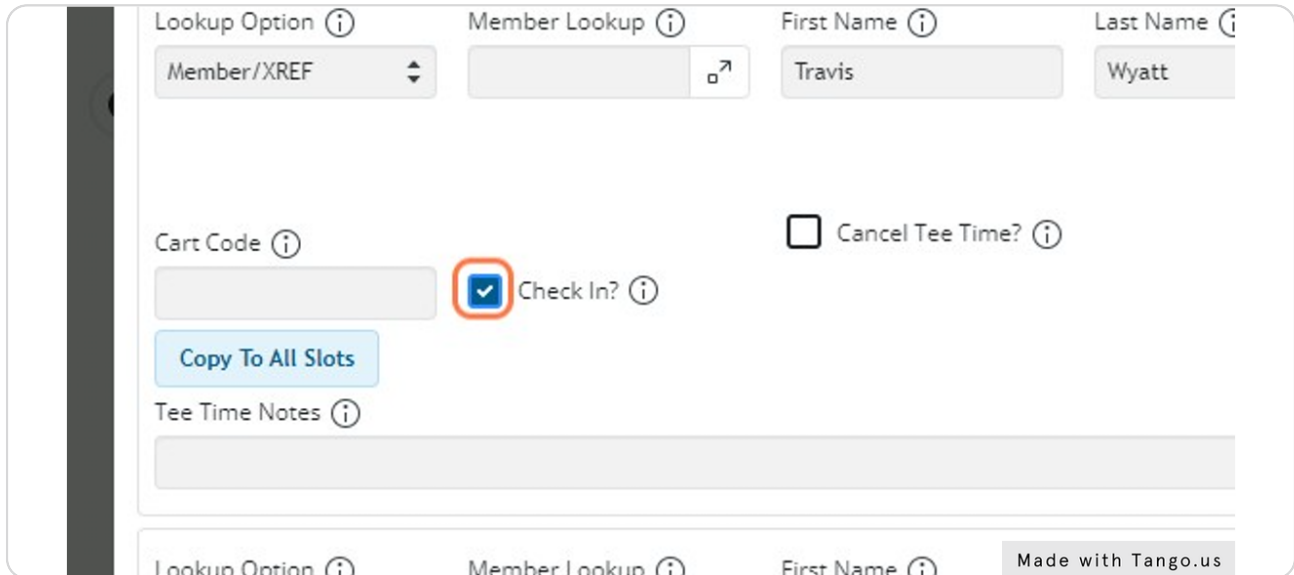


STEP 5

Click the "Check In?" Checkbox

If multiple people are checking in, Be sure to click "Check In?" on all customers who are checking in

All user information should already be filled in



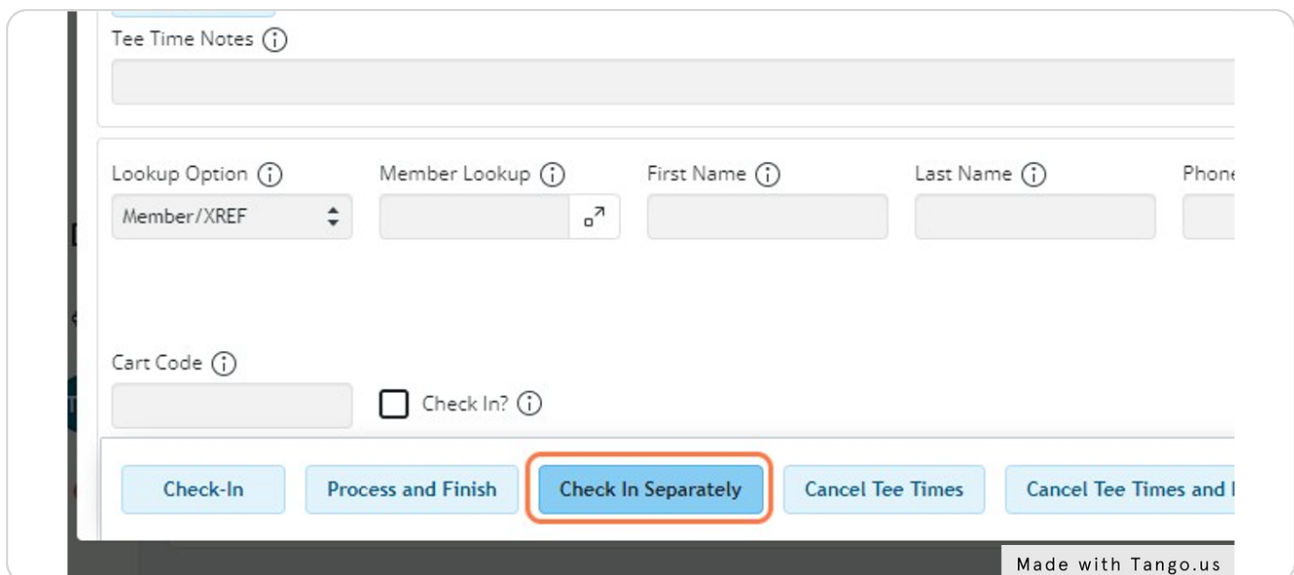
The screenshot shows a customer profile form with the following fields and controls:

- Lookup Option (i): Member/XREF
- Member Lookup (i): [Empty field]
- First Name (i): Travis
- Last Name (i): Wyatt
- Cart Code (i): [Empty field]
- Check In? (i): (highlighted with a red circle)
- Cancel Tee Time? (i):
- Copy To All Slots: [Button]
- Tee Time Notes (i): [Empty text area]
- Lookup Option (i): Member/XREF
- Member Lookup (i): [Empty field]
- First Name (i): [Empty field]
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STEP 6

Click on Check In Separately to process each customer individually

You can click "Check-In" if one person is going to paying for the whole party



The screenshot shows a customer profile form with the following fields and controls:

- Tee Time Notes (i): [Empty text area]
- Lookup Option (i): Member/XREF
- Member Lookup (i): [Empty field]
- First Name (i): [Empty field]
- Last Name (i): [Empty field]
- Phone: [Empty field]
- Cart Code (i): [Empty field]
- Check In? (i):
- Check-In: [Button]
- Process and Finish: [Button]
- Check In Separately: [Button, highlighted with a red circle]
- Cancel Tee Times: [Button]
- Cancel Tee Times and I: [Button]
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STEP 7

Select the payment method

Total Due ⓘ
\$ 21.00

Total Paid ⓘ
\$ 21.00

Pay Code ⓘ
Not Selected

- Not Selected
- 01 - Check
- 02 - Cash**
- 03 - DISC/MC/VISA
- 04 - AMEX
- 05 - Manual Credit Card

Add Payment Alternate Payee

Apply Coupon Use/Refund Credit Add Cre

No records were fo

Shopping Cart

Options Templates (0) Refresh

Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Am...
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STEP 8

Click on Add Payment

02 - Cash

Payment Reference 1

Payment Reference 2

Add Payment Alternate Payee

Apply C

Shopping Cart

Options Templates (0) Refresh

Description	First Name	Fee Amount	Fee Paic
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STEP 9

Click on Process

The screenshot displays a web application interface for a shopping cart. At the top, there are two buttons: "Add Payment" and "Alternate Pages". Below these is a dark blue header with the text "Shopping Cart". Underneath the header, there are several controls: "Options" (with a gear icon), "Templates" (with a document icon), "(0)" (with a checkmark icon), and "Refresh" (with a circular arrow icon). The main area is a table with the following columns: "Description", "First Name", "Fee Amount", "Fee Paid", "New Fee Paid", and "Deposit Am...". The table contains three rows of data:

Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Am...
Tee Time at 4:30 pm, 01/31/...	Travis	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.
REGULAR - AFTERNOON W...	Travis	\$ 21.00	\$ 21.00	\$ 0.00	\$ 0.
Pass Visit for GC Adult Daily...	Travis	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.

At the bottom of the interface, there is a prominent green button with the text "Process" in white, which is highlighted with a red rectangular border. In the bottom right corner, there is a small grey box with the text "Made with Tango.us". On the left side of the interface, there is a vertical sidebar with several icons: a square with a plus sign, a globe, a blue circle with "TW", and a power button icon.

Created in seconds with

Tango