Tango

Check In Tee Time that was Booked Online

9 Steps

Created by	Creation Date	Last Updated
Travis Wyatt	February 3, 2022	February 3, 2022

STEP 1

Log Into RecTrac

STEP 2

Select the tee time that was booked online

STEP 3

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

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
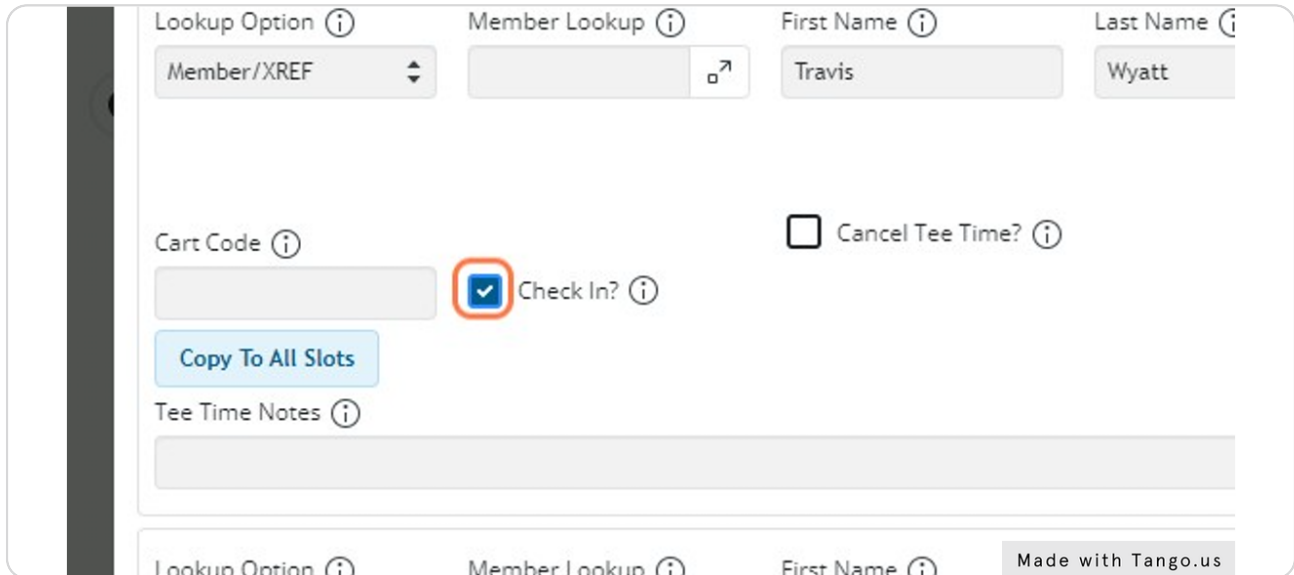GC Tournament - to check in a tournament golfer
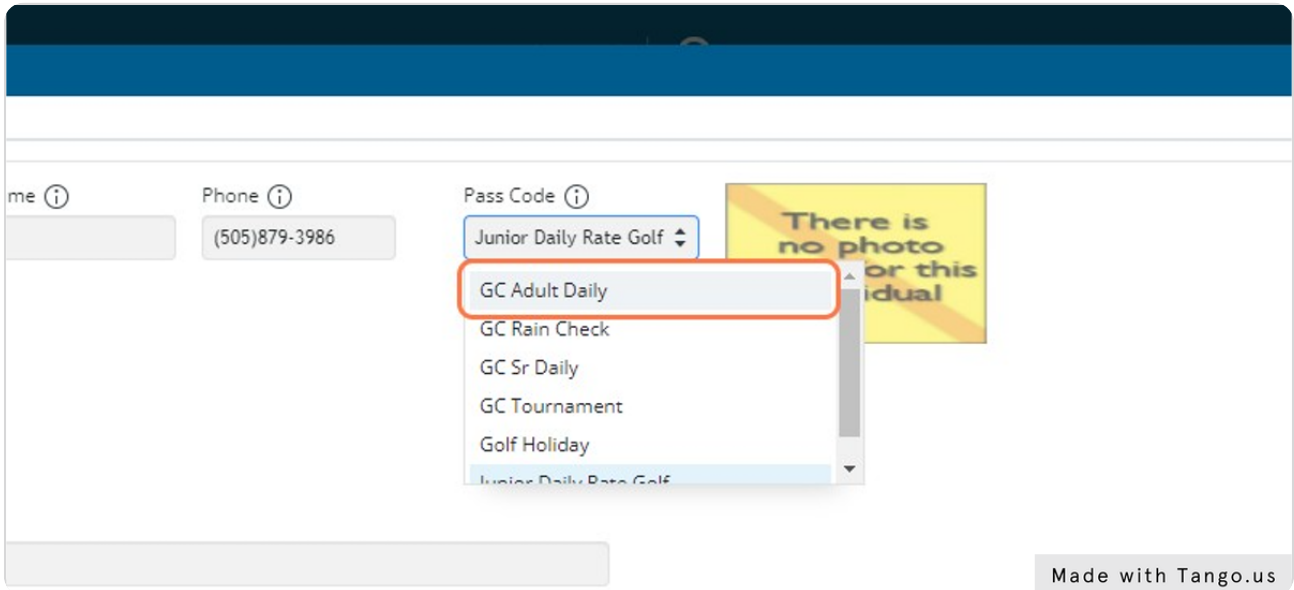
Click the "Check In?" Checkbox

If multiple people are checking in, Be sure to click "Check In?" on all customers who are checking in
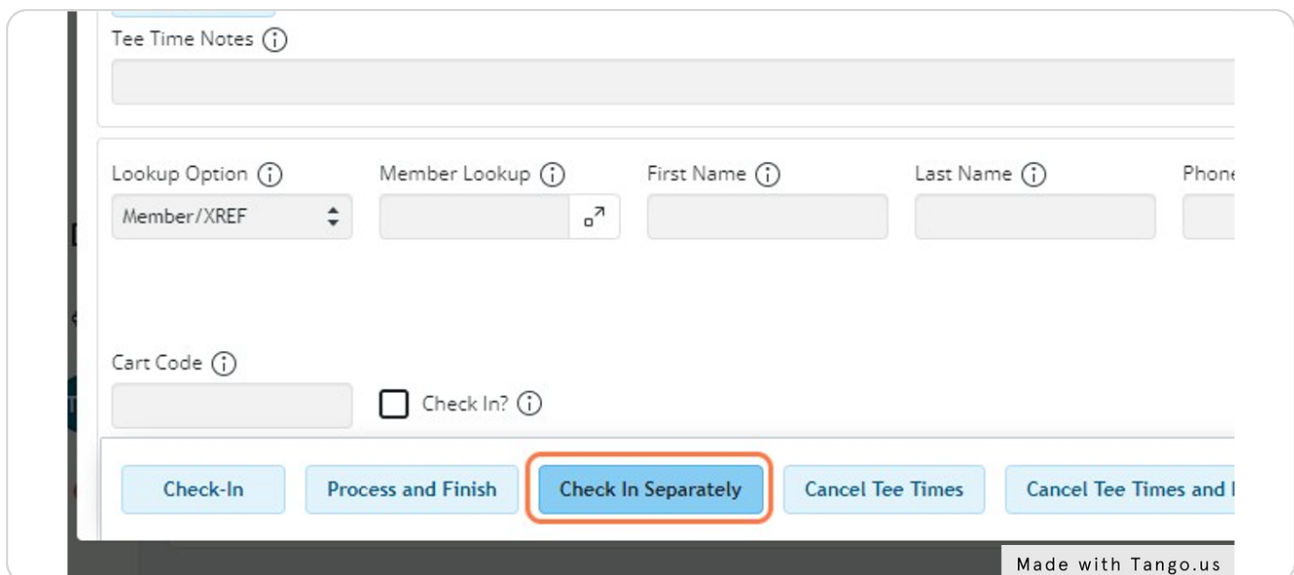
All user information should already be filled in

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

Select the payment method

Click on Add Payment

Click on Process

		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.

Shopping Cart
⚙ Options   ▭ Templates   ☑ (0)   ⟳ Refresh

Process

Created in seconds with

Tango