Tango

Selling a Golf Pass

11 Steps <u>View on Tango</u>

Created by

Creation Date

Travis Wyatt

January 31, 2022

Last Updated January 31, 2022



STEP 1

Log Into RecTrac

Note: that passes are only sold at the Golf Admin office

STEP 2

Click on Touch

	Global Sales Lookup	i) TeeSheet -	No Household	TeeT
	TeeSheet - No Hou	usehold		
0	Tee Sheet Touch			
			Arroyo De	el Oso 🛛 🗚
	12:30 pm	18	Arroyo De 18	el Oso 🛛 🕅
	12:30 pm 01:00 pm	18	Arroyo De 18 18	el Oso A

STEP 3

Click on GMD PASS SALES

NT DIVISION		Inventory, Service, Ticke
Los Altos Main Screen	Puerto Del Sol Main Screen	Shopping Cart
os Altos Food & Beverage	GMD PASS SALES	HH Lookup
		Total Due De
	CASH	
	Disc/MC/Visa	Made with Tango.us



Select the Pass type

	Global Sales Lookup	i TeeSheet - No Household	TeeTime Generation	
	TeeSheet - No House	hold		
0	Tee Sheet Touch			
			GMD Pass S	Sales
	REGULAR A	ANNUAL GOLF PASS	REGULAR ANNUAL GOLF - 2	and PASS
	SENIOR AL	NNUAL GOLF PASS	SENIOR ANNUAL GOLF - 2	nd PASS
	JUNIOR AN	NNUAL GOLF PASS	JUNIOR ANNUAL GOLF - 2	nd PASS
	PM ANN	UAL GOLF PASS	Made	e with Tango.us

STEP 5

Look up the user on the picklist that pops up

									RE	CTRAC 🔊							
obal S	ales Lookup	() G	ilobal Sales	Lool	kup	TeeTime Gen	eration										
al Sa	les Lookup																
xokup	▼ Wyatt ∏ravis															Se	Parch
tions	Templates (1)	æ Re	fresh							Family Memi	er Datagrid				1 to 1	4 of 50 (Lin	nited
me	 First Name 		Status		Birthday	Age	Grade	Gen	nder	HH Last Name	HH First Name	HH Address 1	HH Address 2	HH City	HH Sta	ite HH	Zip
	V		(1) Active	\$	V 8		∇	(0)	Selected \$	∇	∇	V	V	V	(0) Se	le‡ 1	7
			Active			0 yrs 0 mos		1.00		Padilla	Jamie	8804 Suncrest Ave SW		Albuquerque	NM	87	121
			Active		07/10/2018	3 yrs 6 mos		0.00						Albuquerque	NM		
			Active			0 yrs 0 mos		0.00		Rubi	Andrew	2428 Rice Ave NW		Albuquerque	NM	87	104
			Active			0 yrs 0 mos		0.00 Ferr	nale			11000 Carmel Ave		Albuquerque	NM	87	122
			Active			0 yrs 0 mos		0.00		Downing	Amanda			Albuquerque	NM		
			Active		05/18/2018	3 yrs 8 mos		0.00						Albuquerque	NM		
			Active		05/16/2018	3 yrs 8 mos		0.00						Albuquerque	NM		
			Active		05/10/2018	3 yrs 8 mos		0.00						Albuquerque	NM		
			Active			0 yrs 0 mos		0.00		Sanchez	Johnny	9412 Otero Mesa Rd SW		Albuquerque	NM	87	121
			Active			0 yrs 0 mos		0.00		Sanchez	Johnny	9412 Otero Mesa Rd SW		Albuquerque	NM	87	121
			Active			0 yrs 0 mos		0.00		Sanchez	Johnny	9412 Otero Mesa Rd SW		Albuquerque	NM	87	121
			Active		05/08/1979	42 yrs 8 mos		0.00						Albuquerque	NM		
			Active		08/08/1939	82 yrs 5 mos		0.00						Albuquerque	NM		
		_	Active			0 yrs 0 mos		0.00		Melini	Karla	612 Kathryn st SE		Made with	n Tang	o.us	;



Click on the Pass Checkbox for the customer in the household, and click continue

Travis Wyatt		Amanda Wy
Select All	Select None	Select All
Golf Course Reg	gular Pass	Golf Cour
Continue	Cancel	

STEP 7

Enter the pass date range, then click continue

Member Begin Date	
⊟ 01/31/2022	
Expiration Date (;)	
⊟ 01/31/2023	
Continue Cancel	
	Made with Tango.us



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STEP 8
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Total Due \$ 1580.00 Remove • \$1,580.00 Payment Made with Tango.us

Click the payment button in the Cart area on the right

STEP 9

Select the Payment Method

	\$ 1,580.00							
	Total Paid (j						No ree	cords were fo
	\$ 1,580.00 Pay Code (i)							
	Not Selected			\$				
	Not Selected			-	4			
	01 - Check				Analy Courses		- (Defined Credits -	Add Cro
	02 - Cash				Apply Coupon	0	se/Refund Credit •	Add Cree
	03 - DISC/MC/VISA							
	04 - AMEX							
	Add Payment Alterna	ate Payee		•				
	Shopping Cart							
C [*]	Interplates I (0)	C Refresh						
	Description	First Name	Fee Amount	Fee Paid	New Fee Paid Depos	t Am	Made with	Tango.us



STEP 10

Click on Add Payment

	02 - Cash Payment Reference 1			Ŧ	4
	Payment Reference 2				Apply (
	Add Payment Alterna	te Payee			
	Shopping Cart				
다	‡ Options ☐ Templates ☑ (0)	C Refresh			
	Description	First Name	Fee Amount	Fee Paic	Made with Tango.us

STEP 11

Click on Process

You will then have the option to add a photo for the pass

Sho	opping Cart									
٢	Options 🗇 Templates	🗹 (0) 🛛 Refresh			9.5					
	Description	First Name	Fee Amo	unt	Fee Paid		New Fe	e Paid	Depos	it <mark>Am</mark>
	∇	V	V	\$	7	\$	7	\$	∇	:
1	Golf Course Regular	Pass (1 Travis	\$ 1	,580.00	\$ 1	,580.00		\$ 0.00		\$ 0.



Created in seconds with



