Selling a Golf Pass

11 Steps   [View on Tango](#)

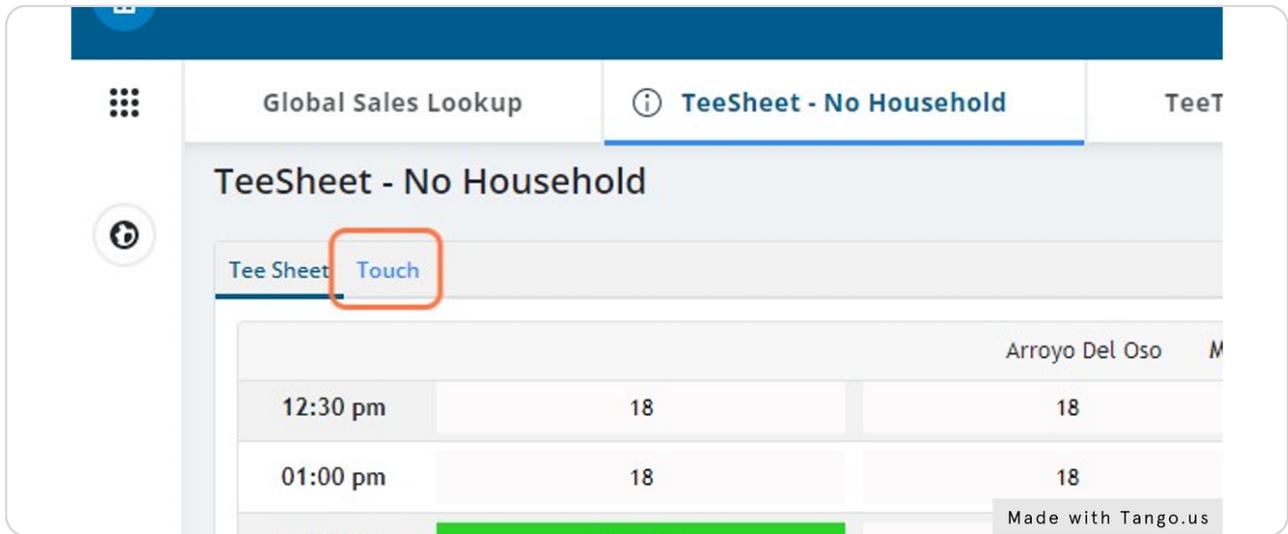| Created by	Creation Date	Last Updated
Travis Wyatt	January 31, 2022	January 31, 2022

Log Into RecTrac

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

Click on Touch

Click on GMD PASS SALES
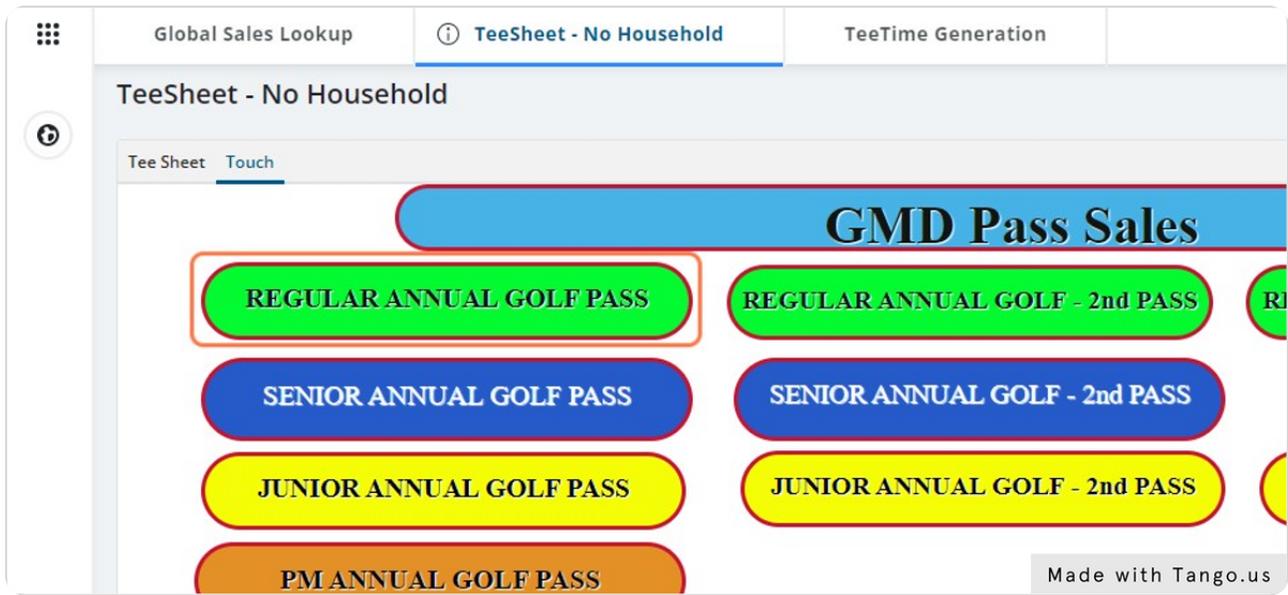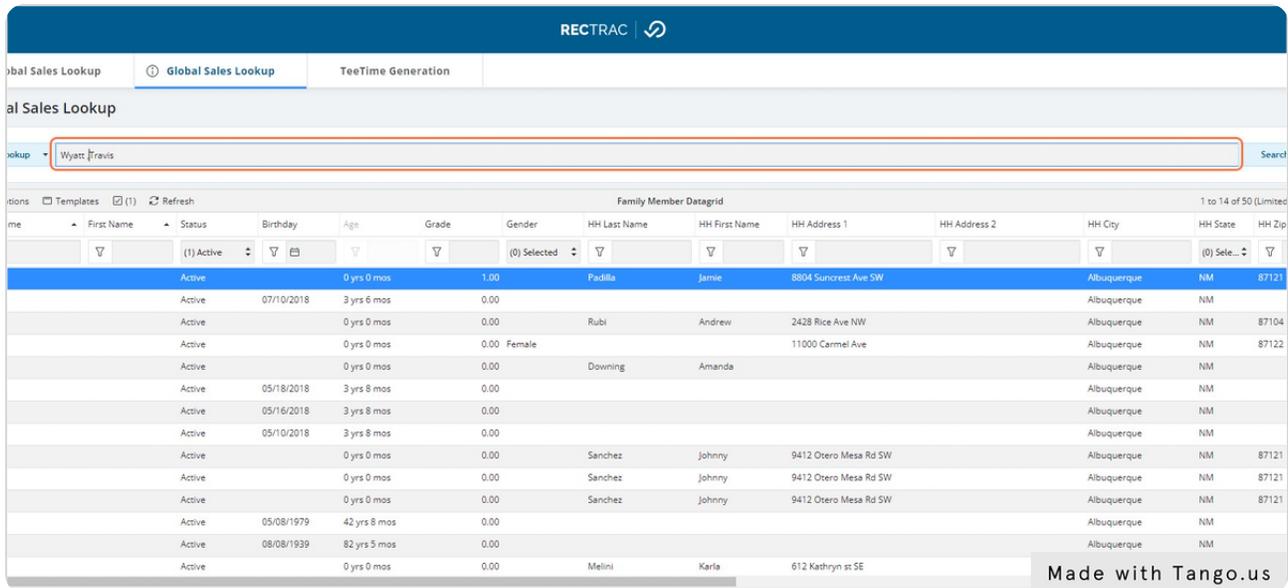
Select the Pass type

Look up the user on the picklist that pops up

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

Enter the pass date range, then click continue

Click the payment button in the Cart area on the right

Total Due
$ 1580.00

Remove ▼

$1,580.00 Payment

Made with Tango.us
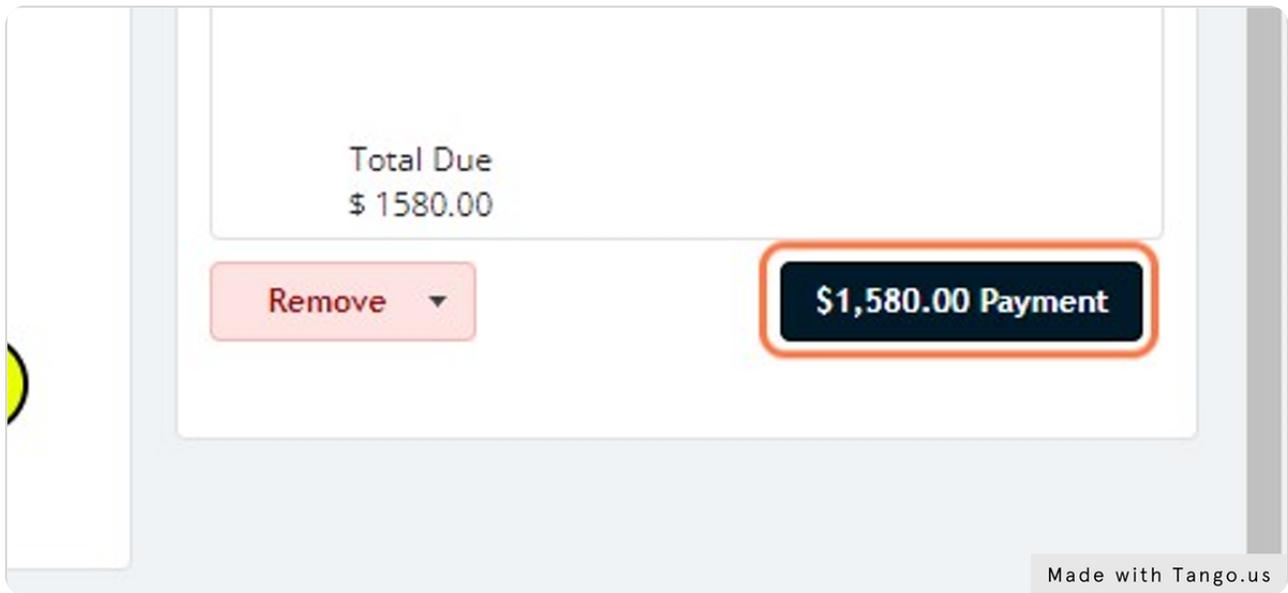
Select the Payment Method

Total Due ⓘ
$ 1,580.00

Total Paid ⓘ
$ 1,580.00

Pay Code ⓘ

Not Selected ⌄

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

Add Payment   Alternate Payee

No records were fo

Apply Coupon   Use/Refund Credit ▼   Add Cre

Shopping Cart

⚙ Options   ☐ Templates   ☑ (0)   ⟳ Refresh

Description   First Name   Fee Amount   Fee Paid   New Fee Paid   Deposit Am

Made with Tango.us
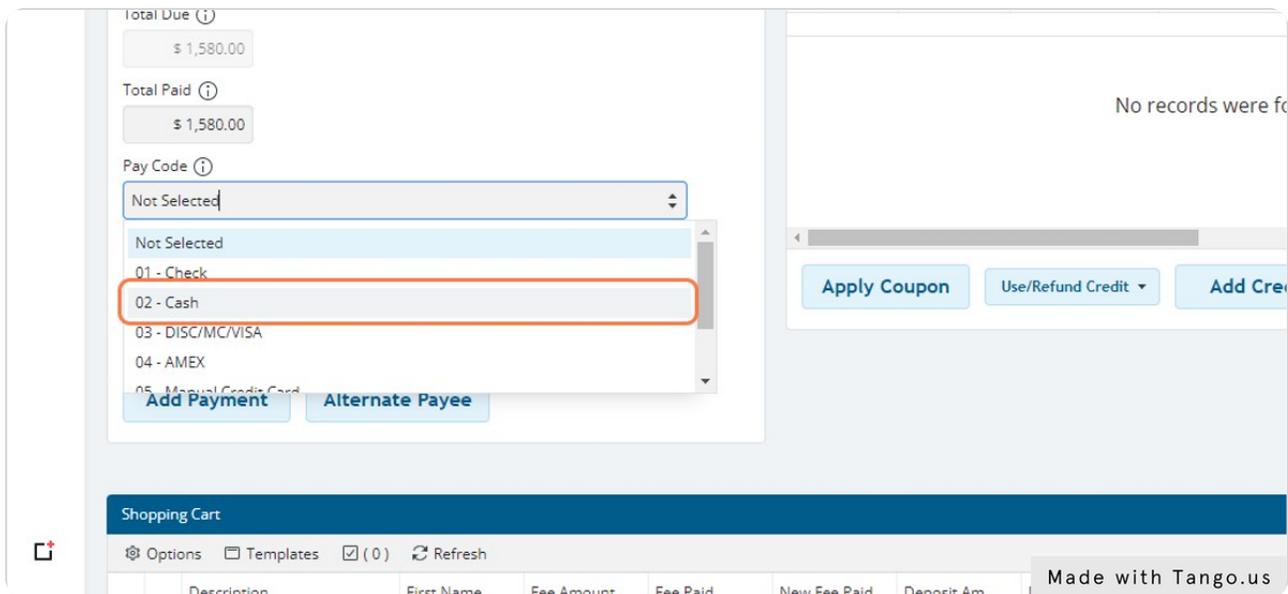
Tango
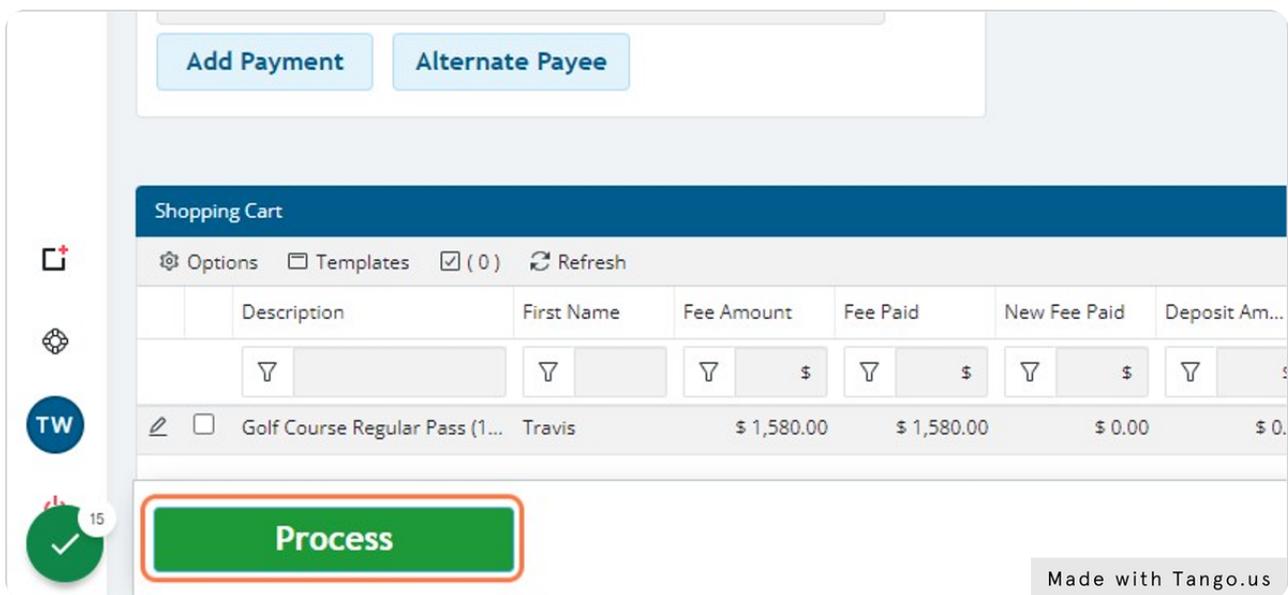
Click on Add Payment
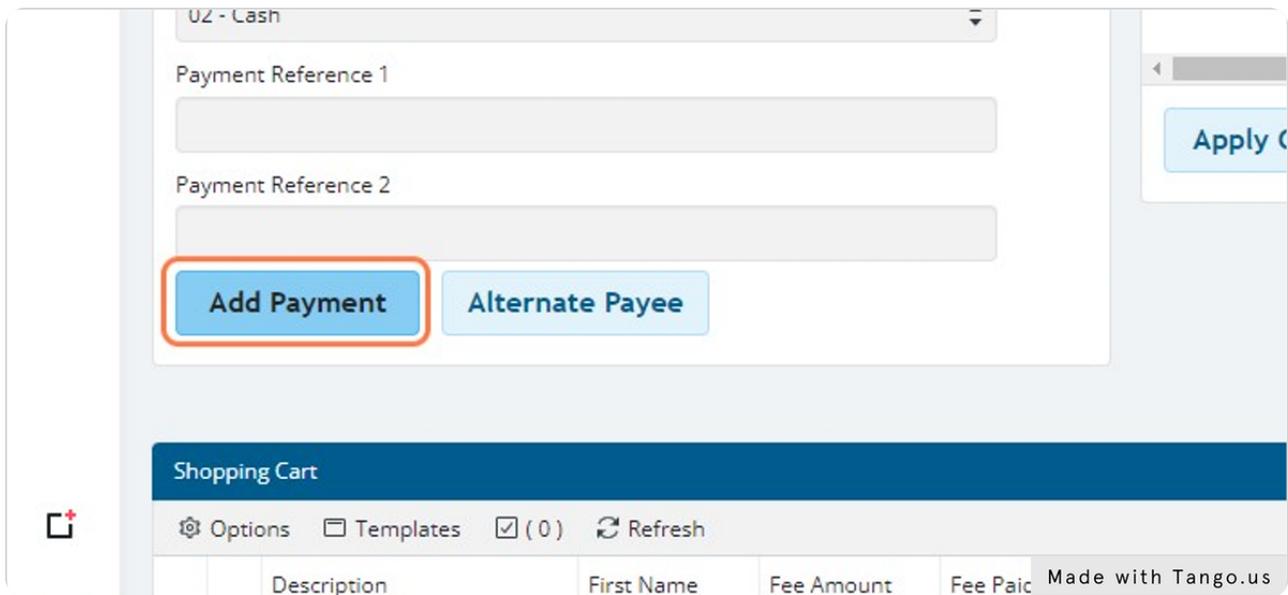
Click on Process

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

Created in seconds with

Tango