



# Selling a Golf Pass

11 Steps [View on Tango](#)

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Created by  
Travis Wyatt

Creation Date  
January 31, 2022

Last Updated  
January 31, 2022

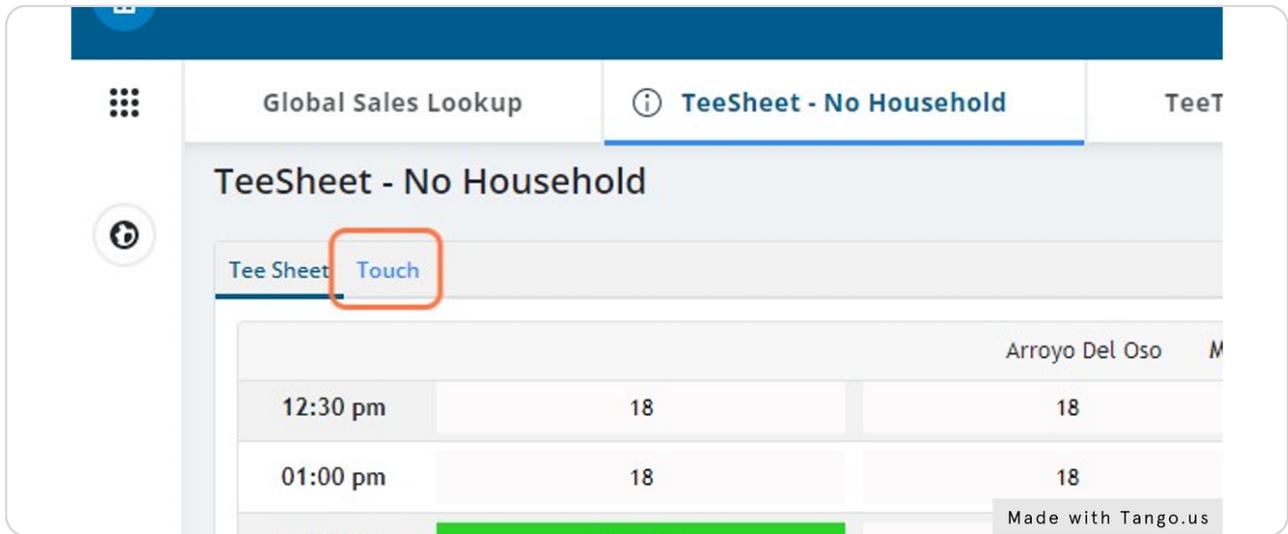
STEP 1

## Log Into RecTrac

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

STEP 2

## Click on Touch



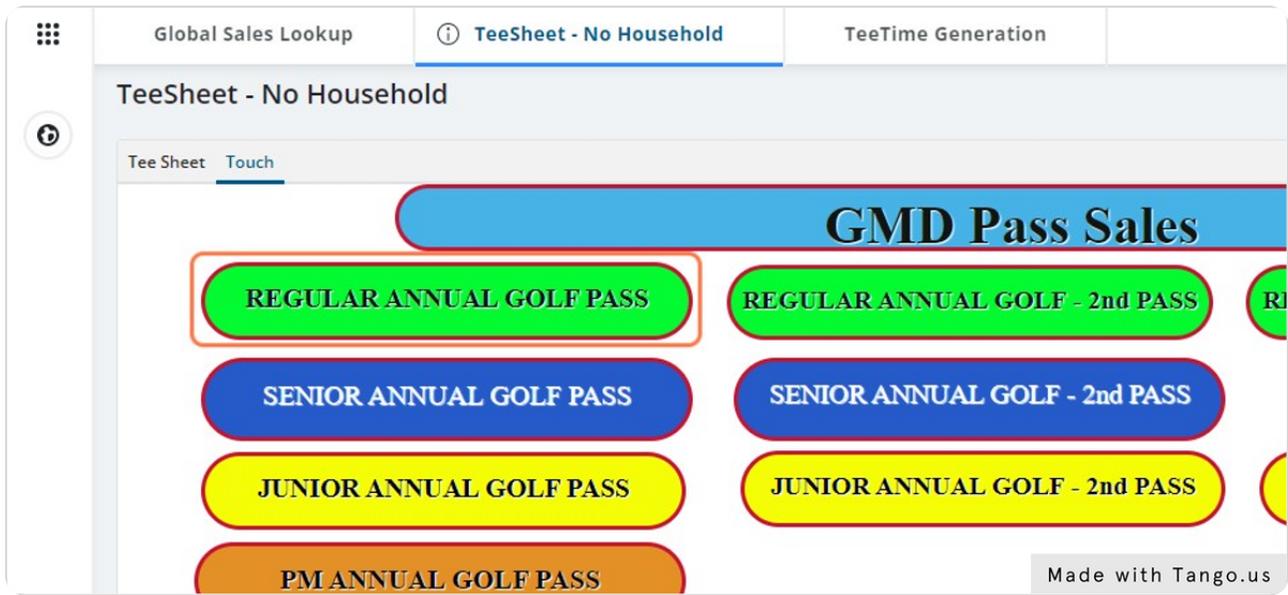
STEP 3

## Click on GMD PASS SALES



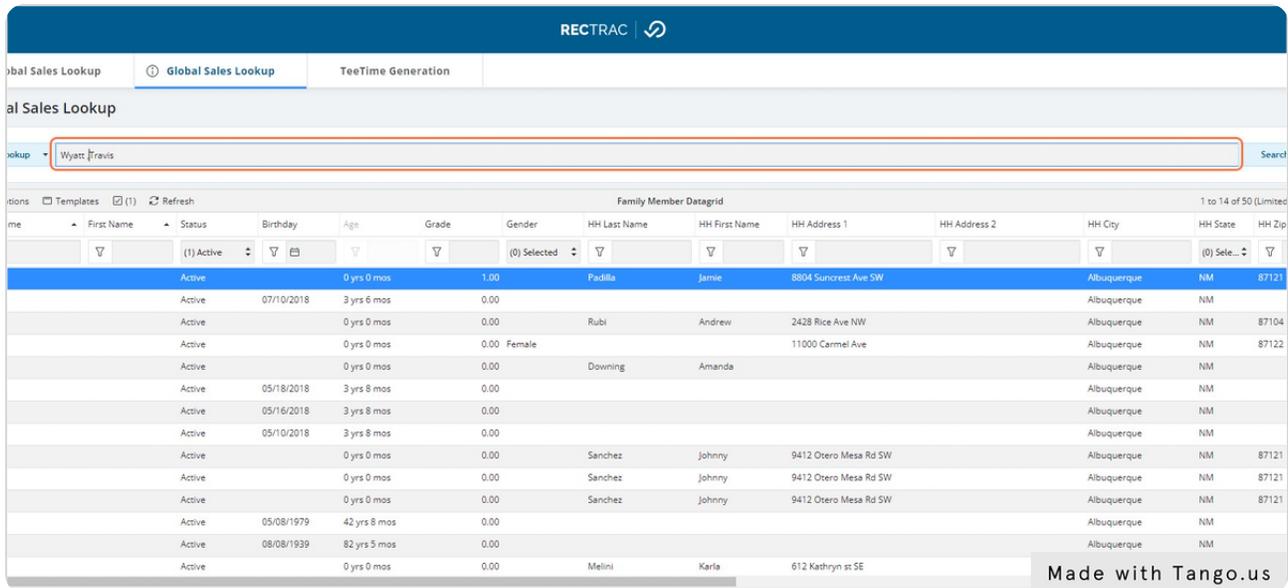
STEP 4

### Select the Pass type



STEP 5

### Look up the user on the picklist that pops up



STEP 6

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

The screenshot shows a 'Global Sales Selection Matrix' interface. It features two columns for customer selection: 'Travis Wyatt' and 'Amanda Wyatt'. Under 'Travis Wyatt', there are 'Select All' and 'Select None' buttons, and a checkbox for 'Golf Course Regular Pass' which is highlighted with a red circle. Under 'Amanda Wyatt', there is a 'Select All' button and a checkbox for 'Golf Course R'. At the bottom, there are 'Continue' and 'Cancel' buttons. A 'Made with Tango.us' watermark is visible in the bottom right corner.

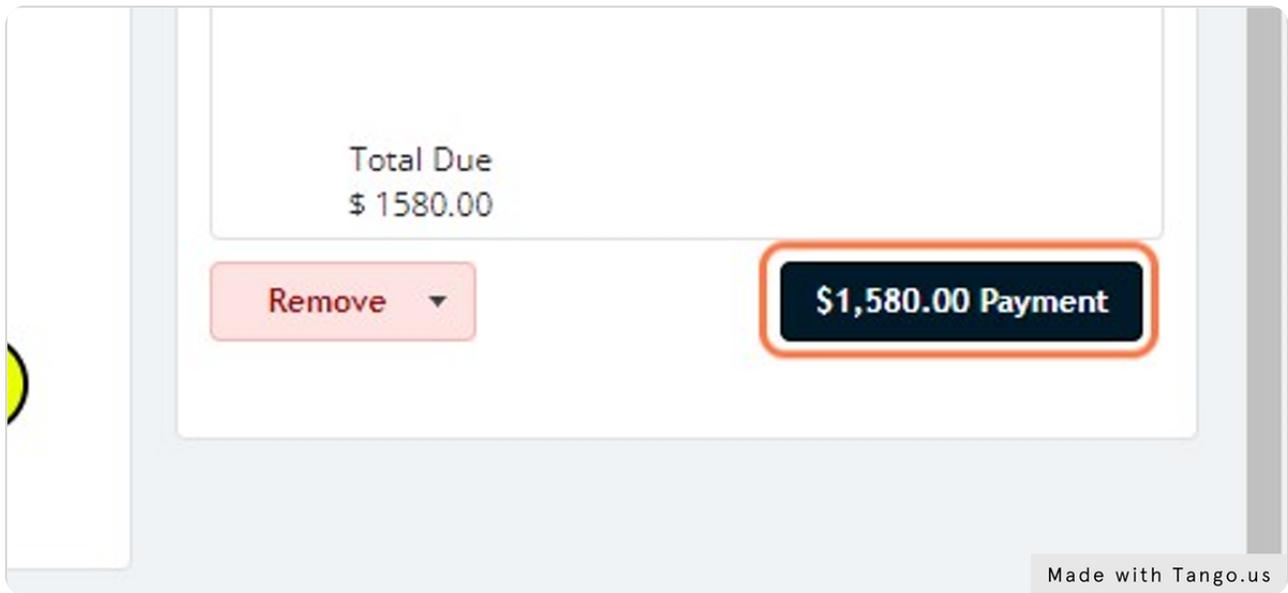
STEP 7

Enter the pass date range, then click continue

The screenshot shows a date range selection dialog box. It has two date input fields: 'Member Begin Date' with a value of '01/31/2022' and 'Expiration Date' with a value of '01/31/2023'. Below the fields are 'Continue' and 'Cancel' buttons, with the 'Continue' button highlighted by a red circle. A 'Made with Tango.us' watermark is visible in the bottom right corner.

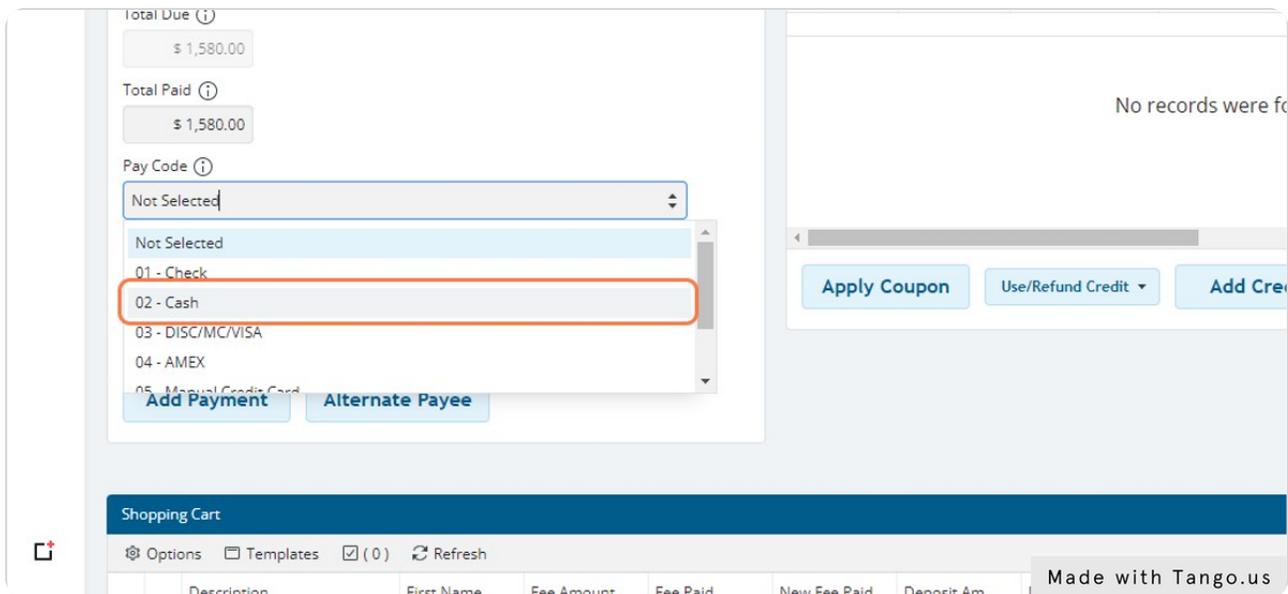
STEP 8

Click the payment button in the Cart area on the right



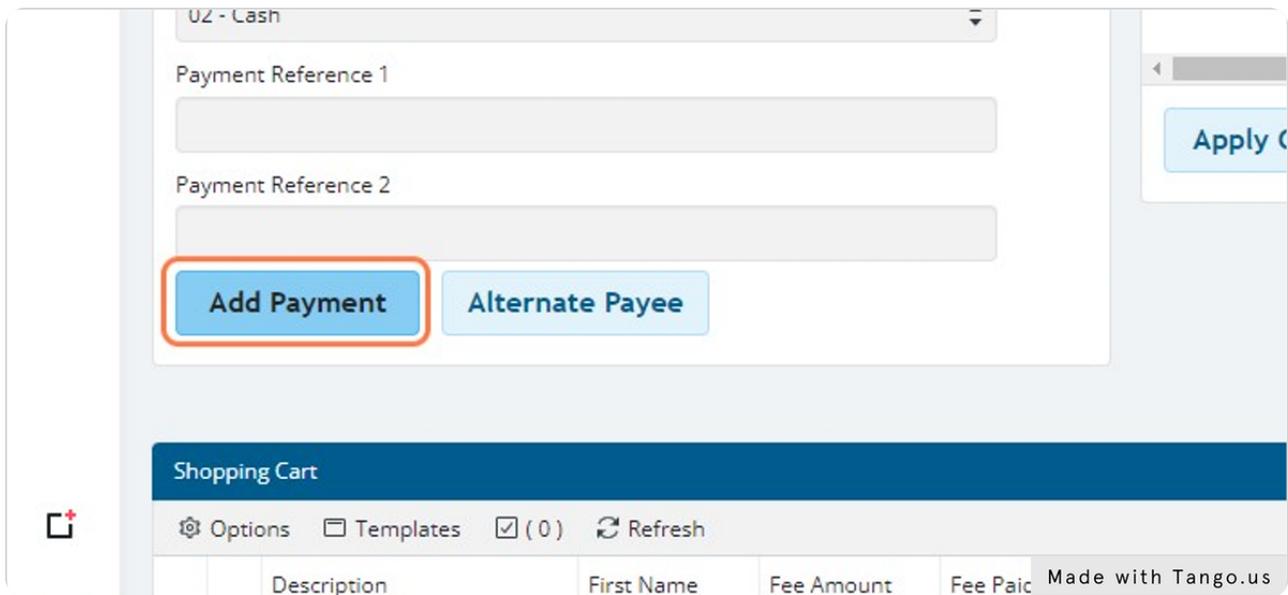
STEP 9

Select the Payment Method



STEP 10

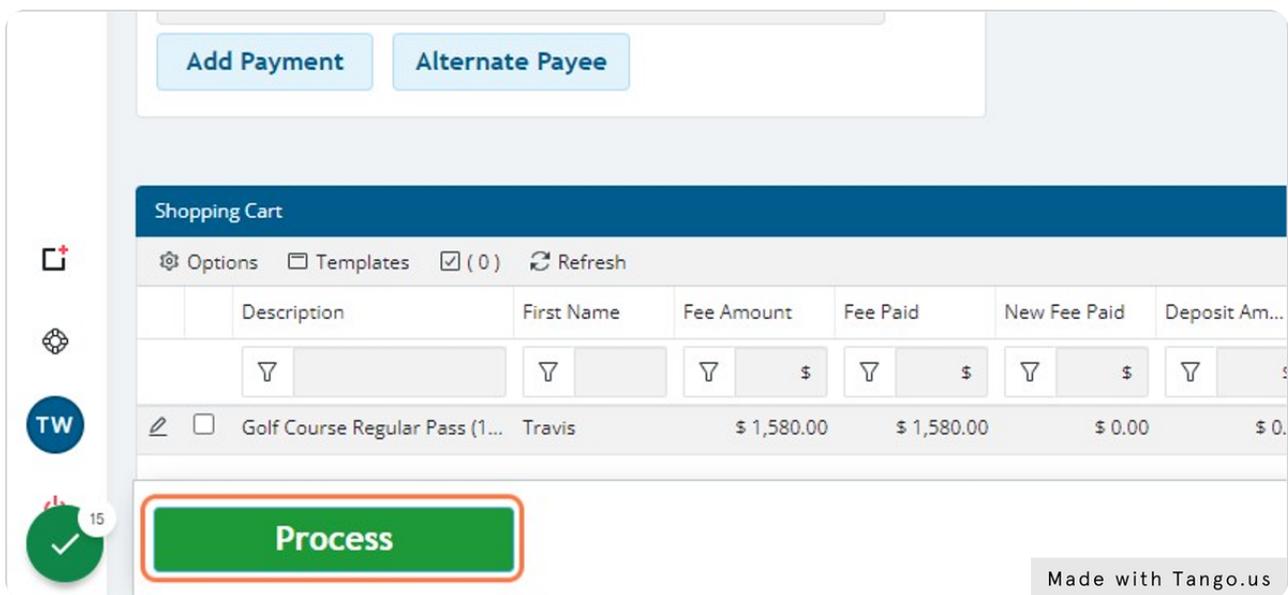
**Click on Add Payment**



STEP 11

**Click on Process**

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



Created in seconds with

*Tango*