



Member Tee-Time Reservation System

Club Prophet Systems (CPS)

Log-On Information:

- Our current golf shop software (CPS) allows member on-line access to book tee-times and view our daily tee sheets
- You must know your CPS username to log-in. Usernames will be set to your member account number. **(Contact John or Ryan in the golf shop to confirm your username.)**
- To access the link for the CPS software, go to www.shannonlakegolf.com
- Click on the green **"M" button** at the bottom left on the "Home Page" to access the "Member Area"
- On the next page, to Access the "Tee Sheet", Click on the words "Club Prophet System"
- At the next window, you will be asked to enter your User Name and Password.
- Standard Password is "golf".
- **After logging into your profile, we recommend you Change Your Password. Your username / account number cannot be changed.**
- Direct Link to **MEMBER** site: (shows names and allows you to view daily sheets to see when friends are playing and/or to determine how busy it is)
<https://secure.west.prophetservices.com/ShannonLakeMemberV3/Account/nLogOn#Hash#Hash>

Helpful Hints:

- **Searching for tee-times and making a reservation**
 - Please set the correct number of players when searching for a tee-time
 - Please set whether you are playing 9-holes or 18-holes
 - System defaults to include a cart seat for all players
 - You may ignore cart preference, if you wish

- **Note the various menu buttons in top right after you log-in**
 - Profile is where you can change your password and confirm we have your correct mobile phone number on file

- **Buddy Management**
 - Please note the “Buddy Management” tool
 - You can set up quick access to all customers in our database, members and non-members alike
 - **ALWAYS** use the buddy tool when booking with other members and regular customers

- **There are two “courses” set-up in our system (note options when you click on magnifying glass)**
 - Regular 18-hole course for 9-hole and 18-hole play starting on the #1 tee
 - Back 9 Breakfast course for play starting on #10 in the first 90 minutes of play on Thurs, Fri, Sat, Sun & Holidays

- **Tee-Time Blocks**
 - Many of the blocks that appear on our tee-sheets are unavailable to many of our customers. Please do not attempt to book in these times
 - Only members that have their preferences set by the golf shop are able to access these times
 - Examples of Blocks: Men’s Night, Ladies Day, Ladies Night, Senior Mixed, Loonies Crew, Saturday Morning Blocks

- **Single Bookings**
 - Singles may book in the CPS software
 - Singles may only book in with a 2some or a 3some
 - Ensure you have set number of players to 1 if you are booking as a single
 - **If cancellations result in a single player being booked into an open tee-time, the golf shop will reserve the right to cancel the single with minimal notice**

- **On-Line Bookings vs. bookings made in the golf shop**
 - Tee-times made in the golf shop are not accessible on-line
 - Only on-line reservations may be cancelled or adjusted on-line
 - If the tee-time is made on-line the reservation can be adjusted by anyone in the group
 - Please note to update # of players when cancelling a player

Member Booking Policies:

- **Shareholder members have a 14-day advance booking privilege**
- **Annual members have a 7-day advance booking privilege**
- **All tee-times will be made on a first come, first served basis**
- **We encourage all members to make their reservations on-line**
- **Call in reservations are acceptable, as well**

Men's Night Booking Policies:

- **If you are planning on participating in Men's Night make sure you get the golf shop to make our Men's Night Block accessible to your profile**
- **Once you have access to the Men's Night Block, you may reserve as per your advance booking privilege**
- **Make sure that all golfers who are in your group have access to the Men's Night Block**

If you need further assistance, please contact

John or Ryan in the golf shop at (250) 768-4653!