



## On-Line Tee-Time Reservation System

### General Information:

- Shannon Lake has an on-line tee-time reservation system
  - The main public portal is on the front page of our web-site and shows what tee-times are available on any given day
  - The actual link for the on-line system is below
  - <https://www.shannonlakegolf.com/book-now/>
- To log-in on the public site, you need to make sure you have a profile with an accurate e-mail address
- You can use the “Forgot Password” link to update and reset your password.
- **If you are having problems, contact the golf shop at (250) 768-4653 to confirm your profile information and email address**
- We generally set up all users with an initial password of “golf”

### 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
  
- **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 Booking Privileges:**

- **The on-line tee sheet goes live at 5:00 pm daily**
- **Shareholder members have a 15-day advance booking privilege**
- **Non-shareholder members and public have a 10-day advance booking privilege**
- **Intermediate-29 members have a 7-day advance booking privilege**
- **Junior members have a 2-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 starting at 6:00 pm daily**

**If you need further assistance, please contact**

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