



# miclubbookings : 3 step guide

## Step 1

Log into the Members area of the website.  
Click the 'more...' link next to My Bookings.

## Step 2

Click on the **OPEN** link next to the event you would like to play in and then click on the **Book** button next to the desired tee time.

## Step 3

You are automatically booked into the timesheet. Your booking appears in the **Group Details** section.  
To add Playing Partners click the checkbox next to each player's name. To remove players uncheck the box.  
Search for other members by typing their name and selecting it from the drop list or by clicking on the search icon.

Once your selection has been made, click on **Confirm**

## Booking Visitors

If you know your visitor's Golf Link number - simply type it in the box and click search. This is the most efficient way of entering visitors as it will automatically update your guest's handicap with GolfLink when the competition is submitted .  
The player will be stored in the system for future use. The next time you are booking the guest start typing their name in the Name field and select from the drop list. If you do not know your guest's Golf Link number fill in the required details and assign a temporary Golf Link number by clicking on the **T**

**My Bookings** [more...](#)  
There are no matching bookings.

- My Details
- My Results
- Playing Partners
- Coming Events

**Golf Course : Bookings**

Content to be provided...

Date	Time	Availability	Notes
Tue 24/11/09	07:30 AM	OPEN	***Members Practise Timeshe Only***
Wed 25/11/09	07:30 AM	OPEN	***Members Practise Timeshe Only***
Thu 26/11/09	07:30 AM	OPEN	***Members Practise Timeshe Only***

Events Open

Date	Time	Availability	Notes
Tue 24	07:30 AM	All Day	
Wed 25	07:30 AM	All Day	
Thu 26	07:30 AM	All Day	
Sun 29	07:30 AM	All Day	
Thu 17	07:30 AM	All Day	

Timesheets      Waiting List      Showing 0 bookings.

Course	Tee Time	Book
West Course	1st Tee 07:30 AM	Book 07:30 AM
West Course	1st Tee 07:36 AM	Book 07:36 AM

**Group Details**

Name 1	Name 2	Name 3	Name 4
miclub, miclub	<input checked="" type="checkbox"/> miclub, miclub		
	<input checked="" type="checkbox"/> Tanner, Christian		

**Select Playing Partners**

- miclub, miclub
- Gray, Robert
- Newnham, Aaron
- Tanner, Christian

**Search**

Enter first name, surname or member number in box below. Arrow down and press enter to select from the drop list. Then tick the box to add to the group details above.

**Enter Visitor Details**

Enter number below (if known) then tick the box to add the visitor to the group details above.

Visitor Name	Home Club	GolfLink number	Handicap	Gender
<input type="checkbox"/> Guest		<input type="text"/> T		Male
<input type="checkbox"/> Guest		<input type="text"/> T		Male

**Enter the GolfLink number and click on the search icon.**

Visitor Name	Home Club	GolfLink number	Handicap	Gender
<input type="checkbox"/> Paula WHITE	Yaronga Ladies Golf Club	6051600035 T	18	Female