

## Instructions to Book Tee Times and Buggies Online.

During this period of changes due to Covid-19 here are instructions on how to book Tee Times and Buggies:

1. Search for Mastersscoreboard.co.uk online (skip to instruction 5 if you have already got access.)
2. Click on 'Find My Club' or if drop down menu appears, Select 'S' from the drop down menu and click on 'Go'
3. Scroll down the list of Clubs whose names begin with 'S' and find St Deiniol G. C.
4. Click on St Deiniol G.C. and select mobile site if accessing on your mobile phone (top right hand side under yellow banner) then click on the green icon.
5. Select your name from the members drop down menu and enter the site password (matchplay) (If you have accessed before, you may need a password reset in order to set your own private password. (If so, please contact me at [matchsecbangorgolf@gmail.com](mailto:matchsecbangorgolf@gmail.com)) or Sue Hughes on WhatsApp, or via Facebook messaging.
6. Click on Login. You will now be asked to set your own password. Set a new password.
7. Enter a tick in the 'Remember me' box if you want to save the password for next time you log on.
8. Click on 'Log in'
9. Click on 'Future Competitions'

### **To Book a Tee Time for 1<sup>st</sup> June 2020 onwards:**

1. Click on 'Future Competitions' in blue text
2. Select the Tee Sheet for the following day (you can book from 08.00am 3 days before)
3. Please read the Covid-19 Notice
4. Scroll down to find your preferred time and click on 'Book' against the time you want.
5. You will then see a message confirming the booking of your tee time. You can only book 1 tee time per day. Only 1 person need book the tee time even if there are 2 players playing.

### **To Book a Buggy for 1<sup>st</sup> June 2020 onwards:**

1. After booking a tee time, Click on the 'Home' button
2. Click on 'Future Competitions'
3. Scroll halfway down the page to 'Also available to Book'
4. Click on 'Member Buggy Hire £12.00' in blue text
5. Select the date you have your tee booking and read the Covid-19 Notice
6. Click on 'view the bookings received to ensure there is a buggy available (8 available) for your booked tee time.
7. Ignore the box that states Members £0.00. The fee for a buggy is £12.00
8. Click on the preferred time and you will see a message confirming your booking.
9. If 2 players require a buggy each because they are from different households, both will need to book a buggy for the same time.
10. Log out of the system.

Please note that you can cancel a tee time booking online, (follow booking a tee steps 1 and 2 and then click on the cancel 'My Booking' button), but **please do not** cancel a buggy booking online as the time slot will show 'in use'. If you want to cancel your buggy booking, please contact me via e-mail on [matchsecbangorgolf@gmail.com](mailto:matchsecbangorgolf@gmail.com) advising of your date and time booked.