

Tee-On System Instructions

Access the Tee-On System through the “**BOOK A TEE TIME**” link on the Club’s website, or directly through Tee-On at: <https://www.tee-on.com>

Login using your Tee-On credentials.

- Login information remains the same for past members.
- Initial login information for new members is supplied by the Pro Shop.
- (If you forget your login information, please click on “Forgot Username/Password” and instructions will be sent to you.)

Click on “**Book a Tee Time**” and follow the onscreen instructions to complete the required booking information:

- Step 1: Date
- Step 2: Time
- Step 3 Number of Holes
- Step 4: Number of Players
- Step 5: Golf Course. (Note: Your Tee-On account will default to Picton Golf & Country Club)
- Indicate Power Cart request
- Click “**NEXT**”.

Alternate Method: Click on “**View Tee Sheet**”.

- Select an available tee-time on your preferred date.
- Complete the required booking information as noted above.
- Click “**Next**”.

Complete the Players Section

- Select member players using the drop down box, or manually add non-member Guests.
- Follow the “**How to Add Players**” guidelines below.
- Click “**BOOK TIME**”.

Review confirmation page

- Ensure your details are correct.
- Click “**SIGN OUT**” if you are done.
- Click “**CONTINUE**” to go back and edit the details of this tee time or to book another tee time.

How to Add and Edit Players

Book a tee time for play with members who are on your Playing List.

- Click on Player 2.
- A drop down list will appear that includes all the players currently on your playing list. Select from this list.
- Use the same procedure to include Players 3 & 4.
- If a player is not listed, they will have to be added to your “Playing List” before you can continue. **Please do not simply type in the name of your member playing partner.**

Add a player to your Playing List.

- Click on Player 2.
- Scroll to the bottom of the drop down list and click on **“Add Playing Partner”**. A window opens to allow you to search the members’ list.
- Type in the name of your new playing partner.
- Click “Search Club Members”.
- Click beside the correct name and then click **“SAVE”**.
- Go back to the drop down list and your new playing partner’s name will be available to select for that booking and future bookings.
- Repeat as necessary to add more playing partners.
- An automatic tee-time confirmation will be emailed to you & your playing partners.

Edit the players on your Playing List

- Click on Player 2.
- Scroll to the bottom of the drop down list and click on **“Add Playing Partner”**.
- Review the list of current playing partners.
- Click **“Remove”** beside the names you wish to delete.

Book a tee time for play with non-member Guests.

- Click on Player 2 and manually type the name of the non-member. If you select “Guest” from the drop down list, you will have to supply the guest’s name at the Pro Shop prior to tee off.
- Use the same procedure to complete for Players 3 & 4.
- An automatic tee-time confirmation will be emailed to you only.

You can book a combination of member playing partners and non-member guests using both above instructions. Please note, names of all players must be indicated in your booking.

Edit or Cancel a Tee-Time

- Click on **“EDIT A TEE TIME”**. Select the tee-time you wish to change.
- Choose the appropriate option:
 - **Cancel Tee Time** – delete your booking completely.
 - **Edit Tee Time** – update your booking, including players.
 - **Move Tee Time** – change your tee-time to another available slot.
- Click **“SAVE CHANGES”**.