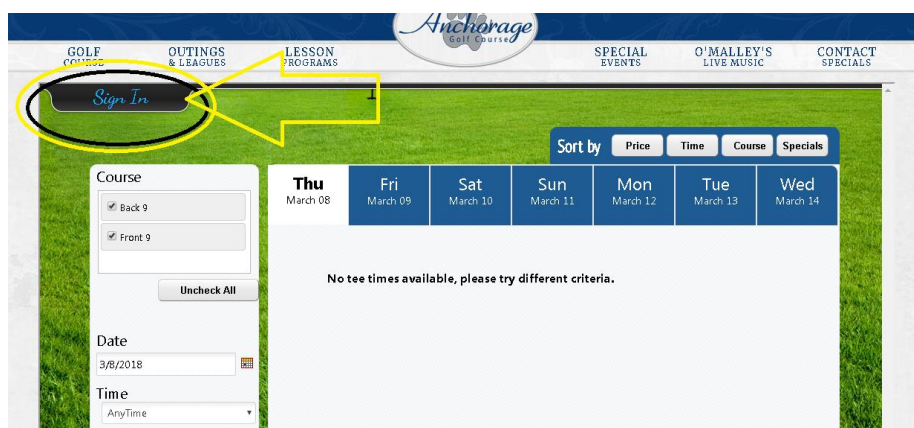


# Online Reservations for Wacky Women

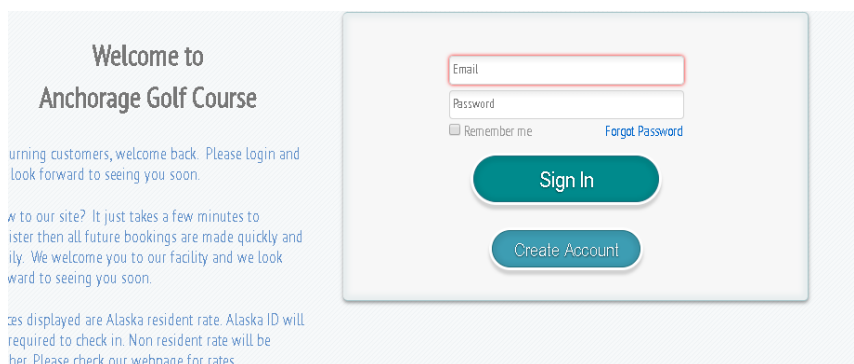
1. Online tee times are available for Wacky Women at 7:00AM on Friday mornings.
2. Golfers will have to sign up for an account online, with a credit card, to “hold” the tee time. The credit card is never charged unless we authorize it, which we will not do without speaking with the golfer.
3. To book each player in your group, you will have to create a “buddy” in the system. Your friend will have to accept your buddy request for you to make their reservation. You will need at least one buddy to be able to make a tee time online (the system will not accept single players).
4. Phone reservations will continue to be available at 9:00AM on Friday mornings.

# To sign up for an account or to make a reservation:

1. Go to [www.anchoragegolfcourse.com](http://www.anchoragegolfcourse.com)
2. Under the Golf Course tab, click on Tee Times
3. Click on “Sign In” in the tee time.



4. Click “Create Account” or “Sign In” if you already have an account



5. Complete the user information and credit card information if you are setting up an account.
6. You're set!

## To get a buddy:

1. Sign in under your account.
2. Once you are signed in, look at the fine print on the top of the “tee time” screen. You will see the following...
  - a. Welcome (your name)
  - b. Home
  - c. Profile
  - d. My Reservations
  - e. Buddy Management
  - f. Logout

(Side note – as you can see in the picture, Ann Farris is signed in for purposes of this demonstration)



3. Click on Buddy Management; this will give you a list of current buddies. If you don't see your friend's name, you need to add her as a buddy. (In this example, Tom Farris is Ann's buddy.)

Buddy List

#No	Buddy's Name	
0	Farris, Tom	Delete

1/1 10

**Buddy Search** (Please enter the last name / comma / first name (Last, First) for best results.)

4. Under "Buddy Search" click on your playing partner's last name, and click "Search" (In this case, Nick Brennan is the buddy being searched and added)

**Buddy Search** (Please enter the last name / comma / first name (Last, First) for best results.)

5. A list of players with the last name you've selected are listed. Choose the player you wish to play with and hit "Select". (In this case, Nick happened to have two accounts)

Buddy Search (Please enter the last name / comma / first name (Last, First) for best results.)

Brennan, Nick Search

Buddy's Name	
Brennan, Nick	Select
Brennan, Nick	Select

1/1 10

6. When you hit "Select", an email invitation will be sent to your potential buddy, if they have an email address in our system. Your buddy must have an email in our system to receive the buddy invite!
7. Once that person approves your buddy request, they will appear on your screen when under Buddy Management (just as Tom Farris appeared in this example above). Remember, however, that your buddy must have a current email in our system, and your buddy must accept the invitation to allow you to make a reservation for them.

## To make a reservation:

1. From the website, go to the golf course tab and click “Tee Times”
2. Sign in
3. Find the time and date you are looking for. Wacky Women permissions allow you to book under WW tee times, so ask for the afternoon or for a specific time, say 4:00.

The screenshot shows a search interface for tee times. At the top right, a message reads: "No tee times available, please try different criteria." Below this is a search form with the following fields:

- Date:** 3/8/2018
- Time:** AnyTime
- Players:** 2, 3, 4 (with 4 selected)
- Holes:** 9 Holes, 18 Holes, Any
- Search:** A large orange button.

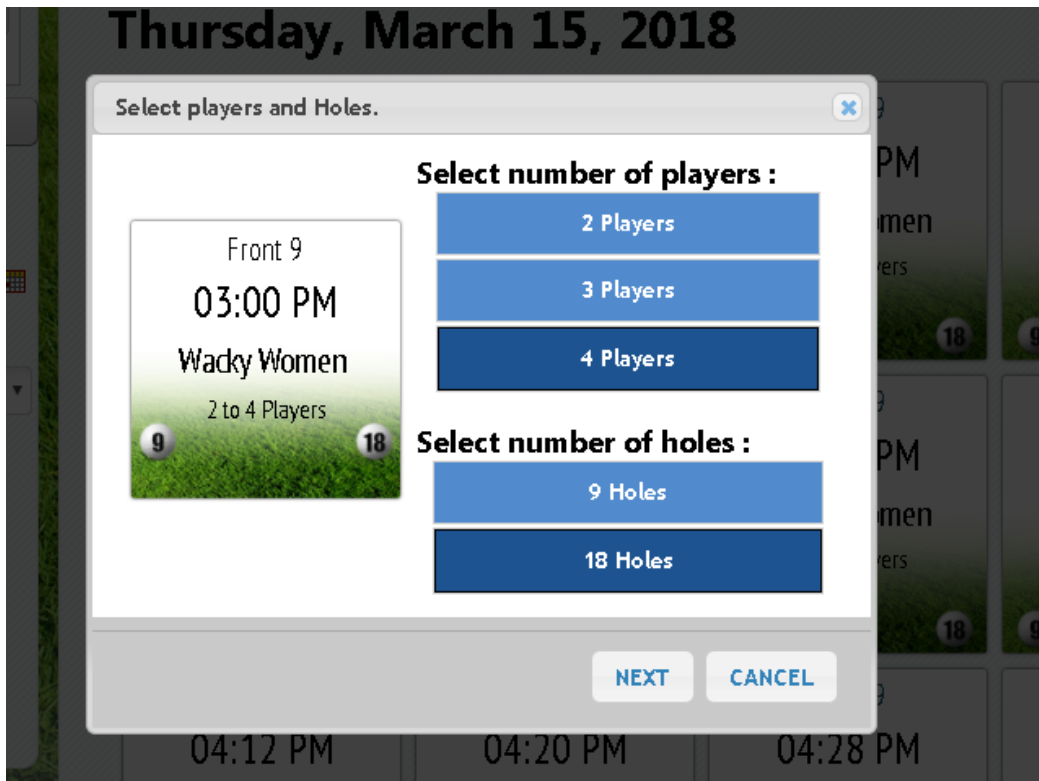
Three black arrows point from the search criteria to the right, indicating the search parameters used.

Once searched, the tee sheet will look like this...

The screenshot shows a tee sheet for Thursday, March 15, 2018. The search criteria on the left are: Front 9, Date: 3/15/2018, Time: 4PM, Players: 2, 3, 4, Holes: 9 Holes, 18 Holes, Any. The tee sheet displays a grid of available tee times for Wacky Women (2 to 4 Players) on the Front 9.

Thursday, March 15, 2018			
Front 9 03:00 PM Wacky Women 2 to 4 Players	Front 9 03:08 PM Wacky Women 2 to 4 Players	Front 9 03:16 PM Wacky Women 2 to 4 Players	Front 9 03:32 PM Wacky Women 2 to 4 Players
Front 9 03:40 PM Wacky Women 2 to 4 Players	Front 9 03:48 PM Wacky Women 2 to 4 Players	Front 9 03:56 PM Wacky Women 2 to 4 Players	Front 9 04:04 PM Wacky Women 2 to 4 Players
Front 9 04:12 PM Wacky Women 2 to 4 Players	Front 9 04:20 PM Wacky Women 2 to 4 Players	Front 9 04:28 PM Wacky Women 2 to 4 Players	Front 9 04:36 PM Wacky Women 2 to 4 Players

4. Select the tee time to make the reservation with the appropriate number of players. When you do, you get a pop-up screen that looks like this....



**Click on the appropriate number of players....and be sure to choose 9 holes!** Also, these players **must be buddies in your profile**. Once you click the number of players, in this case, two....this is what appears.

Players Information

03:00 PM Thursday, March 15, 2018 on Front 9

Number of Player: - 2 + Update

PLAYER 1:	PLAYER 2:
Name of Player Ann Farris	Name of Player Ann Farris
Email of Player capetownann@gmail.com	Email of Player
<input type="checkbox"/> Reserve a cart <input type="checkbox"/> Club Rental Right Hand <input type="checkbox"/> Premium	<input type="checkbox"/> Reserve a cart <input type="checkbox"/> Club Rental Right Hand <input type="checkbox"/> Premium

Cancel Continue



5. Make sure to put in your buddy's names! To do this you will hit the drop down arrow under Player 2 (see the arrow in the first pic below). In this example, Tom Farris is the buddy. When you hit the drop down arrow, all of your buddies appear. Choose the appropriate one. **You will not be allowed to make a reservation online without the individual players being placed on the tee sheet.**

Players Information  
03:00 PM Thursday, March 15, 2018 on Front 9  
Number of Player: - 2 + Update

PLAYER 1:	PLAYER 2:
Name of Player: Ann Farris	Name of Player: Ann Farris
Email of Player: capetownann@gmail.com	Email of Player: [Empty]
<input type="checkbox"/> Reserve a cart <input type="checkbox"/> Club Rental Right Hand <input type="checkbox"/> Premium	<input type="checkbox"/> Reserve a cart <input type="checkbox"/> Club Rental Right Hand <input type="checkbox"/> Premium

Cancel Continue

Now that Tom has been put in the tee time as a buddy, the tee time can be finished.

PLAYER 1: PLAYER 2:

Name of Player: Ann Farris	Name of Player: Farris, Tom
Email of Player: capetownann@gmail.com	Email of Player: tfarris@anchoragegolfcourse.
<input type="checkbox"/> Reserve a cart <input type="checkbox"/> Club Rental Right Hand <input type="checkbox"/> Premium	<input type="checkbox"/> Reserve a cart <input type="checkbox"/> Club Rental Right Hand <input type="checkbox"/> Premium

Cancel Continue



Hit **continue**, this is what appears. As you can see, in this case, the reservation is for 9 holes, at 3:00PM, for 2 players.

Thursday, Mar 15, 2018   Front 9   9   03:00 PM   \$31.00   \$1.50   2   \$32.50   \$0.00   \$32.50

**This is an Alaska resident rate. Alaska ID will be required to check in. Non resident rate will be higher. Please check our webpage for rates.**

[Cancel](#)   [Reserve](#)

6. Finalize the reservation, and you're all set! Here's what it looks like.

Your Selection

Date	Course	Holes	Time	Rate / Player	Buddy2 Rate	No. of Players	Total	Tax	Grand Total
Thursday, Mar 15, 2018	Front 9	9	03:00 PM	\$31.00	\$1.50	2	\$32.50	\$0.00	\$32.50

**Booking Successful**  
[Back](#)

Everyone in the tee time will get an email confirmation of the reservation.

And that's it! Once you're set up with your buddies, and you make one or two reservations, it's quite simple. Please contact Tom in the golf shop with any questions or issues you may have.