albatros

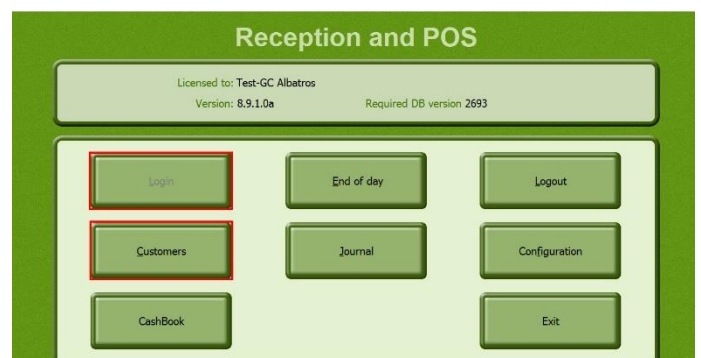## FAQ | Reception

Reserve a Tee Time

To use this function, the additional license "Reservation in the Reception" has to be purchased and activated.
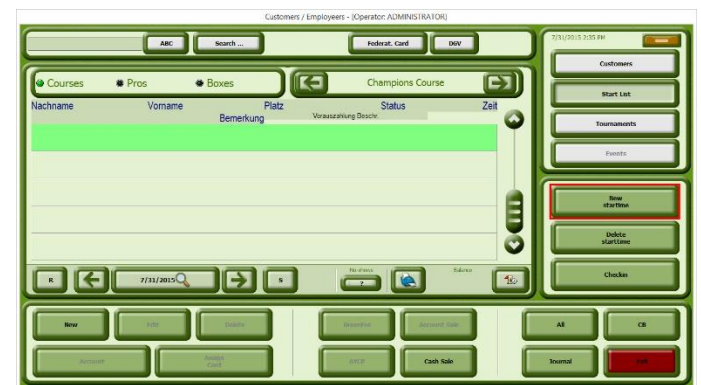
1. Log on to the Albatros Reception and click on "Customers".

2. Search and select the customer you want to book a tee time for.

3. Click on "Start List". A new window will appear.

4. Select "New starttime".

FAQ | Reception

Reserve a Tee Time

5. The Reservation Wizard will open. From the top left, choose a date, a course, and the number of holes to be played.

6. After choosing the starting tee (by clicking on Tee 1 or Tee 10), a new window will appear. A list of tee times will display which times are still available and which times have already been reserved. Make your selection by clicking on one of the tee times.

7. The time will change by the average duration needed for the first nine holes and suggests a tee time for the second round of nine holes. Click on the desired tee time for the second round of nine holes. Afterwards click on "Next".

8. A list of players will appear. Search and select the player who wants to reserve a tee time. You can also reserve this tee time for several players at the same time (press "Alt" and click on the players). Confirm your selection with "Ok".
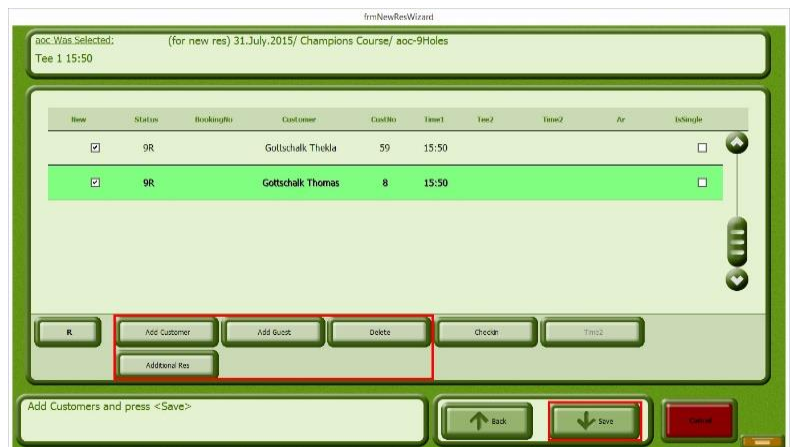
FAQ | Reception

Reserve a Tee Time

9.   Then click on "Save" to complete the reservation. Players can be subsequently added to the list anytime, either via "Add Customer" or via "Add Guest", for players not registered in the system. Likewise, marked players can be deleted or rental items be added. Don't forget to save your changes ("Save"). The overview can be updated via "R".

10.   Back in the main view, the reservation appears as follows: