

ProShopTeeTimes – How To Disable and Enable Online Tee Times

If your internet connection goes down, or your computer quits working, you will want to resort to a paper tee sheet until the problem is resolved. This means you will need to prevent customers from making their own tee times online and get a copy of the tee sheet on paper so you can book tee times in the proshop.

You can do both of these from a mobile device like your smart phone. Here are the steps:

1. From your cell phone, browse to <http://www.ProShopTeeTimes.com>
2. Click on LOGIN
3. Enter your username and password, then click LOGIN.
4. You will get a menu with three options ENABLE ONLINE TEETIMES, DISABLE ONLINE TEETIMES, and DOWNLOAD TEESHEET.
5. Click on DISABLE ONLINE TEETIMES. This will prevent customers from making tee times online. If a customer tries to make a tee time online, they will get a message telling them to call the proshop to make a tee time.
6. Click on DOWNLOAD TEESHEET to have the tee sheet for today, and the next 6 days faxed to you. If you have a wireless printer, you will be able to print your teesheet from your phone.
7. As customers call to request tee times, you can assign tee times based on the printed tee sheet. Write down the customer's name on the printed tee sheet to reserve the tee time.

After your internet is restored, you will

1. Login to ProShopTeeTimes as normal and enter the tee times that you wrote on the printed tee sheet.
2. Click on **Administration Menu / Course Info** button.
3. Put a check in the ENABLE checkbox to allow customers to enter their own tee times online.