NASA Ladies Golf - Online Tee Time Booking

Introduction

NASA uses the Tee-On.com Internet booking system. However, we use a special version of it. We are treated as a private club and you MUST book through our web site, not through Tee-On directly, even if you are booking for a course that is listed under their courses.

You have been assigned a Username and Password. Your Username is NASAxxxx where xxxx is your 4 digit NASA number. Your default Password will be the letter N followed by your 4 digit NASA number.

On the www.nasagolf.ca/Ladies web site, click on the **Bookings** button. The right side of the page has the schedule and the left side has a **Book tee time** box. Enter your User Name and Password and click on **sign in**.

Setting up your Profile

The first time you sign in, you should check your information and add the names of any people that you want to play with regularly. Use the **My Account** tab on the top bar to go to your tee-on profile. Click on **My Account** and then on **Preferences** to get your information. Please verify the spelling of your name, check your e-mail address and phone number and correct any errors or add them if they are missing. **Please do not change the Username or Initial** which is set to your NASA number. They are needed for scoring, checking in and keeping our other systems aligned.

If you normally play with friends, scroll down, click on Add Playing Partners, enter their names and click Submit. You can just type in the first few letters of their last name and the system will give you a list of all the NASA members with that surname. NASA men with that name will be listed as well as the ladies so be careful that you only pick the ladies. All ladies numbers are in the 2000s.

Booking a Tee Time

The form for booking a tee time comes up when you first sign on. There is also a **Booking** tab on the top of every page so you can get back to it if you go to a different page. Pick the date that you want to book, pick a time you want to play, and add any additional players. (You select players by clicking on the arrow below your name at the right and selecting the name from the list of your possible playing partners.) Click Submit.

The system will find you the closest times that have space for the number of players you are trying to book. If you only include your own name, the system will give you times that have one or more open slots and there may not be room for your friends to book in the same slot later.

Booking Rules

Each member can book a tee time for herself and up to 3 other members from your playing partners list. The person who does the booking will receive an e-mail confirming the tee time and must inform the other members of the tee time (forward the confirmation e-mail from Tee-On or phone them).

Only the person who does the booking can cancel or delete the booking; the other booked members of the group cannot cancel or delete that booking. Unfortunately at this time you can only add or delete a whole booking. If you just want to remove and/or add one or more members to your booking after it has been made, you will need to contact the Tournament Co-ordinator.

Tee-On will be available for bookings starting at 7:30 PM Wednesday for a Monday tournament twelve days later and at 7:30 PM Thursday for a Tuesday tournament twelve days later, e.g., 7:30 PM on Wednesday April 27 for Monday May 9. Members can book and cancel tee times until 24 hours before their tee time. After that time, you will have to contact the Tournament Co-ordinator to book or cancel a booked time. If you must cancel after 6:00 PM the day before the game, you will need to call the golf course. Cancel as early as possible to allow others to use that tee time.

Tournament Co-ordinator's email is Nasa.Ladies@gmail.com