

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 the NASA 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 (new members only).

On the www.nasagolf.ca/Ladies web site, click on the **Bookings** button. Enter your Username and Password and click on **sign in**. **Booking Your Tee Time** message will appear advising users that once you have booked your tee time you will not be able to make changes. If you want to add a player, delete a player, or move your tee time you must email or text Ramona, NASA Tee-On Coordinator, or Della, NASA Tour Coordinator. Go to the NASA Ladies website - Contacts - for our email address and phone number.

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 will be listed as well as the ladies so be careful that you only pick the ladies. NASA Ladies #'s are in 2000-2599 series.

Booking a Tee Time

Tee time bookings will start every Wednesday at 7:30 PM for a Monday tournament five days later, and at 7:30 PM Wednesday for a Tuesday tournament six days later.

Members can book tee times until 12:00 pm the day prior to tournament day.

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. Click on Book a Tee Time. 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.

We highly recommended that you accept the first tee time that comes available as times will book up very quickly.

Booking Rules

Each member can book a tee time for herself and up to three 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).

Amending a Tee Time

If you want to add a player, delete a player, move your tee time, or cancel your tee time you must email or text Ramona, NASA Tee-On Coordinator, or Della, NASA Tour Coordinator. Include your NASA # and reason for cancelling. If you must cancel please do so as soon as possible so we can offer the time to someone else that may be on a wait list.

Failure to request to cancel your tee time prior to tournament day will result in a 'No Show.' Please review 'No Show' policy in the General Information and Rules of Play section.

Tee-On Coordinator – Ramona Franz – ramonafranz@nasagolf.ca - phone 780-913-0152

Tour Co-ordinator – Della Schick – dellaschick@nasagolf.ca – phone 780-914-9380