

18 Mile Creek GC; foreUP Tee Time System

User Guide

Please call us at 648-4410 with any questions.

Registration

- To register;
 - If not already there; go online to townofhamburgny.gov/234/Tee-Times
 - Carefully read the instructions there and then click **Register/Make A Tee Time** at page bottom.
 - Select **Register/Make A Tee** Time from foreUP welcome page
 - Select **Log In** at top right of page
 - Select **Sign Up For Free**
 - Complete registration form
 - **Email** and **password** needed to make online tee times
 - **Account Number** is optional and is needed to make phone tee times

Make Online Tee Time

- From 18 Mile Creek GC Tee Time webpage;
 - Select **Register/Make A Tee Time**
 - Enter email and password; click **Log In**
 - Select **Reserve a Time Now**

- For regular 9 or 18 hole tee times off the front, make sure **18 Mile Creek GC** appears in **Facility** drop down box at top left.
 - If wishing to make weekend morning 9 hole back 9 tee time; select **Morning Back 9** from the **Facility** drop down box
- From left column;
 - Select date of golf from calendar
 - Number of players
 - 9 or 18 holes
- All available tee times that meet your criteria will appear
 - For 18 Mile Creek Tee Sheet;
 - Click **Reserve** to right of desired tee time
 - For Morning Back 9 sheet;
 - Click on tee time box itself
- Click **Book Time** to confirm the tee time or click **Close** to go back to tee sheet and search and reselect

****If want to go to regular 18 Mile Creek tee sheet from Morning Back 9 sheet, select **18 Mile Creek** from **Facility** drop down box and then click blue **Make A Tee Time / Register** button.**

Make Phone Tee Time

- Call **648-4410**; press **1** once prompted by automated answer
- Enter **Account Number** and press **#**
- Follow subsequent tee time related prompts

- **18 Mile Creek GC** tee sheet or **Morning Back 9** tee sheet
 - Morning Back 9 only for those wishing to golf 9 holes off back on weekend mornings. All others choose 18 Mile Creek tee sheet.
- Date
- 18 or 9 holes
- Time
- Will be asked to choose the closest available time based on the criteria you requested

Cancelling or Adjusting a Tee Time

Online

- Access the online tee time system as you would to make a tee time
- Select **Log in** at top right
- Enter online credentials; click **Log In**
- Select My Reservations at left tab. Your listing of upcoming tee times will appear.
- Identify the time you wish to adjust and select;
 - **Cancel** to delete the entire tee time and then;
 - **OK** in pop up box
 - OR**
 - **Update** to make changes to number of golfers and then;
 - **Update Reservation** to save changes

Automated Phone

- Access the phone tee time system as you would to make a tee time
- Select **“2”** (cancel tee time) once prompted
- Enter your **Account Number** and press **#** once prompted

- Listen for the tee time you want to cancel and press it's corresponding number
- Tee times can only be cancelled over the automated phone; booking details (# of players, time) cannot be changed over the automated phone

Clubhouse

- Any system member can call the clubhouse at **648-4410 (2)** to cancel or adjust a reservation ***only on the day of the reservation. Adjustments for future reservations must be done online or by automated phone***