



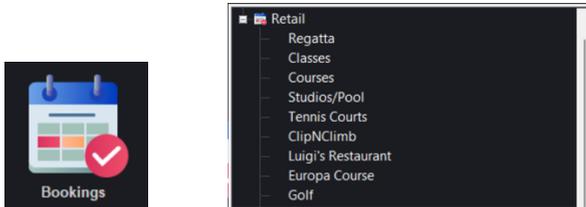
# Individual Bookings

## Table of Contents

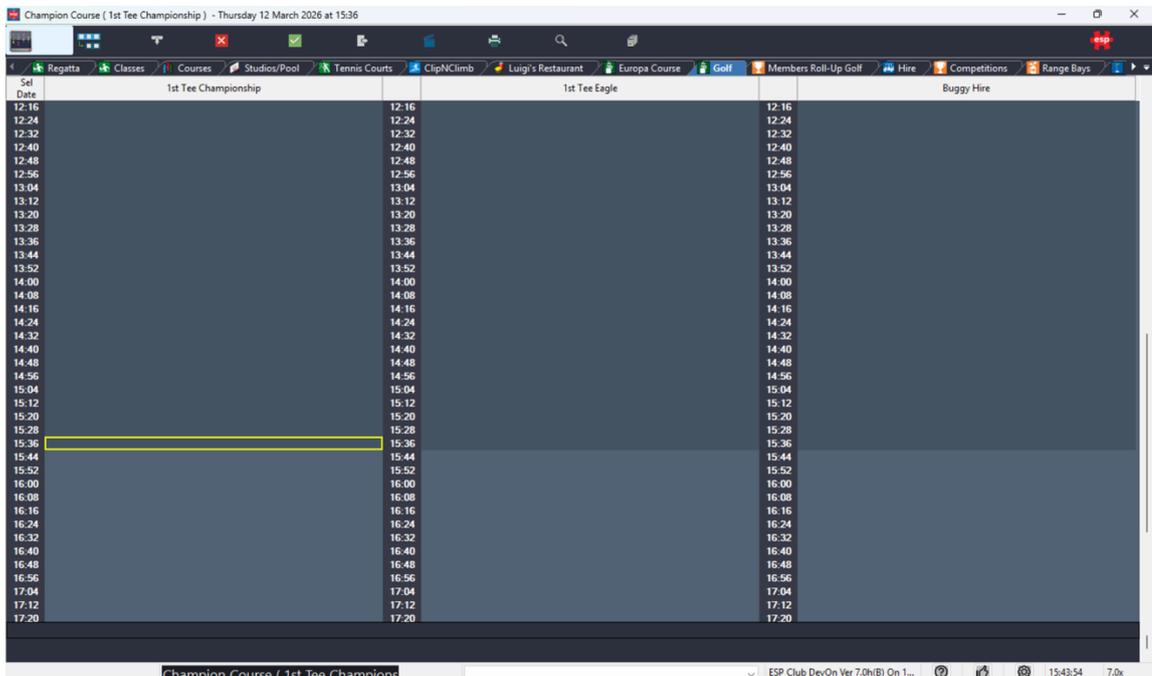
Creating an Individual Booking.....	2
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## Creating an Individual Booking

1. From the main ESP desktop select **Bookings** and from the dropdown list select the required option for where the booking will take place.

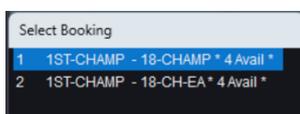


2. In the Bookings Diary, navigate to the required date and time. Selecting Tab on your keyboard accesses the control to select a date, but refer to the guide on Booking Screen Navigation for full detail.

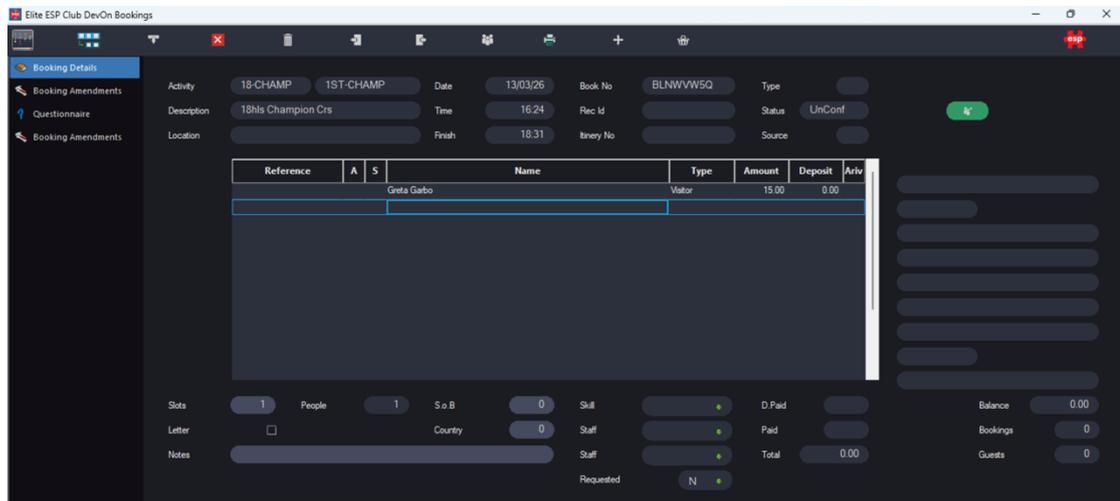


3. Double click on the required time; this will display a Select Booking screen showing the options available. This describes the Resource you will be booking out, then the Activity and then the Availability.

The codes that are configured in your Elite system will vary but the first option in the example below indicates that you are selecting a time from the 1<sup>st</sup> Tee of the Championship Course for 18 Holes and 4 people are available at this time.

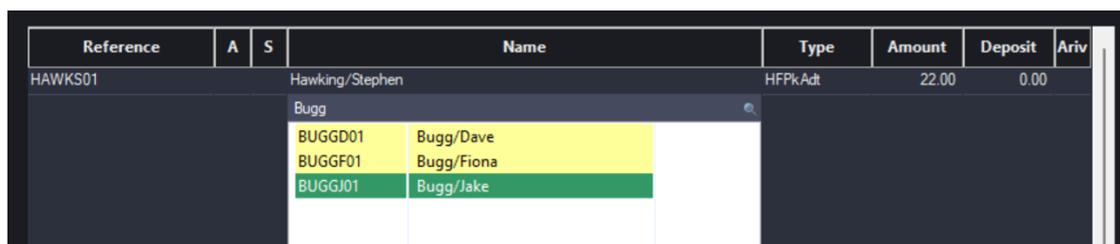


4. This will now create an individual booking.  
To add a participant that has no Customer Record in your database you can just type a name and press return, the default visitor price will be applied.



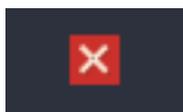
Reference	A	S	Name	Type	Amount	Deposit	Ariv
			Greta Garbo	Visitor	15.00	0.00	

5. To add a participant that is a Member or an individual with a Customer Record in the database you can either.
  - a. Selecting a blank line and then tap/swipe a membership card.
  - b. Enter their address code i.e. SMITJ01 (John Smith).
  - c. Start to type a name and records that match will be shown for you to select from.

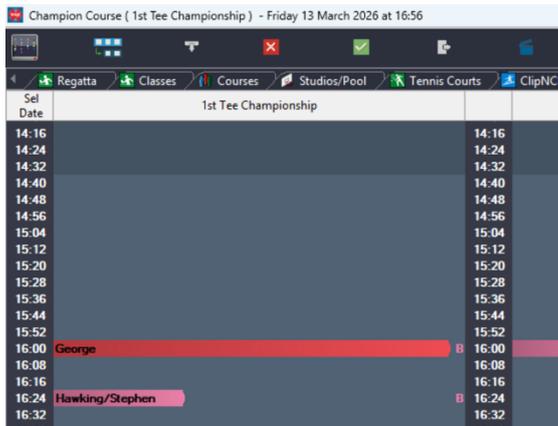


Reference	A	S	Name	Type	Amount	Deposit	Ariv
HAWKS01			Hawking/Stephen	HFPkAdt	22.00	0.00	
			Bugg				
BUGGD01			Bugg/Dave				
BUGGF01			Bugg/Fiona				
BUGGJ01			Bugg/Jake				

6. Once all participant detail has been added, press the Exit menu button to return to the Bookings Diary.



7. You will now see that the booking is displayed.



Sel Date	1st Tee Championship	
14:16		14:16
14:24		14:24
14:32		14:32
14:40		14:40
14:48		14:48
14:56		14:56
15:04		15:04
15:12		15:12
15:20		15:20
15:28		15:28
15:36		15:36
15:44		15:44
15:52		15:52
16:00	George	B 16:00
16:08		16:08
16:16		16:16
16:24	Hawking/Stephen	B 16:24
16:32		16:32

If a time is fully booked, it will be shown with a full red bar, partially booked slots will be shown with a pink bar of a size proportionate to the availability.

Individual Bookings are indicated with a B at the right hand side of the row.

When this is pink, the status is Unconfirmed, usually as there is a fee to pay.



15:52		
16:00	George	B
16:08		

When this is orange, the status is Confirmed, there is no fee to pay.



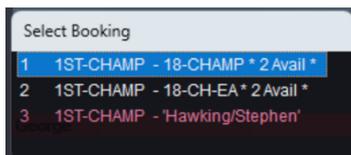
18:30		
19:00	Fred	B
19:30		

When this is Black, the booking has been Arrived at POS.



15:52		
16:00	George	B
16:08		

8. If you double click on the same slot you will now be given the option to either view the existing booking, or if there is still availability, create an additional new booking.



Select Booking	
1	1ST-CHAMP - 18-CHAMP * 2 Avail *
2	1ST-CHAMP - 18-CH-EA * 2 Avail *
3	1ST-CHAMP - 'Hawking/Stephen'