



Timesheet User Guide

MICLUB

Last updated 11/01/2012



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1. Creating Fixtures/Events

Fixtures/Events are what make up the Golf Calendar. They list the Events of your Golf Handbook. We have two options of how you can upload your Fixtures/Events:

1. Automatic Process: We have a spreadsheet in which these Fixtures can be quick and easy uploaded. To download this spreadsheet go to <http://www.miclub.com.au/upload/wysiwyg/tools/Fixtures-template.xls> Please follow the column guides as provided in the excel document on each column. Events can be populated as far forward as you like.

Note: Each row equals one Event/Fixture on a single day. Also note that you can have several competitions running on the same timesheet so usually only one Event/Fixture is needed per Day (Multiple timesheets can be created on the same day by duplicating the row and the date).

Once complete email this spreadsheet to support@miclub.com.au so that we can upload the events/fixtures onto the website.

2. Manual Process: Fixtures/events can also be populated by going to the main bookings page and clicking on 'Events' - 'Create Event'. Please note to change the title and date as needed.

Golden Creek Golf Club : Web Support Home Logout

Booking Index Page

Fixtures Competitions **Events** Booking Rules Templates Reports Fee Categories Assets

Create Event Upload Events Terms & Conditions

Golf Course : Bookings Event/Fixture Populated 11:47:58 AM

Events Open Fri Feb 03 All All Day	<table border="1"> <tr> <td>2012</td> <td>Jan</td> <td>Feb</td> <td>Mar</td> <td>Apr</td> </tr> <tr> <td></td> <td>May</td> <td>Jun</td> <td>Jul</td> <td>Aug</td> </tr> <tr> <td></td> <td>Sep</td> <td>Oct</td> <td>Nov</td> <td>Dec</td> </tr> </table>	2012	Jan	Feb	Mar	Apr		May	Jun	Jul	Aug		Sep	Oct	Nov	Dec
2012	Jan	Feb	Mar	Apr												
	May	Jun	Jul	Aug												
	Sep	Oct	Nov	Dec												

Wed	11/01/12	LOCKED	All	All Day	WEDNESDAY TIMESHEET	🏆
Thu	12/01/12	LOCKED	All	All Day	THURSDAY TIMESHEET	🏆
Fri	13/01/12	LOCKED	All	All Day	FRIDAY TIMESHEET	🏆
Sat	14/01/12	LOCKED	All	All Day	SATURDAY TIMESHEET	🏆
Sun	15/01/12	LOCKED	All	All Day	SUNDAY TIMESHEET	🏆
Mon	16/01/12	LOCKED	All	All Day	MONDAY TIMESHEET	🏆
Tue	17/01/12	LOCKED	All	All Day	TUESDAY TIMESHEET	🏆
Wed	18/01/12	LOCKED	All	All Day	WEDNESDAY TIMESHEET	🏆
Thu	19/01/12	LOCKED	All	All Day	THURSDAY TIMESHEET	🏆

Event Shortcuts

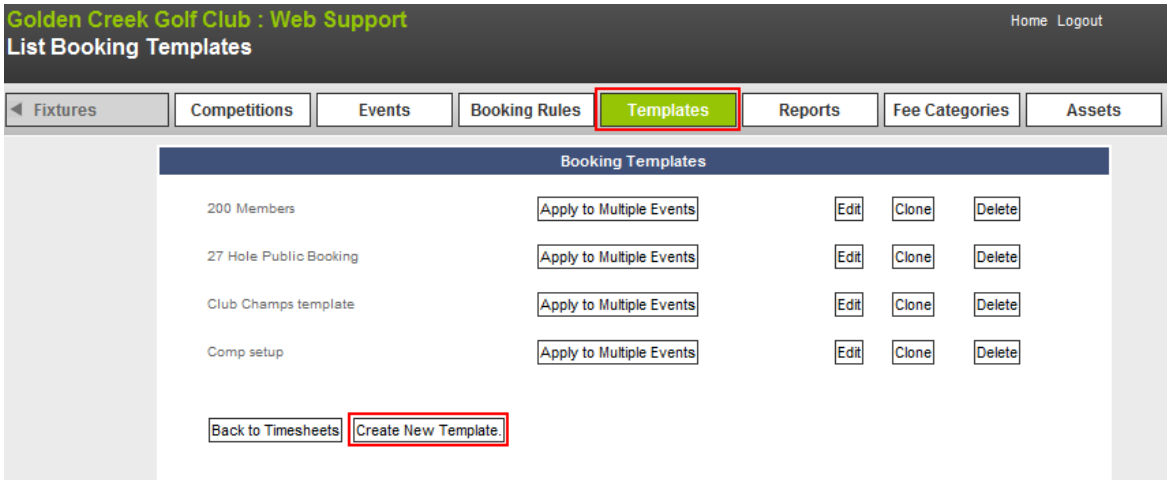
- [This Month](#)
- [Recent results](#)
- [Dave's Event](#)
- [Major Event](#)
- [Regular Event](#)
- [Special Event](#)



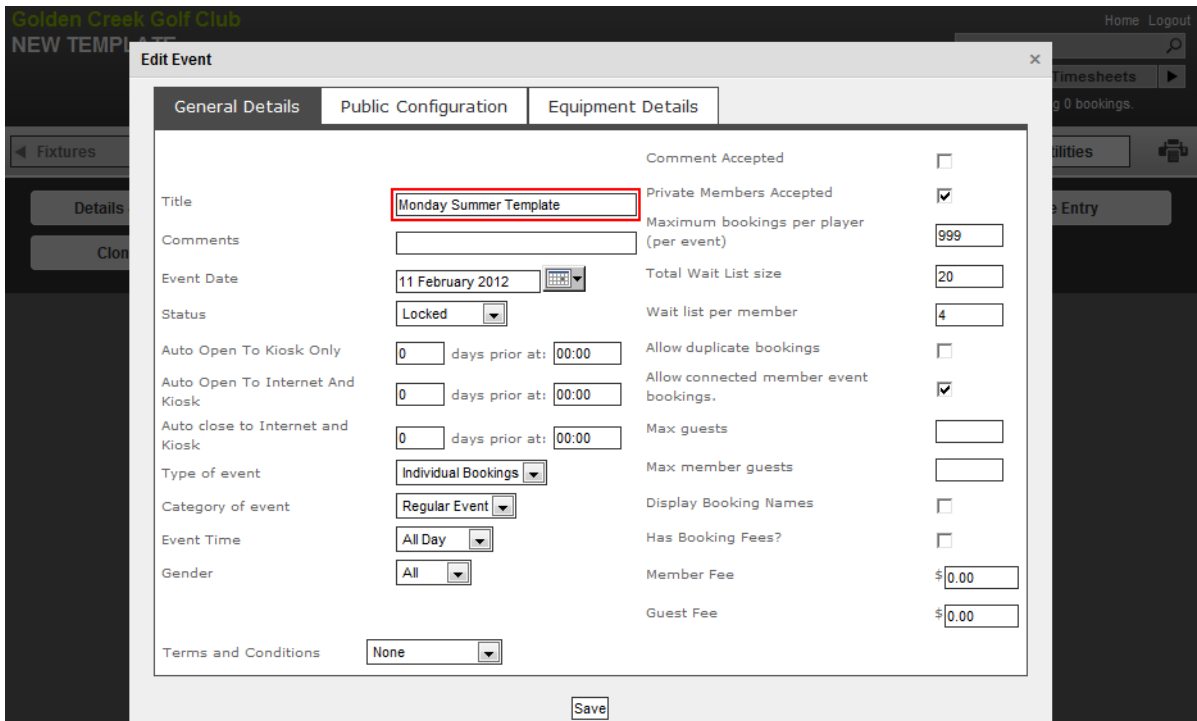
2. How to create a Template

Timesheet Templates will be used to create the timesheets and apply them to the already existing Fixtures/Events. It is usual to create Summer and Winter templates for each day of the week.

1. From the Fixture Page click on 'Templates'
2. Select 'Create New template'



3. Click on 'Configure Event' and then 'Details & Opening'. Here you can name the Template by typing into the Title field.



4. Follow the next section on how to setup this timesheet/template



3. Booking Rules

Booking Rules are used to block out Membership Categories from specific rows on a timesheet. They can also be setup to block male/female gender restrictions or only allow members/visitors with a specific handicap range to book in. **Please note that Administrators/Staff Members have access to override booking rules.** To setup a booking rule go to:

1. On the Fixture Page click on 'Booking Rules'
2. Select 'Add Rule'
3. Name the booking Rule eg. Monday Booking Rule
4. Select a Colour for the booking rule so that it can be easily distinguished on the timesheet
5. **Tick** all boxes for the gender/categories that **are allowed** to book in
6. If you want to set a handicap restriction then you can also fill this in, otherwise leave this section blank.

Edit Booking Rule

Ticking the box will allow a member to book into the event or row.

Booking Rule	Gender Restrictions
Title <input style="width: 80%;" type="text" value="Monday Booking Rule"/>	<input type="checkbox"/> All <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male
Rule Colour <input style="width: 80%;" type="text" value="Select Colour"/>	

Category Restrictions

<input type="checkbox"/> All	<input type="checkbox"/> Full Female	<input checked="" type="checkbox"/> Full Male	<input type="checkbox"/> Mid Week Female
<input type="checkbox"/> Mid Week Male	<input type="checkbox"/> N/A	<input type="checkbox"/> Public Member	
<input checked="" type="checkbox"/> Visitor			

Member Handicap Restrictions

Min Male H/C <input style="width: 50%;" type="text" value="0"/>	Max Male H/C <input style="width: 50%;" type="text" value="20"/>
Min Female H/C <input style="width: 50%;" type="text"/>	Max Female H/C <input style="width: 50%;" type="text"/>

Visitor Handicap Restrictions

Min Male H/C <input style="width: 50%;" type="text" value="0"/>	Max Male H/C <input style="width: 50%;" type="text" value="15"/>
Min Female H/C <input style="width: 50%;" type="text"/>	Max Female H/C <input style="width: 50%;" type="text"/>

7. Click 'Save'

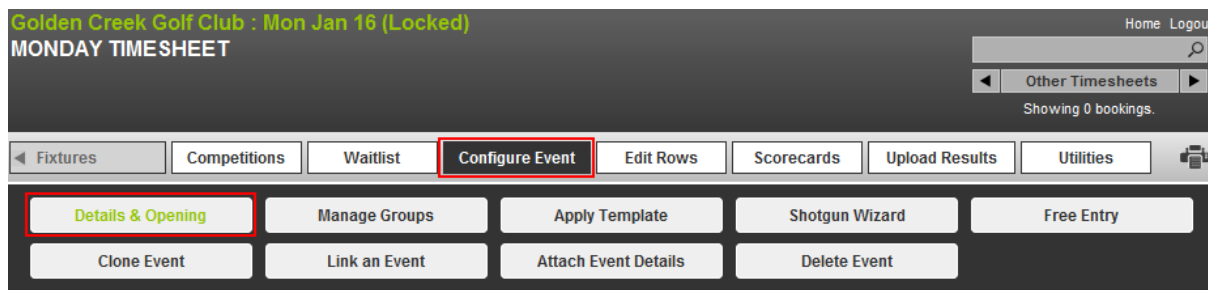
4. How to Create or edit a Timesheet

It is important to note that an event is a name only and has no timesheet attached to it until Administrators apply a templated timesheet to the event or build a timesheet manually.

Note: It is recommended to create Booking Rules and Templates prior to creating events.

The steps to be followed to create a timesheet are:

1. Select 'Configure Event' and then 'Details & Opening'



2. In the 'General Details' tab select the following:

Field	Description
Title	The name of the event. This is the name that shows on the list of events on the main bookings page.
Comments	Further details about the event can be included as comments. These comments are also shown on the list of events on the main bookings page.
Event Date	The date the event will be held on.
Status	<p>Closed - the event has been opened but is now closed to prevent bookings over the Internet. Members can only view the timesheet and are unable to make any amendments to it including deleting a booking.</p> <p>Hidden - the event is invisible to members to view.</p> <p>Locked - the event has not been opened yet for bookings over the Internet.</p> <p>Open - the event is open to bookings over the Internet and Kiosk.</p> <p>Results - results of the event are available and have been posted on the web site for viewing over the Internet.</p> <p>Kiosk - the event is opened for bookings on the Kiosk mode only (terminals setup within the club).</p>
Automatic open to kiosk only	Enter the number of days prior to the event date and the time (24 hour clock) of day that you want the event to automatically open for bookings using the booking kiosk terminals. Note: Event status must be initially set to Locked for the timesheet to auto open.



Automatic open to Internet and Kiosk	Enter the number of days prior to the event date and the time (24 hour clock) of day that you want the event to automatically open for bookings over the Internet and Kiosk. Note: Event status must be initially set to Locked for the timesheet to auto open.
Automatic Close to Internet and Kiosk	Enter the number of days prior and the time (24 hour clock) to the event date that you would like the event to close automatically.
Type of event	<p>Individual Booking events are used when you want a timesheet where all names must be individually entered into each timeslot in the timesheet (for example, a typical golf competition timesheet).</p> <p>Group Booking events are used when just one name needs to be entered for each time period in the event (for example, a function booking sheet). Allows members to apply a group size attending without providing individual details.</p>
Category of event	You can select Regular Event, Major Event or Special Event. If you select Major Event or Special Event then the event can be accessed from the shortcuts for these types of events on the main bookings page.
Event Time	Select whether the event is a morning, evening or an all day event (eg. All day / Afternoon /Morning) This will be shown on the list of events on the main bookings page.
Gender	Select whether the event is for mens, ladies or both. There is no restriction based rule applied to this setting. It is only used as a label. Please refer to booking rules in cases where gender restrictions are required.
Terms and Conditions	To apply a Terms and Conditions display page prior to a member making a booking into a timesheet.
Comment accepted?	When events are configured for group bookings then comments can be inserted with the booking if this field is selected.
Private members accepted?	On by default to allow members to book into the timesheet. Off only for cases in which Public bookings is only allowed.
Maximum bookings per player (per event)	This is the maximum number of bookings a member can make on a timesheet. (A member may make bookings for other members or visitors).
Total waitlist size	The maximum number of names that can be entered on the waiting list for the event.
Total waitlist per member	Reserves per members The maximum number of names a person can book into the waiting list.
Allow duplicate bookings?	Select this field if you wish to allow names to be booked more than once in a timesheet.
Allow connected member event bookings	Only to be Used in cases in which parent and child membership links are in place.
Max guests	The maximum allowed number of all visitors allowed to be booked into the timesheet.
Max member guests	This option is used as a restriction on the maximum amount of how many visitors that a member can book into the Event.
Display Booking Names	This option can be used to hide the booking names when a member has logged into the timesheet.



Here is an example of the Setup:

Edit Event

General Details | Public Configuration | Equipment Details

Title: MONDAY TIMESHEET

Comments: Sponsored by MiClub

Event Date: 16 January 2012

Status: Locked

Auto Open To Kiosk Only: 6 days prior at: 16:00

Auto Open To Internet And Kiosk: 6 days prior at: 18:00

Auto close to Internet and Kiosk: 0 days prior at: 06:00

Type of event: Individual Bookings

Category of event: Regular Event

Event Time: All Day

Gender: All

Terms and Conditions: None

Comment Accepted:

Private Members Accepted:

Maximum bookings per player (per event): 8

Total Wait List size: 20

Wait list per member: 4

Allow duplicate bookings:

Allow connected member event bookings:

Max guests:

Max member guests:

Display Booking Names:

Has Booking Fees?:

Member Fee: \$ 0.00

Guest Fee: \$ 0.00

Save

3. Click 'Save' to save the Timesheet configuration

4. Next we need to add Groups

Click 'Configure Event' – 'Manage Groups'
 Click 'Add Group' for as many groups as you want
 Modify the Group names eg. 1st Tee/10th Tee
 Click 'Save' and 'Close'

Manage Booking Groups

Manage Groups

1. 1st Tee [Delete] [Add Above]

2. 10th Tee [Delete] [Add Above]

[Add Group]

[Save] [Close]

5. Next we need to add rows

Click on 'Edit Rows' – 'Add Rows'
 Select the required values as needed and make sure that you have the correct group selected

Add Booking Rows

Add Row(s)

Start Time: 09:00

Number of intervals: 17

Interval duration: 7

Row Status: Active

Group: 1st Tee

[Create Rows]

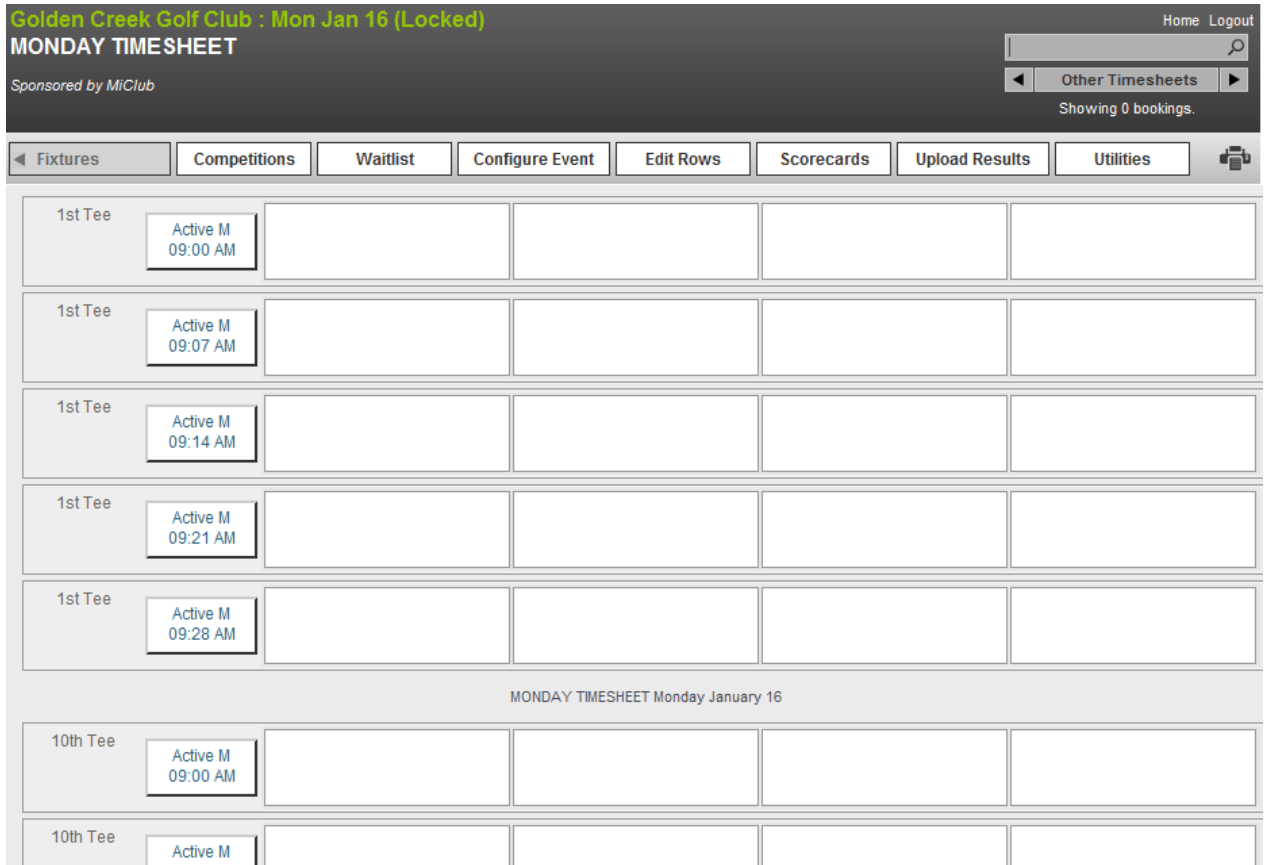
1st Tee

10th Tee

Click 'Create Rows'
 Repeat this process if more rows are needed

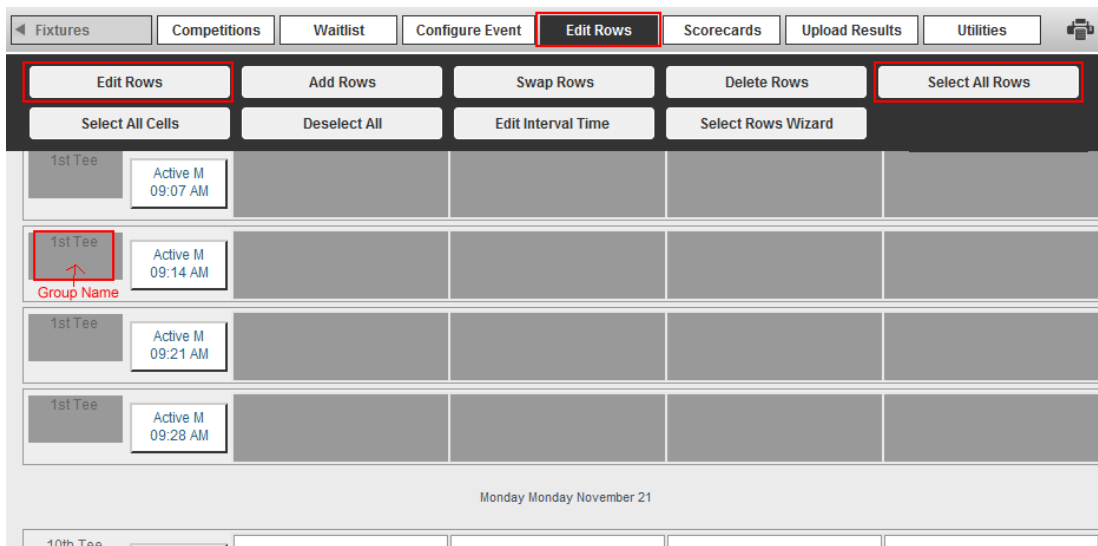


6. You should have a similar looking timesheet as in the below image:



7. The next step is to edit the rows

Select all rows that you would like to edit by clicking on the group name of the row (You can also select the 'Select All Rows' button to select and highlight all rows on the timesheet).





Click on 'Edit Rows' – 'Edit Rows'
 Set all required fields. In most cases the Visitors allowed option will be selected (Make sure that you click on 'Save' after each option that has been edited)

Edit Booking Rows
✕

Row Details

Rules & Schedules

Start Time:	<input type="text" value="09:00"/>	eg. 13:00 for 1pm	<input type="button" value="Save"/>
Auto Open To Kiosk Only:	<input type="text" value="0"/>	days prior at: <input type="text" value="00:00"/>	<input type="button" value="Save"/>
Auto Open To Internet And Kiosk:	<input type="text" value="0"/>	days prior at: <input type="text" value="00:00"/>	<input type="button" value="Save"/>
Row Status:	<input type="button" value="Active"/>		<input type="button" value="Save"/>
Group Size:	<input type="text" value="4"/>		<input type="button" value="Save"/>
Minimum Booking Limit:	<input type="text" value="1"/>		<input type="button" value="Save"/>
Member Booking Limit:	<input type="text" value="4"/>		<input type="button" value="Save"/>
Members Accepted?	<input checked="" type="checkbox"/>		<input type="button" value="Save"/>
Public Member Accepted?	<input type="checkbox"/>		<input type="button" value="Save"/>
Maximum carts:	<input type="text"/>		<input type="button" value="Save"/>
Visitors Allowed?	<input checked="" type="checkbox"/>		<input type="button" value="Save"/>
	<input type="checkbox"/>	Require Golfink Number	
	<input type="checkbox"/>	Require Home Club	
	<input type="checkbox"/>	Require Handicap	
	<input checked="" type="checkbox"/>	Require Gender	
Visitors Per Member?	<input type="text" value="3"/>		<input type="button" value="Save"/>

Start Time	This is the Start time of the row. If you modify this option then all rows highlighted will be adjusted to the new time.
Auto Open to Kiosk Only	Each individual row can be selected to be opened up later to the Kiosk only even after the timesheet has already been opened. If the row should be opened for members to book when the timesheet opens the please leave the default value. However if you do want to set the rows selected to be opened up after the timesheet has already been opened then you must set the Row Status to In-active.
Auto Open to Internet Only	Each individual row can be selected to be opened up later to the Internet even after the timesheet has already been opened. If the row should be opened for members to book when the timesheet opens the please leave the default value. However if you do want to set the rows selected to be opened up after the timesheet has already been opened then you must set the Row Status to In-active.
Row Status	<p>Active: Row will be active and open for bookings when the timesheet is opened</p> <p>Inactive: Members will not be able to see this row</p> <p>Kiosk: Members can only access this row from the Kiosk</p>
Group Size	This option can be modified for the Group/Cell size of the Row's selected
Minimum Booking Limit	A member minimum booking limit per row can be set.
Member Booking Limit	A member maximum booking limit per row can be set.
Members Accepted	Tick this option to allow Members to book into the row's selected
Public Member Accepted	This option is for Public Bookings to allow Public members to be able to book



Maximum carts	A maximum amount of carts can be set per row.
Visitors Allowed	Set this option to allow members to book in Visitors. You can set additional options so that when a booking is made by a member that he/she must at least enter the visitor's Golfink Number, Home Club, Handicap and Gender.
Visitors Per Row	Here you can set the Maximum allowed visitors per row.

Next, Select the 'Rules & Schedules' tab

Here you can set the Booking Rules for each row highlighted which were originally created in step 3. In the 'Current Booking Rule' drop-down, select the rule. The Blocking Action should either be set to

Block: Any Member that is not allowed to be booked against the booking rule selected will completely be blocked from booking into the row selected.

Alert: A Member that is not allowed to be booked against the booking rule selected can still book in but the Website Administrator will receive any email if this has occurred.

Additionally a Rule Schedule can be setup per row selected. You rule should come into play. Please note that this second boooing rule will over-ride the first booking rule (The same will occur with rule schedule 2 and 3).

Make sure that you select 'Save' after each option is modified. Then click 'Close'.

You will note that the colour of the booking rule has been applied to the row. Also the Active button has a description of M=Members allowed and V=Visitors allowed.



1st Tee	Active MV 09:00 AM			
1st Tee	Active MV 09:07 AM			
1st Tee	Active MV 09:14 AM			
1st Tee	Active MV 09:21 AM			
1st Tee	Active MV 09:28 AM			

8. Other Timesheet Options:

Golden Creek Golf Club : Mon Jan 16 (Locked)
MONDAY TIMESHEET — Timesheet Title
 Sponsored by MiClub — Timesheet Comments

Annotations:
 - Home Logout: Logout of the website
 - Search for a Member on the Timesheet: Search for a Member on the Timesheet
 - Other Timesheets: Select other Timesheets
 - Showing 0 bookings.: Bookings per Timesheet
 - Print Timesheet: Print Timesheet

Navigation: Fixtures | Competitions | Waitlist | Configure Event | Edit Rows | Scorecards | Upload Results | Utilities | Print Timesheet

Competitions:

Navigation: Fixtures | **Competitions** | Waitlist | Configure Event | Edit Rows | Scorecards | Upload Results | Utilities | Print Timesheet

Options:
 - Mens Stableford (dropdown)
 - Edit Selected Comp
 - View Leaderboard
 - Competition List
 - Score Card Entry
 - Print All Cards
 - Print All Cards (By Surname)
 - Register Players
 - Add Competition
 - Visitor Enquiry
 - Update Handicaps

Competition Drop-down	Select the required competition from this drop-down
Edit Selected Comp	After the Competition has been created use this option to modify it's settings. This option can also be used to re-open competitions after it has been closed.
View Leaderboard	The administrative leaderboard can be viewed here.
Competition List	This is a shortcut to the competition list where all competitions are listed
Score Card Entry	Use this option for Score Card Entry
Print All Cards	Members scorecards can be printed here in Tee-Time order
Print All Cards (By Surname)	Members scorecards can be printed here in Surname order
Register Players	This option can be used to Register one or more players. Make sure the select the member's cell before selecting this option



Add Competition	A new competition can be added to this Timesheet. Repeat this process for multiple competitions for the one timesheet.
Visitor Enquiry	Select this and enter in a Visitors Golfink number to retrieve the up to date handicap and Visitor Details.
Update Handicaps	Update and Refresh everyone's handicap on the Timesheet from Golfink

Waitlist:

If your Timesheet is full then Members can be added to the Waitlist. Below you can see the Waitlist booking screen. A booking on the waitlist will only be transferred onto the timesheet after a booking on the timesheet has been deleted. As an administrator you have the access to move players up or down on the waitlist. Also you can add the Earliest and Latest start Tee Time for a waitlist booking to be transferred onto the timesheet. To delete a Waitlist booking select the red cross next to the Members name.

Current Reserves:

Name	Membership Number	Earliest Start Time	Latest Start Time		
<input checked="" type="checkbox"/> Krebs, Daniel	N/A	08 : 30	09 : 30	Save	Move Up
<input checked="" type="checkbox"/> Maddison, Peter	1234	00 : 00	23 : 55	Save	Move Up

Waiting List : Monday

Earliest Start Time 00 : 00 Latest Start Time 23 : 55

Group Details

Name 1	Name 2	Name 3	Name 4
<input type="button" value="Reserve"/> <input type="button" value="Cancel"/>			

Search

Enter first name, surname or member number in box below. Arrow down and press enter to select from the drop down menu then tick the box to add to the group details above.

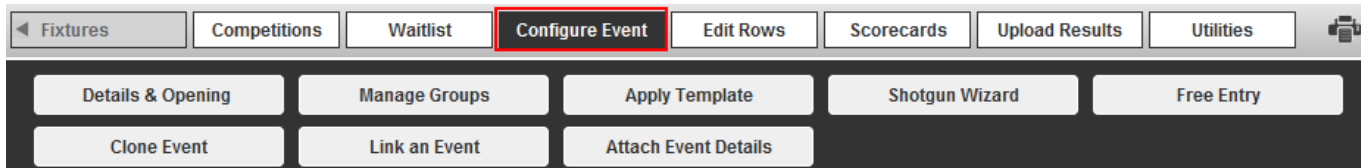
Enter Visitor Details

Enter number below (if known) then tick the box to add the visitor to the group details above.

Visitor Name	Home Club	Golfink Number	Handicap	Gender
<input type="checkbox"/> Guest	<input type="text"/>	<input type="text"/>	<input type="text"/>	Female

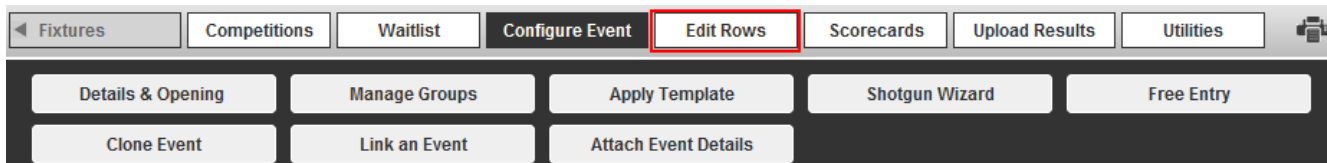


Configure Event:



Details & Opening	Here you can adjust the Main options for the Timesheet. See section 4.2 for more detail.
Manage Groups	Add, delete or rename groups on the Timesheet.
Apply Template	Applies a templated timesheet to an event. This will delete the existing timesheet and any bookings on it and will be replaced with the templated timesheet.
Shotgun Wizard	Applies a shotgun start timesheet to the event. Note: This will be added to the end of a timesheet and will not replace any existing rows.
Free Entry	Administrators are able to enter many names on to the timesheet. This is a free entry area and there are no restrictions when entering names eg. booking rules do not apply and visitors can be entered.
Clone Event	Copy/duplicate the current timesheet to another date. Please note that this will also copy bookings already entered. Make sure to set the correct date of the cloned Timesheet.
Link an Event	Link the current event to another so that members are prompted to book into another event during the booking process. Recommended for Group Bookings such as dinners and functions.
Attach Event Details	A pdf or document can be uploaded and attached to a timesheet. When a member log's in to book, the event details can be viewed on the Fixture Page.

Edit Rows:

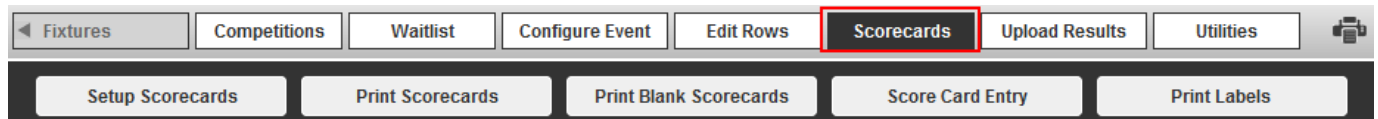


Edit Rows	Make sure to highlight/select each row first and then select 'Edit Rows' to modify row options. See section 2.7 for more detail.
Add Rows	Here you can Add additional rows to the Timesheet
Swap Rows	Use this option row swap entire row bookings into a different row. To use make sure to highlight two rows and then select 'Swap Rows'
Delete Rows	Here you can delete the highlighted rows
Select All Rows	Select/Highlight all rows on the Timesheet



Select All Cells	Select/Highlight all cells on the Timesheet
Deselect All	Deselect all selected/highlighted cells/rows
Edit Interval Time	Here you can edit the start time and Interval Duration of each row selected/highlighted
Select Rows Wizard	Select this option to export bookings for a certain criteria on the timesheet into a PDF format

Scorecards:



Setup Scorecards	This option can be used to setup scorecards to pre-printing or also to set the requirements to print blank scorecards. Select the required Scorcard Template and Course.
Print Scorecards	Print the scorecards for the selected cells/members on the timesheet
Print Blank Scorecards	Print Blank Scorecards with the options selected in 'Setup Scorecards'
Score Card Entry	Here you can enter scores for members on the timesheet. Please make sure that the members are registered before entering a scorecard
Print Labels	<p>Member Labels can be printed here. Printing of labels from your website works with paper code: Avery DL33</p> <ol style="list-style-type: none"> (1) From the print labels page Select print option (i.e. the print icon from the Adobe Acrobat Reader or the print link from the Adobe menu). (2) Select the printer you wish to use (3) Select the "Properties" button (4) Depending on the printer brand, make sure that the page type is 'Plain Paper' and the size of the paper is set to A4. (5) On the pdf print menu, under 'Page Handling' submenu, 'Page Menu' should be set to 'None' (6) Untick the 'Auto-Rotate and Center' checkbox (7) Untick the 'Choose paper source by PDF page size' check box (8) Select OK



Upload Results:



Manual Results can be uploaded here. Members will be able to see these documents that were uploaded. Select Browse and then search for the file on your computer to then upload to the website.

Upload Results x

Upload Results

Results File 1:

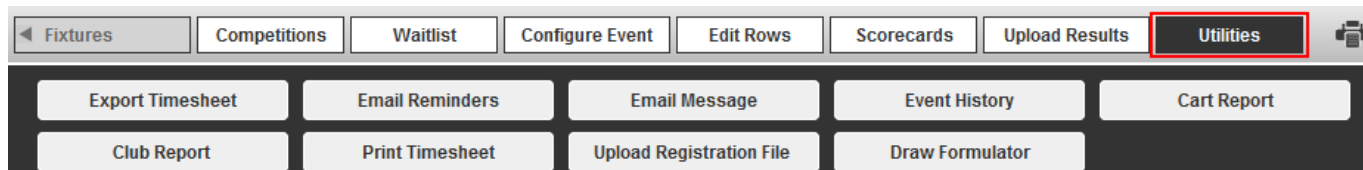
Results File 2:

Results File 3:

Results File 4:

Event Status: ▾

Utilities:



Export Timesheet	Produces a file that can be imported into Excel. Select this link and then Right click anywhere on the white page and select 'Export to Microsoft Excel'
Email Reminders	Sends an email reminder about the event to members whose names are entered in the timesheet. Emails will only be sent to members with email addresses entered into the members' directory.
Email Message	Sends an Email Post Round Message. This is used to send an email to all members on the timesheet after the competition has ended and closed.
Event History	Produces an activity report showing the bookings and deletions of the event, who made the bookings, times of the bookings and whom the booking was for. Please note by default this history is only kept for 60 days.
Cart Report	Outlines the current bookings of the Golf Carts for the club.
Club Report	Outlines the current bookings of the Golf Club Equipment for the club.
Print Timesheet	Shows the timesheet in a format that can be printed using your browsers print command.
Upload Registration File	A Player Registration file can be imported from our MiTournament website.
Draw Formulator	Members can be re-arranged on the timesheet according to certain draw criteria.



5. Working with the Timesheet

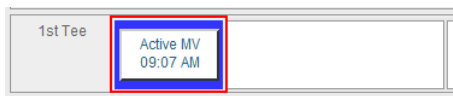
1. Making a Booking

Single: To quick book and make a single booking select a cell and click on 'Make Booking'. Then type in the member number of select the magnifying glass to search a member. Then select 'Apply'

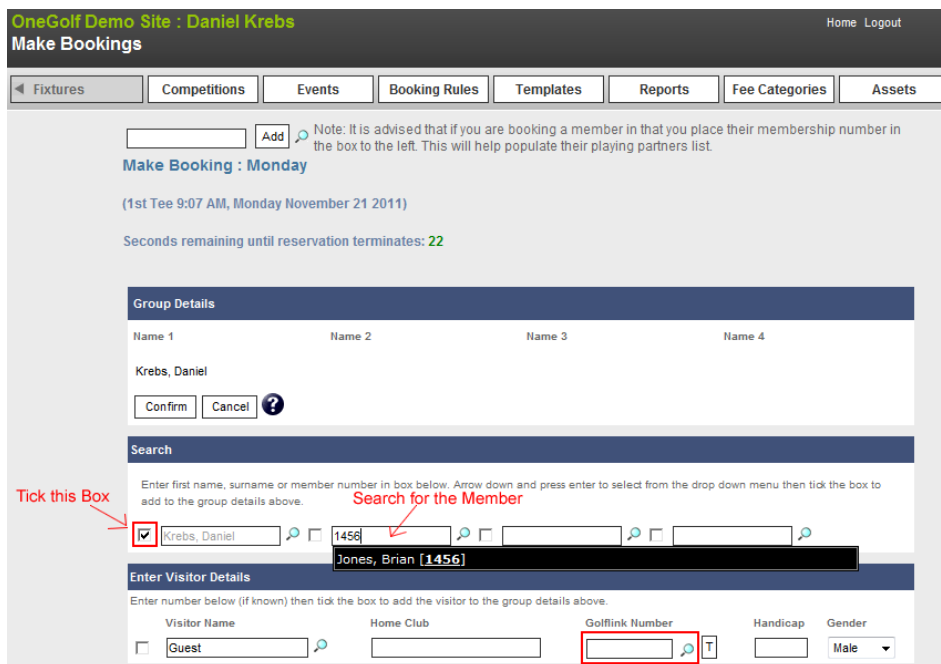
Reserve: Select one or multiple cells and then click on 'Reserve'. You can modify the reservation name if needed and the click 'Apply' to complete the reservation of the selected cells.



Multiple: Select the 'Active' button



Then search, select and tick the box next to the member's name. To book in a Visitor either type in the Golfink number and click on the Magnifying Glass to search that members details on Golfink or if you do not know the golfink number then type in the visitors name. Make sure to tick the tick box to book this member.



Click 'Confirm' to confirm and make these bookings on the timesheet.

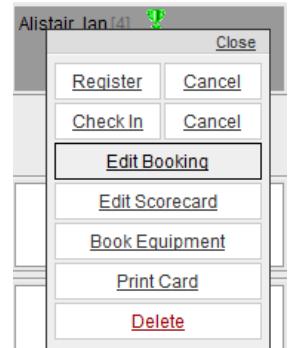


2. Editing a Booking

Select a Cell and click 'Edit Booking'

Here you can select the following:

- Register:** Register the selected member into a competition
- Cancel:** Un-register the selected member from the selected competition
- Check In:** Check a member into the timesheet
- Cancel:** Un-Check In a member from the timesheet
- Edit Booking:** Here you can view booking details for the selected member. Also you can edit or check payment details and Competition details
- Edit Scorecard:** Here you can edit a scorecard for a member.
- Book Equipment:** This option is used to book and equipment
- Print Card:** Here you can print a scorecard
- Delete:** Delete the selected booking from the timesheet



There are a number of symbols that will help you identify the booking:

- Registered:** This member has registered into the competition that is selected from the drop-down list in the competitions tap
- Scorecard Entered:** This member has a scorecard entered
- Checked In:** This member has checked in (This option is only available to administrators)
- Payment Confirmed:** This member has confirmed payment (This option is only available to administrators)

1st Tee	Active MV 09:00 AM	Registered		Checked In	
1st Tee	Active MV 09:07 AM	Alistair, Ian [4] 🏆	Burke, Nicholas [15] 🏆	Krebs, Daniel [12] ✓	Beta, John [5] 💰
1st Tee	Active MV 09:14 AM		Scorecard Entered		Payment Confirmed