# Gog Magog Golf Club Members' Guide for Online Tee Booking

## Access at the Clubhouse

All members may use their swipe card at the screen in the main foyer. Simply swipe your card and you will be taken to the booking system.

## Access online

Members who have registered on the Gogs website will be able to make bookings from anywhere with internet access.

#### Before you start

We are using "Single Sign On" via the Gogs website to simplify access for members, so you don't need to sign on to two different systems (the Gogs website and the BRS Golf booking system).

In order to use this system, it is necessary to prepare each device (eg PC, laptop, tablet, smartphone) as follows:

- 1. Set your browser (eg Internet Explorer or Safari) to "always allow cookies" in its options or settings
- 2. Visit the BRS site homepage <u>www.brsgolf.com</u> once (so that it can set a cookie on your device)

Having done that, the device is ready to access the online system as described above. It should not be necessary to repeat this process.

#### Normal operation

When logged into the Gogs website, follow these steps:

- 1. Click on the "Hub" orange button.
- 2. Click on the "Members Online Booking" grey button. This should take you to a page like the screenshot below.



- 3. Click on "Book a Tee Time" and proceed with your booking activity. (If you are unsure about how to do this, there is some useful guidance about it on that page, and some links to a helpful video).
- 4. When you have finished do <u>not</u> click "LOG OUT" from any of the BRS Golf tee booking pages; either close the browser or return to the Gogs website.

### Troubleshooting

The most common problem which has been reported by members is that instead of getting the BRS page offering to "Book a Tee Time" (see screenshot above), they find themselves at a page inviting them to log in to BRS, as in the screenshot below. DO <u>NOT</u> ATTEMPT TO LOG IN THIS WAY, AS THE SYSEM HAS BEEN DESIGNED NOT TO ALLOW IT.

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There are three main causes of this problem, which are described below, with their remedies:

- 1. the initial set-up described in "Before you start" above has not been done properly in which case do it again for the device which you're using.
- 2. the member has logged out of BRS, as advised against in "Normal operation" above this can be overcome simply by returning to the Gogs website and clicking on Hub, then Members Online Booking.
- 3. the member has deleted all history and cookies as part of a clean-up to overcome this, simply re-visit <u>www.brsgolf.com</u> as described above.

If none of these remedies work, it is probable that something to do with the system has become corrupted on your device. In that case, it is worth deleting all the cookies and history associated with your browser, and then starting again with the "Before you start" steps. This type of problem is very rare.

If you are still having difficulties, contact the Gogs office for help. They have access to our software providers for additional assistance if needed.