

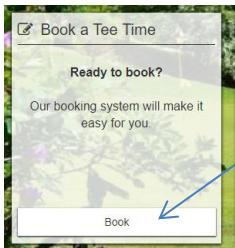
## How do I register for the Online Tee Time System?

You do not need to register if you only use the PSI in the lounge. Swipe your card as normal then select the BRS button, you are already on the tee booking system.

In order to set-up your account for use on other devices you first need to register your own individual user with the golf club.

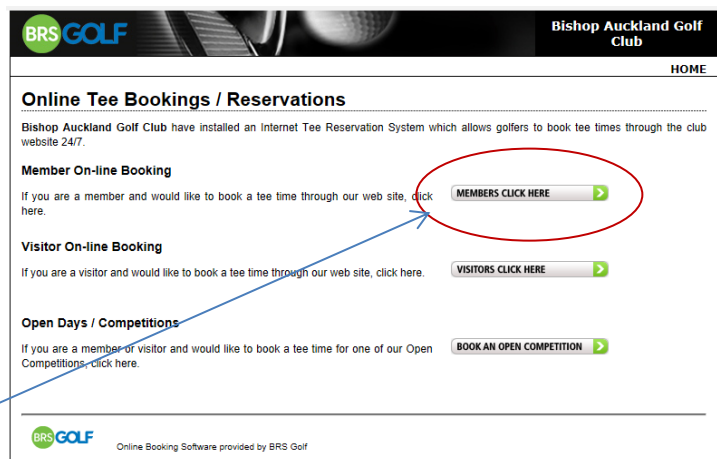
On a computer, tablet or mobile phone enter

[www.bishopaucklandgolfclub.co.uk](http://www.bishopaucklandgolfclub.co.uk)  
into the browser then click on this link



A similar screen to this one will appear. Select

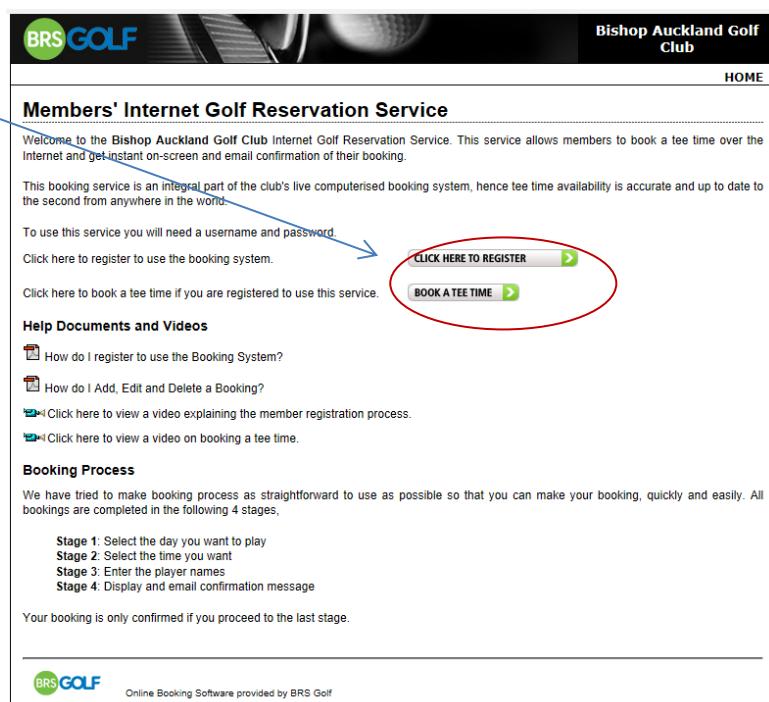
**MEMBERS CLICK HERE**




Click on the

**CLICK HERE TO REGISTER**

button to open up the registration form, as seen below.





Bishop Auckland Golf Club


HOME

### Members' Internet Booking Registration Form

[HOME](#)


Fill in the form below to request access to the Booking System.  
Once you have completed and submitted the form, you will have to wait until the club has verified your details and activated your account. You will be automatically emailed when your account is activated.

Members Registration Form	
Username*:	<input type="text"/> Enter your Loyalty Card number as your username.
Password*:	<input type="password"/> (must be at least 5 characters)
Re-type Password*:	<input type="password"/>
Title:	<input type="text"/>
First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>
Email:	<input type="text"/> Please provide an email address to receive email confirmations of your bookings.
Telephone:	<input type="text"/>
Mobile:	<input type="text"/>
By Registering, I agree to receive information from the club including booking confirmations.	
<input type="button" value="Register"/>	

 Online Booking Software provided by BRS Golf

You simply need to fill in the form. **Your USERNAME is the number on your loyalty card.**

Once you click  you will see a confirmation message similar to below.



BRS Golf Club

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### Registration Successful

Your registration has been successful.

Username = 123455

You will not be able to sign in until the club has activated your account.  
Even if you previously signed in at the club house, the club will need to activate your account before you can sign in again.  
When your account has been activated, you shall receive an email automatically from the club.

[HOME](#)

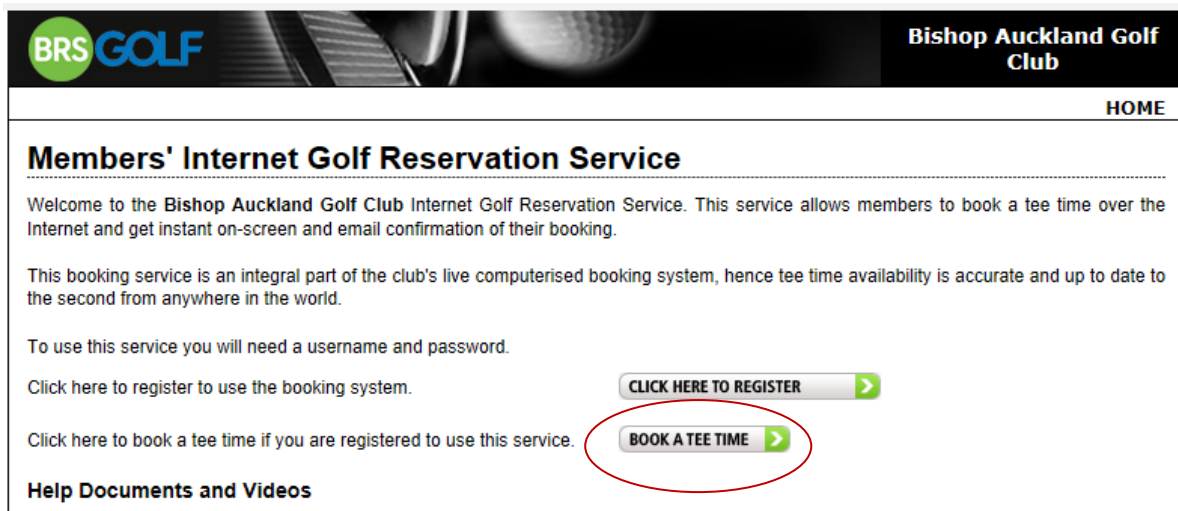
 Online Booking Software provided by BRS Golf

At this stage your account is not live. The club will verify your name and membership number as quickly as possible, and will then activate your account. When this is done you will receive a further confirmation email automatically and you will be ready to book online.

# How do I Add, Edit and Delete a Booking?

## How do I book a tee time?

Click on the Members Booking Link as you did to register. You will be presented with a page similar to the one shown below.



**BRS GOLF** Bishop Auckland Golf Club

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### Members' Internet Golf Reservation Service

Welcome to the Bishop Auckland Golf Club Internet Golf Reservation Service. This service allows members to book a tee time over the Internet and get instant on-screen and email confirmation of their booking.

This booking service is an integral part of the club's live computerised booking system, hence tee time availability is accurate and up to date to the second from anywhere in the world.

To use this service you will need a username and password.

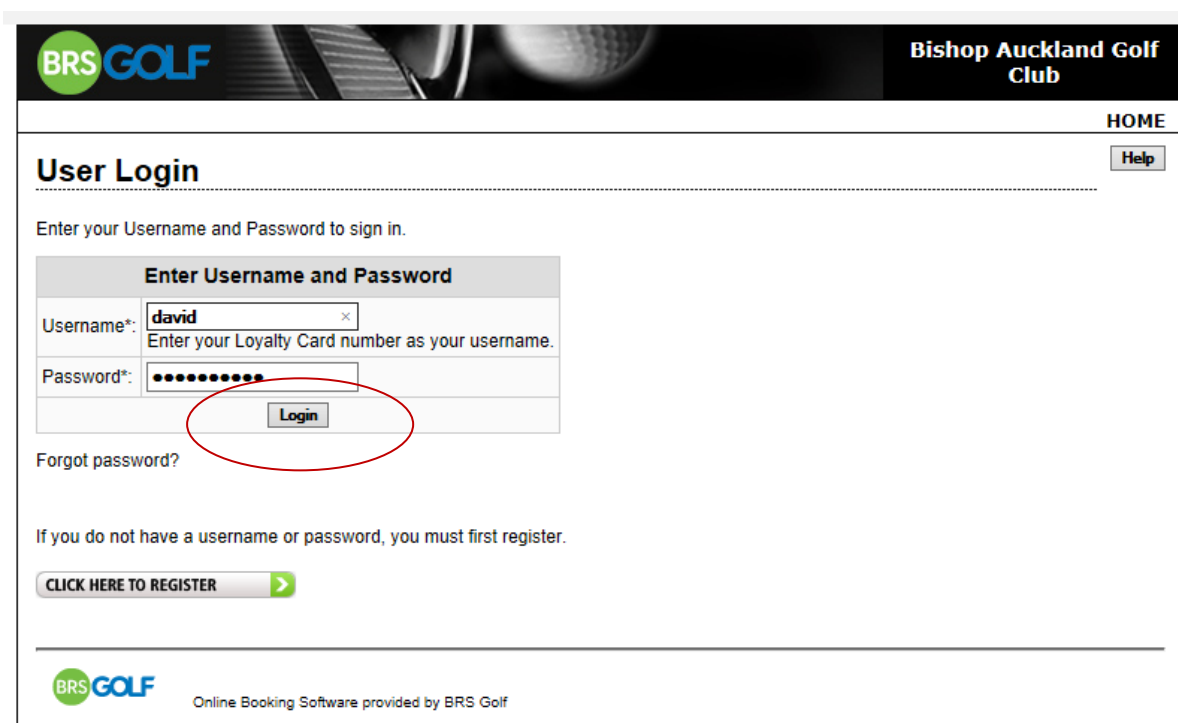
Click here to register to use the booking system. [CLICK HERE TO REGISTER](#)

Click here to book a tee time if you are registered to use this service. [BOOK A TEE TIME](#)

[Help Documents and Videos](#)

To go to the login screen click on

[BOOK A TEE TIME](#)



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### User Login

[Help](#)

Enter your Username and Password to sign in.

**Enter Username and Password**

Username\*: david

Enter your Loyalty Card number as your username.

Password\*:


[Login](#)

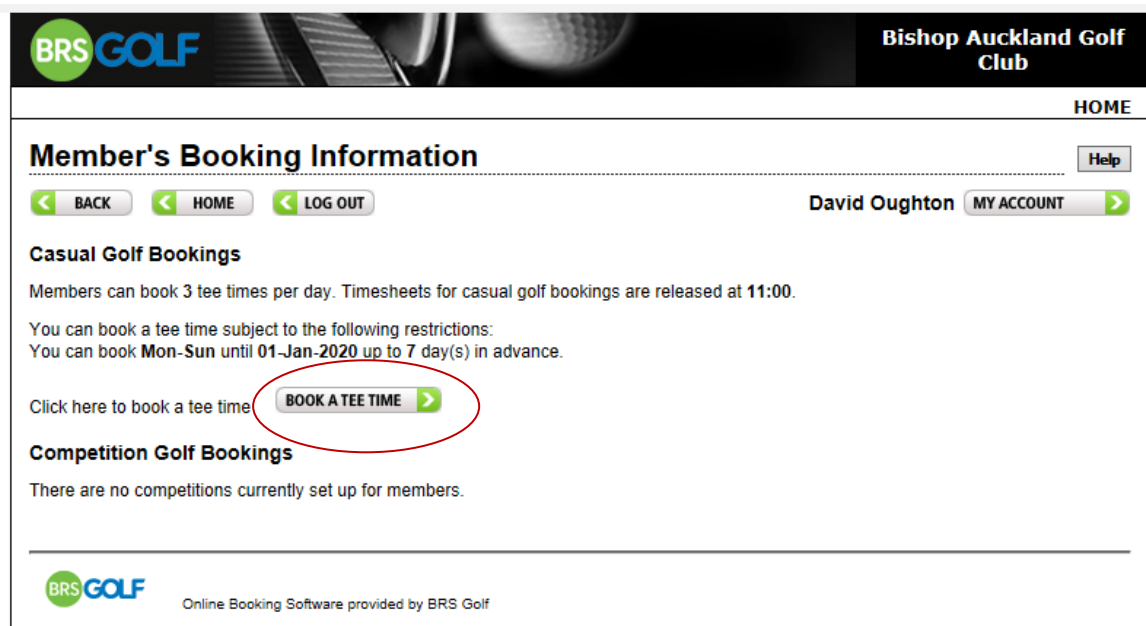
[Forgot password?](#)

If you do not have a username or password, you must first register.

[CLICK HERE TO REGISTER](#)

**BRS GOLF** Online Booking Software provided by BRS Golf

Enter your Username and password and click  to proceed. If you do not know your Username and password please contact your club.

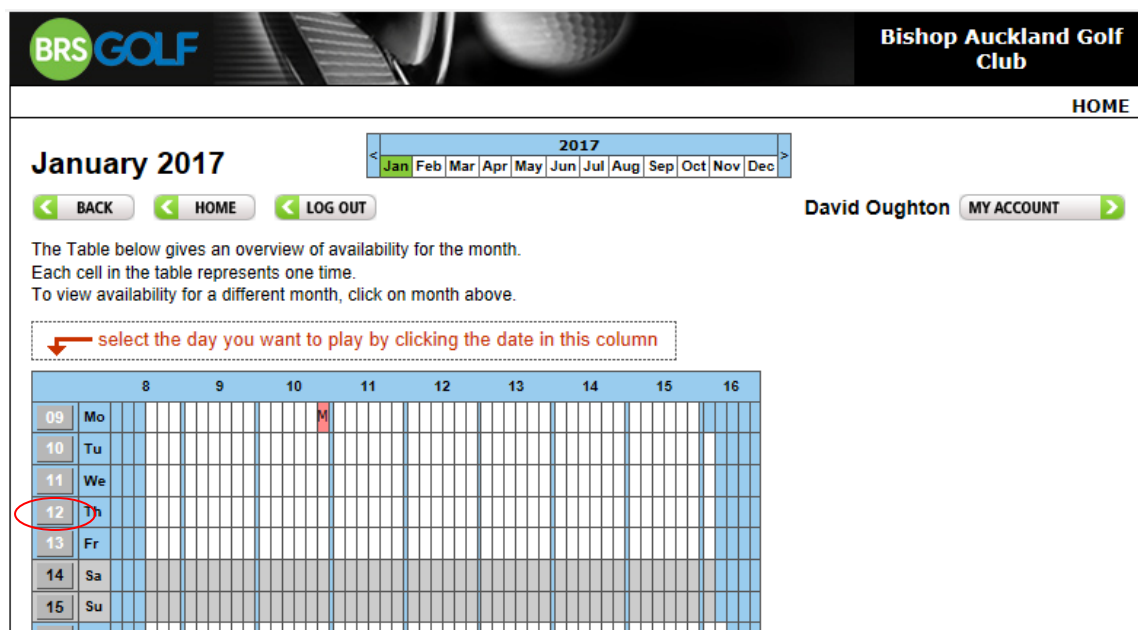


The screenshot shows the 'Member's Booking Information' page. At the top, there's a header with the 'BRS GOLF' logo and 'Bishop Auckland Golf Club'. Below the header, there's a navigation bar with 'HOME', 'BACK', 'HOME', and 'LOG OUT' buttons. The user's name 'David Oughton' and a 'MY ACCOUNT' button are also visible. The main content area is titled 'Member's Booking Information' and includes a 'Help' button. Under the 'Casual Golf Bookings' section, it states that members can book 3 tee times per day and that timesheets are released at 11:00. It also mentions booking restrictions: 'You can book Mon-Sun until 01-Jan-2020 up to 7 day(s) in advance.' A red circle highlights the 'BOOK A TEE TIME' button. Below this, there's a section for 'Competition Golf Bookings' which states there are no competitions currently set up for members. At the bottom, there's a footer with the 'BRS GOLF' logo and the text 'Online Booking Software provided by BRS Golf'.

Displayed on this screen are the rules for Casual Booking.

Please ignore Competitions if they appear, these are still entered in the same way as last year.

To book casual golf click .



The screenshot shows the 'January 2017' availability calendar. At the top, there's a header with the 'BRS GOLF' logo and 'Bishop Auckland Golf Club'. Below the header, there's a navigation bar with 'HOME', 'BACK', 'HOME', and 'LOG OUT' buttons. The user's name 'David Oughton' and a 'MY ACCOUNT' button are also visible. The main content area is titled 'January 2017' and includes a month selector showing 'Jan' as the selected month. Below the month selector, there's a table with columns for days of the month (8 to 16) and rows for days of the week (Mo to Su). A red circle highlights the '12' in the 'Th' row. A red arrow points to the table with the text 'select the day you want to play by clicking the date in this column'. The table shows availability for each day, with some cells shaded grey indicating no availability.

You will now see a table which gives an overview of availability for the current month. To select a day that you want to book, click on the date on the left hand column. You will have a maximum of 8 days that you can create a booking, however you can look at other days to see if there is anything on but you will not be able to book until they go live.

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Tue 10 Jan 2017

Jan Feb

< Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su >

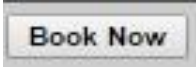
9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5

BACK HOME LOG OUT REFRESH Server Time: 12:15:18 David Oughton MY ACCOUNT

To Book a time, click the 'Book Now' button opposite the time you want to play.  
To view availability for a different day, click the month or day tabs in the navigation table above.

**Casual Golf Bookings**  
Members are only permitted to book 3 tee times per day.  
You have booked 0 tee times on this day.

Tee Time	Holes	Res. Name	Res. Type	Player 1	Player 2	Player 3	Player 4	Book
Sunrise 08:26 AM								
08:30								Book Now
08:40								Book Now
08:50								Book Now
09:00								Book Now
09:10								Book Now
09:20								Book Now
09:30								Book Now
09:40								Book Now

You will then be presented with the timesheet for that day. Adjacent to the time you wish to play, click the  button to book a tee time.

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Enter Booking Details for Tuesday, 10-Jan-2017, 08:30 Help

BACK HOME LOG OUT David Oughton MY ACCOUNT

You have 3 minutes to complete your booking, otherwise this time will be released for someone else to book.

**Player Details**

Player 1 : Oughton, David

Player 2 : Guest

Player 3 : Member not in the list below

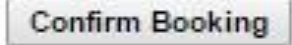
Player 4 : Reserve

Confirm Booking

Ambrosini, D A  
Askew, J F  
Askew, Jonathon  
Agnew, H M  
Ainley, M E  
Ainscough, D  
Alderson, Ian  
Alderson, J  
Allen, C  
Allinson, R

ded by BRS Golf

Enter your booking details (player's names) by clicking the dropdowns. Please note that the player making the booking must be Player 1. A 'Buddy List' of the players you book regularly will appear at the top of the list of members.

Click on . If you have registered an email address, you will be sent a confirmation email after confirming your booking.

## How do I Edit or Delete a Tee Time Booking?

You can edit any part of a tee time booking you made. If your tee time was booked by another member you can only edit your own name. Click on

**BOOK A TEE TIME** >

and navigate to the timesheet for the day of your booking.

Your booking is highlighted in green with an **Edit** button to the right.

**BRS GOLF** Bishop Auckland Golf Club

HOME

**Tue 10 Jan 2017**

Navigation: < BACK < HOME < LOG OUT REFRESH > Server Time: 12:20:27 David Oughton MY ACCOUNT >

To Book a time, click the 'Book Now' button opposite the time you want to play.  
To view availability for a different day, click the month or day tabs in the navigation table above.

**Casual Golf Bookings**  
Members are only permitted to book 3 tee times per day.  
You have booked 1 tee time on this day.

Tee Time	Holes	Res. Name	Res. Type	Player 1	Player 2	Player 3	Player 4	Book
Sunrise 08:26 AM								
08:30	18	David Oughton	Member	David Oughton	J F Askew	Jonathon Askew		<b>Edit</b>
08:40								Book Now
08:50								Book Now
09:00								Book Now
09:10								Book Now
09:20								Book Now
09:30								Book Now

Click **Edit**. A screen appears allowing you to change the booking you made but only the players you booked in (in this case Player 1, 2 and 3).

**BRS GOLF** Bishop Auckland Golf Club

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**Enter Booking Details for Tuesday, 10-Jan-2017, 08:30** Help

< BACK < HOME < LOG OUT David Oughton MY ACCOUNT >

You have 3 minutes to complete your booking, otherwise this time will be released for someone else to book.

**Player Details**

Player 1:	Oughton, David	<input type="checkbox"/> Check box to remove player
Player 2:	Askew, J F	<input type="checkbox"/> Check box to remove player
Player 3:	Askew, Jonathon	<input type="checkbox"/> Check box to remove player
Player 4:		


**Confirm Booking**

**BRS GOLF** Online Booking Software provided by BRS Golf

Use the dropdown to select another member or guest. To remove a player simply tick the check box. To delete an entire booking, tick the check box beside each name. Click on **Confirm Booking**



## How do I Change Personal Information?

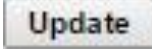
If you wish to update any of your account information, such as your password or email address, simply click . This button will only be shown once you are logged in.



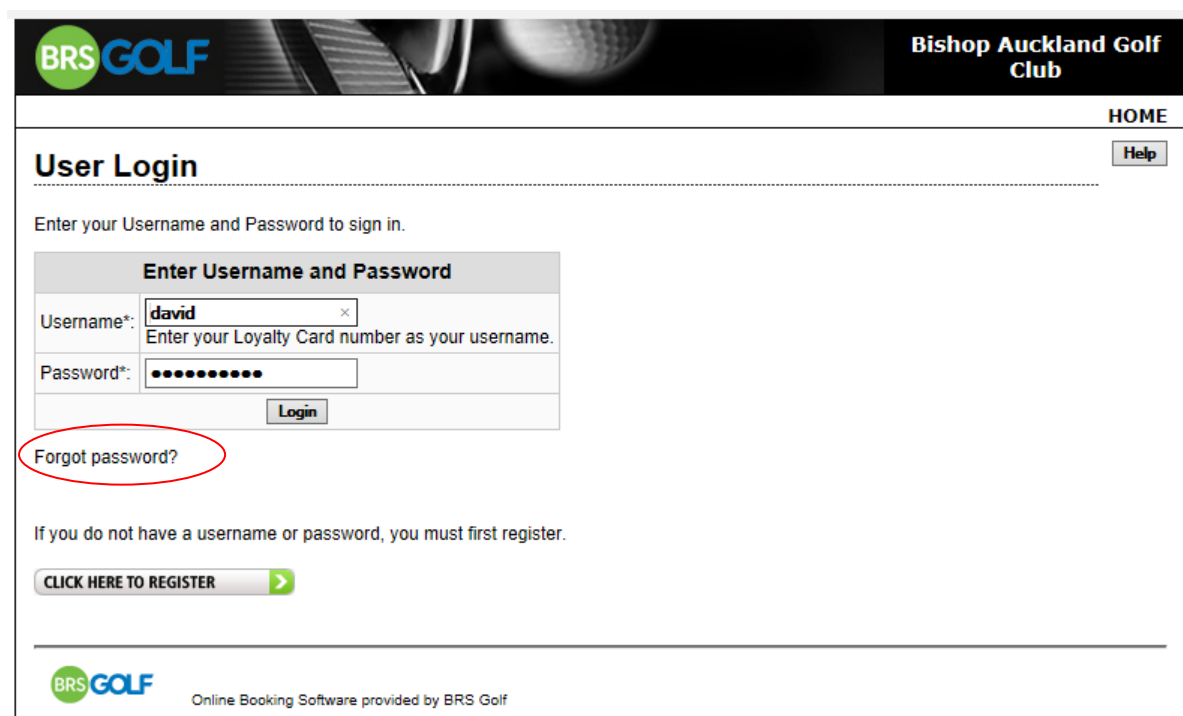
The screenshot shows the 'Member's Booking Information' page for David Oughton. At the top, there's a header with 'BRS GOLF' and 'Bishop Auckland Golf Club'. Below the header, there's a navigation bar with 'HOME', 'BACK', 'HOME', and 'LOG OUT' buttons. The user's name 'David Oughton' and a 'MY ACCOUNT' button are displayed. The main section is titled 'Your Bookings in the next 28 Days' and contains a table with booking details.

Date	Time	Player 1	Player 2	Player 3	Player 4	Go To Timesheet
Tue 10-Jan	08:30	David Oughton	J F Askew	Jonathon Askew		<a href="#">Go To Timesheet</a>

Below the table, there's a section for 'Casual Golf Bookings'.

Change your details and click  to save and return to the previous screen.

If you have forgotten your password, go to the Login screen and click Forgot Password.



The screenshot shows the 'User Login' page. At the top, there's a header with 'BRS GOLF' and 'Bishop Auckland Golf Club'. Below the header, there's a navigation bar with 'HOME' and a 'Help' button. The main section is titled 'User Login' and contains a form for entering username and password. The form has fields for 'Username\*' (containing 'david') and 'Password\*' (containing masked characters). Below the password field is a 'Forgot password?' link circled in red. There's also a 'Login' button. At the bottom, there's a 'CLICK HERE TO REGISTER' button and a footer with 'BRS GOLF' and 'Online Booking Software provided by BRS Golf'.

Enter your registered email address, click Send Password and you will receive an email with a password reminder. If you have any questions or problems, please contact the club office.