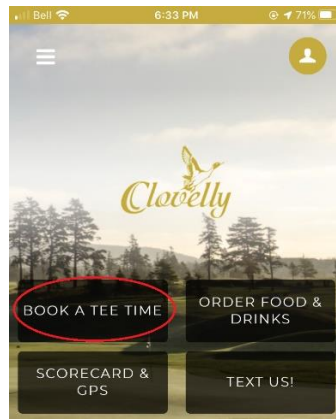
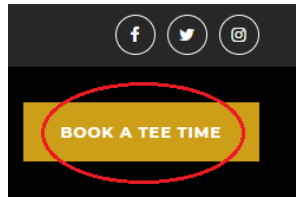


# How to Build a Buddy List

The Buddy Management System in the booking engine is used to help you quickly book your friends for a tee time. You can add multiple people, but the Buddy System will automatically populate the last ten players you have played with when you book.

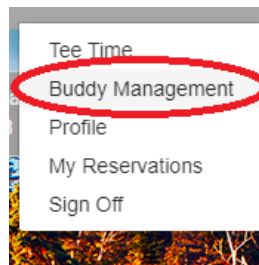
1. Click **Book a Tee Time** from either [www.clovelly.ca](http://www.clovelly.ca), or the Clovelly NL App.



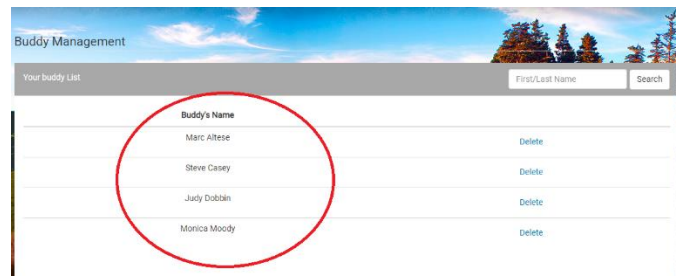
2. Sign into your account and enter your email and password.



3. Click your name in the top right-hand corner and a drop-down menu will appear. Click **Buddy Management**



4. If you already have a Buddy List, names you have already added will display.



5. If you want to add new people to your Buddy List, scroll down to the search field. Enter the name of a buddy you want to add and click **Search**.



6. Providing the person you are trying to add is in our system, a list of those with the name you searched will appear. Click **Select** to add that person as a buddy.



7. A message will pop up indicating this person has been sent an email requesting to be added to your buddy list. Your friend will have to check their email (it may go to junk mail) and accept your buddy request by following the instructions in the email. Once the request has been accepted this person will display in your buddy list.