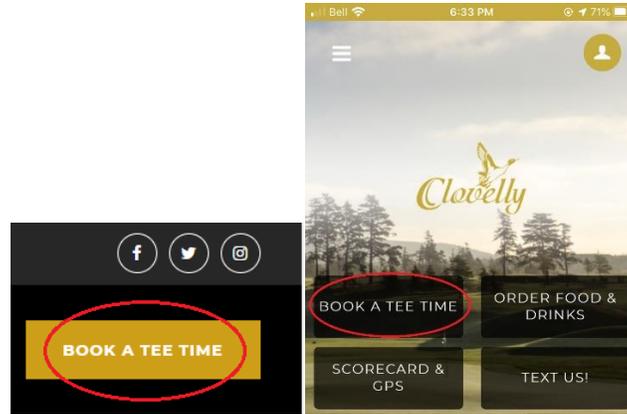


How To Book a Tee Time

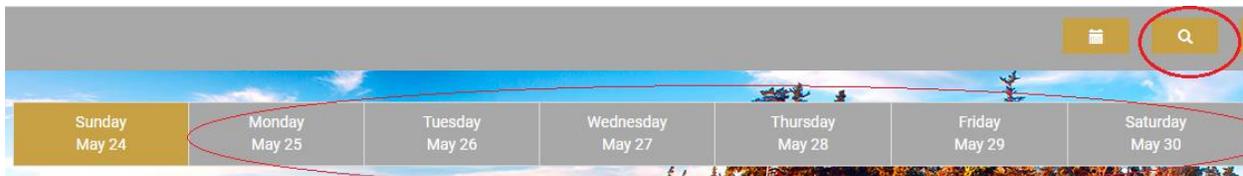
1. Click **Book a Tee Time** from either www.clovelly.ca, or the Clovelly NL App.



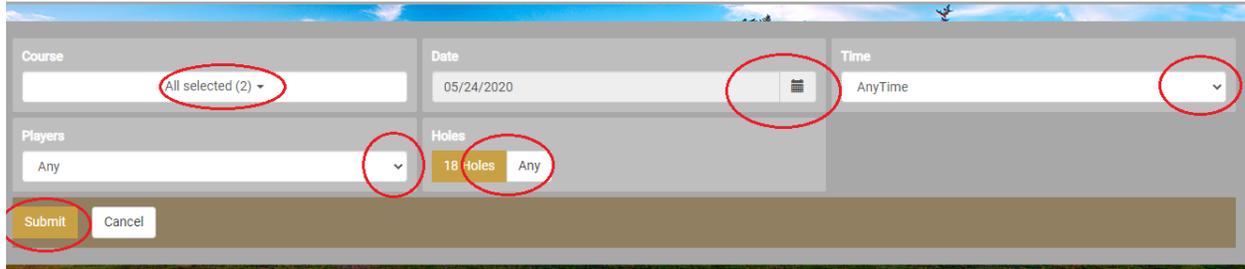
2. Sign into your account and enter your email and password.



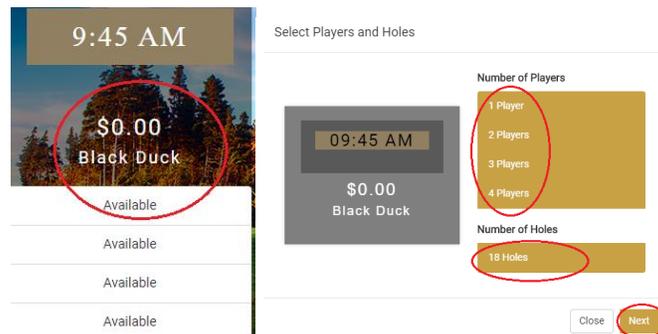
3. Once you are logged into your account, you can browse available tee times by day by clicking on the specific day located on the top bar, or you can search with specific criteria.



4. If you click the day, the available tee times will display. If you click on the magnifying glass in the top right corner the search criteria box will appear. Click which ever fields you want to search for a tee time based on course, date, time, number of players and click **Submit**.



5. After you choose your tee time criteria and hit **Submit**, the available tee times will appear. You can scroll down to view available tee times and select the tee time you wish to book by clicking on the price. A pop-up box will appear. Make sure the correct players are selected. Click **Next**.



6. If you do not have a credit card on file or it has expired, a box will display to update your information. Fill out and click next.
7. You will now be taken to a screen that will allow you to select the specific people you are playing with and select riders. **Riders** refers to the number of carts you are requesting for your booking. Clovelly's 2021 operating procedures states that there is only one rider per cart unless a member of the same household or residing in the same bubble. When you choose the number of riders (number of carts) the associated cart fees will be added.

8. Next you can choose the players in your group. You can choose from your [Buddy List](#), click **Guest Of**, or type the golfer's name. Please be advised that we must get the names of all individuals BEFORE they tee off.

The screenshot shows a booking interface with a header bar containing 'Holes' (18 Holes) and 'Players' (1, 2, 3, 4). Below this is a 'Riders' section with buttons 0, 1, 2, 3, 4. The 'Player 1' field contains 'Meghan Fillier'. The 'Player 2' field has a dropdown menu open with the text 'select buddy...'. The dropdown list includes 'Manage Buddy List...', 'Meghan Fillier', 'Buddy', 'Marc Altese', 'Steve Casey', 'Judy Dobbin', and 'Monica Moody'. The 'Marc Altese' option is circled in red. To the right of the dropdown are 'Guest' buttons for Player 2, Player 3, and Player 4.

9. Please read the terms and conditions of the booking and click the box to signify that you understand and accept them. Now you can click **Reserve** to finalize your tee time.

The screenshot shows a confirmation step with a checked checkbox and the text 'agree to the Terms & Conditions'. Below this are two buttons: 'Reserve' and 'Back'. Both the checkbox and the 'Reserve' button are circled in red.

11. Your tee time is now booked. You will receive a confirmation email with the details of your booking.