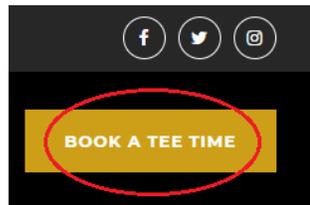




2020 Booking Guide

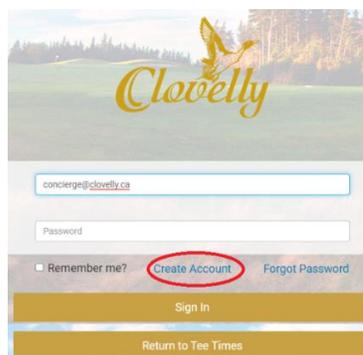
1. Visit www.clovelly.ca.
2. Select “Book a tee time” in the top right corner.



3. Select Sign in in the top right corner and enter your email address and password.



- a. If you already have an account, your email and password will be the same as last year.
- b. If you are a returning member and cannot remember your password, please email concierge@clovelly.ca and a member of our concierge team will look up your credentials in our system and email them back to you.
- c. If you are a new golfer to Clovelly this year, you will have to create an account. Enter the email you wish to use. For new members with Clovelly this year, your password is Clovelly2020. Once you sign in, you have the option to change your personal password in your profile. Once your email and password are entered, click create account.



- d. In the top right corner, click your name and click profile (1). In the bottom right corner, click change password (2), and enter the fields and click change password (3).

(1) Profile

(2) Change Password

(3) Change Password

- e. This takes you to a pop-up box where you must enter the required field and click register at the bottom right.

Profile

mymail@mail.com

First Name

Last Name

Birth Date MM/DD/YYYY

Phone (xxx)xxx-xxxx

Select Gender

Password: Must be at least 6 characters

Re-enter Password

Address

Postal

City

State/Province

Cancel Register

- f. You will then have to enter a valid card. A credit card is required to book with Clovelly. Please enter your information and hit submit.

Please enter credit card information

CLOVELLY GOLF COURSE

Cardholder Details

Please enter the following address exactly as it appears on your card statement.

PO Box:

Street Number:

Street Name:

Postal Code:

Account Details

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name:

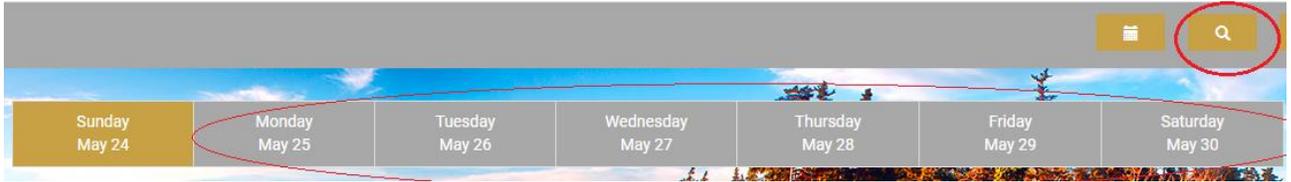
Credit Card Number:

Expiration Date: /

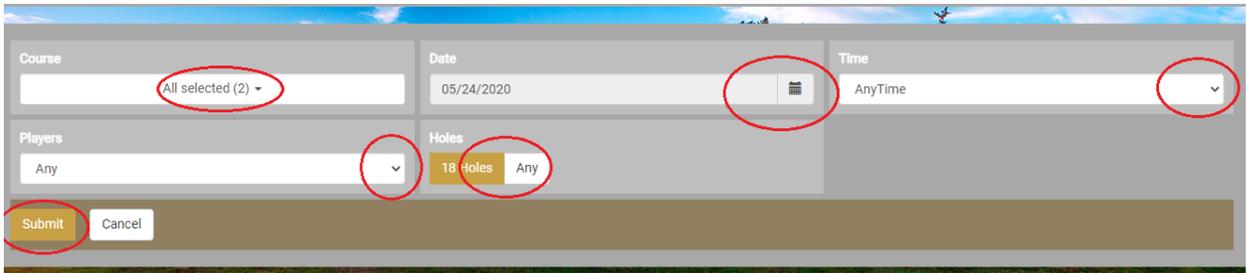
Card Security Code:

Submit Cancel

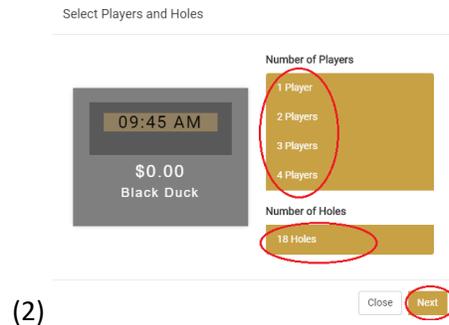
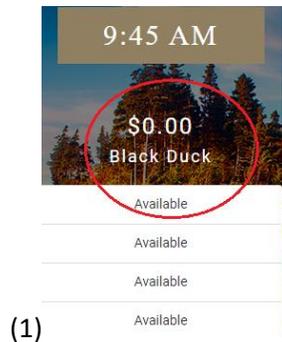
- Once you are logged in to your account, you can browse available tee times by day by clicking on the specific day located on the top bar, or you can search with specific criteria.



- If you click the day, a dropdown menu will appear of available tee times. 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, holes, and click submit.

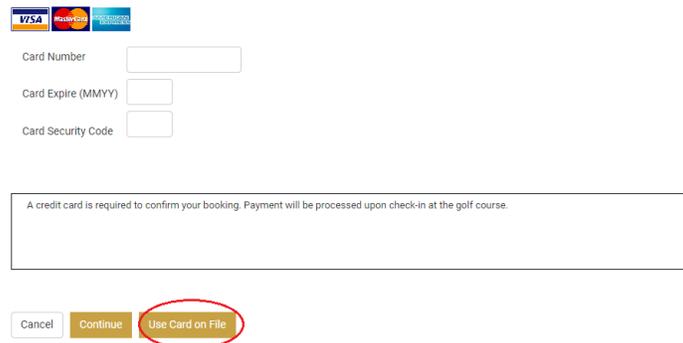


- After you choose your tee time criteria, and hit submit, the available tee times will appear. You can scroll down to view available tee times and select the tee time you wish to book by clicking on the price. A pop-up box will appear. Make sure the correct players, and number of holes are selected.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



- This will prompt a credit card entry box. Your credit card should already be stored on file and you should not need to enter it again. Click Credit Card on file. Sometimes, before you click Use Credit Card on file, you may see a message in red saying “Your card was not processed correctly. Please try again or call the Golf Shop for assistance.” You do not need to call the golf shop for assistance. If you click Use Card on File, it will process correctly. You will have 10 minutes to process the transaction before you will be required to begin again.

Please enter credit card information



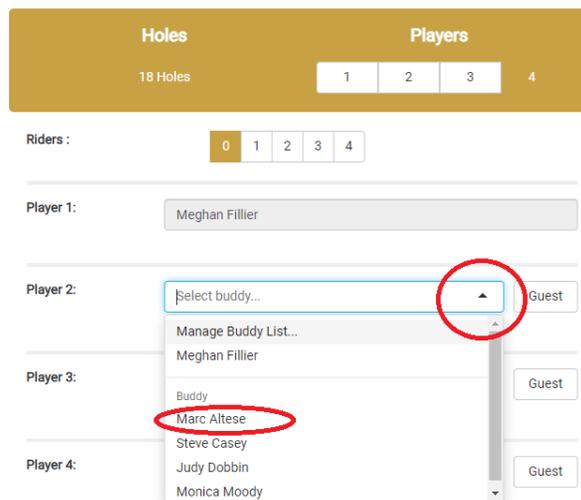
Card Number

Card Expire (MMYY)

Card Security Code

A credit card is required to confirm your booking. Payment will be processed upon check-in at the golf course.

- 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 2020 operating procedures states that there is only one rider per cart unless a member of the same household or residing in the same double bubble. When you choose the number of riders (number of carts) the associated cart fees will be added. Please note you are only requesting a cart and not confirming the booking. Carts are available on a first come first serve basis.
- Next you choose the players in your group. The Clovelly booking engine has a Buddy Management system that you can set up by clicking your name in the top right and selecting “Buddy Management”. Here you can invite golfers you regularly play with to be your buddy to effectively book times together. When you have individuals in your buddy system, click the drop-down button and click the name of the buddy(s) you wish to play with.



Holes: 18 Holes

Players: 1 2 3 4

Riders: 0 1 2 3 4

Player 1: Meghan Fillier

Player 2: select buddy... (dropdown menu open)

Player 3: Guest

Player 4: Guest

10. If the people you are playing with are a guest of you, you may select Guest button and enter a name. Please be advised that if your guest does not show up, you will be charged for the missed tee time. Also please be advised that under the 2020 Clovelly Operating Procedures, we are required to get the names of all individuals on the course BEFORE they tee off. You can fill this information in yourself, or if it is not completed upon arrival at the course you will be asked for the required information first. This may result in a missed tee time. It will be much easier to make sure your buddies names are filled in prior to arrival. To select a Guest Of, click Guest, and then type in your guest's name.

Riders :

Player 1:

Player 2:

Player 3:

Player 4:

11. Your green fees and cart fees will automatically populate on the righthand column based on the buddies, guests, and riders you choose.

12. Once you have filled in your number of holes, player #'s, riders, buddies and/or guests of, you must read the terms and conditions of booking and click the box to signify you have read and agreed. Once you check the box you can hit 'Reserve' to reserve your tee time.

Acceptance of Terms

Cancellation of your tee time is required 24-hours in advance. Cancellations received with less than 24-hours notice will be subject to a no show charge (unless inclement weather).

To cancel your tee time or to amend the number of people participating, you may sign in to your account and manage all of your bookings conveniently in one place. Alternately, please feel free to contact our Golf Shop at (709) 722-7170.

By clicking "Purchase" you hereby agree to policies as outlined above. Please note that unless 24-hour notice of cancellation is received, you will be subject to late cancellation fee (unless inclement weather). Click "Cancel" to delete your selection.

In the event of an emergency please call (709) 722-7170.

I agree to the Terms & Conditions

13. Your tee time is now booked, and you will receive a confirmation email in your inbox which will state the course, name, date, time, number of players, booking total, and your confirmation code. There will be a link to cancel your tee time. This link expires 24 hours before your tee time as Clovelly has a 24-hour cancellation policy. If you wish to cancel your tee time outside the 24-hour period, simply go to your confirmation email and click cancel.

Date: Friday, May 29, 2020
Tee Time: 9:45 AM for 4 player(s)
Booking Total: \$196.65
Confirmation Code: 068199
Deposit

Link to cancel booking: [Cancel](#)



100 Golf Course Rd
St. John's, A1A 0A6
709-722-7170

14. Once you hit cancel, the link will take you to the booking engine with your selected tee time, and you must hit cancel. This will be followed by a Tee Time cancellation email sent to your inbox.

Cancel Booking

Home

Booking Details

Date: May 29, 2020
Time: 9:45 AM
Course: Black Duck
Number of Player: 4 player(s)

| Player Name |
|---------------|
| Meghan Filler |
| Marc Altese |
| Monica Moody |
| Meghan Filler |

Cancellation of your tee time is required 24-hours in advance. Cancellations received with less than 24-hours notice will be subject to a no show charge (unless inclement weather).

To cancel your tee time or to amend the number of people participating, you may sign in to your account and manage all of your bookings conveniently in one place. Alternately, please feel free to contact our Golf Shop at (709) 722-7170.

[Confirm](#)