



## **Weekend Manual Tee Time Booking Procedure**

**NOTE:** This procedure will be in effect **22 Jul 2022**. Please ensure you are physically present and have your Club ID available for booking. Booking cannot be done by proxy.

### **1. Saturday MORNING Shotgun Booking (14 tee Slots)**

1.1. **Booking Time-1:** Previous Week Friday 11PM (*11 tee Slots*)

1.1.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.

1.1.2. **Instructions:** Player Names and tee locations preference, will be taken by Staff or representative at **11:00 PM FRI**, for 11 slots, for next week SAT morning shotgun. Members can book for either Sat or Sun, not both. When 11 slots are allocated, the remaining requests will be placed in the respective wait list.

1.2. **Booking Time-2:** Previous Week Sat at 530AM (*3 tee Slots*)

1.2.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.

1.2.2. **Instructions:** List of Names will be taken at **5:00 AM**. The slot booking will open at **5:30AM** for 3 slots for next Sat and 3 slots for next Sun. The KGA Staff will call members names for booking. Members can only book for Sat. Once 3 slots are filled, remaining will be placed in the wait list.

1.3. **NOTE:** If there are no entries on SAT morning by 6:30AM. The previous day Fri waitlist names will be taken for the remaining slots in order received.

### **2. SUNDAY MORNING Staggered Booking (18 tee time slots)**

2.1. **Booking Time-1:** Previous Week Friday 11PM (*14 tee time Slots*)



- 2.1.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.
- 2.1.2. **Instructions:** Player Names and tee time preference, will be taken by Staff or representative at **11:00 PM FRI**, for tee times, for next week SUN Staggered Start. Members can book for SUN, not both SAT or SUN. When 11 slots are allocated, the remaining requests will be placed in the respective wait list.

2.2. **Booking Time-2:** Previous Week SAT at 530AM (*4 tee time Slots* )

- 2.2.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.
- 2.2.2. **Instructions:** List of Names will be taken at **5:00 AM**. The slot booking will open at **5:30AM** for 4 tee time slots for next Sun. The KGA Staff will call members names for booking. Members can only book for SUN. Once 4 tee time slots are filled, remaining will be placed in the wait list.

**NOTE:** If there are no entries on SAT morning by 6:30AM. The previous day FRI waitlist names will be taken for the remaining slots in order received.

3. **SATURDAY AFTERNOON Shotgun Booking (15 tee Slots)**

- 3.1. **SAT Booking Time:** Previous Week Sat at 9:00AM (15 tee Slots)
  - 3.1.1. **Location:** Upper Deck near Men's Restroom. Chairs are placed to manage the queue.
  - 3.1.2. **Instructions:** Player Names and tee locations will be taken at **9:00 AM SAT** for 15 tee slots for next week SAT afternoon shotgun. When 15 groups are entered, the remaining will be placed in a wait list.



4. **SUNDAY AFTERNOON Staggered Start Booking (17 tee time Slots)**

4.1. **SUN Booking Time:** Previous Week SUN at 9:00AM (17 tee time Slots)

4.1.1. **Location:** Upper Deck near Men's Restroom. Chairs are placed to manage the queue.

4.1.2. **Instructions:** Player Names and tee locations will be taken at **9:00 AM SUN** for 17 tee time slots for next week SUN afternoon staggered start. After 17 tee time groups are entered, the remaining will be placed in a wait list.