

STANDARD OPERATING PROCEDURE

Golf Genius Open Tee Times Guide



Guide users through selecting tee times, choosing membership entry options, filling out player registration details (via Membership Number lookup), creating/authenticating an account, and completing payment for Golf Genius open events.

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CHOOSE YOUR SLOT

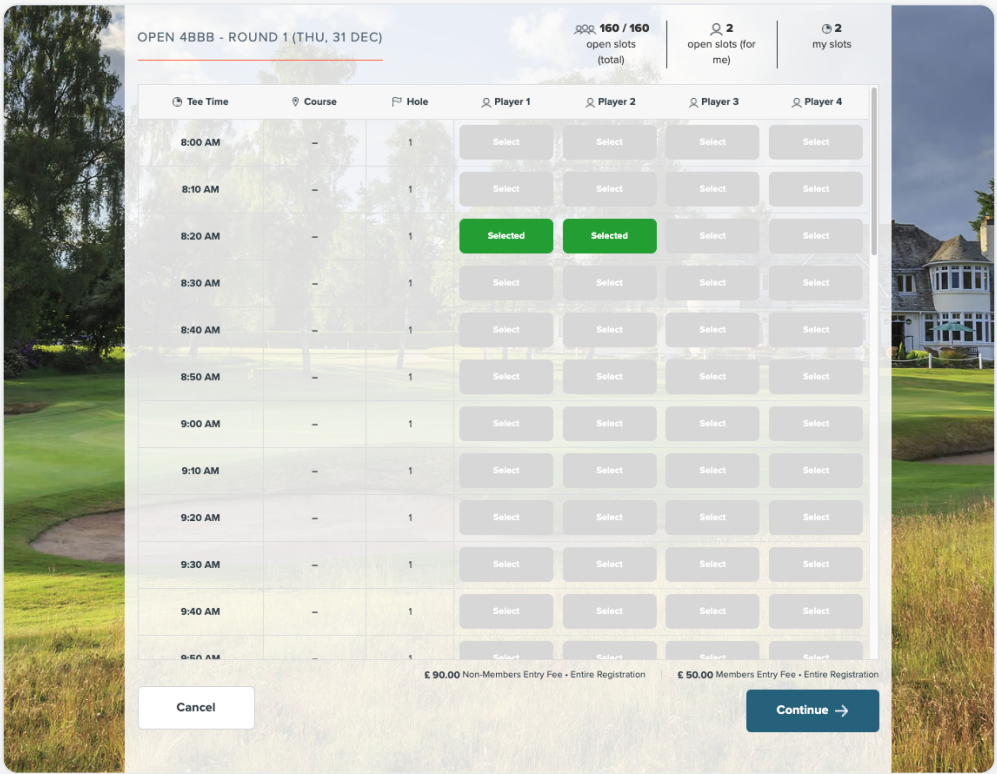
1 Tee Time Selection

- 1 Open the event registration link from the club's website.
- 2 Select your desired tee time on the sheet by clicking the **Select** buttons for the player slots in that time row.
- 3 Click the blue **Continue** button at the bottom right corner of the page.



NOTE

Selecting tee times reserves them temporarily—10 minutes for 2 players, 20 minutes for 4 players.



Tee sheet with two player slots selected at 8:20 AM, and the Continue button

ENTRY FEE

2

Select Registration Type / Category

- 1 Review the event description and eligibility requirements.
- 2 Choose the appropriate entry fee category:

● **Non-Members Entry Fee**

E.g., £90.00 per pair.

● **Member's Entry Fee**

E.g., £50.00 for Member/Guest or Member/Member pairing.

- 3 Select and click **Next**.



4BBB Open
Enter in pairs
Thursday, 20th of May
Lansdowne Course, Yellow Tees
4BBB, Stroke play
Entry Fee:
£90 per pair (Non-Member pairing)
£50 (Member or Member + Guest pairing)
Includes a Coffee/Bacon Roll on arrival
Tee times available from 8am on Lansdowne

	Price	Golfers	Available
☒ Non-Members Entry Fee This option is for 2 non members of Blairgowrie Golf Club. This fee includes coffee and a bacon roll for the pairing.	£90.00 for the entire registration	2 Golfers	Unlimited
☐ Members Entry Fee This option is for 1 member of Blairgowrie Golf Club & 1 guest, or 2 members of Blairgowrie Golf Club. This fee includes coffee and a bacon roll for the pairing.	£50.00 for the entire registration	2 Golfers	Unlimited

Next

Event description and entry fee options, with the Next button

MEMBERSHIP LOOKUP

3

Player Details & Membership Number Lookup

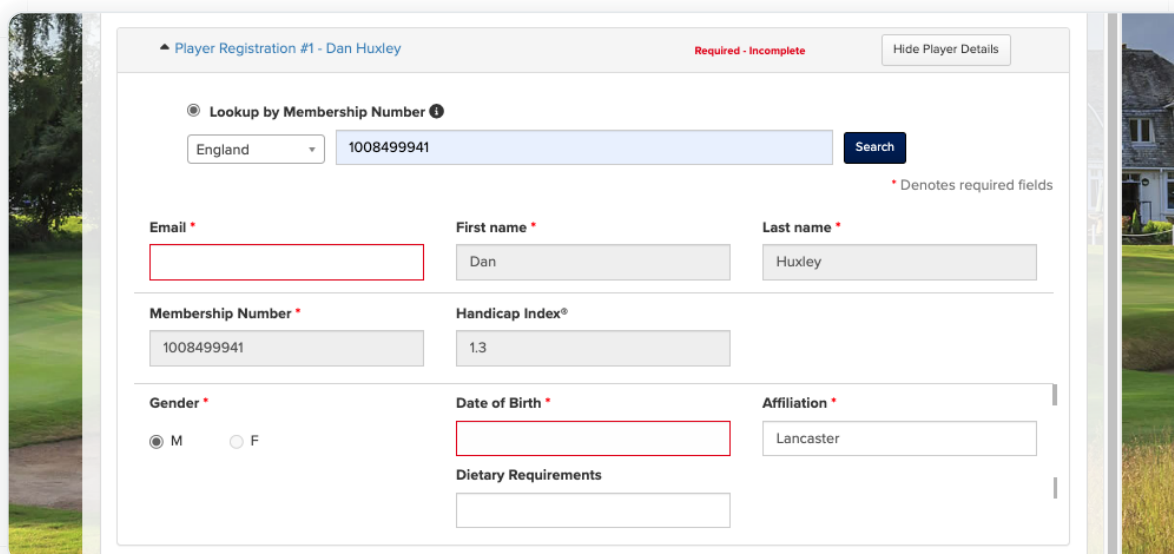
- 1 Under **Player Registration #1**, select **Lookup by Membership Number**.
- 2 Choose the governing home country association (e.g., *England, Scotland, Ireland, Wales*) from the dropdown list.
- 3 Enter the player's CDH/Membership Number into the field and click **Search**, then click **Add**.

The screenshot shows the 'Player Registration #1' interface. At the top, there's a 'Required' label and a 'Hide Player Details' button. Below this, the 'Lookup by Membership Number' section is active. It features a dropdown menu set to 'England' and a text input field containing '1008499941'. A 'Search' button is to the right of the input field. Below the search fields is a table with the following columns: Gender, Name, Membership Number, H.I., and Club. The table contains one row of data: M, Dan Huxley, 1008499941, 1.3, and Lancaster. An 'Add' button is located to the left of the first row of the table, highlighted with a red box.

Gender	Name	Membership Number	H.I.	Club
M	Dan Huxley	1008499941	1.3	Lancaster

Player Registration #1 → Lookup by Membership Number → Add

- 4 Verify the retrieved player details from WHS.
- 5 Complete any missing required fields marked with an asterisk, specifically the **Email address** and **Date of Birth** :



Player Registration #1 - Dan Huxley Required - Incomplete Hide Player Details

Lookup by Membership Number

England 1008499941 Search

* Denotes required fields

Email * First name * Last name *

Membership Number * Handicap Index*

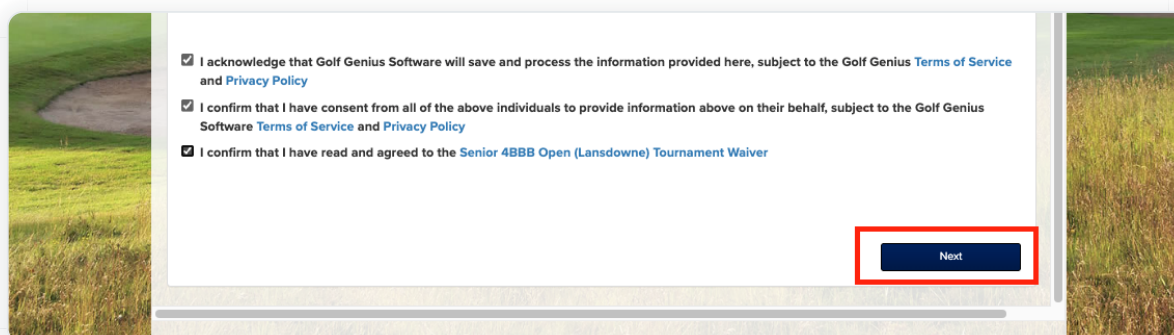
Gender * Date of Birth * Affiliation *

☒ M ☐ F

Dietary Requirements

Player details pulled from WHS — Email and Date of Birth still to complete

- 6 Repeat the lookup and detail completion process for **Player Registration #2**.
- 7 Review and check the mandatory consent/terms checkboxes at the bottom and click **Next** .



☒ I acknowledge that Golf Genius Software will save and process the information provided here, subject to the Golf Genius [Terms of Service](#) and [Privacy Policy](#)

☒ I confirm that I have consent from all of the above individuals to provide information above on their behalf, subject to the Golf Genius Software [Terms of Service](#) and [Privacy Policy](#)

☒ I confirm that I have read and agreed to the [Senior 48BB Open \(Lansdowne\) Tournament Waiver](#)

Next

Consent and terms checkboxes, with the Next button

SIGN IN

4

Account Sign-In / Password Creation (Golf Genius Authentication)



WHY GOLF GENIUS REQUIRES THIS

Golf Genius requires account authentication so players can log back into the portal after completing their booking to manage or edit their registration if necessary (e.g., updating handicap info, changing player details, or reviewing booking status).

● For Returning Players

If the player's email address has been registered on Golf Genius previously, the system will recognise the account and prompt for the existing **Password**. Enter your password and click **Next**.

● For New Players

If the email address is new to Golf Genius, the system will prompt the player to **create a new password** for their email address before proceeding.

Note: In order to be able to access your registration later, you will need to create a new account or sign in with your existing Golf Genius account.

* Denotes required fields

Email *

daniel.huxley@golfgenius.com

Enter Password *

.....

[Forgot your password?](#)

Next

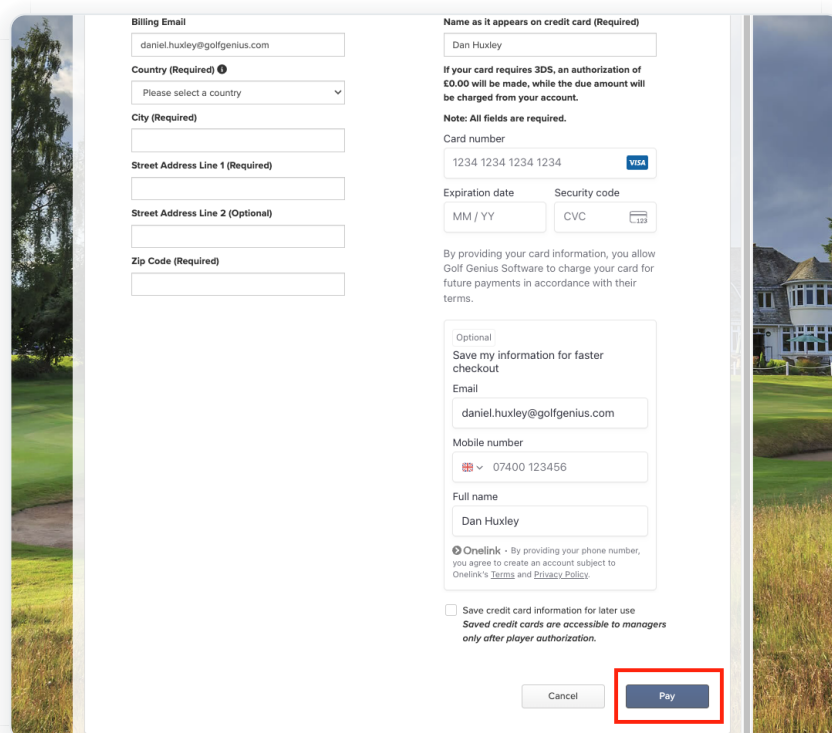
Sign-in screen — email and password, then Next

CHECKOUT

5

Payment Completion

- 1 Review the summary of fees under **Registration Fee**.
- 2 Enter Credit/Debit Card billing details:
 - Cardholder Name
 - Card Number, Expiration Date, and CVC
 - Billing Street Address, City, Country, and Postcode
- 3 Click **Pay** to finalise the transaction.
- 4 Once payment succeeds, the players will be fully registered and confirmed on the tee sheet.



The screenshot displays a payment form with two main columns. The left column contains fields for Billing Email (daniel.huxley@golfgenius.com), Country (Required), City (Required), Street Address Line 1 (Required), Street Address Line 2 (Optional), and Zip Code (Required). The right column contains fields for Name as it appears on credit card (Required), Card number (1234 1234 1234 1234), Expiration date (MM / YY), Security code (CVC), and a Visa logo. Below these fields is a section for optional information: Save my information for faster checkout, Email (daniel.huxley@golfgenius.com), Mobile number (07400 123456), and Full name (Dan Huxley). At the bottom, there is a checkbox for 'Save credit card information for later use' and a 'Pay' button highlighted with a red box.

Billing Email
daniel.huxley@golfgenius.com

Country (Required) 
Please select a country

City (Required)

Street Address Line 1 (Required)

Street Address Line 2 (Optional)

Zip Code (Required)

Name as it appears on credit card (Required)
Dan Huxley

If your card requires 3DS, an authorization of £0.00 will be made, while the due amount will be charged from your account.

Note: All fields are required.

Card number
1234 1234 1234 1234 

Expiration date
MM / YY

Security code
CVC 

By providing your card information, you allow Golf Genius Software to charge your card for future payments in accordance with their terms.

Optional
Save my information for faster checkout

Email
daniel.huxley@golfgenius.com

Mobile number
 07400 123456

Full name
Dan Huxley

 Onelink - By providing your phone number, you agree to create an account subject to Onelink's [Terms](#) and [Privacy Policy](#).

☐ Save credit card information for later use
Saved credit cards are accessible to managers only after player authorization.

Cancel Pay

Payment form — billing details, card details and the Pay button