

TEE TIME “CANCEL INDIVIDUAL SLOT”

1. After Logging in to your account, click “Search / Shop” then click on “Tee Time Cancel”.



- 2 Enter 1 of your confirmation numbers. (NOT RECEIPT NUMBER). Enter Time of Reservation then Click “Search”

A screenshot of the 'Tee Time Cancellation' form. It has a title bar 'Tee Time Cancellation'. Below it, there are two input fields: 'Confirmation Number(s) of Tee Time: *' with the value '39953415' and 'Tee Time of Slot: *' with dropdown menus for '12', '48', and 'PM'. A yellow 'Search' button is at the bottom.

- 3 Click “Continue” to cancel the single reservation (Slot) associated to this confirmation number.

A screenshot of a confirmation dialog box titled 'Tee Time Cancellation'. It asks 'Are you sure you want to cancel the tee time slot(s) with the below confirmation number(s)?' and shows the confirmation number '39953411'. At the bottom, there are three buttons: 'Continue' (highlighted in yellow), 'Cancel All', and 'Back'.

- 4 If you wish to cancel another “Slot” associated with this time, click “Continue Shopping” and repeat steps 1-3 until you have all the “Slots” in your shopping cart.

A screenshot of the 'Shopping Cart' page. At the top, there is a green banner that says 'New Charges In Shopping Cart'. Below it, the 'Shopping Cart' section shows 'Showing 1 To 1' and 'Total Results (1)'. A table lists the cart items:

Description	Name	Total Fees		
Tee Time at 12:48 pm, 05/13/2020 on Sheridan Golf Course (Cancellation)	Shannon	\$ 0.00	✕	◀
Grand Total Fees Due		\$ 0.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

At the bottom, there are five buttons: 'Proceed To Checkout', 'Continue Shopping' (highlighted in yellow), 'Pay Old Balances', 'Make A Donation', and 'Empty Cart'.

5 Click "Proceed to Checkout" once you have all "Slots" in Shopping Cart.

✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 2 Total Results (2)

	Description	Name	Total Fees		
✕	Tee Time at 12:48 pm, 05/13/2020 on Sheridan Golf Course (Cancellation)	Shannon	\$ 0.00	🗑	◀
✕	Tee Time at 12:48 pm, 05/13/2020 on Sheridan Golf Course (Cancellation)	Shannon	\$ 0.00	🗑	◀
Grand Total Fees Due			\$ 0.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		

Proceed To Checkout Continue Shopping Pay Old Balances Make A Donation Empty Cart

6 Click "Continue".

Summary of Charges

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 0.00
Amount To Be Paid Today:	\$ 0.00

Billing Information

First Name: *

Last Name: *

Home Phone w/area code: *

Email: *

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

Continue Back To Shopping Cart Make A Donation

7 Click "Submit" if you wish to have a second copy of receipt sent to your email. If you do not get to this screen, your Tee Time has not been successfully cancelled.

Your Online transaction is complete. Please select an option below to continue.

[View Confirmation Receipt \(in .PDF format\)](#)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com.](#)

Email confirmation sent to: *

Submit

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

Continue Shopping Logout