

PPG Timesheet Template Build

This document walks the reader through the steps in creating a new timesheet template.

[New Template...](#)

Select **Tee Booking** and the Templates tab, then

The Create New Template page loads, give the template a New Template Name: if necessary un-tick any days the template doesn't Applies To: then select the Release Time Mode:

New Template Name: [Cancel](#)

Applies To: Mon Tue Wed Thu Fri Sat Sun

Use club defaults uses the [Settings > Tee Booking Settings](#)

Release Time Mode:

- Use club defaults
- Single release time for this template
- Specific release times per block

Block Name	Holes	Tee	Time	Frequency	Slots	Visibility	
-- Select a Block --	<input checked="" type="radio"/> Any	None Select..		Interval: <input type="text"/> min	4	<input checked="" type="checkbox"/> Show to All	Remove Duplicate
Alias: <input type="text"/> Key: <input type="text"/>	<input type="radio"/> 18		to <input type="text"/>	Starters: <input type="text"/>		<input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	
<input type="text"/>	<input type="radio"/> 9						

Single release time for this template allows specific release times to be set on a timesheet, un-ticking Same for Kiosk allows for separate **Internet** and **Kiosk** days to be set.

Single release time for this template

Specific release times per block

Release Times for this template:

Internet timesheet opens days in advance at

Same for Kiosk

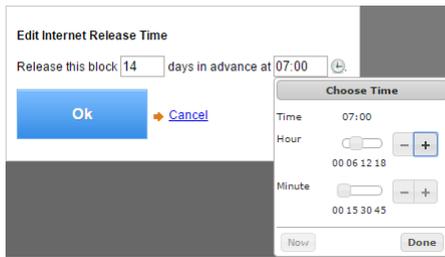
Kiosk timesheet opens days in advance at

Specific release times per block allows for separate blocks of times be released at different times.

Specific release times per block

Block Name	Holes	Tee	Time	Frequency	Slots	Visibility	Release Time	
-- Select a Block --	<input checked="" type="radio"/> Any	None Select..		Interval: <input type="text"/> min	4	<input checked="" type="checkbox"/> Show to All	Internet: (Default)	Remove Duplicate
Alias: <input type="text"/> Key: <input type="text"/>	<input type="radio"/> 18		to <input type="text"/>	Starters: <input type="text"/>		<input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	Kiosk: (Default)	
<input type="text"/>	<input type="radio"/> 9							

Enter the specific days and time for the timesheet block.

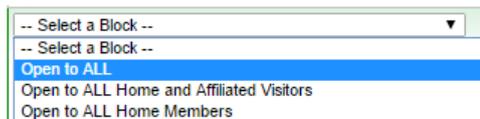


-- Select a Block-- from the **Block Name** dropdown box, the most common being: -

Open to ALL – allows all Social and iseekgolf.com player bookings

Open to ALL Home and Affiliated Visitors – restricted to all valid GolfLink player bookings

Open to ALL Home Members – restricted to valid members only bookings



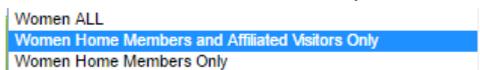
Men Home and Affiliated Visitors Only – restricted to all valid male GolfLink player bookings

Men Home Members Only – restricted to valid male member only bookings



Women Home and Affiliated Visitors Only – restricted to all valid female GolfLink player bookings

Women Home Members Only – restricted to valid female member only bookings



Note: - the 18 Hole and 9 Hole block options are not used in the Australian Market and should be ignored!

Block Name	Holes
Open to ALL	<input checked="" type="radio"/> Any
Alias: Open to ALL Key:	<input type="radio"/> 18
ALL	<input type="radio"/> 9

Depending on what block type is selected it will default to the system **Alias:** and **Key:** it is encouraged to set a more meaningful **Alias:** which then allows access to set a shorter specific **Key:** as well.

Block Name	Holes
Open to ALL	<input checked="" type="radio"/> Any
Alias: SOCIAL PLAY Key:	<input type="radio"/> 18
SOCIAL	<input type="radio"/> 9

Note: - The Alias comes into play on the member portal Tee Booking area as slots are grouped by Alias, the Key comes into play on the Back Office Tee Booking area where color codes are then used, and at the @Kiosk Tee Booking area.

Select the **Holes**, if open for social play or both an 18 or 9 hole competition selecting **Any** will allow both 18 and 9 Hole play, if it is competition block of times set to either **18** or **9** to match the competition.

Select... the Tee, multiple Start Tees: can be selected for multi-tee and shotgun starts.



Set the from and to Time for the block, an “approximate” to time can be used as the Interval: will decide the appropriate calculated to Time.

Time	Frequency
6:30	Interval: 7 min
to	Starters: 0
8:30	Last Tee Time: 8:29
	Tee Times: 18 Starters: 0

In Frequency set the Interval: for the block, tab out and the system will then adjust the to Time.

Starters: is utilized to skip a certain number of slots within the block time range to cover slow play and is calculated against the number of Tee Times: i.e. 18 = every 18th tee time.

Time	Frequency
6:30	Interval: 7 min
to	Starters: 18
8:29	Tee Times: 18 Starters: 1

Select the Slots

Slots	Visibility	Slots
4	<input checked="" type="checkbox"/> Show to All <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	3

In Visibility set whether the block of times is shown to Book on Internet, and Book on Kiosk, ticking Show to All only results in the block being viewable but read only @Kiosk and on the Member Portal, untick all Visibility if you wish to hide social slots and control these from Back Office.

Visibility	Visibility	Visibility
<input checked="" type="checkbox"/> Show to All <input type="checkbox"/> Book on Internet <input type="checkbox"/> Book on Kiosk	<input type="checkbox"/> Show to All <input type="checkbox"/> Book on Internet <input type="checkbox"/> Book on Kiosk	<input type="checkbox"/> Show to All <input checked="" type="checkbox"/> Book on Internet <input type="checkbox"/> Book on Kiosk

Note: - on an Open to ALL block to only show to iseekgolf.com and hide from member's tick Book on Internet only.

Continue to add blocks of times to the template using either → [Add New Block...](#) to add a block from scratch or use [Duplicate](#) to copy from a similar block and then edit from the existing settings.

Open to ALL	<input type="radio"/> Any	1	14:30	Interval: 7 min	4	<input type="checkbox"/> Show to All	Remove
Alias: SOCIAL PLAY	Key:	<input type="radio"/> 18	to	Starters: 0		<input type="checkbox"/> Book on Internet	Duplicate
SOCIAL		<input type="radio"/> 9	17:25	Tee Times: 26 Starters: 0		<input type="checkbox"/> Book on Kiosk	

Save Changes

When finished select

Note: - There is no need to create a block of times for the crossover period/s, just create the later block of times from its 1st tee time, same applies in the morning, unless you intend to use reserved slots just start from the 1st official tee time.

Editing a Template

Select **Tee Booking** and the Templates tab, then the required Template from the dropdown box.

Select Template:

Add New Block...	<input type="button" value="Save Changes"/>	<input type="button" value="Cancel"/>
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You can either → [Add New Block...](#) or make changes to the existing template blocks.

Template Build Tips

If a 2+ Tee Start is required it's suggested to build a **Block Name** of times off the 1st Tee and name the **Alias:** and **Key:** to reflect the Tee in use, then [Duplicate](#) and set the 2nd Tee in use and change the **Alias:** and **Key:** to reflect that tee i.e. Alias = Medley Comp 1st Tee, Key = Comp 1st & Alias = Medley Comp 10th Tee, Key = Comp 10th

Block Name	Holes	Tee	Time	Frequency	Slots	Visibility	
Open to ALL Home and Affiliated Visitors	<input type="radio"/> Any	1	6:30	Interval: 7 min	4	<input checked="" type="checkbox"/> Show to All	Remove
Alias: MEDLEY COMP 1st TEE	Key:	<input checked="" type="radio"/> 18	to	Starters: 0		<input checked="" type="checkbox"/> Book on Internet	Duplicate
COMP 1st		<input type="radio"/> 9	8:29	Tee Times: 18 Starters: 0		<input checked="" type="checkbox"/> Book on Kiosk	
Open to ALL Home and Affiliated Visitors	<input type="radio"/> Any	10	6:30	Interval: 7 min	4	<input checked="" type="checkbox"/> Show to All	Remove
Alias: MEDLEY COMP 10th TEE	Key:	<input checked="" type="radio"/> 18	to	Starters: 0		<input checked="" type="checkbox"/> Book on Internet	Duplicate
COMP 10th		<input type="radio"/> 9	8:29	Tee Times: 18 Starters: 0		<input checked="" type="checkbox"/> Book on Kiosk	

This will then set different color codes on the Back Office Timesheet using the **Key:**

Time	Tee	Key	Player 1	Player 2	Player 3	Player 4	Called
6:30	1	COMP 1st	(empty)	(empty)	(empty)	(empty)	<input type="checkbox"/>
6:30	10	COMP 10th	(empty)	(empty)	(empty)	(empty)	<input type="checkbox"/>
6:37	1	COMP 1st	(empty)	(empty)	(empty)	(empty)	<input type="checkbox"/>
6:37	10	COMP 10th	(empty)	(empty)	(empty)	(empty)	<input type="checkbox"/>

And individually name the Tee Slots @Kiosk again with the Key:

Time 6:30	Tee 1	COMP 1st	COMP 1st	COMP 1st	COMP 1st
Time 6:30	Tee 10	COMP 10th	COMP 10th	COMP 10th	COMP 10th
Time 6:37	Tee 1	COMP 1st	COMP 1st	COMP 1st	COMP 1st
Time 6:37	Tee 10	COMP 10th	COMP 10th	COMP 10th	COMP 10th

This will also create separate blocks of times on the Member Portal using the Alias: i.e. a block of 1st tee times then a separate block of 10th tee times.

MEDLEY COMP 1st TEE

06:30 AM 1st Book Group	Book	Book	Book	Book
06:37 AM 1st Book Group	Book	Book	Book	Book

MEDLEY COMP 10th TEE

06:30 AM 10th Book Group	Book	Book	Book	Book
06:37 AM 10th Book Group	Book	Book	Book	Book

If you wish to group the times as 1st, 10th, 1st, 10th etc. set the Alias: of both blocks to the same name.

Block Name	Holes	Tee	Time	Frequency	Slots	Visibility	Release Time	
Open to ALL Home Members Alias: MEDLEY COMP COMP 1st	Any 18 9	1 Select...	6:30 to 8:29	Interval: 7 min Starters: 0 Tee Times: 18 Starters: 0	4	<input checked="" type="checkbox"/> Show to All <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	Internet: (Default) Kiosk: (Default)	Remove Duplicate
Open to ALL Home Members Alias: MEDLEY COMP COMP 10th	Any 18 9	10 Select...	6:30 to 8:29	Interval: 7 min Starters: 0 Tee Times: 18 Starters: 0	4	<input checked="" type="checkbox"/> Show to All <input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	Internet: (Default) Kiosk: (Default)	Remove Duplicate

MEDLEY COMP

06:30 AM 1st Book Group	Book	Book	Book	Book
06:30 AM 10th Book Group	Book	Book	Book	Book

If you need to have your “Starters” slots available to be used in Back Office only you cannot use the **Starters**: setting which will skip the time slot/s completely, instead either build the slots into the template or edit those slots when you create a timesheet from the template and hide in both cases.

<input type="text" value="Open to ALL Home and Affiliated Visitors"/>	<input type="radio"/> Any 1 Select..	<input type="text" value="5:51"/> Interval: <input type="text" value="7"/> min <input type="text" value="4"/>	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/>	Remove Duplicate
Alias: <input type="text" value="COMP 1ST TEE"/> Key: <input type="text" value="COMP 1ST"/>	<input checked="" type="radio"/> 18	to <input type="text" value="11:55"/> Starters: <input type="text" value="17"/> Tee Times: 50 Starters: 3	<input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk	
<input type="text" value="Open to ALL Home and Affiliated Visitors"/>	<input type="radio"/> Any 1 Select..	<input type="text" value="12:02"/> Interval: <input type="text" value="7"/> min <input type="text" value="4"/>	<input type="checkbox"/> Show to <input type="text" value="All"/>	Remove Duplicate
Alias: <input type="text" value="SPONSOR GROUP"/> Key: <input type="text" value="SPONSOR"/>	<input checked="" type="radio"/> 18	to <input type="text" value="12:02"/> Starters: <input type="text" value="0"/> Tee Times: 1 Starters: 0	<input type="checkbox"/> Book on Internet <input type="checkbox"/> Book on Kiosk	
<input type="text" value="Open to ALL Home and Affiliated Visitors"/>	<input type="radio"/> Any 1 Select..	<input type="text" value="12:09"/> Interval: <input type="text" value="7"/> min <input type="text" value="4"/>	<input type="checkbox"/> Show to <input type="text" value="All"/>	Remove Duplicate
Alias: <input type="text" value="RESERVED"/> Key: <input type="text" value="RESERVED"/>	<input checked="" type="radio"/> 18	to <input type="text" value="12:16"/> Starters: <input type="text" value="0"/> Tee Times: 2 Starters: 0	<input type="checkbox"/> Book on Internet <input type="checkbox"/> Book on Kiosk	

11:55	1	COMP 1ST	(empty)	(empty)	(empty)	(empty)	No
12:02	1	SPONSOR	(hidden)	(hidden)	(hidden)	(hidden)	No
12:09	1	RESERVED	(hidden)	(hidden)	(hidden)	(hidden)	No
12:16	1	RESERVED	(hidden)	(hidden)	(hidden)	(hidden)	No

For say 7 ½ Minute Starts create a block of **Time** with a 15-minute **Interval**: from the 1st tee time, then **Duplicate** and set the 1st tee **Time** starting 7 minutes later with the same 15-minute **Interval**:

Block Name	Holes	Tee	Time	Frequency	Slots	Visibility	
<input type="text" value="Open to ALL Home and Affiliated Visitors"/>	<input type="radio"/> Any 1 Select..	<input type="text" value="6:30"/> Interval: <input type="text" value="15"/> min <input type="text" value="4"/>	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/>	Remove Duplicate			
Alias: <input type="text" value="MEDLEY COMP"/> Key: <input type="text" value="MEDLEY"/>	<input checked="" type="radio"/> 18	to <input type="text" value="8:15"/> Starters: <input type="text" value="0"/> Tee Times: 8 Starters: 0	<input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk				
<input type="text" value="Open to ALL Home and Affiliated Visitors"/>	<input type="radio"/> Any 1 Select..	<input type="text" value="6:37"/> Interval: <input type="text" value="15"/> min <input type="text" value="4"/>	<input checked="" type="checkbox"/> Show to <input type="text" value="All"/>	Remove Duplicate			
Alias: <input type="text" value="MEDLEY COMP"/> Key: <input type="text" value="MEDLEY"/>	<input checked="" type="radio"/> 18	to <input type="text" value="8:22"/> Starters: <input type="text" value="0"/> Tee Times: 8 Starters: 0	<input checked="" type="checkbox"/> Book on Internet <input checked="" type="checkbox"/> Book on Kiosk				

This will create a timesheet of 7min, 8min, 7min, 8min i.e. 6:30am, 6:37am, 6:45am, 6:52am etc.

Time	Tee	Key	Player 1	Player 2	Player 3	Player 4	Called
6:30	1	COMP	(hidden)	(hidden)	(hidden)	(hidden)	No
6:37	1	COMP	(empty)	(empty)	(empty)	(empty)	No
6:45	1	COMP	(hidden)	(hidden)	(hidden)	(hidden)	No
6:52	1	COMP	(empty)	(empty)	(empty)	(empty)	No

For a 6-player sheet, build a block of times with 4 Slots, then a [Duplicate](#) of the block with 2 Slots.

Block Name	Holes	Tee	Time	Frequency	Slots	Visibility	
Open to ALL Home Members	<input type="radio"/> Any	1	6:30	Interval: 7 min	4	<input checked="" type="checkbox"/> Show to All	Remove Duplicate
Alias: MIXED FOURSOMES	<input checked="" type="radio"/> 18	Select...	to 8:29	Starters: 0		<input type="checkbox"/> Book on Internet	
MIXED 4S	<input type="radio"/> 9			Tee Times: 18 Starters: 0		<input type="checkbox"/> Book on Kiosk	
Open to ALL Home Members	<input type="radio"/> Any	1	6:30	Interval: 7 min	2	<input checked="" type="checkbox"/> Show to All	Remove Duplicate
Alias: MIXED FOURSOMES	<input checked="" type="radio"/> 18	Select...	to 8:29	Starters: 0		<input checked="" type="checkbox"/> Book on Internet	
MIXED 4S	<input type="radio"/> 9			Tee Times: 18 Starters: 0		<input checked="" type="checkbox"/> Book on Kiosk	

Time	Tee	Key	Player 1	Player 2	Player 3	Player 4	Called
6:30	1	MIXED 4S	(empty)	(empty)	(empty)	(empty)	No
6:30	1	MIXED 4S	(empty)	(empty)	RESTRICTED	RESTRICTED	No

For a shotgun start, the norm is the 1st block off all 18 holes, many sites then limit their 2nd shotgun off all holes excluding holes after a par 3 as the 1st group will complete the par 3 before the 2nd group on the preceding hole as teed off.

Block Name	Holes	Tee	Time	Frequency	Slots	Visibility	
Open to ALL	<input type="radio"/> Any	1-18	8:00	Interval: 7 min	4	<input checked="" type="checkbox"/> Show to All	Remove Duplicate
Alias: SHOTGUN A	<input checked="" type="radio"/> 18	Select...	to 8:00	Starters: 0		<input checked="" type="checkbox"/> Book on Internet	
SHOTGUN A	<input type="radio"/> 9			Tee Times: 1 Starters: 0		<input checked="" type="checkbox"/> Book on Kiosk	
Open to ALL	<input type="radio"/> Any	1-7, 9-12, 14-17	8:07	Interval: 7 min	4	<input checked="" type="checkbox"/> Show to All	Remove Duplicate
Alias: SHOTGUN B	<input checked="" type="radio"/> 18	Select...	to 8:07	Starters: 0		<input checked="" type="checkbox"/> Book on Internet	
SHOTGUN B	<input type="radio"/> 9			Tee Times: 1 Starters: 0		<input checked="" type="checkbox"/> Book on Kiosk	
Open to ALL	<input type="radio"/> Any	5, 14	8:14	Interval: 7 min	4	<input checked="" type="checkbox"/> Show to All	Remove Duplicate
Alias: SHOTGUN C	<input checked="" type="radio"/> 18	Select...	to 8:14	Starters: 0		<input checked="" type="checkbox"/> Book on Internet	
SHOTGUN C	<input type="radio"/> 9			Tee Times: 1 Starters: 0		<input checked="" type="checkbox"/> Book on Kiosk	

Note: - Some sites also send a 3rd group off their par 5's if preceded by a long par 4, the Interval: is not valid in this case.

Time	Tee	Key	Player 1	Player 2	Player 3	Player 4	Called
8:00	1	SHOTGUN A	(empty)	(empty)	(empty)	(empty)	No
8:00	2	SHOTGUN A	(empty)	(empty)	(empty)	(empty)	No

Multi Course Templates

For our multi course users when selecting the **Start Tees:** on a 2 tee start on your composite courses remember it may well be say the 1st tee of the Captains Course but it could be in fact the 10th tee of the GA Composite Course record which you have set for the Competition that needs to be selected.

Start Tees: ✖

Select [All](#) or [None](#)

<input type="checkbox"/> Captains-1	<input type="checkbox"/> Captains-2	<input type="checkbox"/> Captains-3	<input type="checkbox"/> Captains-4	<input type="checkbox"/> Captains-5	<input type="checkbox"/> Captains-6	<input type="checkbox"/> Captains-7	<input type="checkbox"/> Captains-8	<input type="checkbox"/> Captains-9
<input type="checkbox"/> Captains-10	<input type="checkbox"/> Captains-11	<input type="checkbox"/> Captains-12	<input type="checkbox"/> Captains-13	<input type="checkbox"/> Captains-14	<input type="checkbox"/> Captains-15	<input type="checkbox"/> Captains-16	<input type="checkbox"/> Captains-17	<input type="checkbox"/> Captains-18
<input checked="" type="checkbox"/> Comp 1-1	<input type="checkbox"/> Comp 1-2	<input type="checkbox"/> Comp 1-3	<input type="checkbox"/> Comp 1-4	<input type="checkbox"/> Comp 1-5	<input type="checkbox"/> Comp 1-6	<input type="checkbox"/> Comp 1-7	<input type="checkbox"/> Comp 1-8	<input type="checkbox"/> Comp 1-9
<input checked="" type="checkbox"/> Comp 1-10	<input type="checkbox"/> Comp 1-11	<input type="checkbox"/> Comp 1-12	<input type="checkbox"/> Comp 1-13	<input type="checkbox"/> Comp 1-14	<input type="checkbox"/> Comp 1-15	<input type="checkbox"/> Comp 1-16	<input type="checkbox"/> Comp 1-17	<input type="checkbox"/> Comp 1-18
<input type="checkbox"/> Presidents-1	<input type="checkbox"/> Presidents-2	<input type="checkbox"/> Presidents-3	<input type="checkbox"/> Presidents-4	<input type="checkbox"/> Presidents-5	<input type="checkbox"/> Presidents-6	<input type="checkbox"/> Presidents-7	<input type="checkbox"/> Presidents-8	<input type="checkbox"/> Presidents-9
<input type="checkbox"/> Presidents-10	<input type="checkbox"/> Presidents-11	<input type="checkbox"/> Presidents-12	<input type="checkbox"/> Presidents-13	<input type="checkbox"/> Presidents-14	<input type="checkbox"/> Presidents-15	<input type="checkbox"/> Presidents-16	<input type="checkbox"/> Presidents-17	<input type="checkbox"/> Presidents-18

Note: - i.e. if Captains 1st & Presidents 1st was selected no bookings in these slots would be eligible for the comp as they are off a different GA Marker to the competitions Composite Course GA Marker selection.