THE GOLF APP & GOLF MANAGER APP

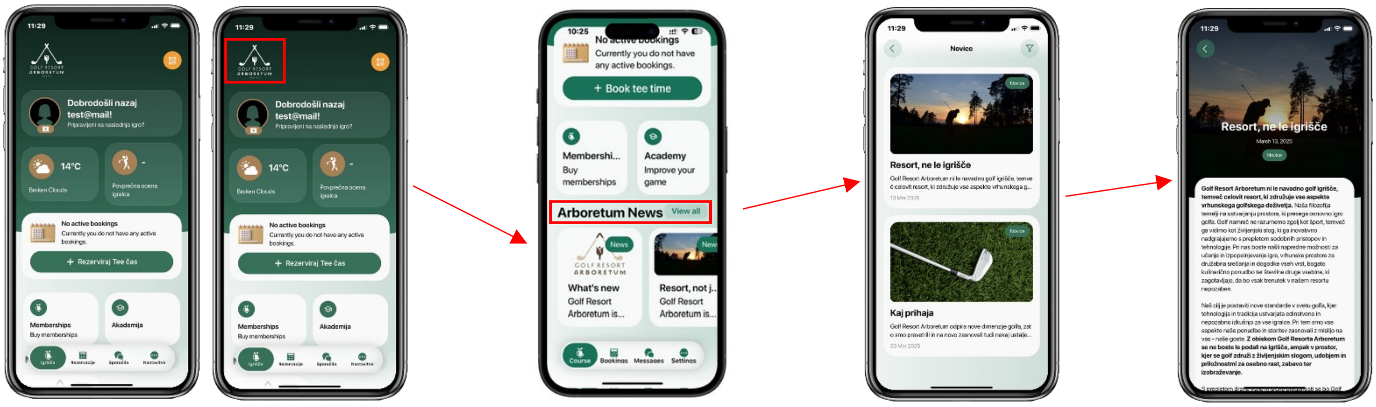
USER MANUAL

Contents

App Screens – Definitions

- **Home Screen** – The main screen your users see when they open the app.
- **Location** – Shows which golf location/course is being displayed.
- **Module Type** – Displays the available modules (e.g., *Academy, News, Events*).
- **Content Title** – The title of the selected content.
- **Content** – The detailed view of the selected content.

The **Home Screen** Location The **Module Type** The **Content Title** The **Content**



Grid options: gallery, list, grid, swipe

Role Management

A **Company** can have multiple **Locations**.

Each Location can only see its own content – either limited to **Golf Management** or **Content Management**, depending on user permissions.

Content System – Location Screen

To create a new button/folder on the Location page:

1. First create a **Category Type**.
2. Then create a **Category**.
3. Finally, create the **Content** that will go inside it.

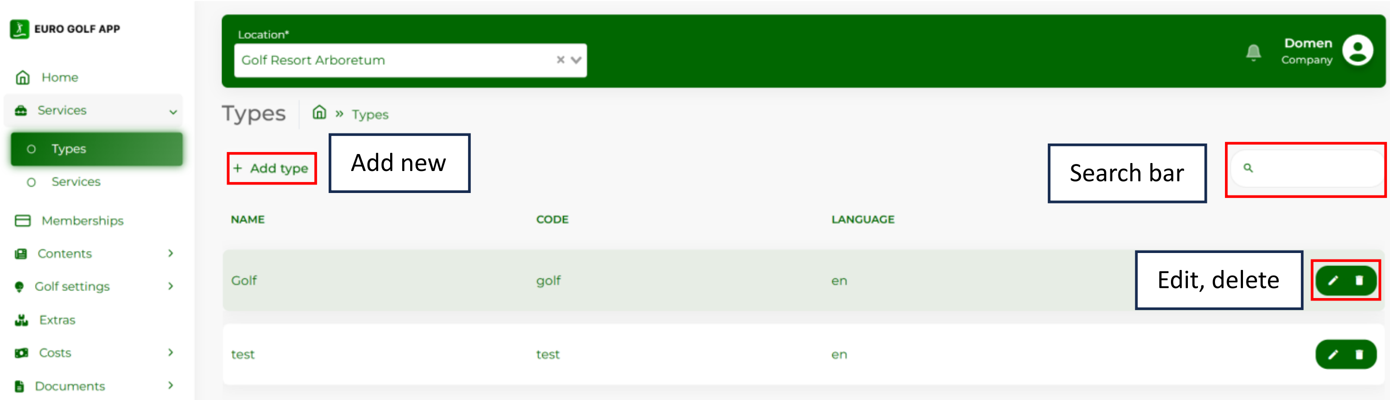
1. Services

1.1 Types

Service types define the categories under which your services will be organized. For example, you might create different types for “Green Fees,” “Golf Lessons,” or “Equipment Rentals.”

Adding a new type: To add a new service type, click the **“Add type”** button located in the top-left corner of the page.

Editing or deleting a type: To make changes to an existing type, use the **edit** or **delete** icons found on the far right of the corresponding row.



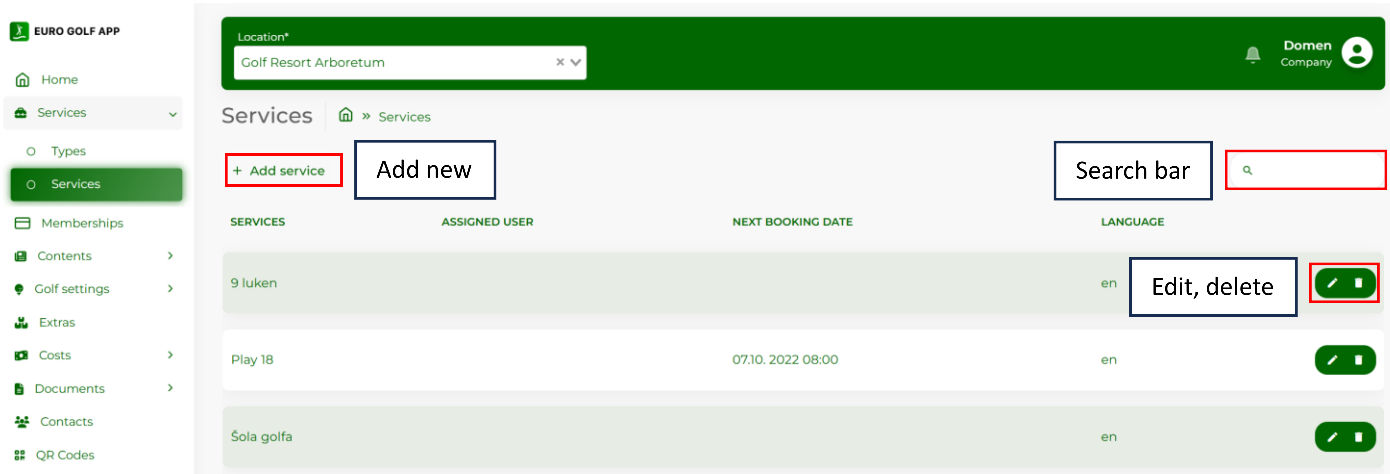
When adding a new service type, you will be required to:

- Select the company
- Select the location
- Assign a unique name to the type
- Assign a unique code for identification and reporting purposes

1.2 Services

Services represent the individual offerings available at your course. Examples include “18-Hole Round,” “Junior Lesson,” or “Club Rental.” Each service is tied to a service type and location.

Adding a new service: To add a service, click the “Add service” button in the top-left corner of the page



1.2.1 General info

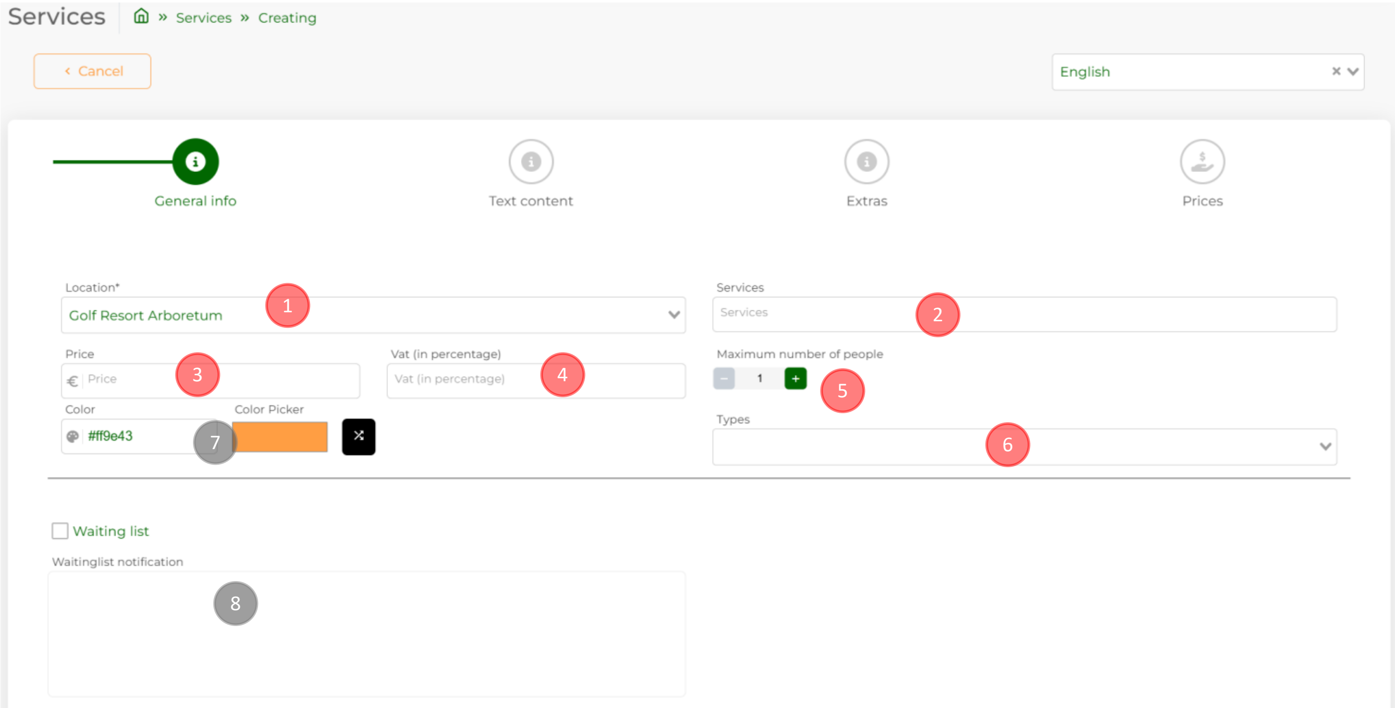
When creating a new service, the following fields must be completed:

1. **Location** – choose the location where the service will be offered.
2. **Name** – Enter a descriptive name for the service (e.g., “9-Hole Round”).

3. **Price** – Define the standard price charged for the service.
4. **VAT** – Specify the applicable VAT percentage.
5. **Maximum number of people** - Set the maximum amount of people who can be booked for the service at the same time.
6. **Types** – Select the type under which the service falls (created in section 1.1).

Optional fields:

7. **Color** – assign a display color to the service for easier identification in calendars or booking views.
8. **Waiting list notification** – Enter a custom message that will be displayed to users if the service is fully booked and they are added to a waiting list.



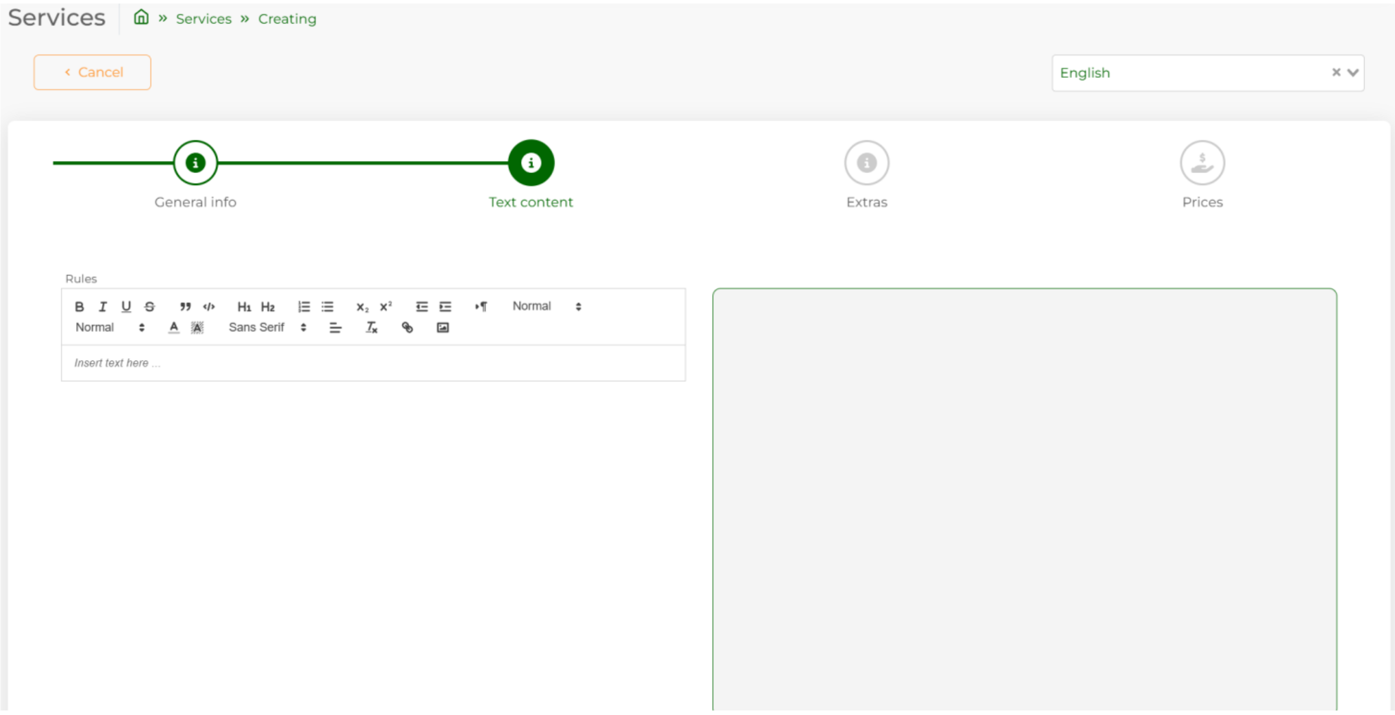
1.2.2 Text content

The second step in creating a service is the "**Text content**" section. Here you can provide additional information about the service, such as rules, guidelines, or important notes for participants.

A rich text editor is provided, allowing you to:

- Format text using headings, bold, italics or lists
- Insert links to relevant pages (e.g. course policies, membership details)
- Add images for visual guidance (e.g. a course map or equipment photo)

This content will be visible to users during the booking process, helping to ensure they understand the conditions and requirements of the service. Once the text is finalized, click "**Next**" to proceed.

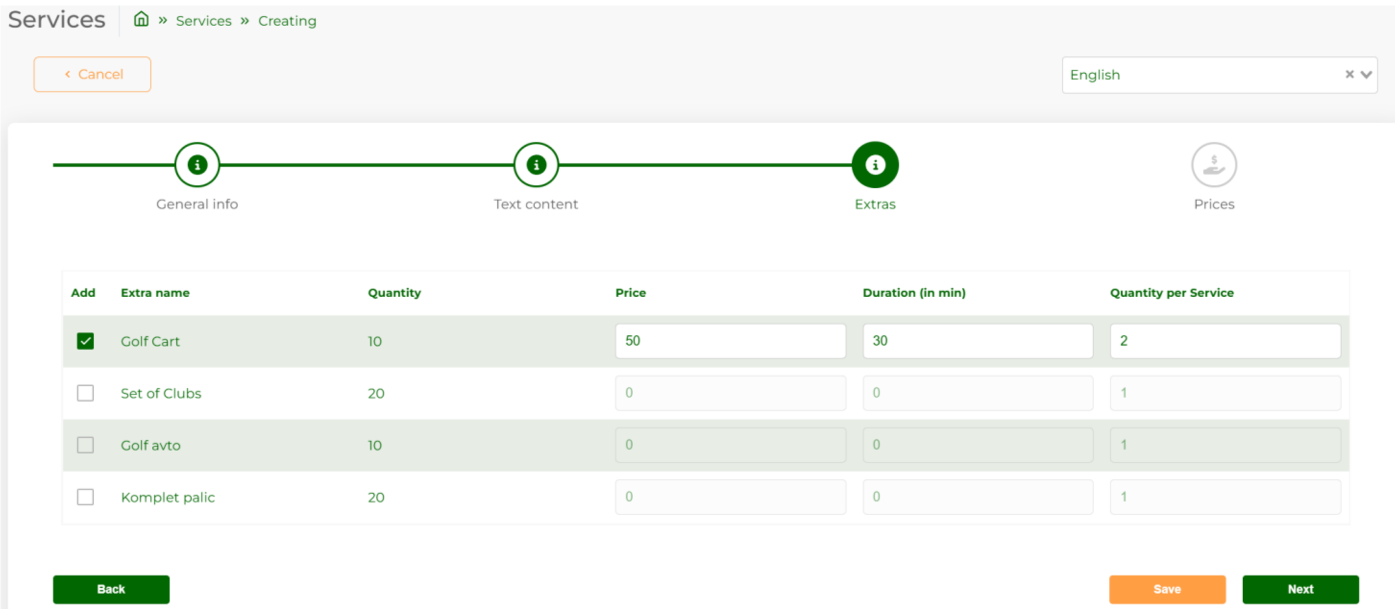


1.2.3 Extras

In the “**Extras**” step, you can assign optional add-ons to your service. Extras allow you to offer additional items or benefits that enhance the main service, such as:

- Golf cart rental
- Sets of golf clubs
- Training aids or accessories
- Refreshment packages

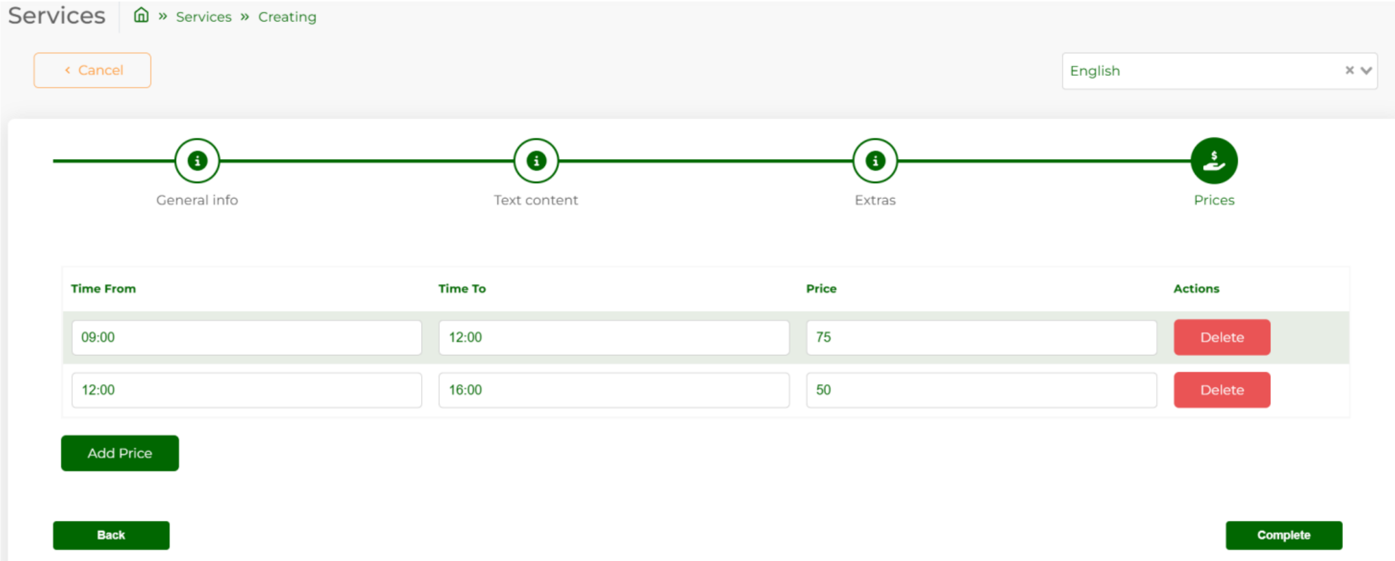
Each extra can have its own price and availability settings, enabling flexibility in tailoring the booking experience to customer needs.



1.2.4 Prices

The final step is configuring **pricing rules** for your service. This allows you to create flexible pricing structures that reflex your course’s operating schedule.

You can define **time-based pricing** (e.g. from 9:00 to 12:00 at a standard rate, from 12:00 to 16:00 at a discounted rate).



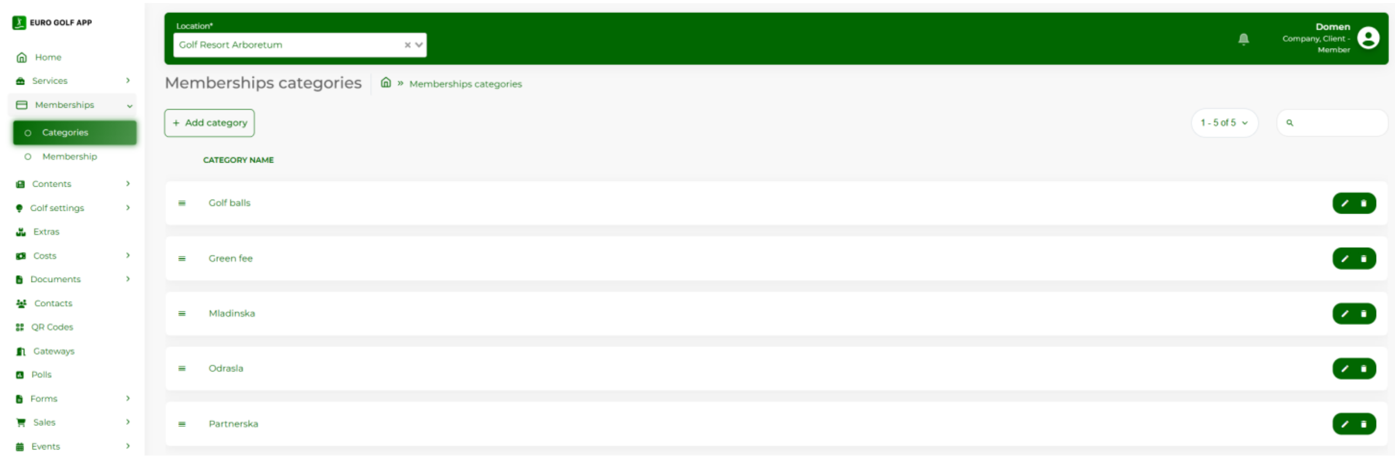
2. Memberships

Memberships allow you to bundle services and extras into a package that customers can purchase for long-term access. This feature is ideal for creating recurring value for players and encouraging loyalty at your golf course.

2.1 Categories

Here, you can sort your memberships into categories (i.e. *"Membership"*, *"Annual Ticket"*, …).

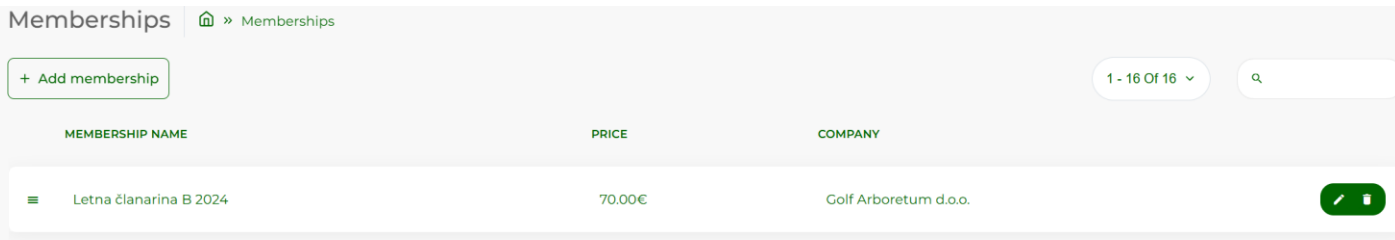
To create a new category, click the "**Add category**" button on the top left and input a name.



2.2 Memberships

Adding a membership: To create a new membership, click the "**Add membership**" button in the top-left corner of the page.

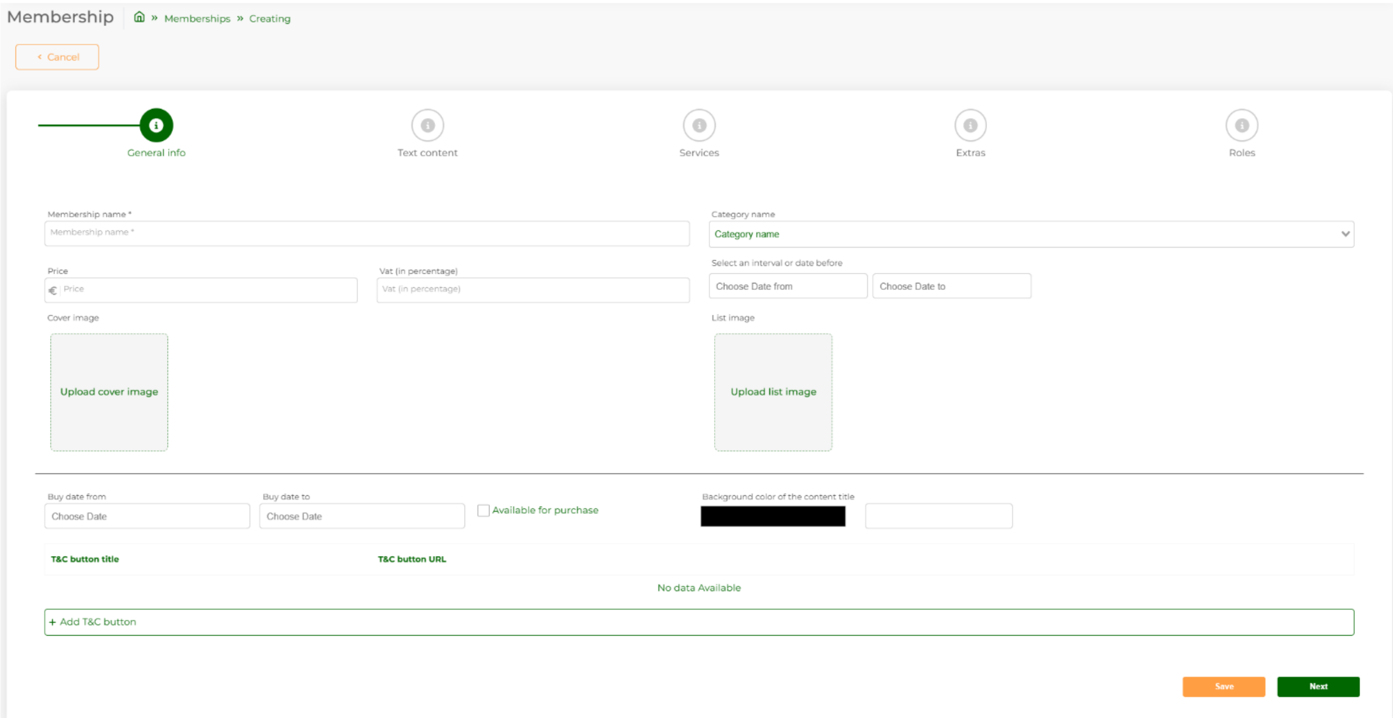
Editing or deleting a membership: To make changes to an existing membership, use the **edit** or **delete** buttons located on the far right of each membership.



2.3 General info

In the "**General info**" step, you will define the core details of the membership:

1. **Name** – Assign a clear and recognizable name (e.g. "Gold Annual Membership" or "Junior Summer Pass").
2. **Category** – Select the membership category.
3. **Price –** Enter the membership fee.
4. **VAT percentage –** Define the applicable VAT.
5. **Interval –** Select the duration for which the membership is valid (e.g. 6 months, 1 year).
6. **Cover image –** upload an image that visually represents the membership (optional).
7. **List image –** The membership image that appears in the list view.
8. **Buy date from/to –** Choose the dates or periods when the membership can be purchased (e.g. seasonal sales windows).
9. **Available for purchase –** Mark whether or not the membership is available.
10. **T&C button –** Specify a title and URL link containing the terms and conditions to the membership.



2.4 Text content

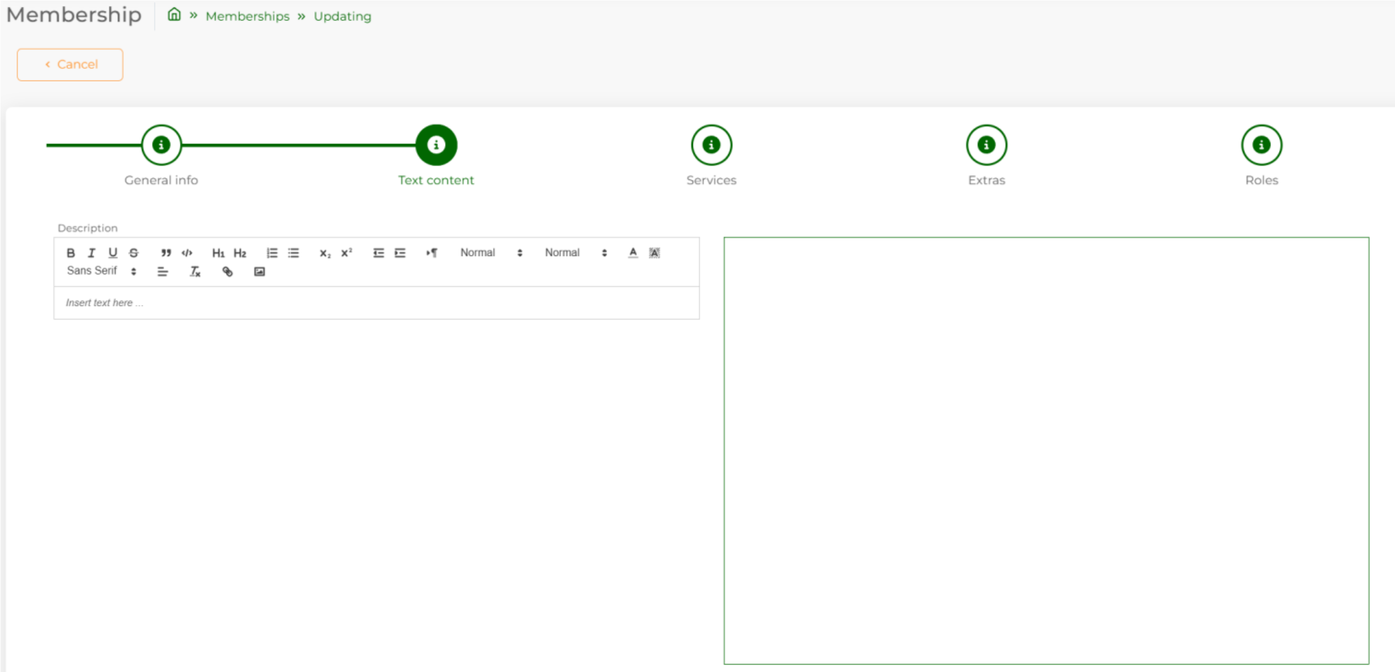
The "**Text content**" step allows you to provide a detailed description of the membership.

Using the rich text editor, you can:

- Outline the benefits and conditions of the membership
- Format your text with headings, bold, italics and lists for clarity
- Add hyperlinks to relevant pages
- Insert images to enhance the presentation (e.g. promotional graphics)

In addition, you can:

- Construct an automatic email response that will be sent directly to the customer upon purchase. This is useful for confirming the membership details and providing any important follow-up instructions.
- Attach a .pdf file to the description (e.g. a membership brochure, full terms and conditions)



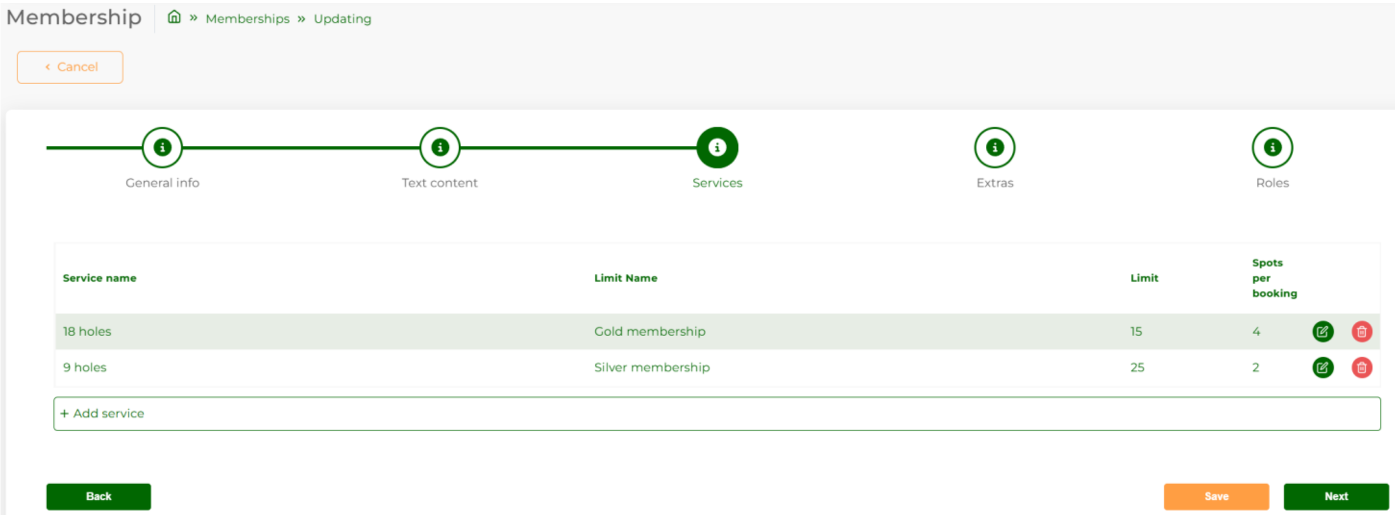
This description and any attached materials will be visible to customers when they view the membership, helping them understand its value before purchase.

2.5 Services

In the “**Services**” step, you can specify which services are included as part of the membership.

To add a service, click the “**Add service**” button. You will then be able to:

- Select the service from the available list
- Define a **time limit** for usage, using one of the predefined templates (e.g. Gold membership, Silver membership)
- Set a **usage limit** for how many times the service can be redeemed within the membership’s validity
- Specify the maximum number of **booking spots** available to the member per service (e.g. 1 spot for individual play, 4 spots for a group booking)



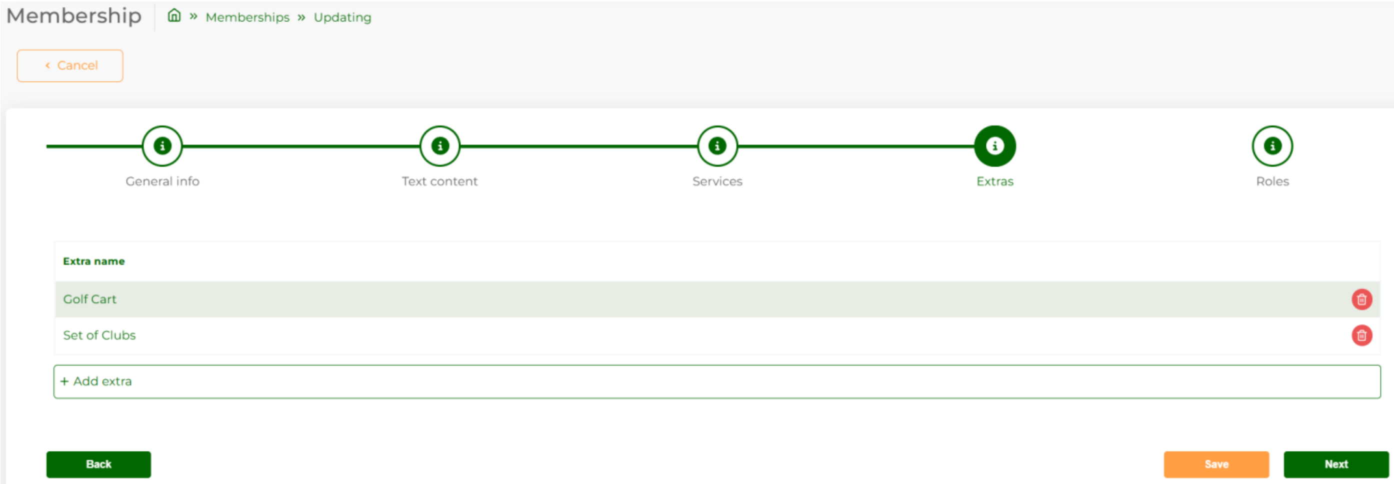
This flexibility allows you to design memberships tailored to different customer segments.

2.6 Extras

The “**Extras**” step allows you to assign additional benefits included with the membership. Examples include:

- Complimentary golf cart rentals
- Use of premium club sets

- Access to practice facilities or training aids



Each extra can be configured to reflect the value-added features that distinguish one membership tier from another.

2.7 Roles

The final step, "**Roles**", determines which users can see the membership (*Show Role*) and what account permissions are granted when a user purchases the membership (*Change Role*). For example:

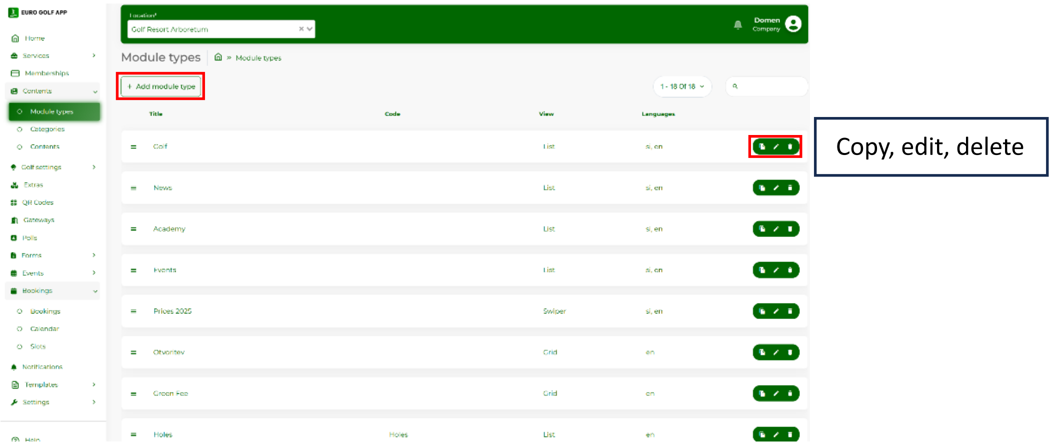
- **Client-Member** – Grants standard membership rights
- **Client-VIP** – Provides enhanced privileges, such as access to exclusive services or premium booking options

Assigning roles ensures that members automatically gain the correct access level within the system once their membership is active.

3. Contents

3.1 Module types

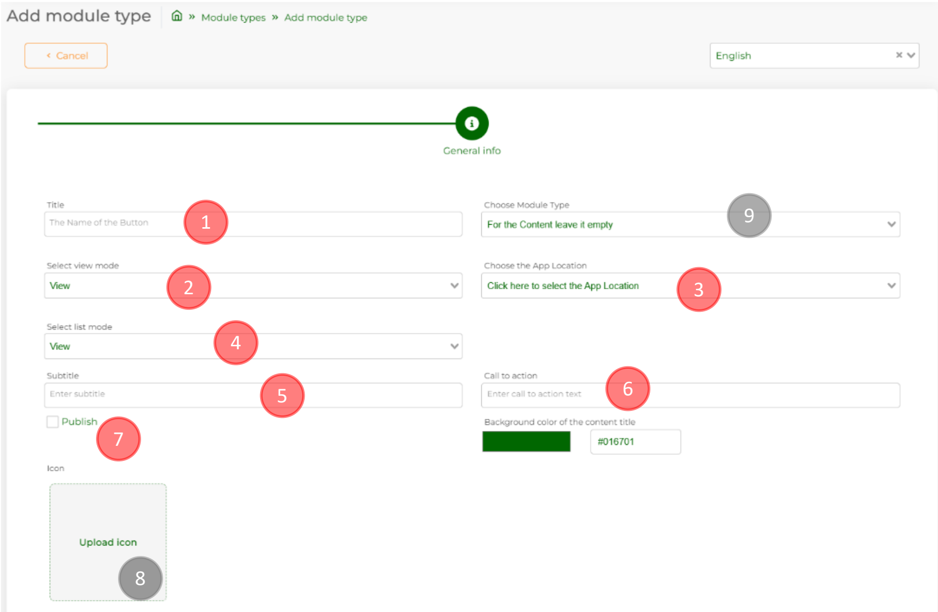
Module types allow you to create and organize content elements that appear on your location pages. These modules can be used to display information, images or interactive content, giving you flexibility in how your course presents services, promotions or announcements. Each type can be copied to the same location or to a different location, allowing you to reuse layouts and content efficiently.



Adding a new module type: Click the "**Add module type**" button in the top-left corner of the page.

Editing or deleting a module type: Use the **edit** or **delete** icons on the far right of each type.

Copying a module type: Use the **copy** icon on the far right



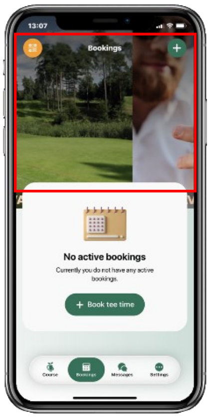
1. Type Title (folder name)
2. View
3. App location
4. List (read below)
5. Subtitle
6. Call to action button (enter category view)
7. Visible on booking
8. Upload Icon (optional)
9. Module type (optional)

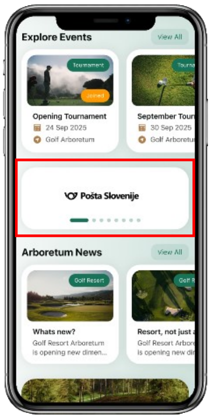
4 You can choose from three available list modes, depending on how you want the content to be displayed:

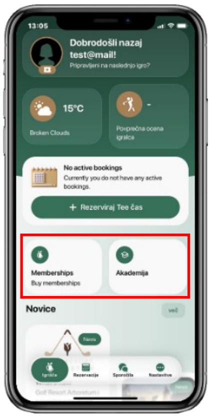
- **List** – Displays content in a single vertical column for a clean, simple layout.
- **Grid** – Organizes content into two columns, providing a balanced view for multiple items.
- **Swiper** – Displays categories in a horizontal sliding format. If more than one category is used, a new pre-category page will be automatically created for navigation.

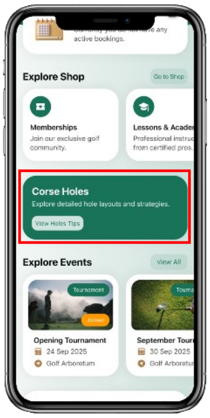
You can also choose between five available view modes:

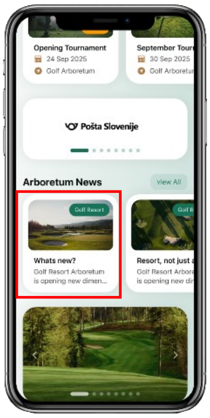
GALLERY BANNER HALF BUTTON CARD CONTENT PREVIEW







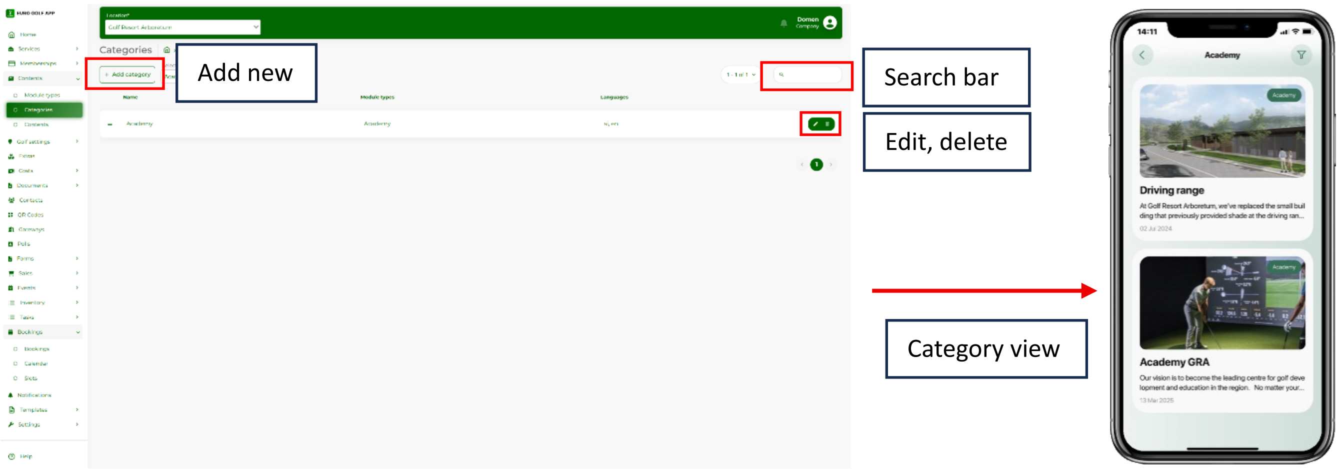




3.2 Categories

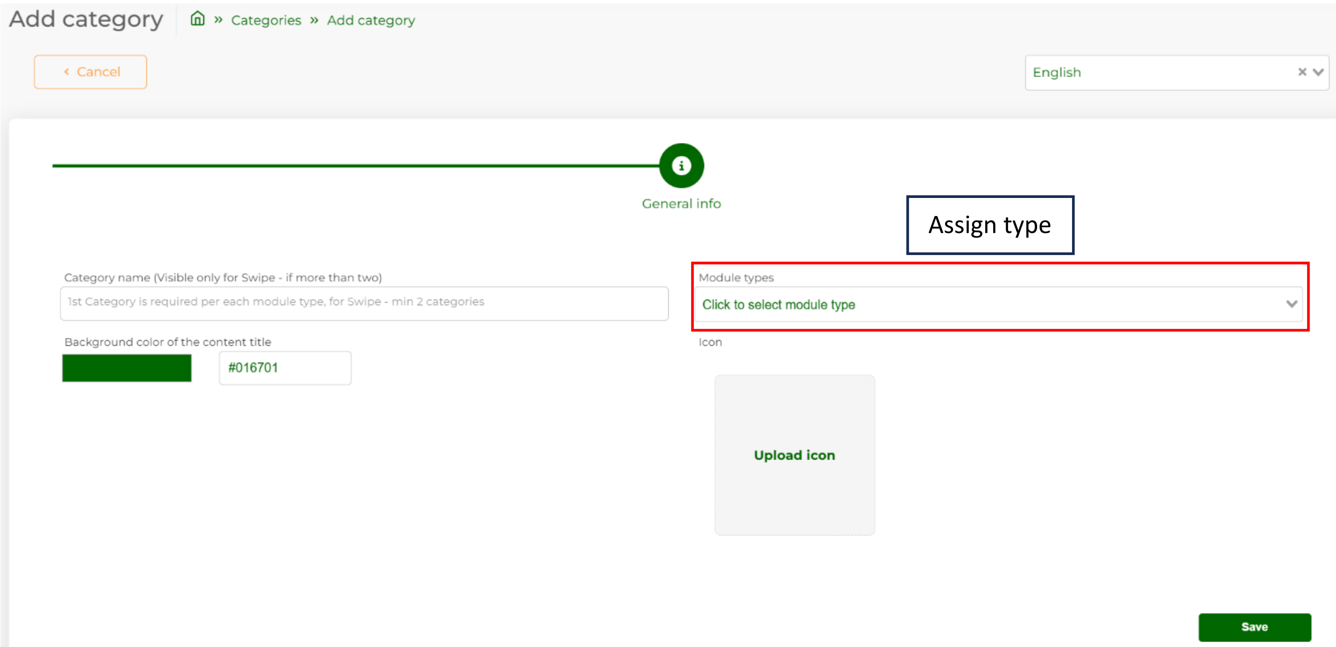
Categories define where your content will appear within the application. They serve as the organizational structure, ensuring that users can easily navigate and find relevant information.

- **Adding a category:** Click the “**Add category**" button in the top-left corner of the page
- **Editing or deleting a category:** Use the **edit** or **delete** icons on the far right of each category
- **Searching for categories:** Use the **search bar** in the top-right corner to quickly locate specific categories



When creating a category, you must assign:

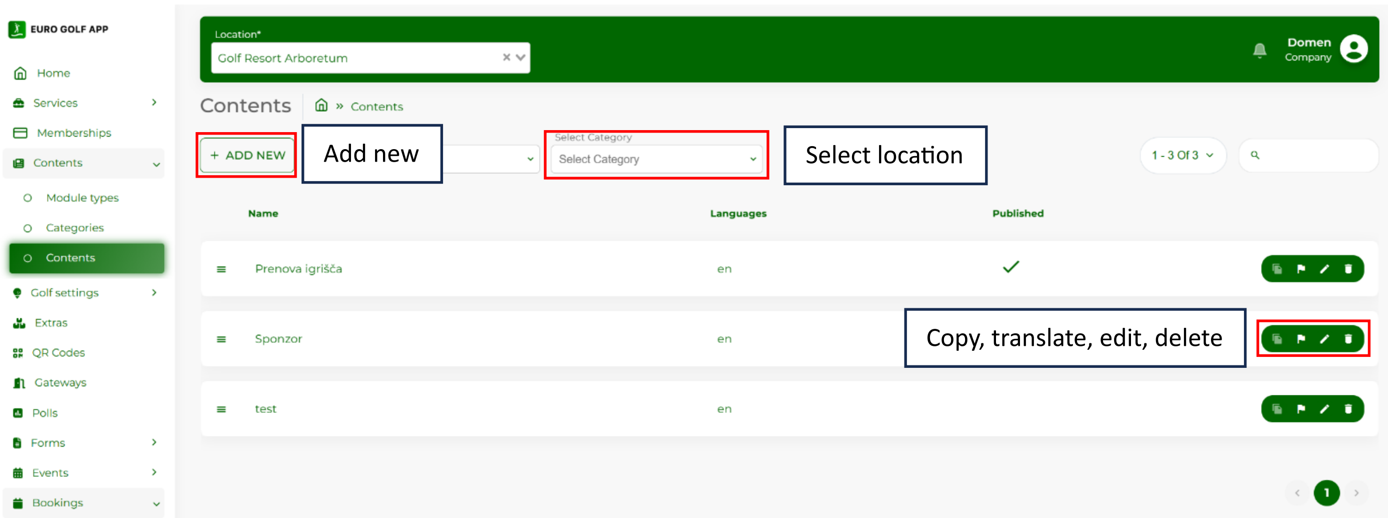
- A **name** – For example “Tee Times”, “Memberships”, “Events” or “Pro Shop”
- A **type** – This defines the properties and behavior of the category



3.3 Contents

The “**Contents”** section allows you to create and manage the material that will be displayed in the app. This can include text, images, video and interactive features.

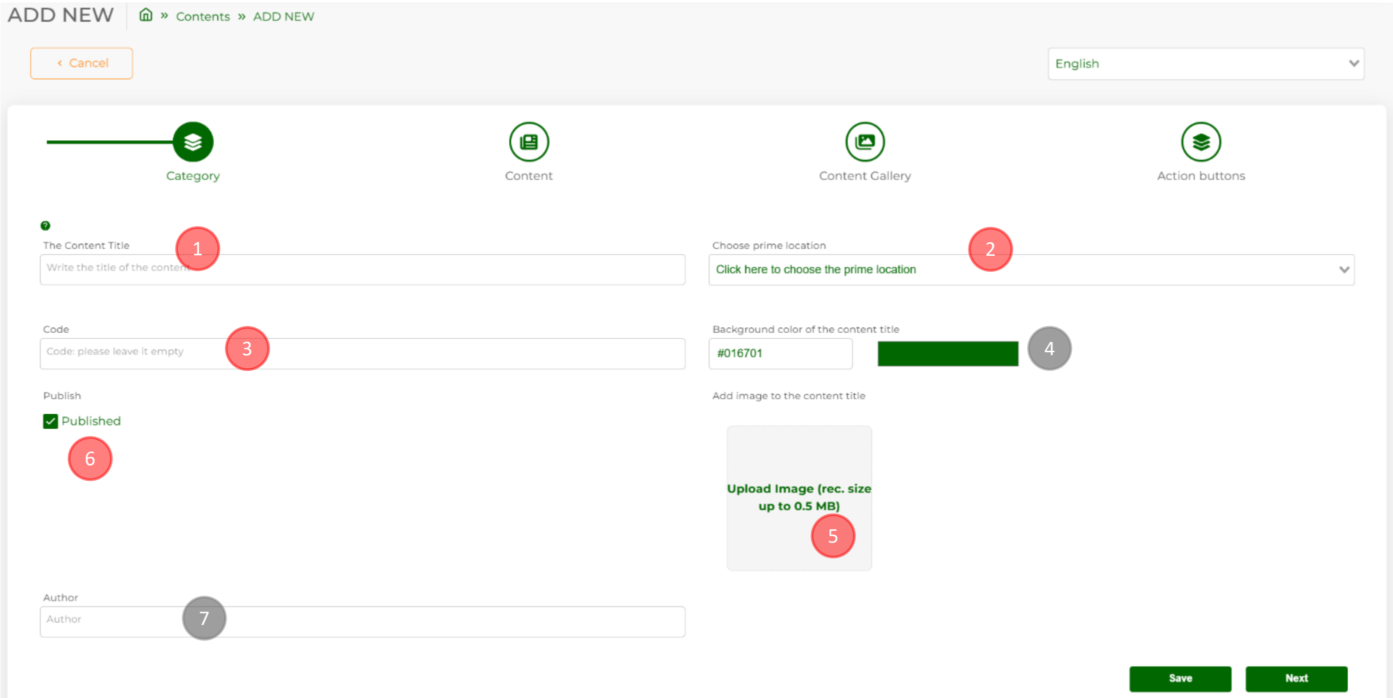
- **Selecting a location:** Use the **dropdown menu** at the top of the page to select the location where the new content will be displayed.
- **Adding new content:** Click the “**Add new**” button in the top-left corner.
- **Managing existing content:** To **edit**, **delete**, **translate**, or **copy** content, use the icons on the far right of each item.



3.3.1 Content – Category

When adding or editing content, you can define its core attributes:

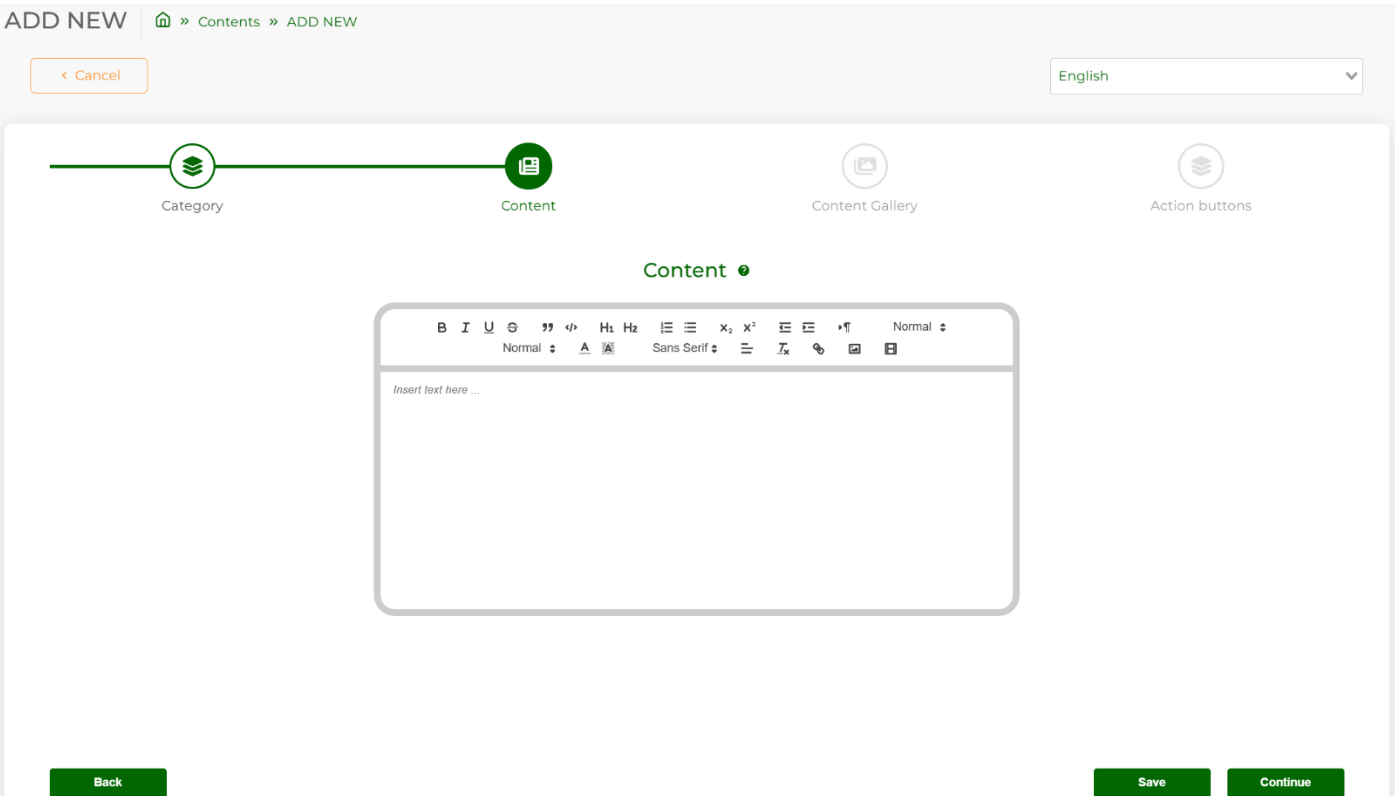
1. Content title – The title of your content
2. Prime location – Where the content will appear in the app
3. Code – an automatically assigned identifier
4. Background color (optional) – to customize the appearance
5. Image – the thumbnail image of the content (up to 0.5 MB)
6. Published status – use this to publish or unpublish content
    - Unchecking “**Published**” removes the content from the app while keeping it available for editing
    - Rechecking it will make the content visible to users again
7. Author (optional – appears on content in the News section) – The author of the content



3.3.2 Content - Content

In this step, you can format your content using the built-in text editor:

- Apply text styling such as headings, bold, italics and lists
- Insert quotes for emphasis
- Add links to external resources (e.g. to booking policies, tournament rules, …)
- Embed images or video directly within the content

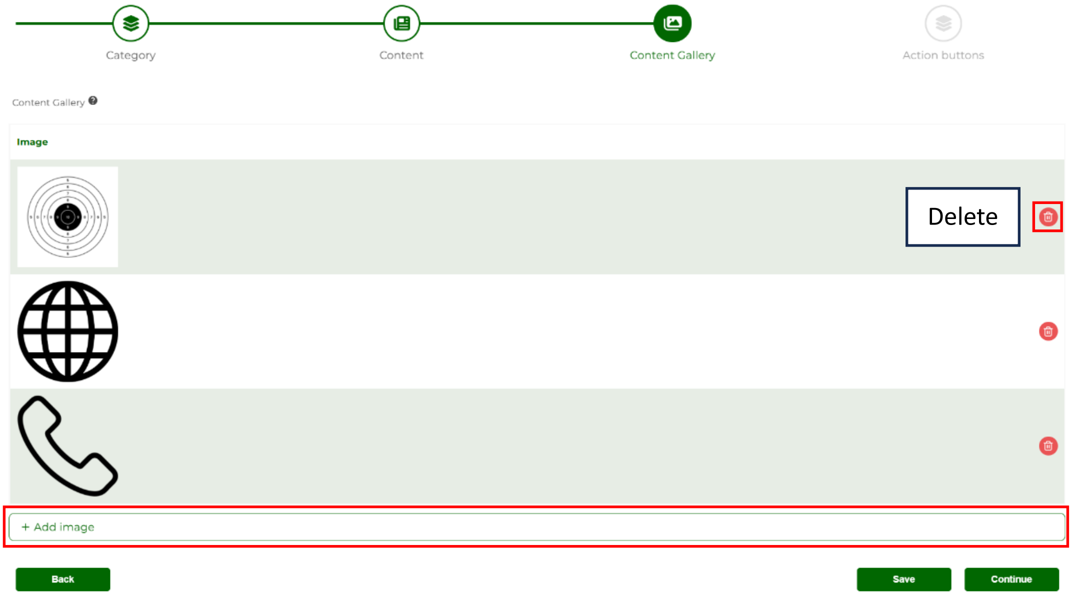


This editor gives you full flexibility to create engaging, professional-looking content.

3.3.3 Content – Gallery

Enhance your content with a visual gallery at the bottom of the page.

- Click "**Add image**" to upload images
- Add as many images as you like to create a slideshow-style presentation.



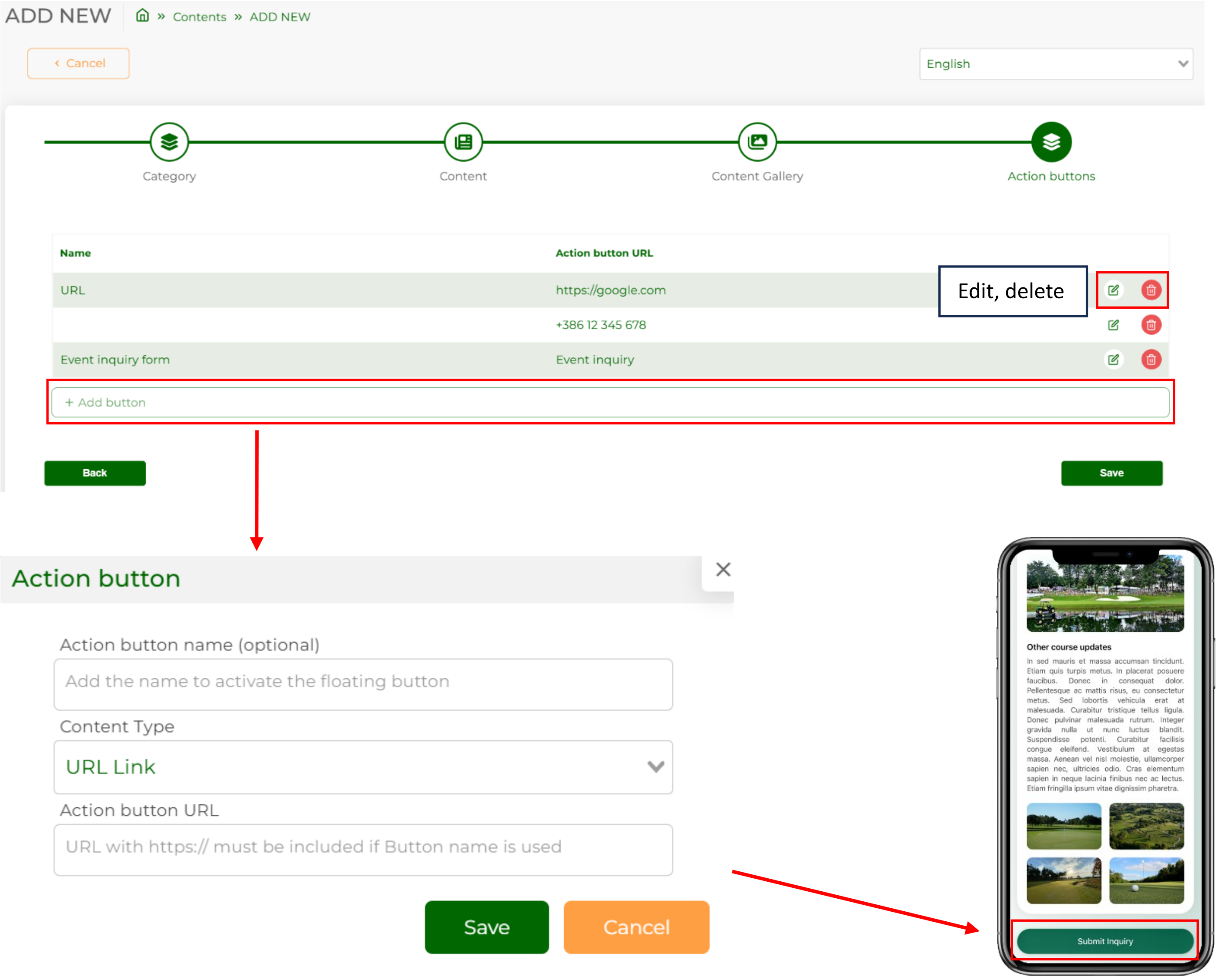
This is ideal for showcasing facilities, events or promotional materials.

3.3.4 Content – Action buttons

You can add up to **three action buttons** to each piece of content. These buttons appear at the bottom of the screen when the content is accessed, providing users with quick interaction options.

Action buttons can be configured to:

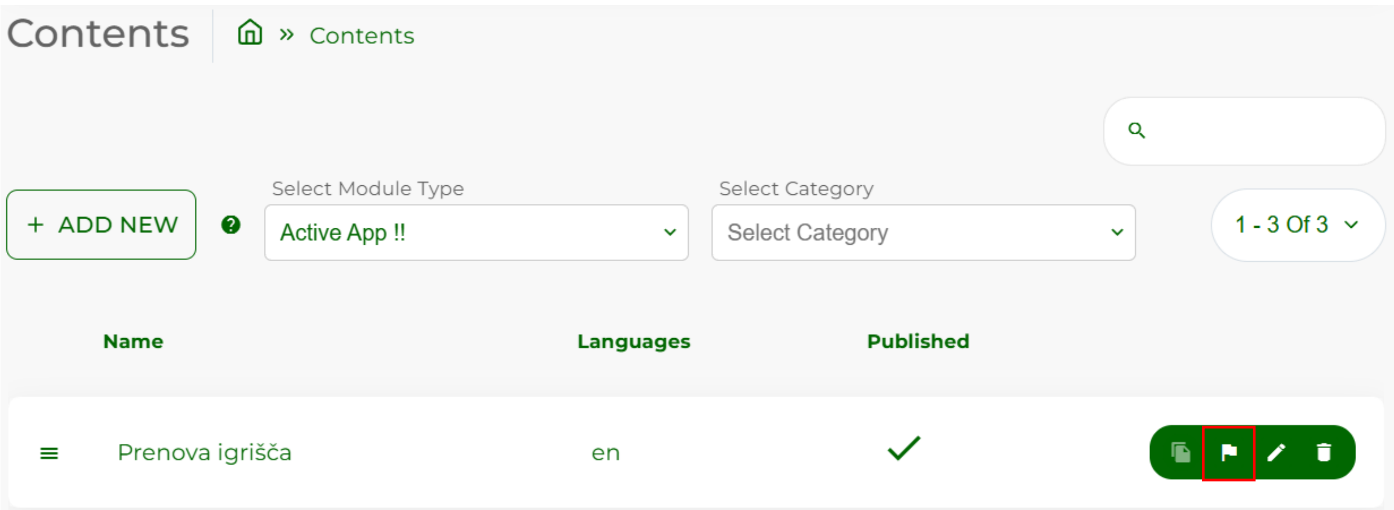
- Link to external **websites**
- Initiate **phone calls**
- Send **text messages** or **emails**
- Open **WhatsApp** chats
- Link to a **form** for data collection or feedback

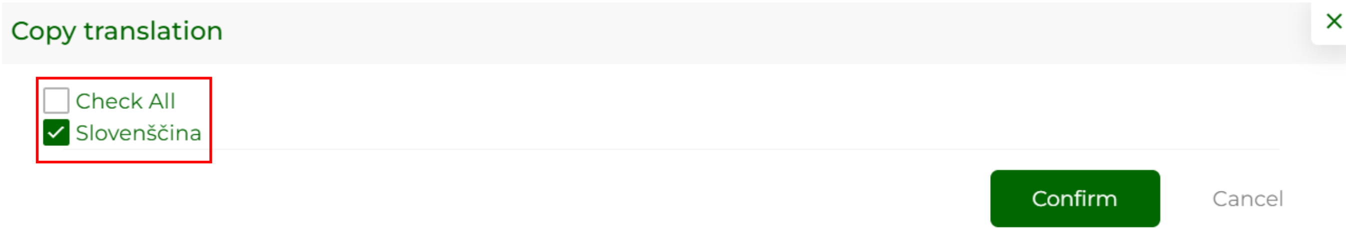


3.3.5 Content translation

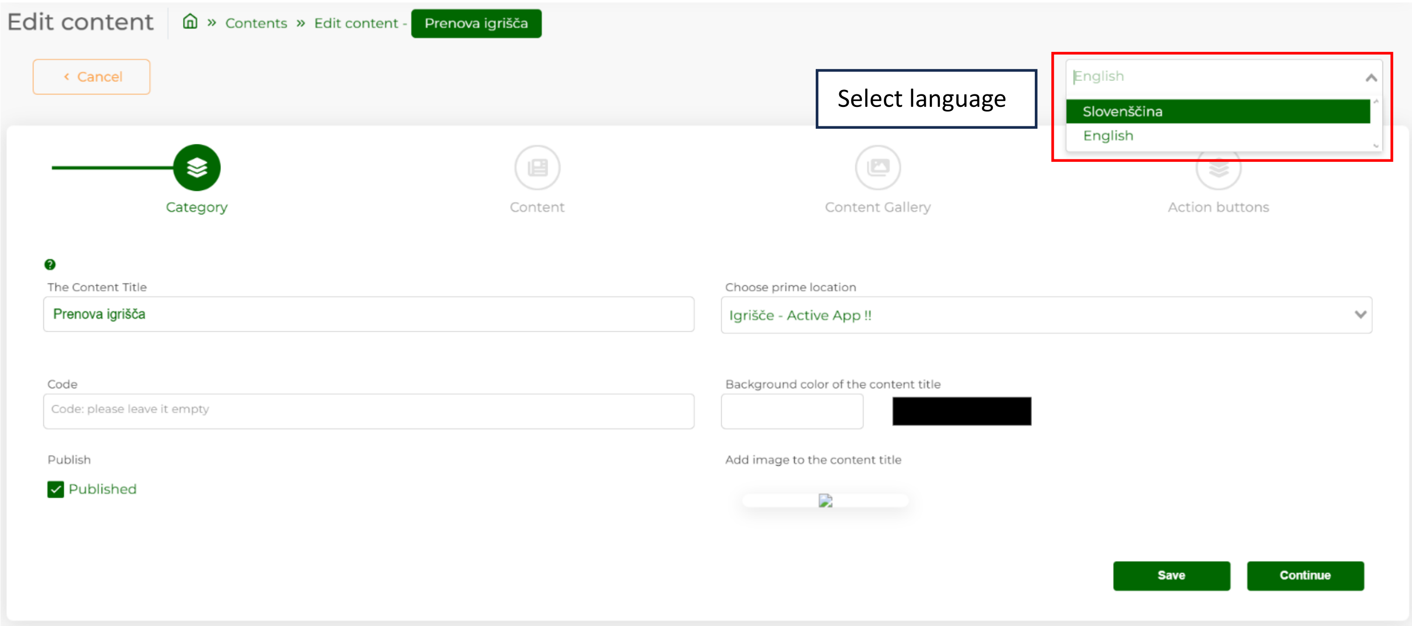
If your course welcomes international guests, you can translate content into multiple languages for a seamless user experience.

Click the **flag icon** to the far right of the content you want to translate.





Select the desired language, then re-enter the **name** and **prime location.**



Click "**Continue**" and enter your translated content in the text editor.

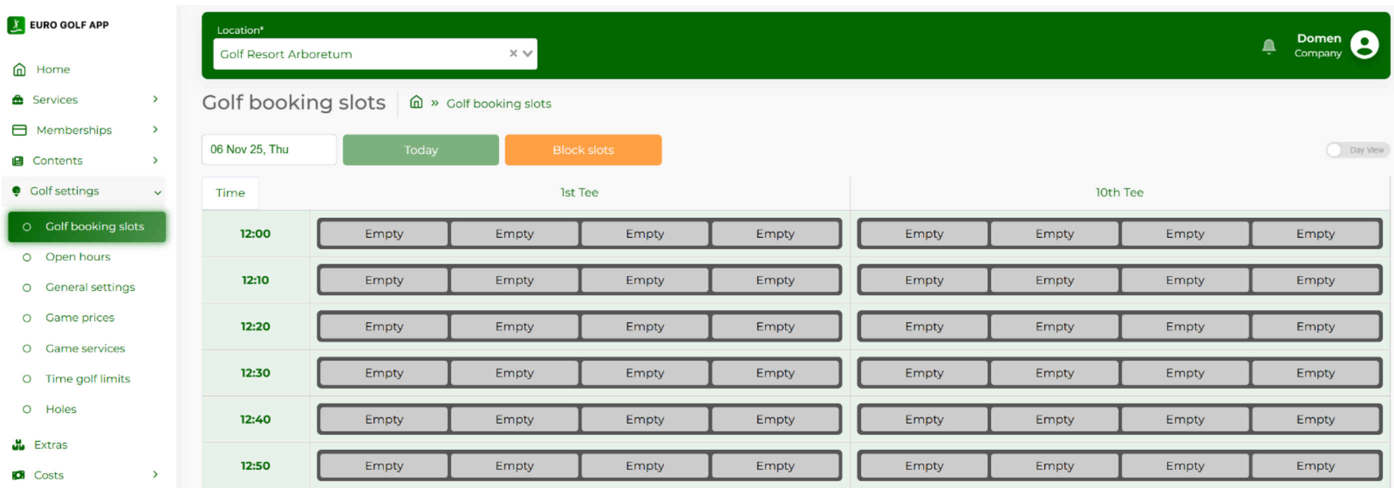
You can also add language-specific galleries and action buttons.

The app will automatically display the correct translation based on the user's language settings, ensuring a seamless multilingual experience.

4. Golf settings

4.1 Golf booking slots

The **Golf Booking Slots** section provides a clear overview of tee time reservations at your course. This view allows staff to efficiently manage bookings, track availability, and add new reservations directly from the schedule.

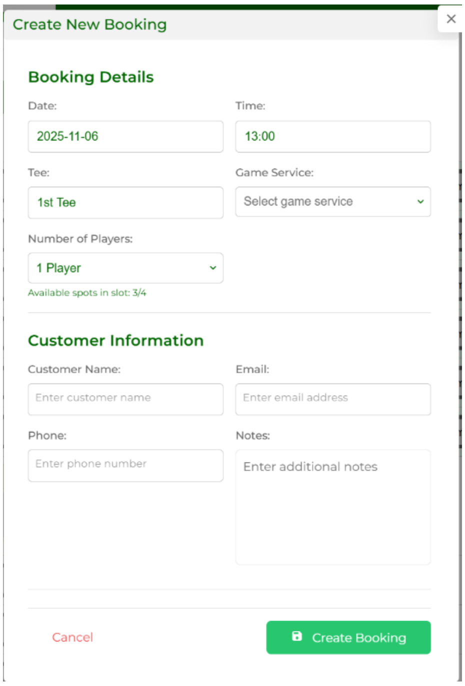


- Changing the date view: Use the **date selector** in the top-left corner to view bookings for a different day

- **Day/Week view**: Switch between a single-day view and a full-week overview by clicking the **view button** in the top-right corner
    - In **week view**, use the "**Next week**" and "**Previous week**" buttons to navigate
    - Click "**This week**" at any time to return to the current week
- Blocking slots: Click the "**Block slots**" button to prevent guests from booking certain slots

Creating a new booking:

1. Click on an empty slot to open the "**Create New Booking**" popup
2. Select the **tee number** where the booking will take place
3. Enter the **number of players** included in the reservation
4. Select the **game type**
5. Input **customer details** including:
    - Name
    - Email
    - Phone number
    - Notes (e.g. membership status, special requests or guest names)
6. Confirm the booking. The **date and time** will be automatically set based on the slot you originally clicked

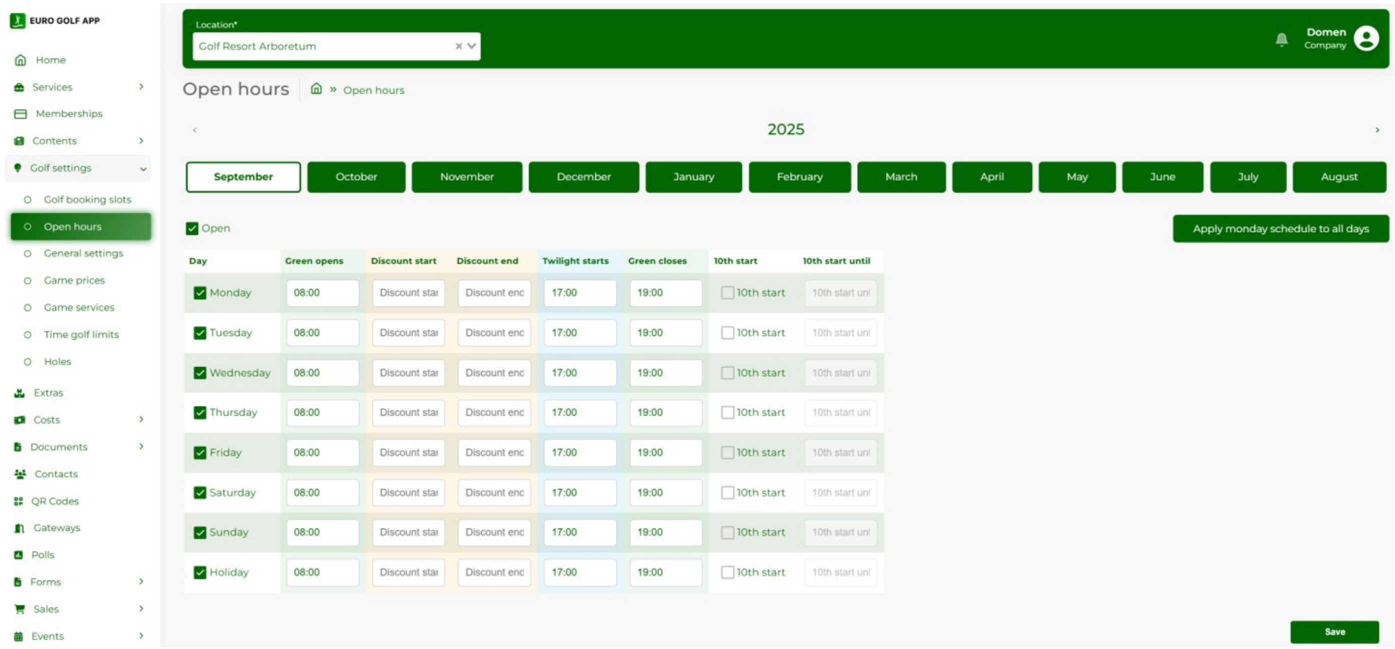


4.2 Open hours

The **Open Hours** settings allow you to define the operational schedule of your course on a daily basis throughout the year. This ensures that booking availability aligns with your actual course hours, seasonal changes, and special conditions such as holidays.

For each day, you can set the following:

- **Green opens –** The time when the first tee times are available..
- **Discount start –** The time when discounted rates begin (e.g. mid-day promotions)
- **Discount end –** The time when discounted rates finish.
- **Twilight starts –** The time when twilight play begins.
- **Green closes –** The time when the course closes and the last tee time can be scheduled.
- **10th start –** Specify whether a **10th tee start** is available and until what time (useful for managing pace of play and larger groups).



Navigation and adjustments:

- Use the **month and year selectors** at the top of the page to adjust schedules for different periods
- To close the course for an entire month, tick or untick the "**Open**" checkbox. This is especially useful for off-season months or when the course is undergoing maintenance.
- To save time, you can apply the Monday schedule to all days in the selected month by clicking "**Apply Monday schedule to all days**." This feature simplifies scheduling if your hours are consistent throughout the week.

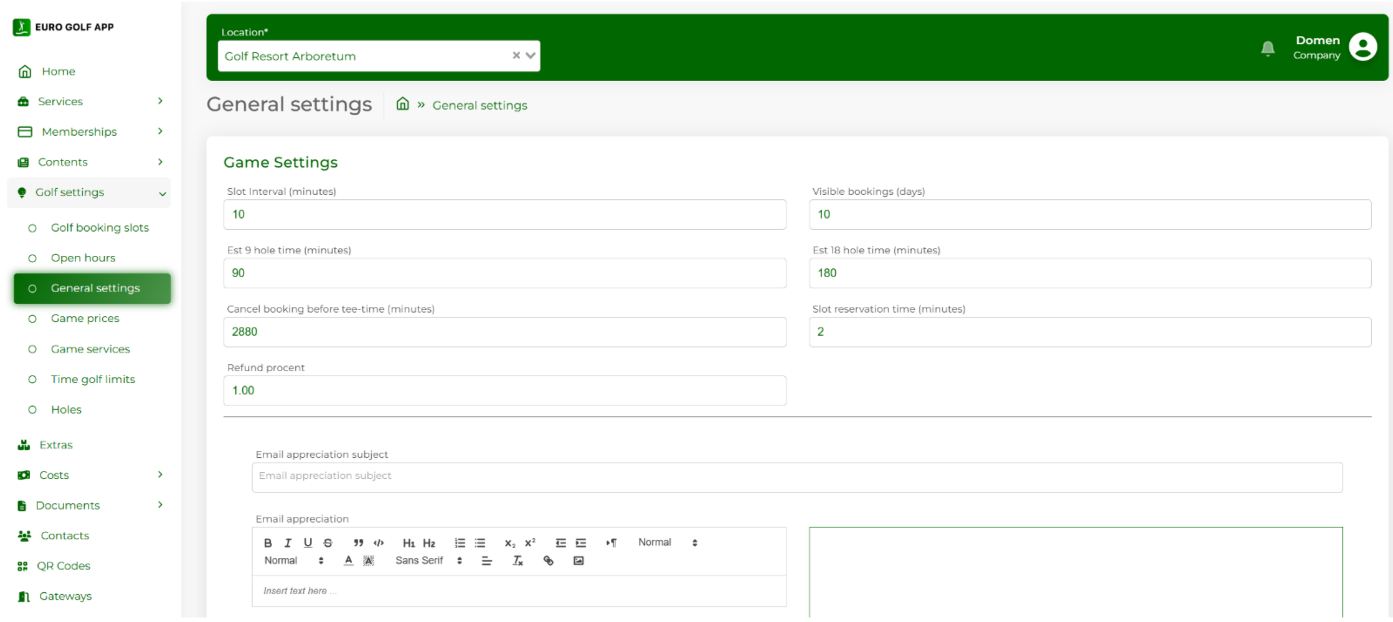
By keeping your open hours accurate and up to date, you ensure that guests always see the correct booking availability, which helps avoid confusion and reduces the need for manual corrections.

4.3 General settings

The **General Settings** section defines the key parameters for how your golf bookings are managed. These settings ensure smooth scheduling, consistent play times, and a clear customer experience.

You can configure the following:

- **Slot interval** (minutes) – Determines the spacing between tee times. For example, setting this to *10 minutes* allows a new group to start every 10 minutes. Adjusting this interval helps manage pace of play and reduce congestion on the course.
- **Visible bookings** (days) – Defines how far in advance tee times are visible and available for customers to book. For example, if set to *30 days*, customers can only see and book tee times within the next 30 days.
- **Estimated 9-hole time** (minutes) – The average time it takes players to complete 9 holes. This value is used to assist in scheduling and pace-of-play management.
- **Estimated 18-hole time** (minutes) – The average time it takes players to complete 18 holes.
- **Cancel booking before tee-time** (minutes) – Sets the latest time before a scheduled tee-off that a customer is allowed to cancel their reservation. For example, a setting of *120 minutes* means cancellations must be made at least 2 hours prior to the tee time.
- **Slot reservation time** (minutes) – The amount of time a guest has to complete their payment after selecting a booking slot. If payment is not completed within this window, the slot is released back into availability.
- **Refund percentage** – The amount (%) that is refunded to the guest if they cancel their booking.
- **Email appreciation** – An email that will be sent to the guest when they finalize a booking.

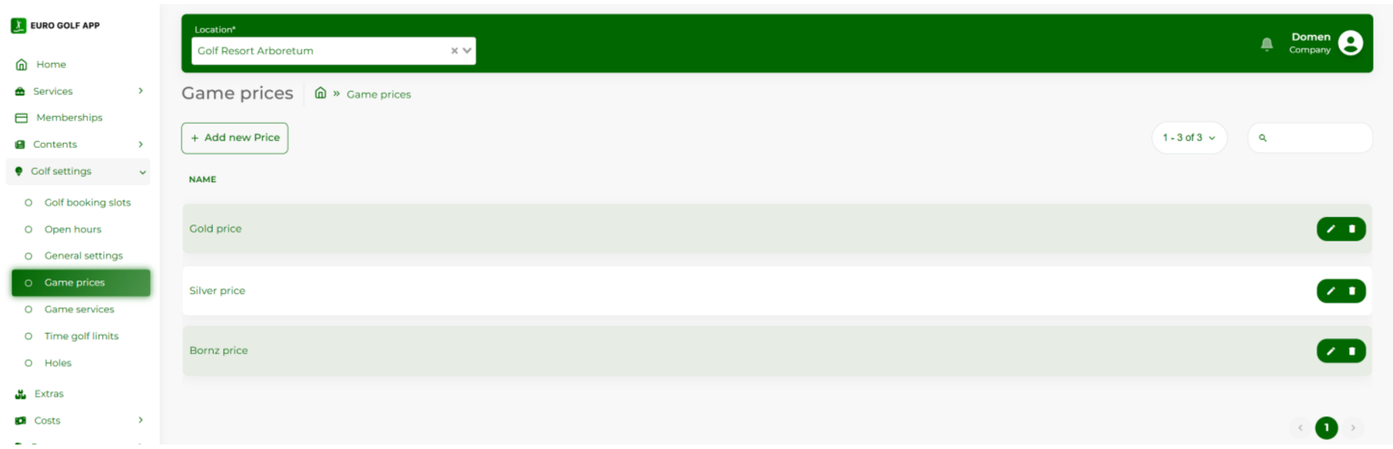


By fine-tuning these settings, you can balance customer convenience with operational efficiency, ensuring that tee times are fairly managed and that players enjoy a smooth golfing experience.

4.4 Game prices

The **Game Prices** section allows you to manage and customize the pricing structure for your tee times. This feature ensures that pricing is consistent, flexible, and easy to adjust for different player types or time periods.

- **Adding a new price preset**: Click the **"Add new price"** button in the top-left corner.
- **Editing or deleting a preset**: Use the **edit** or **delete** icons on the far right of the corresponding row.



When creating a new price preset, you can configure the following:

Name – Assign a clear name to the price preset (e.g., *Weekday Morning Rate*, *Member Weekend Rate*).

Playing time limit preset – Select which time restriction applies (for example, morning-only, twilight, or all-day).

Role-based availability – Choose which customer roles can access this price template (e.g., *Guest*, *Member*, *VIP*).

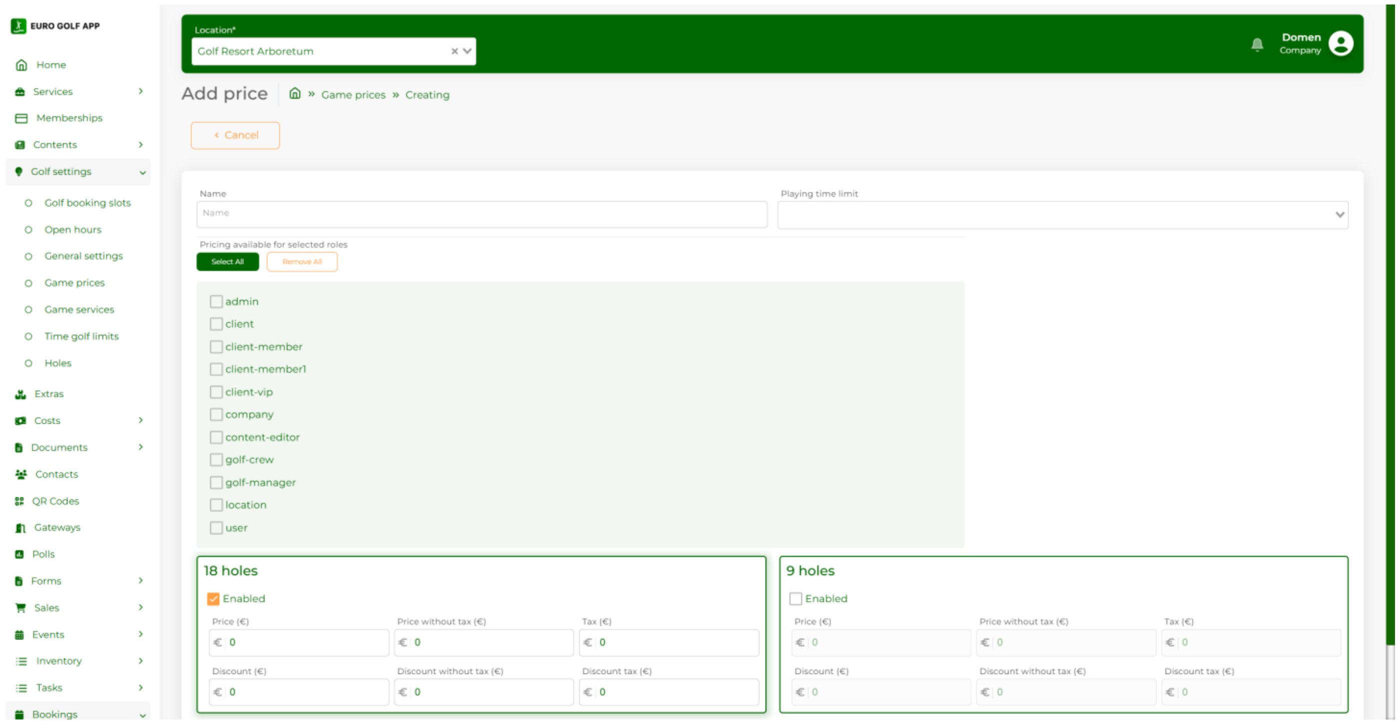
9-hole and 18-hole pricing options – Enable or disable pricing for each game type, depending on what is offered.

Pricing fields – For each enabled game type, input:

- **Price** – The standard price including tax.
- **Price without tax** – The net amount before tax is applied.
- **Tax** – The amount of tax applied to the price.
- **Discount** – Any discount to be applied to the full price.

- **Discount without tax** – The net discount amount before tax.
- **Discount tax** – The tax value applied to the discounted amount.

All pricing is entered in **€ (euros)**, ensuring consistency across the system.

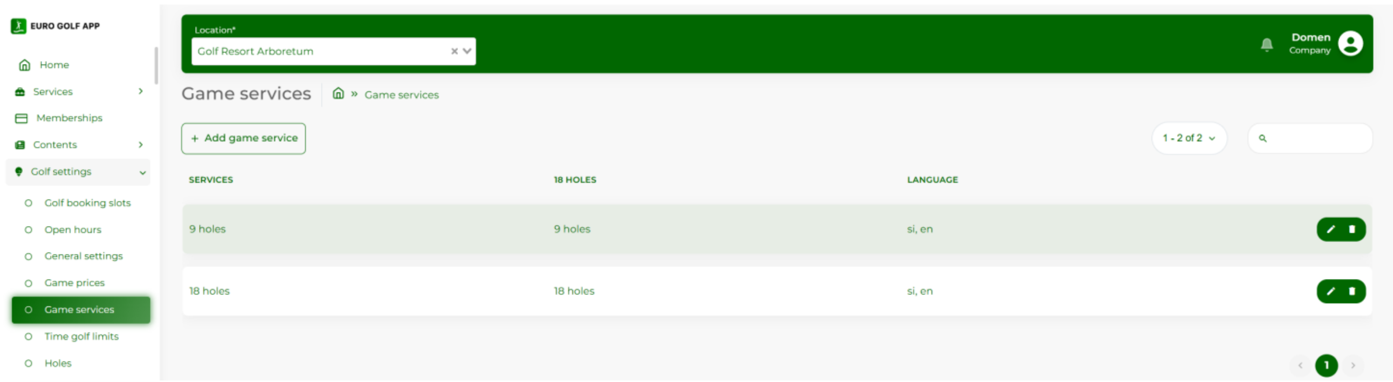


Properly configured price presets make it easy to adjust your green fees for weekdays, weekends, members, guests, or special promotions without manually editing individual tee times.

4.5 Game services

The **Game Services** section allows you to define and manage the different types of games or playing options your golf course offers. This feature is useful for creating flexible play options, such as *9-hole rounds*, *18-hole rounds*, *practice rounds*, or *custom event formats*.

To add a new game service, click the **"Add game service"** button in the top-left corner.
To edit or delete an existing service, use the corresponding icons on the far right.



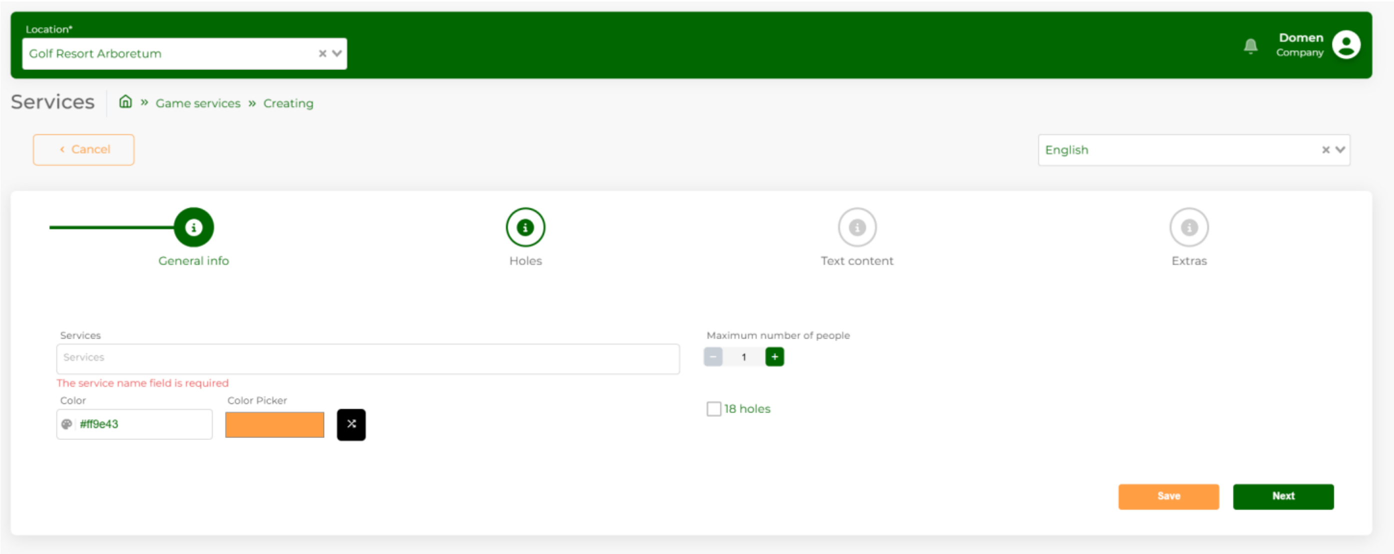
Game service creation is divided into several steps for easy configuration:

4.5.1 General info

On the **General info** step, you can:

- **Assign a name** – Give the game service a descriptive name (e.g., *18-Hole Round, Twilight Special*).
- **Set maximum participants** – Define the maximum number of players that can book this service at the same time.
- **Select a color** – Optionally assign a color to visually distinguish this service in the booking calendar.

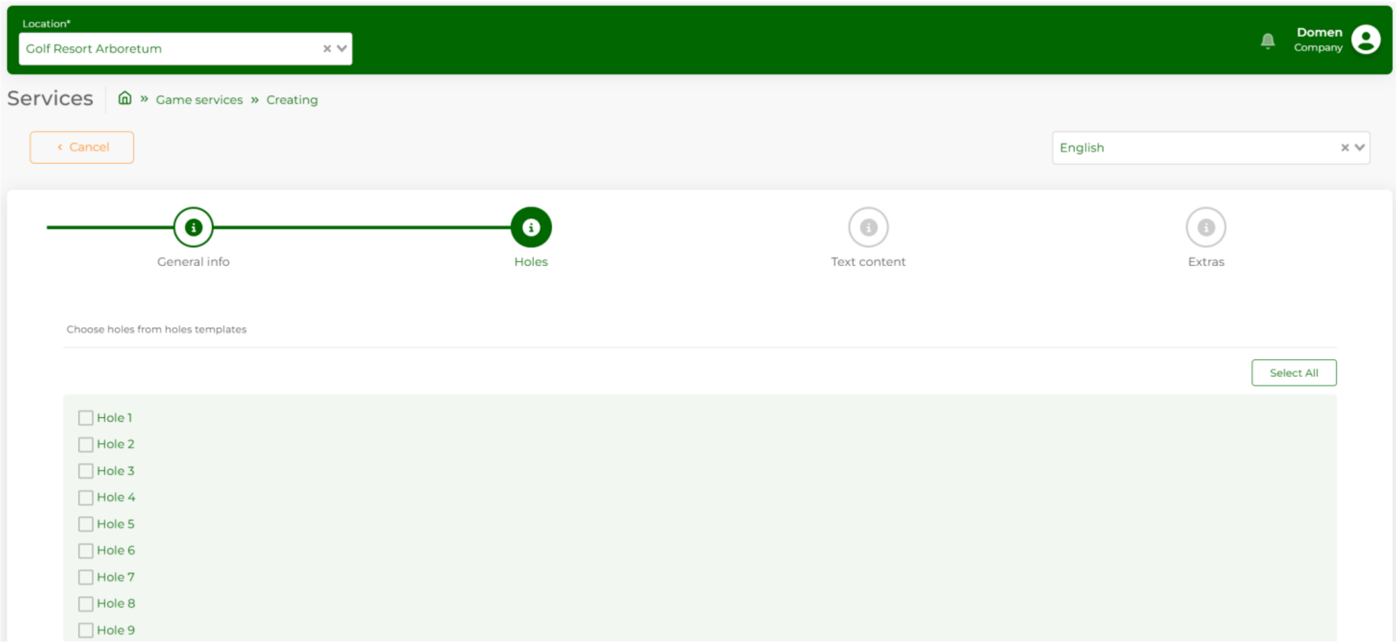
- **Enable 18 holes option** – Tick this box if this service applies specifically to a full 18-hole round.



4.5.2 Holes

In the **Holes** step, you can choose which holes are included in the service.

- Select any combination of holes to create custom play formats (e.g., *Front 9, Back 9, Custom Tournament Layout*).
- To include all holes at once, click the "**Select all**" button in the top-right corner.

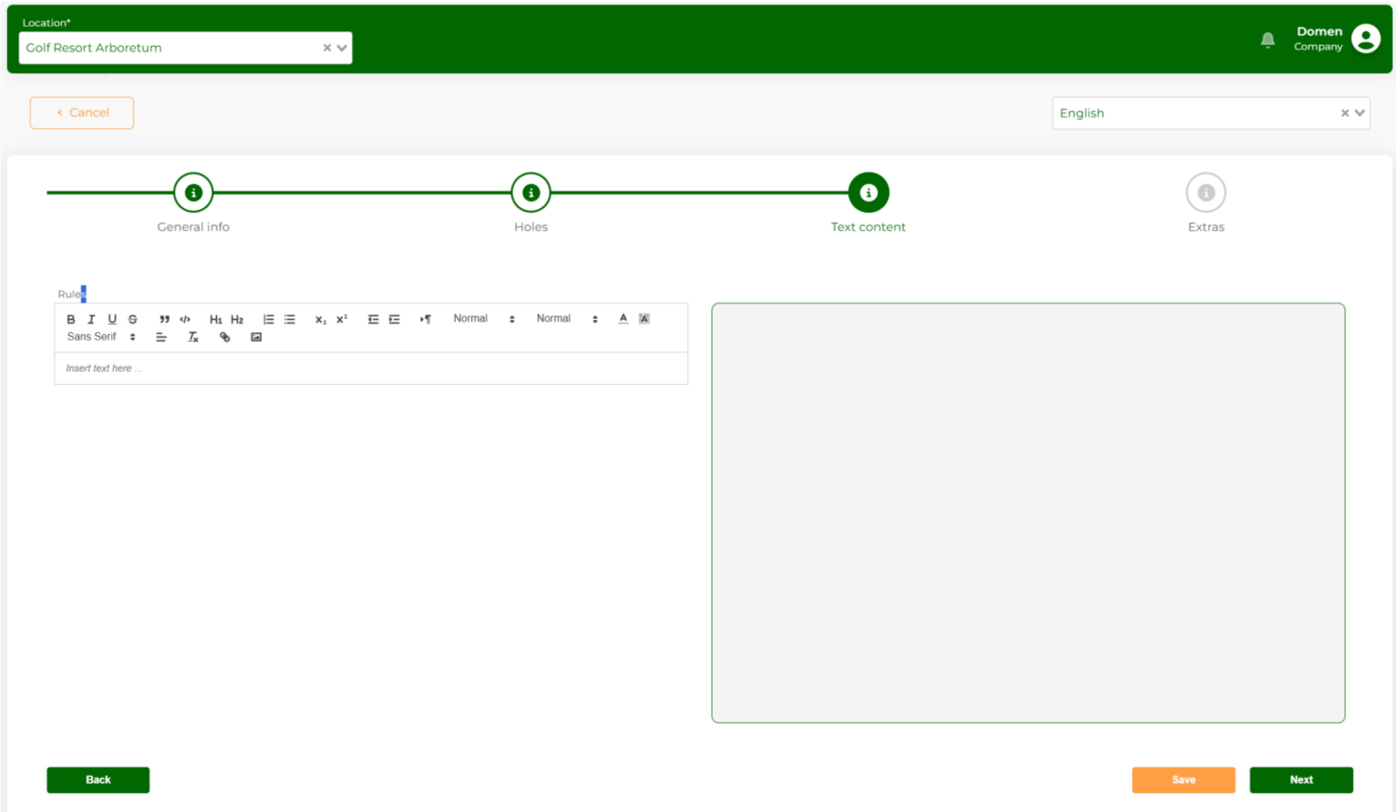


This step is particularly useful for special events, competitions, or when certain holes are closed for maintenance.

4.5.3 Text content

The **Text content** step allows you to add additional information about the service.

- Use the rich text editor to format text, add links, images, or highlight important details.
- This is a good place to include **rules, policies, or special conditions** for the game service (e.g., *"Twilight play starts at 16:00 and is limited to 9 holes before sunset"*).

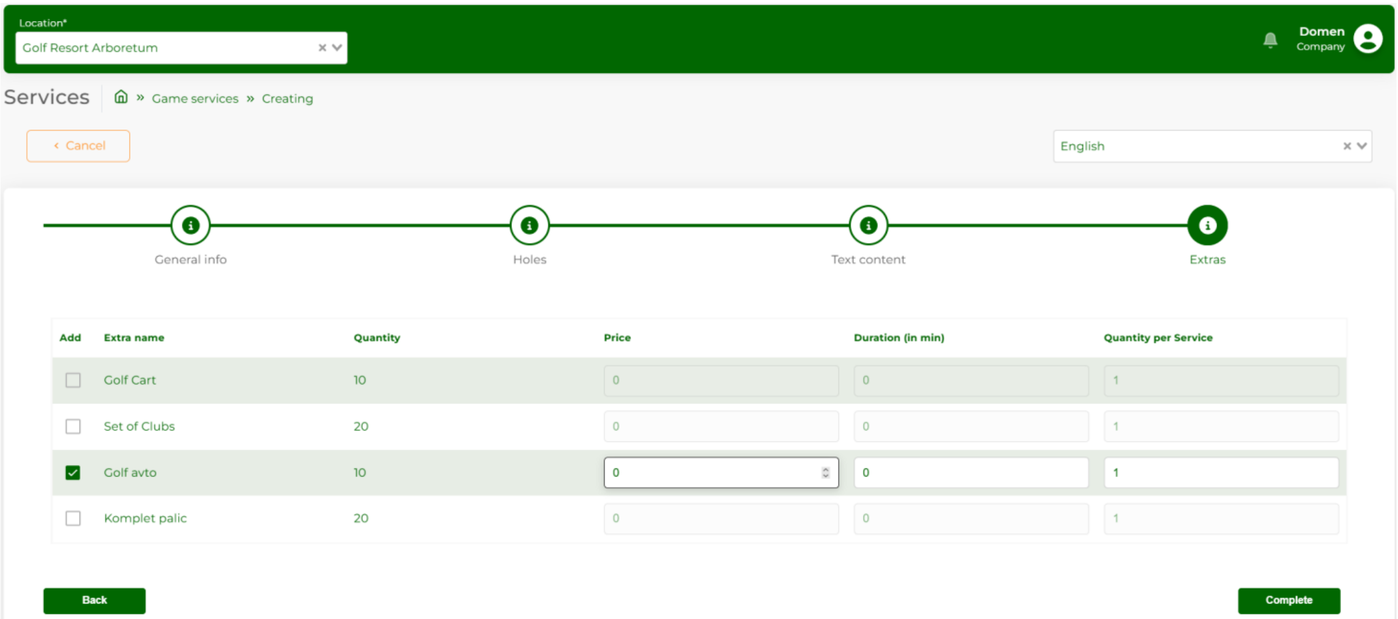


4.5.4 Extras

Finally, the **Extras** step lets you specify which optional extras can be added when booking this service.

For each extra, you can configure:

- **Price** – Cost of the extra in €.
- **Duration** – How long the extra is valid or required (in minutes).
- **Quantity per Service** – How many of each extra can be purchased per booking.



Examples of extras include **golf cart rentals, club sets, range tokens, or caddie services.**

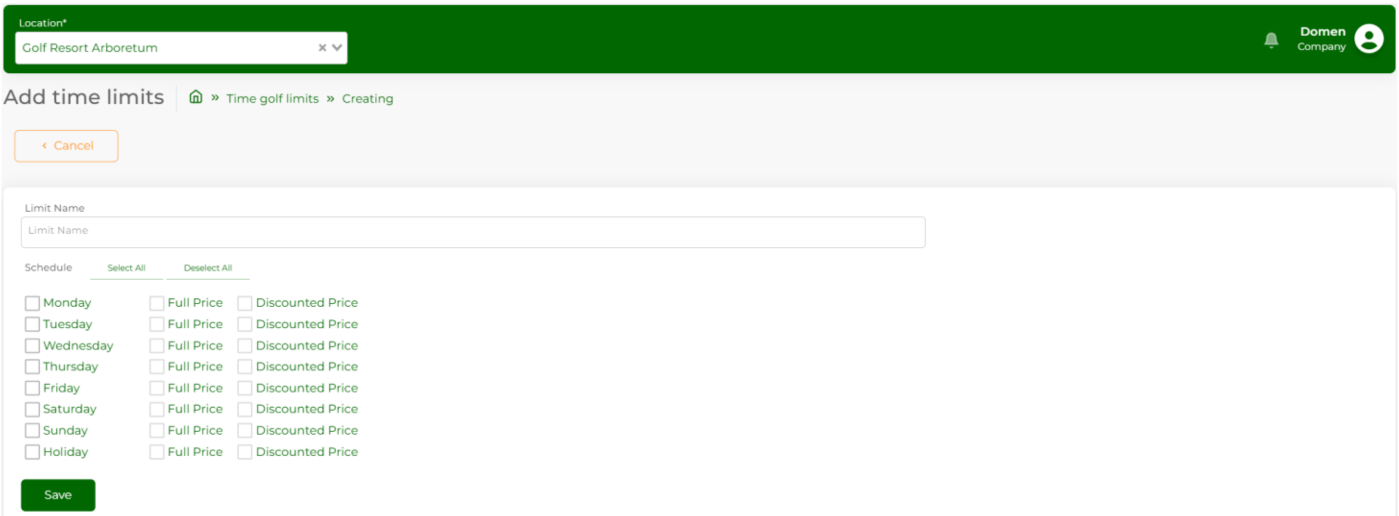
4.6 Time golf limits

The **Time Golf Limits** section allows you to create reusable templates that control when specific pricing options are available throughout the week. These templates make it easy to manage dynamic pricing for peak and off-peak periods.

- **Creating a new template** – Click the »Add new limit« button in the top-left corner of the page.
- **Editing or deleting a template** – Use the icons on the far right of each row to make changes or remove a template.

When creating a time limit template, you can configure the following:

- **Name** – Assign a clear, descriptive name (e.g., *Weekend Peak, Weekday Twilight, Holiday Special*).
- **Day-by-day availability** – Select which pricing options are available for each day of the week and on holidays.
    - **Full Price** – Standard pricing applies during this time.
    - **Discounted Price** – Discounted rate is available during this time.

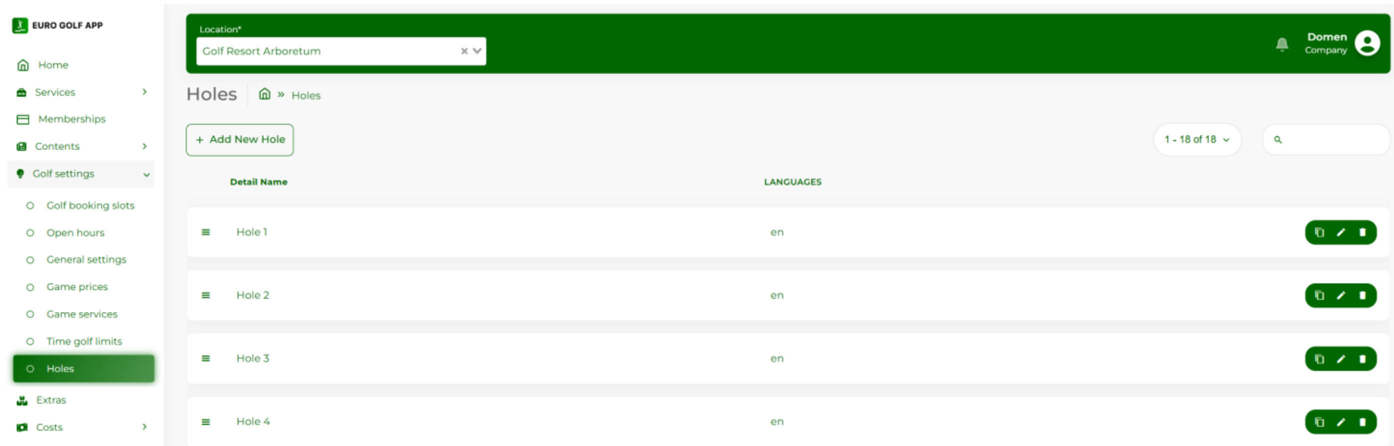


This feature is particularly useful for setting **early-bird specials, twilight discounts, weekend premiums, or holiday-specific pricing**, ensuring your pricing structure matches demand.

4.7 Holes

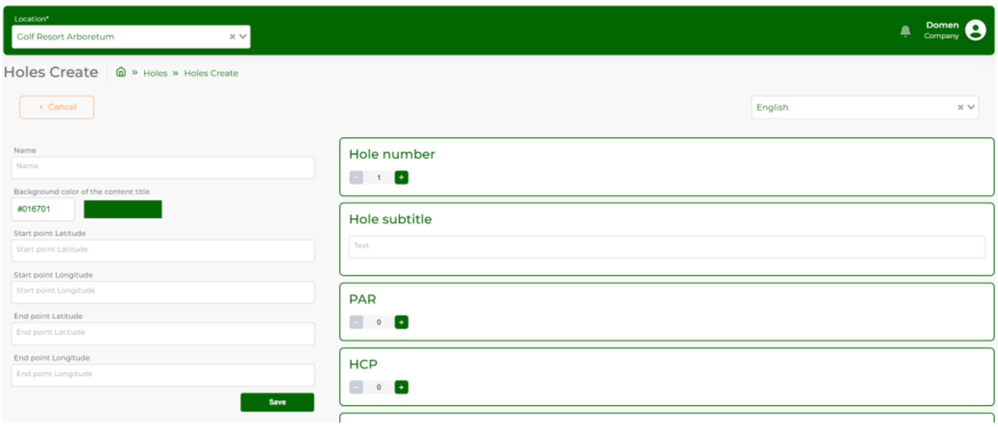
The **Holes** section allows you to create and manage the individual holes on your golf course. This information is used both internally (for booking management) and in the customer-facing app to display interactive maps of each hole.

- **Adding a new hole** – Click the »**Add new hole**« button in the top-left corner.
- **Editing or deleting an existing hole** – Use the icons on the far right of the hole to make changes or remove an existing hole.



When adding a hole, you can configure the following details:

- **Content name** – The internal name used to identify the hole.
- **Title & subtitle** – The name and optional secondary description displayed to users (e.g., *Hole 1 – The Pines*).
- **Background color** – Customize the background color of the content title for visual clarity.
- **Hole number** – The designated number of the hole (e.g., 1 through 18).
- **Par & Handicap** – Define the par rating and difficulty (handicap) for the hole.
- **Start & End coordinates** – Enter the latitude and longitude for the hole's starting point (tee box) and ending point (green). These coordinates are used in the mobile app to create an **interactive course map**, allowing players to visualize the layout.
- **Description** – Optionally include additional details such as playing tips, hazards to watch for, or unique features of the hole.

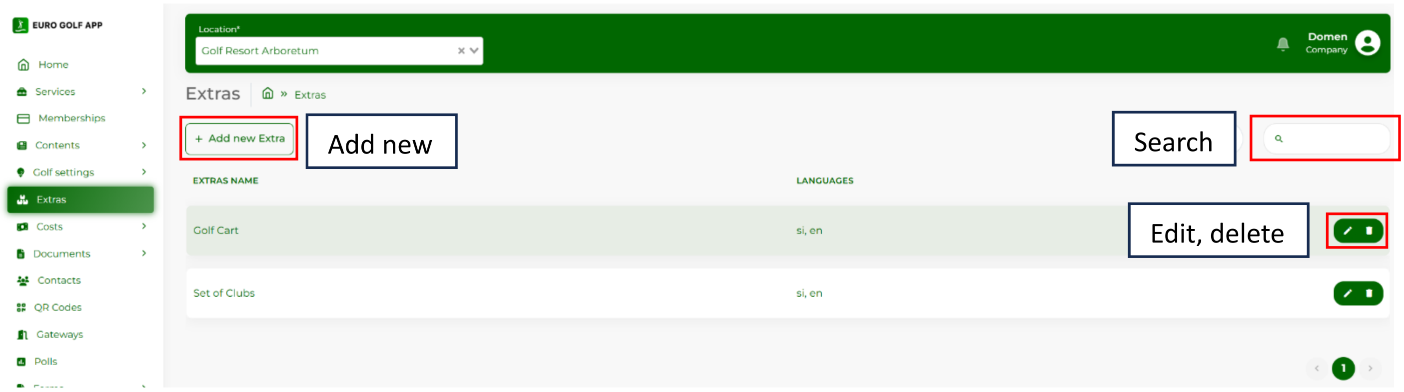


By accurately setting up each hole, you enhance both the **player experience** (through interactive maps and detailed descriptions) and your own ability to manage tee times, tournaments, and services tied to specific sections of the course.

5. Extras

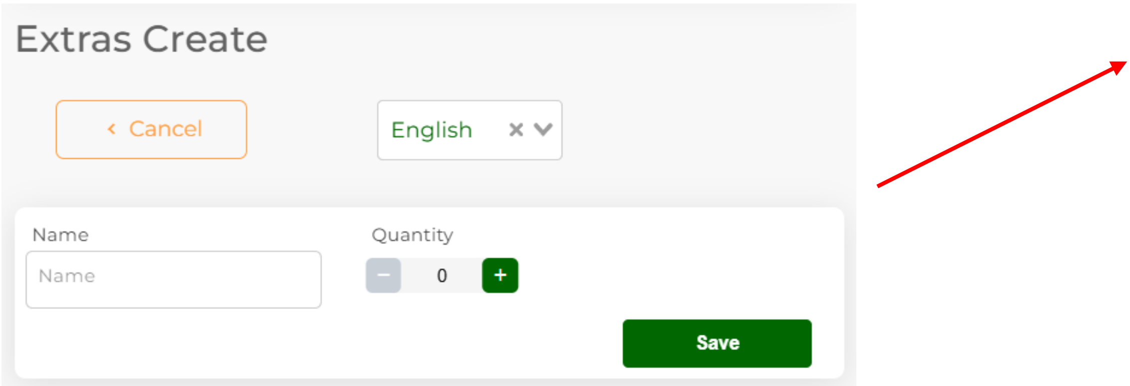
The **Extras** section allows you to create and manage optional add-ons that can be offered to players during the booking process. Extras can include items or services such as **golf carts, club rentals, range tokens, caddie services, or refreshments**.

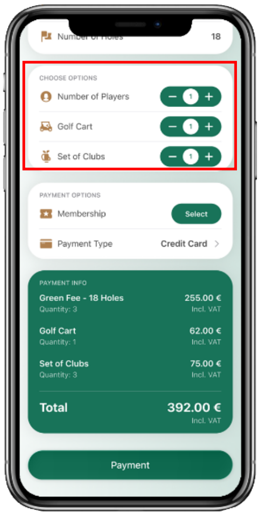
- **Adding a new extra** – Click the "**Add new extra**" button in the top-left corner of the page.
- **Editing or deleting an extra** – Use the icons on the far right of each row to modify or remove existing extras.
- **Searching for extras** – Use the search bar in the top-right corner to quickly locate specific extras when you have a large list.



When creating an extra, you can configure the following:

- **Name** – Assign a descriptive name (e.g., *Golf Cart Rental, Premium Club Set, Driving Range Token*).
- **Quantity** – Set the total number of units available at a given time. This helps avoid overbooking limited resources such as carts or rental sets.





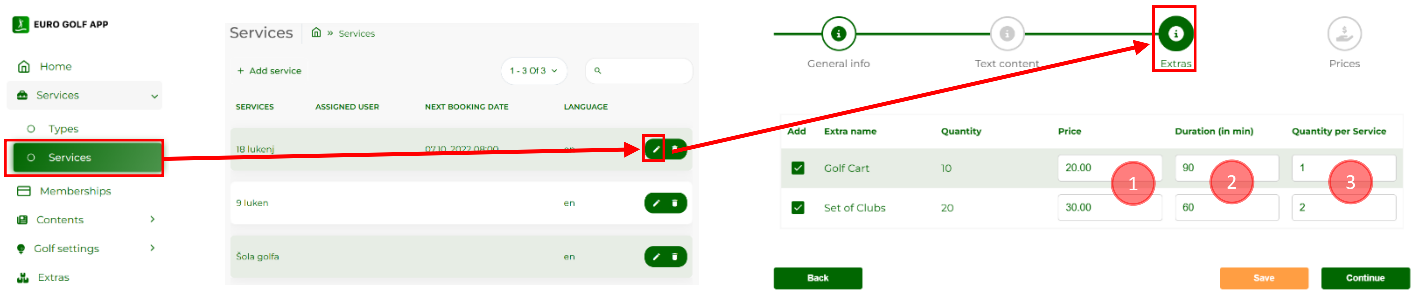
5.1 Pricing, duration and quantity per service

The pricing, duration, and maximum quantity of each extra are managed individually for every service they are linked to (for example, **9-hole round** vs. **18-hole round**).

To configure these settings:

1. Navigate to **Services** from the main menu.
2. Select the service you wish to edit and click **Edit**.
3. Open the **Extras** tab for that service.
4. For each extra, you can set:
   - **Price** – The cost of the extra for that specific service.
   - **Duration** – How long the extra is valid (in minutes), if applicable.
   - **Quantity per service** – The number of units a single booking can purchase

SERVICES EDIT SERVICE EXTRAS



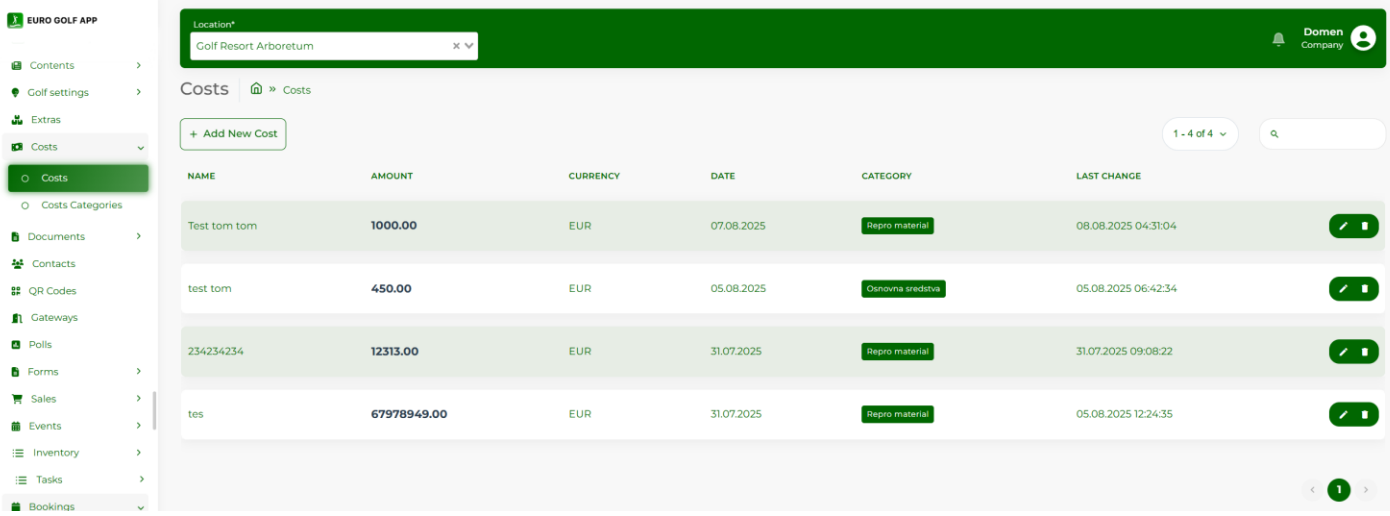
This approach allows you to offer **flexible pricing** based on the type of service and ensures extras are allocated fairly across bookings.

6. Costs

The **Costs** section allows you to record and manage your golf course's expenses directly within the system. This feature helps you track operational costs, keep financial records organized, and associate relevant documents with each expense entry.

6.1 Costs

To add a new cost entry, click the **"Add new cost"** button in the top-left corner of the page.
To edit or delete an existing cost, use the icons on the far right of the cost list.

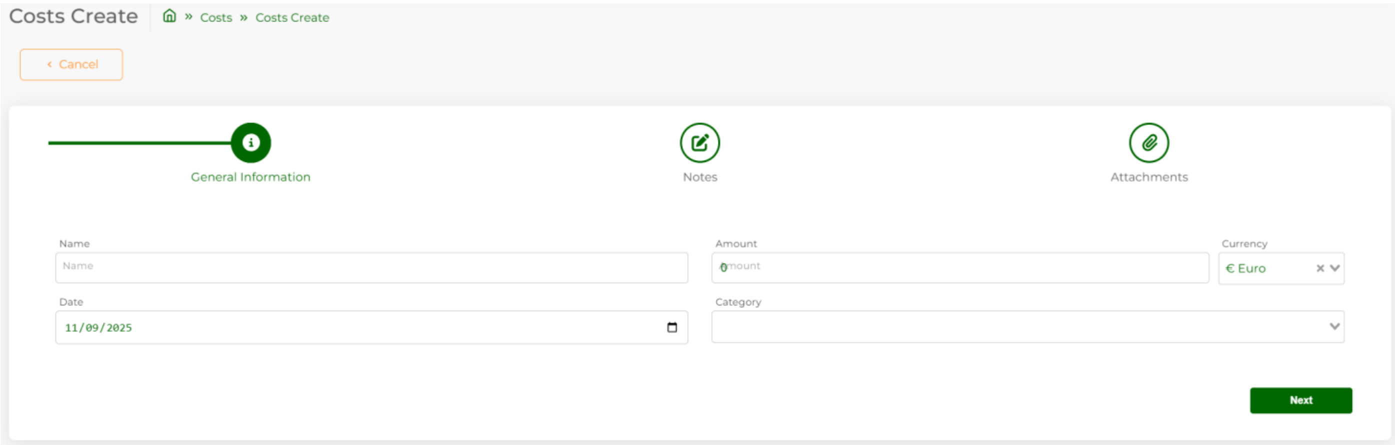


Cost creation is divided into three simple steps:

6.1.1 General info

In the **General Info** step, you can provide the key details for the expense:

- **Name** – A descriptive title for the cost (e.g., *Course Maintenance, Clubhouse Supplies, Marketing Campaign*).
- **Amount** – The total value of the expense.
- **Currency** – Choose whether the amount is recorded in **€ (Euros)** or **$ (US Dollars)**.
- **Date** – The date the expense was incurred or paid.
- **Category** – Select a category to group similar costs together (e.g., *Maintenance, Equipment, Utilities, Staff Wages*)

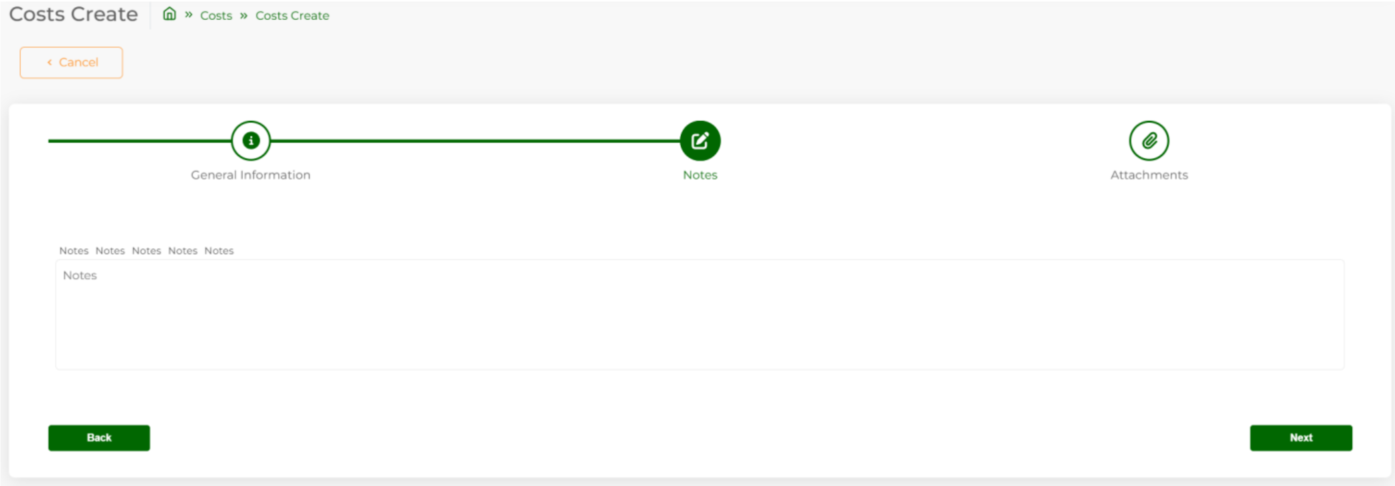


Categorizing costs helps streamline reporting and makes it easier to analyze where your resources are being spent.

6.1.2 Notes

In the **Notes** step, you can add additional information about the expense.

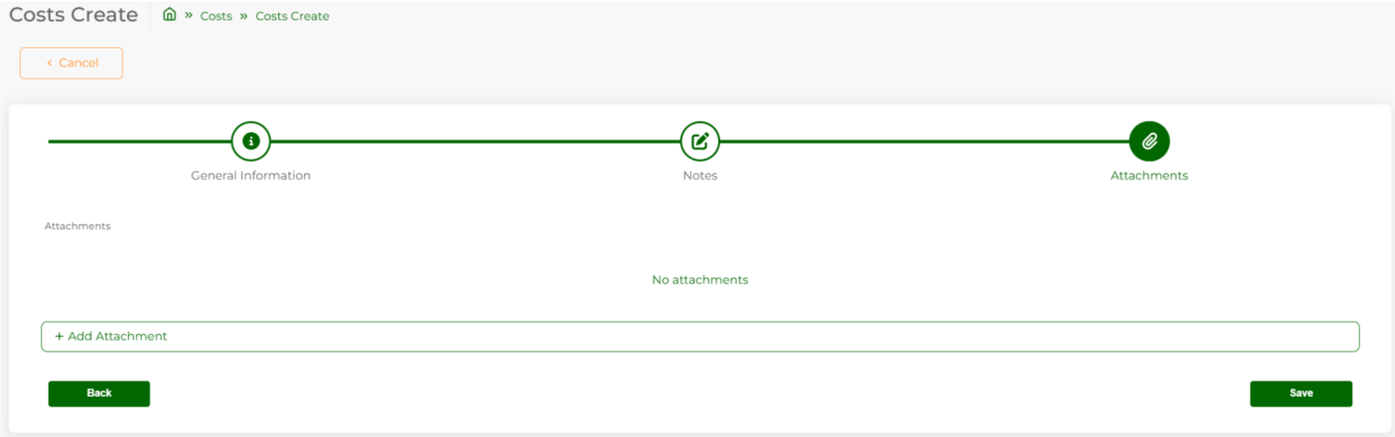
- The notes field supports **plain text only** (no formatting).
- This is useful for adding **payment details, vendor names, invoice numbers or internal references** for bookkeeping purposes.



6.1.3 Attachments

In the **Attachments** step, you can upload supporting documents for the expense.
Accepted file types include: **.jpg, .png, .webp and .gif**.

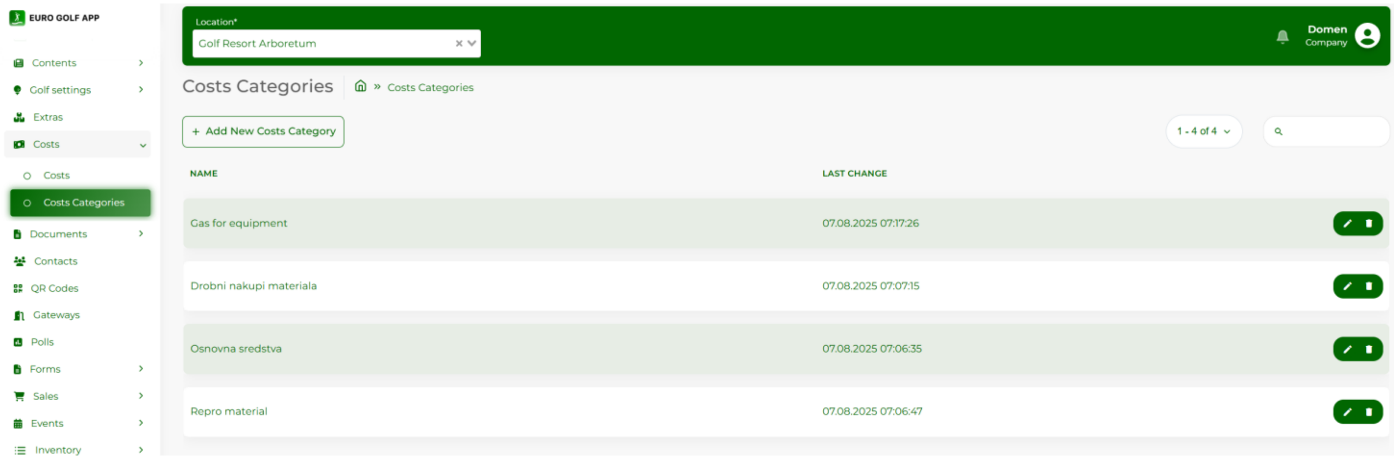
Typical attachments include **receipts, invoices, or proof-of-payment images**, making it easy to keep your financial records complete and organized.



6.2 Costs Categories

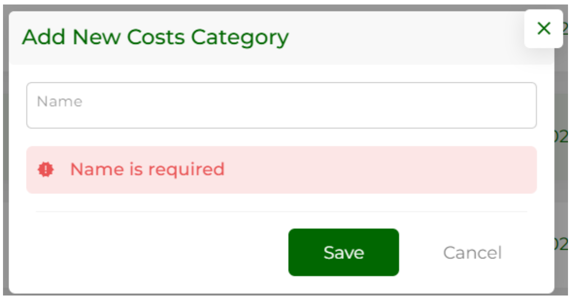
The **Cost Categories** section allows you to organize your expenses into logical groups, making it easier to review spending patterns and generate meaningful reports.

- **Adding a new category –** Click the »**Add new cost category**« button in the top-left corner of the page.
- **Viewing and managing categories –** All created categories are displayed in a list, along with the date of their last modification. This allows you to easily keep track of updates or changes.



Creating a new cost category is simple:

- **Assign a name** – Choose a clear, descriptive name for the category (e.g., *Maintenance, Staff Wages, Utilities, Equipment, Marketing*).



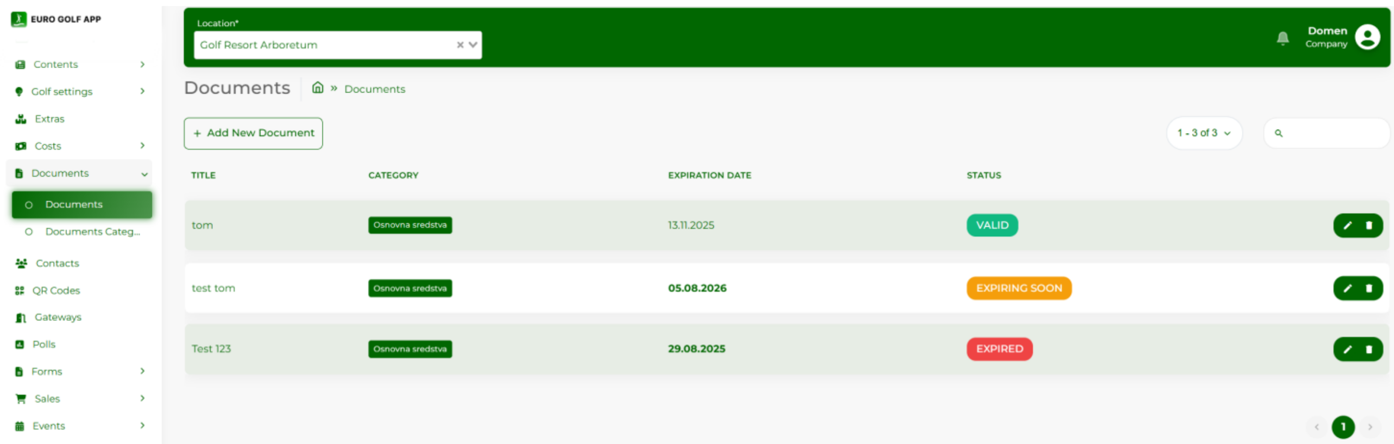
Using well-defined categories helps ensure that your costs remain organized, improves **budget tracking**, and simplifies financial reporting for audits or end-of-year reviews.

7. Documents

The **Documents** section allows you to digitally store, organize, and track important files related to your golf course operations. This feature helps ensure that key paperwork—such as **permits, certifications, contracts, and insurance documents**—are easy to access and kept up to date.

7.1 Documents

To add a new document, click the **"Add new document"** button in the top-left corner.
To edit or delete an existing document, use the icons on the far right of each entry.

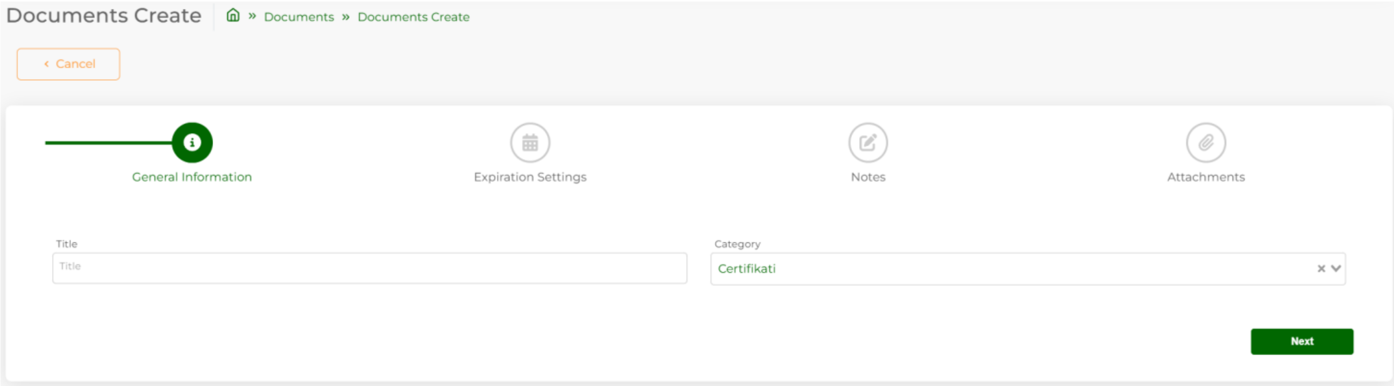


Document creation is split into four simple steps:

7.1.1 General info

In the **General info** step, you can:

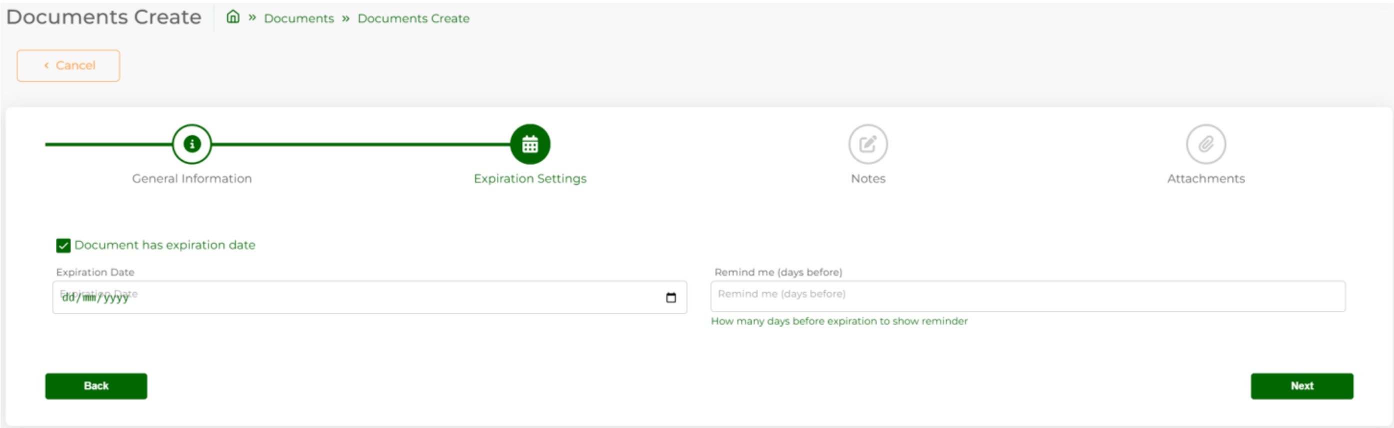
- **Assign a title** – enter a clear, descriptive name for the document (e.g., *Greens Maintenance Contract, Course Safety Certification*).
- **Select a category** – Choose a category to organize the document for easier retrieval.



7.1.2 Expiration settings

In the **Expiration settings** step, you can control whether the document has an expiration date:

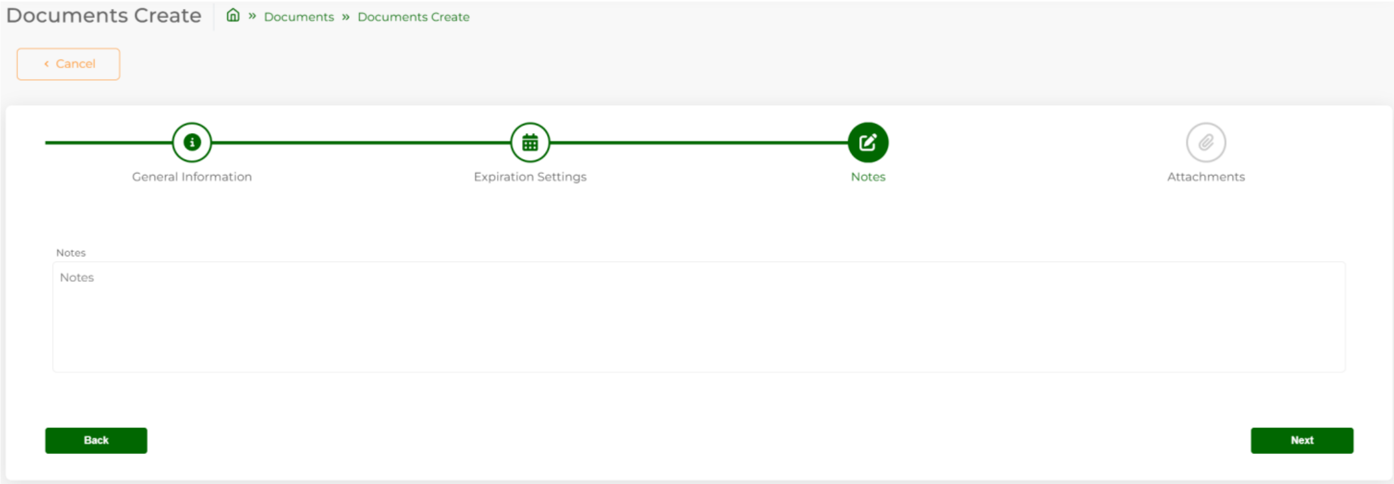
- **Expiration checkbox** – Tick the box if the document is time-sensitive (e.g., insurance policies, employee certifications).
- **Expiration date** – If enabled, select the exact date the document expires.
- **Reminder settings** – Use the »**Remind me (days before)**« field to receive a notification a set number of days before the document expires.



This feature helps ensure important renewals are never missed.

7.1.3 Notes

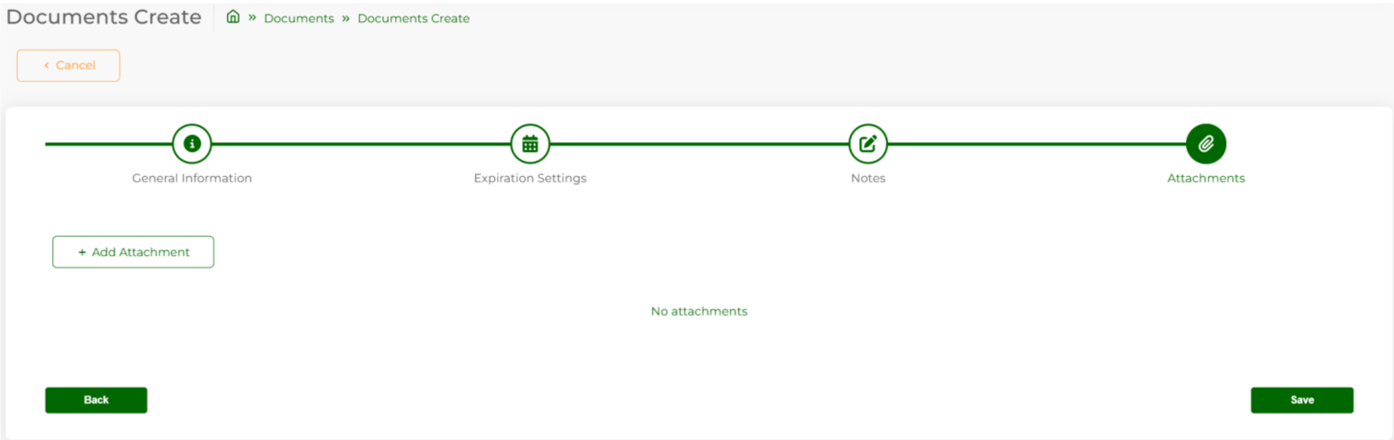
In the **Notes** step, you can add plain-text notes to provide additional context aboutthe document (e.g., vendor or issuer contract information, reference numbers, instructions for renewal).



7.1.4 Attachments

In the **Attachments** step, you can upload files related to the document.

Accepted formats include **.jpg, .png, .webp, .gif and .pdf**

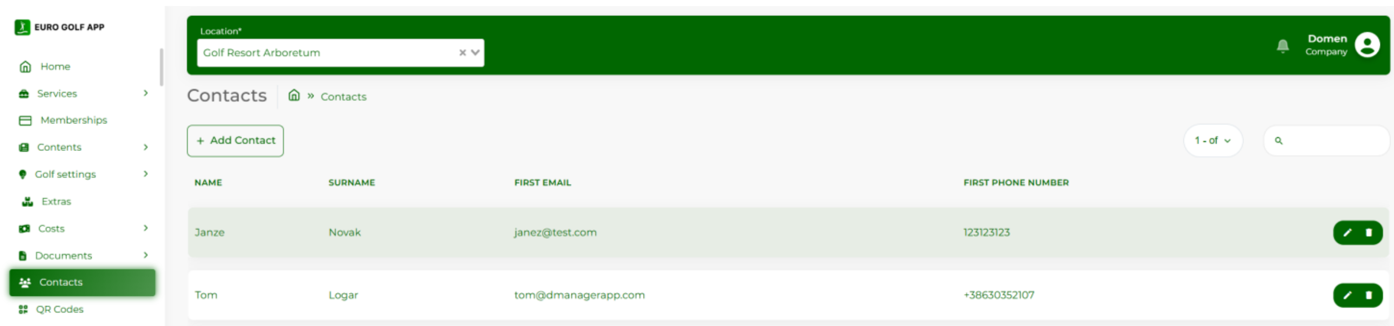


Attachments make it easy to access the original file at any time, ensuring all documentation is stored centrally and securely.

8. Contacts

The **Contacts** section allows you to store and manage important contact information in one centralized location. This feature is ideal for tracking **customers, vendors, suppliers, staff members, or business partners**, ensuring quick and easy access to their details whenever needed.

To add a new contact, click the **"Add new contact"** button in the top-left corner of the page.
To edit or delete an existing contact, use the icons on the far right of the contact list.

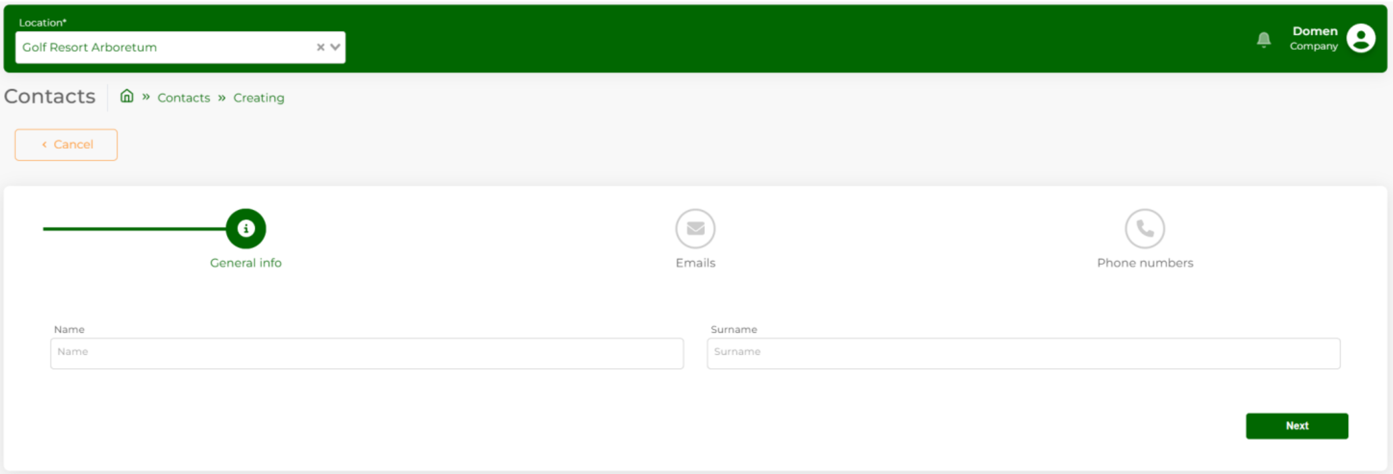


Contact creation is divided into three simple steps:

8.1 General info

In the **General Info** step, you can enter:

- **Name**
- **Surname**

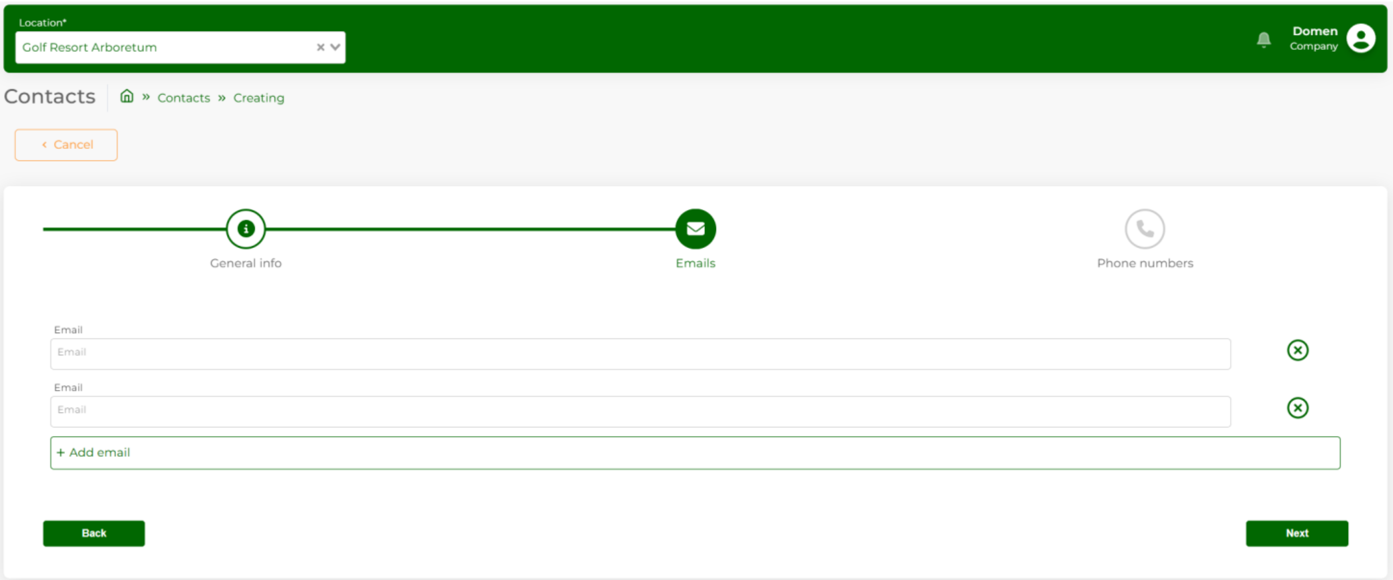


Providing both fields ensures contacts are properly identified and easy to search for later.

8.2 Emails

The **Emails** step allows you to associate one or more email addresses with the contact.

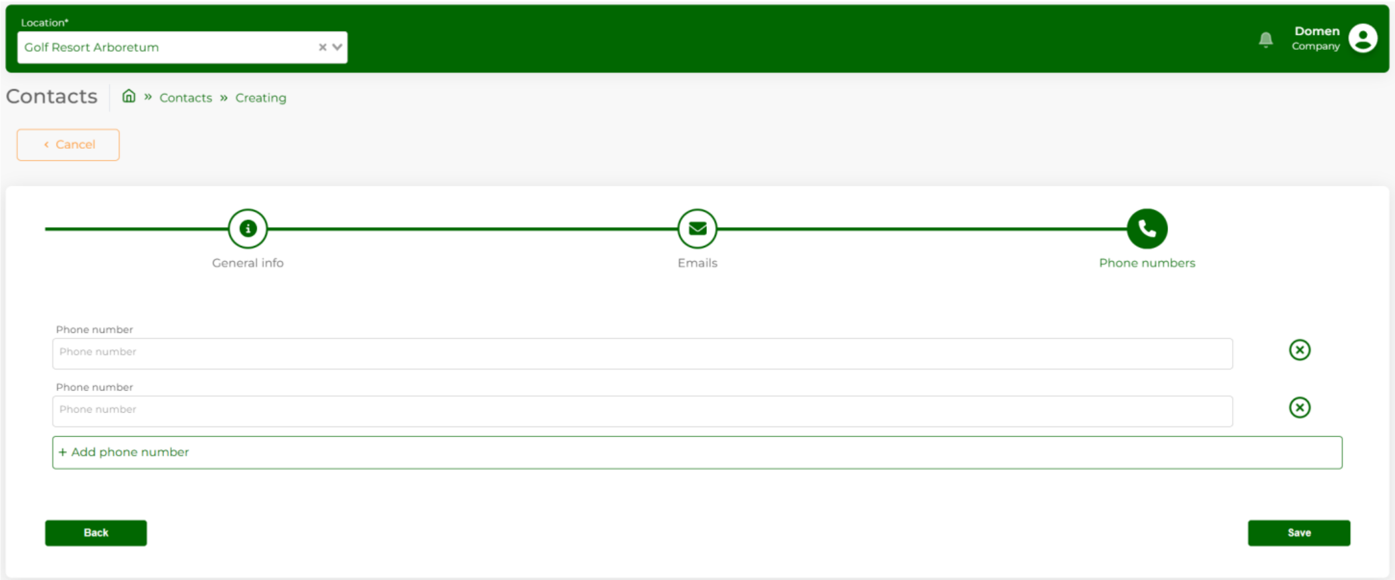
- Click »**Add email**« to add additional email fields as needed



8.3 Phone numbers

In the **Phone Numbers** step, you can add one or more phone numbers for the contact.

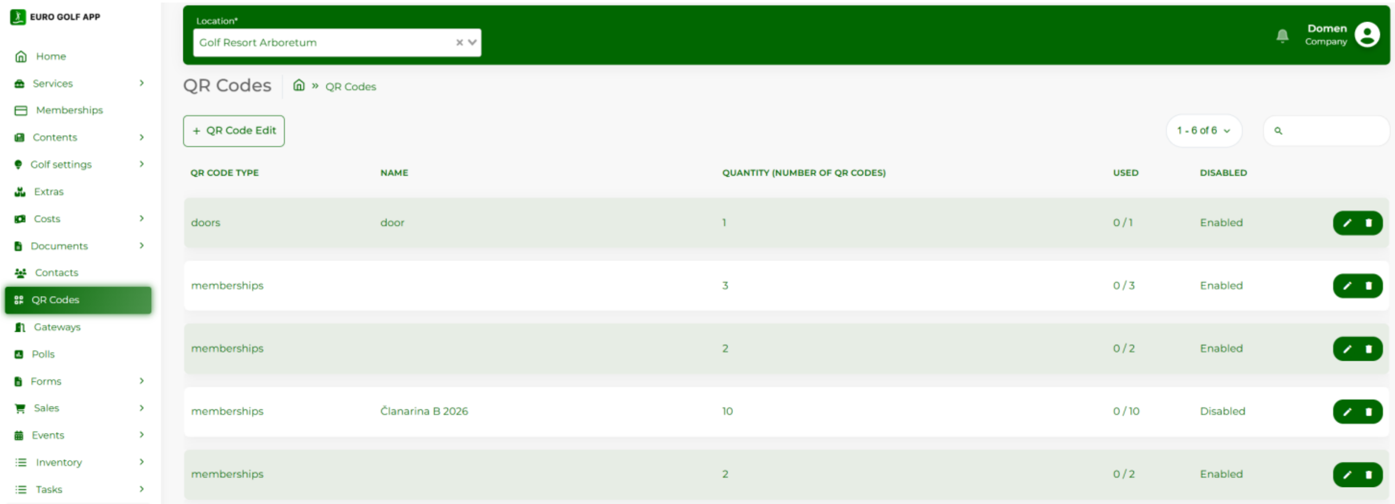
- Click »**Add phone number**« to add additional fields.



9. QR Codes

The **QR Codes** section allows you to manage and generate QR codes for different purposes within your golf facility.

- To add a new QR code, click the »**QR Code Edit**« button in the top-left corner of the page.
- To edit or delete existing QR codes, use the action icons on the far right of each listed QR code.

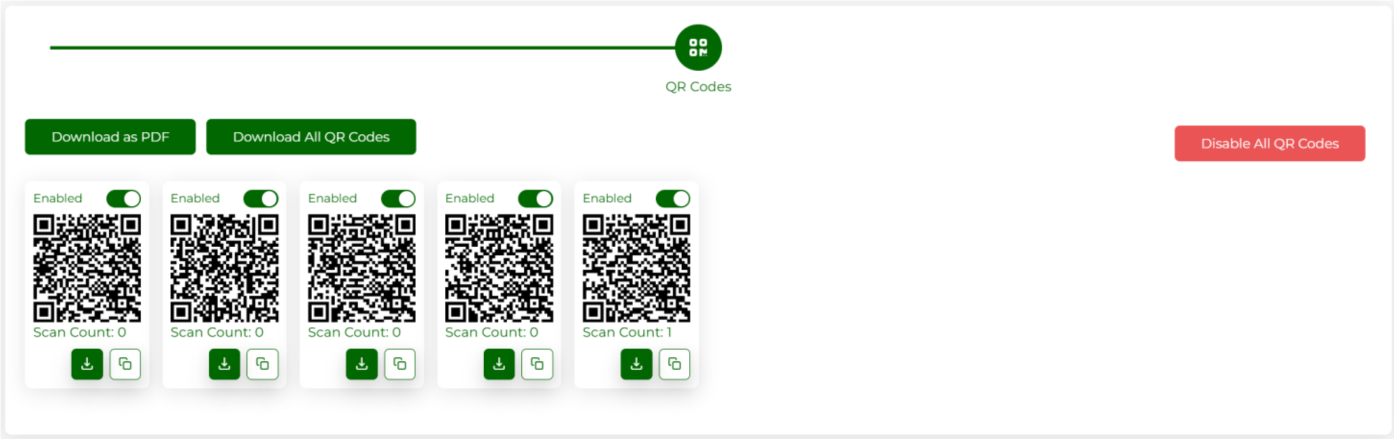


When adding a QR code, you must first select its **type**. This can be either:

- **Booking** – Allows guests to manually create a booking by scanning the code.
- **Membership** – Links the QR code to a membership, making it easy for users to sign up or renew.
- **Doors** – Configures QR codes for physical access control, such as opening doors, lockers, ball dispensers or driving range gates.

Next, specify **how many QR codes** to generate. This determines how many unique users can be assigned that code.

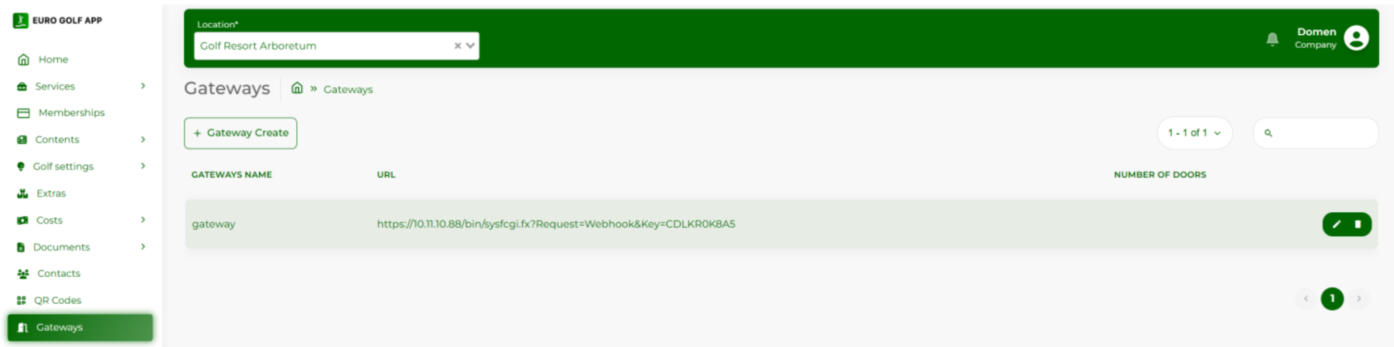
When editing a QR code, you can see which QR codes are active, and how many times each QR code has been scanned. You can also download, copy or disable them, either all at once or individually.



10. Gateways

The **Gateways** module manages all access points that use QR codes for entry. The system integrates with your facility via API, allowing your app to act as a secure scanner for doors, lockers, ball dispensers, and other access-controlled areas.

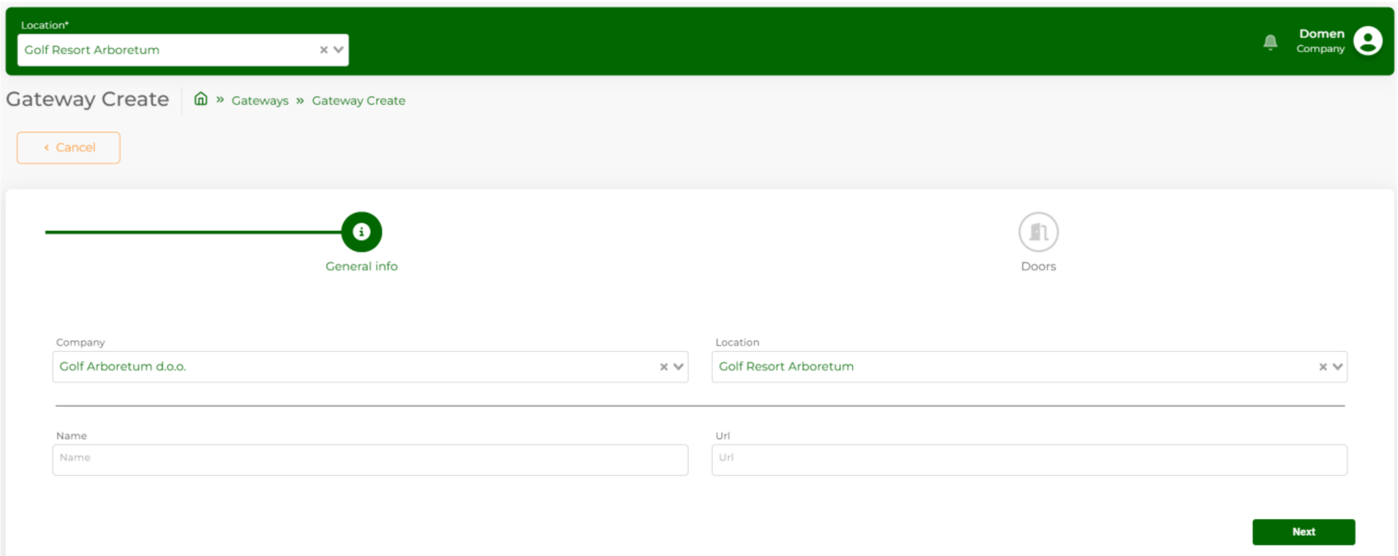
- To add a new gateway, click the »**Gateway Create**« button in the top-left corner of the page.
- To edit or delete existing gateways, use the action buttons on the far right.



10.1 General info

In the **General Info** step, you can configure the basic gateway details:

- **Company & Location**: Select the company and golf course where the gateway will be used.
- **Name**: Assign a recognizable name for easy identification.
- **URL**: Input the URL endpoint used to connect the gateway to your system.

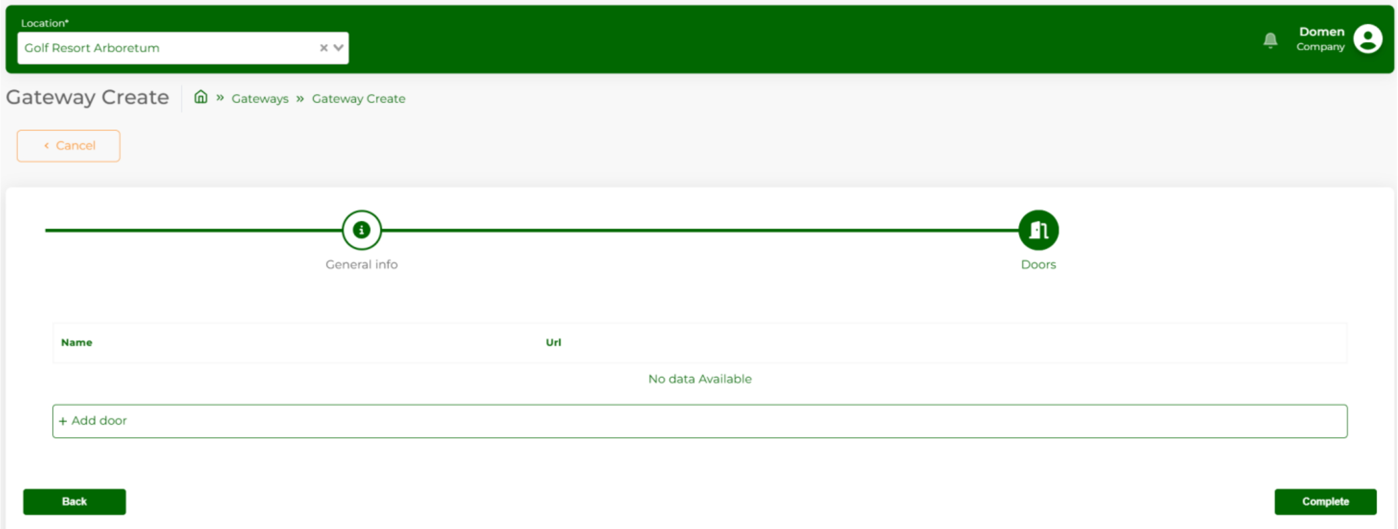


10.2 Doors

In the **Doors** step, you can specify which doors or access points are controlled by the gateway.

- To add a new door, click »**Add Door**« and input:
    - **Name**: A descriptive name (e.g., *Locker Room Entrance*).
    - **URL**: The URL of the associated QR code or API endpoint.

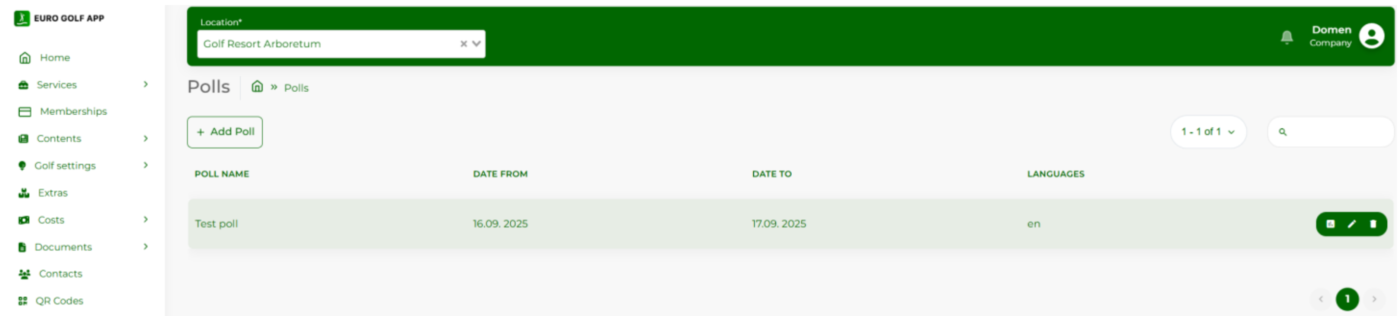
Repeat the process to add multiple doors under the same gateway if needed.



11. Polls

The **Polls** section allows you to create interactive surveys for your guests, helping you gather valuable feedback and improve your golf course's services. Polls can be used for a variety of purposes, including **satisfaction surveys, event RSVPs, or market research**.

To create a new poll, click the **"Add poll"** button in the top-left corner of the page.
To view the results of an existing poll, click the **results icon** on the far right of the poll list.



11.1 General info

In the **General Info** step, you can configure the main settings for your poll:

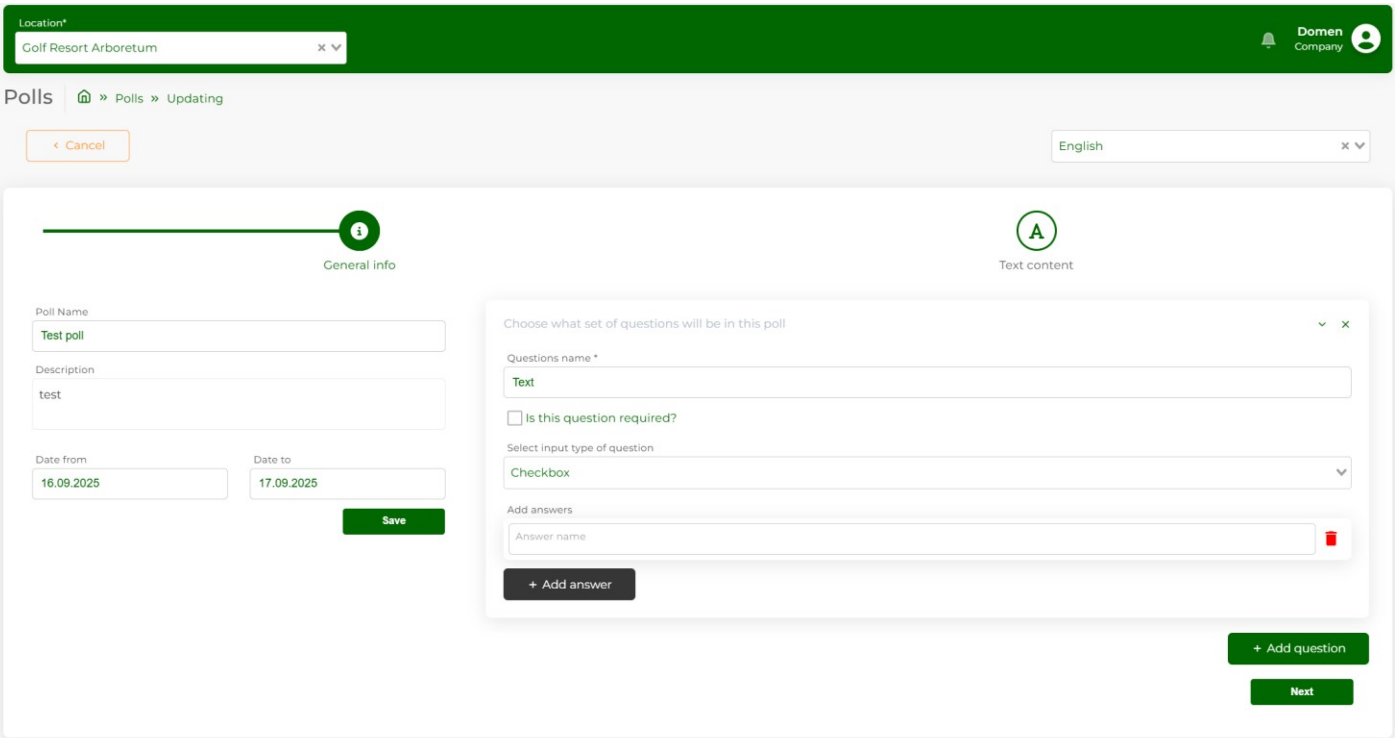
- **Poll name** – Choose a clear and descriptive name for the poll (e.g., *Spring Tournament Feedback, Member Satisfaction Survey*).
- **Description** – Provide a short introduction or instructions for the participants.
- **Active dates** – Set the **start date** and **end date** for when the poll will be available to guests.

You can also add one or more questions to the poll by clicking the »**Add question**« button. For each question, you can configure:

- **Question name** – The main text of the question.
- **Required options** – Mark whether this question must be answered before the guest can submit the poll.

- **Question type** – Choose from the following:
    - **Text** – Display information only, without expecting a response.
    - **Textarea** – Open-ended question requiring a text response.
    - **Checkbox** – Multiple answers can be selected.
    - **Radio buttons** – Only one answer can be selected.
    - **Poll name** – Re-emphasizes the poll's name within the body of the poll (useful for branding or event-specific surveys).

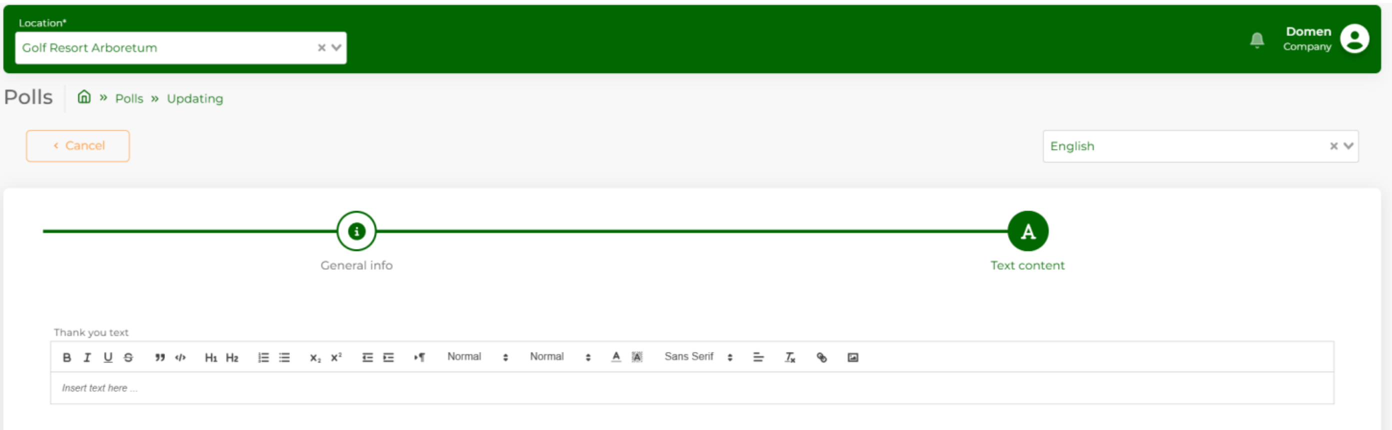
For questions that offer multiple answer options (**checkbox** and **radio buttons**), you can add new answers by clicking »**Add answer.**«



11.2 Text content

In the **Text Content** step, you can customize the **thank-you message** that will appear once a guest has submitted their responses.

- Use this space to thank participants for their feedback and optionally let them know how their input will be used (e.g., »*Thank you for helping us improve your golfing experience!*«).

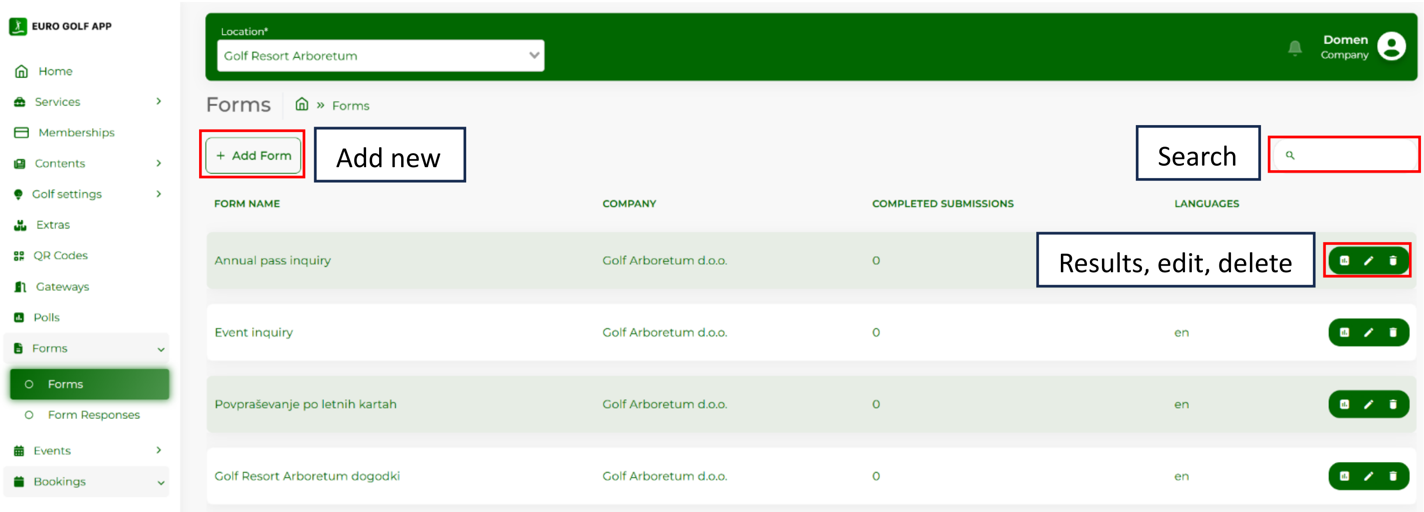


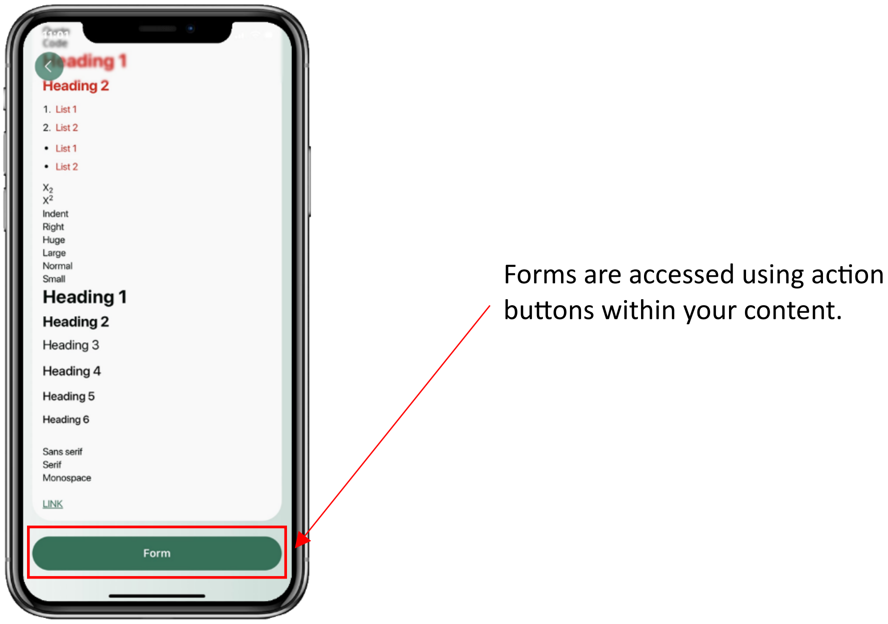
12. Forms

The **Forms** feature allows you to create and manage custom forms for your guests or staff. Forms can be used for **registrations, feedback, inquiries, sign-ups, or internal reporting**.

To add a new form, click the **"Add Form"** button on the top-left of the screen.
To modify an existing form, use the **edit** and **delete** buttons on the far right of each form.
You can quickly find specific forms by using the **search bar** in the top-right corner of the page.

Forms are accessed by your users through **action buttons** embedded within your content (e.g., membership pages, event announcements).





12.1 Creating or editing forms

When creating or editing a form, you can configure:

1. **Form name** – A clear title for your form.
2. **Description** – A short introduction or instructions to the user.
3. **Submit button name** – The text shown on the submission button (e.g, *Submit, Register Now*).
4. **Thank-you text** – A message displayed after the user submits the form.
5. **Notification email address** – An email address that will receive the form's responses automatically whenever it is submitted.

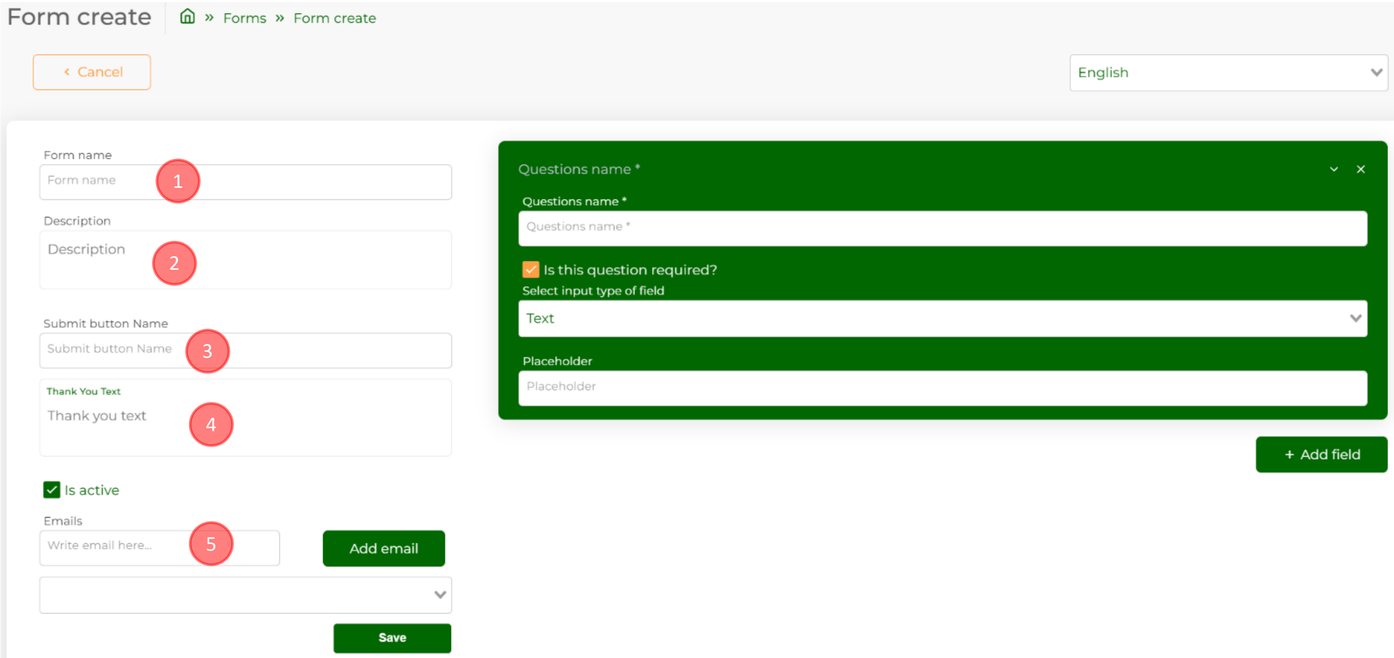
Just like with polls, you can add as many fields as needed by clicking the "**Add field**" button in the bottom-right corner.

However, forms support a larger variety of field types, including:

- **Text** – For short written answers.
- **Number** – For numeric input only.

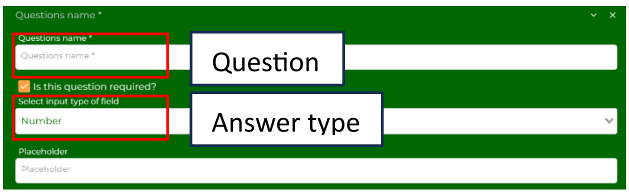
- **Checkbox** – Allows multiple selections.
- **Radio** – Allows only one selection.
- **Date** – Calendar date input.
- **Time** – Time of day input.
- **Date and Time** – Combined date & time selection.
- **Coordinates** – Allows users to submit a specific location.
- **Image** - Allows image uploads.

You can **reorder fields** by clicking and dragging them into the desired order.



When adding a new question, you must:

- **Name the field** – This is the label shown to the user.
- **Select the input type** – Choose from the list above.
- **Set placeholder text** (for text or numeric inputs) – A hint shown in the input field when it's empty.
- **Define answer choices** (for checkbox or radio inputs) – Add options by clicking "**Add option**" at the bottom-left of the question window. Remove an option by clicking the **bin icon** next to it.



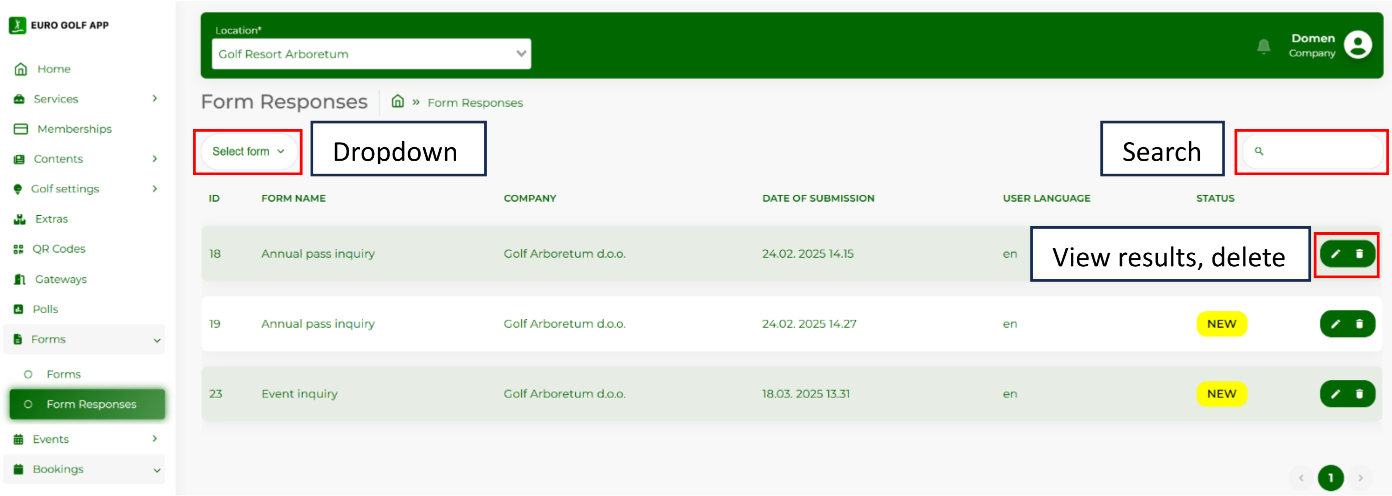
12.2 Form Responses

The **Form Responses** page allows you to view and manage all submitted responses.

You can:

- **Filter responses** – Use the dropdown menu (top-left) or search bar (top-right) to find responses for a specific form.
- **View responses** – Click the **pencil icon** next to a form to review submitted entries.
- **Delete responses** – Click the **bin icon** to permanently remove a response.

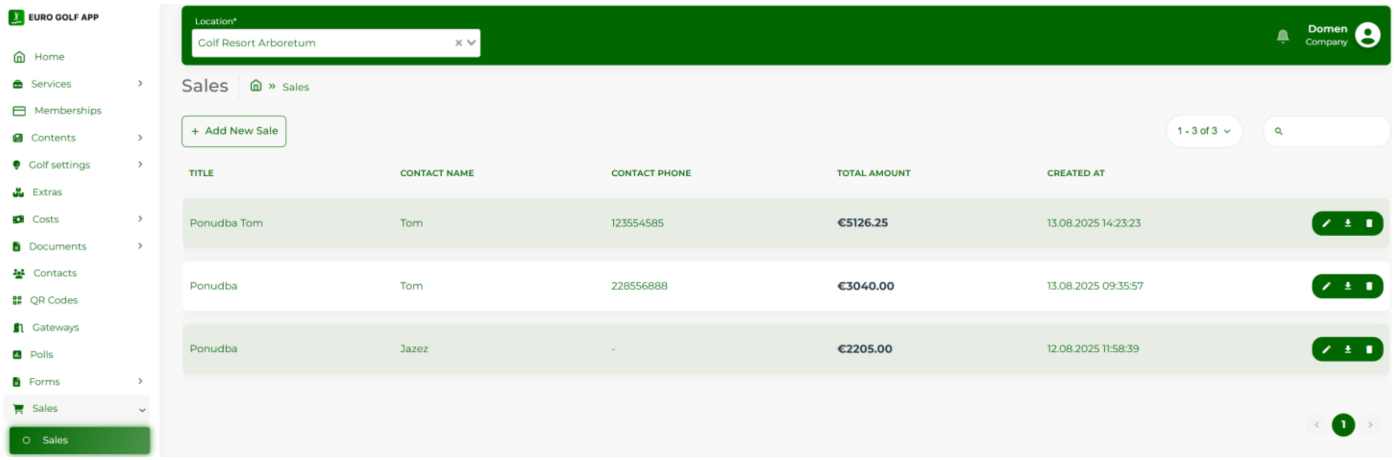
- **Set response status** – Mark submissions as “**New**”, “**In Progress**”, or “**Done**” to keep track of follow-ups and progress.



13. Sales

The **Sales** module allows you to manage and track all sales made through the system. You can record new sales, view past transactions, and manage which items are available for sale.

To create a new sale, click the **“Add New Sale”** button on the top-left.
To **edit**, **download a PDF**, or **delete** a sale, use the icons located on the far right of each entry.



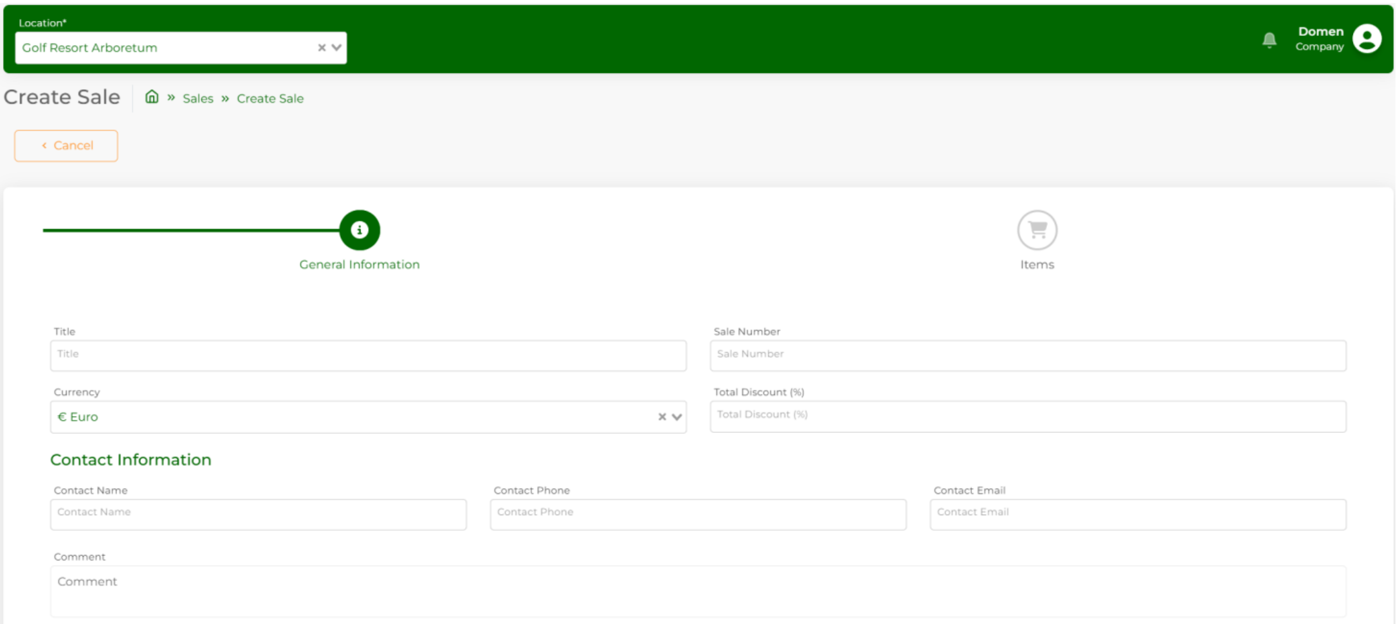
13.1 Sales

When creating a new sale, you will go through two steps:

13.1.1 General information

In the **General information** step, you can set the following:

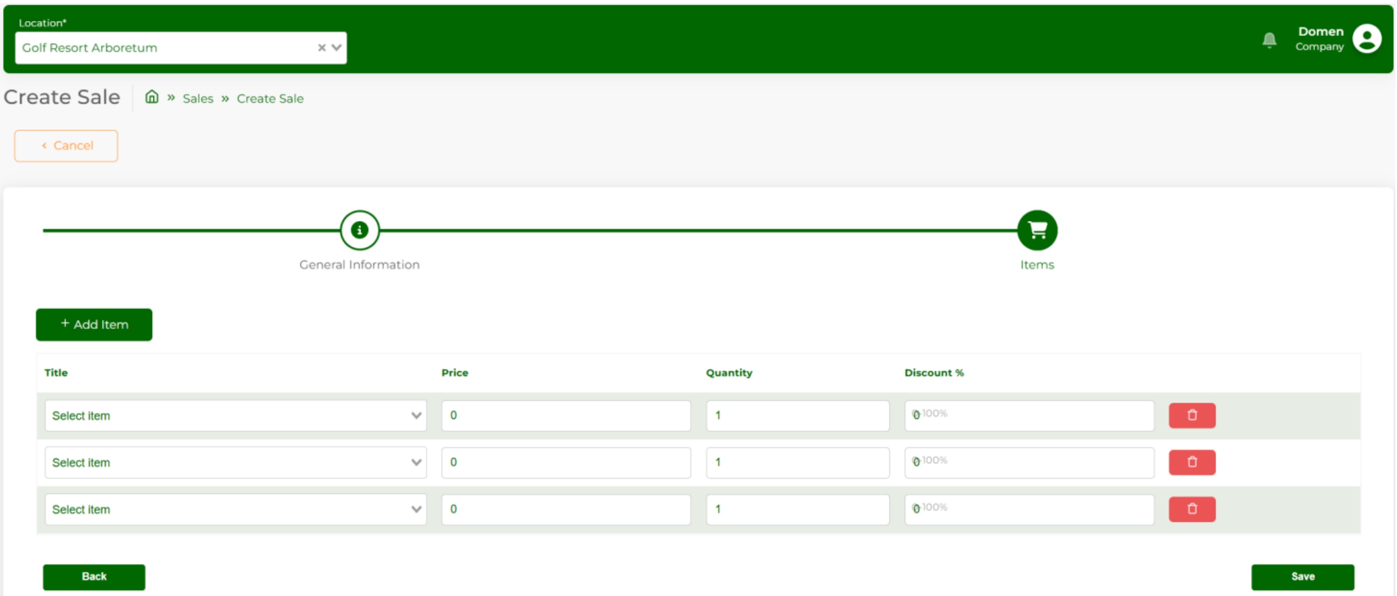
- **Title** – Give the sale a clear name or reference.
- **Sale number** – Assign a unique identifier for tracking.
- **Currency** – Choose between **€ (euros)** or **$ (US dollars)**.
- **Total discount (%)** – Apply a percentage discount to the entire sale.
- **Contact information** – Record the contact name, phone number, and email of the customer.
- **Comment** – Add any relevant notes about the sale.



13.1.2 Items

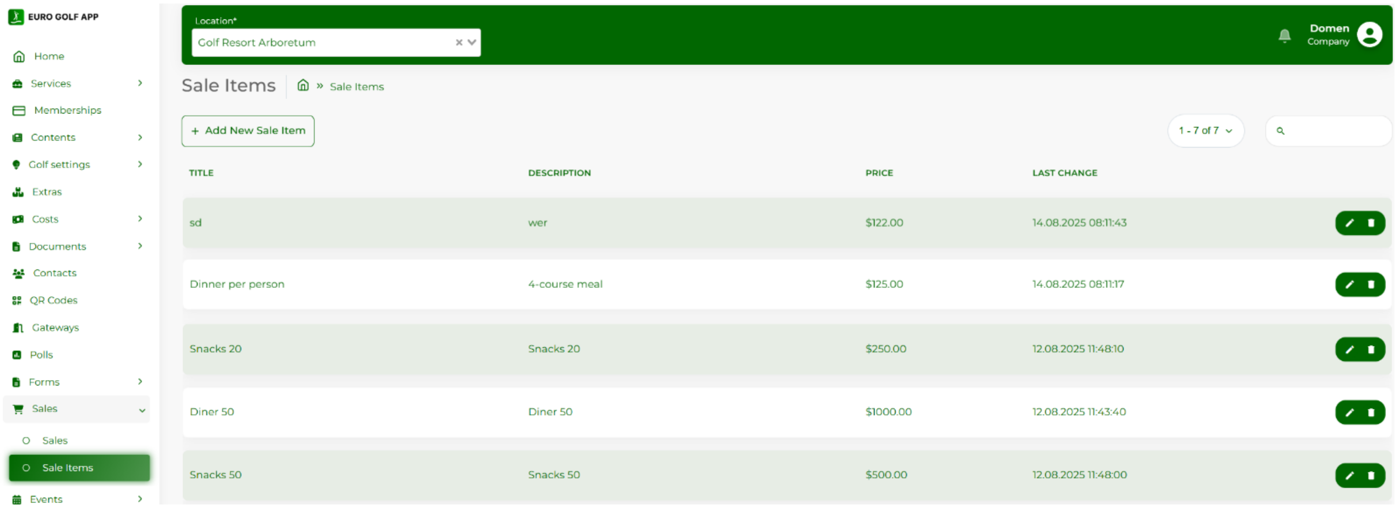
In the **Items** step, you can add the products or services included in the sale:

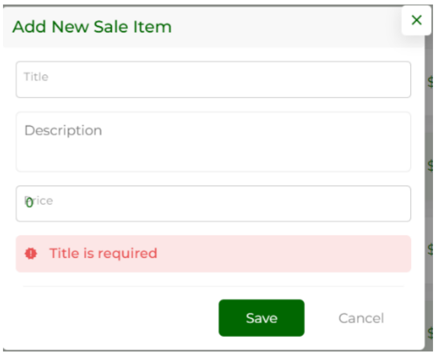
- Click "**Add item**" to include a new line item.
- Select the item from the dropdown menu.
- Input **price, quantity,** and (optionally) an **item specific discount**.
- To remove an item, click the **red bin icon** to the right of that line.



13.2 Sale items

This section allows you to manage which items are available for sale in the system.





To add a new sale item:

1. Click the "**Add new sale item**" button on the top-left.
2. Set a **title** (name of the item).
3. Input a **description** (optional, but helpful for clarity).
4. Set a **price** in the chosen currency.

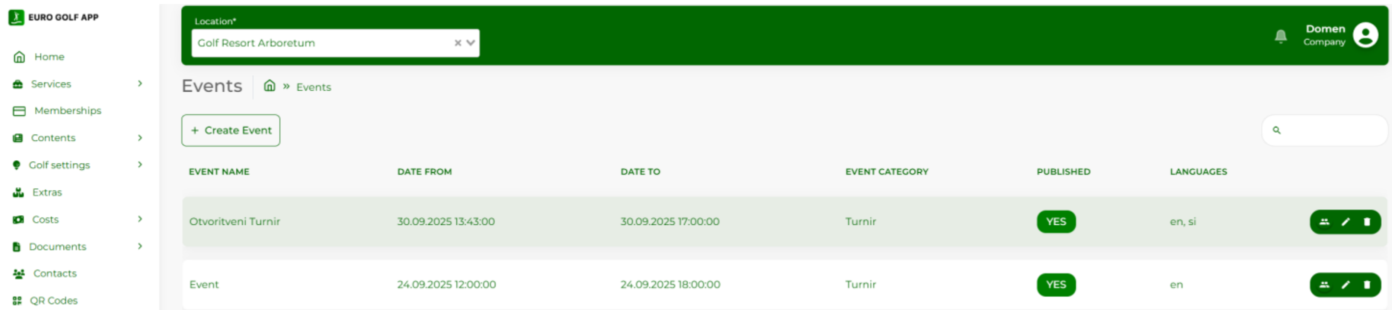
Once created, sale items will be available to select from the dropdown menu when adding items to a sale.

14. Events

14.1 Events

The **Events** module allows you to create, manage, and display events for your guests. You can view participant lists, edit event details, or delete events using the icons on the far right.

To create a new event, click the **"Create Event"** button on the top-left.



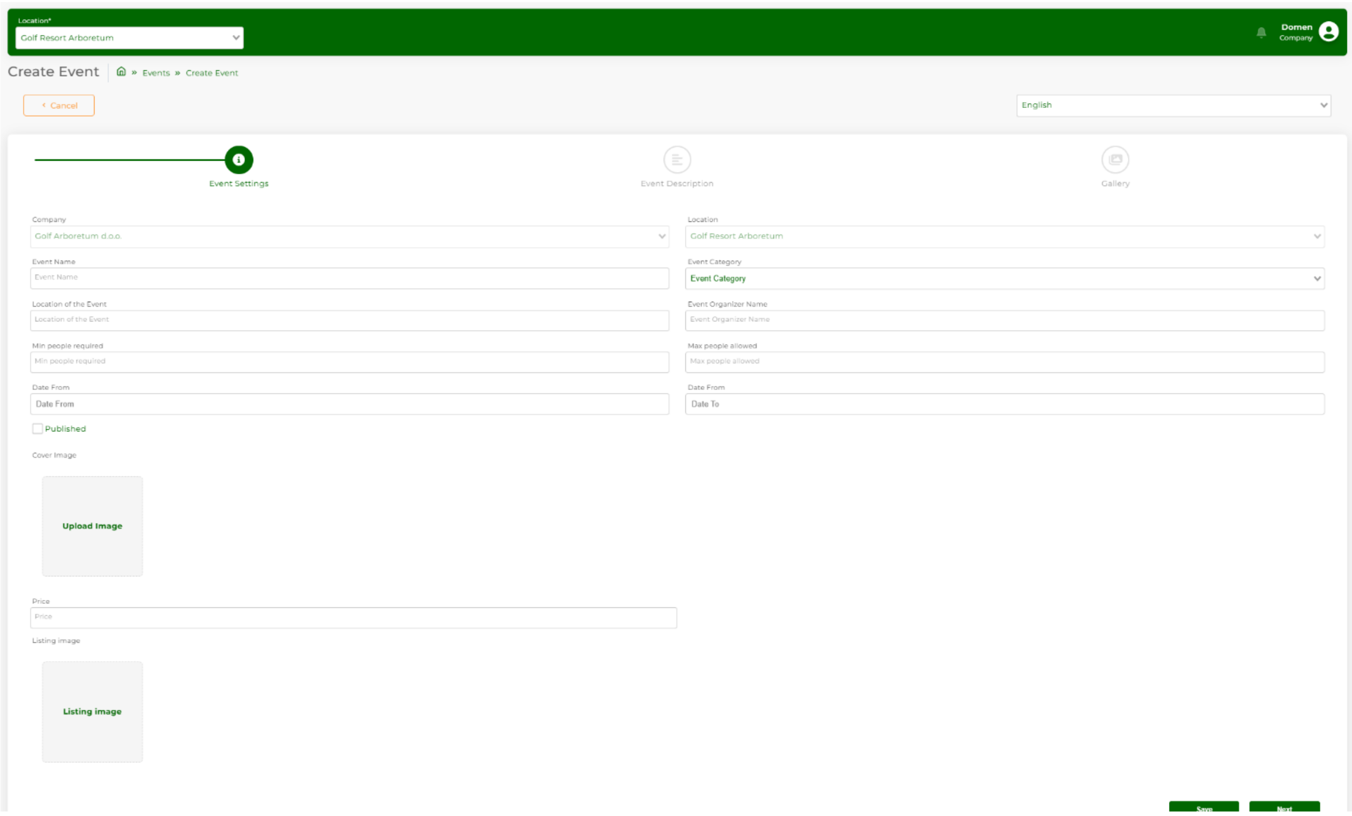
When creating a new event, you will go through three steps:

14.1.1 Event settings

In the **Event settings** step, you can select:

- **Company name and location** – Choose which company and golf course the event will be linked to.
- **Event name** – Assign a clear name to the event.
- **Event category** – Select a category for better organization (see 14.2).
- **Event location** – Input the physical location where the event will take place.
- **Organizer name** – Specify the person responsible for the event.
- **Minimum and maximum number of participants** – Set participation limits.
- **Date from/to** – Choose the event's start and end dates.

- **Cover image** – Upload an image to represent the event visually (recommended size ≈ 0,5MB).
- **Listing image –** Upload an image that will show up in list view.
- **Publish checkbox** – Choose whether to make the event visible on the app. (You can keep it unpublished while editing and publish it later.)
- **Price** – Set a price for entry into the event.

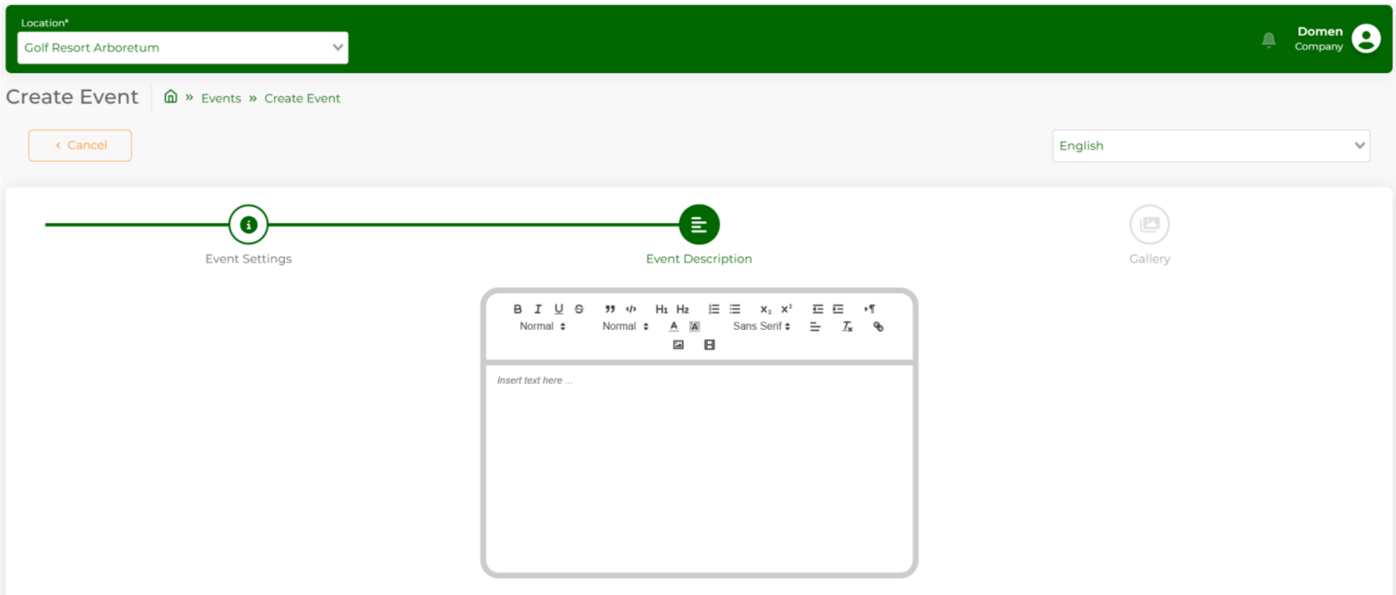


14.1.2 Event description

In this step, you can use the rich text editor to write a detailed event description.

This can include:

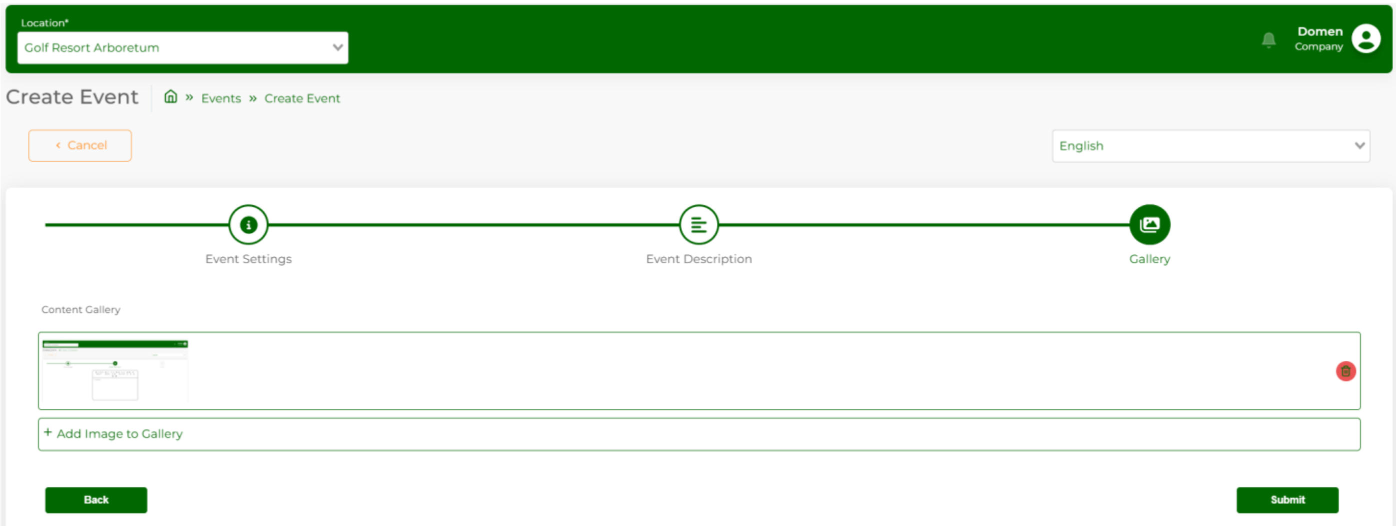
- Event schedule
- Rules or requirements
- Registration instructions
- Any other useful information for participants



14.1.3 Gallery

Here, you can add images to showcase your event.

- Click "**Add image to gallery**" to upload pictures.
- Add as many images as needed.
- Remove images by clicking the **red bin icon** next to each image.



14.2 Event categories

Event categories help you organize your events into groups (e.g., Tournaments, Social Events, Clinics).

To create a new event category:

1. Click "**Create event category.**"
2. Enter a **name** for the category.

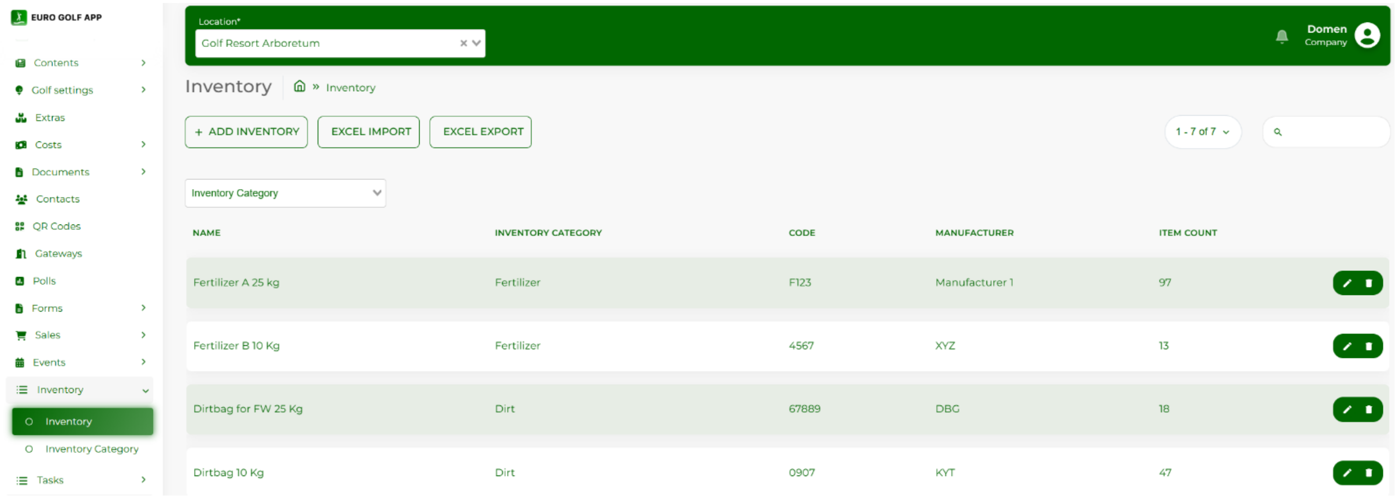
Once created, categories can be selected when setting up new events.

15. Inventory

15.1 Inventory

The **Inventory** section allows you to track and manage your stock of items. You can add items manually, import them from an Excel file, or export your entire inventory at any time.

- **Add inventory**: Click “**Add inventory**” to create a new inventory item.
- **Import inventory**: Import items from an **.xlsx** file to quickly populate your stock.
- **Export inventory**: Use the “**Excel export**” button to download your inventory for reporting or backup purposes.
- **Edit/delete items**: Use the icons on the far right of each item to make changes or remove them from your inventory.

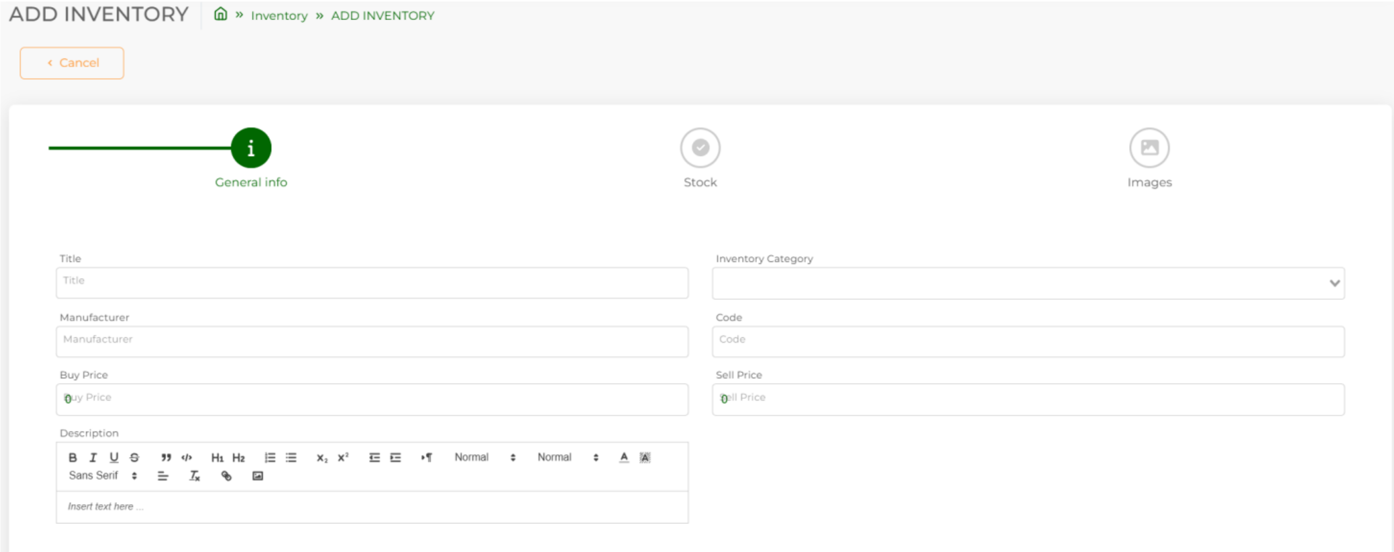


When adding a new inventory item, you will go through three steps:

15.1.1 General info

In the **General info** step, you can set:

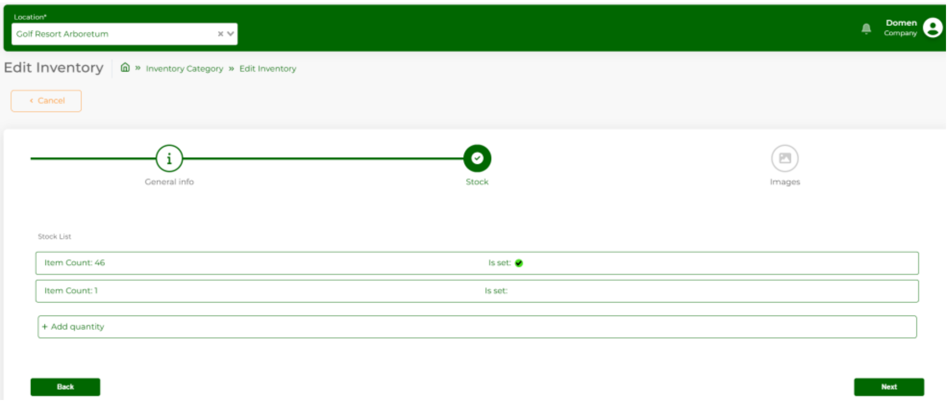
- **Title** – Name of the inventory item.
- **Inventory Category** – Choose the category the item belongs to.
- **Manufacturer** – Add the item’s brand or manufacturer (optional).
- **Code** – Internal reference code for tracking purposes.
- **Buy price / Sell price** – Set cost and sales price.
- **Description** – Use the rich text editor to describe the item, add specifications, or any other relevant details.

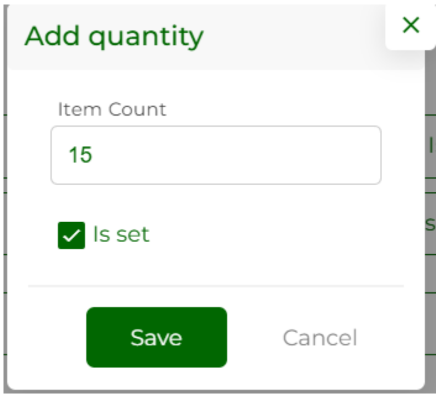


15.1.2 Stock

Here, you can manage the available quantity for the item:

- Click "**Add quantity**" to adjust stock levels.
- Input a **positive number** to increase the count, or a **negative number** to decrease it.
- Tick the "**is set**" checkbox to set the current stock as a fixed count (useful after a manual stocktake).

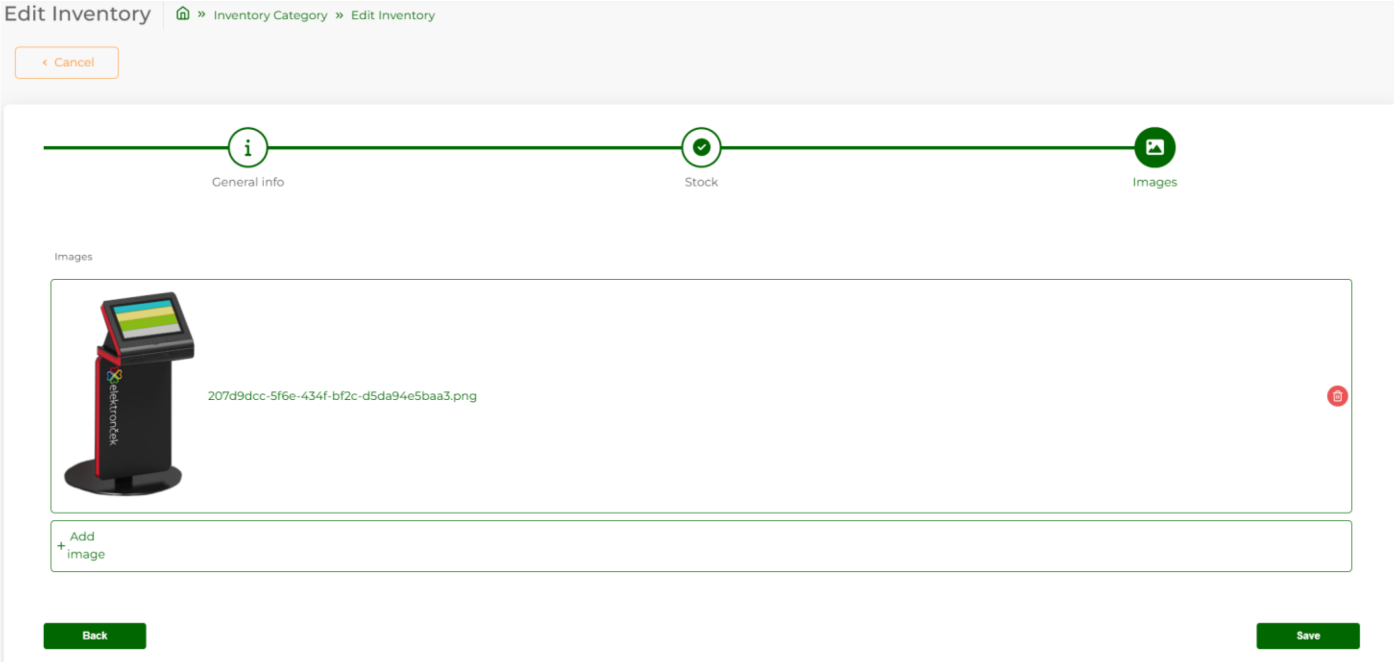




15.1.3 Images

You can add images to help identify the item:

- Click "**Add image**" to upload photos.
- Add as many images as you like.
- Delete images by clicking the **red bin icon** on the right.

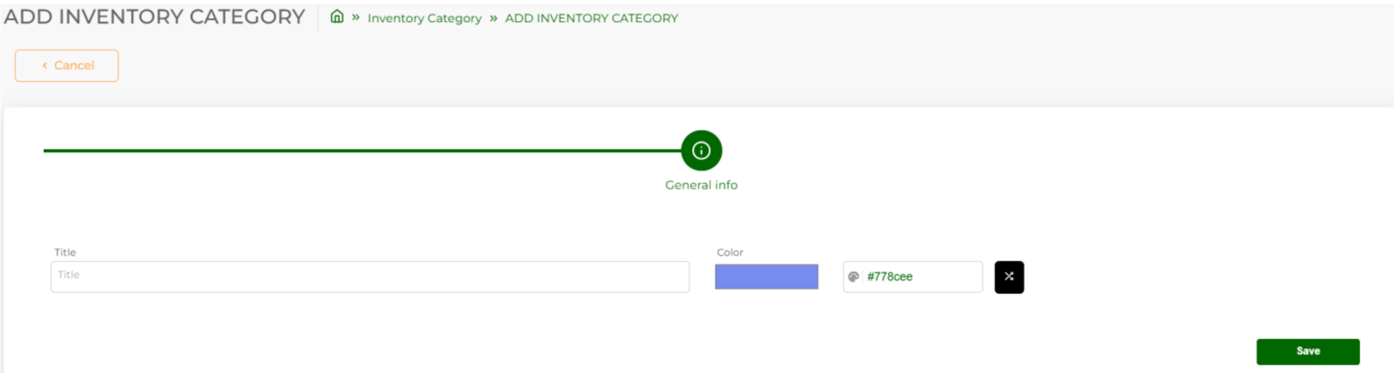


15.2 Inventory Category

Inventory categories help you organize your items for easier management.

- **Automatic creation**: Categories are created automatically when importing inventory from Excel.
- **Manual management**: You can manually add, edit or delete categories.

Adding a new category: Click "**Add inventory category**", then select a **title** and a **colour** to represent the category.



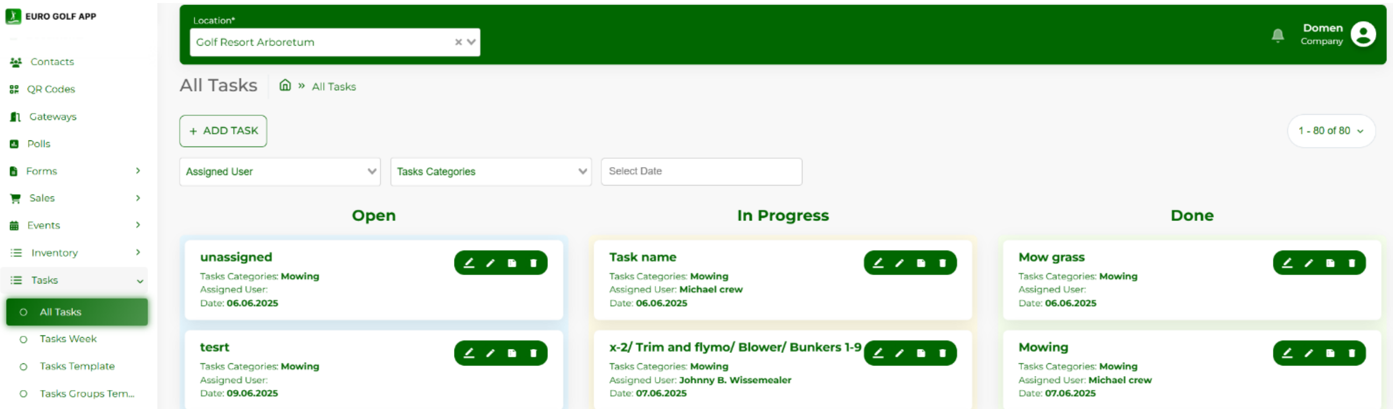
16. Tasks

The **Tasks** module is designed to help you efficiently manage, assign, and track work at your golf course. Tasks can be created manually, imported from an Excel file, or based on templates for recurring processes.

16.1 All Tasks

The **All Tasks** page is your central task database, where you can view, create, edit, and manage every task in the system.

- **Search & navigation**: Use the navigation menus to filter tasks by status, category, or other criteria. For quick access, use the search bar in the top-right corner to find a specific task.
- **Actions**: For each task, you can update its status (execute from the portal), edit details, view state logs, or delete it using the action buttons on the far right.

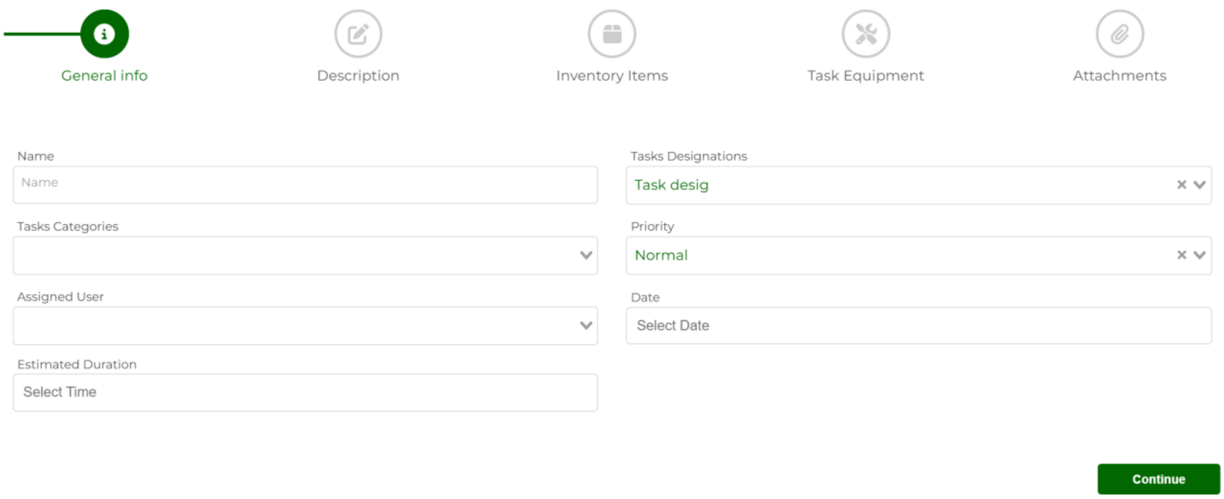


Adding a task: Click »**Add task**« to create a task. You will be asked whether to use an existing template or create a task from scratch. Selecting a template allows you to quickly import pre-defined task details.

16.1.1 General info

In the **General info** step, you can configure the core task details:

1. **Task name** – The title of the task.
2. **Designation** – Assign a designation for categorization (e.g., *Regular Maintenance, Player Damage*).
3. **Category** – Select a task category.
4. **Priority** – Set the task's priority level.
5. **Assigned User** – Choose who will be responsible for completing the task (users are pulled from **Settings → Employees – Golf Crew & Golf Manager**)
6. **Date** – Set the date the task should be performed.
7. **Estimated duration** – Specify the expected time required to complete the task.

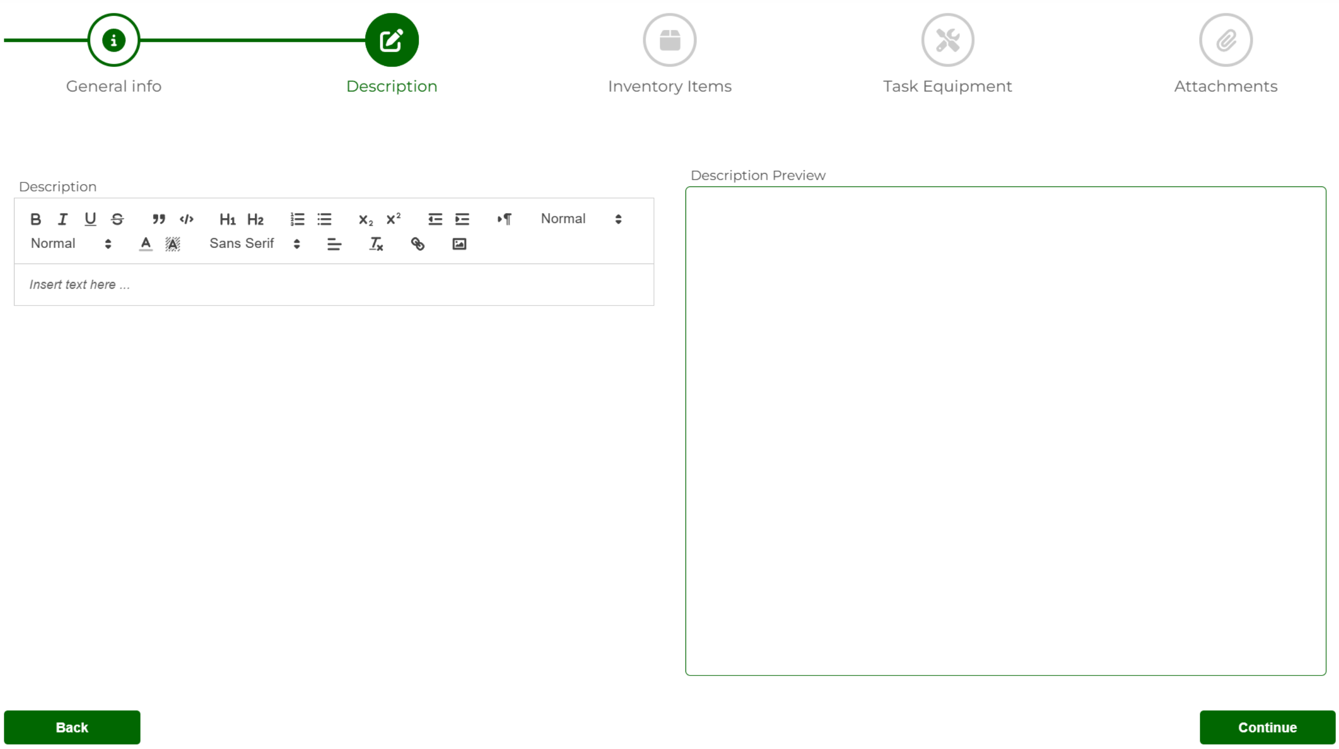


Click »**Continue**« when finished.

16.1.2 Description.

Here, you can provide detailed instructions for completing the task.

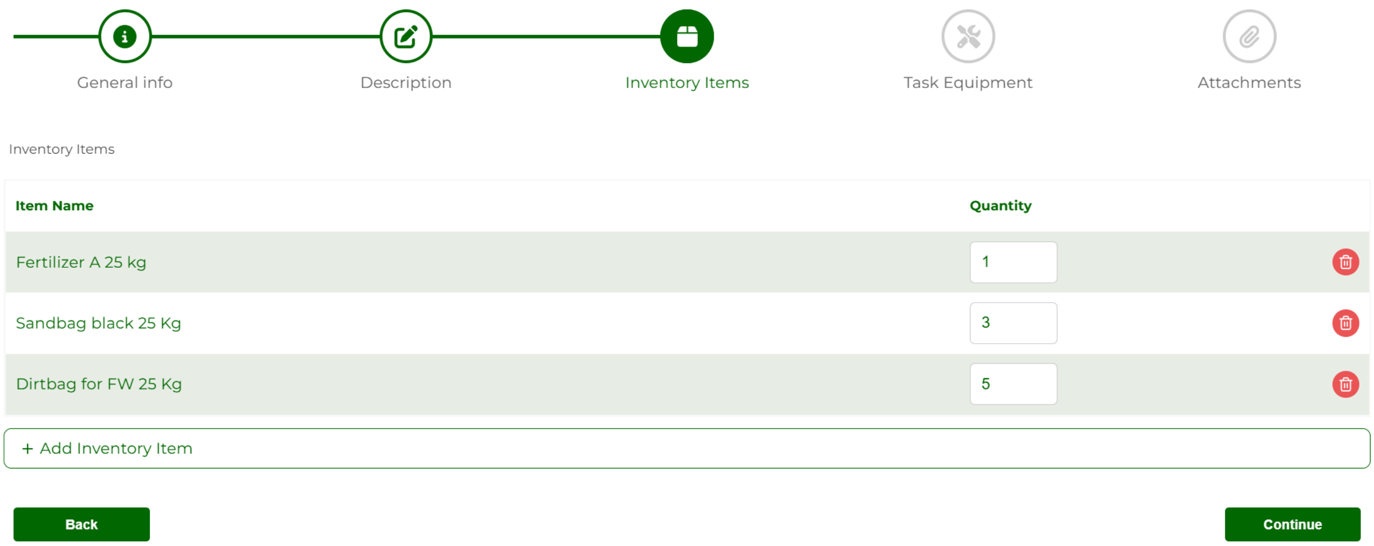
- Use the **rich text editor** to format your text, add links, quotes, code blocks or images.
- A live preview is displayed in the **Description Preview** window on the right, allowing you to see exactly how the instructions will look.



16.1.3 Inventory items

If the task requires using specific inventory items (e.g., maintenance supplies), you can add them here:

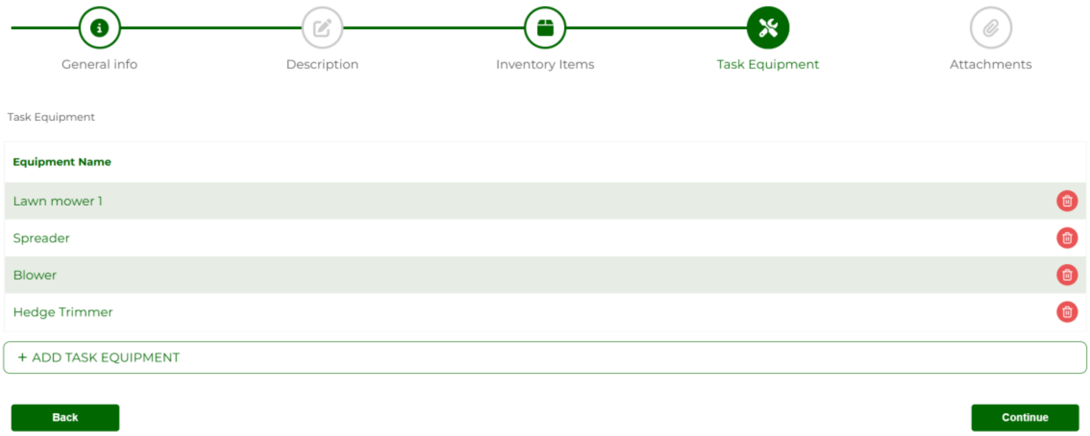
- Click »**Add inventory item**«, select the item from the dropdown menu, and enter the quantity.
- Quantities can be adjusted later by editing the field directly.
- To remove an item, click the **red trashcan icon** to the far right.



16.1.4 Task Equipment

Assign equipment that will be needed to complete the task:

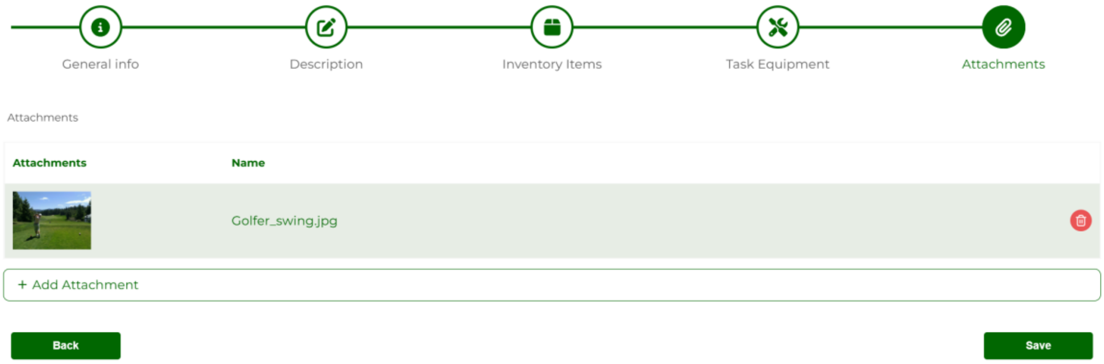
- Click »**Add task equipment**« and select the required equipment from the dropdown menu.
- Remove equipment by clicking the **red trashcan icon** next to the item.



16.1.5 Attachments

You can attach supporting files (e.g., diagrams, images or documents) to provide additional context for the task.

- Supported formats: **.jpg, .png, .webp, .gif**
- Click »**Add Attachment**« to upload files.



16.2 Tasks Week

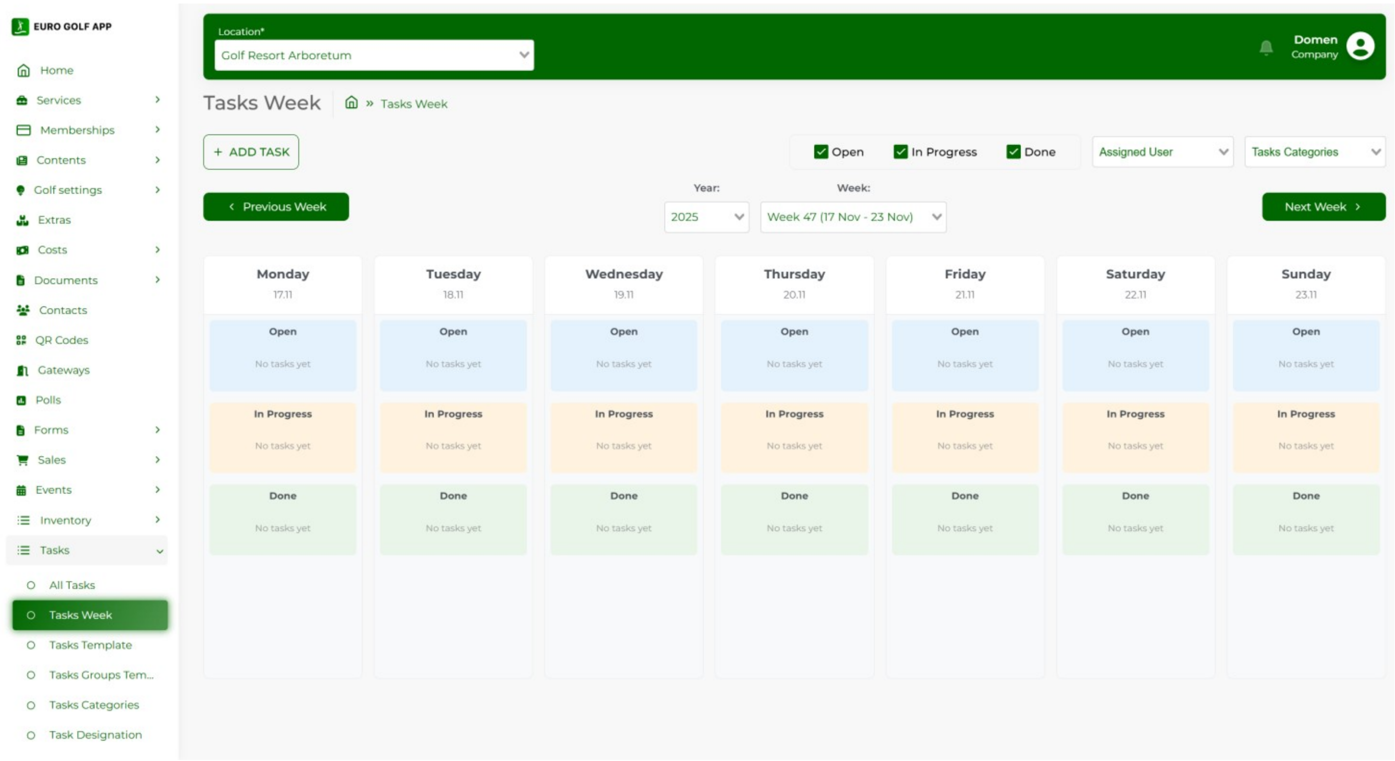
The **Tasks Week** view lets you see all tasks scheduled within a selected week. Tasks are visually separated by day and grouped into three color-coded categories:

- **Open** – blue
- **In Progress** – orange
- **Done** – green

You can switch between weeks using the **Previous Week** and **Next Week** buttons at the top of the page. You may also jump directly to a specific week by selecting the **year** and **week number** in the dropdown menus in the top center.

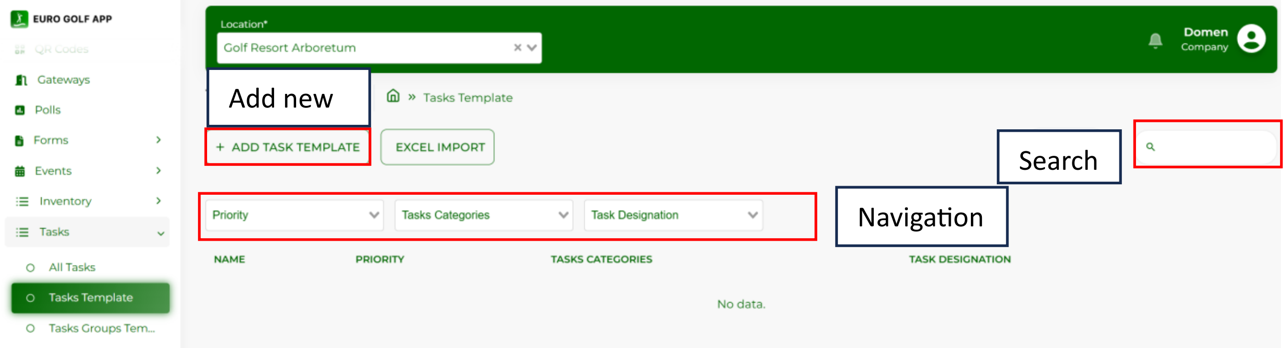
To refine what is displayed, you can filter tasks using the **Open, In Progress,** and **Done** checkboxes. Additional dropdown filters in the top-right allow you to show only tasks assigned to a specific **user** or only tasks belonging to a specific **category**.

You can also create a new task directly from this page. The process is identical to adding a task in **16.1 All Tasks**.



16.3 Tasks Template

Task templates allow you to save time by predefining commonly used tasks.

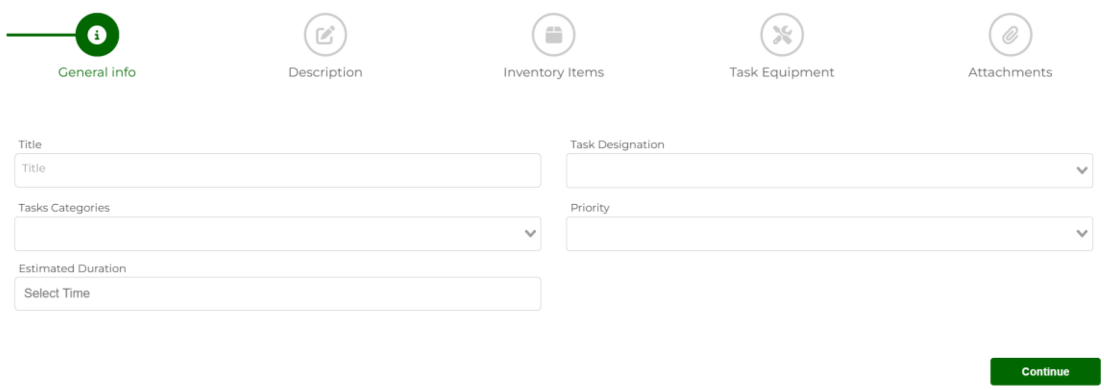


*The **fastest and easiest way** to import Tasks, Templates or Groups is via **Excel**.

Template name	Task category	Category color	Task description	Equipment	Task priority	Designation
x-2/ Toro Flex at 5 mm	GREENS MOW	#DAE795	Instructions, descriptions,...	Toro Flex	Normal	With Buckets
x-1/ Toro Flex Practice Greens at 8 mm	GREENS MOW	#DAE795	Instructions, descriptions,...	Toro Flex	Normal	
x-2/ Toro Flex at 4 mm	GREENS MOW	#DAE795	Instructions, descriptions,...	Toro Flex	Normal	
x-1/ Toro Flex Practice Greens at 6 mm	GREENS MOW	#DAE795	Instructions, descriptions,...	Toro Flex	Normal	

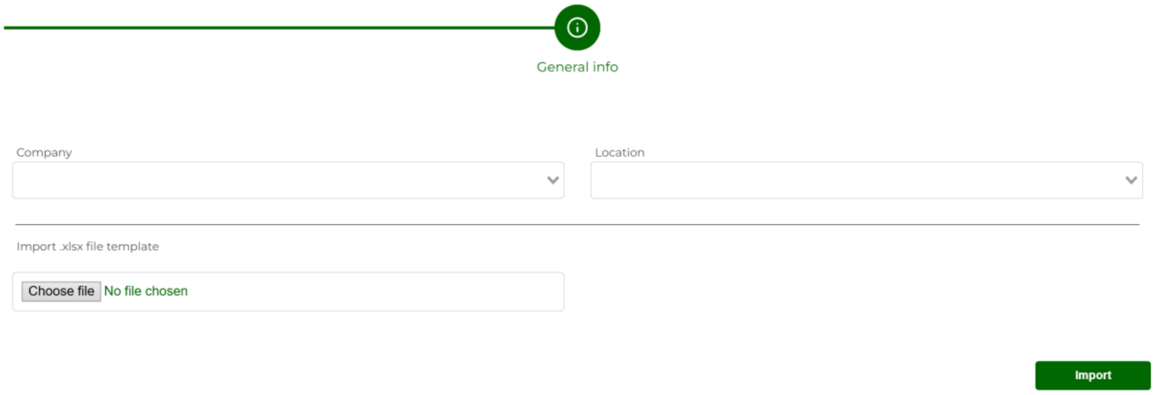
16.3.1 Adding a new task template

Add a new task template: Click "**Add Task Template**" and follow the same process as creating a task.



16.2.2 Importing a task template

Import templates: Click "**Excel import**" to bulk import task templates. Select the company, location and Excel file to upload.

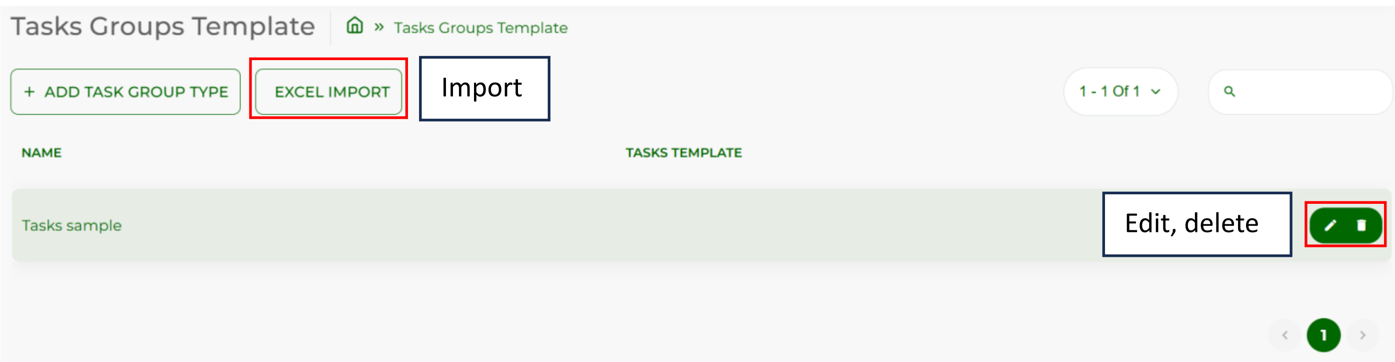


Templates are ideal for recurring workflows (e.g., *Weekly Maintenance, Rainy Day Operations*).

16.3 Tasks Groups Template

Task groups allow you to organize tasks into logical collections (e.g., *Winter Preparation, Event Setup*).

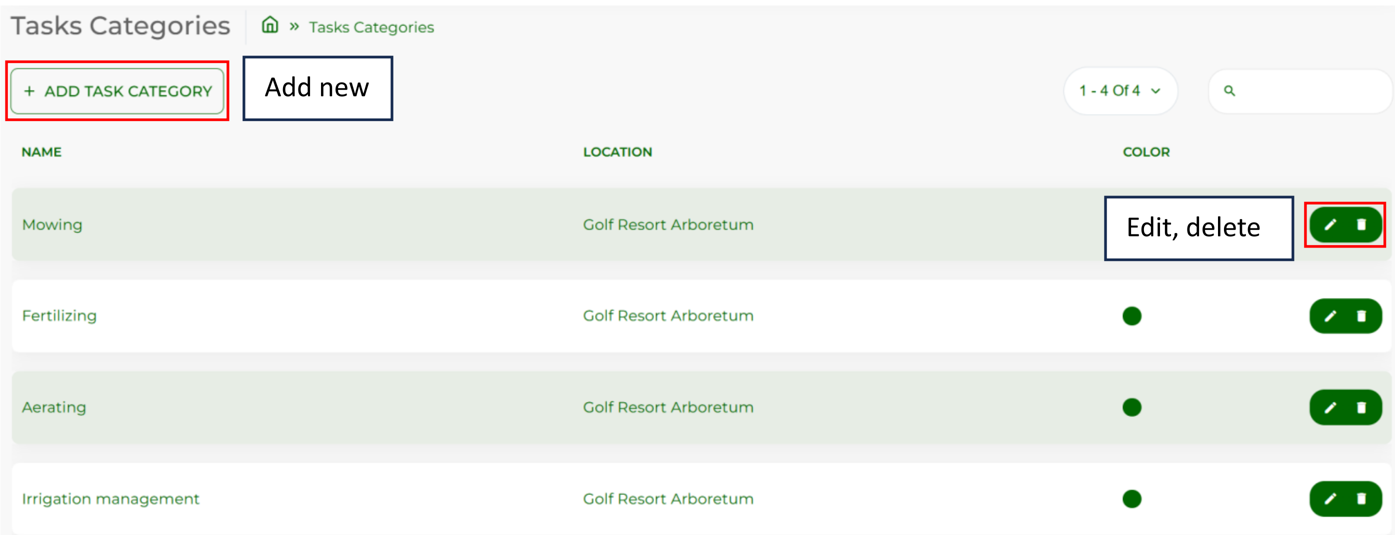
- You can edit, delete or assign tasks to a group.
- Use the search bar in the top-right corner to quickly find a specific group.



16.4 Tasks Categories

Task categories help you organize tasks for easier filtering and reporting.

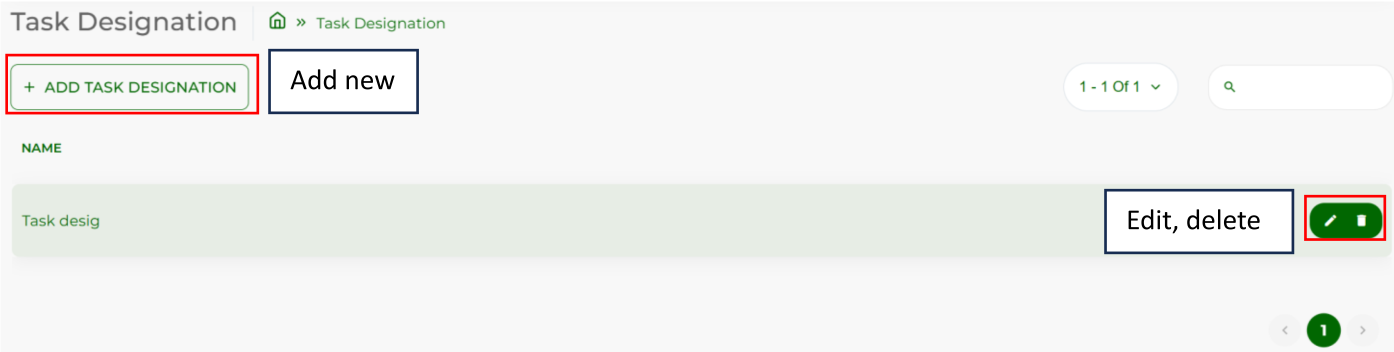
- Categories are automatically created during Excel import but can also be manually added, edited, or deleted.



16.5 Task Designation

Task designations allow you to classify tasks with custom labels such as **Regular Maintenance**, **Problem Found**, or **Player Damage**.

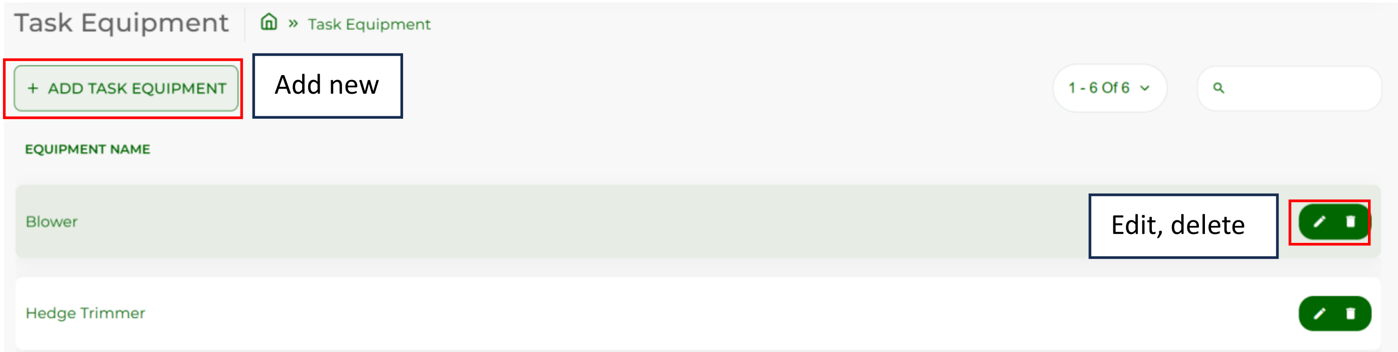
These designations can then be applied when creating tasks, allowing for better tracking and reporting.



16.6 Task Equipment

This section allows you to manage the available equipment used for tasks.

- Once added, this equipment can be assigned to tasks from the **Task Equipment** step.



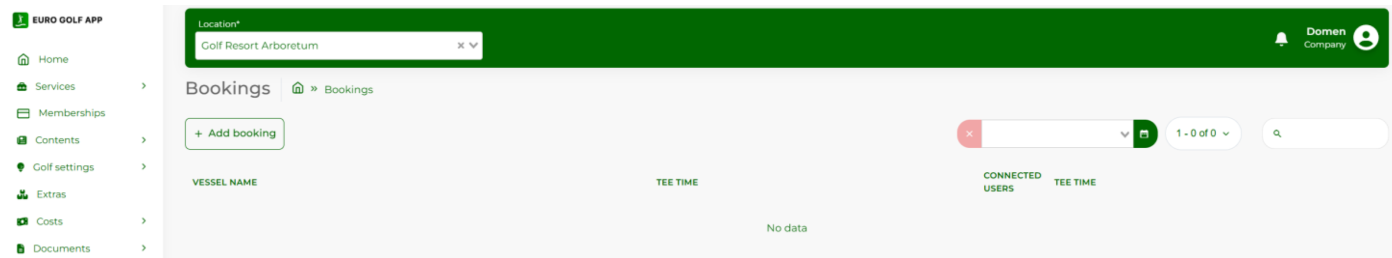
17. Bookings

The **Bookings** section allows you to view, create, and manage all reservations within your golf facility.

17.1 Bookings

Here, you can view all active bookings or manually create new ones.

- Use the **timeframe dropdown menu** at the top of the page to switch between predefined views (e.g., *This Week, Next Week, Last Week, Year-to-Date, Upcoming This Year*).
- Alternatively, click the **calendar icon** next to the dropdown menu to select a specific date.

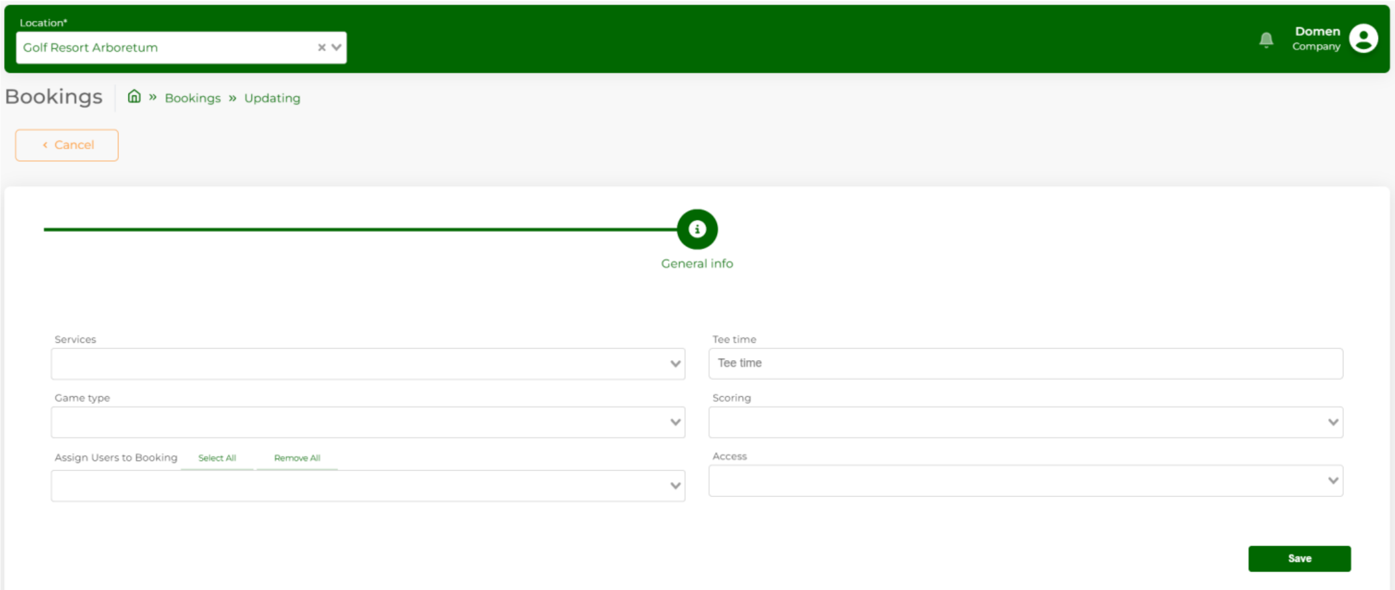


To create a new booking, click the “**Add booking**” button in the top-left corner.

17.1.1 General info

The booking creation process has a single step:

- **Service selection:** Choose which service (e.g., *18-hole, 9-hole, lesson*) the booking covers.
- **Game type:** Select the game format (e.g., *Stroke Play, Stableford*).
- **Assigned users:** Add one or more users to the booking.
- **Tee time:** Set the exact date and time for the booking.
- **Scoring method:** Choose between Gross or Net scoring.
- **Access level:** Decide whether the booking is *Public, Private,* or *Club-only*.

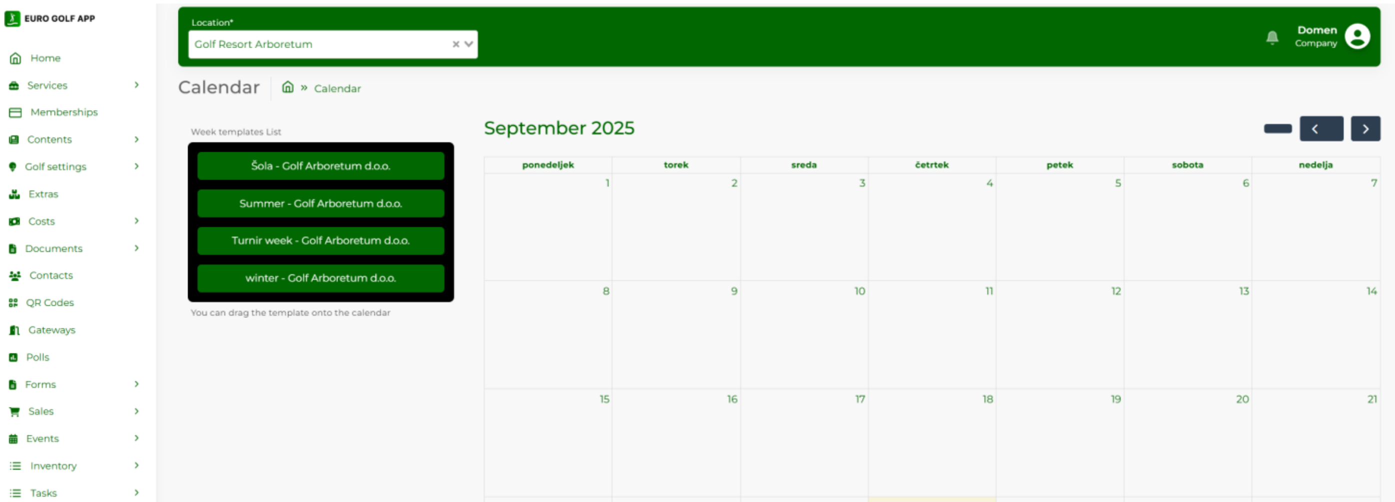


17.2 Calendar

The **Calendar** view allows you to visualize and manage bookings by day or week.

- Your **week templates** are listed on the left side of the page (see **Section 18: Templates**).
- To quickly schedule bookings, **drag a week template** onto the calendar. You will then be prompted to select a service for that week.

This feature is ideal for efficiently populating recurring schedules.



17.3 Slots

The **Slots** view enables you to manage and assign specific booking slots on specific dates.

- To create a new booking slot, **drag a slot template** from the left panel onto the calendar.
- You will then be prompted to:
    - Select a service.
    - Specify whether the booking requires **Manager Approval**, **Client Approval** or both before it becomes active.

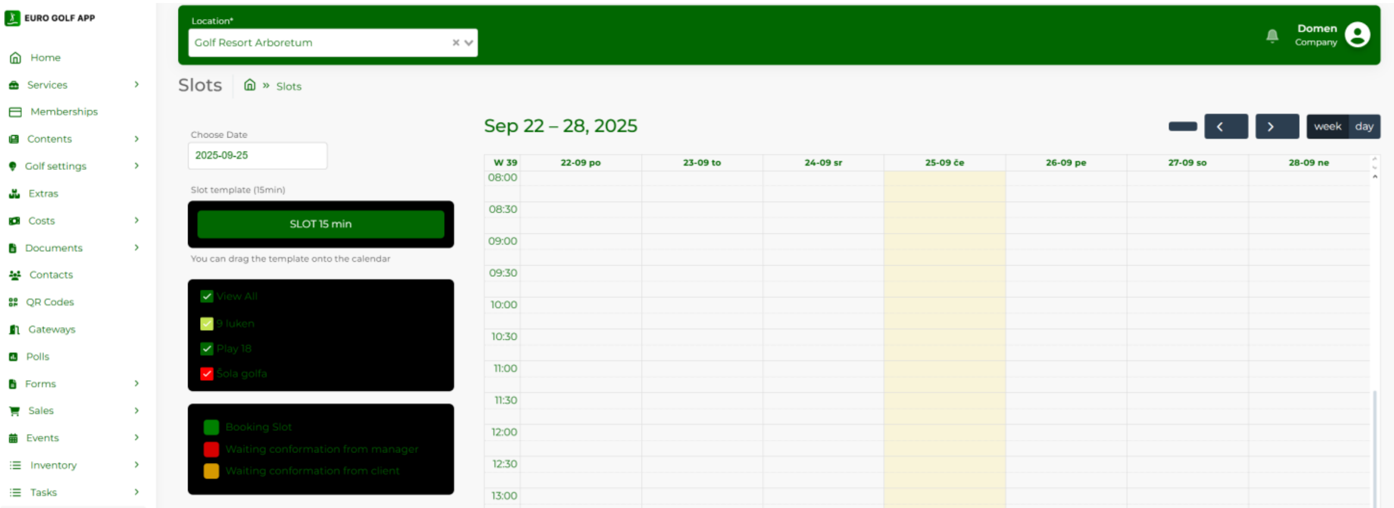
Slot status is color-coded for clarity:

- **Green**: Active booking slot.
- **Red**: Awaiting manager confirmation.
- **Orange**: Awaiting client confirmation.

You can navigate through the calendar using the **arrow icons** in the top-right corner.

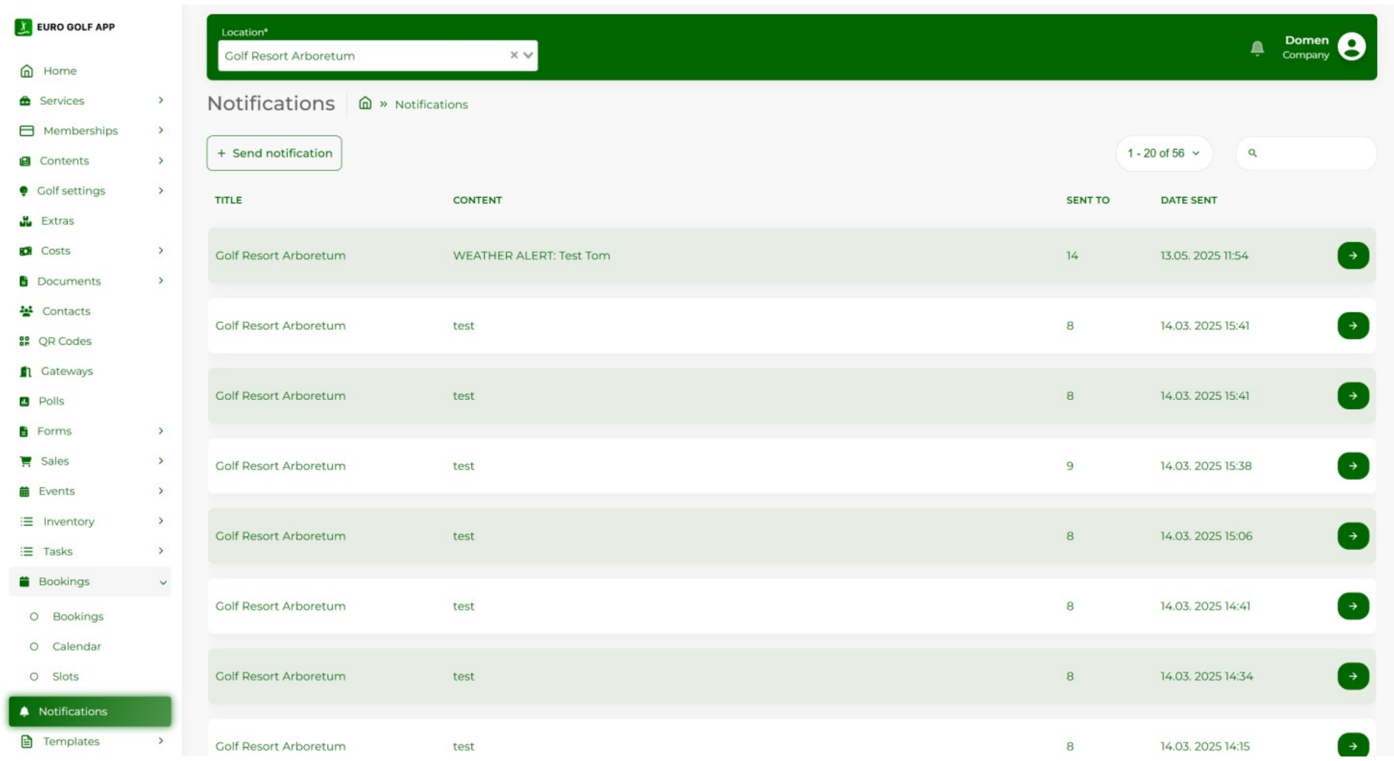
To switch between views:

- Click “**Day**” to display a single day.
- Click “**Week**” to return to the weekly view.



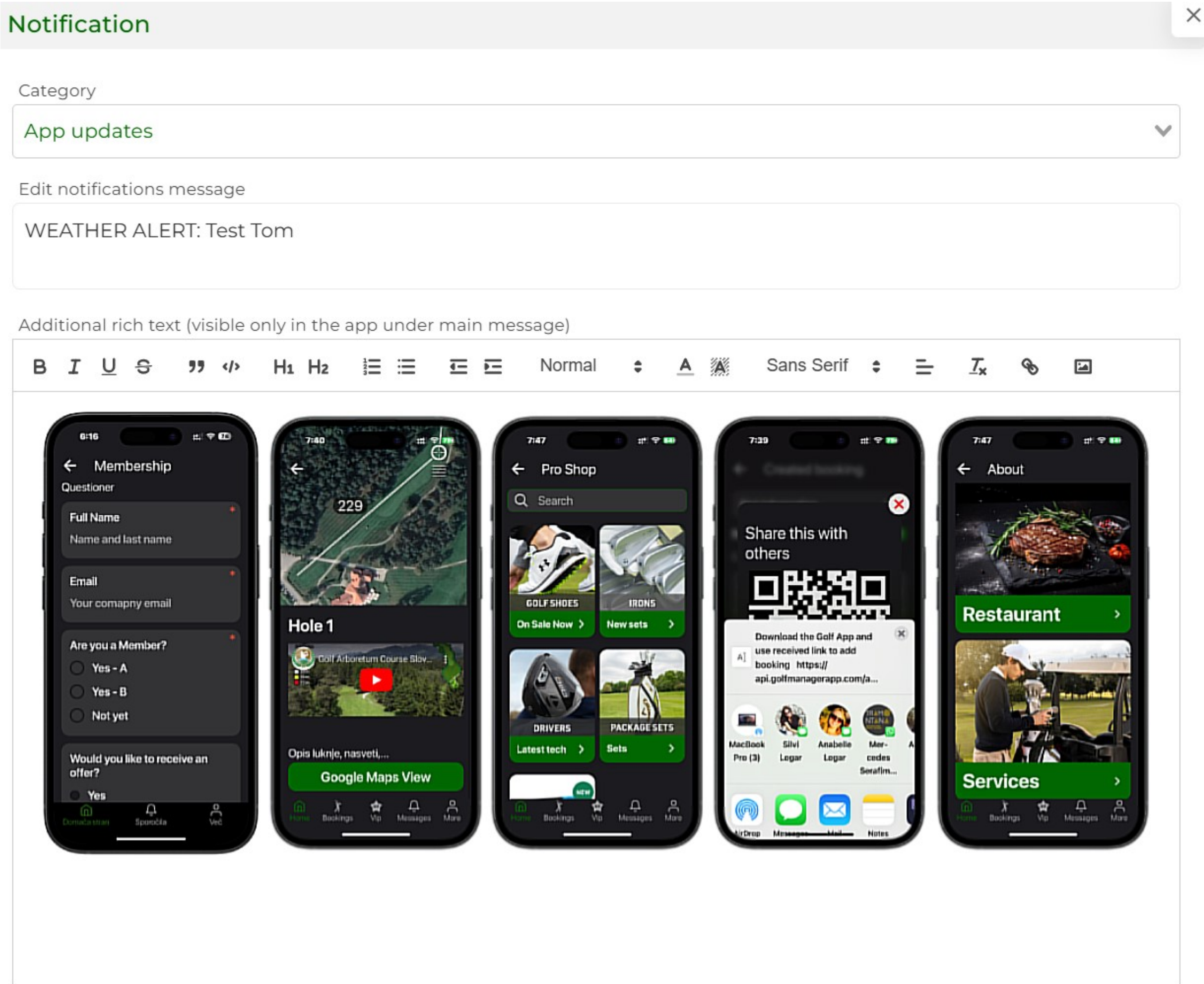
18. Notifications

Here, you can send push notifications to your guests and review previously sent notifications. The main table displays each notification’s **title** (usually the location name), **content**, the **number of users** it was sent to, and the **date and time** it was delivered. To view the full details of a notification, click the green arrow icon on the right side of each notification.



To send a new notification, click the “**Send notification**” button on the top left. When composing a notification, you can choose from a list of preset titles or enter a custom one. You may also assign a **category**, which appears beneath the title in the message (*Golf Services, Upcoming Games, News, App Updates, etc.*).

An **additional text** field is available and will be displayed when a user taps on the notification. This field supports full formatting through the built-in rich text editor, allowing you to style your message as needed.



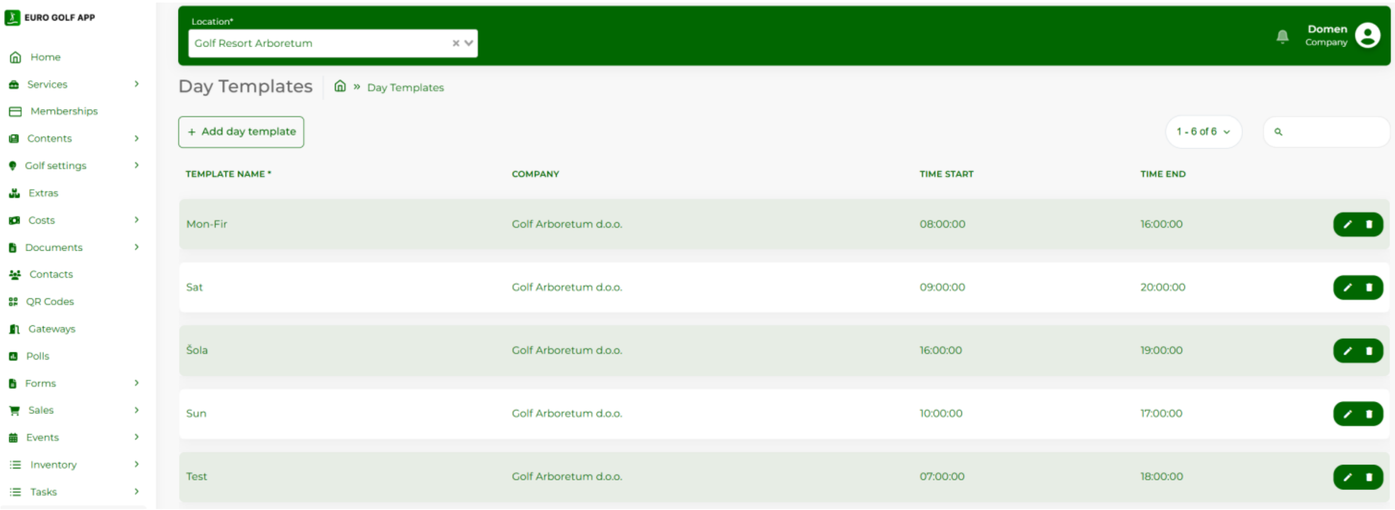
Once you have prepared your notification, simply click “**Send**” to deliver it to your users.

19. Templates

The **Templates** section allows you to create reusable scheduling structures, saving time when managing bookings and events. Templates are especially helpful for recurring schedules, as they can be quickly applied to the booking calendar.

19.1 Day templates

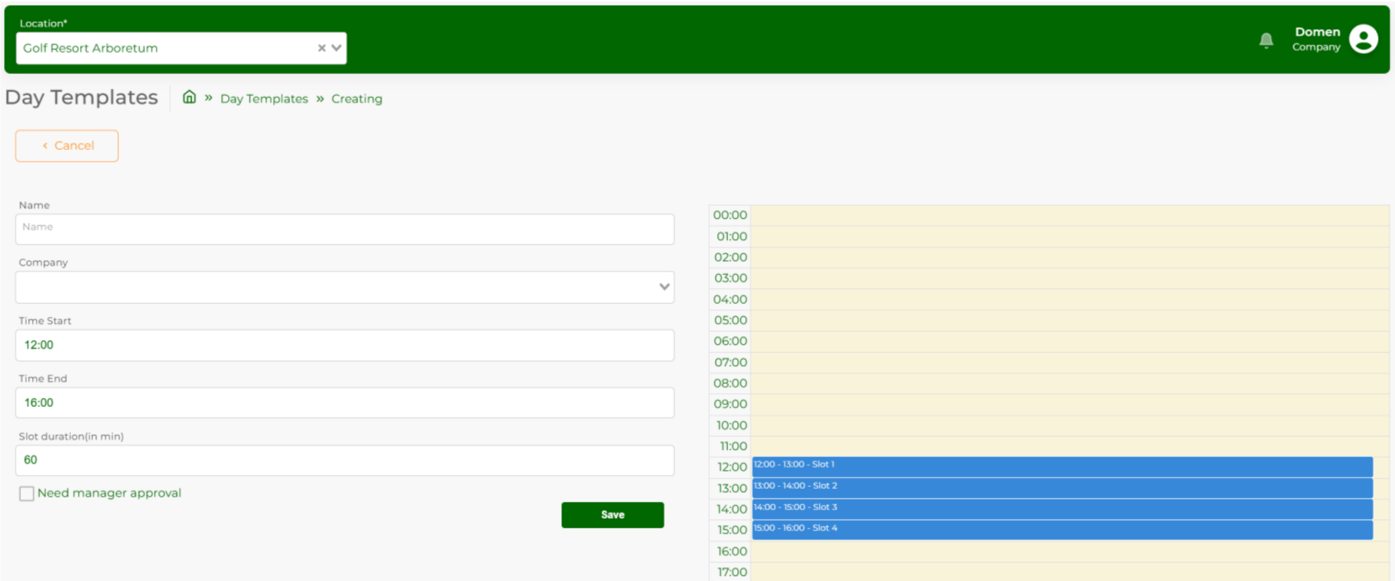
Day templates define the available time slots for a single day.



To create a new day template:

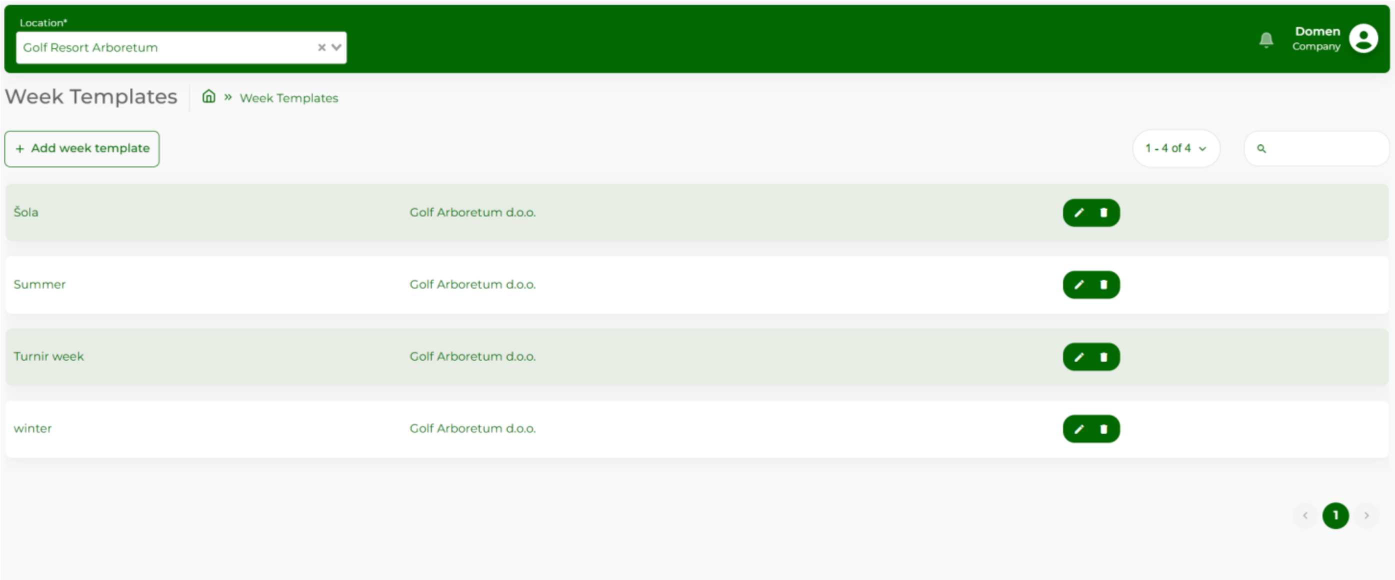
1. Click the “**Add Day Template**” button in the top-left corner.
2. Enter the following details:
   - **Name**: Assign a clear name to the template.
   - **Company**: Select which company the template belongs to.
   - **Time Start & Time End**: Define the daily operating hours.
   - **Slot Duration**: Set the duration of each slot (in minutes).
   - **Manager Approval**: Tick this checkbox if slots created with this template should require manager approval.

A live **preview of your slot timeframe** is displayed on the right side of the screen for review before saving.



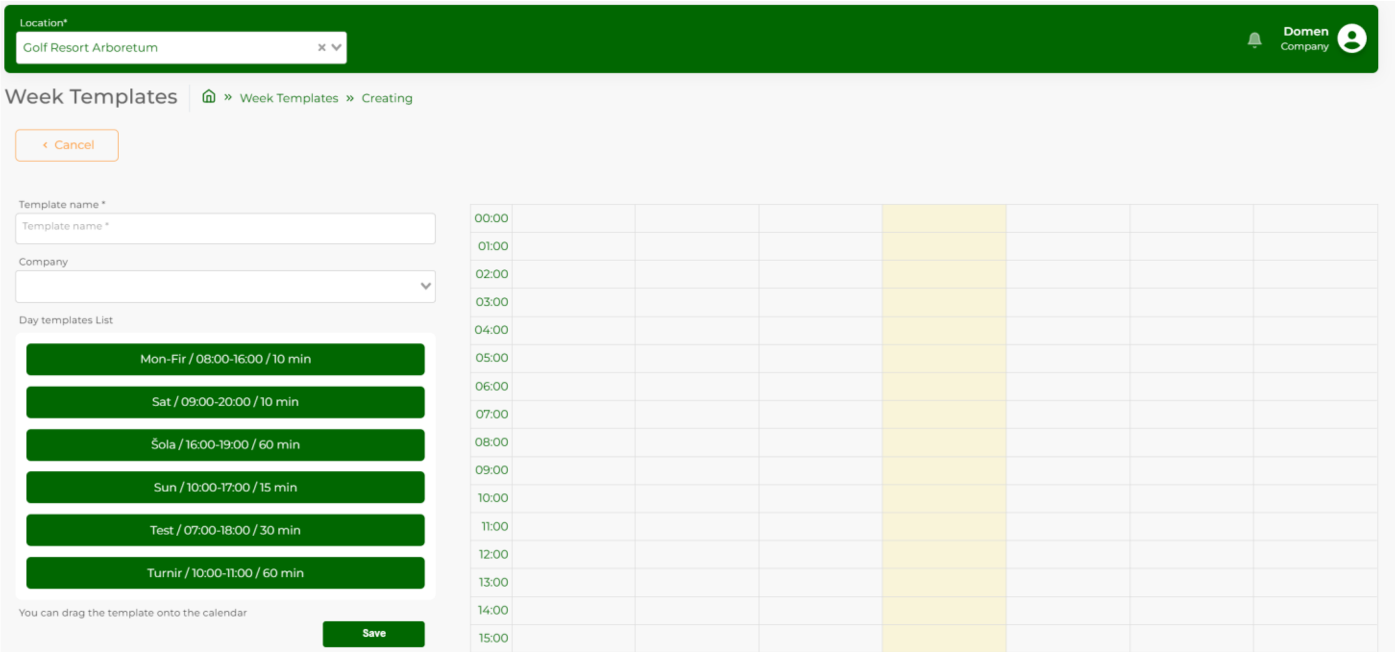
19.2 Week templates

Week templates allow you to combine multiple day templates into a weekly schedule.



To create a new week template:

1. Click the "**Add Week Template**" button in the top-left corner.
2. Provide the following information:
   - **Name:** Assign a clear name to the template.
   - **Company:** Select the company where this template applies.
3. **Drag and drop** your existing day templates (displayed on the left side of the screen) into the **7-day timetable** on the right.
   - Each column represents a day of the week.
   - You can mix and match day templates to create a customized weekly schedule.



Once saved, week templates can be quickly applied in the **Bookings Calendar** (see **Section 17.2**).

20. Settings

The **Settings** section is where you manage company-wide configuration and system-level details for your golf club or business.

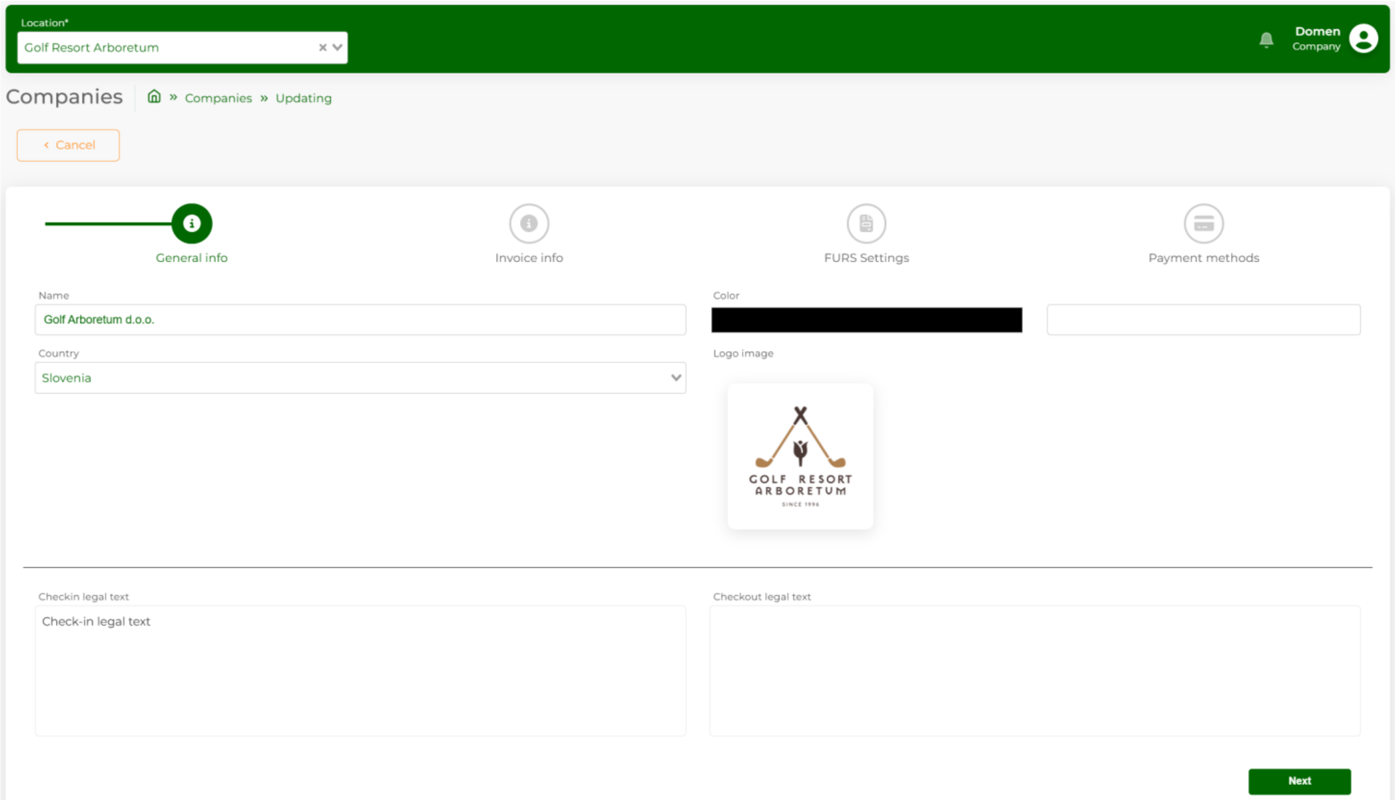
20.1 Companies

In the **Companies** section, you can manage your company information. To edit an existing company, click the pencil icon to the right of its name.

20.1.1 General info

In this step, you can customize general company information:

- **Company name** – Your company's display name.
- **Color** – The primary color used for company branding.
- **Country** – Select the country of operation.
- **Logo image** – Upload your company logo.
- **Check-in/Check-out Legal Text** – Define the text displayed when users check in or out.

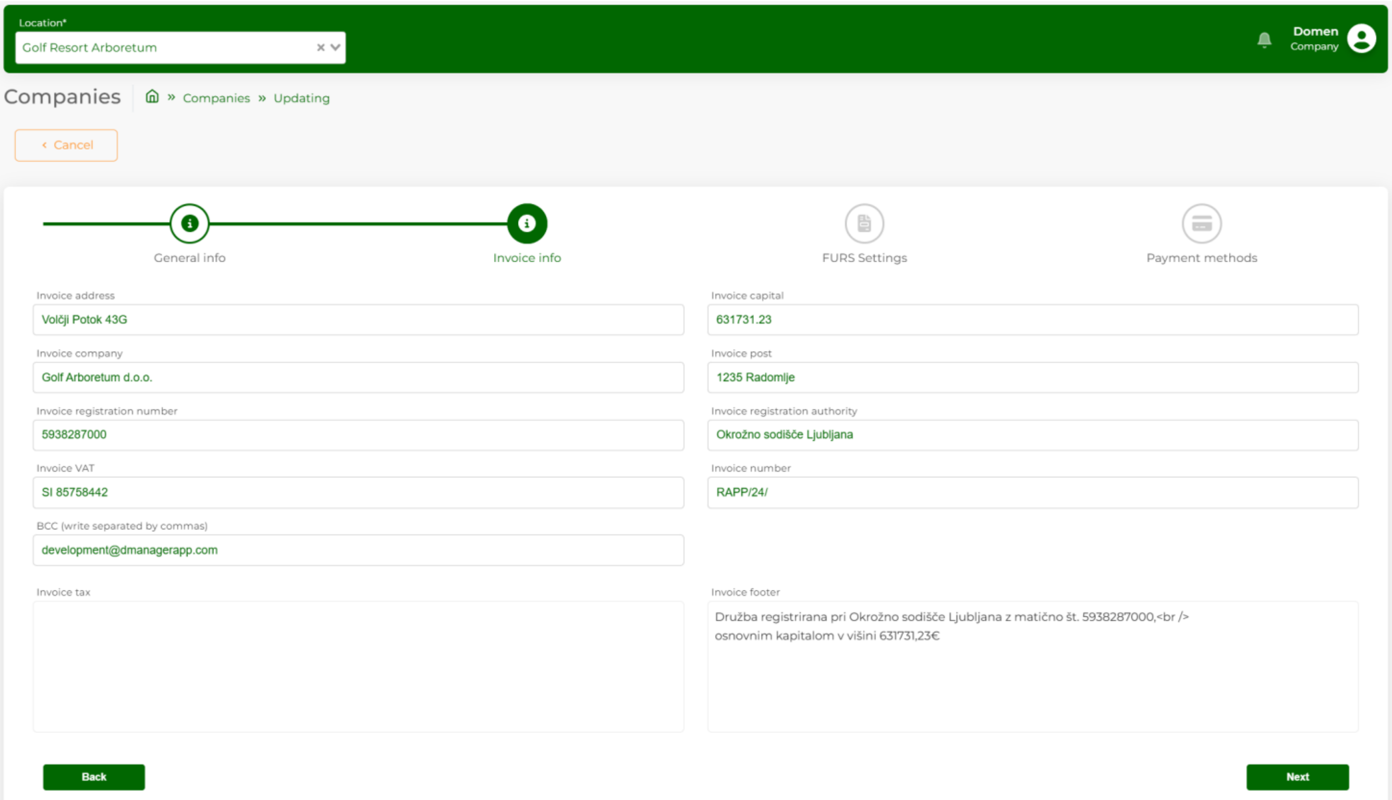


20.1.2 Invoice info

In this step, you can customize your company's invoice settings. You can specify:

- **Invoice Address**
- **Invoice Capital**
- **Invoice Company**
- **Invoice Post**
- **Invoice Registration Number**
- **Invoice Registration Authority**
- **Invoice VAT**
- **Invoice Number**

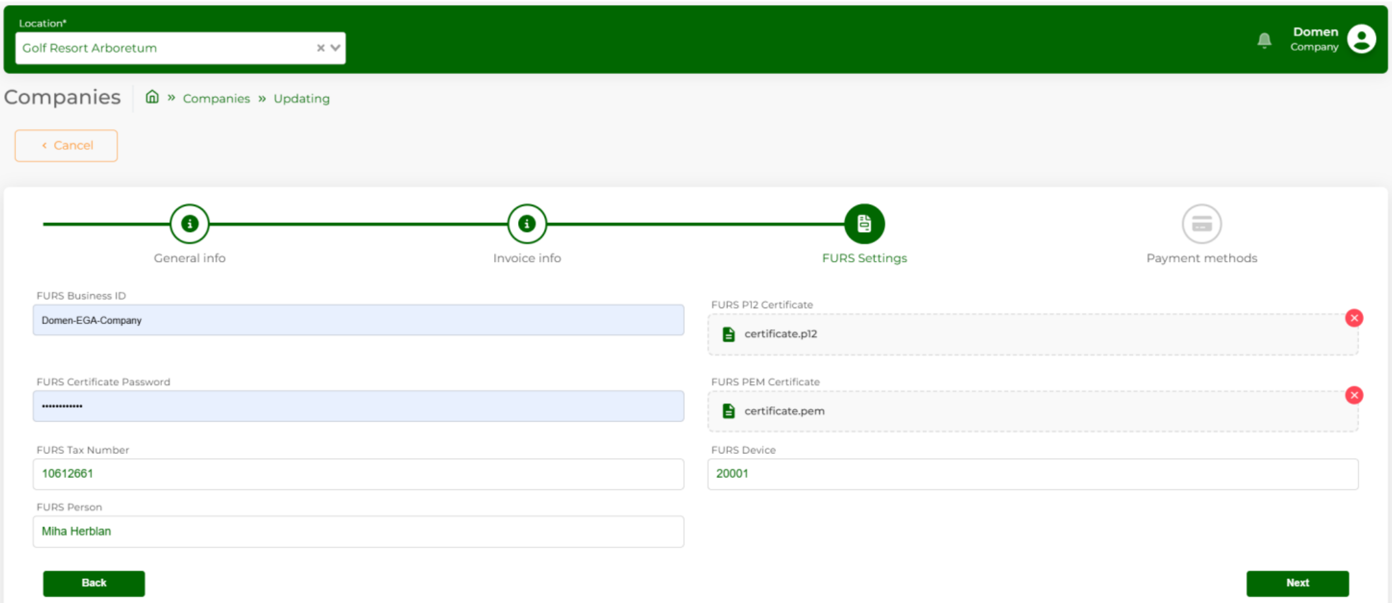
- **BCC** (separate multiple addresses with commas)
- **Invoice Tax Text**
- **Invoice Footer**



20.1.3 FURS Settings

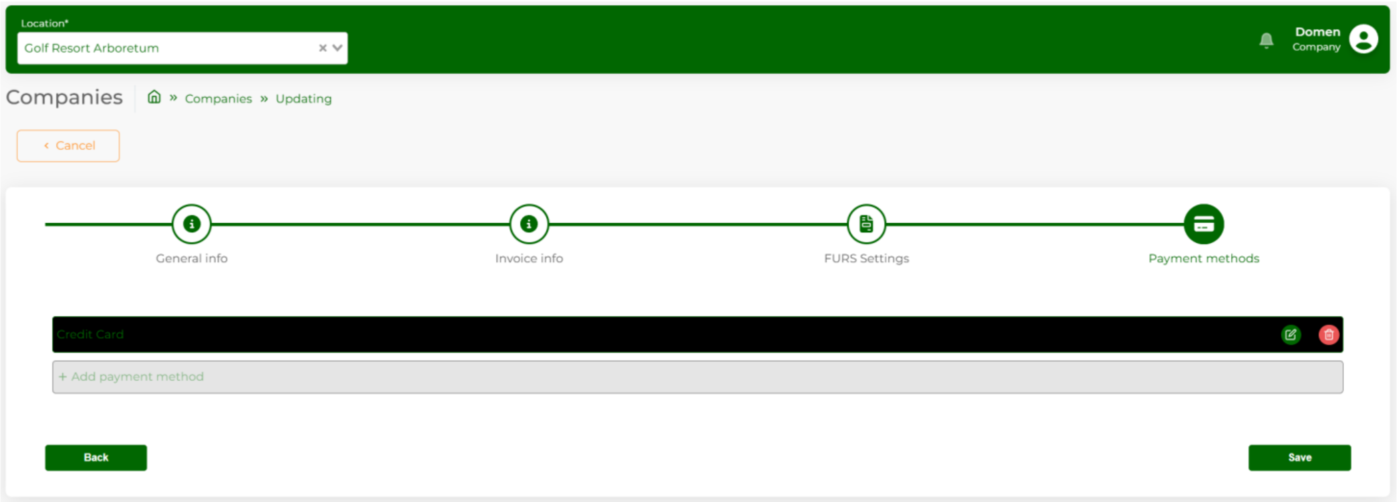
Here, you can configure your FURS Settings. You can specify:

- **FURS Business ID**
- **FURS Certificate Password**
- **FURS P12 Certificate**
- **FURS PEM Certificate**
- **FURS Tax Number**
- **FURS Device**
- **FURS Person**



20.1.4 Payment methods

Here, you can manage your available payment methods.



To add a new payment method:

1. Click the "**Add Payment Method**" button.
2. Choose the payment type (e.g., Stripe).
3. Enter the following details:
   - **Payment Method Name**
   - **Private Key**
   - **Public Key**

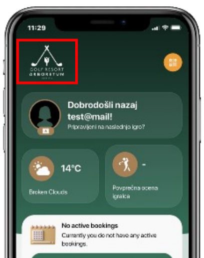
20.2 Locations

in the **Locations** section, you can manage all of your golf course locations. To add a new location, click the **"Add location"** button in the top left corner of the page.

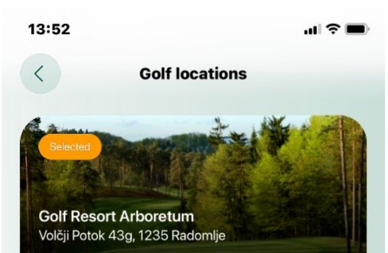
20.2.1 General info

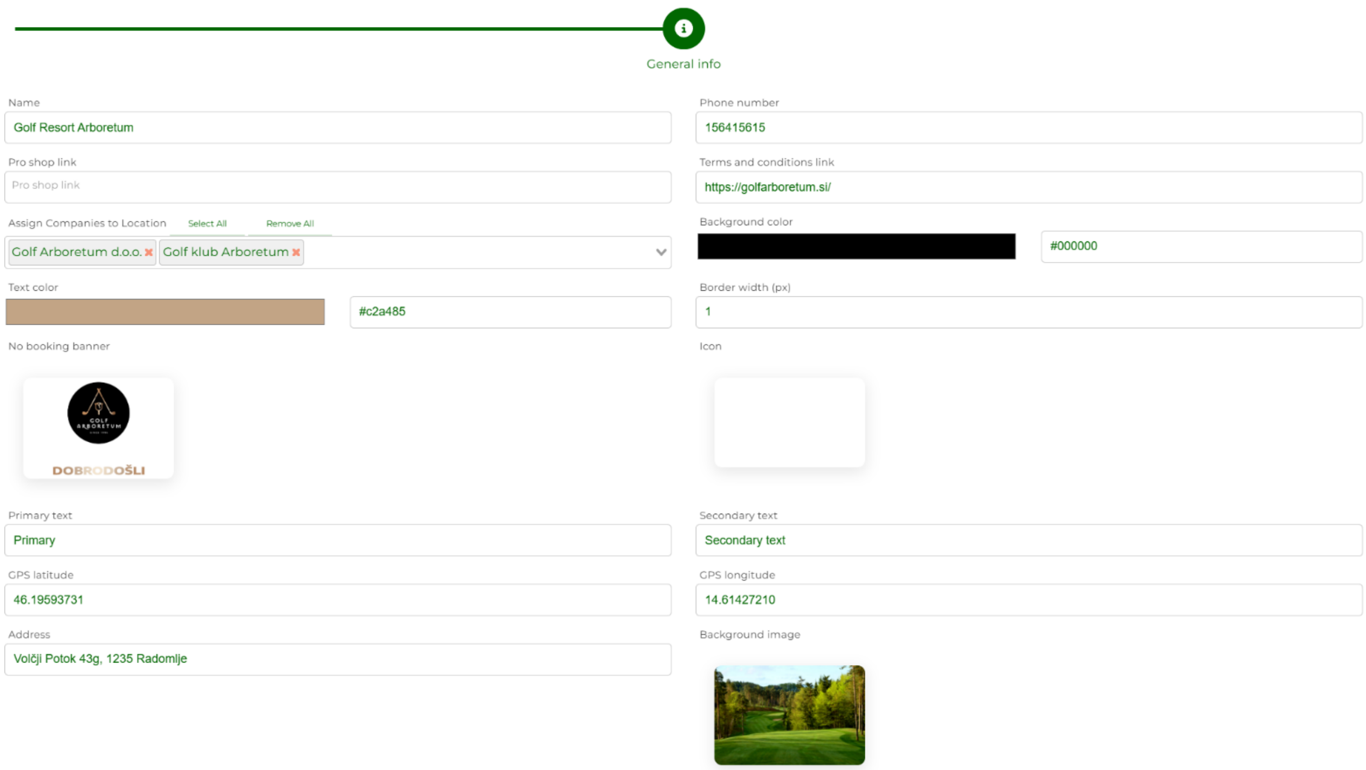
When creating a location, you can assign its name, phone number, pro shop link, and terms and conditions link. You can also assign companies to the location, select a background and text color for the location button, choose a border width, upload a "No Booking" banner, and add a location icon which will be displayed in the top-left corner of the home screen. You can also assign primary and secondary text to the location, and specify an address – this information will be displayed on the location selection screen.

ICON



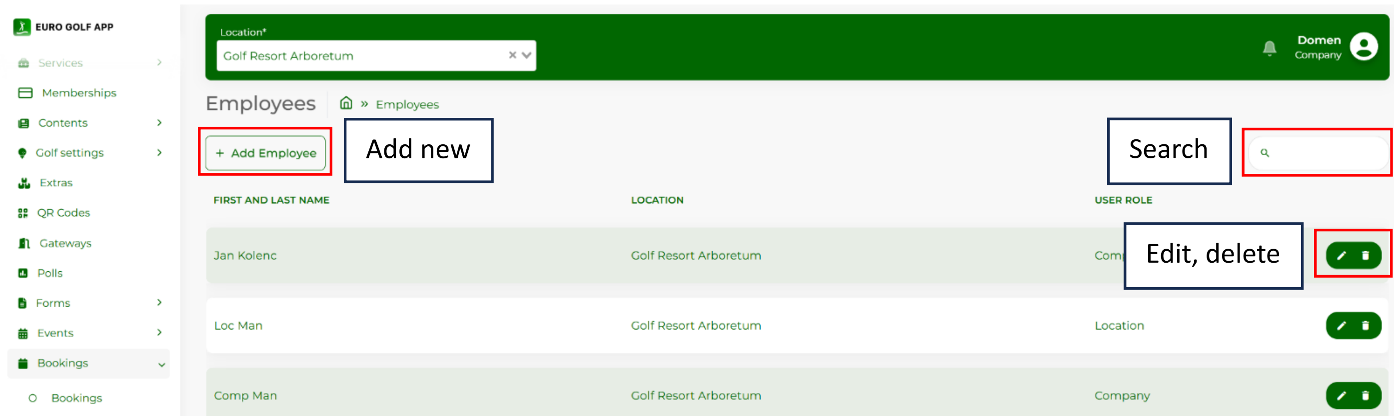
LOCATION



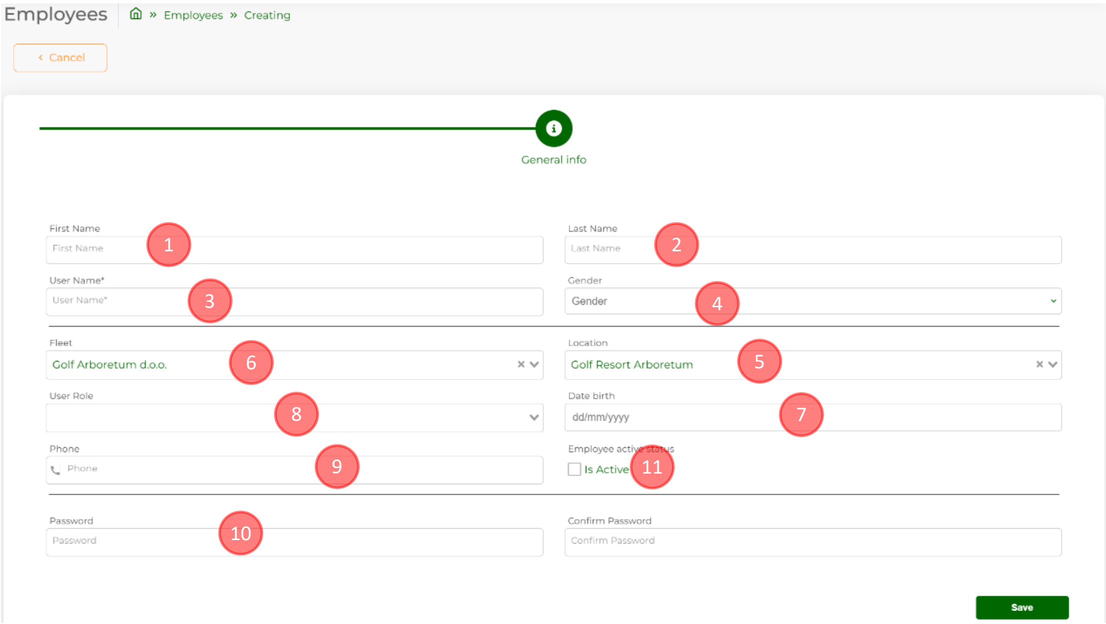


20.3 Employees

This section allows you to create and manage employee accounts. To create a new employee, click the **"Add employee"** button in the top left corner. To edit or delete an employee, use the icons on the far right of each account. You can also search for employees using the search bar in the top right corner.



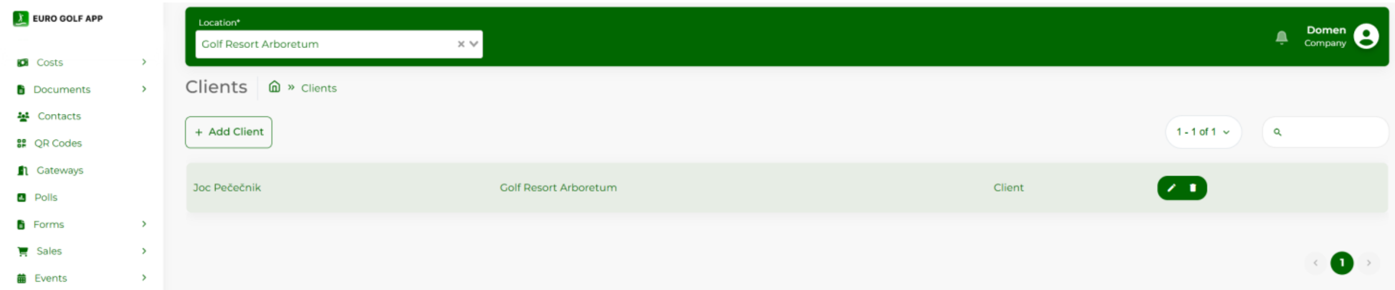
When creating an employee account, you can specify:



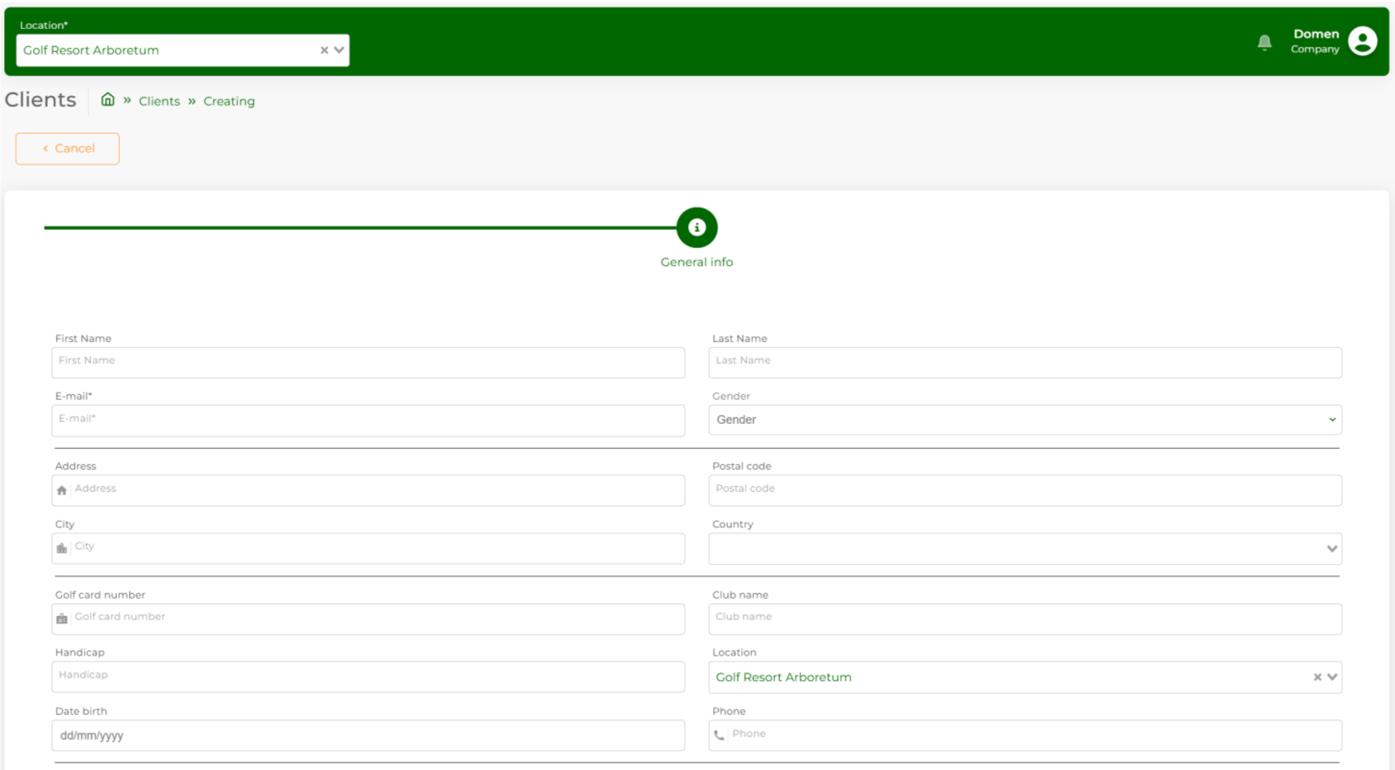
1. First name
2. Last name
3. Username
4. Gender
5. Location
6. Company
7. Date of birth
8. Role
9. Phone number
10. Password
11. Active status

20.4 Clients

In the **Clients** section, you can view and manage your customer records.



To add a new client, click the »**Add client**« button in the top left corner.



When creating a client record, you can enter the client's first and last name, email address, gender, address, postal code, city, country, golf card number, club name, handicap, location, date of birth, and phone number.

21. Help

The **Help** section provides access to a dedicated support site. Here you will find the user manual for both the portal and the app, useful tips and tricks, and the app's official color palette. If you require further assistance, a support email and phone number are also provided.