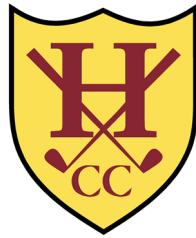


FORETEES LOGIN INSTRUCTIONS



- 1) Go to www.hillwoodcc.org, click “Member Login” and enter your Club username and password.

(If you don't know your website log-in information, contact HCC's Brent Elsasser at 353-6731 or brent.elsasser@hillwoodcc.org.)

- 2) Once you are logged into the member side of the website, find the tab at the top called “Reservations”

- 3) Under the “Reservations” tab are drop down links for Tee Times, Tennis Courts and Dining & Events

- 4) Select which area of the Club you'd like to make a reservation and then click “Log Into ForeTees”

- 5) Select your name from the list and you will be logged directly into ForeTees to make a reservation



How to Make a Dining/Event Reservation with ForeTees

Important:

Go to the “**Settings**” tab to **confirm your e-mail address**, then you will receive automatic e-mail confirmations of your dining reservations, as well as receive e-mails from the Dining Staff about upcoming events.

Once logged into ForeTees the first screen that will appear is the **Announcement Page**. This page allows access to all the features that the software has to offer at your club. This page is managed by the dining staff and updated on a regular basis to provide you current information about club news, upcoming events, menus, dining hours club contacts, etc.

Member's Announcement Page

The screenshot shows the ForeTees Dining website interface. At the top is a dark navigation bar with links: Reservations, Events, Search, Email, Partners, Settings, Help?, and Logout. Below this is a light green header area with a "Dining" tab highlighted. A white arrow points from a callout box to the "Dining" tab. The callout box contains the text: "Under the Dining Tab to make a reservation click on the Reservation Icon, and select Make a Reservation . You then will be prompted to fill in the Reservation Basics". The main content area features the "ForeTees Dining" logo, a "Your Extended Forecast" section with weather icons and temperatures for Today, Wednesday, and Thursday, and an "AccuWeather.com" logo. At the bottom, there are sections for "Members!" and "Grille Room Specials:".

Reservations | Events | Search | Email | Partners | Settings | Help? | Logout

Dining

Under the Dining Tab to make a reservation click on the Reservation Icon, and select Make a Reservation . You then will be prompted to fill in the Reservation Basics

ForeTees Dining

Days | Videos

RealFeel®: 59°F
Winds: SW at 6 mph

Your Extended Forecast

Today 73°/56°
Mainly clear

Wednesday 65°/51°
Clear

Thursday 65°/53°
Patchy clouds

Weather Maps | Weather Radar | Hurricane Center

AccuWeather.com®

Members!

Grille Room Specials:

How to Make a Dining Reservation


- Click on the calendar icon and select the date you would like for the reservation.
- Click the dining room location you would like to dine in using the drop down selections.
- You are then prompted to select a dining time. Select this time from the provided times.
- Select the total number of people in the dining party.
- Select from the drop down selections if the reservation will be celebrating a special occasion.

Home / Dining Reservation



Create New Reservation

Reservation Basics

Your Reservation Date: **Wednesday, 9/26/2012**  ← (use calendar to change date)

Where would you like to dine?

When would you like to dine?

How many people in the dining party?

Are you celebrating a special occasion?

Note: use the grey Go Back button to go back w/o changes to the Dining Home Page. Do not use your browser back button

- Click the blue Continue button.

- Your name will appear in box 1 of the reservation. Select other members you are dining with by selecting them from the member list or by selecting them from your partner list. If you are being joined by a guest, child or a TBD selection, click one of these selections from the blue box on the right

Home / Dining Reservation



Create New Reservation

Notice: To add other members to your reservation please select their name from either your Partner List or by using the Member List. Do not type names in to the text boxes or the system may not recognize them as members and may assign them as guests. When you select a Guest / TBD option you will be able to type a respective name in the appropriate text box.

Date: **Wednesday 9/26/2012** Time: **11:45 AM**

Please Specify Each Person

Click on Names >>

Names	Check #
1: Stephanie Eiden	1
Erase 2: Guest	1
Erase 3: Jon Miller	1
Erase 4: TBD	1

Are there any special requests for this reservation?
Would Like A Window Table

NOTE: To add a Guest, click on one of the Guest types listed in the 'Guest/TBD' box to the right. Add the guest immediately after the last member. To include the name of a guest, type the name after the guest type in the player box above. Use the Check #s to indicate separate checks, if desired.

[Go Back](#) [Reserve](#)

[Click For Help](#)

Partner List

Click on a name to add

- Brekke, Patti
- Brekke, Steve
- Alford Jr, Greg
- Alford, Greg
- Lindquist, Mary
- Lindquist, Roger
- Miller, Terese
- Miller, Jon
- Nash, John
- Nash, Dianne
- Oconnell, Vince
- Parise, Joey
- Parise, Bob
- Parise, Melanie
- Parise, Ryan

Member List

Click on a name to add

A B C D E F
G H I J K L
M N O P Q R
S T U V W X
Y Z [Partners](#)

Guest / TBD

Be sure to include the names of your guests. Use the 'TBD' box to add someone to the reservation.

[Guest](#)
[Child](#)
[TBD](#)

Send dining requests to staff

If dining with a guest; type in your guest's name following the guest type

Member Database-
All members are located here alphabetically. Find the person (s) that you want to dine with from the list and just click on their name.
Note: Your partner list can be viewed by selecting partners.

- Next to each name select the check number you would like each person to be assigned to.
- Type in the special request box any specific needs the dining party will require.
- Click the blue Reserve button.

- You are now seeing a summary of the reservation.

Home / Dining Reservation

ForeTees Dining

Create New Reservation

Date: Wednesday 9/26/2012 Main Dining Room (indoor) Time: 11:45 AM

Confirm Reservation Details

Date: Wednesday 9/26/2012
Time: 11:45 AM
Location: Main Dining Room (indoor)
Name #1: Stephanie Eiden Check # 1
Name #2: Guest Check # 1
Name #3: Jon Miller Check # 1
Name #4: TBD Check # 1
Special Requests: Would Like A Window Table

Go Back
Confirm

- Once you have reviewed click Confirm.
- You will then be directed to your activity calendar and there you will see the dining activities you have booked.

September 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 11:45 AM Reservation	27	28	29 11:30 AM Reservation
30						

How to Cancel or Edit a Dining Reservation

- Under the dining tab click on the reservation icon and select My Reservations/Calendar OR My Reservations/ List.



- Find the reservation you would like to cancel/edit and click on the link to it.
- If you would like to cancel a reservation, click the grey Cancel Reservation at the bottom of the screen.
- Your reservation has now been cancelled and you will be brought back to the dining/event activities calendar.

Home / Dining Reservation



Modify Existing Reservation

Warning: You have 6 minutes to complete this reservation. If you want to return without completing a reservation, do not use your browser's BACK button/option. Instead select the Go Back option below.

Reservation Basics

Your Reservation Date: **Wednesday, 9/26/2012** ← (use calendar to change date)

Where would you like to dine?

When would you like to dine?

How many people in the dining party?

Are you celebrating a special occasion?

Select this button to cancel the entire reservation

If editing the date, dining location, time, number of people dining or occasion make appropriate changes and select blue Continue button, if modifying name of diner etc. Select blue Continue button and you will be advanced to the next page

- To edit the dining reservation, change the appropriate fields and click the blue Continue button.

- Your name will appear in box 1 of the reservation. Edit fields on this page if applicable.

Home / Dining Reservation



Modify Existing Reservation

Warning: You have 6 minutes to complete this reservation. If you want to return without completing a reservation, **do not use your browser's BACK button/option**. Instead select the **Go Back** option below. Also make sure to add members by selecting them from your Partner List or by using the Member List.

Date: Wednesday 9/26/2012 Time: 11:45 AM

Please Specify Each Person

Click on Names >>

Names	Check #
Cancel 1: Eiden, Stephanie	1
Erase 2: Guest	1
Erase 3: Miller, Jon	1
Erase 4: TBD	1

Are there any special requests for this reservation?

Would Like A Window Table

NOTE: To add a Guest, click on one of the Guest types listed in the 'Guest/TBD' box to the right. Add the guest immediately after the host member. To include the name of a guest, type the name after the guest type in the player box above. Use the Check #s to indicate separate checks, if desired.

Go Back

Reserve

[Click For Help](#)

Partner List

Click on a name to add

Brekke, Patti
Brekke, Steve
Alford Jr, Greg
Alford, Greg
Lindquist, Mary
Lindquist, Roger
Miller, Terese
Miller, J
Nash, J
Nash, D
Oconnor
Parise,
Parise,
Parise,
Parise,

Member List

A B C D E F
G H I J K L
M N O P Q R
S T U V W X
Y Z Partners

Note: DO
Browser's

Note: ONLY the member that made the reservation can make changes to the reservation. Other members can ONLY cancel themselves out of an existing reservation

Edit names of diners by using the erase button or add another

- Click the blue Reserve button.
- You are now seeing a summary of the updated reservation.

Home / Dining Reservation



Modify Existing Reservation

Warning: You have 6 minutes to complete this reservation. If you want to return without completing a reservation, **do not use your browser's BACK button/option**. Instead select the **Go Back** option below.

Date: Wednesday 9/26/2012 Main Dining Room (indoor) Time: 11:45 AM

Confirm Reservation Changes

Date: Wednesday 9/26/2012
Time: 11:45 AM
Location: Main Dining Room (indoor)
Name #1: Eiden, Stephanie Check # 1
Name #2: Guest Check # 1
Name #3: Guest Check # 1
Name #4: TBD Check # 1
Special Requests: Would Like A Window Table

Go Back

Confirm

- Once you have reviewed click Confirm.
- You will then be directed to your activity calendar and there you will see the dining/event activities you have booked.

How to Make an Event Reservation

- Under the dining tab click on the events icon.
- You will then see a list of events. If an event is available for registration click on the Register Now link for that event.

The screenshot shows the ForeTees Dining website interface. At the top is a navigation bar with links: Reservations, Events, Search, Email, Partners, Settings, Help?, and Logout. An arrow points to the 'Events' link with a callout box stating: 'Select the events icon for a list of available events.'

Below the navigation bar, the page title is 'Home / Dining Event Listing' and the sub-header is 'Upcoming Dining Events'. The ForeTees Dining logo is in the top right corner.

A table lists upcoming events. An arrow points to the 'Cooking with Chef Wade' event name with a callout box stating: 'Selecting the event name will tell you details provided about the event.'

Another callout box points to the 'Register Now' link for the 'Christmas Eve Brunch at St. Andrews' event, stating: 'If the event is available for registration it will note Register Now in blue'.

EVENT NAME	DATE	TIME FRAME	LOCATION	YOUR STATUS
Cooking with Chef Wade	10/7/2012	7:00 PM to 9:00 PM	Pavillion	Reserved
50 Year Member Party	10/19/2012	7:00 PM to 11:00 PM	Evergreen Room	Reserved
Christmas Eve Brunch at St. Andrews	12/24/2012	10:00 AM to 2:00 PM	Evergreen Room	Register Now

Additional details for the Christmas Eve Brunch event:

- Adult Member: \$25.00
- Adult Guest: \$25.00
- Child 12-17: \$15.00
- Child Under 12: \$0.00

A 'Home' button is located at the bottom center of the page.

- Your name will appear in box 1 of the reservation. Select other members you are attending the event with by selecting them from the member list or by selecting them from your partner list. If you are being joined by a guest, child or a TBD selection, click one of the selections from the blue box on the right.

Home / Dining Event Reservation

Create New Event Reservation for Christmas Eve Brunch at St. An

Notice: To add other members to your reservation please select their names from the Member List. Do not type names in to the text boxes or the system may not recognize them. When you select a Guest / TBD option you will be able to type in the name.

Date: Monday 12/24/2012

Select a location: Evergreen Room

Select a time:

Select time from the drop down times available. If multiple locations are available, select location from drop down locations available.

Edit names of diners by using the erase button or add another

Please Specify Each Person

Click on Names >>

Names	Check #
1: Stephanie Eiden	1
Choose a meal option: Adult Member: \$25.00	
Erase 2: John Nash	1
Choose a meal option: Adult Member: \$25.00	
Erase 3: Dianne Nash	1
Choose a meal option: Adult Member: \$25.00	
Erase 4: Terese Miller	1
Choose a meal option: Adult Member: \$25.00	
Erase 5: Jon Miller	1
Choose a meal option: Adult Member: \$25.00	
Erase 6:	1
Choose a meal option: Adult Member: \$25.00	
Erase 7:	1
Choose a meal option: Adult Member: \$25.00	
Erase 8:	1
Choose a meal option: Adult Member: \$25.00	

Are there any special requests for this reservation?

Erase

NOTE: To add a Guest, click on one of the Guest types listed in the 'Guest/TBD' box to the right. Add the guest immediately after the host member. To include the name of a guest, type the name after the guest type in the player box above. Use the Check #s to indicate separate checks, if desired.

Go Back

Reserve

[Click For Help](#)

Partner List

Click on a name to add

Brekke, Patti
Brekke, Steve
Alford Jr, Greg
Alford, Greg
Lindquist, Mary
Lindquist, Roger
Miller, Terese
Miller, Jon
Nash, John
Nash, Dianne
Oconnell, Vince

Member List

A B C D E
G H I J K L
M N O P Q R
S T U V W X
Y Z Partners

Guest / TBD
Be sure to include names of your guests.
Use 'TBD' for someone to be named later.

[Guest](#)
[Child](#)
[TBD](#)

Member Database- All members are located here alphabetically. Find the person (s) that you want to dine with from the list and just click on their name.
Note: Your partner list can be viewed by selecting partners.

Select check numbers from drop down selections

- Click the blue Reserve button.

- You are now seeing a summary of the reservation.

Home / Dining Event Reservation



Create New Event Reservation

Date: **Monday 12/24/2012** Evergreen Room Time: **11:00 AM**

Confirm Reservation Details

Event Name: Christmas Eve Brunch at St. Andrews

Event Location: Evergreen Room

Date: Monday 12/24/2012

Time: 11:00 AM

Name #1: Stephanie Eiden Adult Member \$25.00 Check # 1

Name #2: John Nash Adult Member \$25.00 Check # 1

Name #3: Dianne Nash Adult Member \$25.00 Check # 1

Name #4: Terese Miller Adult Member \$25.00 Check # 1

Name #5: Jon Miller Adult Member \$25.00 Check # 1

- Once you have reviewed click Confirm.
- You will then be directed to your activity calendar and there you will see the dining/event activities you have booked.

How to Cancel or Edit an Event Reservation

- Under the dining tab click on the reservation icon and select My Reservations/Calendar.
- Find the reservation you would like to cancel/edit and click on the link to it.
- Click the View/Edit Sign- up.

25-50 Year Member Party

Don't Forget to Sign up Early.

We want to thank you with this 7 course amazing meal for your many years of membership at the Club

Where & When: Evergreen Room on Friday 10/19/2012 from 7:00 PM to 11:00 PM

Options:
Adult Member: \$25.00

Dress Code: Semi-Formal

Musical Style: Big Band

Registration: Begins 4/22/2012 and ends 10/18/2012

Current Status: You are currently reserved for this event. ([View / Edit Sign-up](#))

REGISTRATION LIST

NAME	TIME	STATUS	REGISTERED AT

- If you wish to cancel the entire event reservation, click the grey Cancel Reservation at the bottom of the screen.

Home / Dining Event Reservation



Modify Existing Event Reservation for 25-50 Year Member Party

Warning: You have **6 minutes** to complete this reservation. If you want to return without completing a reservation, **do not use your browser's BACK button/option**. Instead select the **Go Back** option below. Also make sure to add members by selecting them from your Partner List or by using the Member List.

Date: **Friday 10/19/2012**

Select a location: **Evergreen Room** Time: **7:00 PM**

Please Specify Each Person

Click on Names >>

Names	Check #
Cancel 1: Eiden, Stephanie	1
Choose a meal option: Adult Member: \$25.00	
Erase 2: Oconnell, Vince	1
Choose a meal option: Adult Member: \$25.00	
Erase 3: Adams, Jim	1
Choose a meal option: Adult Member: \$25.00	
Erase 4: Adams, Julia	1
Choose a meal option: Adult Member: \$25.00	

Are there any special requests for this reservation?

Sit near the Podium

NOTE: To add a Guest, click on one of the Guest types listed in the 'Guest/TBD' box to the right. Add the guest immediately after the host member. To include the name of a guest, type the name after the guest type in the player box above. Use the Check #s to indicate separate checks, if desired.

[Go Back](#)
[Cancel Reservation](#)
[Reserve](#)

[Click For Help](#)

Partner List

Click on a name to add

- Brekke, Patti
- Brekke, Steve
- Alford Jr, Greg
- Alford, Greg
- Lindquist, Mary
- Lindquist, Roger
- Miller, Terese
- Miller, Jon
- Nash, John
- Nash, Dianne
- Oconnell, Vince
- Parise, Joey
- Parise, Bob
- Parise, Melanie
- Parise, Ryan

Member List

Click on a name to add

[A](#) [B](#) [C](#) [D](#) [E](#)
[G](#) [H](#) [I](#) [J](#) [K](#) [L](#)
[M](#) [N](#) [O](#) [P](#) [Q](#) [R](#)
[S](#) [T](#) [U](#) [V](#) [W](#) [X](#)
[Y](#) [Z](#) [Partners](#)

Guest / TBD
Be sure to include the names of your guests. Use 'TBD' for someone to be named later.

[Guest](#)

To Cancel entire reservation, click Cancel Reservation. To edit the event reservation modify the fields and select the Blue Reserve button. You are able to update diners, change the event location or time or modify special requests on this screen. Note: ONLY the person that made the reservation can make changes to the reservation. Other members can ONLY cancel themselves out of an existing reservation.

- Your reservation has now been cancelled and you will be brought back to the dining/event activities calendar.
- To edit an event reservation, change the appropriate fields and click the blue Reserve button.

- You are now seeing a summary of the reservation.

Home / Dining Event Reservation



Modify Existing Event Reservation

Warning: You have 6 minutes to complete this reservation. If you want to return without completing a reservation, do not use your browser's BACK button/option. Instead select the Go Back option below.

Date: Friday 10/19/2012 Evergreen Room Time: 7:00 PM

Confirm Reservation Changes

Event Name: 25-50 Year Member Party
 Event Location: Evergreen Room
 Date: Friday 10/19/2012
 Time: 7:00 PM
 Name #1: Eiden, Stephanie Adult Member \$25.00 Check # 1
 Name #2: Oconnell, Vince Adult Member \$25.00 Check # 1
 Name #3: Adams, Jim Adult Member \$25.00 Check # 1
 Name #4: Guest Adult Member \$25.00 Check # 1
 Special Requests: Sit near the Podium

Questions for each individual

Would you care for Chicken, Beef, or Fish (C,B, F)

Eiden, Stephanie C
 Oconnell, Vince F
 Adams, Jim b
 Guest b

[Go Back](#)

[Confirm](#)

- Once you have reviewed click Confirm.
- You will then be directed to your activity calendar and there you will see the dining/event activities you have booked.

October 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7 7:00 PM: Cooking with more	8	9	10	11	12	13
14	15	16	17	18	19 7:00 PM: 25-50 Year Member Party - Registered	
21	22	23	24	25	26	27
28	29	30	31			

Additional Member Features

My Reservation Calendar/Reservation List

- Go to the “**Reservations**” tab and select “**My Reservations /Calendar**”
- This will allow you to view scheduled Reservations and Events. It also allows you to see available events to register for.
- Note: The Color Chart on the top of the page.
- Note: The Activity Display drop down to select the activity you would like to display the calendar for. The “All” display will note all the available and current activities the club is currently offering.
- You have access to your reservations for activities by clicking on the color coded name.
- Click “**My Reservation List**” to view all current reservations and events you are signed up for.
- You can access your reservations by clicking on any of your reservations or events you are in.

Search For Upcoming Dining & Event Reservations

- Go to the “**Search**” tab, on the top of the page
- Select the member or members you would like to view upcoming reservations or events for. You can select from the member list or from your partner list. You can also select Search Your Reservations to view upcoming dining and event reservations for yourself.

Email Feature

- Email other members by utilizing the email feature located inside of the ForeTees system. You can contact any other member without exiting ForeTees that has an email listed in the system.
- Build an email distribution list of your partners to communicate with them any information you would like through the ForeTees email feature.

Partner List

- To build a Partner List, select the “**Partners**” tab
- Select the activity/activities you would like to add or create a list for.
- Select those members from the “**Member List**” to create your “**Partner List**”
- Once this list is set up when you enter the ForeTees Reservation page to enter in fellow members the “**Partners List**” tab will appear in the member list box.

Member List

- Every individual at your club who has dining privileges at the club will be found in this panel alphabetically by their last name.
- Once you have located the person you want to dine with, simply left click on their name and that person will appear in the dining or event reservation.
- If you click the wrong name, click the “**Erase**” button to the left of the incorrect name to remove that person.
- Member names **should not be typed** into the dining or event reservation.
- Selections should be made by using point and click with your computers’ mouse from the partners list or the member list to ensure accuracy of the members listed in the reservation.

If you have questions, please call the Clubhouse