

## Stromness Golf Club – Tee Booking

We are using a shared spreadsheet in 'Google Sheets' to allow tee bookings from 7am – 9pm (in 10 min intervals) for up to 3 days ahead for members only.

To be able to use the system you will need to have a Google account. Note: You may already have one and if you use an Android based phone or tablet then you definitely will!

An easy way to tell is go to Google's homepage ([www.google.co.uk](http://www.google.co.uk)) and see if you are signed in, or can sign in by clicking the blue 'sign in' button in the top right:



Google Search

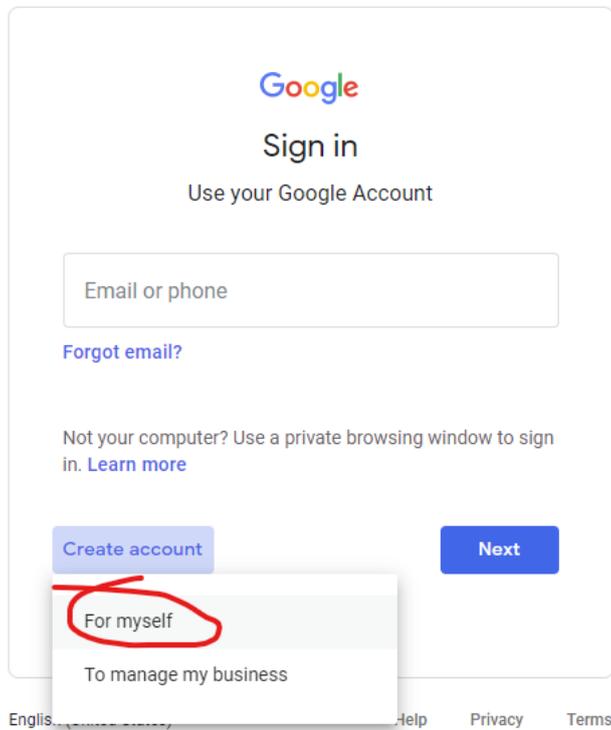
I'm Feeling Lucky

If you have a google account then e-mail either Denis ([den\\_no1@hotmail.com](mailto:den_no1@hotmail.com)) or Brian ([brian@corsie.co.uk](mailto:brian@corsie.co.uk)) with the e-mail address associated with your google account (it could be your usual address or you may have setup a [yourname@gmail.com](mailto:yourname@gmail.com) address) and we can then share the booking sheet with you via this e-mail (skip to Step 2).

## Step 1: Set-up a Google Account

If you do not have a Google account then follow the guide below:

Firstly, click that 'Sign in' blue button and then click 'Create Account' and 'For myself'

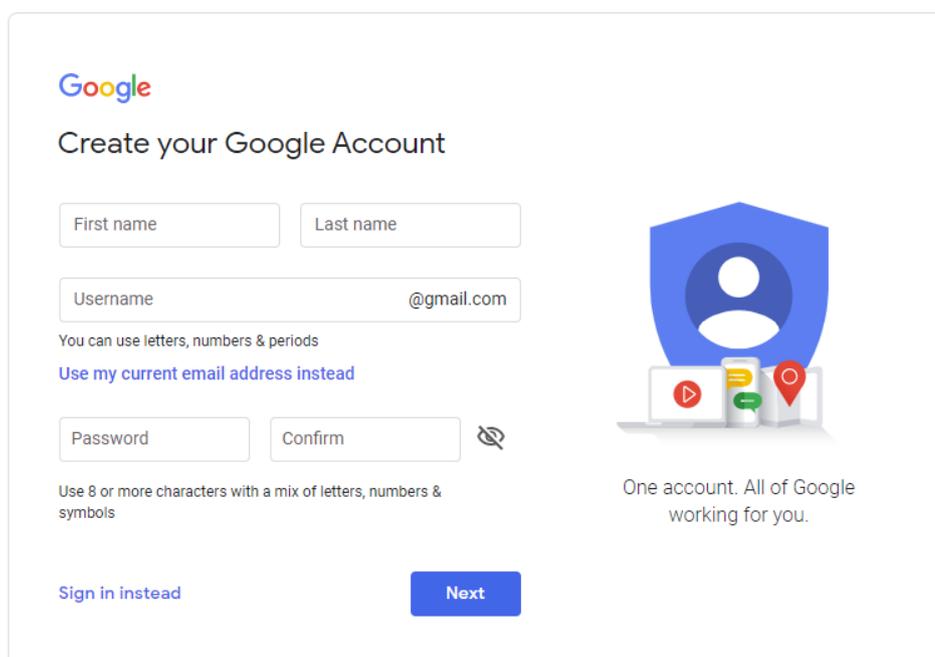


The screenshot shows the Google Sign in page. At the top is the Google logo, followed by 'Sign in' and 'Use your Google Account'. There is an input field for 'Email or phone' and a link for 'Forgot email?'. Below that is a note about using a private browsing window. At the bottom left is a 'Create account' button, which has a dropdown menu open showing two options: 'For myself' (circled in red) and 'To manage my business'. To the right of the dropdown is a 'Next' button. At the very bottom, there are links for 'English', 'Help', 'Privacy', and 'Terms'.

Next, fill in your details.

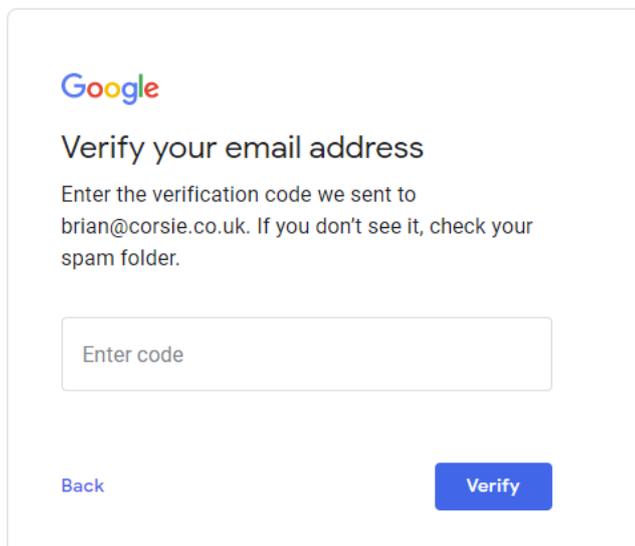
Note you can use an existing e-mail address or create your own googlemail (gmail.com) one here by either filling in the username field or clicking the 'Use my current email address instead' link.

Also choose a password and click 'Next'.



The screenshot shows the 'Create your Google Account' page. It features the Google logo at the top left. Below it are input fields for 'First name' and 'Last name'. A larger input field for 'Username' is followed by '@gmail.com'. A note states 'You can use letters, numbers & periods' and there is a link for 'Use my current email address instead'. Below these are 'Password' and 'Confirm' fields with an eye icon for toggling visibility. A note at the bottom left says 'Use 8 or more characters with a mix of letters, numbers & symbols'. On the right side, there is a blue shield icon with a person silhouette and a laptop with various app icons. Below this icon is the text 'One account. All of Google working for you.' At the bottom left is a 'Sign in instead' link and at the bottom right is a 'Next' button.

If you chose an existing address you will then be sent a code to that e-mail address and you need to type in here:



## Step 2: You have a Google Account, what next?

Once you have an account with Google let Denis or Brian know the e-mail address associated with it and we can then share the file with you.

You should then get this e-mail sent to the address you supplied:

### Tee Booking - Invitation to edit



Brian Corsie (via Google Sheets) <bcorsie@googlemail.com>  
To brian@corsie.co.uk



 If there are problems with how this message is displayed, click here to view it in a web browser.

[bcorsie@googlemail.com](mailto:bcorsie@googlemail.com) has invited you to **edit** the following spreadsheet:



Tee Booking

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because [bcorsie@googlemail.com](mailto:bcorsie@googlemail.com) shared a spreadsheet with you from Google Sheets.

When you click the link in the e-mail you will be taken into the tee booking system where you can see the next 3 days and by clicking the dropdown arrow (in the right side of each cell) beside any time you can select your name from the members list:

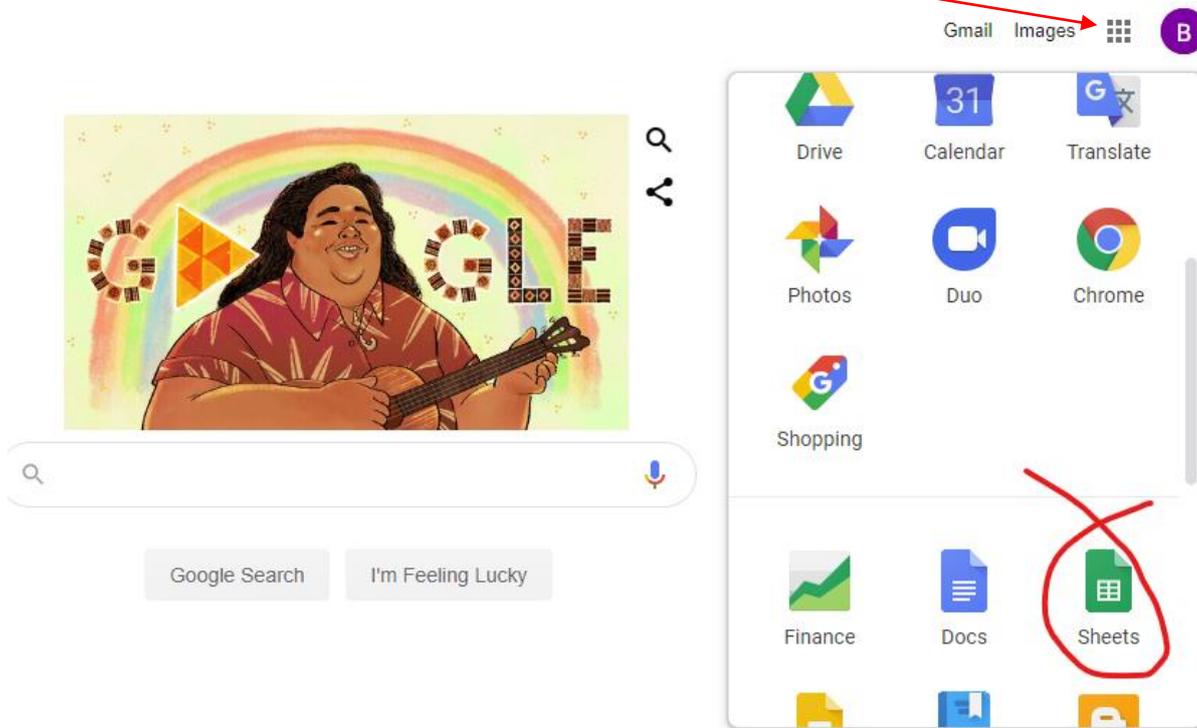
	A	B	C	D
1	<b>Date</b>	<b>Wednesday, May 20</b>	<b>Thursday, May 21</b>	<b>Friday, May 22</b>
2	<b>Time</b>	<b>Members Bookings</b>	<b>Members Bookings</b>	<b>Members Bookings</b>
3	<b>7:00</b>	Harvey, D	Harvey, D	
4	<b>7:10</b>			
5	<b>7:20</b>	Adamson, A		
6	<b>7:30</b>	Bain, A		
7	<b>7:40</b>		Bateman, M	
8	<b>7:50</b>		Bevan, G	
9	<b>8:00</b>			
10	<b>8:10</b>			
11	<b>8:20</b>			
12	<b>8:30</b>	Adamson, A		
13	<b>8:40</b>	Bain, A		
14	<b>8:50</b>	Bateman, M		
15	<b>9:00</b>	Bevan, G		
16	<b>9:10</b>	Bevan, K		
17	<b>9:20</b>	Bond, A		
18	<b>9:30</b>	Breck, F		
19	<b>9:40</b>	Bunning, S		
20	<b>9:50</b>	Burns, S		
21	<b>10:00</b>	Clouston, B		
22	<b>10:10</b>	Corsie, B		

Now, please be careful not to replace a time someone else has selected. When creating this sheet I didn't think there should be a need for any extra layers of security – please don't prove me wrong! Besides, I can see a log of who's been in and changes made!!!

Between Midnight and 1am each night the file automatically deletes the previous day and adds a new day on the end so you may see a slight delay when you open the file each day as it refreshes.

## To use the file

To access this file now you have been authorised you simply can go to Google's homepage (making sure you're logged in) and then click those 9 square dots icon, scroll down and click on 'Sheets'. You should see the file 'Tee Booking' which you can open.



This is also the same on PC, Tablet or Phone – all you need is internet access.