Steps for booking Internet timesheet slots

1. If you do not have a timesheet user id, you can get one by sending an email to tour@kga.in & si@vibrant-info.com Please note that **timesheet user id is different** from the one you may have for online bill payment. The online timesheet system is outsourced and it can take up to 2 working days to process your request. You will then receive an email with your id and password.

2. It is recommended that you change your password as soon as you receive your user id. Go to https://www.kga.in, click on Tee Time Booking, and enter your user id and the assigned password to log in. Go to My Account and change your password.

3. To speed up tee time booking, you should create a list of KGA members with whom you normally play. Go to Friends List and click on + sign. You can add any number of members to your group by using either name or account number (INDXNNN). At the time of booking a slot, you can choose the players from this list.

4. When the timesheet system is activated, you can book a slot for any of the first 7 days of the course opening. Thereafter, timesheet for a given day will open a week prior to that day at 5.30 a.m.

5. The timesheet for a particular date opens 7 days earlier at 5.30 a.m. For example, if you want to book a slot for Friday, June 12, you should log in before 5.30 a.m. on Friday, June 5 and click on Tee Time Booking and the date viz. June 12. At precisely 5.30 a.m., the system will display a timesheet of Friday 12th to all members who have logged in at that time. Note that you may have to refresh your screen at 5.30 (you will see a clock on the top left) to get the timesheet; you can do this using the Refresh Button on the top right, or your browser refresh option. Click on the time slot you want. Since others may also click on the same slot, only one will get it. For the person who gets the slot successfully, the slot colour will change; others who were unsuccessful will get a message saying that the slot is already taken in which case you can click on a different slot.

6. If you get are successful in getting a slot, you have to complete the booking within 2 minutes. To do this, use the right of the screen where you can select 3 names (yours will be the first one automatically). For the 2nd, 3rd and 4th member, use the drop-down menu that will display your Friends List and select the player. Note that for the 4th player, you can simply use Guest. When you have completed your group, click on Confirm Booking. Logout when you have finished.

7. You can view all the bookings at any time by choosing a date and clicking on View Bookings.

8. The tee time booking is currently suspended, so you can only change your password and create or change the Friends List.

9. For those who have been regularly booking a tee time online - note that in the new system, all days will be treated the same, i.e., timesheet for a Sunday will open the previous Sunday at 5.30 a.m. Going forward all slots will be through online booking only; no manual bookings.