

## TeeTimeHelper Tips

Revised: 1/27/26

You'll quickly find that TeeTimeHelper (TTH) is very simple to use, but here are some Tips to make learning about certain steps easier.

### To change your tee time or cancel:

Simply open TTH on your phone or computer and change your RSVP to No. This removes you from your tee time, and opens the slot back up to other players. You can then choose another tee time and RSVP for that one.

Note: If you cancel for an Event please RSVP No, and then email or text the person that normally runs your tee times.

### To use the Chat feature:

Each Event *has its own* Chat capability via the icon at the lower right. Once you submit a chat message the other players signed up for *that* event will receive a notification in their TTH app. If they don't have TTH installed on their phone they will get an email. Anyone can respond.

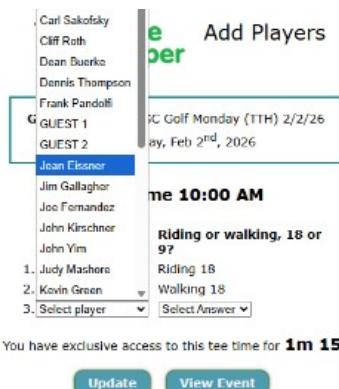
### To add another DCSGC member to your Tee time:

Assuming that there is room for two more players in the Tee time you choose, once you RSVP Yes (and answer the required question if it appears) you will be able to add another player to your tee time from your group. You will have about 25 seconds. (Note: you can only add one additional player.)

Choose the "Add Players" button



From the drop down choose the player you want to add. If you don't see the person's name, that means that they are already in another foursome, or have chosen not to play in this Event and already RSVP'ed NO. You may have to answer the Required question for the other person, then "Update". If the resulting tee time foursome players looks correct, choose "Continue", and you're done.

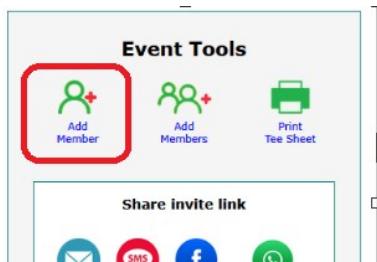


## To add a Guest (Non-Member) as a Player in an Event:

You are encouraged to invite non-Members as Guests to Events.

First, confirm with the person who manages Tee Times that there is room for a Guest. If so, there are two methods to choose from. If this is a one time or rare invitation (a friend visiting from out of state) then follow the same method as above, but choose either "Guest1" or Guest2" in the drop down. Be sure to enter a comment such as "Guest of John Doe". Complete the required question, choose "Update" and "Continue" and you're all set.

If the Guest is a prospective Member or a repeat Guest, then first complete your RSVP Yes for the Tee Time. In the "Event Tools" section to the right of the Tee Times, click on the "Add Member" button.



Then fill out the Guest's name and add his email. Make certain to note in the Comments who's Guest the player is! Then click on "RSVP Yes". This will send a notification to the Guest with his tee time. You should see a "Success" response and will see your and the Guest's name in the tee time.

A screenshot of a guest addition form. It includes fields for Name (Mark Mulholland), Email (markmulholland17@gmail.com), Comment (George's Guest for the day), and Tee Time (10:00 AM). At the bottom, there are two buttons: "RSVP Yes" (highlighted with a red box) and "Add without RSVP". Below the form are links for "View your Event", "Like 103", and "Share".