Tee Time Scheduler Instructions

Use the **Tee Time Scheduler** link from the league home page (www.pfidogolf.com) to access the Tee Time scheduler. The Time Time Scheduler is now always open, but do not enter your tee times until your team is highlighted (see instructions below).

• Access the tee time scheduler using the link from the home page (www.pfidogolf.com). Click on the Schedule Tee Times link.

• Check if it is your match's turn to enter tee times, it is your match's turn if:
    o all matches ahead of yours have entered tee times (your match should be highlighted)
    o OR the current time is after the time shown next to your match regardless of the status of the matches ahead of yours (your match will not be highlighted in this case)

• Enter your tee times

• When all 4 matchups have been entered for your match, do the following:
    o enter "done" in Column D next to your match
    o email the captains of the next match to let them know it's their turn (copy and paste from Column E)

Captains - Regarding who gets notified when it's your match's turn, the sheet is programmed so that you may enter up to 15 people to be notified. You can customize your list however you want and you can change it at any time.

To enter the emails of who gets notified, go to the tab labeled "Notification Emails." Enter one email per column and as many or as few players as you'd like. Let Kyle know if you have any questions.