CPS GO
User Guide

CPS Document 1.0

about this cps document

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Version History

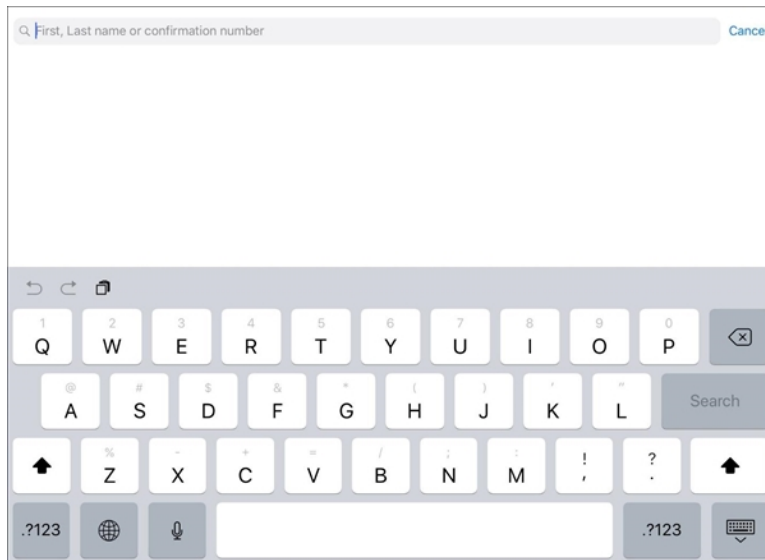| CPS Document Number	Date Issued	Prepared By	Purpose
v0.1	2018-09-28	AR	Released internally
v0.2	2018-10-19	AR	For final review
v1.0	2018-11-01	AR	First release

check in for a tee time using cps go

CPS Go empowers customers to check in and pay for a tee time all on their own.

Customers can jump right into their game without the hassle of waiting in line, which gives them more time to enjoy your facility.

From the iPad home screen, tap anywhere to open up the check-in module.

Step by step:

1. Tap the home screen to begin. A search prompt will display.
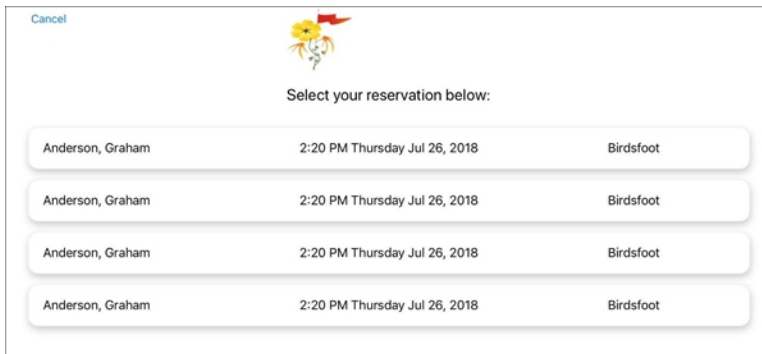

2. Enter the customer's first name or last name, or a confirmation number.

3. Tap **Search**.
   The screen will display all relevant results.

Relevant results will be based on the number of minutes before and after the tee time a player can check in.

For example, if CPS Go is configured to permit check-in 30 minutes before tee time, a player will not be able to check in at 12:58 p.m. for a 1:30 p.m. tee time. The golfer must wait until 1:00 p.m. Similarly, a check-in will not be permitted a set number of minutes after the tee time.

 Note: CPS Go allows you to set the value in minutes to permit early and late check-in during the configuration process. The value can be modified in POS Express.

4. Touch the tee time to check in. Opt to check in additional players at this time. Any cost for checking in other players displays on the right side of the screen.

You may move onto the next step without checking in any others.

Cancel

1 Search — 2 Confirm — 3 Payment

Welcome Anderson, Graham, you are about to check in for your 2:20 PM Tee Time on Birdsfoot would you like to check in any other players in your reservation

Anderson, Graham	2:20 PM	$30.00
Anderson, Graham	2:20 PM	$30.00
Anderson, Graham	2:20 PM	$30.00

Continue

5. Tap **Continue**.
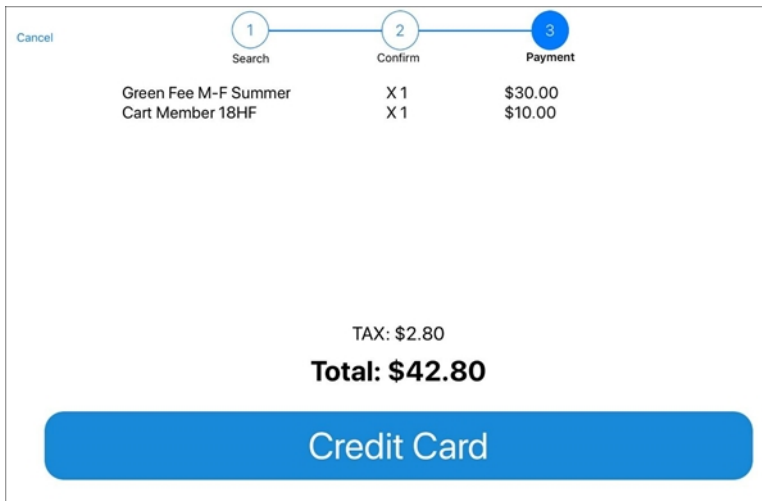
Next, follow the steps to make a payment.

Pay Using CPS Go

A golfer's first step is to check in for a tee time. After the tee time has been selected, the payment screen will display. It will show all items being charged to the golfer.
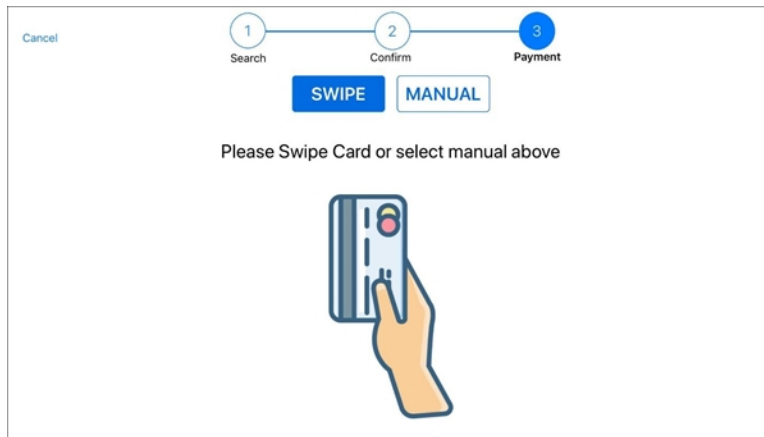
Step by step:

1. Review the amount due, shown on the payment screen.

2. Tap the preferred payment method, which is **Credit Card** in this example.

   On the screen below, Credit Card is the only available option. In this example, the golfer does not have permission to charge the amount to a customer account. Other golfers may have this permission, in which case, the Customer Account would also display as a payment method.

3. Swipe the credit card following the example on the screen with the magnetic strip facing the user and on the left.

4. Follow the prompt to sign the screen, using a finger in the signature field.

5. Tap **Accept Signature** button once complete.

6. Tap a receipt preference.

   No Receipt, Print Receipt (printer icon), or Email Receipt (paper airplane icon) are the available options.

   The receipt will be printed or will be emailed accordingly.

CPS Go will return to the splash screen. The next golfer may check in.

Contact CPS Support

Outstanding "Anytime" Assistance for All of Your Questions

Whether you need a quick answer, want to see a demonstration, need more detailed instructions, or have a big challenge to solve that is specific to your facility, the CPS Support Team is ready to help! Send us an email and we will respond promptly.

support@cps.golf

United States Technical Support Line

724-270-0200

International Technical Support Line

+31 20 450 99 81

From 9:00 to 21:00, Central European Time, or press the pager option.

About Club Prophet Systems

For over 26 years, Club Prophet Systems has designed fully integrated golf management software systems for point-of-sale (POS), food and beverage (F&B), customer history and member management with billing and online statements, real time tee sheet scheduling and online tee time reservations, email marketing, mobile solutions, integrated credit card processing, reporting, inventory, and much more. Serving over 1,700 facilities in 16 countries in 9 languages, CPS provides solutions for every type of golf facility, including driving ranges, public and private courses, resort and municipal destinations, multi-course operators and management companies. CPS can tailor a system to fit every need and budget. Learn more at www.ClubProphetSystems.com.