

Explanation of Green Team 2.0 “Manual” Tee Time Sign-Ups

Green Team (GT) Tee Time Sign-Ups will be done manually until further notice.

Manual Sign-Ups will take place in the pro shop at the course GT is playing. Sign-ups will open 2 Saturdays prior to Saturday of play.

Sign-ups will close at 1:00 p.m. one Saturday prior to Saturday of play, and 9:00 a.m. during the months of May, June, July, and August.

Each Saturday at the course of play, there will be 2 GT Tee Time Sign-Up Books available.

- One for the following Saturday of play, which will close at 1:00 p.m. during the busier season, and at 9:00 a.m. during the months of May, June, July, and August for submittal to Data Entry/Golf Ops.
- The second one for the next Saturday of play. This one will be located at the course of play for the following Saturday where GT will be playing. Members may sign up during the week.

One member can sign up a maximum of 2 tee times, for a maximum of 8 players. If you are signing up more members than yourself, you **MUST HAVE ALL REC NUMBERS.**

If you are golfing on a Saturday and wish to sign up for the following Saturday of play, you **MUST SIGN-UP PRIOR TO GOING OUT TO GOLF.**

- ✓ **CANCELLATIONS for the following Saturday of play:** Email greenteam@suncitywest.com with your name and tee time.
- ✓ **ADDITIONS:** Go to the course of play for the following Saturday and add your name to the GT Tee Time Sign-Up Book. **Be sure to have the Rec Numbers of all members you are signing up.** If you are out of town, please ask another member to sign you up.
- ✓ **ADDITIONS for the following Saturday of play:** Email greenteam@suncitywest.com with all names and all rec numbers.
- ✓ **Verify your tee time:** The Green Team tee time you requested via the sign-up book may change. Whether or not you receive a confirming email from Data Entry/Golf Ops, you should **ALWAYS** verify your tee time **sometime during the week prior to the day of play.**

Thank you and Happy Golfing,

Green Team Coordinator
greenteam@suncitywest.com
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