



PREPARED BY:
CNIC N946

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RecTrac 3.1 Golf Pass Membership Sales/Renewals

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FOR ASSISTANCE PLEASE CONTACT:
+1.844.697.4357 | SUPPORT@CNICFFR.ORG

RecTrac 3.1 Golf Pass Membership Sale/Renewals



RecTrac 3.1 Golf Memberships - Overview

Navy golf courses generally sell memberships. Memberships come in many different flavors. Some examples:

- Annual play
- Monthly play
- Annual play with a cart
- 10 punch play card
- 10 punch cart card
- Weekday only membership

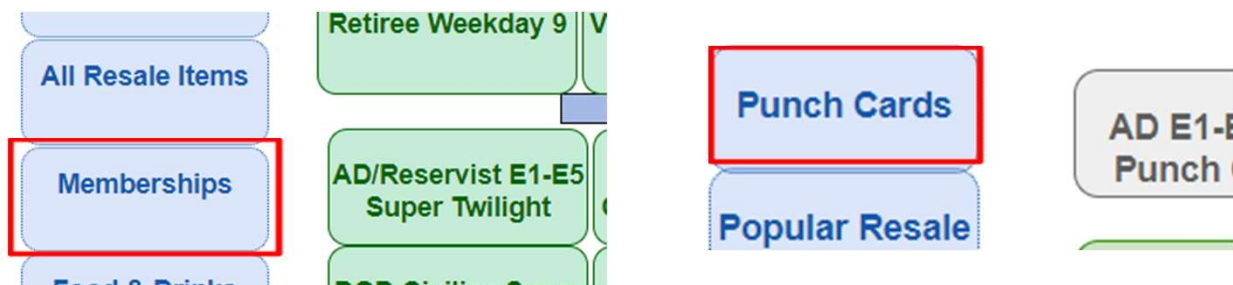
Memberships can be used to track golf play as well as carts. Punch cards are sold and renewed just like a normal membership.

RecTrac 3.1 Selling a Golf Membership

Step 1: From the Tee Sheet, click on the 'Touch' tab.

	Tee Sheet	Touch
	Glen Eagle Golf Course	
09:00	18	18
09:10	18	18

Step 2: Click on the navigation button that is for your pass memberships. This button might say 'Memberships' or 'Punch Cards', or something else similar.



RecTrac 3.1 Golf Pass Membership Sale/Renewals

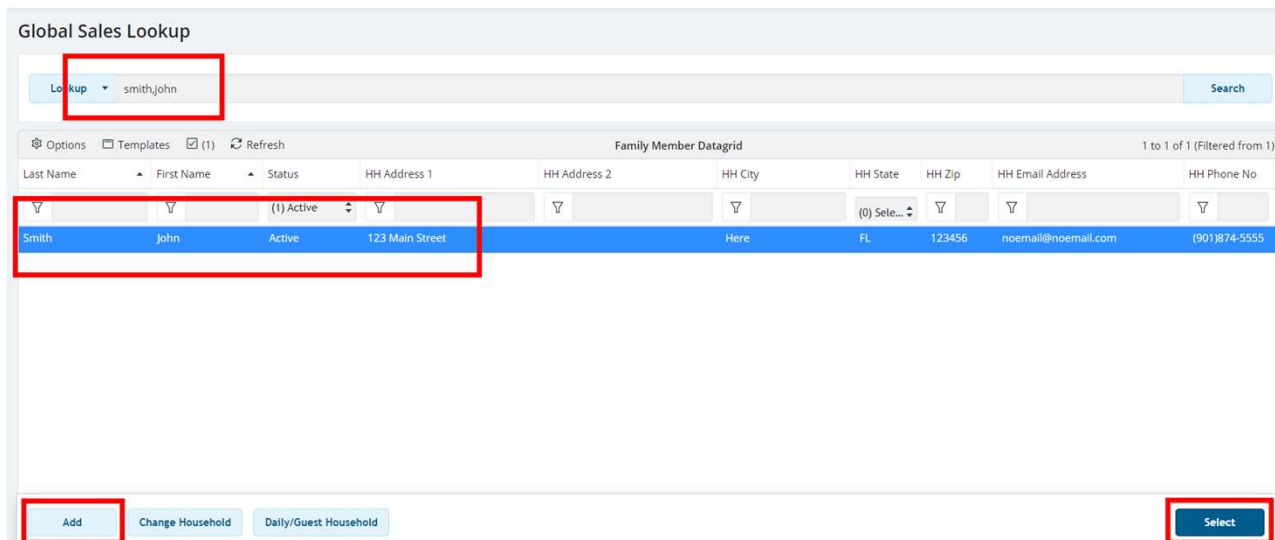
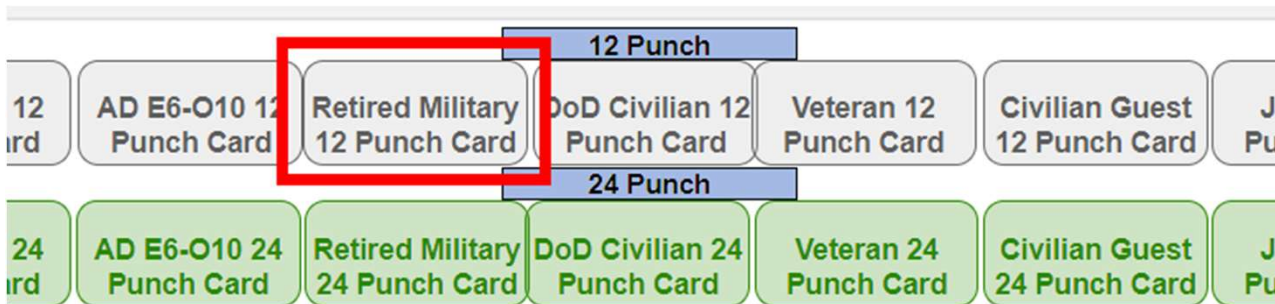


RecTrac 3.1 Selling a Golf Membership cont.

Step 3: Click on the button for the membership you want to sell. The 'Global Sales Lookup' screen will appear.

- If the customer already has an account in the system, enter in their last name into the 'Lookup' box and hit enter/click search. Then highlight and select their account.
- If the customer does not have an account, click 'Add' in the bottom left and fill out the required fields to add their customer account into the system.

Note: If the customer account has multiple family members, you will be prompted to select which family member is buying the membership.



RecTrac 3.1 Golf Pass Membership Sale/Renewals



RecTrac 3.1 Selling a Golf Membership cont.

Step 3: If this is an annual membership the 'Membership details screen will appear. Click continue. Otherwise, the membership will appear in the shopping cart. Finish the transaction by taking a payment. A sample receipt is shown below.

Membership Details i ? X

Member Begin Date

Expiration Date

Shopping Cart

	Total Due	Description	Qty
<input type="checkbox"/>	\$ 133.50	Retired Military 12 Punch Ca...	1.00

Total Due
\$ 133.50

Date: 03/16/2021 @ 14:29
 H/H: John Smith
 H/H #: 423

John Smith

Description	Ext Price
New Pass Registration	133.50
Retired Military 12 Punch Card	
Pass: 611 (SE0028-16-212-200)	
Cross Reference:	
From 03/16/2021 - 03/16/2026	
Visits Left: 12	
Note: Punch Plays Remaining: 12	
Total New Fees	133.50
Total Due	133.50
Total Fees Paid	133.50
Total Paid	133.50
Household Balance Information	
Overall Balance Due	0.00
Payment of: 133.50 Made By: Cash	
Receipt # 159417	

RecTrac 3.1 Golf Pass Membership Sale/Renewals



RecTrac 3.1 Renewing a Golf Membership

Step 1: Follow the steps as if you are selling the customer a membership. Once you select the membership they already have, the following message will display. Click yes to continue.

Information i ? x

John already has a SE7115-16-174-004 Pass. Do you want to Renew this Pass?

Yes **No**

For Annual Memberships: the following screen will display. Accept the default dates and click continue. The date will be extended out based on the kind of membership that is being purchased.

AD E1-E5 Yearly All Inc Mem (614) for John Smith i ? x

Item Changes

Pass ⓘ	SE7115-16-174-004 ↗
Member Begin Date ⓘ	📅 03/16/2022
Expiration Date ⓘ	📅 03/16/2023
Punch Visits Sold ⓘ	0.0

Continue **Cancel**

Note: You can select a different membership type to renew into if needed. Example: customer had a monthly membership and now wants to change to an annual.

RecTrac 3.1 Golf Pass Membership Sale/Renewals



RecTrac 3.1 Renewing a Golf Membership cont.

For Punch Card Memberships: the following screen will display. The only difference from an annual membership is the 'Punch Visits Sold' box. This is the amount of punches that will be ADDED to the current memberships

AD E1-E5 10 Punch Card (616) for John Smith i ? X

Item Changes

Pass ⓘ	SE7115-16-212-001 ↗
Member Begin Date ⓘ	📅 03/16/2021
Expiration Date ⓘ	📅 03/16/2026
Punch Visits Sold ⓘ	10.0

Continue **Cancel**

In either case, click 'Continue' to move the renewal to the shopping cart.

Step 2: With the renewal in the shopping cart, finish the transaction by taking a payment. A sample receipt for a punch card renewal is shown below.

Date: 03/16/2021 @ 15:05	
H/H: John Smith	
H/H #: 423	
John Smith	
Description	Ext Price
Pass Updated	120.00
AD E1-E5 10 Punch Card	
Pass: 616 (SE7115-16-212-001)	
Cross Reference:	
From 03/16/2021 - 03/16/2026	
Visits Left: 20	
Note: Punch Plays Remaining: 20	
Total New Fees	120.00
Total Due	120.00
Total Fees Paid	120.00
Total Paid	120.00
Household Balance Information	
Overall Balance Due	0.00
Payment of: 120.00 Made By: Cash	
Receipt # 159436	

RecTrac 3.1 Golf Pass Membership Sale/Renewals



RecTrac 3.1 "Auto-renewing" a Golf Membership

When checking in a member through the tee sheet, the system will check their membership dates or punches remaining and alert you to renew the membership. The alert is based on:

- 7 days until a "time" based membership (annual, monthly etc) will expire.
- 3 punches remaining on a punch card.

Step 1: Check the member in through the tee sheet normally. If the above criteria is met for their membership, the following window will display:

Pass Visit for AD E1-E5 Yearly All Inc Mem on 03/16/2021 at 16:06 for John Smith (TeeSheet/Court CheckIn)

Availability Conflict

John's AD E1-E5 Yearly All Inc Mem pass expires on 03/18/21

Continue

Cancel

Auto Pass Renewal Continue

Continue – proceed with the normal check in process.

Cancel – cancel the check in process.

Auto Pass Renewal Continue – Pressing this button will continue the check in process AND automatically renew their membership/punch card.

Step 2: Finish the transaction normally. Notice the membership renewal in the cart.

	Total Due	Description	Qty
<input type="checkbox"/>	\$ 0.00	Tee Time at 16:48, 03/16/20...	1.00
<input type="checkbox"/>	\$ 0.00	Tee Time at 16:48, 03/16/20...	1.00
<input type="checkbox"/>	\$ 0.00	Member Cart (SE7115-16-21...	1.00
<input type="checkbox"/>	\$ 0.00	AD/Reservist E1-E5 Member...	1.00
<input type="checkbox"/>	\$ 0.00	Pass Visit for AD E1-E5 Yearl...	1.00
<input type="checkbox"/>	\$ 2,000.00	AD E1-E5 Yearly All Inc Mem ...	1.00

Total Due
\$ 2000.00

Update From Cart