



**PREPARED BY:**  
CNIC N946

**LAST UPDATED:**  
7/21/2023

# RECTRAC 3.1 Tee Time Check In – Membership with Cart/Range Punch Cards

---

## Table of Contents:

- ▶ Section 1: [Golf Membership/Punch Card Overview](#)
- ▶ Section 2: [Example: Annual Member w/Cart Punch Card Check In](#)
- ▶ Section 3: [Example: Cart\Range Punch Card Check In](#)

# RecTrac 3.1 Tee Time Check Ins



## How to Check-in a Golf Member Who Has a Cart Punch Card - Overview

Navy golf courses generally offer some type of golf membership.

- Time based membership (monthly, seasonal, annual etc)
- Punch cards (pre-pay for a number of greens fees, tracked in the system)

Some courses offer cart punch cards as well. This is where a member will pre-pay for a number of cart rentals and when they check in to play, a punch card visit will be processed to "pay" for their cart rental for that day.

The check in process for a cart punch card is not done through the tee sheet like a normal "membership" check in. Below are some example sales of how this check in process works.

### Example Check-in – Annual Member With a Cart Punch Card

Step 1: Find the members name on the tee sheet. In this example we are checking in John Doe at the 1220 tee time. Click on 'Check in', then the slot for Mr. Doe, then Check in again.

Time	9/18	9/18	9/18	9/18
11:40				
11:50				
12:00		walking	walking	walking
12:10				
12:20	Doe (400)			
12:30				
12:40				
12:50				
13:00				

Buttons: 06:00, 09:00, 15:00, 17:00, Check In (Choose Slot/Time), Move, Squeeze, Available

This checks in the member against their annual membership (counting the round played). See the example screen shot to the right.

Shopping Cart

HH Lookup Add HH HH Reset

Total Due	Description	Qty
\$ 0.00	Tee Time at 12:20, 03/08/20...	1.00
\$ 0.00	AD/Reservist E6-O10 Memb...	1.00
\$ 0.00	Pass Visit for AD E6-O10 An...	1.00

Total Due \$ 0.00

Update From Cart Remove Empty Cart Finish \$0.00 Payment

# RecTrac 3.1 Tee Time Check Ins



## Example Check-in – Annual Member With a Cart Punch Card cont.

Step 2: Touch the 'Cart/Range Pass Checkin' tab at the top of the screen. The following screen will display:

**TeeSheet for Doe (270)**

Tee Sheet Touch **Cart/Range Pass Checkin**

Use this swipe in field to check in range and cart punch members in. If a customer has a golf punch/month/yearly pass and a on the tee sheet and their cart punch pass will be checked in here.

**Name Lookup** **Pass Number Lookup**

Touch the name lookup button. Because you have already checked in this member under his annual membership, his household is already selected. No need to enter in his name again. Select the member from the following screen (already highlighted):

**Pass Visit Person Lookup**

Options Templates (1) Refresh Family Member Datagrid 1 to 1 of 1 (Filtered from)

Last Name	First Name	Status	HH Address 1	HH Address 2	HH City	HH State	HH Zip	HH Email Address	HH Phone No	HH F
▼	▼	(1) Active	▼	▼	▼	(0) Sele...	▼	▼	▼	(0) :
Doe	John	Active	123 Main St		Mayport	FL	123456	noemail@email22.com	(901)874-5555	Hor

**Add Household** **Change Household** **Approve Batch Household** **Transaction History** **Select**

# RecTrac 3.1 Tee Time Check Ins



## Example Check-in – Annual Member With a Cart Punch Card cont.

The following screen will display. Highlight the cart punch membership and touch continue.

**John Doe**

Options Templates (1) Refresh

Description	Begin Date	End Date	Punches Left	Pass No
AD E6-O10 Annual Member...	03/08/2021	03/08/2022	0.00	400
DoD/Civilian Cart Punch Ca...	03/08/2021	03/08/2022	12.00	401

**Continue** **Cancel**

The shopping cart will now display the cart punch card usage along with the member check in for the round from step 1. Now either ring up any other sales items the member might need or press 'Finish' to complete the transaction. Example customer receipt is shown.

**Shopping Cart**

HH Lookup Add HH HH Reset

	Total Due	Description	Qty
<input type="checkbox"/>	\$ 0.00	Tee Time at 12:20, 03/08/20...	1.00
<input type="checkbox"/>	\$ 0.00	AD/Reservist E6-O10 Memb...	1.00
<input type="checkbox"/>	\$ 0.00	Pass Visit for AD E6-O10 An...	1.00
<input type="checkbox"/>	\$ 0.00	Pass Visit for DoD/Civilian C...	1.00
<input type="checkbox"/>	\$ 0.00	DoD/Civ Punch Card (SE0114...	1.00

Total Due \$ 0.00

Update From Cart Remove

Empty Cart **Finish** \$0.00 Payment

Date: 03/08/2021 @ 12:23  
 H/H: John Doe  
 H/H #: 270

**John Doe**

Description	Ext Price
<b>Tee Time Details</b>	0.00
Golf Course: 8 (Trident Lakes Golf Course)	
Tee Time: 03/08/2021 @ 12:20	
Reservation Type: 18 Holes	
Reservee(s): John Doe	
Number of Players: 1	
Conf #: 9694210	

Description	Ext Price
<b>Pass Visit Details</b>	0.00
Pass Number: 400	
Pass: AD E6-O10 Annual Member (SE0114-16-174-102)	
Location: Trident Lakes Golf Club	
Visitor: John Doe @ 12:09 on 03/08/2021	
Visit Count: 1	

Description	Ext Price
<b>Pass Visit Updated</b>	0.00
Pass Number: 401	
Pass: DoD/Civilian Cart Punch Card (SE0114-16-218-002)	
Location: Trident Lakes Golf Club	
Visitor: John Doe @ 12:19 on 03/08/2021	
Visit Count: 1	
Visits Left: 11	

Description	Ext Price
AD/Reservist E6-O10 Member 18	0.00
DoD/Civ Punch Card	0.00

Total New Fees	0.00
<b>Total Due</b>	<b>0.00</b>
Total Fees Paid	0.00
<b>Total Paid</b>	<b>0.00</b>

Household Balance Information	
Overall Balance Due	0.00

**Receipt # 148137**

# RecTrac 3.1 Tee Time Check Ins



## Example Check-in – Member With a Cart Punch Card Only

**Note:** Follow these steps for a member with a range punch card. Same process, just select the “range” punch membership in Step 2.

Step 1: Touch the ‘Cart/Range Pass Checkin’ tab at the top of the screen. The following screen will display:

**TeeSheet for Doe (270)**

Tee Sheet Touch **Cart/Range Pass Checkin**

Use this swipe in field to check in range and cart punch members in. If a customer has a golf punch/month/yearly pass and a on the tee sheet and their cart punch pass will be checked in here.

**Name Lookup** **Pass Number Lookup**

Type in the customers last name and touch Name Lookup. The ‘Pass Visit Person Lookup’ screen will display. Select the correct customer account and touch ‘Select’ in the lower right.

**Pass Visit Person Lookup**

Options Templates (1) Refresh Family Member Datagrid 1 to 1 of 1 (Filtered from)

Last Name	First Name	Status	HH Address 1	HH Address 2	HH City	HH State	HH Zip	HH Email Address	HH Phone No	HH F
Doe	John	(1) Active	123 Main St		Mayport	FL	123456	noemail@email22.com	(901)874-5555	Hor

**Add Household** **Change Household** **Approve Batch Household** **Transaction History** **Select**

# RecTrac 3.1 Tee Time Check Ins



## Example Check-in – Member With a Cart Punch Card Only cont.

The following screen will display. Highlight the cart punch membership and touch continue.

**John Doe**

Options Templates (1) Refresh

Description	Begin Date	End Date	Punches Left	Pass No
AD E6-O10 Annual Member...	03/08/2021	03/08/2022	0.00	400
DoD/Civilian Cart Punch Ca...	03/08/2021	03/08/2022	12.00	401

Continue Cancel

The shopping cart will now display the cart punch card usage. Now either ring up any other sales items the member might need or press 'Finish' to complete the transaction. Example customer receipt is shown.

**Shopping Cart**

HH Lookup Add HH HH Reset

Total Due	Description	Qty
\$ 0.00	Pass Visit for DoD/Civilian C...	1.00
\$ 0.00	DoD/Civ Punch Card (SE0114...	1.00

Total Due \$ 0.00

Update From Cart Remove Empty Cart **Finish** \$0.00 Payment

Date: 03/08/2021 @ 15:42  
H/H: John Doe  
H/H #: 270

**John Doe**

Description	Ext Price
<b>Pass Visit Updated</b>	0.00
Pass Number: 401	
Pass: DoD/Civilian Cart Punch Card (SE0114-16-218-002)	
Location: Trident Lakes Golf Club	
Visitor: John Doe @ 15:40 on 03/08/2021	
Visit Count: 1	
Visits Left: 10	
Description	Ext Price
DoD/Civ Punch Card	0.00
Total New Fees	0.00
<b>Total Due</b>	<b>0.00</b>
Total Fees Paid	0.00
<b>Total Paid</b>	<b>0.00</b>
Household Balance Information	
Overall Balance Due	0.00

**Receipt # 148138**