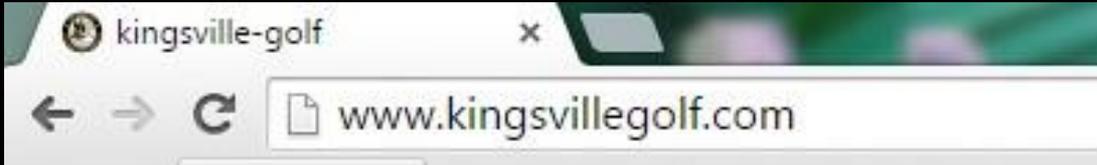


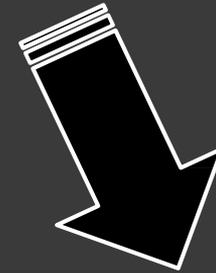
HOW TO: ONLINE BILLING

Step 1:

- Go to www.kingsvillegolf.com:



- 2. Click on the “Book Tee Times” button at the top right of the screen:



DINING RESERVATION



Kingsville
GOLF & COUNTRY CLUB

BOOK TEE TIMES

GOLF CANADA

TEE TIME SPECIALS

- 3. Scroll down the page and click on the “Members Enter Here” option:

Book a Tee Time POWERED BY ***tee-on.com***

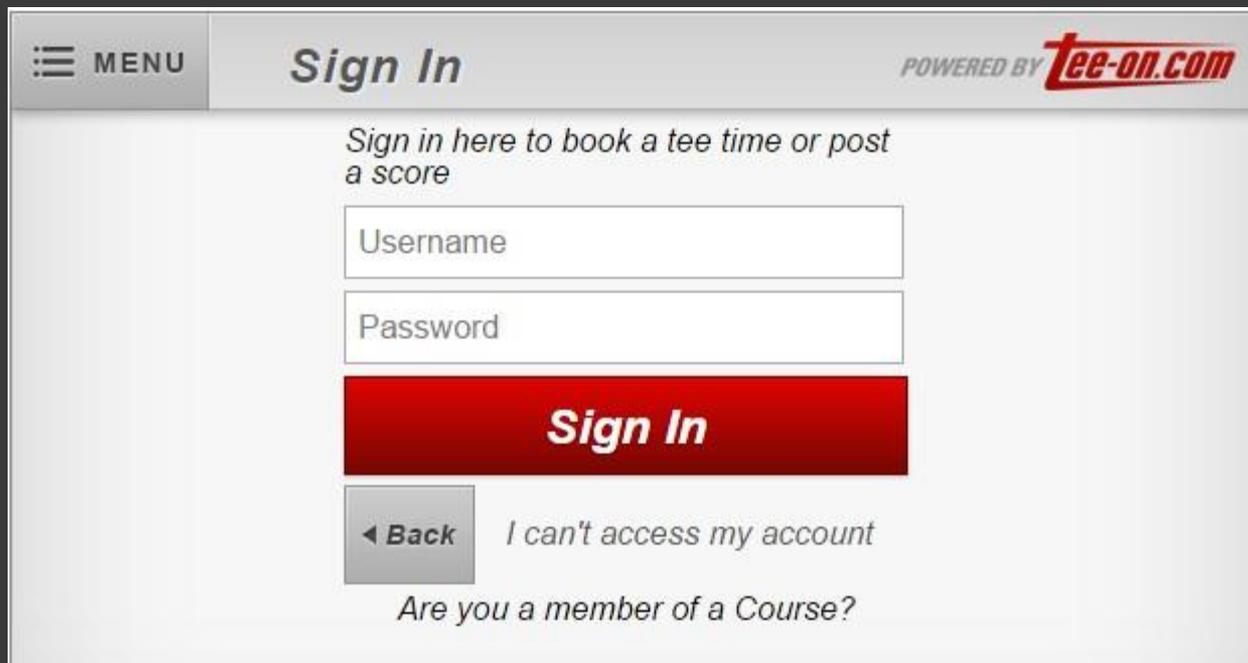
Public Enter Here

Members Enter Here

League Players Enter Here



4. Login using your username and password:



The screenshot shows a web page for signing in. At the top left is a 'MENU' button with a hamburger icon. The page title is 'Sign In' and it is powered by 'tee-on.com'. The main content area contains a sign-in form with two input fields: 'Username' and 'Password'. Below these fields is a large red 'Sign In' button. At the bottom left, there is a 'Back' button and a link for 'I can't access my account'. At the bottom center, there is a question: 'Are you a member of a Course?'.

MENU **Sign In** POWERED BY **tee-on.com**

Sign in here to book a tee time or post a score

Username

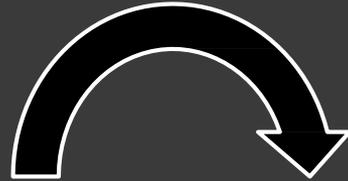
Password

Sign In

[← Back](#) [I can't access my account](#)

Are you a member of a Course?

- 5. Move your mouse over top of “Menu” in the upper left of the grey Tee On box:



☰ MENU *Book a Tee Time*

STEP 1 Date ▾

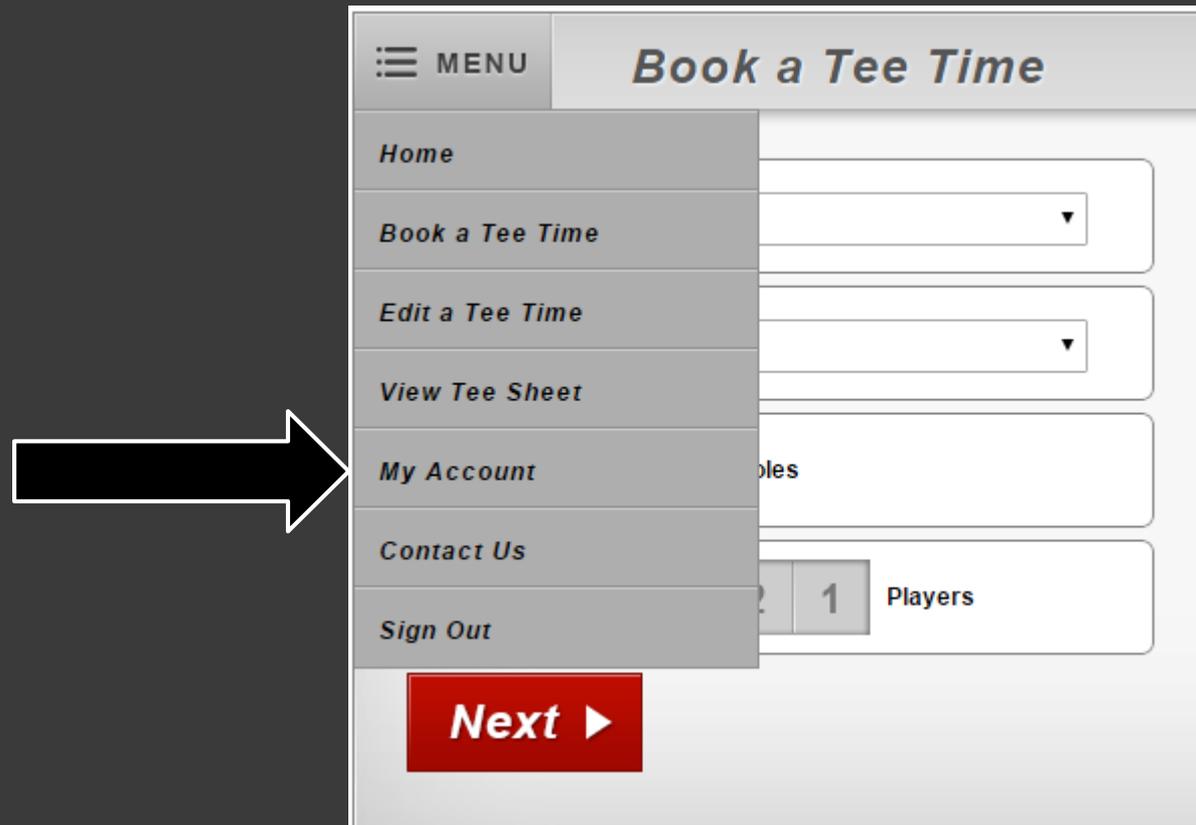
STEP 2 Time ▾

STEP 3 18 9 Holes

STEP 4 4 3 2 1 Players

Next ▶

- 6. Click on “My Account” from the drop down menu:



7. Click on “Reports” (last option):

The screenshot shows a web interface for a user account. At the top left, there is a 'MENU' button with a hamburger icon. The page title is 'My Account'. On the top right, it says 'POWERED BY Tee-on.com'. Below the title, the user's name 'Chantelle WIGLE' is displayed. A vertical list of menu items is shown in the center, each in a dark grey button with white text. The items are: Preferences, Change Password, Playing Partners, Edit a Tee Time, Booking History, Messages, and Reports. A white arrow with a black outline points to the 'Reports' button.

- 8. Click on “Kingsville Golf & Country Club Detailed Statement.” There will be a statement for each month with the date to the right.

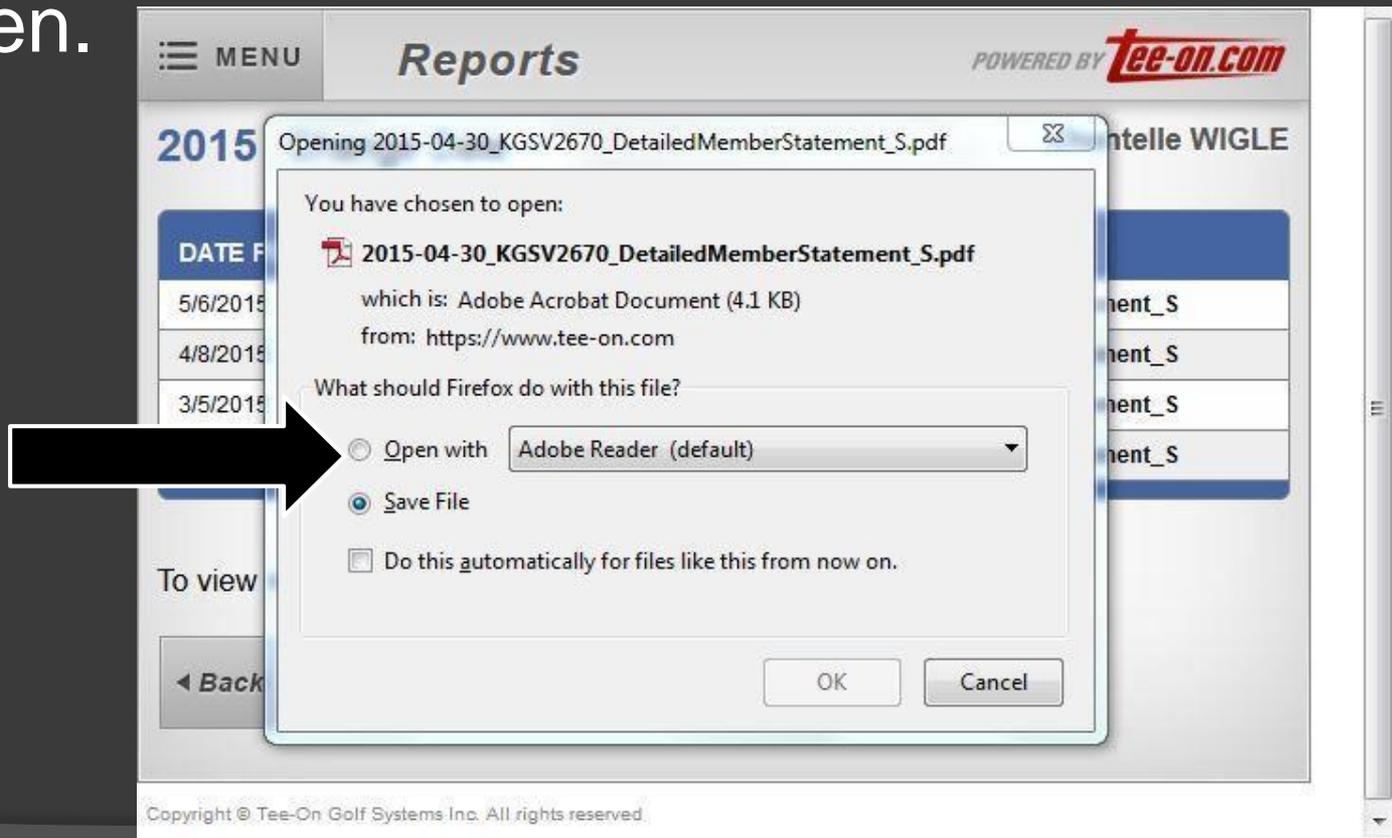
 MENU **Reports** POWERED BY *tee-on.com*

2015 Chantelle WIGLE

DATE POSTED	REPORT NAME
5/6/2015	Kingsville Golf & Country Club-2015-04-30 - DetailedMemberStatement_S
4/8/2015	Kingsville Golf & Country Club-2015-03-31 - DetailedMemberStatement_S
3/5/2015	Kingsville Golf & Country Club-2015-02-28 - DetailedMemberStatement_S
2/4/2015	Kingsville Golf & Country Club-2015-01-31 - DetailedMemberStatement_S

To view reports you need a pdf reader. 

- 9. Once you click on the statement you wish to open, a box will pop up asking you if you'd like to open or save the file. Select "Open with" then click OK and your statement will open.



- ① Statements for the previous month will typically be uploaded the first week of the following month.
- ① If you encounter any problems, contact: Jacqui at (519)-733-6561 ext. 110 or Ashley at ext 123.