



ARCHERFIELD

YOUR CORPORATE
MEMBERSHIP ONLINE

BOOKING PORTALS

Our online corporate booking platform will give you access to book, cancel, and amend tee-times for both courses .

As a Corporate Member you will be issued with login details for which you may use yourself or provide to someone within your organisation.

This booklet will provide you with additional details on how to use the portal. Our Corporate Bookings email address will remain active for any accommodation enquiries. Please also note that any hire equipment you require must be reserved via email.

As always, we are here to help so if there is anything we can do please don't hesitate to ask.

A handwritten signature in white ink, appearing to read 'Alan', is centered over the building image.

Alan Murray
Membership Sales Manager

ABOUT THE NEW ONLINE PLATFORM

- ✓ Book Tee-Times

You will have full access to tee-time reservations allowing you to book tee-times up to 30 days in advance on both courses

- ✓ Get Notifications

Receive important updates from the Club including any course closures, updates regarding your tee-times, last minute event openings and other usual information via push notification.

- ✓ Keep up-to-date with Club News

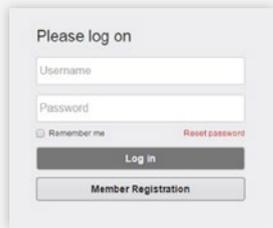
Corporate Members can receive the latest Member only news direct from the Club.



REGISTRATION

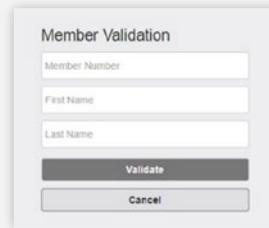
If you have not already done so, you will be required to register your membership details to access your online corporate account. You will only need to do this once and you can then access your account on both the Archerfield website and app. Please follow these simple steps to get yourself up and running.

If you are registering on your web browser visit <https://archerfieldlinks.clubhouseonline-e3.com/roster/membervalidation.aspx> or if you are registering via the app simply download using instructions on page four then open up the app on your device.



Step 1 – Member Registration

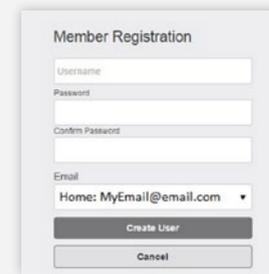
To register your account, click on the Member Registration button to be brought to the Member Validation page.



Step 2 – Member Validation

Enter your Member Number, First Name and Last Name exactly as they appear on your last statement from the Club. Our system will then validate whether the information you entered is correct.

If the information entered does not exactly match that which is present in your Membership files, you will be unable to register. If you continue experiencing issues, please contact the Club for assistance.



Step 3 – Setup Username and Password

Once your information has been validated, you will be taken to the Member Registration page so you can set your Username, Password and Email Address which is registered with the Club.

Here you can set whatever Username and Password you like, and this will be what you use to login on all devices.

Usernames are not case sensitive, however Passwords are case sensitive. Passwords need to be at least 8 characters long and include at least one capital letter, number and special character. If you have any issues with registration, please do not hesitate to contact us on mail@archerfieldgolfclub.com. If you have forgotten your password please find information in the FAQ section below.

HOW TO DOWNLOAD THE ARCHERFIELD APP

The Archerfield Corporate Members App is available on both Android and Apple systems. To download and install the App onto your smartphone and/or tablet follow the appropriate link below or open the camera on your phone and scan the QR Code.





HOW TO DOWNLOAD THE ARCHERFIELD APP

The first time you open the Corporate Members App you will arrive at the log-in screen.

On first use you will need to self-register to access the site. This can be done by following the steps above.

If you have any issues with your initial login please contact our team.



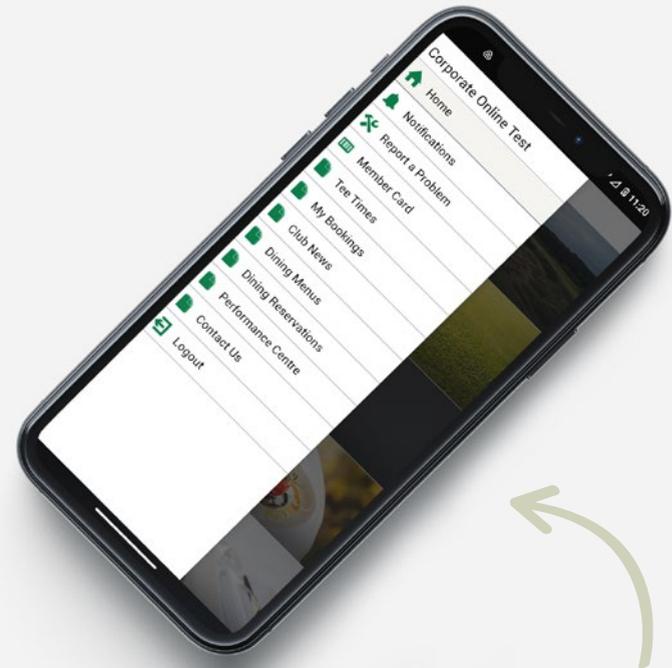
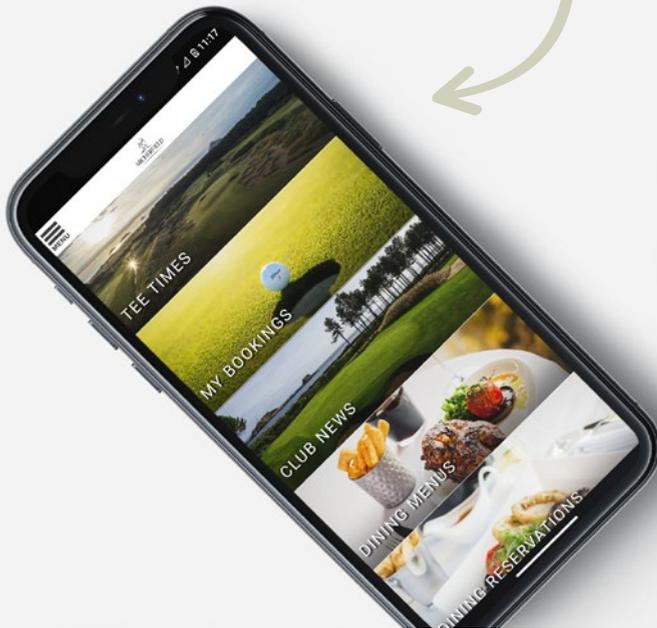
Notifications

When you download the app remember to select allow for notifications when prompted.

This will ensure you get updates on your tee-times, important course information and news from across the Estate direct to your device.

HOW TO NAVIGATE THE ARCHERFIELD APP

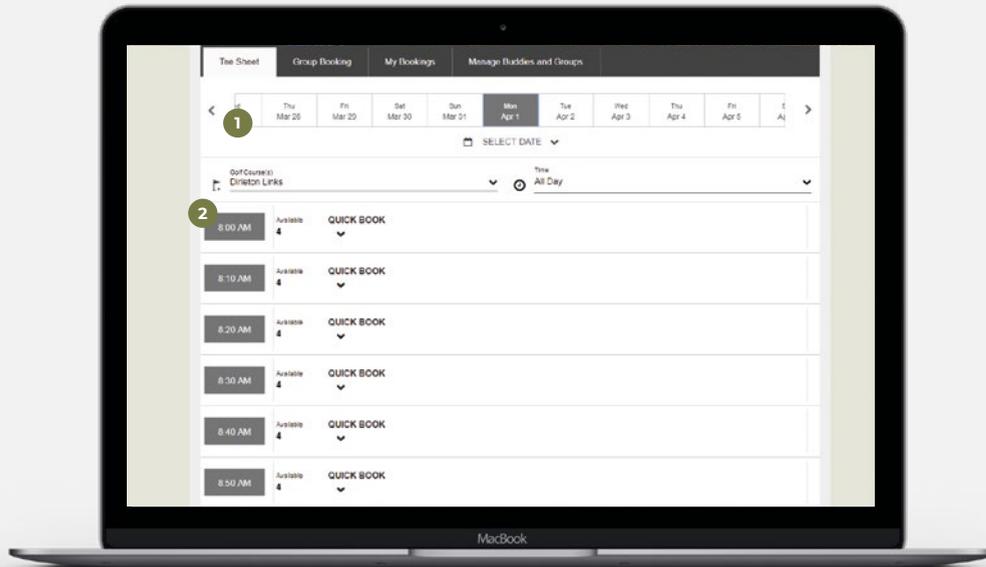
Once you successfully login you will be directed to the App homepage. This allows you to easily navigate to our most popular pages including Club News and Tee Times.



On all pages of the App you can also bring up a Menu by clicking on the icon in the top left hand corner of the screen which will access a list of all our pages.

TEE TIME RESERVATIONS ONLINE

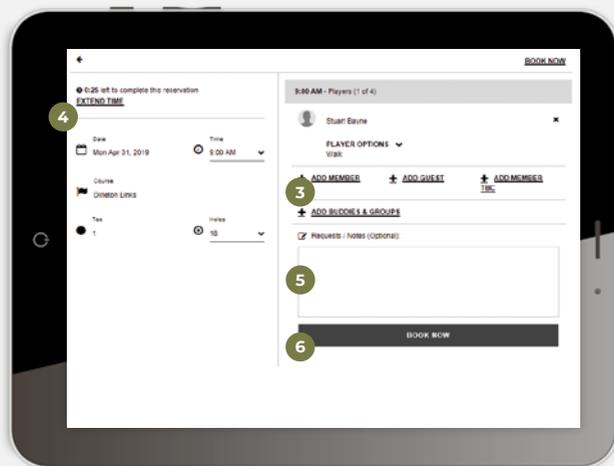
To navigate to the tee time module hover over (desktop version) and select 'Tee Times', the booking module will then appear defaulting to the Dirleton Course on the current day.



1
The portal will show you available tee times up to 30 days in advance.

2
If you wish to book a time scroll down the list of available times or use the filter to select an alternative course. Select the time you are looking to book by clicking the grey box e.g. 8.00AM.*

**Please note that tee-times are available from 11am on both Saturday and Sunday.*

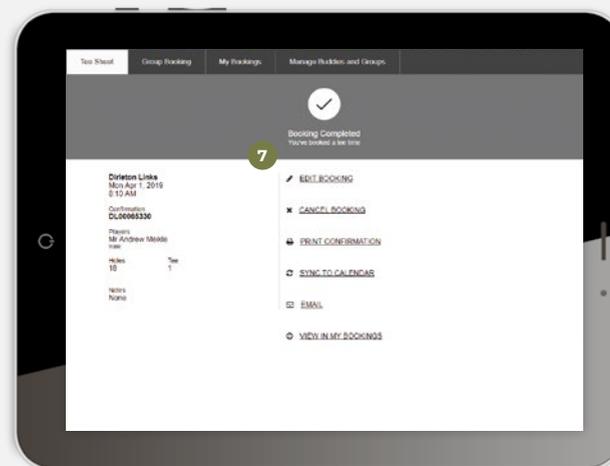


3

Add additional people to the booking – Guests can be added to the tee-time by selecting ‘ADD GUEST’ – in this section you should add the guests name.

4

You will have 4 minutes to complete the booking before the time is released. If you require more time you will be provided with the option to extend the hold period to allow you to complete the details.



5

On the booking window there is also a request/ notes field. Please do not put hire equipment requests in this booking notes section. Any hire equipment requests should be done by emailing corporatebookings@archerfieldgolfclub.com

6

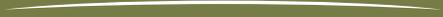
To confirm your booking select ‘BOOK NOW’. You will then have a number of options including the ability to send the booking confirmation by email to your guests.

7

In the ‘My Bookings’ Tab within the tee time module you will find all your tee time reservations within the next three months, this includes those booked directly with the Club. You can edit and amend these bookings within this section.



If you require any further information,
please contact corporatebookings@archerfieldgolfclub.com
or +44 (0)1620 897050





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