



## HOW TO ADD FRIENDS/FAMILY SO YOU CAN SHARE YOUR HOURS

### STEP 1:

Go to the website: [GoNextLevelGolf.com](http://GoNextLevelGolf.com)

### STEP 2:

Click on the "RESERVE" button (in the header)

### STEP 3:

Login to your profile with your username/password and then click "Log In"

Next Level Golf Log in

User name  
\* Enter user name

Password  
\* Enter password

Log in

Login Help

If you don't have an account, and would like to register for one, please click [here](#).

If you have an account, but have forgotten your password, please

### STEP 4:

Click on the 3 bars at the top right corner of the screen.



**Choose Payment Type**  
 FSS 10 HOUR SIM PLAY (DONATION) - 9 unit(s) left

**Choose Service**  
 Simulator Rental (1 Player)

**Choose Service Time**  
 1 hour

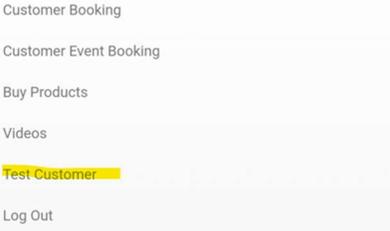
**Who are you booking for**  
 Myself (Test Customer)

**Choose Date**

June 2023							»
Su	Mo	Tu	We	Th	Fr	Sa	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	

**STEP 5:**

Click on your name in the drop down.



Customer Booking

Customer Event Booking

Buy Products

Videos

**Test Customer**

Log Out

Simulator Rental (1 Player)

**Choose Service Time**  
 1 hour

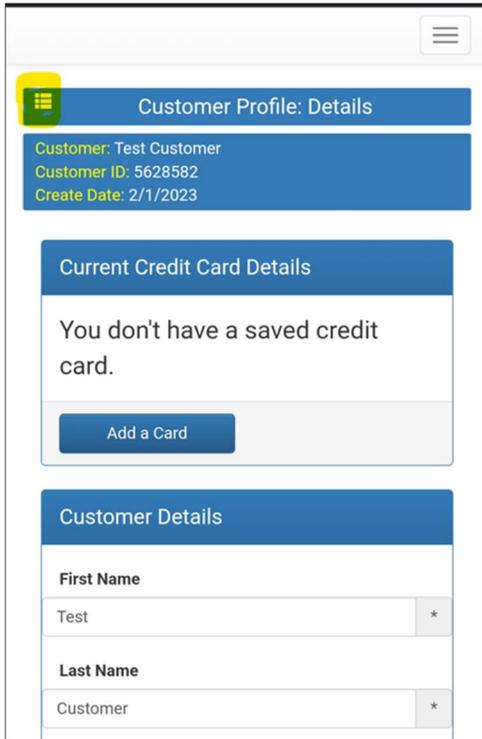
**Who are you booking for**  
 Myself (Test Customer)

**Choose Date**

June 2023							»
Su	Mo	Tu	We	Th	Fr	Sa	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	

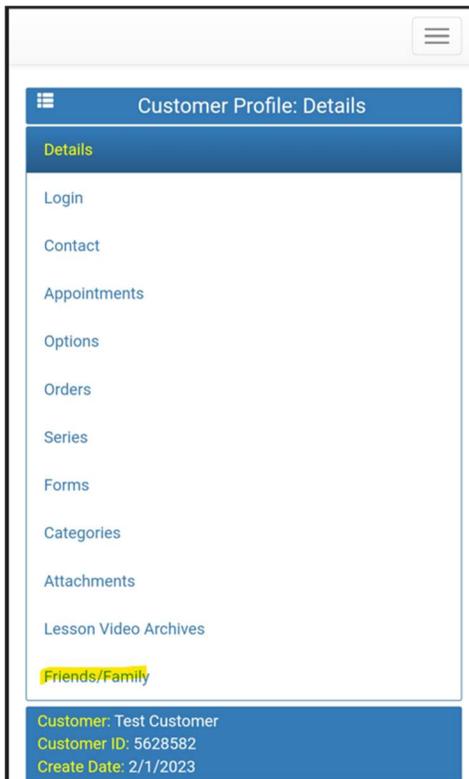
**STEP 6:**

Click on the dots/bars to the left of “Customer Profile: Details” section. Once you open this section you will see the various tabs within your profile.



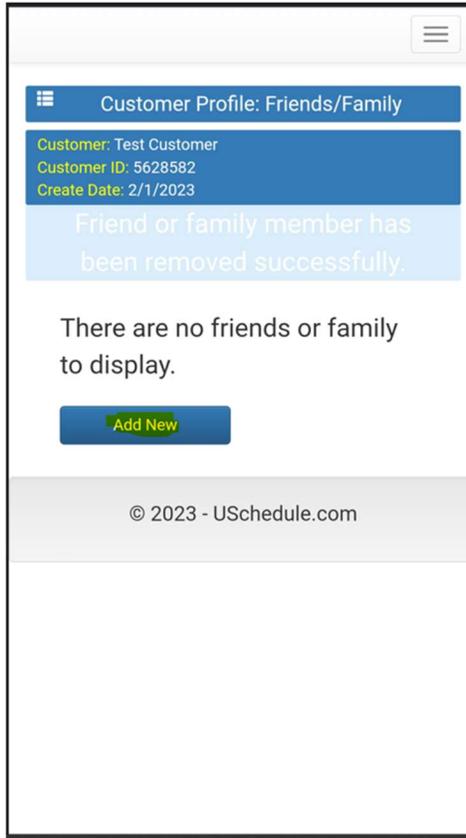
**STEP 7:**

Click on "Friends/Family"



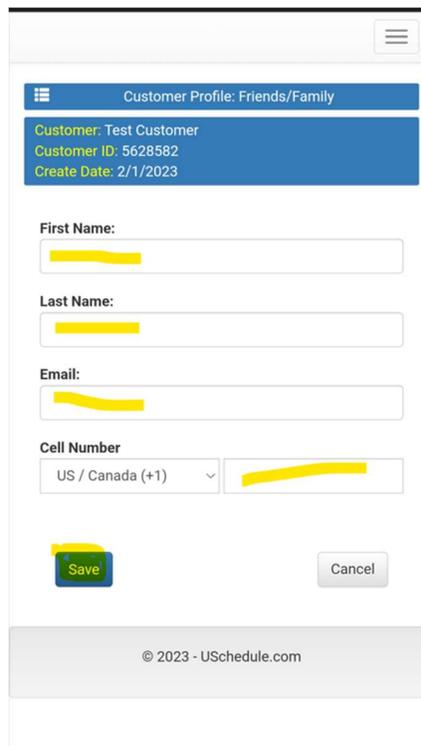
**STEP 8:**

Click on 'Add New'



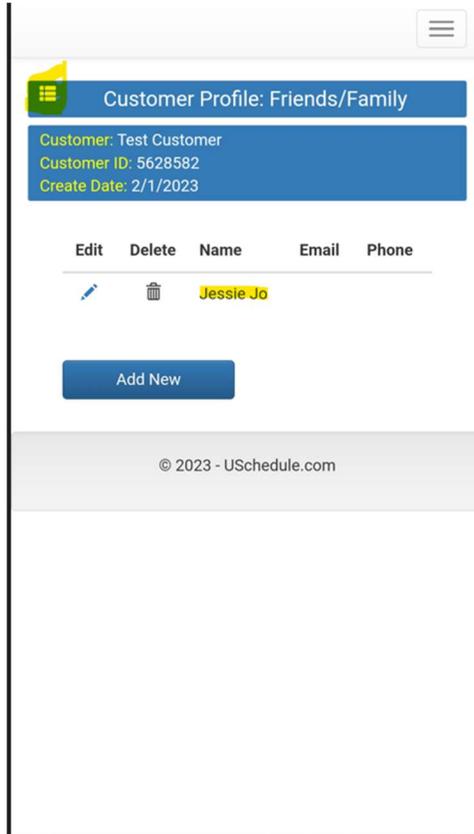
**STEP 9:**

Enter the info requested....First Name, Last Name, Email Address and Cell Number. The email address and cell number are requested as this is where the reminders will be sent for scheduled tee times. Then click "Save".



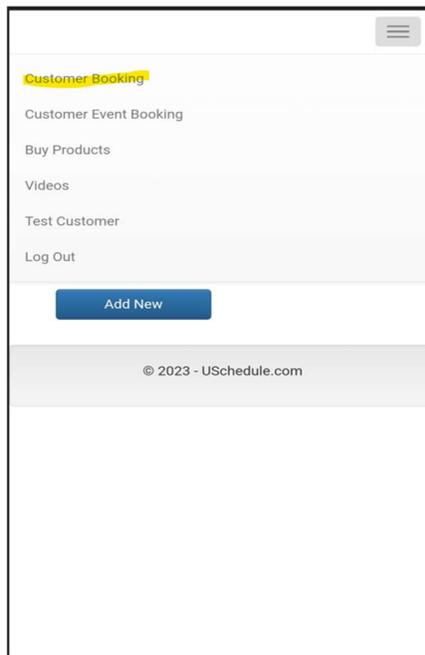
**STEP 10:**

After you Save, the next screen will show the Friends/Family that you have listed under your account. From here you can also edit the info (click on the pencil) or delete that person (click on the trash can). You can also click 'Add New' and continue to add more Friends/Family following the same steps as before. When you are finished adding all of the Friends/Family, then click on the dots/bars to the left of "Customer Profile: Details" section again.



**STEP 11:**

Now click on "Customer Booking" and this will take you back to the calendar and the drop-down options.



**STEP 12:**

From this page you will see a variety of options you can choose from as needed, such as payment type, service (how many players), time (how many hours) and who (who are you booking time for). In order to book time for a Friend/Family member you would just choose that person in the drop down. Be sure that you've also chosen a date and time.

**Choose Payment Type**  
FSS 10 HOUR SIM PLAY (DONATION) - 9 unit(s) left

**Choose Service**  
Simulator Rental (1 Player)

**Choose Service Time**  
1 hour

**Who are you booking for**  
Myself (Test Customer)

**Choose Date**

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

**Choose Payment Type**  
FSS 10 HOUR SIM PLAY (DONATION) - 9 unit(s) left

**Choose Service**  
Simulator Rental (1 Player)

**Who are you booking for**

- Myself (Test Customer)
- Jessie Jo

**Choose Date**

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

**STEP 13:**

Once completed you will receive an email confirming the date/time you booked.

Thank you. We can't wait to see you here at Next Level Golf