



# HOW TO BOOK

NEW BOOKING SYSTEM  
USER MANUAL

Kau Sai Chau  
賽馬會·公眾高爾夫球場



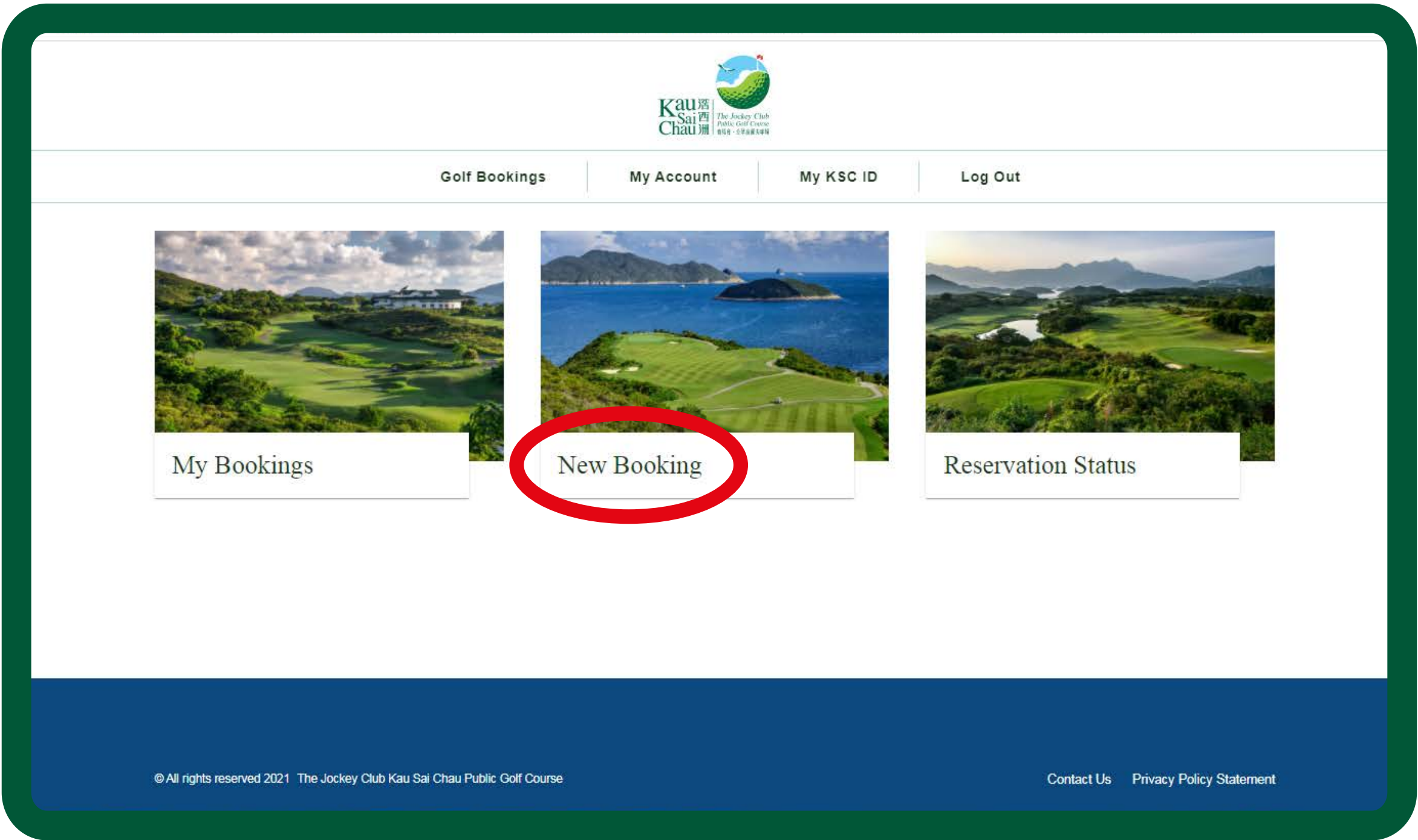
*The Jockey Club*  
*Public Golf Course*  
賽馬會·公眾高爾夫球場

# TO START

Go to **booking.kscgolf.org.hk**

Log in with your KSC ID or registered email, followed by your password.

## STEP 1

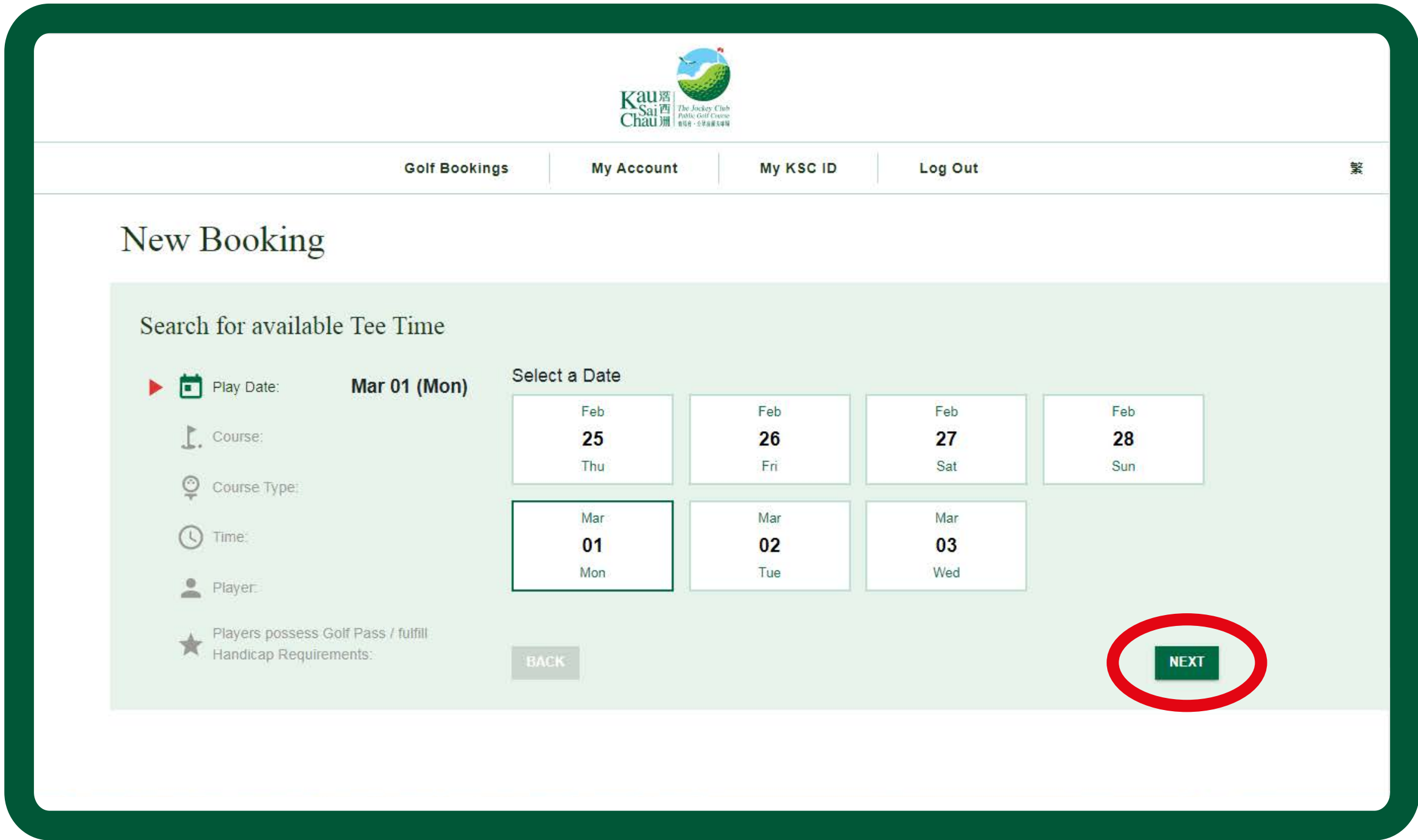
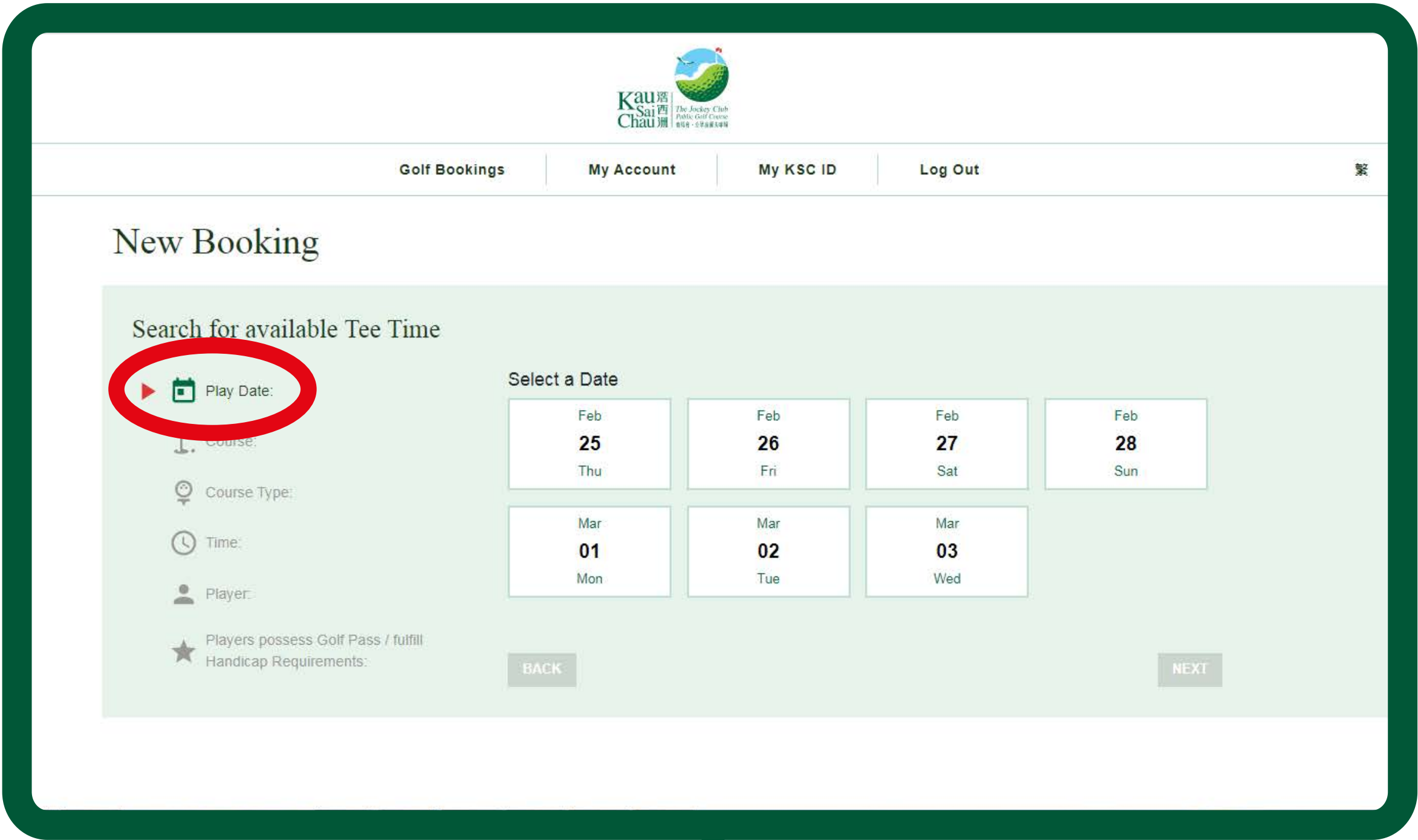


Go to "New Booking".

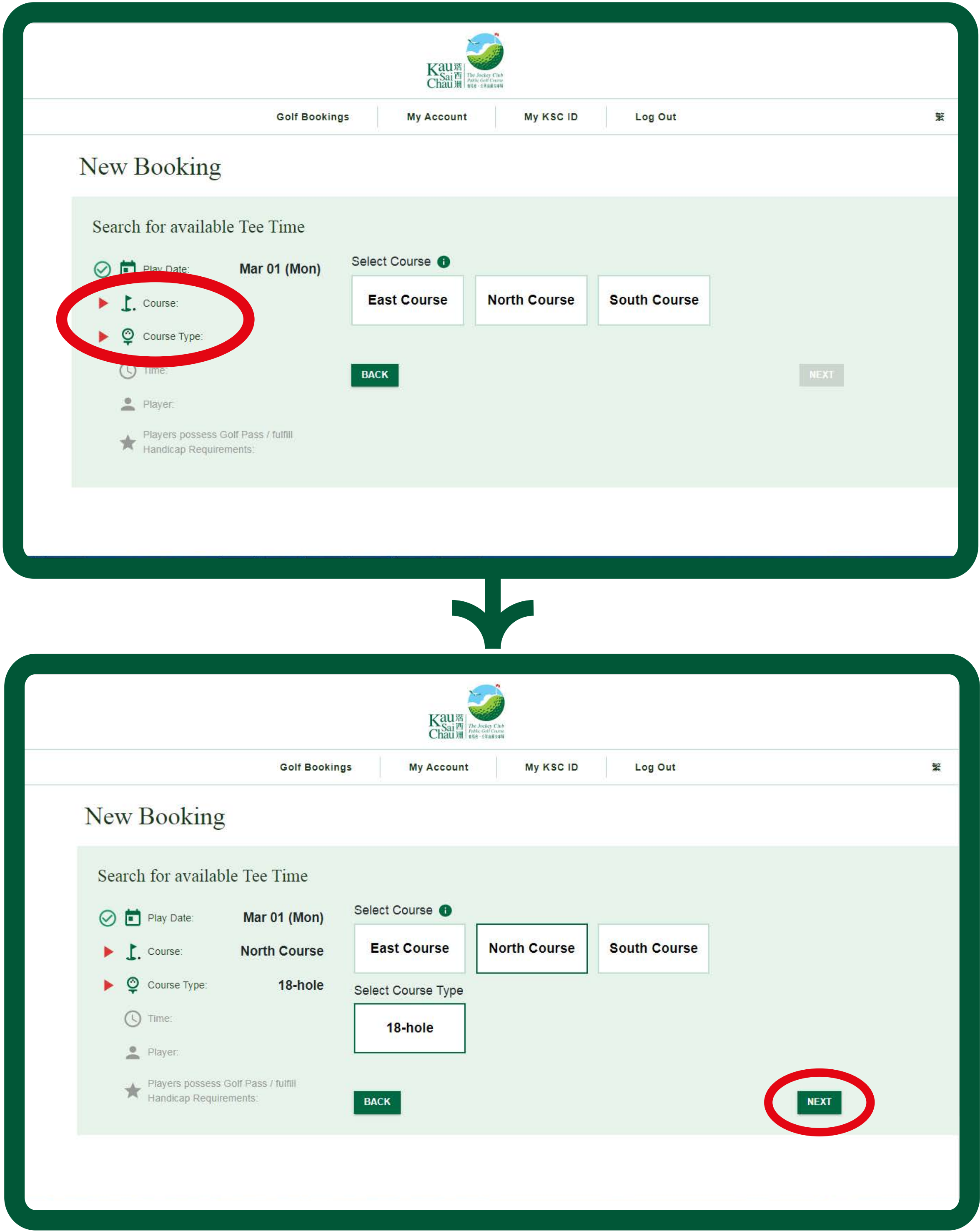
# STEP 2

Select your preferred date, course, course type and tee time.

## 1. SELECT DATE

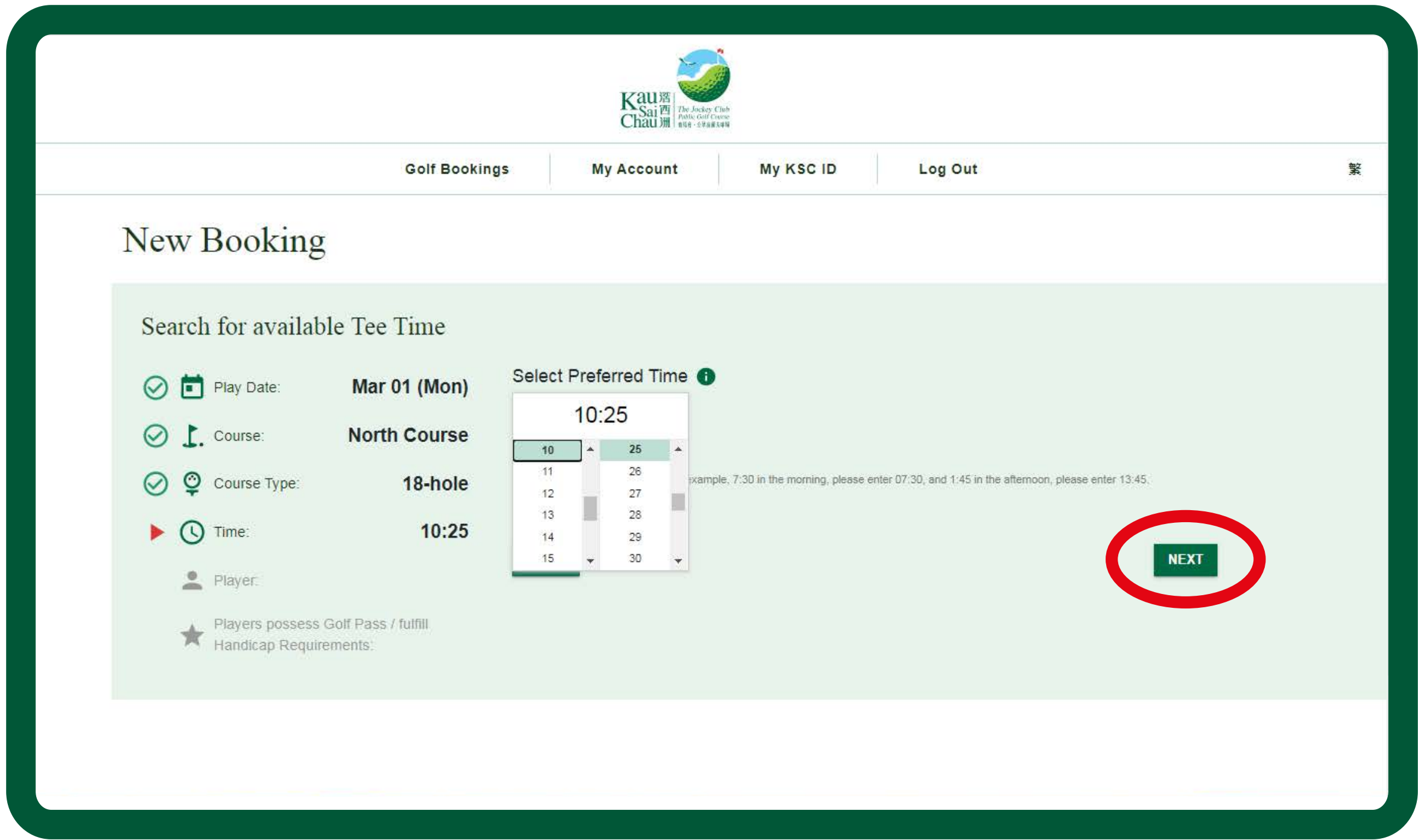
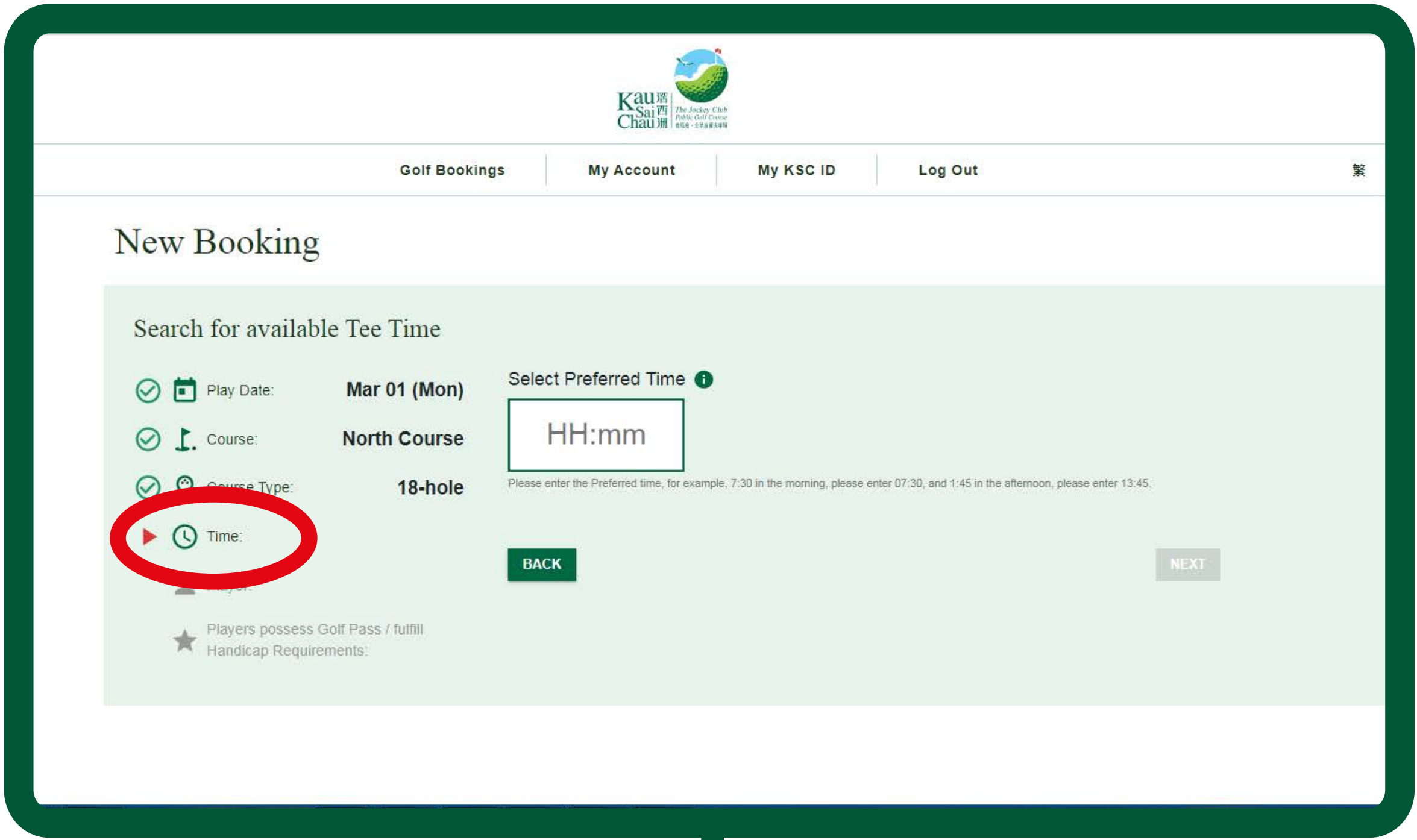


# 2. SELECT COURSE AND COURSE TYPE

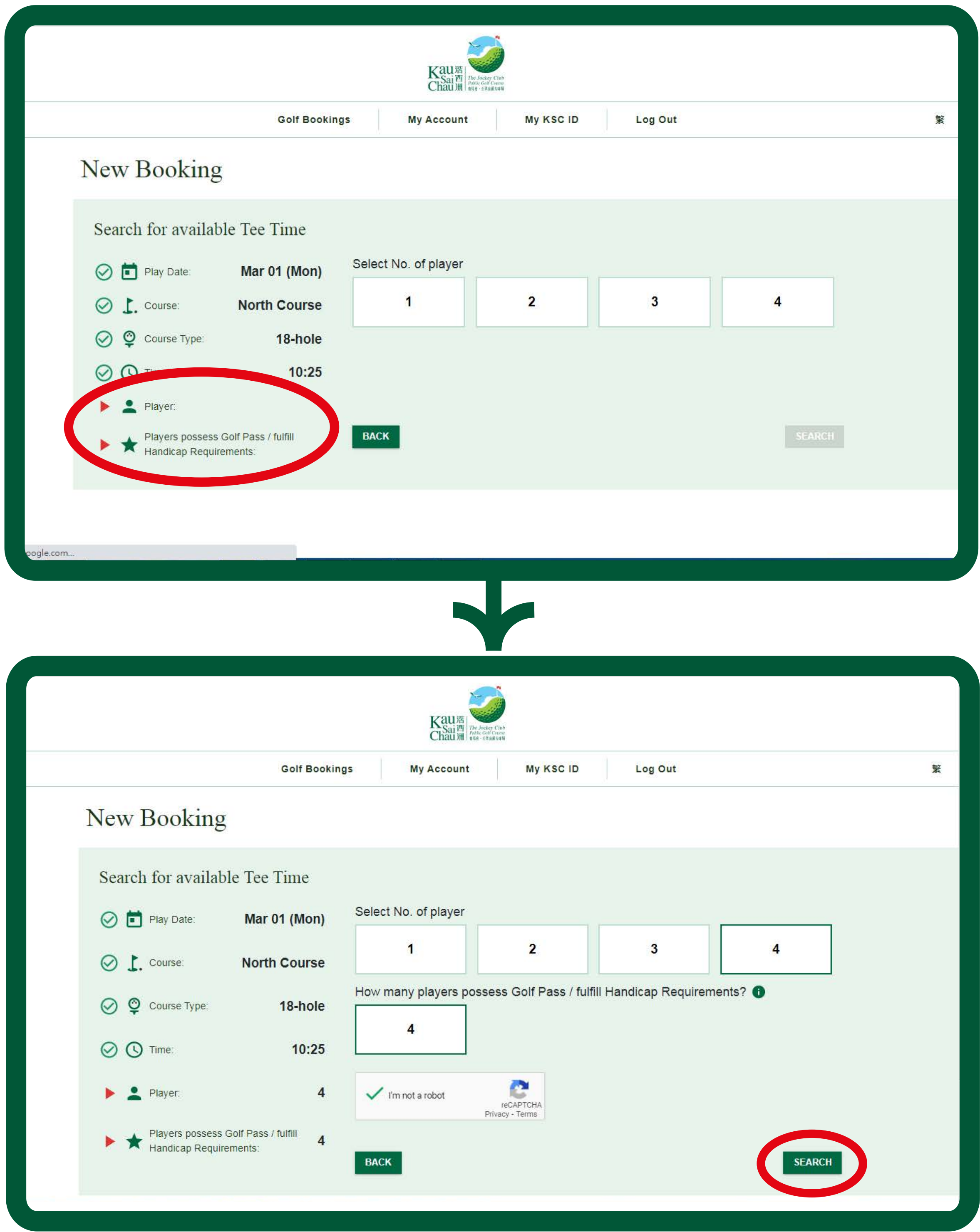




# 3. SELECT TEE TIME

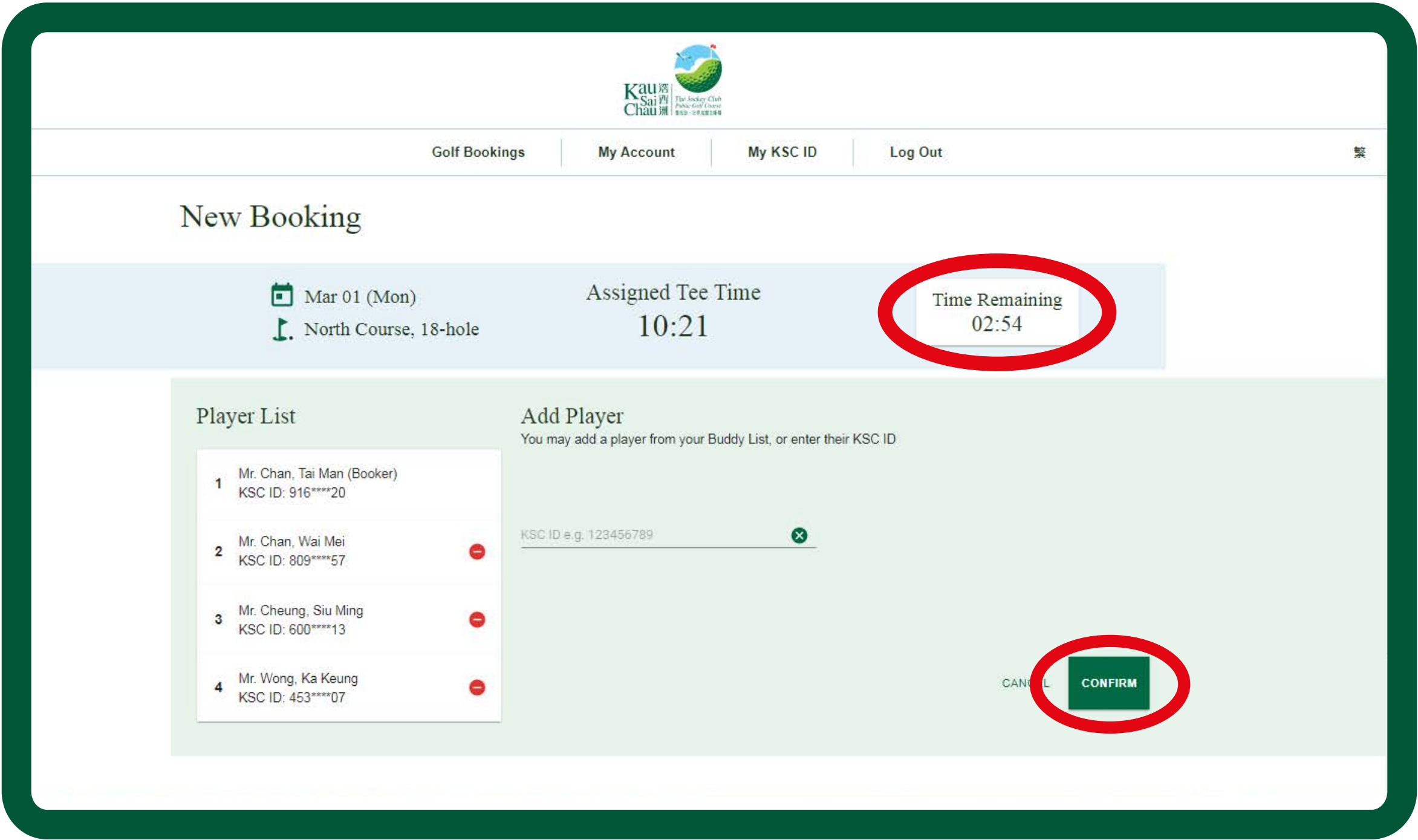


# 4. SELECT THE NUMBER OF PLAYERS



Please also select the number of players you would like to book and the number of players that fulfil the KSC golf pass or handicap requirements for the selected course.

# STEP 3

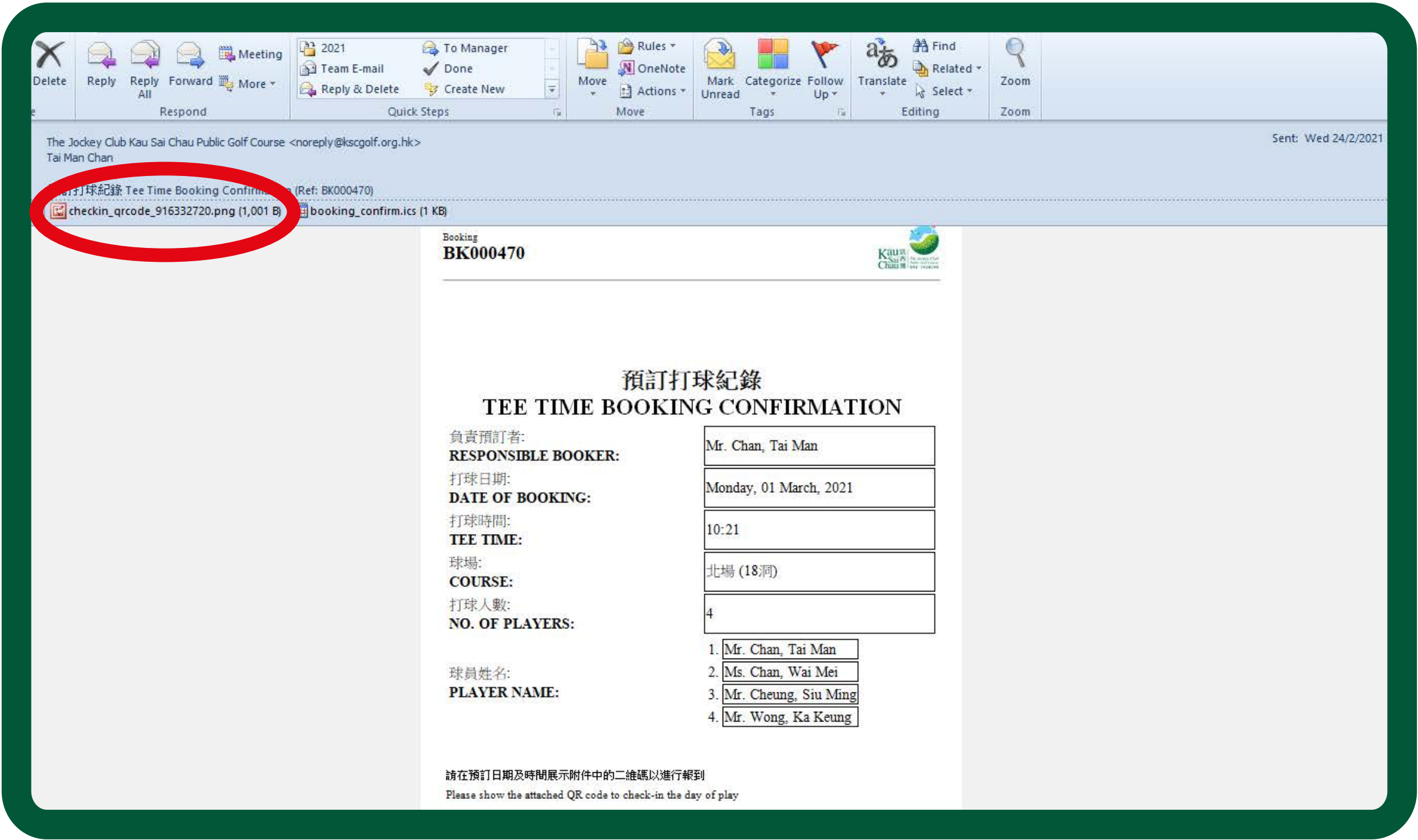


The system will assign the closest available tee time to your selected time. Then you will have 3 minutes to add players by using their KSC ID or from the "My Buddies" list. Click “Confirm” to complete the booking.

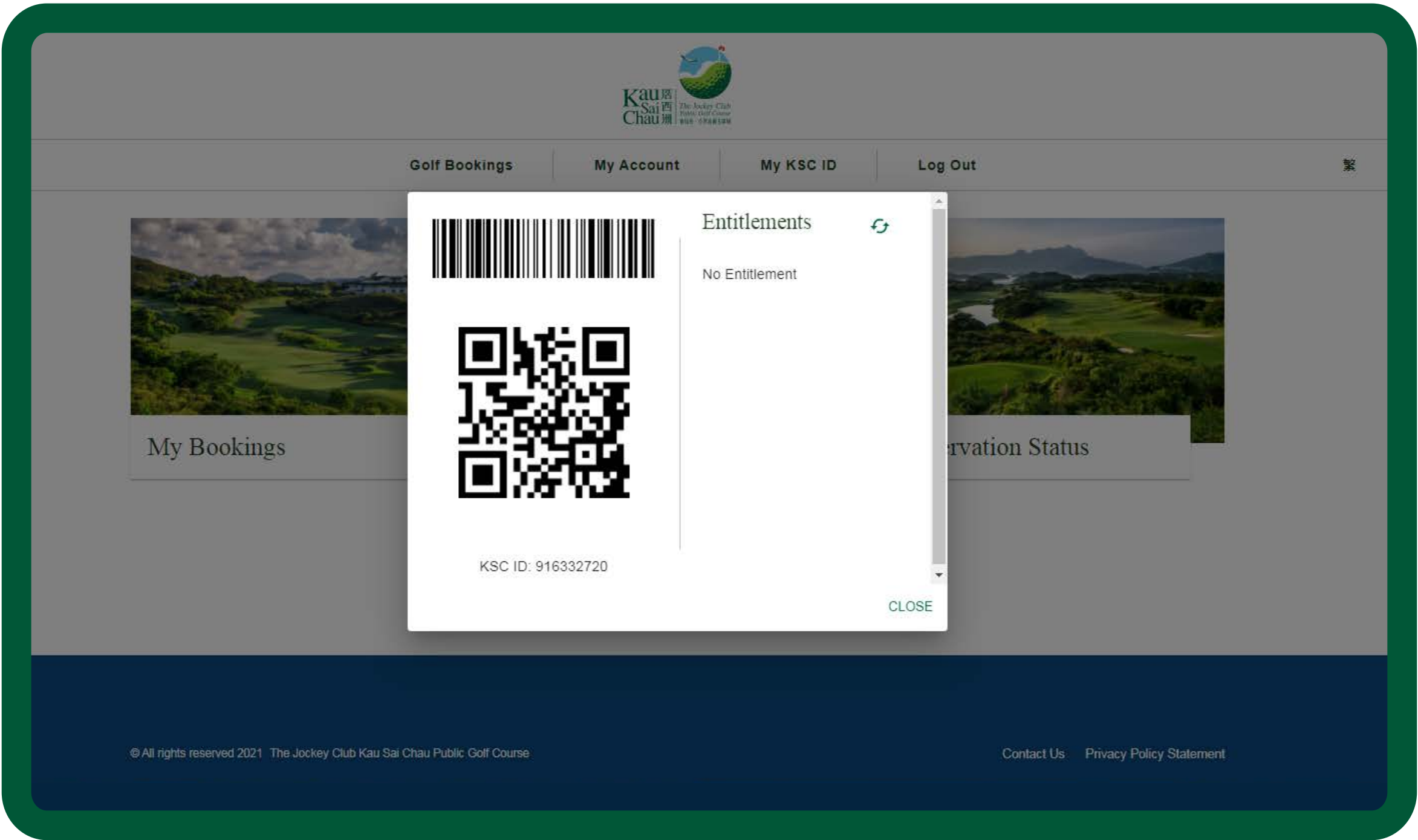
If you exceed the time limit, the system will release the assigned tee time and return to the previous page for assigning another closest tee time upon availability.



# STEP 4



A confirmation email with all the booking details will be sent to you and your team players. You may use the QR code sent with the email for on-day check-in.



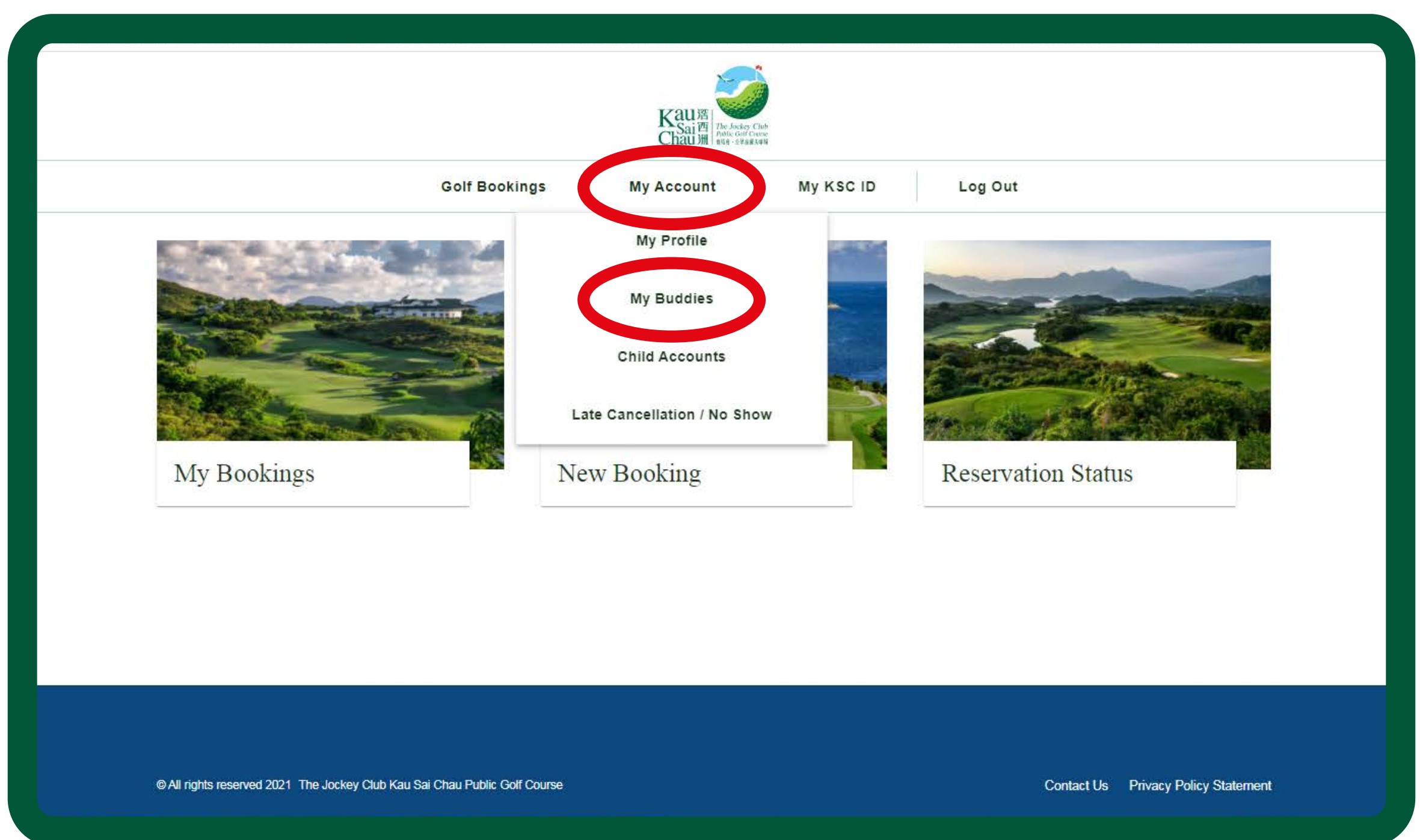
The QR code is also available under "My KSC ID" after login to your account.



# CREATE “MY BUDDIES” LIST

To make your booking easier, you may create a buddy list to save time in entering the KSC ID of your friends at each booking.

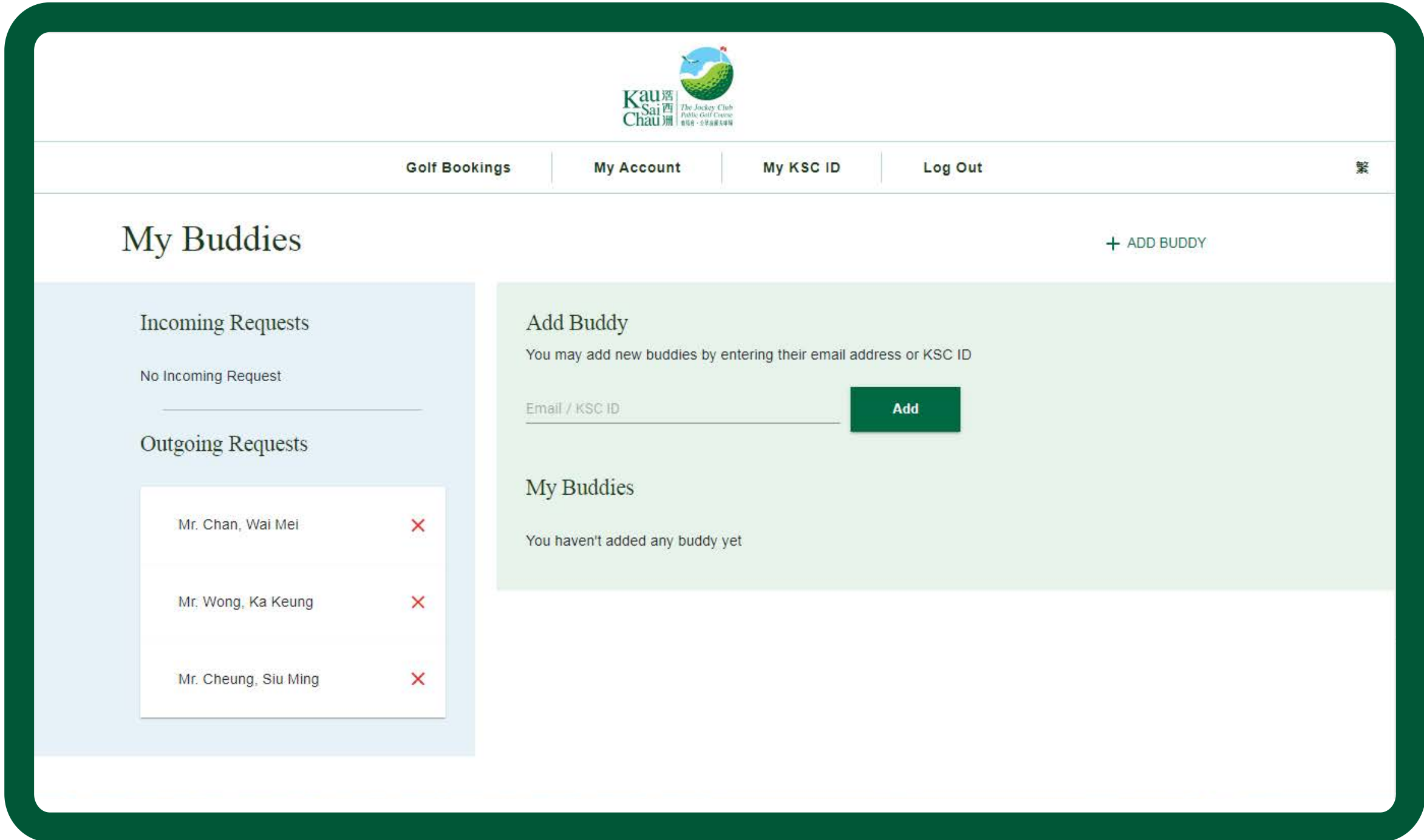
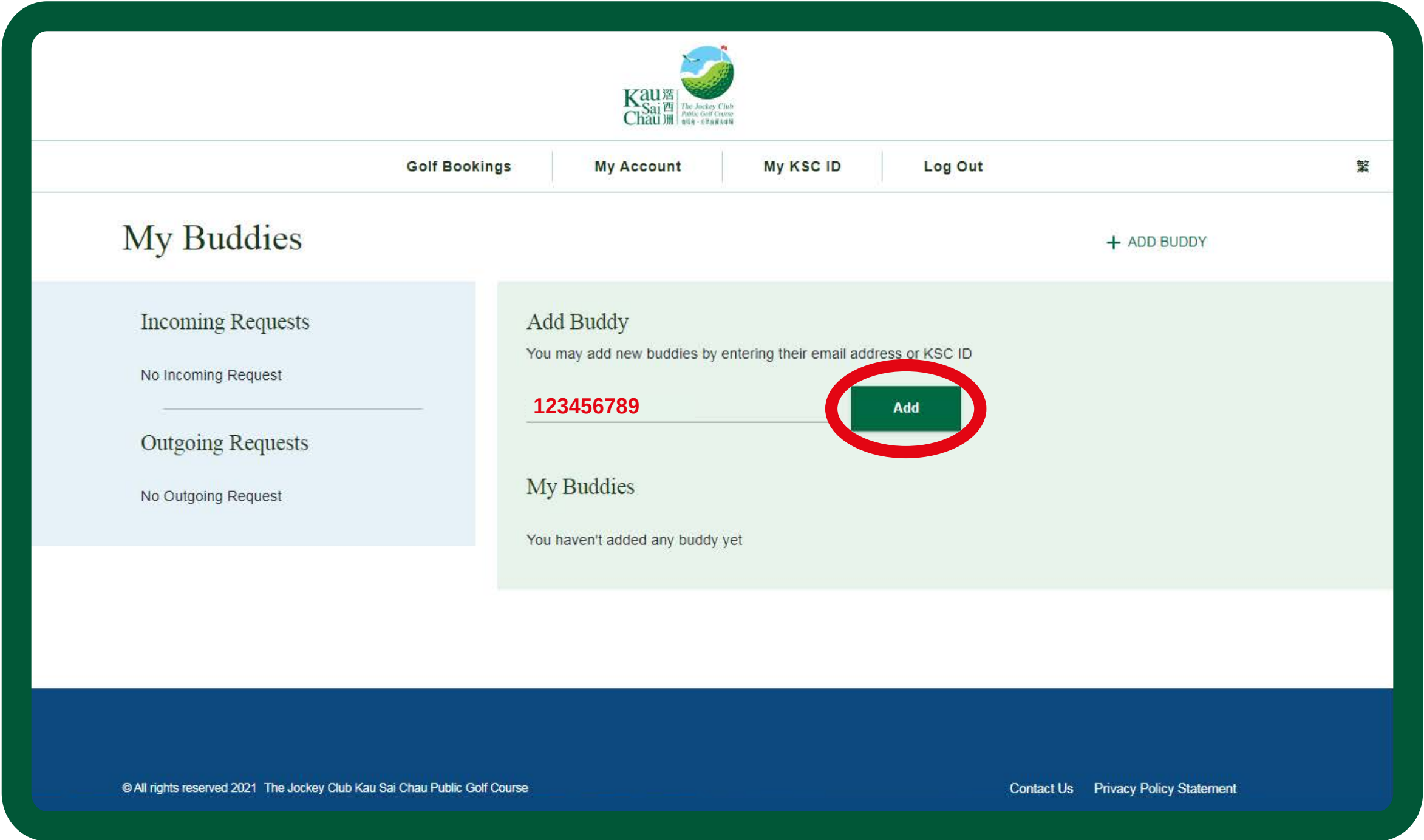
## STEP 1



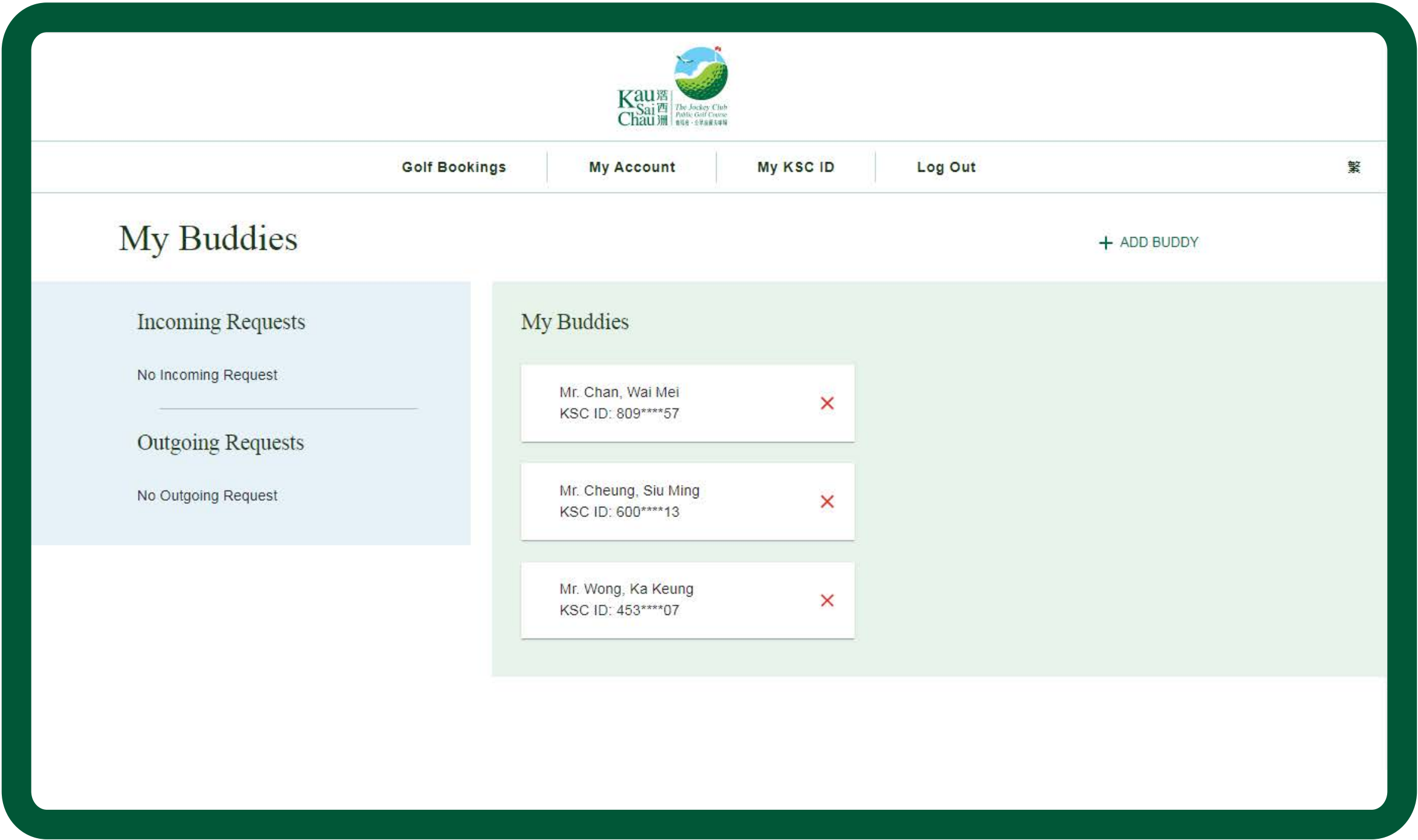
Choose “My Buddies” under "My Account".

# STEP 2

Entering your friends' KSC ID or registered email, and click "Add".



# STEP 3

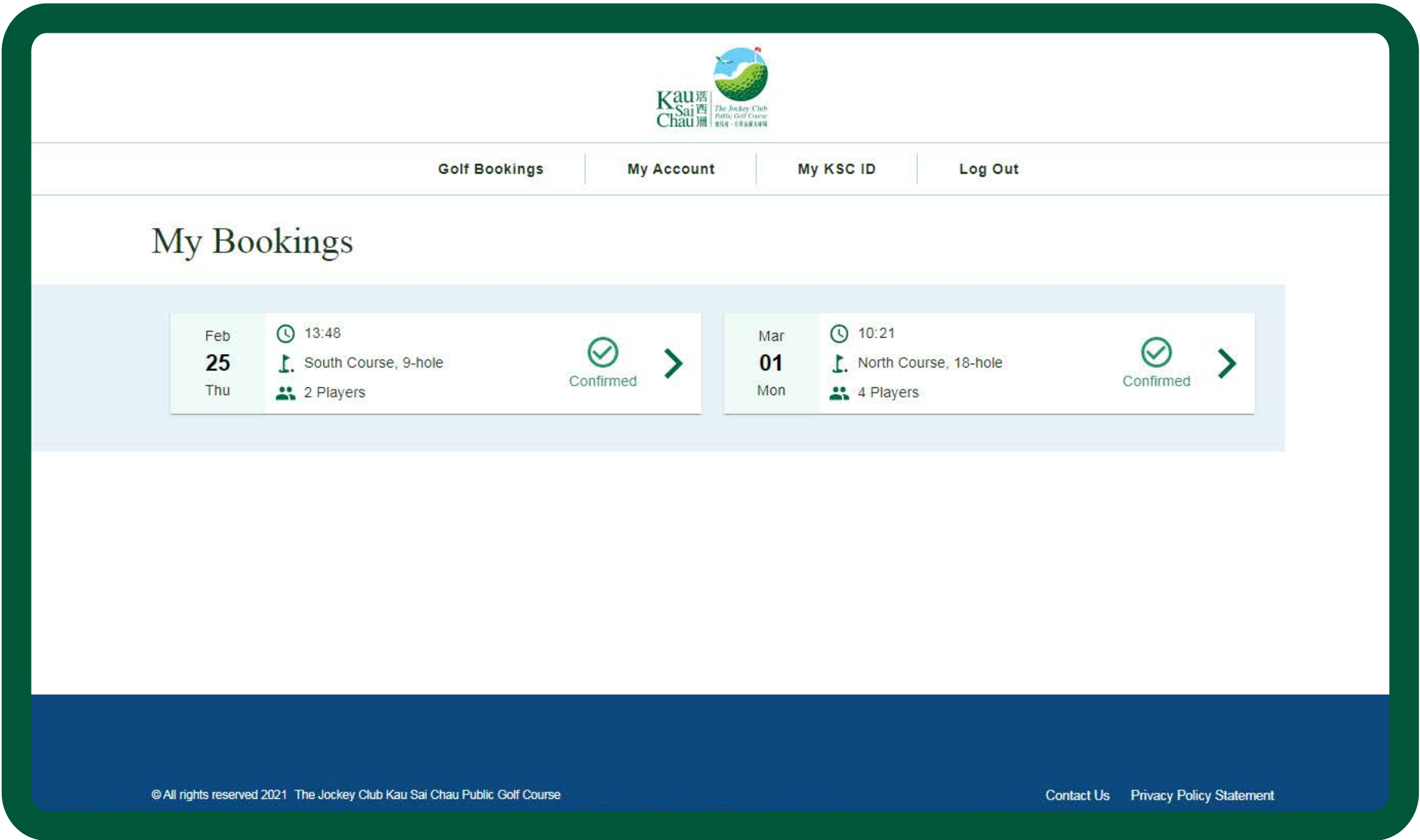


**Your friends will receive a request email. Once they have logged in and accepted your request, their names will be shown on your “My Buddies” list for more convenient booking.**



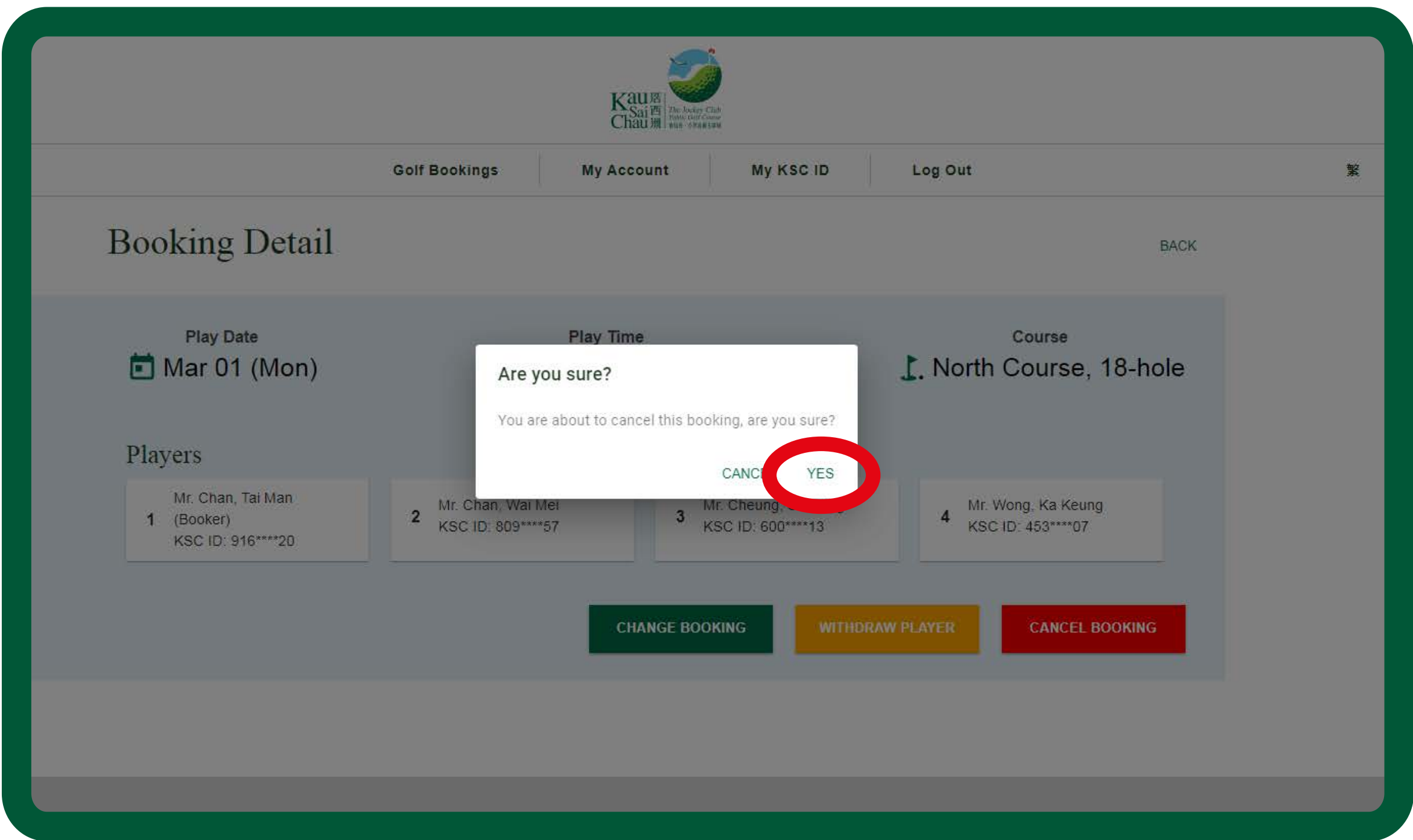
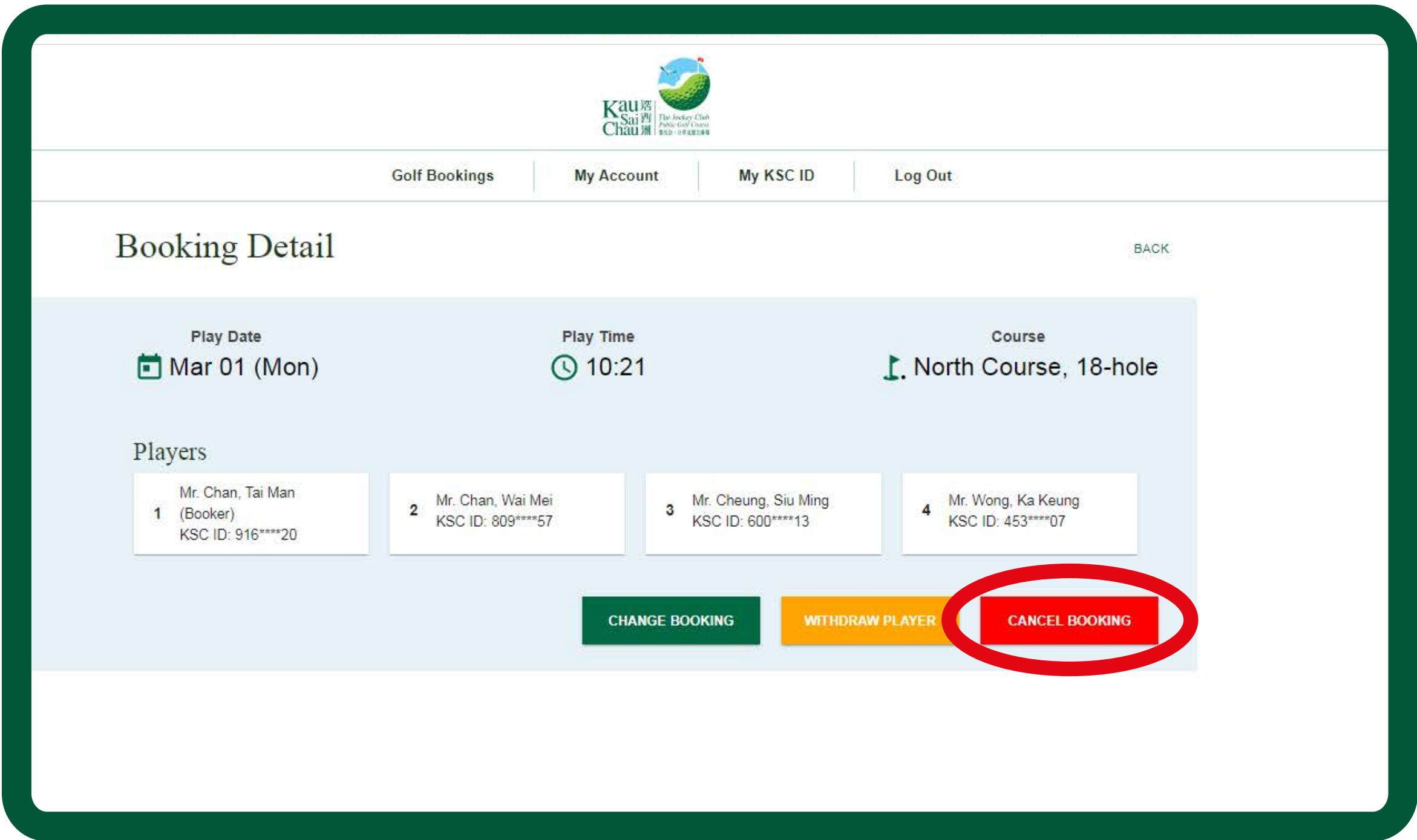
# MANAGE YOUR BOOKINGS

In "My Bookings", you can easily view all your upcoming bookings. If you are the booker, you can also make changes or cancel the bookings made in your account.



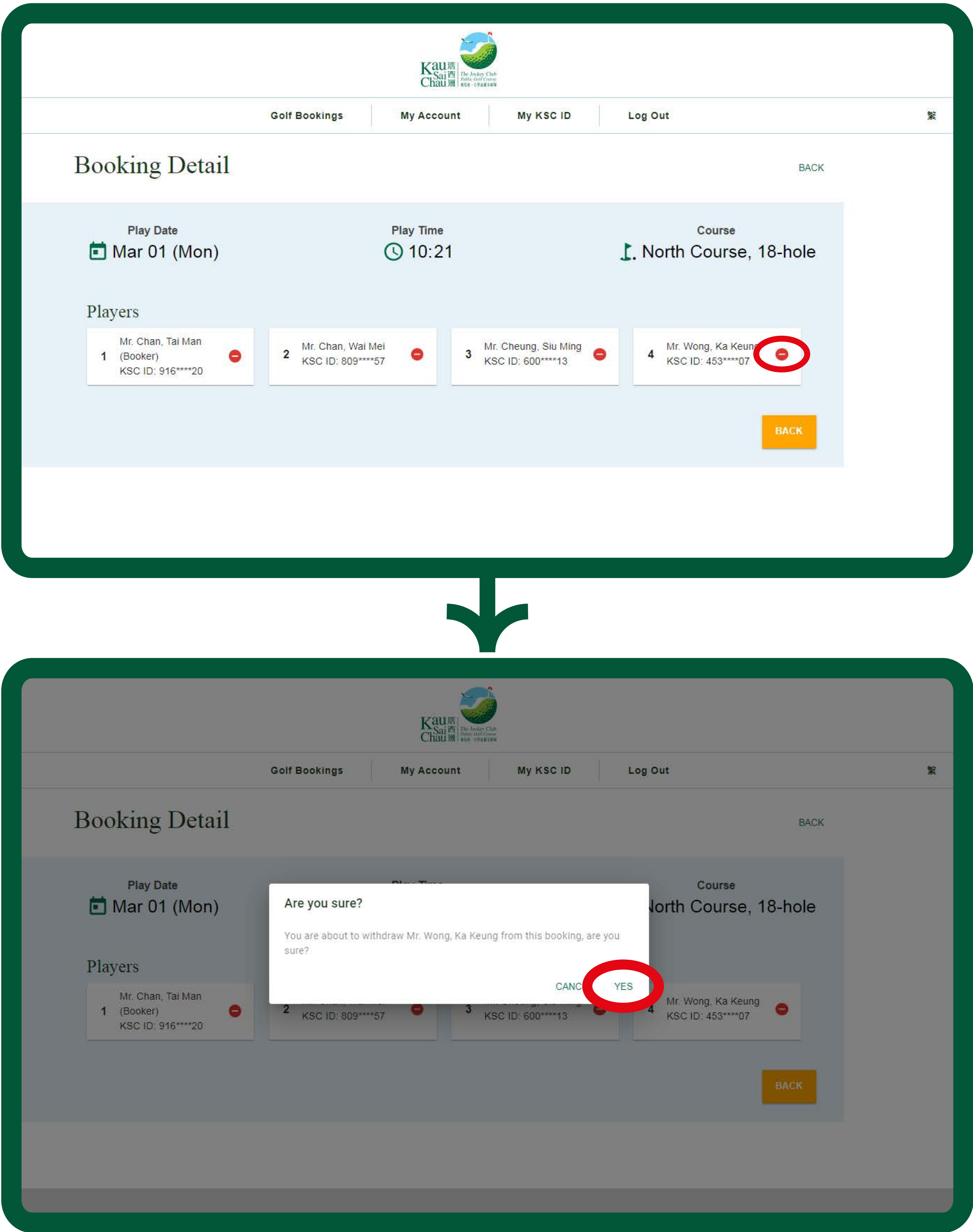
# CANCEL BOOKING

To cancel the entire booking, click "Cancel Booking" and then "Yes" to reconfirm the cancellation.



# WITHDRAW PLAYER

You can withdraw any players in the booking by clicking the red button next to their name.

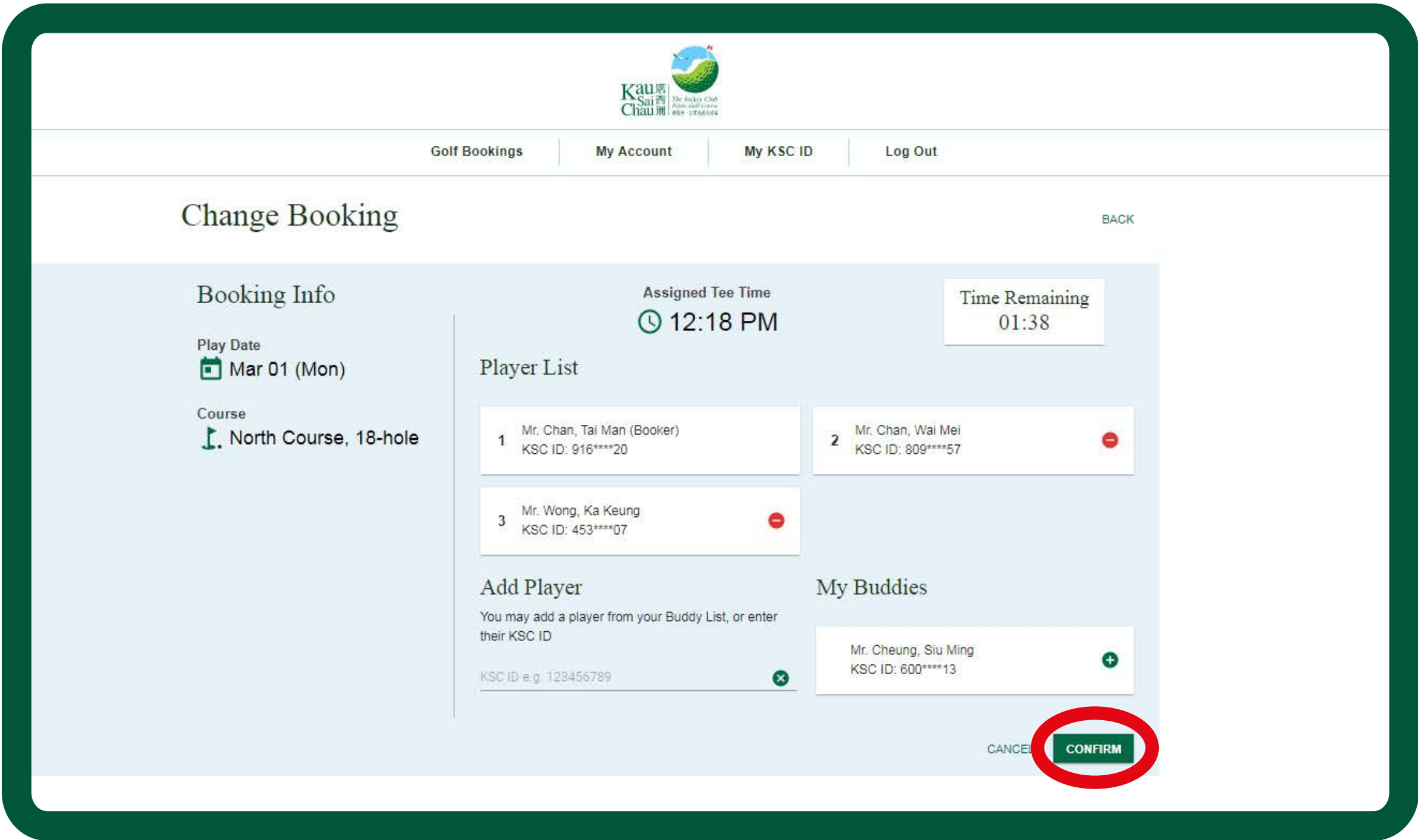


Then click "Yes" to reconfirm the withdrawal.



# CHANGE BOOKING

You can change the tee time and number of players for the selected booking. Please enter your new tee time and the number of players. The system will then assign the closest tee times upon availability. Then, please reassign the player list by KSC ID or from the "My Buddies" list. Please note that date and course could not be changed and every booking could only be changed once.



Please note that bookings on weekends or holidays are not allowed to be changed\*. Besides, any changes made after 4:30pm two days before the reserved tee time will be considered a "Late Cancellation".

You and your players will receive an email for any updates on the booking.

\* Please note there is a temporary suspension on making changes, including date, golf course, tee times and players, to any bookings on weekdays, weekends, and public holidays until further notice.