

# HOW TO CANCEL AND REFUND A GUEST DEPOSIT ON THE RESERVATION SYSTEMS SUPPORTED BY GOLFNOW

It is important to note that for tee times more than 24 hours in advance, Guest may cancel their tee times through the reservations system after logging into their account.

1. LOG IN VIA: BUSINESS.GOLFNOWCENTRAL.COM
  - Click the rates and inventory tab dropdown and select "settings"
  - Select "Course Reservation Edit" via the toolbar
2. CHANGE THE PLAY DATE RANGE AND CLICK THE "GREEN" SEARCH BUTTON TO POPULATE RESERVATIONS WITHIN THAT DATE RANGE
  - Find the reservation you wish to cancel/refund and select the icon in the "action" column on the far right of the row
  - Select the appropriate "edit action"
3. SELECT "SAVE"



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