

Golf Course Tee Time Booking SOP

Reminders When Using the Golf Club Facilities

- **To Get on base you must have a Membership card or have a copy of your invoice for a Tee time (Printed or on a Phone). This MUST be shown at the gate each time you enter.**
- Members must use the self-screening tool before booking an appointment.
<https://sharedhealthmb.ca/covid19/screening-tool/>
- Members must follow all public health measures including but not limited to wear a mask, occupancy limits and physical distancing.
- Not adhering to these could result in forfeiting your booked time slot or future slots as per Club Rules
- Bookings can be placed a maximum of 7 days in advance.
- Bookings may be cancelled online 24 hours before your tee time.

Profile Creation

You must create a profile to be able to purchase golf passes and book T-times. If you had a Golf Membership last year, use Building 90 or 21 to work out, had a PSP Plan (Rec Member), or have taken courses with us in the past you may already have an account. If you cannot remember your username (it is usually your email address) or password you can contact the Golf Club House at x6909 for assistance.

How to Create a New account:

Start by going to booking system at:

<https://bkk.cfmws.com/winnipegpub>

- Click on “**My Account**” in top grey bar
- Click “**Click Here to Create an Account**” on right side of page
- Click on the blue “**Click to Create Individual Account**”
- Fill-in **ALL** the info and click “**Next**”
- You will receive a confirmation email. Click on the link provided in the Account Activation email within 24 hours and activation will be complete. You can now log into the booking system.

***If you are Military/Retired you must call x5139 during bldg. hours with CF1#, and Service # so we can update your account status prior to being able to register for programs. This will allow you to purchase Regular Passes**

Clubhouse Phone #: 204-833-2500 loc 6909

Clubhouse Office Phone #:204-833-2500 loc 6901

Booking a Tee Time

-You must have a profile to book t-time.

-go to <https://bkk.cfmws.com/winnipegpub> and log in

--Click on the "Facilities" tab

-Then click the "Tee Time" check box

The screenshot shows the '17 Wing Winnipeg Online' website with the 'Facilities' tab selected. The main content area is titled 'Book Facility' and includes a 'Select Search Type' dropdown set to 'Calendar' and a 'Select Activity Type Filter' dropdown set to 'All Activity Types'. The 'Facility List (1 Selected)' shows 'CFB Winnipeg Golf Club (1)' with 'Tee Time Booking (1)' selected. A 'Regular Facility Hours' table is visible, showing hours from 06:00AM to 07:00PM for all days. To the right, a calendar for April 2021 shows a grid of dates from 1 to 30. A legend below the calendar indicates: Fully Available (green), Partially Booked (yellow), and Closed (grey).

-Click on the date you want to book to proceed to time selection.

This screenshot is similar to the first one but includes a 'Regular Facility Hours' table. The table lists the following hours:

Day	Open	Close
Sun	06:00AM	07:00PM
Mon	06:00AM	07:00PM
Tue	06:00AM	07:00PM
Wed	06:00AM	07:00PM
Thu	06:00AM	07:00PM
Fri	06:00AM	07:00PM
Sat	06:00AM	07:00PM

The calendar on the right shows the same date grid as the first screenshot, with the 20th of April highlighted in red. The legend below the calendar indicates: Fully Available (green), Partially Booked (yellow), and Closed (grey).

-Click on the check box next to the desired time. At the bottom right of the page click “Add Selected”
 Each Person must Book their tee time online to allow us to Covid-19 contract trace.



Home Page Courses Facilities Memberships Calendars My Account

Messages Search Summary

Facility Calendar Search: New Invoice Prev Day Next Day Search Again

CFB Winnipeg Golf Club - Tee Time Booking - Tee Times View My Rules
 Apr 26, 2021 - Search All Day - All Slots

<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:00AM - 06:10AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:10AM - 06:20AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:20AM - 06:30AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:30AM - 06:40AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:40AM - 06:50AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:50AM - 07:00AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	07:00AM - 07:10AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	07:10AM - 07:20AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	07:20AM - 07:30AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	07:30AM - 07:40AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	07:40AM - 07:50AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	07:50AM - 08:00AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	08:00AM - 08:10AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	08:10AM - 08:20AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	08:20AM - 08:30AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	08:30AM - 08:40AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	08:40AM - 08:50AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	08:50AM - 09:00AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	09:00AM - 09:10AM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	04:40PM - 04:50PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	04:50PM - 05:00PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	05:00PM - 05:10PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	05:10PM - 05:20PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	05:20PM - 05:30PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	05:30PM - 05:40PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	05:40PM - 05:50PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	05:50PM - 06:00PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:00PM - 06:10PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:10PM - 06:20PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:20PM - 06:30PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:30PM - 06:40PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:40PM - 06:50PM	4 Available
<input type="checkbox"/>	Date: Mon Apr 26, 2021	06:50PM - 07:00PM	4 Available

Select/Deselect All Search Again Add Selected
 Combine Consecutive Time Slots

-It will display your time to confirm that this was the correct slot.

-Click "Finish" or "Search Again" if you would like to add more dates and times. (Repeat selecting dates in the calendar.)

The screenshot shows the '17 Wing Winnipeg Online' portal. The header includes the logo on the left and the text '17 Wing Winnipeg Online', 'Canadian Forces Morale and Welfare Services', and 'Personnel Support Programs' on the right. A navigation bar contains 'Home Page', 'Courses', 'Facilities', 'Memberships', 'Calendars', and 'My Account'. The main content area has tabs for 'Messages', 'Search', and 'Summary'. Below the tabs, there is a section for 'Pending Facility Bookings: Invoice #14982' with a 'Search Again' button. Underneath, a table lists a booking for 'CFB Winnipeg Golf Club - Tee Time Booking - Tee Times' on 'Mon Apr 26, 2021' from '05:10PM - 05:20PM' with a status of 'Pending Activation'. A 'Pending Service Bookings' section below it states 'There are no Pending Service Bookings to display...'. At the bottom of the booking list, there are buttons for 'Delete Selected', 'Delete All', 'Search Again', and 'Finish'. The footer shows 'Current Local Time: 08:31AM (CDT)'.

17 Wing Winnipeg Online
Canadian Forces Morale and Welfare Services
Personnel Support Programs

Home Page Courses Facilities Memberships Calendars My Account

Messages Search Summary

Pending Facility Bookings: Invoice #14982 Search Again

CFB Winnipeg Golf Club - Tee Time Booking - Tee Times

<input type="checkbox"/>	Date: Mon Apr 26, 2021	05:10PM - 05:20PM	Pending Activation
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Pending Service Bookings

There are no Pending Service Bookings to display...

Delete Selected Delete All Search Again Finish

Current Local Time: 08:31AM (CDT)

- Your booking is now complete. You will not receive an email confirmation unless you request one by scrolling to the bottom of the page. Select the blue gear box then select email invoice.
To get on BAS

- To check all booking please click on "Calendar" tab then check out the "Personal Calendar" and you will see this screen with all booking.

17 Wing PSP Online
Canadian Forces Morale and Welfare Services
Personnel Support Programs

Home Courses Facilities Memberships Calendars My Account

Personal Calendar

View Facility Calendar View Course Calendar

APRIL 2021

Apr 1 2021

Day Week Month

■ Facility ■ Course

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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

CFB Winnipeg Golf Club - Tee Time
Booking - Tee Times
05:10PM-05:20PM
Standard Booking
Matthew Hamilton - #13831
Invoice #: 14982
[Edit](#)