

## Long Beach Online Reservation System – “How To” Guide

Beginning on January 21, 2008 advanced online tee time reservations will be available for all Long Beach City Golf Courses. Reservation can be made from the convenience of your home computer or at one of the three public booking terminals located at Skylinks, Recreation Park 18 or El Dorado Park. Following is a step-by-step guide on using this exciting new system.

- Log onto [www.longbeach.americangolf.com](http://www.longbeach.americangolf.com).
  - Select “Book A Tee Time”
  - Select the appropriate link based on your Long Beach Residency Status
    - Resident Card Holder
    - Non-Resident Card Holder
    - Public (Non Card Holder)
  - Select the facility, date and time and click “Search for Tee Times” to continue
  - Check the appropriate box to accept the tee time and select “Continue.”
  - Read the Terms & Conditions and select “Continue.”
  - Enter your User ID and Password and select “Log In.”
    - User Name = Card number from the back of your card (if your card number starts with LBC enter the entire number as shown on card i.e. LBC12345, if your card number DOES NOT have LBC in front of it, add LBC to your card number before entering it).
    - Password = enter your last name.
  - Complete the credit card fields and select “Continue.”
  - Confirmation Screen – Confirm that all of the reservation information is accurate and select “Reserve” to complete your reservation.
  - Log Out – Select “Log Out” from the header row.
    - For the safety of your account, always log out after each session to avoid having another resident access your account.
- ❖ All users should update their account information and change their password by clicking on the “Your Account” link.