

## Tee Time Cancellation Instructions

1. Access the CANCEL TEE TIME page from the golf course website or from the search menu in Webtrac.
2. On the TEE TIME CANCELLATION page, type in your first Confirmation Number on your e-mailed receipt along with the exact tee time:

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### Tee Time Details: Golf Course: 1 (Charleston Municipal)

Date and Time: 02/06/2025 at 2:15 pm  
Reservation Type: 18 Holes Starting on the First Tee  
Reservee: Marshall Ormand  
Number of Players: 4  
Confirmation Numbers: 96930195, 96930196, 96930197, 96930198

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3. From here, you may decide to only cancel the one slot associated with the confirmation number, or you may select more players in your time to cancel:

### Tee Time Cancellation

Are you sure you want to cancel the tee time slot(s) with the below confirmation

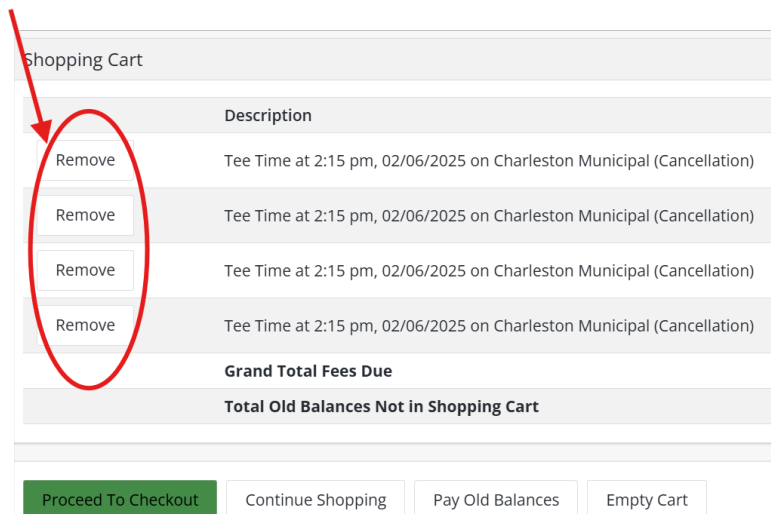
96930195

Continue to Cancel 1 Player

Select players to Cancel

Back

4. If selecting players to cancel, the screen will populate all available golfers to cancel. If canceling a foursome, DO NOT REMOVE any players, and click PROCEED TO CHECKOUT. **Only remove the slots you want to keep :**



Shopping Cart

	Description
Remove	Tee Time at 2:15 pm, 02/06/2025 on Charleston Municipal (Cancellation)
Remove	Tee Time at 2:15 pm, 02/06/2025 on Charleston Municipal (Cancellation)
Remove	Tee Time at 2:15 pm, 02/06/2025 on Charleston Municipal (Cancellation)
Remove	Tee Time at 2:15 pm, 02/06/2025 on Charleston Municipal (Cancellation)
<b>Grand Total Fees Due</b>	
<b>Total Old Balances Not in Shopping Cart</b>	

Proceed To Checkout   Continue Shopping   Pay Old Balances   Empty Cart

**\*NOTE: Any REMOVED Players will NOT be cancelled and will remain on the tee sheet\***

5. Proceed to Checkout and click CONTINUE on next page:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

Continue

Back To Cart

6. You should now see your receipt number and a confirmation e-mail will be sent. Only now have you confirmed your cancellation:

### Checkout Confirmation

Your Online transaction is complete. Please select an option below to continue.

Your receipt number:

**1910016**

A copy of your receipt will be emailed to ormandm@charleston-sc.gov.

If you have an account with us, you can browse anytime to **My Account/Reprint/Reprint a Receipt** once the receipt has been produced.

Logout

Continue Shopping

In the case that you still have issues after following these steps, you may e-mail [golf-course@charleston-sc.gov](mailto:golf-course@charleston-sc.gov) to request cancellation from our staff.

**Cancellations are required at least 24 hours in advance to avoid No Show fees.**