All-in-One Golf Reservation Service

Nowswing OS User Guide

os.nowswing.com

NOW
SWING

Contents

Service Overview

All-in-One Golf Reservation Service

✓ **Golf Course Registration & Management**

Easily register and update course details, photos, and descriptions.

✓ **Reservation Management**

Manage reservation schedules, monitor booking status, and handle related tasks—all in one place.

✓ **Account & Permission Management**

Ensure secure and efficient operation with account-based permission controls.
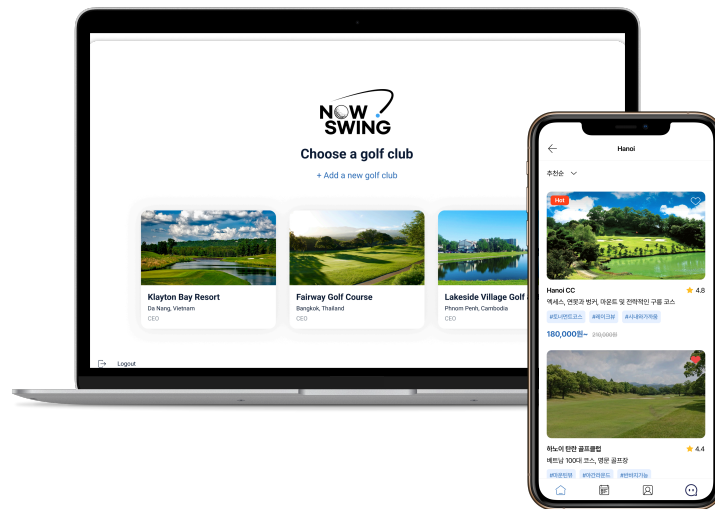
Nowswing OS is an integrated system designed to streamline golf course operations with essential features like reservation management, course registration, and admin account settings.
It enables managers to perform key tasks more efficiently and with greater ease.

Site map

Nowswing OS controls menu access based on a structured permission system for staff roles. New features and pages are also released continuously through regular updates. The following site map outlines the core menu structure of the OS:
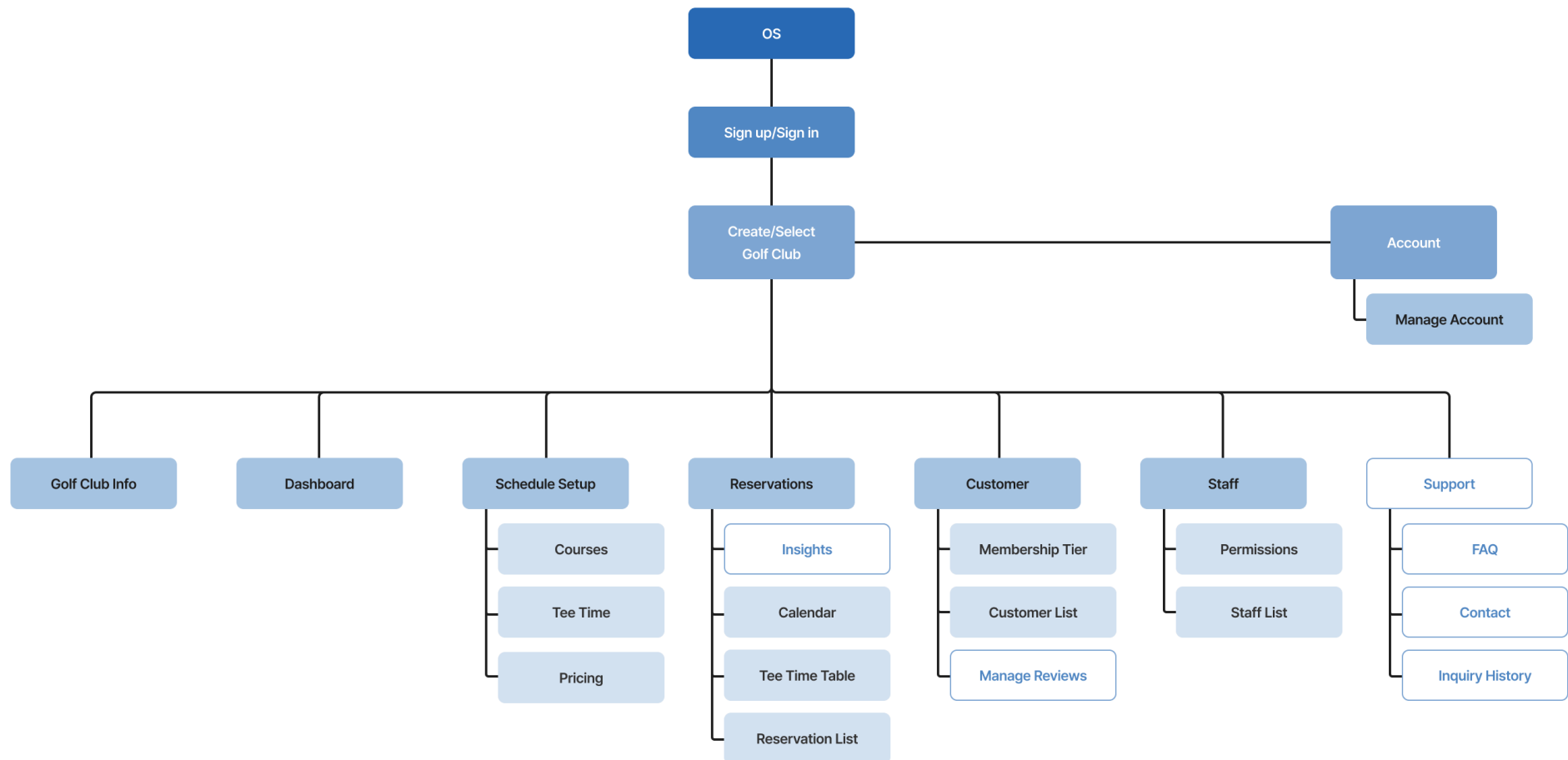
Start Screen
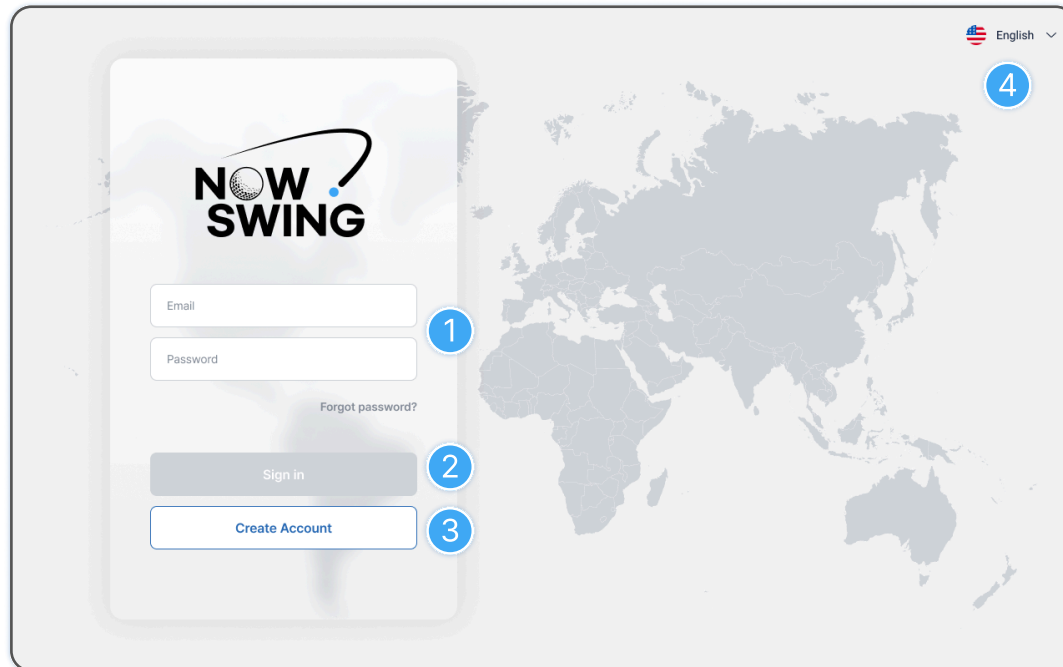
① **Email / Password Input Fields**

Enter your email and password.
Click "Forgot password?" to reset it if needed.

② **Sign In Button**

Click to sign in after entering your email and password. An error message will appear if the credentials are incorrect.

③ **Create Account Button**

Click to register if you don't have an account. Make sure to check your invitation email before proceeding.

④ **Language Selection**

English is set as the default language. You can select another language to change the UI text only.

Create an Account (Admin)

English ∧

① ← **Create Account** for business

② First name *   Last name *

    First name   Last name

③ Email *

    Enter your email address

④ Password *

    Enter your password (at least 8 characters)

    Enter your password again

Company name *

    Company name

Company phone number *

    +82 (South Korea)   Phone number

Company address *

    Company address

Corporate certificate *

    Attach file (only pdf, jpg, and png files with max size of 3MB)

ⓘ e.g. Business registration certificate, VAT certificate etc.

Create Account

① **Previous**

Returns to the previous screen.
Unsaved changes will be lost.

② **Name**

Enter your first and last names separately.

③ **Email**

Enter your company or admin email address.
This will be used to log in after registration.

④ **Password**

Enter a password with at least 8 characters, including both letters and numbers. Both entries must match exactly.

Create an Account (Admin)

English ∧

← **Create Account** for business

First name *
Last name *

First name
Last name

Email *

Enter your email address

Password *

Enter your password (at least 8 characters)

Enter your password again

Company name *

⑤ Company name

Company phone number *

⑥ +82 (South Korea) ⌄
Phone number

Company address *

⑦ Company address

Corporate certificate *

⑧ Attach file (only pdf, jpg, and png files with max size of 3MB)

ⓘ e.g. Business registration certificate, VAT certificate etc.

⑨ Create Account

⑤ **Company Name**

Enter the official company name as shown on your business registration.

⑥ **Contact Number**

Select the country code and enter a valid phone number.

⑦ **Company Address**

Enter the address used for invoicing and tax receipts.

⑧ **Corporate Certificate**

Upload a certificate file (PDF, max 3MB) to verify your business identity.

⑨ **Create Account Button**

The button becomes active once all fields and attachments are complete. A verification email will be sent —click the link to complete your registration.

Create Account for employee

Staff Registration

① **Name**

Enter your first and last name.

② **Email**

The invited email address will be pre-filled.

③ **Password**

Enter a password with at least 8 characters, including both letters and numbers. Make sure both fields match.

④ **Create Account Button**

The button becomes active once all required fields are completed. Click to finalize the registration.

Register Golf Course

← **Golf club information**

1 Golf club name *
Golf Club name

2 Country *
Country

Address *
3 Address in English

Phone number *
4 +82 (South Korea) ⌄   Phone number

Operating type
5 Operating type ⌄

Operating hours *
24 hours | Specific hours

Image *
+

① **Golf Club Name**

Enter the **official English name** of the golf course. This name will appear to users during booking and payment, and should match the registered business name.

② **Country**

Select the country where the golf course is located.

③ **Address**

Enter the full address in English.

④ **Contact Number**

Select a country code and enter the number.

⑤ **Operating Type**

Select the course type (e.g., public or private) from the dropdown menu.

Register Golf Course

Operating hours *

(6) | 24 hours | Specific hours |

(7) **Image** *

⊕

ⓘ Upload up to 10 images

(8) **Open since** *

Select the year of opening ∨

(9) **Amenities** *

| Restaurant/Cafe | Wine bar | Lounge | Locker room | Shower room | Sauna | Spa |

| Kids zone | Shopping | Practice range | Waiting room | Conference room | Waiting room |

Enter other amenities

Location

Location ∨

Designed by

Designed by

Tournament history

Select an year ∨ Enter a tournament name — +

Create Account

---

(6) **Operating hours**

Select 24-hour or specific hours of operation. If you choose specific hours, daily open/close times will appear.

(7) **Image**

Upload up to 10 photos of the golf course.
The first image will be used as the thumbnail in lists and search results.

(8) **Open since**

Select the opening year from the dropdown.
This info is used for search filters and course details.

(9) **Amenities**

Choose available facilities and services using tags.
You can also enter custom amenities if they're not in the default list.

Registering a Golf Course

Image *

+

ⓘ Upload up to 10 images

Open since *

Select the year of opening ⌄

Amenities *

Restaurant/Cafe | Wine bar | Lounge | Locker room | Shower room | Sauna | Spa

Kids zone | Shopping | Practice range | Waiting room | Conference room | Waiting room

Enter other amenities

⑩ **Location**　　　　　⑪ **Designed by**

Location ⌄　　　Designed by

Tournament history

⑫ Select an year ⌄ | Enter a tournament name | − | ＋

⑬ Register Golf Club

---

⑩ **Location**

Select the course location type (e.g., mountain, seaside, urban). Used for filters and marketing.

---

⑪ **Designed by**

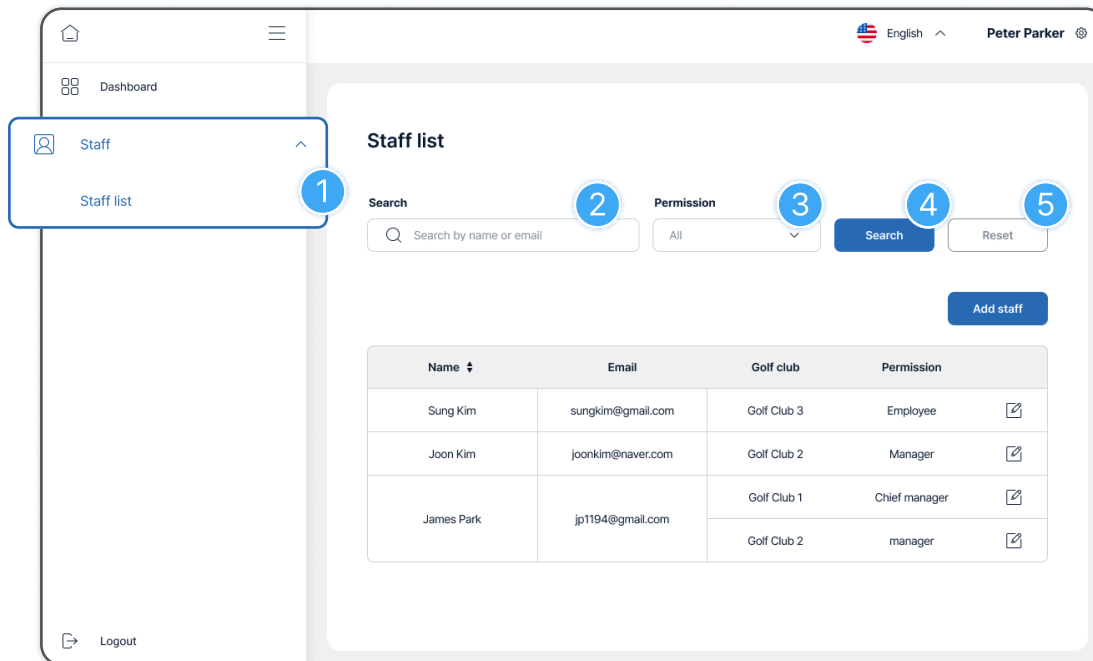Enter the name of the course designer. Leave blank if unknown or not applicable.

---

⑫ **Tournament history**

Enter past tournament records if available. Use the + / − buttons to add or remove entries.

---

⑬ **Register Golf Club button**

Activated when all required fields are complete. Saves the course and submits it for Nowswing approval before listing.

Add staff

① **Sidebar - Staff List**

Once you have completed the registration of the golf course, you can select the staff menu on the left tab. If there are many golf courses as well as one golf course, you can view a list of all employees here.

② **Search**

Search by name or email. Press Enter or click the Search button to execute.

③ **filter**

Use the dropdown to filter by permission level.
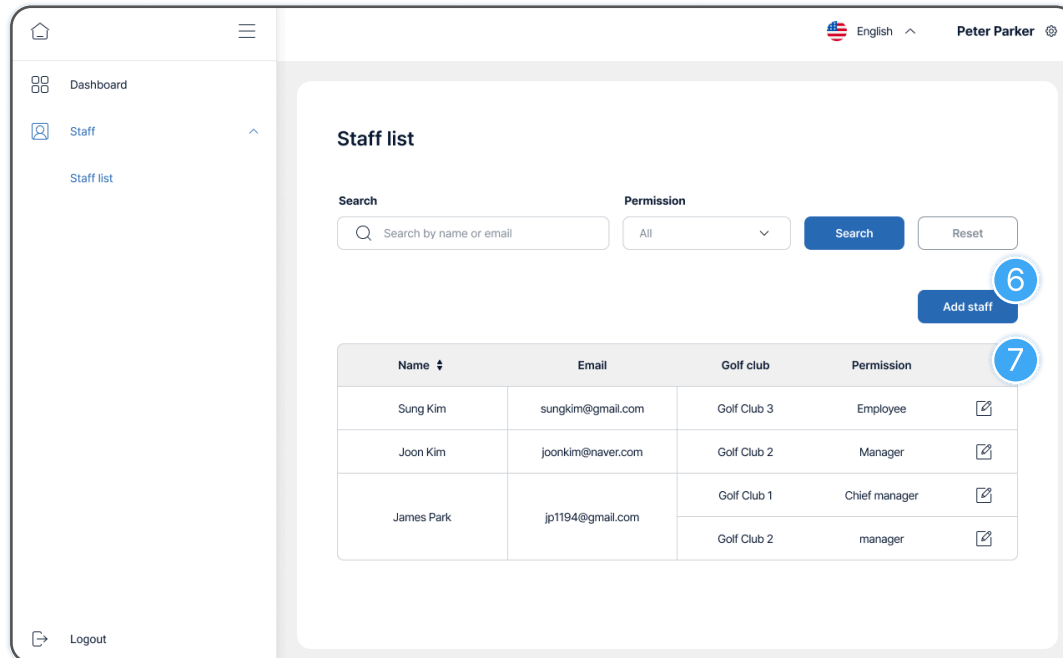Select "All" to view every staff member.

④ **Search button**

Executes a search based on the entered values (② and ③).

⑤ **Reset button**

Clears the search and filter values and reloads the full list.

Add staff

✳ Add staff

To assign correct permissions, we recommend selecting a golf club before inviting staff. This screen allows you to view staff across multiple clubs if you manage more than one.

⑥ Add staff button

Opens the invitation form. Enter email, name, and permission, then click Send Invite to email the staff invitation.

⑦ Staff List Table

Displays staff info by name, email, club, and permission. Click the edit icon to modify or remove a staff member.

Manage Account (Admin)

My profile content:

← My profile

Edit profile

First name
Peter

Last name
Parker

Email
peterparker@gmail.com

Company name
Company name

Company phone number
+82 (South Korea)
10-0000-0000

Company address
51, Dongmak-ro 3-gil, Mapo-gu, Seoul, 00000 South Korea

English

Peter Parker ⚙

① **Manage account**

Click your name in the top bar to access the account settings page.

② **Edit Profile Button**

Click to enable editing. After making changes, click the Save button at the bottom to apply them.

③ **Account information**

Displays the details entered during registration, which can be reviewed or updated here.

Manage Account (Admin)

English ∧   **Peter Parker** ⚙

① ← **Edit profile**

First name *   **Last name** *

② | Peter | | Parker |

Email *

③ | peterparker@gmail.com |

New password *

④ | Enter new password (at least 8 characters) |

| Enter new password again |

Company name *

| Klaus Global Inc. |

Company phone number *

| +82 (South Korea) ∨ | | 10-0000-0000 |

Company address *

| 51, Dongmak-ro 3-gil, Mapo-gu, Seoul, 00000 South Korea |

Corporate certificate *

① **Previous**

Returns to the previous screen. Unsaved changes will be lost.

② **Name**

The name field cannot be edited.

③ **Email**

Email is a fixed ID and cannot be changed.
 For updates, please contact Nowswing support.

④ **Password**

Enter a new password only if you wish to change it.
 Use at least 8 characters combining letters and numbers.
Both entries must match.

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Manage Account (Admin)

Email *

peterparker@gmail.com

New password *

Enter new password (at least 8 characters)

Enter new password again

Company name *

⑤ Klaus Global Inc.

Company phone number *

⑥ +82 (South Korea) ⌄   10-0000-0000

Company address *

⑦ 51, Dongmak-ro 3-gil, Mapo-gu, Seoul, 00000 South Korea

Corporate certificate *

⑧ Klaus_certification.pdf

ⓘ e.g. Business registration certificate, VAT certificate etc.

Save ⑨   Cancel ⑩

---

⑤ **Company name**

 Company name cannot be edited.

---

⑥ **Phone number**

You can update the phone number after selecting the country code.

---

⑦ **Company address**

Editable if the billing address has changed.

---

⑧ **Corporate certificate**

Re-upload if the submitted file was rejected.

---

⑨ **Save**

Saves all changes and shows a confirmation message.

---

⑩ **Cancel**

Discards all changes and returns to the My profile screen.

Manage Account (Staff)

English ∧

Peter Parker ⚙
①

← **My profile**

Edit profile ②

③ **First name**

First name

Last name

Last name

Email

Enter your email address

Golf club *

Golf Club 1

Golf Club 2

① **Manage account**

Click the name to access your profile settings.

② **Edit profile button**

Click to enter edit mode.
After making changes, click the Save button at the bottom of the screen.

③ **Account info**

View the information you entered during registration.

Manage Account (Staff)

Edit profile

First name *
Peter

Last name *
Parker

Email *
peterparker@gmail.com

New password *
Enter new password (at least 8 characters)

Enter new password again

Golf club *
Golf Club 1

Golf Club 2

Save   Cancel

① **Name**
The name cannot be edited.

② **Email**
The email address cannot be edited as it serves as a unique ID.

③ **Password**
Only enter a password if you want to change it.

④ **Affiliated Golf Club**
Displays the list of affiliated golf clubs.

⑤ **Save Button**
Click to save the changes.

⑥ **Cancel Button**
Discards all changes and returns to the My profile screen.

Reservation Setup: Course
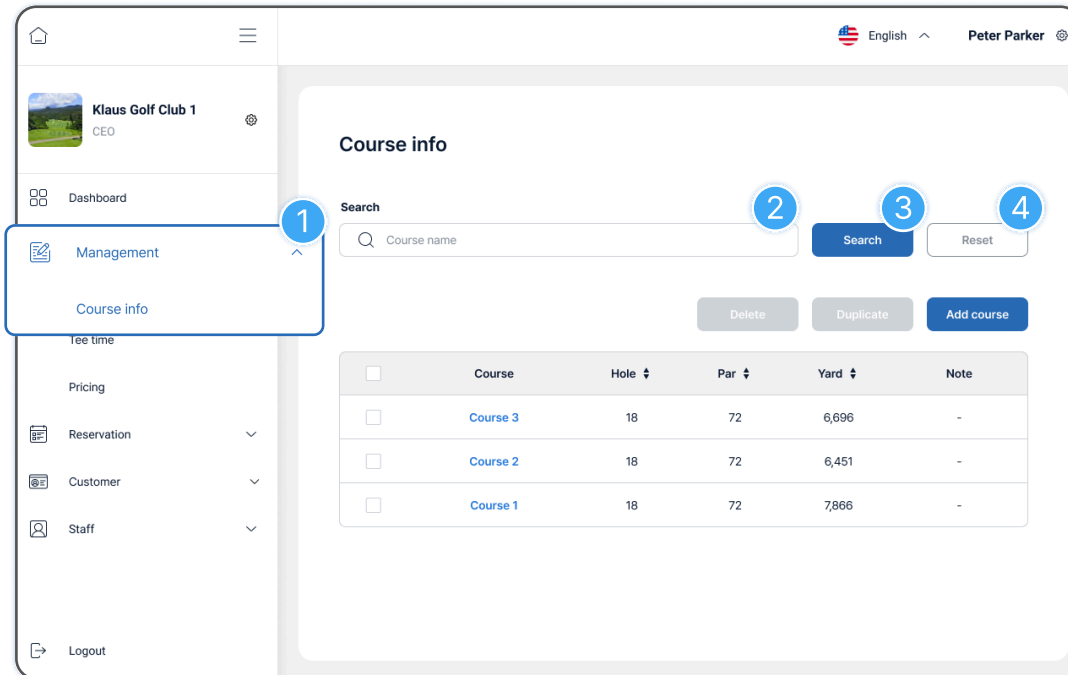
① Course info
Navigate to the course screen from the left tab.

② Search
You can quickly search by entering the course name. Enter a keyword and press Enter or click the Search button on the right.

③ Search Button
Immediately performs a search based on the entered keyword.

④ Reset Button
Clears the keyword and shows all course items again.

Reservation Setup: Course
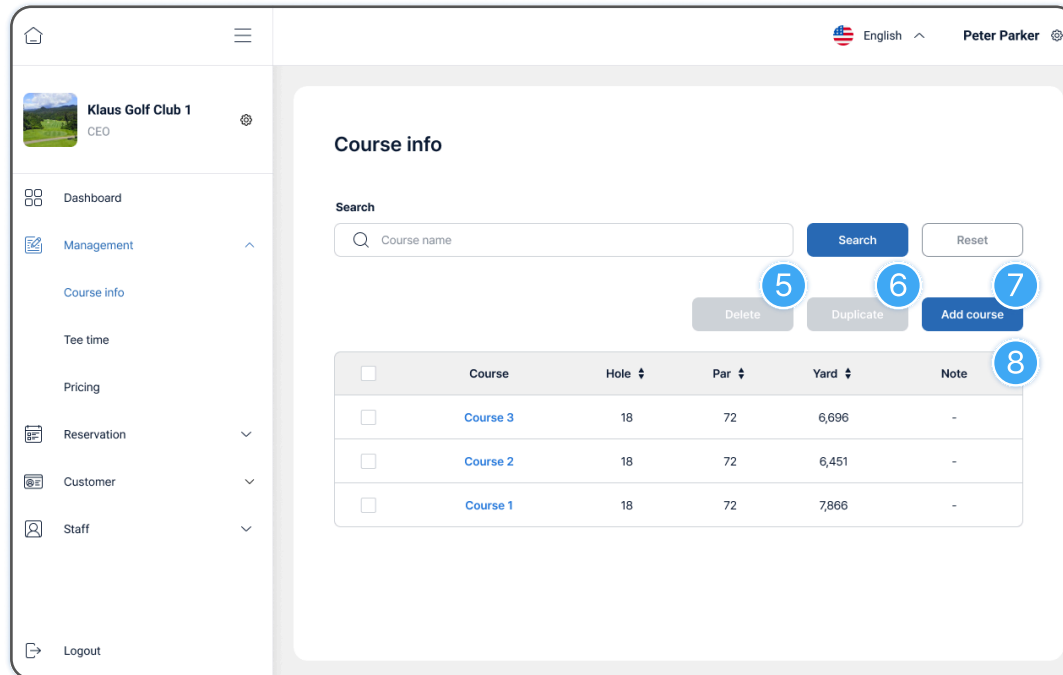
⑤ Delete button

Deletes the selected courses. If no course is selected, the button is disabled. A confirmation popup appears before deletion.

⑥ Duplicate Button

Creates a new row by duplicating the selected course. The duplicated course will have **"_copy"** at the end of its name and can be edited immediately. Disabled if no course is selected.

⑦ Add Course Button

Used to register a new course. Clicking the button opens a screen to enter course information, and the course is added to the list once saved.

⑧ Course Table

A table that provides an overview of course information. Clicking a course name opens the edit screen. Columns with arrows can be sorted.

Reservation Setup: Course

① **Previous**

Returns to the previous screen. Unsaved changes will be lost.

② **Course name**

Enter the official course name (e.g., East, West). It appears in reservation and pricing tables, so make sure it's accurate.

③ **Hole/Par/Yard**

Enter the hole, par, and yard as numbers. These values are reflected in the golf course overview.

④ **Description**

Briefly describe the course. This content appears in the course info within the app, so write it clearly and concisely.

⑤ **Note**

For internal use only. This note will not appear in the reservation interface.

Reservation Setup: Course

⑥ **Delete button**

This button is enabled only when a saved course is selected. Clicking it will permanently delete the selected course. A confirmation popup will appear before deletion.
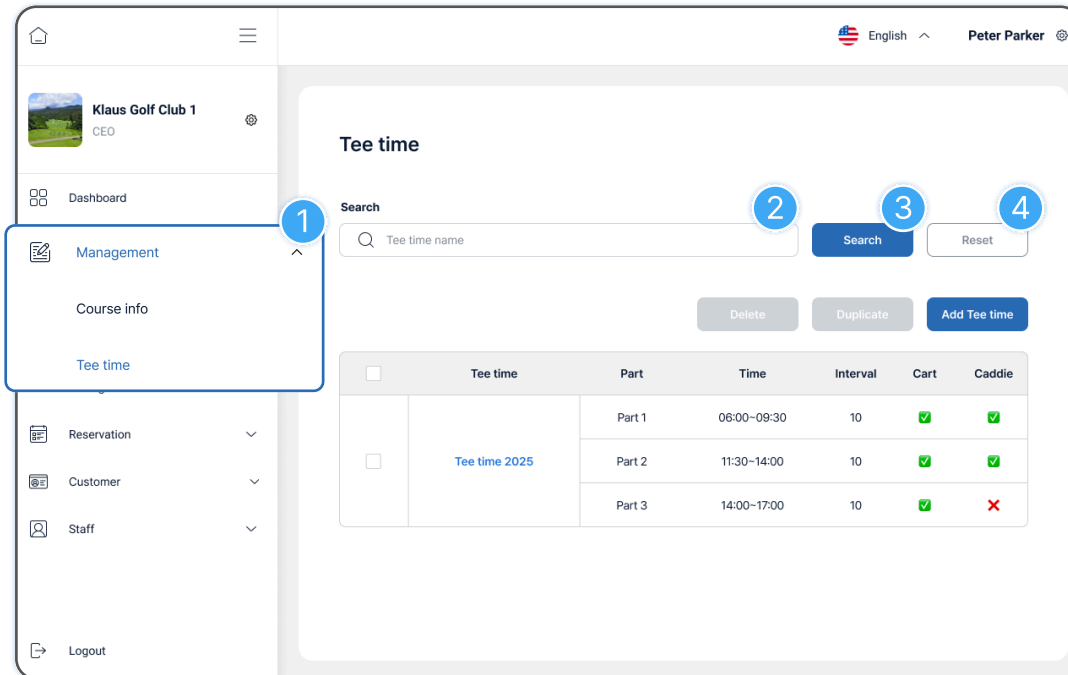
⑦ **Save button**

Enabled only when all required fields are filled in. Saves the course and returns to the Course info list.

⑧ **Cancel button**

Discards all changes and returns to the Course info screen.

Reservation Setup: Tee Time

① **Tee Time**

Navigate to the Tee Time screen from the left tab.

② **Search**

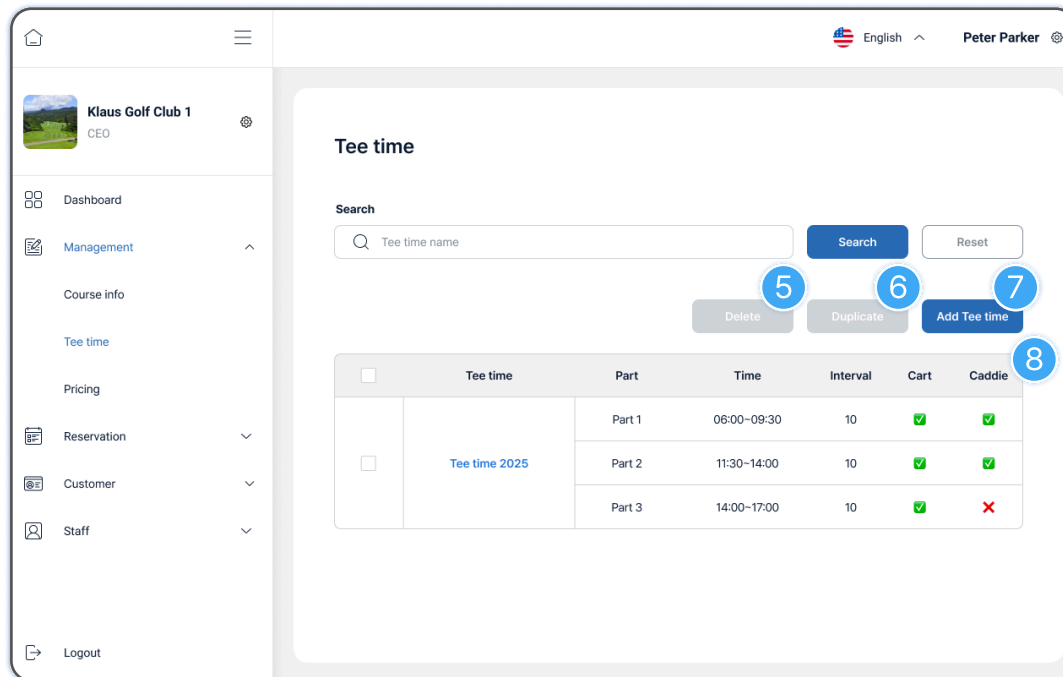Quickly search by entering the name of a tee time. Press Enter or click the Search button on the right.

③ **Search button**

Immediately searches based on the entered keyword.

④ **Reset button**

Clears the search term and shows the full tee time list again.

Reservation Setup: Tee Time

⑤ Delete button

Deletes selected tee times using the checkbox. If no item is selected, the button is disabled. A confirmation pop-up appears before deletion.

⑥ Duplicate button

Adds a new row by duplicating the selected tee time. The duplicate will be labeled with **"_copy"** for easy editing. The button stays disabled if no item is selected.

⑦ Add Tee Time button

Used to register a new tee time. Clicking it opens a screen to enter tee time parts, then clicking Save adds it to the list.

⑧ Tee time list

A table to view tee time information at a glance. Clicking a tee time name opens the edit screen.

Reservation Setup: Tee Time

① Previous

Returns to the previous screen.
Unsaved changes will be lost.

② Tee Time Name

Enter a name to identify this tee time set.

③ Part Management

You can divide the tee time into multiple parts for separate management. Click the + button to add more parts if needed.

④ Part Name

Enter a name for the selected part.
(ex. morning / afternoon)

⑤ Max Number of Players

Enter the maximum number of players per team for this part.

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Reservation Setup: Tee Time

⑥ Cart & Caddie Availability

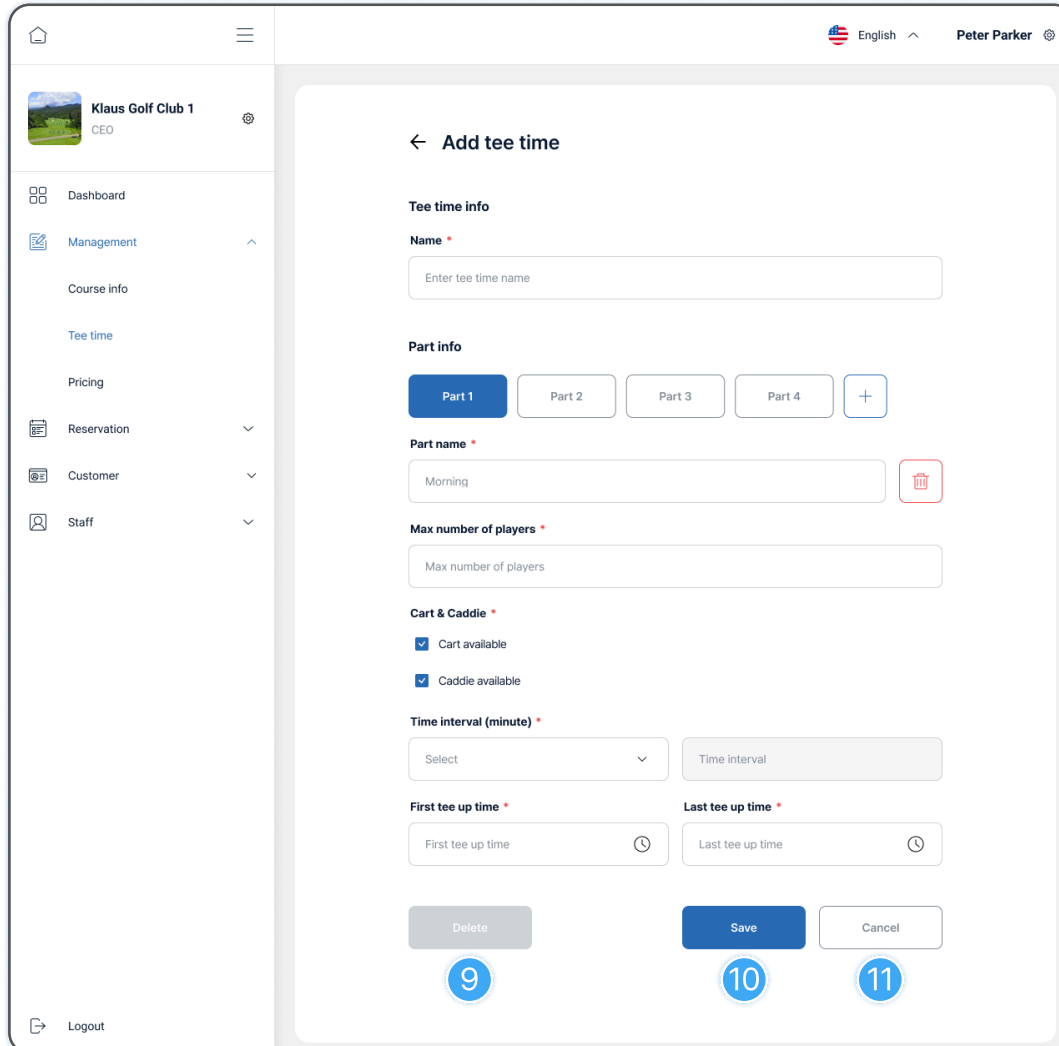Check whether carts or caddies are available for this part.

⑦ Tee Time Interval

Select or enter the interval (minutes) between tee times for this part. When saved, tee times will be automatically generated within the time range based on this interval. Changing the interval will recalculate all existing tee slots.

⑧ Part Time Setup

Set the first and last tee times for this part. The system will prevent overlapping times with other parts and check for conflicts on save.

Reservation Setup: Tee Time

⑨ Delete Button

Enabled when editing an existing tee time.
Click to permanently delete the tee time. A confirmation popup will appear.

⑩ Save Button

Becomes active when all required fields are filled.
Click to save the tee time and return to the tee time list.

⑪ Cancel Button

Discards all changes and returns to the tee time screen.

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Reservation Setup - Pricing

Klaus Golf Club 1
CEO

Dashboard

Management

Course info

Tee time

Pricing

Customer

Staff

English   Peter Parker

Pricing

Search

Price name

Search   Reset

Duplicate   Add price

Price name	Day	Time	Price ($)
Peek season price	Mon - Fri	06:00~09:30	60
		11:30~14:00	100
		14:00~17:00	80
	Sat - Sun, Holiday	06:00~09:30	80
		11:30~14:00	120
		14:00~17:00	100
Off-peek season price	Mon - Thu	06:00~09:30	50
		11:30~14:00	90
		14:00~17:00	70
	Fri - Sun	06:00~09:30	60
		11:30~14:00	100
		14:00~17:00	80
	Holiday	06:00~09:30	70
		11:30~14:00	110
		14:00~17:00	90

① **Pricing**

Navigate to the Pricing screen from the left tab.

② **Search**

Searches for prices based on the entered keyword.

③ **Search Button**

Executes the search using the entered keyword.

④ **Reset Button**

Clears the search and displays the full list of prices again.

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Reservation Setup - Pricing

⑤ **Duplicate Button**

Adds a new row by duplicating the selected price.
"_copy" is added to the name so you can edit it right away.
If nothing is selected, the button remains disabled.

⑥ **Add Price Button**

Used to register a new price.
Click to open the input screen (e.g., season, weekday/
weekend). After saving, the price is added to the list.

⑦ **Price List**

A table showing pricing info at a glance.
Click a price name to open its edit screen.

Reservation Setup - Pricing

① Previous

Returns to the previous screen. Unsaved changes will be lost.

② Price Name

Enter a name to identify this price.

(e.g., Peak season)

③ Select Price Type

Choose the pricing type to apply:

· Weekdays/weekend

· Daily: Select specific days

· All: Apply a single price with no time/day distinction

④ Time-based Pricing

Set the start and end times, then enter the price.

The system will fill the slot with the given price.

Click "Add time" to create additional blocks.

Reservation Setup - Pricing

⑤ Add New Term

Displays pricing terms by season (e.g., Peak, Off-peak).
You can register different rates for each term.

⑥ Delete Button

Select specific days of the week or holidays.
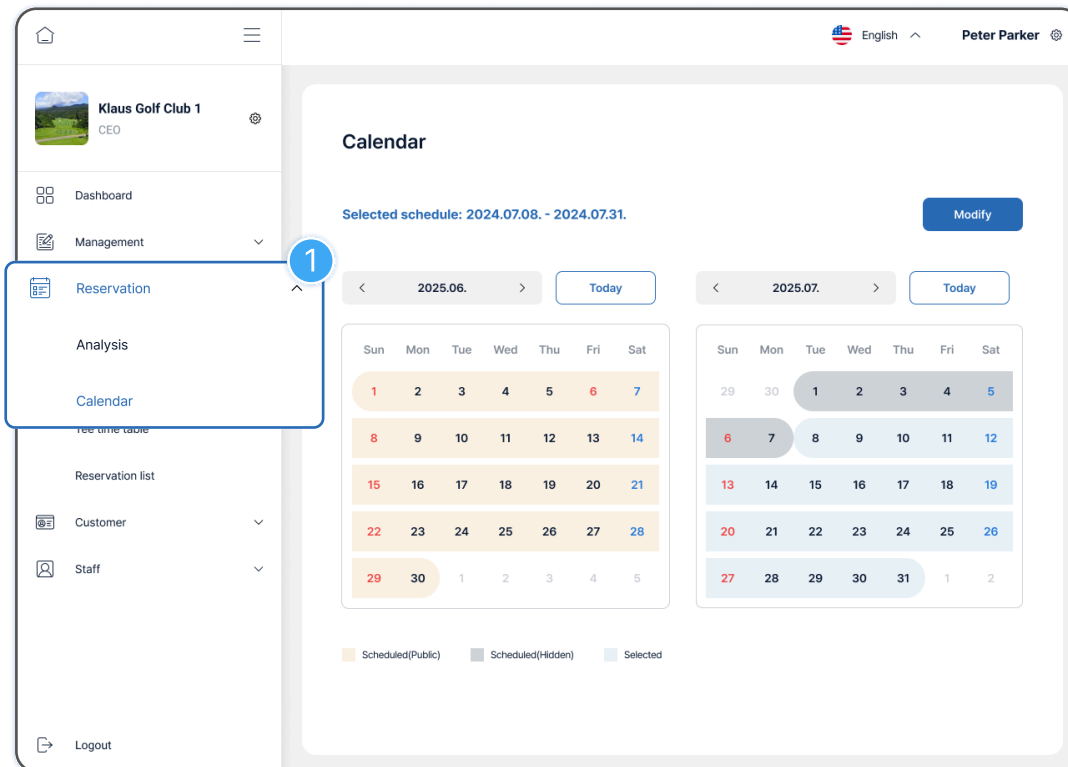Pricing will only apply to the selected days.

⑦ Save Button

Enter the start and end times, and assign a price.
Multiple time slots can be added per day.

⑧ Cancel Button

Click to add additional time slots within the selected term
and day range.

Reservation: Calendar

① Calendar

Go to the calendar screen from the left tab.

✱ Reservation Calendar

The reservation calendar lets you directly mark available and unavailable dates using the calendar view.

· Block holidays, events, or maintenance dates

– Instantly mark selected dates as "Unavailable"

· Plan seasonal open periods

– e.g., set summer season (7/01–8/20) as a block range

· Modify and remove date ranges

– Easily change or delete any selected range using the Modify button

Reservation: Calendar
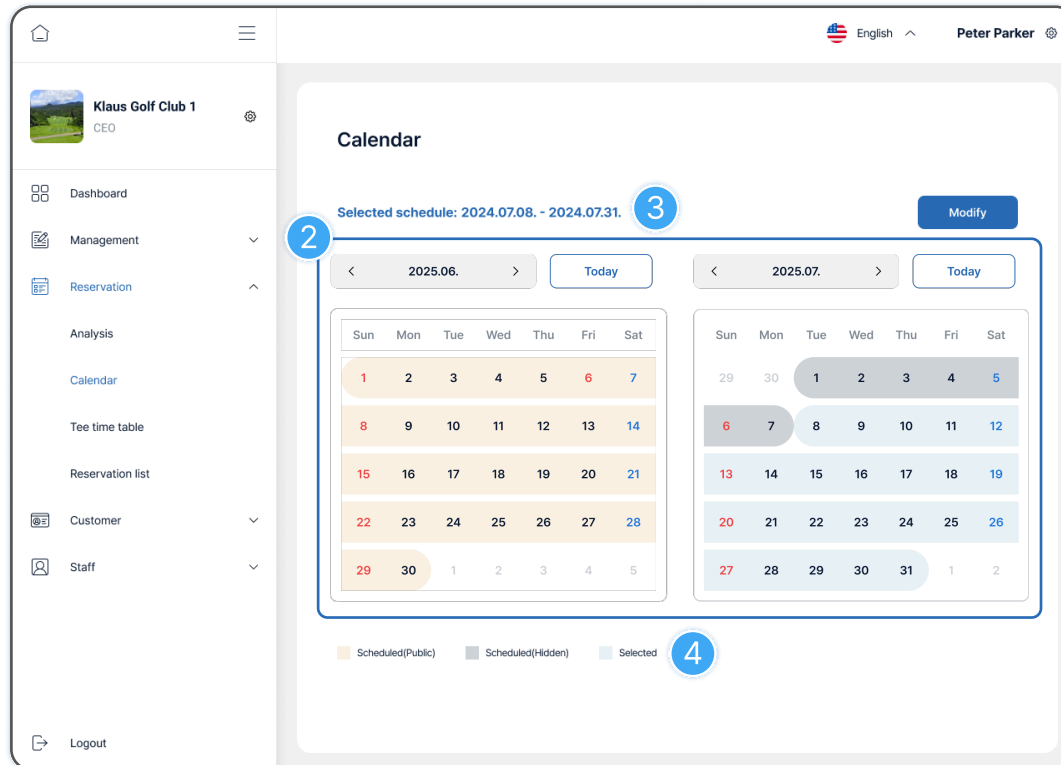
② Calendar Area

Displays two months for setting the schedule period.
You can move between months using arrows.
Dates outside the selectable range are disabled.
Click a date to display the selected range in section ③.
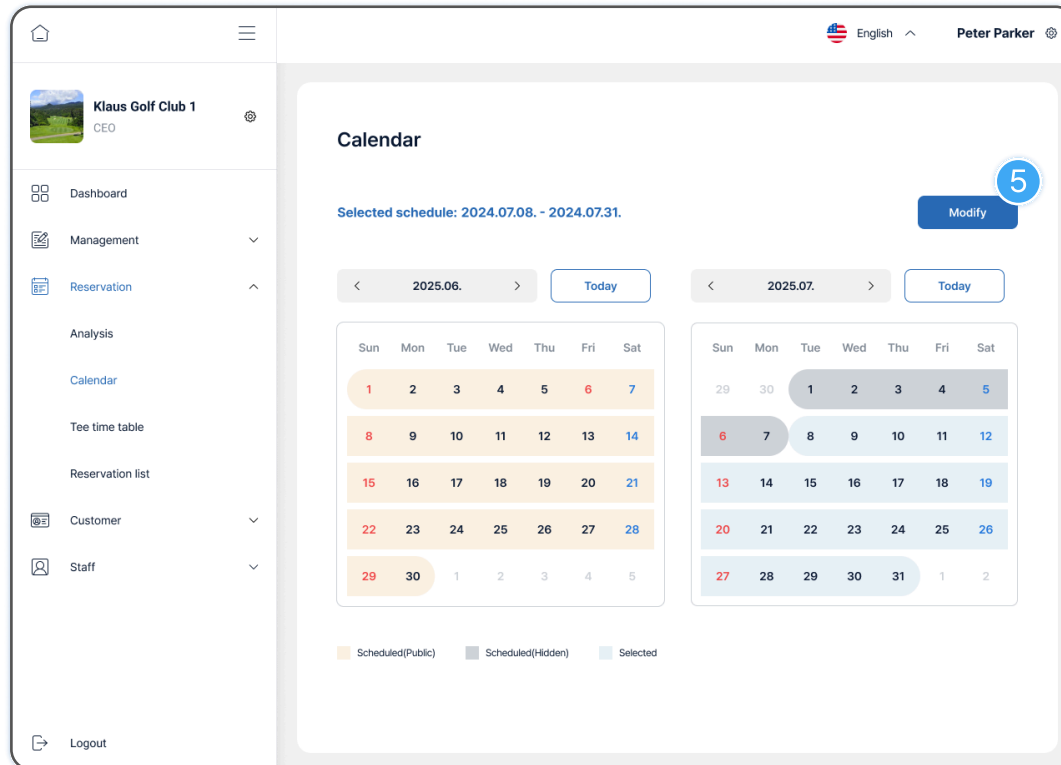
③ Selected Dates

Shows the selected period in the format YYYY.MM.DD -
YYYY.MM.DD. You can review it before saving the
schedule.

④ Color Legend

Explains the meaning of calendar colors:
- ☐ Scheduled (Public): Schedule is visible in the app
- ☐ Scheduled (Hidden): Hidden from the app but
accessible on-site
- ☐ Selected: Currently selected range

Reservation: Calendar

✱ Edit Existing Schedule

If a previously scheduled period is selected again, it can only be edited if there are no existing reservations.
The schedule will be shown for modification.

⑤ Register/Edit Schedule Button

Use this button to register or edit a schedule for the selected period.
Clicking it opens a screen to enter or update schedule information for the selected dates.

Reservation: Calendar

① Previous

Returns to the previous screen.
Unsaved changes will be lost.

② Period

Displays the selected date range from the calendar.

③ Course Tabs

Allows you to configure multiple courses within the same date range. Each tab stores its own settings (e.g., course, tee time, price).

Reservation: Calendar

④ Course

- • Course: Select a course from the dropdown.
- • Course Status: Choose whether the course is active.
- • Inactive courses will not be displayed.

⑤ Tee Time & Price

Select a registered tee time and price.

The system automatically applies weekday/weekend and time-based pricing for the selected period.

⑥ Schedule Status Toggle

Toggle is enabled by default. If on, the schedule is published to the app immediately after saving.

If off, the schedule remains hidden from the app but can still be managed on-site.

Reservation: Calendar

⑦ **Save Button**

Activates when all required fields are filled.

Click to save the schedule.

⑧ **Cancel Button**

Discards all changes and returns to the calendar screen.

Reservation: Tee Time Table

① Tee Time Table

Go to the tee time table from the left tab.

View all tee time reservations for the day at a glance.

② Date

Use the arrows to move to another date.

③ Filter

Use the time filter to narrow down by time slot.

④ Export button

Export the current table to Excel or PDF for sharing or printing.

⑤ Set Offline button

Click to mark a slot as offline.

Offline tee times are hidden from the app and managed on-site only.

Reservation: Tee Time Table

Klaus Golf Club 1
CEO

- Dashboard
- Management
- Reservation
  - Analysis
  - Calendar
  - Tee time table
  - Reservation list
- Customer
- Staff

Logout

English   Peter Parker

Tee time table

Date   **Part**

< 06.01 (Mon) >   All   Export   Set offline   ⑥

Part	Time	Course 1	Course 2	Course 3
	06:00	Peter Parker 4 players ● Reserved	Sienna Valeasda... 2p ● Reserved / + New reservation	+ New reservation
	06:10	+ New reservation	+ Offline reservation	+ New reservation
	06:20	Kai Everhart 4 players ● No show	+ New reservation	+ New reservation
Part 1	06:00 / 06:30	Lena Voss 4 players ● Checked in	+ New reservation	+ New reservation
	06:40	Zane Holloway 4 players ● Finished	+ New reservation	+ New reservation
	06:50	Theo Blackwood... 4 players ● Reserved	Sienna Vale 1p ● No show / Mira Calloway 1p ● Checked in / Jaxon Sterling 1p ● Checked in / + New reservation	+ New reservation

⑥ Tee Time Slots

Shows reservations by part and time.

Click a slot to view or edit, change status, or create a reservation.

Empty slots allow on-site booking, reflected in the app.

Offline reservations are for **on-site** bookings only.

✳ Reservation Status

- 🟢 Reserved
  - Reservation successfully completed
- 🔵 Checked in
  - Guest has arrived and checked in at the front desk
- 🟣 No Show
  - Guest didn't arrive by the reserved time
- 🔴 Cancel reservation
  - Reservation was canceled by staff
- ⚫ Check-out
  - All services completed

Reservation: Tee Time Table

⑦ **Reservation Details Popup**

Opens when a tee time slot is clicked.
The popup consists of sections ⑧–⑨.

⑧ **Customer Information**

Search for an existing customer or enter a new name and email. If the customer has a history, their total reservations, cancellations, and no-shows are shown. If they're a member, their tier also appears.
The memo field is for internal notes.

⑨ **Reservation Information**

The reservation date is auto-filled based on the selected slot. Time and course are also pre-filled accordingly.
Each player's status can be managed **individually** depending on the situation.

Reservation: Tee Time Table

⑩ Change History

Click the "Change history" tab to view all updates related to the reservation. Changes such as player info, number of players, status, or time are logged automatically.

Each entry shows the original value, new value, and who made the change.

History is stored for up to 6 months.

Reservation : Reservation List

① **Reservation List**

Go to the Reservation List screen from the left tab.
View all reservations in table format.

② **Search**

Search by reservation ID, name, mobile number, or email.

③ **Start Date – End Date Filter**

Set the date range for the reservation search.

④ **Status Filter**

Filter by reservation status.

⑤ **Reservation Channel**

Filter by reservation source (e.g., app, on-site, call).

⑥ **Course Filter**

Filter by selected course.

Reservation : Reservation List

⑦ Search Button

Apply filters ②–⑥ and run the search.

⑧ Reset Button

Clear all filters and reload the full reservation list.

⑨ Reservation Table

Reservations are sorted by usage date.

Click the arrow in the date column to sort.

Click the reservation ID to open the details popup.

Customer: Membership Tiers
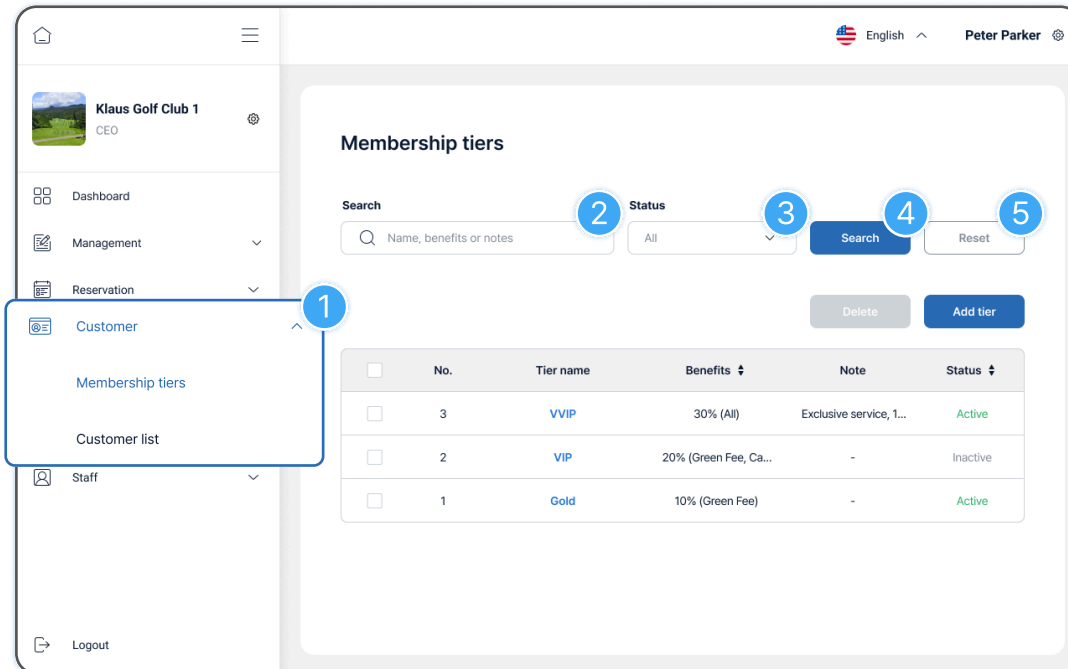
① Membership Tiers

Go to the membership tiers screen from the left tab.

② Search

Search by tier name, benefits, or notes.

Type a keyword and press Enter, or click Search.

③ Status Filter

Filter by whether the tier is active or inactive.

④ Search Button

Apply filters ②–③ and run the search.

⑤ Reset Button

Clear all filters and reload the full list of tiers.

Customer: Membership Tiers

⑥ Delete Button

Deletes selected tiers via the checkbox.

Disabled if nothing is selected.

A confirmation popup appears before deletion.

⑦ Add Tier Button

Add a new membership tier.

Click to open the registration screen.

⑧ Membership Tier Table

Shows all registered membership tiers.

Click a tier name to open the edit screen.

Customer: Membership Tiers

① **Previous**

Returns to the previous screen. Unsaved changes will be lost.

② **Tier Name**

Enter the name of the membership tier.

③ **Price**

Set the price and billing cycle.

④ **Discount Rate**

Enter the standard discount rate for members.

⑤ **Companion Discount Rate**

Enter any additional discount for companions, if applicable.

⑥ **Discount Target**

Select the categories the discount applies to.

Customer: Membership Tiers

Tier Info

Tier name *

Enter tier name

Price ($) *

Price

○ Annual   ○ Monthly

Benefits

Discount rate (%) *

e.g. 10

Companion discount rate (%)

e.g. 10

Discount target *

☐ All

☐ Green fee

☐ Cart fee

☐ Caddie fee

☐ F&B

☐ Amenities

(7) Note

Add a note

0/500

(8) Active
ⓘ Disabling this tier may affect customers currently assigned to it.

(9) Delete   **(10)** Save   **(11)** Cancel

⑦ **Note**

Add internal notes for specific conditions or operational reference.

⑧ **Active Toggle**

Activate or deactivate the tier.
Inactive tiers can't be selected by new customers but stay valid for current ones until expiration.

⑨ **Delete Button**

Deletes the tier. Assigned tiers can't be deleted.
A confirmation prompt appears before deletion.

⑩ **Save Button**

Active when all required fields are completed.
Click to save and return to the tier list.

⑪ **Cancel Button**

Returns to the tier list without saving changes.

Customer: Customer List
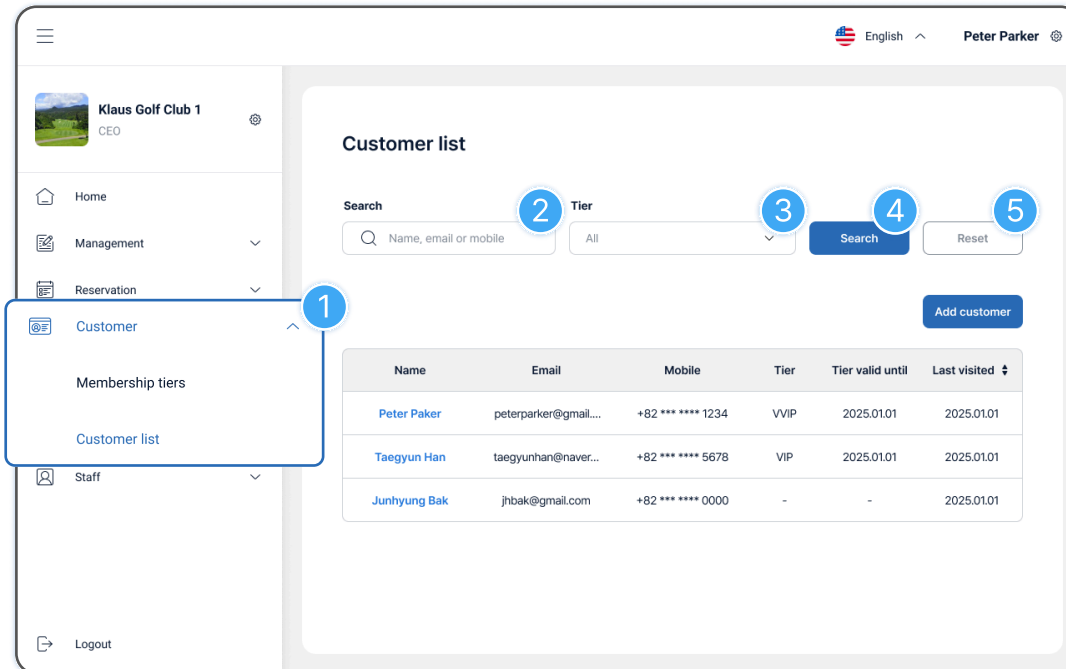
① **Customer List**

Go to the Customer List screen from the left tab.
View all customer data in table format.

② **Search**

Search by name, email, or mobile number.
Type a keyword and press Enter, or click the Search button.

③ **Tier Filter**

Filter customers by their membership tier.

④ **Search Button**

Apply filters ②–③ and run the search.

⑤ **Reset Button**

Clear all filters and reload the full list.

Customer: Customer List
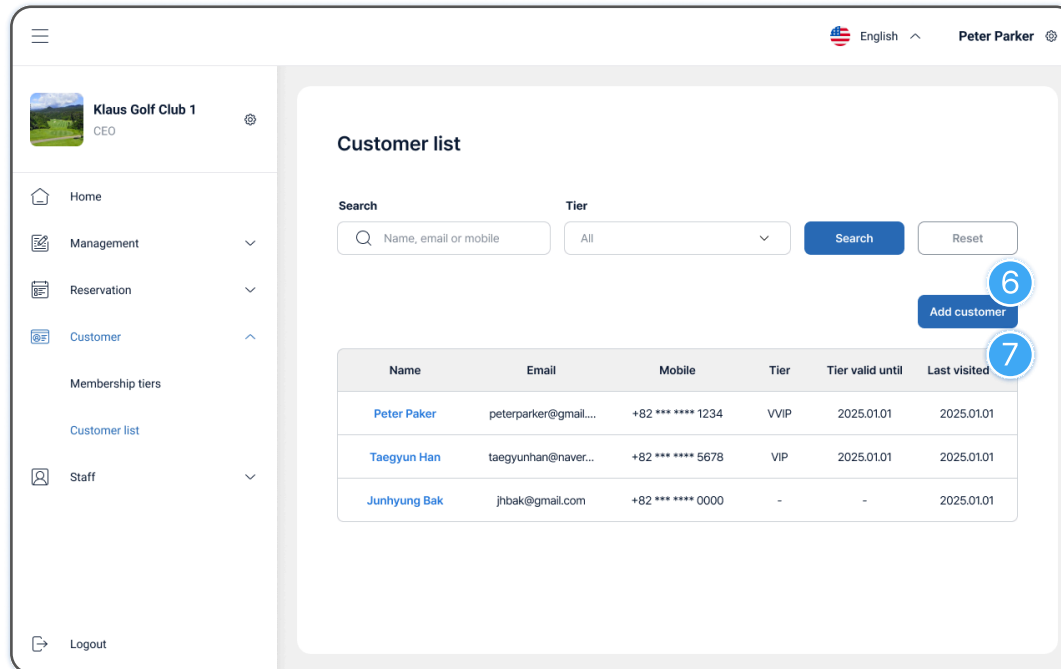
⑥ **Add Customer Button**

Register a new customer.

Click to open the customer registration screen.

---

⑦ **Customer List Table**

Displays all registered customers.

Click a name to view and edit their details.

If a tier is set, both the tier name and label are shown.

Customer data imported from the app will also appear here.

Customer: Customer List

Add customer

Customer info

Name *
[Name]

Email *
[Email]

Mobile *
[+82 (South Korea)]   [Phone number]

Membership tier *
[Select tier]

Registration date *
[2025] [05] [13]

Additional info

Date of birth
[2025] [05] [13]

Receive marketing offers
Activate to receive marketing contacts.

Gender
[Gender]

Country
[Country]

Note
[Add a note]

---

① **Previous**

Returns to the previous screen. Unsaved changes will be lost.

② **Customer Name**

Enter the customer's full name.

③ **Email**

Enter the email address for notifications.

④ **Mobile**

Select the country code, then enter the phone number.

⑤ **Membership Tier**

If the customer has a membership, select the tier.
If not, select "None."

⑥ **Registration Date**

Manually select the customer's registration date.

Customer: Customer List

Mobile *

+82 (South Korea)

Phone number

Membership tier *

Select tier

Registration date *

2025   05   13

Additional info

Date of birth

(7) 2025   05   13

Receive marketing offers

(8) ⓘ Activate to receive marketing contacts.

Gender

(9) Gender

Country

(10) Country

Note

(11) Add a note

0/500

Delete   Save   Cancel

⑦ **Date of Birth**

Select the customer's birthdate in the format year–month–day.

⑧ **Marketing Consent**

Toggle to record if the customer agrees to receive marketing. If registered via the app, the setting reflects the user's choice. Marketing emails may be sent to consenting customers.

⑨ **Gender**

Select the customer's gender from the dropdown menu.

⑩ **Country**

Select the customer's nationality or main country of activity.

⑪ **Note**

Add internal notes for operational reference.

Customer: Customer List

Mobile *

+82 (South Korea) ⌄   Phone number

Membership tier *

Select tier ⌄

Registration date *

2025 ⌄   05 ⌄   13 ⌄

Additional info

Date of birth

2025 ⌄   05 ⌄   13 ⌄

Receive marketing offers
ⓘ Activate to receive marketing contacts.

Gender

Gender ⌄

Country

Country ⌄

Note

Add a note

0/500

Delete   Save   Cancel
⑫   ⑬   ⑭

⑫ **Delete Button**

Active only when editing an existing customer.

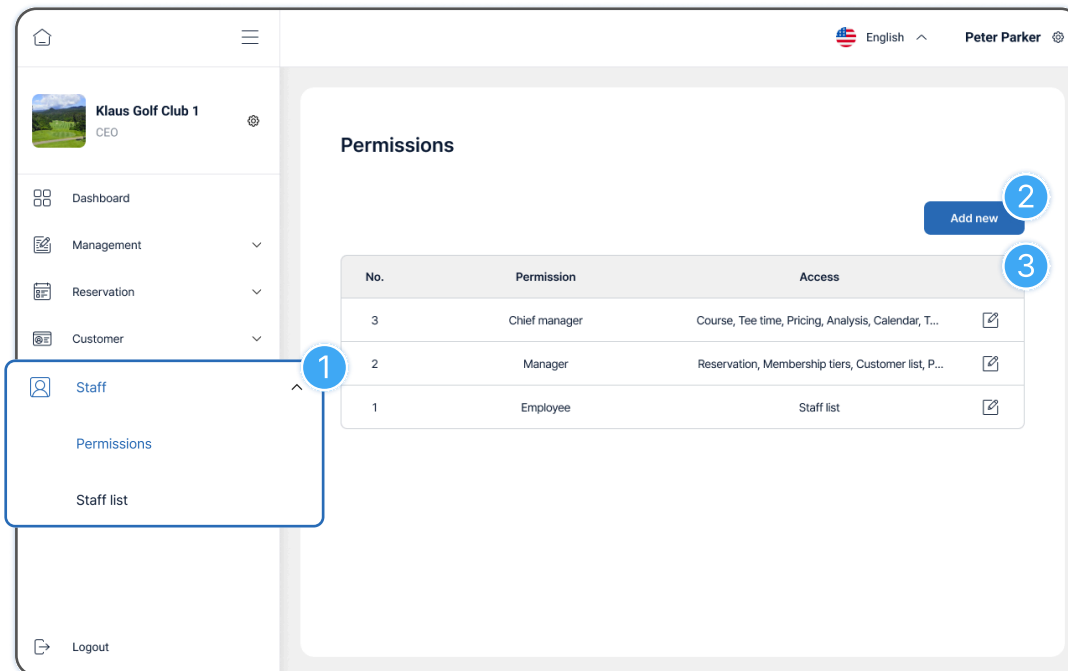A confirmation prompt appears before deletion.

⑬ **Save Button**

Active when all required fields are filled.

Click to save the customer data.

⑭ **Cancel Button**

Cancels all changes and returns to the customer list.

Membership tiers

Customer list

Staff ⌄

Staff: Permissions

① Permissions

Go to the permissions screen from the left tab.

② Add Permission Button

Create a new permission.

Click to open the Add Permission screen.

③ Permission List

Default permission templates are provided by the OS.

Click the edit icon to change settings.

Permissions can be set per page.

Staff: Permissions

① **Previous**

Returns to the previous screen. Unsaved changes will be lost.

② **Permission Name**

Enter a unique name.
Duplicate names aren't allowed.

③ **Access Settings**

Set menu access permissions.
Menus with no access will be hidden.
If only "view" is allowed, editing is restricted.

④ **Note**

For internal use only.
Notes won't appear in the reservation screen.

Staff: Permissions

⑤ Delete Button

Active only when editing a permission.

Can delete unused permissions.

Clicking shows a confirmation prompt.

⑥ Save Button

Becomes active when all required fields are filled.

Click to save the permission.

⑦ Cancel Button

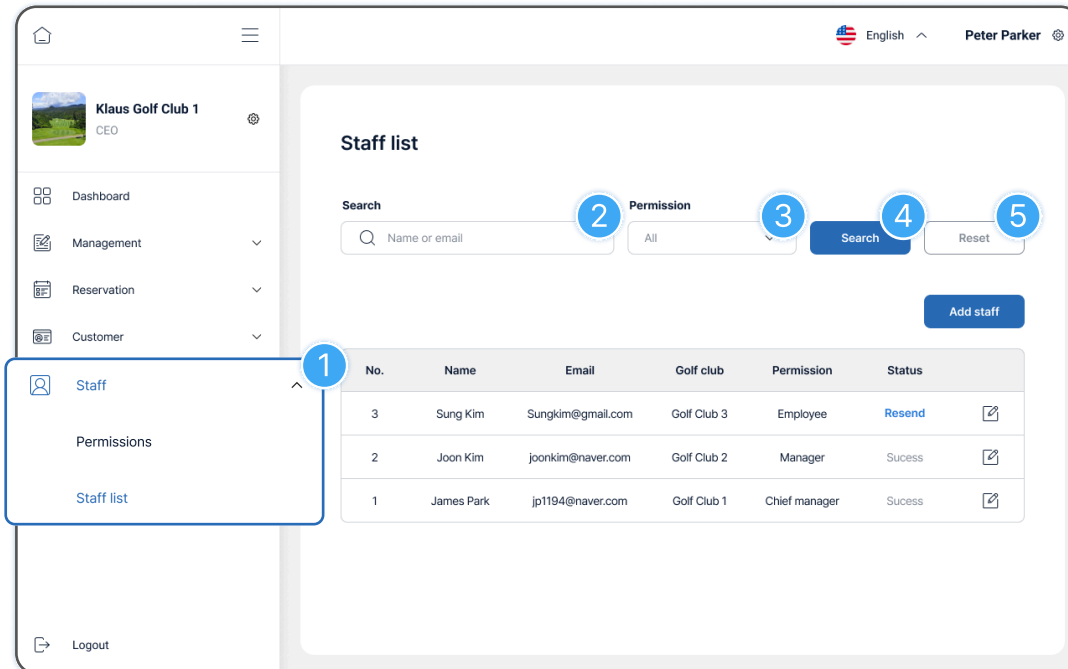Cancels all changes and returns to the list.

✳ Notice

Nowswing OS protects golf data with strict security rules. To use safely, follow these guidelines:

- Only allow access to necessary menus.
- Don't share one account with multiple people.
- Update permissions when staff changes.

Staff: Staff List

① **Staff list**

Go to the Staff List screen from the left tab.

② **Search**

Search by name or email.

Press Enter or click the Search button.

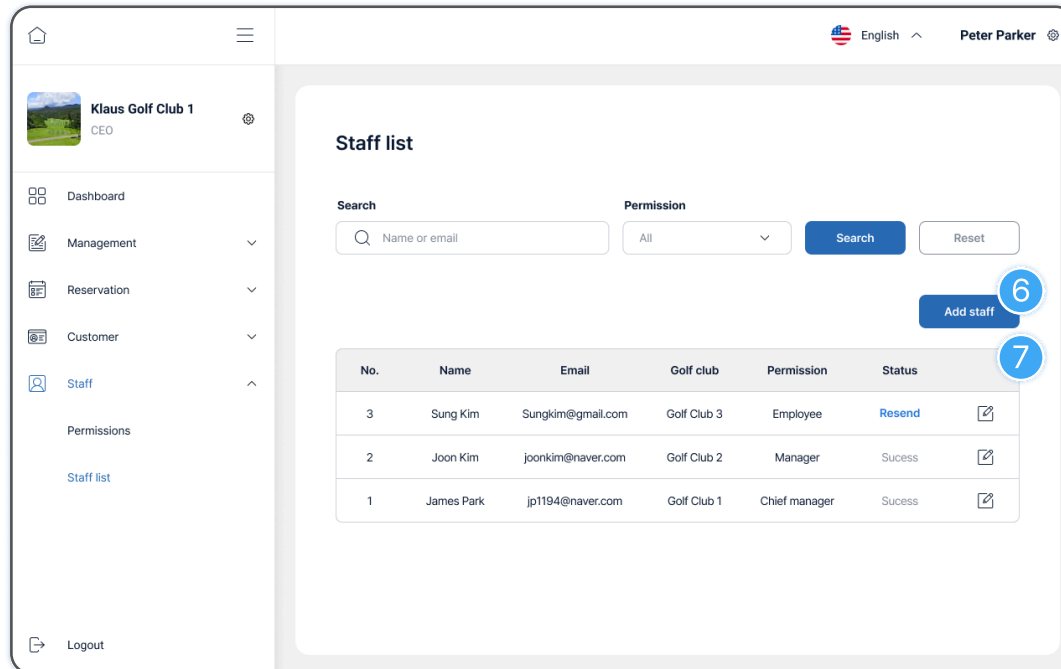③ **Permission Filter**

Filter staff by their assigned permission.

④ **Search Button**

Run the search using filters ② and ③.

⑤ **Reset Button**

Clear all filters and show the full staff list.

Staff: Staff List

⑥ Add Staff Button

Invite new staff.

Clicking this takes you to the staff registration screen.

---

⑦ Staff List Table

Displays the full staff list.

You can check each staff member's status.

When invited, the system sends a registration link to their email. Once they sign up, they can access the OS.

If the email wasn't received, use the resend button.

To change a staff member's permission, click the edit icon.

Staff: Staff List

① **Previous**

Returns to the previous screen. Unsaved changes will be lost.

② **Email**

Enter the email of the staff to invite. Click the + button to add multiple emails.

③ **Golf Club**

Shows the affiliated golf club.
 If managing multiple clubs, select one from the list.
 If inviting internally, it's selected automatically.

④ **Permission**

Select a permission level for the invited staff.
 Each staff member can have one permission per club.

Staff: Staff List

⑤ Staff Name

Appears after a staff member signs up. It is editable only by that staff member.

⑥ Delete Button

Enabled after registration. Deletes the staff account after a confirmation pop-up.

⑦ Save Button

Active when all fields are filled. On first registration, a staff invitation email is sent.

⑧ Cancel Button

Discards all changes and returns to the staff list page.

✳ Caution

To delete your own account, another staff with Chief Manager permission must exist. Deletion will log you out automatically.

Now, **Nowswing!**