

All-in-One Golf Reservation Service

Nowswing OS User Guide

os.nowswing.com



Contents

01 Introduction to Nowswing OS

Service Overview	2
Site Map	3

02 Getting Started

Start Screen	4
Create an Account	5-7
Register a Golf Course	8-10
Add staff	11-12
Managing the Account	13-17

03 Reservation Setup

Courses	18-21
Tee Times	22-26
Pricing	27-30

04 Reservation

Reservation Calendar	31-36
Tee Time Table	37-40
Reservation List	41-42

05 Customer Management

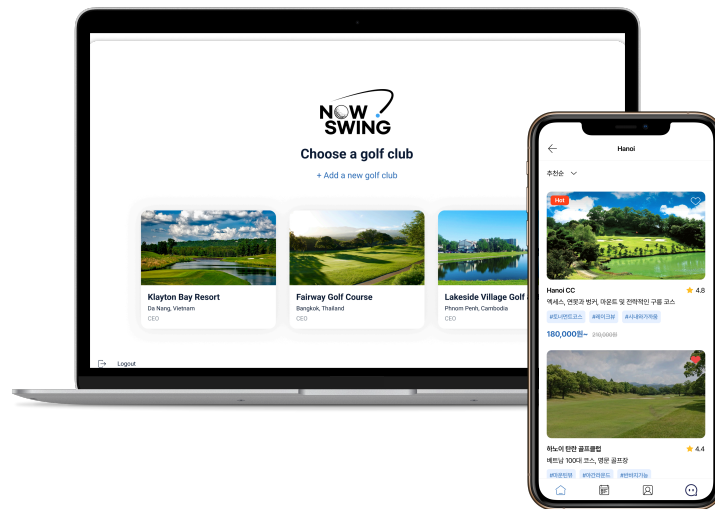
Membership Tier	43-46
Customer List	47-51

06 Staff Management

Permissions	52-53
Staff List	54-57

Service Overview

All-in-One Golf Reservation Service



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.

✓ Golf Course Registration & Management

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

✓ Reservation Management

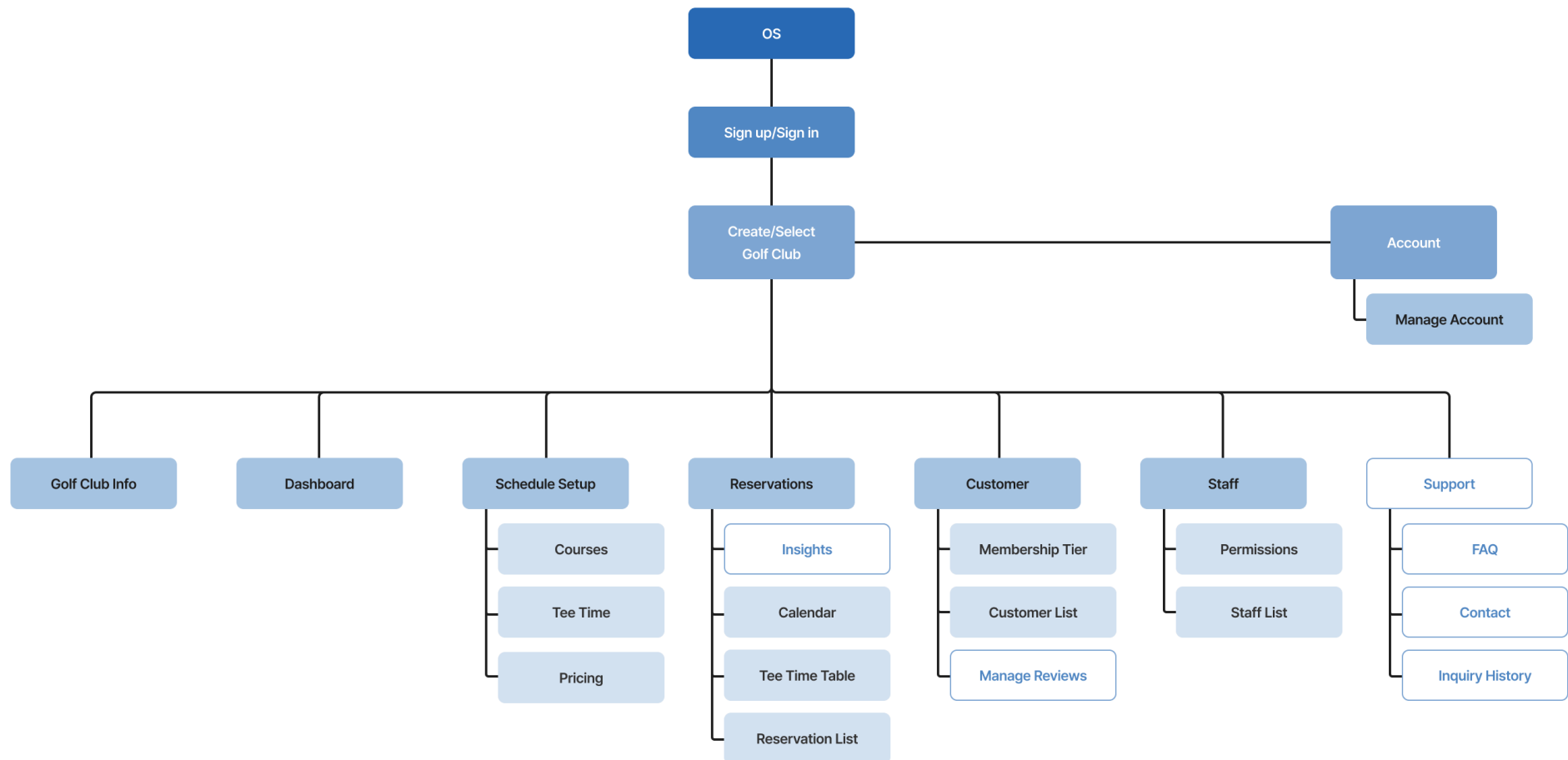
Manage reservation schedules, monitor booking status, and handle related tasks—all in one place.

✓ Account & Permission Management

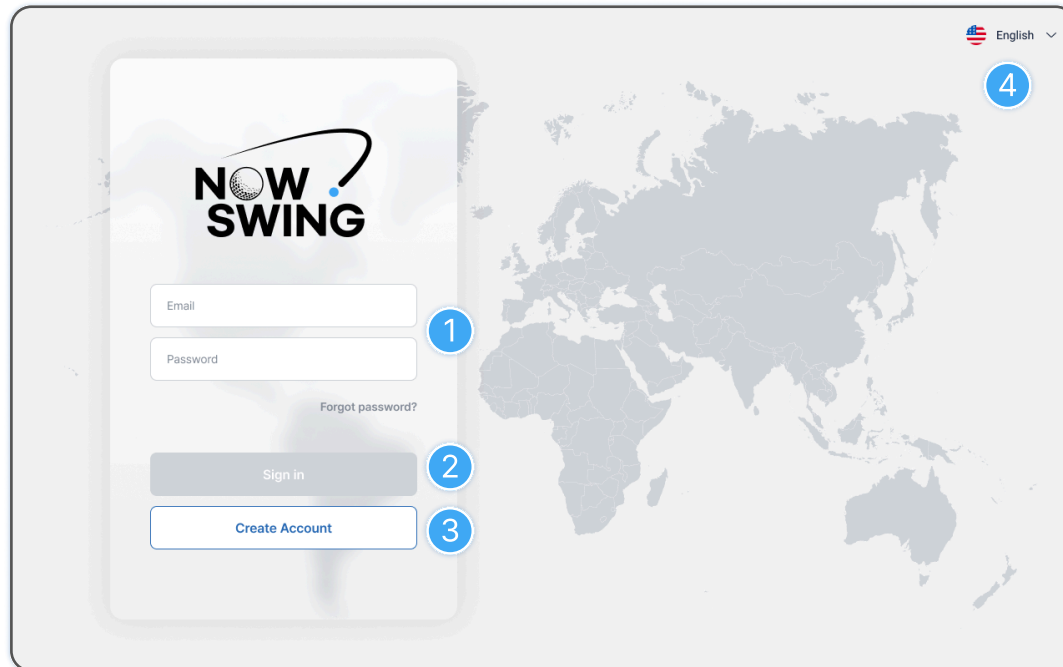
Ensure secure and efficient operation with account-based permission controls.

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 *

First name

Last 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)

① 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)

The screenshot shows a web form titled "Create Account for business" with a back arrow. The form includes the following fields and callouts:

- 5** **Company name ***: A text input field for the company name.
- 6** **Company phone number ***: A dropdown menu for the country code (currently showing "+82 (South Korea)") and a text input field for the phone number.
- 7** **Company address ***: A text input field for the company address.
- 8** **Corporate certificate ***: A text input field for attaching a file (only pdf, jpg, and png files with max size of 3MB). Below the field is a note: "e.g. Business registration certificate, VAT certificate etc."
- 9** **Create Account**: A grey button at the bottom of the form.

Other fields in the form include:

- First name *** and **Last name ***: Two text input fields.
- Email ***: A text input field for the email address.
- Password ***: Two text input fields for the password (one for "Enter your password (at least 8 characters)" and one for "Enter your password again").

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

← Create Account for employee

1 **First name *** **Last name ***

2 **Email ***

3 **Password ***

4 **Create Account**

* Staff Registration

Staff accounts can only be created through an admin invitation. For more details, see “Staff Management” (pp. 52–57).

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

 English ^ **Peter Parker** 

← Golf club information

1

Golf club name *

2

Country *

3

Address *

4

Phone number *

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

6


Operating hours *

24 hours

Specific hours

7

Image *



① 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

Designed by

Location

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

Location

11 Designed by

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.

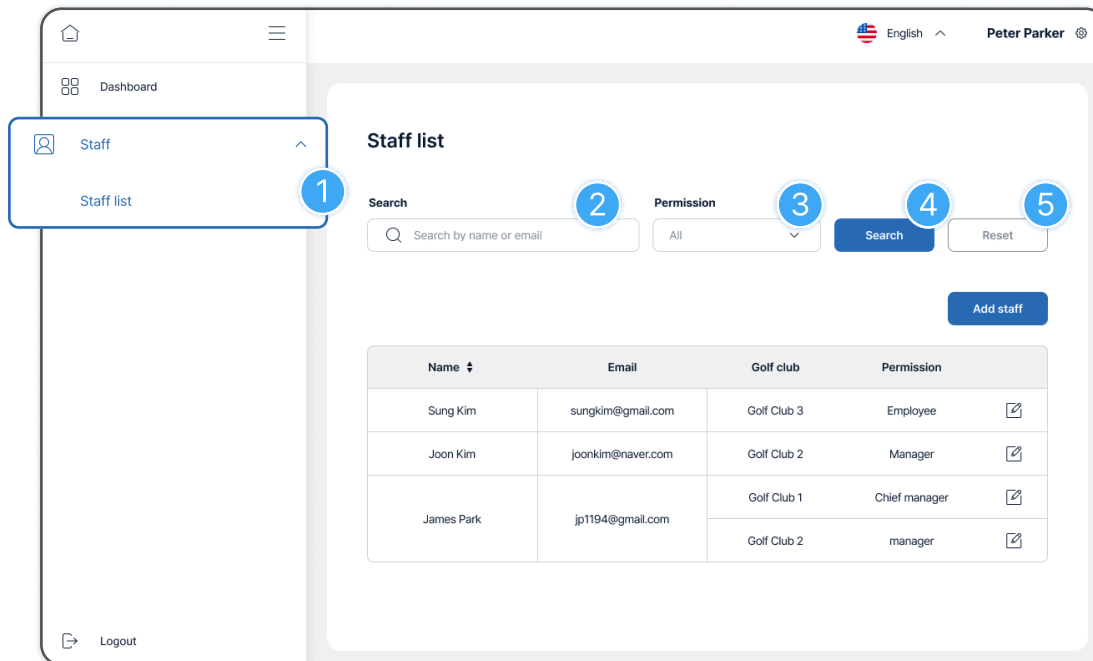
12 Tournament history

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.

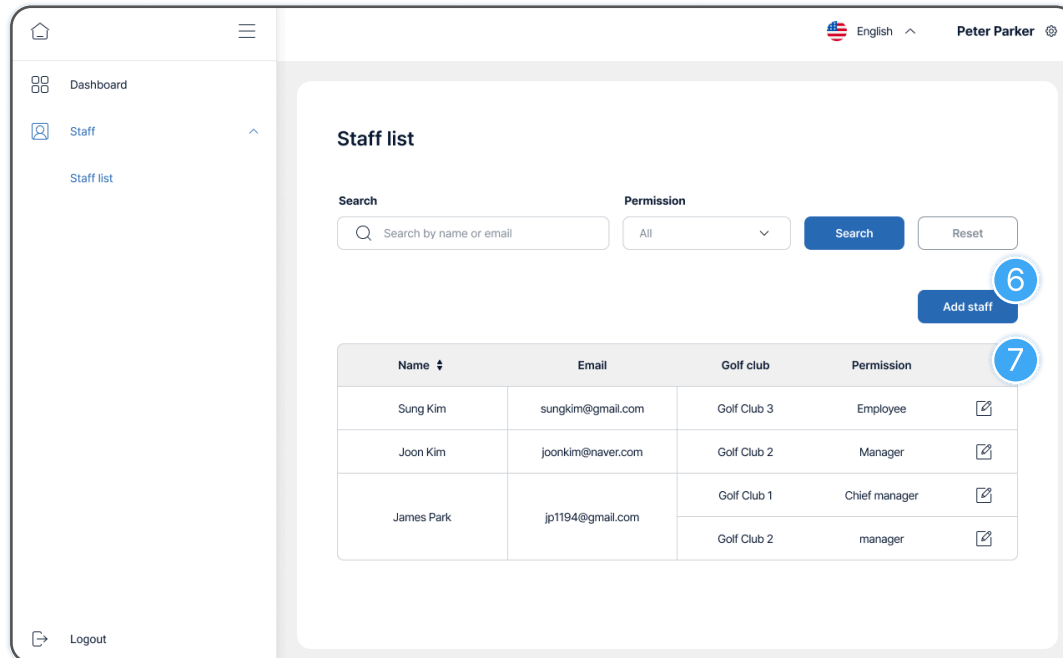
④ Search button

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)

The screenshot shows a user profile management interface. At the top right, a user profile card for 'Peter Parker' is highlighted with a blue circle and the number 1. Below this, the main content area is titled 'My profile' with a back arrow. An 'Edit profile' button is highlighted with a blue circle and the number 2. The form contains several input fields: 'First name' (Peter), 'Last name' (Parker), 'Email' (peterparker@gmail.com), 'Company name' (Company name), 'Company phone number' (+82 (South Korea) and 10-0000-0000), and 'Company address' (51, Dongmak-ro 3-gil, Mapo-gu, Seoul, 00000 South Korea). A blue circle with the number 3 is positioned to the left of the 'First name' field.

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

2

First name *

Peter

Last name *

Parker

3

Email *

peterparker@gmail.com

4

New password *

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.

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

① e.g. Business registration certificate, VAT certificate etc.

Save

Cancel

9

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)

The screenshot shows the 'My profile' page in the Nowswing OS interface. At the top right, there is a user profile box containing a US flag, the text 'English', a chevron icon, the name 'Peter Parker', and a gear icon. A blue circle with the number '1' points to this box. Below the header, the page title is '← My profile'. On the right side, there is a blue button labeled 'Edit profile' with a blue circle and the number '2' pointing to it. On the left side, there is a blue circle with the number '3' pointing to the 'First name' label. The form contains the following fields: 'First name' and 'Last name' (both with placeholder text), 'Email' (with placeholder text 'Enter your email address'), and 'Golf club' (with a red asterisk and two input fields containing 'Golf Club 1' and '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 * **Last name ***

1 Peter Parker

Email *

2 peterparker@gmail.com

New password *

3 Enter new password (at least 8 characters)

Enter new password again

Golf club *

4 Golf Club 1

Golf Club 2

5 Save 6 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.

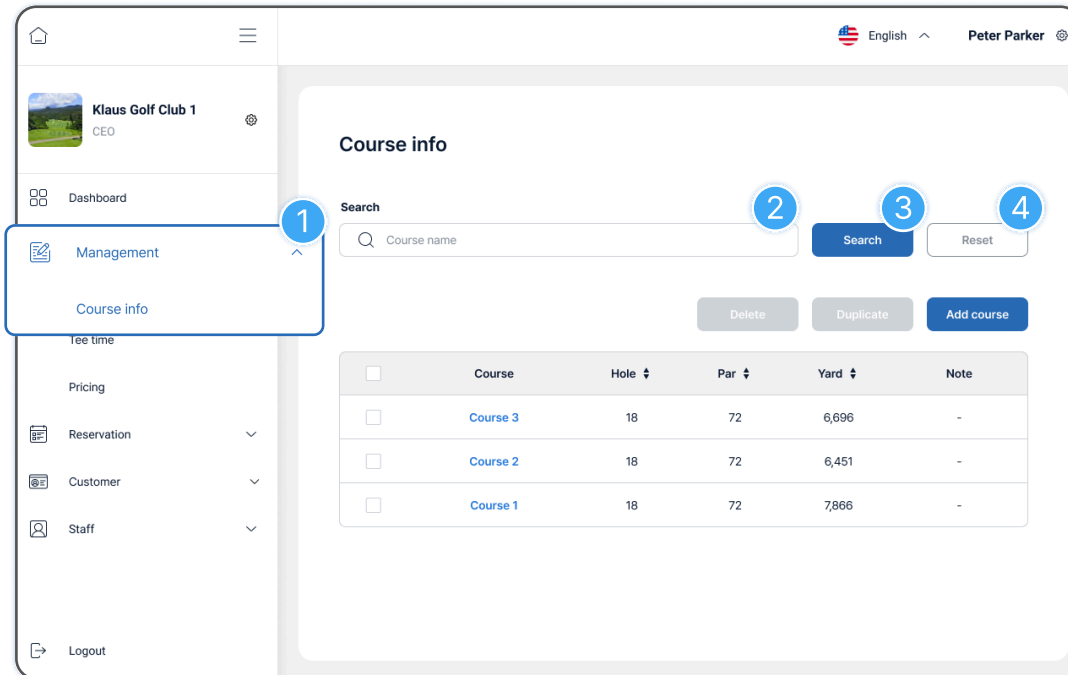
⑤ Save Button

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.

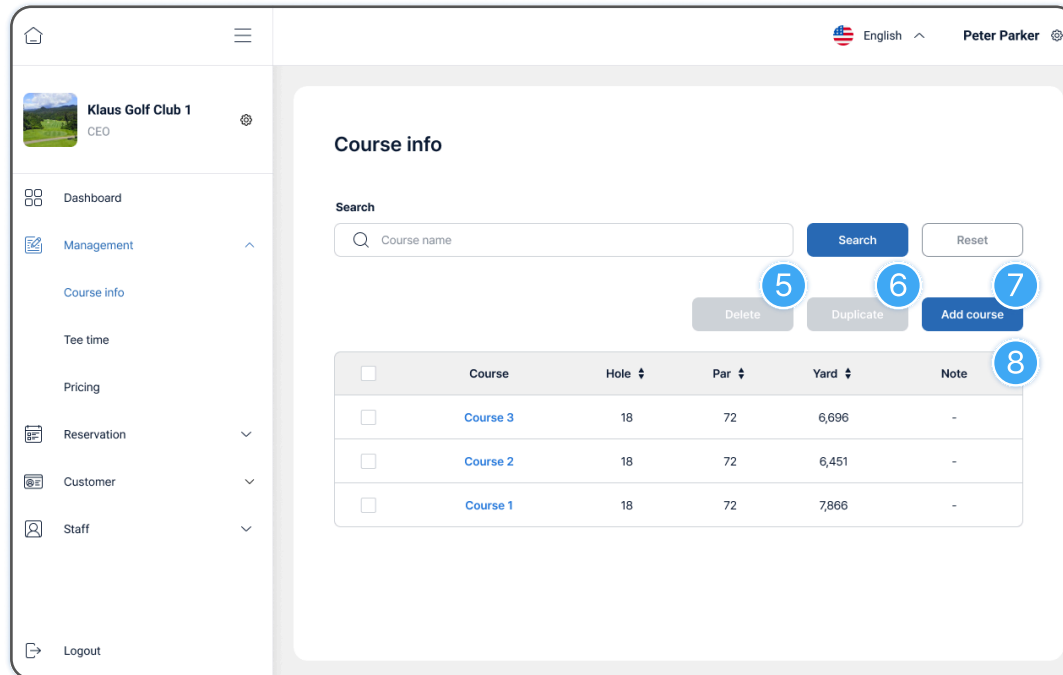
③ Search Button

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

The screenshot shows the 'Add course' form in the Nowswing OS interface. The form is titled 'Add course' and includes the following fields:

- 1** **← Add course**: The title of the form.
- 2** **Course name ***: A text input field for the course name.
- 3** **Hole ***, **Par ***, **Yard ***: Three separate text input fields for the hole, par, and yard values.
- 4** **Description ***: A large text area for the course description.
- 5** **Note**: A large text area for an internal note.

At the bottom of the form, there are three buttons: **Delete**, **Save**, and **Cancel**.

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

The screenshot shows the 'Add course' form in the Nowswing OS interface. The form is titled 'Add course' and includes the following fields:

- Course name ***: A text input field with the placeholder 'Course name'.
- Hole ***: A text input field with the placeholder 'Hole'.
- Par ***: A text input field with the placeholder 'Par'.
- Yard ***: A text input field with the placeholder 'Yard'.
- Description ***: A large text area with the placeholder 'Add a description' and a character count of 0/500.
- Note**: A large text area with the placeholder 'Add a note' and a character count of 0/500.

At the bottom of the form, there are three buttons:

- Delete**: Labeled with a blue circle containing the number 6.
- Save**: Labeled with a blue circle containing the number 7.
- Cancel**: Labeled with a blue circle containing the number 8.

The interface also features a sidebar on the left with navigation options: Dashboard, Management, Course info, Tee time, Pricing, Reservation, Customer, and Staff. A 'Logout' button is located at the bottom left of the sidebar.

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.

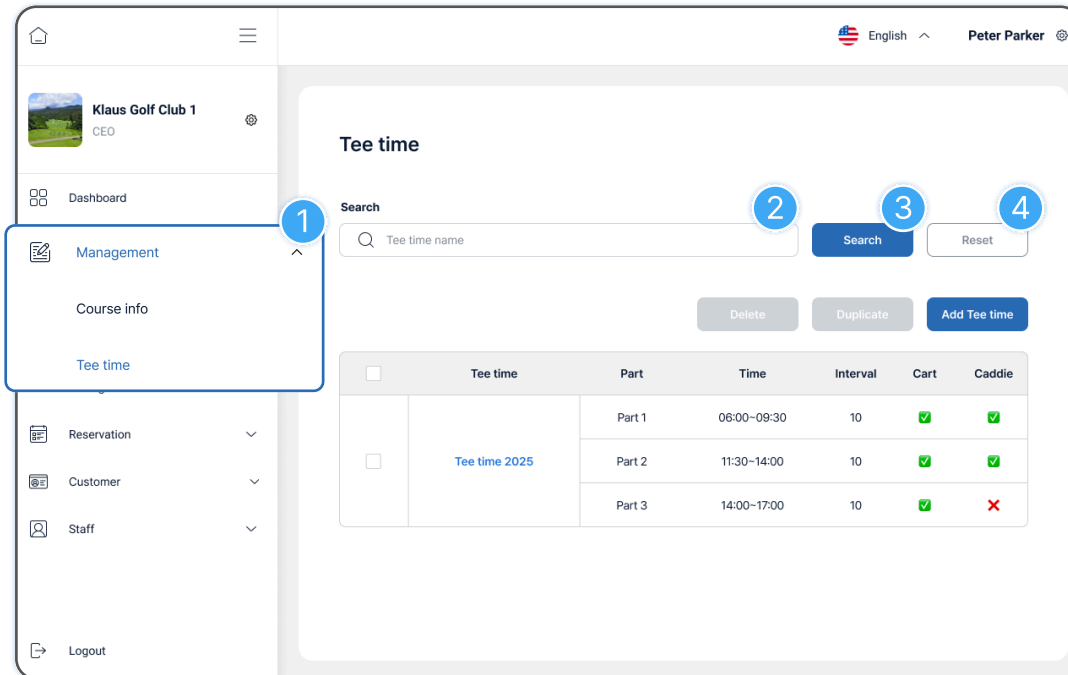
⑦ Save button

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.

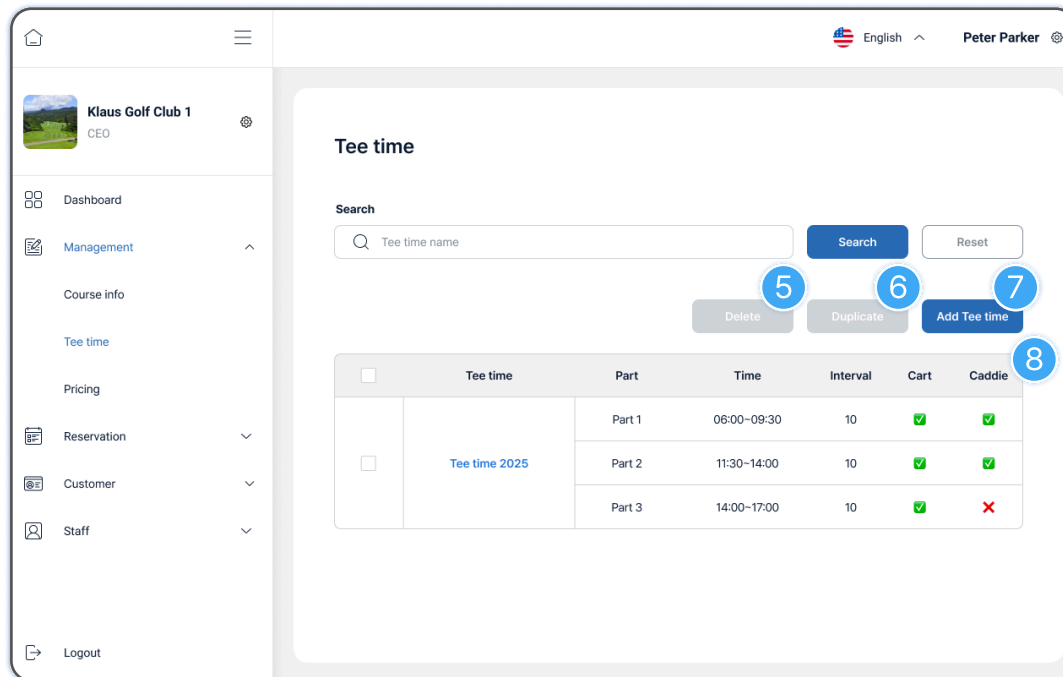
③ Search button

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 ← Add tee time

2 Tee time info

2 Name *

Enter tee time name

3 Part info

Part 1 Part 2 Part 3 Part 4 +

4 Part name *

Morning

5 Max number of players *

Max number of players

Cart & Caddie *

☒ Cart available

☒ Caddie available

Time interval (minute) *

Select Time interval

First tee up time * **Last tee up time ***

First tee up time Last tee up time

Delete Save Cancel

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.

Reservation Setup: Tee Time

← Add tee time

Tee time info

Name *

Enter tee time name

Part info

Part 1 Part 2 Part 3 Part 4 +

Part name *

Morning

Max number of players *

Max number of players

6 Cart & Caddie *

☒ Cart available

☒ Caddie available

7 Time interval (minute) *

Select Time interval

8 First tee up time *

First tee up time

Last tee up time *

Last tee up time

Delete Save Cancel

Logout

⑥ Cart & Caddie Availability

Check whether carts or caddies are available for this part.

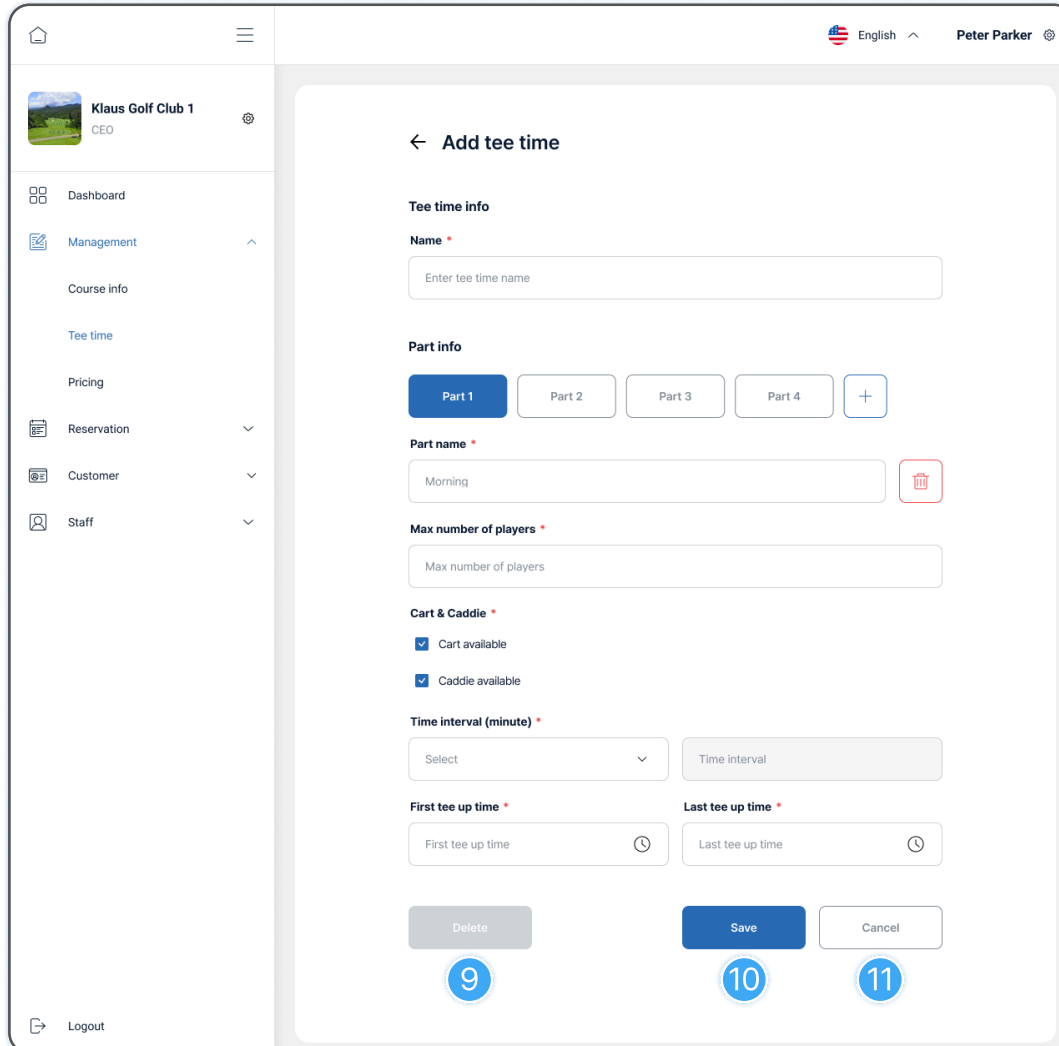
⑦ Tee Time Interval

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



The screenshot shows the 'Add tee time' form in the Nowswing OS interface. The form is titled 'Add tee time' and includes the following sections:

- Tee time info**: A text input field for 'Name' with a placeholder 'Enter tee time name'.
- Part info**: A row of buttons labeled 'Part 1', 'Part 2', 'Part 3', 'Part 4', and a '+' button.
- Part name**: A text input field for 'Part name' with a placeholder 'Morning' and a trash icon button.
- Max number of players**: A text input field for 'Max number of players' with a placeholder 'Max number of players'.
- Cart & Caddie**: Two checkboxes, 'Cart available' and 'Caddie available', both of which are checked.
- Time interval (minute)**: A dropdown menu with 'Select' and a 'Time interval' button.
- First tee up time**: A text input field for 'First tee up time' with a clock icon.
- Last tee up time**: A text input field for 'Last tee up time' with a clock icon.

At the bottom of the form, there are three buttons: 'Delete' (with callout 9), 'Save' (with callout 10), and 'Cancel' (with callout 11).

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.

Reservation Setup - Pricing

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.

Reservation Setup - Pricing

Pricing

Search

Price name

<input type="checkbox"/>	Price name	Day	Time	Price (\$)
<input type="checkbox"/>	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		

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 ← Add price

Price info

Name *

2 Enter price name

Green fee (\$)

3 Weekdays/weekend Daily All

4 Mon Tue Wed Thu Fri Sat Sun Holiday

Start time * **End time *** **Price ***

Start time End time Price

Start time End time Price

Start time End time Price

+Add time

Mon Tue Wed Thu Fri Sat Sun Holiday

Start time * **End time *** **Price ***

Start time End time Price

Start time * **End time *** **Price ***

Start time End time Price

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

The screenshot displays the 'Reservation Setup - Pricing' interface in the Nowswing OS. The interface is divided into a sidebar on the left and a main content area. The sidebar contains a 'Customer' tab and a 'Staff' tab, with a 'Logout' button at the bottom. The main content area features a form for adding new pricing terms. It includes three rows of input fields for 'Start time', 'End time', and 'Price'. Below these fields is a '+Add time' button. A section for selecting days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun, Holiday) is also present. At the bottom of the form, there is a blue button labeled '+Add new term' (circled with a blue 5), and three buttons: 'Delete' (circled with a blue 6), 'Save' (circled with a blue 7), and 'Cancel' (circled with a blue 8).

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.

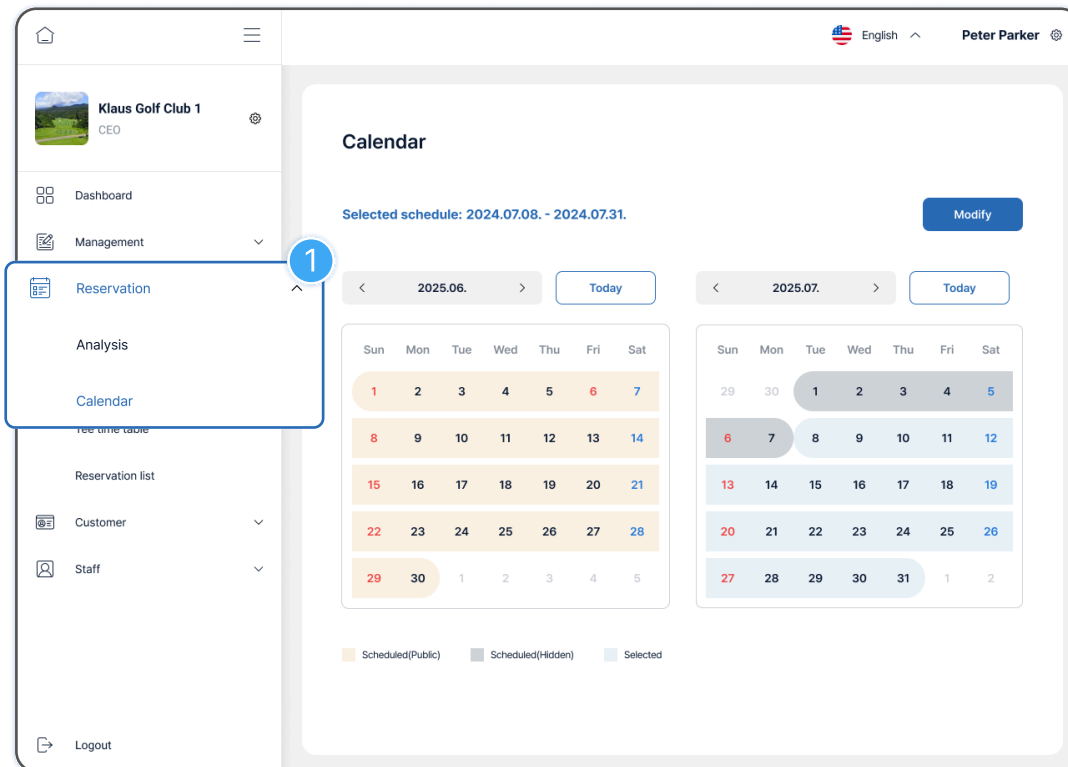
⑦ Save Button

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

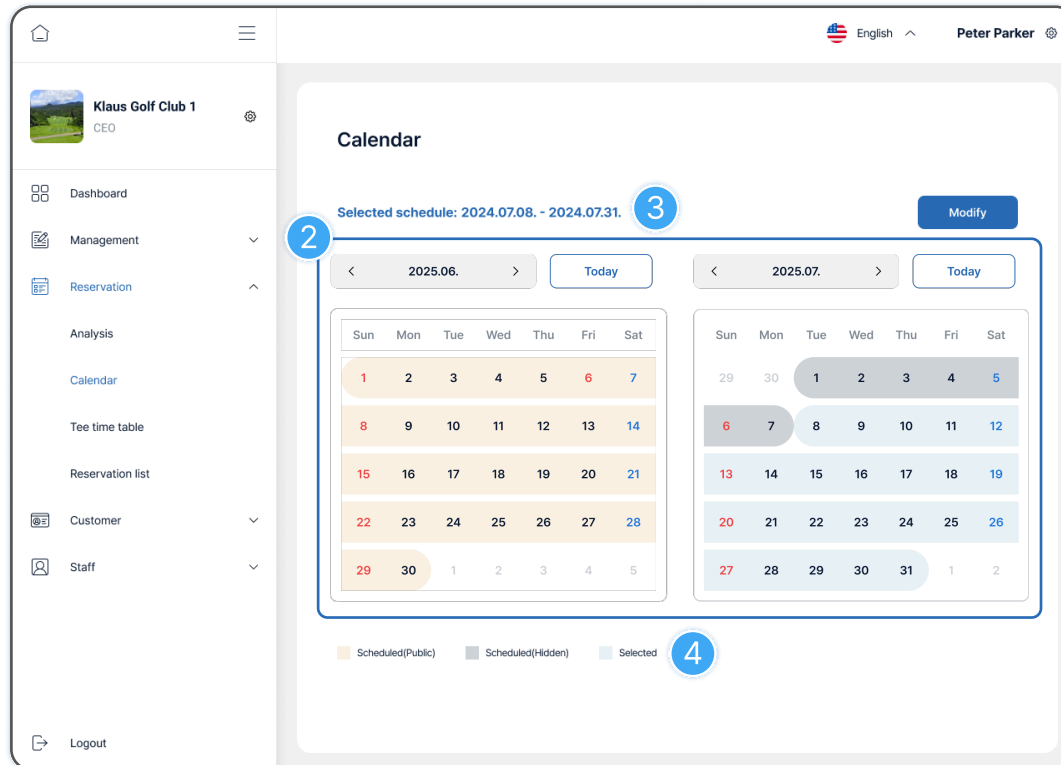
Go to the calendar screen from the left tab.

* 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

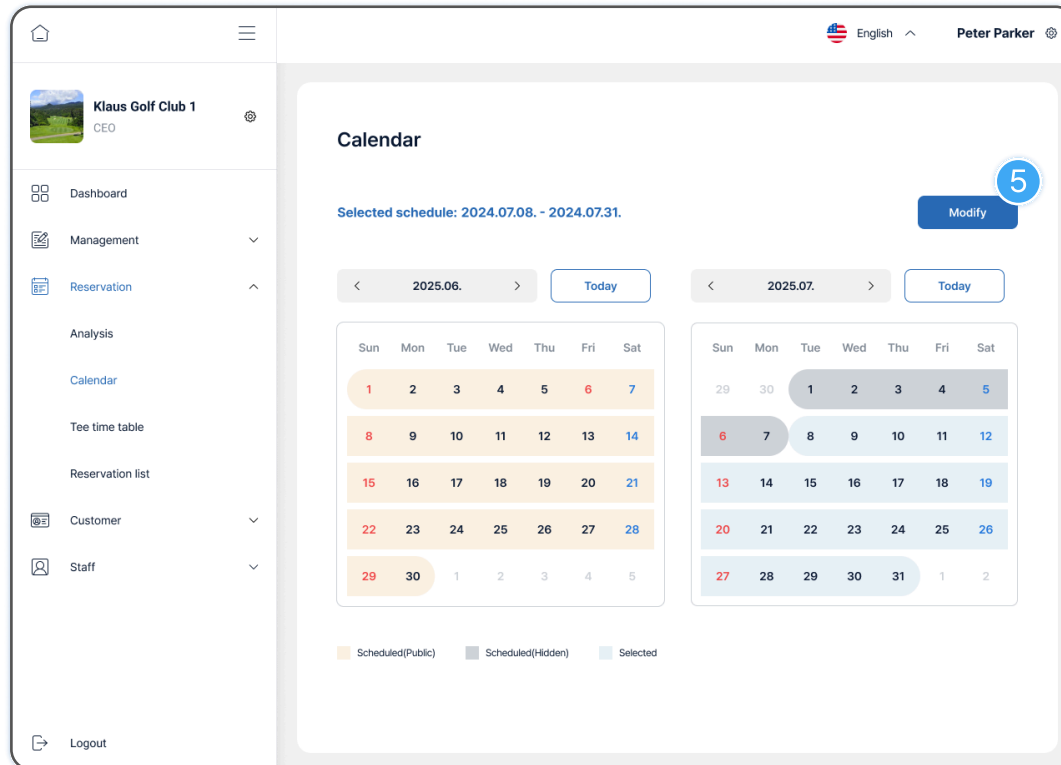
Shows the selected period in the format YYYY.MM.DD - YYYY.MM.DD. You can review it before saving the schedule.

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 ← Add schedule

2 Selected schedule: 2024.07.08. - 2024.07.31.

3 Course 1 Course 2 Course 3

Course
West course

Course status *
Active

Tee time *
Tee time

Price *
Price

Schedule status *
① Activate to make the selected schedule public.

Save Cancel

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

← Add schedule

Selected schedule: 2024.07.08. - 2024.07.31.

Course 1 Course 2 Course 3

Course

4 West course

Course status *

Active

Tee time *

5 Tee time

Price *

Price

6 Schedule status *

① Activate to make the selected schedule public.

Save Cancel

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

← Add schedule

Selected schedule: 2024.07.08. - 2024.07.31.

Course 1 Course 2 Course 3

Course
West course

Course status *
Active

Tee time *
Tee time

Price *
Price

Schedule status *
① Activate to make the selected schedule public.

Save Cancel

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

The screenshot shows the 'Tee time table' interface in the Nowswing OS. The interface includes a left sidebar with navigation options: Dashboard, Management, Reservation (highlighted), Analysis, Calendar, and Tee time table. The main area displays a grid of tee time slots for a specific date (06.01 (Mon)) and part (All). The grid is organized by time slots (06:00, 06:10, 06:20, 06:30, 06:40, 06:50) and courses (Course 1, Course 2, Course 3). Reservations are shown with player names, player counts, and status (e.g., Reserved, Checked in, No show, Finished). Callouts 1 through 5 highlight key features: 1. Reservation menu item, 2. Date selector, 3. Part selector, 4. Export button, and 5. Set offline button.

Part	Time	Course 1	Course 2	Course 3
Part 1	06:00	Peter Parker 4 players ● Reserved	Sienna Valesda... 2p ● Reserved	+ New reservation
	06:10	+ New reservation	+ Offline reservation	+ New reservation
	06:20	Kai Everhart 4 players ● No show	+ New reservation	+ New reservation
	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

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

Tee time table

Date: 06.01 (Mon) Part: All

Buttons: Export, Set offline

Part	Time	Course 1	Course 2	Course 3
Part 1	06:00	06:00: Peter Parker (4 players) - Reserved	06:00: Sienna Valesda... (2p) - Reserved	+ New reservation
		06:10: + New reservation	06:10: + Offline reservation	+ New reservation
		06:20: Kai Everhart (4 players) - No show	+ New reservation	+ New reservation
		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	06:50: Sienna Vale (1p) - No show	06:50: Mira Calloway (1p) - Checked in
		06:50: Jaxon Sterling (1p) - Checked in	+ 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

8 Customer information

9 Reservation

Search: Name or email

Peter

Parker@email.com

Reservation	Cancellation	No show
10	1	0

VVIP

Add a note

Reservation date: 2025.05.25

Check in date: 2025.06.01

Time: 06:10

Course: Course 1

Reserved

Save

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

The screenshot displays the 'Reservation' modal window in the Nowswing OS interface. The 'Change history' tab is active, showing a list of changes. The background interface includes a sidebar with navigation options like Dashboard, Management, Reservation, Analysis, Calendar, Tee time table, Reservation list, Customer, Staff, and Logout. The top right shows the user 'Peter Parker' and a language selector.

Reservation

Customer information

Peter

Parker

Reservation: 10, Cancellation: 1, No show: 0

VVIP

Add a note

Reservation Change history

Date	2025.06.01 18:59:31
Adjustment	Caddie
Previous	4
Change	2
Changed by	Taegyun Han

Date: 2025.06.03 09:02:54

Adjustment: Request

Finished

Save

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

Reservation

Search: ID, Name, mobile or email

Date: Start, End

Status: All

Reserved on: All

Course: All

ID	Date	Name	Email	Course	Status	Reserved on
2HW2506...	2025.05.30	Peter Parker	peterparker...	Course 1	Reserved	App
250481023	2025.05.28	Taegyun Han	taegyunhan...	Course 2	Checked in	Call
250481015	2025.05.22	Junhyeong...	jhbak@gma...	Course 2	No show	OS
250481008	2025.05.11	Hwagyeon...	hwagyeong...	Course 1	Finished	OS

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

Reservation

Search **Date**

Search ID, Name, mobile or email Start End Search Reset

Status **Reserved on** **Course**

All All All

ID	Date ↓	Name	Email	Course	Status	Reserved on
2HW2506...	2025.05.30	Peter Parker	peterparker...	Course 1	Reserved	App
250481023	2025.05.28	Taegyun Han	taegyunhan...	Course 2	Checked in	Call
250481015	2025.05.22	Junhyeong...	jhbak@gma...	Course 2	No show	OS
250481008	2025.05.11	Hwagyeon...	hwagyeong...	Course 1	Finished	OS

⑦ Search Button

Apply filters ②—⑥ and run the search.

⑧ Reset Button

Clear all filters and reload the full reservation list.

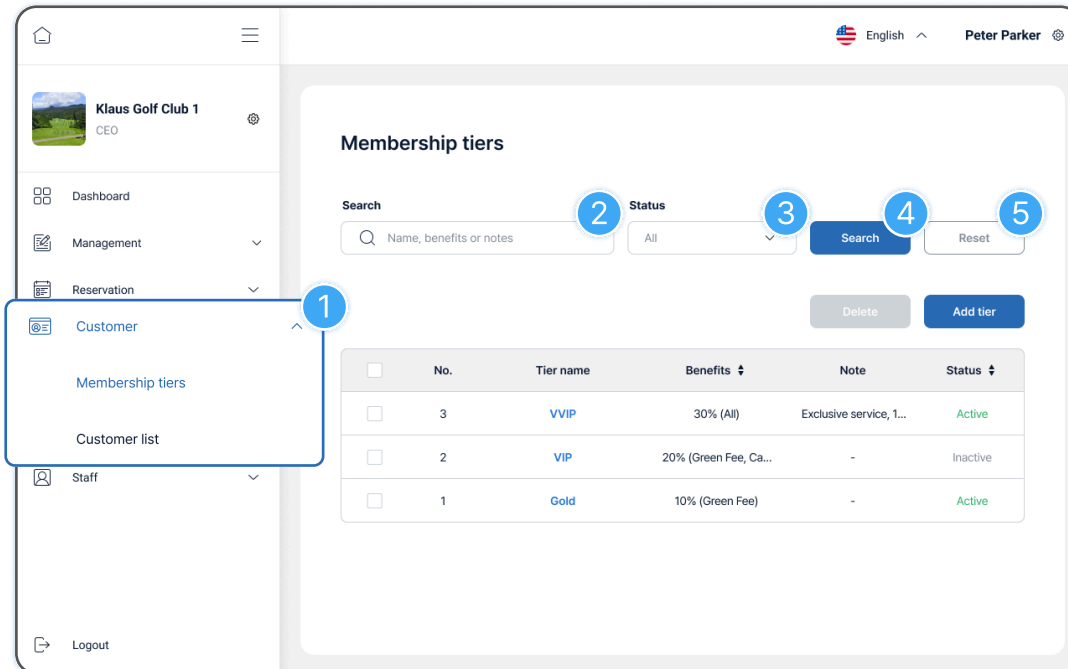
⑨ Reservation Table

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

Membership tiers

Search: Status:

<input type="checkbox"/>	No.	Tier name	Benefits	Note	Status
<input type="checkbox"/>	3	VVIP	30% (All)	Exclusive service, 1...	Active
<input type="checkbox"/>	2	VIP	20% (Green Fee, Ca...	-	Inactive
<input type="checkbox"/>	1	Gold	10% (Green Fee)	-	Active

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 ← Add tier

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

Note

Add a note

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 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

Note

Add a note

0/500

Active

Disabling this tier may affect customers currently assigned to it.

☐

Delete **Save** **Cancel**

Logout

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

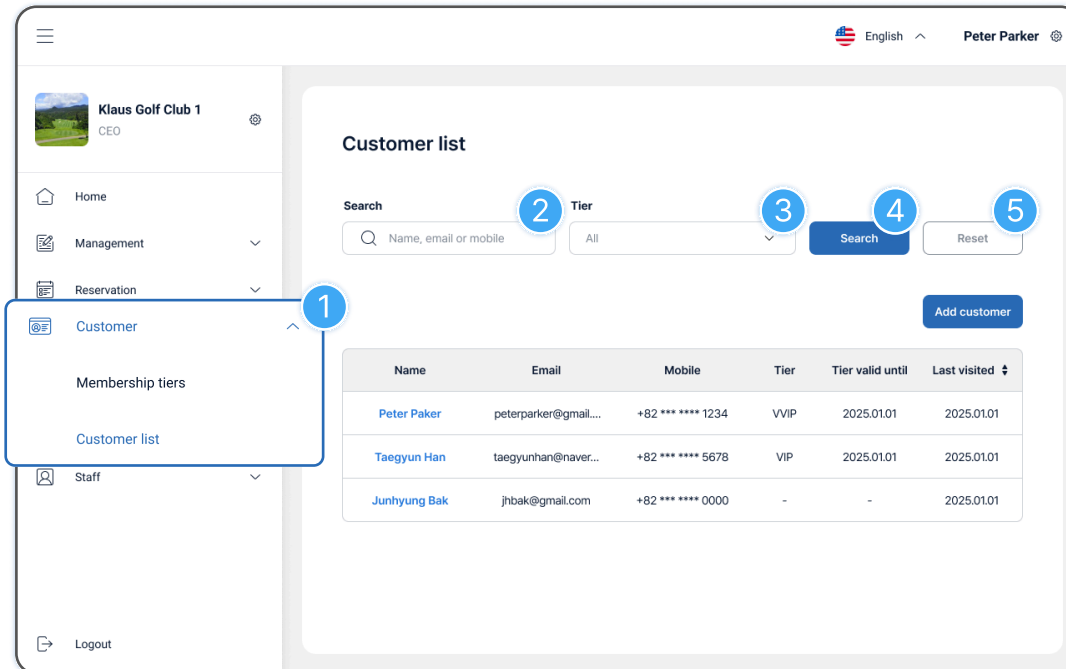
Active when all required fields are completed.

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.

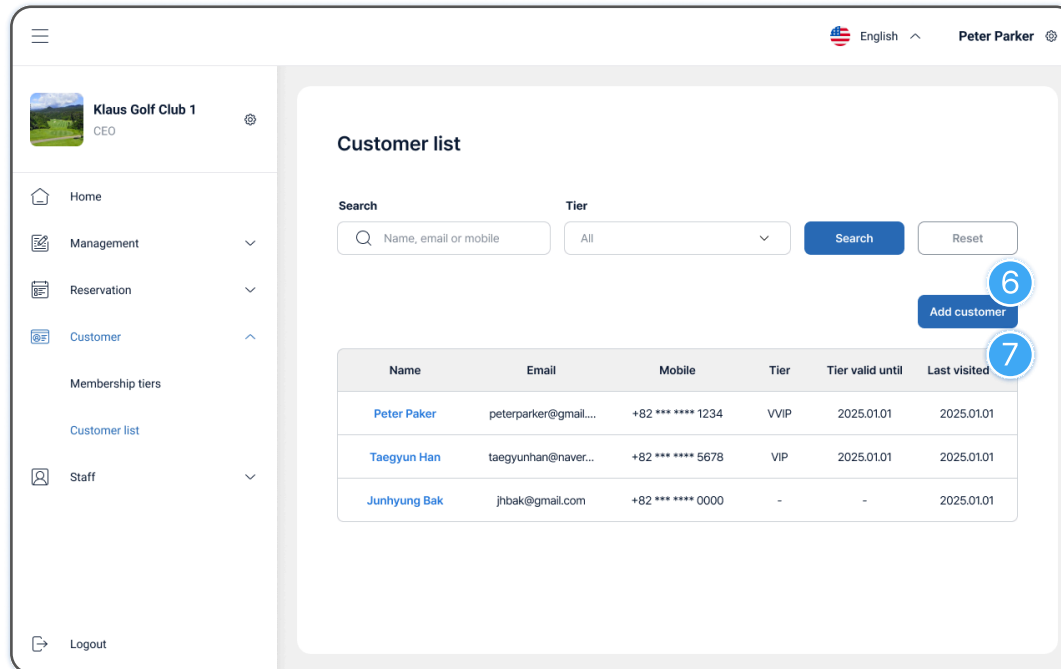
④ Search Button

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

1 ← Add customer

Customer info

2 **Name ***

3 **Email ***

4 **Mobile ***

5 **Membership tier ***

6 **Registration date ***

Additional info

Date of birth

Receive marketing offers

Gender

Country

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

Membership tiers

Customer list

Staff

Mobile *

+82 (South Korea)

Phone number

Membership tier *

Select tier

Registration date *

2025

05

13

Additional info

7

Date of birth

2025

05

13

8

Receive marketing offers

ⓘ Activate to receive marketing contacts.

9

Gender

Gender

10

Country

Country

11

Note

Add a note

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

The screenshot shows a form for editing a customer. On the left is a sidebar with 'Membership tiers', 'Customer list', and 'Staff'. The main form area contains the following fields:

- Mobile ***: A dropdown menu showing '+82 (South Korea)' and a text input for 'Phone number'.
- Membership tier ***: A dropdown menu with 'Select tier'.
- Registration date ***: Three dropdown menus for year (2025), month (05), and day (13).
- Additional info**:
 - Date of birth**: Three dropdown menus for year (2025), month (05), and day (13).
 - Receive marketing offers**: A toggle switch labeled 'Activate to receive marketing contacts.' which is currently turned off.
 - Gender**: A dropdown menu with 'Gender'.
 - Country**: A dropdown menu with 'Country'.
 - Note**: A text area with 'Add a note' and a character count '0/500'.

At the bottom of the form are three buttons: 'Delete' (labeled 12), 'Save' (labeled 13), and 'Cancel' (labeled 14).

12 Delete Button

Active only when editing an existing customer.
A confirmation prompt appears before deletion.

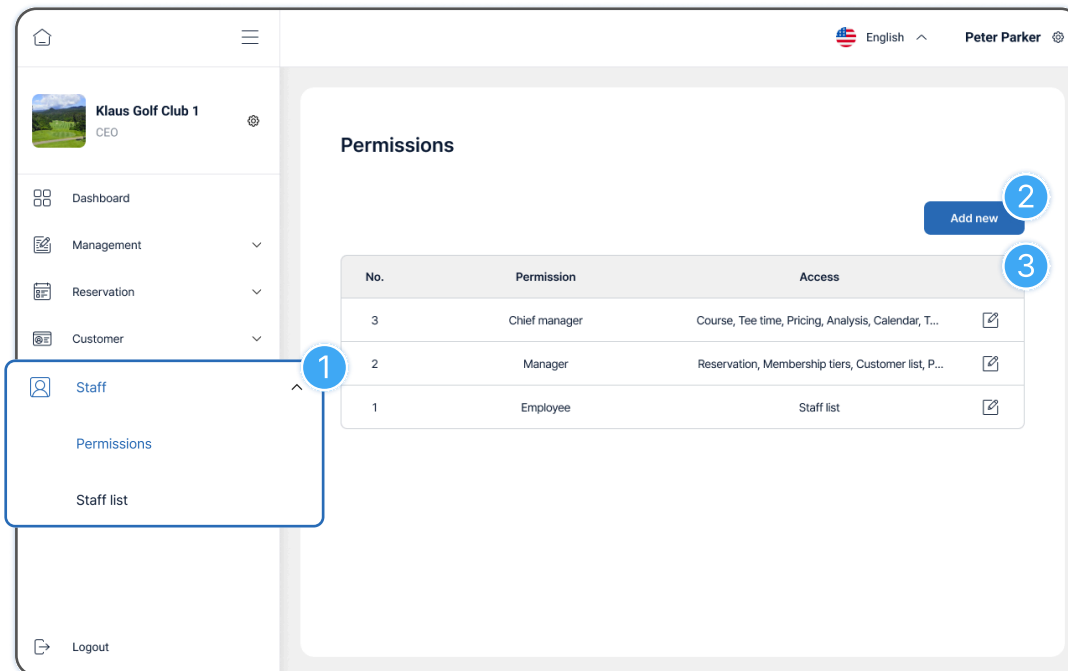
13 Save Button

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.

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 ← Add permission

2 Permission name *

3 Access *

Menu	View	Edit
All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tee time	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4 Note

Add a note

0/500

Delete Save Cancel

Logout

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

← Add permission

Permission name *

Permission name

Access *

Menu	View	Edit
All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tee time	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note

Add a note

0/500

Delete 5

Save 6

Cancel 7

Logout

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.

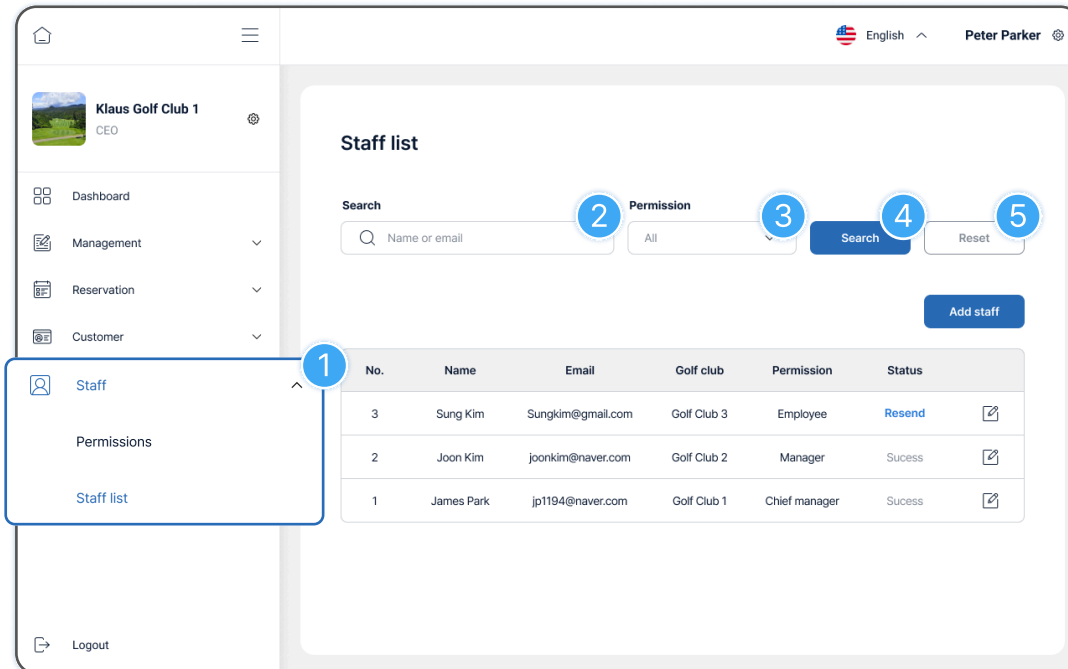
* Notice

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.

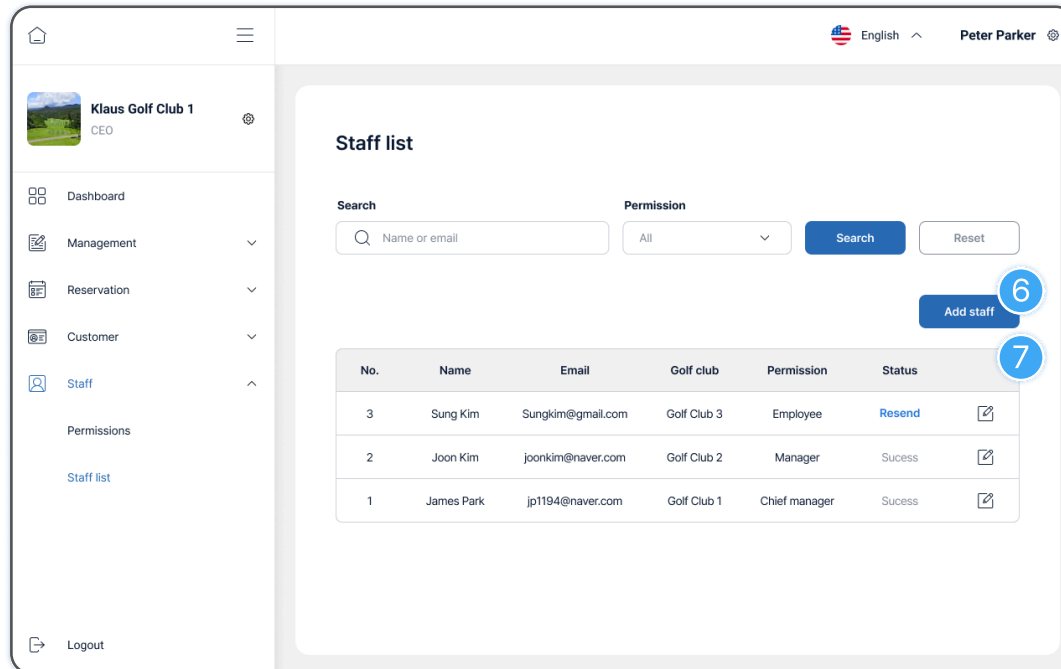
④ Search Button

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 ← Add staff

2 Email *

3 Golf Club *

4 Permission *

Save Cancel

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

← Edit staff

Name *

Sung Kim

Email *

sungkim@gmail.com

Golf Club *

Golf Club 3

Permission *

Employee

Delete Save Cancel

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!**

EMAIL support@nowswing.com

SITE nowswing.com

