



# HOW TO MODIFY/CANCEL A TEE TIME

LOG-IN TO YOUR ACCOUNT ON MKE.GOLF.

THEN CLICK ON HOUSEHOLD NAME IN UPPER RIGHT CORNER.

The screenshot shows the Milwaukee County Parks website interface. At the top, there is a green navigation bar with the following elements from left to right: the Milwaukee County Parks logo, 'HOME', 'SEARCH' with a dropdown arrow, 'CONTACT US', 'CHECKOUT', 'CART (0 ITEMS)', 'BILL', and a user profile icon labeled 'SMITH #111740' with a dropdown arrow. A red arrow points to this user profile icon. Below the navigation bar is a vertical sidebar on the left with four menu items: 'Programs', 'Golf', 'Gift Cards', and 'Permits'. The main content area features a grid of eight program categories, each with a representative image and a text label: 'Nature Programs' (butterfly on a flower), 'Swim Lessons' (indoor pool), 'Golf' (golf course), 'Gift Cards' (beer and mug), 'Dog Parks' (dog), 'Boat Launches' (sailboats), 'Disc Golf' (person with disc golf basket), and 'Picnic Areas' (picnic shelter).

## CLICK "CANCEL TEE TIME" FROM ACCOUNT MENU.



MILWAUKEE COUNTY  
**PARKS**

HOME SEARCH CONTACT US

CHECKOUT  
CART (4 ITEMS)

BILL

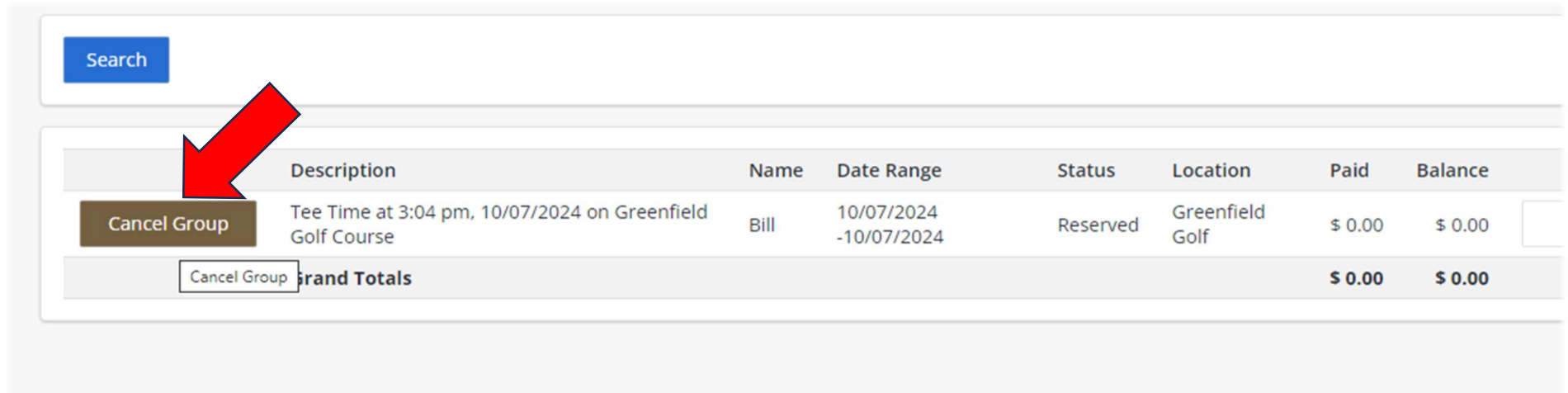
**My Tee Times**  
[Cancel Tee Time](#)  
Existing/Past Tee Times

**History & Balances**  
My History  
Gift Card & Golf Reward Balances  
Pay Old Balances  
Reprint A Receipt

**Reports**  
Household Calendar  
Member Visit Report

**My Account**  
Wishlist  
My Profile  
Household Account Management  
Logout

## CLICK "CANCEL GROUP" BUTTON TO CANCEL PART OF OR ALL OF YOUR GROUP.

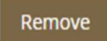
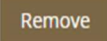
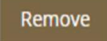
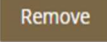


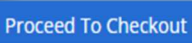


Search

	Description	Name	Date Range	Status	Location	Paid	Balance
<b>Cancel Group</b>	Tee Time at 3:04 pm, 10/07/2024 on Greenfield Golf Course	Bill	10/07/2024 -10/07/2024	Reserved	Greenfield Golf	\$ 0.00	\$ 0.00
<b>Cancel Group</b>	<b>Grand Totals</b>					<b>\$ 0.00</b>	<b>\$ 0.00</b>

**YOUR SHOPPING CART CONTAINS CANCELLATIONS FOR EACH PLAYER BOOKED.  
IN THE EXAMPLE BELOW, THE EXISTING TEE TIME WAS MADE FOR 4 PLAYERS.**

Shopping Cart

	Description	Name	Total Fees	
	Tee Time at 3:04 pm, 10/07/2024 on Greenfield Golf Course (Cancellation)	Bill	\$ 0.00	⋮
	Tee Time at 3:04 pm, 10/07/2024 on Greenfield Golf Course (Cancellation)	Bill	\$ 0.00	⋮
	Tee Time at 3:04 pm, 10/07/2024 on Greenfield Golf Course (Cancellation)	Bill	\$ 0.00	⋮
	Tee Time at 3:04 pm, 10/07/2024 on Greenfield Golf Course (Cancellation)	Bill	\$ 0.00	⋮
<b>Grand Total Fees Due</b>			<b>\$ 0.00</b>	
<b>Total Old Balances Not in Shopping Cart</b>			<b>\$ 0.00</b>	

**UPDATE THE NUMBER YOU WANT TO CANCEL BY USING THE “REMOVE” BUTTONS**

**TO CANCEL ALL 4 PLAYERS: KEEP ALL 4 CANCELLATIONS IN THE CART**

**TO CANCEL 3 PLAYERS: KEEP ONLY 3 CANCELLATIONS IN THE CART**

**TO CANCEL 2 PLAYERS: KEEP ONLY 2 CANCELLATIONS IN THE CART**

**TO CANCEL 1 PLAYER: KEEP ONLY 1 CANCELLATION IN THE CART**

**THEN, CLICK BLUE BUTTON “PROCEED TO CHECKOUT”**

**CLICK “CONTINUE” TO COMPLETE THE PROCESS.**

**First Name: \***  
Example

**Last Name: \***  
Example


**Home Phone w/area code: \***  
(414)257-8024

**Email: \***  
Example@email.com

**Re-Enter Email:**  
Example@email.com

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

[Continue](#) [Back To Cart](#)



**YOU WILL RECEIVE CONFIRMATION EMAILS FOR BOOKINGS AND CANCELLATIONS.**

**EXISTING/PAST TEE TIMES CAN BE VIEWED IN YOUR ACCOUNT MENU.**