

# CHELSEA RESERVATION INSTRUCTIONS

Name: \_\_\_\_\_ Member# or User ID \_\_\_\_\_ Password \_\_\_\_\_

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**TO ACCESS CHELSEA:** Go to [www.heritageoaksgcc.com](http://www.heritageoaksgcc.com).

**LOG IN:** Enter your member number or user ID and Password as shown above. If you are unsure of your member # or User ID, please call the Administrative Office or Pro Shop for assistance.

## REQUEST A TEE TIME:

- After log in, click on either **TEE TIMES** at top or on the **TEE TIMES** White Tab. Either will take you to the tee time screen. Requests for tee times can be made 4 to 7 days in advance. For example, on Friday you can make a tee time request for the following Tuesday through Friday.
- Select the **REQUEST** tab and Click on **ADD A REQUEST**.
- Select (by using pull down prompts) play date, a tee time with earliest and latest time parameters, 9 vs 18 holes, and # of tee times requested (1-4 players require one tee time, 5-8 players require two tee times, etc.) If you are making a request for up to four teams, you will be asked if you want to link the requests.
- If you link the groups, you have two options. If you select **YES** to break the link, the tee times may be split up into non-consecutive times. If you select **NO**, then the system will calculate the average of all the linked groups together rather than the team average of each individual group, and it may negatively affect your ability to secure tee times. For example, you have 4 groups linked together when your assigned ranking is determined by the system, but there are only 3 tee times available. If you have selected “break link” three of the groups will get the last 3 tee times, and 1 will get placed in overflow. If you have **NOT** selected “break link” and only 3 times are available, all 4 groups will be placed in overflow since there were not 4 consecutive times available.
- The current number of Chelsea points for each player you are entering can be found on your **BUDDY LIST** or by an individual search of member names. Instructions for creating your **BUDDY LIST** are explained in the final paragraph of this appendix.
- **SELECT PLAYER INFORMATION** at bottom of screen or select **PLAYER INFO** TAB in upper part of screen.
- Enter **MEMBER NUMBERS** for each player in the group. You may directly input a member number in the box or use the magnifying glass to search for a member’s name

and number. Guests may be entered following the sponsoring member's name simply by clicking on the drop down box under the guest column, and guest names **MUST** be entered in the boxes to the right of the guest column.

- When you enter the member's number, the name of the member should appear underneath the member number entered. **IN YOU DO NOT SEE A NAME UNDERNEATH THE NUMBER, THIS PLAYER HAS NOT BEEN ACCEPTED SO YOU WILL HAVE TO REPEAT THE PROCESS. DO NOT PROCEED BEFORE YOU SEE THE NAME.**
- **Push SUBMIT only once**, and a screen will appear showing the information contained in your request, as well as a **CONFIRMATION NUMBER** which you should make note of since it will be needed if you later decide to edit either your request or your booked tee time.
- E-mails confirming your tee times will be sent to you and each player in your request four days prior to your requested date of play, (i.e. Wednesday for a Saturday tee time.)

#### **EDITING OR DELETING A TEE TIME REQUEST:**

- Under the **REQUEST TAB** choose **EDIT** or **DELETE**.
- If you select the **EDIT A REQUEST** Tab, a screen will appear that will allow you to edit the time, and/or add or remove a player. Enter your member number and the confirmation number. Click on the Tee Time Info Tab to change the date and/or time. Then click on the Player Info Tab if you want to add or delete any of the players and then click **SUBMIT**. You may edit everything **EXCEPT the date of play**. If you have made a mistake on the date, you must delete the request and start over.
- To **DELETE** the entire request, choose the **DELETE A BOOKING**, enter your member and confirmation numbers and select Continue.

#### **BOOKING A TEE TIME:**

- Booking a tee time can only be done in the 1 to 4 day window **AFTER REQUESTS** have been processed and placed on the tee sheet. For example, on Friday you may book tee times for Saturday through Monday. Prior to that time, you must make a Tee Time **REQUEST**.
- **TO MAKE A NEW BOOKING** select **ADD A BOOKING** under the **BOOKING** tab. Enter the information with respect to date of play and members of the group and then click **DISPLAY TIMES**. You may then select any of the available tee times listed by clicking on it (it will be highlighted in yellow) and push Submit one time. A screen will appear with your Confirmed tee time information and a Confirmation number which you should write down in case you want to make any later changes.
- To **ADD, EDIT, OR DELETE A PLAYER** from an existing tee time, click that option under the Booking Tab. All existing Tee Times you have will be listed. Select the Tee Time to Edit by clicking on the Confirmation number. Make any necessary changes and then select Submit.

- To **DELETE A BOOKING** enter your member number and the confirmation number. You will only be able to delete the players on your confirmation #, not someone who may have booked separately from you.

#### **OTHER USEFUL INFORMATION IN THE SYSTEM:**

- The **REVIEW** tab can provide you information with respect to scheduled tee times booked with your member number, your outstanding requests, the number of times you have been placed in Overflow, Chelsea points you have incurred in the past 14 days (used to compute your play history for placement), and the date and time of all rounds you played in the past year. You can also review a Friend's Schedule, and review an alphabetical listing of all players on a tee sheet for a specific day.
- The **PROFILE** tab contains personal information you have been requested to add to the system such as your email address and contact information, and you may also use it to edit your password. Another useful tab is the one which contains your **BUDDY LIST**. It's a list you can create of members you play with frequently that greatly simplifies entering member names and numbers when you're making tee time requests or bookings. It also shows the number of Chelsea points currently in the member's play history which is useful in determining the average play points for the team as described earlier.