Using Chelsea's Internet Golf Reservation System

Login

The first time the golfer logs into the Internet Golf Reservation System, the member # is the club assigned Golf Permit number, the default password is "Golfer1". The golfer will automatically be transferred to the "Member Profile" page. The golfer will be required to change the password from the default password to a secure password and enter a valid email address. In the event you forget your password, you can request the system to email you your password from the login page.

The golfer can select alternative languages by selecting the desired language in the top right hand corner.

Upon the successful login, the golfer's name and ID number will appear in the upper left hand corner of the screen

Main

Club's Homepage
Use this feature to return the club's website.

Welcome
This page displays information the club would like to communicate to members. This can include special event information, pictures or announcements.

Logout
Use this feature to log out of the system.

Request

Add a Request

Use this feature to make a tee time request for Saturday, Sunday and Holidays. This is available only to Resident Permit holders and Brennan PAR Pass holders.

The first tab is "Tee Time Info". This section is for basic information for the tee time request.
- **Play Date** – Select the date to make a tee time request from the drop down list. Only dates available to make requests will be displayed.
- **Requested Time** – The golfer will select the requested time from an hour and minute drop down list. The golfer may also select the earliest and latest time they are willing to play. The top of the drop down list is a.m. and the bottom is p.m.
- **Hole Selection** – The golfer will select 18 or 9 hole from the drop down list

The second tab is "Player Information". This section is for entering player information for the tee time request.
- **Member #** - Enter the captain's (first player) number, click on the magnifying glass to search the complete member list by last name, or click on the "Buddy List" button and select golfers you previously played with. Repeat for each additional player. If you're bringing a guest, select the correct guest type from the guest drop down box then enter the guest's first and last name.

When completed, click the "Add Members to the Buddy List" box and click Submit. The system will add golfers to the logged in golfer's buddy list and will automatically transfer to the third "Confirmation" tab displaying the request information. The system will issue a 5 digit request confirmation number and each golfer with a valid email address on file will receive a request confirmation email. Once this information has been reviewed either click the "Home" button to return to the main menu or check the "Repeat Request" box to add the same request to a different date.

Edit a Request

To edit an existing request, enter one of the member numbers and the confirmation number of the request and click continue. The display will be exactly like the "Add a Request" screen. The golfer will have the ability to change any information on the request.

Only one of the member numbers and the confirmation number of the first request can edit a link request. All subsequent linked requests do not have the ability to edit.

A Start Over button is available in case the golfer does not want to save the changes entered.

Click "Submit" once all information has been entered to confirm the edit. A confirmation screen will display the edited information including the original confirmation number and each golfer with a valid email address on file will receive an edit request confirmation email. Once this information has been reviewed, click the "Home" button to return to the main menu.

Delete a Request

To delete an existing request, enter one of the member numbers and the confirmation number of the request and click continue. Once that is entered, a confirmation screen will be displayed. The golfer will be required to confirm the deletion. Click Submit to confirm and receive the deletion number for future reference. Each golfer with a valid email address on file will receive a delete request confirmation email.

Review

Review My Information
This section displays the logged in member's information.

Review My Schedule
This section displays the member's confirmed tee time information. Each confirmed tee time is on a separate line. The system will display the play date, tee time, course, hole and the player's names. The system will display the first tee time if the request is linked.

The golfer will have the ability to download the tee time information to Microsoft's Outlook or Outlook Express by clicking on "Outlook" on the right side of the page

Review My Request
This section displays the member's tee time request information. Each request is on a separate line. The system will display the requested play date, requested tee time, requested course, requested number of holes, the requested player's names and the request confirmation number.

Review My Overflow
This section displays the member's tee time request information that was not placed during the lottery process. Each standby request is on a separate line. The system will display the requested play date, the requested player's names and the reason the request was not placed.

Booking

Add a Booking
Use this feature to make a confirmed tee time reservation.

The first tab is "Player Info". This section is for basic information for the tee time.
- **Play Date** – Select the date to make a tee time reservation for from the drop down list. Only dates available to make reservations will be displayed. .
- **Hole Selection** – The golfer will select 18 or 9 hole from the drop down list
- **Member #** - Enter the captain's (first player) number, click on the magnifying glass to search the complete member list by last name, or click on the "Buddy List" button and select golfers you previously played with. Repeat for each additional player. If you do not know who you are playing with yet, select Guest.

When completed, click the "Display Time" button. The system will display all available tee times. Click on the desired blue tee time. Click the "Submit" button.

The system will automatically transfer to the second "Confirmation" tab displaying the tee time information. The system will issue a 5 digit tee time confirmation number and each golfer with a valid email address on file will receive a tee time confirmation. The member can click on the calendar icon and download the tee information to Microsoft's Outlook or Outlook Express.

Add, Edit or Delete Players
To edit a booking, the member number and the confirmation number is required. To edit (change) an existing player in the reservation, click on the "E" to the left of the player's name. To delete an existing player, click on the "D". To add a player, click the "A" next to a blank field then enter the new player's information. When completed, click the "Submit" button. To cancel the changes made, click the "Start Over" button. The user has a maximum of five minutes to change this booking.

Change Time
To edit a booking, the member number and the confirmation number is required. Select the time to change the booking to. Make a selection by clicking on the blue time field, and then click "Submit" one time only. To refresh the time slot choices, click the "Refresh Times" button. The user has a maximum of five minutes to change this booking.

Delete a Booking
To delete a booking, the member number and the confirmation number is required. Once that is entered, the user will be required to confirm the deletion. Click "Submit" button to delete the reservation. The system will display the delete confirmation page with the delete confirmation number. The user has a maximum of five minutes to complete the deletion. Click the "Start Over" button not to delete this request.

Profile

My Profile

This section allows the logged in user to view or update personal information. The logged in user can change the password used to log into the system. The Email address can be changed or entered, along with the email preference: choose html (pictures will show), text (only text), or none (the golfer will not receive any emails). Contact and emergency information could be updated.

Buddy List

The buddy list feature give the golfer the ability to have quick access to their friend's member number, and be able to add them to requests and bookings with ease.

To add buddies to your buddy list, enter at least 2 letters of the last name and click search. The system will display all matched names on the right panel. Click on the "A" to add buddies to your list (the left panel)

To delete a buddy, click on the "D" next the buddy you wish to delete. The system will move them from the left panel to the right panel.

You can also automatically add to your buddy list during the request and booking process by checking the box next to the "add to my buddy list" message at the bottom of the page.

Hint: add yourself to the buddy list and use the buddy list as a short cut when making a request and booking.

Site Map

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+ Profile
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Terminology

- **Request** – A request to play golf. This is not an assigned or confirmed tee time. The system will take all the requests and "Place" them on the tee sheet based on the club's predefined algorithm.
- **Booking** – A confirmed tee time reservation. Clubs that do not utilize the request option will have golfers making confirmed reservations on a first come/first served basis via the booking function. For clubs utilizing the request function, bookings can be made after the lottery placement and before the day of play.
- **Placement** – The function when the system takes all the requests for a particular day and assigns tee times.
- **Buddy List** – A list of golfing buddies maintained by the system for each golfer.
- **Captain** – The first person on a request or booking. Usually the person responsible for making the request or booking.
- **Duplicate** – The second request or booking for an individual golfer.
- **Overflow** -   Tee time requests that did not get placed during the lottery placement process.