



TARPON COVE YACHT & RACQUET CLUB

HOW TO MAKE A COURT REQUEST WITH CHELSEA

You may make a request for court reservations 10 days in advance.

You will receive a confirmation email 3 days in advance informing you of your actual booking time if you have entered your email address in your profile.

You can confirm your booked court time at the **MAIN>Welcome** tab.

Go to tarpon.chelseareservations.com

- Enter your member number (0 or 1 has been added to all current member numbers)
- Click on **LOGIN TENNIS**.
- Enter your password. If this is your first log in, your initial password is 1234.
- Please reset your password by typing in a new one and enter your email and current phone number.
- Click on **SAVE CHANGES**.

Making a New Request:

- Click on **REQUEST**, and drop down to **ADD A REQUEST**.
- Select the Play Date at the right of the screen.
- Select the Requested Time. Put in your requested, then earliest and latest times.
- Click on the **PLAYER INFO** tab to put players on the court. A new screen appears. You are always the first player, the captain of the court, so click on the **Tennis Racquet to** enter yourself first. For your other players, click on the **Tennis Racquet** to search by a player's last name. Enter the first few letters, then click on **SEARCH**. A list of players will come up. **Check the box** next to the correct player's name. It will automatically fill in the name.
- Repeat for players 3 & 4.
- When you have all players, click on **SUBMIT**. A new screen with your confirmation number will appear.

Changing a Request:

- To change the time, date, or players, go to **REQUEST > Edit Request**. All your requests will appear.
- Click the confirmation number to select the request.
- The **COURT TIME INFO** screen appears, and you can change date or time here.

Buddy List:

Adding members to your Buddy List will save you from searching for them each time you make a request.

- On the bottom of the **PLAYER INFO** screen, check the box **Add to Buddy List** to add the players on that request to your list.
- You can check who's on your Buddy List under the **PROFILE>Buddy List** tab on the right of your screen.

To Start Over or Check That Your Reservation Went Through

- If you make a mistake on a reservation and want to start over, go to the **MAIN tab>Welcome** on the left of your screen.
- This page shows your pending requests on the left and your upcoming court bookings on the right.
- Start over with a new request if you don't see yours listed.

Additional Help on the Chelsea System:

If you need additional assistance with the Chelsea System, please feel free to contact the Tarpon Cove Yacht & Racquet Club Tennis Pro Shop at (239) 513-9242 or email mloomis@tarponcoveclub.com