

# 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 golfer number, the default password is 1234. 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.

### **Club Calendar**

Use the calendar to view information listed by the club for a particular date. This can include upcoming events or tournaments. From the calendar, a golfer can click on the date to make a request or booking.

### **Logout**

Use this feature to log out of the system.

# Request

## **Add a Request**

Use this feature to make a tee time request.

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.
- **Course Selection** – Select the course you wish to play from the drop down list. For clubs with more than 1 course, the golfer will have the ability to select the courses in preference order. Clubs with 27 holes may automatically assign the course sequence.
- **Requested Time** – The golfer will select the requested time from an hour and minute drop down list. The golfer may also have the ability to select the earliest and latest time they are willing to play.
- **Preference** – The golfer will select from the drop down box, which is more important, time or course.
- **Hole Selection** – The golfer will select 18 or 9 hole from the drop down list
- **# of Tee Times** – The golfer selects the number of consecutive (linked) tee times being requested. If a golfer wants 8 golfers to play together then 2 should be selected from the drop down list.
- **Break Link** – The golfer should select No if they want the system to keep linked requests together, otherwise select Yes.

The second tab is “Player Info”. 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.

To reduce the number of tee times for a link request, all the players must be removed from the last four positions (last team) first; any of these players can then replace other players in the request. Click on the “Tee Time Info” tab and reduce the number of tee times from the drop down box.

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.

When deleting a linked request only the team with the matching golfer ID and confirmation number will be deleted. The entire linked request will **not** be deleted. The first request of a link request can not be deleted without deleting the other link requests first. In most cases it is recommended to edit the players of the first link request.

## **Add an Event Request**

Use this feature to make an event request. The first tab is “Event Info.” Select the event for which the member would like to make a request. The golfer may be asked if they plan on staying for lunch. Select Yes or No from the drop down box.

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.

Some clubs may require the guest's National GHIN number, guest handicap index and home club's name to help facilitate the handicap index verification. The club may also ask the golfer the name of another golfer they would like to be paired with.

### **Delete an Event Request**

To delete an existing event request, enter the one of the member numbers and the confirmation number of the event 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.

### **Add a Recurring Request**

Use this feature to make a recurring tee time request.

The first tab is "Tee Time Info". This section is for basic information for the recurring tee time request.

- **Play Day** – Select the day of the week the request is to be made
- **Start Date** – Select from the calendar the first day the recurring request will start. The start date's day of the week must match the play day selected.
- **End Date** – The date the recurring request will stop
- **Course Selection** – Select the course you wish to play from the drop down list. For clubs with more than 1 course, the golfer will have the ability to select the courses in preference order. Clubs with 27 holes may automatically assign the course sequence.
- **Requested Time** – The golfer will select the requested time from an hour and minute drop down list. The golfer may also have the ability to select the earliest and latest time they are willing to play.
- **Preference** – The golfer will select from the drop down box, which is more important, time or course.
- **Hole Selection** – The golfer will select 18 or 9 hole from the drop down list
- **# of Tee Times** – The golfer selects the number of consecutive (linked) tee times being requested. If a golfer wants 8 golfers to play together then 2 should be selected from the drop down list.
- **Break Link** – The golfer should select No if they want the system to keep linked request together, otherwise select Yes.

The second tab is "Player Info". 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. Guests and some membership types (club dependent) can not be entered into a recurring request

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 for each request created and each golfer with a valid email address on file will receive a request confirmation email for each request. Once this information has been reviewed click the “Home” button to return to the main menu.

# 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 Standby**

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.

## **Review My Points**

This section displays the member’s play point information used during placement. Each play date is on a separate line. The system will display the play date, course played, time requested, time received, member points, guest points and history comments.

## **Review My Play History**

This section displays the member’s play history information. Each play date is on a separate line. The system will display the play date, course played, time requested, time received, member rounds, guest rounds and history comments. Play history displays the actual number of rounds played.

## **Review Friends 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.

Enter the first few letters of the friend's last name and click search. The system will display all the matches. Click the select box of the friend you want to display the confirmed tee time information for.

## **Review A Tee Sheet**

This section displays the tee sheet in real time. Select the date to review from the drop down box, select the course (if multiple courses) and click display. The group name will also display for those tee times assigned to a group.

## **Review Alpha Reports**

This section displays the alpha report in real time. Select the date to review from the drop down box and click display. The listing will be in alphabetical order by last name.

# 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.
- **Course Selection** – Select the course you wish to play from the drop down list. For clubs with more than 1 course, the golfer will have the ability to select the preferred course or all courses.
- **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.

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 or Course**

To edit a booking, the member number and the confirmation number is required. If the course needs to be changed, select the new course then click “Display Times” to view available time choices. 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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### + Booking

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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.
- **Linking** – A group of golfers that make a request to play golf together. The system will attempt to assign consecutive tee times to keep the linked group together.
- **Break the Link** – During the request the golfer can request to break the link. The system will attempt to place the linked requests close to the requested tee time with less regard to keeping the requested team together.
- **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.
- **Recurring Request** – The same request repeated for the same day of the week for a range of dates.
- **Overflow** - Tee time requests that did not get placed during the lottery placement process.