



Chelsea Online System

Quick Reference Guide

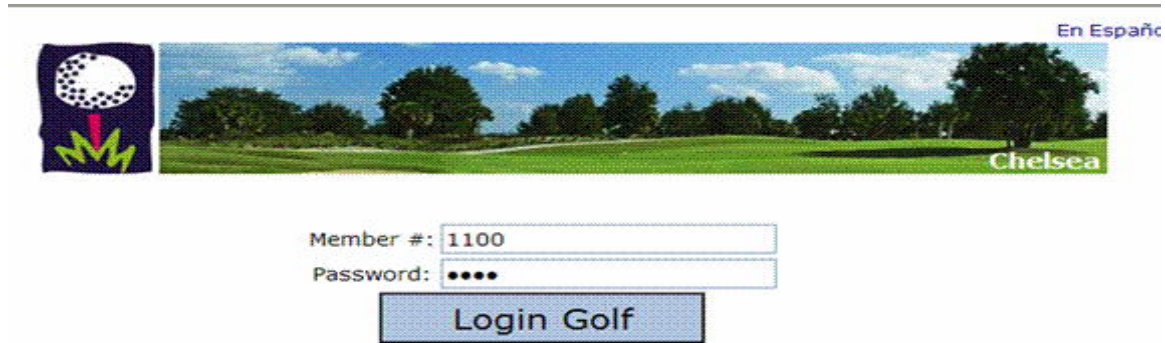
Website access:

<http://preserve.chelseareservations.com>

This document does not cover all of the features within the system — it is intended to highlight only the most commonly used options.

Login

Any HOA #2 resident currently registered in the Chelsea phone system automatically has access to the online system. The first time you log in, your Member # is your current Chelsea Local Number and your password will be: 1234. You must enter your email address and change your password to activate your account. If you are not registered in the Chelsea system, you must first do so in the Pro-Shop.



En Español

Member #: 1100

Password: ●●●●

Login Golf

Welcome to the New Chelsea Internet System

Main Welcome Screen

Your login name and number will appear in the upper left corner. The major functions you have access to will appear as tabs across the top. They are: **Main**, **Request**, **Review**, **Booking**, and **Profile**.



Logout

MIKE JAHASKE
1100

Main Request Review Booking Profile

Chelsea

Hello MIKE JAHASKE . Welcome to Chelsea's online reservation system.

Club Name Goes Here

Course Conditions

- Tuesday, Dec 14
- 1 hr frost delay at MV
 - 45 min frost delay at TP
 - Please call SB Ranch for course conditions.

Requests

You will be able to make Tee Time requests, Event requests, and Recurring Tee Time requests.

⇒ **Tee Times:** You can enter requests up to 30 days in advance. Clicking on the *Request* tab allows you to Add, Edit or Delete a Request.

Add a Request: There are two tabs — one to enter the Tee Time Info and a second to add Player Info. You can also use your Buddy List to add players. (Maintaining your Buddy List is covered under the “Profile.”)

The screenshot shows the 'MAKE A REQUEST' form with the following fields and options:

- Play Date:** December 19, 2009 - Saturday
- Course Selection:** Le Chelsea
- Requested Time:** 08:00 (Earliest: 07:32, Latest: 05:59)
- Preference:** Course
- Hole Selection:** 18
- # of Tee Times:** 1 (Break Link: No)

A red arrow points from the 'Request' tab in the top navigation bar to the 'Tee Time Info' tab. Another red arrow points from the 'Player Information' label to the 'Player Info' tab.

MAKE A REQUEST

Tee Time Info | **Player Info**

MIKE JAHASKE 1100 Chelsea

Main | Request | Review | Booking | Profile

Logout

MIKE JAHASKE 1100 Chelsea

Main | Request | Review | Booking | Profile

Logout

MAKE A REQUEST

Tee Time Info | **Player Info**

Play Date: December 19, 2009 - Saturday
Course: Le Chelsea
Requested Time: 08:00 AM

Buddy List

Member #	Guest	Guest First Name	Guest Last Name
<input type="text"/>	#1	<input type="text"/>	<input type="text"/>
<input type="text"/>	No Guest	<input type="text"/>	<input type="text"/>
<input type="text"/>	No Guest	<input type="text"/>	<input type="text"/>
<input type="text"/>	No Guest	<input type="text"/>	<input type="text"/>

Add Members to MIKE JAHASKE 's Buddy List

Submit

- ⇒ **Events:** The Event tab is used to sign up for Golf Association events. You can enter requests up to 30 days in advance. Click on “Requests” and “Add an Event Request.” Click on the appropriate events as listed. You are not registered for the event until you receive a Confirmation Number.
- ⇒ **Recurring Requests:** If you play with a group on a recurring basis, you may enter Recurring Tee Time Requests up to 60 days in advance. Select the day of the week, all of the tee time information such as time, course, 18-hole play, etc. At the bottom of the screen, you may enter the number of consecutive tee times and whether they are linked or not. Once this is completed, the next screen pops up where you enter the players — you may add players from the Member list or your Buddy List. When making a Recurring Request, ALL of the items included in the request (course, time, the players in each foursome, etc.) will remain the same for all of the requests that are generated.

MAKE A RECURRING REQUEST

Tee Time Info | **Player Info**

Once Submit is selected, the system will add this exact request multiple times with different dates.

Play Date:
Select the day of week.

Sunday Wednesday Friday
 Monday Thursday Saturday
 Tuesday

Start Date:
Select the first date of recurring requests.

December 2009						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

End Date:
Select the last date of recurring requests.

December 2009						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Course Selection:
Select a course sequence.

Le Chelsea ▾

Requested Time:
Select the preferred time.

Requested: 08 ▾ 00 ▾
 Earliest: 07 ▾ 32 ▾
 Latest: 05 ▾ 59 ▾

Preference:
Select which is more important, time or course.

Course ▾

Hole Selection:
Select the number of holes.

18 ▾

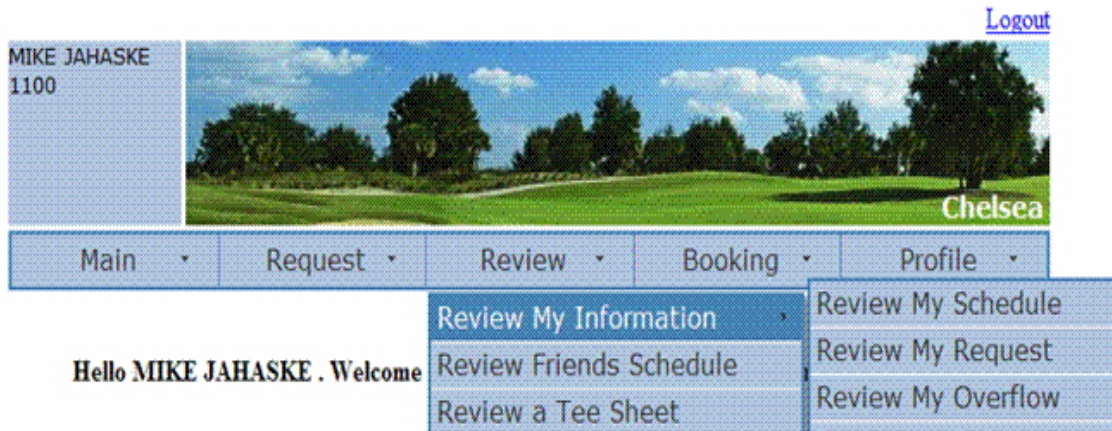
of Tee Times:
Enter the # of consecutive tee times desired.

1 Break Link: No ▾

Review

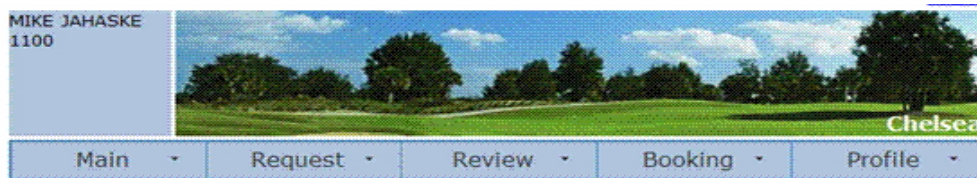
There are four options for review: *Review My Info*, *Review Friends Schedule*, *Review a Tee Sheet*, and *Review Alpha Reports*.

⇒ **Review My Information:** There are several of items for your review — the most common are *Review My Schedule* which shows current bookings and *Review My Requests* which shows outstanding requests.



⇒ **Review Friends Schedule:** To check another player's availability, you can enter any player's name to review their schedule.

⇒ **Review a Tee Sheet:** To check for available tee times, you can enter any date (between current day and four days out). This will show all tee times and players currently booked. If you want to book a tee time, use the *Booking* tab. If you want to print the tee sheet, click on the printer icon.



REVIEW A TEE SHEET

Select a Date to Review:

Display



Tee Sheet for December 16, 2009 - Wednesday

Time	Course	Hole	Captain	Player 2	Player 3	Player 4
07:32 AM	Live Oak	01				
07:40 AM	Live Oak	01				
07:48 AM	Live Oak	01	BRYON BOONE	CHERYL BONASORO	SAMUEL BONASORO	MYLES BOONE
07:56 AM	Live Oak	01	HARWOOD BOB	NATALIE LEFFERT	PAUL SMITH	
08:04 AM	Live Oak	01	KIM LEE	ROBERT BELINGER	TERRY RODOCKER	
08:12 AM	Live Oak	01				
08:20 AM	Live Oak	01				

Booking

Bookings can be made beginning five days from the day of play until mid-night prior to the day of play. Prior to that time, you must make a Request. The options for bookings are: *Add a Booking*, *Add/Edit/Delete Players*, *Change time or course*, and *Delete a booking*.

Add a Booking: These are handled similarly to Requests except your Member Number must be entered before you can select the players and the tee time. You may use your Buddy List. Once you input your Member Number and press <enter>, the tee sheet for that day appears with the available tee times highlighted in blue.

ADD A BOOKING

Player Info

Play Date: December 16, 2009 - Wednesday
Select the date you wish to play.

Course Selection: Le Chelsea
Select a course.

Selection: 18 Holes
Select the booking type.

Time to Review: 06 00
Select the first time to review.

Buddy List

Your Tee Time booking is not accepted until you receive a 5 digit confirmation number.

Member Number	Guest	Guest First Name	Guest Last Name
1100			
MIKE JAHASKE	No Guest		
	No Guest		
	No Guest		

Refresh Times

To make a selection, click on the BLUE time field below and click Submit ONE TIME.

Time	Hole	Course	Captain	Player 2	Player 3	Player 4
07:56 AM	01	Live Oak	HARWOOD BOB	NATALIE LEFFERT	PAUL SMITH	
08:04 AM	01	Live Oak	KIM LEE	ROBERT BELINGER	TERRY RODOCKER	

Profile

- ⇒ **My Profile:** You can edit your password, your name, email, and phone number. It's critical to have an accurate email to ensure you receive your email notifications.
- ⇒ **Buddy List:** If you play with a group of players on a frequent basis, you may want to add them to your Buddy List. This makes it easier to add players to Requests and Bookings. You can enter at least two letters to search for the player's name.



Frequently Asked Questions:

Q: What is my login number?

A: Your login number is also known as your "local number" which is established by the Pro-Shop when you present your HomeOwner's Assn card.

Q: Will I get email notifications?

A: Yes, if you have a valid email address coded in your Profile. All Requests, Bookings, and Event Requests that are confirmed in the system will generate an email to all included players.

Q: What if my spouse and I share one email address?

A: No problem. Your Member # is the unique identifier for the system so the system will send the emails to whatever you have coded in your Profile.

Q: What is the difference between a Request and a Booking?

A: A Request can be made up to 30 days in advance. A Booking must be made when the Tee Sheet has been set and confirmed which is typically five days.

Q: How do I know if my Request or Booking has been received?

A: You must receive a confirmation number! If the system hasn't issued a confirmation number, then your request or booking has not been accepted.

Q: How can I ensure the twilight rate for my requests or bookings?

A: On the Request or Booking screens, you must select "Twilight" as the "Hole Selection" option. Please note that the Twilight Period varies during the year. Please check with the Pro-Shop for specifics. Also note that if you select to play 9-holes in the morning, the only option is to play the back nine and this is available during the first hour of the day (with the exception of Golf Association event days.)

Q: May I still use the Chelsea phone system?

A: Yes. Any information processed via the phone system is loaded in real time (the same as access via the web.)

Q: If I use the Chelsea phone system to make a Request or a Booking, will I receive an email notification?

A: Yes – as long as you have a valid email address coded in your Profile.

Q: Where can I check for Frost Delay information?

A: Once you log in to the Online Chelsea System, the Main Welcome Screen will offer Current Course Conditions. You can also call the Pro-Shops (option 3) or you can also use the Chelsea Phone System to hear about current course conditions.

Q: How can I edit a Recurring Request?

A: Using the confirmation numbers received at the time you made the Recurring Request, you may use the *Edit a Request* option under the *Request* tab.

Q: How can I find the confirmation number for my requests and recurring requests?

A: You will see a list of all requests (including the confirmation numbers) under *Requests – Edit a Request*. You can also *Review My Requests* via the *Request– Review My Information* options.

Q: Who do I contact if I need help with this system?

A: You may call the Pro-Shops if you have questions. If you need personal, one-on-one assistance, the best time to work with Pro-Shop staff is in the afternoons.