FROST DELAY Information 825-2505 ext 1. **Pro Shop Email: proshop@saddlebrooke.org**

Www.saddlebrooke.chelseareservations.com

Chelsea Member # _____ Password _____

To request a tee time more than 5 days out: use the Request Tab > Add Request.

Select the play date for the request.

Select the times (the time you want plus earliest time)

*****Tee Time parameters:

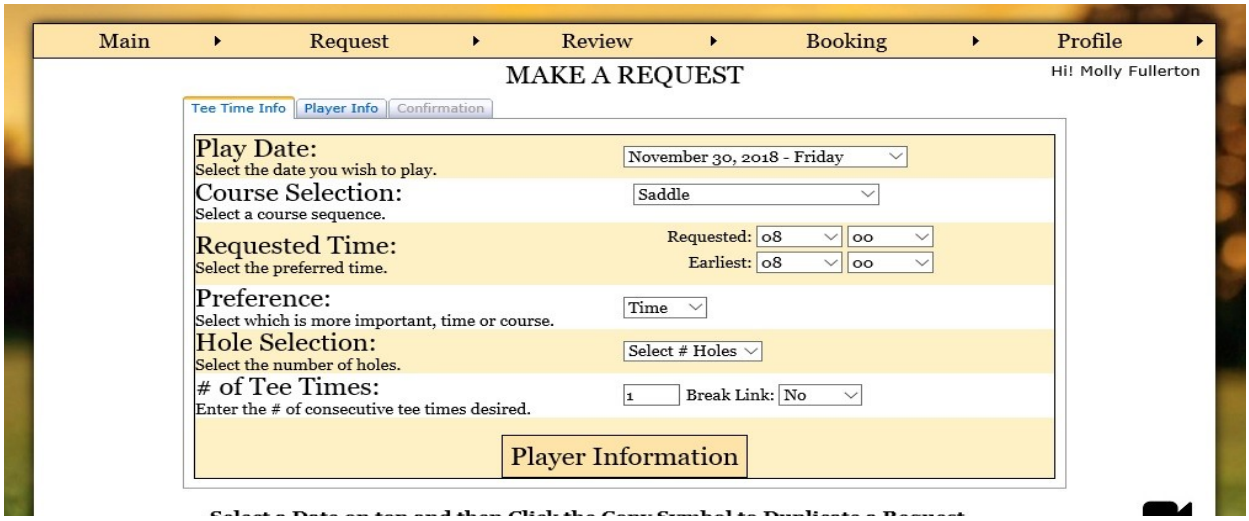
November through March	October & April	May through September
8:00am – 9:52am	7:30 - 9:22	7:00am – 8:52am
12:30pm – 2:22pm	12:00 - 1:52	11:30am – 1:22pm
4:30pm on	4:30pm - on	4:00pm on

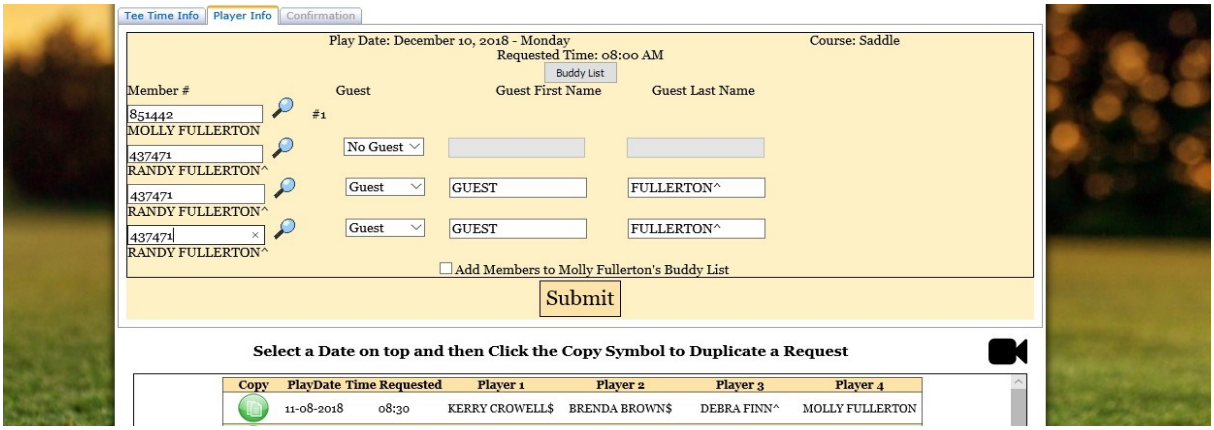
Say which is more important, time or course (should always leave it as time)

Select 18 or 9 holes

# of Tee Times (usually 1 which will accommodate up to 4 players)

If you don't know a players Chelsea number, use the magnifying glass and search by last name





Once the player information is complete, click on the submit button. You will then get a confirmation number and the page should look as it does below. You will also get an email from Chelsea confirming the request. When Chelsea takes all the requests and turns them into a tee sheet, you will get another email confirming your ACTUAL TEE TIME. This can vary from your requested time.

You will get another email the day you play confirming your tee time and course along with the conditions for the day. (For FROST DELAY Information call 520-825-2505 ext 1)



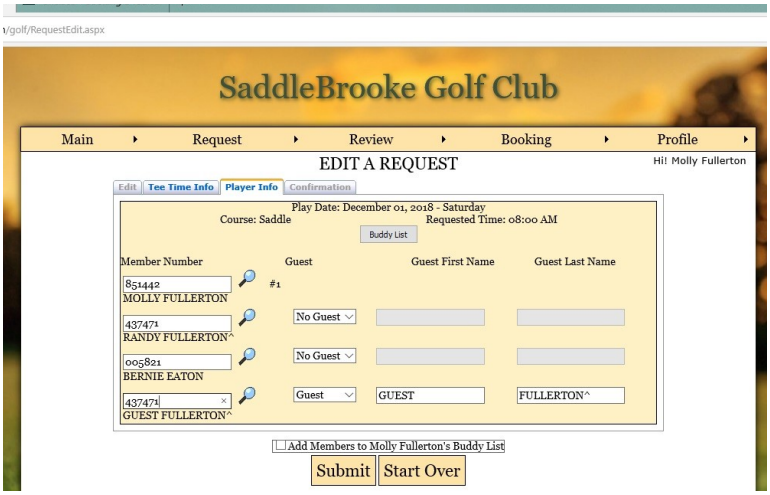
To Edit a Request

Request Tab > Edit a Request

Find the request you want to edit. Insert the Chelsea # and confirmation number.

You can then edit out players, change players, etc.





For a tee time within 5 days use the Booking > Add a Booking Tab

Select the Play Date

DON'T FILL ANYTHING ELSE OUT AS FAR AS COURSE SELECTION, ETC*

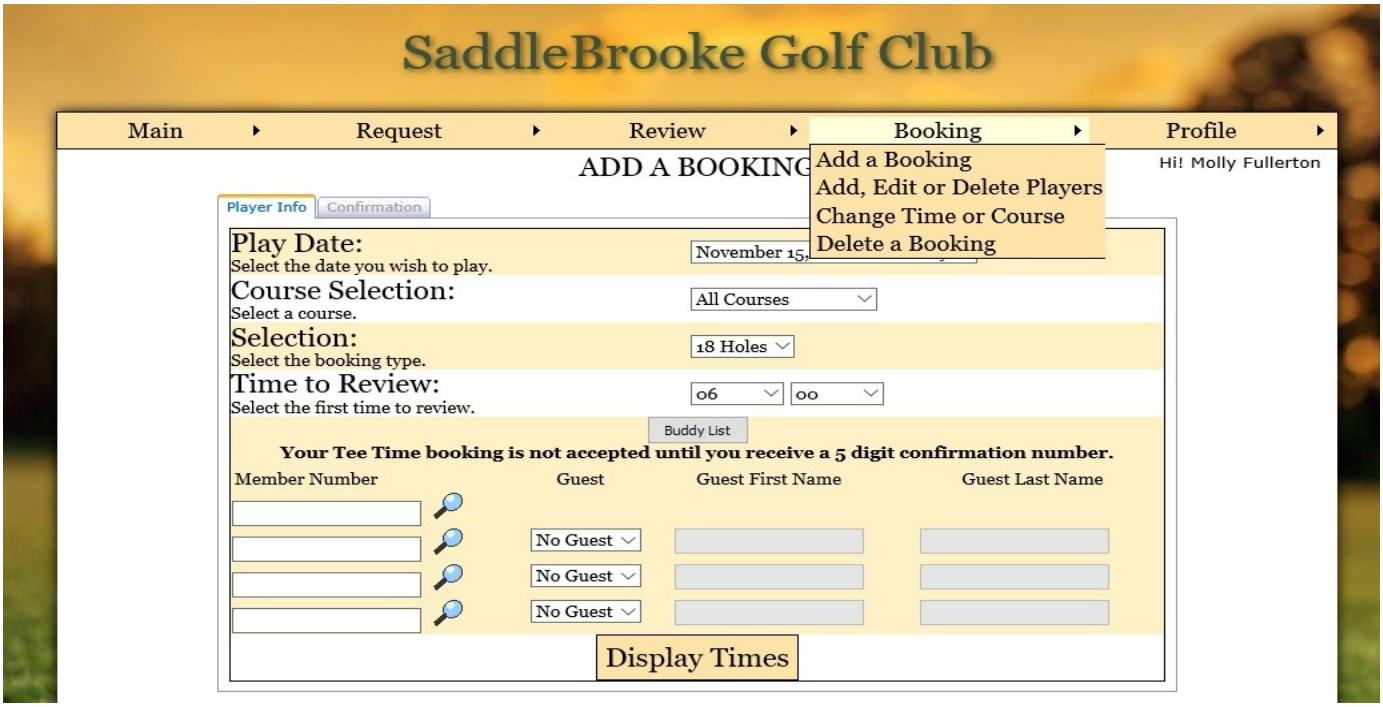
Go down to where it asks for Member Number

Insert your Chelsea number and the number of the remaining players

If you have guests, use the drop down arrow to the right for guests

Hit Display Times

(all available times will show up)

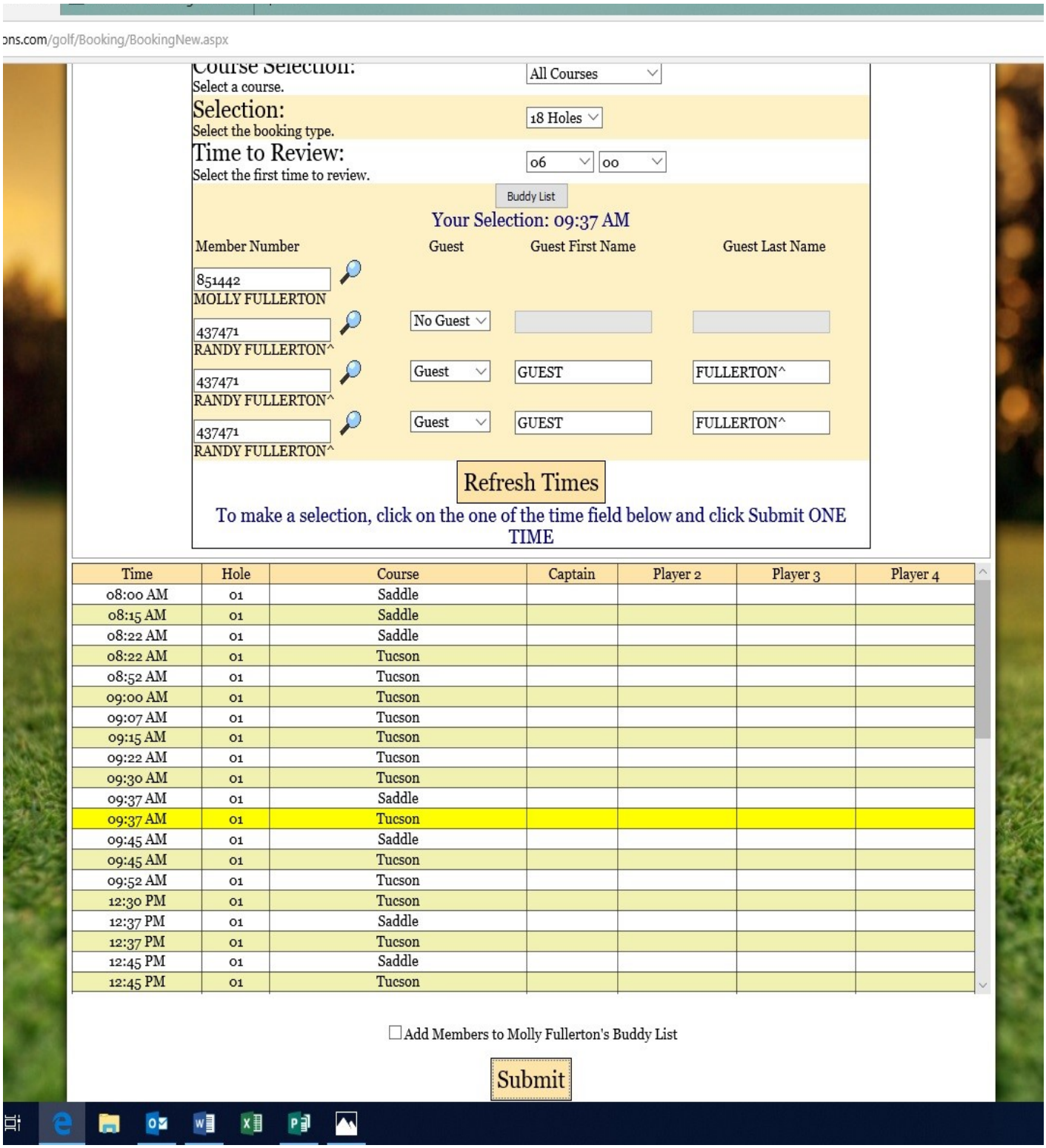


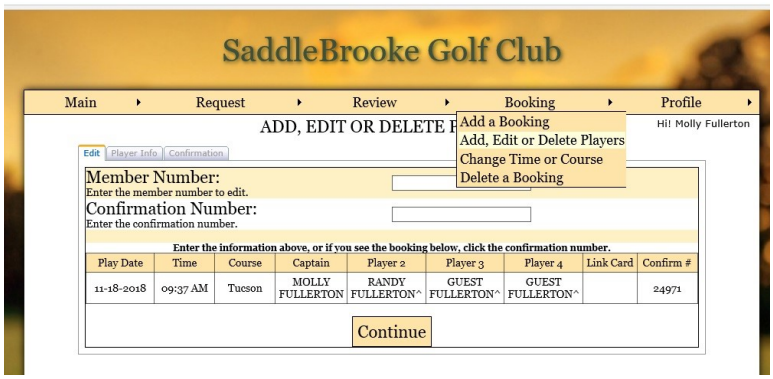
This shows all available tee times for the number of players indicated.

Select the time you would like by clicking with the cursor in the time slot (the entire line will turn yellow)

Scroll down to the Submit button and click on it.

You have now inserted your group into a tee sheet





To change the players in a booking

Booking Tab > Add, Edit, or Delete Players

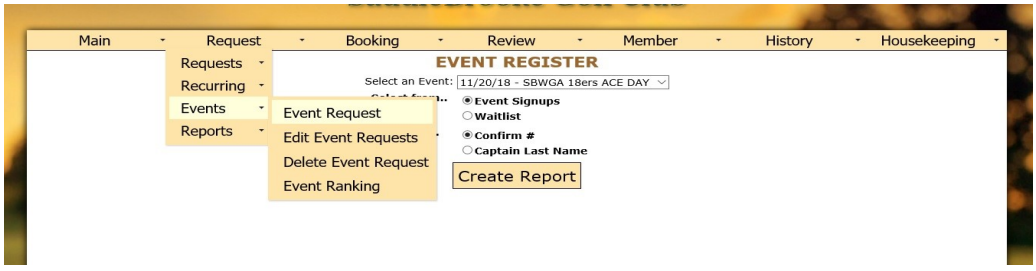
You can then use the A, E or D box next to a players name to accomplish the task you desire.

***Only use the Booking Tab > Delete Booking if you are trying to get rid of the entire tee time.

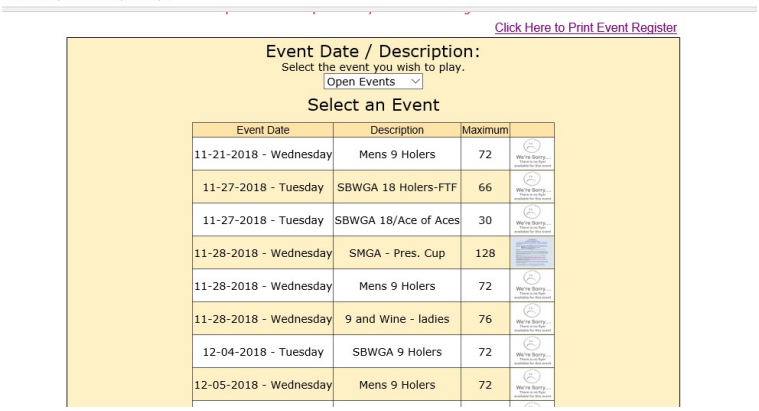


For all League Play (SMGA, SBWGA-18, Lady 9ers, Men's 9ers and 9 & Wine)

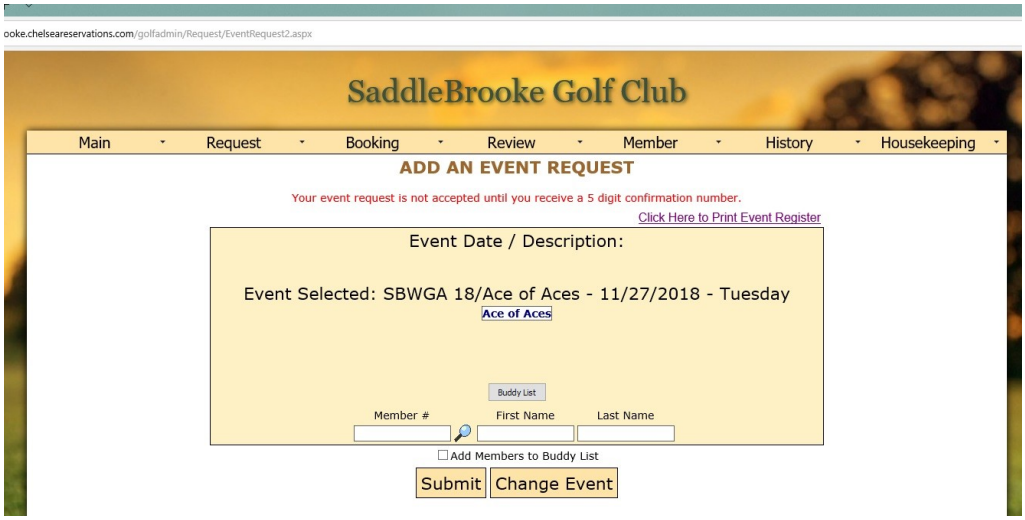
Use Request Tab > Event > Event Request



Select date and event you want to request from the screen that looks like what is below.



Insert your Chelsea number where it asks for Member #. It's a good idea to hit return so you see your name displayed. Then hit the Submit button and you will be submitted for the event you requested.



You can see any requests or bookings by going to the Review Tab > Review My Schedule (tee time bookings) or Review my Request (for future requests.

