

CHELSEA TEE TIME REQUEST & BOOKING INSTRUCTIONS

Requests: Made 4-10 days from date of play

Bookings: Made 3 days from day of play (after 10:00 a.m.)

TO MAKE REQUESTS:

1. Go to www.dennisgolf.com and click on **Tee Times**
2. Click **Tee times for Members**
 - a. Enter Member Number and Password
 - b. New Members enter Golf1234 and you will be asked to create a new password.
3. Scroll over Request, Click **Add Request**
 - a. Enter Date you want to play
 - b. Choose which course you would like to play
 - i. Highlands/Pines means you prefer to play Highlands, but will play the Pines if the Highlands is not available.
 - c. Enter the time you would like to play
 - i. Enter the earliest time you would like to play
 - ii. Enter the latest time you would like to play
 - d. Enter what preference is more important (time or course)
 - e. The system defaults to 18 holes play. To play early 'Back 9', select 9 Holes.
 - f. Enter the number of tee times (1-4 players means 1 tee time 5-8 players means 2, etc.)
 - g. Click player info
4. Player Information
 - a. If playing with fellow members enter your member number and their member number
 - b. If bringing a guest, click guest and enter their last name. No more than 2 guests can be added to a member time. (NOTE – members can book a 'guest' tee time with an equal or greater number of guests up to 7 days in advance without prepayment. Call the Highlands ProShop for assistance).
 - c. Click **Submit** and receive your confirmation of your request
5. Confirmation
 - a. You will receive your assigned tee time via email 3 days prior to day of play in the morning. If you are not placed on the tee sheet you will receive notification that you are in 'Overflow' (proceed to 'Make a Booking' to select an alternative time or course).

TO MAKE BOOKINGS:

1. Go to www.dennisgolf.com and click on **Tee Times**
2. Click **Tee times for Members**
 - a. Enter Member Number and Password
 - b. New Members enter Golf1234 and you will be asked to create a new password.
3. Scroll over booking, Click **Add a Booking**

- a. Enter which day you would like to play
 - b. Enter which course you would prefer or “All courses” if you have no preference
 - c. The system defaults to 18 holes play. To play early ‘Back 9’, select 9 Holes.
4. Player Information
- a. Enter your member number and any additional member numbers or guests that are playing with you. No more than 2 guests can be added to a member time. (NOTE – members can book a ‘guest’ tee time with an equal or greater number of guests up to 7 days in advance without prepayment. Call the Highlands ProShop for assistance.).
 - b. Click **Display Times**
5. Select a Time Slot
- a. A list of available tee times will open; select the time you want to book by clicking on the line which highlights the time in yellow. (NOTE – if booking a single tee time, you must select a time with that is partially filled by other golfers)
 - b. Click **Submit**
 - c. You will receive an email with your confirmation that you have received with your desired tee time.

*Note: Between April 1st and November 30th at 7:00 p.m. the night before play, any available non-member tee times will be open to members. Between December 1st – March 31st, at 4:00 p.m. the night before play, any available non-member tee times will be open to members.