

## CHELSEA TEE TIME REQUEST & BOOKING INSTRUCTIONS

*Are you planning a golf outing for a wedding, reunion or another group function? On Jan 1<sup>st</sup> each year we start booking group tee times for the entire season. Call the Highlands ProShop for details.*

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](http://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. Select the number of consecutive slots needed (1 for 1-4 players, 2 for 5-8 players, 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](http://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.

## **CHELSEA TEE TIME REQUEST & BOOKING INSTRUCTIONS (continued)**

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 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.

### **CHELSEA TEE TIME POINTS EXPLAINED**

As a member, you receive points each time you placed on the tee sheet and when you play. If you add a guest in a member time you also receive points each guest placed on the tee sheet and when they play. If you call the ProShop to book into a guest tee time with an equal or greater number of guests, you are not charged placement points, just day of play points.

REQUESTS: When making a request, Chelsea takes into consideration your points and your partners points from a rolling 30-day aggregate. What does this mean? The total number of points for you and your playing partners (requests and play – see below) determines whether your request for a tee time gets placed or put onto ‘overflow’ three days prior to day of play. Guests are assigned the same points as their sponsoring member to calculate the team’s total points. The more playing points your team has, the less chance you have of getting a tee time that may be requested by another team with less points. If you receive an ‘overflow’ email, login to the Chelsea after 10:00 a.m. to review and BOOK any remaining member tee times.

POINTS: Every member will receive the following Chelsea points:

Tee Sheet Placement 1 point  
Day of Play 1 point  
League Play 2 points

Guest of Member Placement 1 point  
Guest of Member Day of Play 1 point  
No Shows 2 points

CHANGES TO PLACEMENTS: We do not allow members to edit requests once they have been placed on the tee sheet. If you need to delete someone who has been placed, please call the Pro Shop and speak to a manager who can remove someone from the tee sheet.

If it is determined that the request system was used not in accordance with its intention to ensure a tee time for any member, as member may be assessed extra points/greens fees.