



# Chelsea Tee Time System Instructional Guide

## General Information

Chelsea is an automated tee time processing system accessible via the internet.

## Website

<http://univpark.chelseareservations.com/>

The System is available 24 hours a day, 7 days a week with the exception that it will be down from 12 - 4 am daily for processing. If you encounter any problems, try again later or contact the golf pro shop at 941-359-9999.

## Terminology

### **Tee Time Request-Full Members Only**

Requests can be placed from 5 to 10 days prior to the intended play date.

### **Tee Time Booking**

Bookings are available up to and including 1 - 4 days prior to the intended play date, Starting at 6:30am 4 days in advance.

## **Log In:**

Your Chelsea number needs to equal 7 digits; add a "1" on the end of your member # for men or a "2" for ladies. Place enough zeros in front of your member number to equal the 7 digits needed (i.e. Mr. Smith, member #5555 = Chelsea member # 0055551, Mrs. Jones member # is 44444 = Chelsea member # 0444442). For guests enter your Chelsea # again. Your initial password is set as Golf1234.

Choose from the following drop down menus:

### **Main:**

Club's Home Page  
Welcome  
Calendar  
Logout

### **Request: Full Members Only**

Add a Request  
Edit a Request  
Delete a Request

### **Review:**

My Information  
Friends Schedule  
Review a Tee Sheet

### **Booking:**

Add a Booking  
Add-Edit-or Delete Players  
Change Time or Course  
Delete a Booking

### **Profile:**

My Profile  
Buddy List

## **Helpful On-line Information:**

To look up other members Chelsea #'s use the magnifying glass while making requests or bookings.

Add other members into your Buddy List so that you don't have to look them up each time.

After making requests and/or bookings print or write down your confirmation number(s) so that if needed you can edit them at a later time.