

## CHELSEA LOTTERY RESERVATIONS AND TEE TIME BOOKING

### OVERVIEW – What is Chelsea?

The Chelsea Reservation Tee Time System is an internet-based system that is designed to distribute requested tee times in a fair, equitable and consistent manner. It will prioritize member requests and will ensure equal access for all members based on the club's rules.


### GETTING STARTED

- Members will be able to request or book tee times through a link on the club's website. To do so, please visit [www.babcocknationalgc.com](http://www.babcocknationalgc.com) and select 'Member & Tenant Tee Times'. The direct link to Chelsea is: <https://babcockgf.chelseareservations.com>
  - If logging in for the first time, your log-in information will look like this:  
Member #: 9999-000  
Password: Golfer1
  - Once you are logged in, please check your profile to ensure that your e-mail and contact information is correct.
- Chelsea Reservations is also available through an app that is available on iOS and Android devices. After downloading the Chelsea Reservations 2.0 app, you will be prompted to enter a 'Club Code'. The Club Code for Babcock National is: BAB100. Please note, that the app is a limited version of the web-based version of Chelsea.

### REQUESTING A LOTTERY TEE TIME

- Tee time requests will be accepted by the system 30 Days in Advance.
- The lottery window will close and Placement will occur 6 days prior to the day of play at 3:30am
- All requests between 6 to 30 days will go into the queue for that day's play. It is not a first come, first served system and tee times are not based on the date or time the request is made.
- Tee times may be linked together with up to six (6) foursomes per request.

### MAKING A REQUEST

- Under the Request Tab, select 'Add a Request'
- For Tee Time Info, please make sure all fields are filled out correctly before going over to Player Info.
  - If you are linking multiple tee times, please ensure that your requested window is large enough to accommodate all groups. We also recommend selecting 'Yes' to breaking a link to ensure that your groups will get placed.
- Under player info, please enter in all Member Numbers of those who will be playing. If you have created a buddy list, please select from that list accordingly.
  - If you do not know a Member Number, you can look them up by last name by using the Magnifying glass (  ).

- If you have a Guest, use the drop down box to add them in. Once you do so, you may enter their name.
- Once you are done entering in all information, click on Submit.

#### TO EDIT OR DELETE AN EXISTING LOTTERY REQUEST

- Editing:
  - Under the request tab, select 'Edit a Request'. From there, click on the Confirmation number of the request you wish to edit and make changes as necessary.
  - If editing a linked request, only the member(s) in the first request can make edits to the link
- Deleting:
  - Under the request tab, select 'Delete a Request'. From there, click on the confirmation number of the request to be deleted. You will confirm the deletion on the next screen.
  - If deleting any part of a linked request, the very last team must be deleted first before any other teams can be deleted.

#### AUTOMATED EMAILS

- Chelsea Reservations will automatically send emails to each player on a request for the following actions/results:
  - When a new request is submitted
  - When an existing request is modified
  - If the lottery system rewards the group with a tee time
  - If the lottery system doesn't reward the group with a tee time
  - When a recurring request is unable to submit an entry for a specific lottery

#### TEE SHEET PLACEMENT

- Each member will have a rolling point total (Play History) over the last 14 days.
- Tee Sheets are processed 6 days prior to the date of play at 3:30 AM
  - Sunday Tee Sheet > Processed previous Monday
  - Monday Tee Sheet > Processed previous Tuesday
  - Tuesday Tee Sheet > Processed previous Wednesday
  - Wednesday Tee Sheet > Processed previous Thursday
  - Thursday Tee Sheet > Processed previous Friday
  - Friday Tee Sheet > Processed previous Saturday
  - Saturday Tee Sheet > Processed previous Sunday

Once placement has occurred and the tee sheet has been established, email confirmations will be sent to each member (provided the email address has been added on your profile) with the assigned date, time and course information.

#### PLAY HISTORY, PLACEMENT, AND POINT ALLOCATION

- Points are based on the past 14 days for each player in the group. At the time of placement, the total number of points in the group is divided by the number of players in the group for an average team total.
  - Chelsea will favor groups with a lower average team total than those with a higher average team total.
- For lottery requests, Chelsea assigns one (1) point per player at the time of placement. For each Guest, Chelsea will assign an additional one (1) point to the hosting member.
- For Tee Time Bookings. Chelsea assigns a ½ point per player at the end of the day of play. This will include all League play and Events.
- For no-shows in violation of our 24-Hour Policy, a 1 point penalty will be assessed.
- Your own point total can be found under your profile. Points for other members can be found under your buddy list, once one is created.

#### UNFULFILLED TEE-TIMES

- When the tee sheet is processed for a day and there are more requests than available tee times, groups with higher play history point averages may not receive a tee time.
- After placement and prior to the day of play, it is the member's responsibility to continuously check the tee sheets for available tee times or recently opened tee times. The Chelsea reservation system does not automatically fill any unfulfilled requests

#### RESERVING A TEE TIME

- Once the tee sheet has been processed and tee times are placed, members are able to add themselves to any open tee times available six (6) days in advance on the tee sheet beginning at 12:15 PM. To do so, navigate to the 'Booking' Tab.
  - Ensure all information is filled out such as Play Date and player information.
  - Under 'Time to Review', select the earliest time that you would like to see. Chelsea will not show any tee times earlier than this selection.
- The only exception to this process is the current day of play. The golf shop must make all changes and additions to the current day's tee sheet.

#### MAKING CHANGES TO A BOOKING

- Once the tee sheet has been processed and you have received confirmation of your tee time, there are changes that can be made to the placed time. To do so, under the Booking tab, select 'Add, edit, or

delete players'. From there, select the confirmation number and edit as necessary. For any same day changes, please contact the Golf Shop.

#### CANCELLATION POLICY / NO-SHOWS

- Members are responsible for checking the Chelsea Reservation System for their tee times.
  - Members are also responsible for notifying the golf shop a minimum of 24 hours in advance with changes or to cancel a scheduled tee time.
- Failure to cancel a tee time within the 24 hour time period will result in charging of fees associated with the booked tee time.
- Further penalties up to and including the suspension of golf privileges may be assessed if it is found that a member is purposely falsifying tee time requests. See the club rules and regulations for policy on falsifying requests.
- There will be no charges for rain days or frost delays that result in play not taking place.

#### GUEST POLICY

- All guests are to be booked through the Chelsea Reservation System. Each request/tee time can contain up to 3 guests and must be associated with a Member.
- Each member with guest(s) will receive 1 Chelsea point per guest. The Member that the guest is assigned to will assume the additional point(s)
- Notice of cancellation must be given at least twenty-four hours prior to tee time. Anyone found not giving adequate notice of cancellation shall be subject to no show fees or their golfing privileges suspended.
- Unaccompanied guests will only be permitted with the approval the Director of Golf or Head Golf Professional
- Using guests to falsely fill a group or later replace with other members is strictly prohibited, and will be subject to certain offenses (see below).

#### FALSIFYING REQUESTS

The use of the Chelsea Reservation System is to promote fair and equitable play for all members at the Club. It is expected that no member should purposely use guests or anyone other than the intended players of their group. Should the golf shop staff find that any member is falsifying tee time requests in order to benefit themselves or their placement, they will be subject to the following procedure:

- FIRST OFFENSE: All members involved in the misuse will receive a warning as well as 2 additional penalty points.
- SECOND OFFENSE: All members involved in the misuse will receive a notice as well as have their Chelsea lottery privileges suspended for up to 30 days, with an additional 5 penalty points.
- Management will decide on any further disciplinary action.

### HOW TO VIEW A TEE SHEET

- Using the Review Tab, select 'Review a Tee Sheet'. From there, select the date you wish to review from the drop down list and click 'Display'.

### HOW TO CREATE A BUDDY LIST

The Buddy List gives members the ability to have quick access to other Member's Numbers, and be able to add them to requests and bookings with ease.

- Under the Profile Tab, select 'Buddy List' from the drop down menu.
- Search for other members to add to your buddy list by entering at least 2 letters of their last name. When you hit search, a list of member-names will appear on the right-hand side.
- To add a member to your Buddy List, click on the circled 'A' next to the member you wish to add from the list on the right. This will move them onto your list on the left side. To remove a member from your Buddy List, click in the circled 'D' next to the member you wish to remove from your buddy list. This will remove them from your list on the left side.
- Chelsea allows you to have up to four Buddy Lists. When you add a Member to a Buddy List, it will automatically add them to the first list. To add them to List #2, #3, or #4 you will select the corresponding number next to their name.