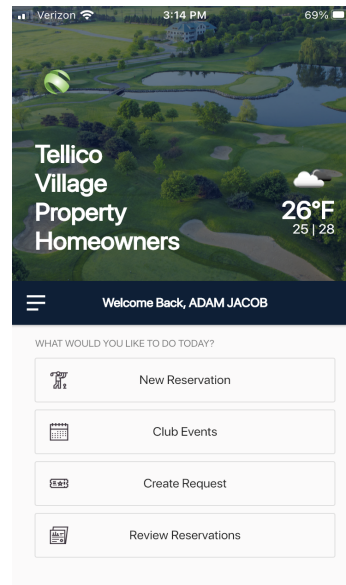
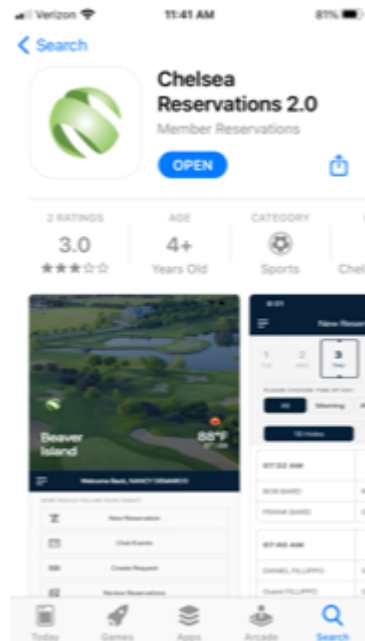




### Chelsea Internet Instructions

- Go to [www.tellicochelsea.com](http://www.tellicochelsea.com)
- Download the App – Chelsea Reservations 2.0
  - Club code – TELL101 (All caps)



- Phone # (865) 381-2139
- Chelsea Login Screen should appear asking for the following information
  - Member # - (POA number followed by a 1 with no dashes for men, 2 for women)
  - Password – (use Golfer1 the first time and then you will be able to change it later)
- Profile screen will appear allowing you to do the following
  - Change password from Golfer1 to whatever you like
  - Input your email address so that emails can be sent to you
  - Once complete please click on save changes to proceed
- At the top of the screen, you should see Main, Request, Review, Booking, and Profile. These options should always be at the top of the screen when you log on. They allow you to do the following
  - Main
    - Go back to the Tellicovillage.org website
    - Logout
    - Return to the welcome screen
  - Request (7 to 13 days in advance)
    - Add a request
      - Choose date, course selection, request time, earliest time, preference, Hole Selection and # of Tee Times. \* note # of tee times is not how many players, but actual tee times needed. \*

- Enter in players – you may enter names from buddy list, entering the POA numbers by hand or click the magnify glass and enter the players' last name.

Add a Request

Edit a Request

Delete a Request

Tee Time Info

Player Info

Confirmation

Play Date:

Select the date you wish to play.

Sat 01-May-2021

Course Selection:

Select a course sequence.

Kahite/Tanas/Toqua

Requested Time:

Select the preferred time.

Requested:

08

30

Earliest:

07

30

Preference:

Select which is more important, time or course.

Time

Hole Selection:

Select the number of holes.

18

# of Tee Times:

Enter the # of consecutive tee times desired.

1

Is this a priority request?

Place this request in the first ranking.

No

Player Information

- Edit a request (only during the 7-13-day window)
  - Add, remove, or change players, time, and course.
- Cancel a request (only during the 7-13-day window)
  - This will cancel the whole request. If you only need to change players or remove partial groupings go to Edit Request.
- Add an event request
  - Used to sign up for any of the leagues and special events

Add Event Request

Edit Event Request

Delete Event Request

Event Ranking

Your event request is not accepted until you receive a 5 digit confirmation number.

If the event is not displayed, contact a golf professional to be placed on the event standby register.

Click Here to Print Event Register

Event Date / Description:

Open Events

Select an Event

Select the event you wish to play.

Event Date	Description	Maximum	
4-27-2021 - Tuesday	LGA 18	108	
4-29-2021 - Thursday	Rainbow Linksters/MG	88	
4-29-2021 - Thursday	Mens Golf Event	108	
5-04-2021 - Tuesday	LGA 18	108	
5-04-2021 - Tuesday	LGA 9	108	
5-06-2021 - Thursday	Rainbow Linksters/MG	88	
5-06-2021 - Thursday	Mens Golf Event	108	

Add Event Request

Edit Event Request

Delete Event Request

Event Ranking

Your event request is not accepted until you receive a 5 digit confirmation number.

Click Here to Print Event Register

Event Date / Description:  
Event Selected: Mens Golf Event - 04/29/2021 - Thursday

Buddy List

Member #	First Name	Last Name	Tee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Add Members to Buddy List

Submit Change Event

- Cancel an event request
- Review
  - Review my schedule
    - This will show all upcoming tee times in the next six days.
  - Review a friend's schedule
  - Review a tee sheet
  - Review alpha report
    - Pick day and course, report will show all players in alphabetical order and their tee time.
  - Review my requests
    - Shows all upcoming requests (7-13 days out)
      - Golf Tee Times and Event Requests
- Booking (Up to six days in advance)
  - Add a booking
    - You can choose up to six days in advance.
    - You can make one tee time at a time
    - Pick your play date, course selection, selection and time, enter names and click display times.
    - All available tee times will show, choose your tee time.

Booking Admin

Processing

Handicap

Reports

Select Date  
04/25/2021

Holes:  
18

Course:  
All Courses

No Show Pts:  
1

Starting Time:  
07:00 am

Blank

Blank

Blank

Display Times

- Add or delete a player
- Cancel a booking
  - When canceling a booking this will cancel all players. If you just need to cancel one or two players, click delete a player.
- Profile
  - Make any necessary changes to your profile such as change your email address
  - Your email address must be correct to receive the emails from Chelsea so keep it up to date
- Buddy List
  - This feature helps members make tee times faster and easier.
  - Steps in creating a buddy list
    1. Main list (List #1) – add all players that you golf with.
    2. List # 2-4 can be created to whatever you like. Example: List #2 Monday Group, List #3 Wednesday Group, List #4 Friday Group.

- To add players in list #2-4, look at existing buddy list. You will see the letter D and numbers 2,3,4 next to the player's name. For your Monday Group, click all the #2 for each player and you will see next to that person's name, #2 changes from N to Y. When you make a Request for Monday, click Buddy List in the play info, select Monday and only the players on your Monday list will appear. Follow the same steps for List #3 and #4 if necessary.

## **Chelsea Questions and Answers**

Question 1. Does it matter what day or time to put in a request?

Answer: No, you can put a request in anytime during the 7-13-day window. It does not matter when, just as long as you make a request.

Question 2. Does Chelsea favor the frequent golfer?

Answer: Yes, the more you play the better the chance you have getting your tee time. Those that purchase the 12-month Annual Golf have the highest chance of receiving their tee times.

Question 3. What is my best way to get a tee time?

Answer:

- 1 – Choose all 3 courses
- 2 – Pick first time available
- 3 – Make time as preference over course
- 4 – Put all players names in system for lottery

Question 4. If I am a booking on the Chelsea tee sheet, am I charged a point?

Answer: No. Points are reward when Requests are made. When you wait for a day to be a booking, no points are awarded to the player.

Question 5. How does the system determine where my tee time request is placed?

Answer: Chelsea looks at group composition first and then at average play total. The system takes the average play total of the entire group. For example: Player 1 Points-0 Player 2 Points-3.1 Player 3 Points-2.7 Player 4 Points-0 This total = 5.8. 5.8 is then divided by 4 to give a total of 1.45. The system will put your group in priority order according to this total. Groups with lowest team average will be placed first by the system. When groups are linked together the system will figure an average taking into account the points of all members in the entire link.

Question 6. Am I charged points for participating in Member Events?

Answer: No, members participating in club events, such as Men's, Ladies', Couples, and other club sanctioned events will not be assessed any points to their play history.

Question 7. How do guests count in the system?

Answer: You are charged one point for each guest through Chelsea. When you sign up a guest, they will be placed under your Chelsea number. Each member may have up to three guests when making a tee time request.

Question 8. Are there penalty points for no shows or not cancelling in time?

Answer: Yes, members are responsible for checking the Chelsea Tee Time System for their tee times, if a situation arises where the member and /or guest cannot make their tee time; the member is responsible for notifying the Golf Shop 24 hours in advance of their starting time. A two-point penalty will be assessed in Chelsea.

Question 9. Will I receive a penalty point for cart path only?

Answer: No. No penalty points are awarded when it is cart path only, temperatures below 50 degrees or above 90 degrees.