

# User Guide to the Harvest Chelsea System

## Login

Member #: Your Member Number

Password: Golfer1

Upon logging in, please go to Profile Section (top right corner of page) and click on my profile.

This is where you will be required to change your password from the generic "Golfer1" password.

\*Password must be at least 6 characters & contain one capital letter, one small letter and a number\*

## Request (Ballot)

Requests can be made as early as 14 days in advance up to 8 days in advance for twosomes, threesomes, foursomes, or larger groups. Singles will be able to ballot but are given lowest priority.

Example: a request for May 14<sup>th</sup> could be made as early as May 1<sup>st</sup> and as late as May 6<sup>th</sup>.

May 7<sup>th</sup> the lottery will take place and the tee sheet will be created for May 14<sup>th</sup>.

**Add a Request-** Use this feature to make a tee time request(ballot).

- **Play date-** select date to make tee time request from drop down list.  
Only the dates available to make requests will be displayed.
- **Requested Time-** Select time you would prefer to play
  - Earliest time-** select time for the earliest you would play
  - Latest time-** select time for the latest you would play

\*Having a larger time window will give you a better opportunity to receive a tee time\*

**Groups-** If you are requesting for a group larger than 4 people, change the number of tee times desired.

**Break Link-** select no if you will only golf together (back-to-back tee times), select yes if you will still golf even if the system is unable to put you together.

\*Due to the expected high demand, booking groups by selecting "no" on break link will have a low percentage of success\*

**Player Info-** Enter group info by typing last name or member account numbers.

If booking in non-member guest- Change No Guest to Guest in drop down menu and type in Guest's First & Last Name

Click Submit to finalize your request.

**All members in your request will receive an email  
of the date and time, you requested.**

#### **Edit a Request (Ballot)**

Click "Edit Request"

- Enter member number and the request confirmation number.

This will bring up the request you would like to edit. From Here you can adjust the tee time info (date/time) and the player info (change of player or guest).

Then select Submit.

**Any member on the request can edit the request.**

#### **Delete a Request**

Click "Delete Request"

- Enter member number and the request confirmation number

Select Submit if you would like to DELETE Request

**Any member on the request can delete the request.**

**We recommend designating a captain for each group to take control of any modifications to the request.**

#### **Review**

Under the review section you can review the following:

- Your Schedule
- Your Requests
- Your Overflow (Waitlist)
- Your Play History

**Booking Within 7 days of Desired tee time (After Lottery/Ballot Placement as occurred)**

## **Add A Booking**

- Use this feature to make a confirmed tee time reservation.

**Player info-** Enter group info by typing last name or member account number.

If booking in non-member guest- change No Guest to Guest in drop down menu and type in Guest's First & Last Name

- Play Date- Select Date to make a tee time reservation for from the drop-down list. Only dates available to make reservations will be displayed.

## **Buddy List-** (Under Profile Tab)

The buddy list feature gives the member the ability to have quick access to their friends to be able to add them to requests and books with ease.

### **To Add Buddy**

- Enter at least 2 letters of the last name and click search. The system will display all matched names on the right panel.
- Click on the "A" to add buddies to your list (the left panel is your current buddy list)

### **To Delete Buddy**

- Click "D" next to buddy you wish to delete. The system will move them from the left panel to the right panel.

\*You can also automatically add to your buddy list during the Request and Booking process by checking the box next to the "add to my buddy list" message at the bottom of the page.

Hint- Add yourself to the buddy list and use the buddy list as a short cut when making a request and booking.