CHELSEA EXPLAINED

Thank you for being a member of Cranberry Valley Golf Course. We are proud to be recognized as one of the premiere public golf courses in the region. With that recognition comes the fact that demand for tee times can, at times, be greater than the supply.

The Chelsea lottery system is the fairest way to get you access to our golf course. Each year we have opened up more member tee times before placement to give you more chances to play.

How Chelsea determines the order of placement for tee times:

Member tee time requests can be made from 4-7 days out only.

- Members get 1 point if they request a tee time and get placed on the tee sheet by Chelsea before 2pm. Even if you later cancel or don't play, you still get the 1 point as your request used the lottery system.
- Members get a point if they walk in or call after placement and play any day before 2pm.
- **In 2019, members will get one point for a guest before 2pm. If guest doesn't show, an additional point will be added.**
    - o **Reason for a guest point is that one spot is taking the place of a member's availability to play in that time.**
    - o **At times, we found a guest was included in the tee time request and later cancelled after placement and replaced with a member**
- **A NO SHOW (on tee sheet and don't cancel) will receive an additional point.**

Points will stay with you for 14 consecutive days. On the 15th day, the point from Day 1 drops off. On the 16th day, the point from Day 2 drops off, etc.

A tee time request will add up all the players in the group and get the average per group (ie. a foursome has a total of 12 points – 3.0 average for the group. A threesome with 12 points – 4.0 average for the group).

	Points Player 1	Points Player 2	Points Player 3	Points Player 4	Total Points (Avg.)	Time Requested
Group A	6	6	6	6	24 (6.0)	7:00am
Group B	4	2	2		8 (2.67)	7:00am
Group C	6	2	2	1	11 (2.75)	7:00am
Group D	2	2	1	3	8 (2.0)	7:00am
Group E	1	1	1	6	9 (2.25)	7:00am

Group A is a foursome that plays three mornings a week

Group B is a threesome

Group C has a member that plays a lot with others who play once a week.

Group D plays 5 days a week, but most days they play at 2pm or later

Group E was a threesome. **Player 4** is a single who requested a tee time and got placed with this threesome.

Placement:

- Group D gets placed first as they have the lowest average points (2.0). They play golf most days, but they play after 2pm when you don't get a point.

- Group E gets placed second. They were in line for lowest average, but the single that was randomly placed with the threesome brought their average up to 2.25. (Note – This works the other way as well. A single might have 1 point, but get randomly placed with a group that has a lot of points).

- Group B, Group C and Group A will get placed on the tee sheet next based on the group's average points.

TO MAKE A TEE TIME REQUEST

1. Go to website: www.cranberryvalley.golf
2. Click Tee Time button in upper right of screen
3. Click member log in. Put in your member number and password
4. Hover mouse over request and click Add a Request
5. Choose day you want to request a tee time for
6. NEW FOR 2019 – Pick your requested time then choose the earliest time you want to play and latest time. The default earliest and latest times are the first and last of the day.
   - If you put no earlier than 6am and no later than 8:30am, your group will only be placed in that member tee time frame pending availability.
   - Note that this new feature can be very helpful for groups that only want to play after 2pm to avoid points or for those who have afternoon commitments and can only play in the morning.
   - **DO NOT RESTRICT YOURSELF TOO MUCH**. If you put in that you want no earlier than 8am and no later than 10am, there is a good chance you won't get a time if there are 40 requests for that day. If you request to play between 9am-10:30am and those times all fall into the non-member block, you won't get a time.

Add a Booking (1 to 3 days out):

- Once tee time placement has occurred, a member can log in and make a booking
- Note – the 3rd day out is made available to book after 10am (ie. Today is Thursday and placement for Sunday was just completed. At 10am today, the remaining Sunday member openings will be available under Add a Booking).
- Click on Add a Booking
- Choose day you want to book in the drop down menu
- Put in the member number of the players looking to play (between 1-4 players).
- Click the Display Times button. All available **MEMBER TIMES ONLY** will now show up in the window below.
- Click on an available time to highlight that row and click Submit.

Cancelling One or More Players from a Tee Time (HOW TO DELETE JUST YOURSELF)

- Go to edit a booking (the member number and the confirmation number is required).
- **To delete an existing player, click on the "D" next to that player.**
- To edit (change) an existing player in the reservation, click on the "E" to the left of the player's name.
- To add a player, click the "A" next to a blank field then enter the new player's information.
- When completed, click the "Submit" button. To cancel the changes made, click the "Start Over" button. The user has a maximum of five minutes to change this booking.

Delete a Booking (THIS DELETES EVERYONE IN THE GROUP)

- To delete a booking, the member number and the confirmation number is required. Once that is entered, the user will be required to confirm the deletion.
- Click "Submit" button to delete the reservation. The system will display the delete confirmation page with the delete confirmation number. The user has a maximum of five minutes to complete the deletion.
  Click the "Start Over" button not to delete this request.