Tee Time Reservation System

What is Chelsea:

- Chelsea is our tee time system that we use here at Lexington Country Club.
- It is designed to set up course tee times in a fair & consistent manner.

Play Points:

- Play points are incurred for each round played (1/2 pt. for 9 holes & 1 pt. for 18 holes) and will be issued to you at the end of the day you play.
- Members with guests will receive one point for each sponsored guest. These totals are added to the members point total.
- A tee time request will add up all the play points in the group and get the average per group (ie, if a foursome has a total of 12 points – 3.0 will be the average for the group).
- Chelsea will take every request and prioritize from lowest to highest average.
- The group with the lowest average will be placed first and go down the line until all groups are placed, or until there are no available member times left.
- Tee time requests are processed 4 days prior to the requested tee time. (ie, Tuesday tee time requests are processed Friday near the end of the business day. The play points used to determine tee times are from the prior 7 days of play.
- To ensure equity for all golf members, the act of placeholding is not permitted (frequent substitutions after the tee sheet is processed). Substitutions happen from time to time, but the golf pro shop monitors all tee time modifications. To ensure fairness for all members **any abuse of the Chelsea Tee Time system will not be tolerated.**

To Access Chelsea:

- Log on to lexnap.chelseareservations.com.
- To access Chelsea through our main website, go to lexingtoncountryclub.com and click on the Golf Tab which will take you to the drop-down menu and Click on Tee Times and it will take you to the Chelsea website.

Log In Information:

- For current users to log in enter your member # (Example:12341) and your password.
- **For "New members"** please stop by the golf shop to get a Chelsea profile set up. The first time you sign in your password will be Golf1234. Type your member # combined with the password and click "login golf". A profile box will appear. You might be prompted to change your password if you want to do so.

Tee Time Requests:

- Requests for tee times for Golf Village members can be made from 5-7 days in advance. (Tee sheets are processed 4 days prior to the play date. For example, on Monday, Friday's tee sheet is processed.
- Click on Request Tab.
- Highlight and click on Add a Request.
- Select (by using pull down prompts) play date, time, preference, 18- or 9-hole play, # of Tee Times (1-4 players equal one time) and (5 or more players require more times - linked).
- Select Player Information tab and enter all member numbers for each player playing starting with your number first. If you do not see a name associated with the member number, then this player doesn't have a Chelsea account set up, or it has been entered incorrectly.
- If you do not have the member number, you can select the search icon (looks like a magnifying glass) and enter the member name.
- To enter a Guest or a Resident who does not have a member number, click on the pull-down arrow and select Guest for each player in the group.
- To Edit or Delete a request, click on the appropriate drop-down menu, and enter the member number or confirmation number to make changes.

Tee Time Bookings

- Tee time Bookings can be made up to 4 days in advance.
- Day of Bookings must be made by calling the Golf Shop.
- To add a Booking click on the Booking Tab and then Click on Add a Booking.
- Select play date by using drop down menu.
- Select 18- or 9-hole play using pull down menu.
- Select time to Review by using pull down menu (leave on default time if you would like to search all times available).
- Enter member numbers for all players.
- Click on Display Times.
- Click on the time you would like to play (it will highlight in yellow) and then click on the Submit button on bottom of the page. A blue screen will appear with your confirmed tee time.

- To Edit, Delete, or make Changes to tee times that are within this 4-day window, click on the add, edit or delete players tab and then enter member number and confirmation number to make those changes.
- Click Submit once all changes have been made within each tee time when Editing, Deleting or Changing tee time confirmations. Note, if you are deleting ALL the players within the booking this must be done in the Delete a Booking Tab.
- To Delete a Booking, select this tab and then enter member number and confirmation number to make those changes.

Review Tab:

- Under the Review tab you can review all your tee time information (schedule, requests, overflow and play history).
- Review a friend's schedule.
- Review the Tee Sheets (This is a good tab to review before calling the golf shop or booking a tee time to see what tee times are available).
- Review Alphabetical tee time lists.

Profile Tab:

- Update/Edit password, E-mail address and contact information under this tab.
- Add members to your Buddy List (you can access your buddy list when managing your tee times throughout the system).