Chelsea Golf Tee Time/Coronado Tennis Court Reservation System
How to Use the Tee Time System

To use the Chelsea Golf Tee Time Reservation System, a Property Owner must register for this free service. You can obtain a Registration Form:

1. At all HSV Pro Shops.
2. In the Lobby or Golf Department of the POA Administration Building.
3. Online at www.hsvpoa.org
   - Select GOLF.
   - Choose Resident Golf.
   - Scroll down to Golf Registration Form.
   - Fill out the Registration Form and save a copy.
   - Print the Golf Registration Form.
   - Fax the Registration Form to 501.922.5027
   - E-mail the Registration Form to teetimes@hsvpoa.org
   - Mail your Registration Form to the Golf Department.
   - The address is 895 DeSoto Blvd., HSV, AR  71909

TO COMPLETE THE REGISTRATION FORM:
1. Enter your name and member number.
2. Enter your home telephone number or cell phone number.
3. Answer YES to: Are you a NEW USER to the Golf Tee Time/Coronado Tennis Court Reservation System.
4. Enter your email address.
5. Enter a password. If you have not set a password or have forgotten your password, please call the Central Tee Time office at 501-922-2858.

Once your Registration Form has been processed by the Golf Department, you will be able to use the Chelsea Golf Tee Time Reservation System.

TO USE THE CHELSEA GOLF TEE TIME RESERVATION SYSTEM:
1. Go to the HSV POA website: www.hsvpoa.org
2. Select GOLF
3. Scroll down and click on: Schedule a Tee Time
4. Enter your member number and password
5. Select: LOGIN GOLF

MAIN:
2. Course Conditions: current conditions available at 7:30 AM.
3. HSV POA Gate/Visitor Submission Form:  good at the East or West gate.
4. HSV Weather: current weather provided by the Weather Channel.
5. Welcome: the first page of Chelsea after you login.
TO MAKE A TEE TIME LOTTERY REQUEST:
1. Use the cursor to highlight LOTTERY
2. Scroll down and click on: Add a Lottery Request
3. Play Date: click the down arrow and select the date you wish to play
4. Course Selection: click the down arrow and select your course preference. When selecting Isabella, be sure to use the following sequence: Nina, Pinta, Santa Maria.
5. Course or Time Preference: decide what is more important time or course. Click the down arrow to select Time or Course.
6. Requested Time: select the exact time you wish to play
7. Earliest Time: select the earliest time you would play
8. Latest Time: select the latest time you would play
9. Enter the member number of all four players
10. The Chelsea System accepts four players at a time. You will have the ability to add additional players after the first request is accepted.
11. Select: Continue
12. Verify the courses, time and player names.
13. Select: Record Lottery Request
14. Record your Confirmation Number. You will need the Confirmation Number to make changes or cancel the tee time.
15. If adding more players: Click Here to Add Additional Players to this Request.
16. If you want to send an email to each player: Click Here to Send Emails

TO EDIT A TEE TIME LOTTERY REQUEST:
1. Use the cursor to highlight LOTTERY
2. Scroll down and click on: Edit a Lottery Request
3. Enter the Member Number and Confirmation Number of the tee time you want to edit.
4. Select Edit Lottery Request: you can change the Course Selection, the Time or the Player Information (member numbers).
5. Select: Continue
6. Verify the changes you made to the tee time.
7. Select: Click Here to Record Lottery Request
8. Record your Confirmation Number.
9. If you want to send an email to each player: Click Here to Send Emails

TO CANCEL A TEE TIME LOTTERY REQUEST:
1. Use the cursor to highlight LOTTERY
2. Scroll down and click on: Cancel a Lottery Request
3. Enter the Member Number and Confirmation Number of the tee time you want to cancel.
4. Choose: Cancel Lottery Request. (This will cancel all the players.)
5. Verify that this is the tee time you want to cancel.
6. Choose: Finalize Cancellation
7. If you want to send an email to each player: Click Here to Send Emails

TO REVIEW MY LOTTERY REQUESTS:
1. Use the cursor to highlight LOTTERY
2. Scroll down and click on: Review My Requests
3. This will allow you to view all your lottery requests and your league sign ups.
TO ADD A LEAGUE SIGN UP:
1. Use the cursor to highlight LEAGUE
2. Scroll down and click on: Add a League Sign Up
3. Click the down arrow and select the event you wish to play
4. Select: Continue
5. Verify the information
6. Select: Continue
7. Select: Finalize League Sign Up
8. Record your Confirmation Number. You may need the Confirmation Number to cancel your tee time.
9. If you want to send yourself an email: Click Here to Send Emails

TO CANCEL A LEAGUE SIGN UP:
1. Use the cursor and highlight LEAGUE
2. Scroll down and click on: Cancel a League Sign Up
3. Enter the player’s member number.
4. Enter the confirmation number of the event you wish to cancel.
5. Select: Cancel League Sign Up
6. Verify that this is the event you wish to cancel.
8. If you want to send yourself an email: Click Here to Send Emails

TO ADD A CURRENT TEE TIME REQUEST:
1. Use the cursor to highlight CURRENT
2. Scroll down and click on: Add a Current Tee Time
3. Play Date: click the down arrow and select the date you wish to play
4. Course Selection: click the down arrow and select the course you want to play
5. Captain Information:
   • Enter the Captain’s member number
6. Player 2 Information:
   • Enter Player 2’s member number.
   • If Player 2 is a guest, he will not have a member number
   • Enter the Captain’s member number in this space
   • You must also add the guest’s first and last name
7. Player 3 Information:
   • Enter Player 3’s member number.
   • If Player 3 is a guest, he will not have a member number
   • Enter the Captain’s member number in this space
   • You must also add the guest’s first and last name
8. Player 4 Information:
   • Enter Player 4’s member number.
   • If Player 4 is a guest, he will not have a member number
   • Enter the Captain’s member number in this space
   • You must also add the guest’s first and last name
9. Select: Continue
10. Current valid credit card information is required for booking a tee time with guests
    • Enter your credit card number
    • Select: MasterCard, Visa or Discover
    • Use the down arrow to enter the expiration month and year
    • Select: Continue
11. Verify the play date, the course, and player names
   - Choose an available tee time and click the “Select” box
   - Or, you can use the down arrow to select a different course and review tee times
12. Your Current Tee Time Request is not accepted until you record your request and receive a 5-digit confirmation number.
13. Record your Confirmation Number. You will need the Confirmation Number to make changes or cancel the tee time.
14. If you want to send an email to each player: Click Here to Send Emails

TO ADD, REPLACE OR DELETE A CURRENT TEE TIME PLAYER (MEMBER OR GUEST):

1. Use the cursor to highlight CURRENT
2. Scroll down and click on: Add, Replace or Delete a Player
   - Enter the player’s member number
   - Enter the confirmation number of the tee time you want to change
3. Select: Add a Player (Member)
   - Enter the member number of the player to be added.
   - Select: Not a Guest
   - To find a member number, click the magnifying glass. Enter the member’s last name and click Find Member
   - Click the “Select” box behind the member’s name
   - Click: Continue
   - Your Current Tee Time Request has been modified.
   - Verify the play date, course, time and players.

4. Select: Add a Player (Guest)
   - Enter your member number.
   - Select: Guest
   - Click: Continue
   - Enter your credit card number
   - Select: MasterCard, Visa or Discover
   - Enter expiration month and year
   - Click: Continue
   - Your Current Tee Time Request has been modified.
   - Verify the play date, course, time and players.

5. Select: Replace a Player (Member)
   - Select the player to be replaced.
   - Click To Enter New Member
   - Enter the member number of the player to be added.
   - Select: Not a Guest
   - To find a member number, click the magnifying glass. Enter the member’s last name and click Find Member
   - Click the “Select” box behind the member’s name
   - Click: Continue
   - Your Current Tee Time Request has been modified.
   - Verify the play date, course, time and players.
6. Select: Replace a Player (Guest)
   • Enter your member number.
   • Select: Guest
   • Click: Continue
   • Enter your credit card number
   • Select: MasterCard, Visa or Discover
   • Enter expiration month and year
   • Click: Continue
   • Your Current Tee Time Request has been modified.
   • Verify the play date, course, time and players.

7. Select: To Delete a Player
   • Select the player to be deleted.
   • Click: Continue
   • Your Current Tee Time Request has been modified.
   • Verify the play date, course, time and players.

TO CANCEL A CURRENT TEE TIME REQUEST:
1. Use the cursor to highlight CURRENT
2. Scroll down and click on: Cancel a Current Tee Time

   • Enter the player’s member number
   • Enter the confirmation number of the tee time you want to cancel
   • Click: Cancel Current Tee Time
   • Verify that this is the tee time you want to cancel.
   • Click: Finalize Cancellation
   • Your tee time has been cancelled. You will receive a 5-digit cancellation number.
   • If you want to send an email to each player: Click Here to Send Emails

TO MAKE AN ADVANCE TEE TIME: REMEMBER! An Advance Booking must have at least 1 non-resident member, non-resident family member or a guest.
1. Use the cursor to highlight ADVANCE
2. Scroll down and click on: Add an Advance Tee Time
3. Play Date: click the down arrow and select the date you wish to play
4. Course Selection: select the course you want to play
5. Captain Information:
   • Enter the Captain’s member number
6. Player 2 Information:
   • Enter Player 2’s member number.
   • If Player 2 is a guest, he will not have a member number
   • Enter the Captain’s member number in this space
   • You must also add the guest’s first and last name
7. Player 3 Information:
   • Enter Player 3’s member number.
   • If Player 3 is a guest, he will not have a member number
   • Enter the Captain’s member number in this space
   • You must also add the guest’s first and last name
8. Player 4 Information:
• Enter Player 4’s member number.
• If Player 4 is a guest, he will not have a member number
• Enter the Captain’s member number in this space
• You must also add the guest’s first and last name

9. Select: Continue

10. Current valid credit card information is required for booking a tee time with guests
   • Enter your credit card number
   • Select: MasterCard, Visa or Discover
   • Enter expiration month and year

11. Verify the play date, the course, and player names
    • Select one of the available tee times
    • Or, you can use the down arrow to select a different course to review tee times

12. Your Current Tee Time Request is not accepted until you record your request and receive a 5-digit confirmation number.

13. Record your Confirmation Number. You will need the Confirmation Number to make changes or cancel the tee time.

14. If you want to send an email to each player: Click Here to Send Emails

TO ADD, REPLACE OR DELETE AN ADVANCE TEE TIME PLAYER (MEMBER OR GUEST):

1. Use the cursor to highlight ADVANCE
2. Scroll down and click on: Add, Replace or Delete a Player
   • Enter the player’s member number
   • Enter the confirmation number of the Advance Tee Time you want to change

3. Select: Add a Player (Member)
   • Enter the member number of the player to be added.
   • Select: Not a Guest
   • To find a member number, click the magnifying glass. Enter the member’s last name and click Find Member
   • Click the “Select” box behind the member’s name
   • Click: Continue
   • Your Current Tee Time Request has been modified.
   • Verify the play date, course, time and players.

4. Select: Add a Player (Guest)
   • Enter your member number.
   • Select: Guest
   • Click: Continue
   • Enter your credit card number
   • Select: MasterCard, Visa or Discover
   • Enter expiration month and year
   • Click: Continue
   • Your Current Tee Time Request has been modified.
   • Verify the play date, course, time and players.

5. Select: Replace a Player (Member)
   • Select the player to be replaced.
   • Click To Enter New Member
   • Enter the member number of the player to be added.
• Select: Not a Guest
• To find a member number, click the magnifying glass. Enter the member’s last name and click Find Member
• Click the “Select” box behind the member’s name
• Click: Continue
• Your Current Tee Time Request has been modified.
• Verify the play date, course, time and players.

6. Select: Replace a Player (Guest)
• Enter your member number.
• Select: Guest
• Click: Continue
• Enter your credit card number
• Select: MasterCard, Visa or Discover
• Enter expiration month and year
• Click: Continue
• Your Current Tee Time Request has been modified.
• Verify the play date, course, time and players.

7. Select: To Delete a Player
• Select the player to be deleted.
• Click: Continue
• Your Current Tee Time Request has been modified.
• Verify the play date, course, time and players.

TO CANCEL AN ADVANCE TEE TIME REQUEST:
1. Use the cursor to highlight ADVANCE
2. Scroll down and click on: Cancel an Advance Tee Time
   • Enter the player’s member number
   • Enter the confirmation number of the Advance Tee Time you want to cancel
   • Click: Cancel Advance Tee Time
   • Verify that this is the tee time you want to cancel.
   • Click: Finalize Cancellation
   • Your tee time has been cancelled. You will receive a 5-digit cancellation number.
   • If you want to send an email to each player: Click Here to Send Emails

TO VIEW YOUR PROFILE:
1. Use the cursor to highlight PROFILE
2. Scroll down and click on: View Profile
3. Under Member Profile, you can change or update your Chelsea:
   • password
   • email address
   • email preference
   • gender
   • home telephone number (5019999999)
   • cell phone number (5019999999)
   • emergency contact name
   • emergency phone number
4. Choose: Save Changes
5. Member Profile also lists the number of your Advance Bookings remaining for the year.

TO REVIEW YOUR CURRENT RESERVATION SCHEDULE:
1. Use the cursor to highlight REVIEW
2. Scroll down and click on: Review All My Tee Times
3. To review all four players, choose: Select

TO REVIEW A CURRENT TEE SHEET:
1. Use the cursor to highlight REVIEW
2. Scroll down and click on: Review a Current Tee Sheet
   - Select a Date to review using the down arrow
   - Select a Course to Review
   - Choose: Display
   - If the entire day displays: M, it could mean the course is closed for maintenance. For more information, check the 2011 POA Interactive Calendar located on the first page you come to, after you log into Chelsea.

TO REVIEW MY CURRENT SCHEDULE:
1. Use the cursor to highlight REVIEW
2. Scroll down and click on: Review My Current Schedule
3. To review all the tee times linked to your tee time, click on Display Link.

TO REVIEW AN ADVANCE TEE SHEET:
1. Use the cursor to highlight REVIEW
2. Scroll down and click on: Review an Advanced Tee Sheet
3. Select a Date to Review using the down arrow
4. Choose a Course to Review
5. Click: Display
6. If the entire day displays: M, it could mean the course is closed for maintenance. For more information, check the 2011 POA Interactive Calendar located on the first page you come to, after you log into Chelsea.

TO REVIEW HISTORY:
1. Use the cursor to highlight REVIEW
2. Scroll down and click on: Review History
3. Use the down arrow to select the timeframe you want to review.
4. Click on: Display, to review your play dates, course, time, and check-in time

REVIEW A FRIENDS SCHEDULE:
1. Use the cursor to highlight REVIEW
2. Scroll down and click on: Review a Friend’s Schedule
3. Enter your friend’s member number.
4. Click: Display Schedule

DO YOU HAVE A QUESTION?
CALL THE TEE TIME DESK
501.922.2858
800.478.8846