

Using Chelsea Reservations' Online Tennis System:

****Quick initial thoughts: We are learning this system while you are, so pls bear with us! For your benefit, the most important elements are *highlighted in blue*****

1. Login:

- a. We will send the membership a list of member #s
 - i. **Remember your member #!**
- b. Go to saltaire.chelseareservations.com
 - i. **bookmark this page**
- c. Initial log on: Use your **three digit** member # from the excel sheet. **The default password is Tennis1**
- d. Go to "Member Profile" page. Change the password to a new one (minimum of six alphanumeric characters with at least one capital letter and one number). Enter a valid email address. Hit "save changes." Remember your password.
- e. In the event you forget your password, you can request the system to email your password.
- f. Upon the successful login, the member's name will appear in the upper right.
- g. Second-hour Same-Day Booking Login: Repeat steps 1a through 1f, but put a "1" in front of your three digit member # and in front of your newly created password (i.e. 123/ Tennis1 becomes 1123/1Tennis1.)

2. **Booking Features** → **Use this to sign up for open courts the same day, the next day, or the following on a first-come first-serve basis. (This feature is separate from the Lottery System which will be described below).**

- a. **Add a Booking:** Select the date to make a court time booking. Only dates available to make bookings will be displayed.
 - i. Member # - Enter the first player #, click on the magnifying glass to search the member list by last name, or click on "Buddy List" button. Repeat for each additional player.
NOTE – YOU NEED TO ADD YOURSELF TO EVERY RESERVATION. ADD YOURSELF TO YOUR BUDDY LIST TO MAKE IT EASY.
 - ii. When completed, click the "Display Time" button. The system will display all available court times. Click on the desired court time. Click the "Submit" button.
 - iii. The system will automatically transfer to the "Confirmation" tab displaying the court time information. You will get an email confirmation too.
- b. **Add, Edit or Delete Players:** The member # and the confirmation # is required. To edit (change) an existing player in the reservation, click on the "E" to the left of the player's name. To delete an existing player, click on the "D". 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.
- c. **Change Time:** To edit, the member # and the confirmation # is required. If court time needs to be changed, click "Display Times" to view available time choices. Select the time to change the booking to. Make a selection by clicking on the gold time field, and then click "Submit."
- d. **Delete a Booking:** 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.

- e. Add Second-Hour Same-Day Booking. Starting at 5am on the day you want to book a 2nd hour, you will need to log on using your **four digit** member number and the associated password (i.e. 1123/ 1Tennis1). Then repeat steps 2a through 2d using your players’ four digit member numbers.

3. Request Features → This is the lottery! The lottery takes place each night. But unlike in our prior in-person system, this lottery is done 3 days IN ADVANCE. In other words, for coveted Saturday courts, you need to have your reservation in the system by Wednesday at midnight. You are then notified of court placings on Thursday morning (2 days in advance). You can enter your lottery requests a few days in advance to stay organized.

- a. “Court Time Info:” This section is for basic information for the tennis time request.
 - i. **Play Date** – Select date from drop down. Dates available to make requests displayed.
 - ii. **Requested Time** – The member will select the requested time wanted. Times range from 8:00 am to 6:00 pm. **The member will also have the ability to select the earliest and latest time they are willing to play. The wider the range the better chance you have of getting a spot in the lottery.**
- b. “Player Info”. This section is for entering player information for the court time request.
 - i. **Member #** - Enter the captain’s (first player) number, click on the magnifying glass to search the member list by last name, or click on “Buddy List” button & select members you previously played with. Repeat for each additional player. If you’re bringing a guest, select from the guest drop down box then enter the guest’s first and last name.
 - ii. When completed, click the “Add Members to the Buddy List” box and click Submit. The system will add members to the logged in member’s buddy list and will automatically transfer to the third “Confirmation” tab displaying the request information. The system will issue a 5-digit request confirmation number and each member with a valid email address on file will receive a request confirmation email.
- c. Edit a Request
 - i. To edit an existing request, enter one of the members’ #s and the confirmation # of the request, then click continue. The display will be exactly like the “Add a Request” screen. The member will have the ability to change any info on the request. Click “Submit” once all information has been entered to confirm the edit. A confirmation screen will display the edited information including the original confirmation # and each member with a valid email address on file will receive an edit request confirmation email.
- d. Delete a Request
 - i. To delete an existing request, enter one of the member # and the confirmation # of the request, then click continue. Once that is entered, a confirmation screen will be displayed. The member will be required to confirm the deletion. Click “Submit” to confirm and receive the deletion number for future reference. Each member with a valid email address on file will receive a delete request confirmation email.

4. Main Screen Features:

- a. **Need An Opponent:** See who is available to play. To add/edit your information just click Edit.
- b. **Welcome:** This page displays information the club would like to communicate to members. This can include special event information or announcements.
- c. **Club Calendar:** Use the calendar to view information listed by the club for a particular date. This can include upcoming events or tournaments. From the calendar, a member can click on the date to make a court booking.
- d. **Logout:** Use this feature to log out of the system.

5. Review Features:

- a. **Review My Information:** This section displays the logged in member's information.
- b. **Review My Schedule:** This section displays the member's confirmed court time information. Each confirmed court time is on a separate line. The system will display the play date, court time, court number (Singles = 1, Fifth = 2, New = 3, West = 4, East = 5) and the player's names. The member will have the ability to download their court time information to Microsoft's Outlook by clicking on "Outlook" on the right side of the page
- c. **Review My Request:** This section displays the member's court time request information. Each request is on a separate line. The system will display the requested play date, requested court time, the requested players' names and the request confirmation number.
- d. **Review My Standby:** This section displays the member's court time request information that was not placed during the lottery process. Each standby request is on a separate line. The system will display the requested play date, the requested player's names and the reason the request was not placed.
- e. **Review My Play History:** This section displays the member's play history information. Each play date is on a separate line. The system will display the play date, court played, time, member play counts, guest play counts and history comments. Play history displays the actual number of plays.
- f. **Review Friends Schedule:** This section displays member's confirmed court time information. Each confirmed court time is on a separate line. The system will display the play date, court time, court number and the player's names. Enter the first few letters of the friend's last name and click search. The system will display all the matches. Click the select box of the friend you want to display the confirmed court time information for.
- g. **Review A Court Sheet:** This section displays the court sheet in real time. Select the date to review from the drop down box, select the facility (if multiple facilities) and click display.
- h. **Review Alpha Reports:** This section displays the alpha report in real time. Select the date to review from the drop down box and click display. The listing will be in alphabetical order by last name.

6. My Profile

- a. This section allows the logged in user to view or update personal information. The logged in user can change the password used to log into the system. The Email address can be changed or entered, along with the email preference: choose html (pictures will show), text (only text), or none (the player will not receive any emails). Contact and emergency information could be updated.
- b. **Buddy List:**
 - i. The buddy list feature gives the member the ability to have quick access to their friends' member numbers, and be able to add them to a booking with ease.
 - ii. To add buddies to your buddy list, 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)

- iii. To delete a buddy, click on the “D” next the buddy you wish to delete
- iv. You can also automatically add to your buddy list during the booking process by checking the box next to the “add to my buddy list” message at the bottom Hint: add yourself to buddy list & use the buddy list as a short cut when making booking