PebbleCreek Chelsea Automated Tee Time System

To Access Chelsea:
- Log on to www.pebble.chelseareservations.com.
- To access Chelsea through the PC HOA website go to www.pebblecreekhoa.org and click on the Golf Tab which will take you to the drop down menu and click on Tee Times and then click on Chelsea System.

Log In Information:
- For current users to log in enter your Chelsea # and your password.
- **For "new members"** please stop by one of the golf shops to get a Chelsea number. The first time you sign in your password will be 1234. Type 1234 into the password box and click "login golf". A profile box will appear. You must change your password and enter a valid e-mail address. You may fill the other boxes in as you wish. After doing this you can now log in with your new member number and new password.

- **Member Number: Password: **

Tee Time REQUESTS:
- Requests for tee times 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 sheets are processed.)
- Click on Request Tab
- Highlight and click on Add a Request
- Select (by using pull down prompts) play date, course selection, 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 in blue at bottom of screen or select player info tab in upper part of screen.
- Enter all Chelsea numbers for each player playing starting with your number first. If you do not see a name associated with the Chelsea number than this player doesn't have a Chelsea number or it has been entered incorrectly.
- To enter a Guest or a Resident who does not have a Chelsea 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 menus and enter member number and 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 the Course
- 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 Chelsea 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 Change Time or Courses select this tab and then enter member number and confirmation number to make those changes.
- To Delete a Booking click 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 of your tee time information (schedule, requests, overflow and play history).
- Review a friends 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 Chelsea members to your Buddy List (you can access your buddy list when managing your tee times throughout the system).