

THE EASY SHEET- TENNIS, PICKLEBALL, BOCCE

THE CHELSEA COURT RESERVATION SYSTEM

Obtaining a CAM card does not automatically enroll you into Chelsea. You must complete an enrollment sheet available at the Logo Bldg to be enrolled in Chelsea.

Individual accounts are required for Tennis, Pickleball and/or Bocce.

For more information about Tennis procedures not covered here please refer to the current Sun City Tennis Association webpage (www.sctatennis.com) and the Polices & Procedures Manual found under "Documents".

USING THE INTERNET TO MAKE A COURT BOOKING OR REQUEST

1. Open <http://hilthead.chelseareservations.com/> in your browser and click on either "Tennis Login", "Pickleball Login" or "Bocce Ball Login."
2. Enter your member number and password.
 - a. For Bocce, first time users put in *Bocce1* as your password.
 - b. For Tennis/Pickleball, first time users put in *Tennis1* as your password.
3. Click on the Login icon.
4. On the upper right go to Profile > My Profile. Here you can enter a personalized password and add/update other information. A valid email address is required to get Chelsea generated emails.
5. You can BOOK a court for today (if before 10 am) and the next 3 days. Here you can choose a specific court and time if available.
6. You can REQUEST a court for 5-7 days in advance.

Once you complete the profile, simply follow the prompts to make a court request.

Assuming the players in your request have logged on and entered their e-mail addresses, request confirmations and court assignments are e-mailed to you and your players.

Important Tip: Click on the magnifying glass on the "Player Information" tab to search for your players' member numbers.

The Chelsea System will only accept one request per player per day.

GLOSSARY

- REQUEST:** Your court time request is not a reservation. At the conclusion of your request you are given a confirmation number to allow you to edit your request. Please write this number down. Your request may be made 7 days ahead after 7 am every morning. **Note: Early requests do not give you a higher priority.**
- DRAW:** Chelsea processes requests at 10 am, four days before day of play. These are called bookings.
- CHANGES (edit/cancel/add):** May be made via the Chelsea system up until 7 am the day of play.
- BOOKINGS:** Confirmed REQUESTS.
- WALK-ON / ADD-ON:** If you did not make a request through Chelsea, you may inquire at the Logo Bldg. the day of play and take any available times. 705-4034
- OVERFLOW-LIST:** Overflow **means you do not have a booking.** We encourage you to set the broadest acceptable "earliest and latest" times when doing a Chelsea request. If you are placed on an overflow list you will receive an email informing you that you are on the waiting list. You may check either the booking sheets (use the "Review" tab) online or inquire at the Logo Building on the day of play to book any available times.
- PROFILE TAB:** Input in your email address and phone #.
- GUESTS:** If you have guests playing on their own, they cannot access Chelsea. Residents can make requests for their guests using the Chelsea System.

How to Add, Edit, or Delete Players in a Booking Using Chelsea Online

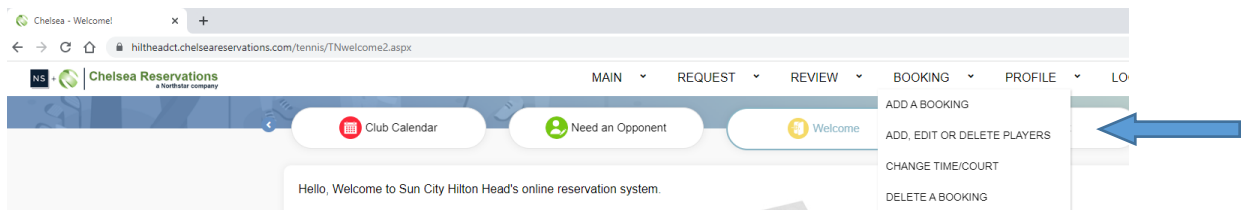
Do not delete your Confirmation Number until the day of play. You might need it. To delete an entire court, use "Delete Team". You can review court sheets at any time and change your profile as needed.

Background

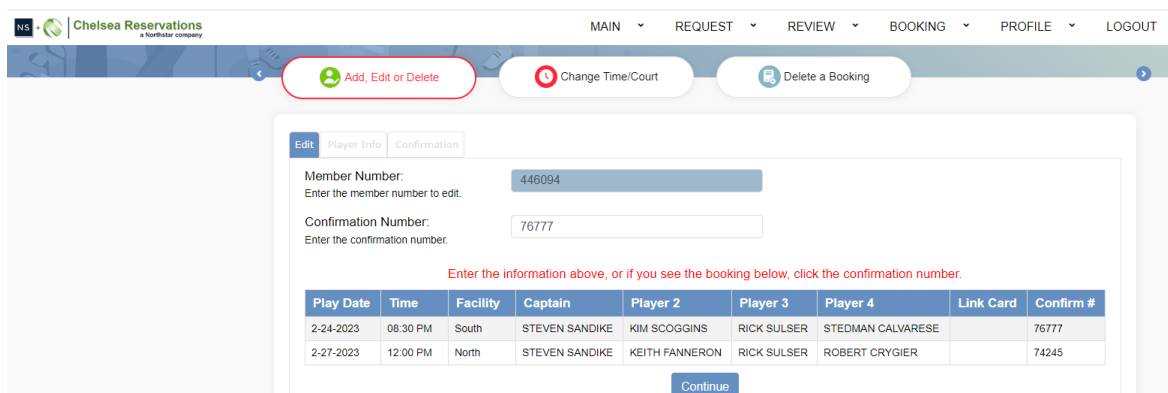
If you need to change players in your group, you should make every effort to do that before 7AM on the day of play. You must have the confirmation numbers that arrived via email when placement was run.

Procedure

1. Log onto Chelsea using your CAM number and password to enter the system.
2. From the Booking menu shown below, choose "Add, Edit, or Delete Players".



3. From this page, enter your CAM number (or the CAM number of one of the people on this particular reservation), and the confirmation number associated with the reservation you wish to change. Do NOT use a CAM number that is not involved in this court. You may also simply click the confirmation # near the bottom right. Click "Continue".



- To Add, Edit, or Delete players, choose the Player Info tab. Using one of the three buttons A, E, or D on the left of the CAM number field.

Play Date: February 24, 2023 - Friday Facility: South Booked Time: 08:30 PM [Buddy List](#)

You have a maximum of 5 minutes to complete changing this booking.

	Member Number	Guest	Guest First Name	Guest Last Name
A E D	446094 STEVEN SANDIKE	#1		
A E D	446472 KIM SCOGGINS	No Guest		
A E D	440320 RICK SULSER	No Guest		
A E D	441529 STEDMAN CALVARESE	No Guest		

Add Members to Steven Sandike's Buddy List

[Submit](#) [Start Over](#)

- For example, to edit a player in the 2nd spot, activate the field by clicking "E". Enter the member number of the player you wish to edit – or – Use the search feature by clicking the magnifying glass to the right of the field and entering the first few letters of the person's last name. You can also use your Buddy List. Click "Submit" when you are finished.

MAIN REQUEST REVIEW BOOKING PROFILE LOGOUT

[Add, Edit or Delete](#) [Change Time/Court](#) [Delete a Booking](#)

Edit **Player Info** Confirmation

Play Date: February 24, 2023 - Friday Facility: South Booked Time: 08:30 PM [Buddy List](#)

You have a maximum of 5 minutes to complete changing this booking.

	Member Number	Guest	Guest First Name	Guest Last Name
A E D	446094 STEVEN SANDIKE	#1		
A E D	889602 ROBERT CRYGIER	No Guest		
A E D	440320 RICK SULSER	No Guest		
A E D	441529 STEDMAN CALVARESE	No Guest		

Add Members to Steven Sandike's Buddy List

[Submit](#) [Start Over](#)

- To delete a player, press "D" beside the name and proceed as in the previous step, clicking "Submit" when finished.

Editing a Booking When You are NOT in Position One

Note:

You do NOT need to be the person in position #1 to edit the courts. You just need the confirmation numbers and the CAM number of the player in position 1.

If you are the leader of your booking and plan to be away, be sure to give the confirmation number and your CAM number to your teammates, in case changes need to be made.

- 1) Sign on, and go to Booking, Add, Edit, or Delete players, as described above.
- 2) Enter the confirmation number in the space provided. DO NOT CLICK THE CONFIRMATION ICON below it.
- 3) After entering the confirmation #, **enter the CAM # of the person in position 1.**
- 4) You won't need this person's password, just his/her CAM #.
- 5) Once these two items are entered, click E for editing the person(s) you want to modify, as described above.