Wednesday - Saturday Group Coordinator Guide

The Coordinator of the Wednesday/ Saturday Golf Group shall follow the following guidelines as closely as possible to make treatment of all players equal and consistent and to ensure that the group receives tee times that are acceptable to the majority or our members. A list of permissible games, a payout chart, and an explanation of ForeTees and its' operation are provided on our website for use by the Coordinator to manage all weekly games.

Prior to Play Date

I. ForeTees requests should be submitted at least 7 days prior to the play date. The player field should come from the monthly signup maintained on the group website. The Coordinator should place himself in the first group so he is available to collect and review scorecards as each group finishes play. (**NOTE:** ForeTees will accept requests up to 30 days in advance of the requested play day)

II. To make a tee time request from a Laptop or Desktop computer:
1. Go to the ForeTees website.
2. Your user name and password should(may) be entered automatically and you should arrive at the "Welcome Members!" screen
   A. Select "Tee Times" at the top of the screen then select "Make, Change, or View Tee Times" in the drop-down box that appears.
3. This will take you to a "Home / Make a Tee Time" screen
   A. Select the desired course and the date of play you are setting up.
4. You will now be presented a "Home / Select a Tee Time" screen that provides some "Instructions".
   A. Select the desired course and desired date for play. Any Special Events or Restrictions for that course on that date will appear automatically and should be taken into consideration as you make the request.
   B. On the same screen click "Lottery" in the "Time" column.
   C. A pop-up screen will appear titled "Lottery Registration Request". Select "Create New Request" in the pop-up box.
   D. Another pop-up box titled "Lottery Registration" will appear. Several selections must be made on this screen:
      1. Select the **Preferred** course for play.
      2. Select whether or not to "Try the other course if times not available?"
      3. Again verify the "Time and Tee Requested"
      4. Select the "Number of consecutive tee times you wish to request"
      5. Select the "Number of hours/minutes **before/after** this time you will accept". This

selection will determine whether might receive an earlier or later tee time. Both before and after time periods are variable and selectable.

      6. Select "Continue"

5. The screen will change again to "Home / Lottery Registration" and will show the requested date, time, and course.

    A. In the "Add or Remove Players" box select player names for each of the groups you are setting up from your "Partners" list (which you should have set up previously) which will appear on the right side of the screen. The Coordinator should place his name at the top of the first group.

    B. In the "Trans" column next to each player's name select "PRI" which indicates that each player has his own cart and does not wish to rent a cart (indicated by the "CRT" selection). **NOTE:** The "PRI" selection will eventually come up as a default.

    C. Do not make any entry in the "9 holes" boxes in the next column.

    D. Complete entry of all players into their assigned teams. In the case of twosomes or threesomes enter a Guest in the empty positions. This will serve as a placeholder.

    E. Do not make any entry in the **"REQUEST RECURRENCE"** box at the bottom of the screen!

    F. Click "Submit Request" at the bottom of the page to enter the request into the system.

    G. Your requested information has now been entered into the system.

    H. ForeTees will automatically generate e-mails to the Coordinator and all players whose names were submitted acknowledging the request and the details of the request. This will be followed up by another e-mail to the same people 5 days before the requested date giving the course assignment and tee time specifics. As with the Chelsea system automatic emails will be sent in the event of changes.

III.   Request Rationale

    1. The course requested will be the course assigned as long as it is available within the specified time constraints. ForeTees will automatically switch the request to the other course **IF** you told the system to try the other course based on the requested tee and the tee time range selected.

    2. It is desirable to alternate between courses; however, it is not necessary to alternate from week to week.

    3. The assigned tee time may be earlier than requested depending on **YOUR** earlier selection.

4. ForeTees determines the sequence of group requests based on the average minutes deviation between requested and assigned tee times for the last two weeks for each player (similar to the way Chelsea used points).
5. ForeTees will differentiate between Annuals / Play Card Holders / Residents when assigning the minute differentiation. An email will be sent to all golfers within the next week explaining how this will work.
6. If you have any recommended changes, please submit them to our group administrator in writing.