



Log in using your 5-digit
User ID and Password

UID: _____ & _____ (4 digit
member # plus a 1 digit)

PW: Golfer1

(Default password, please update after you
gains access)

New Member Reference Guide

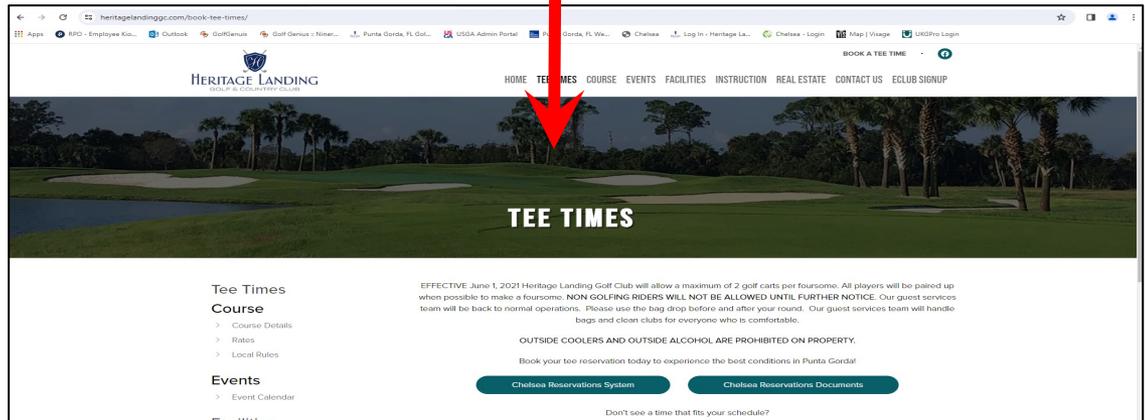
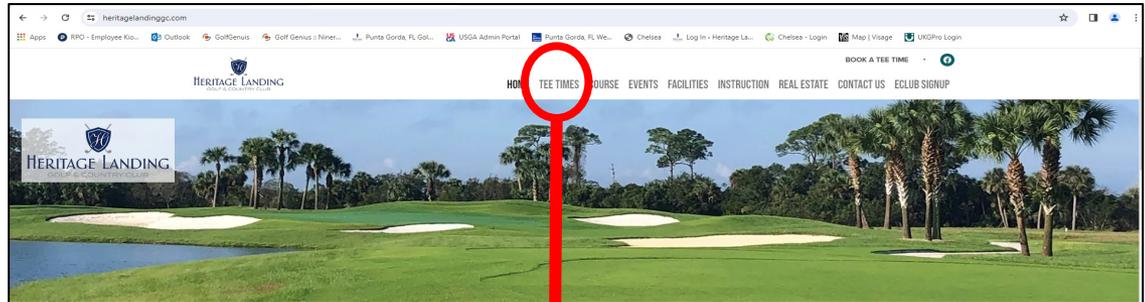
2024-2025

The Web Site: Heritagelandinggc.com

HeritageLandinggc.com

(emphasis, use GC, for golf club,
not CC.com for country club...)

1. **Click on Tee Times To**
access the Chelsea
reservations system tee
times page.



Logging Into The Chelsea System From Tee Times Page

- Select “Chelsea Reservation System” button to go to member log-on box (red arrow).
- Select “Chelsea Reservations Documents” button to see 9-page instructions for the Chelsea software, to include rules of engagement for point assignment (blue arrow)

HERITAGE LANDING GOLF & COUNTRY CLUB

BOOK A TEE TIME

HOME TEE TIMES COURSE EVENTS FACILITIES INSTRUCTION REAL ESTATE CONTACT US ECLUB SIGNUP

TEE TIMES

Tee Times

Course

- > Course Details
- > Rates
- > Local Rules

Events

- > Event Calendar

Facilities

EFFECTIVE June 1, 2021 Heritage Landing Golf Club will allow a maximum of 2 golf carts per foursome. All players will be paired up when possible to make a foursome. **NON GOLFING RIDERS WILL NOT BE ALLOWED UNTIL FURTHER NOTICE.** Our guest services team will be back to normal operations. Please use the bag drop before and after your round. Our guest services team will handle bags and clean clubs for everyone who is comfortable.

OUTSIDE COOLERS AND OUTSIDE ALCOHOL ARE PROHIBITED ON PROPERTY.

Book your tee reservation today to experience the best conditions in Punta Gorda!

Chelsea Reservations System

Chelsea Reservations Documents

Don't see a time that fits your schedule?

Heritage Landing Golf & CC

Member Login

Non Member Login

Using Chelsea's Internet Golf Reservation System

Login

The user can the golfer logs into the Internet Golf Reservation System, the member is the club assigned golfer number, the default password is (color). The golfer will automatically be transferred to the "Chelsea Profile" page. The golfer will be required to change the password from the default password to a secure password and enter a valid email address. At the very top (right) your password, you can request the system to email you your password from the login page.

The golfer can select alternative languages by selecting the desired language in the top right hand corner.

Upon the successful login, the golfer's name and ID number will appear in the upper left hand corner of the screen.

Main

Club's Homepage

Use the features to access the club's website.

Welcome

The page displays information the club would like to communicate to members. This can include special offer information, pictures or announcements.

Club Calendar

Use the calendar to view information listed by the club for a particular date. This can include sporting events or tournaments.

Logout

Use this feature to log out of the system.

- **Log in using your 5-digit User ID and Password**

- **UID:** _____ & _____

- (4 digit member # plus a 1 digit)

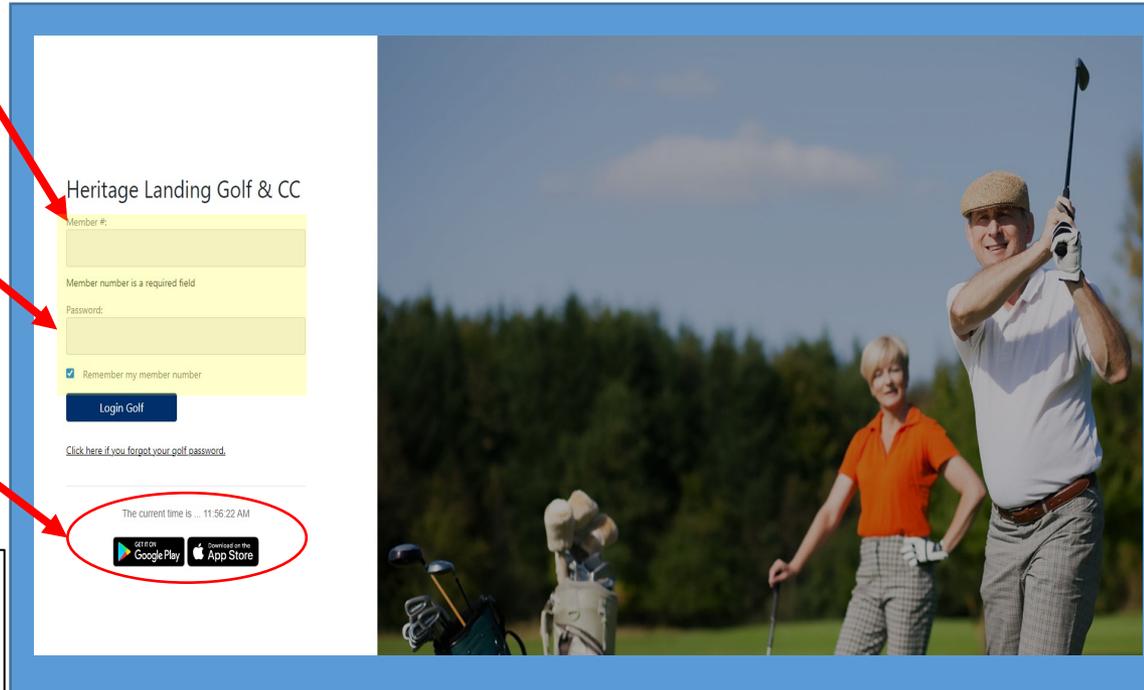
- **PW:** Golfer1

- (Default PW, please update after you gains access)

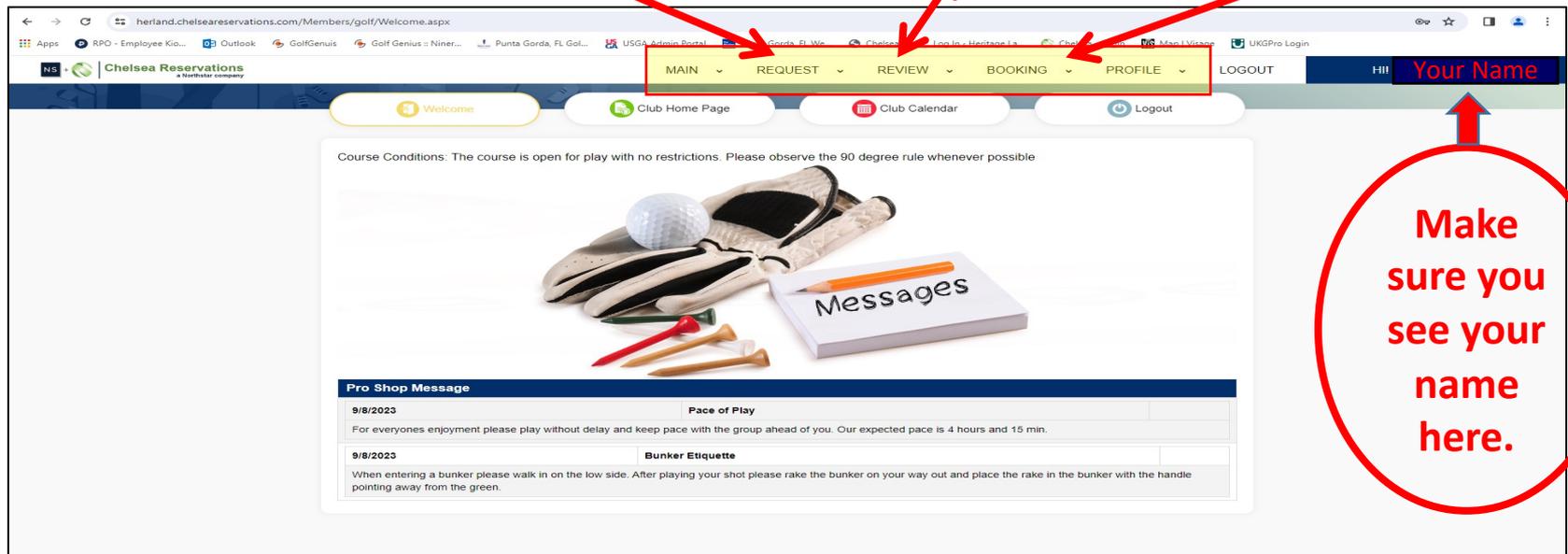
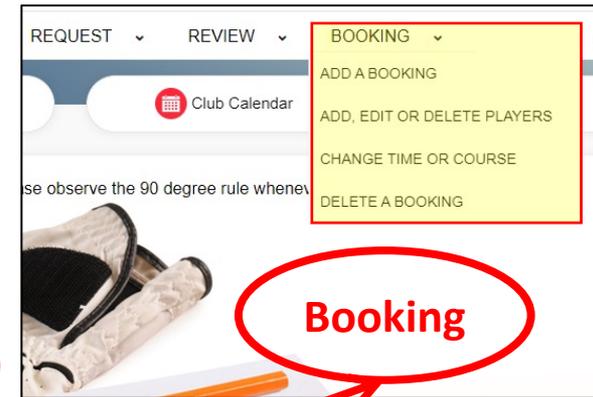
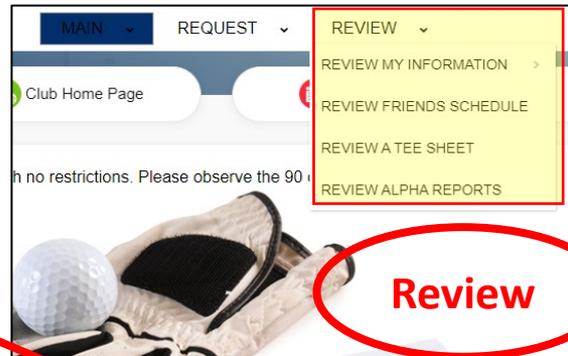
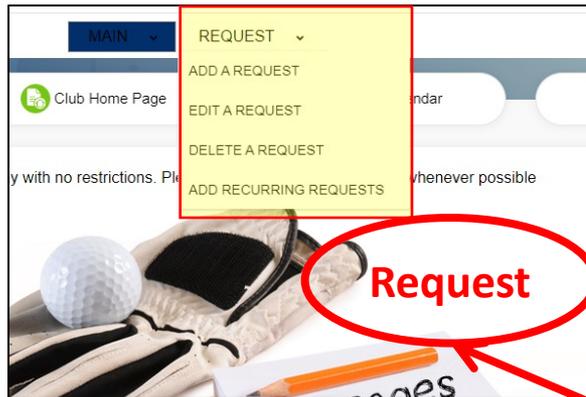
- Click “Login Golf”

Note: Chelsea App on Phone: Club Code **HERL100** (all caps)

This takes you to the Chelsea Welcome Page. Make sure you see your name in the upper right corner to verify you’re logged in under your UID #.



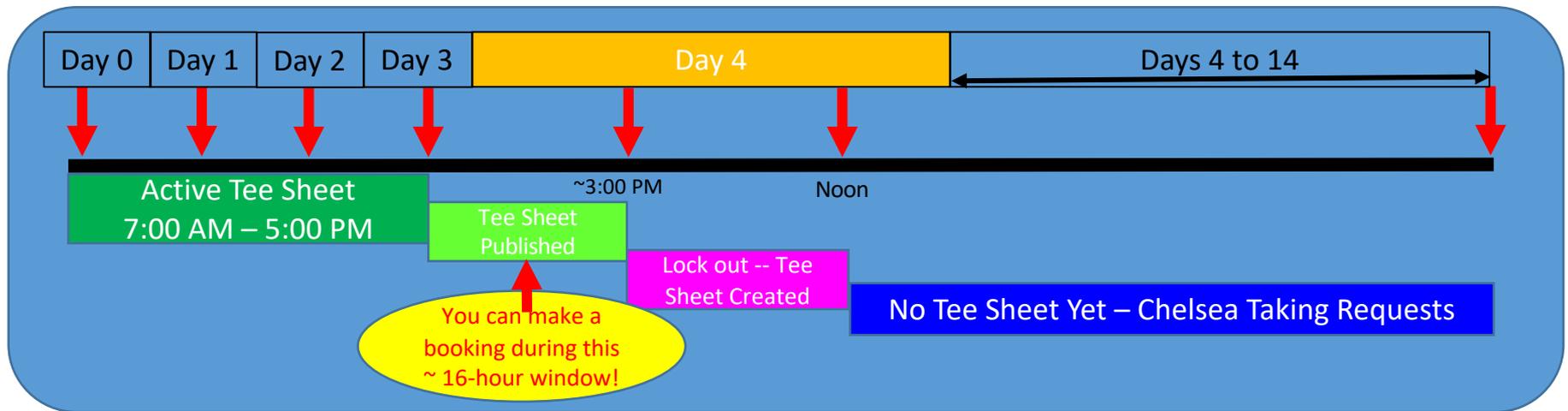
Chelsea Home Page – Three most important menu tabs



Tee Time Requests and Bookings On The Chelsea System

- Two types of actions:
 1. Longer term 4 to 14 days. These are “**requests**” to be placed or “booked” on a tee sheet when it is built
 2. Short term: Current day to 3 days ahead. These are “**bookings**”
- Tee sheets are created 4 days prior to play
 - Beyond 4 days no tee sheets exist, you must “*Request*” a placement when the tee sheet is created by Chelsea
- Chelsea locks out *requests* at noon 4 days before play to begin creating the tee sheet for 4 days in the future
 - At about 3:00 PM that day the tee sheet will be published
 - If your *request* is fulfilled you will receive an email confirming placement and the creation of your *booking*
 - If you do not receive an email it means your *request* was not placed and you were added to the day’s overflow list
 - The overflow list is a prioritized list of those player *requests* not fulfilled for whatever reason (too many points or small window)
 - After 4:00PM that day **you** can edit the tee sheet and go to the “*bookings*” tab & make a *booking* for any times unfilled opening on the newly created tee sheet
 - Pro shop staff cannot edit or make bookings on that tee sheet until the next morning...

Tee Sheet Timeline



Making a “Booking” (Short-Term)

Bookings are available only for day of play plus 3 days only!

1. Select “Booking” tab
2. Select “Add A Booking”
3. Select the Date of Play
4. Select 9 or 18 holes
5. Select the time you wish to play (remember you’re filling an opening you saw during your review)
6. Click on the magnifying glass to search
 1. Pick yourself first (person logged in)
 2. Repeat to add spouse if applicable
7. Change No Guest to Guest if adding guests
 1. Insert names at prompt
 2. Or search for other members
8. Display times to see other open times

Note: Guest points will be assigned the last member in the list

The screenshot shows the 'BOOKING' tab selected in the top navigation bar. A dropdown menu is open under 'BOOKING', with 'ADD A BOOKING' highlighted. The form fields are as follows:

- Play Date:** Tue 13-February-2024 (Callout 3)
- Course Selection:** Heritage
- Selection:** 18 Holes (Callout 4)
- Time to Review:** 06:00 (Callout 5)

A 'Buddy List' button is visible. Below the form, a message states: "Your Tee Time booking is not accepted until you receive a 5 digit confirmation number."

Member #	Guest	Guest First Name	Guest Last Name
[Redacted]	[Magnifying Glass]		
[Redacted]	No Guest		
[Redacted]	No Guest		
[Redacted]	No Guest		

A 'Display Times' button is at the bottom right (Callout 8). Red arrows point from callout 7 to the 'Guest' dropdowns and the 'Guest First Name' and 'Guest Last Name' input fields.

Making a “Request” (Long-Term)

Requests are used from 4 to 14 days in advance to ask for a booking when the tee sheet is built 4 days prior to play!

1. Select “Request” tab
2. Select “Add A Request”
3. Select “Tee Time Info” tab
4. Select Date
5. Build a “window”
 - a. Insert **preferred** time of play
 - b. Insert **earliest** time you’d accept
 - c. Insert the **latest** time you’d accept teeing of

Note: The wider your window, the better your chance of getting a tee-time

6. Select number of holes you’d like to play (9 or 18)
7. Select the number of tee times you’re requesting (multiple 4-player “rankings”)
8. Click player information and provide player info...

The screenshot shows a web application interface for making a request. The top navigation bar includes 'MAIN', 'REQUEST', 'BOOKING', 'REVIEW', 'MEMBER', 'HISTORY', 'HOUSEKEEPING', and 'LOGOUT'. The 'REQUEST' menu is open, showing options: 'REQUESTS' (with a sub-menu containing 'ADD REQUEST', 'EDIT REQUEST', 'DELETE REQUEST', and 'Request'), 'RECURRING', 'EVENTS', and 'REPORTS'. A yellow callout '1' points to the 'REQUEST' tab. A green callout '2' points to the 'ADD REQUEST' option. Below the menu, there is a 'Tee Time Info' tab selected, with other tabs for 'Player Info' and 'Confirmation'. A yellow callout '3' points to the 'Add a Request' button. The form fields are as follows: 'Play Date' (Sun 18-February-2024, callout '4'), 'Course Selection' (Heritage Landing), 'Requested Time' (Requested: 09:00, Earliest: 07:00, Latest: 04:57, callout '5'), 'Preference' (Time), 'Hole Selection' (18, callout '6'), '# of Tee Times' (1, callout '7'), and 'Is this a priority request?' (No). A green callout '8' points to the 'Player Information' button at the bottom right.

Making a “Request” – Player Info

Once the requested tee time information is loaded its time to insert player information

1. Ensure the “Player Info” tab is selected
2. Use magnifying glass to select the team captain (usually the person making this request).
 - a. Captain must be a member.
 - b. Select player 2, 3 and 4 as applicable with the magnifying glass to find a member, or...
3. Select the drop down for the “Guest-No Guest” column to change to Guest, and insert first/last names in the 3rd/4th columns
4. If you wish to remember these players for future rounds add them to your “**Buddy list**” by checking the box
5. When satisfied with the request, select “Submit”

Note: You will receive a confirmation number if successful. If your request window falls on a blocked time slot (typically for league play), you will be informed your request cannot be completed. Please modify your request window or cancel the request.

The screenshot shows the 'MAKE A REQUEST' interface. At the top, there are navigation tabs: MAIN, REQUEST (selected), BOOKING, REVIEW, MEMBER, HISTORY, HOUSEKEEPING, and LOGOUT. Below the navigation is a green header with the text 'MAKE A REQUEST'. Underneath are three buttons: 'Add a Request' (highlighted with a yellow box and a red circle with the number 1), 'Edit a Request', and 'Delete a Request'. The main content area has three tabs: 'Tee Time Info', 'Player Info' (selected), and 'Confirmation'. The 'Player Info' tab shows the following information: Play Date: Sun 18-February-2024, Course: Heritage Landing, Requested Time: 09:00 AM, and a 'Buddy List' button. Below this is a table with columns: Member #, Guest, Guest First Name, and Guest Last Name. The table has four rows: 'Captain's Name' (with a magnifying glass icon), 'First Guest or Member Name', 'Second Guest or Member Name', and 'Third Guest or Member Name'. Each of these rows has a dropdown menu for 'Guest' (currently set to 'No Guest') and input fields for 'Guest First Name' and 'Guest Last Name'. A red bracket groups the dropdowns and input fields of the first three rows, with a red circle containing the number 3. A red circle with the number 2 is placed to the left of the table, and a red circle with the number 4 is placed below the 'Add Members to ADMIN ADMIN's Buddy List' checkbox. At the bottom right, there is a green 'Submit' button with a checkmark and a red circle containing the number 5.

Member #	Guest	Guest First Name	Guest Last Name
Captain's Name			
First Guest or Member Name	No Guest		
Second Guest or Member Name	No Guest		
Third Guest or Member Name	No Guest		

Add Members to ADMIN ADMIN's Buddy List

Submit ✓

Editing and Canceling a Request

- In general, **changing REQUESTS** during the 10-day request window works better if done from a PC rather than a mobile device.
- Changes can be made to requests at any time during the 10-day request window, no points assigned yet.

1. Use the **EDIT A Request** or
2. **Delete A Request** Button
3. Select the date you wish to change
4. Select the tee time entry you wish to change

The screenshots illustrate the steps for editing and deleting a request on a golf course website. The interface includes a navigation menu (MAIN, REQUEST, BOOKING, REVIEW, MEMBER, HISTORY, HOUSEKEEPING, LOGOUT) and a 'MAKE A REQUEST' section with buttons for 'Add a Request', 'Edit a Request', and 'Delete a Request'. The 'EDIT A REQUEST' section shows a form with fields for 'Member Number', 'Play Date', 'Time', 'Course', and 'Captain'. The 'DELETE A REQUEST' section shows a form with fields for 'Member Number' and 'Play Date'. The 'DELETE A REQUEST' section also includes a table with columns for 'Play Date', 'Time', 'Course', 'Captain', 'Player 2', 'Player 3', 'Player 4', 'Link Card', and 'Confirm #'. Red arrows and yellow circles with numbers 1-4 indicate the steps: 1. Click 'Edit a Request' or 'Delete a Request' button. 2. Click the 'Delete a Request' button. 3. Select the date to review. 4. Select the tee time entry to change.

Play Date	Time	Course	Captain	Player 2	Player 3	Player 4	Link Card	Confirm #
3-09-2024	03:06 pm	Heritage Landing						20902
3-09-2024	09:00 am	Heritage Landing						21505
3-09-2024	09:00 am	Heritage Landing						22297
3-09-2024	09:30 AM	Heritage Landing						26394
3-09-2024	09:00 AM	Heritage Landing						26430

Reviewing Active Tee Sheets

To see Active Tee Sheets

1. Select "Review" tab
2. Select "Review A Tee Sheet"
3. Select the Date
 - a. Tee Sheets are only visible for the day of play plus 3 days
4. Scroll down on right pull down to see times of interest
5. Note in this example there is one opening for a single play to add at 8:07
 - a. **To place yourself on the tee sheet. Click on Bookings above and select "Add a Booking"**

1

2

3

4

5

Change Display

Tee Sheet for Wed 14-February-2024

07:00 AM	Heritage	01	ERIC ESTEY - 18	DANIEL RITTENHOUSE - 18	LARRY DRISCOLN #50 - 18	MARVIN MCDANIEL - 18
07:09 AM	Heritage	01	JAMES MILLER - 18	REX SHREVE - 18	JOHN RENNER - 18	DANNY FELTROP - 18
07:18 AM	Heritage	01	PATRICK CARLTON - 18	DANIEL BALMERT - 18	JAMES PLATTEN - 18	TOM SPATARO - 18
07:27 AM	Heritage	01	KEN BARTON - 18	TOM KRUPIARZ - 18	BRUCE LOWREY - 18	BARRY ROOT - 18
07:36 AM	Heritage	01	BILL DENSMORE - 18	BILL BOOKER #55 - 18	KEVIN CHMIELOWIEC - 18	CHRIS BRADY - 18
07:45 AM	Heritage	01	TIM(JAMES) DAVIS - 18	JOHN FILKINS - 18	RODNEY CHANCEY - 18	JOHN MCCREA II - 18
07:49 AM	Heritage	10	JOAN SAVIDGE #102 - 9	DONNA JAMIESON #94 - 9	COLLEEN HAMM - 9	JULIE WALKER - 9
07:54 AM	Heritage	01	DAVID BRUNO - 18	GREG MELLON - 18	TED KRAMER - 18	MICHAEL LEACH - 18
07:58 AM	Heritage	10	CATHY EVANS #81 - 9	CHRISTINE WAGNER #2 - 9	CATHY EVANS #81 - 9	CHRISTINE WAGNER #2 - 9
08:03 AM	Heritage	01	ROBERT DUNKEL - 18	BRUCE HUNTLEY - 18	GREG MCMAINS - 18	JACK CONROY #60 - 18
08:07 AM	Heritage	10	JOE GUAGLIANO JR. - 9	DALE GUAGLIANO - 9	Guest GUAGLIANO	
08:12 AM	Heritage	01	RICK DEHLINGER #77 - 18	SCOTT WOOD - 18	GREG YARBROUGH - 18	SCOTT JAMIESON #93 - 18
08:16 AM	Heritage	10	KELLY KOEHLER - 9	LARCA LUDFORS - 9	CHERYL SCHWARTZ #35 - 9	BARBARA FONTAINE - 9

Tee Sheet Blackouts - Leagues

- **League play is blocked from Chelsea requests**
 - Ladies' League: Tues AM 8-11ish
 - Men's League: Wed AM, 7AM - 1:30PM
 - Men's 9-hole League: Wed PM, 1:00 – 3:00PM
 - Ladies' 9-hole League: Tues PM 1-2ish,
 - Couples' Social League: Sundays 10-noonish Open to **members** only
- **To join leagues**
 - You will need an established handicap (GHIN #)
 - Please email the Pro rclark@theiconteam.com with your desires and you GHIN number or email for you handicap