

# How well do you know Chelsea?

When you request your court time, it is just a “request”. Courts are assigned 3 days prior to play. Chelsea places all requests in a pool. It will then assign randomly your Court and Time. Only then is considered a “Booking”. So, if we have 15 groups requesting at 9 AM, on Hard Courts, only 10 groups will be booked. It will then take the other 5 groups and place them at 7:30 am, 10:30 am or in Overflow.

**Overflow:** Front Desk Group will review Overflow Report then manually will place a Group in any available Open Court, @7:30, 10:30 or 12.

## Did you know you can review your schedule and a friend schedule “see below steps”

### **Review your schedule:**

Follow tabs: “Click on Review My Information” it will bring up-your upcoming Tennis Time and Court.

### **Review friend schedule:**

Follow tabs: Click on “Review Friend’s Schedule”. Type the first 2 letters of their last name then search. Click on name it will show you time and court.

### Requesting court time:

Player information Tab- If you don’t know your friend’s number, hit magnify glass-type the first 2 letters of last name, a list will appear-choose your friend.

### Did you know you have a Buddy List?

Player information Tab- Once you choose the list of players-before hitting Submit, check the box that says Buddy list, all the players names will be added to your Buddy List. So the next time you are setting up court time and you are on Player List, click on Buddy List and then check off the names for your group.

### Problem setting up players:

If you receive one of the following messages:

**A:** - Sorry. We are unable to accept member since this is a duplicate request – this means they are already booked for that day, at another time. After the booking comes out (3 days prior to play), you can call the Fitness Center **Front Desk 480-802-6853** and request that they add the player in.

**B:** - Sorry. This member is not active and cannot make this request. Member has not paid their tennis dues. They need to renew.

Remember: If you can’t get a person in, you can always add them as a guest.