

# Colonial Country Club Tee Time Reservations

## *Member Instructions*

February 15, 2008

### **1) Introduction**

These instructions describe the rules and processes for reserving tee times at Colonial CC. In general, Golf Village members have first priority for tee times, and then Lake Village members, and then the public. The process for reserving tee times for regular play, weekly events, and special events is described below. If you have any questions, please feel free to contact the Pro Shop for help.

Golf Village members can reserve tee times for regular play and weekly events using an on-line system called **EZLinks** which includes a lottery system which is intended to equitably allocate tee times among members. Using the lottery gives you the best chance of getting a tee time, but you can also book tee times directly using EZLink or by calling or visiting the Pro Shop.

Lake Village members can reserve tee times by calling or visiting the Pro Shop.

The Pro Shop can be contacted at (239) 768-2825 between 7:00am and 6:00pm.

### **2) Tee Times for Regular Play**

- a) Golf Village members can request and/or book tee times from 7 days in advance; Lake Village members can book tee times from 3 days in advance; and the public can book tee times from 2 days in advance.
- b) Golf Village members can submit a tee time request from 7 days in advance through 5 days in advance. The lottery is run late the night of the 5<sup>th</sup> day in advance, and results are available by 2:00 am of the 4<sup>th</sup> day in advance.
- c) On the 4<sup>th</sup> day in advance, Golf Village members can book tee times directly either on-line or by calling or visiting the Pro Shop (remember that tee times may be very limited after the lottery).
- d) From 3 days in advance, Golf Village members and Lake Village members can book tee times directly either on-line (Golf Village only) or by calling or visiting the Pro Shop.
- e) From 2 days in advance, the public can make tee times by calling or visiting the Pro Shop.

### **3) Weekly (Blocked Tee Time) Events**

- a) Certain events such as Men's Day, Ladies' Day, Couples Day, and the Saturday Blitz use blocked tee times, and you should select the event when you make your tee time request or booking.

- b) PLEASE NOTE that for most of the events you must have a USGA handicap to participate. If you do not have a USGA handicap, please do not register for these events.
- c) For these events, Golf Village members must submit your request by 11:45 pm of the 5<sup>th</sup> day in advance; you must select the event rather than regular play tee times for that day.
- d) The lottery for the event is run the night of the 5<sup>th</sup> day in advance, and results are available after 2:00 am on the 4<sup>th</sup> day in advance.
- e) Following the lottery, Golf Village members can book tee times for special events if there are open slots within foursomes for the event.
- f) For some selected events, Lake Village owners can book tee times directly if there are open slots within foursomes for the event.

#### **4) Special Events**

- a) From time to time, there are a number of special competitive events that require advance sign-ups. These events include a variety of tournaments such as Member-Member, Member-Guest, and Club Championships.
- b) PLEASE NOTE that you must have a USGA handicap for these events.
- c) Members are required to sign-up in advance in the Pro Shop for these events, and tee time assignments are handled by the staff.

## Using EZLinks (Golf Village Members Only)

The EZLinks system provides on-line tee time requests and booking, and a lottery to equitably allocate tee times among and between Golf Village members. If you do not have Internet access, phone support is provided.

### 1) Logging into EZLinks

- a) Go to <http://www.colonialgolfclub.com>
- b) Log-in to the system using your user name and password.
  - i) Your user name is the ID Number on your CCC card; your password is your First Initial followed by Last Name (all lower case and no spaces).
  - ii) Call the Administrative Offices if you do have CCC card.
- c) Click on “Golf” (it’s in the list on the left hand side of the page).
- d) Click on “Book a Tee Time!”

A separate window will pop-up called Tee Times (if that doesn’t happen, your user name and password may not be logged at EZLinks and you should call or visit the Pro Shop to get this corrected.)

## TEE TIMES

Click one of the two icons below:

### Tee Time Requests



For tee times 4-7 days in advance.  
You **MUST** have all players' Member #s.  
Call 800-494-3026 for assistance.  
Click here for [help](#)

### Tee Time Reservations



For tee times 1-3 days in advance.  
For large groups call the golf shop: 239-768-2825.  
For same day reservations call the golf shop.

### 2) Maintaining Your Account

- a) Click on the “Tee Time Reservations” icon.
- b) Click the “Your Account” icon.
- c) Click the “Edit User Contact Information” and follow the directions on the screen.  
**DO NOT click the “Edit User ID or Password” or change your password!!!**
- d) Enter your email address here; this will be the email address the system will use to notify you of tee time request status.

### **3) Submitting an Advance Tee Time Request**

- a) There are two ways for Golf Village members to submit an advanced tee time request:
  - i) Use the on-line EZLink Tee Time Request.
    - (1) Click on the “Tee Time Requests” icon.
    - (2) A new window called “Create a Request” will pop-up.
    - (3) Select the day you want to reserve by clicking the box next to that day.
    - (4) Click the “Create a Request” icon.
    - (5) Enter Players by member number. Note that your member number is already entered into the Captain box, so if this is a request for you alone you need not enter any other players.
      - (a) If you want to make the reservation for more than yourself, simply enter in the member numbers of the other players (yes, you have to know their member numbers).
      - (b) If you want, you can enter in as many as 4 foursomes, but note that this means that the system will assume that all of the foursomes must be able to get back-to-back times when the lottery is run. If you don’t care whether or not the foursomes get back-to-back times, you increase your odds of getting tee times by entering each foursome’s request separately.
      - (c) If you want to enter a guest, re-enter your number and the system assumes this spot is for your guest. Anytime you want to signify a guest, just enter the member number again.
    - (6) Enter the time parameters for your request.
      - (a) Enter your preferred tee time by selecting from the list provided.
      - (b) Enter the earliest and latest times (note the longer the time range, the more likely your request will be filled).
    - (7) Click the “Save and Continue” icon.
    - (8) The next window will display the details of your request. If it is correct, click the “Submit” icon; otherwise click the “Edit” or “Cancel” icons.
    - (9) You will receive an email confirmation of your request, and when your tee time is booked you will also receive an email confirmation.
  - ii) You can also make a tee time request by calling the EZLinks staff at 1-800-494-3026 (please have your member number ready as they will ask you for it, and verify that they have your name correct before you hang up with them).

### **4) Reviewing and Modifying Advance Requests On-Line**

- a) Click on the “Tee Time Requests” icon.
- b) You can look up and modify requests by clicking on the “View Your Tee Time Requests” icon and the system will display your most recent requests and display their status as:
  - i) “Booked” which means your tee time request has been made; or
  - ii) “Denied” which means your tee time request was not made; or

- iii) “Pending” which means your tee time request has not been processed by the lottery yet. Note that you can modify or cancel pending requests – at this point you are better off canceling and re-submitting requests as the editing feature is not functioning at this time.

### **5) Viewing Tee Sheets On-line**

- a) Click on the “Tee Time Requests” icon.
- b) Click on the “View Tee Sheet” icon.
  - i) Enter the date you want to see (note that Tee Sheets aren’t available until after the lottery is run for a particular date).
  - ii) Select either Colonial CC or Colonial CC 10<sup>th</sup> tee.
  - iii) The system will display the complete tee sheet for the day you select.

### **6) Booking Reservations On-line**

Golf Village members can make on-line tee times 4 days in advance, following the lottery.

- a) Click on the “Tee Time Reservations” icon.
- b) Enter the date, the preferred time, and the number of golfers; click the “Search for Tee Times” icon.
- c) Click the box next to the time you want to reserve and click “Continue”.
- d) Either confirm the tee time information or indicate you want to skip that step.
- e) The system will confirm your tee time reservation.
- f) To cancel a tee time reserved this way go to “Your Account” and click the “Cancel” button.

### **7) Lottery Rules**

- a) The lottery is based upon the principle that members with the fewest rounds in the previous 14 days have the highest priority for tee times. Therefore, the fewer points you have, the better chance you have to get your request booked, and conversely, the higher your point total the less likely it is that your request will be booked.
- b) Tee times are assigned by the Lottery based upon total points per player on a lowest to highest basis. The points for each member of the group are totaled and then divided by the number of participants in the group to determine average points per player. This average is the used to determine the group’s relative priority in comparison to other groups and individuals.
- c) Point Averaging for Guests  
Guests are assumed to have the same number of points as their host.

## 8) Point Accumulation Rules

- a) Points are assigned to individual member numbers, and members may not use tee times using any number other than their own.
- b) Points are accumulated on a rolling 14 day basis. This means that all points for the 14 days prior to your tee time request date, including any reserved but yet unused tee times, are counted.

For example, if you request a tee time for February 15<sup>th</sup>, all of the points you have accumulated since February 1<sup>st</sup> will be used to determine your relative priority. And since, for example, you have a tee time for February 14<sup>th</sup> but haven't played yet, it will assume you will play and it will add the point(s) for that time to your total for the February 15<sup>th</sup> request.

In this example, all points accumulated between 2/1 and 2/14 are used in calculating your points for the lottery for tee times on 2/15 (even the as yet unplayed round on the 14<sup>th</sup>).

February 07						
M	T	W	T	F	S	S
			15	16	17	18
19	20	21	22	23	24	25
26	27	28				

For the lottery for tee times on the 2/16, all points accumulated since 2/2 will be used; for 2/17 accumulations since 2/3 and so on.

February 07						
M	T	W	T	F	S	S
			1			
				16	17	18
19	20	21	22	23	24	25
26	27	28				

- c) Every tee time you get through the lottery counts as 1 point (including 9 hole tee times). A tee time reserved either manually or on-line after the lottery is not charged any points. Participants in major club events are not charged any points for tee times in those events.
- d) Every guest you reserve through the lottery counts 1 ½ points toward your total (this includes Lake Village members who you bring as guests). Guest tee times reserved either manually or on-line after the lottery are not charged any points.

- e) Once you have a lottery assigned tee time, if you cancel (or “no show”) for any reason other than course closure, you are still charged 1 point for that tee time. If you cancel (or “no show”) for a lottery assigned guest tee time for any reason other than course closure, you are charged the 1 ½ guest points.
- f) Note that points stay with the member number. For example, a husband and wife will each have a unique member number and will accumulate points as individuals. Since renters are assigned new member numbers, they start with 0 points.

**9) The Tee Time Lottery Schedule:**

	For a tee time on....						
	MON	TUE	WED	THU	FRI	SAT	SUN
<b>Requests accepted starting on:</b>	The prior Mon. at midnight	The prior Tue. at midnight	The prior Wed. at midnight	The prior Thu. at midnight	The prior Fri. at midnight	The prior Sat. at midnight	The prior Sun. at midnight
<b>Request Deadline:</b>	Wed. at 11:45 pm	Thu. at 11:45 pm	Fri. at 11:45 pm	Sat. at 11:45 pm	Sun. at 11:45 pm	Mon. at 11:45 pm	Tue. at 11:45 pm
<b>Tee Time Request results distributed starting on:</b>	Thu. at 12:30am	Fri. at 12:30am	Sat. at 12:30am	Sun. at 12:30am	Mon. at 12:30am	Tue. at 12:30am	Wed. at 12:30am
<b>Regular tee times can be made starting on:</b>							
<b>Golf Village</b>	Thu. at 2:00am	Fri. at 2:00am	Sat. at 2:00am	Sun. at 2:00am	Mon. at 2:00am	Tue. at 2:00am	Wed. at 2:00am
<b>Lake Village</b>	Fri at 7:00am	Sat at 7:00am	Sun at 7:00am	Mon at 7:00am	Tue at 7:00am	Wed at 7:00am	Thu at 7:00am
<b>Public</b>	Sat at 7:00am	Sun at 7:00am	Mon at 7:00am	Tue at 7:00am	Wed at 7:00am	Thu at 7:00am	Fri at 7:00am