



## Automated Tee Time Reservation System 465-6353

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**All members must use the automated tee time system for all tee time requests.  
Please contact the Pro Shop if you are calling for day of play requests.  
(465-4653)**

- Members can make 3 transactions per call.
- Members may book 7 days in advance to be entered into the Lottery Draw.
- Guests are not allowed before 12pm on weekend/holiday mornings during July, August and September.
- Members are permitted one guest on weekend/holiday mornings in May, June, and October
- The Lottery Draw is completed 3 days prior to the day of play after 10am.
- Please request the tee time that you actually want to play. The automated system will provide you with a tee time that matches your request as closely as possible, based on the number of requests and the times available.
- While the draw is being done, you will not be able access to the Automated Tee Time System; it will be reopened after the draw is complete.
- Once the draw is completed, please call to confirm your tee time.
- After the draw is complete, additional tee times may be available. Please call the reservation system to check availability. The tee time will be confirmed during your call. The system will give you the closest available spot to your requested time.





### When calling the Automated Tee Time System

1. You will hear the initial greeting "Welcome to Hartlen Point....." (You may skip this by pressing "1")
2. Enter your access code when prompted. Press #.
  - Please note: your access code is your membership number.
3. Enter your password. Press #.
  - Please Note: Your password is the same as your access code until you change it by choosing Option 4 on the Automated Tee Time System.

### To Make a Tee Time:

1. Press 1.
2. Enter your desired date (MMDD) i.e. 01 May would be 0501.
3. Enter your desired time (HHMM) i.e. 7:30 would be 0730.
4. Press 1 for AM or Press 2 for PM. Remember 12 Noon is PM.
5. For additional players:
  - a. Enter player's access code + #
  - b. Each of the members in your group will be identified by name.
  - c. You will be prompted to Press 1 if correct. If incorrect, Press 2 for the opportunity to correct that member's number.
  - d. For a guest Press 9 + #
6. The Automated Tee Time System will advise that your reservation has been saved. Please wait to receive this message before hanging up.

**TIP: Please request the tee time that you actually want to play. The automated system will provide you with a tee time that matches your request as closely as possible, based on the number of requests and the times available.**





If you receive a lottery ballot:

- The Automated Tee Time System will advise that you received a lottery ballot.
- The Automated tee time system will return to the main menu.
- Call the Automated tee time system to receive your confirmed tee time 3 days prior to your requested date.

If you receive a confirmed tee time:

- The Automated Tee Time System will advise that you have received a confirmed tee time.

Shotgun Starts:

- In the case of a shotgun start, The Automated Tee Time System will also advise you which hole you will be starting from.
- Please check in at the Pro Shop 40 minutes prior to the start.

To Hear Confirmed Tee Times and Pending Reservations:

1. Press 2
2. To hear confirmed tee times or pending reservations for a specific date, Press 1.
3. To hear all confirmed tee times or pending reservations Press 2.

The tee time system will provide the confirmed tee time and the names of all players in the group.





To Change a Tee Time:

Note: Changing or canceling a time will affect all players in the tee time. Do not cancel a tee time completely unless ALL players are cancelling or changing tee times.

If you are not cancelling or changing ALL players in the tee time, changes to EACH player in the tee time must be made individually.

1. Press 3.
2. Enter your current tee time date you would like to change (MMDD) i.e. 01 May would be 0501.
3. To change the date of your tee time, press 1
4. To change the time of your tee time, Press 1
5. To add an additional player to your tee time, Press 2
6. To remove a player, Press 3
7. To replace an existing player, Press 4
8. To cancel the tee time , Press 5

Cancellations/ changes can also be done by calling the Pro Shop at **465-4653**. This will ensure that other players' tee times are not affected.

Personal Options:

1. Press 4.
2. To change a password, Press 4.
3. Enter new password when prompted. This password will be repeated to you.
4. If correct, Press 1.

If you have any questions, please call Marc Jessome at 465-3128

