

HIGHLAND LAKES GOLF CLUB

PLEASE READ! THIS IS IMPORTANT

The lottery program is designed to provide a fair and equitable way of assigning tee times through a lottery system. When you request a tee time, your group information is saved within the program database along with all other requests for that day and course. Two (2) days prior to the day of play, at 9:30 AM, a lottery registrar will run the lottery. When this happens, all the teams requesting the first time spot, are randomized and one is selected. The teams remaining are again randomized along with the names requesting the second time spot. The team selected gets the second time spot, etc. Your chance of getting your requested time is dependent on how many teams requested the times before your time and the number requesting the same time as you. Everyone has the same chance. We cannot guarantee that you will get your requested time but you will never get a time earlier than your request. T-Timez treats the golf courses as 3 independent courses. If you put in for one, you will not be switched to another. There is a tendency for one of the courses to be busy while the other two are not. After the lottery has been run and the names are visible on the “view bookings” screen, you may change your assignment to another time or course until midnight the day before play. After midnight the process is locked, and the starter is the only one that can make changes for you. Please read any e-mail received carefully. The first will confirm your requested time. The second is the playing time which your team won in the lottery.

If you have any other comments or questions regarding the golf lottery here at Highland Lakes, I would be happy to try to answer them. Contact Chuck Palmer, Lottery Administrator

INSTRUCTIONS FOR MAKING A TEE TIME

GETTING STARTED

Welcome to T-Timez for Highland Lakes Golf Club, your ONLINE tee time reservation system. You can reserve lottery tee times, view your tee time assignments and group members, make changes, edit or cancel. You can also view your play history and playing groups from the past year.



Select the link labeled “**T-Timez—System Access**”.

It is suggested that after you get to the T-Timez site you move your mouse pointer to a blank spot on the page and right click your mouse and then left click on “**Create Shortcut**” on the menu which appears. This will apply a convenient icon for the T-Timez web site on your desktop.



Your **Password**

A password was assigned to you by Homeowners Services when you were processed in at Highland Lakes. It is the first six digits of your homeowners ID number. Eliminate any zeros at the beginning of the number. You may change your password to something more personal or unique by changing your personal information as outlined later. If you change it, please jot it down. Forgotten passwords are one of the most often encountered problems by our residents.



Retrieving **Forgotten Password**

To recover a forgotten password, click on the link located on the log in screen of the T-Timez web site which reads "**Forgot Your Password...?**" This will open an e-mail which when completed and sent, goes to T-Timez. Your password is stored securely in their data base and they will respond in short order with your password. You must have entered your e-mail address in to "My Profile" screen to get a response.



Logging in to the T-Timez Program

After you have arrived at the T-Timez Web Site

1. Enter your bag tag number in the box titled "**Player Number**".
2. Enter your password in the box titled "**Password**".
3. Click on the box titled "**Log In**".



Entering the Golf Lottery

When you log in on the T-Timez web site, the program will always default to the tee sheet for the present day and Red Course.

1. Locate the small calendar on the left side of the tee sheet and click on the date your group would like to play. Tee times on league days (Wednesdays and Thursdays) are not open for play until after league play is completed. Tee time requests can be made up to seven days in advance. These are the highlighted dates on the calendar.
2. Select the course by clicking on the small arrow next to the Red Course. When the three (3) courses appear on the drop down menu, click on the course you would like to play and then on "**Go**". You will then be taken to the sign up sheet for the day and course of your choice. Please confirm this information at the top of the tee sheet, before proceeding.
3. Click on the time that you want your group to be in the Lottery. (Located on the left

side of tee sheet). Please remember you will never receive a time earlier than you choose but you may receive a time that is later depending on how many others are requesting earlier times or the same time as your group.

4. A **“Group Detail Window”** will open with your name in the top spot. It is only necessary to enter the bag tag number of the other players in your group (2 or more players in a group, no singles). The program will enter the names automatically when you click **Submit**. You can also use the **Buddy List** at the right of the screen. To put names into your personalized Buddy List click on **“Manage Buddy List”** on the bottom right of the screen. Once your **Buddy List** is setup, click on an open slot where you want to put a name, then click on a name in the **Buddy List**. That name then appears below yours. There is a new green bar labeled **“click here to create/join a linked group.”** This is how you can organize your own scramble or join one somebody else has created. **The purpose of the linked group is to keep your scramble together as the lottery is run.** Linked groups are treated as a single group in the lottery.
5. If you have a guest, enter only the number 1 in the **“NAME”** column for each guest. If you have a permanent guest bag tag, enter this number in the member number space.
6. After you have entered the bag tag numbers of the other players in your group, click on the **“SUBMIT”** button under the window.
7. A confirmation window will open so that you can confirm that the information is correct. If everything is okay, please click on **“SUBMIT”** once again.

NOTE: VERY IMPORTANT If you do not click on **“SUBMIT”** a second time you will not have a tee time, and your information will be lost. When you press **“SUBMIT”** the second time you will be taken to a screen with a confirmation number. Only when you receive this confirmation will your transaction be complete.

8. At this time an e-mail message will be sent to each member in your group indicating that your group has been placed into the **Lottery** for that date, time and course requested. **NOTE: This confirmation does not guarantee a starting time. This is to confirm that you (and your group) are in the lottery.**
9. Two days prior to the day of play, a lottery registrar will run the lottery and a second e-mail will be sent out to members of your group indicating the actual tee assignment won in the lottery.

NOTE: In order to receive e-mail messages, your e-mail address must be entered in your personal information. (See “Changing Personal Information” on next page for instructions)

10. If after the lottery has run, you find that you do not like or can not use your tee assignment, you may go back into the program and cancel or move it to an open spot on the same or another course. This can be done until midnight the day prior to play. (How to instructions below under **“Changing or Canceling Your Tee Time”**).



Entering guests in the Lottery

A guest may be entered with your group by following the same procedure as a member with the following exception. Instead of entering a bag tag number, you will **enter the number 1 in the “NAME” column for each guest you are bringing**. The program will enter the word “**GUEST**” automatically and change the color of the spot to green on the tee sheet, to alert the starter.



Changing or cancelling your tee time

If for some reason after receiving a tee assignment you find that you can not use it or you would like to change it to another open time, follow the instructions below after logging in:

1. Click on the tab titled “**VIEW BOOKINGS**”.
2. In the window which opens, find the date for the assignment you would like to change.
3. Click on “**VIEW GROUP**” for that date.
4. A window will now open displaying the names of all players in your group.

NOTE: If you made the booking on your computer you will be the captain of the team, and you can change or delete any team member. Team members will only be able to cancel or move their own time. If the booking was made by the starter or a lottery registrar, everyone will only be able to change his/her own name. (There is no captain under these circumstances).

5. To make a change click on the small box under the window titled “**EDIT**”.
6. Another window will open with a small box beside each name. Click on the boxes beside the name you wish to remove and then click on “**DELETE SELECTED**” under the window. If you wish only to change a team member, just replace the bag tag number of that member and click on submit. The computer will enter the new name in place of the old.



Changing personal information

To change your password, e-mail address or other personal information:

1. Click on the black tab titled “**EDIT PROFILE**” located near the top of the screen. Then click on the “**EDIT PROFILE**” button located under the small window which opens containing your information.
2. If you enter an e-mail address, please remove any characters in the space before

you enter your information.

3. If you plan on keeping the same password, then enter it in all three (3) password spaces.
4. If you are changing your password then enter your present password in the spot titled "**PASSWORD**" and your new password in the bottom two (2) spots.
5. Finally, click on the "**SAVE CHANGES**" button under the window when you are finished.



Logging out when finished

The purpose for logging out when you have completed making a tee time is to secure your information from others. This becomes more important when using the resident computer in the club library or the one in the starter building. If you forget to log out, the person who uses the computer after you will still be logged in as you and he will be able to take or change your tee time.



How to Log out

1. Locate the black row of tabs at the top of the screen and click on "**LOG OUT**".

Your Club Starters, Lottery Registrars or the Lottery Administrator can assist, and there is an easy email inquiry feature to ask questions of the T-Timez staff.