

**Tee Time/  
Membership Office  
(352) 750-4558**

**Tee Time Reservations  
(352) 753-GOLF (4653)**

**[www.GolfTheVillages.com](http://www.GolfTheVillages.com)**



**GOLFING** IN  
*The Villages*

## **INCLEMENT WEATHER POINT POLICY**

During periods of inclement weather such as high volumes of rain, frost, abnormal cold or extreme wind Golf Management makes a decision whether or not to cancel play. Fortunately we have very few days during the year when cancellation of play is necessary.

Although the weather patterns in Florida are unpredictable we have to make a decision that is fair and equitable as possible to course conditions, the golfers' scheduled to play that day and the residents at large. Usually the decision to cancel play is made by 7:00 a.m.

Cancellation decisions are communicated as soon as possible on our website [GolfTheVillages.com](http://GolfTheVillages.com)., as well as on WVLG.

We are very sensitive to the fact that cancellation might affect a golfer's play history. Following is our policy in regards to cancellations due to inclement weather.

### **NO POINT TIMES**

During periods the golf course is closed for play no points will be assigned to golfers. This could be due to substantial rainfall, frost or other extenuating circumstances.

### **RESERVATION POINT ONLY TIMES**

We realize there are different personal tolerances for cold, wind, rain, etc. When there are clear signs of severe inclement weather, although the golf course remains open for play, only reservation points will be assigned for golfers who wish to cancel.



## **GOLFING IN THE VILLAGES**

PAGE **1** HOW DO I GET A TEE TIME?

PAGE **3** DISTRIBUTION OF TEE TIMES

PAGE **9** THE VILLAGES AUTOMATED TEE TIME SYSTEM

PAGE **14** COURSE SELECTION(S)

PAGE **16** COURSE LOCATIONS

PAGE **17** SYSTEM OPTIONS

# HOW DO I GET A TEE TIME?

Tee times are assigned three days in advance of the day of play via our Automated Tee Time System.

There are three ways residents can obtain tee times:

- 1) By making a tee time REQUEST through the automated tee time system 4-7 days in advance.
- 2) By making a tee time RESERVATION through the automated tee time system 1-3 days in advance.
- 3) By calling the respective golf shop (championship courses) or starter building (executive courses) on the day of play to reserve an open tee time.

The vast majority of tee times are made via the request portion of the automated tee time system.

The Automated Tee Time System can be accessed by phone or through the Internet (*which will be discussed in detail later in this brochure*).

We encourage you to attend our complimentary Good Golf School, in which The Villages Tee Time System is discussed in depth. Please call us at 750-4558, to schedule yourself for the next available school!

## **AUTOMATED TEE TIME SYSTEM OVERVIEW AND HISTORY**

The Villages Automated Tee Time System is the method the residents of The Villages use to obtain tee times on The Villages golf courses prior to the day of play. It is a state-of-the-art tee time system that has evolved over the years from resident's feedback and suggestions, to create a fair and equitable distribution of tee times. Given our unique situation of serving over 400 holes of golf and growing, it long ago became necessary to establish a centralized method of distributing tee times.

In the early years of The Villages, tee times were obtained by calling the courses directly. As The Villages grew, it became apparent that method was neither user friendly, practical or equitable for

our residents. It was at that point a centrally located system was created, where you would call a certain hour for a certain course. In the late 90's two separate automated programs were implemented, but failed to meet the needs of our residents. In 2000, based on resident feedback, and what we'd learned, we began the process of designing our own in-house tee time system, and implemented that system in 2001. Since then, we've continued to tweak and upgrade the system through the years to enhance its functionality for the residents.

The system is designed to give all residents fair and equal opportunities to obtain tee times. In addition, it is set up to accommodate the active lifestyle of our residents. The system is not a first come, first served system. It is available to you 23 hours a day, 7 days a week.

Tee times are distributed to residents based on the following two factors:

- 1) **PLACEMENT POINTS:** The first factor is “placement points.” Each golfer in a tee time request is assigned a value (placement point) according to their status, (i.e. priority member, priority guest, resident, resident guest, etc). Groups with lower average placement points, receive tee times first.
- 2) **RESERVATION POINTS:** The second factor is “reservation points” (which are based on “reservation history”). With some exceptions, the basic definition of reservation history is the number of times an individual has obtained a tee time reservation over the past seven (7) days. Within each group of requests sharing the same placement point average, tee times are assigned according to the group's average reservation history. Groups with lower reservation history points will be accommodated ahead of those with higher reservation history points. Reservation history is tracked by points.

*(For details please see the sections on placement points and reservation points.)*

**NOTE: Championship and executive courses work independently of each other. In other words, an individual's play history on the championship courses has no bearing on requests for the executive courses, and vice versa.**

## CHAMPIONSHIP COURSES

The Villages offers a priority enhancement membership to all residents of The Villages. The main purpose of this enhancement is to offer those who purchase the enhancement first priority (for them and their guest) on obtaining tee times on the championship courses, over those who have not purchased the enhancement. Therefore, on the championship courses, groups with more priority members will have preferred tee time placements over groups with non-priority residents. For example, when making a tee time request, a group of four priority members will be assigned a tee time (reservation) ahead of a group with three priority members and one resident member, regardless of reservation history.

**NOTE:** The “Priority” enhancement membership for Championship Courses has no bearing on requests for executive course tee times.

## DISTRIBUTION OF TEE TIMES

Tee times are assigned between midnight and 12:30 a.m. three (3) days prior to the day of play via the automated tee time system. As previously discussed, tee times are equitably distributed via placement points and reservation points. Championship reservation points and executive reservation points are kept in separate “accounts” for each resident and they have no bearing on each other. Placement points take precedence over reservation points. Groups with lower average placement points will be assigned tee times first. Here is the definition of each:

**Placement Points:** A value assigned to each golfer in a tee time request, based on their status, (i.e.: priority member, priority guest, resident member, etc.) The entire group’s total is averaged to create the group’s “placement point average.”

**Reservation Points:** The number of reservations a resident has received over the last seven (7) days. This seven-day (7) total includes any bonus or cancellation points (which will be discussed later). Guests are assigned the reservation history status of their resident host.

**NOTE: Placement points and reservation points only have bearing when making a “request” through the tee time system. Once tee times are assigned three (3) days in advance, any unclaimed tee times are open for any residents to claim regardless of their group’s placement points or reservation point averages.**

**PLACEMENT POINT VALUES**

<b>Courses</b>	<b>Championship</b>	<b>Executive</b>
Priority Member	1	N/A
Priority Guest	2	N/A
Resident Member	6	6
Resident Guest	7	7

The first factor in the distribution of tee times is “Placement Points.” As placement points take precedence over reservation points, here are examples of the most common “make-up” of groups and the order in which they would be assigned by the system. (There are numerous other possible combinations.)

**USE OF “PLACEMENT POINTS” ON CHAMPIONSHIP COURSES**

<b>Assigned</b>	<b>Priority Members</b>	<b>Priority Guest</b>	<b>Resident Member</b>	<b>Resident Guest</b>	<b>Total Placement Points</b>	<b>Average Placement Points</b>
1st	4				4	1
2nd	2	2			6	1.5
3rd			4		24	6
4th			2	2	26	6.5

## USE OF “PLACEMENT POINTS” ON EXECUTIVE COURSES

Assigned	Priority Members	Priority Guest	Resident Member	Resident Guest	Total Placement Points	Average Placement Points
1st	N/A	N/A	4		24	6
2nd	N/A	N/A	3	1	25	6.25
3rd	N/A	N/A	1	3	27	6.75

### RESERVATION POINTS

The second factor in the distribution of tee times is “Reservation Points.”

**Reservation Points:** The number of reservations a resident has received over the last 7 days. This seven-day total includes any bonus or cancellation points, (which will be discussed later), and becomes the resident’s “Reservation History.” Reservation Points are awarded to all tee times on the championship courses until 4:00 p.m. and the executive courses until 90 minutes before dusk.

*(Visit [www.GolfTheVillages.com](http://www.GolfTheVillages.com) to view the chart for the times reservation points are assigned on the executive courses.)*

**NOTE:** Guests are assigned the reservation history status of their resident host.

The system adds up the total reservation points of each golfer in a request, and divides this total by the number of golfers in the request. For example:

	Golfer #1	Golfer #2	Golfer #3	Golfer #4	Total Points	Average Points
Reservation Points	4	0	1	2	7	1.75

## TEE TIME DISTRIBUTION EXAMPLES USING BOTH “PLACEMENT” AND “RESERVATION” POINTS

OK...let’s put it all together! Here is an example of how tee time requests would be distributed combining both factors of “PLACEMENT” points, and “RESERVATION” points. This is just a small example to illustrate the concept.

**NOTE:** The system will assign tee times to all groups with the same “PLACEMENT” point averages, before moving on to the next lowest group of “placement” point averages.

### USE OF PLACEMENT & RESERVATION POINTS ON CHAMPIONSHIP COURSES

Assigned	Priority Members	Priority Guest	Resident Member	Resident Guest	Placement Point Average	Reservation Point Average
1st	4				1	.5
2nd	4				1	1.0
3rd	4				1	2.5
4th	3	1			1.25	1.0
5th	3	1			1.25	1.5
6th	2	2			1.5	0
7th	1	3			1.75	1
8th	3		1		2.25	4
9th	2	1	1		2.5	1
10th	1	1	2		3.75	.5
11th			4		6	1
12th			2	2	6.5	.5

## USE OF PLACEMENT & RESERVATION POINTS ON EXECUTIVE COURSES

Assigned	Priority Members	Priority Guest	Resident Member	Resident Guest	Placement Point Average	Reservation Point Average
1st	N/A	N/A	4		6	0
2nd	N/A	N/A	4		6	1
3rd	N/A	N/A	4		6	2
4th	N/A	N/A	3	1	6.25	0
5th	N/A	N/A	2	2	6.5	2

### REMINDERS

Priority Membership Status is only applicable on the championship courses and has no bearing on the executive courses.

Play histories are maintained separately on the championship and executive courses. Each resident has two separate play history “accounts.”

### PROPERTY POINTS

To ensure equitable distribution of tee times, the concept of “property points” was created. Property points are essentially reservation points that are associated with each home in The Villages. They are only used when residency changes within a household. This most commonly occurs with people who rent homes or owners returning to their home after renting it out. Homeowners who are acquiring or re-acquiring residency, are assigned the property points associated with this property. This is essentially the last 7 days reservation history of the prior people who resided in the house. The concept was added to ensure each property has the same rights and opportunities to obtain tee times.

### CANCELLATION POINTS

Tee times are in high demand in The Villages, especially during the winter months; therefore, it is necessary to set up guidelines that will provide all residents a fair and equal opportunity to obtain tee times. In order to encourage folks to “play by the rules”

it has become necessary to assign cancellation points, in certain situations, which are added to the resident's play history. A good example of this would be a resident requesting and securing a tee time and then not showing up to play, letting the tee time go unused. This is not fair to the rest of the residents, and requires the assignment of cancellation points to discourage such behavior.

Cancellation points are assigned to ALL "reserved" tee times as follows: 1.) One (1) point for cancelling a tee time prior to the day of play. This point is assigned regardless if the time was acquired via the request or reservation portions of the tee time system. 2.) Two (2) points for cancelling on the day of play.

**Note: These cancellation points are in addition to the reservation point received when obtaining the tee time reservation. As an example, if someone were to cancel on the day of play, they would receive 3 total points (1 reservation point and 2 cancellation points).**

We realize legitimate situations will arise that will require the need to cancel; however, the reason for cancelling does not alter the fact that an opportunity to play may have been taken away from other residents. This fact, coupled with the fact it is not practical to make a definitive determination between legitimate and non-legitimate reasons for the cancellations, requires the need to have cancellation points applied regardless of the circumstances. ***See our Inclement Weather Point Policy on the inside cover of this guide.***

## **BONUS POINTS**

Bonus points are given as an incentive to encourage and reward residents for being flexible in their tee time request. Once you are awarded a tee time, for every hour away from your preferred tee time, you will be awarded one-tenth (.10) of a point and it will be deducted from your play point. For example, if your preferred time is 8:00, and you receive a 10:00 tee time, you will receive .2 bonus points and only receive .8 points for that tee time instead of a full point.

## **SYSTEM "ABUSE"**

The Villages Tee Time System, as is the game of golf, is built around the integrity of the individual; it is the only game where

players call penalties on themselves. Our tee time system is a fair and equitable system for assigning tee times to residents of The Villages. It does, to some extent, rely on each resident using the system in a fair and equitable manner. However, from time to time, we encounter activity that appears to be to the contrary.

Some individuals attempt to circumvent the integrity of the system. Whether or not these actions are intentional, it is our responsibility to protect the privileges of all residents by appropriately dealing with the matter. If we encounter such activity associated with a resident's golfer ID#, the resident will be notified of our concern, and appropriate action taken (see the District's golf penalty policy at [www.DistrictGov.com](http://www.DistrictGov.com)), up to and including the suspension of system use and golfing privileges. We, as well as our fellow residents, appreciate everyone's fair play.

### **MULTIPLE TEE TIME CANCELLATIONS USING "GHOST GOLFERS"**

"Ghost Golfer" refers to a golfer ID# which is used to obtain tee times, but is subsequently cancelled, either always or a majority of the time. This type of "system abuse" will cause the golfer ID# to be de-activated in the system for a period of time. Additionally, the individual making the request, and the golfer who replaces the ghost golfer, may also be subject to de-activation.

## **THE VILLAGES AUTOMATED TEE TIME SYSTEM**

### **ACCESSING THE SYSTEM**

The system can be accessed in two ways:

- By telephone (753-4653) *(there is no charge for this service)*
- Through [TheVillages.net](http://TheVillages.net) *(an account with [TheVillages.net](http://TheVillages.net) is required)*

**For more information visit [www.TheVillages.net](http://www.TheVillages.net), call 753-4040, or stop in their Lake Sumter Landing location at 1010 Canal Street.**

The methodology for the distribution of tee times is the same for both telephone and internet access although some of the features are different. As a rule, the internet offers more flexibility and options which greatly enhance the users' experience, especially as it relates to groups.

Some of the features our residents enjoy via internet (villages.net) access are:

- 1 – Viewing of “Open Tee Times”
- 2 – View gender of players in an open tee time
- 3 – Visual confirmation of players’ names in both request and reservation options
- 4 – Review of play history
- 5 – Group Templates
- 6 – Course Templates

As a member of the system, you will have access to online directions and help sections which will provide great detail on how to utilize the features available. On the following pages you will find detailed instructions on accessing the system via telephone.

### **SYSTEM AVAILABILITY**

The tee time system is available to serve you 23 hours a day, 7 days a week. Between the hours of 12:00 midnight and 12:30 a.m., the tee time system will be assigning tee times and you will receive a message that the system is unavailable. The system can handle multiple calls at one time.

### **GETTING STARTED — WHAT YOU WILL NEED**

Every Village resident is assigned a 6-digit identification number (*found on your Villages ID Card*) and a 4-digit personal identification number (*PIN assigned to you at your closing*). These numbers are required to access the tee time system. Prior to getting started you will need to have the following:

- 1 – A touch tone phone (set to tone not pulse) or access via The Villages.net
- 2 – Your ID number and Personal Identification Number (PIN)
- 3 – The day you wish to play
- 4 – The number of golfers in your group
- 5 – The golfer ID numbers of all the golfers in your group
- 6 – The course(s) you wish to play
- 7 – Time of day you wish to play

## SYSTEM TERMINOLOGY

**Request:** A request for a tee time is made 4-7 days in advance of the day you wish to play. After the tee times are assigned, between midnight and 12:30 a.m. three days prior, you must check back with the system to see if your request was assigned a tee time. There is no guarantee a request will be assigned a reservation.

**Reservation:** This is a confirmed tee time. Reservations are obtained from making a request in the system or from obtaining an open tee time.

**Time over course/course over time:** This is a feature of the system that tells the system how to look for a tee time for your group when you've made a request, based on your preference. According to your selection, you are telling the system that either the course you play is most important to you, or the time is most important. For example, if you request a tee time on five courses between 7:00 and 9:00 with 8:00 being your preferred time, and you choose "course over time," it will begin searching all tee times on the course you select first before moving on to the next course. In the same scenario if you selected "time over course," the system would search for an 8:00 tee time at each of the five courses and begin working its way outwards from 8:00 until it locates a tee time within your time window.

**Time Window:** The time frame in which you tell the system you'd like to play. For example; you may select 7:28 as the earliest time you'd like to play and 9:28 as the latest time. This would give you a time window of 2 hours from 7:28–9:28. The larger the window the more tee times the system will look at for available tee times.

**Preferred Time:** In addition to the time window, the system allows you to select the preferred time you wish to play. If the system cannot accommodate your preferred time, it will begin working its way outward from that tee time. If your time window is from 7:28–9:28, with a preferred time of 9:00, the system will start looking at the time before and the time after 9:00 and work its way outwards until it reaches the earliest and latest times in your window.

**Open Tee Time:** Tee times that have not been reserved when tee times were assigned by the system. These tee times are available to all residents to claim via the reservation option of the tee time system. Placement points and reservation points have no bearing on obtaining open tee times.

**Groups:** Two or more foursomes. The system can accept up to 8 foursomes in a group (32 players).

**Group days:** Days in which tee times are assigned on the championship courses to groups of 8-32 players before individual foursomes.

**Wave:** The method we use to schedule available tee times on the Championship Golf Courses the vast majority of the time. Waves refer to the time tee times are available. The “morning wave” begins at 7:28 and ends at 9:28. The “afternoon wave” begins at 11:56 and ends at 1:56. There are no tee times between the waves or after the “afternoon wave.” Therefore, if you request a tee time between 9:30 and 11:50, you’ll never ever receive a tee time. Waves are sometimes referred to as “double tee starts” or “cross-overs” at other golf courses outside The Villages.

**Straight Times:** This method of starting times is what is used on the Executive golf courses, and occasionally on the 18 hole Championship courses. This is simply tee times that start early in the morning and run consecutively the entire day until around 90 minutes before dusk on the executive courses.

**Shotgun:** A method where all players start at once on various holes throughout the course. This is used sparingly, and primarily for tournaments and men’s/ladies’ days on the executive courses.

## **GETTING THE MOST OUT OF YOUR TEE TIME REQUEST**

The more you can familiarize yourself with the tee time system, how it works, and the course availability, the more you will get out of your request. We encourage you to attend our complimentary “Good Golf School,” where the tee time system is discussed in depth. Additionally, stay tuned to The Villages Daily Sun and visit [www.GolfTheVillages.com](http://www.GolfTheVillages.com) for course closures and availability.

Some of the most important things to consider are:

- How big your tee time window is (see definitions)
- How many courses you have selected
- Have you requested times that are available? (i.e.; is the course open? Are there tee times during the time you requested?)

## **SCHEDULE FOR REQUESTING TEE TIMES**

A request can be made up to seven (7) days in advance. The following is a schedule for making a request based on the day you want to play.

- To play Sunday: You may request from the prior Sunday until midnight Wednesday.
- To play Monday: You may request from the prior Monday until midnight Thursday.
- To play Tuesday: You may request from the prior Tuesday until midnight Friday.
- To play Wednesday: You may request from the prior Wednesday until midnight Saturday.
- To play Thursday: You may request from the prior Thursday until midnight Sunday.
- To play Friday: You may request from the prior Friday until midnight Monday.
- To play Saturday: You may request from the prior Saturday until midnight Tuesday.

## **SCHEDULE FOR CONFIRMING A RESERVATION**

*(use option #4 on page 21)*

- Sunday – After 1:00 a.m. on Thursday
- Monday – After 1:00 a.m. on Friday
- Tuesday – After 1:00 a.m. on Saturday
- Wednesday – After 1:00 a.m. on Sunday
- Thursday – After 1:00 a.m. on Monday
- Friday – After 1:00 a.m. on Tuesday
- Saturday – After 1:00 a.m. on Wednesday

# COURSE SELECTION(S)

Each golf course is assigned a number that is used in making tee time requests/reservations. In addition, on the 27 hole championship courses, options are given for starting on any of the 3 nines or a specific nine.

## CHAMPIONSHIP COURSES

10 – Orange Blossom Hills	753-5200
11 – Tierra Del Sol	750-4600
12 – Hacienda Hills – Lakes	
13 – Hacienda Hills – Oaks	
14 – Hacienda Hills – Palms	
15 – Glenview – Fox Run	
16 – Glenview – Stirrup Cup	
17 – Glenview – Talley Ho	
18 – Hacienda Hills (will search all available nines)	753-5155
19 – Glenview (will search all available nines)	753-3345
20 – The Nancy Lopez Legacy (will search all available nines)	753-1450
21 – The Nancy Lopez Legacy – Ashley Meadows	
22 – The Nancy Lopez Legacy – Torri Pines	
23 – The Nancy Lopez Legacy – Erinn Glenn	
24 – Palmer Legends (will search all available nines)	753-5300
25 – Palmer Legends – Cherry Hill	
26 – Palmer Legends – Laurel Valley	
27 – Palmer Legends – Riley Grove	
28 – Cane Garden (will search all available nines)	751-7029
29 – Cane Garden – Hibiscus	
30 – Cane Garden – Jacaranda	
31 – Cane Garden – Allamanda	
32 – Mallory Hill (will search all available nines)	753-3730
33 – Mallory Hill – Caroline	
34 – Mallory Hill – Virginia	
35 – Mallory Hill – Amelia	
36 – Havana (will search all available nines)	750-8085
37 – Havana – Kenya	
38 – Havana – Hemingway	
39 – Havana – Kilimanjaro	
40 – Bonifay	753-1776
41 – Destin	
42 – Fort Walton	
43 – Pensacola	

## **EXECUTIVE COURSES**

50 – Silverlake	753-5151
51 – Hilltop	753-8276
52 – Chula Vista	753-4170
53 – Mira Mesa	753-0436
54 – De La Vista	753-0977
55 – El Diablo	750-6670
56 – El Santiago	750-6670
57 – Saddlebrook	753-8201
58 – Hawkes Bay	753-8043
59 – Walnut Grove	259-2967
60 – Briarwood	259-2967
61 – Amberwood	750-0423
62 – Oakleigh	750-0423
63 – Pimlico	750-2019
64 – Churchill Greens	750-2019
65 – Belmont	750-2019
66 – Heron	205-7427
67 – Pelican	205-7427
68 – Bogart	430-3431
69 – Bacall	430-3431
70 – Sandhill	259-2128
71 – Turtle Mound	750-6907
72 – Truman	750-2374
73 – Roosevelt	750-2374
74 – Yankee Clipper	259-3018
75 – Southern Star	259-3018
76 – Bonita Pass	750-8029
77 – Redfish Run	750-6730
78 – Tarpon Boil	750-6730

**The Villages Tee Time/Membership Office 750-4558**

**Reminder: Non-residents of The Villages, residing in Lake, Sumter or Marion counties are not permitted to play on the executive courses, with the exception of resident's children/grandchildren who have obtained an appropriate pass. Please refer to the Good Golf Guide for more information.**

# COURSE LOCATIONS

## EXECUTIVE COURSES SOUTH OF 466

Pimlico	Bogart
Churchill Greens	Bacall
Belmont	Sandhill
Heron	Turtle Mound
Pelican	Truman
Yankee Clipper	Roosevelt
Southern Star	Bonita Pass
Redfish Run	Tarpon Boil

## EXECUTIVE COURSES NORTH OF 466

Silverlake	Oakleigh
Hilltop	Amberwood
Chula Vista	Briarwood
Mira Mesa	Walnut Grove
De La Vista	Hawkes Bay
El Diablo	Saddlebrook
El Santiago	

## CHAMPIONSHIP COURSES SOUTH OF 466

Palmer Legends  
Cane Garden  
Mallory Hill  
Havana  
Bonifay

## CHAMPIONSHIP COURSES NORTH OF 466

Orange Blossom Hills  
Tierra Del Sol  
Hacienda Hills  
Glenview Champions  
Nancy Lopez Legacy

# TELEPHONE ACCESS

## 753-golf (4653)

### OPTIONS

- 1 – To make a request
- 2 – To verify, change or cancel a request
- 3 – To reserve an unused tee time
- 4 – To confirm, change or cancel a tee time reservation
- 6 – For championship men's and ladies' day registration
- 7 – For executive men's and ladies' day registration
- 8 – For system information and help
- 9 – To change personalized settings

### 1 — HOW TO REQUEST A TEE TIME

*This option will allow you to request a tee time from 4 to 7 days in advance.*

To be assigned a tee time reservation by the system you must first make a request as follows:

- 1 – Dial 753-GOLF (4653).
- 2 – Enter your golfer ID number.
- 3 – Enter your Personal Identification Number (PIN).
- 4 – Enter “1” for golf options. Enter “2” for tennis options.
- 5 – Enter “1” to make a tee time request.
- 6 – Enter “1” for “yes” if you are one of the golfers.  
Enter “2” for “no” if you will not be golfing.
- 7 – Enter the number of the day you wish to play:

1 – Sunday	4 – Wednesday	7 – Saturday
2 – Monday	5 – Thursday	
3 – Tuesday	6 – Friday	
- 8 – Enter the total number of golfers in your group.

**NOTE: this number must be 2 digits (example: enter 03 for 3 golfers.) When requesting consecutive tee times you will need to enter the total number of golfers in your groups. (Example: enter 13 for 13 golfers.) If this number is not divisible by four, the system will take you to step 8A.**

- 8A – Enter the number of golfers in group one.

- 9 – Enter the 6-digit golfer ID number for each golfer in your group or enter “\*\*” to indicate a guest.
- 9A – If you entered a guest, the system will ask you to enter the 6-digit golfer ID of the host.
- 10 – Enter the time of day you wish to play. NOTE: this entry requires 4 digits. Enter 2 digits for the hour followed by 2 digits for the minutes. For example: if the time you wish to play is 8:00, then you will enter 0800.
- 11 – Enter the earliest time of day you wish to play. Enter 2 digits for the hour followed by 2 digits for the minutes.
- 12 – Enter the latest time of day you wish to play. Enter 2 digits for the hour followed by 2 digits for the minutes. (To increase your chances of receiving a reservation we suggest a minimum of a 6-hour window between your earliest and latest times.)
- 13 – Enter “1” to select a championship course. Enter “2” to select an executive course.
- 14 – Enter “1” to select all courses.  
Enter “2” to select any course north of County Road 466.  
Enter “3” to select any course south of County Road 466.  
Enter “4” to select an individual course (unlimited valid course selection). If option “4” was selected, go to step 14A.
- 14A – Enter the course number you wish to play; enter “1” to select another course or enter “2” to continue.
- 15 – Enter “1” for a time over course preference; enter “2” for a course over time preference. (If time is more important to you choose option “1.” If the course is more important to you choose option “2.”)
- 16 – Enter “1” to verify request or enter “2” to continue. When selecting option “1” the system will verify your request. If option “2” was selected, the system will not verify your request and will take you to the next step.
- 17 – Enter “1” to accept your request or enter “2” to discard. If “1” was selected, please write down your request number. (Stay on the line, after a short pause you will hear an option to hear the request number again.)

## **2 — HOW TO VERIFY, CHANGE OR CANCEL A REQUEST**

*This option is only used for requests. To confirm a reservation, use option 4.*

- 1 – Dial 753–GOLF (4653).
- 2 – Enter your golfer ID number.
- 3 – Enter your Personal Identification Number (PIN).
- 4 – Enter “1” for golf options.
- 5 – Enter “2” to verify, change or cancel a request.
- 6 – Enter your request number.
- 7 – Enter “1” to verify; enter “2” to continue. If you selected “1” your request information will be repeated back to you. (The golfer ID numbers will not be included.)
- 8 – Enter “1” to change the request; enter “2” to cancel the request. Enter “\*1” to return to the main menu.
- 9 – If “1” was selected, enter “1” to hear golfers; enter “2” to continue.
- 10 – Enter “1” to add players (unless all groups are full). Enter “2” to cancel individual players. Enter “3” to change time requested. Enter “4” to change course requested. Enter “\*1” to return to the main menu.
  - If “1” was selected, and there are multiple groups, enter the group number to be added to.
  - If “2” was selected, enter the golfer ID number or “\*\*” to indicate a guest.
  - If “3” was selected, enter the time you wish to play, the earliest time you wish to play and the latest time you wish to play. (These times must be entered as 4 digits.)
  - If “4” was selected, the previously selected courses will delete and you will be prompted to enter all of your course selections to include any changes.
- 11 – If “2” was selected, enter “1” to confirm cancellation of this request. Enter “2” to continue without cancelling request.

### **3 — TO RESERVE AN OPEN TEE TIME**

*This option allows you to reserve an unused tee time within 3 days of desired play.*

1 – Dial 753-GOLF (4653).

2 – Enter your golfer ID number.

3 – Enter your Personal Identification Number (PIN).

4 – Enter “1” for golf options. Enter “2” for tennis options.

5 – Enter “3” to reserve an unused tee time.

6 – Enter the day you wish to play (1 digit entry).

**NOTE: System will read out days available for reservations.**

7 – Enter “1” to select a championship course.

Enter “2” to select an executive course.

8 – Enter “1” to select all courses.

Enter “2” to select any course north of County Road 466.

Enter “3” to select any course south of County Road 466.

Enter “4” to select an individual course (unlimited valid-course selection).

9 – Enter the course number you wish to play; enter “1” to select another course or enter “2” to continue. (The system will allow you to select as many courses as you wish that are available.)

10 – Enter the number of golfers in your group (2 digit entry).

11 – Enter the time you wish to play (4 digit entry).

12 – Enter the earliest time you wish to play (4 digit entry).

13 – Enter the latest time you wish to play (4 digit entry). The system will search for reservations within the parameters set by the caller. If there is more than one reservation available, you will have to listen to all choices before making a selection. Enter “3” to start a new search.

14 – The system will now prompt you to make your selection by entering “1” to accept or “2” to continue to the next selection. Once a selection is made, the system will take you to Step 15.

- 15 – Enter the golfer ID numbers for the players in group.
- 16 – System will confirm your tee time reservation and assign a reservation number.

#### **4 — TO CONFIRM, CHANGE OR CANCEL A TEE TIME RESERVATION**

- 1 – Dial 753-GOLF (4653).
  - 2 – Enter your golfer ID number.
  - 3 – Enter your Personal Identification Number (PIN).
  - 4 – Enter “1” for golf options. Enter “2” for tennis options.
  - 5 – Enter “4” to confirm, change, or cancel a reservation.  
Once you get this far you will be prompted to:
    - Press “1” to confirm a reservation. (The system will repeat all assigned reservations for each day. You will be notified if your request was not accommodated.)
    - Press “2” to change a reservation. (You must have a reservation number.) When using this option, once you enter your reservation number, you will be asked to press:
      1. To add golfers (if the slot is still available)
      2. To cancel individual players
      3. To replace golfers
      4. To hear players
- \*1 To return to the main menu
- Press “3” to cancel an entire reservation. (Enter your reservation number, the system will confirm cancellation of reservation.)

## **6 — FOR CHAMPIONSHIP COURSE MEN’S AND LADIES’ DAY REGISTRATION**

Golfers must have a GHIN Handicap and a priority enhancement to register on a championship course.

- 1 – Dial 753-GOLF (4653).
- 2 – Enter your golfer ID number.
- 3 – Enter your Personal Identification Number (PIN).
- 4 – Enter “1” for golf options.
- 5 – Enter “6” for championship course men’s or ladies’ day registration.
- 6 – Enter “1” for men’s day.
- 7 – Enter “2” for ladies’ day.
- 8 – Courses available for tournament play may be selected by the course number. If there are multiple tournaments for selected courses, you will be prompted to select one. After making your selection, the system will confirm your registration by stating the date and time of the tournament along with a registration number. The system will also give you the date pairings will be available at the golf courses.

## **7 — FOR EXECUTIVE COURSE MEN’S AND LADIES’ DAY REGISTRATION**

- 1 – Dial 753-GOLF (4653).
- 2 – Enter your golfer ID number.
- 3 – Enter your Personal Identification Number (PIN).
- 4 – Enter “1” for golf options.
- 5 – Enter “7” for executive course men’s or ladies’ day registration.
- 6 – Enter “1” for men’s day.
- 7 – Enter “2” for ladies’ day.
- 8 – Enter “3” for super seniors day. You must be 70 years and up to register.

9 – Courses available for tournament play may be selected by the course number. If there are multiple tournaments for the selected course, you will be prompted to select one. After making your selection the system will confirm your registration by stating the date of the tournament and the registration number. The system will also give you the date pairings will be available at the golf course.

**8 — FOR SYSTEM HELP AND INFORMATION**  
*THIS OPTION WILL PROVIDE INFORMATION ABOUT SYSTEM FUNCTIONS THAT CAN MAKE YOUR USE OF THE SYSTEM MORE PRODUCTIVE.*

**9 — TO CHANGE PERSONALIZED SETTINGS**

- 1 – Dial 753-GOLF (4653).
- 2 – Enter your golfer ID number.
- 3 – Enter your Personal Identification Number (PIN).
- 4 – Enter “1” for golf options, “2” for tennis options.
- 5 – Enter “9” to change personalized settings.
- 6 – Please enter your current PIN number.  
Enter “1” to change your PIN number.  
Enter “2” to hear your membership information.  
Enter “\*1” to return to the main menu.  
Enter “\*9” to disconnect immediately.

**Complimentary educational sessions on The Villages Automated Tee Time System are offered regularly by the The Villages Tee Time Office. To sign up for these sessions you may contact The Villages Tee Time Office at 750-4558.**