

## What is the Chelsea Reservation System?

Chelsea is an online reservation system that provides you with a 24x7x365 access to court reservations at the Arthur L. Allen Tennis Center at Cambier Park.

Chelsea eliminates 7:30AM phone calls to reserve a tennis court.

You can make a request at your convenience and Chelsea will E-mail you your assigned court time 3 days ahead.

Chelsea distributes courts on a point play system.

Just follow the simple LOGIN steps to get started!

### CHELSEA LANGUAGE

**REQUEST** - A request for court time and not an actual reservation (booking). Request may be made far in advance of play, but they are not processed until 3 days before the day you requested to play. There is no advantage to early request other than convenience. Chelsea allocates courts on average points of the group's players.

**BOOKING** - A booking is an actual court reservation that your group receives once the system has processed all of the court requests.

**PROCESSING** - Chelsea processes requests three days before play. Processing is done each day, Once processed, you have an actual booking confirmation.

**STANDBY LIST** - If you did not get a court within your requested time parameter, your group will be placed on a wait list. The wider and more flexible your time parameter, (ex: play as early as 8AM and as late as 11AM) the more you will play.

**E-MAIL** - Once the system processes all of the requests for courts 3 days prior to date requested, you will receive an E-mail indicating the status of your request.

### LOGIN

Log into [ALLENTENNISCENTER.COM](http://ALLENTENNISCENTER.COM)

Click [New! Reservation Request Here](#) (click on [Here](#))

Enter **MEMBER # AND PASSWORD**

Click [LOGIN TENNIS](#)

Go to [PROFILE](#) if you need to update your information

### **SUBMIT A REQUEST** (up to 14 days in advance)

Go to [REQUEST](#)

Click [ADD A REQUEST](#)

Choose [DATE, TIME, EARLIEST START TIME, LATEST START TIME](#)

Click PLAYER INFO TAB

Enter member # information using SEARCH or BUDDY LIST

Click SUBMIT

## **PLACEMENT**

Initiated by the Administrator (pro) to have the system process requests and allocate courts 3 days in advance.

## **MAKE A BOOKING** (after court request are processed)

Go to REVIEW

Click REVIEW A COURT SHEET

Select a date to review

Click DISPLAY to see court allocations

Go to BOOKING

Click ADD A BOOKING

Proceed same as making a request

Click DISPLAY TIMES

Select an available time

Click SUBMIT

