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
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**