

RCSCW Golf Lottery Tee Time Request Instructions

(Member numbers are required for submitting lottery requests unless a quest)

1. Input <http://scw.totalegolf.com> into your browser
 - a. Hit Enter

(Please remember to use your “mouse” to navigate to each new selection. Do not use the “Tab” key and only use the “Enter” when you are ready to submit your request)

Member Login

1. Input Member Number
2. Input your password
3. Click “Login”
4. Click “Lottery”

Lottery Request Entry (to find a lottery request using a confirmation number)

Conf. #	Confirmation Number
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Request Details

1. Click “Date of Play” dropdown
 - a. Select desired date (an * will appear where there is already a lottery request)

Search Options

2. *Search Priority:* Click “By Time” or “By Course”
3. Click “Desired Time” box
 - a. Select preferred time of play
4. Click “Earliest Time” box
 - a. Select earliest time you want to play
5. Click “Latest Time” box
 - a. Select latest time you want to play
6. Click “# of tee times” box (up to 6)
7. If more than 3 tee times are requested, you may click the break box to improve your lottery chances. Break Tee Times
When selected, the tee times may not be consecutive.

Course Selection

“Course Quick Pick” if you want the system to choose courses in random order.

“Course Selection” if you want to select courses in a preferred order.

Course Quick Pick

1. Under “Course Quick Pick”
 - a. Click the blue “Executive” box if you want ONLY Executive courses in random order.
 - b. Click the blue “Regulation” box if you want ONLY Regulation courses in random order.
 - c. Click the blue “Any” tab if you want ANY Course in random order.
 - d. After completing your selections, go to “Player Details”

Course Selection

1. Next to “Course #1”
 - a. Click “Select a Course”
 - b. Select preferred course
2. Repeat for as many courses as you choose to play in the order you want to play them

3. After completing your selections, go to “Player Details”

Players

Player Details

1. Verify your Member Number is in box for “Player 1”
2. Click in box next to “Player 2”
 - a. Input “Member ID” (number) or Click “Guest” box
If you clicked “Guest” box, Enter First Name, Last Name and Email Address (email is optional but required to complete to receive email confirmations)
 - b. Continue until all members are entered
3. Click “Validate Players”
4. Go back up to “Player Details”
 - a. Verify the names of the players are correct
 - b. Verify there is a green ✓  in the status column
 - c. **If a name is incorrect or you have a gold explanation mark**  Click the box with the incorrect number and re-enter the correct Member ID.
5. Notice, there is now an “Edit” column. This will allow you to control who can edit the lottery request. **Uncheck** anyone you **do not** want to be able to make changes.
6. If Names are correct and ALL have a Green ✓  Click “Players Validate → Submit Lottery”
 - a. You will receive a Confirmation Number at the bottom of the Screen. Write this number down **or** use the date of lottery request for future editing to edit your request. The confirmation number will also be available in the e-mail confirmation.
 - b. When finished, “Log Out”

Edit a Request

7. Make changes to your time, # of tee times, course selections or players. Note, if you want to **change the day**, you will need to “Cancel Request” at the bottom.
 - a. Under “Lottery Request Entry” enter the “Confirmation Number” **or** under “Request Details” use the “drop down” to select the “Date of Play”. An asterisk * will appear by the dates you have submitted a lottery request.
 - b. Make changes.
 - c. Click “validate players”
 - d. If applicable, Check or uncheck the “Able to Edit”
 - e. Click “Players Validate → Submit Lottery”

AFTER THE LOTTERY IS DRAWN AND TEE TIMES ARE AWARDED:

Players with e-mails will receive an email confirmation and will be able to see the booking under “BOOKED ROUNDS” in the member portal. All other players will need to call any of the RCSCW courses and provide the starter with their member number to find the booking.