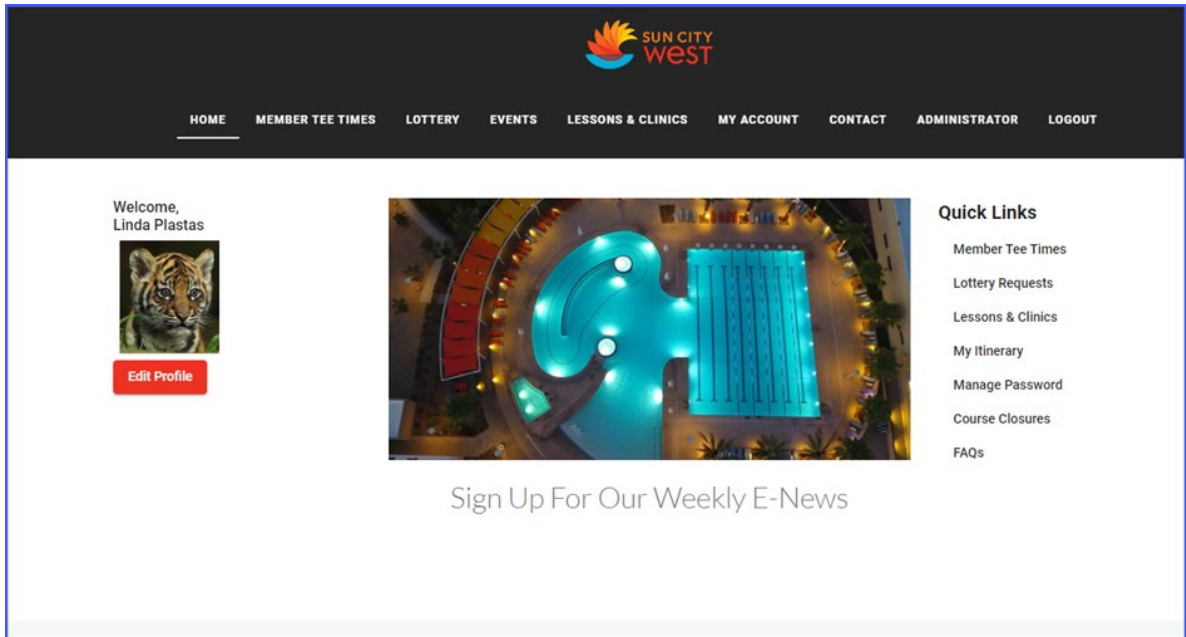
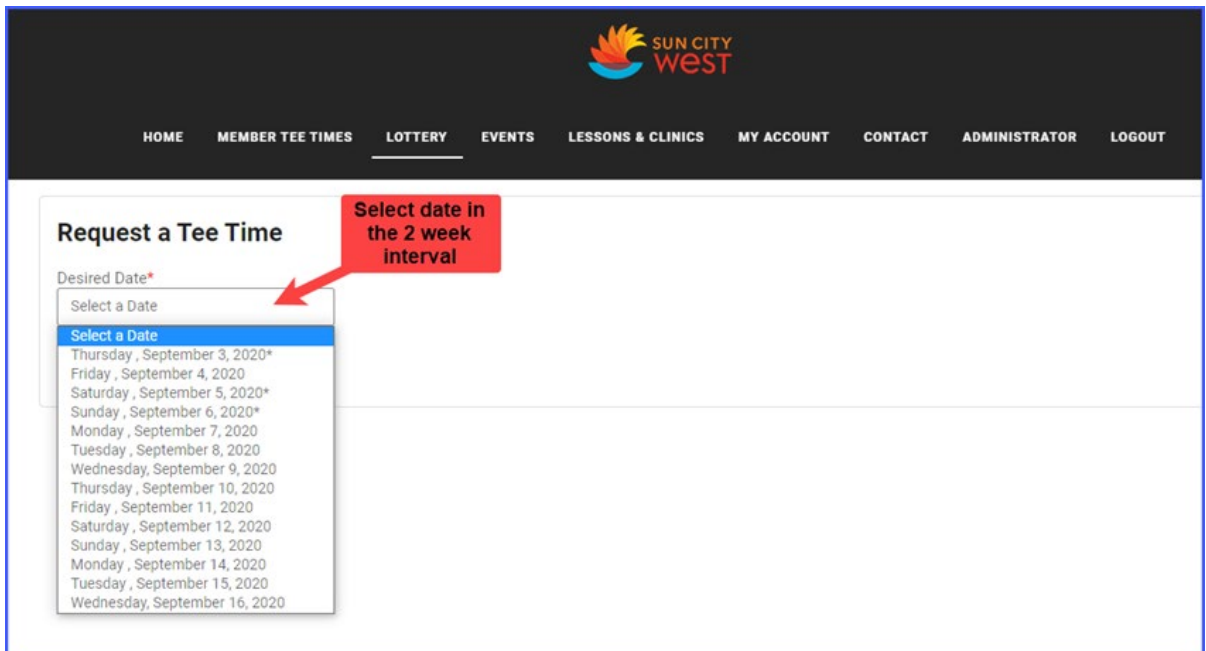


# Lottery Request Instructions

1. Login to the Sun City West Portal.
2. Click on the Lottery Tab on the top ribbon or click on "Lottery Requests" on the Quick Links.



3. Select a date in the two-week window of dates.



4. Select the # of Groups (# of Tee Times).  
*Example: If you want to book 24 players you need to select 6 Groups which is 6 Tee Times.*

**Request a Tee Time**

Desired Date\*  
Tuesday, September 8, 2020

Request Priority \* ⓘ  
 By Time  By Course

# of Groups\*  
1

Desired Time\* Earliest Time\* Latest Time\*  
Select Select Select

**Course Selections**

Course Quick Pick

Course #1 Course #2 Course #3 Course #4  
Select a Course Select a Course Select a Course Select a Course

Course #5  
Select a Course

**Players**

5. Select the “Desired Time/ Earliest Time/ Latest Time” using the dropdown Time Picker.

**Request a Tee Time**

Desired Date\*  
Wednesday, September 9, 2020

Request Priority \* ⓘ  
 By Time  By Course

# of Groups\*  
1

Desired Time\* Earliest Time\* Latest Time\*  
Select Select Select

**Course Selections**

Course Quick Pick

Course #1 Course #2 Course #3 Course #4  
Select a Course Select a Course Select a Course Select a Course

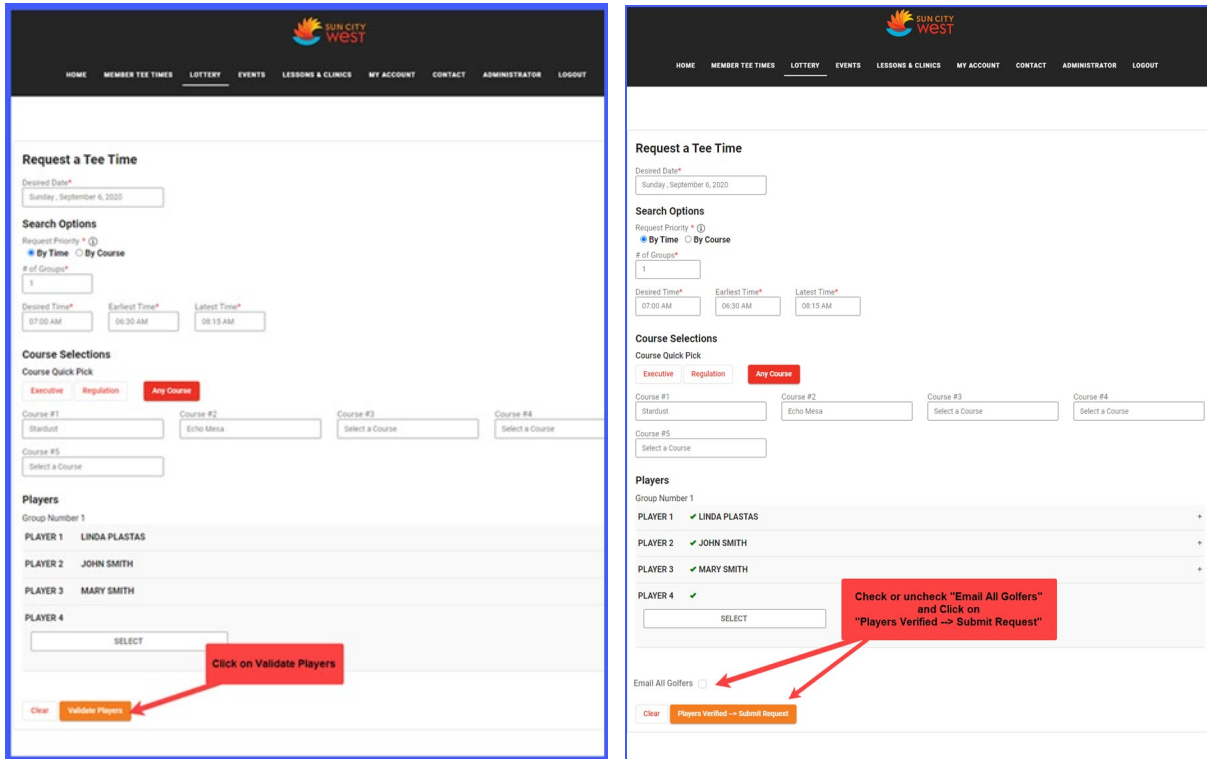
Course #5  
Select a Course

**Players**

- Select the course(s) either individually or by using the “Course Quick Pick” options.

- Input Player 1 by Clicking on “Select”. Click “Add Me or Member” and search for the desired member by name or number. For all other players click “Member” and in the dropdown list select “Guest, Member, or Most Frequent”. Complete the required information for each player.

- Click on "Validate Players". Once the green checkmarks appear check or uncheck "Email All Golfers" as preferred and click on "Players Verified → Submit Request".



- A message will appear with a Confirmation number.

You have successfully submitted your Tee Time request. Your confirmation number is 517a8d90.

### TO EDIT OR CANCEL A LOTTERY REQUEST

*Note: To change the day, you will need to "Cancel Request". To make changes to your time, # of teetimes, course selections or players you will need to edit the request.*

- Login to [suncitywest.totaleintegrated.com](http://suncitywest.totaleintegrated.com). The request can be found by clicking on the Quick Link "My Itinerary" or by clicking on "My Account/My Itinerary".
- Under Filters click on "Tee Time Request", then click on the down arrow for the request to be cancelled or modified.
- Click "Manage" to make changes or cancel the request.
- To CANCEL a request, go to the bottom of the page and click "Cancel request".
- To MODIFY a request, make your changes and click on "Validate Players".
- If applicable check or uncheck the "Email all Golfers".
- Click "Validate Players" -> "Submit Request"