9 Hole Play:

9-hole reservations can **only** be made by calling or visiting a pro shop 6 days prior to your play date. Tell the starter you want to make a tee time for the number of players (2, 3 or 4), course selection, and rec numbers of all the players. Ask the starter to send a confirmation email to all the players. You should also send a confirmation email because some ladies don't have their email address registered at the SCW Membership Office. All player contact info and rec numbers are on our roster and sent to members monthly. Lottery request tee times are **not** available for single players or 9 hole play.

18 Hole Play:

Reservations can be made by contacting the pro shop (see above) 6 days prior to your play date **or** by reserving tee times online or paper form via the lottery request.

ONLINE OR PAPER LOTTERY REQUEST:

Lottery requests can be submitted for single players as well as 18 hole foursomes, etc. up to 14 days prior to the play date. Go to scw.etotalgolf.com. You will need to create a new account by clicking the "New User Password Retrieval" link at the Login Screen. Enter your member ID (rec card #). Click "Send Password" button. If the SCW Membership Office has your email address in their data base you will receive an email with a temporary password with instructions to log into your account.

Once you're logged in click the tab LOTTERY REQUEST
Click "Date of Play"
Search Priority: Click "By Time" and "Desired Time"
        Select "Earliest Time" and "Latest Time"
Click "# of tee times" (**1 tee time per up to four players**)
Click course selection
Player Details: Enter the **member's rec card number** or GUEST. Do **NOT** enter player names.
Click "Validate Players" when all members are entered. Player names will appear.
Verify there is a green check mark in status column which signifies all info entered is correct. If incorrect a gold ! appears. Re-enter with the correct rec number.
Click "Validate Players" again.
The "edit" column appears with a check mark for each player which means each player can edit (cancel their tee time without notifying you) their tee time. If you prefer to handle cancellations uncheck each player's check box except your own.
Make sure "Send email" is checked.
Click "Players Validate>Submit Lottery".
A **lottery request confirmation** will be sent to you.
A **tee time confirmation** will be sent to all players when the lottery is made one week prior to your play date.