

Colorado Seniors Golf Association

Directions to Access CSGA and ForeTees Web Sites

CSGA Web Site:

Go to coloradosga.org

This site includes the Golf Event Schedule, History of the association, Past Tournament winners, Contact list, Membership information and a link to the Foretees web site. It is recommended that you bookmark this site as one of your favorites.

ForeTees Web Site To Reserve a Tee Time:

1. The easiest way is to click on the **Foretees logo** on the CSGA website. That will take you to the Foretees login page. (Bookmark this now as a favorite so you can go directly next time)
2. Your **Username** will be the initial of your first name followed by a dot and your last name
e.g. John Murphy would be j.murphy (Don't forget the dot after your initial)
3. Your **Password** is simply your last name. e.g. murphy (**Always use lower case and no spaces for Username and Password entries**)
4. After logging in, the The ***Colorado Seniors Announcement Page*** will appear
5. The ***Navigator Bar*** along the top has several Tabs. The ones that you will use the most are: Tee Times, Events and Partner/Guest
6. As a major time saver you can click on the Partner/Guests to set up a list of members and guests you normally play with.

The instructions are straight forward but pay attention to the addition of a Guest. You must fill in their name when a box appears. Then simply click on the "Add Guest". When time comes to make reservation their names will be ready to be chosen. You may log on to set up partners and guests any time.

Tee Time and Shotgun Events

CSGA has two types of events throughout the year. The process for a Tee Time reservation is different than a Shotgun reservation. The e-mail notification that you receive for each event indicates which type of event it is along with other important details about the event.

All events, except the year end tournament, are on a “first come first serve basis”. The year end tournament may be governed by a lottery system.

Tee Time Reservations

1. On the ***Colorado Seniors Announcement Page*** move the cursor to the “Tee Times” option and in the drop down box select “Make, Change or View Tee Times”.

2. A calendar will appear. Left click on the **Date of the Tee Time event**. A tee sheet will appear. Select any open time and a registration box will appear. Guests may be allowed for some events but only if space is available. The first 2 days of registration are reserved for members only. After 2 days, if space is available, an e-mail will be sent to inform that guests can be registered.

For some events additional info will be requested such as address or age or GHIN for a guest. These requests will automatically pop up if required.

3. Hit “Submit Changes” and you are done.

4. All the CSGA member players will receive a confirming e-mail.

5. ***There is a timer running*** which might cut you off before you finish. Good reason to set up a partners list. If that happens you will have to sign back in.

Shotgun Reservation

1. Move cursor to “Event” tab. A list of Shotgun events will appear. Left click on the next event.

2. A screen detailing the event will appear. Click on “Register” and the same box to enter names in the Tee Times event will appear. Follow the same procedure to enter players and hit “Submit Changes” and all players will receive a confirming e-mail.

Wait Lists

Often events are full within minutes of the opening registration time. In that case you may still register and you will be on a wait list. The wait lists are monitored regularly and you will be moved to a confirmed spot as openings occur.

Tee Time Wait List

For Tee Time events **You** must add your name to the wait list. Click on the ***Wait List*** tab. You will be asked to specify a time period (e.g. not after 9:00 AM or before 11:00 AM or any time)

Shotgun Waitlist

For Shotgun events your registration will ***automatically*** be moved to the wait list once you register, if necessary. That is you do not have to do anything.

Cancellation

If you must cancel your registration simply log on and click on your registration. A box will appear with your name. Click on the erase button beside your name and hit "submit". NOTE: Do not hit "Cancel" button as it erases all players, unless that is your intent. If you inadvertently erase another member notify Jerre Hause immediately so we can restore the registration.

Before the Registration Deadline

You may cancel before the deadline as above.

After Registration Deadline

*Once the time to register has passed then **you can no longer access the CSGA system to cancel.***

You will be informed via e-mail after the deadline on how to cancel depending on whether there are members on a wait list at the time of the deadline.

The reason is that after the deadline the CSGA system with the pairings is sent to the event golf courses and they in turn take over control of the tee sheet for the event.

Cancelling after the deadline you may incur some charges for the luncheon and/or for the golf fees and luncheon.

No Shows: *Players who did not notify the course and/or Jerre Hause **WILL** be charged for all event fees.*

EVENT NOTICES: You will receive E-Mail notices at least one week before the registration opens with all the details for the event and reminders regarding guests, waitlists and cancellations.

Be sure to check your spam file in case you did not receive a notice.