Chelsea Instructions

If you are a new member or have a problem with your password you need to contact the LOGO building (705-4034). Once you get a password at the Logo Building you will be able to make court reservations.

How to Request a Court
1. Sign on to the Chelsea Reservation System https://hiltheadpb.chelseareservations.com/
2. Enter your CAM # and Password and press **Pickleball**
3. Under the **Request** tab, choose **Add a Request**. Request screen will appear.
    a. **PLAY DATE:** enter the date you want to play
    b. **Facility Selection:** Select first and second choice (North or South or No 2nd Preference)
    c. **Requested Time:**
        i. **Requested:** Enter the time you want to play
        ii. **Earliest:** Enter the earliest time you are willing to play
        iii. **Latest:** Enter the latest time you are willing to play
    d. **Court Selection:** Choose **Pickleball**
    e. **# of Court Times:** Enter 1 for 1 court or 2 to link 2 courts together
4. Press **Player Info** right below the heading of **MAKE A REQUEST** and enter **CAM#** of the player requesting the reservation and 1 additional player or 3 additional players. (You must enter 8 names if you selected to link two courts together)
5. Press **Submit** to submit your request and an email will be sent letting you know the status.

You can **Request** a court up to 7 days out so this is the best approach to get a court on the day you wish.

However, you can also **Book** a court 3 days out but earlier requests may have filled the courts.

You can only Request or Book a court for one hour.

You can even **Book** a court on the same day.

How to Book a Court
1. Sign on to the Chelsea Reservation System https://hiltheadpb.chelseareservations.com/
2. Enter your CAM # and Password and press **Pickleball**
3. Under the **Booking** tab, choose **Add a Booking**. Booking screen will appear.
4. Enter each of the fields and then select **Display Times**
    a. You can choose any open court up to 3 days out

How to Delete a Court
1. Sign on to the Chelsea Reservation System https://hiltheadpb.chelseareservations.com/
2. Enter your CAM # and Password and press **Pickleball**
3. Under the **Booking** tab, choose **Delete a Booking**
4. All of your court reservations will be listed
    a. Enter your **Member Number** (CAM Number)
    b. Enter the **Confirm Number** of the reservation you wish to delete
    c. Hit **Continue**