

**BLUE MOUNTAIN GOLF AND COUNTRY CLUB
WEBREZ BALLOT PROCESS**

- With play commencing on the course on Friday, April 9th, the WebRez online booking system will go into operation on Friday, April 2nd.
- Members may post a ballot as early as 12:01 AM seven (7) days in advance of the day of play.
- The system will accept the posting of ballots up to 6:00 AM five (5) days in advance of the day of play. (Ex. Sunday, April 4th at 6:00 AM for Friday, April 9th) The draw will appear on the internet at 6:30 AM through the season.
- Once the draw is posted, members may change their tee time, change the players in their group, or eliminate the tee time using the internet up to 6:00 AM on the day of play. After 6:00 AM, changes will only be accepted by telephone or at the Pro Shop counter.

(Please note that the lottery is not a first come, first serve basis so you may post your ballot at your convenience during the designated time frame.)

- Public will be able to book available tee times, as per the tee time policy, three days in advance of the day of play. Public will only be able to book tee times by telephone or by visiting the Club. They will not have access to the computer system.

POSTING A BALLOT:

- Access our website at bmgcc.net
- Click on "Tee Times - Login"
- Enter your ID number and password (# in the Roster Book, use the same # in both spots)
- Click "Login"
- Click " View Daily Tee Sheet"

Step #1

- Select blue arrow for the desired day and click " Show Tee Sheet"

Step #2

- Under the category entitled "Action", click "Book" beside the time requested.

Note: The person posting the ballot will automatically be recognized as "Player #1" of the players in the group. You will not have to enter your own name.

- Enter the last name of the first additional player in your group.
- Once selected the player will appear below your name under "Confirm Your Selections".
- Repeat the process until all of the names in your group have been selected.
- Click on "Go To Step #3".

Step #3

- Step #3 provides you with 8 alternative times in case you are unable to get the time you wish.
- Click on one of the alternative times.

NOTE : WebRez provides a "Help" button to assist you through each step.

TO VIEW THE BALLOT POSTED PRIOR TO THE DRAW :

- Click on “Home” at the top of the page
- Click on “ View Daily Tee Sheet”
- Click on the desired day
- View the list of ballots
- If you wish to change your ballot (time, number of players, cancel) please follow the following instructions :

TO VIEW YOUR RESERVATIONS FOR THE WEEK:

- Click on “Home” at the top of the page.
- Click on “View or Change a Reservation”
- The screen will display all of your reservations.
- Click on “Home” if you are satisfied with the reservation(s) you have selected during the 7 day period.
- If you wish to change any of the reservations (“ballot” or “confirmed time within the 5 days”):
 - o Click on the reservation
 - o Click on the desired change being
 - “Add Player”
 - “ Remove Player”
 - “ Cancel Your Reservation”
 - “Change Time”
 - Click “Home” to end the process

NOTE:

For posting a ballot during the season, members who do not have a computer may call the Pro Shop.