

## How to Subscribe to Fenwick Emails

Go to the Fenwick website [www.boroughoffenwick.com](http://www.boroughoffenwick.com).

Go to either

- “Subscribe to News” at the bottom of the left column on the home page OR
- “Find It Fast” then “Online Resources” and “Subscribe to E-Alerts”.

Either will take you to the “Subscribe to News” page.

Fill in your email address, confirm it, and then check all of the items you would like to receive. You can check all, or just one, or any combination. Do the “I’m not a robot” captcha and click on “Subscribe Me”. You will then automatically receive all the notifications that you indicated whenever they are sent.

## How to subscribe to CPS (Club Prophet Systems) and make online tee times

Before starting, please send Jeff Champion, General Manager, the names and emails you want registered in the system for the golfers in your household at [gm@fenwicknews.com](mailto:gm@fenwicknews.com). Do not try to set up your account because only an Administrator can approve new accounts as residents. Once he receives your information, he will make sure you are set up and then email you back that you are ready to go.

From there:

1. Start by going to [www.fenwickgolfcourse.com](http://www.fenwickgolfcourse.com)
2. Close the popup window if it appears
3. Click on Book A Tee Time in the upper right corner
4. Click on Member Tee Times
5. Enter your email address
6. Enter your password
7. Click on the “Sign In” bar below
8. If you forgot your password, click on FORGOT PASSWORD. The system will generate an email and send it to you so you can create your own password. For security reasons, we do not store your passwords. You will need to enter it each time you login. When making a tee time here are some things you need to know:
  - After you sign in, today’s tee time will be displayed.
  - As residents, you can book 48 hours in advance by selecting the dates listed at the top of the page.
  - Once you select a tee time(s) a pop-up menu will appear, you need to select how many players and how many holes you’d like to reserve. Once you make the reservation you may see a charge, ignore this, and the Starter will correct this before they check you in. Again, you will not be charged as a resident/renter if you have already paid your recreation fee.
  - We suggest that you ALWAYS SELECT 4 IF YOU WANT TO PLAY ALONE, if not, you will probably be paired with someone else that notices, online, that a tee time is available to be reserved.
  - Once you select the number of golfers, usually 4, you will then need to add your name to the remaining 3 slots. The best and easiest way to do this is by creating yourself in the buddy list. If you’d like to change any one of these slots, we suggest you use your Buddy List. You will see the “Select Buddy” menu in the down arrow and everyone in your buddy list will appear.
  - If you need to update or manage your Buddy List, click on your name in the upper right-hand corner and select Buddy Management.
  - The system works best when everyone is registered and uses the Buddy system. This will cut down on the time it takes our Starters to check you in.

If you have any questions, concerns, or comments, please send them to me at [gm@fenwicknews.com](mailto:gm@fenwicknews.com).

Stay safe, stay healthy!