Instructions for SLWGA Online Registration

NEW MEMBER REGISTRATION

From the SLWGA Website (slwga.org):
- Click on the link for Member Registration on the HOME page.
- Click on the Registration tab. If you are a new member, click on the Click Here to Register button. Create a user name & password, using your email address as the user name.
- Complete the user profile information as required on the form. If you don't have a GHIN number, leave that information blank and we will assign you a new number. If you previously had a number or if you have a GHIN number from another organization or club, please use that number.
- Once you have set up your profile, you will need to pay the current year dues.

DUES PAYMENT

- Click on the Membership Payment tab/Membership Program to pay the current dues.
- Enter your name in the Select Member Name box. Select the current year dues
- Select the current year dues then add to cart. Then click on Membership Programs Cart/Click to Checkout button. Complete the billing/credit card information and complete the transaction.
- You will receive a confirmation email that your payment has been completed.

EVENT REGISTRATION

There are two ways to access the Online Registration Portal:

I.   **Email Invitation**:
- Prior to the date the Event opens for Online Registration, you will receive an email with a link that will take you directly to the event at the **Golfer Information** screen
- Login in using your email address as the user ID and the password you previously created. If you've forgotten your password, click on the Forgot Password to create a new one.
- In the box for **Member** (or Player) enter several letters to begin the search for your name
- Click on **Continue**
- Review information and click on **Next**
- If the event requires, submit information regarding names of the **Other Members on your Team** – not all events will require this information.
- Click on **Add Another Member to My Team**
- Select the next member and complete their information
- Continue to add members until you've completed adding your team (up to 4 members total)
- Click on the **two boxes at the bottom** of the form to confirm the information requested.
- On the Billing Details screen, you will see the summary of the amounts that will be charged to your credit card. If everything is correct, enter your billing address information
- Click **Next**
- Enter your credit card details and the click on **Pay**

Your registration will go into a *pending status*. Your credit card will **NOT** be charged until your registration status is confirmed. You will receive an email confirming your pending registration status. Once we confirm your registration, you will receive another email confirming your registration and the amount that your credit card will be charged.

You can also go back to edit your registration and review the list of pending and confirmed players.

II.   **From the SLWGA Website (slwga.org**):
- Click on **Member Login** button and enter password (talk to your SLWGA delegate if you need the current password)
- Click on **Golf Genius Portal** button. You will need to login to the portal using your email address and your person password. Click on the Event Schedule tab. This will take you directly to the list of current events and their status
- Click on **View** for the event that you want to register
- Click on **Register Now** button
- Click on **Submit Registration for Approval**
- Continue the procedures noted under Email Invitation instructions