

# QUICK INSTRUCTIONS

## PROFILE SET UP



### IMPORTANT INFORMATION:

- If you have a GHIN number, have it available prior to starting the registration process.
- All players (including all members of a team) must create a new player profile in order to complete a tournament registration.

## Create your new Player Profile

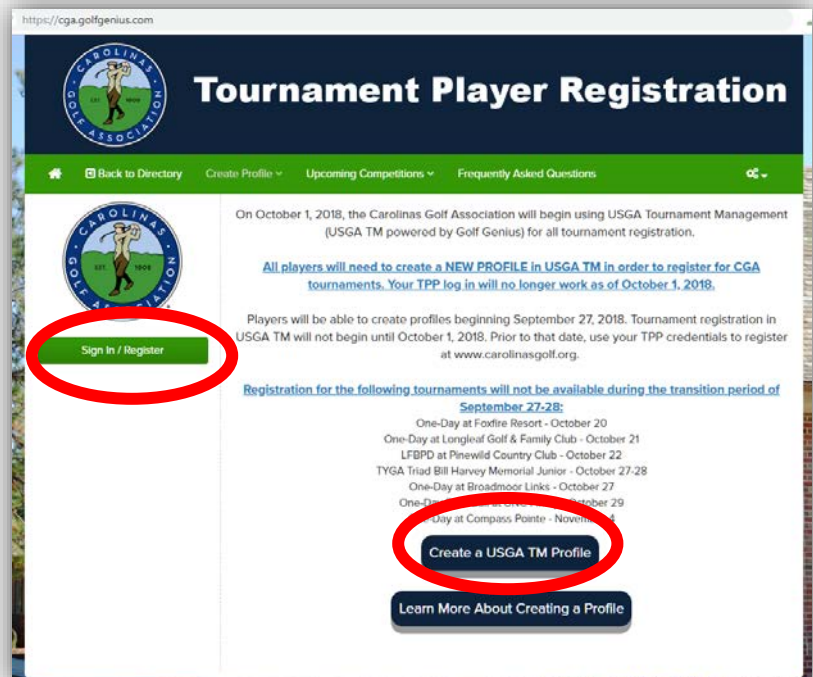
**STEP 1:** Visit <http://www.cga.golfgenius.com> to create your new profile.

**STEP 2:** Click the **green** "Sign In / Register" bar on the left hand side of the screen.

OR,

Click the **blue** "Create a USGA TM Profile" button towards the bottom of the page.

You will be connected to the Sign In/Register page.



**STEP 3:** Click the **green** "Click Here to Register" bar.

You will be connected with the Registration page.

**Note:** The Registration page (see STEP 4) looks very similar to this STEP 3 Sign In/Register page. Take care to read the labeling of each **green** bar to insure that you are clicking on the appropriate bar.

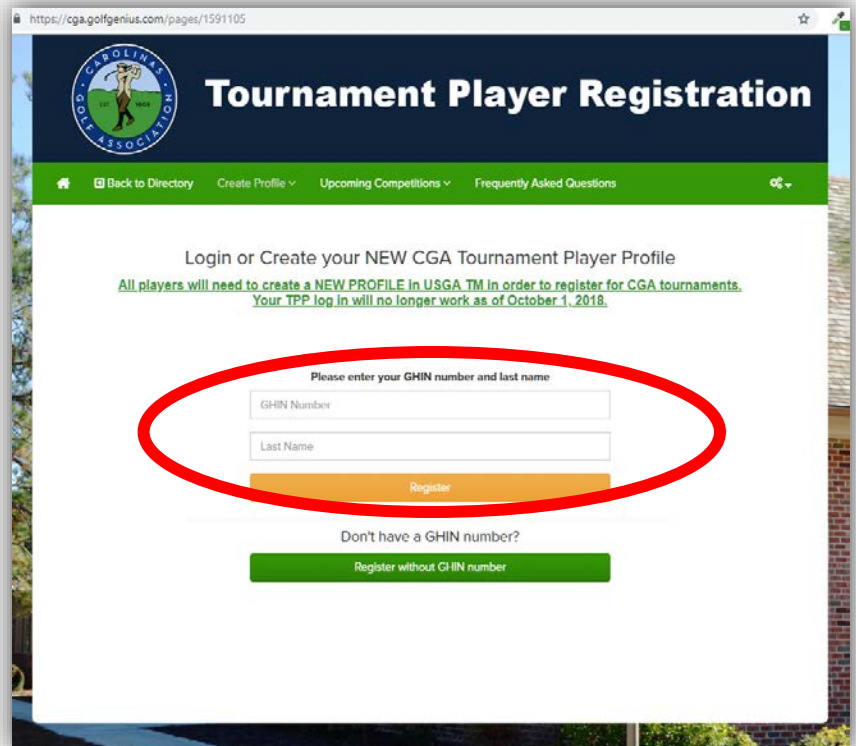


**STEP 4:** Enter your GHIN number and Last Name in the appropriate fields, then click the **orange** “Register” bar.

Should you need to register without a GHIN number, click the **green** “Register without GHIN number” bar. **NOTE: This option should only be used for junior golfers.**

**HIGH IMPORTANCE:** Creating your profile without a GHIN number will prohibit you from registering from most CGA events.

You will be connected with the Player Information Page.



The screenshot shows the 'Tournament Player Registration' page. At the top, there is a navigation bar with 'Back to Directory', 'Create Profile', 'Upcoming Competitions', and 'Frequently Asked Questions'. The main heading is 'Login or Create your NEW CGA Tournament Player Profile'. Below this, there is a note: 'All players will need to create a NEW PROFILE in USGA TM in order to register for CGA tournaments. Your TPP log in will no longer work as of October 1, 2018.' The registration form is divided into two sections. The first section, titled 'Please enter your GHIN number and last name', contains two input fields: 'GHIN Number' and 'Last Name', followed by an orange 'Register' button. This entire section is circled in red. The second section, titled 'Don't have a GHIN number?', contains a green 'Register without GHIN number' button.

**STEP 5:** Enter player information for all of the fields marked with a red asterisk (\*).

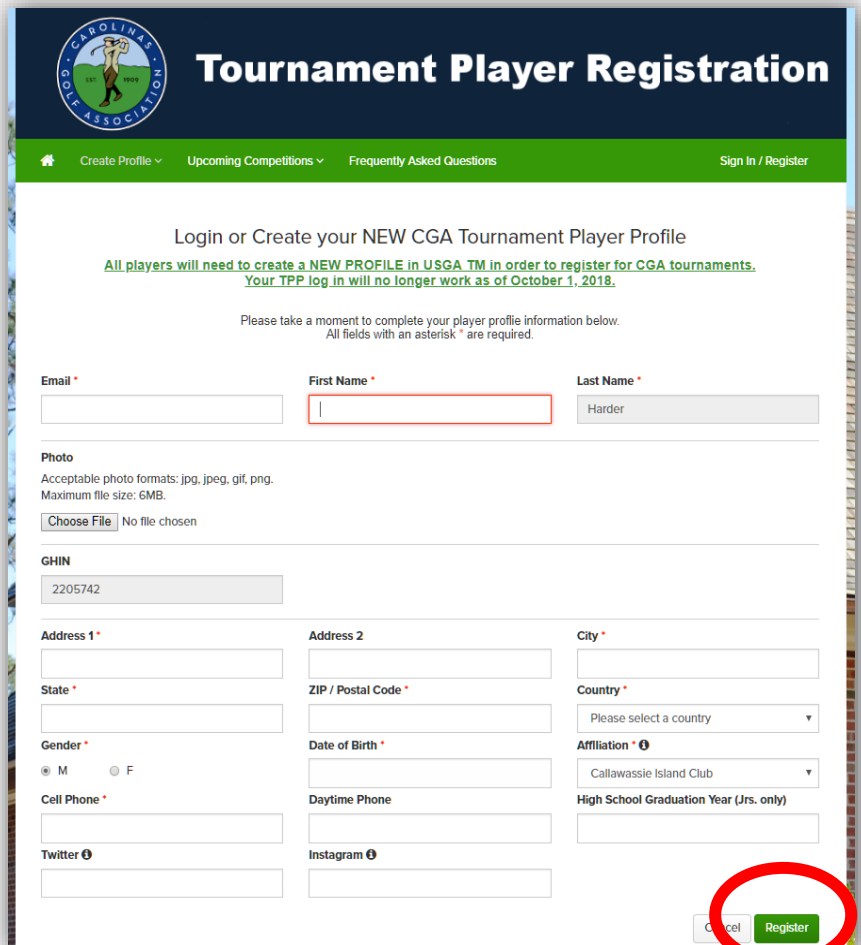
**NOTE:** The email address and password you provide will be your USER ID and password to log into your account.

**HIGH IMPORTANCE:** Be sure that the email address entered is in a valid format, (e.g., example@gmail.com).

If an invalid email format is entered and saved, you will not be able to access your account.

In addition, some information may have auto-populated the fields, verify each field for accuracy prior to moving on to STEP 5. Make corrections as necessary. (Example: Gender defaults to “M”).

**STEP 6:** Once all of the required fields are completed, click on the **green** “Register” button on the lower right corner of the page. A confirmation message will appear on the screen and an email will be sent to the email address provided.



The screenshot shows the 'Tournament Player Registration' page with the detailed registration form. The navigation bar includes 'Create Profile', 'Upcoming Competitions', 'Frequently Asked Questions', and 'Sign In / Register'. The main heading is 'Login or Create your NEW CGA Tournament Player Profile'. Below this, there is a note: 'All players will need to create a NEW PROFILE in USGA TM in order to register for CGA tournaments. Your TPP log in will no longer work as of October 1, 2018.' The form is titled 'Please take a moment to complete your player profile information below. All fields with an asterisk \* are required.' The form fields are: 'Email \*', 'First Name \*', 'Last Name \*' (with 'Harder' pre-filled); 'Photo' (with a 'Choose File' button and 'No file chosen'); 'GHIN' (with '2205742' pre-filled); 'Address 1 \*', 'Address 2', 'City \*', 'State \*', 'ZIP / Postal Code \*', 'Country \*' (with a dropdown menu); 'Gender \*' (with radio buttons for 'M' and 'F'); 'Date of Birth \*', 'Daytime Phone', 'Affiliation \*' (with a dropdown menu showing 'Callawassie Island Club'); 'Cell Phone \*', 'High School Graduation Year (Jrs. only)'; 'Twitter', 'Instagram'. At the bottom right, there is a green 'Register' button circled in red.