

QUICK INSTRUCTIONS

Tournament Registration



IMPORTANT INFORMATION:

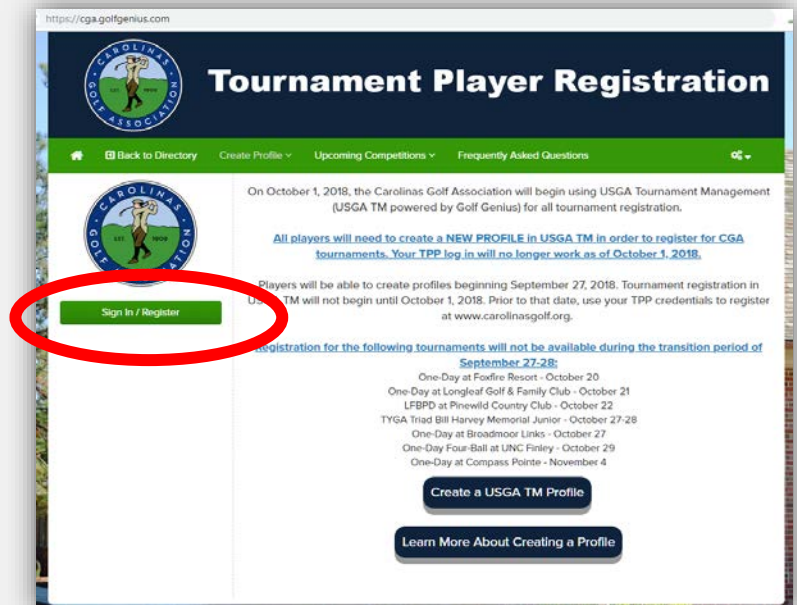
- All players (including all members of a team) must create a new player profile in order to complete a tournament registration.
 - *Make sure your partners have created new profiles! You will not be able to register for a team event if they do not have profiles!*
- There are several different ways to access the Registration Portal. The instructions described herein are using the Upcoming Competitions link.

REGISTER FOR A TOURNAMENT

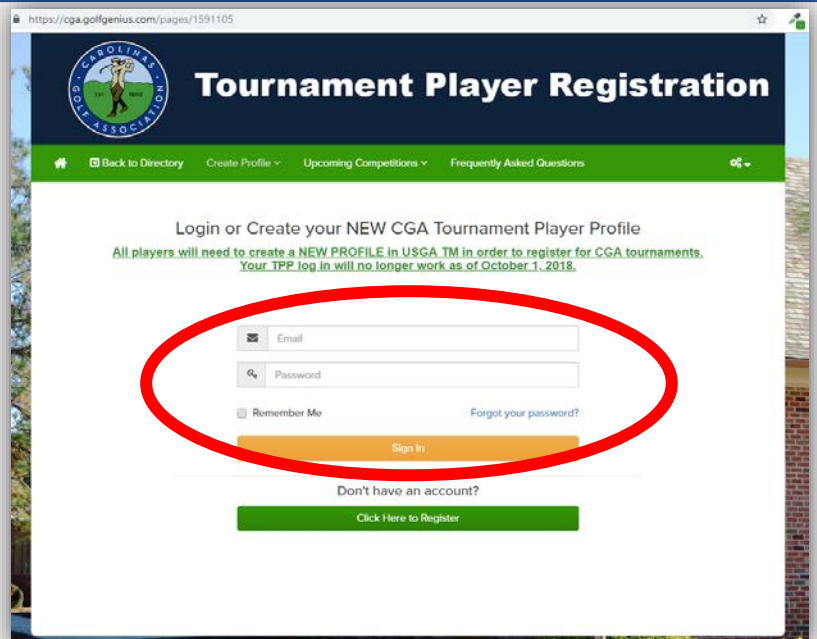
STEP 1: Access your CGA Account by:

- Visiting www.cga.golfgenius.com ;
- Or,
- Visiting www.carolinagolf.org ;
 - Scroll down on the page and click on “Tournament Registration”.

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



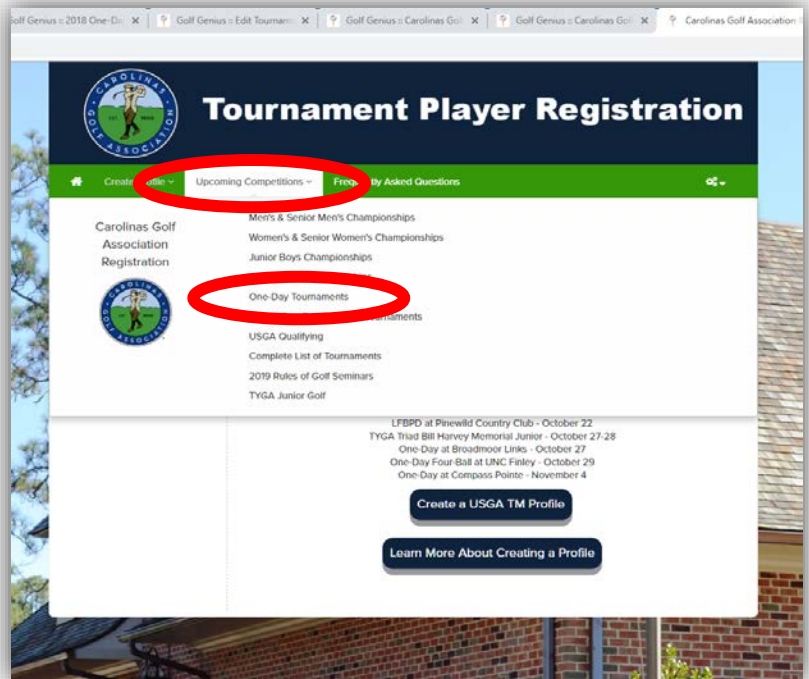
STEP 3: Enter the email and password associated with your account in the appropriate fields, then click the **orange** “Sign In” bar.



STEP 4: Hover your cursor over “Upcoming Competitions” to reveal the listing of types of tournaments.

Click on the tournament type, for example, “One Day Tournaments”.

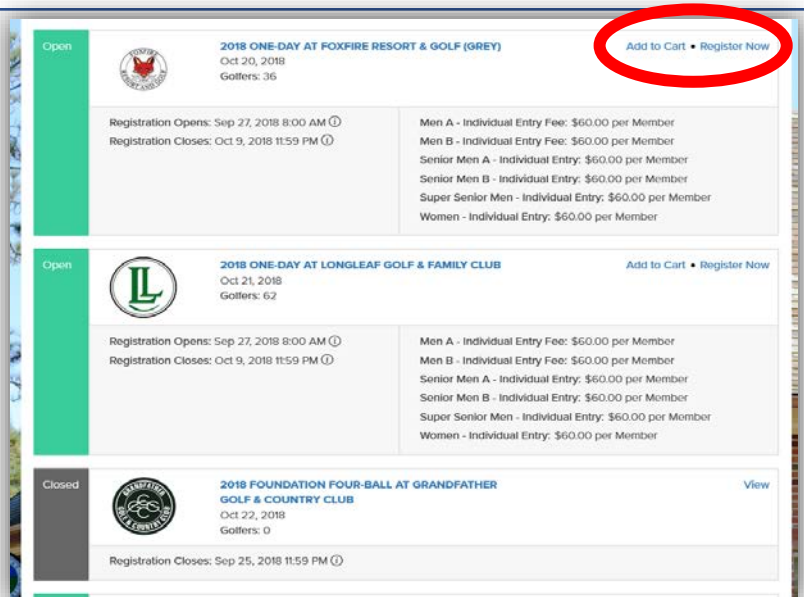
You will be connected with the list of tournaments of the type selected.



STEP 5: Locate the desired tournament and click the “Register Now” link.

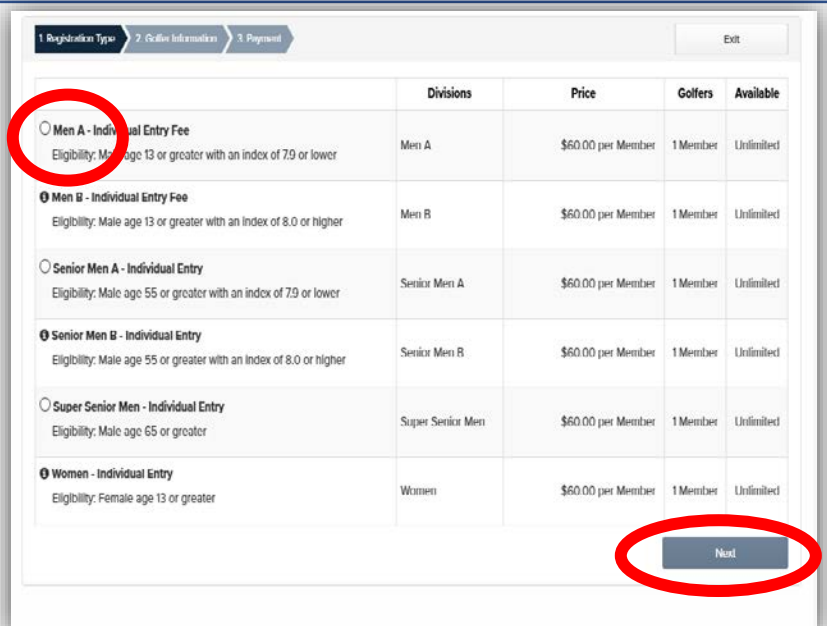
You will be connected with the Division Selection page, if applicable.

Registering for more than one tournament? Use the shopping cart! Click “Add to Cart”, instead of “Register Now”.



STEP 6: Select the desired division, then Click “Next”.

You will be connected with a detail confirmation page.



STEP 7: Confirm your registration details, complete all required fields then click “Next”.

For TEAM TOURNAMENTS, see below.

1. Registration Type 2. Golfer Information 3. Payment

Men A - Individual Entry Fee

Jason Cox (Member) Required Hide Player Details

* Denotes required fields

Email: jasoncoxfake.com First Name: Jason Last Name: Cox

Handicap Index: 0.5 GHIN: 2592729

Next

TEAM TOURNAMENTS - Confirm your registration details. Add your partner by clicking the blue “Member” link. Enter your partner’s name to begin a search. Once you’ve located your partner, click the name and then click “Next”.

HIGHLY IMPORTANT: If your partner is not on the list, it is likely that he/she has not yet created his/her new CGA profile. Contact your partner and ask them to create a new profile.

You will be connected with the Billing Details page.

1. Registration Type 2. Golfer Information 3. Payment

Your Registrations Exit

Test - Duke Registration Flow

Sign up to prove which school is better.

Instructions

Tournament 55+ Division

Dave Cox (Member) Required - Complete Hide Player Details

Please Select Member: Dave Cox

* Denotes required fields

First Name: Dave Last Name: Cox

(Member) Required Hide Player Details

Please Select Member

Search for a Member: daf

Charles Daley
C.C. of Whispering Pines, Whispering Pines, NC

Dale Bouguennec
Pinehurst Country Club, Pinehurst, NC

Dale Forbes
Carolina Club Winston-Salem, Hays, NC

Dale Sander

Next

STEP 8: Enter your billing information, then click “Next”.

IMPORTANT: All required fields must be completed. The information provided must match that of the credit card being used for payment.

You will be connected with the credit card details page.

Summary for: Jason Cox

Description	Total Amount
Men A - Individual Entry Fee \$60.00 per Member	
Total amount	\$60.00

Step 1: Billing Details

First Name (Required)

Last Name (Required)

Country (Required)

Please select a country

State (Required)

Please select a state

City (Required)

Street Address Line 1 (Required)

Street Address Line 2 (Optional)

Zip Code (Required)

Billing Email: jasoncoxfake.com

Cancel Next

In case you have any questions about the registration or payment process, please contact The CGA (tournaments@carolinagolf.org).

STEP 9: Enter your credit card number, expiration date, and CVV.

Click "Next" to process payment and complete registration.

Summary for: Jason Cox

Description	Total Amount
Men A - Individual Entry Fee \$60.00 per Member	
Total amount	\$60.00

Step 1: Billing Details

Name: *Golfer Name*

Address: *10 Ridge Road, Southern Pines, NC, US, 28273*

Billing Email: *jasoncox@lake.com*

Step 2: Credit Card Details

Credit Card Number

Expiration

1 January 2018

CVV

Cancel Pay

In case you have any questions about the registration or payment process, please contact The CGA (tournaments@carolinasgolf.org).

Once complete, you will receive notice of your registration status as seen on this screen shot example. In addition, you will receive an email confirmation and the tournament will be added to your Dashboard.

Carolinas Golf Association
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Home Back to Directory Home Register Players Pairings & Results Player Information Weather

One-Day Individual "Playground"

Your registration is complete. You can close this tab in your browser, or click Next below to view the home page of this event website.

Next

Name	Status
Torey Johnson	Registered