

CGA Rules Officials Online Tournament Registration Instructions

TPP Online Golfer Account (Tournament Registration):

- New users start at step 1.
 - Existing TPP Online Account users that have not joined the CGA Rules Officials Membership Program start at step 2.
 - Returning users that have joined the CGA Rules Officials Membership Program start at step 5.
1. Register for a TPP Online Golfer account. This is the same account tournament players use to register for CGA tournaments. [Click this link for step-by-step account set-up instructions](#). If you have a GHIN number enter your GHIN number and Last Name. If you do not have a GHIN number make sure to click the registration link called "Register Without a GHIN Number". Once your account is set-up then proceed to step 2.
 2. Navigate on the CGA website at www.carolinagolf.org to Tournaments > Rules Officials
 3. On the Rules Officials web page click the link for "CGA Rules Officials Membership Program" or click [HERE](#). **YOU MUST FIRST JOIN THE "CGA RULES OFFICIALS MEMBERSHIP PROGRAM" BEFORE REGISTERING FOR TOURNAMENTS.**
 4. New internet browser window opens to TPP Online Golfer membership registration website.
 - If already logged into TPP Online Golfer, follow the "Next" prompts in the bottom right corner of the screen to register for the membership program.
 - If not logged into TPP Online Golfer, enter your TPP Online Golfer Username and Password to login. Then follow "Next" prompts in the bottom right corner of the screen to register for the membership program.
 - After completing the membership registration you will see that you have been registered on the screen and receive an email confirmation. The membership program is a one-time registration and designed to prevent non-rules officials from registering for these specific tournaments.
 5. While still logged into TPP Online Golfer, click link in left menu for "Event Schedule". Or Login if a returning user [HERE](#).
 6. Sub-sort the Event Schedule by using the "Season" drop-down menu and select "2015 Rules Officials Tournament Signup". Only 2015 CGA Rules Officials Tournaments should appear.
 7. Check the box next to each event that you want to register for.
 8. Click "Register for Selected Events" button at top of the schedule page
 9. Events selected are displayed. Click "Next".
 10. Agree to the Terms and Conditions by checking the box at bottom of screen. Click "Next".
 11. Contact Information section, confirm your email address. Click "Next".
 12. Event Questionnaire screen: list available dates or times to work each event. Tournament dates are listed in the event name. Leave blank if you can work all day(s). Click "Next".

13. Transaction Summary screen: Lists all of the events you are registering for. Cost=\$0.00. Click "Finish".
14. Registration Status screen: Status column=Entered into Event.
15. On the left menu click the "Events Registered For" link. All of your events will be displayed.
16. You will receive a confirmation email for each event that includes the name of the CGA staff member in charge of that event along with their email address. Contact that staff member if you have any questions or need to change your schedule and availability.