

NEW PARTICIPANT REGISTRATION PROCEDURES

We have created a **STEP-BY-STEP** Guide (see below) to direct you through the Salesforce registration system for participant(s):

Do not use an INTERNET EXPLORER browser for a registration unless you are using Internet Explorer 11.0 or above. We recommend using the Google Chrome browser.

Go to The First Tee of Atlanta at www.thefirstteeatlanta.org

Click on the REGISTER box at the top of the page

- Read all info on the page
- Click the next REGISTER box to enter the registration portal

At the top of the page click on **LOG IN**

- Include parent information in this area

CREATE AN ACCOUNT (If you have never registered with us)

- Add First Name, Last Name, Email Address, Password
- Click on show password (just to see what you typed in)
- Click on Create the Account

LOG IN TO YOUR ACCOUNT (If you are returning to us)

- Type in Username (email address)
- Type in Password (use your unique password)
- If you've forgotten your Password click on Forgot Password
- Open up your email
- Find your email for your Password Link
- Click on the Password Link
- Continue to register as follows

ADD A PARTICIPANT

- Complete the form
- Click the participant (child's) name.
- At the top of the page see the child's name and program level

■ **FIND A CLASS**

- Choose the class by clicking on the class you want
- See View more info
- Choose the Class (write down the class info: date/time/location)
- Click Yes when prompted to purchase membership (**See Membership Fee Announcement below**)
- Proceed to Checkout
- Click Continue

EVENT REGISTRATION

- Fill in all information regarding the child (complete all items with a red asterisk)
- Click Continue

EVENT SPECIFIC INFORMATION

- Complete all information (see SR# -Session Registration)
- Click Continue

FINANCIAL AID?

- Click No or Yes (no financial aid is needed when registering at DC locations)
(Please note that Scholarship Funding request is not guaranteed to be granted, as scholarship funding pool is limited at this time)

WAIVERS

- Read all information
- Click Agree on all
- Click Continue

CHECK OUT SUMMARY

- Read all information
- Record information in your electronic calendar with an alarm to arrive to class 15 minutes prior to start time

Main Contact Information

- Complete all that apply (complete all items with a red asterisk)

Submit Registration

CONGRATULATIONS PAGE: See the Registration Number (PI-000000). You will receive an email with detailed class information. Retain that information in your files.

MEMBERSHIP FEE ANNOUNCEMENT:

AN MEMBERSHIP FEE IS REQUIRED FOR PARTICIPATION. This membership fee will allow for access to class registrations as well as other special events throughout the program year. The membership fee will be \$125. In addition to being able to register for classes (\$30 per session), this membership fee will also cover discounted rates on access to our home course and driving range at John A. White Golf Course for the entire year, as well as a uniform shirt, hat, bag tag, 2019 Rules of Golf book, and a few other surprises. Membership will be valid for the entire 2019 Calendar year and can be renewed yearly.