

Registration Instructions:

For New and Returning Families:

1) Click on the “register now” button. It looks like this:



REGISTER NOW

2) You will be directed to a page that looks like this:



Please **Log in** or **Create an Account**

LOG IN

Email Address

Password

Show Password

[Forgot password?](#)

LOG IN

CREATE AN ACCOUNT

First Name

Last Name

Email Address

Password

Confirm Password

PASSWORD TIP

Passwords must be at least 8 characters long, contain a capital letter, a number & a special character.

At this point-

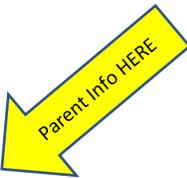
- if you are a RETURNING family please Log In on the left side of the page with the email we have on file for you and the password you created. If you do not remember your password and or do not remember creating one, and your child has participated in our classes, click on the “forgot password?” link highlighted above. You will get an email with a link to create a new password, which will allow you to log in and you can skip ahead to instruction #4. If you do not receive an email with a link to reset your password contact Jessani at Jessani.thefirsttee@gmail.com. Once you are logged in to your account proceed to Instruction #4.
- If you are a NEW family, please proceed to instruction #3

3) You will “Create an Account” here on the right side of the page, using YOUR first & last name (not your child’s), your email, and a password you create.

If you are a military family and would like to receive our military family discount please make sure to check the box that says “Are you a Military Family”.

Check the box that says “I’m not a robot”, and click on orange “Create Account” box.

CREATE AN ACCOUNT



First Name

Last Name

Email Address

Password

Confirm Password

Show Password

Are you a Military Family?

I'm not a robot

reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

4) Once you are logged into your account you will see a page that looks like this:



CURRICULUM AND EVENTS

SHOW ME: Curriculum Events

FOR PARTICIPANT:

PROGRAM LEVEL: PLAYer Par Birdie Eagle Ace

Show entries

Search:

Date	Name	Location	Type
01/07/2019 -03/04/2019	2019 Winter - Alisal River Course	150 Alisal Road, Solvang, CA, 93463	Curriculum
01/08/2019 -03/05/2019	2019 Winter - Santa Barbara Golf Club	3500 McCaw Avenue, Santa Barbara, CA, 93105	Curriculum

You have **0 session** in your cart **PROCEED TO CHECKOUT**

5) Here you will click on “Choose One” to choose a child already in the system OR “Add a Participant” for someone new.

FOR PARTICIPANT

ADD A PARTICIPANT

And then:

Fill in the requested information for the child you would like to register.

- 6) Next, select the class location under “NAME”. If you do not see the location you are looking for you may need to go to the next page.
- 7) Once you have clicked on your location, you will click on “View More Info” to see all available classes:



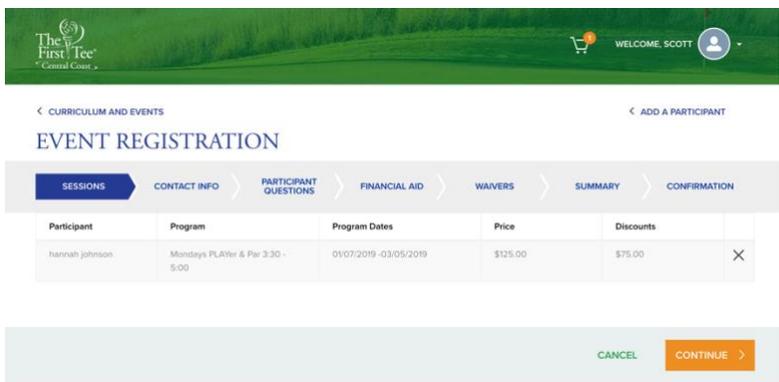
- 8) Scroll down to see descriptions of all available classes. Once you have chosen a class you will add it to your cart:



- 9) You may now go back and add additional participants and or classes to your cart. Once you have added everything you want to your cart, click on “proceed to checkout” in the bottom right corner of the screen.



- 10) The next page will look like this and will show you all the classes in your cart, click the orange “continue” tab.



- 11) On this page you will confirm your participant info. This system will keep all of your info so that you will not have to re-enter every time you register, however it will ask you to re-enter your child’s school information **every single time**. I hope we can change this but for now this is how it is. You will be asked to enter your child’s school state, city, grade and name of the school. See example here:

Participant School Information

School State * School City *

School/Organization * School Name *

Grade Level *

- 12) Click “continue” to get to the participant questions page. Please answer the 4 questions and click continue to get to the financial aid page. If you do not need financial aid click “no” and continue to the next step. If you do need financial aid, or if for any reason, you need to pay a discounted rate, please answer the financial aid questions, and click “continue” again.

13) You are now on the Waivers page. Please click the I agree tab for the 4 four waivers, and click continue. If for any reason you are unable to agree to any of the waivers just email Jessani at Jessani.thefirsttee@gmail.com.

14) Now you are on the payment summary page. If you requested financial aid you will click the “I am not a robot” box” and then the orange “submit registration” box.

YOU ARE NOT DONE YET!

At this point your financial aid request will be sent to us for approval and you will receive an email once it has been approved. Once you get this email you need to click on the link, sign into your account, go to your cart, proceed through the registration process once again...it will be quick because all of your information will be saved. The only thing you will have to re-enter is your child’s school information.

The screenshot shows a 'Payment Summary' form. It lists 'Session Total' as \$125.00 and 'Discounts' as -\$75.00. The 'Financial Aid Requested?' checkbox is checked. Below this is a reCAPTCHA section with the text 'I'm not a robot' and a checkbox that is selected. To the right of the reCAPTCHA is a logo for 'reCAPTCHA Privacy - Terms'. At the bottom of the form is a large orange button labeled 'SUBMIT REGISTRATION'.

15) Finally you will get to the Payment page:
Your discounts and or financial aid will show up. If you would like to make a donation towards other participant’s financial aid you can do so here.
If you are paying by credit card you will enter your credit card information here. There is an option to pay by cash or check, click on the arrows in the credit / debit card box.

A screenshot of a dropdown menu with the text 'Credit / Debit Card' and a downward-pointing arrow. A yellow arrow points to the right side of the dropdown box.

And finish by clicking the “submit registration” box...and you have completed registration!

The screenshot shows a 'Payment Summary' form. It lists 'Session Total' as \$125.00 and 'Discounts' as -\$75.00. The 'Financial Aid Requested?' checkbox is unchecked. Below this is a section titled 'Would you like to make a donation to this chapter?' with a 'Donation' input field containing '0.00'. At the bottom of this section is a grey bar with 'Checkout Total: \$ 50.00'. Below the summary is a 'Payment Details' section with a dropdown menu for 'How do you plan on paying?' set to 'Credit / Debit Card'. At the bottom of the page is a link for 'CREDIT CARD INFORMATION'.

Please note:

- if you stop the process at any time and or don’t complete all of these steps, your child will not be registered. The system will save your information for 48 hours and then the registration will be dropped and you will have to log in and start over. If you have applied for financial aid but have NOT logged back in to complete all steps, you will have to apply for financial aid again.
- If you choose the pay by check or cash option please mail your payment, with your child’s name, to our home office at:

 Check Payable to:
TFTCC
Post Office Box 6261
Santa Barbara, CA 93160