

KENTUCKY SENIOR GOLF ASSOCIATION

TOURNAMENT REGISTRATION SYSTEM | USER INSTRUCTIONS

REGISTRERING PROFILE

If you **were** a KSGA Member in 2012 or have become a Member in 2013 before March 5, Golf House Kentucky Staff have registered your profile.

Your User Name and Password are:

- ✓ User Name = First Name_Last Name example Doug_Aaron
- ✓ Password = GHIN #

If you **were not** a member in 2012 you must register your profile to use the Tournament Registration System.

Step 1: Login

1. Under New User → Click Here to Register
2. Complete form (GHIN # required) → Register
3. Login with your username and password

ENTERING EVENTS

Step 1: Login

1. Enter Login Info → Press Login

Step 2: Membership Level (must be done before entering events, if you paid by mail skip this step)

1. Press Pay Membership (top of left menu)
2. Select Check Box for KSGA Level I, II, or III → Press Register
3. Press Next (bottom right)
4. Choose Donation Option (Donations made to Kentucky Golf Foundation) → Next
5. Enter Credit Card Information → Finish
6. Check Status
 - ✓ If Accepted you will receive an email confirmation
 - ✓ If Declined repeat the process with new card information

Step 3: Entering Events

7. Event Schedule
8. Select Season = 2013 Kentucky Senior Golf Association
9. Select Check Box for all events wanting to register for → Press Register
10. Event Info → Press Register for Event (top center)
11. Select Check Box if you agree with terms → Press Next (bottom right)
12. Confirm profile information and re-enter email → Press Next (bottom right)
13. Choose Donation Option (Donations made to Kentucky Golf Foundation) → Next
14. Enter Credit Card Information → Finish
15. Check Status
 - ✓ If Accepted you will receive an email confirmation
 - ✓ If Declined repeat the process with new card information

SEE REVERSE SIDE FOR ADDITIONAL DIRECTIONS

CHECKING TRANSACTIONS, EVENTS REGISTERED, OR EDITING PROFILE

Step 1: Login (must login to perform these tasks)

Task 1: Checking Transactions and Events Registered

1. Press Transaction History (will display all transactions for your profile)
2. Press Events Registered For (will display all events registered for or on a waiting list)

Task 2: Editing Profile

1. Press Edit Profile
2. Update Information
3. Press Save

Task 3: Edit Photo (optional if you want your picture to show with your event results)

1. Press Edit Photo
2. **Press browse to locate your photo on your computer (select photo) → Upload**

WITHDRAW FROM EVENT

Step 1: Login

1. Enter Login Info → Press Login

Step 2: Entering Events

1. Select Events Registered For
2. Press Withdraw (right side under action) for event to withdraw from
3. Press Withdraw button on pop up box (credit card will be refunded automatically)