### ENTERING EVENTS

#### Step 1: Login

1. Enter Login Info  $\rightarrow$  Press Login

Note: All KPGA Members/Apprentice are pre-registered. Your User Name and Password are:

- ✓ User Name = First Name\_Last Name example Steve\_Mcmillen
- ✓ Password = PGA Member Number

# Step 2: Player's Fee (must be done before entering events if you choose to purchase annual membership / if not, you will be charged an additional \$25 per event)

- 1. Press Pay Membership (top of left menu)
- 2. Select Check Box for KPGA Player's Fee  $\rightarrow$  Press Register
- 3. Press Next (bottom right)
- 4. Choose Donation Option (Donations made to Kentucky Golf Foundation)  $\rightarrow$  Next
- 5. Enter Credit Card Information  $\rightarrow$  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**

- 1. Event Schedule
- 2. Select Season = 2013 Kentucky PGA
- 3. Select Check Box for all events wanting to register for  $\rightarrow$  Press Register
- 4. Event Info  $\rightarrow$  Press Register for Event (top center)
- 5. Select Check Box if you agree with terms  $\rightarrow$  Press Next (bottom right)
- 6. Confirm profile information and re-enter email  $\rightarrow$  Press Next (bottom right)
- 7. Choose Donation Option (Donations made to Kentucky Golf Foundation)  $\rightarrow$  Next
- 8. Enter Credit Card Information  $\rightarrow$  Finish
- 9. Check Status
  - $\checkmark$  If Accepted you will receive an email confirmation
  - $\checkmark$  If Declined repeat the process with new card information

## 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)  $\rightarrow$  Upload

## WITHDRAW FROM EVENT

#### Step 1: Login

1. Enter Login Info  $\rightarrow$  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)