

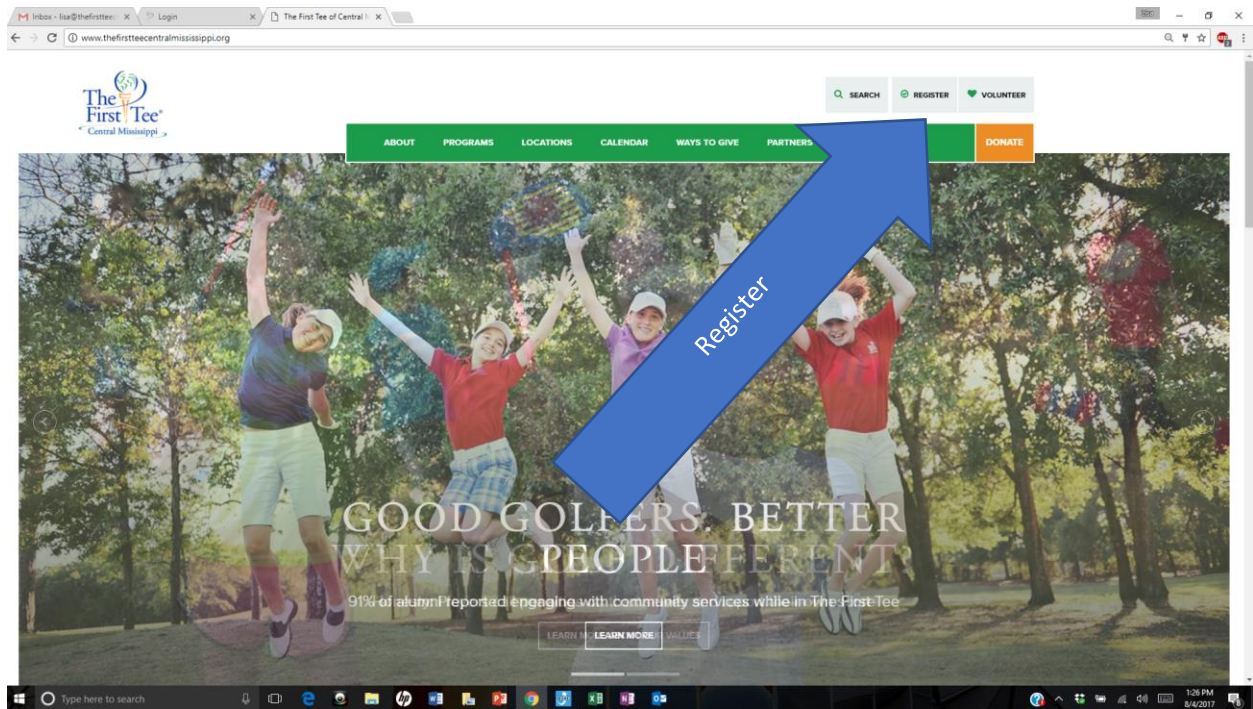
# **Step-by-Step Guide to Online Registration**



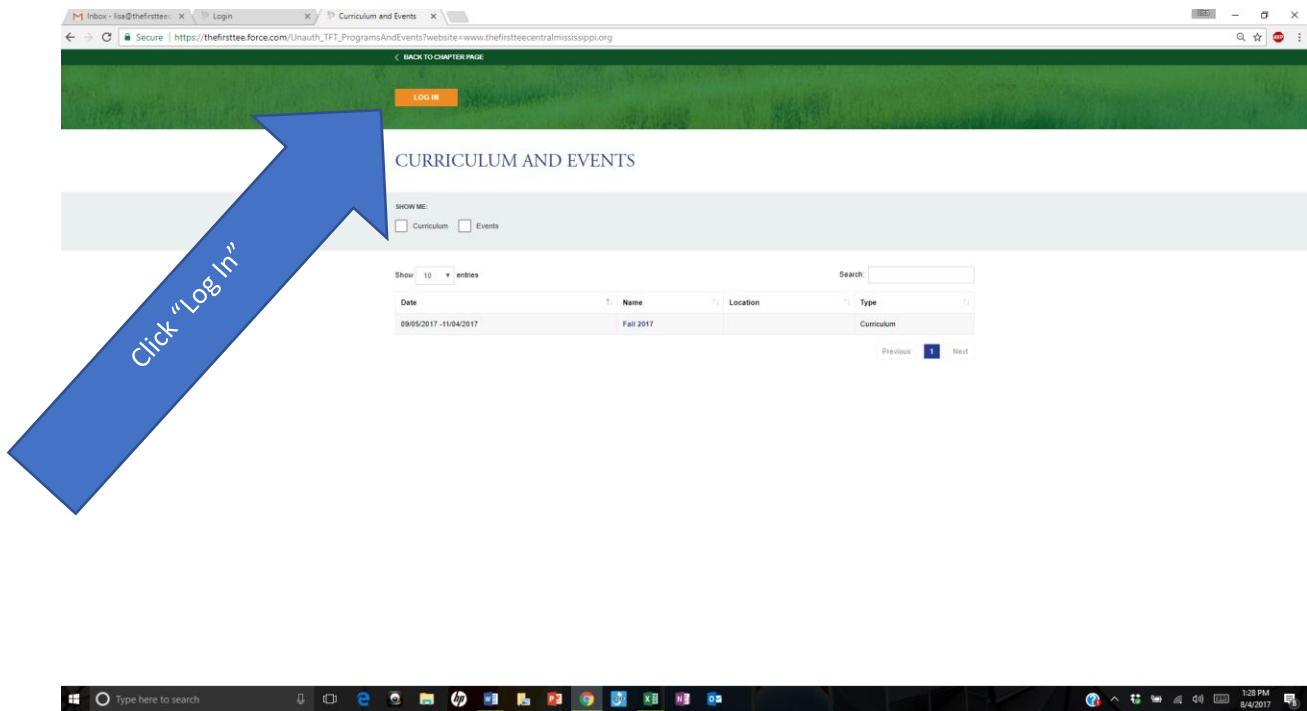
**Step 1:** Visit our website: [www.TheFirstTeeCentralMS.Org](http://www.TheFirstTeeCentralMS.Org)



**Step 2:** Click the “REGISTER” button in the top right corner



### Step 3: Click the orange “LOG IN” Button



**Step 4:** Type in your log in information or create an account. Click the orange button at the bottom of where you typed to submit your information.

The screenshot shows a web browser window with the URL [https://thefirsttee.force.com/TFI\\_login?website=www.thefirstteecentralmississippi.org](https://thefirsttee.force.com/TFI_login?website=www.thefirstteecentralmississippi.org). The page features a green header with the 'The First Tee' logo and a navigation link 'BACK TO CHAPTER PAGE'. Below the header, the text 'Please Log In or Create an Account' is displayed. The page is divided into two main sections: 'LOG IN' and 'CREATE AN ACCOUNT'.

**LOG IN Section:**

- Field: Email Address
- Button: LOG IN (orange)

**CREATE AN ACCOUNT Section:**

- Field: First Name
- Field: Last Name
- Field: Email Address (placeholder: New User @ Gmail.com)
- Field: Password
- Field: Confirm Password
- Checkboxes: ☐ Show Password, ☐ Are you a Military Family?
- Button: CREATE ACCOUNT (orange)

Two blue arrows with white text provide instructions:

- Arrow 1: Points to the 'LOG IN' section with the text 'Type in Information here if you are a new user'.
- Arrow 2: Points to the 'CREATE ACCOUNT' section with the text 'Click Orange Button here if you are a new user'.

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 1:00 PM and date 8/4/2017.

**Step 5:** Click the dropdown menu below “FOR PARTICIPANT” to select a participant. If you are a new user, select “Add Participant.” (If you participant is already entered, select the participant you wish to register and skip to Step 8)



## CURRICULUM AND EVENTS

SHOW ME: ☒ Curriculum ☒ Events

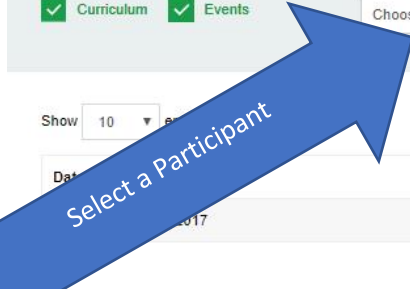
FOR PARTICIPANT:

PROGRAM LEVEL: ☐ PLAYEr ☐ Par ☐ Birdie ☐ Eagle ☐ Ace

Show: 10

Date	Name	Location	Type
Fall 2017	Fall 2017		Curriculum

Previous **1** Next



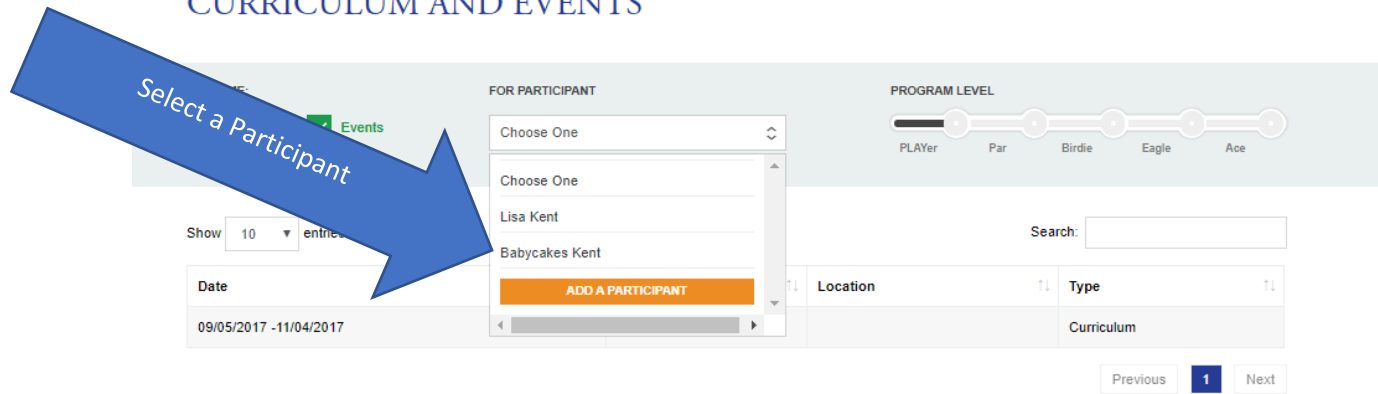
**Step 6:** To add a participant, type in information for the Participant (Child) you would like to enroll in programming. Once completed, click the Orange “Add Participant” Button. Repeat steps 5 & 6 for each child until all participants are entered into the system. Do not type your own information in this field.

The screenshot shows a web application interface with a modal form titled "Add a new participant". The form is overlaid on a background that includes a "FOR PARTICIPANT" section with a "Choose One" dropdown and a "PROGRAM LEVEL" section with a slider and labels "Birdie" and "Eagle". The modal form contains the following fields and controls:

- First Name \***: Text input field containing "Babycakes".
- Last Name \***: Text input field containing "Kent".
- Date of Birth \***: Date picker showing "8/8/2009" with a calendar icon and a date range "[ 8/8/2017 ]".
- Gender \***: Dropdown menu showing "Female".
- Grade Level \***: Dropdown menu showing "3".
- Ethnicity \***: Dropdown menu showing "White or Caucasian".
- Are you a Military Family?\***: Radio button group with "Yes" and "No" options. The "No" option is selected.
- Buttons**: "CANCEL" button (light blue) and "ADD PARTICIPANT" button (orange).

**Step 7:** Select the Participant you would like to register.

## CURRICULUM AND EVENTS



The screenshot shows a web interface for 'CURRICULUM AND EVENTS'. A large blue arrow points from the text 'Select a Participant' to a dropdown menu under the heading 'FOR PARTICIPANT'. The dropdown menu is open, showing 'Choose One' at the top, followed by 'Choose One', 'Lisa Kent', and 'Babycakes Kent'. Below the list is an orange button labeled 'ADD A PARTICIPANT'. To the right of the dropdown is a 'PROGRAM LEVEL' progress bar with five stages: 'PLAYEr', 'Par', 'Birdie', 'Eagle', and 'Ace'. The 'PLAYEr' stage is currently selected. Below the progress bar is a search bar labeled 'Search:'. At the bottom of the interface is a table with columns 'Date', 'Location', and 'Type'. The 'Date' column shows the range '09/05/2017 - 11/04/2017'. The 'Type' column shows 'Curriculum'. At the bottom right are navigation buttons: 'Previous', '1' (highlighted), and 'Next'.

Events

FOR PARTICIPANT

Choose One

Choose One

Lisa Kent

Babycakes Kent

ADD A PARTICIPANT

PROGRAM LEVEL

PLAYEr Par Birdie Eagle Ace

Search:

Date

09/05/2017 - 11/04/2017

Location

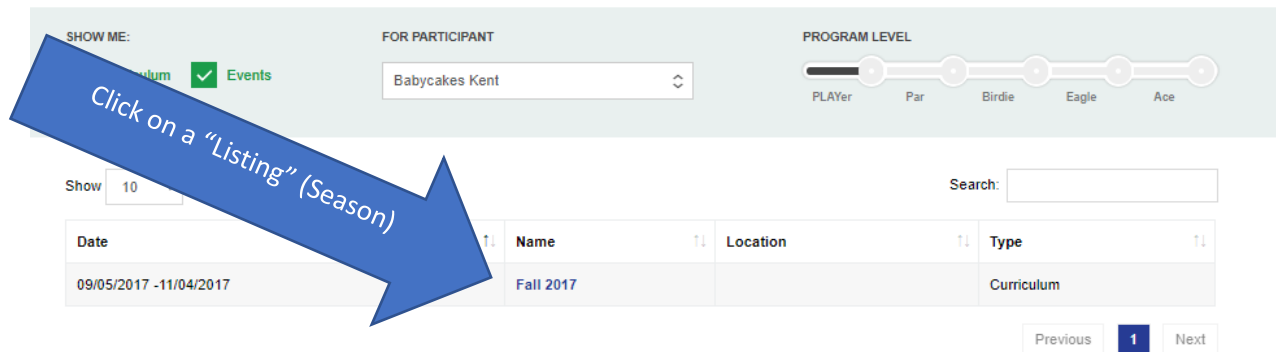
Type

Curriculum

Previous 1 Next

**Step 8:** Click the Listing (Season) you would like to apply for. When information about the listing appears, click on “VIEW MORE INFO.”

## CURRICULUM AND EVENTS



The screenshot shows a web interface for 'CURRICULUM AND EVENTS'. At the top, there are three main sections: 'SHOW ME:', 'FOR PARTICIPANT', and 'PROGRAM LEVEL'. The 'SHOW ME:' section has radio buttons for 'Curriculum' and 'Events', with 'Events' selected. The 'FOR PARTICIPANT' section has a dropdown menu showing 'Babycakes Kent'. The 'PROGRAM LEVEL' section has a progress bar with five stages: 'PLAYer', 'Par', 'Birdie', 'Eagle', and 'Ace'. Below these sections, there is a 'Show' dropdown set to '10' and a 'Search:' input field. A table with four columns: 'Date', 'Name', 'Location', and 'Type'. The first row shows '09/05/2017 - 11/04/2017', 'Fall 2017', and 'Curriculum'. At the bottom right, there are 'Previous', '1', and 'Next' buttons. A large blue arrow points from the text 'Click on a “Listing” (Season)' to the 'Name' column header.

SHOW ME: Curriculum ☒ Events

FOR PARTICIPANT: Babycakes Kent

PROGRAM LEVEL: PLAYer Par Birdie Eagle Ace

Show: 10 Search:

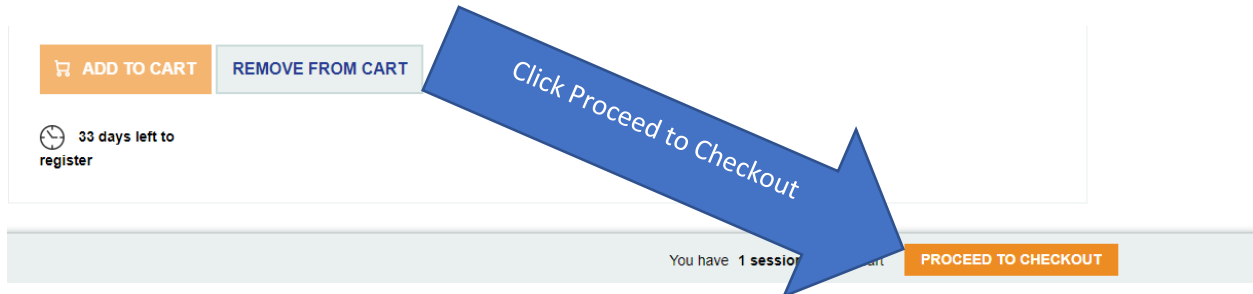
Date	Name	Location	Type
09/05/2017 - 11/04/2017	Fall 2017		Curriculum

Previous 1 Next

**Step 9:** Read through the offered listing sessions (classes). Click “ADD TO CART” for the listing session you would like to add for the selected participant. If you are unable to select a certain listing session, there will be a reason such as “registration closed” or “participant does not meet requirements.” You will only be able to select listing sessions that the participant is eligible for (Age, Program Level, Gender, etc.)

**Step 10:** If you are registering multiple children, click “Return to Curriculum and events” and repeat steps 7-9 for your next participant.

Once you have selected all classes for all participants, click “Proceed to Checkout.” In the bottom right have of your screen.



**Step 11:** This screen will show a summary of all items in your cart. Please review this screen carefully. If it looks correct, click on “Continue.” If it looks incorrect, please “Remove from Cart”, click “Curriculum and Events” and re-do steps 7-11 for all participants whose class has been removed.

WELCOME, LISA

< CURRICULUM AND EVENTS > ADD A PARTICIPANT

## EVENT REGISTRATION

SESSIONS CONTACT INFO PARTICIPANT QUESTIONS FINANCIAL AID WAIVERS SUMMARY CONFIRMATION

### Babycakes Kent

Program	Program Dates	Price	Discounts	Your Price	
<b>Monday PLAYer (Ages 7-18)</b> Country Club of Canton - 183 Country Club Road, Canton, MS, 39046	09/11/2017 -11/06/2017	\$75	\$0.0	\$75.0	REMOVE FROM CART

Review for accuracy and click “Continue”

CONTINUE >

**Step 12:** Please enter all information in for the participant in this window. If you are registering multiple kids, you will need to enter this information for all participants.

1

WELCOME, LISA

< CURRICULUM AND EVENTS

> ADD A PARTICIPANT

EVENT REGISTRATION

SESSIONS

CONTACT INFO

PARTICIPANT QUESTIONS

FINANCIAL AID

WAIVERS

SUMMARY

CONFIRMATION

Participant Contact Info

Please confirm the accuracy of the following information

Babycakes Kent

First Name \*

Babycakes

Last Name \*

Kent

Date of Birth \*

8/8/2009

[ 8/8/2017 ]

Nickname

Baby

Street \*

1 Sample Street

Grade Level \*

3

City \*

Testing

State \*

MS

Zip \*

39046

Gender \*

Female

Home Phone

(601) 761-1317

Mobile Phone

(601) 761-1317

Ethnicity \*

White or Caucasian

Email Address \*

Lisa@TheFirstTeeCentralMS.Org

Allergies

Cats, Pollen, Gluten

Emergency Contact:

One emergency contact per participant.

Disabilities

N/A

Full Name \*

Daddycakes Kent

Relationship to participant \*

Father

Phone Number \*

(601) 761-1317

Email Address

daddycakeskent@gmail.com

Dietary Restrictions

Dairy, Gluten

Fill out All Info and double check for accuracy

Review for accuracy and click "Continue"

CONTINUE >

Page | 12

**Step 13:** You may be prompted to answer questions regarding your registration. If you are, complete the questions and click Continue. If you have multiple children you will need to answer these questions for each participant you are registering. If you are not prompted to answer questions, click “Continue”.

[< CURRICULUM AND EVENTS](#)

[< ADD A PARTICIPANT](#)

## EVENT REGISTRATION

SESSIONS	CONTACT INFO	PARTICIPANT QUESTIONS	FINANCIAL AID	WAIVERS	SUMMARY	CONFIRMATION
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### Event specific information

**Babycakes Kent**

**SR-227598 - Monday PLAYer (Ages 7-18)**

How did you hear about The First Tee of Central Mississippi?

What school is the child you're registering currently enrolled in?\*

How long has the participant been playing golf?\*

Did/Has your child experienced golf activities at their elementary school?\*

☒ Yes ☐ No ☐ I don't know

Answer these questions

Review for accuracy and click  
“Continue”

CONTINUE >

**Step 14:** In this screen, you will select if you would like to apply for financial aid or not. If you would like to apply for Financial Aid, please select “Yes.” If do not wish to apply for financial aid, please select “No”.

If you selected “No” for Financial Aid, please skip to step 21. If you selected “Yes” for financial aid, please continue to step 15.

The screenshot shows the 'EVENT REGISTRATION' process at the 'FINANCIAL AID' step. The progress bar at the top includes: SESSIONS, CONTACT INFO, PARTICIPANT QUESTIONS, FINANCIAL AID (highlighted), WAIVERS, SUMMARY, and CONFIRMATION. The main heading is 'Financial Aid'. Below it, there is explanatory text: 'We may have financial aid available for families who have a special financial need or hardship. Families receiving free or reduced lunch at school may also qualify. If you need more information, please contact the school.' The question is 'Would you like to apply?' with two radio button options: 'No' (selected with a green dot) and 'Yes'. A large blue arrow points from the 'No' option to the left, with the text 'Click “Yes” or “No” depending on if you would like to apply for Financial Aid'. Another large blue arrow points from the 'Continue' button to the right, with the text 'After selecting, review for accuracy and click “Continue”'. At the bottom right, there are 'BACK' and 'CONTINUE >' buttons.

< CURRICULUM AND EVENTS < ADD A PARTICIPANT

## EVENT REGISTRATION

SESSIONS

CONTACT INFO

PARTICIPANT QUESTIONS

FINANCIAL AID

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CONFIRMATION

### Financial Aid

We may have financial aid available for families who have a special financial need or hardship. Families receiving free or reduced lunch at school may also qualify. If you need more information, please contact the school.

Would you like to apply?

☒ No ☐ Yes

Click “Yes” or “No” depending on if you would like to apply for Financial Aid

After selecting, review for accuracy and click “Continue”

BACK CONTINUE >

**Step 15:** This screen is your financial aid application. Answer all questions honestly and click “CONTINUE”.

[< CURRICULUM AND EVENTS](#)[< ADD A PARTICIPANT](#)

## EVENT REGISTRATION

SESSIONS

CONTACT INFO

PARTICIPANT QUESTIONS

FINANCIAL AID

WAIVERS

SUMMARY

CONFIRMATION

### Financial Aid

We may have financial aid available if your family has a special financial need or hardship. Families receiving free or reduced lunch at school may also qualify. If you need more information please contact the chapter.

Would you like to apply?

☐ No ☒ Yes

What is your household income range?

\$20,000 - \$24,999 ▼

How many people are in your household? 🗲

5

Are you receiving free or reduced lunch?

Yes ▼

How much are you able to pay (if any)? 🗲

\$ 10|

Are you experiencing a financial hardship?

Yes ▼

[< BACK](#)[CONTINUE >](#)



**Step 16:** In this screen, click all the “Listing Sessions” that you are requesting financial aid for. If you are registering multiple children at the same time, multiple listings will be shown. Once all applicable boxes are selected, click “CONTINUE”.

[< CURRICULUM AND EVENTS](#)

[ADD A PARTICIPANT >](#)

## EVENT REGISTRATION

SESSIONS

CONTACT INFO

PARTICIPANT  
QUESTIONS

FINANCIAL AID

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### Financial Aid

Thank you for your interest in financial aid. Please select the session(s) below in which you are seeking financial aid, and click “continue” to move through the registration process. To submit your application and hold your seat(s) in the session(s), it is important to continue through the full registration process and click “submit registration” on the final page. At that time, your application will be submitted to the chapter for review and you will receive notification of the outcome via email in 3-5 business days.

Babycakes Kent

Monday PLAYer (Ages 7-18) ☐

Click box to apply for financial aid for that Listing Session

After selecting, review for accuracy and click “Continue”

CONTINUE >

**Step 17:** At this point, your financial aid has been submitted for approval. You will receive a confirmation email like the email below to the email address you provided in our system. Please exit the system and wait for an email stating the status of your financial aid.

\*Please note, you will not be kicked out of the system after applying for aid and it may allow you to “continue” through the checkout process, and even hit submit to receive a false confirmation. Please note that this is false: a financial aid registration cannot be completed until all waivers are signed and financial aid has been approved.

#### Financial Aid Submitted



The First Tee <noreply@thefirsttee.org>

Today, 7:27 AM

You



Reply | v

Hi Lisa Kent,

This email confirms your application for financial aid has been submitted for Babycakes Kent. A representative from The First Tee of Central Mississippi will be contacting you via email regarding your application status. Once you receive this email and know the outcome of your application, you will have 48 hours to complete registration.

Thank you,  
The First Tee of Central Mississippi  
[www.thefirstteecentralmississippi.org](http://www.thefirstteecentralmississippi.org)

**Step 18:** You will receive an email confirmation of the Financial aid being received to the email address you provided on file. Read the email for further instructions and click the link in the email to continue through the checkout process.

## Financial Aid Awarded



The First Tee <noreply@thefirsttee.org>

Today, 7:30 AM

You ↕

    Reply | ▾

Thank you for submitting your financial aid application with The First Tee of Central Mississippi. Your application has been reviewed and you have been accepted to receive financial aid for Babycakes Kent. Thanks to the generosity of donors in our community, we are able to offer this assistance.

Please click the link below to log in and click on your shopping cart to complete registration. You have 48 hours to finalize your registration.

Please be sure to select "No" on the financial aid page as you progress through the cart this time. The amount of financial aid will display on the checkout summary page.

[https://thefirsttee.na30.force.com/TFT\\_Login?website=www.thefirstteecentralmississippi.org&returl=%2FTFT\\_EventDetailWithCart%3Fid=a013600000By9zy%26partId=0033600001AwZXj%26website=www.thefirstteecentralmississippi.org](https://thefirsttee.na30.force.com/TFT_Login?website=www.thefirstteecentralmississippi.org&returl=%2FTFT_EventDetailWithCart%3Fid=a013600000By9zy%26partId=0033600001AwZXj%26website=www.thefirstteecentralmississippi.org)

If you have any questions, please do not hesitate to contact us.

Thank you,  
The First Tee of Central Mississippi  
[www.thefirstteecentralmississippi.org](http://www.thefirstteecentralmississippi.org)

**Step 19:** You should enter our registration portal at the welcome screen. Your selected classes will be in your cart. Click “PROCEED TO CHECKOUT.” Your previous information will be in all the fields, so you should select “CONTINUE” at each step.

## CURRICULUM AND EVENTS

SHOW ME:

☒ Curriculum
☒ Events

FOR PARTICIPANT

Choose One

PROGRAM LEVEL

PLAYER

Par

Birdie

Eagle

Ace

Show

10

entries

Search:

Date	Name	Location	Type
09/05/2017 -11/04/2017	Fall 2017		Curriculum

Previous

1

Next

You have **2 session** in your cart

**PROCEED TO CHECKOUT**

< CURRICULUM AND EVENTS

< ADD A PARTICIPANT

## EVENT REGISTRATION

SESSIONS

CONTACT INFO

PARTICIPANT QUESTIONS

FINANCIAL AID

WAIVERS

SUMMARY

CONFIRMATION

### Babycakes Kent

Program	Program Dates	Price	Discounts	Your Price	
<b>Monday PLAYer (Ages 7-18)</b> Country Club of Canton - 183 Country Club Road, Canton, MS, 39046	09/11/2017 -11/06/2017	\$75	\$0.0	\$75.0	REMOVE FROM CART

CANCEL

CONTINUE >

**Step 20:** When prompted to select Financial Aid, select “No” and continue. Since you already applied for financial aid, no need to select this again. The Financial Aid you were awarded will show up in the checkout screen. (If you select yes, you will not be able to complete your registration.)

## EVENT REGISTRATION

SESSIONS

CONTACT INFO

PARTICIPANT QUESTIONS

FINANCIAL AID

WAIVERS

SUMMARY

CONFIRMATION

### Financial Aid

We may have financial aid available if your family has a special financial need or hardship. Families receiving free or reduced lunch at school may also qualify. If you need more information please contact the chapter.

Would you like to apply?

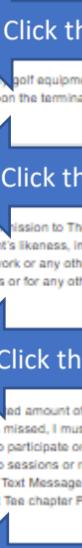
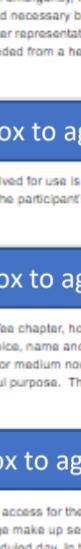
☒ No ☐ Yes

BACK

CONTINUE >

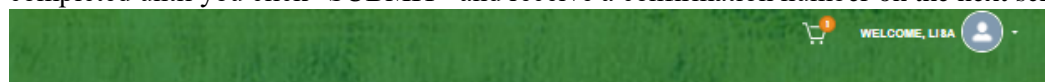
EVENT REGISTRATION

SESSIONS CONTACT INFO PARTICIPANT QUESTIONNAIRE FINANCIAL AID **WAIVER** SUMMARY CONFIRMATION

Test Kent	
Agreement / Monday PLAYer (Ages 7-18)	
<p>In the event that I cannot be reached in an emergency, I agree to accept any and all determinations of need for medical assistance and/or administration of medical attention deemed necessary by The First Tee chapter representatives. I hereby give permission to the medical personnel selected by The First Tee chapter representatives to secure any and all medical, hospitalization, dental, and/or surgical treatment. In event that such medical attention is needed from a healthcare provider, all costs shall be the responsibility of the parent or guardian.</p>	
<input type="checkbox"/> I Agree	 Click the box to agree with the waiver
<p>I understand that any golf equipment received for use is the property of The First Tee chapter, and must be returned at the discretion of The First Tee chapter upon the termination of the participant's involvement in the program.</p>	
<input type="checkbox"/> I Agree	 Click the box to agree with the waiver
<p>I hereby give my permission to The First Tee chapter, home office and their authorized licensees to utilize without compensation or further notice the participant's likeness, image, voice, name and/or their words incidental to any print, photographs, audio, video, television, radio, the Internet, social network or any other form or medium now known or hereafter devised for the purpose of promoting The First Tee, their authorized licensees or for any other lawful purpose. The media will become the property of The First Tee.</p>	
<input type="checkbox"/> I Agree	 Click the box to agree with the waiver
<p>I understand the limited amount of course access for the program's participants and the need to ensure a high-quality participant to coaching staff ratio. If class is missed, I must arrange make up sessions in advance or arrange to receive rain checks for my child to play on their own if my child is unable to participate on a scheduled day. In the event of cancellations due to weather or course conditions, the coaching staff will arrange for make-up sessions or rain checks for my child. A The First Tee chapter representative will attempt to contact the primary parent/guardian via Text Message and/or Email when classes are canceled in advance. For day-of class status, I am responsible for contacting The First Tee chapter Program Director in the event of bad weather to inquire as to the status of the day's programming.</p>	
<input type="checkbox"/> I Agree	 Click the box to agree with the waiver
<p>I, as the parent/guardian of the above-named participant, I give approval for his or her participation in The First Tee sponsored activities. In full recognition of the dangers and hazards inherent in a golf and youth development program, I assume all risks of injury whatsoever and agree to release and hold harmless The First Tee chapter and the other released parties from claim(s) of any nature arising from any activity, including transportation, connected with The First Tee program. This assumption of risk, release and hold harmless agreement includes, but is not limited to, any claim due to injury or loss proximately resulting from negligence of The First Tee chapter, home office and each of their respective directors, officers, employees, agents, LPGA and PGA professionals, volunteers, youth participants and participating agencies (the released parties) to the fullest extent provided by law.</p>	
<input type="checkbox"/> I Agree	 Click the box to agree with the waiver

**CONTINUE** >

**Step 22:** This is the checkout screen. Enter in all information on this screen and please double check your “Checkout Total” to ensure that you are being charged the correct amount. Your registration will not be completed until you click “SUBMIT” and receive a confirmation number on the next screen.



< CURRICULUM AND EVENTS

< ADD A PARTICIPANT

## EVENT REGISTRATION

SESSION 8

CONTACT INFO

PARTICIPANT QUESTION 8

FINANCIAL AID

WAIVER 8

SUMMARY

CONFIRMATION

### Checkout Summary

Babycakes Kent					
Program	Program Dates	Price	Discounts	Your Price	
Monday PLAYER (Ages 7-13) Country Club of Canton - 183 Country Club Road, Canton, MS, 39046	09/11/2017 - 11/06/2017	\$75	\$0.00	\$75.00	REMOVE FROM CART

Financial Aid

Checkout Total.

Enter all Information

Enter Credit Card Information. Card provided will be charged the “Checkout Total”

Click “Submit”

#### Payment Summary

Session Total **\$75.00**

Discounts **-\$0.00**

Financial Aid Requested **\$65.00**

Would you like to make a donation to this chapter?

Donation

**Checkout Total: \$ 10.00**

**SUBMIT REGISTRATION**

### Main Contact

Please confirm the accuracy of the following information

\* Field is required.

\* Any one of the three phone numbers must have a value.

First Name \*

Lisa

Last Name \*

Kent

Address \*

1 Sample

City \*

Sample

State \*

MS

Zip \*

39046

Home Phone \*

(601) 761-1317

Mobile Phone \*

(601) 761-1317

Work Phone \*

(601) 761-1317

Email \*

lightninglisa20@hotmail.com

What is your preferred method of contact?

Mobile Phone

### Payment Details

How do you plan on paying?

Credit / Debit Card

#### CREDIT CARD INFORMATION

Cardholder Name

Card Number

Expiration Date:

MM

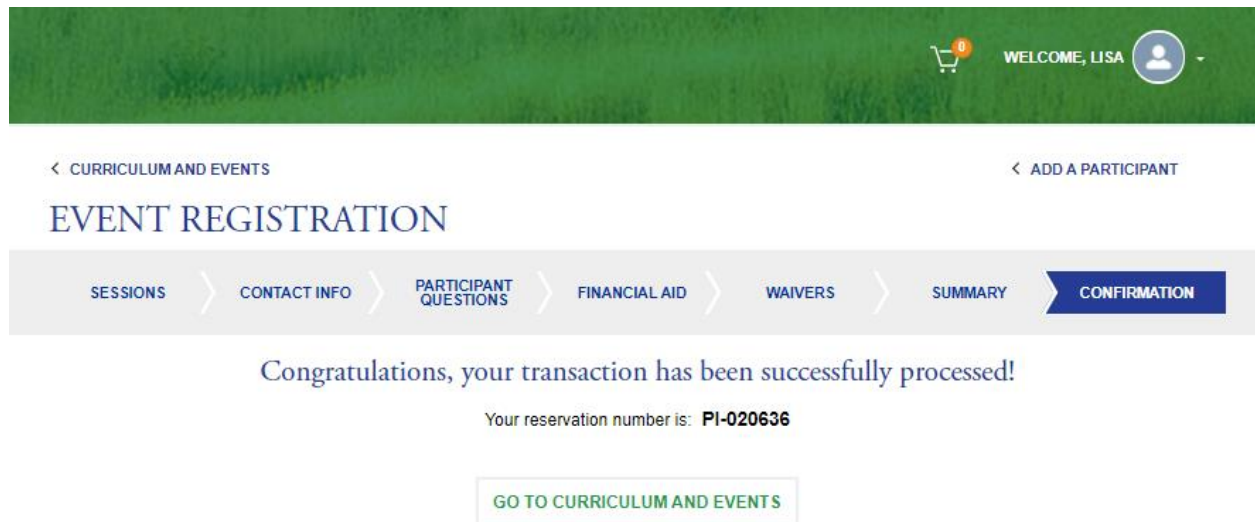
YY

CVV

BACK

SUBMIT >

**Confirmation:** If the transaction is successful, you the screen will shift to a confirmation screen that will have a confirmation number on it for you. If the transaction is not successful, you will be returned to a previous screen to re-enter information. Please note that your registration is not complete until you see/receive a confirmation/reservation number.



Congratulations! You are officially Registered for The First Tee of Central Mississippi Life Skills Experience!