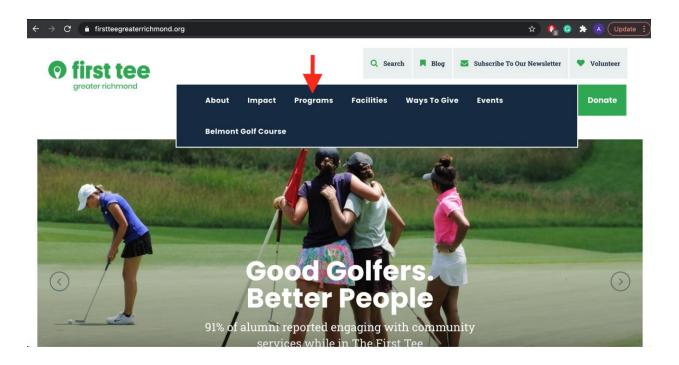


Please follow the steps below to create an account or login to register for class. The **red** arrows direct you to the area on the website you need to click next.

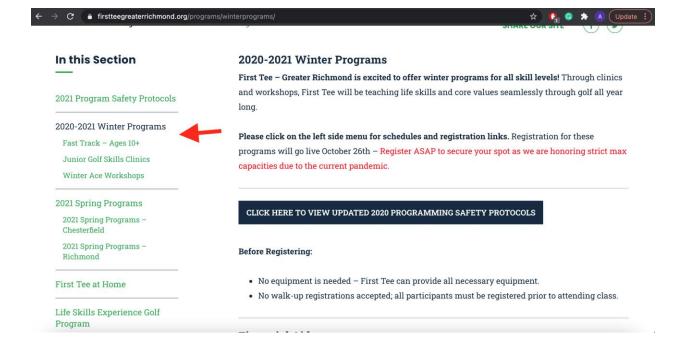
### **Step One**

Click on the **Programs** tab.



### **Step Two**

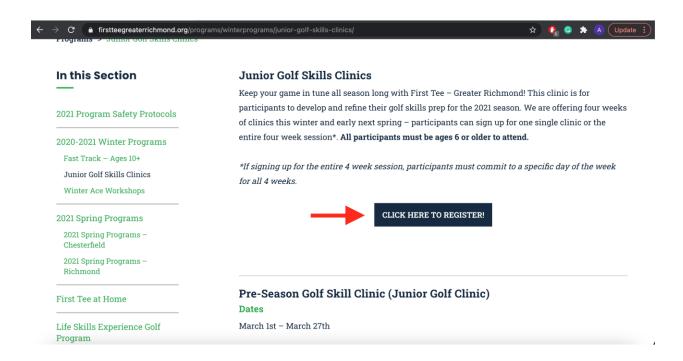
Select which programs you would like to register for in the sidebar.





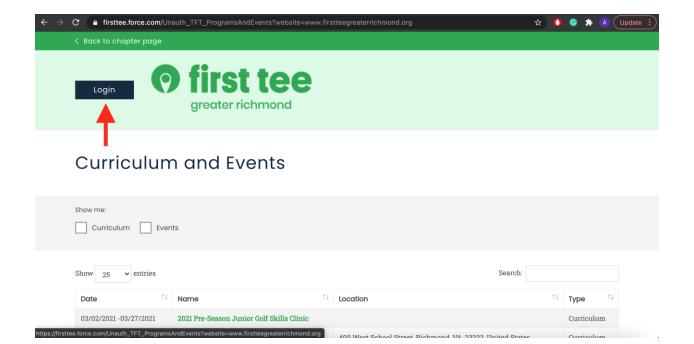
# **Step Three**

Click on the register button.



# **Step Four**

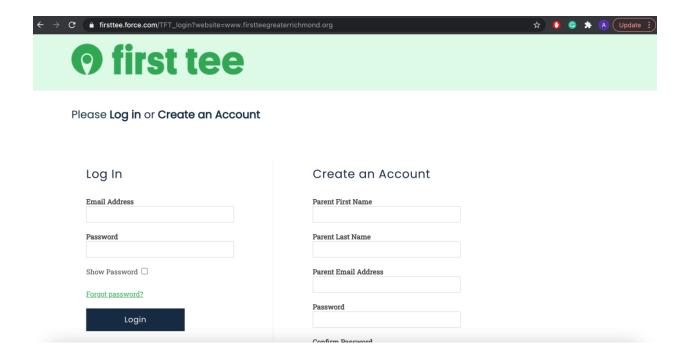
Click on the login button.





### **Step Five**

Create an account or Log In. If you forget your password, please select "Forgot Password". An email with a link to recreate your password will be sent to your email address.

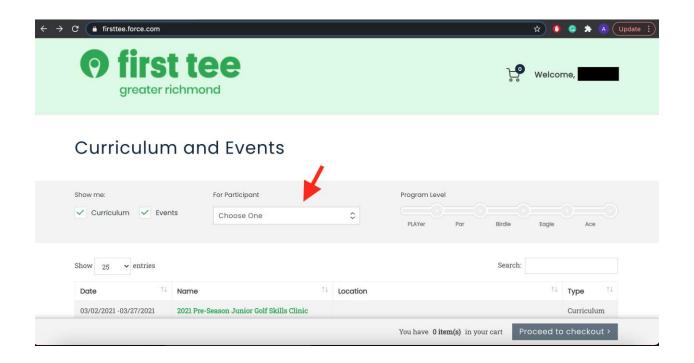


Step Six (next page)



# **Step Six**

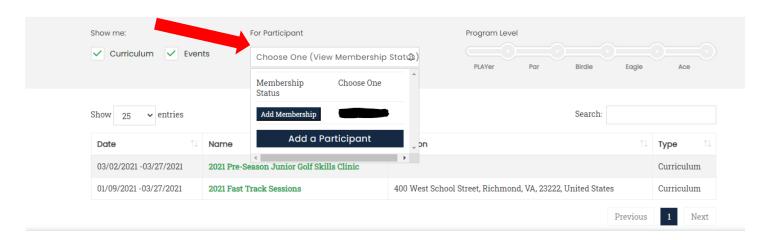
Select your participant or create a new one. If you are registering a new participant, you will need to create a new participant. If you are returning, please select the participant from the drop-down menu.



#### \*OPTIONAL\* MEMBERSHIP STEP

If you would like your participant to receive a First Tee Greater Richmond membership package, click on "Add Membership" next to your participant's name. Please click here for details about the First Tee Greater Richmond membership perks.

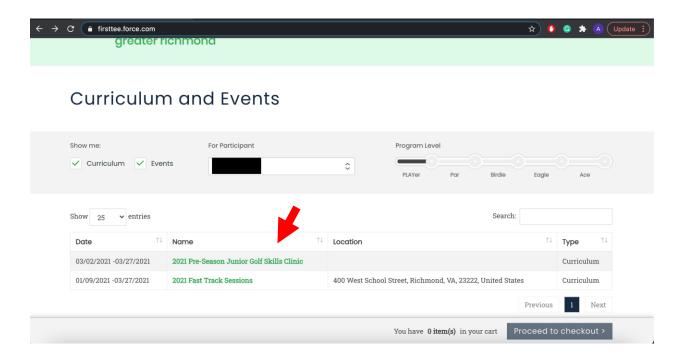
#### Curriculum and Events





### **Step Seven**

Choose the program you would like to register for.

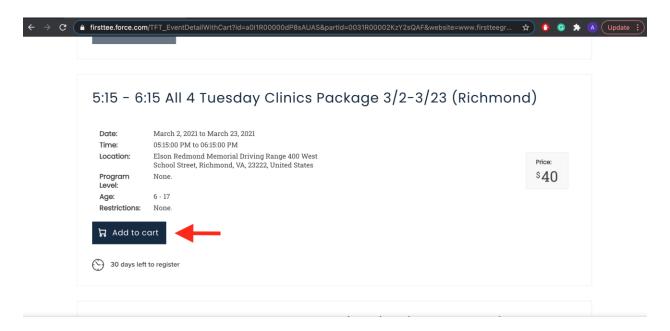


# Step Eight (next page)

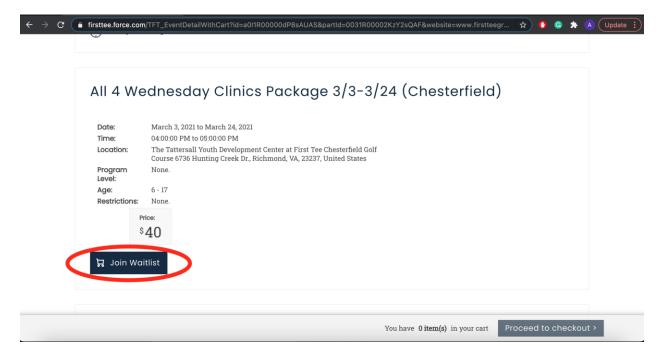


# **Step Eight**

As you scroll through the available classes, select "Add to Cart" for the program you want to register your participant for.



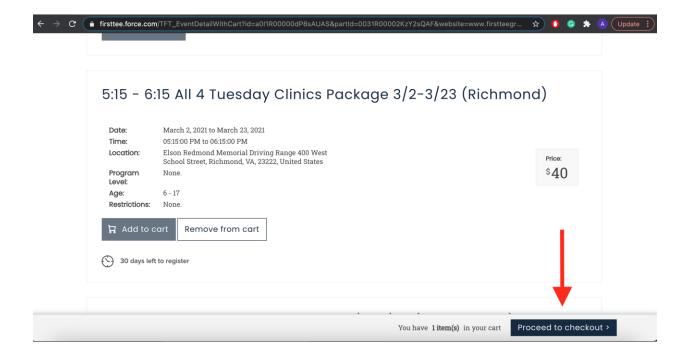
Some classes may display "not eligible to register", which means your participant doesn't meet the age/certification requirements to register for this class. Other classes may be available, but are full in which you can select "join waitlist". Once a spot comes available, you will be contacted to finish your registration for that class within 24 hours, otherwise the spot will be forfeited and directed to the next participant in line.





### **Step Nine**

If you are done adding classes, select "Proceed to Checkout"". This will take you to the final page of registration.

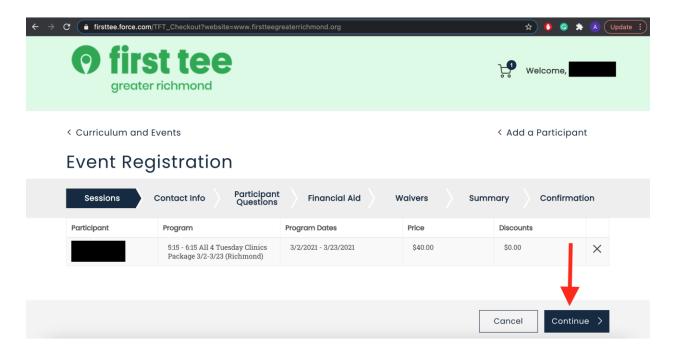


# Step Ten (next page)



### **Step Ten**

You will now fill in all necessary information and continue to each page in order to check out, or apply for financial aid.\*



\*If applying for financial aid, complete the questions and submit the answers. Your financial aid will be reviewed in 3-5 business days. You will receive an email with the financial aid amount approved. Click on the link in the email to complete the your participant's registration.