

# 2017 NEW PARTICIPANT REGISTRATION PROCEDURES

If your child/participant has not been involved in **THE FIRST TEE OF THE UPSTATE** prior to 2017, the child will be a NEW PARTICIPANT in our new registration system.

When entering the 2017 Registration System, PLEASE CREATE A NEW ACCOUNT.

**Do not use an INTERNET EXPLORER browser for a registration unless you are using Internet Explorer 11.0 or above. We recommend using the Chrome browser.**

We have created a STEP-BY-STEP Guide (see below) to direct you through the 2017 Registrations for your new participant(s):

Go to The First Tee of the Upstate at [www.thefirstteeupstate.org](http://www.thefirstteeupstate.org)

- Click on the REGISTER box
- You will be directed to a page with registration instructions. Find the orange REGISTER box in the middle of page and click it.
- Fill in the information in the Create a New Account column and click the CREATE ACCOUNT box
- Click on the CURRICULUM box on the left side of the page and the DOWN ARROW in the FOR PARTICIPANT box in the center of the page
- Click on the ADD PARTICIPANT link in the box
- Fill in the contact information form with your PARTICIPANT's INFORMATION. The parent information will be provided at the end of the registration. Click ADD PARTICIPANT when finished
- Scroll down the page to view current Session or Special Programs currently offered for registration
- Click on the Session or Special Program Link you are interested in
- An information screen will appear to talk about your link and click on the VIEW MORE INFO box to begin your registration ■ From the list of classes/programs now displayed on your screen, select the class/program you want (that meets your participant's age grouping) and then click on the ADD TO CART box
- If you need to register another child, click on the Curriculum and Events link at the top left of the page. This will return you to the home page where you can begin the process for the next child beginning with clicking on the ADD PARTICIPANT link in the For Participant box
- Click on the PROCEED TO CHECKOUT box

- On the page that appears, your cart contents will be listed
- If everything is correct, click on the CONTINUE box
- Please review each of the following pages, answering any questions, and clicking on the CONTINUE box to proceed to the next screen
- When you reach the SUMMARY PAGE, please check your (parent) information and choose CREDIT CARD as your payment option.
- Fill out your Credit Card to complete your information
- You will receive a Confirmation email with your registration information provided.