

# Golf Genius Quick Registration and Payment Guide

This guide explains how to pay for events that require a registration fee. To register and pay for an event listed in the portal <https://18ers.golfgenius.com>:

- Click on the **Event** or **View** link to sign up for an event.
- Click the **Register Now For (name of event)** tab to get started.
- Click on **Submit Registration for Approval**.
- Enter your name and select it from the list of names. Press Continue.

There are three steps to register with payments:

1. **Registration Type:** This step shows the **Cost** of the registration and how many **Golfers** can sign up on the team. It can allow 1, 4 or up to 10 on a team depending on the type of format for the event: golf and lunch, lunch or dinner only, etc. Press Next.
2. **Golfer Information:** Your information should be visible. If you are just registering yourself, enter any required information shown by a \* (red asterisk). Check the “I acknowledge” and “I confirm” boxes. Press Next.

If you are allowed to add members or guests to your team, register yourself first. After you add yourself, click the option to *Add Another Member to My Team OR Add Another Guest to My Team* to continue. Enter the required information shown by \* (red asterisk). Guests must have a unique email. After you have added everyone, check the “I acknowledge” and “I confirm” boxes. Press Next.

3. **Payment:** This step shows all the members who have been registered and the cost associated with each player. If you registered more than one person, CHECK “**Send payment link via e-mail**” otherwise you will be paying for that player. Press Next.

Handle	Email	Amount Due	Invoice Player
Mouse, Minnie	minni@mouse.com	\$70.00	<input checked="" type="radio"/> Pay registration for Mouse, Minnie now <input type="radio"/> Send payment link via e-mail
Mouse, Mickey	mickey@mouse.com	\$70.00	<input checked="" type="radio"/> Pay registration for Mouse, Mickey now <input type="radio"/> Send payment link via e-mail

Description	Amount
Open Registration Fee for Kim, Laura	\$70.00
Open Registration Fee for Mouse, Minnie	\$70.00
Open Registration Fee for Mouse, Mickey	\$70.00
<b>Total Amount:</b>	<b>\$210.00</b>



The next page is a summary of your expenses and a place to enter your credit card information is displayed. **You must select a Country (Required). Pull down "UNITED STATES"** otherwise your card will not be processed. The PAY button will be highlighted if all information and a valid credit card is entered. Press Pay.

Registration Fee

Summary for: Kim, Laura

Description	Amount
Open Registration Fee for Kim, Laura	\$70.00
Open Registration Fee for Mouse, Minnie	\$70.00
Open Registration Fee for Mouse, Mickey	\$70.00
<b>Total amount</b>	<b>\$210.00</b>

Billing Email:

Country (Required) :  

Street Address Line 1 (Required):


Street Address Line 2 (Optional):

Name as it appears on credit card (Required):

City (Required):

Zip Code (Required):

Credit or debit card:



Initial registration payments automatically move into a "Pending" mode. This allows you to cancel your registration without any charge against your credit card. When the registration closes, your Pending registration is moved to Confirmed status and your credit card is charged. There is no refund after this date.

Golf Genius automatically sends an email to confirm Pending, Cancellations, and Confirmed information to you. Sometimes email is blocked from your email provider. Golf Genius advises:

*When dealing with mass emails, the restrictions from the recipient's email provider become more strict. Due to this, some email addresses get flagged and placed on the suppression list. We always recommend asking the golfer(s) to add [noreply@golfgenius.com](mailto:noreply@golfgenius.com) to their safe sender or contact list. This will help prevent that from occurring in the future.*

If you need registration assistance or have questions send email to [rossmoor18ers@gmail.com](mailto:rossmoor18ers@gmail.com). Upon request, Zoom or in-person training is also available to help you with Golf Genius registration.