

## Golf Genius Quick Registration Guide

You can register for our 18er tournaments online using your smartphone or computer with this link:

<http://18ers.golfgenius.com>. All Open Registration will appear in GREEN. (If you have already registered it will indicate that in the green box.) Upcoming Registrations will appear in GOLD. By default, Past Registrations in GRAY will not appear. Information on the button show open and close dates and times for registrations.

- Click on the **Event** or **View** link to sign up for an event.
- Click the **Register Now For (name of event)** tab on the left to get started.
- This Guide covers registration without payments.

### To sign up as an Individual:

- Click on **New Registration**.
- Enter your name and select it from the list of names. Press Continue.
- Answer the questions on the registration page.
- Check the “I acknowledge” box in order to Register.
- Click the Register tab.

### To sign up a foursome (your group agrees to play together).

After you register yourself, the registration page will allow you to “Add Another Member to My Team” and you can add up to 1-3 others depending on the game format. If this event allows Guests, you will have the option to “Add Another Guest to My Team.” Remember to check the “I acknowledge” and “I confirm” boxes. When you press Register, each individual you signed up will receive a confirmation.

### To cancel your registration (or others in your foursome):

- Click the **Edit Registration** tab
- Enter your name. Select your name. Click Continue
- The registration screen will appear. Click “Show Player Details” next to your name.
- Click Cancel this Player’s Registration. It will give you the option to Restore this Player’s Registration if you made a mistake.
- Click “I confirm” box and SAVE. Be careful NOT to Cancel the Entire Registration which deletes the entire group unless you really want to do this.

### To add yourself to a group (the group knows you are playing with them):

- Click the **List of Participants** to see who has signed up and if there is room available.
- Click **Back** to return to the main registration page
- Click **Edit Registration**
- Enter the name of someone in the group you want to join and select it. Click Continue.
- Click on **Add Another Member to My Team**
- Add your name and information on the registration page.
- Check “I confirm” box and click **Save**.

The Pro Shop will create foursomes if you signed up as an individual, twosome or threesome.