

# New Family Registration Step-by-Step

Please see the step-by-step instructions & images below to better help you navigate creating an account & registering for a class.

**Step 1:** Visit [firstteeupstate.org](http://firstteeupstate.org) and click the 'Register' button in the top right corner



**Step 2:** Scroll down and find the button labeled 'Click Here to Register for Programming'



### **Step 3:** Click the 'Log In' button in the top left corner



## Curriculum and Events

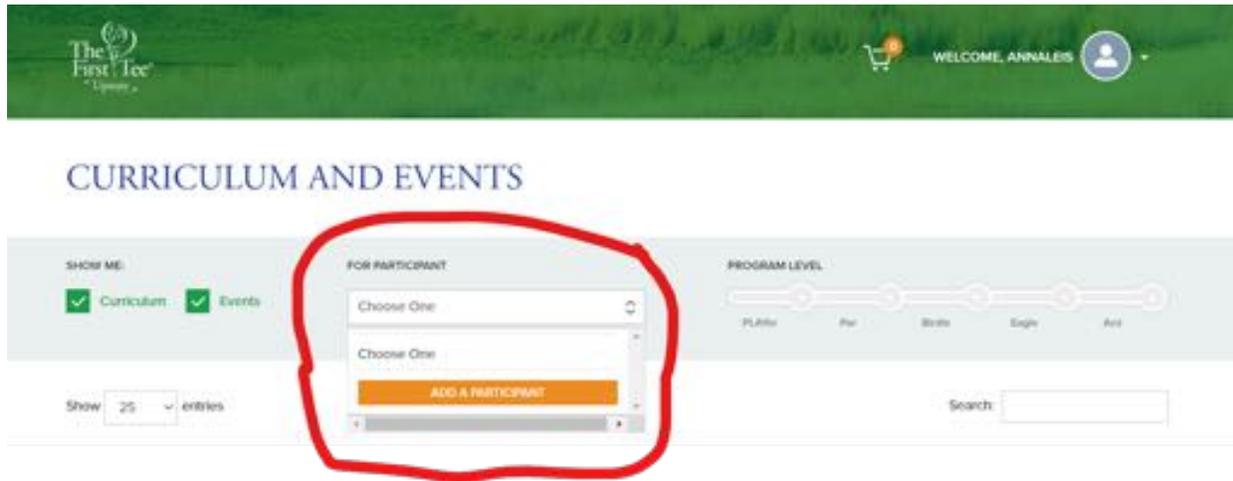
### **Step 4:** Log into your account or Create an account.

**\*If you cannot remember your password for your account, please contact First Tee staff to reset your password -- Please DO NOT create another account. This requires merging accounts which is not an easy process.**

**\*\*If you are a NEW family and creating a BRAND NEW account, use your primary email address (this will be your login information & how you will receive First Tee updates) and make sure your password is at least 8 characters long. Password needs to have at least 1 capital letter, 1 lowercase letter, a number, and a symbol (password example: Golf1234!)**

<p><b>LOG IN</b></p> <p>Email Address</p> <input type="text"/>	<p><b>CREATE AN ACCOUNT</b></p> <p>Parent First Name</p> <input type="text" value="AnnaLeta"/>
<p>Password</p> <input type="password"/>	<p>Parent Last Name</p> <input type="text" value="Caldwell"/>
<p>Show Password <input type="checkbox"/></p>	<p>Parent Email Address</p> <input type="text" value="adibert@thefirstteeupstate.org"/>
<p>Forgot password?</p>	<p>Password</p> <input type="password" value="Golf1234!"/>
<p><input type="button" value="LOG IN"/></p>	<p>Confirm Password</p> <input type="password" value="*****"/>
	<p><input checked="" type="checkbox"/> Show Password</p> <p><input type="checkbox"/> Are you a Military Family?</p>

**Step 5:** Click the drop down arrow and select 'Add a Participant'



**Step 6:** Enter your child's information. Please enter accurate information for your CHILD, not the guardian.

Add a new participant ×

Child First Name *	Child Last Name *
<input type="text" value="Tate"/>	<input type="text" value="Caldwell"/>
Date of Birth *	Gender *
<input type="text" value="05/03/2016"/> [ 9/2/2020 ]	<input type="text" value="Male"/>
Grade Level *	Ethnicity *
<input type="text" value="Pre School"/>	<input type="text" value="White or Caucasian"/>

Are you a Military Family?\*

Yes  No

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**Step 7:** Click the Program Location you wish for your child to attend.

**\*If desired class does not show, this could mean your child does not meet the age requirements or program level requirements. Feel free to contact First Tee programming to confirm.**

**\*\* For example: Tate Caldwell is eligible to attend #GameON programming (Step 7A) but is NOT eligible to attend Woodfin Ridge programming. (Step 7B) This is because of Tate's age & program level requirements. His mom contacted First Tee programming staff & confirmed that Tate is too young to attend programming outside of #GameON programming.**

Date	Name	Location
09/14/2020 - 11/05/2020	Fall 2020 - Cherokee National Golf Club	442 Cherokee National Highway, Gaffney, SC, 29341, United States
10/12/2020 - 10/17/2020	Fall 2020 - Greer Country Club	2299 Gap Creek Road, Greer, SC, 29651
09/19/2020 - 10/07/2020	Fall 2020 - The Club at Brookstone	100 River Club Dr # 7648, Anderson, SC, 29621, United States
09/14/2020 - 11/05/2020	Fall 2020 - 3's Greenville	61 Villa Road, Greenville, SC, 29615
09/14/2020 - 11/05/2020	Fall 2020 - Woodfin Ridge Golf Club	275 South Woodfin Ridge Drive, Inman, SC, 29349, United States
09/14/2020 - 11/04/2020	Fall 2020 - Willow Creek Golf Club	205 Sandy Run Drive, Greer, SC, 29651, United States
09/20/2020 - 11/08/2020	Fall 2020 - Operation 36 - Play Days	61 Villa Road, Greenville, SC, 29615
09/14/2020 - 11/07/2020	Fall 2020 - Legacy Pines	200 Ranch Road, Greenville, SC, 29607
09/17/2020 - 11/05/2020	Fall 2020 - Cherokee Valley	450 Cherokee Valley Way, Travelers Rest, SC, 29690

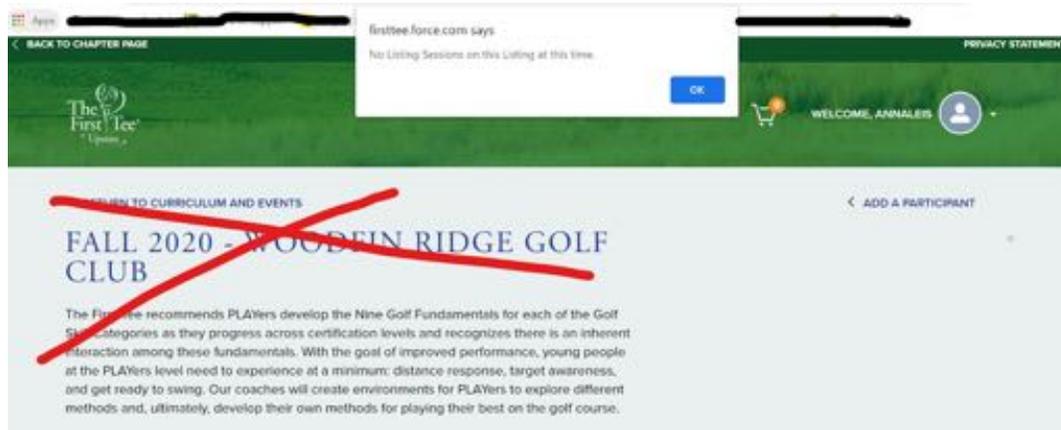


**WC - FALL 2020 - WEDNESDAY - #GAMEON CLASS**

**DATE:** September 16, 2020 to November 4, 2020  
**TIME:** 05:00:00 PM to 06:00:00 PM  
**LOCATION:** Willow Creek Golf Club 205 Sandy Run Drive, Greer, SC, 29651, United States  
**PROGRAM LEVEL:** PLAYER  
**AGE:** All ages are welcome.  
**RESTRICTIONS:** TARGET Registered.PLAYER

**PRICE:** \$100

Please join Coach Laura and volunteer coaches from First Tee Upstate and Upstate-Carolina Adaptive Golf for #GameON Golf at Willow Creek on Wednesdays from 5:00pm - 6:00pm.



**Step 8:** Add class to the cart by clicking 'Add to Cart' button & click 'Proceed to Checkout' button

**\*\* If you have another child to add to your account, return to Step 5 and complete Step 5-Step 8 for that child.**



**Step 9:** Complete the Event Registration. Confirm you are registering your participant for the correct class & click 'Continue'. Complete the Participant contact Info page with the CHILD'S information including school information, disability information, allergy information, and emergency contact information and click 'Continue'. (Step 9A) You will continue through the tabs at the top by clicking 'Continue'.

**\*If you are applying for Financial Aid - your application will be sent to First Tee programming staff and upon approval, the parent/guardian will receive an email to complete registration. This email expires 48 hours after receiving it, so please complete your registration ASAP.**

**\*\* A cart expires after 48 hours. If you do not complete registration within 48 hours, you will need to start the registration over and your spot will not be confirmed.**

**\*\*\* If you do not receive a confirmation number, then your registration was not completed and payment was not received. Please complete registration until the end and until you receive the confirmation number.**

## EVENT REGISTRATION

SESSIONS	CONTACT INFO	PARTICIPANT QUESTIONS	FINANCIAL AID	WAIVERS	SUMMARY	CONFIRMATION
Participant	Program	Program Dates	Price	Discounts		
Tate Caldwell	WC - Fall 2020 - Wednesday - #GAMEOn Class	9/16/2020 - 15/4/2020	\$100.00	\$0.00	X	

### Participant Contact Info

Please confirm the accuracy of the following information

Tate Caldwell

Child First Name *	Child Last Name *	Date of Birth *
<input type="text" value="Tate"/>	<input type="text" value="Caldwell"/>	<input type="text" value="5/3/2016"/> [ 9/2/2020 ]
Nickname	Street *	Gender *
<input type="text"/>	<input type="text"/>	Male ▾
City *	State *	Ethnicity *
<input type="text"/>	<input type="text"/>	White or Caucasian ▾
Home Phone	Zip *	Allergies
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	Mobile Phone	Disabilities
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mobile Phone Provider	
	-None- ▾	