



NEW PARTICIPANT REGISTRATION PROCEDURES

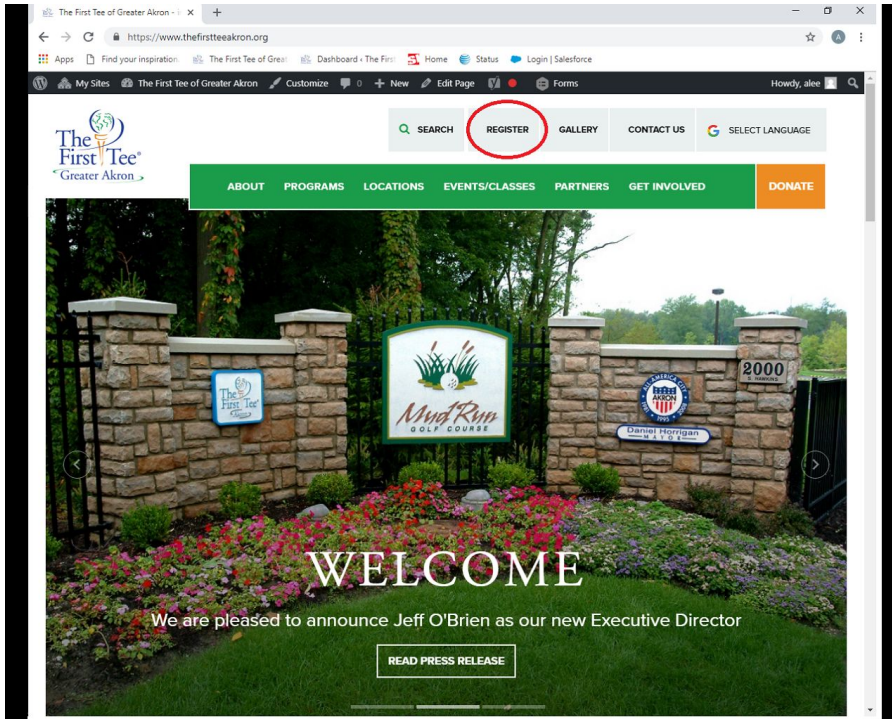
We have created a **STEP-BY-STEP** Guide (see below) to direct you through the Salesforce registration system for your new participant(s):

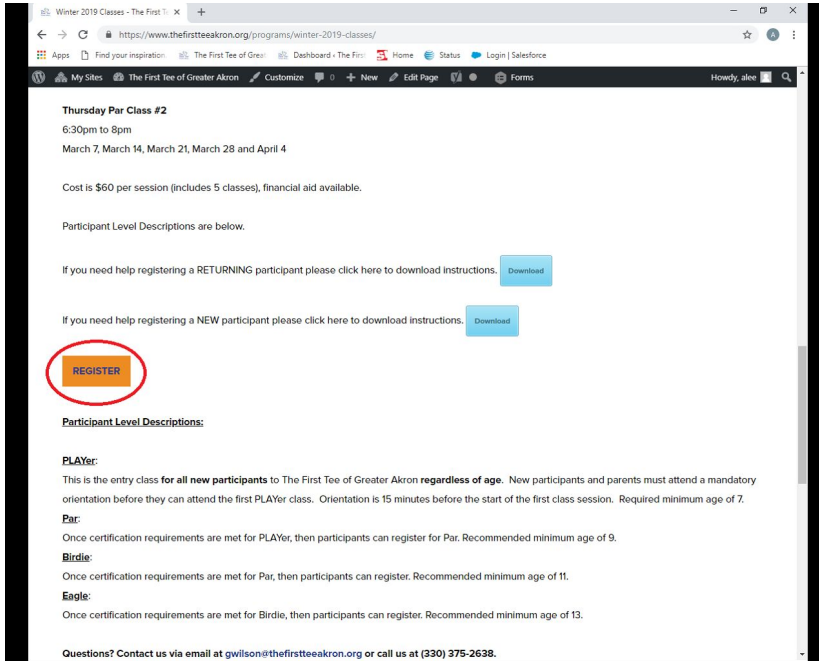
Do not use an INTERNET EXPLORER browser for a registration unless you are using Internet Explorer 11.0 or above. We recommend using the Google Chrome browser.

Go to The First Tee of Greater Akron, OH at <https://www.thefirstteeakron.org/>

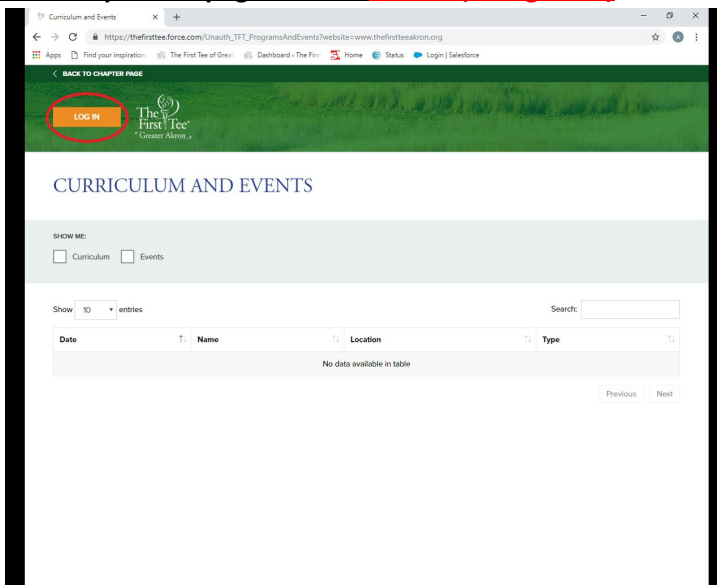
Step 1: Click on the REGISTER box at the top of the page

- Read all info on the page.
- After reading all of the information on the page, click on the REGISTER button at the bottom of the page to continue.





Step 2: At the top of the page click on LOG IN (orange box)

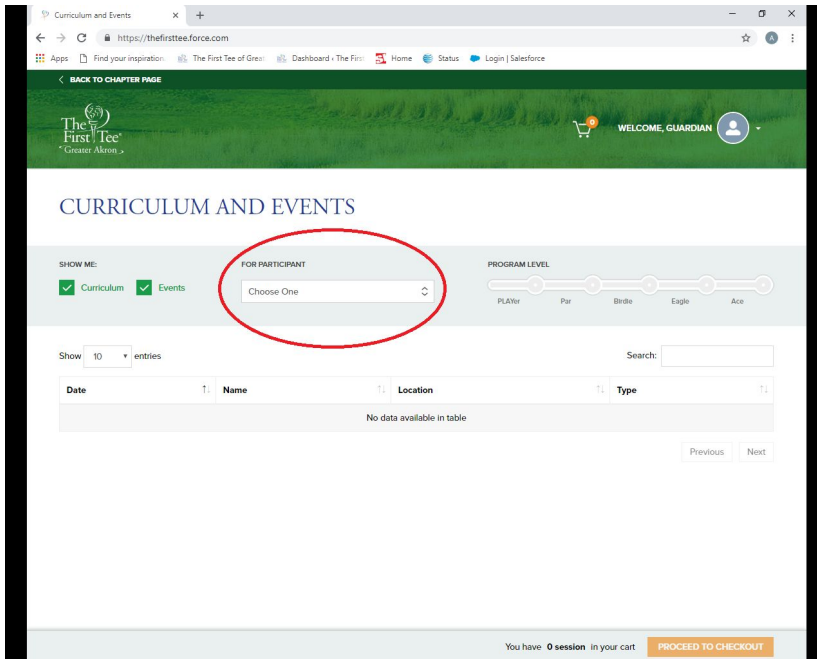


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- Fill in **parent** information (first name, last name, email address, password).

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- Click on show password (to verify what you typed in). **Password must be at least 8 characters and must contain a capital letter, a number, and a special character “!, @, #, ?, etc.”**
- Are you an active military family? Click button only if it applies.
- Click on create account.
- If the system did not automatically log you in, please log in using your username/email address and password.
 - **If you have forgotten your username or password**, please use the forgot password button.
 - Open up your email and find the email for the forgot password link.
 - Click on the link to reset your password.
 - Continue to register as follows.

Step 3: Add a participant - Please use child's name

- Click the drop down menu and select add a participant.
- Complete the form.
- Click on the participant (child's) name in the drop down menu



Step 4: Register a participant

- In the check boxes on the left, make sure both curriculum and events are selected.
- Select a participant from the drop down menu.
- Choose the class by clicking on the class you want (**only classes that your participant is eligible for will be displayed**).
- See view more info.
- Add the class you want to cart (write down the class info: date/time/location).
- Proceed to checkout.
- Verify class information on the screen.
- Click continue.
- Verify all information regarding the participant (complete all items with a red asterisk).
- Click continue.

Financial Aid

- Financial aid **does not carry over from previous registrations**. If you are in need of financial aid, please select yes when prompted.

Step 5: Check out summary

- Read all information.
- Select payment method.
- Record information in your electronic calendar with an alarm to arrive to class 15 minutes prior to start time.
- Main Contact Information (**This is the information of the Primary Contact for the participant**) - complete all that apply (**complete all items with a red asterisk**).

Submit Registration

CONGRATULATIONS PAGE: See the Registration Number (PI-000000). You will receive an email with detailed class information. Retain that information in your files.

If you have any questions please contact us at (330) 375-2638 or email gwilson@thefirstteeakron.org.