

# Step-by-Step Guide to Online Registration



**Pam Boccaccio**

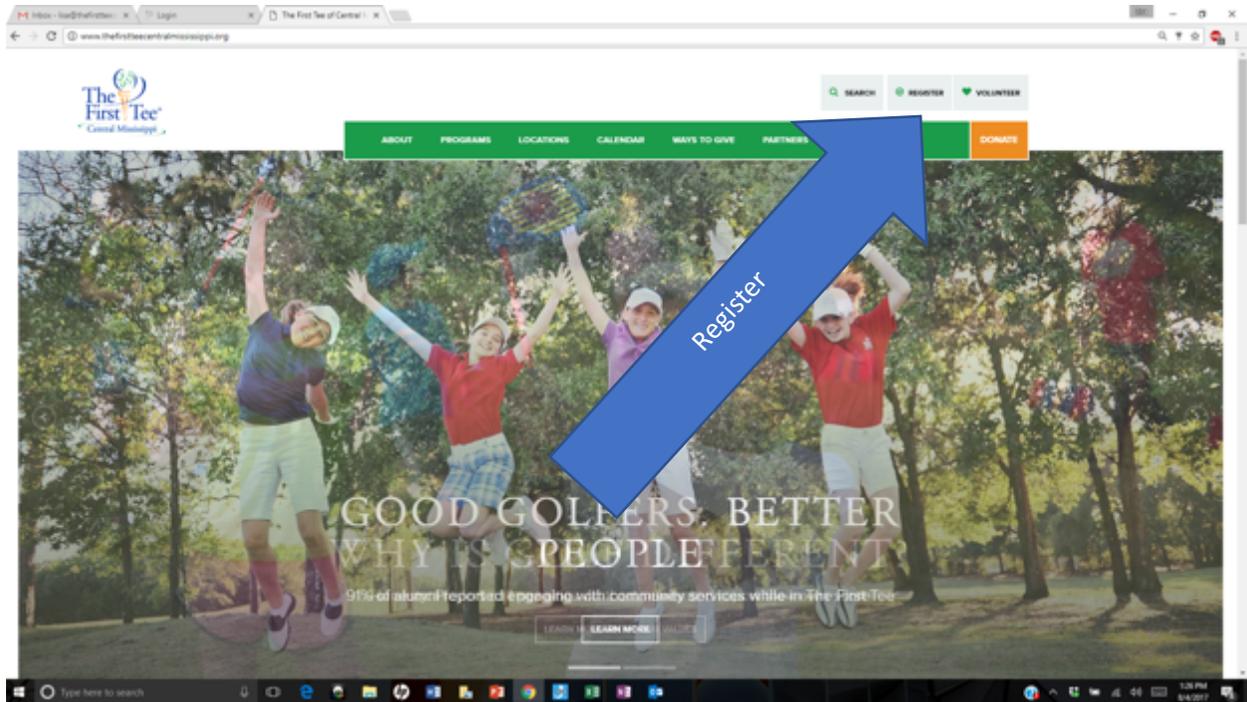
**Program Director**

**732 403 0833**

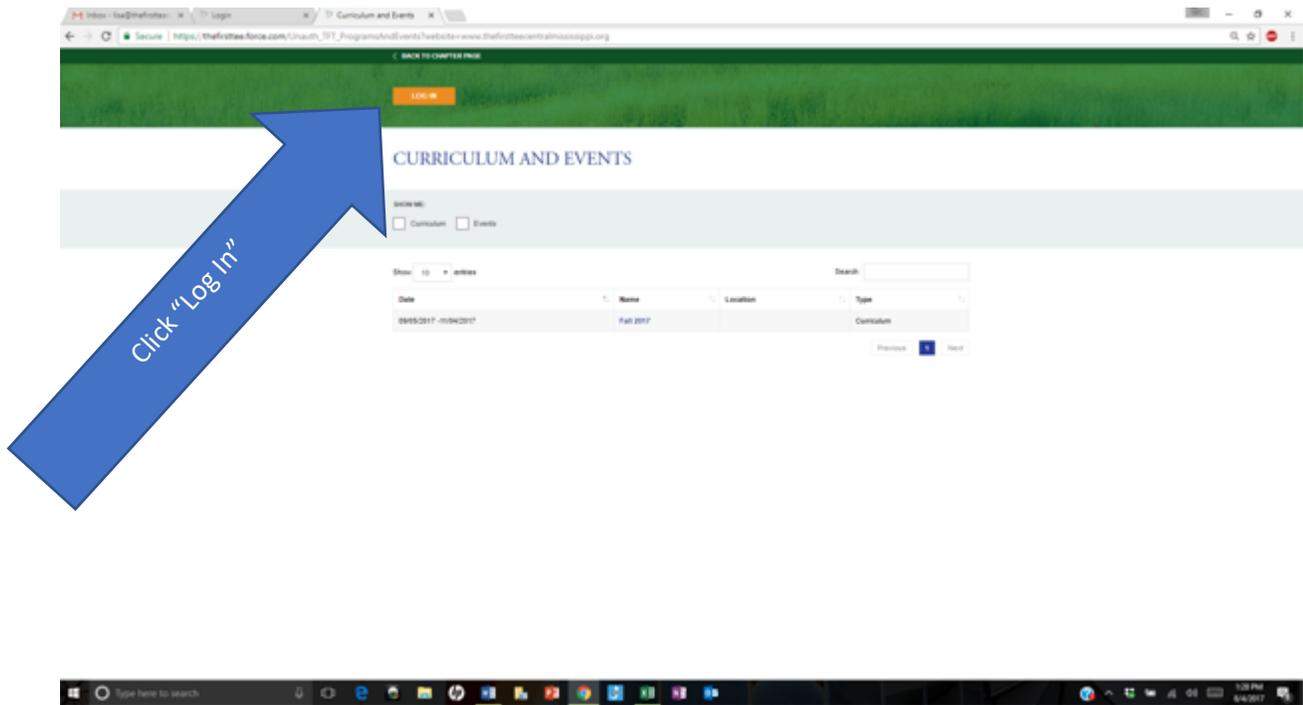
**[pamb@thefirstteejerseyshore.org](mailto:pamb@thefirstteejerseyshore.org)**

**Step 1:** Visit our website: [www.thefirstteejerseyshore.org](http://www.thefirstteejerseyshore.org)

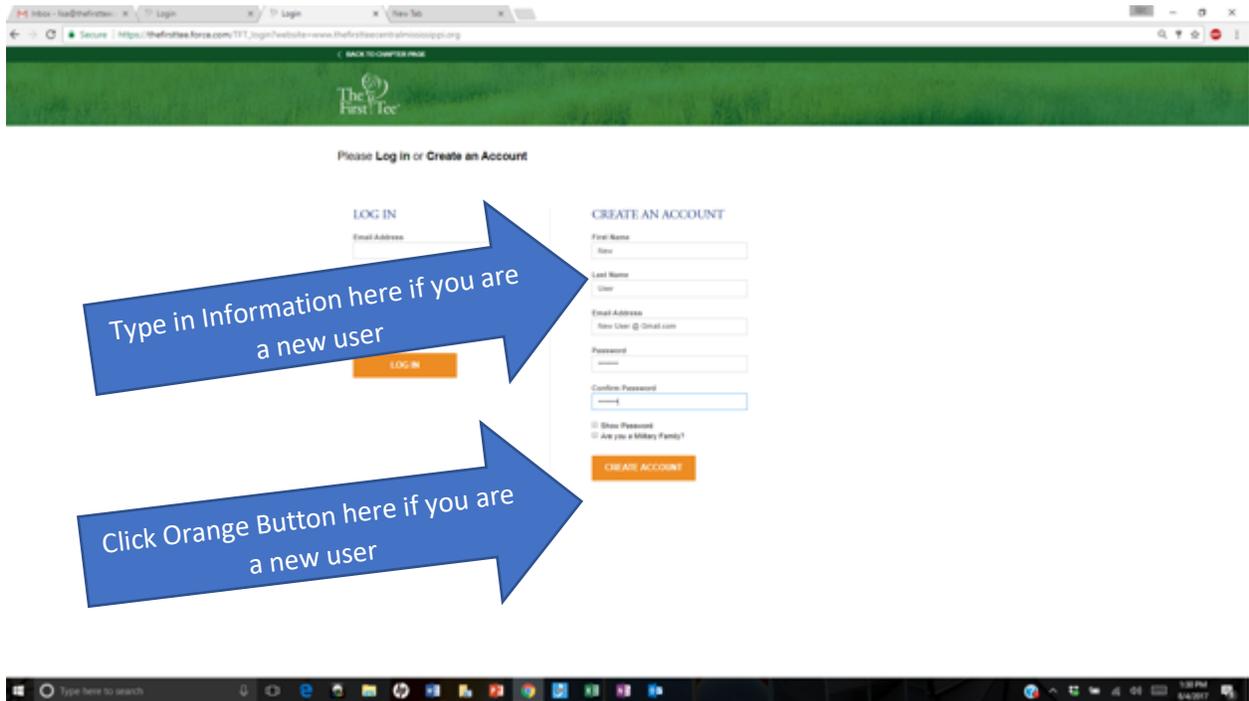
**Step 2:** Click the “REGISTER” button in the top right corner



**Step 3:** Click the orange “LOG IN” Button



**Step 4:** Type in your log in information or create an account. Click the orange button at the bottom of where you typed to submit your information.



**Step 5:** Click the dropdown menu below “FOR PARTICIPANT” to select a participant. If you are a new user, select “Add Participant.” (If you participant is already entered, select the participant you wish to register and skip to Step 8)



## CURRICULUM AND EVENTS

SHOW ME:  Curriculum  Events

FOR PARTICIPANT: Choose One

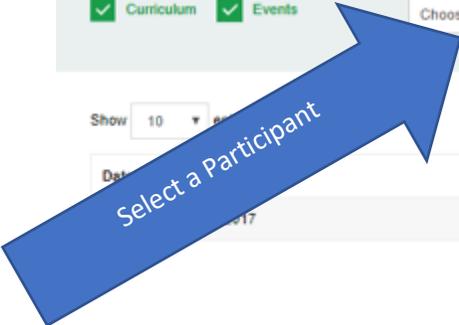
PROGRAM LEVEL:  PLAYER  Par  Birdie  Eagle  Ace

Show 10

Search:

Date	Name	Location	Type
10/17	Fall 2017		Curriculum

Previous 1 Next



**Step 6:** To add a participant, type in information for the Participant (Child) you would like to enroll in programming. Once completed, click the Orange “Add Participant” Button. Repeat steps 5 & 6 for each child until all participants are entered into the system. Do not type your own information in this field.

The screenshot shows a web application interface with a modal form titled "Add a new participant". The form is overlaid on a background that includes a "FOR PARTICIPANT" section with a "Choose One" dropdown and a "PROGRAM LEVEL" section with a slider. The modal form contains the following fields and options:

- First Name \***: Text input field containing "Babycakes".
- Last Name \***: Text input field containing "Kent".
- Date of Birth \***: Text input field containing "8/8/2009" with a "[ 8/8/2017 ]" link below it.
- Gender \***: Dropdown menu with "Female" selected.
- Grade Level \***: Dropdown menu with "3" selected.
- Ethnicity \***: Dropdown menu with "White or Caucasian" selected.
- Are you a Military Family?\***: Radio button group with "Yes" and "No" options, where "No" is selected.

At the bottom of the modal, there are two buttons: a white "CANCEL" button and an orange "ADD PARTICIPANT" button.

**Step 7:** Select the Participant you would like to register.

## CURRICULUM AND EVENTS

The screenshot shows a web application interface for "CURRICULUM AND EVENTS". At the top right, there is a "PROGRAM LEVEL" progress bar with five stages: "PLAYer", "Par", "Birdie", "Eagle", and "Ace". The "PLAYer" stage is currently selected. Below this, there is a search bar labeled "Search:". In the center, there is a section titled "FOR PARTICIPANT" with a dropdown menu. The dropdown menu is open, showing options: "Choose One", "Choose One", "Lisa Kent", and "Babycakes Kent". An orange button labeled "ADD A PARTICIPANT" is located below the dropdown. A large blue arrow points from the left towards the dropdown menu with the text "Select a Participant". To the left of the dropdown, there is a "Show 10 entries" dropdown and a "Date" filter set to "09/05/2017 - 11/04/2017". Below the dropdown, there is a table with columns "Location" and "Type". The "Type" column shows "Curriculum". At the bottom right, there are "Previous", "1", and "Next" navigation buttons.

**Step 8:** Click the Listing (Season) you would like to apply for. When information about the listing appears, click on “VIEW MORE INFO.”

## CURRICULUM AND EVENTS

SHOW ME: Curriculum  Events

FOR PARTICIPANT: Babycakes Kent

PROGRAM LEVEL: PLAYER Par Birdie Eagle Ace

Show: 10 Search:

Date	Name	Location	Type
09/05/2017 -11/04/2017	Fall 2017		Curriculum

Previous 1 Next

### Fall 2017

September 5, 2017 · November 4, 2017

The First Tee was created in 1997 to introduce young people of all backgrounds to the game of golf and the life lessons it teaches. Through The First Tee Life Skills Experience, a curriculum for teaching character education through specific life skills, children and teenagers around the world discover how the skills essential to success on the golf course can help them flourish in life. These skills include self-management, interpersonal communication, goal-setting, mentoring and effective conflict resolution. The Life Skills Experience sets The First Tee apart from other junior golf programs and youth initiatives, and ultimately hopes to instill in participants The First Tee Nine Core Values: Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy and Judgment.

The First Tee Coaching Philosophy is based on promoting positive youth development through participation in fun, golf related activities. We pay attention to the learning process, not just the outcome, and make our programs person-centered rather than purely golf skill focused. Our focus is on long-term growth as a person, rather than grooming young people to be professional golfers.

Click "Register" to continue to online registration. For paper registration form, please email Lisa@TheFirstTeeCenter.com or call 1-800-368-1317.

[VIEW MORE INFO](#)

**Step 9:** Read through the offered listing sessions (classes). Click “ADD TO CART” for the listing session you would like to add for the selected participant. If you are unable to select a certain listing session, there will be a reason such as “registration closed” or “participant does not meet requirements.” You will only be able to select listing sessions that the participant is eligible for (Age, Program Level, Gender, etc.)

If you have any questions about offered listing sessions, please contact Pam Boccaccio, 732 403 0833 or [pamb@thefirstteemonoc.org](mailto:pamb@thefirstteemonoc.org)

[< RETURN TO CURRICULUM AND EVENTS](#)
[< ADD A PARTICIPANT](#)

## FALL 2017

LESSON PROGRAM LEVEL

### WEDNESDAY PLAYER (AGES 7-18)

**DATE:** September 6, 2017 to November 1, 2017  
**TIME:** 04:15:00 PM to 05:45:00 PM  
**LOCATION:** LeFleur's Bluff State Park, 1205 Lakeland Drive, Jackson, MS, 39216  
**PROGRAM LEVEL:** PLAYer  
**AGE:** 7 - 18  
**RESTRICTIONS:** PLAYer

**PRICE:**  
\$75

PLAYer is a class for participants of all golf-skill level ages 7-18. In PLAYer level classes, participants will learn core values, healthy habits, life skills, and golf fundamentals through golf-like activities.

LEAD COACH: Coach Luther, Coach Jerel

WEDNESDAYS, 4:00PM @ LeFleur's Bluff Golf Course  
 DATES: 9/6, 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25, 11/1 (Makeup dates 10/23, 10/30, 11/8)

MANDATORY PARENT ORIENTATION: 9:55 PM @ LeFleur's Bluff Golf Course

[ADD TO CART](#)

27 days left to register

### MONDAY PLAYER (AGES 7-18)

**DATE:** September 11, 2017 to November 6, 2017  
**TIME:** 04:15:00 PM to 05:45:00 PM  
**LOCATION:** Country Club of Canton 183 Country Club Road, Canton, MS, 39046  
**PROGRAM LEVEL:** PLAYer  
**AGE:** 7 - 18  
**RESTRICTIONS:** PLAYer

**PRICE:**  
\$75

PLAYer is a class for participants of all golf-skill level ages 7-18. In PLAYer level classes, participants will learn core values, healthy habits, life skills, and golf fundamentals through golf-like activities.

LEAD COACH: Coach Lisa

MONDAYS, 4:15PM @ Country Club of Canton  
 DATES: 9/11, 9/18, 9/25, 10/2, 10/9, 10/16, 10/23, 10/30, 11/6 (Makeup dates 11/13, 11/20)

MANDATORY PARENT ORIENTATION: 9:11 4PM @ Country Club of Canton

[ADD TO CART](#)

33 days left to register

You have **0 session** in your cart [PROCEED TO CHECKOUT](#)

Click “Add to Cart” for class you want to register for

**Step 10:** If you are registering multiple children, click “Return to Curriculum and events” and repeat steps 7-9 for your next participant.

Once you have selected all classes for all participants, click “Proceed to Checkout.” In the bottom right have of your screen.



**Step 11:** This screen will show a summary of all items in your cart. Please review this screen carefully. If it looks correct, click on “Continue.” If it looks incorrect, please “Remove from Cart”, click “Curriculum and Events” and re-do steps 7-11 for all participants whose class has been removed.

The screenshot shows the 'SUMMARY' step of an event registration process. At the top, there is a green header with a shopping cart icon containing the number '1', the text 'WELCOME, LISA', and a user profile icon. Below the header, navigation links include '< CURRICULUM AND EVENTS' and '< ADD A PARTICIPANT'. The main title is 'EVENT REGISTRATION'. A progress bar contains steps: 'SESSIONS' (highlighted), 'CONTACT INFO', 'PARTICIPANT QUESTIONS', 'FINANCIAL AID', 'WAIVERS', 'SUMMARY' (current step), and 'CONFIRMATION'. The event title 'Babycakes Kent' is displayed above a table with the following data:

Program	Program Dates	Price	Discounts	Your Price	
<b>Monday PLAYer (Ages 7-18)</b> Country Club of Canton - 183 Country Club Road, Canton, MS, 39048	09/11/2017 -11/06/2017	\$75	\$0.0	\$75.0	REMOVE FROM CART

At the bottom, a blue arrow points to an orange 'CONTINUE >' button with the text 'Review for accuracy and click "Continue"'.

**Step 12:** Please enter all information in for the participant in this window. If you are registering multiple kids, you will need to enter this information for all participants.

**Participant Contact Info**  
Please confirm the accuracy of the following information

**Babycakes Kent**

<b>First Name *</b> Babycakes	<b>Last Name *</b> Kent	<b>Date of Birth *</b> 8/8/2009 [ 8/8/2017 ]
<b>Street *</b> 1 Sample Street	<b>State *</b> MS	<b>Grade Level *</b> 3
<b>Zip *</b> 39046	<b>Gender *</b> Female	<b>Ethnicity *</b> White or Caucasian
<b>Home Phone</b> (601) 761-1317	<b>Mobile Phone</b> (601) 761-1317	<b>Allergies</b> Cats, Pollen, Gluten
<b>Email Address *</b> Lisa@TheFirstTeeCentralMS.Org		<b>Disabilities</b> N/A
<b>Emergency Contact:</b> One emergency contact per participant.		<b>Dietary Restrictions</b> Dairy, Gluten
<b>Full Name *</b> Daddycakes Kent	<b>Relationship to participant *</b> Father	
<b>Phone Number *</b> (601) 761-1317	<b>Email Address</b> daddycakeskent@gmail.com	

BACK CONTINUE >

**Step 13:** You may be prompted to answer questions regarding your registration. If you are, complete the questions and click Continue. If you have multiple children you will need to answer these questions for each participant you are registering. If you are not prompted to answer questions, click “Continue”.

< CURRICULUM AND EVENTS

< ADD A PARTICIPANT

## EVENT REGISTRATION

SESSIONS > CONTACT INFO > **PARTICIPANT QUESTIONS** > FINANCIAL AID > WAIVERS > SUMMARY > CONFIRMATION

### Event specific information

**Babycakes Kent**

SR-227598 - Monday PLAYer (Ages 7-18)

How did you hear about The First Tee of Central Mississippi?\*

Facebook ▾

What school is the child you're registering currently enrolled in?\*

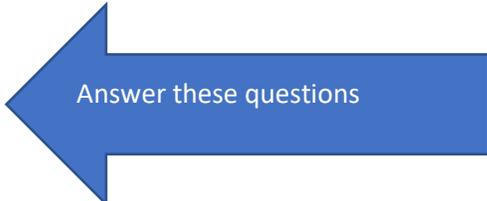
Madison Crossing Elementary

How long has the participant been playing golf?\*

New to Golf ▾

Did/Has your child experienced golf activities at their elementary school?\*

Yes  No  I don't know



Review for accuracy and click “Continue”

CONTINUE >

**Step 14:** In this screen, you will select if you would like to apply for financial aid or not. If you would like to apply for Financial Aid, please select “Yes.” If do not wish to apply for financial aid, please select “No”.

If you selected “No” for Financial Aid, please skip to step 21. If you selected “Yes” for financial aid, please continue to step 15.

The screenshot shows a web interface for event registration. At the top, there are navigation links: '< CURRICULUM AND EVENTS' on the left and '< ADD A PARTICIPANT' on the right. Below these is the title 'EVENT REGISTRATION'. A horizontal progress bar contains several steps: 'SESSIONS', 'CONTACT INFO', 'PARTICIPANT QUESTIONS', 'FINANCIAL AID' (highlighted in dark blue), 'WAIVERS', 'SUMMARY', and 'CONFIRMATION'. The main content area is titled 'Financial Aid' and contains the text: 'We may have financial aid available for families who have a special financial need or hardship. Families receiving free or reduced lunch at school may also qualify. If you need more information, please contact the school.' Below this text is the question 'Would you like to apply?' with two radio button options: 'No' (which is selected) and 'Yes'. At the bottom of the form, there are 'BACK' and 'CONTINUE >' buttons. Two blue arrows with white text provide instructions: one points to the radio buttons with the text 'Click “Yes” or “No” depending on if you would like to apply for Financial Aid', and the other points to the 'CONTINUE' button with the text 'After selecting, review for accuracy and click “Continue”'.

**Step 15:** This screen is your financial aid application. Answer all questions honestly and click “CONTINUE”.

< CURRICULUM AND EVENTS < ADD A PARTICIPANT

## EVENT REGISTRATION

SESSIONS > CONTACT INFO > PARTICIPANT QUESTIONS > FINANCIAL AID > WAIVERS > SUMMARY > CONFIRMATION

### Financial Aid

We may have financial aid available if your family has a special financial need or hardship. Families receiving free or reduced lunch at school may also qualify. If you need more information please contact the chapter.

Would you like to apply?

No  Yes

What is your household income range?  
\$20,000 - \$24,999 ▼

How many people are in your household? ●

Are you receiving free or reduced lunch?  
 ▼

How much are you able to pay (if any)? ●  
\$

Are you experiencing a financial hardship?  
 ▼

BACK CONTINUE >



**Step 16:** In this screen, click all the “Listing Sessions” that you are requesting financial aid for. If you are registering multiple children at the same time, multiple listings will be shown. Once all applicable boxes are selected, click “CONTINUE”.

[< CURRICULUM AND EVENTS](#) [< ADD A PARTICIPANT](#)

## EVENT REGISTRATION

SESSIONS > CONTACT INFO > PARTICIPANT QUESTIONS > **FINANCIAL AID** > WAIVERS > SUMMARY > CONFIRMATION

### Financial Aid

Thank you for your interest in financial aid. Please select the session(s) below in which you are seeking financial aid, and click “continue” to move through the registration process. To submit your application and hold your seat(s) in the session(s), it is important to continue through the full registration process and click “submit registration” on the final page. At that time, your application will be submitted to the chapter for review and you will receive notification of the outcome via email in 3-5 business days.

<b>Babycakes Kent</b>
Monday PLAYer (Ages 7-18) <input type="checkbox"/>

Click box to apply for financial aid for that Listing Session

After selecting, review for accuracy and click “Continue”

**CONTINUE >**

**Step 17:** At this point, your financial aid has been submitted for approval. You will receive a confirmation email like the email below to the email address you provided in our system. Please exit the system and wait for an email stating the status of your financial aid.

\*Please note, you will not be kicked out of the system after applying for aid and it may allow you to “continue” through the checkout process, and even hit submit to receive a false confirmation. Please note that this is false: a financial aid registration cannot be completed until all waivers are signed and financial aid has been approved.

### Financial Aid Submitted



The First Tee <noreply@thefirsttee.org>  
Today, 7:27 AM  
You 8

   Reply | v

Hi Lisa Kent,

This email confirms your application for financial aid has been submitted for Babycakes Kent. A representative from The First Tee of Central Mississippi will be contacting you via email regarding your application status. Once you receive this email and know the outcome of your application, you will have 48 hours to complete registration.

Thank you,  
The First Tee of Central Mississippi  
[www.thefirstteecentralmississippi.org](http://www.thefirstteecentralmississippi.org)

**Step 18:** You will receive an email confirmation of the Financial aid being received to the email address you provided on file. Read the email for further instructions and click the link in the email to continue through the checkout process.

## Financial Aid Awarded



The First Tee <noreply@thefirsttee.org>

Today, 7:30 AM

You

   Reply | 

Hi Lisa Kent,

Thank you for submitting your financial aid application with The First Tee of Central Mississippi. Your application has been reviewed and you have been accepted to receive financial aid for Babycakes Kent. Thanks to the generosity of donors in our community, we are able to offer this assistance.

Please click the link below to log in and click on your shopping cart to complete registration. You have 48 hours to finalize your registration.

Please be sure to select "No" on the financial aid page as you progress through the cart this time. The amount of financial aid will display on the checkout summary page.

[https://thefirsttee.na30.force.com/TFT\\_Login?website=www.thefirstteecentralmississippi.org&returl=%2FTFT\\_EventDetailWithCart%3Fid=a0136000008y9zy%26partId=0033600001Aw7X%26website=www.thefirstteecentralmississippi.org](https://thefirsttee.na30.force.com/TFT_Login?website=www.thefirstteecentralmississippi.org&returl=%2FTFT_EventDetailWithCart%3Fid=a0136000008y9zy%26partId=0033600001Aw7X%26website=www.thefirstteecentralmississippi.org)

If you have any questions, please do not hesitate to contact us.

Thank you,  
The First Tee of Central Mississippi  
[www.thefirstteecentralmississippi.org](http://www.thefirstteecentralmississippi.org)

**Step 19:** You should enter our registration portal at the welcome screen. Your selected classes will be in your cart. Click “PROCEED TO CHECKOUT.” Your previous information will be in all the fields, so you should select “CONTINUE” at each step.

## CURRICULUM AND EVENTS

SHOW ME:  Curriculum  Events

FOR PARTICIPANT: Choose One

PROGRAM LEVEL: PLAYER Par Birdie Eagle Ace

Show 10 entries Search:

Date	Name	Location	Type
09/05/2017 -11/04/2017	Fall 2017		Curriculum

Previous 1 Next

You have 2 session in your cart [PROCEED TO CHECKOUT](#)

[CURRICULUM AND EVENTS](#)

[ADD A PARTICIPANT](#)

## EVENT REGISTRATION

[SESSIONS](#) [CONTACT INFO](#) [PARTICIPANT QUESTIONS](#) [FINANCIAL AID](#) [WAIVERS](#) [SUMMARY](#) [CONFIRMATION](#)

### Babycakes Kent

Program	Program Dates	Price	Discounts	Your Price	
Monday <b>PLAYer</b> (Ages 7-18) Country Club of Canton - 183 Country Club Road, Canton, MS, 39046	09/11/2017 -11/06/2017	\$75	\$0.0	\$75.0	<a href="#">REMOVE FROM CART</a>

[CANCEL](#) [CONTINUE](#)

**Step 20:** When prompted to select Financial Aid, select “No” and continue. Since you already applied for financial aid, no need to select this again. The Financial Aid you were awarded will show up in the checkout screen. (If you select yes, you will not be able to complete your registration.)

## EVENT REGISTRATION

SESSIONS > CONTACT INFO > PARTICIPANT QUESTIONS > **FINANCIAL AID** > WAIVERS > SUMMARY > CONFIRMATION

### Financial Aid

We may have financial aid available if your family has a special financial need or hardship. Families receiving free or reduced lunch at school may also qualify. If you need more information please contact the chapter.

Would you like to apply?

No  Yes

[BACK](#)

[CONTINUE >](#)

**Step 21:** In this screen, you will see a series of waivers. Please read the waivers carefully, click each box, and click continue.

## EVENT REGISTRATION

SESSION 8 CONTACT INFO PARTICIPANT QUESTIONS FINANCIAL AID **WAIVER 8** SUMMARY CONFIRMATION

### Waivers

**Test Kent**

**Agreement / Monday PLAYer (Ages 7-18)**

In the event that I cannot be reached in an emergency, I agree to accept any and all determinations of need for medical assistance and/or administration of medical attention deemed necessary by The First Tee chapter representatives. I hereby give permission to the medical personnel selected by The First Tee chapter representatives to secure any and all medical, hospitalization, dental, and/or surgical treatment. In event that such medical attention is needed from a healthcare provider, all costs shall be the responsibility of the parent or guardian.

I Agree 

I understand that any golf equipment received for use is the property of The First Tee chapter, and must be returned at the discretion of The First Tee chapter upon the termination of the participant's involvement in the program.

I Agree 

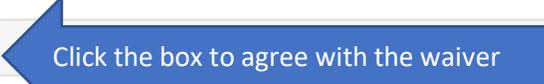
I hereby give my permission to The First Tee chapter, home office and their authorized licensees to utilize without compensation or further notice the participant's likeness, image, voice, name and/or their words incidental to any print, photographs, audio, video, television, radio, the Internet, social network or any other form or medium now known or hereafter devised for the purpose of promoting The First Tee, their authorized licensees or for any other lawful purpose. The media will become the property of The First Tee.

I Agree 

I understand the limited amount of course access for the program's participants and the need to ensure a high-quality participant to coaching staff ratio. If class is missed, I must arrange make up sessions in advance or arrange to receive rain checks for my child to play on their own if my child is unable to participate on a scheduled day. In the event of cancellations due to weather or course conditions, the coaching staff will arrange for make-up sessions or rain checks for my child. A The First Tee chapter representative will attempt to contact the primary parent/guardian via Text Message and/or Email when classes are canceled in advance. For day-of class status, I am responsible for contacting The First Tee chapter Program Director in the event of bad weather to inquire as to the status of the day's programming.

I Agree 

I, as the parent/guardian of the above-named participant, I give approval for his or her participation in The First Tee sponsored activities. In full recognition of the dangers and hazards inherent in a golf and youth development program, I assume all risks of injury whatsoever and agree to release and hold harmless The First Tee chapter and the other released parties from claim(s) of any nature arising from any activity, including transportation, connected with The First Tee program. This assumption of risk, release and hold harmless agreement includes, but is not limited to, any claim due to injury or loss proximately resulting from negligence of The First Tee chapter, home office and each of their respective directors, officers, employees, agents, LPGA and PGA professionals, volunteers, youth participants and participating agencies (the released parties) to the fullest extent provided by law.

I Agree 

If you agree with all waivers,  
please select "Continue"

CONTINUE >

**Step 22:** This is the checkout screen. Enter in all information on this screen and please double check your “Checkout Total” to ensure that you are being charged the correct amount. Your registration will not be completed until you click “SUBMIT” and receive a confirmation number on the next screen.



< CURRICULUM AND EVENT 3

< ADD A PARTICIPANT

## EVENT REGISTRATION



### Checkout Summary

Babycakes Kent				
Program	Program Dates	Price	Discounts	Your Price
Monday PLAYER (Ages 7-13) Country Club of Canton - 183 Country Club Road, Canton, MS, 39046	09/11/2017 -11/05/2017	\$75	Financial Aid	

Payment Summary	
Session Total	\$75.00
Discounts	- \$0.00
Financial Aid Requested	\$85.00

Would you like to make a donation to this chapter?

Donation

**Checkout Total: \$ 10.00**

SUBMIT REGISTRATION

### Main Contact

Please confirm the accuracy of the following information  
 \* Field is required.  
 \* Any one of the three phone numbers must have a value.

First Name \*  Last Name \*

Address \*

City \*  State \*  Zip \*

Home Phone \*  Mobile Phone \*  Work Phone \*

Email \*  What is your preferred method of contact?

### Payment Details

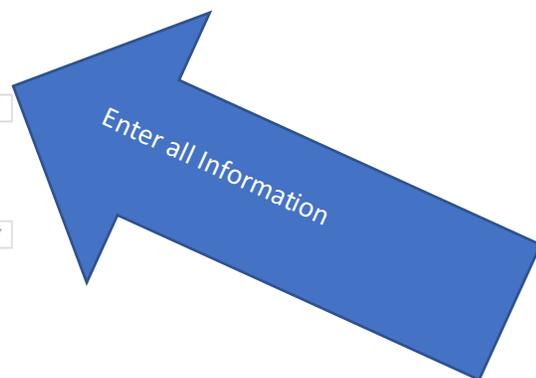
How do you plan on paying?

**CREDIT CARD INFORMATION**

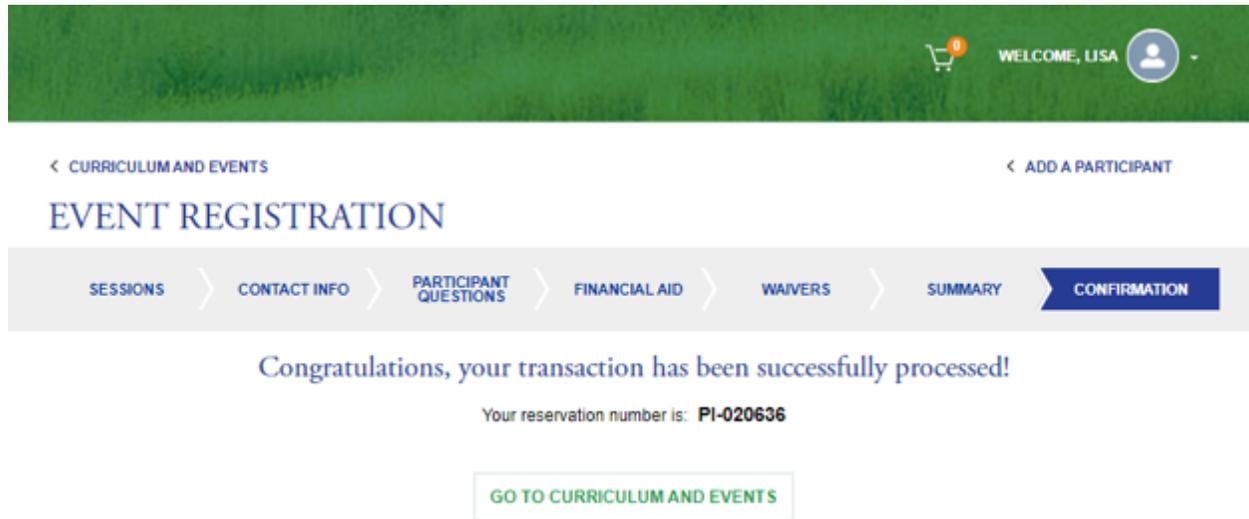
Cardholder Name

Card Number

Expiration Date:



**Confirmation:** If the transaction is successful, you the screen will shift to a confirmation screen that will have a confirmation number on it for you. If the transaction is not successful, you will be returned to a previous screen to re-enter information. Please note that your registration is not complete until you see/receive a confirmation/reservation number.



**Congratulations! You are officially registered for  
The First Tee of the Jersey Shore!**