

2017 NEW PARTICIPANT REGISTRATION PROCEDURES

We have created a **STEP-BY-STEP** Guide (see below) to direct you through the 2017 registration 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 Washington, DC at www.thefirstteedc.org

Click on the REGISTER box at the top of the page

- Read all info on the page
- Click the next REGISTER box to enter the registration portal

At the top of the page click on LOG IN

- Include parent information in this area
- Are you a Military Family? Click button only if it applies

CREATE AN ACCOUNT

- Add First Name, Last Name, Email Address, Password
- Click on show password (just to see what you typed in)
- Click on Create the Account

ADD A PARTICIPANT

- Complete the form
- Click the participant (child)
- At the top of the page see the child's name and program level

FIND A CLASS

- Choose the class by clicking on the class you want
- See View more info
- Choose the Class (write down the class info: date/time/location)
- Proceed to Checkout
- Click Continue

EVENT REGISTRATION

- Fill in all information regarding the child (complete all items with a red asterisk)
- Click Continue

EVENT SPECIFIC INFORMATION

- Complete all information (see SR# -Session Registration)
- Click Continue

FINANCIAL AID?

- Click No or Yes (no financial aid is needed when registering at DC locations)

WAIVERS

- Read all information
- Click Agree on all
- Click Continue

CHECK OUT SUMMARY

- Read all information
- Record information in your electronic calendar with an alarm to arrive 15 minutes prior to start time

Main Contact Information

- 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.

MONTGOMERY COUNTY PARTICIPANTS:

AN ADMINISTRATIVE FEE IS REQUIRED FOR CLASSES IN MONTGOMERY COUNTY. TO ENROLL IN PROGRAMS AT A COST OF \$59.00 PER CHILD, CLICK THE YES BOX AND THE ADMINISTRATIVE FEE WILL BE ADDED TO YOUR CART. YOU ARE ONLY CHARGED THE FEE IF YOU ARE ACCEPTED INTO A CLASS.

NORTHERN VIRGINIA PARTICIPANTS:

A CLASS FEE OF \$100 PER CHILD PER SESSION IS REQUIRED FOR CLASSES IN NORTHERN VIRGINIA. DISCOUNT FOR ADDITIONAL CHILD IS OFFERED. WAIVERS ARE AVAILABLE. TO ENROLL IN PROGRAMS IN NORTHERN VIRGINIA CLICK THE YES BOX AND THE FEE WILL BE ADDED TO YOUR CART. YOU ARE ONLY CHARGED THE FEE IF YOU ARE ACCEPTED INTO A CLASS.