

2017 RETURNING PARTICIPANT REGISTRATION PROCEDURES

If you have had a participant in **The First Tee of Greater Washington, DC** or **The First Tee of Montgomery County** programming in previous years, you have an account in our new registration system.

When entering the 2017 Registration System, **PLEASE DO NOT CREATE A NEW ACCOUNT**. By doing so, you will create many problems within the system.

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

We have created a STEP-BY-STEP Guide to direct through the 2017 Registrations for your participant(s):

- Click on the REGISTER box

- Click on the orange LOG-IN box at the top left

of your screen **REMEMBER**

DO NOT CREATE A NEW

ACCOUNT

- Under the Log-In heading, enter the e-mail address you used in 2016 or past years when registering online

IF YOU DO NOT REMEMBER THE E-MAIL ADDRESS YOU USED IN 2016,

PLEASE CONTACT DOLLY AT DOLLY@THEFIRSTTEEDC.ORG or at 202-479-2588 BEFORE PROCEEDING FURTHER

- Click on Forgot Password (even if you remember the 2016 password)



Please [Log In](#) or [Create an Account](#)

LOG IN

Email Address

Show Password

[Forgot password?](#)

LOG IN

CREATE AN ACCOUNT

First Name

Last Name

Email Address

Password

Confirm Password

Show Password
 Are you a Military Family?

CREATE ACCOUNT

- The system will send you an e-mail on how to establish your 2017 password

IF YOU DO NOT RECEIVE AN E-MAIL IN YOUR E-MAIL ADDRESS INBOX, PLEASE CHECK YOUR SPAM/JUNK INBOX. IF YOU DO NOT RECEIVE AN E-MAIL, DOLLY AT DOLLY@THEFIRSTTEEDC.ORG or at 202-479-2588 BEFORE PROCEEDING FURTHER

- After following the directions, you received in the e-mail, you will be taken directly into the 2017 Registration System
- Click on the CURRICULUM box on the left side of the page and the DOWN ARROW in the FOR PARTICIPANT box in the center of the page
- Your participant(s) should be displayed in the box. If you are adding a new participant to your account, you can click on add new participant. **IF A PARTICIPANT THAT WAS REGISTERED IN 2016 DOES NOT APPEAR, CONTACT KATIE AT kblodgett@THEFIRSTTEEDC.ORG or at 202-479-2588 BEFORE PROCEEDING FURTHER**
- Select the participant you wish to register by clicking on the name
- Scroll down the page to view current Session or Special Programs

currently offered for registration

- Click on the Session or Special Program Link you are interested in
- An information screen will appear to talk about your link and click on the View More Info box to begin your registration
- From the list of classes/programs now displayed on your screen, select the class/program you want (that meets your participant's age grouping) and then click on the ADD TO CART box

MONTGOMERY COUNTY PARTICIPANTS:

IF YOU HAVE NOT PAID YOUR 2017 ADMINISTRATIVE FEE FOR YOUR PARTICIPANT PRIOR TO THIS REGISTRATION, YOU WILL BE PROMPTED TO DO SO AT THIS TIME. A 2017 ADMINISTRATIVE FEE IS REQUIRED TO TAKE CLASSES OR ENROLL IN PROGRAMS AND WILL COST \$59.00. CLICK THE YES BOX AND THE ANNUAL MEMBERSHIP WILL BE ADDED TO YOUR CART

- If you need to register for another child, click on the Curriculum and Events link at the top left of the page. This will return you to the home page where you can begin the process for the next child beginning with clicking on their name (or "add new participant") in the For Participant box
- Click on the Proceed to Checkout box
- On the page that appears, your CART CONTENTS will be listed
- If everything is correct, click on the CONTINUE box
- Please review each of the following pages, answering any questions, and clicking on the CONTINUE box to proceed to the next screen.