

## 2018 Chapter Championship – Registration Instructions

### You'll Need:

- Your Member Clubhouse user name & password
- Your EWGA Member #
- Your Handicap Number and the Handicap Service You Use
- Captain's Name (for those playing on a Scramble team)
- Your Credit Card or other Method of Payment Info

1. Log into EWGA Member Clubhouse: <https://members.ewga.online/>
2. Looking at the left side of screen, scroll down until you click on **MyEvents**
3. Middle of the page, click on **EWGA Championship**
4. This will take you to the EWGA Events page on Golf Genius where you will remain logged in.
5. Click on **EWGA Championship**
6. The Championship page has lots of information about the overall event, a tab for Player Documents and much more. To get to Hampton Roads Chapter, using your mouse, hover over 2018 Championship; this creates a drop down menu – click on **2018 Chapter Championship**.
7. You will now see the familiar page with all Chapters listed under their respective District Semi-Final. (ours is Carolina District)
8. Find our Chapter and click on it (if nothing happens, the site isn't ready yet).
9. If you were able to open up your Chapter site, there will be info about the event and the course.
10. To register, click on the **Big Blue button** on the left that says **"Register now for..."**
11. The registration page will open with the refund policy and other legal info. To register, click on **New Registration**.
12. The next window to appear will have either 1 or 2 Registration options, one for riding and one for walking. Select the option to ride as walking will not be an available option for our Chapter and click **Next**.
13. The next screen will ask you to **Select A Member**. Start typing your last name and you (or a list) should appear for you to make a selection.
14. The next screen will require you to fill in data. **PLEASE review and follow the instructions.** Everything with a **RED \*** is required to be answered. A few key reminders:
  - a. Enter your Handicap ID where it says GHIN. Doesn't matter which system it comes from, enter the ID# here.
  - b. Select which Handicap service you use (GHIN, GolfNet or Other)
  - c. Enter your EWGA Member Number (if you can't easily locate it, go back to the EWGA Member Clubhouse and click on your profile to find it.
  - d. Select either Stroke or Scramble.
  - e. If playing Stroke, answer questions about being a Senior (SR for 55-69) or a Super Senior (SSR at least 70)
  - f. If playing Scramble, enter the team Captains last name into the box.
  - g. Enter your date of birth
15. In the lower right corner, click **NEXT**
16. Enter your payment information (you'll need to enter your address again) and click on **SUBMIT PAYMENT**.
17. **DONE!! See you at Cypress Creek on June 16<sup>th</sup>!**