

# Registering Participants with the Online Registration Portal



# Online Registration Portal - Curriculum & Events

The screenshot shows a user interface for 'CURRICULUM AND EVENTS'. At the top right, a shopping cart icon with a '1' indicates one item in the cart, with a red arrow pointing to it from the text 'Registrations added to cart feature'. Below the header, the page title 'CURRICULUM AND EVENTS' is displayed. On the left, there are filter options under 'SHOW ME:' with checkboxes for 'Curriculum' and 'Events', both checked. A red arrow points to these filters from the text 'Filter by listing type'. In the center, there is a 'FOR PARTICIPANT' dropdown menu with 'Derek Jones' selected, and a list of names including 'Choose One', 'Ryan Jones', 'Sara Jones', 'Derek Jones', 'Lauren Jones', and 'Jack Jones'. A red arrow points to this dropdown from the text 'Manage registration by participant'. To the right of the dropdown is a 'PROGRAM LEVEL' slider with markers for 'PLAYer', 'Par', 'Birdie', 'Eagle', and 'Ace'. A red arrow points to the 'Birdie' marker from the text 'Displays level by participant'. Below the filters and dropdown is a table of listings. A red bracket on the left side of the table is labeled 'View available Listings'. The table has columns for 'Date', 'Name', 'Address', and 'Type'. The first row shows '01/02/2017 -03/31/2017' for 'St. Augustine WGH' with an 'ADD PARTICIPANT' button. The second row shows '01/03/2017 -03/31/2017' for 'Winter 2017 Central Plains Region'. The third row shows '03/01/2017 -06/30/2017' for 'St. Augustine WGHF Spring 2017 Listings' with the address '425 South Legacy Trail, St. Augustine, FL, 32092, USA'. The fourth row shows '06/01/2016 -12/31/2016' for 'Greater Albany Golf Events' with the address '140 East End Avenue, Albany, NY, 12208, USA'. At the bottom right, there is a summary bar that says 'You have 1 session in your cart' and a 'PROCEED TO CHECKOUT' button. A red arrow points to this button from the text 'Easy checkout'.

Registrations added to cart feature

Filter by listing type

Manage registration by participant

Displays level by participant

View available Listings

Easy checkout

# Online Registration Portal - Listing & Listing Sessions

Listing name and overview

## ST. AUGUSTINE WGHF WINTER 2017 LISTINGS

<font color="#000000" face="calibri">Our programs are designed around teaching young people the game of golf, as well as helping them understand and ultimately develop The First Tee Nine Core Values: honesty, integrity, sportsmanship, respect, confidence, responsibility, perseverance, courtesy, and judgement.<br><br>Our curriculum was developed by experts in the field of positive youth development through sports and is delivered by caring adults (coaches) who have been formally trained by The First Tee.</font>

PROGRAM LEVEL



Listing Session details

## ST. AUGUSTINE WGHF WINTER 2017 PLAYER SESSION

DATE: January 3, 2017 to March 30, 2017  
TIME: 12:00:00 AM to 12:30:00 AM  
LOCATION: St. Augustine WGHF Program Location 425 South Legacy Trail, St. Augustine, FL, 32092, USA  
PROGRAM LEVEL: PLAYer  
AGE: 7 - 14  
RESTRICTIONS: None.

PRICE: \$100

MEMBER PRICE: \$ 75.00

Price of Listing Session and applied discount (if any)

Add to Cart feature or Add to Waitlist (if full)

ADD TO CART

121 days left to register

Days left to register





# Online Registration Portal - Checkout

EVENT REGISTRATION

SESSIONS CONTACT INFO PARTICIPANT QUESTIONS FINANCIAL AID WAIVERS SUMMARY CONFIRMATION

### Checkout Summary

Derek Jones

Program	Program Dates	Price	Your Price	
St. Augustine WGHF Winter 2017 Birdie Session St. Augustine WGHF Program Location - 425 South Legacy Trail, St. Augustine, FL, 32092, USA	01/03/2017 -03/30/2017	\$100	\$100	×

### Payment Details

How do you plan on paying?

Credit / Debit Card

Select Card  
Add New

#### CREDIT CARD INFORMATION

Cardholder Name:

Card Number:

Expiration Date: MM  YYY  CVV

### Payment Summary

Session Total	\$100.00
Discounts	-\$0.00
Membership Price	\$0.00
Financial Aid Applied	\$0.00

Would you like to make a donation to this chapter?

Donation:

Checkout Total: **\$ 100.00**

SUBMIT REGISTRATION

Guided Steps through Checkout

Registration summary by participant

Pay by Credit Card

Displays total and discounts\*

Ability to add donation

\*Available discounts are Membership, Military, and Sibling, which are automatically applied based on contact's profile



# Online Registration Portal - Payment History

User address image

WELCOME, TINA

## PAYMENT HISTORY

< BACK

Show 10 entries Search:

Purchase Date	Payment Method	Payment Amount	Receipt
09/23/2017	credit-payment	25.00	<a href="#">View</a>
09/22/2017	credit-payment	105.00	<a href="#">View</a>

Previous 1 Next

Displays a Summary of all purchases

Click View to see Invoice Level Details

Invoice Level Details

**Payment Summary - The First Tee of Canton**

Purchase Date : September 22, 2017  
Total Sessions : \$25.00  
Total Discounts : \$0.00  
Total Membership : \$100.00  
Total Financial Aid : \$20.00  
Total Donation amount : \$0  
Number of Items : 3  
Total Checkout : \$125.00

**Session Registration**

Participant : Molly Fey  
Listing Session Name : Test Fall Event  
Listing Session Location : The First Tee of Canton Golf Course  
Address : 2525 25th Street NE, Canton, OH, 44705, USA  
Start Date - End Date : September 01, 2017 - November 17, 2017  
Amount : \$25.00

**Membership Registration**

Name : The First Tee of Canton - Molly Fey - 2017  
Price : \$50

