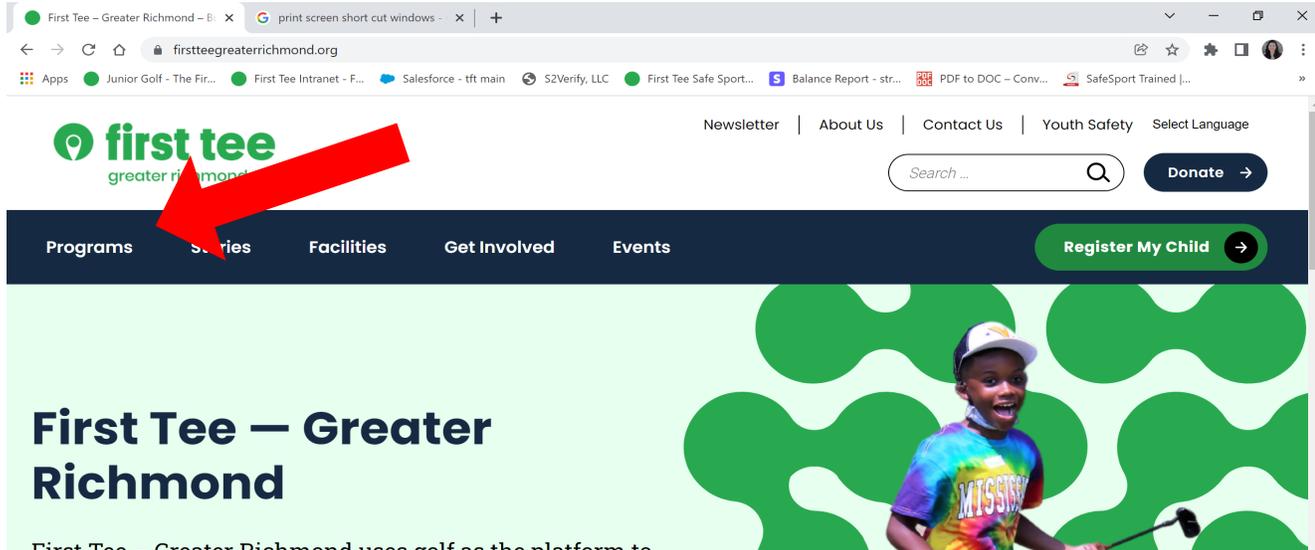


Please follow the steps below to create an account or login to register for class. The **red arrows** direct you to the area on the website you need to click next.

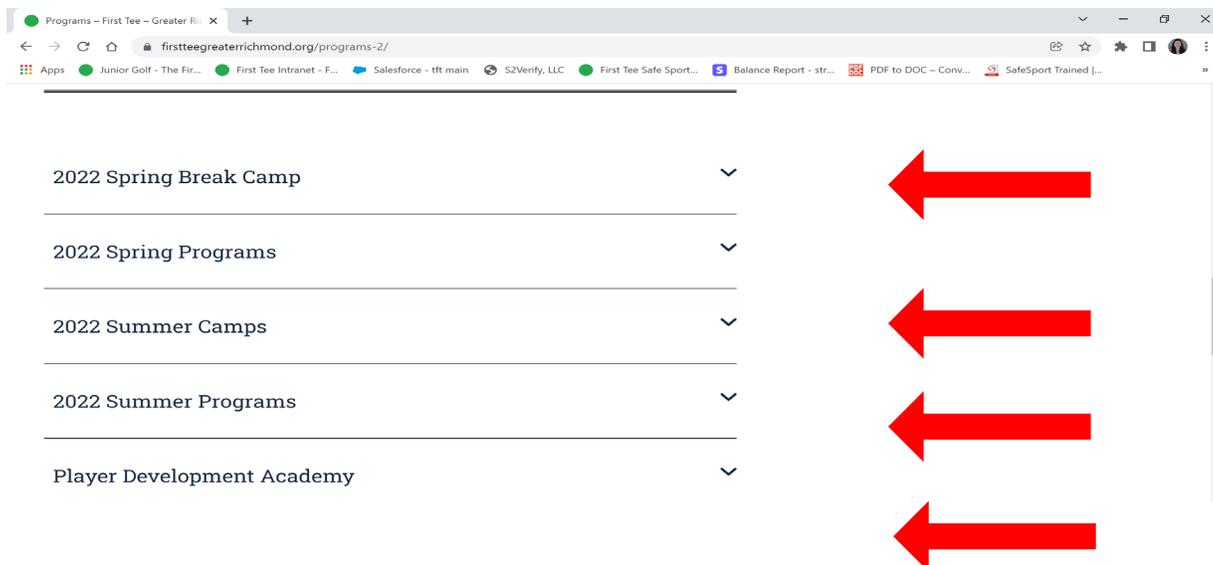
Step One

Click on the **Programs** tab.



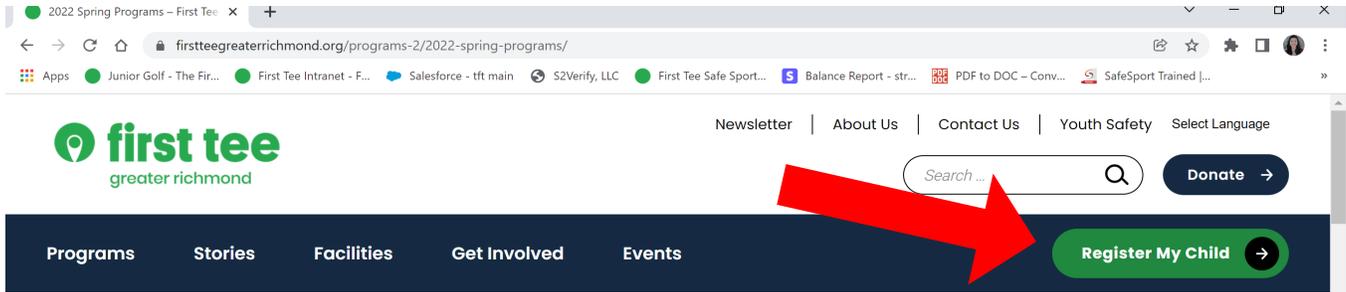
Step Two

Scroll down halfway to view the different types of programs available by season and category and select a schedule to view different days, class times, and class offerings. (Alternatively, hover over the programs tab for a drop down menu)



Step Three

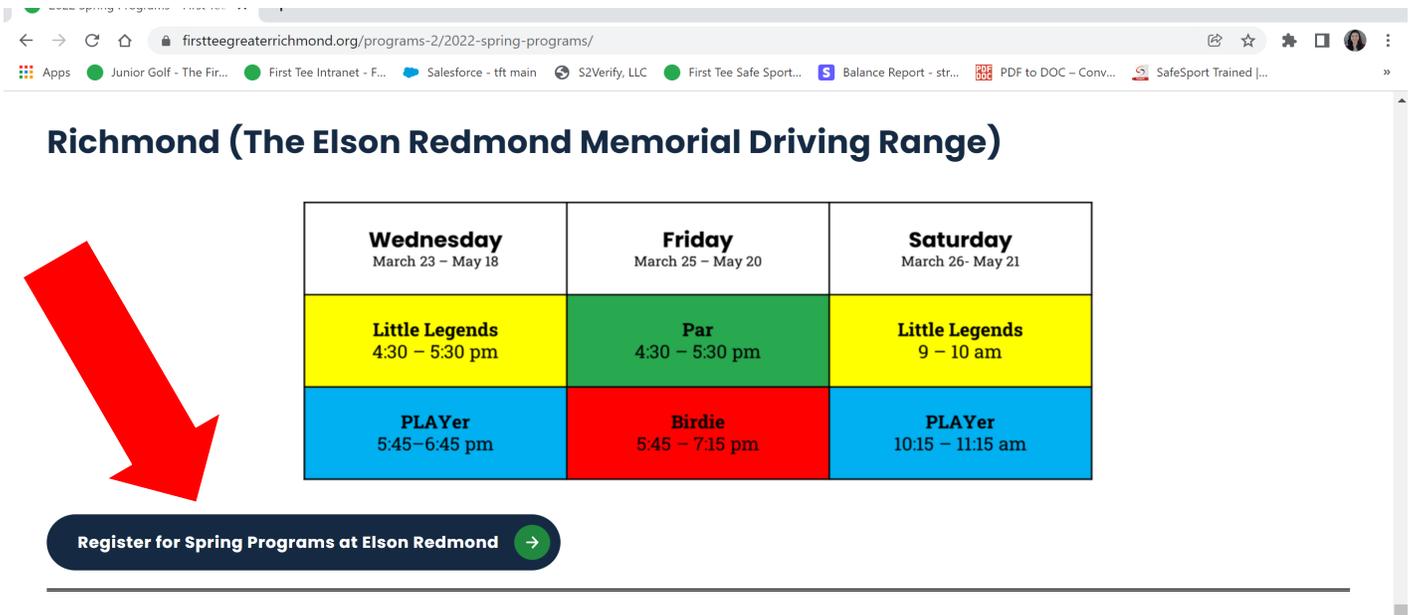
Click on the register button (Located at the top of the main banner or under a schedule diagram)



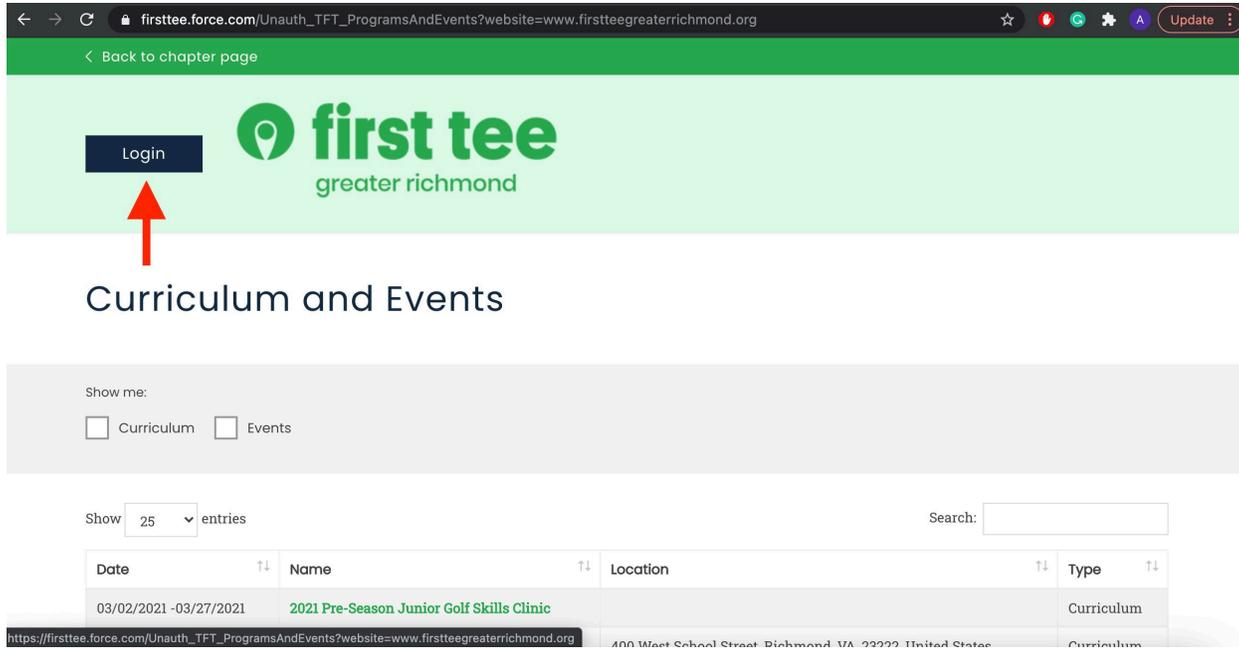
2022 Spring Programs

2022 Spring Program registration opens Feb. 14!

At First Tee – Greater Richmond, we are building game changers. Our spring life-skills education programming is designed for players of all ages and skill levels, with classes meeting once a week for eight weeks.



Step Four – Click on the login button.



The screenshot shows a web browser window with the URL `firsttee.force.com/Unauth_TFT_ProgramsAndEvents?website=www.firstteegreaterrichmond.org`. A green navigation bar at the top contains a "Back to chapter page" link. Below this is a header section with the "first tee greater richmond" logo. A dark blue "Login" button is positioned to the left of the logo, with a red arrow pointing to it. Below the header is a section titled "Curriculum and Events". Underneath, there are filter options: "Show me:" with checkboxes for "Curriculum" and "Events". Below the filters is a "Show 25 entries" dropdown and a search box. A table of events is displayed with columns for Date, Name, Location, and Type. The first row shows the date "03/02/2021 -03/27/2021", the name "2021 Pre-Season Junior Golf Skills Clinic", and the type "Curriculum".

Curriculum and Events

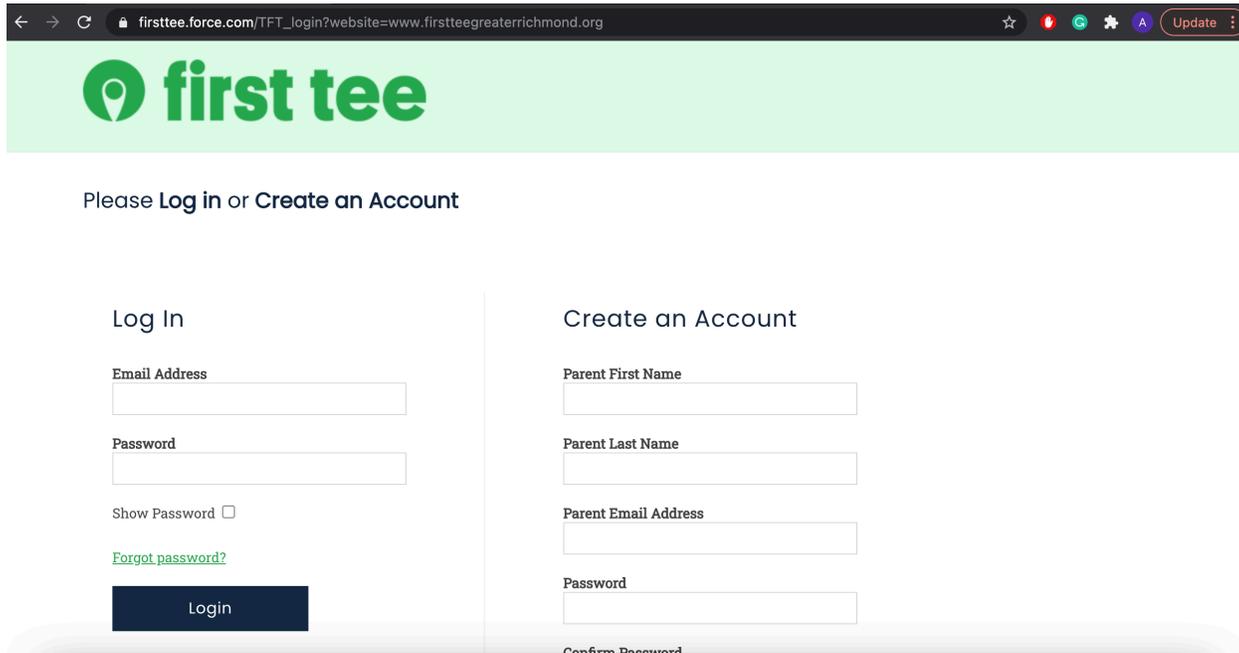
Show me:
 Curriculum Events

Show 25 entries Search:

Date	Name	Location	Type
03/02/2021 -03/27/2021	2021 Pre-Season Junior Golf Skills Clinic		Curriculum

Step Five

Create an account or Log In. If you forget your password, please select "Forgot Password". An email with a link to recreate your password will be sent to your email address.



The screenshot shows the login and account creation page on the first tee website. The URL is `firsttee.force.com/TFT_login?website=www.firstteegreaterrichmond.org`. The page features the "first tee" logo at the top. Below the logo is the text "Please Log in or Create an Account". The page is divided into two columns. The left column is titled "Log In" and contains fields for "Email Address" and "Password", a "Show Password" checkbox, a "Forgot password?" link, and a "Login" button. The right column is titled "Create an Account" and contains fields for "Parent First Name", "Parent Last Name", "Parent Email Address", "Password", and "Confirm Password".

Please Log in or Create an Account

Log In

Email Address

Password

Show Password

[Forgot password?](#)

Login

Create an Account

Parent First Name

Parent Last Name

Parent Email Address

Password

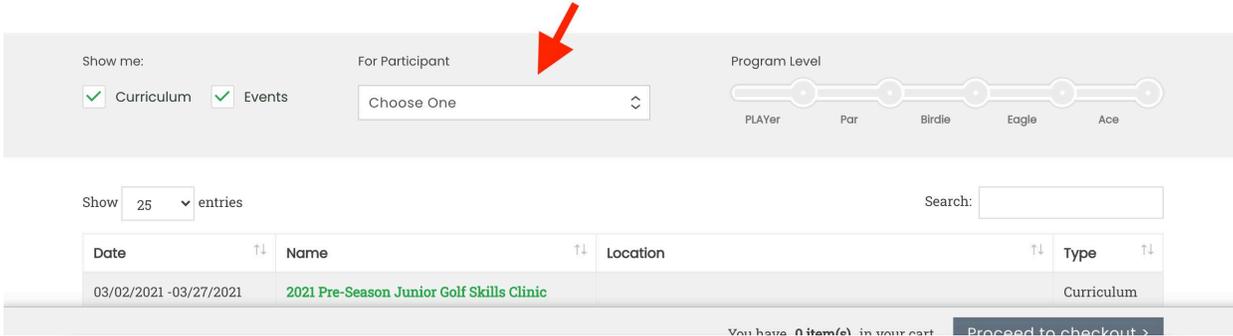
Confirm Password

Step Six

Select your participant or create a new one. If you are registering a new participant, you will need to create a new participant. If you are returning, please select the participant from the drop-down menu.



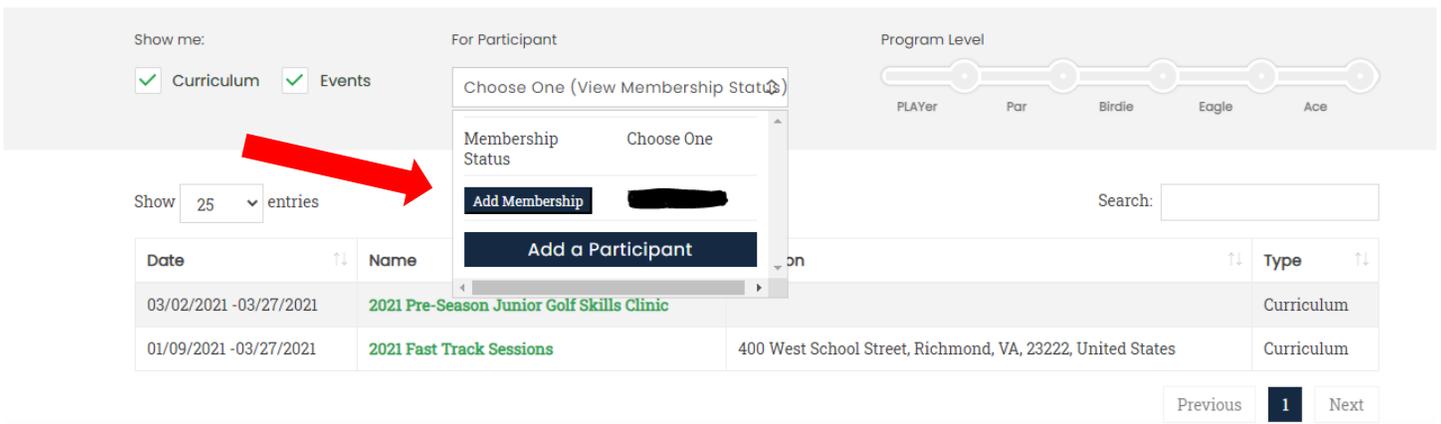
Curriculum and Events



OPTIONAL MEMBERSHIP STEP

If you would like your participant to receive a First Tee Greater Richmond membership package, click on "Add Membership" next to your participant's name. The Membership will grant each participant 10% on future LSE classes in the current calendar year, a swag bag, and a USGA Handicap.

Curriculum and Events



Step Seven

Choose the program you would like to register for.

The screenshot shows a web browser at firsttee.force.com with a green header for 'greater richmond'. The main heading is 'Curriculum and Events'. Below this are filters for 'Show me:' (Curriculum and Events checked), 'For Participant' (a dropdown menu), and 'Program Level' (a progress bar with markers for Player, Par, Birdie, Eagle, and Ace). A table lists events with columns for Date, Name, Location, and Type. A red arrow points to the '2021 Pre-Season Junior Golf Skills Clinic' entry. Below the table are 'Previous', '1', and 'Next' buttons. At the bottom, it says 'You have 0 item(s) in your cart' and a 'Proceed to checkout >' button.

Date	Name	Location	Type
03/02/2021 - 03/27/2021	2021 Pre-Season Junior Golf Skills Clinic		Curriculum
01/09/2021 - 03/27/2021	2021 Fast Track Sessions	400 West School Street, Richmond, VA, 23222, United States	Curriculum

Step Eight

As you scroll through the available classes, select **"Add to Cart"** for the program you want to register your participant for.

The screenshot shows the event details for '5:15 - 6:15 All 4 Tuesday Clinics Package 3/2-3/23 (Richmond)'. The details include: Date (March 2, 2021 to March 23, 2021), Time (05:15:00 PM to 06:15:00 PM), Location (Elson Redmond Memorial Driving Range 400 West School Street, Richmond, VA, 23222, United States), Program Level (None), Age (6 - 17), and Restrictions (None). The price is listed as \$40. A red arrow points to the 'Add to cart' button. Below the button, it says '30 days left to register'.

Some classes may display **“not eligible to register”**, which means your participant doesn’t meet the age/certification requirements to register for this class. Other classes may be available, but are full in which you can select **“join waitlist”**. Once a spot comes available, you will be contacted to finish your registration for that class within 24 hours, otherwise the spot will be forfeited and directed to the next participant in line.

firsttee.force.com/TFT_EventDetailWithCart?id=a01R00000dP8sAUAS&partId=0031R00002KzY2sQAF&website=www.firsttee...

All 4 Wednesday Clinics Package 3/3-3/24 (Chesterfield)

Date: March 3, 2021 to March 24, 2021
Time: 04:00:00 PM to 05:00:00 PM
Location: The Tattersall Youth Development Center at First Tee Chesterfield Golf Course 6736 Hunting Creek Dr., Richmond, VA, 23237, United States
Program Level: None.
Age: 6 - 17
Restrictions: None.

Price: \$40

[Join Waitlist](#)

You have 0 item(s) in your cart [Proceed to checkout >](#)

Step Nine

If you are done adding classes, select **“Proceed to Checkout”**. This will take you to the final page of registration.

firsttee.force.com/TFT_EventDetailWithCart?id=a01R00000dP8sAUAS&partId=0031R00002KzY2sQAF&website=www.firsttee...

5:15 - 6:15 All 4 Tuesday Clinics Package 3/2-3/23 (Richmond)

Date: March 2, 2021 to March 23, 2021
Time: 05:15:00 PM to 06:15:00 PM
Location: Elson Redmond Memorial Driving Range 400 West School Street, Richmond, VA, 23222, United States
Program Level: None.
Age: 6 - 17
Restrictions: None.

Price: \$40

[Add to cart](#) [Remove from cart](#)

30 days left to register

You have 1 item(s) in your cart [Proceed to checkout >](#)

Step Ten

You will now fill in all necessary information and continue to each page in order to check out, or apply for financial aid.*

first tee greater richmond

Welcome, [REDACTED]

< Curriculum and Events < Add a Participant

Event Registration

Sessions > Contact Info > Participant Questions > Financial Aid > Waivers > Summary > Confirmation

Participant	Program	Program Dates	Price	Discounts	
[REDACTED]	5:15 - 6:15 All 4 Tuesday Clinics Package 3/2-3/23 (Richmond)	3/2/2021 - 3/23/2021	\$40.00	\$0.00	X

Cancel Continue >

*If applying for financial aid, complete the questions and submit the answers. Your financial aid will be reviewed in 3-5 business days. You will receive an email with the financial aid amount approved. Click on the link in the email to complete your participant's registration. **Please note that if you do not click the link and check out – your registration will be voided after 48 hours of approval.**