

## First Tee – Aiken – Registration Instructions

Please see below for detailed instructions regarding participant registration (Returning Participants, New Participants, Financial Aid and Scholarship Participants).

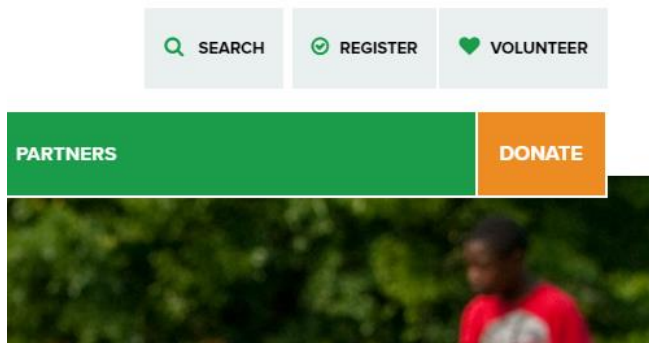
- Recommended internet browsers are Chrome, Firefox or Safari.
- Visit [www.firstteeaiken.org](http://www.firstteeaiken.org) to begin your registration!
- Please contact [kristy@firstteeaiken.org](mailto:kristy@firstteeaiken.org) or call 803-226-0053 if you have questions regarding registration.
- In the event of an accidental payment, a double charge, or questions regarding our electronic credit card processing software- please contact First Tee – Aiken.

### Returning Participants:

**\*\*We ask that you DO NOT create a new Account at this time as participant records affiliated with your account will not automatically be displayed.**

Below are the steps to reset your password to your account:

Step 1: From our website, click the Register button in the top right corner.



Step 2: From the login page, click “Forgot Password?” hyperlink.

### LOG IN

Email Address

Password

Show Password

[Forgot password?](#)

LOG IN

Step 3: Enter your login email address and click Submit.

Did you forget your password? Please enter your Email Address below.

Email Address

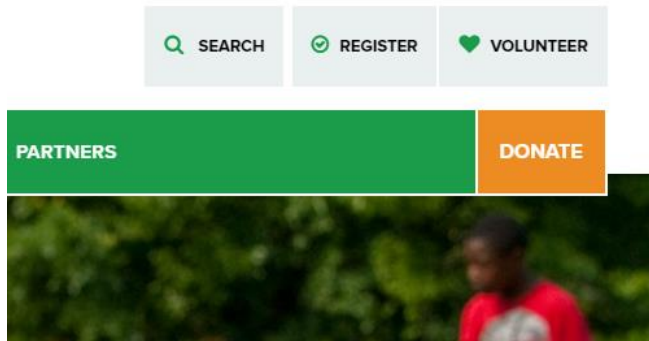
Step 4: Open your email and click on the new hyperlink provided to set up a new password.

Step 5: Explore available registrations!

Step 6: Add event to cart and proceed to checkout for payment options. Please make note of your class selection (dates/time).

## New Participants:

Step 1: From our website, click the Register button in the top right corner.



Step 2: From the login page, Create An Account. Account holder is the parent/guardian. Later you will enter participant information.

### CREATE AN ACCOUNT

First Name

Last Name

Email Address

Password

Confirm Password

Show Password

Are you a Military Family?

CREATE ACCOUNT

Step 3: Explore available registrations.

Step 4: Add event to cart and proceed to checkout for payment options. Please make note of your class selection (dates/time).

In the event of an accidental payment, a double charge, or questions regarding our electronic credit card processing software- please contact The First Tee of Aiken

## Financial Aid and Scholarship Participants:

The First Tee of Aiken will never turn a child away from Life Skills Experience Programs for the inability to pay.

### **HOW DO I APPLY FOR FINANCIAL ASSISTANCE?**

Applying for Financial Assistance is now part of our online registration process. Please follow these steps.

New/Returning Participants should first activate/re-activate their account using the instructions above.

Step 1: Register your child/children for the desired class by adding the selection to the cart.

Step 2: Proceed to checkout.

Step 3: Continue the registration by completing information and answering questions. When you get to the Financial Aid Page, please (x) click that you would like to apply. Answer the questions and click continue.

Step 4: Proceed to checkout and click submit. Upon applying, your application will be reviewed by The First Tee of [chapter] and a determination will be made.

Step 5: Upon determination, you will receive an email with directions to complete your registration. **You will have 48 hours to complete your registration.** Failure to complete your registration in 48 hours will result in your registration being cancelled.