



COLUMBUS, OH

Golf Genius *Cheat Sheet*

This *cheat sheet* details the process for registering for chapter leagues and events using our new Golf Genius system. Most golf activities, except those where *Birdie Bucks* can be used, will utilize Golf Genius.

Registering for a League or Event:

1. Click on the registration link found on the chapter website, in the newsletter, or in individual email invitations.
2. Login using the email address and password created when you joined or renewed your LPGA Amateurs membership.
3. After logging in, you will be taken to the league / event portal (page).

The screenshot shows the website for the LPGA Amateur Golf Association in Columbus, OH. The header includes the location 'COLUMBUS, OH' and a navigation bar with links: Home, League Directory, Course Info, Player Info, and Results. A yellow banner states 'League play begins Wednesday, April 28th.' The main content area features the LPGA Amateur Golf logo and a 'Register Now For COL Mental After Work League - Wednesday' button. To the right, the league details are listed: 'COL Mental After Work League - Wednesday', 'Wednesday after work play begins April 28th', 'First tee time at 5:30 pm.', 'Field limited to 12 players.', and 'League Captain: Amy Will'. Below this, the 'Mental Memorial Golf Club' address is provided: '6005 Alkire Rd., Columbus'. The 'Registration Fees' are listed as '\$277.00'. A 'More Info' section states 'Social play, no handicap required.' At the bottom, it says 'Contact Golf Programs and Services Director with questions.'

4. Click on REGISTER NOW
5. Your information on the Master LPGA Amateurs member roster will populate the player information.
6. Enter any additional information to register and pay any applicable fees. Complete all required fields.
7. You will receive a confirmation email from the system manager *noreply@golfgenius.com* with your information and verifying payment.
8. After logging in, you may be taken directly to the registration “form”.

	Price	Golfers	Available
League Fee	\$277.00 per Member	1 Member	Unlimited

Next

9. To see additional league / event information before you register and pay –
 - a. Click EXIT, then
 - b. Click HOME. You will be taken to the league / event portal (page) information.
10. After reviewing the additional information, click on NEW REGISTRATION / REGISTER NOW and follow the prompts as above.
11. If the league or event is filled – you may sign up to be on the Wait List.

- a. You will be asked to enter your payment information, but unless a spot is confirmed you will not be charged.
 - b. If a spot becomes available, you will be asked if you want to move to the roster *first*.
 - c. If yes, you will be added to the roster and you will be charged at that time.
12. There is an option on the portal page to EDIT or CANCEL your registration. **Please AVOID USING THIS FUNCTION.** If you want to change or cancel your registration, contact the applicable Leagues or Events Director. The refund / change process is best managed at the director and system level.
- a. Golf Programs and Services – Leagues:
golfprograms.services@lpgaamateurscolumbus.onmicrosoft.com
 - b. Golf Events and Activities: events.director@lpgaamateurscolumbus.onmicrosoft.com

Signing Up for Weekly or Monthly “Rounds” - Weekday & Weekend Travel Leagues, Sunday Fun Day:



1. Players registered to these multi-round leagues and events receive an automated email invitation from the system manager noreply@golfgenius.com prior to the upcoming play.
 - a. Weekday travel league emails arrive on Friday morning for the next week.
 - b. Weekend travel and Sunday Fun Day emails arrive two weeks prior to play.

2. Email invitations include special information for the round, the deadline for responding to the invite, and PLAYING or NOT PLAYING links.
3. Click on the applicable link to respond to the invitation.
 - a. You will be taken to a Golf Genius field verifying your response.
 - i. There is also an option to send a message to the manager on this page. **Please AVOID USING THIS FUNCTION.**
 - ii. If you need to send a message to your captain, it is best to email her directly.
 - b. You will receive an email confirmation of your response.
 - c. You may change your response up to the deadline by clicking on the link in the confirmation email.

Tee Times and Pairings Notices



Events and some Leagues' directors or captains may utilize the automated functions to send tee times and pairings notices to participants.

These notices will come from the system manager *noreply@golfgenius.com*.

Questions, changes, cancellations, etc., should be emailed directly to the appropriate director or captain. **Please do NOT reply to the email / system sender.**