



RETURNING PARTICIPANT REGISTRATION PROCEDURES

If you have had a child in The First Tee of Manhattan in previous years, you already have an account in our registration system. When registering for 2019, **PLEASE DO NOT CREATE A NEW ACCOUNT**. By doing so you will duplicate your child in our system, causing issues with registration.

Below is a step-by-step process on how to create your account and register for programming at The First Tee of Manhattan.

1. Click on the **REGISTER** box
2. Click the **LOG IN** box
3. Under the Log In heading, enter your email address you used when you first registered for The First Tee of Manhattan.
 - a. If you do not remember the email address you used, please contact Aaron Wall at aaronw@thefirstteemanhattan.org or at (785) 341-1992 before proceeding further.
4. Click the **FORGOT PASSWORD** link. You will then be emailed a link to reset it.
5. Click the **FOR PARTICIPANT** tab. You should see your child's name in that box. If you do not, please contact Aaron.
6. Finish the registration process by following the directions given.