



GVWGA: How to use the Golf Genius Sign-Up feature to Register for Tournaments in 2025

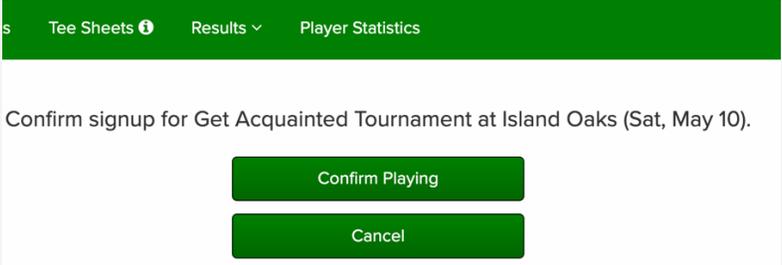
Player Signup Process:

We will be using the golf genius League sign-up feature this year. Here is the new process:

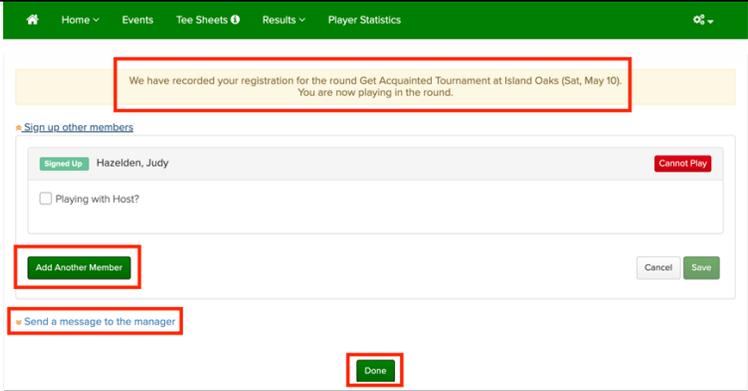
Instructions:	Examples:
<p>1. Barbie Huckle, our Tournament Coordinator, will be sending out the Tournament Round Invitations approx. 30 days prior to the tournament which will Open the sign-up process. The email will include the tournament registration form.</p>	<p style="text-align: center;">Sample Tournament Invitation Sign-up Email – part 1</p> <p><small>Header message</small> Registration is now open for the Victor Hills Tournament, scheduled for Friday, August 30th, 9:30AM shotgun. 4 person 2 bestball. Please make your check out to GVWGA for \$38, and print this email with registration form and send to .</p> <p>Mail to: Luisa Sam / Sylvia Franz 14 Patena Avenue Fairport, New York</p>
<p>2. Players can sign up <i>via email invitations</i> or <i>via the portal</i>. When viewing the invitation email, the player can respond by clicking "Playing" or "Not Playing" (as shown to the right =>). As long as sign-ups are open, a player can always go back to the email invitation and change their response until the sign-up process Closes 2 weeks before the tournament. This adds you to the Tournament in Golf Genius. (see sample email in 3 parts on pages 1 and 2)</p>	<p style="text-align: center;">Sample Tournament Invitation Sign-up Email – part 3</p> <p>Hello Elizabeth,</p> <p>You can accept or decline the invitation through the buttons below.</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; display: inline-block;">Playing</div> <div style="border: 1px solid #ccc; padding: 5px 15px; display: inline-block;">Not Playing</div> </div>



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<p style="text-align: center;"><u>Instructions:</u></p>	<p style="text-align: center;"><u>Examples:</u></p>
<p>NOTE(s):</p> <ul style="list-style-type: none"> • League Portal: Once a player clicks an option, they will be taken to the portal, asking to confirm their selection (as shown to the right =>) • If a participation limit has been exceeded, the player will receive a notification that they have been waitlisted. 	
<p>3. Players will still need to pre-pay for the tournament during the 2 week sign-up window by:</p> <ol style="list-style-type: none"> either printing the email and filling in the registration information and mail with their check to the <u>Tournament chair</u> for each tournament, OR emailing the registration form to the tournament chair with the necessary information and sending payment from your bank to the <u>Tournament chair</u>. <p>NOTE: this step also needs to be completed before the sign-up process Closes.</p>	<p style="text-align: center;">Sample Tournament Invitation Sign-up Email – part 2</p> <p>Player: _____</p> <p>Playing Partner: _____</p> <p>If possible, Pair me with:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Payment information: Check enclosed ____ Check sent from my Bank ____</p> <p style="text-align: center;">Thank You for your cooperation</p>

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<u>Instructions:</u>	<u>Examples:</u>
<p>4. Sign up other members or guests (if allowed): When selecting this option, you can add other member(s) to play in your group. If you select "Playing with Host?", the additional member will be in the same pairing group. (You are the Host)</p> <p>5. Send a message to the manager: You can send an optional message to the golf genius tournament manager from the sign-up email.</p> <p>NOTE: In addition to the confirmation message, players will also receive confirmation emails when they sign up or cancel for a round.</p> <ul style="list-style-type: none"> - The RED "Cannot Play" button is to be used if you signed up a Member and now they can no longer play. 	

For technical support, please email gvwga.webteam@gmail.com.