

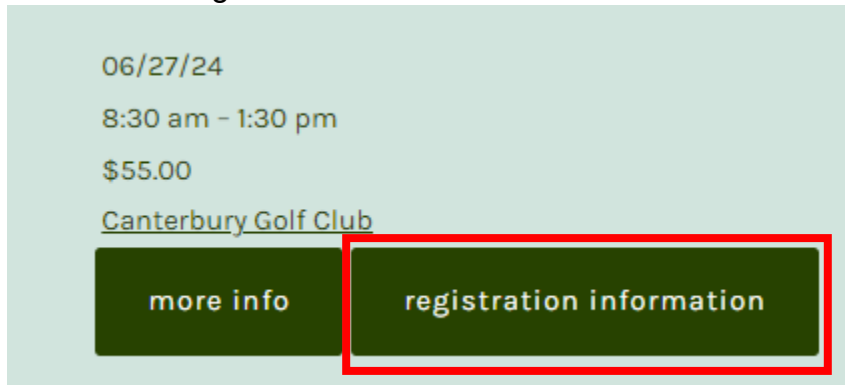


Registration Cancellation or Modification

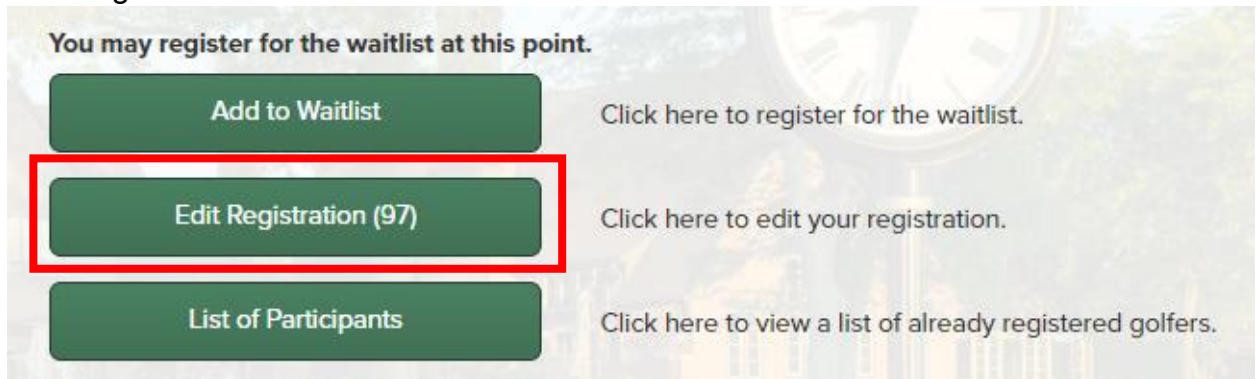
(only available when registration is open)

If you need to change or cancel your registration for a CWGA event here's a step-by-step process.

1. Identify the event you need to change your registration.
2. Click on the registration information button associated



3. A new screen will open with registration information for the specific event. Select Edit Registration.



4. Enter the first few characters of your last name in the search box. Your entry should appear for you with the **Actions** drop down box

Your Registrations

Registrant ↕	Created At ↕	Golfers ↕	Status ↕	Amount ↕	Receipt, Edit or Cancel
Lori Dorocak	Mon, Apr 15 2024	1 of 1	Confirmed	\$55.00	Actions ▼



Registration Cancellation or Modification

(only available when registration is open)

5. From the Actions drop down select what action you want to complete.

Amount ↕	Receipt, Edit or Cancel
\$55.00	Actions ▲ Print Receipt Edit Registration Request Refund Cancel Registration

Modifying a Reservation -

1. To **modify** your reservation, select “Edit Registration” from the drop-down box.

Amount ↕	Receipt, Edit or Cancel
\$55.00	Actions ▲ Print Receipt Edit Registration Request Refund Cancel Registration

2. For partner events you will be presented with information for both players. You will need to select the player whose reservation that you are changing. Simply



Registration Cancellation or Modification

(only available when registration is open)

click on the “Show Player Details button to see the reservation detail.

The screenshot shows a registration interface with two tabs: "1. Golfer Information" and "2. Payment". At the top right are buttons for "Your Registrations" and "Exit". Below the tabs, the name "Chapman Scotch" and "Chapman Scotch Registration" are displayed. A list of players is shown, with the first player, Lori Dorocak (Member), having a "Show Player Details" button highlighted with a red box. The second player, Mary Ann Frey (Member), also has a "Show Player Details" button.

Please note the first player listed is the primary registered player.

Player details sample

The screenshot shows the "Player details" form for Lori Dorocak (Member). The form is titled "Lori Dorocak (Member)" and has a "Complete" status. A "Hide Player Details" button is in the top right. The "Swap Current Registration With" section is highlighted with a red box and contains a search box labeled "Search for a Member". Below this are fields for "Email" (dorocak@yahoo.com), "First name" (Lori), and "Last name" (Dorocak). The "Handicap Index" is 23.8. The "Locker" section has radio buttons for "Yes" and "No", with "No" selected. The "Cart or Caddie" section has radio buttons for "Cart" (checked) and "Caddie". A red button labeled "Cancel this Player's Registration" is at the bottom right. Below the form, another player entry for Mary Ann Frey (Member) is visible with a "Show Player Details" button.

- This is where you can change, yourself or your partner via the “Swap Current Registration With” feature. Simply type the first few letters of the player that is the replacement player. When their name appears in the box click on the players name to select them. Their essential information will be populated. You will need to select Locker (Yes / No) and Cart or Caddie. When you have completed your selection choices you must check the confirmation box. The last step is to hit the



Registration Cancellation or Modification

(only available when registration is open)

Next button in the lower right corner.

Swap Current Registration With

Search for a Member

kwa

Maggie Kwasny

Mary Ann

Email: imafrey1007@gmail.com

Last name: Frey

Handicap Index: 24.6

Locker: Yes No

Cart or Caddie: Cart Caddie

I confirm that I have consent from all of the above individuals to provide information above on their behalf, subject to the Golf Genius Software [Terms of Service](#) and [Privacy Policy](#)

Cancel this Player's Registration

Cancel Entire Registration

Next

4. You will receive an on-screen acknowledgement that your registration is complete.

Chapman Scotch

Your registration is complete. You can click Next below to view the home page of this event.

Next



Registration Cancellation or Modification

(only available when registration is open)

Cancelled your Registration -

1. Identify the event you need to change your registration.
2. Click on the registration information button associated

06/27/24
8:30 am - 1:30 pm
\$55.00
Canterbury Golf Club

more info registration information

3. A new screen will open with registration information for the specific event. Select Edit Registration.

You may register for the waitlist at this point.

Add to Waitlist Click here to register for the waitlist.

Edit Registration (97) Click here to edit your registration.

List of Participants Click here to view a list of already registered golfers.

4. Enter the first few characters of your last name in the search box. Your entry should appear for you with the **Actions** drop down box

Your Registrations

do|

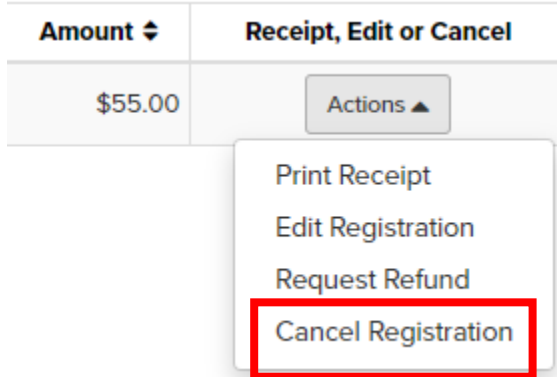
Registrant	Created At	Golfers	Status	Amount	Receipt, Edit or Cancel
Lori Dorocak	Mon, Apr 15 2024	1 of 1	Confirmed	\$55.00	Actions



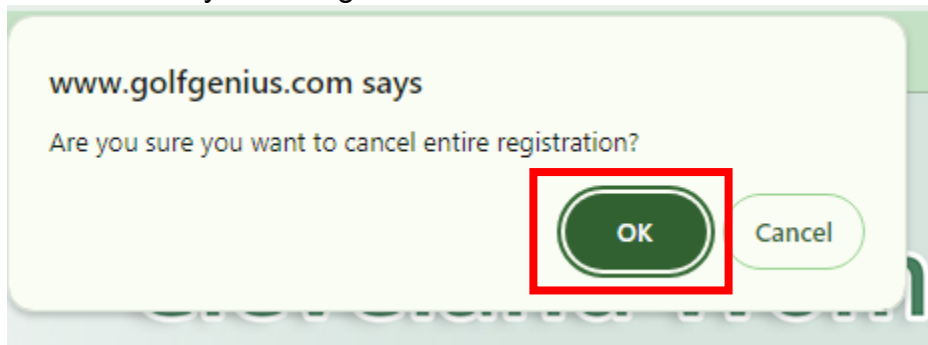
Registration Cancellation or Modification

(only available when registration is open)

- From the Actions drop down select Cancel Registration.



- If you choose to cancel your registration you will be required to confirm your cancellation by choosing the ok button.



- You will receive a cancellation email confirming your cancellation. The refund request will be forwarded to the Treasurer for approval and processing. This may take few days to complete through the systems.