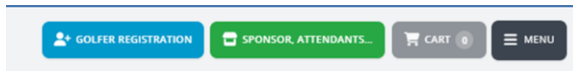


THREE OPTIONS FOR MANAGING YOUR PLAYERS LIST



UPDATING YOUR PLAYER LISTING:

1. GO TO THE GOLF REGISTRATION SITE [[LINK](#)]
2. SELECT MENU AT THE TOP RIGHT
3. CLICK “MANAGE ORDER”
4. ENTER THE EMAIL ADDRESS REGISTERED AND THE RECEIPT # AND CLICK GO!

A screenshot of the 'Manage Order' web form. The title 'Manage Order' is at the top. Below it are two input fields: 'EMAIL ADDRESS' with a placeholder 'Email Address' and 'RECEIPT NUMBER' with a placeholder 'Receipt Number'. At the bottom center is a green button labeled 'GO!'.

5. YOUR ORDER SHOWS UP AND TABS PROVIDE OPTIONS TO EDIT OR UPDATE PLAYER NAMES, PRINT RECEIPT/INVOICE COPIES OR SELECT PAY AND YOU CAN ENTER CREDIT CARD INFO
6. NOTE: THE ORDER IS ONE THAT WAS ALREADY CREATED OTHER THAN PAYMENTS AND EDITING PLAYERS YOU CANNOT ADD NEW PURCHASED TO THE EXSISTING ORDER CONFIRMATION NUMBER. GO BACK TO THE HOME PAGE TO PURCHASE ADDITIONAL ITEMS.

OTHER PAYMENT METHODS ARE AVAILABLE

CONTACT THE ADMINISTRATOR TO PAY BY
ETRANSFER, CHEQUE OR EFT.

[Payment Options](#)

Golfer Attendance: Can't attend with a substitute?
Email the Administrator - 2 days prior to tee-time is preferable but contact the administrator; Help make your guest's registration check-in easy and reduce wait time - advise the substitute and the Administrator who they are substituting for.

Golfer Attendance: Can't attend and don't have a substitute?
Email the Administrator - 2 days prior to tee-time is preferable but contact the administrator; she may be able to help.

Golf Hole Attendants: Need to make a substitute?
Email the Administrator - 2 days prior to tee-time is preferable but contact the administrator; Help make your guest's registration check-in easy and reduce wait time - advise the substitute and the Administrator who they are substituting for.