

Evansville Junior Golf Association

Enrollment Process

The Evansville Junior Golf Association will be utilizing a new website (www.evansvillejuniorgolf.org) this year facilitating all administrative aspects of the league: membership enrollment, tournament entry, on-line payments, tournament schedule, event tee sheets, event score recording, and player standings. The new system will provide for eMail and Text communication for all members or just participants in an individual event. A new eMail account will be used for EJGA mail messages. This address is info@evansvillejuniorgolf.org. Please use this address for questions and/or requests for assistance.

All EJGA members must be registered as members in the system and all tournament entries must be made via the website. No entries via eMail or phone will be accepted this year. All payments must be made via the website via credit card. No cash or checks will be accepted at Tee Time or at the events.

Please follow the following procedure steps for establishing a Parent account, player memberships, and tournament entries.

1. Go to www.evansvillejuniorgolf.org
2. Click on Register
3. Create Parent Account
 - a. Enter Parent information as required.
 - b. You will be requested to create an ID and Password for use when entering the system
4. Enter Junior Player information as required
 - a. You will be taken to the Schedule page for selecting tournaments that the just entered Player will participate
 - b. If you have additional Junior Players who will participate, you must enter them before going to the Cart to pay; you will qualify for a multiple sibling discount on the membership fees
5. Enter Junior Player in tournaments
 - a. Click on the button for the Tour that the player will participate in
 - b. The Player's name will appear on tournaments they are eligible for
 - c. Click the radial button beside the Player's name for the tournaments that the Player will participate in
 - d. You do not have to select all tournaments at this time, you can always come back to enter additional tournaments
 - e. If the Player will participate in another Tour, click the button for that Tour and repeat the above step for the desired tournaments in that Tour
6. If you have another Player to enter, do not go to the Cart yet but rather follow these steps

- a. Open your Account Dashboard by clicking on the small person icon next to your name in the upper righthand corner of the screen
 - b. Click the “+” sign to add a Player
 - c. Repeat Steps 4 & 5 for the next Player
7. Once you have completed the Player(s) registration you will now pay for the membership(s) and tournaments
 - a. Click the Shopping Cart icon in the upper righthand corner of the screen
 - b. You will see the Membership fees (discounted for multiple siblings) and selected Tournament entry fees detailed with a Total Due amount
 - c. Payment will be made by credit card only this year (no cash or checks will be accepted for Memberships or Tournament entry fees)
 - d. If payment is not made at this time, the Player will not show as entered in the Tournaments
8. **Pay As You Play option** - for those who choose to not pay in advance
 - a. You will need to register each Player in advance and pay the Membership fees in advance
 - b. You will need to enter each Player in the immediate upcoming tournament on-line and pay for that event with the credit card payment process.
 - c. We cannot accept walk-in players at the event