COLORADO GOLF ASSOCIATION
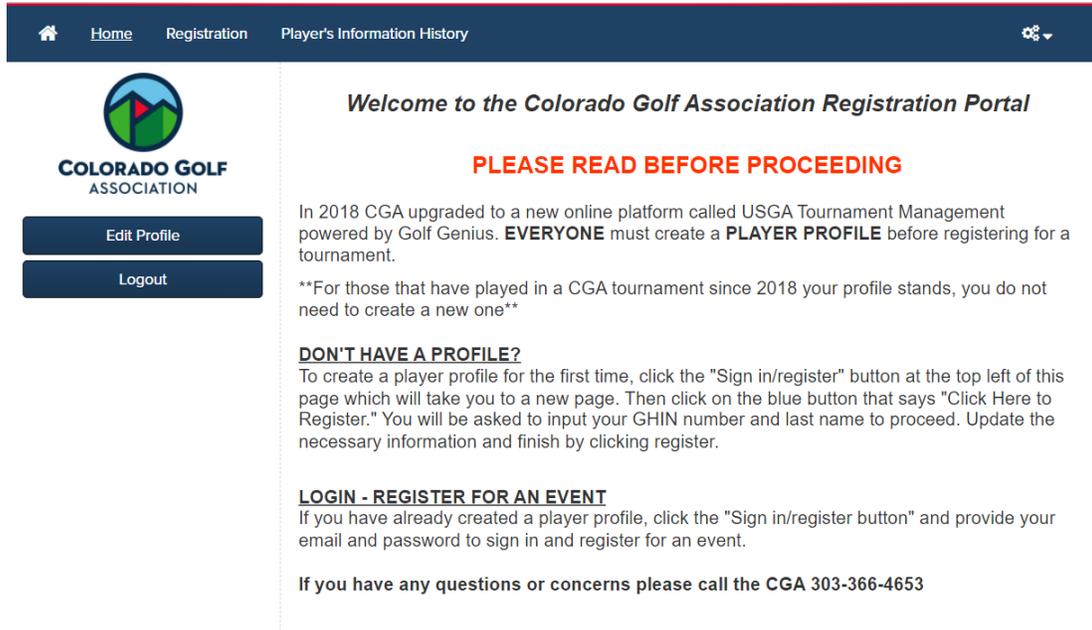
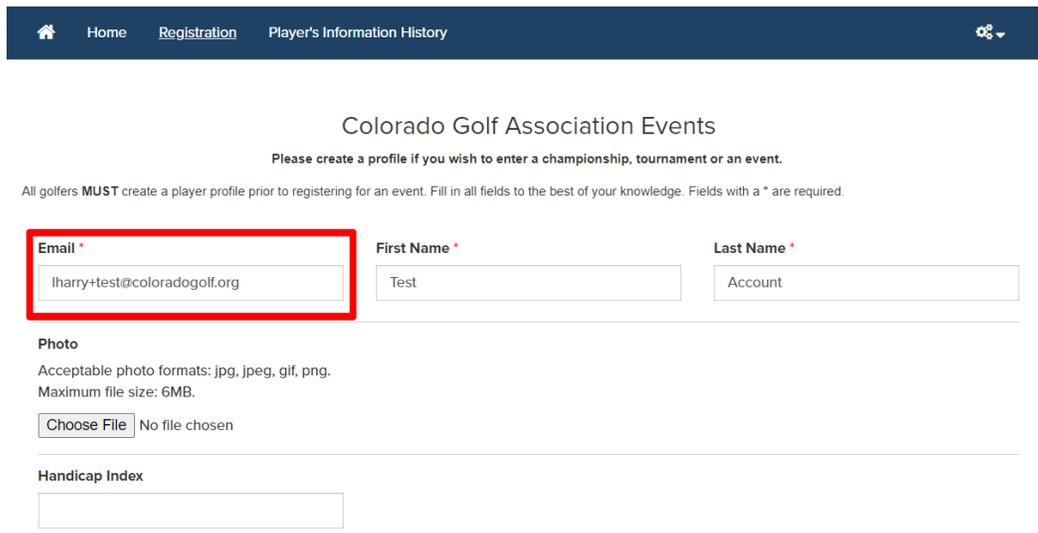# Golf Genius™

CGA Player Account

Basic Guide

Instructions for changing your email address on your Golf Genius Account

1. [Click here](#) to login to your CGA Golf Genius account.
2. Once you are logged in, click "Edit Profile" on the left-hand side of the screen.

3. From this screen, you should have access to your profile information. The email address field is in the top left-hand corner and should allow you to type in your new email address.

Instructions for Registering for an event

1. From the Golf Genius portal of the event you are trying to register for, click the blue "Register Now" button on the left side of the portal

2. If not logged in already, enter your login information

3. Once logged in, you will be directed to the registration form screen, from this screen, select "New Registration"

4. On the next screen, select applicable entry fee option (for most events, there will only be one registration option to select.

	Price	Golfers	Available
CGA Mid-Amateur Qualifier	$100.00 for the entire registration	1 Member	Unlimited

5. On the next screen, your Master Roster information should auto-fill. Verify the information is correct and then select next.

6. On the next screen, enter your payment information and then finish the registration by selecting "Register"

Withdrawing from an event/Requesting a refund

1. From your Golf Genius account, select "Player Dashboard" from the "Player's Information History" menu
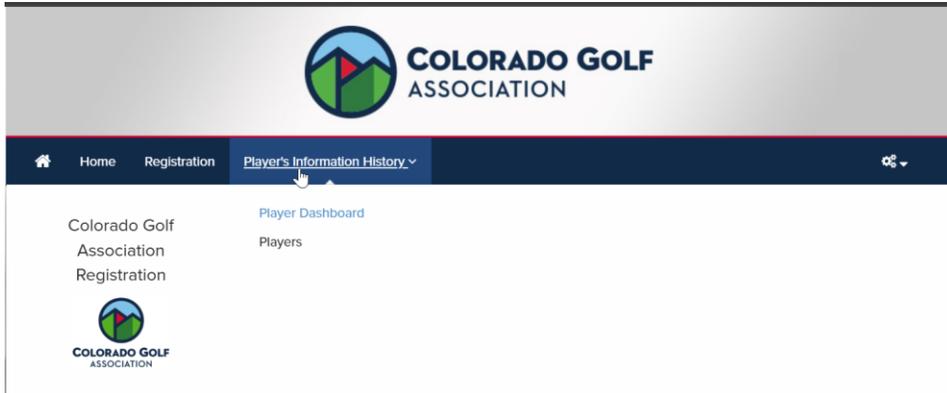
2. From this page, select "Participation History" from the top menu row

3. Select your event from the Upcoming Events list and then click "View Registration" from the actions options on the right side of the screen.

4. On the next page, select "Edit Registration"

5. With the active entry displayed, select the "Actions" button on the right side of the screen under the "Receipt, Edit, or Cancel" column.

6. Select "Cancel Registration" from the actions box.