



PACIFIC NORTHWEST  
SECTION  
Western Washington Chapter

## **Event Registration Deadline**

**Four days prior to the event at 12:00 noon.**

**(i.e. Thursday at noon for Monday events, Sunday at noon for Thursday events)**

**To make, cancel, or change Pro-Am tee times, or to update cart requests, use ForeTees. Once you have a tee time reserved in ForeTees, you can register your team and pay the entry fee through Golf Genius. Registration will open 4 weeks prior to each event.**

Tee times cancelled within three weeks of the event are subject to penalty. Carts cannot be guaranteed if booked within three weeks of an event.

Tee sheets may be viewed by Western Washington Chapter Professionals & Associates only.

ForeTees Login: PGA ID | Password: Last Name

Click "Tee Times -> View Today's Tee Sheet" then click on the day of the event you'd like to view. To view your current tee times, click "Tee Times -> My Tee Times".

### **REGISTRATION INSTRUCTIONS**

You will need players' email addresses, GHIN #'s, cell #'s, indexes, your PGA #, and a credit card. You must pay for your reserved golf carts and your team entry fee when you register.

- 1) Begin by clicking the "NEW REGISTRATION" button.
- 2) Click on the Search for a Member bar and start typing your "LAST NAME". Select your name. Then fill in your PGA Number and click "CONTINUE".
- 3) Select the appropriate payment amount for your team and click the "WHITE DOT" to the left. Then click "NEXT". Your information should auto-populate. Check to make sure it is correct.
- 4) Select each player's TEE.
- 5) Click "GUEST" below to the left and fill in your amateurs' information. All fields are required. Then click "NEXT".

Affiliation - This should be the PGA staffed facility where your amateurs want credit/winnings sent, not necessarily where their handicap is hosted.

- 6) Select the quantity of golf carts you have reserved (0, 1, or 2).
- 7) Fill in the required credit card information. Then click "PAY". You're done!