



## **NEW PARTICIPANT REGISTRATION PROCEDURES**

If your child/participant has not previously been involved in First Tee - Manhattan programming, you will be creating a new account in our registration system.

Below is a step-by-step process on how to create your account and register for programming at First Tee - Manhattan.

1. Click on the **REGISTER** box
2. Click the **LOG IN** box
3. Fill in the information in the Create a New Account column and then click the **CREATE ACCOUNT** box.
4. You will see our Curriculum and Events page. Click on the **FOR PARTICIPANT** tab and then **ADD PARTICIPANT**. You will then add your child's information. Click **ADD PARTICIPANT** again to add another child.
5. Once you have added all participants, click on the child you want to register and then click on the type of programming you are wanting to register for. Just follow the directions from there!

**Questions? Contact Aaron Wall at [aaronw@firstteemanhattan.org](mailto:aaronw@firstteemanhattan.org) or call (785) 341-1992**