



CAPTAIN REGISTRATION CHECKLIST

You can walk through this checklist with your Regional League Manager.

[CLICK HERE](#) to find his/her contact information.

LOGIN OR CREATE AN ACCOUNT AT PGAJRLEAGUE.COM

If you've previously registered, you can use your SportsEngine credentials from the past season. Please follow this link to **LOGIN** or this link to **CREATE AN ACCOUNT PAGE**.

TIP: *Forgot your username or password? Select 'Forgot Password' to reset. Your username is typically your email address.*

For future reference, write down your PGAJrLeague.com username and password:

USERNAME:

PASSWORD:

ESTABLISH YOUR TEAM FEE

Consider your price per experience.

EXAMPLE:

15 in-season experiences (practices and matches) x \$20.00 per experience + \$75 PGA REACH fee = **\$375 TOTAL TEAM FEE**

CONSIDER OFFERING A 16U TEAM

Do you have kids aging out of PGA Jr. League who would still love to participate in your program? 16u is your solution! It's the same great format, but you only need a minimum of four players to form a team.

TIP: *Please note that you **MUST** host a 13u team in order to participate in the 16u program.*

ESTABLISH YOUR REGISTRATION TYPE

Offering open registration allows anyone to register for your team, and you'll also benefit from the increased national marketing efforts around PGA Jr. League in 2018. If you choose an invite only registration, you'll need to create and provide a **PRIVATE TEAM ACCESS CODE** to your customers.

TIP: *Facility type (public, semi-private, private, etc.) does not necessarily determine registration type. Private facilities may consider opening their registration to entice new members.*

For future reference, write down your private team **ACCESS CODE**:

DETERMINE HOW YOU'LL COLLECT YOUR PROGRAM FEE

All players must register online, but there are two ways you can collect your program fee (please note there is a 2.5% processing fee payable by the parent upon registering):

1. Players pay the total program fee online. Once your registration is complete, PGA of America will disburse your funds, minus the \$75 PGA REACH Fee per player. This option is recommended for a better consumer experience.
2. Players only pay the \$75 PGA REACH Fee online and you are responsible for collecting the remaining program fee offline.

NEXT STEPS

Once you finish your Captain registration, work with your Regional League Manager to finalize your league, establish a schedule that can be communicated early to parents, and set league guidelines.

TIP: *Your Regional League Manager will coordinate and lead a pre-season league conference call.*

Welcome to the team! Several exciting updates and enhancements are coming in 2018. Your Regional League Manager will be your expert guide as you plan for and move into this new season.

Through your local PGA Jr. League programs, you are undoubtedly enriching lives through experiences that transcend golf.