



Registration Information

Updated June 2022

First Tee Families,

As some of you may know, we recently experienced registration difficulties as a result of program demand and website challenges. While not ideal, we are confident the following information provides the best short-term solution.. We will be changing over to a new registration platform in the coming months, and we appreciate your patience during this transitional period.

Please read the information below in its entirety before registering for our upcoming programs. If you have any questions, please contact Emily at EmilyG@FirstTeeTriangle.org.

Step 1 - Initial Registration:

- Starting on Monday, June 13th at 10am, we will be releasing program registrations by facility, with one or two facilities becoming available each day.
- **All participants will automatically be waitlisted** with ZERO spots available upon initial launch.
- The schedule will be as follows:

Day	Date	Facilities Available	Registration Time
Monday	6/13	Knights Play	10:00 AM
Tuesday	6/14	River Ridge	10:00 AM
Wednesday	6/15	Falls Village + Hillandale	10:00 AM
Thursday	6/16	TriGolf (Monday Classes Only)	10:00 AM
Tuesday	6/21	TriGolf (Tuesday & Wednesday Classes Only)	10:00 AM
Wednesday	6/22	TriGolf (Thursday & Saturday Classes Only)	10:00 AM

- You must login at that time and add your child to the waitlist. You may add your child to an unlimited number of waitlists.
- You will be able to add to the waitlist via this [link](#) at the time specified above

Step 2 - Waitlist Process:

- Starting Monday, June 27th at 10:00am, we will begin expanding class sizes to slowly allow families to begin registering. Only those selected and emailed from the waitlist will be eligible to register at that time.
- Classes will be filled on a first-come, first-served basis.
- If selected, you will have **48 hours** from the time of the email to register. If you do not receive an email, a spot has not become available (yet).
- The waitlist release schedule is as follows:

Day	Date	Facility Class Size Expanded
Monday	6/27	Knights Play, River Ridge
Tuesday	6/28	Hillandale, Falls Village
Wednesday	6/29	TriGolf - Monday/Tuesday
Thursday	6/30	TriGolf - Wednesday/Thursday/Saturday

- **If you do not register within 48 hours, the spot will automatically time out and be sent to the next child on the waitlist.**
- If you do not receive an email on the first day, that does not mean you won't receive one later. As referenced above, if a child was on numerous waitlists, and the family elects not to take a spot, that space will be given to the next child on the list.
- This process will repeat until the class becomes full.

Step 3 – Registration & Financial Aid Confirmation:

- **Confirm the registration by logging in and selecting “Proceed to Checkout”** in the bottom right corner of the registration portal. You do not need to add the class back to your cart to register.
- If you are applying for financial aid, you will be able to do so through the registration process.
- Your initial registration will allow you to check out for free, but your status will remain pending until financial aid is approved.
- Once your financial aid is approved, you will have 48 hours to complete your registration. You will be able to login, select “Proceed to Checkout” and complete the registration.
- If the email goes unanswered after 48 hours, the spot will be given to the next child on the list.
- Use this [link](#) for a step-by-step guide for registering your child

Additional Information & Friendly Reminders:

- **Every participant being registered on the day it opens will be waitlisted.** This does not mean the class is full, but it will allow us to slowly give access without overwhelming the site.
- **If your spot times out after the 48 hour window, First Tee staff cannot open the space back up.** Our classes are limited in an effort to keep kids active and safe, and the spot was already given to another child at that time.
- **You may add to as many waitlists as you would like.** For example, if TriGolf is your top choice and Hillandale is your second choice, you can add to both waitlists. If you receive a Hillandale spot first,

confirm the registration, and then a spot opens at TriGolf later, we will transfer the registration upon request.

- **Credit card information or a financial aid request will NOT be required until you earn a spot off the waitlist**
- Please understand we recognize this process is not ideal. This is currently our best option to make registration equitable without overwhelming the site.
- If you have any questions, please contact EmilyG@FirstTeeTriangle.org