



# CAPTAIN REGISTRATION CHECKLIST

You can walk through this checklist with your Regional League Manager and Section support staff. [CLICK HERE](#) to find their contact information.



## LOGIN OR CREATE YOUR SE ACCOUNT

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**.

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

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

**USERNAME:** \_\_\_\_\_ **PASSWORD:** \_\_\_\_\_



## ESTABLISH YOUR PROGRAM FEE

Consider your price per experience. [CLICK HERE](#) to download a one-sheet PDF on our breakdown of pricing recommendations.

### EXAMPLE

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



## 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 (recommend). Once your registration is complete, PGA of America will disburse your funds, minus the \$75 PGA REACH League Fee per player. For a quicker payment process, we highly encourage Captains to utilize the Direct Deposit method. The form can be completed and submitted during Captain registration.
2. Players only pay the \$75 PGA REACH League Fee online and you are responsible for collecting the remaining program fee offline.



## CONSIDER OFFERING A 17U TEAM

Do you have kids aging out of PGA Jr. League who would still love to participate in your program? 17u is your solution! It's the same great format, but you only need a minimum of four players to form a team. This year, you will complete separate registrations for your 13u and 17u programs.



## 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 2019. 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, jot down your private team **ACCESS CODE HERE:** \_\_\_\_\_



## NEXT STEPS

Reach out to your Regional League Manager! Your RLM and Section staff will work with you to finalize your league, establish a schedule that can be communicated early to parents, and set league guidelines. [CLICK HERE](#) to download our Maximizing PGA Jr. League Toolkit: a quick read with real best practices and advice for a successful season.