

How To Sign-Up - Green Team Tee Times and Clinics

1. Go to the Sun City West website – suncitywest.com *

Green Team Tee Time	Green Team Clinic
2. Click on “ GOLF ” which is above picture at top of page.	2. Click on “ Web Portal/Pay Dues Online ” which is below picture at top of page. * OR: Go to scw.totalegolf.com as Step “1.” versus going into the SCW website and proceed with step “3.”
3. Click on “ Green Team ” which is below picture.	3. “ Log-in ” to your portal account – OR – <u>set one up</u> from this same screen by clicking on “ New Account Activation. ”
4. Click on “ Members Only ” button.	4. Click on “ Lessons & Events ” above the picture – <u>OR</u> – click on “ Lessons & Clinics ” to the right of the picture. They will both take you to the same place.
5. Enter the Green Team password (that is provided by Green Team) – and click on “ Submit ” OR ENTER.	5. Click on “ Book Clinic ” on the far left, under the main buttons.
6. Under “ Google Link ” column, click on the <u>date</u> you wish to book a GT tee time.	6. Click on “ Dates & Locations ” of the clinic topic you are interested in, which is to the right of each picture. Note: Clinics will be posted one week in advance.
7. Follow directions by inputting necessary info: Key Points - -Make sure email address typed correctly. -When you “ Select Your Tee Time and Player # ”, and 18- or 9-holes , write it down before you click on “ Submit. ” If you are signing up other players and see that the player # you previously selected is still there when you go back in, select the NEXT player # to avoid duplicates. (You may be faster than the system).	7. This screen will indicate if clinic is “fully booked.” If it is not, Click on “ Details and Registration ” of the date & time you are interested in for that clinic topic. This will give you description of clinic, date, time, facility, and price. If it is “fully booked”, you can auto enroll on a wait list.
8. You should receive an email from Google confirming your selection. If you do not, do NOT sign- up same player a second time. Email greenteam@suncitywest.com to verify your sign-up.	8. Click on “ Register ” button when you are ready to register.