

**Green Team “Cheat Sheet”: (1) Sign-up for Tee Times and Clinics
(2) Accessing GT’s “Member’s Only” Page on SCW Website**

I. <u>Green Team Tee Time Sign-Up</u>	II. <u>Green Team Clinic Sign-Up</u>
<p>There will be two (2) 3-ring binders available each Saturday of play. One will have the following Saturday’s GT tee time sign-up forms, and the 2nd one will have the next Saturday’s GT tee time sign-up forms.</p>	<p>1.Go to Sun City West website suncitywest.com *</p> <p>2.Click on “Golf”, click on “Web Portal”.</p> <p>* OR: Go to “scw.totalegolf.com” - this will take you directly to the log-in page of the SCW portal (“suncitywest.totaleintegrated.com”) as Step “1.” versus going into the SCW website and proceed with step “3.”</p>
<p>The deadline for signing up manually in a GT tee time sign-up book will be 1:00 p.m. on the Saturday before the Saturday of play.</p>	<p>3. “Log-in” to your portal account – OR – <u>set one up</u> from this same screen by clicking on “New Account Activation” and follow the prompts.</p>
<p>The 2nd 3-ring binder will be available during the week at the course of play for the following Saturday for members to sign up during the week.</p>	<p>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.</p>
<p>CANCELLATIONS: Email greenteam@suncitywest.com with your name and tee time.</p>	<p>5.Click on “Book Clinic” on the far left, under the main buttons.</p>
<p>ADDITIONS: Go to the course of play for the following Saturday and add your name to the GT Tee Time Sign-Up Book (for 2 Saturdays out). Be sure to have the rec #s of all members you are signing up.</p>	<p>6.Click on “Dates & Locations” of the clinic topic you are interested in, which is to the right of each picture.</p>
<p>Verify your tee time: The Green Team tee time you requested via the sign-up book may change. Whether or not you receive a confirming email from Data Entry/Golf Ops, you should ALWAYS verify your tee time sometime during the week prior to the day of play.</p>	<p>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.</p> <p>If it is “fully booked,” you can auto enroll on a wait list.</p>
<p>II. ACCESS MEMBER’S ONLY PAGE:</p> <p>1.Go to SCW website: suncitywest.com.</p> <p>2.Click on “GOLF”</p> <p>3.Click on “Green Team”.</p> <p>4.Click on “GT Members Only” button and enter the Green Team password (happy2024GTgolf), <u>for Green Team members ONLY</u> – and click on “Submit” (or “Enter” or “Return”).</p>	<p>8.Click on “Register” button when you are ready to register.</p>