FHMC HOW TO SIGN UP FOR EVENT TEE TIME

This is an online tee time reservation system like last year but a completely different system.

- Get to the FHMC Directory of Events by clicking on the "Register For Events" button at the top of the league schedule on the web site. You can also click here.

- Click on the name of the event you want to register for. Note: You will only be able to pick a tee time for the event if you are in the window of time based on your status. Full league members can make tee times 2 weeks in advance, Tier I and cross league members 1 week in advance.

NOTE: Signing up for events is a 2-step process with Golf Genius. First register for the event, then you will be able to choose a tee time. You will have to authenticate yourself with your GHIN number in both steps.

- Click the "Register Now" button under the cell phone icon.

- Click on "New Registration" if you have not already registered for this event. If you have registered and want to make a change, click "Edit Registration". If you are registered buy haven't chosen a tee time or need to change a tee time, click on Tee Sheets drop down menu item and choose "Open Tee Time Registration"

- Click on the "Player" field and start typing your name. When you see your name, click on it.

- You must now enter your GHIN number to verify your identity. If you don't know it, you can find it at the top of the Spring Newsletter you received in the email or you can go to GHIN.com.

- Click the Continue button.

- You may register up to 3 more people. If you want to do that, click on "Add Another Member to My Team". NOTE: the word "Team" here means group. You are not building a team unless it is a team event. Also NOTE: You can only add members who are eligible, if someone in the group is not, you won't be able to complete the registration until you remove the player who is ineligible. Keep choosing "Add Another Member to My Team" and find them using the Player Search field until you have your group filled in to your satisfaction.

- When you are done registering your group, check the boxes to acknowledge the terms of service and click "Register". You will be taken to a tee sheet to choose a time.

- Tee Time Selection: Enter your name again in the Player Search field and select it. You will need to enter your GHIN number again. Then click Next.

- Click on the Select button on any open tee time you see if it has enough open spots to accommodate your group and your group members will be filled in.

- Scroll to the bottom of the screen and click on "Done".

- Click on the gears in the upper right of the window and log out. You should receive a confirmation email.

FHMC HOW TO MODIFY AN EVENT TEE TIME

If you have signed up for a tee time and you need to modify it follow these steps:

- Navigate to the Event Directory just as you did to originally register for the event and click on the event to modify.

- If you need to cancel you registration:
        Click on "Register" button under the Fox Hollow logo.
        Click on "Edit Registration"
        You can register another player or you can delete your registration

If you need to cancel or change your tee time:
        Click on the "Tee Sheets" menu drop down
        Click on "Open Tee Times Registration"
        You will need to enter your name and GHIN number to authenticate
        Click "Next"
        Click on "Change Tee Time" and you will be able to click another open tee time
            NOTE: If you originally set up others, your change will effect everyone you registered

Click "Done" at the bottom of the page and logout using the gear icon at the top right of the page.