

## **2025 FCBA Foundation Golf Tournament – June 24 at Westfields Golf Club**

- **SIGN IN** to your account (<https://members.fcba.org/login.aspx>) using your credentials. If you are signing up on behalf of a member, sign in using their credentials (username and password).
- **From there, go to EVENTS – FCBA Foundation Annual Golf Tournament – register and select the type.**

**\*Note: Purchasing a sponsorship will not automatically register anyone.** It simply indicates to FCBA that your organization is sponsoring the event.

**\*If you have any questions during the process, contact Elina at [elina@fcba.org](mailto:elina@fcba.org).**

### **TO REGISTER AN EAGLE CLUB TEAM:**

Whoever purchases the Eagle Club will be the main contact and will be responsible for registering the four team players.

The contact should purchase the Eagle Club sponsorship first and then separately register the four players. If they are one of the four players, they will have to register as a player as well.

#### **Instructions:**

1. Select Attendee Type: Eagle Club Sponsorship, next.  
REMEMBER: this will NOT register you as a player. You have to register team players separately.
2. Complete Attendee Info: Your Name, Email, Organization, Name to Use for Publicity, and Eagle Club Organization Name, next.
3. Attendee Selections: Select the Eagle Club Sponsorship.
4. SAVE AND ADD ANOTHER ATTENDEE.
5. You'll be brought back to the Attendee Type tab. From here you'll register the four Eagle Club Players.
6. Select Attendee Type: Eagle Club Team Player, next.
7. Complete Attendee Info: Player 1 Name, Email, Organization, Eagle Club Organization Name, Handicap, next.
8. Attendee Selections: Select if the player wants mulligans (3 for \$30 or 1 for \$15).
9. SAVE AND ADD ANOTHER ATTENDEE.
10. Repeat for Players 2, 3, and 4.
11. When all registrations are complete, make sure to click SAVE & PROCEED TO CHECKOUT.
12. Make sure to check your cart in the top righthand corner before Proceeding to Confirmation. You should have the sponsorship and 4 players.

**TO REGISTER AN INDIVIDUAL:**

- **SIGN IN to your account (<https://members.fcba.org/login.aspx>) using your credentials.**  
If you are signing up on behalf of a member, sign in using their credentials (username and password).
- **From there, go to EVENTS – FCBA Foundation Annual Golf Tournament. If you are not signed in, you will not receive the member discount.**

1. Select Attendee Type: Individual Golfer.
2. Complete the Attendee Info: Your Name, Email, Organization, Handicap, and who you would like to be paired with or teamed up with.
3. On the Attendee Selections screen, select Individual Golfer.
4. Indicate if you are purchasing Mulligans (3 for \$30 or 1 for \$15).
5. Click SAVE AND FINALIZE REGISTRATION.
6. Make sure to check your cart in the top righthand corner before Proceeding to Confirmation.