**How to Add online payment to an Event in Golf Genius (order of steps is important) - V1**

1. Go into the event
2. Event / Event Payment Center
   1. Check that AFS is selected
   2. Check that the payment gateway is set to VSWGA
3. Event / Event Profile / Directories and Registration
   1. Select “Enable Registration with Credit Card Payments”
   2. Select “Enable Deferred Payments”
   3. Enter “Player Limit” of 100
   4. Hit Save
4. Event / Registration Form / Registration Set Up
   1. Set “Registration Type” to Member (second from the top)
   2. Set “Registration Form”
      1. Add Custom Field “Are you a Guest for Bring a Friend?” . Answer Type Yes/No. Select “Include in Member Form”. Click Save.
      2. Add Custom Field “Riding or Walking?”/ Multiple Choice Single Answer / Enter “Riding” and “Walking”. Select “Include field in Member form” and “Is answer required”. Click Save.
      3. Make sure order of fields is:
         1. Riding or Walking
         2. Forward tees
         3. Tee Time preference
         4. Who would you like to golf with
         5. Are you a Guest for Bring a Friend
   3. Set “Registration Dates” / Close date to Monday at 8am prior to the state day
   4. Registration Description should be:

VSWGA Fees:  Registration will now cost a flat fee of $10/player:

* The State Day fee is $8.00
* The fee for Closest to the Pin Contest is $2.00 with 50% of the proceeds used to support Junior golf (CTP is now required)
* Walk-ons are not encouraged and will not be eligible for Award Points.
* Players should check in where directed.

Course and Cart Fees:

* Players must pay the course and cart fees directly to the club through the Pro Shop.
* Typical Course fee for an 18-hole course is $20
* Typical Course fee for a 9 hole course is $15
* The fee for the golf cart will vary by course
* Acceptance of checks will vary by course.  If a check is written it should be written to the golf club.

**This State day course will offer two tee options:**

**- Red (total yardage 5079) - this is the traditional tee that we have played from in the past**

**- Green (total yardage 4212 - forward tees) - this tee is ahead of the red tees**

**If you want to golf from the forward tees, please click yes in the question on the registration page.**

NOTE : THE TEE COLORS AND YARDAGES WILL VARY PER COURSE

1. Event / Registration Payments
   1. Hit Save
   2. Select “New Registration Option”
   3. Enter “Name” of “2020 Course Name State Day Registration”
   4. Set “Limit number of this type of registration” to 100
   5. Enter “1 to 1 Team of 4 golfers”
   6. Set “Pricing” to $10.00 per individual
   7. Set Membership Program Discounts to “No Discounts”
   8. Set Refunds to “Manual Refunds”
   9. Enter “Description” of “No Refunds after Monday 8am”
   10. Merchant Fields
       1. Set Name to “2020 State Day Registration”
   11. Hit Save