

## Ladies Club Sign Up Instructions

**Step 1** Access the Internet . Suggestion: Save www.rlpcc.com as a “favorite” or “popular” site.

**Step 2** Login with your “login name” and “password”.

**Step 3** Click “events calendar” (located on right side of screen).

**Step 4** On the calendar, locate date of the event you want to sign up for.

**Step 5** Click on the event.

**Step 6** Click on the “Click Here to Register” button.

**Step 7** For **Mixer Shotgun sign up**: Click “Save Registration”.

For **Shotgun Team sign up**: Adjust party size according to the amount of people you are signing up by using the “party size” drop down arrow. To enter another Member’s name, type their last name in the “search by last name” box. Click “search”. Click on their name to automatically add them to your reservation. Once you have entered all of the names you would like on your reservation (it will list them in the name box on the left side, click “save reservation”.

For **Tee Time sign up**: Click the drop down arrow in the select “time box”. Click on the time you would like to register for. If complete, click “save registration”. To add other Members to your tee time, follow the same name search process as with shotgun sign ups.

To **add an outside guest to your reservation**: Next to your name in the name box, you will see the word “guest”, click it. A new box will pop up. If you see their name, click on it to add them to your reservation. If you don’t see their name, click the “add new” tab towards the top of the box. Enter the first name of your guest in the “first name” for member guest after their first name add GHIN # and the last name of your guest in the “last name” box. Click “add new”. Repeat this process if you have other guests you would like to add. When you are finished, click the red “x”. If your reservation is complete, click “save registration”.

**Step 8** To verify, make changes to or to cancel your registration: Find the event on the calendar and click on it. Next, you will see your confirmation number, click on it. Make any changes you would like, then click “save registration” or click “cancel reservation” to cancel your reservation.