



GVWGA Membership Renewal Registration Online Step by Step

Purpose: This document will walk you through the steps to allow Members to log in securely to the Golf Genius Portal, pay their Individual Membership Dues, and register for events.


GVWGA Players: You will receive one of the following emails from Golf Genius. Please follow the instructions for the email you receive as the steps are slightly different.

Email #1: If the email you received does not look like this, please proceed to the instructions for Email #2 on page 7 of this document.

Player Profile Registration for Geneesee Valley Women's Golf Association Inbox x

Josh Lewis <noreply@golfgenius.com>
to me View Josh's Profile 8:52 PM (0 minutes ago) ☆ ↶ ⋮

Log email to HubSpot



Hello Melissa,

You can click on the button below to complete your registration. Sign in with josh.lewis+gvwga1@golfgenius.com and the password **m9cv75w6**.
After sign in, you will be able to create a permanent password.

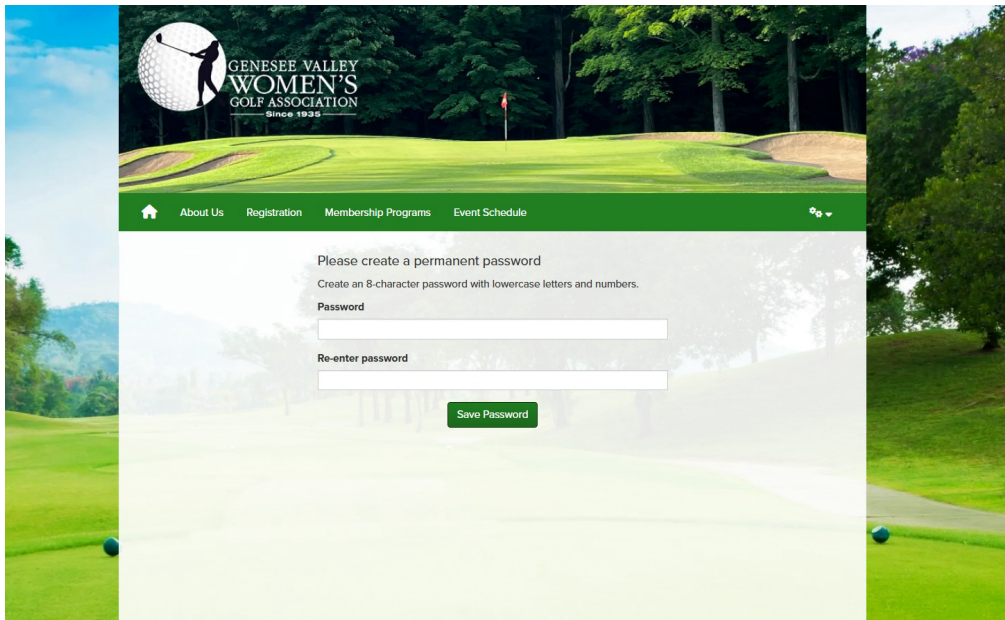
[Confirm Registration](#)

If you have a problem with the link or do not wish to access the site at this time, you can visit www.golfgenius.com and sign in with your email address and the password that has been assigned to you. If you cannot click on the button above, you can copy and paste this link into your browser:

<https://golfgenius.com/users/152390552/leagues/12158553704043122831/0d6f411c6fe2b1c58305540d2fa0fd4a/login>

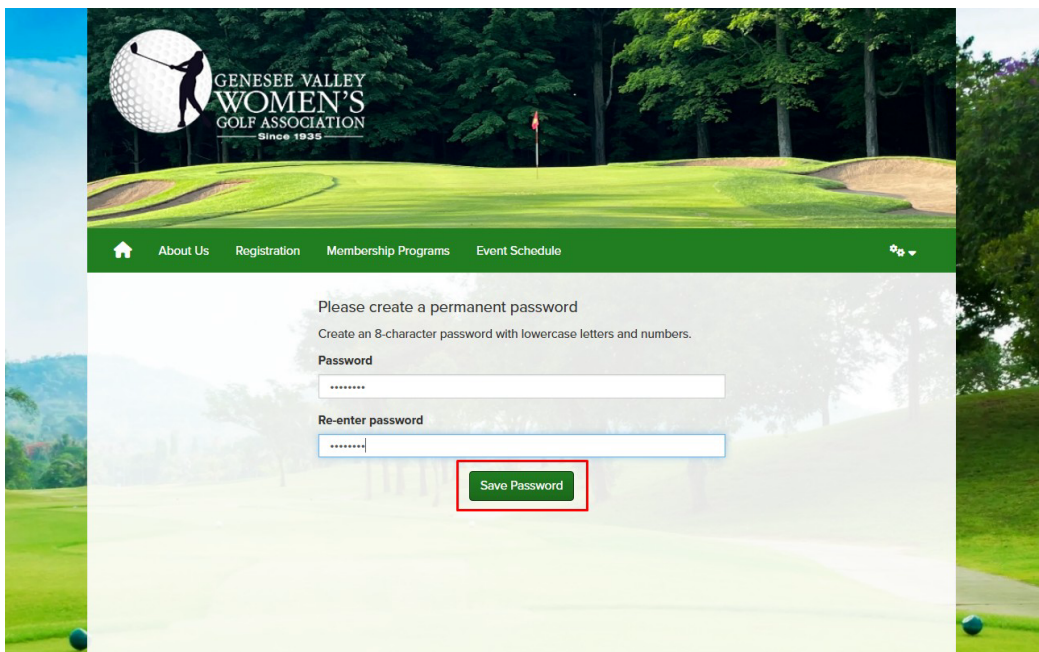
Thank you.

Step 1: Click on **Confirm Registration** from the email you received from Golf Genius



The screenshot shows the website for the Genesee Valley Women's Golf Association. The header features the organization's logo and a green navigation bar with links: Home, About Us, Registration, Membership Programs, and Event Schedule. The main content area is a light green box with the text: "Please create a permanent password. Create an 8-character password with lowercase letters and numbers." Below this, there are two input fields: "Password" and "Re-enter password". A green "Save Password" button is positioned at the bottom of the form.

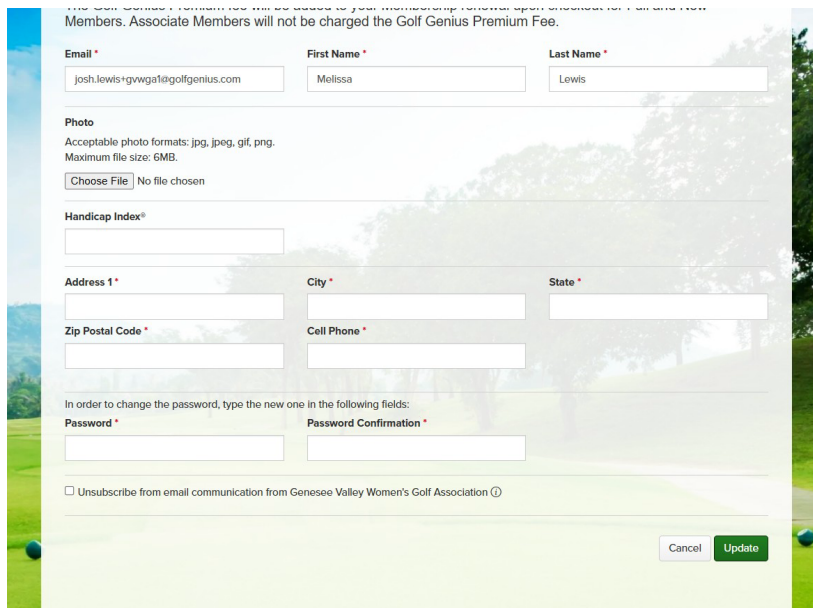
Step 2: You will be taken to the portal page for Golf Genius and the GVWGA. You will create a permanent password, then re-enter that password to confirm.



This screenshot is identical to the one in Step 1, but with a red rectangular box highlighting the green "Save Password" button at the bottom of the password creation form.

Step 3: Click 'Save Password' and at this time you will have successfully set a permanent password, please make a note of this password.

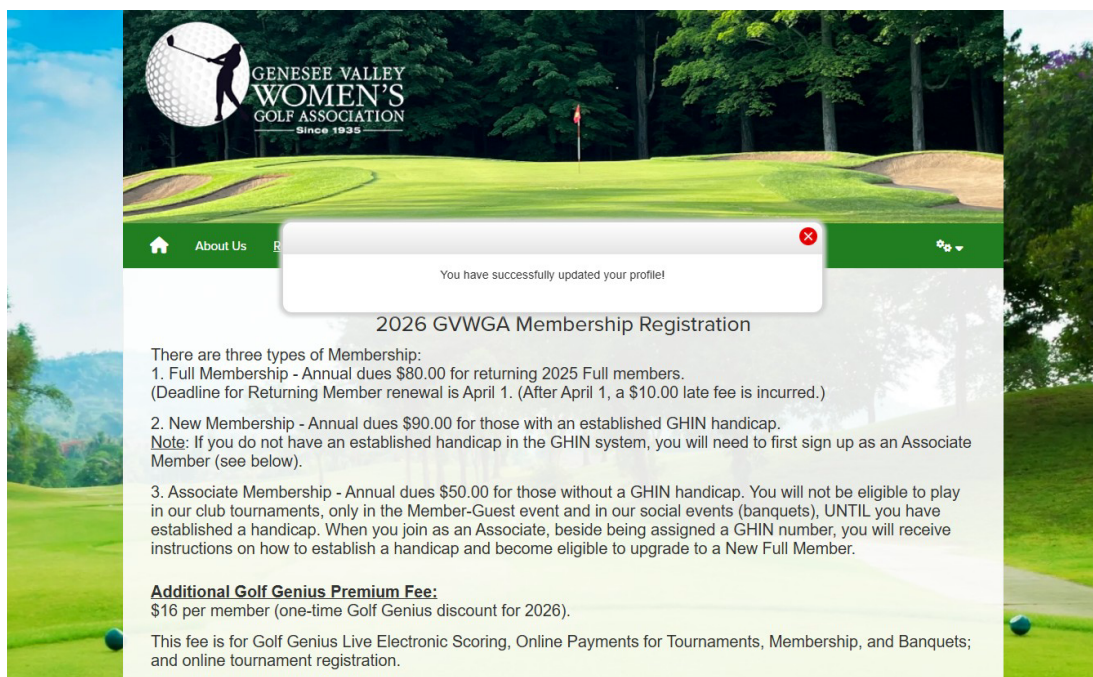
Step 4: Edit profile: Please review, edit and update the information on your profile. Click 'Update' in the lower right when finished



The screenshot shows a web form for editing a profile. At the top, there is a note: "The Golf Genius Premium Fee will be added to your Membership Renewal upon renewal for Associate Members. Associate Members will not be charged the Golf Genius Premium Fee." The form fields include: Email (josh.lewis@gvwga1@golfgenius.com), First Name (Melissa), Last Name (Lewis), Photo (with a 'Choose File' button and text 'No file chosen'), Handicap Index (empty), Address 1 (empty), City (empty), State (empty), Zip Postal Code (empty), Cell Phone (empty), Password (empty), and Password Confirmation (empty). There is also an unchecked checkbox for 'Unsubscribe from email communication from Genesee Valley Women's Golf Association'. At the bottom right are 'Cancel' and 'Update' buttons.

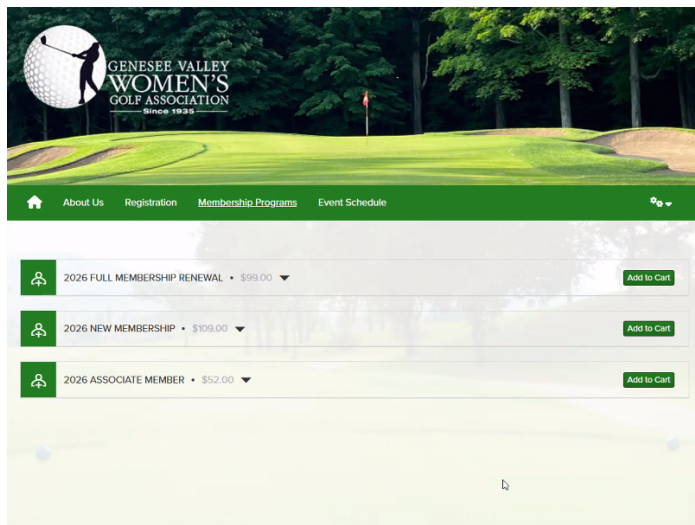
***Note:** Password and Password Confirmation should be left blank. You just set a permanent password in Step 3. In the future, if you wish to change your password you can come back to Edit Your Profile. PLEASE DO NOT CHECK UNSUBSCRIBE!

Step 5: Click 'Update' in the lower right when finished updating your profile. You should see the message that you have successfully updated your profile. You can now navigate to other areas of the portal, including paying your Membership Dues.

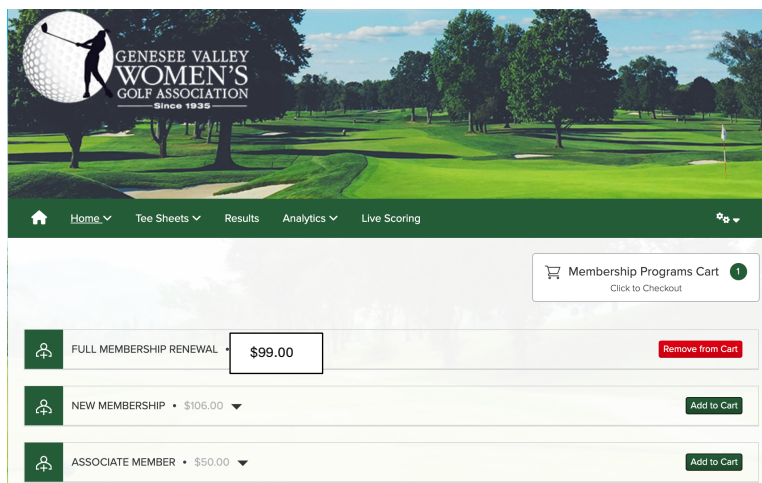


The screenshot shows the GVWGA website with a green header and a golf course background. A white success message box in the center reads: "You have successfully updated your profile!". Below this, the heading "2026 GVWGA Membership Registration" is followed by text explaining the three types of membership: Full, New, and Associate. It also mentions the "Additional Golf Genius Premium Fee" of \$16 per member and states that this fee is for Golf Genius Live Electronic Scoring, Online Payments for Tournaments, Membership, and Banquets, and online tournament registration.

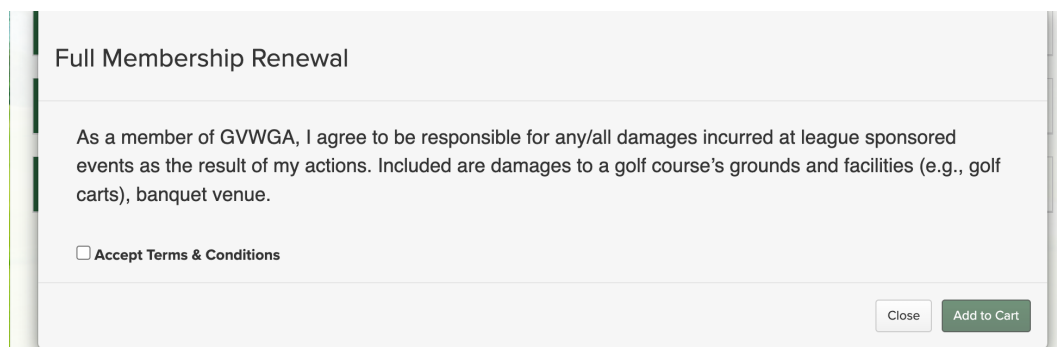
Step 6: Select Membership Programs from the Portal Menu



Step 7: Click Add to Cart next to the Membership Program you are planning to pay for



Step 8: The Membership Terms and conditions window will appear. You must accept this to add to cart.



Step 9: Now, you are ready to checkout with the payment method you prefer. Credit card or debit card is displayed as the default payment method.

The screenshot shows a checkout page for Elizabeth Prescod. At the top, a summary table lists the items and amounts:

Description	Amount
Full Membership Renewal	\$99.08
Total Amount	\$99.08

Below the summary, there are two radio buttons for selecting a payment method: "Credit Card" (which is selected and highlighted with a red box) and "Wallets".

The "Credit Card" section contains the following fields:

- Billing Email: egprescod@outlook.com
- Country (Required): Please select a country (dropdown menu)
- City (Required): Rochester
- Street Address Line 1 (Required): 502 Valley Creek Road
- Street Address Line 2 (Optional):
- Zip Code (Required): 14624
- Name as it appears on credit card (Required): Elizabeth Prescod
- Card number: 1234 1234 1234 1234 (with VISA, MASTERCARD, and DISCOVER logos)
- Expiration date: MM / YY
- Security code: CVC (with a card icon showing 123)

A note states: "If your card requires 3DS, an authorization of \$0.00 will be made, while the due amount will be charged from your account." Another note says: "Note: All fields are required." A disclaimer at the bottom reads: "By providing your card information, you allow Genesee Valley Women's Golf Association to charge your card for future payments in accordance with their terms."

NOTE: You can close the Link screen if you don't use it.

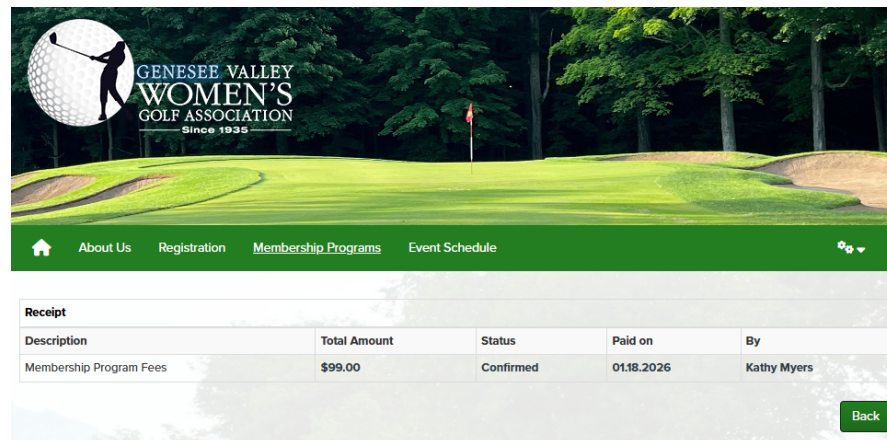
You can change to wallets for Google Pay and Apple Pay

The screenshot shows the same checkout page as before, but with the "Wallets" radio button selected and highlighted with a red box. Below the payment method selection, there are three large buttons for different payment options:

- Apple Pay (black button with white text)
- Google Pay (black button with white text)
- Pay with link (green button with white text)

At the bottom right, there are two buttons: "Cancel" and "Pay".

Step 10: You will see a payment confirmation screen after completing step 9.

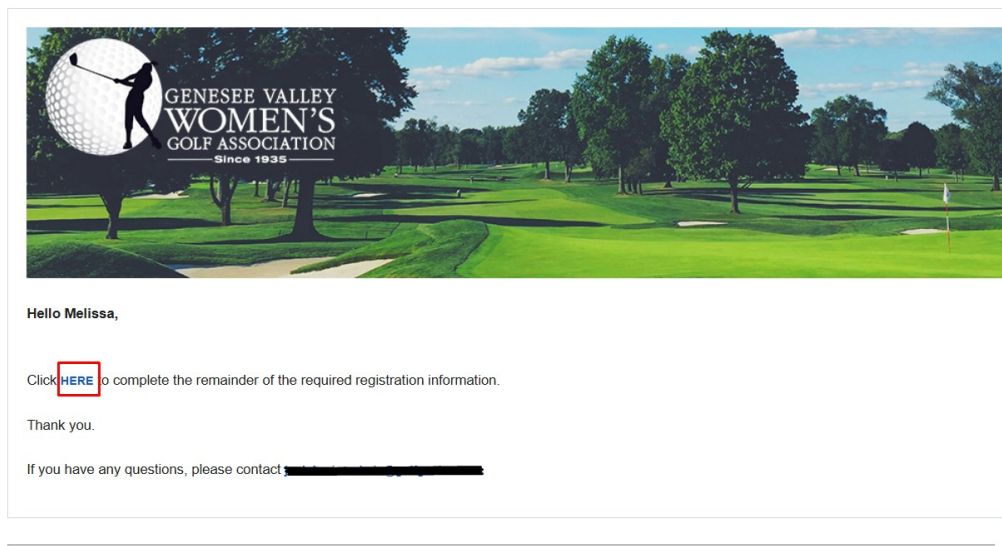


You will also get an email confirming your payment and Registration is complete.



For technical support, email: gvwga.webteam@gmail.com

Email #2: This is the other email. Follow the steps below, then go to step #6 above to add your membership type to the cart and checkout.



Step 1: Click 'HERE' from the email you received from Golf Genius

NOTE: You received this email because the email address is already registered with Golf Genius. This means the email was used for another organization and you already have a password created associated to this email address. If you remember that password, please enter it now to login. If you cannot remember it, please select the **Forgot your password** option to receive an email with additional instructions.

2026 GVWGA Membership Registration

There are three types of Membership:

1. Full Membership - Annual dues \$80.00 for returning 2025 Full members. (Deadline for Returning Member renewal is April 1. (After April 1, a \$10.00 late fee is incurred.)
2. New Membership - Annual dues \$90.00 for those with an established GHIN handicap. **Note:** If you do not have an established handicap in the GHIN system, you will need to first sign up as an Associate Member (see below).
3. Associate Membership - Annual dues \$50.00 for those without a GHIN handicap. You will not be eligible to play in our club tournaments, only in the Member-Guest event and in our social events (banquets), UNTIL you have established a handicap. When you join as an Associate, beside being assigned a GHIN number, you will receive instructions on how to establish a handicap and become eligible to upgrade to a New Full Member.

Additional Golf Genius Premium Fee:
\$16 per member (one-time Golf Genius discount for 2026).

This fee is for Golf Genius Live Electronic Scoring, Online Payments for Tournaments, Membership, and Banquets; and online tournament registration.

The Golf Genius Premium fee will be added to your Membership renewal upon checkout for Full and New Members. Associate Members will not be charged the Golf Genius Premium Fee.

☐ Remember Me [Forgot your password?](#)

Step 2: Enter your Email and Password to enter the Golf Genius Portal

The Golf Genius Premium Fee will be added to your membership registration when you register for a New Full Member. Associate Members will not be charged the Golf Genius Premium Fee.

Email * First Name * Last Name *

Photo
Acceptable photo formats: jpg, jpeg, gif, png.
Maximum file size: 6MB.
 No file chosen

Handicap Index®

Address 1 * City * State *

Zip Postal Code * Cell Phone *

In order to change the password, type the new one in the following fields:
Password * Password Confirmation *

☐ Unsubscribe from email communication from Genesee Valley Women's Golf Association ⓘ

Step 3: After logging into the Golf Genius portal you will see your profile information. Please review, edit and update the information on your profile.

Click 'Update' in the lower right when finished

The screenshot shows the '2026 GVGWA Membership Registration' page. At the top is the Genesee Valley Women's Golf Association logo with the text 'Since 1935'. Below the logo is a green navigation bar with a home icon, 'About Us', and a profile icon. A white success message box with a red 'X' icon in the top right corner is overlaid on the page, stating: 'You have successfully updated your profile!'. The main content area is titled '2026 GVGWA Membership Registration' and contains the following text:

There are three types of Membership:

1. Full Membership - Annual dues \$80.00 for returning 2025 Full members. (Deadline for Returning Member renewal is April 1. (After April 1, a \$10.00 late fee is incurred.)
2. New Membership - Annual dues \$90.00 for those with an established GHIN handicap. **Note:** If you do not have an established handicap in the GHIN system, you will need to first sign up as an Associate Member (see below).
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Additional Golf Genius Premium Fee:
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Step 4: Click 'Update' in the lower right when finished updating your profile. You should see the message that you have successfully updated your profile. You can now navigate to other areas of the portal, including paying your Membership Dues.