



GVWGA **NEW** Membership Registration Online Step by Step

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

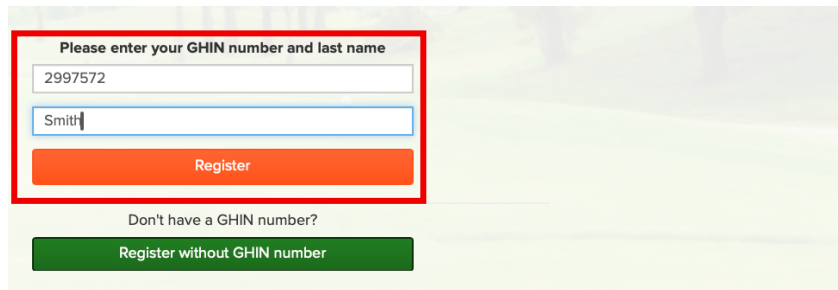
Step 1: If you have played in an RDGA events, then go to our Golf Genius Portal Link, gvwga.golfgenius.com, and login with your RDGA account.

If you don't have an RDGA account, click the Register button

A screenshot of the 2026 GVWGA Membership Registration page. The page has a green header with the GVWGA logo and navigation links: Home, About Us, Registration, Membership Programs, Event Schedule, and Sign In / Register. The main content area is titled "2026 GVWGA Membership Registration" and lists three types of membership: Full, New, and Associate. It also includes information about the Golf Genius Premium Fee and a login section with fields for Email and Password, a "Remember Me" checkbox, a "Forgot your password?" link, and a "Sign In" button. A red box highlights the "Click Here to Register" button, which is located below the "Don't have an account?" link.

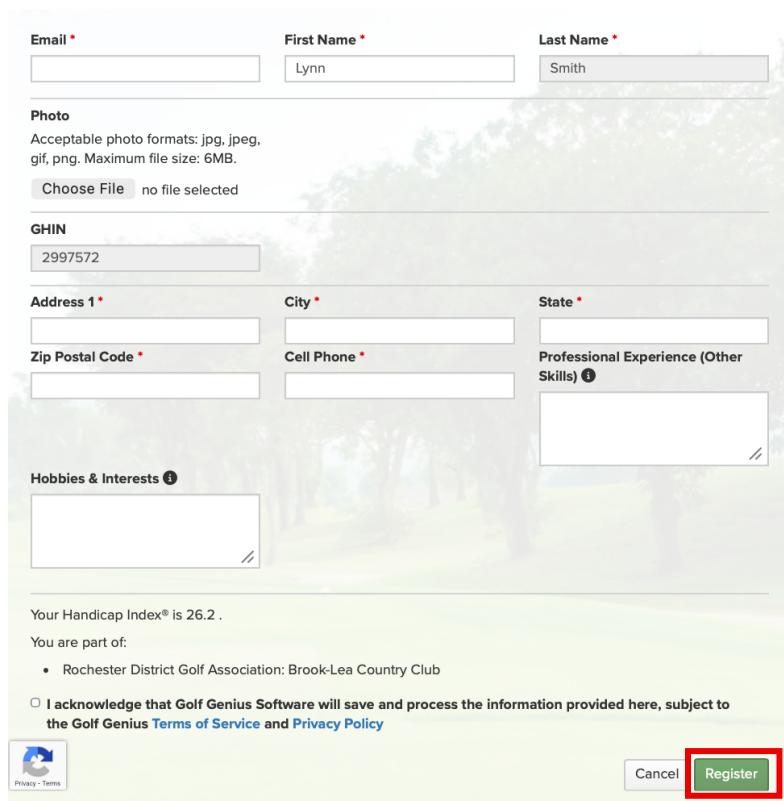
NOTE: If you are a returning Member, **DO NOT CLICK THE REGISTER** button! Refer to the returning Member Instructions ONLY!

Step 2: Enter your **GHIN** number and **last name** on the screen shown below, then press the **Register** button: (if you don't have a GHIN, jump to step 9)



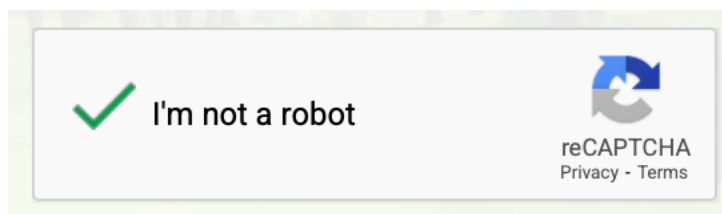
A registration form titled "Please enter your GHIN number and last name". It features two input fields: the first contains "2997572" and the second contains "Smith". Below these fields is an orange "Register" button. A link "Don't have a GHIN number?" is positioned below the "Register" button, and a green button labeled "Register without GHIN number" is at the bottom.

Step 3: You will then be prompted to fill in the remaining registration fields. The red star * indicates the required fields. The other fields are optional. Press the Register button when finished.



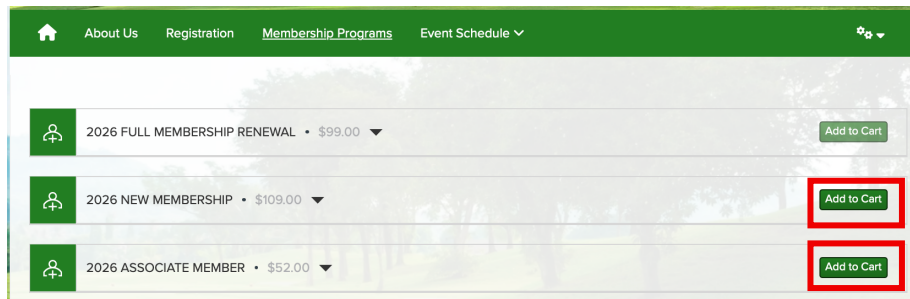
A comprehensive registration form with multiple sections. The top section includes fields for "Email *", "First Name *", and "Last Name *", with "Lynn" and "Smith" entered respectively. Below this is a "Photo" section with instructions on acceptable formats and a "Choose File" button. The "GHIN" section has a field containing "2997572". The middle section contains fields for "Address 1 *", "City *", "State *", "Zip Postal Code *", and "Cell Phone *". There are also text areas for "Professional Experience (Other Skills) 1" and "Hobbies & Interests 1". At the bottom, it displays "Your Handicap Index® is 26.2 .", lists the user as part of the "Rochester District Golf Association: Brook-Lea Country Club", and includes an unchecked checkbox for acknowledging terms and conditions. A "Privacy - Terms" link is on the left, and "Cancel" and "Register" buttons are on the right, with the "Register" button highlighted by a red box.

Step 4: Make sure you check the acknowledgement box that says, you are not a robot.



A reCAPTCHA verification box. On the left, there is a green checkmark icon and the text "I'm not a robot". On the right, there is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".

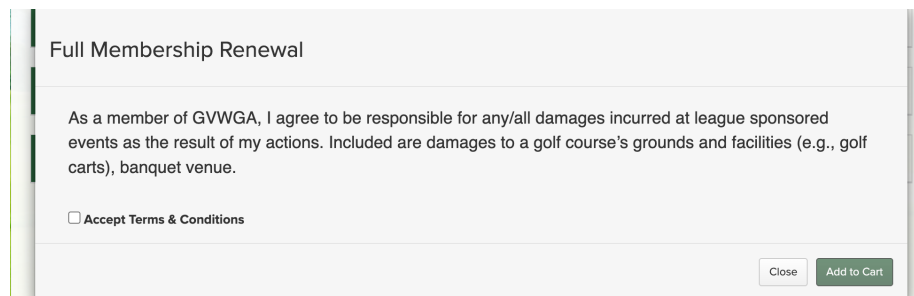
Step 5: You will be directed to the Membership Programs. Select the Membership program you want to pay for.



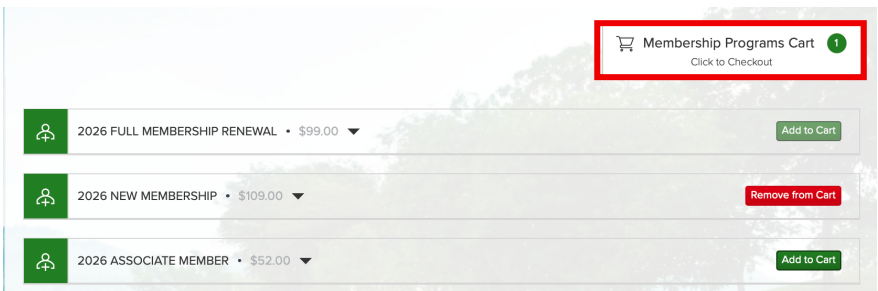
- New Members with a GHIN will select New Membership for \$99
- New Members without a GHIN will select Associate Member for \$52

NOTE: If you do not have a USGA GHIN Handicap, please register as an Associate Member and you will be given instructions to get a Handicap and play in the tournaments.

Step 6: Click **Add to Cart** next to the Membership Program you are planning to pay for. The Membership Terms and conditions window will appear. You must accept this to add to cart.



You can then click the cart to checkout to select your payment options.



Step 7: The cart will default to **Credit card** or **debit card** is displayed as the default payment method.

Summary for: Lynn Smith

| Description | Amount |
|---------------------|----------|
| 2026 New Membership | \$109.00 |
| Total Amount | \$109.00 |

☒ Credit Card

☐ Wallets

Billing Email

Country (Required)

Please select a country

City (Required)

Street Address Line 1 (Required)

Street Address Line 2 (Optional)





Zip Code (Required)

Name as it appears on credit card (Required)

If your card requires 3DS, an authorization of \$0.00 will be made, while the due amount will be charged from your account.

Note: All fields are required.


Card number

1234 1234 1234 1234    

Expiration date

MM / YY

Security code

CVC 

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.

☐ Save credit card information for later use

Cancel

Pay

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

Summary for: Lynn Smith

| Description | Amount |
|---------------------|----------|
| 2026 New Membership | \$109.00 |
| Total Amount | \$109.00 |

☐ Credit Card
 ☒ **Wallets**

[Buy with G Pay](#)
[Pay with link](#)

[Cancel](#)
[Pay](#)

You can change to **Wallets** to use **Apple Pay** or **Google Pay** or **Link**.

Step 8: You will see a payment confirmation screen as shown below:

GENESEE VALLEY WOMEN'S GOLF ASSOCIATION Since 1935

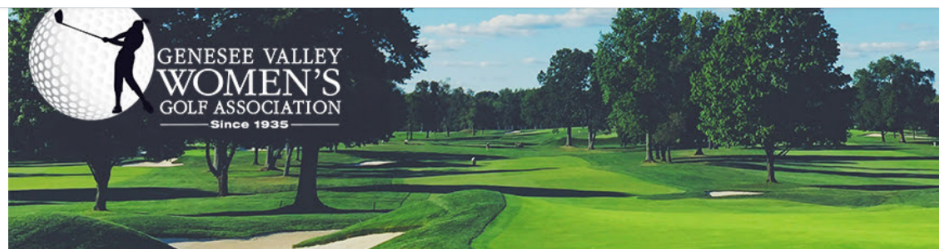
[About Us](#)
[Registration](#)
[Membership Programs](#)
[Event Schedule](#)

Receipt

| Description | Total Amount | Status | Paid on | By |
|-------------------------|--------------|-----------|------------|-------------|
| Membership Program Fees | \$109.00 | Confirmed | 01.18.2026 | Kathy Myers |

[Back](#)

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



Hi Liz Prescod,

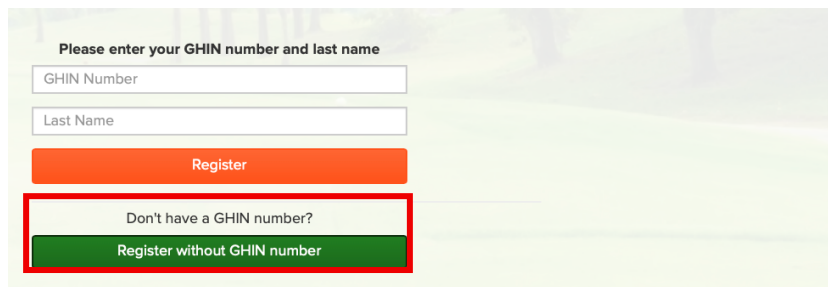
Elizabeth Prescod has joined the following Membership Program:

Receipt

| Description | Total Amount | Paid On |
|-------------------------|-----------------|------------|
| Full Membership Renewal | \$109.00 | 01.18.2026 |
| Total | \$109.00 | |

You have **completed** the New Full Membership enrollment process and can log out now.

Step 9: If you do not have a GHIN, you will need to join as an Associate Member until you can establish a USGA GHIN handicap. When you get to this screen, press the **Register without GHIN number** button.



Please enter your GHIN number and last name

GHIN Number

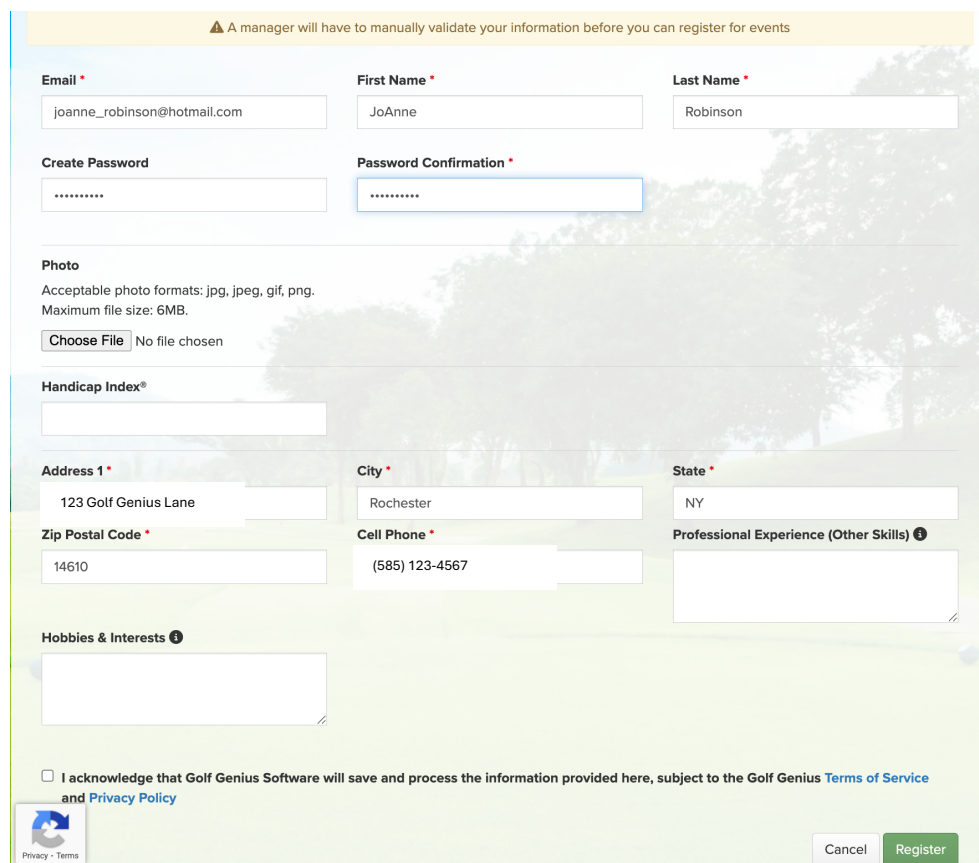
Last Name

Register

Don't have a GHIN number?

Register without GHIN number

Step 10: You will then be prompted to fill in the remaining registration fields. The red star * indicates the required fields. The other fields are optional. Press the Register button when finished.



A manager will have to manually validate your information before you can register for events

Email * joanne_robinson@hotmail.com

First Name * JoAnne

Last Name * Robinson

Create Password *****

Password Confirmation * *****

Photo

Acceptable photo formats: jpg, jpeg, gif, png.
Maximum file size: 6MB.

Choose File No file chosen

Handicap Index®

Address 1 * 123 Golf Genius Lane

City * Rochester

State * NY

Zip Postal Code * 14610

Cell Phone * (585) 123-4567

Professional Experience (Other Skills) ⓘ

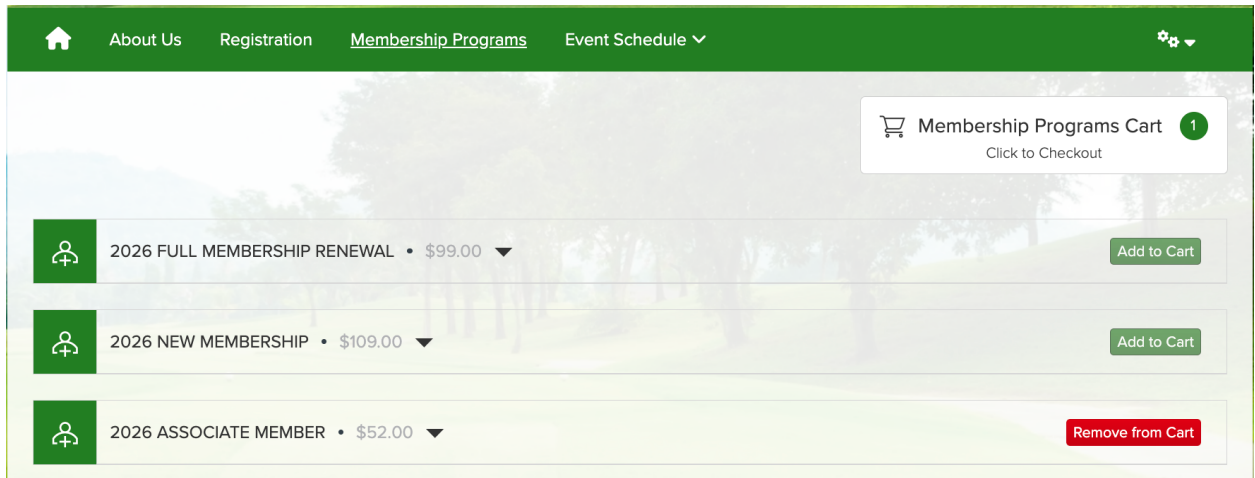
Hobbies & Interests ⓘ

☐ I acknowledge that Golf Genius Software will save and process the information provided here, subject to the Golf Genius [Terms of Service](#) and [Privacy Policy](#)

Privacy - Terms

Cancel Register

Step 11: Click **Add to Cart** next to the Membership Program you are planning to pay for. The Membership Terms and conditions window will appear. You must accept this to add to cart.



You can then click the cart to checkout to select your payment options.

Step 12: The cart will default to **Credit card** or **debit card** is displayed as the default payment method.

A screenshot of a web application's checkout page. The page has a green header with navigation links: Home, About Us, Registration, Membership Programs (active), and Event Schedule. Below the header, there's a 'Summary for: JoAnne Robinson' section. It contains a table with two columns: 'Description' and 'Amount'. The table lists '2026 Associate Member' for \$52.00 and a 'Total Amount' of \$52.00. Below the summary, there are two radio buttons for payment method: 'Credit Card' (selected) and 'Wallets'. The 'Credit Card' section contains several form fields: 'Billing Email' (joanne_robinson@hotmail.com), 'Country (Required)' (a dropdown menu), 'City (Required)' (Rochester), 'Street Address Line 1 (Required)' (123 Golf Genius Lane), 'Street Address Line 2 (Optional)' (empty), and 'Zip Code (Required)' (14610). To the right of these fields, there's a section for card details: 'Name as it appears on credit card (Required)' (JoAnne Robinson), a note about 3DS authorization, a 'Note: All fields are required.', 'Card number' (1234 1234 1234 1234), 'Expiration date' (MM / YY), 'Security code' (CVC), and a checkbox for 'Save credit card information for later use'. At the bottom right, there are 'Cancel' and 'Pay' buttons.

Step 13: After payment is completed, a confirmation email will be sent.



Hi Josh,

You have successfully created a player profile for the Genesee Valley Women's Golf Association.

A manager will have to manually validate your information before you can register for events.

Thank you,

Genesee Valley Women's Golf Association

Our Membership Chair will follow-up with you after you register.

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