

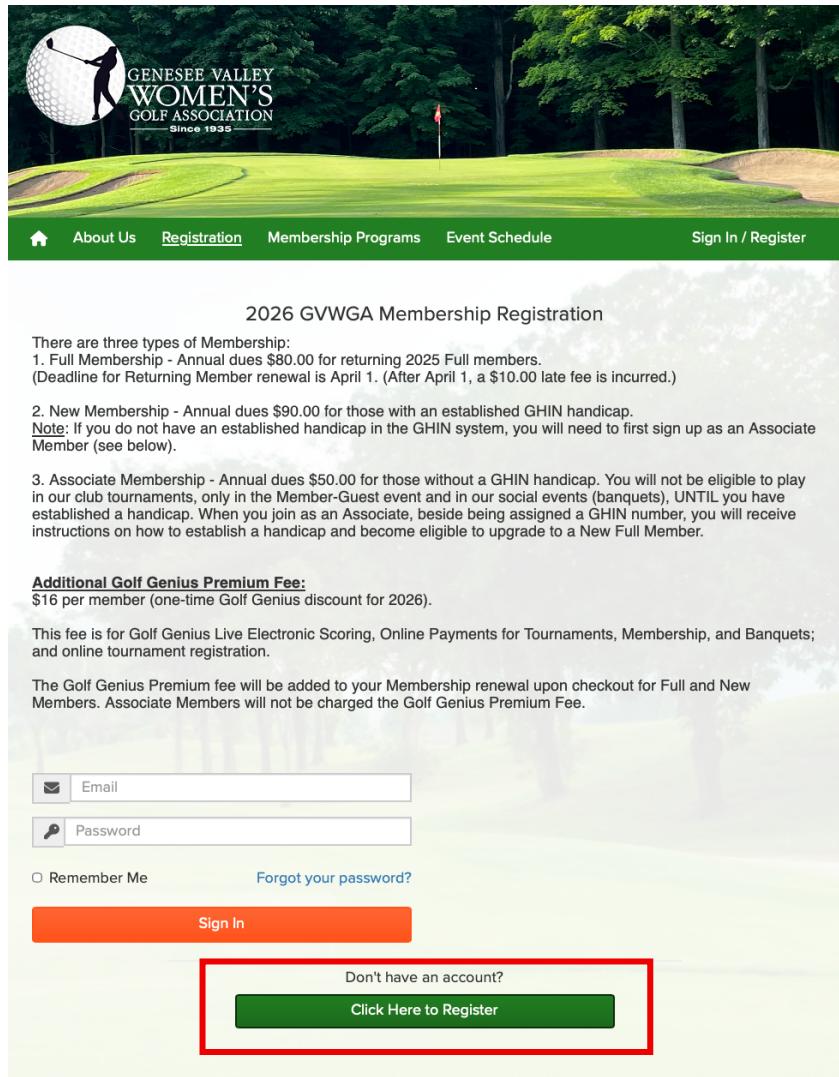
## GVWGA NEW Membership Registration Online Step by Step



**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.

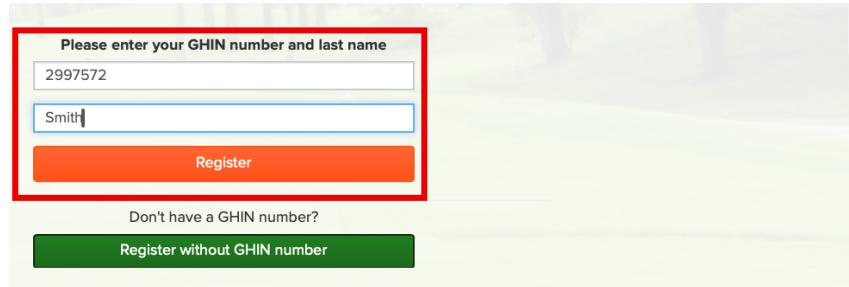
**Step 1:** If you have played in an RDGA events, then go to our Golf Genius Portal Link, [gvwga.golfgenius.com](http://gvwga.golfgenius.com), and login with your RDGA account.

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

A screenshot of the 2026 GVWGA Membership Registration page. The top navigation bar includes links for Home, About Us, Registration (which is underlined), Membership Programs, Event Schedule, and Sign In / Register. The main content area is titled "2026 GVWGA Membership Registration". It describes three types of membership: Full, New, and Associate. It includes a note about GHIN handicaps and a section for the "Additional Golf Genius Premium Fee". At the bottom, there are fields for Email and Password, a "Remember Me" checkbox, a "Forgot your password?" link, a "Sign In" button, and a "Click Here to Register" button which is highlighted with a red box.

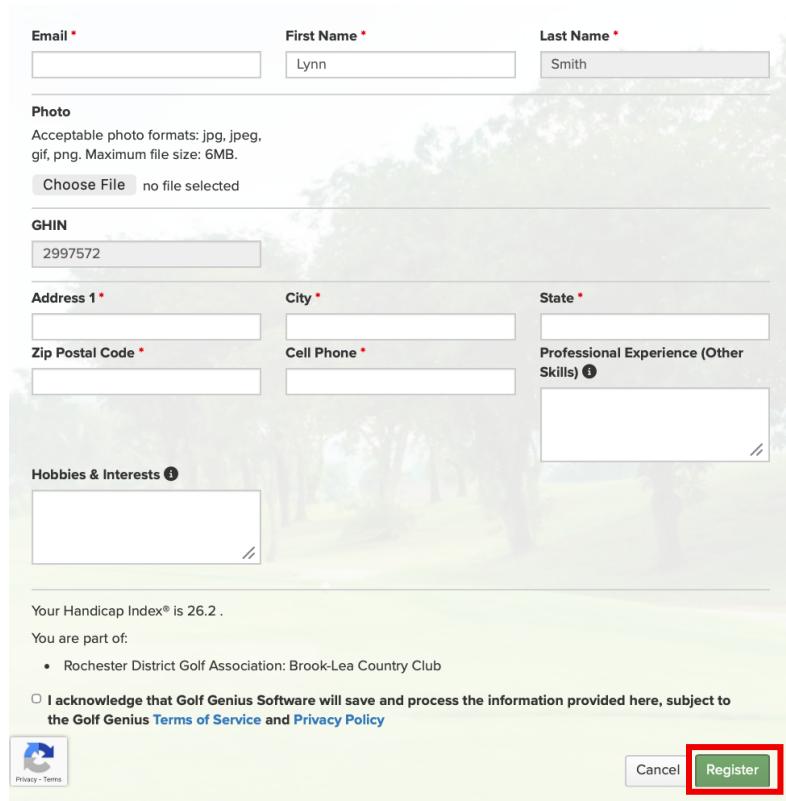
**NOTE:** If you are a returning Member, **DO NOT CLICK THE REGISTER** button! Refer to the returning Member Instructions ONLY!

**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 screenshot of a registration form. At the top, a red box highlights the input fields for 'GHIN number' (containing '2997572') and 'Last Name' (containing 'Smith'). Below these is a red 'Register' button. Below the input fields is a link 'Don't have a GHIN number?'. At the bottom is a green 'Register without GHIN number' button.

**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 screenshot of a registration form with various fields. Required fields are marked with a red star (\*). The fields include:

- Email \* (empty)
- First Name \* (Lynn)
- Last Name \* (Smith)
- Photo (Choose File: no file selected)
- GHIN (2997572)
- Address 1 \* (empty)
- City \* (empty)
- State \* (empty)
- Zip Postal Code \* (empty)
- Cell Phone \* (empty)
- Professional Experience (Other Skills) (empty)
- Hobbies & Interests (empty)

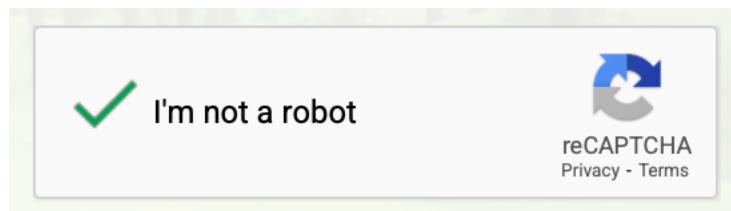
Below the form:  
Your Handicap Index® is 26.2.  
You are part of:

- Rochester District Golf Association: Brook-Lea Country Club

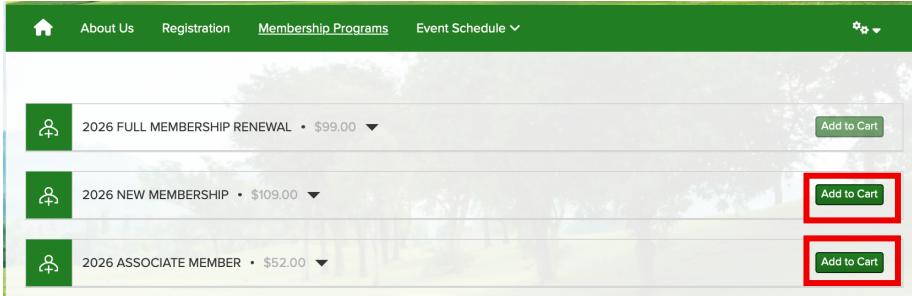
 I acknowledge that Golf Genius Software will save and process the information provided here, subject to the Golf Genius [Terms of Service](#) and [Privacy Policy](#)

At the bottom: Privacy - Terms (with a blue icon), Cancel, and a red-bordered 'Register' button.

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



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



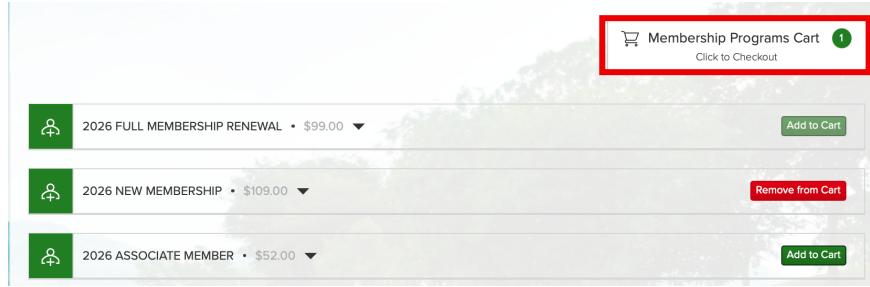
- New Members with a GHIN will select New Membership for \$99
- New Members without a GHIN will select Associate Member for \$52

**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**  
egprescod@outlook.com

**Country (Required)**  ⓘ  
Please select a country

**City (Required)**  
Churchville

**Street Address Line 1 (Required)**  
473 Betteridge Road

**Street Address Line 2 (Optional)**

**Zip Code (Required)**  
14428

**Name as it appears on credit card (Required)**  
Lynn Smith

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.**

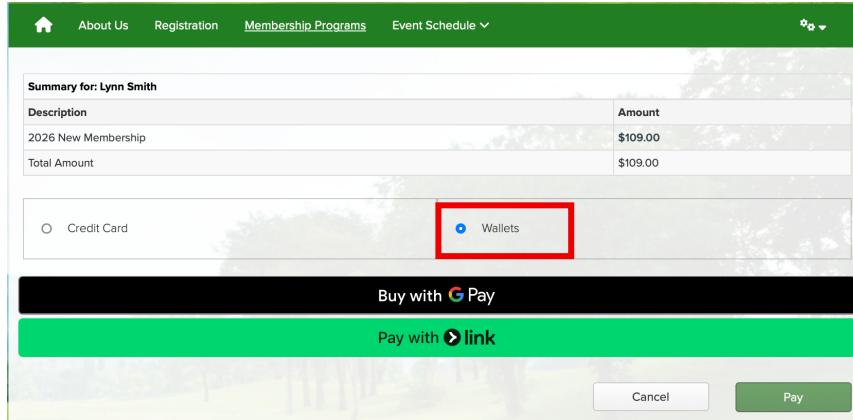
Card number  
1234 1234 1234 1234         

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.

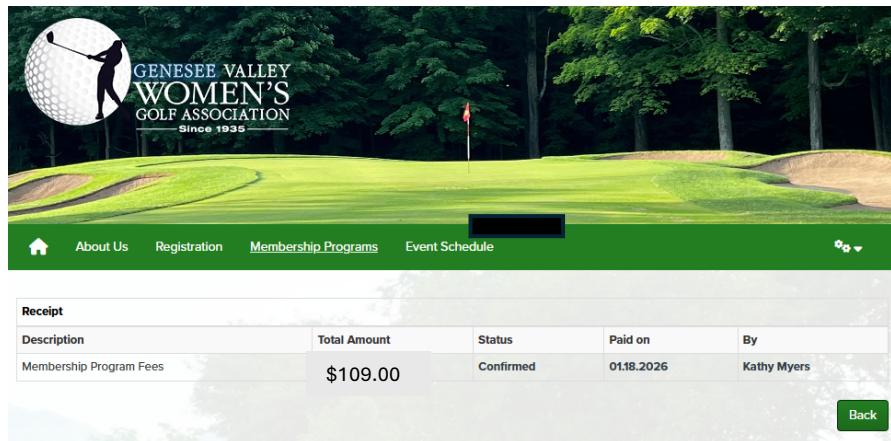
Save credit card information for later use

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



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:

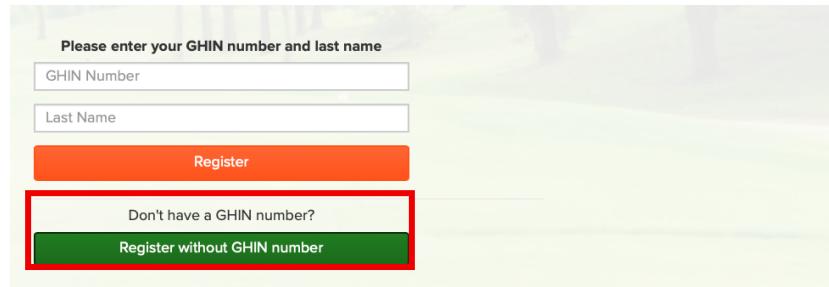


You will also get an email confirming your payment and Registration is complete.



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

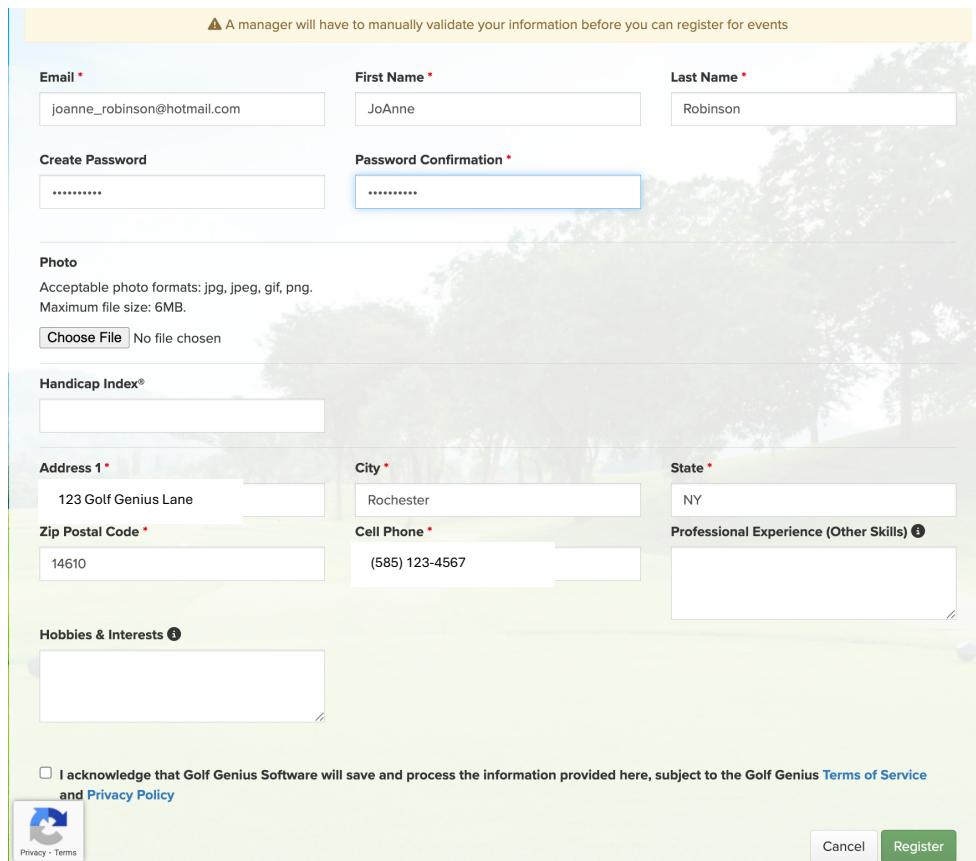
Last Name

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) ⓘ

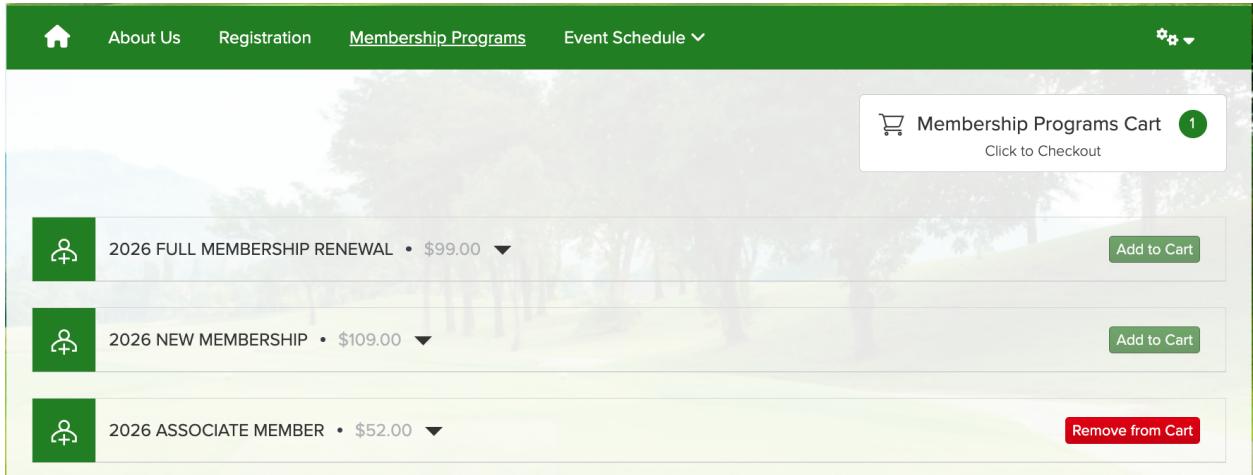
Hobbies & Interests ⓘ

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.



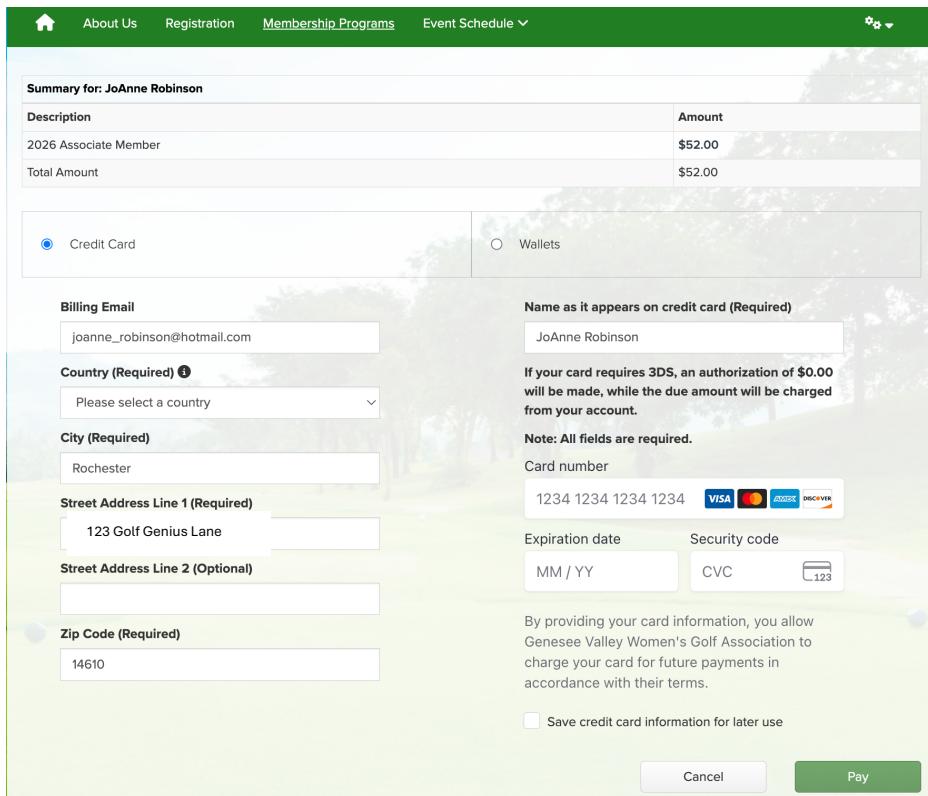
The screenshot shows a membership cart with three items:

- 2026 FULL MEMBERSHIP RENEWAL • \$99.00
- 2026 NEW MEMBERSHIP • \$109.00
- 2026 ASSOCIATE MEMBER • \$52.00

Each item has an "Add to Cart" button and a "Remove from Cart" button.

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.



The screenshot shows a payment form for JoAnne Robinson:

**Summary for: JoAnne Robinson**

Description	Amount
2026 Associate Member	\$52.00
Total Amount	\$52.00

Credit Card     Wallets

**Billing Email:** joanne\_robinson@hotmail.com

**Country (Required):** Please select a country

**City (Required):** Rochester

**Street Address Line 1 (Required):** 123 Golf Genius Lane

**Street Address Line 2 (Optional):**

**Zip Code (Required):** 14610

**Name as it appears on credit card (Required):** JoAnne Robinson

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**

**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: [gvwgawebteam@gmail.com](mailto:gvwgawebteam@gmail.com)

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