

## BlueGolf - Family Picker Instructions

The Family Picker enables a registrant to register multiple children within the same organization or tournament. Below are the steps that will guide you through the registration process using the Family Picker.

### Registration Instructions

1. Register your first child (ex. Trevin) for an event. When registering this child make sure you are using the same email address All children.
2. Register a second child. Use the same email address as the first child.

**Note:** If you set a password with the first account you will be prompted for your password.

3. Otherwise you will be emailed a link to continue the player registration for the second child.
4. Once you click that link it will take you the screenshot below where you will click **Add New Family Member**.
5. You will then continue to register the second child and complete the registration form for that child. (ex. Mary)



The screenshot shows a web form titled "Tournaments Registration". At the top right, there is a button labeled "Add New Family Member" with a red arrow pointing to it. Below the button, the form is divided into sections. The first section is "Personal Information" with a note: "\*Please fill in all required fields". The form fields are: "\*First Name:" with the value "Trevin"; "Nickname:" (empty); "\*Last Name:" with the value "Ray"; "Gender:" with a dropdown menu showing "Male" and a "More Info" link; and "Address:" with the value "124 Main Street" and a "Help" link.

6. If you need to add more than two children following the steps for adding a second child above.
7. Once you receive the email to continue registration you will see a Family Member Picker Panel where you can add another family member.

*Ex. Family Member Picker Panel*

**Note:** When you go to register for another tournament for the first time you will then always see the family member picker panel above to choose which family member you want to register.

Choose Player

Mary Ray

Trevin Ray

Add New Family Member

Next Cancel

### **My BlueGolf Connection** (Optional)

Connecting the accounts happens in your My BlueGolf and is optional. Connecting the accounts lets you see all your children's information in one My BlueGolf.

**Note:** *Connecting accounts is not necessary for registration.*

1. Go to Bluegolf.com tap my My BlueGolf in the top right of the screen.
2. Create a My BlueGolf account using the same email address you used to register your children.
3. The My BlueGolf account can be registered under the parents name if registering multiple children.
4. Connect your children to the account. Click on **Personal & Profile** on the right hand side.
5. Click the box that says **Manage family and connect accounts**.
6. You should see the Child listed under the Family Members section, along with your other children that you used the same email address with under the Unconnected Accounts section. (See

screenshot below)

The screenshot shows a user interface for managing family members. At the top, there is a 'Family' section with an information icon. Below it, a profile for 'TREVIN RAY' is shown with a profile picture, the name 'TREVIN RAY', and '2 affiliations'. To the right of the profile are 'EDIT' and 'INFO' buttons. Below the profile is a blue link that says 'Add family member'. The next section is titled 'Accounts Not Connected' with an information icon. Below this title is a message: 'The following accounts also use the tray62@gmail.com email address but have not been connected to this account yet.' There are two entries in this section. The first is for 'Jack Ray' with a profile picture containing 'JR' and the affiliation 'DEVON GOLF ASSOCIATION'. To the right of this entry is a blue 'CONNECT' button. The second entry is for 'Mary Ray' with a profile picture containing 'MR' and the affiliation 'DEVON GOLF ASSOCIATION'. To the right of this entry is a blue 'CONNECT' button.

7. Click **Connect** for Mary. A screen will appear to pick the family member to connect to. It will show John and "Mary (new)", and will default to Mary. Keep the default and save. A new family member will be created for Mary. Mary will no longer appear under Unconnected Accounts.

The screenshot shows a dialog box titled 'Connect Account' with a close button (X) in the top right corner. Below the title, it says 'Connecting: Mary Ray' with an information icon. The main text reads: 'The name for Mary Ray is not an exact match to any of your existing family members.' There are two radio button options: 'Trevin Ray' (which is unselected) and 'Mary Ray (new)' (which is selected).

(It is important that you do not select to connect Mary's account to John's Family Member account. This picker only exists to support cases where the family member goes by different names. Ex. Jim and James)

8. Click **Connect** for Jack. A screen will appear to pick the family member to connect to. It will show John, Mary and "Jack (new)" and will default to Jack. Keep the default and save. A new family member for Jack will appear. The Unconnected Accounts section will go away.