

## **Titans Sign Up Procedure**

The Titans use an automated tournament sign up procedure for both home and away tournaments utilizing our tournament management software, Golf Genius.

**You have a couple of ways to sign up for tournaments.** You can either respond to an email invitation or Sign In to our Titans league portal through the Titans website (<http://www.titansofrevere.com>).

**Email invitations for tournaments** will be sent on a weekly basis four weeks prior to the tournament. To sign up using the invitation simply click on the “Playing” button at the bottom of the invitation. You can also sign up for tournaments by signing into the league portal. Access the portal by clicking on the “Pairings/Awards/Sign Up” button on the Titans website, then Sign In. Once signed in you will be able to sign up for all open tournaments as well as view information specific to your playing status and any private pages. You will receive an email confirmation after signing up for any event.

In order to **sign into the league portal** you must have an email address and password registered with the portal. Email addresses and passwords registered in the past through the Men’s Club can be used with the Titans. If you are new to the Titans, an email from Golf Genius will be sent to you either confirming you are registered, or it will provide instructions for registering. If you must register, please ignore any reference to GGID.

**Signups for each tournament** will open four weeks prior to the tournament and close on 9AM the Saturday before the tournament.

**To cancel** any date that you previously signed up for, a couple of processes are available. The easiest method is to retain the confirmation e-mail that you received when you signed up and click on the “Not Playing” link. A confirmation e-mail will be sent that you are no longer signed-up. Alternatively, please sign into the league portal and either click on the appropriate tournament “Cancel Signup” button on the Pairings page or the “Change Status” link on the Calendar page. Lastly, if you need to cancel after the signups close, please send an e-mail, text message or call the Tournament Chairman.

**You are responsible for paying the green fees** in the Pro Shop for any tournament at Revere. In order to assist with the timely posting of your green fees for away tournaments, please ensure your check is received by Dick Burrell at least one week prior to the event. Away events are very popular and, in many cases, have limited openings. Please be aware that you may be removed from a tournament if you have not paid your green fees in a timely manner. If you are added to an away event at the last minute, you will need to pay with cash, or a check made out to “Titans of Revere” on the day of play. Dick Burrell, or in his absence, the Tournament Chairman will collect that payment. Please remember that any monies paid in advance for green fees but not used will be kept on account for you to be used for future events.

Please don’t hesitate to contact me or Glen Panning if you have any questions or need assistance.

Thank you,

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