



Participant Opportunity Online Application “Quick Start Guide”

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Congratulations, you have been selected, by your chapter to apply for a The First Tee National Participant Opportunity! We have moved our application process to an online format with participants submitting their applications directly to The First Tee home office. Again, please remember that this guide is intended for **“Participants”** that are applying for **The First Tee’s National Participant Opportunities**.

In this **“Quick Start Guide”** you will find step-by-step instructions on how to complete the new online application process.

Please start by ensuring that you have reviewed the entire **“event application”** or **“application requirements”** (application for the event which you are applying for in paper or electronic form) if they are available; your chapter will have received PDF copies of all participant opportunities applications, so please reach out to a staff member from your chapter to obtain a copy to review.

After reviewing the event application or application requirements, please make sure you have all necessary information and documentation needed to complete the application online. Once you begin the online application process you **WILL** be able to save your application and complete it at another time; however, having all information and electronic copies of documentation in advance will help you complete your application in a timely manner.

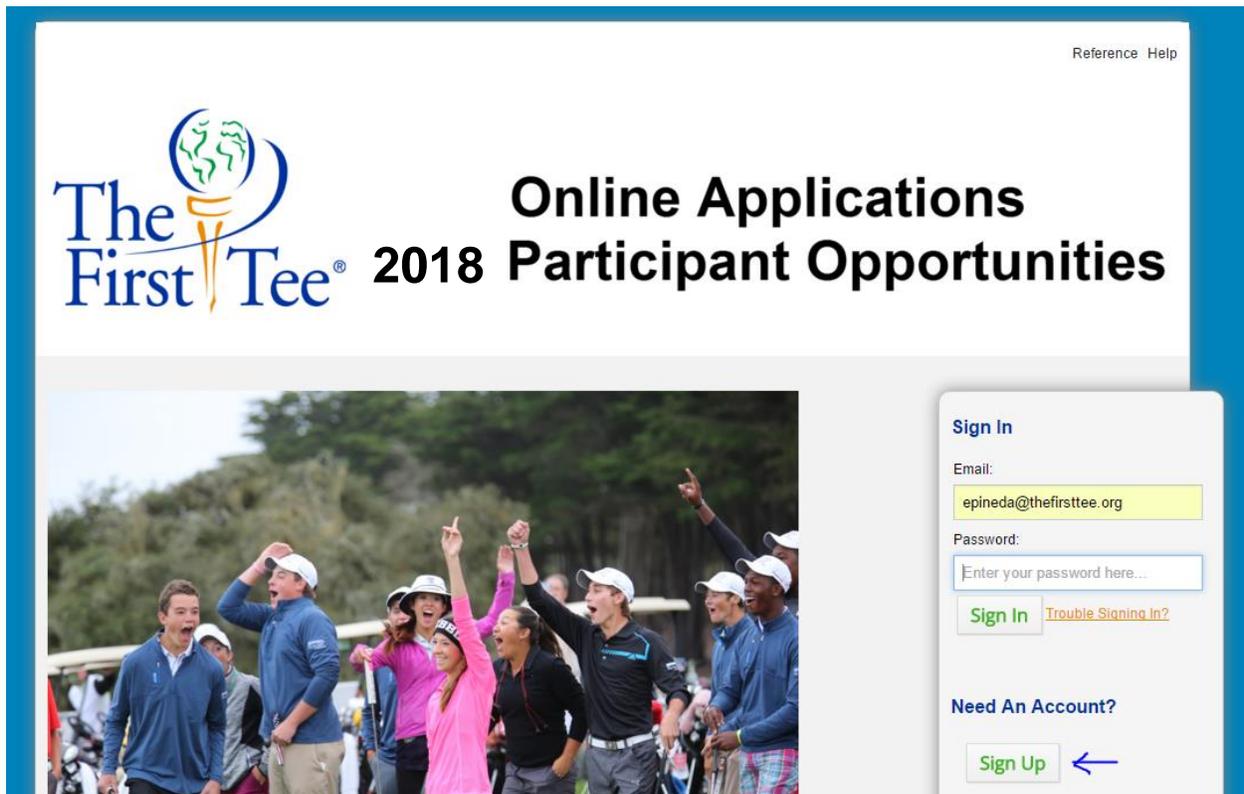
Applications for each participant opportunity may vary slightly so again, please confirm you have all necessary materials. Examples include all of your personal information (USGA Handicap, GHIN #, GPA, Life Skills Level, etc.), medical information (insurance company, policy number, emergency contacts, medication, etc.), essay answers, school and community activities chart, golf resume, and letters of recommendation. You will also be required to upload a **“Chapter Participation Survey”** as a part of your application. Chapter staff members will have access to this form; however, **it is your responsibility to have a coach or the executive director from your chapter, complete and sign this form prior to uploading.**

When you have completed the steps above you will be ready to fill out your online application! Below is a step-by-step guide on how to complete this process. After reviewing, if you still have any questions, please reach out the event manager for the participant opportunity which you are applying for.

Step 1: Enter the URL for The First Tee’s online application homepage into your browser’s address bar; it is **thefirsttee.fluidreview.com**. For optimal results, use Google Chrome or Mozilla Firefox as your web browser.



Step 2: Take a moment to review the information on the online application homepage (there are also links at the top of the page titled “Reference” and “Help” that provide access to reference documentation and “Frequently Asked Questions” for your convenience). Next, click the “**Sign Up**” button on the top right side of the page, under “**Need an account?**”. If you already have any account, please sign-in and proceed to **Step 5**.

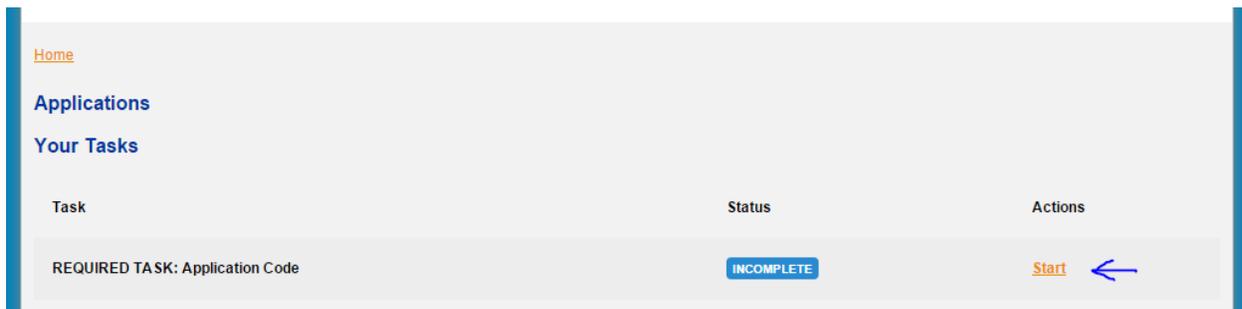


Step 3: Complete all required fields of the “**Registration Form**”. Please make sure that you remember your password! You can also choose to add a photo of yourself for your profile, but this is not required. When you are finished click the “**Register**” button at the bottom of the page.

Step 4: Once you have submitted the “**Registration Form**” you will end up on a confirmation page. Follow the instructions on the page to activate your account. You will receive a confirmation e-mail, at

the e-mail address you used to register, from The First Tee/FluidReview and will need to click a link to confirm that you want to activate your account.

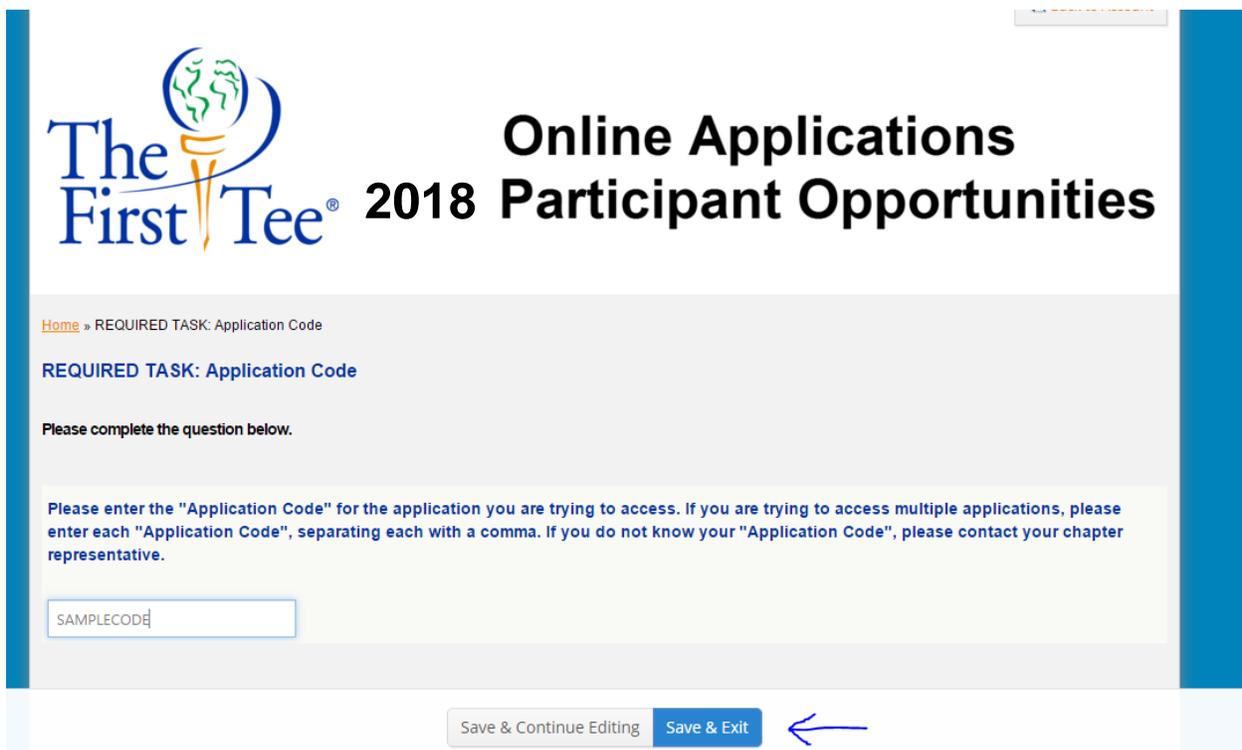
Step 5: After signing-in or after clicking the activation link in your e-mail you will be brought to the **“Application Homepage”**. Here you can access new applications, review completed applications and finish incomplete applications. The first thing you will be asked to do is complete the required task of entering in your **“Application Code”**. The application code is an alphanumeric code that corresponds with the event you are applying for and can be found on the paper or electronic event application you will have received from a chapter staff member; if you have any questions about where or what this code is, let a staff member from your chapter know. If the application code includes capitalization, make sure to do so as well, type the code in EXACTLY as it is provided to you. Once you have your application code, click the **“Start”** button in the **“Actions”** column of your required task.



The screenshot shows a table with three columns: Task, Status, and Actions. The first row contains the text 'REQUIRED TASK: Application Code', a blue button labeled 'INCOMPLETE', and a blue button labeled 'Start' with a blue arrow pointing left.

Task	Status	Actions
REQUIRED TASK: Application Code	INCOMPLETE	Start ←

On the next page, enter your application code in the required field. If you are trying to access multiple applications, please enter each application code, separating each with a comma. When you are finished, click the **“Save & Exit”** button and you will be brought back to the application homepage.



The screenshot shows the 'Online Applications 2018 Participant Opportunities' page. It features the The First Tee logo on the left and the title 'Online Applications 2018 Participant Opportunities' on the right. Below the title, there is a breadcrumb trail 'Home » REQUIRED TASK: Application Code', followed by the heading 'REQUIRED TASK: Application Code'. A message asks the user to complete the question below. A text box contains the placeholder 'SAMPLECODE'. At the bottom, there are two buttons: 'Save & Continue Editing' and 'Save & Exit', with a blue arrow pointing left towards the 'Save & Exit' button.

The First Tee Online Applications 2018 Participant Opportunities

Home » REQUIRED TASK: Application Code

REQUIRED TASK: Application Code

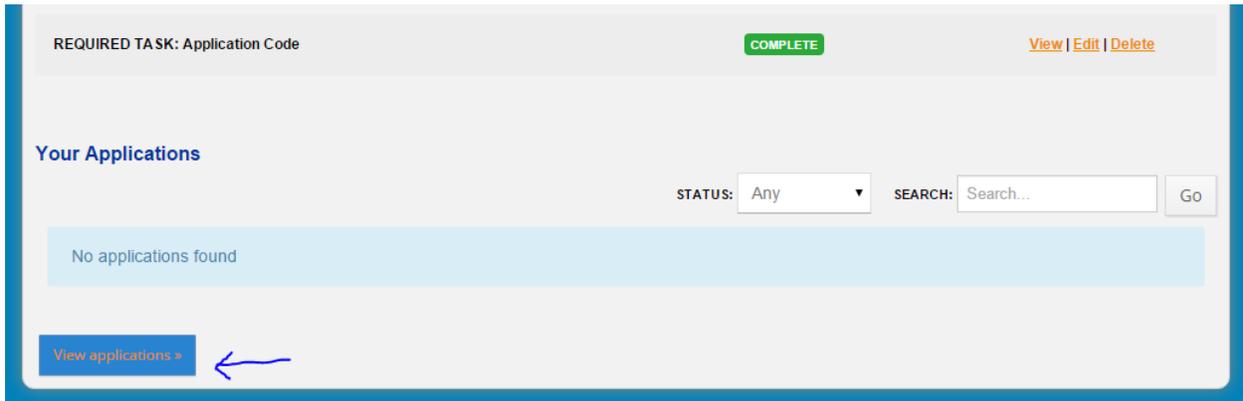
Please complete the question below.

Please enter the "Application Code" for the application you are trying to access. If you are trying to access multiple applications, please enter each "Application Code", separating each with a comma. If you do not know your "Application Code", please contact your chapter representative.

Save & Continue Editing Save & Exit ←

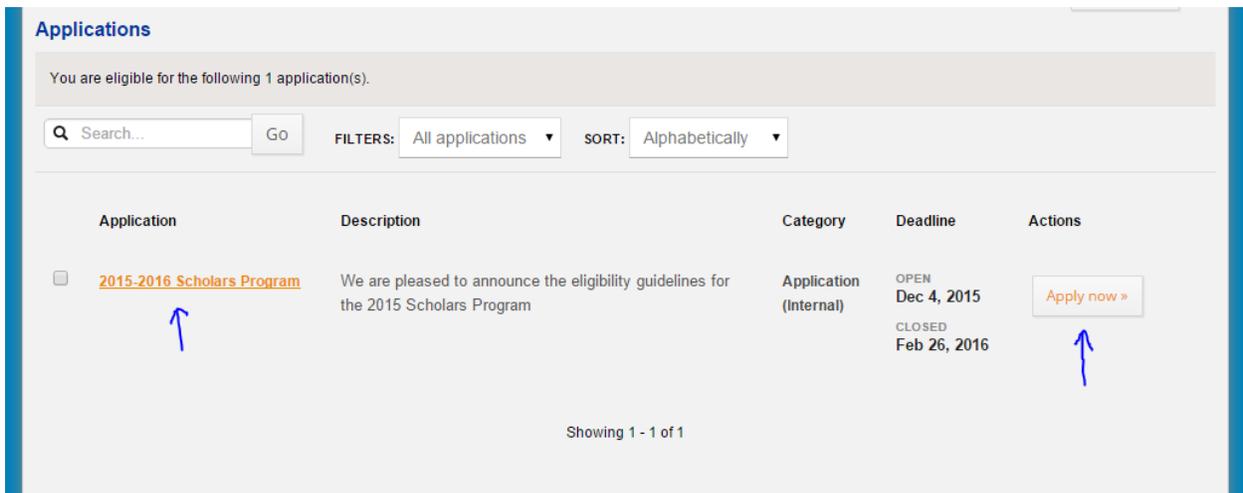
Step 6: On the application homepage you will see some new functions available after entering your application code. One is the section titled **“Your Applications”** this is where you will find links to completed applications for review and incomplete applications to be finished. If you have not yet filled out an application for this year, this section will be empty.

At the bottom of the screen you will see the **“View Applications”** button. Click this button to access and begin filling out your online application.



Step 7: You should now be viewing the **“Applications”** page. On this page you will see all applications that you are eligible for. To view information about that particular event, click on the event name in the application column. To begin filling out your application click on the **“Apply Now”** button.

At the bottom of the screen you will see the **“View Applications”** button. Click this button to access and begin filling out your online application.



Step 8: Complete your application by completing all pre-requisite steps. Once you are finished click the **“Submit”** button at the bottom of the page to submit your application. If you do not finish your application you can complete it at a later date. After your application has been submitted and the deadline for submission has passed, applications will be judged and selected participants will be announced. Please refer to dates on your particular participant opportunity for more information.