

Step 1 - Scheduling and Planning

Please find listed below the recommended actions that you need to take during this step of implementation for your PGA Family Cup event:



Register to Become a PGA Family Cup Coach

The first step is to register online to become a PGA Family Cup coach, visit the link - <https://www.pgafamilycup.com/coach/become-a-coach>



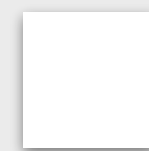
Complete the Safeguarding Requirements

Safety first! All coaches must complete a background screen and abuse prevention training in order to host PGA Family Cup. This should be completed before beginning the registration process. You also must be a current or former PGA Jr. League Captain or Coach.



Access your Coach Dashboard

After creating your account, you can access your Coach Dashboard, which will allow you to register your PGA Family Cup Program and include details such as schedule, price, and more. It is important that you get familiar with the platform to access resources and support.



Refine your Event Plan

The PGA Family Cup is a required Social Play Program and is designed to welcome the family to the club. Please review our recommended scheduling steps below to implement your event at your venue. You should discuss this with your coaching team and your club management.



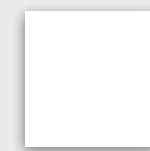
Discuss Course Access with Your Venue

Discuss with your venue a day/ time where you can gain access to the course and also an area in the club house to run a short award ceremony after the event. You should also discuss access to practice facilities for the warm up time and any optional clinic you choose to run. You may also need to reserve an area for food and beverage area at your venue.



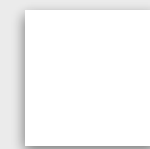
Reserve Carts

Carts are required for each team that is participating and you need to ensure you have these reserved in order to plan and implement your event successfully.



Confirm the Start and End Time of Your Event

It is recommended that the day will be 3 hours in length giving enough time for the juniors to attempt each of the challenges and move around each of the stations.



Decide on Your Event Date(s)

You have the flexibility to run as few or as many of these events to suit your program. You should schedule the event on a date to maximise engagement from those who are participating in your program.

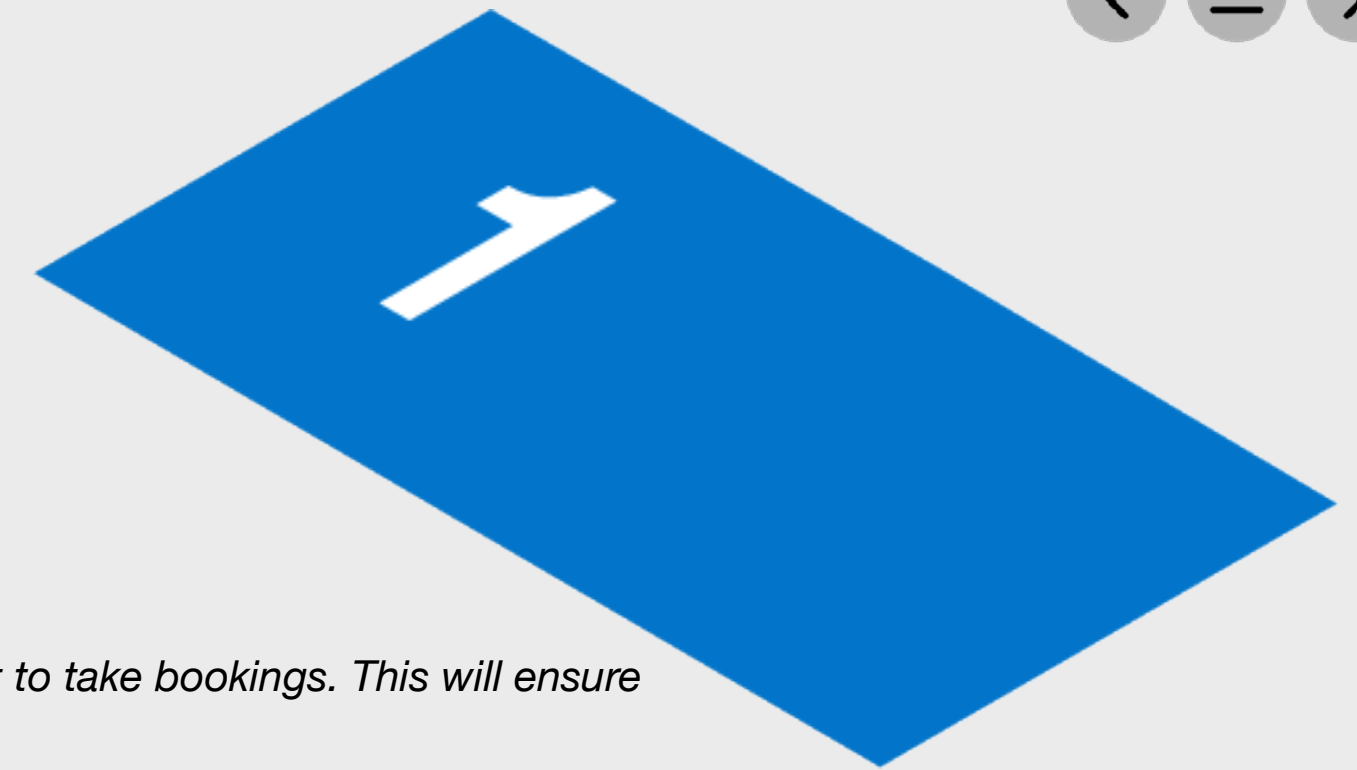


Price Your Event

You need to clearly price your event, taking into account cart fees, any food and beverage you offer, prizes, on course supplies and also if you decide to run a clinic prior to the event. Guidance is the event should cost \$125 - \$250 per team. Each team is also required to register with the PGA for \$45 and they will receive their team kit.



Step 1 - Scheduling and Planning Cont...



Schedule your event on GLF. Connect

The key elements for setting the event on your GLF. Connect system are:

- Select the Junior Social Play program template in the Class Builder
- Add to the Crush It Junior Events and Social Play program filter
- Assign to the Crush It MyGame+ program
- Add the member and non-member pricing for your event (Excluding \$45 Family Registration)
- Add the event places as a maximum of 36
- Set the registration periods in line with when you want to take bookings. This will ensure the event is visible on your online booking system
- Ensure you add the event to each of coaches schedules who will be assisting on the day
- Ensure you assign the revenue that is generated for the event correcting across your coaching team and for any non coaching revenue

