

Question	Answer Options	Comments
1 Club Name	Fill in	If your facility has separate club rosters for a men and womens league, you can use one form for both if pricing, etc. are the same. List Men & Women in club name.
2 Name of person submitting this form	Fill in	In case the AGA has questions
3 Contact email address	Fill in	In case the AGA has questions
4 Allow online RENEWALS	YES is the only option	You must allow online RENEWALS to participate. You may opt out of NEW member registrations, but not RENEWALS.
5 Allow online NEW MEMBERS	YES or NO	Not required. You can still manually add new members to your roster. You will need to collect AGA dues from member. AGA will bill you at the end of each month.
6 If YES to #5, do you want approve/deny NEW MEMBERS or let the system automatically approve all applications?	Club Approval or Automatic Approval	Club Approval: You will receive an email notice of NEW MEMBER applications. You can accept or deny directly from the email, or in Golf Nations. These members are listed on the roster tab as PENDING, above your regular roster. The member will not be activated to your roster until accepted. Members not accepted within 25 days are automatically denied.
		Automatic Approval: All NEW MEMBERS will be added to your club roster at the time of the online registration.
7 If NO to #5, do you want approve/deny RENEWING MEMBERS that have lapsed 3 months or let the system automatically approve?	Club Approval or Automatic Approval	Club Approval: You will receive an email notice of RENEWING MEMBERS that have lapsed over 3 months. You can accept or deny directly from the email, or in Golf Nations. These members are listed on the roster tab as PENDING, above your regular roster. The member will not be RE-activated to your roster until accepted. Members not accepted within 25 days are automatically denied.
		Automatic Approval: All RENEWING MEMBERS will be RE-activated to your club roster at the time of the online renewal, regardless of how long their membership has lapsed.
8 Allow members to set up automatic renewal during checkout?	YES or NO	Members credit card will be billed 1 month prior to membership expiration and their membership extended for the next year. A reminder is sent 2 weeks in advance with an option to opt out. If you currently allow auto renew and do not continue, the system will turn off any members that are currently set up to auto renew. You can review your roster in Golf Nations to see if you have members opted into auto renew. Please note that Add-ons (hole in one, ect), if offered cannot be autorenewed, only the membership fee can be auto renewed.
9 Does your club require a Resident ID?	YES or NO	If yes, the Resident ID would be required for members to join/renew.
10 What is the make up or your AGA club?	MEN, WOMEN or BOTH MEN & WOMEN	Choose one option.
11 Club Contact to be listed on the website if the individual has questions	Fill in	This information will be provided in the online registration confirmation email the member receives and also listed on the AGA website JOIN page.
Club Contact Telephone	Fill in	
Club Contact Email	Fill in	
12 Help Us Promote your Club - To avoid people joining the wrong club, please provide information about your club that we can post on our website such as dates of play, course(s) played, etc. Also include any restrictions or requirements for membership such as age, residency, work requirements, sponsorship requirement, expectation to play in some or all of your events, etc.	Fill in	You can view what you currently have displayed until August 30th on the AGA website JOIN page. You will need to be signed out of your dashboard to view. If you are logged into your dashboard the JOIN page only displays available clubs for you to JOIN as a new member. Click on the + to the left of club name to see your current club information. This will not be viewable in September when the online registration is turned off as we update for next year.
13 Confirmation of Online Registrations Notifications		List who should receive an email notification of online registrations. If you require club approval for NEW MEMBERS, they will receive the email application to accept or deny. Contact Susan Woods if you have more that 4 contacts.
Name and Email	Fill in	
Name and Email	Fill in	

	Name and Email	Fill in	
	Name and Email	Fill in	
14	The AGA will always collect AGA dues. Do you want additional club dues collected for your club?	YES or NO	The dues collected on your behalf, less any charges for manually added members will be processed via ACH direct deposit or Chase Bank bill pay paper check by the 10th of the following month.
15	If YES to #12, Do you want the club fees collected on your behalf deposited by ACH directly into your clubs account (preferred & faster) or by check?	ACH or CHECK	ACH - If you already receive ACH deposits, your information is already on file. Type: ON FILE and continue to #14 If new to ACH we will need: *The name on the bank account (Club name or an individuals name) *Is it a business or personal account? *Routing number: *Account number:
			CHECK - Check will come from Chase Bank Bill Pay and takes 5-7 days longer than ACH deposits. Notify Susan Woods of any changes during the year. We will need: *Name the check should be made out to (club name or an individuals name) *Mailing address.
16	If YES to #12, does your club charge a fee for Junior members under the age of 19?	NO or YES with price	AGA provides complimentary memberships to Juniors.
17	If Yes to #12, list your membership type and pricing		
	Membership Type 1	Fill in	We can set up as many membership types/pricing as you have (Regular Membership, Handicap Only, Renewal, New Member, Early pay, Mid year, ect)
	Dues (excluding AGA portion - your club dues only)	Fill in	What dues do you want the AGA to collect on your behalf?
	Effective Date	Fill in	Leave blank <u>unless</u> you offer different prices throughout the year. Ex: Early Renewal or Mid Year Discount
	Membership Type 2	Fill in	
	Dues (excluding AGA portion - your club dues only)	Fill in	
	Effective Date	Fill in	
	Membership Type 3	Fill in	
	Dues (excluding AGA portion - your club dues only)	Fill in	
	Effective Date	Fill in	
	Membership Type 4	Fill in	
	Dues (excluding AGA portion - your club dues only)	Fill in	
	Effective Date	Fill in	
18	If yes to #12, Add-ons: If you would also like to list additional optional fees, we can collect those for you as well. (e.g. Hole In One club, Presidents Cup, skins, etc)		Please note that if you offer automatic membership renewal for your members, they will not have the option to auto renew Add-ons, only the membership fee. If you have more than 3 Add-ons contact Susan Woods.
	Add-on #1 Description	Fill in	
	Add-on #1 Amount	Fill in	
	Add-on #2 Description	Fill in	
	Add-on #2 Amount	Fill in	
	Add-on #3 Description	Fill in	
	Add-on #3 Amount	Fill in	
	Notify Susan Woods of any changes that need to be made during the year.		
	Thank you and be sure to hit the submit button.		