

## **INSTRUCTIONS FOR ON-LINE MEMBERSHIP RENEWAL**

1. Go to the RIWGA website: [www.riwga.org](http://www.riwga.org)
2. Click on the **On-Line Registration Link**
3. Click on **Login/sign up** in the upper right-hand corner.
  - a. For **“Existing Users/Members”** Sign in with your User Name and Password. Your original log-in info was User Name : your GHIN # (do not use the leading “0”, i.e. 123456 not 0123456) and password: First and Last name initials followed by 1234. Example: Jane Doe would be JD1234. If you are having trouble click the “Recover User Name and Password” Link.
  - b. For **New Users**: Enter your GHIN number – this will be your user name and your last name
    - i. Complete the **New User Registration** –create a password and be sure to fill out all information requested
    - ii. Click **Register**
4. Click the **Log In** Button and click on the **RIWGA Annual Membership** link.
5. Check the box next to 2013 Membership
6. Click **Register**
7. On the Member Program Sign-up Page fill in your credit card information and click **finish**

**You will receive e-mail confirmation of your transaction.**

**Once you have joined the Association you will be able to sign up for all tournaments. Just click the box to the left of any tournament you wish to sign up for and click “register for selected events” at the top of the page. You will then go to the payment screen where you will enter your credit card information. You do not have to register for all tournaments at once – you may do it one at a time or all at once. Remember your credit card will be charged immediately for any tournament you register for.**