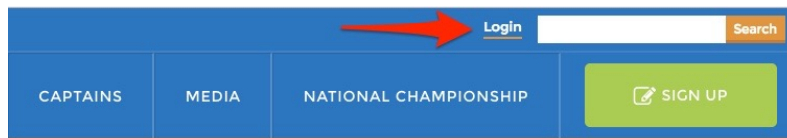


# How do I edit my registration entry?

Assistance with updating any information with your registration entry (i.e. phone number, facility address, price, close date) follow the instructions below. 11/21/2016



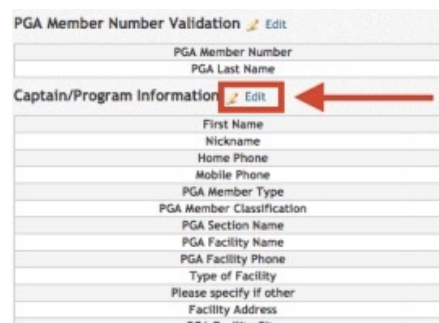
- Step 1: Login to your SportsEngine account
  - » Navigate to [www.pgajlg.com](http://www.pgajlg.com)
  - » In the upper right hand of your screen, click the "Login" button



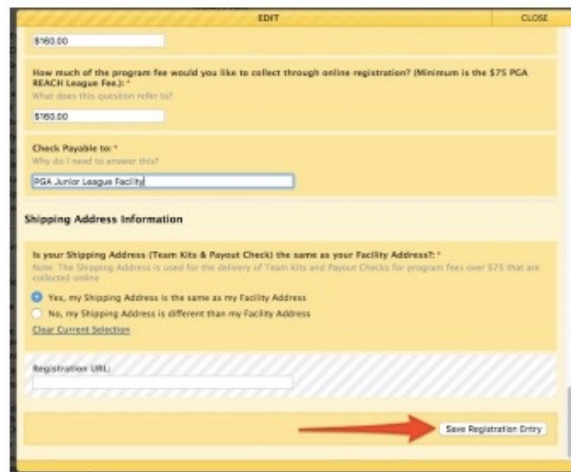
- Step 2: Once logged in, select 'Registrations' from your SportsEngine dashboard
  - » In the upper left hand corner on the screen, click the dropdown arrow next to your username
  - » Select 'Registration' from the dropdown menu



- Step 3: Click on the registration entry you wish to edit
- Step 4: Edit information
  - » Click 'Edit' next to the section of information that the item you wish to update is under



- Step 5: Update registration entry
  - » Click the 'Save Registration Entry' button in the bottom right corner of the box



The screenshot shows a registration form with a yellow background. At the top, there are 'EDIT' and 'CLOSE' buttons. The form contains several sections: a text input field with '\$100.00', a question about program fees, another text input field with '\$100.00', a 'Check Payable to' section with a dropdown menu showing 'PGA Junior League Facility', a 'Shipping Address Information' section with radio buttons for 'Yes, my Shipping Address is the same as my Facility Address' (selected) and 'No, my Shipping Address is different than my Facility Address', and a 'Registration URL' text input field. At the bottom right, a red arrow points to a button labeled 'Save Registration Entry'.