

# VOLUNTEER REGISTRATION TUTORIAL

2022 VOLUNTEER





## ***Pre-Registration Punch List***

*“We’d like to extend a special thank you to all dedicated volunteers, without them, none of this would be possible.” - Charles Schwab & Co.*

***Before you click REGISTER HERE...  
make sure you have the following  
information ready***

- Contact Information
- Emergency Contact Information
- Top Two Committee Preferences
- Golf Polo & Jacket Size & Headwear Options  
(unisex visor, ballcap, women visor)
- Credit Card Information  
(billing address and zip must match credit card)

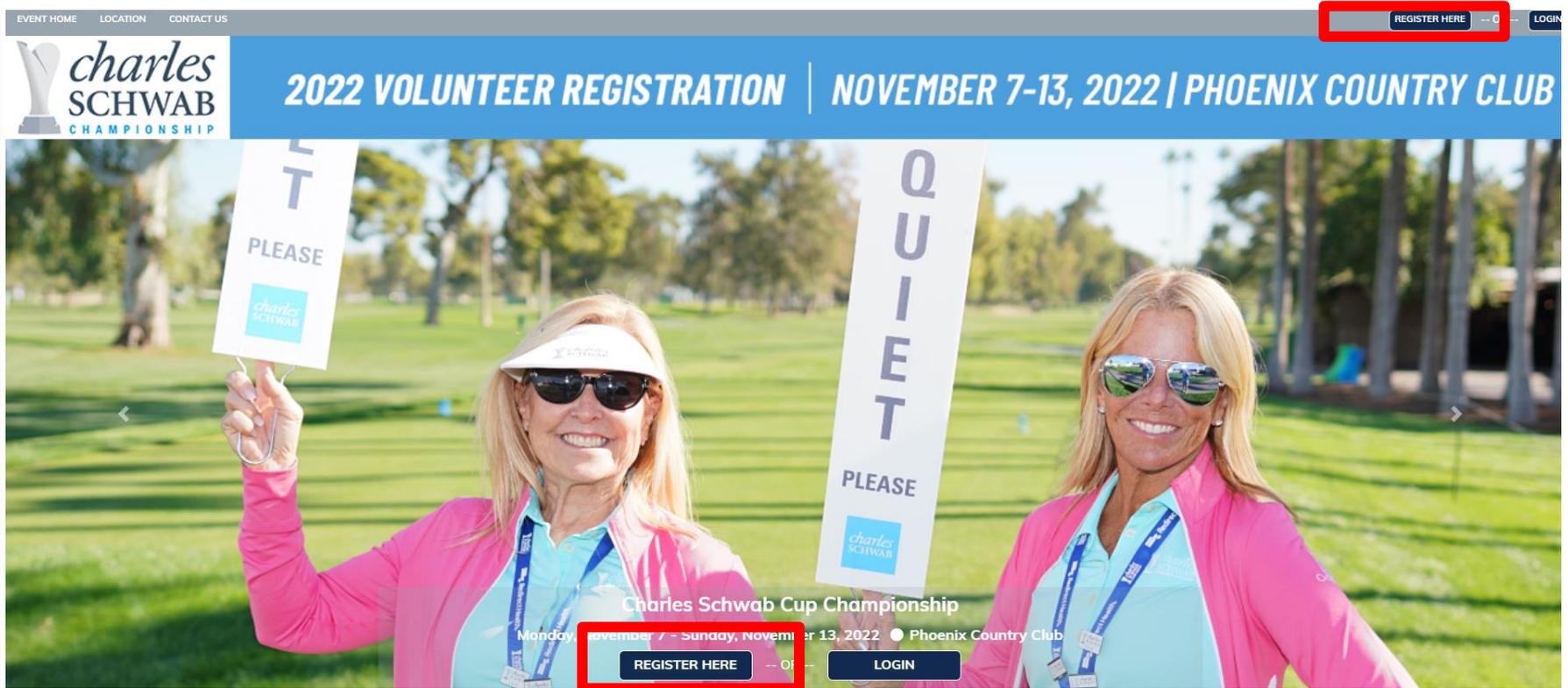
## *Before you click REGISTER HERE...**IMPORTANT REGISTRATION TIPS***

- IMPORTANT:** If you have registered at a 2022 PGA TOUR Championship Management Event or Co-Sanctioned event that utilizes the NEW Trust Event Solutions software, you **MUST** utilize that Username and Password and **NOT** create a new one.
- WHY?** It stores your information already and avoids duplicates. If it states “email already exists” click send login username and password to your email address and register that route.
- Be **PATIENT** as it “spins” to the next page
- If it does not take you to the next page, it means you have missing data – look for orange boxes. If it spins for over 5 minutes, refresh/sign-out and sign back in
- Confirmation email will arrive from [CSCC@TrustEvent.com](mailto:CSCC@TrustEvent.com)  
*Be sure to SAVE this email address in your contacts (NEW email)*

# HOW TO REGISTER

[CLICK HERE](#) to access the 2022 Charles Schwab Cup Championship Volunteer Registration Page.

Select “**REGISTER HERE**” to begin the process. Two locations of where you can start to register.



# SELECT VOLUNTEER TYPE



Welcome to the 2022 Charles Schwab Cup Championship Volunteer Registration.

Select your **VOLUNTEER TYPE** and Click **Continue** button.

*If you have a code to enter, please note it's case sensitive.*

## Volunteer Types

**Adult Volunteer**

Please select this option if you are a new Charles Schwab Cup Championship volunteer for 2022 or if you **did not** volunteer in 2021.

**Returning Adult Volunteer**

Please select this option if you were an active volunteer in 2021 and enter the code

**Division Chairman & Committee Chairman**

Only register if you hold a Chairman position

**Youth/Collegiate Volunteer**

please reach out to [KristiLeeFowls@pgatourhq.com](mailto:KristiLeeFowls@pgatourhq.com) for the access code if you are a student volunteer

**Continue**

**NOTE:** If you enter and type in a code in the box and click **“CHECK.”** Confirmation when a green message appears stating **“Security Code is valid, please continue below”** message displays, click **“CONTINUE.”**

## 2022 VOLUNTEER REGISTRATION | NOVEMBER 7-13, 2022 | PHOENIX COUNTRY CLUB

### Select User Name & Password:

Please select a user name and password. In doing so you will be able to log back into our registration system at any time.

\* Mandatory Fields

Username \* Please use a minimum of 5 characters

Password \* Please use a minimum of 5 characters

I'm not a robot   
reCAPTCHA  
Privacy - Terms

- Create & Type in your **USERNAME** — it can be anything just 5 characters (write this down), unless you have one from a 2022 event that utilizes the NEW Trust Event Solution software
- Create & Type in your **PASSWORD** — it can be anything just 5 characters (write this down), unless you have one from a 2022 event that utilizes the NEW Trust Event Solution software
- Hit and check “I’m not a Robot”
- Click **Continue**

**IMPERATIVE:** WRITE YOUR USERNAME AND PASSWORD DOWN, as you will need to log back in to check your assigned shifts, update preferences, etc.

PGA TOUR or Trust Event Solutions does have access to your username or password.

## Enter Contact Information & Emergency Contact & 1<sup>st</sup> and 2<sup>nd</sup> Choice Preferences

Make sure to answer all questions that have an asterisk = \*

Click **Continue** button and be patient. If it's not moving to next page, see if you missed a question and it will be in orange box or message in red stating “ \_\_\_ is required!.”

### Contact Info

\* Mandatory Fields

Prefix:

First Name: \*

Email: \*

Organization:

Address: \*

Country:

State: \*

City: \*

Zip Code: \*

Mobile: \*

Yes, I would like to receive text messages regarding this event.

Email: \*

Email is required!

### NEW FEATURE!

**CLICK YES:** You have the option to opt in to receive text messages during tournament week from the Charles Schwab Cup Championship. As an ambassador of the event, we encourage you to select this option to ensure you receive all tournament updates.

All Volunteers are required to **work a minimum of three (3) days**. Positions are filled with a completed and paid application. No spots will be held for any committee.  
**Note:** Transportation and Golf Cart Shuttles Committees require minimum age of 25 years.  
 All committees will be filled on a first-come, first-served basis and volunteers have PAID in FULL.

## Committee Preferences

If you wish to work with other individuals, enter their names here

First (1) Committee Preference \*

Second (2) Committee Preference \*

Third (3) Committee Preference

By submitting your registration, you become a PGA TOUR volunteer and both the PGA TOUR

**Continue**

- Select your **committee preference**
- along with your **shift preferences.**
- Once complete, select **“CONTINUE.”**

## Committee Preferences

If you wish to work with other individuals, enter their names here

First (1) Committee Preference \*

To inventory, distribute and maintain tournament supplies such as ice, coolers, drinks, and spectator information to designated areas. Volunteers may also work with UPS, FedEx and any other carrier service that delivers to the tournament on receiving/shipping packages during tournament week. Committee requires a significant amount of lifting. Golf cart operation may be required. **Must be at least 25 years old with a valid driver's license issued by the volunteer's jurisdiction of residency to operate a golf cart when transporting products.**

*Dates of Operation: Saturday - Post Monday (November 5 – November 14) Committee Minimum Age: 25*

Please indicate your availability below. 1 option per day must be selected:

Saturday, November 5, 2022 *			
<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> ALL DAY	<input type="checkbox"/> Not Available
Sunday, November 6, 2022			
<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> ALL DAY	<input type="checkbox"/> Not Available
Monday, November 7, 2022 *			
<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> ALL DAY	<input type="checkbox"/> Not Available
Tuesday, November 8, 2022 *			
<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> ALL DAY	<input type="checkbox"/> Not Available
Wednesday, November 9, 2022 *			
<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> ALL DAY	<input type="checkbox"/> Not Available
Thursday, November 10, 2022			
<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> ALL DAY	<input type="checkbox"/> Not Available

Select your **uniform sizes**

- ✓ **Volunteer Polo**
- ✓ **Volunteer Jacket**
- ✓ **Volunteer Headwear**

Select **Additional Items**

- ✓ Qty and Size(s)
- ✓ Additional Polo
- ✓ Bucket Hat
- ✓ Straw Hat
- ✓ Additional PGA TOUR Champions Jacket (TBD)
- ✓ Tournament Tickets

Once complete, click **"CONTINUE."**

Straw Hat



Straw Hat Head measurements are as follows:

S/M = 6 ½ - 7 ¼

M/L = 7 ¼ - 7 ½

L/XL = 7 ½ - 7 ¾

Floppy Bucket Hat  
University Grey Bucket Hat



Two Size Options:  
S/M  
L/XL

Select your Volunteer Polo size \*




<p>▼ Greg Norman Volunteer Jacket</p> <p><b>Included with Volunteer Package</b></p>	1	incl.	incl.
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Select your Volunteer Jacket size \*



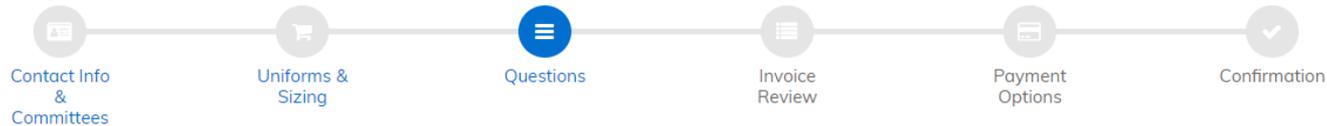

<p>▼ Volunteer Headwear</p> <p><b>Included with Volunteer Package</b></p>	1	incl.	incl.
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Select your Volunteer Headwear \*



Answer **each required question** and **acknowledge the Golf Cart Safety requirements** and the **Volunteer Terms and Conditions**. Type your name. Answer more questions....

Once complete, click **“CONTINUE.”** Pop up will display **SAVED** and continue to next screen



## Questions

\* Your First and Last Name will be printed on your volunteer badge. How would you like your FIRST NAME to appear on your badge? (i.e. James or Jim, etc.)

please type in your FIRST NAME only

\* Enter your Birthdate

\* How many years have you volunteered for the Charles Schwab Cup Championship?

\* In the event of a Monday finish, due to a weather or other delay during the Tournament, will you be willing and available to volunteer on Monday, November 14, 2022?

Yes  No

\* Would you be available to help on additional days or committees, if needed?

Yes  No

\* Are you a member of Phoenix Country Club?

Yes  No

\* Are you a Charles Schwab Employee?

Yes  No

You are almost DONE. Review your invoice and confirm all is correct. Once complete, click **“CONTINUE.”**



Please double-check and confirm all looks correct before proceeding.

## Invoice Review

Item	Qty	Price	Total
Adult Volunteer	1	\$70.00	\$70.00
Greg Norman Volunteer Polo <b>Volunteer package included</b>	1	\$0.00	\$0.00
Greg Norman Volunteer Jacket <b>Volunteer package included</b>	1	\$0.00	\$0.00
Volunteer Headwear <b>Volunteer package included</b>	1	\$0.00	\$0.00
		Total	\$70.00

If you have a promotional code please enter here and click APPLY.

Promotional Code:

**Apply**

**Continue**

So close to the end...select **“PAY BY CREDIT CARD”** and a form will appear to input your credit card information. Checks will no longer be accepted as form of payment.

**Note:** your credit card number must match your billing address and zip code. Once complete, click **“CHECK OUT.”**

## Pay by Credit Card Online

Please select this option to pay by credit card using our secure online payment system.

First Name \* (as appears on card)

Kristi Lee

Last Name \*(as appears on card)

Fowlks

Email (Optional)

great@pgatourhq.com

Billing Address 1\*

2901 North 7th Street

Billing Address 2

Country: \*

United States

ST/PR \*

Arizona

City: \*

Phoenix

Zip/Postal Code \*

85014

Type\*

--

Credit Card Number\*

CID/CVV \*

Expiration Date\*

MM/YY

Amount\*

70.00



*You should see a Confirmation Page with the message below -*

Thank you for registering for the 2022 Charles Schwab Cup Championship! If you are reviewing this page, it means you have officially completed the volunteer online registration and your application is complete and you have paid in full.

To confirm, please check your email inbox to see if you have received your confirmation email of volunteer registration. It will be arriving from Trust Event Solutions - so check your junk mailbox too. **Don't forget to write down your username and password as we can no longer lookup your password.**

Thank you,  
Charles Schwab Cup Championship Team