AJGA Active Alternate List Process

Starting with December 2026 events, individuals who are on the alternate list for AJGA Qualifiers and non-Invitational tournaments will take an active role to confirm their continued interest in being on the alternate list. An online check-in process will take place at periodic intervals (3-week, 2-week, and 1-week) prior to the event start date.

Why is this being implemented?: *The AJGA spends a lot of time outreaching to individuals on alternate lists to fill open spots in event fields. On many occasions, alternates have already made other plans or they do not respond. This delays filling event spots. This new process will help improve efficiency for both the AJGA and individuals on the alternate list, since the AJGA will only contact alternates to fill event spots who have confirmed they are still interested in being on the alternate list.*

Please note, this new process is NOT an official offer of a playing spot. It is only a tool to help ensure the alternate list consists of alternates who are still interested if a playing spot were to open in the future.

The check-in period begins on Sundays at 8 am ET.

- Each alternate will be sent an email containing a list of events for which they are listed as an alternate within the specified timeframe from that Sunday check-in date:
    - **3 week check in:** *Event Start Date = 21 - 27 days in the future (>= 3 weeks and < 4 weeks)*
    - **2 week check in:** *Event Start Date = 14 – 20 days in the future (>= 2 weeks and < 3 weeks)*
    - **1 week check in:** *Event Start Date = 7 – 13 days in the future (>= 1 week and < 2 weeks)*

- The check-in email includes the following example text, “At this point (approximately 3 weeks prior to the event(s), are you still interested in being on the alternate list? You have 24 hours from when this email was sent to submit a response for each AJGA event listed above.”
    - If Yes, select “Yes”. You will remain as an interested alternate
    - If No, select “No”. You will be withdrawn from the alternate list

- The email contains a “RESPOND HERE” link to an online form where individuals confirm their alternate list status by selecting “Yes” to remain an interested alternate or “No” to be withdrawn from the alternate list.

- Once the email is sent, the individual has 24 hours to submit a response. An individual can respond only once, and that response cannot be changed.

- Text message is sent alongside the email as a reminder to check inbox (for those signed up for text alerts).

- Alternatively, during the same 24-hour response window, alternates may respond for each event in the Player Center – My Tournaments Section – Alternate Tab before the response deadline. If they choose to respond in the Player Center, they must respond for each event listed on the email.

- After 24 hours, the “RESPOND HERE” link expires. If the alternate does not respond within the 24-hour timeframe, a reminder email will be sent informing them they will remain on the alternate list, but they will NOT be eligible to be contacted if a spot were to open. They must wait one week until the next check-in period before confirming their interested alternate status again.

- Individuals that responded “Yes” are eligible to be contacted if a playing spot opens for them. Individuals that responded “No” are removed from alternate list and receive no further correspondence for that event.

- Individuals who remain on the alternate list will need to reconfirm their alternate list interest again at the next weekly check-in interval to remain as an interested alternate.

- Once the 3-week check-in process begins, if spots open in the playing field, the AJGA will only contact alternates who have confirmed they are still interested in being on the alternate list.

The following is a Sample 3 week Check In Email

For example purposes, consider this email was sent Sunday, September 6, 2026

Subject: AJGA Alternate List - 3 week Check In - Action Needed

American Junior Golf Association

Dear Sydney AJGA,

You are receiving this email because you are on the alternate list for the following AJGA Tournaments and/or Qualifiers:

DATE	TOURNAMENT	LOCATION
September 27 - 30, 2026	**DO NOT APPLY - TESTING - PARENT EVENT #6** Marbella Country Club	San Juan Capistrano, CA
September 28 - October 1, 2026	**DO NOT APPLY - TESTING - PARENT EVENT #7** The Standard Club	Johns Creek, GA
October 3 - 6, 2026	**DO NOT APPLY - TESTING - PARENT EVENT #8** Sylvania Country Club	Sylvania, OH

At this point (approximately 3 weeks prior to the event(s), are you still interested in being on the alternate list? You have 24 hours from when this email was sent to submit a response for each AJGA event listed above.

If Yes, select "Yes". You will remain as an interested alternate
If No, select "No". You will be withdrawn from the alternate list

RESPOND HERE

Alternatively, you may respond for each event in the Player Center – My Tournaments Section – Alternate Tab before the response deadline. If you choose to respond in the Player Center, you must respond for each event listed on this email.

Do NOT respond to this email with your selection.

This email is NOT an official offer of a playing spot. It is only a tool to help ensure the alternate list consists of alternates who are still interested if a playing spot were to open in the future.

For any playing spots that open in the future, alternates will be contacted based on the alternate list order on the corresponding AJGA Event website.

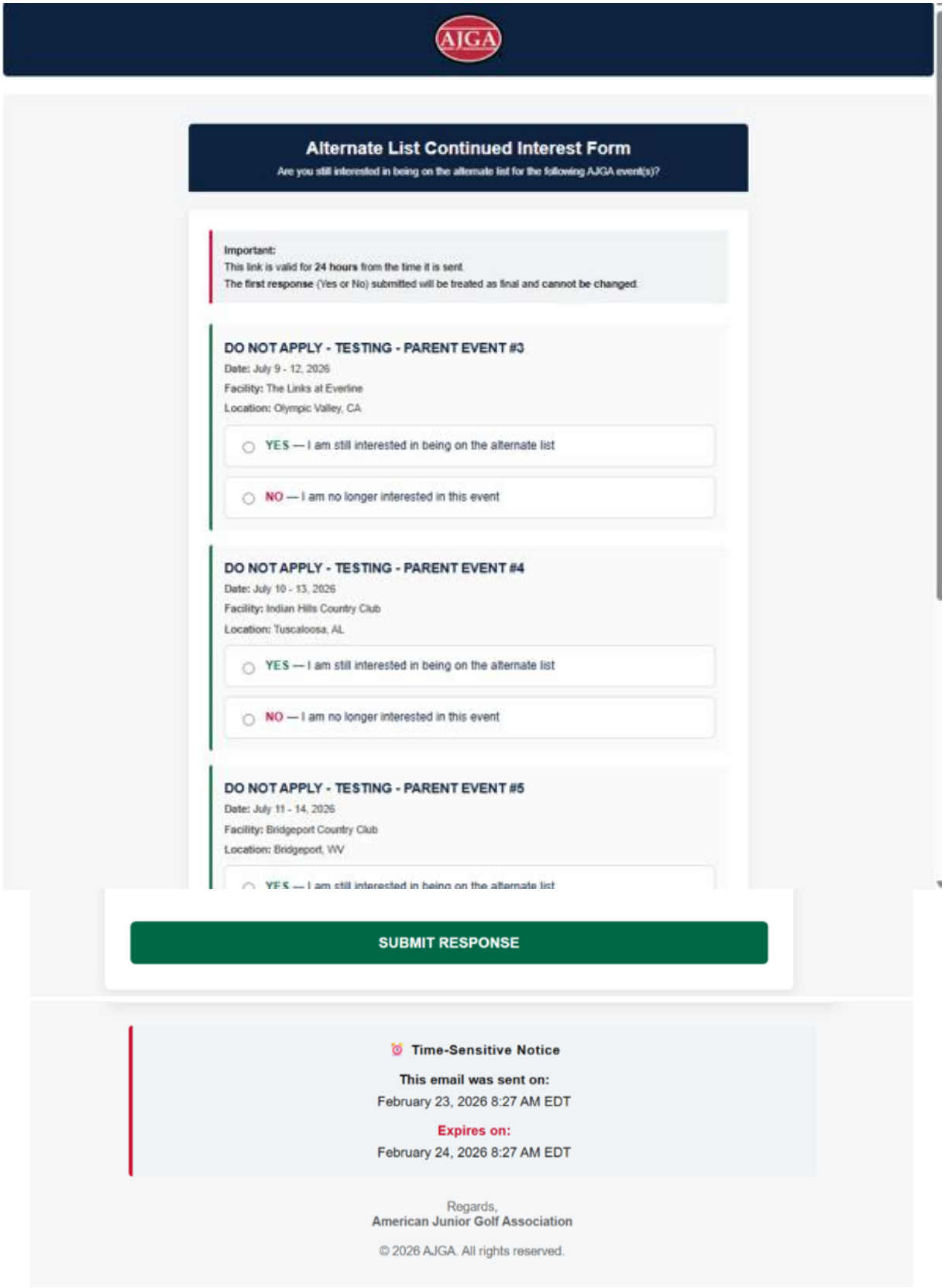
The AJGA will only contact alternates who have confirmed they are still interested in being on the alternate list. If you do not take action by the response deadline, you will remain on the alternate list, but you will NOT be eligible to be contacted if a spot were to open.

The next alternate list check-in will occur in 1 week at 8 AM ET. You will need to reconfirm your alternate list interest again at that time to remain as an interested alternate.

If you have any questions please call the Player Services Department at 770-868-4200 or email ajga@ajga.org.

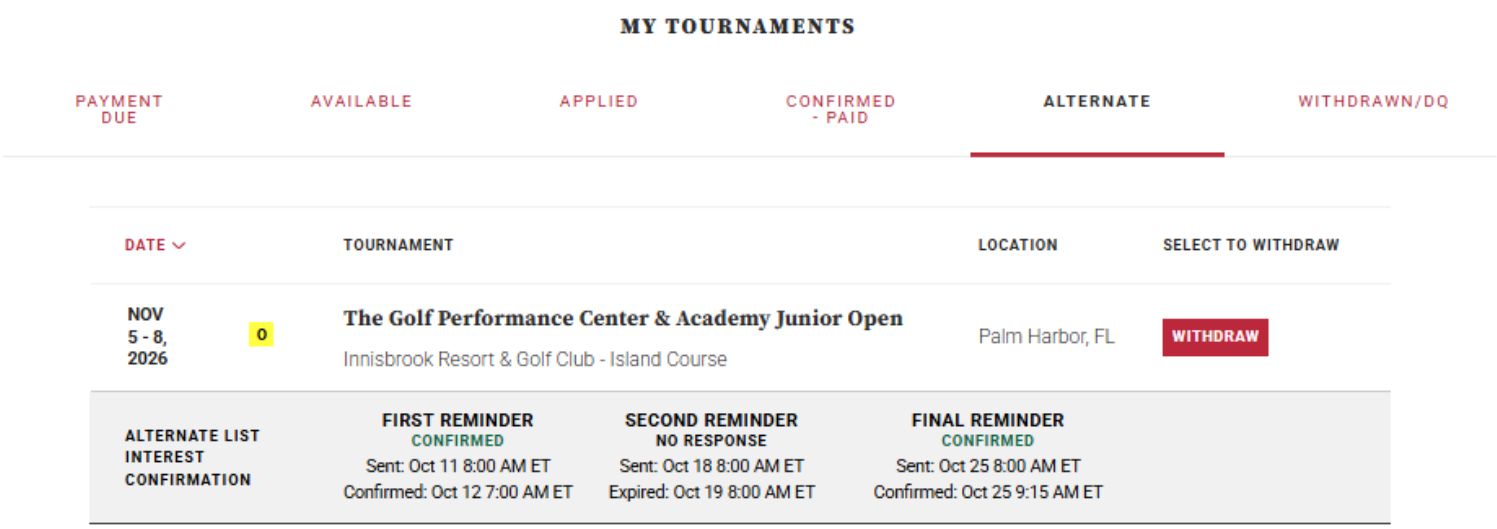
The following is a Sample Online Response Page after clicking "RESPOND HERE" in a Check-in Email:

Please note: Times & dates listed below are for example only and NOT a real-life scenario

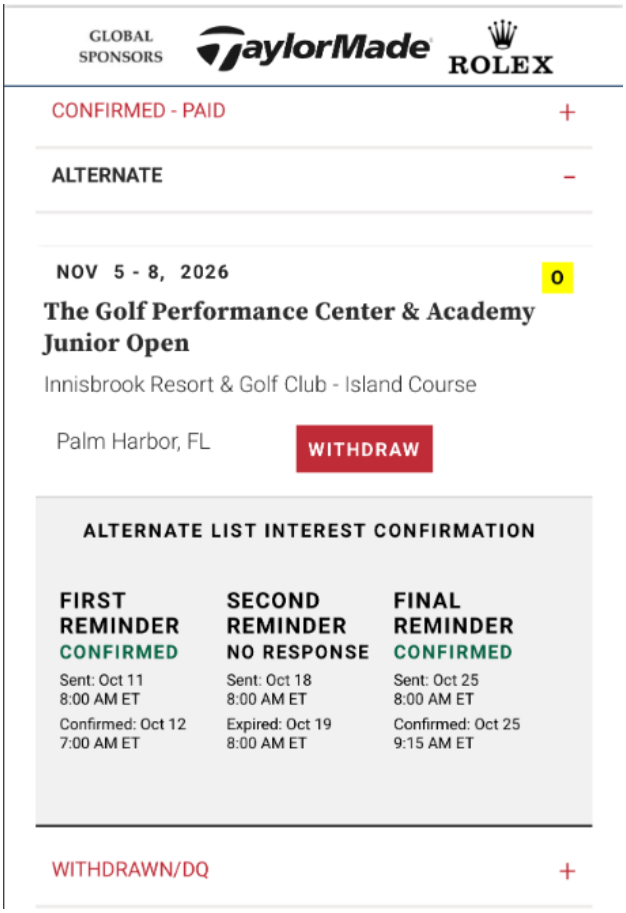


The following is a Sample Player Center View of the 3 Week Check In Process – Desktop View

In the example below, the individual responded "Yes" at the 3-week check in (First Reminder), they did NOT respond at the 2-week check in (Second Reminder), and they responded "Yes" at the 1-week check in (Final Reminder).



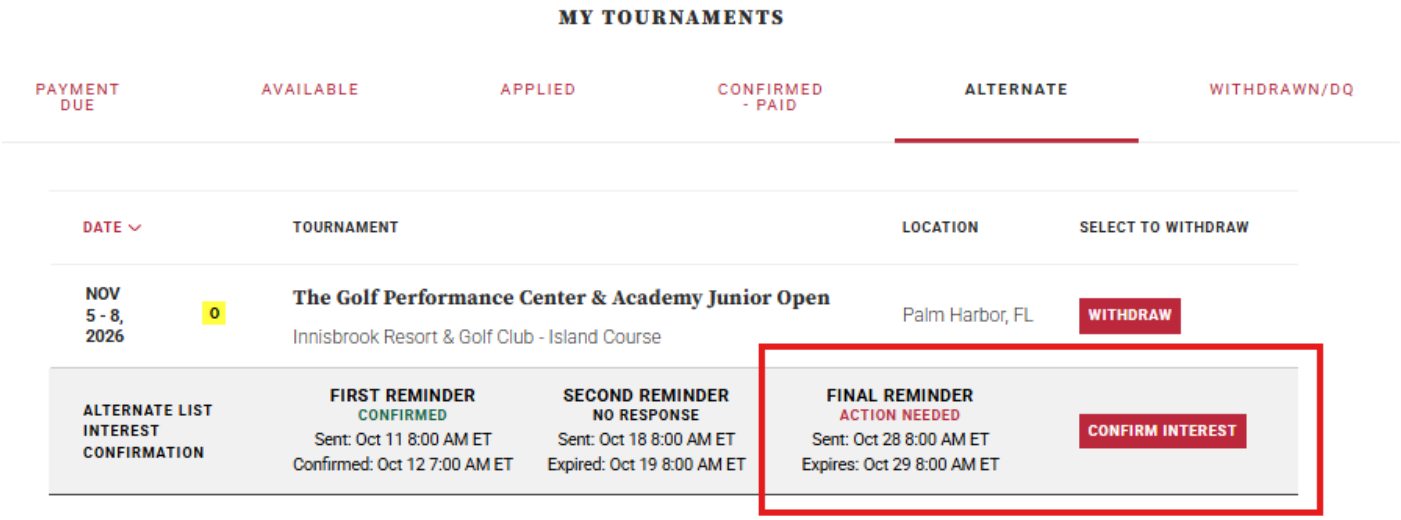
The following is a Sample Player Center View of the 3 Week Check In Process – Mobile View



The following is a Sample Player Center View of the Check In Confirmation Process (24-hour window) – Desktop View

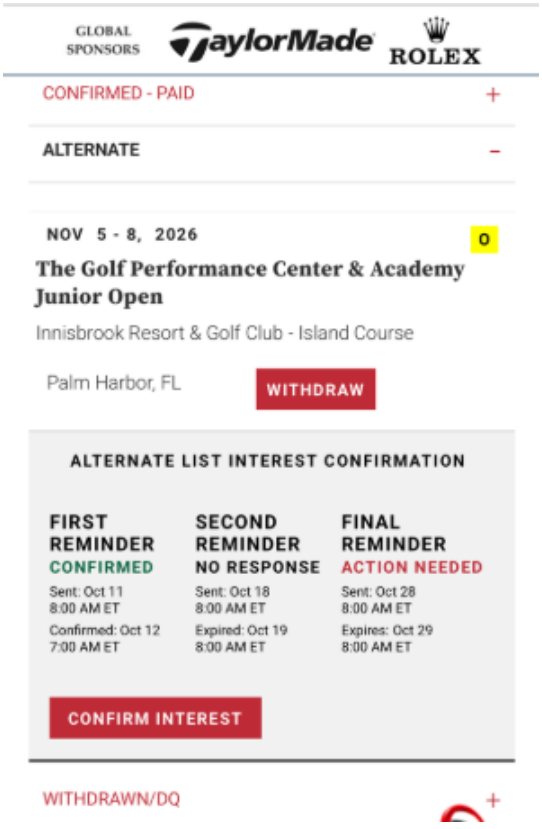
"Final Reminder" Check-In Dates have been modified for example purposes.

A "Confirm Interest" option appears during the 24-hour response window. Select "Confirm Interest" to remain as an interested alternate on the alternate list.



The following is a Sample Player Center View of the Check In Confirmation Process (24-hour window) – Mobile View

"Final Reminder" Check-In Dates have been modified for example purposes



The following is a Sample 3 week Check In NON-RESPONSE Email

Subject: AJGA – You did not respond to Alternate List Check-in email

American Junior Golf Association

Dear Sydney AJGA,

Our records indicate that you did NOT respond to the "AJGA Alternate List – 3 week Check-in – Action Needed" email that was sent yesterday to confirm whether or not you are still interested in being on the alternate list.

The 24-hour window to respond online has expired. You will remain on the alternate list, but you are NOT eligible to be contacted if a spot were to open in the event field.

The 2-week alternate list check-in email will be sent Sunday at 8 AM ET, and this will be the next opportunity (24-hour window) to confirm your interest in remaining as an interested alternate.

If you have any questions, please call the Player Services Department at 770-868-4200 or email ajga@ajga.org.

Thank you,
Player Services