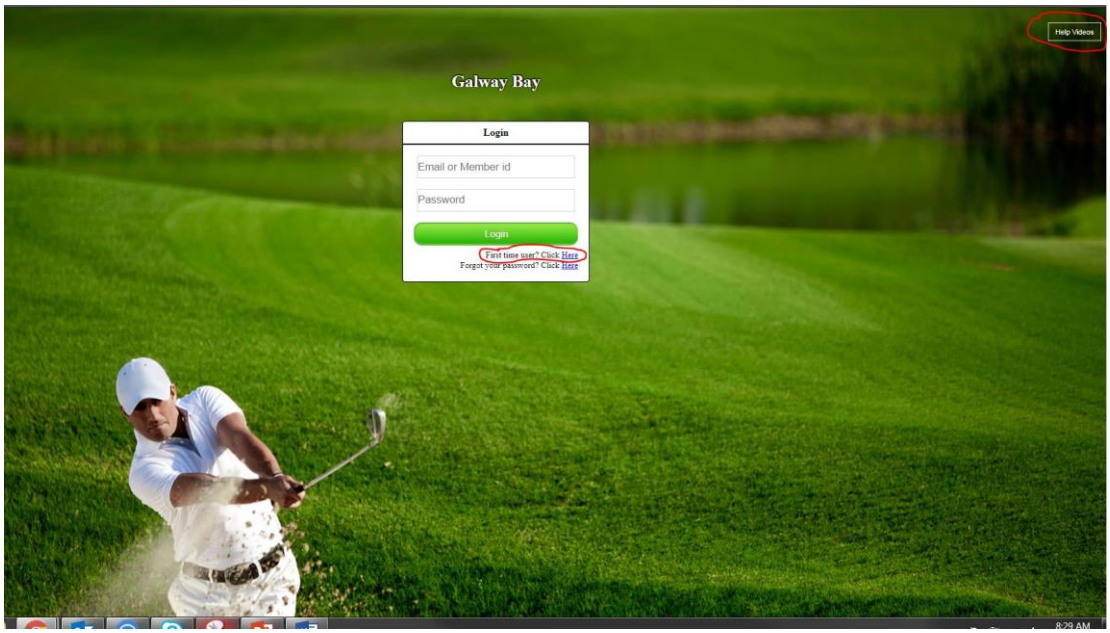
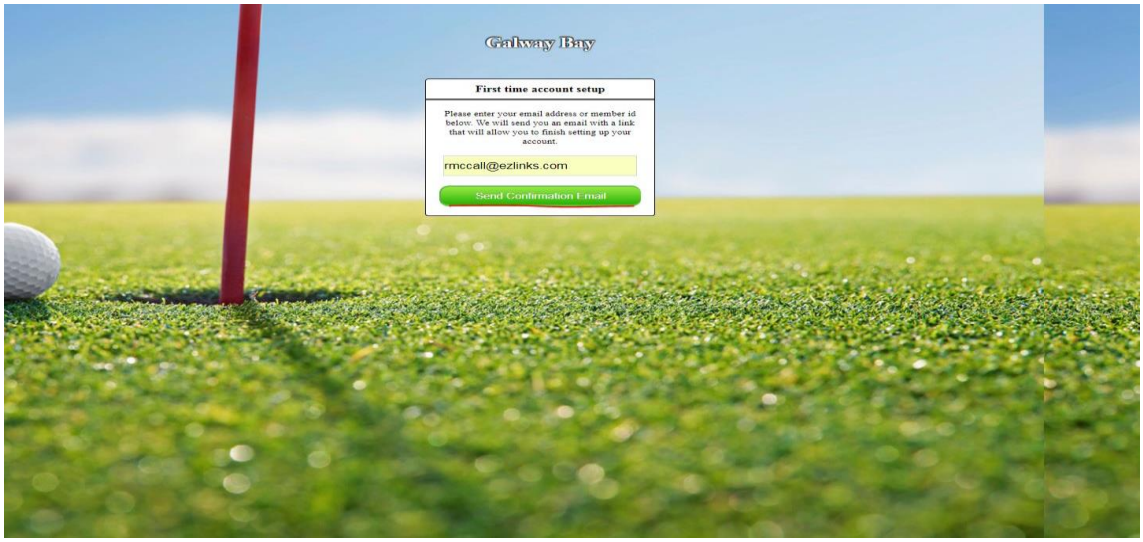
EZTEE: Member First Time Login Instructions

1. To access the ETee Member Portal open up a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, Safari preferred) and go to prgc.eteesheet.com. Once you arrive you should see the screen below. Once there click on the “First Time User” link below

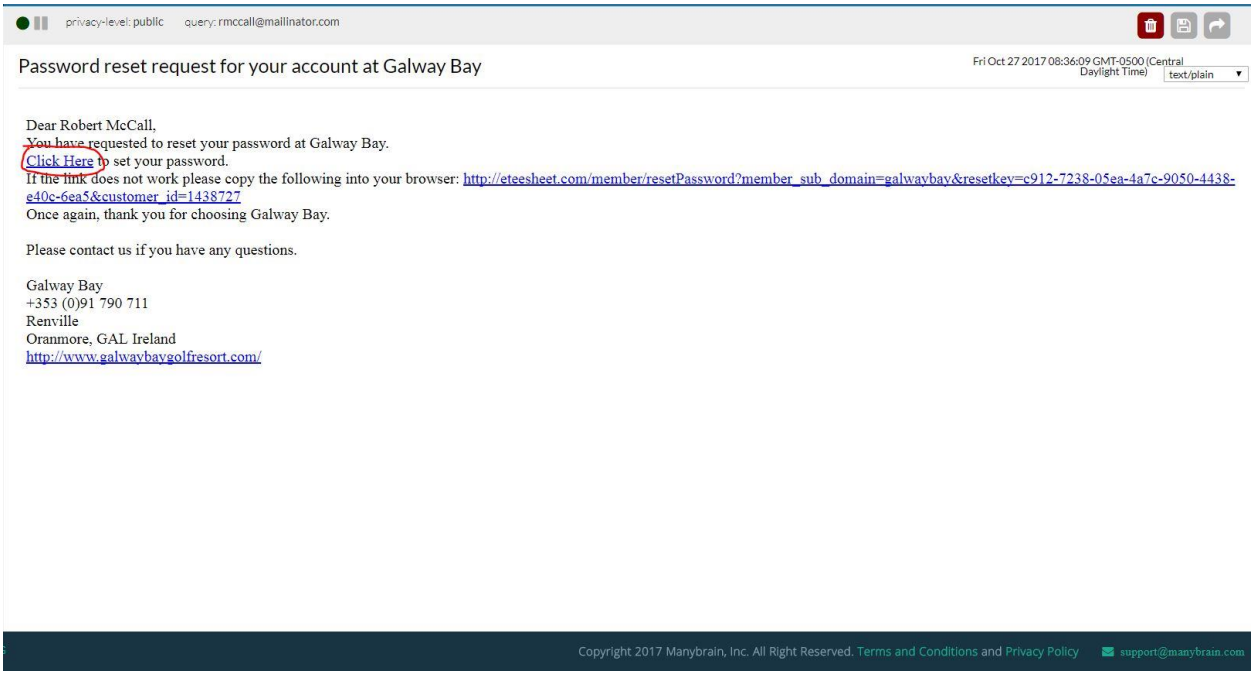


the login button. If you need any additional help there is a link in the top right corner of the screen that will take you to instructional videos.

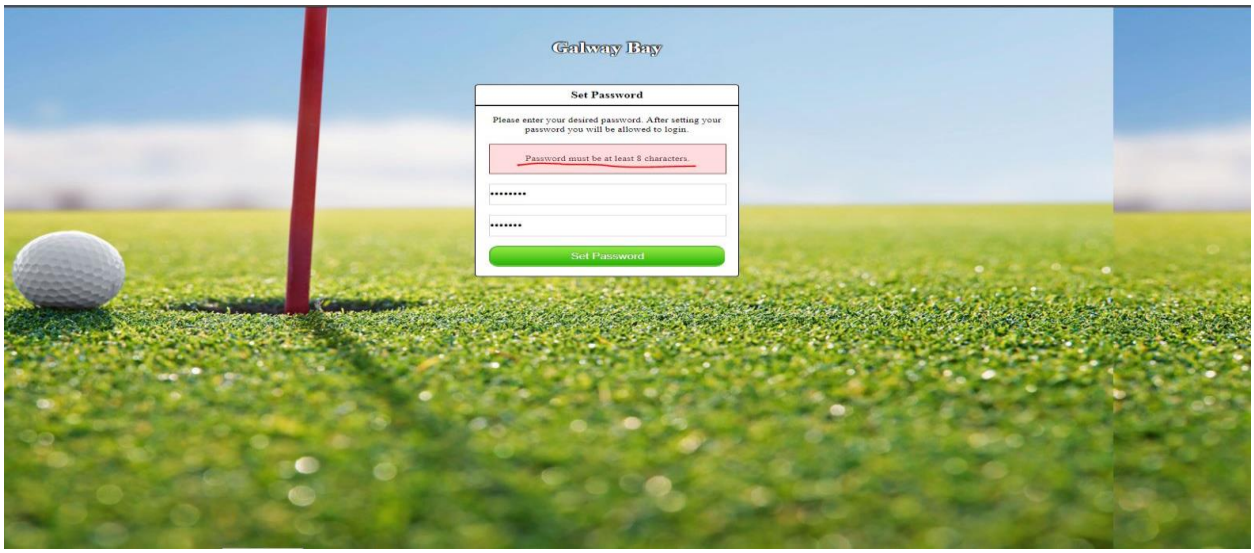
2. When you click the “First Time User” link you will be taken to a new page and prompted to enter the email address you have on file with the club. (member number will work as well). Once you put that information in click “Send Confirmation Email”.



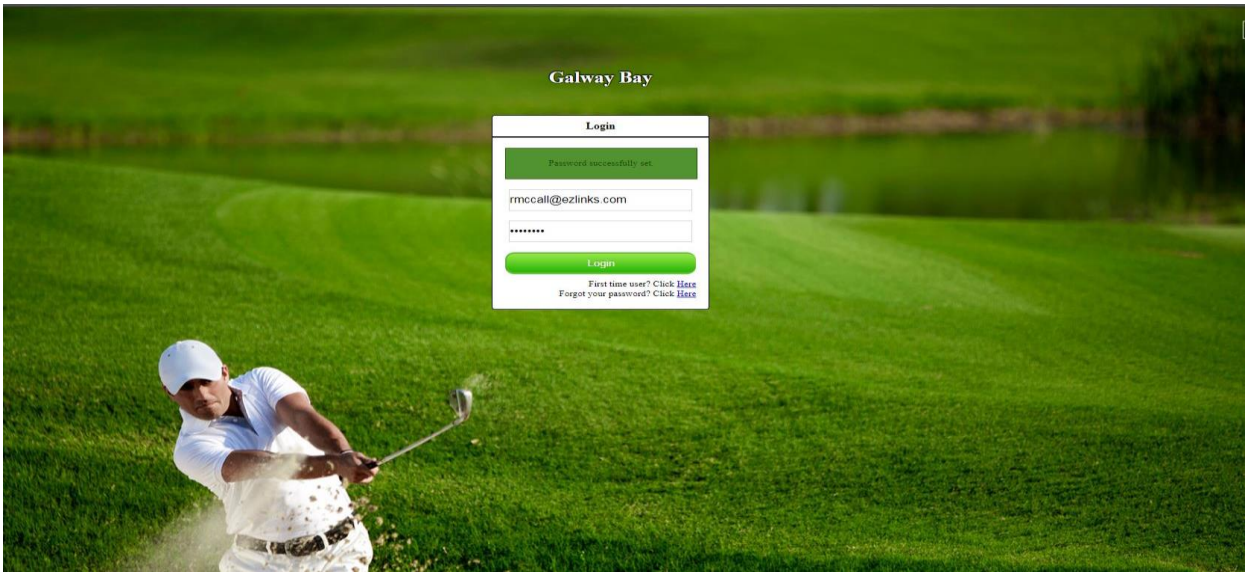
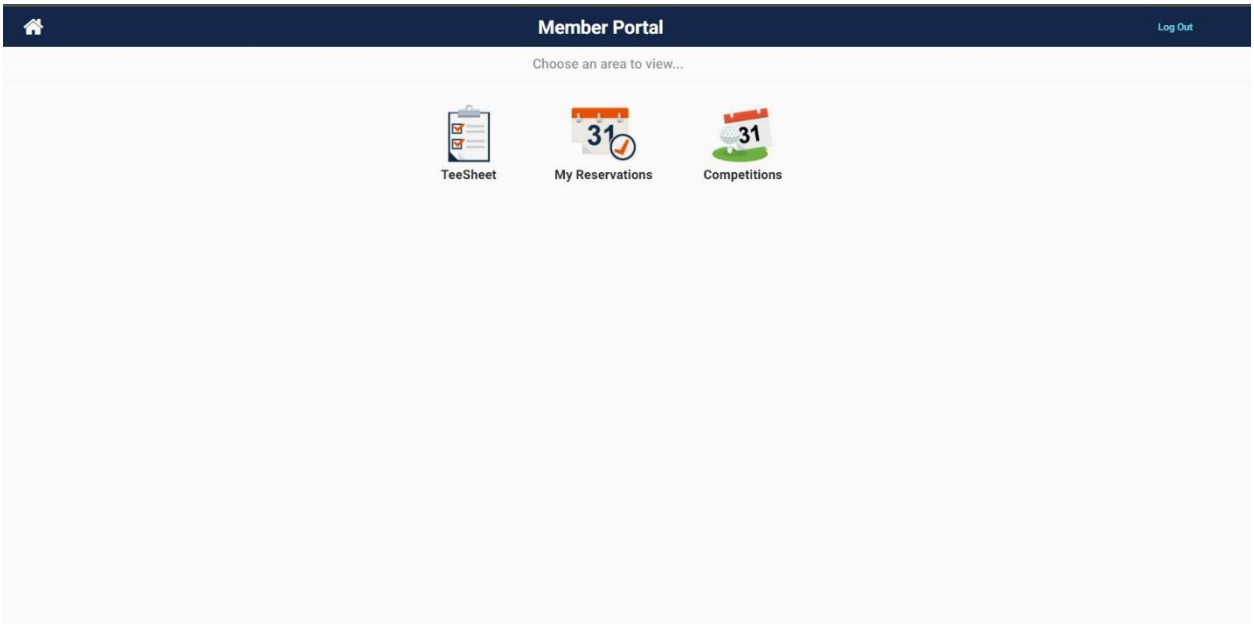
3. After you request the confirmation email you should see it in your inbox within a matter of moments. **Note: If it is not in your inbox it will be important to check other folders like junk or promotions. Depending on the email security settings the confirmation email may end up in different folders.**
   When you find the email it should look similar to the one below.



4. Click the first link in the email, and it will take you to the page below and allow you to insert and confirm your password. Passwords must contain at least 8 characters. Once your password is set, click the green set password button and the system will take you back to the login screen.



5. At the login screen you can insert your email address (member number) and your new password and login to the system.



6. Once you successfully login you will be taken to the member portal screen. From this screen you can view the tee sheet, make bookings, manage your reservations, and view competitions that are open or coming soon. (This view is also available by logging in on a browser on a mobile device. The system will adjust to the screen size of your device)