

BOARD PORTAL INSTRUCTIONS

- 1) YOU WILL GET AN EMAIL FROM THE FIRST TEE CHAPTER INVITING YOU TO JOIN THE BOARD PORTAL. THE INVITE WILL EXPIRE A FEW DAYS FROM WHEN YOU GET THE EMAIL SO PLEASE DO THIS AS SOON AS YOU CAN.
- 2) CLICK ON THE LINK IN THE EMAIL.
- 3) YOU WILL NOW BE ACTIVATED.
- 4) CLICK “LOG IN” ON THE SCREEN IT TAKES YOU TO. LOG IN TO YOUR ACCOUNT. YOUR USER NAME WILL BE YOUR FIRST INITIAL AND YOUR LAST NAME (EXAMPLE: JJOHNSON). IT WILL GIVE YOU A TEMPORARY PASSWORD, USE THIS TO LOG IN AND ONCE YOU ARE IN YOU CAN CHANGE YOUR PASSWORD.
- 5) ONCE YOU ARE IN YOU CAN CLICK ON “THE FIRST TEE OF CENTRAL COAST” ON THE TOP LEFT OF THE SCREEN, AND THEN CHOOSE “VISIT SITE” . THIS TAKES YOU TO OUR WEBSITE. YOU CAN ALSO GO TO THE WEBSITE ANYTIME BY JUST GOING TO WWW.TFTCC.ORG.
- 6) ONCE YOU ARE ON THE SITE, GO TO “ABOUT US” AND THEN CHOOSE “BOARD MEMBER PORTAL”
- 7) NOW YOU CAN SEE EVERYTHING AVAILABLE TO BOARD MEMBERS ONLY, MEETING MINUTES, FINANCIALS, HELPFUL TOOLS & DOCUMENTS ETC. WE WILL EVENTUALLY PUT EVERYTHING YOU NEED FOR MEETING HERE.