

We're excited to welcome MemberSports as the new official tee sheet partner of the Western Washington PGA. Beginning this season, all Pro-Am tee sheets will transition from ForeTees to the MemberSports platform, marking an important step in our continued effort to modernize and improve our tournament operations. This long-term partnership will enhance tee sheet management and the overall event experience for our professionals and amateurs alike.

Please read this tutorial carefully so you can view and edit your tee times this season!

What's New?

There are several **important differences**—especially related to **cart selection and booking locations**—that we need everyone to review carefully before booking.

ForeTees vs. MemberSports — What's Changed?

Feature	ForeTees	MemberSports
Course Selection	Individual course listed	Western Washington Chapter (WA) is the “course”
Cart Display	Cart count shown (1 or 2)	No number of carts shown
Cart Management	Cart-based	Walking/Riding per player
Players Per Time	You	Always 4 players (you + 3 guests)
Event Name Display	Event name visible	Temporarily shows Chapter + date only on the app and under reservations. Event names can be found by clicking the date of an event (similar to ForeTees).

IMPORTANT: Cart Selection (HUGE, IMPORTANT CHANGE!)

This is one of the **most important differences** from ForeTees.

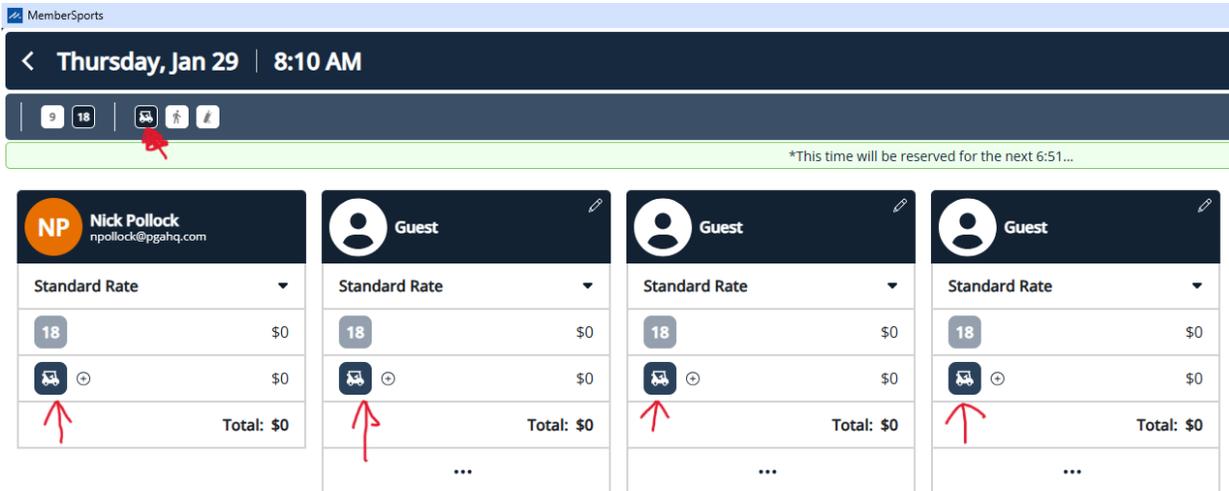
- You will **not** see a cart number next to your name
- Each tee time includes **4 players total** (you + 3 guests)
- You must select **Walking or Riding for each player**. Two cart icons under one player **does not** mean you have two carts reserved. You must note the transportation preference under **each individual player**.

How carts are counted:

- 1–2 riders = 1 cart reserved
- 3–4 riders = 2 carts reserved

Please be intentional with walking/riding selections, this is how we manage cart availability!

Example (2 carts reserved):



Player Names

- Bookings should always be **your name + 3 guests**
- Please **do not** enter amateur names or information on the registration page

Booking Location (Very Important)

- Do **not** use “Find a Course” in the app
- All WWCPGA tee times must be booked and viewed through **Western Washington Chapter (WA)** (this is the “course” name in MemberSports)

Event Names in Reservations (Temporary)

- You may currently see only “**Western Washington Chapter**” and a **date** under your reservations
- Please reference:
 - The **WWCPGA PDF Event Calendar**, or
 - The **Club Calendar**

We are actively working on improvements and will be rolling out multiple upgrades over the coming months to make this platform more streamlined and intuitive.

HOW TO USE MEMBERSPORTS

Step 1: Log In

1. Visit **<https://app.membersports.com/home>**
 2. Click **Login** and enter your MemberSports credentials
 1. Email: Your email address where you receive Chapter communications
 3. A temporary password was emailed to you. If it expired, or you don't have it, click the "forgot password" button. Please update your password!
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Step 2: Select the Correct "Golf Club"

1. Click the **Search Golf Club** field
2. Select **Western Washington Chapter (WA)**
3. Click **Update**

This ensures you are viewing WWCPGA tee times and reservations. This should also be found under your favorites.

To Book a Tee Time

1. Click **Book Tee Time** in the left-hand menu
2. Click the **Calendar** and select your desired date
3. Scroll to find an available tee time
4. Click **BOOK THIS TIME**
5. Confirm:
 - Player names (you + 3 guests – DO NOT ENTER GUEST NAMES)
 - Walking or riding selection **for each player (to ensure you have enough carts requested – see above in this document) – CARTS ARE REQUESTED BY DEFAULT!**
6. Click **Book Tee Time** to confirm

Your booking will then appear under **My Reservations**.

To View or Cancel a Tee Time

1. Click **My Reservations**
2. Locate your scheduled tee time
3. Select **Edit Button (pencil) - This is where you can edit cart/walking requests**

OR

Select **Delete Booking (trash can)**

4. The “**Invite Player**” button is not being monitored currently, please **don’t use it!**

 Deleted bookings cannot be undone.

Thank you for your patience as we transition to MemberSports. These changes will allow us to better manage tee times, carts, and events across the Chapter, and we appreciate your cooperation in making this system work smoothly for everyone.

If you have questions, please don’t hesitate to reach out.

Thank you,

Nick Pollock, PGA
Executive Director
Western Washington Chapter PGA