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## MEMBERSHIP ACTIVATION & PAYMENT OVERVIEW

# Step 1:

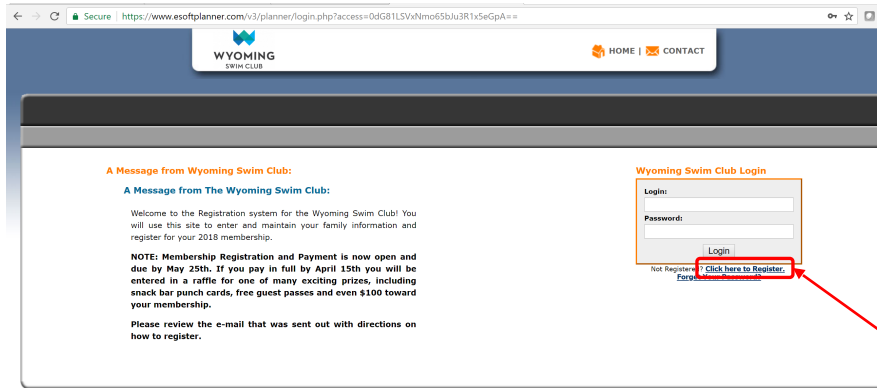
## Go to Registration Website

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### 2 Options:

1. Go to [www.WyomingSwimClub.com](http://www.WyomingSwimClub.com)
  - Click on Membership
  - Click on “Sign Up Here”
2. Go directly to membership system using below link
  - [Wyoming Swim Club - eSoft](#)

# Step 2: Register



- eSoft Planner is the membership management software that the Wyoming Swim Club has chosen to streamline member registration & payment
- First time users will need to start by clicking the “Click here to register” text

# Step 3a: Complete Basic Registration Info



**Login Information**

Both must be at least 6 characters long. We recommend including numbers and uppercase letters as well.

\*Desired Login  6-15 Characters

\*Password

\*Confirm Password

**Profile Information**

\*Email

\*First Name  \*Last Name

Organization/Team:

\*Address

\*City  \*State

\*Zip  \*Primary Phone

Work Phone  Secondary Phone

Fax

Secondary Email

\*Birthdate Jan ▼ 01 ▼ 2018 ▼ Gender

\*How Did You Find Us? Please Select ▼

Email Reminders ☐ (You will only receive email reminders for your scheduled events)

Parent/Guardian:   
(If you are under 18 years old please enter you parent/guardian's name)

- Create login and set password
- Provide Key/Primary contact information (fields with an Asterix are required)
  - Additional Family Members will be added later
- Note: WSC is not yet using this software for event scheduling. You may leave this box unchecked
- Note: You may leave Parent/Guardian field blank.
  - You will add children in a subsequent step

# Step 3b: Acknowledge Waivers



<b>Registration Waiver</b>
<a href="#">Click here to view Registration Waiver</a> * <input type="checkbox"/> I have read and agree to the Registration Waiver
<b>Marketing Waiver</b>
<a href="#">Click here to view Marketing Waiver</a> <input type="radio"/> Yes, I give permission to this facility to use my child's photo for marketing purposes. <input type="radio"/> No, I don't give permission to this facility to use my child's photo for marketing purposes.

Register

- Confirm and agree to the registration waiver
- Wyoming Swim club does not have a formal marketing waiver, rather select if photos can be used for marketing purposes (*i.e. Website, Facebook posts, Wyoming Living, etc.*)
- Click Register
- Upon completion of registration you will be asked to log in using your new credentials
- You will also be sent an email with your account and password information

# Step 4: Confirm Information

**Profile Information**

\*First Name  \*Last Name

Organization/Team:

\*Address:

\*City  \*State

\*Zip  \*Primary Phone

Work Phone  Secondary Phone

Fax

\*Email

Secondary Email

Birthdate    Gender

Email Reminders ☒ Select if and when you would like to receive email reminders for your scheduled events.  
☐ 6:00 am - day of event | ☐ 6:00 pm - day before event | ☒ Both

☐ Select if and when you would like to receive text reminders for your scheduled events.  
Text Reminders ☐ 6:00 am - day of event | ☐ 6:00 pm - day before event | ☐ Both  
Phone Number  Mobile Carrier

Promotional Emails ☒ (Check if you want to receive promotional emails from Wyoming Swim Club)

Parent/Guardian:   
(If you are under 18 years old please enter you parent/guardian's name)

Barcode: N/A

- Confirm Profile Information
- You may ignore both the email and text reminder selections.
  - WSC is not yet using this functionality
- Opt in for Promotional reminders
  - You will have the option later to decide which emails you receive
- Click Continue

# Step 5: Select Interests



## My Interests

**To select your interests:**

- Check the boxes that indicate your areas of interest
- Click the Update button at the bottom of the page

**\*Note:** Please check back periodically to update your areas of interest. We are continually seeking opportunities to better serve our clients. Your feedback will help us to better understand what services we should add, drop or improve upon.

Select Your Interests		
Name	Description	I'm Interested
Communications	General club communications and updates	<input checked="" type="checkbox"/>
Dive Team	Dive Team Communications & Update	<input checked="" type="checkbox"/>
Social Events	WSC Board Sanctioned Special Events	<input checked="" type="checkbox"/>
Swim Team	Swim Team Communications & Update	<input checked="" type="checkbox"/>

Continue

- Select which email communications you are interested in receiving
  - Selections will support various WSC email distribution lists
- Click Continue

# Step 6:

## Add Family Members

**Primary Account Holder**

The Primary Account Holder is already set up and should not be added as a family member.

First Name: Becca  
Last Name: Barry

**Add Family Member**

\*First Name:

\*Last Name:

\*Birthdate:

\*Gender:

**Family Members Already Added**

Name	Birthdate
No Family Members Found	

Add Family Member

No Family Members

- Add additional family members as needed.
- Select “Add Family Member” after each addition
- Birthdays are required to facilitate front desk check in for children over the age of 12.
- Only family members living at the same residence are eligible for inclusion.

# Step 7:

## Select Membership Type



Swim Memberships Available for Enrollment					
Empty Nester					
Membership Name	Annual Price	Late Season	Late Fee		
Empty Nester Mar 1, 2021 - Sep 15, 2021	Full: \$xxx.xx	No Discount	No Late Fee	<a href="#">Details</a>	<a href="#">Sign Up</a>
Returning Members					
Membership Name	Annual Price	Late Season	Late Fee		
Family Aug 1, 2020 - Sep 15, 2021	Full: \$xxx.xx	No Discount	No Late Fee	<a href="#">Details</a>	<a href="#">Sign Up</a>
Senior - Couple Mar 1, 2021 - Sep 15, 2021	Full: \$xxx.xx	No Discount	No Late Fee	<a href="#">Details</a>	<a href="#">Sign Up</a>
Senior - Individual Mar 1, 2021 - Sep 15, 2021	Full: \$xxx.xx	No Discount	No Late Fee	<a href="#">Details</a>	<a href="#">Sign Up</a>

Select Applicable Membership Type

- Senior Memberships apply to members over the age of 60 only
- Empty Nester Memberships are for returning members, whose youngest child is 18 years of age or older, and who do not yet qualify for the Senior rates.
  - *Note: This membership level does not allow for an associate memberships to be added.*
- Additional descriptions for each membership type are available by clicking the corresponding "Details" buttons

# Step 8: Finalize Enrollment



Membership Information - Step 1	
Membership Name:	Family
Details:	<p>Family Memberships are for Wyoming Swim Club Families and children under the age of 21. You get full use of the facility and can take advantage of all the club has to offer...great aquatic programming for all ages, competitive swim &amp; dive team, social activities for adults, kids and families at our facility.</p> <p>Child Care Providers (Formerly referred to as Associate Members) can be added for a fee of \$100. This option can also be used to add family members over the age of 21.</p>
Membership Dates:	Mar 15, - Sep 15, 2018
Membership For: Max 10 people	<p>Unselect any family members to not be included.</p> <p>Becca Barry ▼</p> <p>Felix Barry ▼</p> <p>Mike Barry ▼</p> <p>Olive Barry ▼</p>
Select Payment Options	
Annual Dues:	<p>Full Payment - \$XXX.XX ▼</p> <p>If you select monthly payments, payments will start on March 30. You will be charged every month for 2 months.</p>
Additional Options	
Child Care Pass:	No ▼
Individual Guest Passes:	at \$5.00 per pass.
Totals	
<p>One Time Charge: \$XXX.XX</p> <p>Monthly Charge: \$XXX.XX</p> <p>Sales Tax: \$XXX.XX</p>	
<a href="#">Continue to Payment</a>	

- Dues can be paid multiple ways
  - “In Full” on a single credit card payment
  - By mailing a check. (will be selected on next screen)
- Child Care Passes (Associate Memberships) can be added here for \$100
- Guest passes may also be pre purchased if interested
  - *Note: Guest passes have been postponed due to Covid.*

# Step 9: Process Payment



**Payment Information - Step 2**

First Name on Card:

Last Name on Card:

Billing Address:

Billing City:

Billing State:

Billing Zip Code:

Email Address:

One Time Charge:  
(Includes Sales Tax)  
(Includes Convenience Fee) \$XXX.XX

**Pay using Credit or Debit Card**

Credit Card Type:

Credit Card Number:

Credit Card CVV2:  (security code on back of credit card)

Expiration Date:

**Send in Check**

Thank you for completing your online registration. In order to activate your membership, please mail your check (payable to Wyoming Swim Club) to The Wyoming Swim Club, PO Box 15293, Wyoming, OH 45215.

See you at the pool!

☐ I would like to send in a check for my payment.

Check must be postmarked by: May 15

[View Membership Agreement](#)

☐ \* I agree to the Membership Agreement

[Go back to previous page](#)

- Complete Credit Card information if paying electronically
  - Upon Completion of this page a payment confirmation will be emailed to your account
- If paying by check, select here
  - If check option is selected, you will be sent an email with payment instructions
- Acknowledge Pool Rules & Regulations (Membership Agreement)
- Click Purchase Now

# Step 10: Confirmation



## My Memberships

This is a listing of your membership(s). You can view the payment details of the membership by clicking on the Details button.

Membership purchased successfully

Swim Memberships Purchased/Enrolled					
Bond Payment History					
Title	Member #	Family Member	Membership Start Date	Membership End Date	Account
Sustaining Membership	10345642	Becca Barry Felix Barry Mike Barry Olive Barry	Mar 15, 2018	Sep 15, 2018	<a href="#">Details</a>

- Upon successful completion you will receive a message showing your enrollment in the club.
- If you are paying by check, your account will display in a suspended status.
  - Upon receipt of payment, you will receive an email confirmation and your account will be updated to active