

Renewal Instructions:

Welcome to the 2017 pool season.

You have received an email to begin the renewal process. The link from the email will bring you to the MY PROFILE page (or you can access by clicking MY ACCOUNT, MY PROFILE). The majority of your information should be already loaded from 2016. You can further update your profile by:

- Adding your birthdate (as the main login person)*
- Add birthdates or each family member*
- Complete address information
- Update phone numbers. Please use the phone number you use and check regularly.

There is no need to upload family and/or individual photos for 2015. Pictures will be added at the pool this season upon check in. Gate guards will be able to take and upload your photos right at the gate.

*Birthdate is a required field for 2017.

Promotional Email question: We will NOT be sending "Promotional Emails." Nor will we share your email address with any outside vendor. Please make sure this box is checked so we may communicate pool and community related emails to your primary and/or secondary email address.

Click update once all of your information is correct and up-to-date.

Click continue to move to the next step.

After you click update, you will be brought the MY INTERESTS page. Feel free to check any boxes that pertain to your interests. This way, we can send you information about a variety of activities that occur at the pool throughout the summer.

If you need to add a new family member, click MY ACCOUNT, ADD FAMILY MEMBER. Complete the information for the new family and click ADD FAMILY MEMBER.

Now, you are ready to choose and pay for your membership.

Click MEMBERSHIPS. Here you can see the available memberships. Please click the DETAIL tab of your desired membership for a complete description of the membership. This will help you confirm you are choosing the correct one. For 2017, we are happy to offer the following memberships:

- Non resident family and Senior
- Resident family
- Resident individual and couple
- Resident senior individual and couple

To pay, push the SIGN UP button and follow the process through completion.

ADDING SITTE(S): If you want this option for 2017, PLEASE ADD IT AT TIME OF REGISTRATION during payment process. Sitters are added in payment Step 1 under "Additional Options: Child Care Pass." Add 1 for \$75 fee, BUT enter up to THREE names separated by commas in the "Fullname of provider 1" field

which can handle up to 50 characters. IF, you don't know sitter name(s) yet, just put TBD and you can email us or update these at the gate later.

Once you've purchased/renewed your membership, you can go back through the My Account drop down items to review.

- If you need to DELETE a family member, an admin will need to do this manually. Please send an email to stoneleighpool@gmail.com with the name of the family member you wish to delete.
- If you wish to make an additional contribution to the Stoneleigh Community Association, select MEMBERSHIPS and scroll to bottom to consider making an Additional Contribution to the SCA. Click Details for more detail! (My Cart function doesn't work until we add guest passes or social events in future; you can only do membership transactions one at a time

Note: the MY CART function does not work at this time. This is an item we wish to turn on in the future as we add social events, guest passes and other activities.

You will receive a detailed receipt showing that you have paid for your membership via email.

Please, feel free to email Todd Moran at stoneleighpool@gmail.com with any questions or concerns.