

# INSTRUCTIONS FOR ENTERING MEMBER INFORMATION INTO POOL SYSTEM (SPLASH)

Before logging in, please take individual head pictures of you and your household members. Save the pictures to your computer. You will need the pictures to place into the pool system.



Enter this URL into your  
browser

**MEMBER LOGIN**

User Name

Password

Login

Retrieve username & password. Click [here](#)

Enter your user name from old system. (4 numbers)

Enter temporary password "Tanterra" note the capital "T" you need to change password at next screen



[Manage Account](#)

[Join](#)

[Main Site](#)

[Log In](#)

### MEMBER LOGIN

User Name

test10

Password

.....

Login

Retrieve username & password. Click [here](#)

Click on Login

Jj

## Welcome, John jones

Last log in: Dec 29, 2023 (5:15 pm)

### Account Summary



Your dues payment status is: Paid

**Acct #:** 646

**Legacy Acct #:** 646

**Account Type:** Test Admin

**Primary Contact:** John jones

**Username:** test10

**Year Registered:** 2023

You must provide the following information to proceed.

### Account Requirements

The Account Requirements list contains important information the club requires. If you have any questions about these requirements, please contact the club.



**Update Password**

*Your password needs to be updated*



**Billing Contact Email**

*An email address is required for the account billing contact*



**Birthdate Required**

*Add a birthdate for John jones*

THIS IS THE FIRST  
SCREEN YOU WILL  
SEE UPON LOGIN .  
NOTE THE ITEMS  
IN RED

Jj

## Welcome, John jones

Last log in: Dec 29, 2023 (5:15 pm)

### Account Summary

 Your dues payment status is: Paid

[Edit Account Details](#)

[Change Password](#)

**Acct #:** 646

**Legacy Acct #:** 646

**Account Type:** Test Admin

**Primary Contact:** John jones

**Username:** test10

**Year Registered:** 2023

**Address:** 1423 Heritage Hills dr

**City:** Brookeville

**State:** MD

**Zip:** 20833

### Guest Pass Credits

Guest pass credits allow you to bring non-members to the club in accordance with the club's guest policies.

Change password first. Select the 3 dots. This text will appear. Click on "Change Password"

 You must provide the following information to proceed.

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*Add a birthdate for John jones*

### Members

Jj



John jones

Adult

paid



## Account Summary

**!** Your dues payment status is: Paid

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Year Registered: 2023

Address: 1423 Heritage Hills dr

City: Brookeville

State: MD

Zip: 20833

## Guest Pass Credits

Guest pass credits allow you to bring non-members to the club in accordance with the club's guest policies.

**!** You must provide the following information to proceed.

### Change Account Password

Enter New Password

Confirm Password

CANCEL

SUBMIT

Enter any password you want. It may tell you password is weak but system will accept it.

Click on SUBMIT

## Members

Jj



John jones

Adult

paid

Jj

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[Edit Account Details](#)

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**Account Type:** Test Admin

**Primary Contact:** John jones

**Username:** test10

**Year Registered:** 2023

**Address:** 1423 Heritage Hills dr

**City:** Brookeville

**State:** MD

**Zip:** 20833

### Guest Pass Credits

Guest pass credits allow you to bring non-members to the club in accordance with the club's guest policies.

Click on the 3 dots again if you need to change anything in the account summary. Click on **“Edit Account Details.”**

 You must provide the following information to proceed.

### Account Requirements

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**Update Password**

*Your password needs to be updated*



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**Birthdate Required**

*Add a birthdate for John jones*

### Members

Jj



John jones

Adult

paid



Primary Contact

Only adult members with an email address on file are listed

User Login  
test10

Address  
1423 Heritage Hills dr

Apt or Unit

City  
Brookeville

State  
Maryland

Zip  
20833

CANCEL SUBMIT

Year to Date

This is what can be edited. Make appropriate changes if needed

Click on submit if changes. If not click on cancel



**Update Password**

*Your password needs to be updated*



**Billing Contact Email**

*An email address is required for the account billing contact*



**Birthdate Required**

*Add a birthdate for John jones*

## Members

Jj



John jones

Adult

paid



To edit the other two requirements in red, click on the 3 dots next to member that needs additional information.

## Members



JJ



Jim Jones

Adult

paid



EJ

Emily Jones

Adult

paid



Edit

Add Photo

Delete

Click on edit

First Name

**Jim**

Last Name

**Jones**

Member Type

**Adult**

Gender

**Male**

Birthdate

**04/22/1958**

mm/dd/yyyy format

Email

Home Phone

Cell Phone

**301-222-2222**

Enter all missing information.  
At a minimum your gender, birthdate  
email address and either your cell phone  
or home phone is required. Give us the  
best number to reach you.

Birthdate

**04/22/1958**

mm/dd/yyyy format

Email

Home Phone

Cell Phone

**301-222-2222**

Work Phone

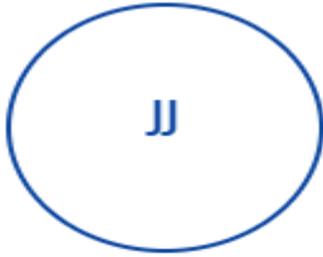
CANCEL

SUBMIT



Click on SUBMIT

## Edit Member



First Name

**Jim**

Last Name

**Jones**

Member Type

**Adult**



Gender

**Male**



To add a picture of yourself click on the pencil

Edit Member



Profile Photo



CANCEL

SUBMIT

Click on the up arrow. This will take you to your computer files where you saved your picture. Double click on the file and your picture will appear.

## Profile Photo



Picture may be edited or deleted by using these buttons



CANCEL

SUBMIT

## Members



JJ



Jim Jones

Adult

paid



EJ

Emily Jones

Adult

paid



Follow the steps above to edit all other members already in the system

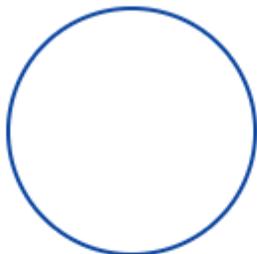
## Members

JJ		Jim Jones	Adult	paid	
EJ		Emily Jones	Adult	paid	

Add Member

To add a new member to the household click on the 3 dots and then click on "Add Member"

## Add Member



Enter all information for each member of your household that is not currently in system. Please only add email address for adult members. Follow instructions from above instructions

## Emergency Contact

---

Contact Name:

Contact Phone:

[Edit Emergency Contact Info](#)

Emergency Contact information is required. Click on the 3 dots. "Edit Emergency Contact Info" will appear. Click on the statement

## Edit Emergency Contact



Full Name

Phone Number

Enter as XXX-XXX-XXXX

CANCEL

SUBMIT

Enter appropriate information in the blocks

Click on submit.

## Visit History

Year to Date  Member

Date range Visit Type

Enter search term

MATCHES: 0

Visit Type: Member

<input type="checkbox"/>	DATE	CHECKIN TIME	NAME	Type	# CREDITS
No matching records found					

This screen will allow you to see visit history of your household. The “Member” block toggles from Member to Guest



Clicking on ACCOUNT take you to the first screen you saw

Clicking on PAYMENTS is where you will purchase pool passes in line in the future

RESERVATIONS is not being used at this time

When the pool opens the PAYMENT function will be available to purchase pool passes on line anywhere. ACCOUNT will not show anything. RESERVATIONS may be used at a latter date. Instructions will be put out at a later date