

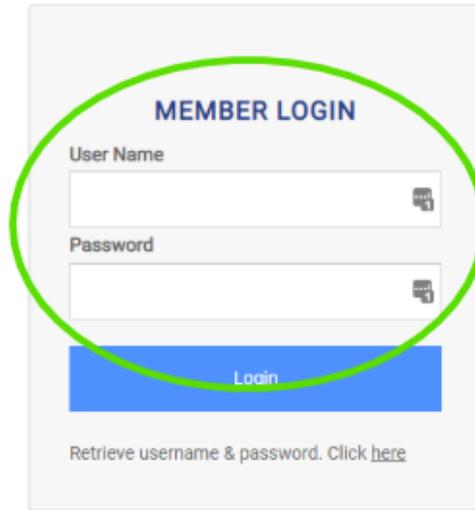
# Welcome to Seminole Pool & Tennis Member Splash!

As a returning member, we've created a new account for you and imported your previous data. We ask that when you first log into the new system to secure and pay your membership dues, please take a moment to verify all your account information and make any corrections needed.

## Logging In:



If you don't see the login screen initially, click here



**MEMBER LOGIN**

User Name

Password

Login

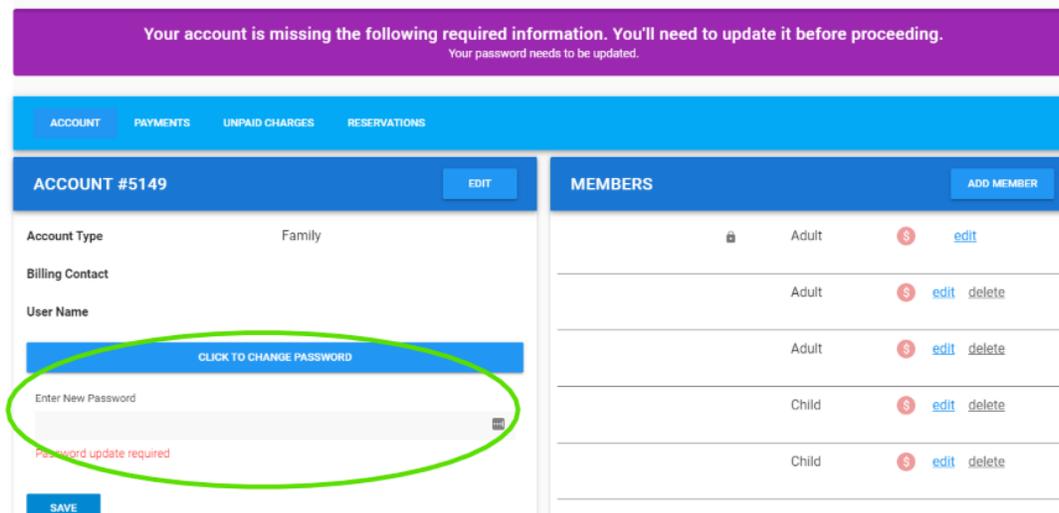
Retrieve username & password. Click [here](#)

Visit the [Seminole Pool & Tennis Member Splash Site](#) and click on the Login link at the top of the page.

Your Username: **Email Address or Username used previously in Wild Apricot**

Your Temporary Password: **seminole**

**\*IMPORTANT:** You will see a reminder when you log in that you are using the default/temporary password. Please update it to something secure and store it somewhere. If you ever lose your password you can use the password reset link found on the login page, but this requires a valid email address on file. You can store one email address per adult member by clicking the edit icon next to their name on the account management screen.



Your account is missing the following required information. You'll need to update it before proceeding.  
Your password needs to be updated.

ACCOUNT PAYMENTS UNPAID CHARGES RESERVATIONS

ACCOUNT #5149 EDIT MEMBERS ADD MEMBER

Account Type Family

Billing Contact

User Name

**CLICK TO CHANGE PASSWORD**

Enter New Password

Password update required

SAVE

MEMBERS	EDIT	DELETE
Adult	edit	
Adult	edit	delete
Adult	edit	delete
Child	edit	delete
Child	edit	delete

Once you are logged in, you should see a screen like this with your imported information....

**SEMINOLE POOL & TENNIS CLUB** Manage Account Join Main Site Log Out

Your account is not paid for the current season. To make a payment click [here](#).

ACCOUNT PAYMENTS UNPAID CHARGES RESERVATIONS

**ACCOUNT #5705** EDIT

Account Type Family Rec  
Billing Contact MemberSplash Admin  
User Name sdfsdfsd  
CLICK TO CHANGE PASSWORD  
Guest Credits 50  
Payment Status unpaid  
Address MemberSplash Lane  
MemberSplash, WI 92694  
Emergency Contact EDIT  
Name MemberSplash Admin

**MEMBERS** ADD MEMBER

MemberSplash Adult \$ edit  
Admin

### Add/Delete Members:

Please make sure every member of your household is listed on your account. Anyone not listed will not be able to check-in or sign up for lessons. To do so, click the ADD MEMBER button and add any members needed. If you need to delete a member, click on DELETE next to each member and delete. Please remember, all members must have the same permanent address.

**SEMINOLE POOL & TENNIS CLUB** Manage Account Join Main Site Log Out

Your account is not paid for the current season. To make a payment click [here](#).

ACCOUNT PAYMENTS UNPAID CHARGES RESERVATIONS

**ACCOUNT #5705** EDIT

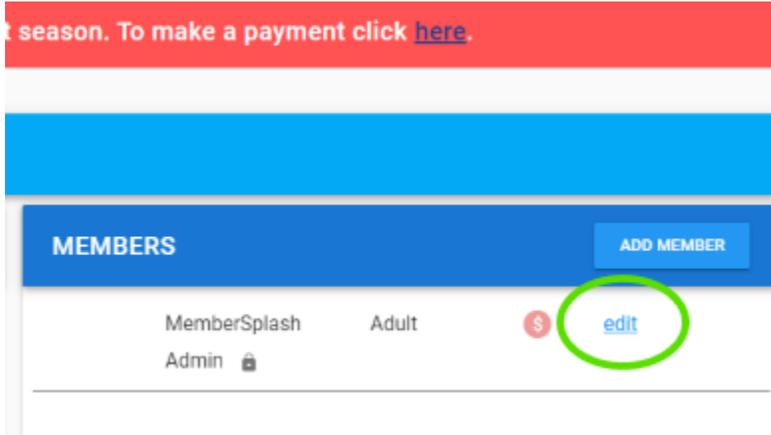
Account Type Family Rec  
Billing Contact MemberSplash Admin  
User Name sdfsdfsd  
CLICK TO CHANGE PASSWORD  
Guest Credits 50  
Payment Status unpaid  
Address MemberSplash Lane  
MemberSplash, WI 92694  
Emergency Contact EDIT  
Name MemberSplash Admin

**MEMBERS** ADD MEMBER

MemberSplash Adult \$ edit  
Admin

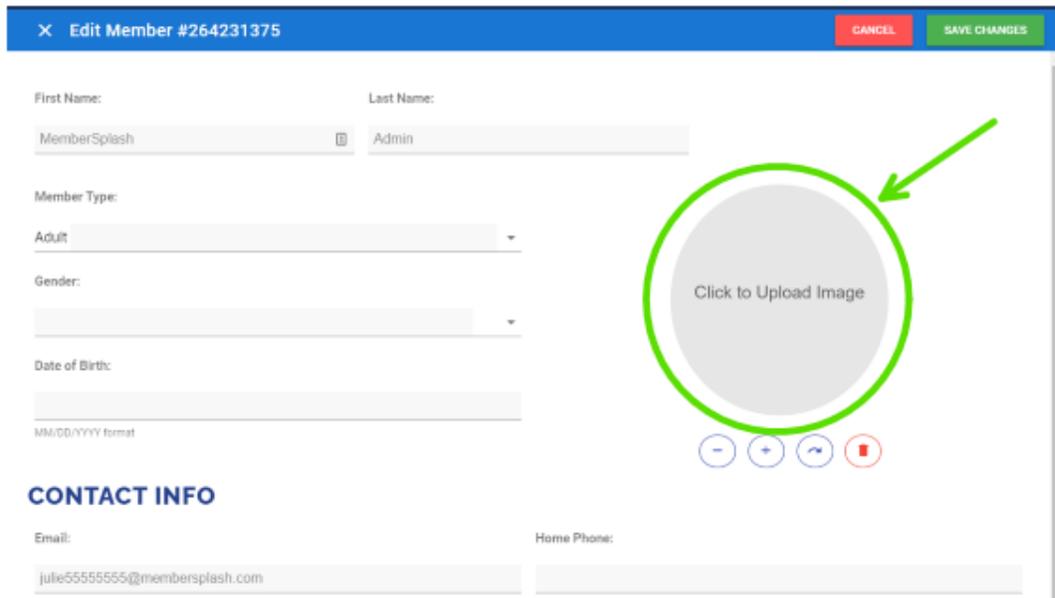
### **Edit Member Information:**

Edit all info for each member. To do so, click on EDIT next to each member's name and edit phone, email, gender, member type and/or date of birth.



### **Profile Image:**

Upload profile images of **each individual** in your family membership under their name. To do so, select each member, hit EDIT and add each photo by clicking on the CLICK TO UPLOAD IMAGE icon. Please use a close up, head shot or cropped face photo. This is how your membership will be confirmed during check-in. If you don't have an appropriate photo uploaded, our front desk team will help you take one during your first visit.



**Edit Account Information:**

You can change your username here, change the billing contact and update your address. Make sure you are using the address which is associated with your credit card.

ACCOUNT #5705

EDIT

Any user editable account fields are displayed below.

Billing Contact \*  
MemberSplash Admin

Username \*  
[Empty field]

Address \*  
MemberSplash Lane

Address 2

**Emergency Contact:**

To add emergency contact info, click on EDIT next to emergency contact info and add the correct info.

SEMINOLE POOL & TENNIS CLUB

Manage Account Join Main Site Log Out

Your account is not paid for the current season. To make a payment click [here](#).

ACCOUNT PAYMENTS UNPAID CHARGES RESERVATIONS

ACCOUNT #5705 EDIT

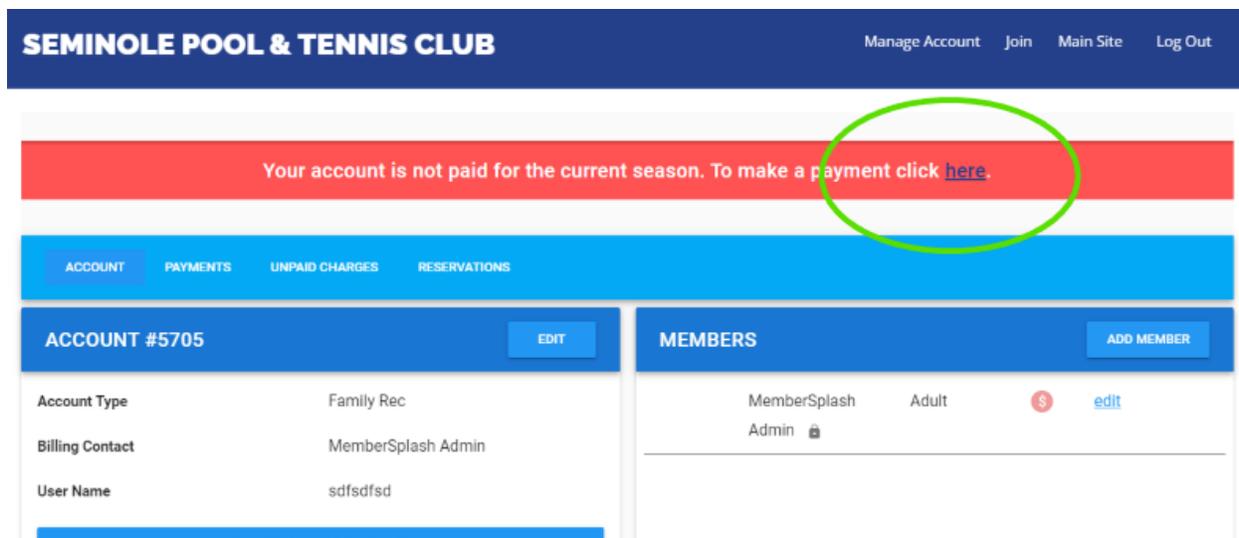
MEMBERS ADD MEMBER

Account Type	Family Rec
Billing Contact	MemberSplash Admin
User Name	sdfsd
CLICK TO CHANGE PASSWORD	
Guest Credits	50
Payment Status	unpaid
Address	MemberSplash Lane MemberSplash, WI 92694
Emergency Contact	EDIT
Name	MemberSplash Admin

MemberSplash Adult 5 edit  
Admin

## Payments:

Once Registration Renewal opens, please secure your membership by making a payment. Please click on the BIG red banner at the top of your login page. Once you have clicked on your dues payment, you will choose your method of payment and be taken to a second screen to check out. We accept Credit Card payments only. When paying by credit card, be sure to enter credit card number, expiration date, and CVV.



The screenshot shows the website header for "SEMINOLE POOL & TENNIS CLUB" with navigation links: "Manage Account", "Join", "Main Site", and "Log Out". A prominent red banner across the top contains the text: "Your account is not paid for the current season. To make a payment click [here](#)." The word "here" is underlined and circled in green. Below the banner is a blue navigation bar with tabs: "ACCOUNT", "PAYMENTS", "UNPAID CHARGES", and "RESERVATIONS". The main content area is split into two columns. The left column, titled "ACCOUNT #5705" with an "EDIT" button, lists: "Account Type: Family Rec", "Billing Contact: MemberSplash Admin", and "User Name: sdfsd". The right column, titled "MEMBERS" with an "ADD MEMBER" button, lists: "MemberSplash Adult" with a red dollar sign icon and an "edit" link, and "Admin" with a lock icon.

### Quick Tips:

- 1) Please make sure the "Credit or Debit" option is selected at the bottom of the page. Otherwise you will get an error and be unable to move forward.



The screenshot shows a "PAYMENT METHOD" section with a grey header. Below the header is a light grey box containing the text: "If you are placing an order for which there is no charge, pick any available payment method. It will be ignored on the next screen and you will be able to simply submit the order." Below this is a radio button labeled "Credit or Debit", which is circled in green. A blue "Next" button is located at the bottom right of the form.

- 2) When entering your credit card information, please be sure to type out the full year (i.e. 05-2027). You will encounter an error if only entering 05-27.

We look forward to seeing all of you in a few months at our favorite place to cool off and spend time with our friends and family!

**If you have any questions or need assistance with any changes, please contact Becca at [membership@seminolepool.org](mailto:membership@seminolepool.org).**