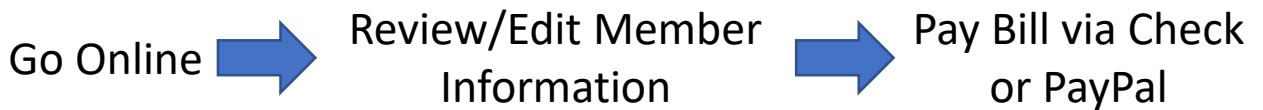




INSTRUCTIONS FOR MANAGING AND PAYING ACCOUNT ONLINE

On this page you will find instructions on how to access and manage your Ridley Township Swim Club Member Account using our online system. Please read these carefully and follow the required steps. For questions, please reach out to the membership team at RTSC or attend one of the “membership days” that will be hosted at the pool prior to the season start.


WHAT YOU NEED TO DO



HOW TO ACCESS AND USE NEW SYSTEM

Please watch the short 10-minute tutorial video we have placed on YouTube. It will show you how to Access and Edit Account Information and Pay Your Bill. Open a browser and type this address: https://youtu.be/w_jOZ14Knck

STEPS YOU NEED TO TAKE

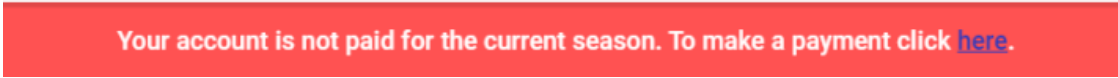
1. Open the internet and type this address: ridleytownship.membersplash.com
2. Enter your personal user ID and Password associated with your account. If unknown, click on the “**Retrieve username & password**” on the login page.
3. Review the information for accuracy. Click the pencil icon [] to edit information sections.
4. Check for any missing required information and ensure that your email on the primary member of the account is correct.

Note: Any changes to existing members on the account should be directed to RTSC membership.

Note: Members can add NEW non-household members on the account during the bill generation process.

STEPS CONTINUED ON OTHER SIDE 

4. On the red banner at the top of the account page click to pay your bill



5. You will be presented with a breakdown of you bill components and options

MEMBERSHIP FEE

Trial Membership Fee (No Bond Fee for the First Year)
To pay dues for family members click the checkbox at right. Any members who are not paid for the current season will be listed with a checkbox to select. Pricing is as follows:

Heads of Household (husband/wife; single parent/1child)	\$350
Additional Members (children ages 1 to 22)	\$50

Additional Non-residential Member or Adult/Care Giver purchased separately.

SELECT MEMBERS

	John Doe	<input checked="" type="checkbox"/>
	Jane Doe	<input checked="" type="checkbox"/>
	John Jr. Doe	<input checked="" type="checkbox"/>

HOUSE GUEST FEE

Non-residential Member/Care Giver Fee: Additional non-residential member fee: \$175.00

First Name: Last Name: Price: **Add Another** \$175.00

5a. Check This Box (points to checkbox in Membership Fee section)

5b. Select all account members (points to checkboxes in Select Members table)

5c. Enter non-household members to be added to account (points to form fields)

5c. Click to add names (points to "Add Another" button)

5d. If applicable select bond payment option of your choice (new and trial members) (points to checkboxes in Bond Fee section)

EQUITY FEE INSTALLMENT PAID IN FULL

Bond Fee (Paid in Full) Option to pay the Bond Fee in Full	\$300.00	<input type="checkbox"/>
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EQUITY FEE INSTALLMENT

Bond Fee (Installment 1) \$300.00 - Can be paid over 3 years. (\$100 - 1st year, \$100 - 2nd year, \$100 - 3rd year)	\$100.00	<input checked="" type="checkbox"/>
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6. Click to pay bill by check or via the RTSC PayPal link which can be found on the Ridley Township Swim Club website under Membership and then Payments

7. If paying by check please print the invoice document and include it with your check when either mailing to, or dropping off at, the pool.

