



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 new 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 “tech day” dates listed on the letter included in this mailing.


WHAT YOU NEED TO DO

- ① Go Online →
- ② Review/Edit Member Information →
- ③ Pay Bill via Credit Card or Check

HOW TO ACCESS AND USE NEW SYSTEM

1. Please watch the short 10 minute tutorial video we have placed on YouTube. It will show you how to Access, Review/Edit Account Information, and Pay Your Bill. Open the internet and type this address:
<https://www.youtube.com/watch?v=IbEeoODQamI>

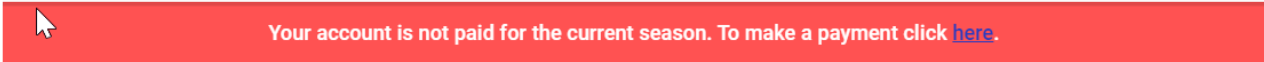
STEPS YOU NEED TO TAKE

1. Open the internet and type this address:
ridleytownship.membersplash.com
2. Enter your personal user ID and Password located on the sticker here on the right.
3. Review the information for accuracy. Click the pencil icon [] to edit information sections.
4. Make sure that in addition to the required information that may be missing, **please enter an email address for the billing contact member of your account.**

Note: Members have the ability to edit and remove household members on the account. If you need to add a household member you must contact RTSC Membership

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

The screenshot shows a web interface for paying membership fees. It is divided into several sections:

- MEMBERSHIP FEE:** Includes a checkbox for "Trial Membership Fee (No Bond Fee for the First Year)". Below it is a table for pricing:

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

Additional Non-residential Member or Adult/Care Giver purchased separately.
- SELECT MEMBERS:** A table with columns for member names and checkboxes:

| | |
|--------------|-------------------------------------|
| John Doe | <input checked="" type="checkbox"/> |
| Jane Doe | <input checked="" type="checkbox"/> |
| John Jr. Doe | <input checked="" type="checkbox"/> |
- HOUSE GUEST FEE:** Includes a form for "Non-residential Member/Care Giver" with fields for "First Name", "Last Name", and "Price". A green "Add Another" button is next to the price field.
- EQUITY FEE INSTALLMENT PAID IN FULL:** Includes a checkbox for "Bond Fee (Paid in Full)" with a price of \$300.00.
- EQUITY FEE INSTALLMENT:** Includes a checkbox for "Bond Fee (Installment 1)" with a price of \$100.00.

Callouts on the screenshot:

- 5a. Check This Box:** Points to the checkbox for the trial membership fee.
- 5b. Select all account members:** Points to the checkboxes for John Doe, Jane Doe, and John Jr. Doe.
- 5c. Enter non-household members to be added to account:** Points to the form fields for non-residential members.
- 5c. Click to add names:** Points to the "Add Another" button.
- 5d. If applicable select bond payment option of your choice (new and trial members):** Points to the checkboxes for the bond fee options.

6. Click to pay bill by check or via credit card. **Please note that credit card payments will have an online processing fee of 2.9% + \$.30 per transaction.**

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.

ORDER PLACED

Please download a PDF of your invoice to print out and mail in with your check. A copy has also been sent to the email address you provided.

[Download Invoice](#)