

# Welcome to the 2020 Season!

## To register your new account please complete the following steps:

1. Go to <https://milestone.membersplash.com/> and click on the Register a New Account link at the top of the page and choose 'Non Residents'.
2. Scroll down to the Register New Account form, complete the form and submit.
3. You are ready to login to your new account and complete registration of your family.

\*We ask that when you first log into the new system, please take a moment to verify all of your account information and make any corrections needed. If you have any questions or need assistance with any changes please contact us at [manager@milestonecommunity.com](mailto:manager@milestonecommunity.com)

## To log into your new account please complete the following steps, which are required to be completed prior to attending the pool at the beginning of the season:

1. Go to <https://milestone.membersplash.com/> and click on the **Member Login** link at the top of the page.
2. The username and password for your account is what you previously set up in the registration form.
3. **Add and delete members.** To do so, click the "+" sign and add any members needed. If you need to delete a member, click on the trashcan icon next to each member and delete. ***Please remember, all members must have the same permanent address. A babysitter may be added to your account but will ONLY be allowed into the pool when accompanying a member of your family.***

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

**5. Upload a face shot of each individual in your family membership under their name.** *To do so, click on Manage Account, Account Details, add each photo by clicking on the camera icon after each member's name. Please use a close up headshot or cropped face photo.*

**6. Add emergency contact info.** To do so, click on the red pencil icon next to emergency contact info and add the correct info.

## Secure your 2020 summer family membership spot by making payment.

Once you have added your family's information you must go to the payment page by **clicking on the BIG red banner at the top of your login page.**

You have two ways to pay for your dues:

- check
- credit card

Once you have clicked on your dues payment and selected all family members, you will choose your method of payment and be taken to a second screen to check out.

If you are paying by check, please make sure you download and print the invoice you will see on the page.

If you paying by credit card, you will need to put your credit card number, expiration date and CVV in the fields provided.

**\* Note: make sure you are using the address which is associated with your credit card**

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!