

# Welcome to the 2023 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 '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.
7. **In order to mark your account paid and receive your complimentary guest passes the final step is to go to the payments screen. It will already have your membership and guest credits selected and there is no charge for placing the order. Once you submit the order your account will be updated and you're ready to swim!**