

Instructions

STEP 1

Pre-Registration

To join our pool you must complete this **pre-registration form**.

IMPORTANT: If you already completed this step go to STEP 2.

We require a \$25 pre-registration fee that will be credited to your account if your 2022 dues are paid in full by April 30th.

IMPORTANT! Please read:

1. After registering, PSC staff will verify your account (this may take up to a week).
2. After your account is verified you will be notified by email. At this time you may log into your account and complete your membership dues payment.
3. To avoid delays on opening day, please take these actions in advance and contact the pool manager if you have any questions or problems.
4. Error message ("email already in use"): You may receive this message if you are/were on a waitlist at another pool in our area — that email address is currently stored at the network level. If an attempt to use it is made to create an account at PSC, the system will reject the email address because it's already in the larger system. Please use a different email.
5. For questions about this registration form please **email us here**. We will try to respond as soon as possible.

Example of the form for Step 1

Billing Contact Name *
Enter the name of the person who should be contacted regarding any questions with your application.

First Last

Address *

Street Address

City State

ZIP Code

Phone *

Email *

Username *

This is what you will use to log into your account once you are approved for either Bond or Non Bonded Membership. Please note both your username and password for future use.

Password *
Enter Password Confirm Password

Strength Indicator

Select a password that you will use to access your account. You will be able to send a password reset link to the email address you entered above if necessary.

Select the membership type you are applying for. Proof of Bonded Membership is required. *

Bonded

Proof of Bond- Please indicate how you would like to provide proof of your bond ownership.

☐ Upload an image below
☐ Provide Bond Number
☐ I'll contact the office as I can't find my Bond or Bond #
☐ Other

If you selected "I'll contact the Office," please contact our Treasurer immediately after the payment is processed.
Fran Fullerton
franfr99@hotmail.com, (202) 483-5942

Upload a copy of your Bond or Bond Receipt here

No file selected.

If you are a current bonded member, and choose to provide proof of bond with an image, please upload an image of the bond or receipt of purchase.

Bond Number

Please enter a number from 0 to 10000.
Please provide your Bond Number here

Credit Card

Card Number

Month Year

Expiration Date Security Code


Cardholder Name

Registration Fee *
Price: \$25.00

Convenience Fee *
Price: \$1.00

Total
\$26.00

CAPTCHA

☐ I'm not a robot 

Remember this information to use later when you enter your member portal

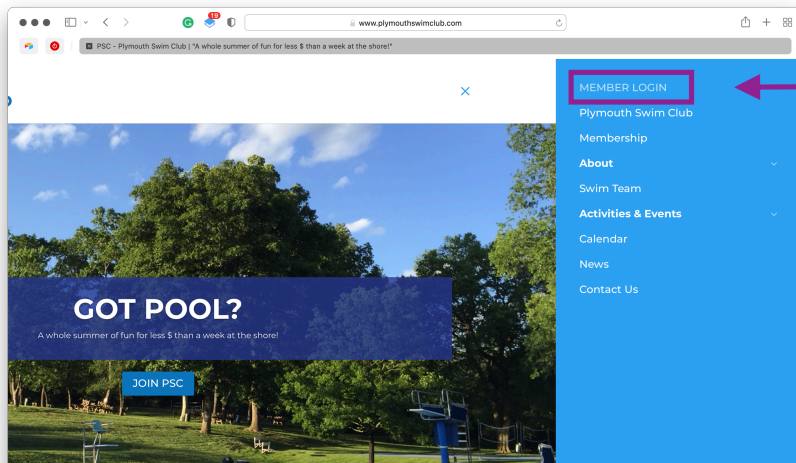
If you are a Bond holder you must submit proof of ownership:

Enter your Bond number and/or upload a picture of your Bond.

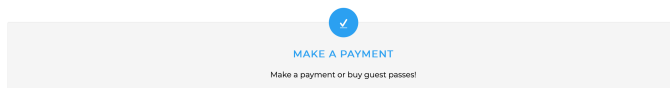
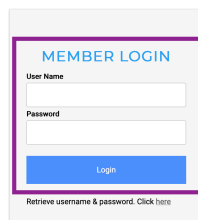
STEP 2:

Add members under your account

IMPORTANT: After you pre-registered you must add members to your account before you can purchase the memberships. If you already completed this step go to **STEP 3**.



1. On plymouthswimclub.com go to the menu and click on MEMBER LOGIN

The screenshot shows the 'MEMBER LOGIN' form. It has fields for 'User Name' and 'Password', a 'Login' button, and a link to 'Retrieve username & password. Click here'.

2. Enter the credentials you used for the pre-registration to login.



Powered by Member Splash

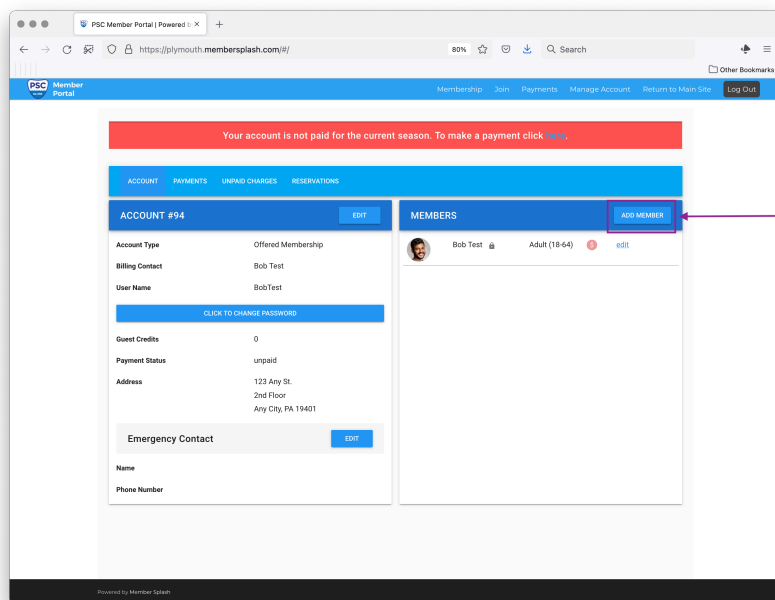
3. Once you are logged in you should see your account. Make sure to click on **edit** to verify and update your account.

Powered by Member Splash

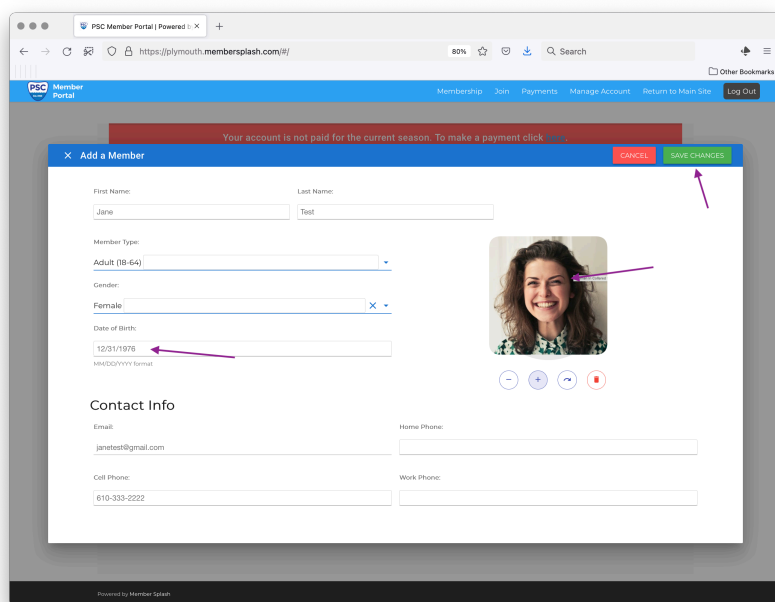
4. Enter all the missing information for the primary account holder. You must have a Date of Birth and Phone Number.

5. Add your picture from your computer. Make sure that all the pictures are clear and have a neutral background like the one showed here.

6. Verify and save the changes.

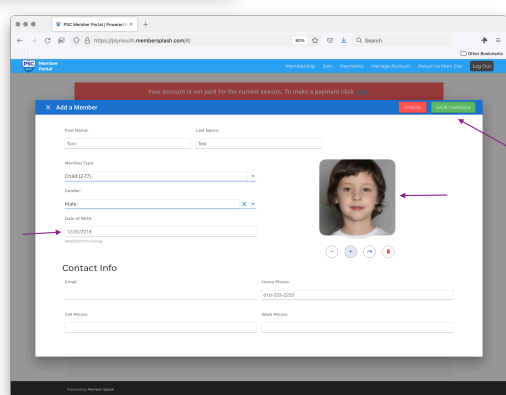
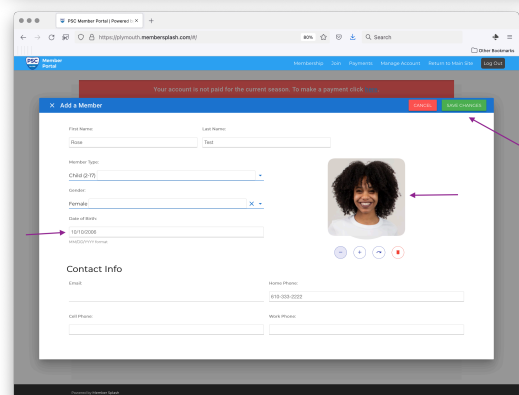


7. After all your account information is entered correctly, you can ADD MEMBERS to your account by clicking the button. You can repeat this for each of your family members.



8. For each member under your account you must enter all the information required. Don't forget date of birth and a picture.

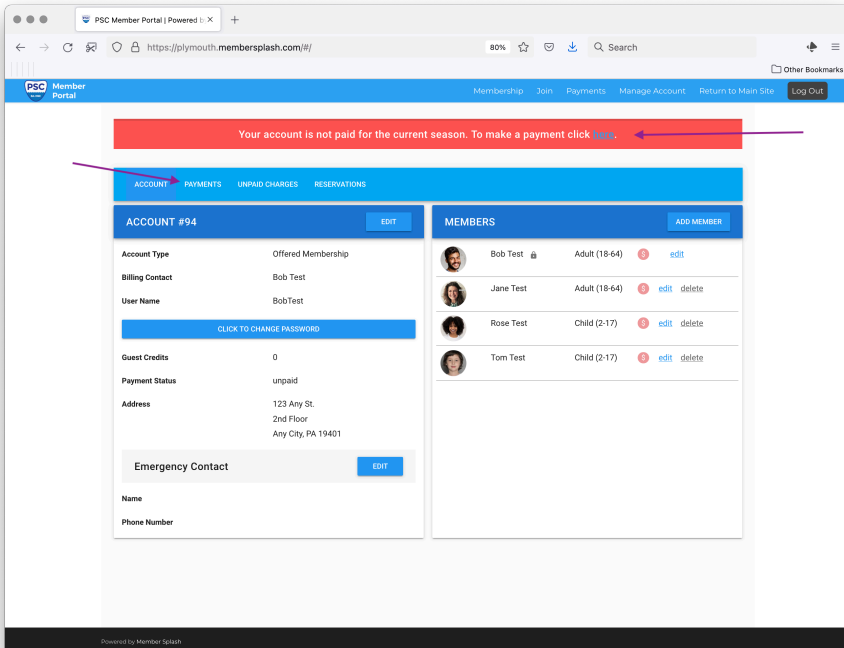
9. Repeat for each family member as needed.



STEP 3:

Pay your membership dues

IMPORTANT: You can only complete this step if you have completed STEP 1 and STEP 2.



ACCOUNT #94

Account Type: Offered Membership

Billing Contact: Bob Test

User Name: BobTest

CLICK TO CHANGE PASSWORD

Guest Credits: 0

Payment Status: unpaid

Address: 123 Any St, 2nd Floor, Any City, PA 19401

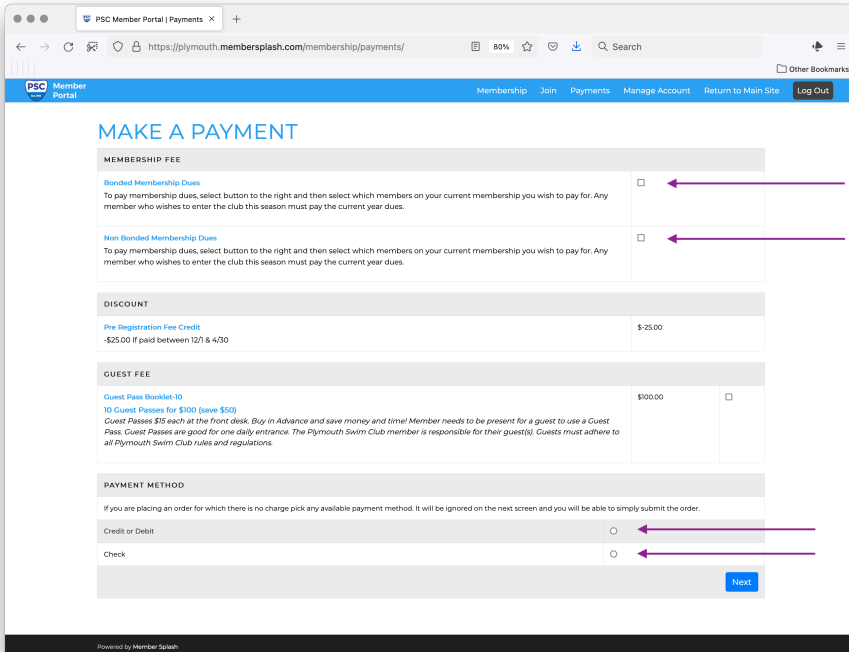
Emergency Contact: [EDIT]

MEMBERS

Member	Age	Status	Action
Bob Test	Adult (18-64)	\$	edit
Jane Test	Adult (18-64)	\$	edit delete
Rose Test	Child (2-17)	\$	edit delete
Tom Test	Child (2-17)	\$	edit delete

10. You can pay your membership by clicking either of the PAYMENTS links indicated here.

The red dollar sign (\$) next to the names indicates that the memberships are not yet paid.



MAKE A PAYMENT

MEMBERSHIP FEE

Bonded Membership Dues

To pay membership dues, select button to the right and then select which members on your current membership you wish to pay for. Any member who wishes to enter the club this season must pay the current year dues.

☐

Non Bonded Membership Dues

To pay membership dues, select button to the right and then select which members on your current membership you wish to pay for. Any member who wishes to enter the club this season must pay the current year dues.

☐

DISCOUNT

Pre Registration Fee Credit: \$-25.00 (if paid between 1/21 & 4/30)

GUEST FEE

Guest Pass Booklet 10: 10 Guest Passes for \$100 (save \$50) \$500.00 ☐

Guest Passes \$15 each at the front desk. Buy in Advance and save money and time! Member needs to be present for a guest to use a Guest Pass. Guest Passes are good for one daily entrance. The Plymouth Swim Club member is responsible for their guests. Guests must adhere to all Plymouth Swim Club rules and regulations.

PAYMENT METHOD

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.

Credit or Debit: ☐

Check: ☐

Next

11. You can select the type of membership fits best for you.

If you are not a Bond Holder you have the opportunity to become one. By selecting **Bond Membership Dues** you will be invoiced the discounted membership price and the \$300 bond fee.

You can select to pay by credit card online, or by mailing a check with the auto-generated receipt/invoice. **IMPORTANT:** Due to bank processing time and mailing delays, credit card is the most efficient method of payment.

MAKE A PAYMENT

EQUITY FEE
Bond Fee
\$300.00 To be paid in full (One time, it expires after 2 years of unpaid dues). One per family.

\$300.00

Plymouth Swim Club is owned by its members. By buying a bond you become a part owner of Plymouth Swim Club. Bondholders are able to hold elected positions on the board and vote on issues presented to the Club. Bondholders save money too! Plymouth Swim Club charges non-bondholders a premium to join. A typical family membership will pay the bond amount in non-bond fees in less than five years. There are limited amounts of bonds available. Don't wait until they are all gone...

MEMBERSHIP FEE
Bonded Membership Dues

☒

To pay membership dues, select button to the right and then select which members on your current membership you wish to pay for. Any member who wishes to enter the club this season must pay the current year dues.

SELECT MEMBERS

NAME	MEMBER TYPE	DATE OF BIRTH	PRICE	
Bob Test	Adult (18-64)		\$240.00	<input checked="" type="checkbox"/>
Jane Test	Adult (18-64)		\$240.00	<input checked="" type="checkbox"/>
Tom Test	Child (2-17)		\$110.00	<input checked="" type="checkbox"/>
Rose Test	Child (2-17)		\$110.00	<input checked="" type="checkbox"/>

Non Bonded Membership Dues

☐

To pay membership dues, select button to the right and then select which members on your current membership you wish to pay for. Any member who wishes to enter the club this season must pay the current year dues.

DISCOUNT
Pre Registration Fee Credit
 -\$25.00 if paid between 12/1 & 4/30

\$-25.00

GUEST FEE
Guest Pass Booklet-10
10 Guest Passes for \$100 (save \$20)
 Guest Passes \$15 each at the front desk. Buy in Advance and save money and time! Member needs to be present for a guest to use a Guest Pass. Guest Passes are good for one daily entrance. The Plymouth Swim Club member is responsible for their guest(s). Guests must adhere to all Plymouth Swim Club rules and regulations.

\$100.00

☐

PAYMENT METHOD
 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.

☒ Credit or Debit

☐ Check

Next

12. If you selected **Bonded Membership Dues**, the bond fee (\$300) will be automatically added to the account.

Make sure you check all the memberships you would like to pay.

You can add Guest passes and the discount will be applied if paying before 4/30.

Select your payment method.
IMPORTANT: Due to bank processing time and mailing delays, credit card is the most efficient method of payment.

MAKE A PAYMENT

MEMBERSHIP FEE
Bonded Membership Dues

☐

To pay membership dues, select button to the right and then select which members on your current membership you wish to pay for. Any member who wishes to enter the club this season must pay the current year dues.

Non Bonded Membership Dues

☒

To pay membership dues, select button to the right and then select which members on your current membership you wish to pay for. Any member who wishes to enter the club this season must pay the current year dues.

SELECT MEMBERS

NAME	MEMBER TYPE	DATE OF BIRTH	PRICE	
Bob Test	Adult (18-64)		\$300.00	<input checked="" type="checkbox"/>
Jane Test	Adult (18-64)		\$300.00	<input checked="" type="checkbox"/>
Tom Test	Child (2-17)		\$110.00	<input checked="" type="checkbox"/>
Rose Test	Child (2-17)		\$110.00	<input checked="" type="checkbox"/>

DISCOUNT
Pre Registration Fee Credit
 -\$25.00 if paid between 12/1 & 4/30

\$-25.00

GUEST FEE
Guest Pass Booklet-10
10 Guest Passes for \$100 (save \$20)
 Guest Passes \$15 each at the front desk. Buy in Advance and save money and time! Member needs to be present for a guest to use a Guest Pass. Guest Passes are good for one daily entrance. The Plymouth Swim Club member is responsible for their guest(s). Guests must adhere to all Plymouth Swim Club rules and regulations.

\$100.00

☐

PAYMENT METHOD
 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.

☐ Credit or Debit

☐ Check

Next

13. If you selected **Non Bonded Membership Dues**, make sure you check all the memberships you would like to pay.

You can add Guest passes and the discount will be applied if paying before 4/30.

Select your payment method.
IMPORTANT: Due to bank processing time and mailing delays, credit card is the most efficient method of payment.

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NOTE: Do not use your browser's back button to change your order. Use the Edit Order link below

CONFIRM ORDER	
Bond Fee	\$300.00
Bonded Membership Dues: Bob Test	\$240.00
Bonded Membership Dues: Jane Test	\$240.00
Bonded Membership Dues: Tom Test	\$110.00
Bonded Membership Dues: Rose Test	\$110.00
Pre Registration Fee Credit	\$-25.00
Online service fee	\$29.43
TOTAL: \$1,004.43	
Edit Order	










BILLING INFORMATION	
First Name	Bob
Last Name	Test
Email Address	bobtest@gmail.com
Address	123 Any St.
City	Any City
State	PA
Zip	19401
Credit Card Number	
Credit Card Expiration Date	
	MM-YYYY format, ex: 10-2023
Credit Card CVV	
	The verification code
Submit Order	

14. If you selected **credit card** as payment method you will see this screen.

Make sure all your billing information is correct before submitting the order.

NOTE: Do not use the back button to change the order. **Use the EDIT ORDER** yellow button if you need to make any changes to your order.

ACCOUNT PAYMENTS UNPAID CHARGES RESERVATIONS	
ACCOUNT #94 EDIT	
Account Type	Offered Membership
Billing Contact	Bob Test
User Name	BobTest
CLICK TO CHANGE PASSWORD	
Guest Credits	0
Payment Status	paid
Address	123 Any St. 2nd Floor Any City, PA 19401
Emergency Contact EDIT	
Name	
Phone Number	

MEMBERS		ADD MEMBER
	Bob Test  Adult (18-64)  edit	
	Jane Test Adult (18-64)  edit delete	
	Tom Test Child (2-17)  edit delete	
	Rose Test Child (2-17)  edit delete	

The green dollar sign (\$) next to the names indicates that the memberships are paid.

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](#)
[return to account page »](#)

14. After submitting the order, if you selected **Check** as your payment method you will see this screen.

You must download and print the invoice/receipt and mail it with your check reflecting the total.

PSC Member Portal		Invoice # 21	01-03-2022
Member Name	Email	Acct #	
Bob Test	bobtest@gmail.com	94	
Non Bonded Membership Dues: Bob Test		\$300.00	
Non Bonded Membership Dues: Jane Test		\$300.00	
Non Bonded Membership Dues: Tom Test		\$110.00	
Non Bonded Membership Dues: Rose Test		\$110.00	
Pre Registration Fee Credit		-\$25.00	
		Total: \$795.00	

Make Checks Payable to: Plymouth Swim Club
Mail to: PO Box 158
Plymouth Meeting, PA 19462

The invoice will be similar to this one.

Make checks payable to Plymouth Swim Club and mail to the address indicated at the bottom of the invoice.

IMPORTANT: Please be aware that due to bank processing time and mail delivery there may be a delay in activating your membership.

Your account shows a pending check payment. You can view the details in the Payment History tab below.

ACCOUNT #94		MEMBERS	
Account Type	Offered Membership	Bob Test	Adult (18-64) \$ edit
Billing Contact	Bob Test	Jane Test	Adult (18-64) \$ edit delete
User Name	BobTest	Rose Test	Child (2-17) \$ edit delete
CLICK TO CHANGE PASSWORD		Tom Test	Child (2-17) \$ edit delete
Guest Credits	0		
Payment Status	pending		
Address	123 Any St. 2nd Floor Any City, PA 19401		
Emergency Contact			
Name			
Phone Number			

Until the check is received and cleared your account will be in pending mode and you will not be able to enter the club.

The yellow dollar sign (\$) next to the names indicates that the memberships are pending until the check has cleared.



1724 Gallagher Road
Plymouth Meeting
PA 19462