

Instructions

STEP 1

Pre-Registration

To join our pool you must complete this **<u>pre-registration form</u>**.

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

We require a \$25 pre-registration fee.

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





1724 Gallagher Road Plymouth Meeting PA 19462

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 <u>plymouthswimclub.com</u> go to the menu and click on MEMBER LOGIN





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CLIC	K TO CHANGE PASSWORD						
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ayment Status	unpaid						
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	2nd Floor						
	Any City, PA 19401						
Emergency Contact		EDIT					
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3. Once you are logged in you should see your account. Make sure to click on **edit** to verify and update your account.

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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.







STEP 3:

Pay your membership dues

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



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tal		Membe	arship	Join	Payment	s Manage Account	t Return to Main !
	MAKE A PAYMENT						
	MEMBERSHIP FEE						
	Bended Membership Dues To pay membership dues, select button to the right and then select which members on yo member who wishes to enter the club this season must pay the current year dues.	our current member	ship yo	u wish to	pay for. Any	, • •	
	Non Bondled Membership Dues To pay membership dues, select button to the right and then select which members on yo member who wishes to enter the club this season must pay the current year dues.	our current member	ship yo	u wish to	pay for. Any	, • 🔶	
	DISCOUNT						
	Pre Registration Fee Credit -\$25.00 If paid between 12/1 & 4/30					\$-25.00	
	GUEST FEE						
	Court Pase Bookley 10 10 courts Passes 155 and at the 1500 ferror 550 Caust Passes 155 and at the front cask (by in Advance and save money and time Month Pass, Case Passes are good for one aday entrance. The Plymouth Swim Club member is in all Plymouth Swim Club rules and regulations.	er needs to be prese esponsible for their s	ent for i guest(s,	guest to I. Guests I	use a Gues nust adher	\$100.00 r e to	
	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 ne	ext scree	in and you	will be able	to simply submit the orc	der.
	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. To be paid in full (One tir	me. It expires after 2 years of unpaid dues). One per fi	amily.	\$300.00	
Plymouth Swim Club is owned hold elected positions on the b non-bondholders a premium t limited amounts of bonds avai	I by its members. By buying a bond you become a p oaard and vote on issues presented to the Club. Bono to join. A typical family membership will pay the bon lable. Don't wait until they are all gone	art owner of Plymouth Swim Club. Bondholders are abl dholders save money too! Plymouth Swim Club charge d amount in non-bond fees in less than five years. Then	le to S e are	
MEMBERSHIP FEE				
Bonded Membership Dues To pay membership dues, sele member who wishes to enter t	ct button to the right and then select which membe the club this season must pay the current year dues.	rs on your current membership you wish to pay for. An	y 🖾 🖣	
SELECT MEMBERS				
NAME	MEMBER TYPE	DATE OF BIRTH	PRICE	
Bob Test	Adult (18-64)		\$240.00	
Jane Test	Adult (18-64)		\$240.00	
Tom Test	Child (2-17)		\$110.00	
Rose Test	Child (2-17)		\$110.00	
Non Bonded Membership Due To pay membership dues, sele member who wishes to enter t	s ct button to the right and then select which membe the club this season must pay the current year dues.	rs on your current membership you wish to pay for. An	y	
Pre Registration Fee Credit -\$25.00 If paid between 12/1 & 4	4/30		\$-25.00	
GUEST FEE				
Guest Pass Booklet-10 10 Guest Passes for \$100 (sav Guest Passes \$15 each at the fr Pass. Guest Passes are good fo all Plymouth Swim Club rules	e 550) tont desk. Buy in Advance and save money and time or one daily entrance. The Plymouth Swim Club merr and regulations.	I Member needs to be present for a guest to use a Gues ber is responsible for their guest(s). Guests must adher	\$100.00 st re to	
PAYMENT METHOD				- 4
Credit or Debit	inin there is no charge providity available payment meth	au is will be ignored on one next screen and you will be able	 O simply submit the 	order.
Check			0	
				Next

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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, selec member who wishes to enter t	t button to the right and then select which membe he club this season must pay the current year dues.	rs on your current membership you wish to pay for. Any	y	
Non Bonded Membership Dues To pay membership dues, selec member who wishes to enter t	: t button to the right and then select which membe he club this season must pay the current year dues.	rs on your current membership you wish to pay for. An	y 🛛 🔶	
SELECT MEMBERS				
NAME	MEMBER TYPE	DATE OF BIRTH	PRICE	
Bob Test	Adult (18-64)		\$300.00	
Jane Test	Adult (18-64)		\$300.00	•
Tom Test	Child (2-17)		\$110.00	
Rose Test	Child (2-17)		\$110.00	
DISCOUNT				
Pre Registration Fee Credit -\$25.00 If paid between 12/1 & 4	/30		\$-25.00	
GUEST FEE				
Cuest Passe Booklet-10 10 Guest Passes for \$100 (save Cuest Passes \$15 each at the fir Pass. Cuest Passes are good for all Plymouth Swim Club rules a	• \$50) ont dask. Buy in Advance and save money and time r one daily entrance. The Plymouth Swim Club mem nd regulations.	I Member needs to be present for a guest to use a Guese ber is responsible for their guest(s). Guests must adhen	\$100.00	
PAYMENT METHOD				
If you are placing an order for whi	ch there is no charge pick any available payment metho	od. It will be ignored on the next screen and you will be able	to simply submit the order.	
Credit or Debit			0	
Check			0	
				_

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.



1724 Gallagher Road Plymouth Meeting PA 19462

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

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 RESERVAT	IONS					
ACCOUNT #94		EDIT	МЕМВЕ	ERS			ADD MEM
Account Type	Offered Membership			Bob Test 🔒	Adult (18-64)	6	<u>edit</u>
Billing Contact User Name	Bob Test BobTest		()	Jane Test	Adult (18-64)	\$	edit delete
CLIC	K TO CHANGE PASSWORD		0	Tom Test	Child (2-17)	\$	edit delete
Guest Credits	0			Rose Test	Child (2-17)	\$	edit delete
Payment Status	paid						
Address	123 Any St. 2nd Floor Any City, PA 19401						
Emergency Contact		EDIT					
Name							
Phone Number							

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.



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.

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.

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.

PSC Member Portal	Invoice # 21	01-03-202	22	
Member Name	Email		Acct #	
Bob Test	bobtest@gmail.com		94	
Non Bor	nded Membership Dues: Bob Test		\$300.00	
Non Bon	ded Membership Dues: Jane Test		\$300.00	
Non Bon		\$110.00		
Non Bond		\$110.00		
	Pre Registration Fee Credit		\$-25.00	
		٦	「otal: \$795.00	
Ma	ike Checks Payable to: Plymouth Mail to: PO Box 158	Swim Club		
	Plymouth Meeting, PA 1946	2		

ACCOUNT PAYMENTS UN	IPAID CHARGES RESERVATIONS				
ACCOUNT #94		мемве	RS		
Account Type	Offered Membership		Bob Test 👜	Adult (18-64)	6 edit
Billing Contact Jser Name	Bob Test BobTest	0	Jane Test	Adult (18-64)	S edit delete
CLICK T	D CHANGE PASSWORD		Rose Test	Child (2-17)	8 edit delete
Guest Credits	0		Tom Test	Child (2-17)	6 edit delete
Payment Status	pending	-			
uddress	123 Any St. 2nd Floor Any City, PA 19401				
Emergency Contact	EDIT				
Emergency Contact	EDIT				
Phone Number					



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