

INSTRUCTIONS FOR REGISTERING FOR MEMBERSPLASH

DESKTOP:

1. Click on Membersplash link provided.
2. At top of page click "REGISTER"
3. Enter the required information. If you are an absentee homeowner, please enter your Forest Lakes address. You'll create a username and password here. ****Must be at least a medium strength password****
4. "LOG OUT" and then "LOG IN" using your newly created username and password.

MOBILE DEVICE:

1. Click on Membersplash link provided
2. Click the three lines on the top right corner of the page and select "REGISTER"
3. Enter the required information. If you are an absentee homeowner, please enter your Forest Lakes address. You'll create a username and password here. ****Must be at least a medium strength password****
4. "LOG IN" using your newly created username and password by clicking the three lines on the top right corner of the screen.

TO HAVE YOUR ACCOUNT APPROVED YOU MUST:

1. **MEMBERS:** Enter names of all household members by clicking the three dots on the right (adults, independent swimmers: 6th grade- 12th grade, children: 5th grade and under). You must provide a birth date for independent and child swimmers. *A Member listed under your account must have the same permanent address as you with the exception of a nanny/caregiver.*
2. **UPLOAD PHOTOS:** Everyone must have a photo ID for check-in. Click on the three dots next to the member and select "add photo". From there, you can drag a jpg into the circle or upload a jpg from your desktop/photo gallery. Please use a close-up head shot.
3. **EMERGENCY CONTACT:** Click on three dots next to "Emergency Contact" to add. *Number must be formatted XXX-XXX-XXXX.*
4. **POOL RULES:** Click on blue document icon next to Adult Member's name. Read and Agree. Please go over with all family members.

LEGACY ACCOUNTS:

Follow the same instructions as above to register. When entering required information, you will select Legacy Member. You will need to enter your address (the address on the registration form must match the billing address of your credit card payment). Enter your parents' Forest Lakes address where indicated. Once the required steps have been completed, click "pay now". You will need to select which Legacy membership you are requesting (Single, Couple, or Family).

NANNY/CAREGIVER:

Your nanny/caregiver will need to be added to your account as a family member. Once your account has been approved by the FLCA staff and you have been marked "PAID", you will need to go back into your account and select "MAKE A PAYMENT". Select "NANNY/CAREGIVER" pass and continue with payment.

NOTE: With the exception of Legacy accounts, all accounts will be marked as "UNPAID" until your application is approved by the FLCA office. We will be reviewing and approving all dependents input into the system, for every account. If there is any fraudulent information supplied regarding your Membership/Dependents, your account will not be activated. If you are a lessee, the FLCA office must have a current lease on file or your account will not be activated.

Your account should be approved within one week after submitting. Please check your email for an "APPROVED" notice from forestlakesmembersplash@gmail.com. If you don't receive an email within a week, please call the FLCA office. 434/973.4596.

Your 10 guest passes will be added to your account upon approval.