



# Member Self Service Sign Up

Set up your member account today to easily charge:

- ✓ Guest fees
- ✓ Gift cards
- ✓ Other front desk goods
- AND
- ✓ Membership dues (starting summer of 2017)

1.) Go to this link:

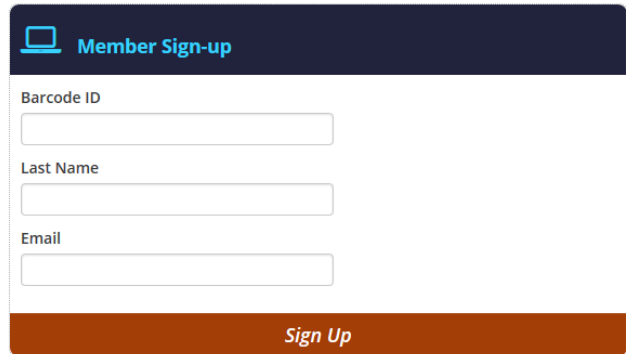
<https://www.yourclub.net/MSS/Account/Login?ReturnUrl=%2fMSS%2fHome%2fIndex%2f2101>

2.) Click on “Member Sign-up”

A screenshot of the Cheverly Swim and Racquet Club member self-service sign-up page. The page has a dark blue header with the club's name and a laptop icon. Below the header are input fields for "User Name" and "Password". A "Forgot Password" link is present, with a red circle around the text "Member Sign-up" and a red arrow pointing to it. At the bottom of the form is a "Log-In" button. The footer contains the club's name, a "Contact" link, and fields for phone and email.

3.) Enter the following information:

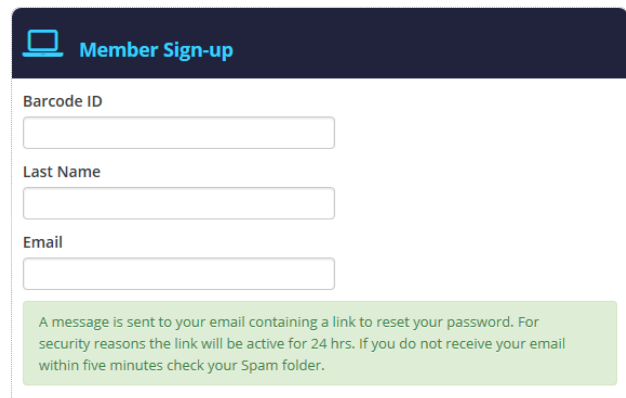
- The 4 digit Barcode ID number on the back of the **primary member's** pool keytag (the plastic tag scanned at the front desk)
- The primary member's last name
- The primary member's email address that we have on file
- Click Sign up



The screenshot shows a web form titled "Member Sign-up". It has a dark blue header with a laptop icon and the title. Below the header are three input fields: "Barcode ID", "Last Name", and "Email". At the bottom of the form is a brown button labeled "Sign Up".

4.) Instructions will be automatically sent to the e-mail address we have on file in the membership system. This may not be the same email address used for general pool e-mails (such as these instructions).

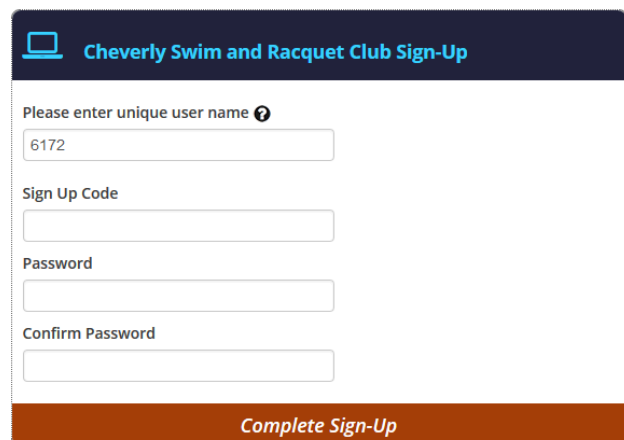
*If you have trouble remembering the e-mail address from your application, or if you no longer have access to that e-mail, please email us [csrpool@gmail.com](mailto:csrpool@gmail.com)*



The screenshot shows the same "Member Sign-up" form as above. Below the "Email" input field, there is a green message box that reads: "A message is sent to your email containing a link to reset your password. For security reasons the link will be active for 24 hrs. If you do not receive your email within five minutes check your Spam folder."

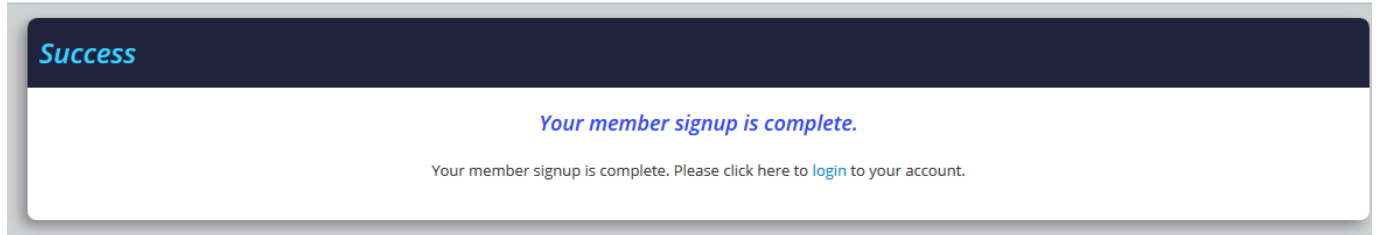
5.) You will receive an e-mail from [auto@yourclub.net](mailto:auto@yourclub.net).

- Click on the link in that email
- The default user name is your bar code number. You may change this if you wish.
- Enter the Sign Up code from the e-mail
- Choose a password
- Write down your user name and password and keep it in a safe place
- Click "Complete Sign-Up"

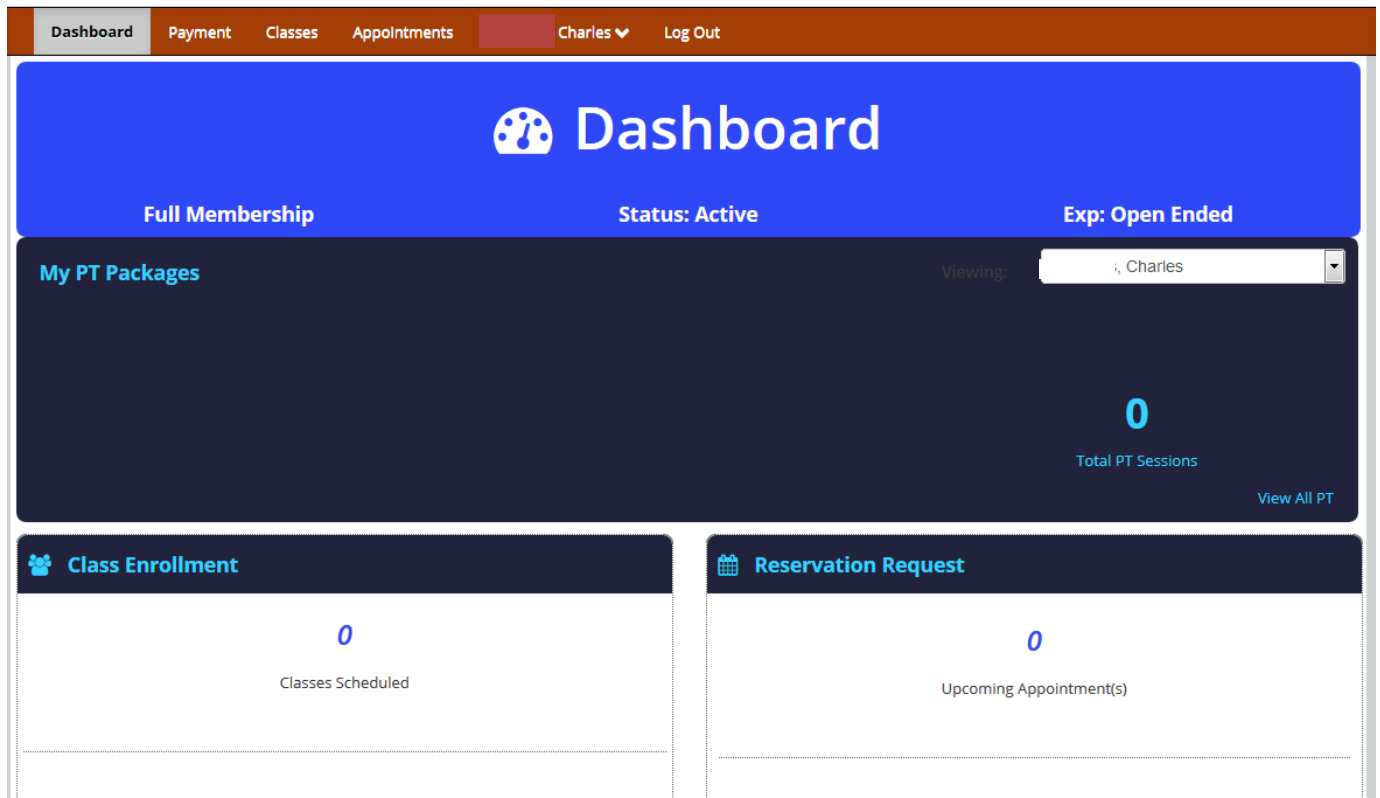


The screenshot shows a web form titled "Cheverly Swim and Racquet Club Sign-Up". It has a dark blue header with a laptop icon and the title. Below the header are four input fields: "Please enter unique user name" (with a question mark icon), "Sign Up Code", "Password", and "Confirm Password". At the bottom of the form is a brown button labeled "Complete Sign-Up".

You will see this screen:



6. Log in to see your personal Dashboard.



7. Add your financial information under the Payment heading.

**CONGRATULATIONS!**

You are now able to make charges directly to your account from the front desk for guest fees, gift cards and any other front desk purchase.

PLUS, starting Summer 2017, you can pay your dues automatically online.