

How to use the Bayside Membership System

The following describes the steps you should follow to update your membership information in the Bayside Swimming Club Membership System:

1. **Once you receive the email from registrar@baysideswimmingclub.com, please click the link in that email (as shown below).**

Dear

Greetings from Bayside Swimming Club. It is time once again to update your membership information and pay your annual dues.

No payment is needed at this time. But we need you to [click here to update your membership information](#)  **Click this link**

Please do this by no later than March 15.

If the link above doesn't work, please copy and paste the link below into your browser:

<https://bay-side.herokuapp.com/membership/renew?token=443:-58CuLEcnbzCNPv0b4NTTILDPOGX4L3FizFzHdR2Dtgo>

When the Bayside Swimming Club renewal page opens in your web browser, choose one of the options:

- I want to keep my membership Active
- I want to become an Inactive Member for
- I want to Sell my Stock

All members must complete this step.

Please also complete the additional steps to verify and/or update your household information so that we have your most up-to-date contact information and can issue 2024 membership cards for all pool members.

The next day, you will receive an invoice by email. You can then pay that invoice by check or direct bank funds transfer (or by credit card only if you selected that option during the online renewal process). Please note that if you choose to pay your dues by credit card, an additional handling fee will be added.

If you indicate that you want to sell your stock, you will be contacted by the membership chair.

TIME SENSITIVE: The links above are specific to your membership account and are only valid through **March 15**, . A late fee of \$50 will be added if you do not respond by that date. Also, please note that you will need to pay your membership fees by April 30, .

If you need assistance, please feel free to email registrar@baysideswimmingclub.com or call David Cohn, Club President at 360-961-3087.

Best Regards,

Your Bayside Swimming Club Board of Directors

David Cohn, Ken Ericson, Chris Fairbanks, Teresa Handy, Jermaine Larson, Sharon Loecky, Richard Rosbach, Dan Stockwell, Paul Troutman, and Stephanie Walters

This will open a web browser. Please note the following membership fees for 2024:

Active Member\$625

Inactive Member\$225

2. **In your web browser, select one of the three options (as shown below)**

Bayside Swimming Club

Hello . It's time to renew your membership.

Member #

Please pick from one of the options below.

I want to keep my membership Active

I want to become an Inactive Member for 2024

I want to Sell my Stock

3. **After selecting one of these options, indicate whether you want to pay by credit card (for an additional fee), and then click Continue >>.**

Bayside Swimming Club

Hello _____. It's time to renew your membership.

Member # _____

Please pick from one of the options below.

I want to keep my membership Active

I want to become an Inactive Member for 2024

I want to Sell my Stock

Annual dues for _____ are _____

Would you like to pay by credit card for an additional \$25 fee?

Yes

No

4. On the next page, please update your name and address (as needed) and then click Save and Continue.

Bayside Swimming Club

Your membership renewal has been recorded. Please update the information below for the primary member.

STREET ADDRESS	MAILING ADDRESS
First Name*	First Name* <input type="checkbox"/> Use street address
Last Name*	Last Name*
Street Address*	Street Address*
Street Address (cont'd)	Street Address (cont'd)
City* Bellingham	City* Bellingham
Country* United States of America	Country* United States of America
State* Washington	State* Washington
Zip* 98229	Zip* 98229

Save and Continue

5. On the next page, please update the information for each member of your family (as needed).

Bayside Swimming Club

Street Address [\(edit\)](#) Mailing Address [\(edit\)](#)

Please update the information below

Primary member

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email*	Secondary email
<input type="text"/>	<input type="text"/>
Primary phone number*	Secondary phone number
<input type="text"/> cell ▾	<input type="text"/> home ▾

Spouse

First Name*	Last Name*	Email	✕ delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primary phone number	Secondary phone number		
<input type="text"/> cell ▾	<input type="text"/> home ▾		

Children

In addition to the active stockholder and spouse, the following are considered members and shall have full rights to use the facilities of Bayside Swimming Club: **Dependent children** and **Adult children living in the household** (at the address listed for the primary member).

Use the "Add a child" link below to add any children who meet the above criteria described above.

[+ Add a child](#)

[Save and Continue](#)

Note: The primary member and email address is the name and email that will be used to send you your dues invoice as well as your membership renewal notice next year.

IMPORTANT: Please make sure this is up to date.

You can log back in at any time to update this information if it ever changes.

NOTE: Only people who physically reside at the same address can be issued membership cards. Grown children who no longer reside at home with their parents ARE NOT MEMBERS and should therefore be removed from the list of Children.

6. Once you complete this step, you will see the screen below.

Bayside Swimming Club

David Cohn:

Thank you for updating your member information for member number: _____

You can return to the online member database to update your member information at any time by going to bayside.herokuapp.com/membership/edit

You can also find a link to this page on the main Bayside Swimming Club website at BaysideSwimmingClub.com

You indicated that you will be an _____ member for the _____ swim season for a total of \$ _____.

You will receive an email in a few days with an invoice for your annual Bayside Swimming Club membership dues. You can pay your dues online by clicking the Pay Now link in that email.

[Log Out](#)

You can simply close the browser at this point. You do not need to log out, although there is no harm in doing so.

Follow-up: The day AFTER you complete these steps, you will receive an email from our QuickBooks system with a copy of your 2024 dues invoice. Once you receive that email, please follow the instructions in that email to pay your dues.