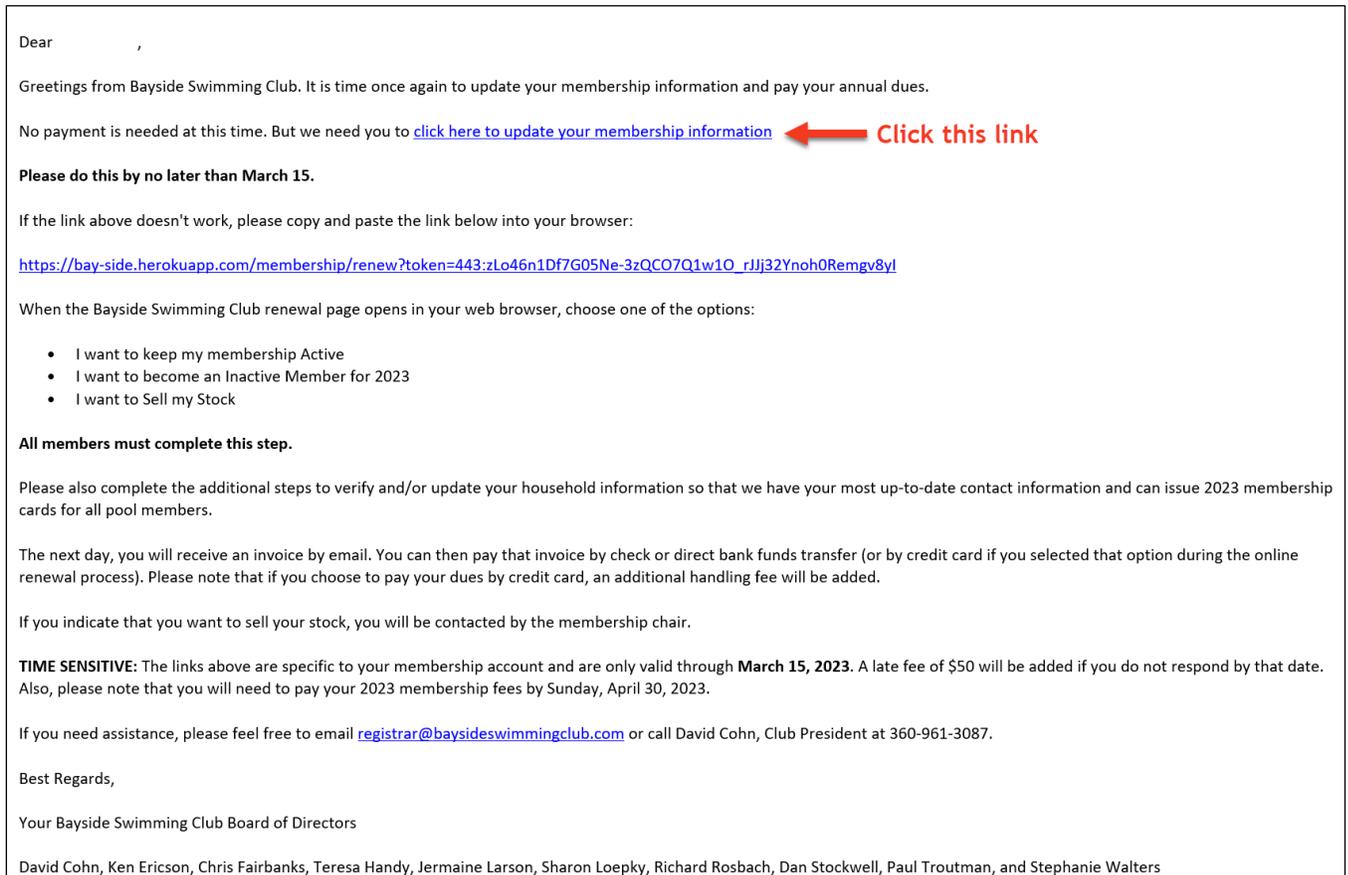


How to use the Bayside Membership System

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).**

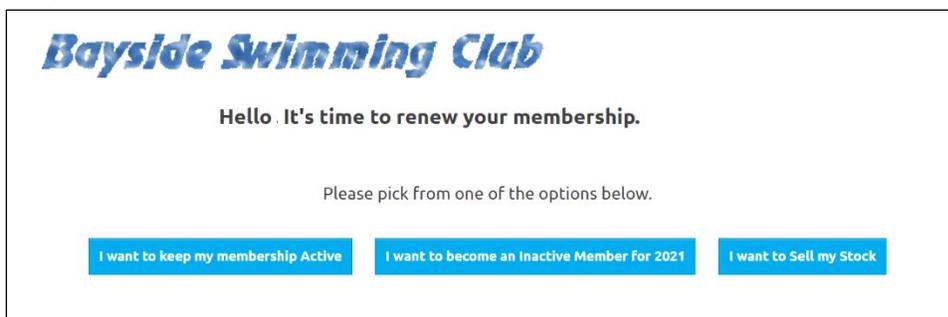


This will open a web browser. Please note the following membership fees for 2023:

Active Member\$600

Inactive Member\$175

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



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 [Name] . It's time to renew your membership.
Member # [Number]

Please pick from one of the options below.

Annual dues for 2023 are **\$600**

Would you like to pay by credit card for an additional \$20 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 <input type="checkbox"/> Use street address
First Name*	First Name*
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

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.



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 2023 dues invoice. Once you receive that email, please follow the instructions in that email to pay your dues.