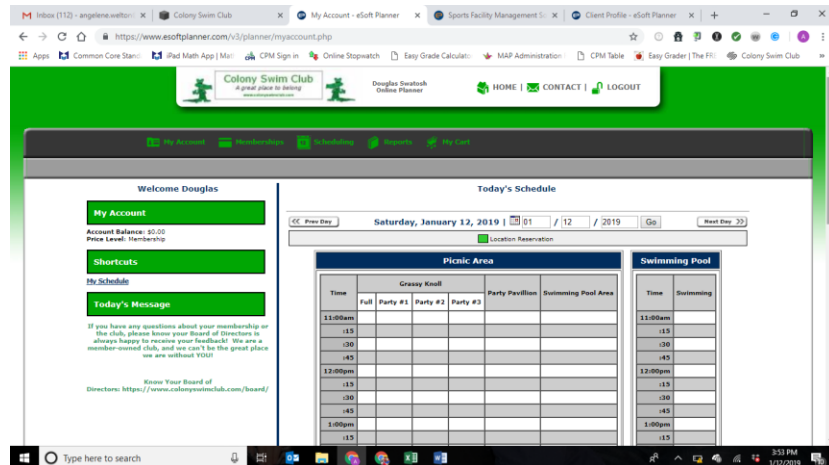


Esoft Login and Membership “Purchase” 2019

Please note, you must have your eSoft Planner login information to follow these steps. The system underwent security upgrades since last season, so you might be prompted to change your password. If you cannot login, please email Angelene Welton, membership@colonymswimclub.com, to receive your login and have your password reset. Please keep this login information somewhere easy to reference as this will serve as access to your account with Colony moving forward.

Go to www.colonymswimclub.com, click on Members: Login to eSoft Planner
Once on the eSoft Planner page, log in using your username and password.



STEP 1: If you see this welcome screen when you log on, continue with the steps listed below. If you do not see this screen, email or call the membership director.

First, click on My Account → My Profile
Review the information listed. If you see any incorrect information, please update it here, including accurate birth dates. Birthdate information helps us with identification and future discounts. If you need to add a family member or grandparent, that will be done next. Click “update” at the bottom of the page.

PLEASE KEEP THE BOX NEXT TO

PROMOTIONAL EMAILS CHECKED. If this box is not checked, you will not receive any email communication from Colony including newsletters, pool closing information, etc.

Promotional Emails ☒ (Check if you want to receive promotional emails from Colony Swim Club)

Second, make sure that all family members are accounted for, including grandparents.

If your profile looked perfect and you have no family members to add, move on to **STEP 2** below. If you DO need to add a family member that was missing from your profile (**including grandparents**), follow the steps below:

*Note: You can add a family member to your account at anytime. This allows you to schedule appointments, camps/class and/or leagues for yourself as well as your family.
* Indicates a required field.

Primary Account Holder

The Primary Account Holder is already set up and should not be added as a family member.

First Name: Douglas
Last Name: Swatosh

Add Family Member

*First Name:
*Last Name:
*Birthdate:
*Gender: Not Selected

Family Members Already Added

Name	Birthdate
Grandma Sharlene Welton	March 28, 1955
Grandpa Ralph Welton	May 7, 1955
Grandma Diana Swatosh	May 23, 1955
Angelene Welton	August 4, 1978
Kendal Swatosh	April 19, 2006
Garret Swatosh	September 1, 2008
Bennet Swatosh	December 30, 2014

To add a member in your membership, hover on “My Account” and click “Add Family Member.” Your screen will read: “Add Family Member.”

If an immediate family member living in your household was missing in the previous page, you may enter them here. For Single Memberships, this will be no one; for Senior Couple Memberships, this is a spouse that may not be listed; for Family Memberships, this is a spouse, child, or grandparent that may not be listed. Family Memberships, if you have grandparents who may be accompanying a member of your family any time during the 2019 season, please add them here. Add them as First Name: “Grandparent (insert first name)” and “Last Name: (insert last name).” Be sure to include their appropriate birth date. Confirm by clicking “Add Family Member” at the bottom of the screen.

STEP 2: From the main toolbar/menu, click on green header “Memberships.”



Membership Manager

In the membership manager, you can enroll yourself into the membership programs. Click the details button to view more information and purchase the membership.

Swim Memberships Available for Enrollment						
Family Membership						
Membership Name	Application Fee	Initiation Fee	Refundable Bond	Annual Price	Late Fee	
Family Membership May 1, 2019 - Sep 30, 2019	Full: \$100.00	Full: \$200.00	Full: \$600.00 Year 1: \$0.00 Year 2: \$200.00 Year 3: \$200.00 Year 4: \$200.00	Full: \$625.00	No Late Fee	<input type="button" value="Details"/> <input type="button" value="Sign Up"/>
Senior Couple Membership						
Membership Name	Application Fee	Initiation Fee	Refundable Bond	Annual Price	Late Fee	
Senior Couple Membership May 1, 2019 - Sep 30, 2019	Full: \$100.00	Full: \$200.00	Full: \$600.00 Year 1: \$0.00 Year 2: \$200.00 Year 3: \$200.00 Year 4: \$200.00	Full: \$350.00	No Late Fee	<input type="button" value="Details"/> <input type="button" value="Sign Up"/>
Single Adult Membership						
Membership Name	Application Fee	Initiation Fee	Refundable Bond	Annual Price	Late Fee	
Single Adult Membership May 1, 2019 - Sep 30, 2019	Full: \$100.00	Full: \$200.00	Full: \$600.00 Year 1: \$0.00 Year 2: \$200.00 Year 3: \$200.00 Year 4: \$200.00	Full: \$200.00	No Late Fee	<input type="button" value="Details"/> <input type="button" value="Sign Up"/>

Your next screen will read “Membership Manager” with a subcategory “Swim Memberships Available for Enrollment.” Please choose the appropriate membership category (Family Membership, Senior Couple Membership, Single Membership). ***IMPORTANT*** If you were a Single or Senior couple in 2018, you CANNOT choose Family for 2019. If you were a Family in 2018, and choose Single or Senior Couple for 2019, this change cannot be undone.

Click “Sign Up.”

Your next screen will read “Swim Membership Enrollment.”

You will have the opportunity to remove any names that do not belong on your membership here (Single Members, no names should be listed here other than the active Single Member; Senior Couple Members, only 2 spouses should be listed here; Family Memberships, only spouses, child(ren), and applicable grandparents should be listed here). Unselect any incorrect members listed (including nannies and non-dependent children).

Select Payment Options:

This payment total listed here should match the invoice you received in the mail with these instructions. **If the invoice you received in the mail does not match what you see on this page, please contact membership@colonyswimclub.com to let us know of the discrepancy.**

Additional Options (this section applicable only to Family Memberships):

If you will not have a nanny for the season, choose No.

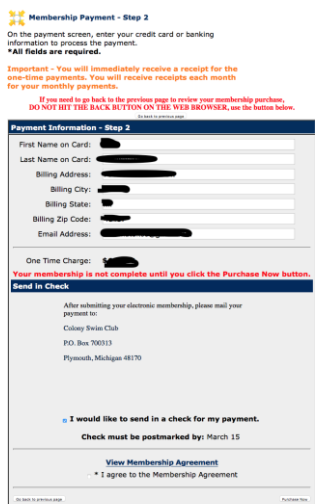
If you plan to have a nanny(s) for the summer, pay special attention to this section. If you will have a nanny, choose “yes,” choose 1 (your membership price will increase \$60), and list full name of provider(s). If provider name is unknown at this time, please type “Jane Doe” and we can update this information when the season begins.

Totals:

The total listed here should match the invoice you received in the mail (unless you added a nanny; in this case, \$60 will be added to your total). Your check should be written for this total, payable to Colony Swim Club. If your total here does not match the invoice you received in the mail, your mailed invoice will override what is listed in esoft planner. Email any questions to membership@colonyswimclub.com.

Click “Continue to Payment”

Your next screen will read “Membership Payment- Step 2”



Verify your information is correct. Although it says “First Name **on Card**,” this doubles as the name field for check payment. NEW THIS YEAR: Credit card payments – this feature will be available soon. There will be a service fee associated with choosing this option. As always, we are happy to receive a check in the mail. Click on the “View Membership Agreement” link, and after reading, select the box “I agree to the Membership Agreement.”

Click on “Purchase Now”

You will move to a screen that states “Membership Purchased Successfully”

Your membership is now active pending receipt of your payment by March 15th, 2019. You will also receive an email from eSoft Planner verifying this membership registration. If you did not receive this email, please check your junk mail and mark the sender as “not junk.” Your membership registration email will look like the photo to the left.



This email will drive your membership to temporary completion for the 2019 season. You’re almost there! All you have left to do is write your check for the total listed on your invoice (plus any applicable nanny fees) and mail it payable to:

Colony Swim Club
PO Box 700313
Plymouth, Michigan 48170

Once your check has been processed, you will receive a confirmation email. You can also view your status in “My Memberships” under the “My Profile” heading. No longer will you wonder if your payment was received, and you will no longer have to email our Membership Director to ask if your check has been processed!

Thank you, members! Here’s to an amazing 2019 season!

Angelene Welton
Membership Director
membership@colonyswimclub.com