

## Esoft Login and Membership Purchase 2023 FOR FIRST-TIME/NEW ACCOUNTS

These instructions are for members who are registering for a new account:

- You are creating an account and purchasing a membership with a credit card or debit card OR
- You are creating an account and have already mailed in payment or are planning to mail in payment.

If you are having problems creating your account or have questions, please email: [montclaireswimclub@yahoo.com](mailto:montclaireswimclub@yahoo.com).

Step 1: Go to [www.montclaireswimclub.com](http://www.montclaireswimclub.com) and click on [Member Log In](#) at the top of the website next to the About Tab.

Click on “Click here to Register.”

You should see the following screen:

**User Registration - Montclaire Swim Club**  
Please fill out this form to become a registered user.  
When registering multiple kids of one family, register as a parent and you will be able to add the children into that account. This means one (1) account per family. This avoids multiple account confusions. Thank you  
\* indicates a required field.

**Login Information**  
Both must be at least 6 characters long. We recommend including numbers and uppercase letters as well.  
\*Desired Login  6-15 Characters  
\*Password   
\*Confirm Password

**Profile Information**  
\*Email   
\*First Name  \*Last Name   
Organization/Teams:   
\*Address   
\*City  \*State   
\*Zip  \*Primary Phone   
Work Phone  Secondary Phone   
Fax   
Secondary Email   
\*Birthdate Jan | 01 | 2022 Gender   
\*How Did You Find Us? Please Select   
Email Reminders  (You will only receive email reminders for your scheduled events)  
Parent/Guardian:   
(If you are under 18 years old please enter your parent/guardian's name)

**Registration Waiver**  
[Click here to view Registration Waiver](#)  
 I have read and agree to the Registration Waiver

Complete the information. Note: You must complete all of the starred information. Login and password must both be at least six (6) characters long. Login is usually the first initial of the first name along with the last name of the primary account holder. (Ex. jsmith for John Smith)

Click: Register and then Click “Click here to login into your account.” Proceed with Step 2.

Step 2: Enter your login and password and Click “Login”

The screenshot shows the Montclaire Swim Club website. At the top, there is a navigation bar with the club's logo and links for HOME and CONTACT. Below the navigation bar, there is a message from the club: "A Message from Montclaire Swim Club: Welcome to Montclaire Swim Club!! You can create an account to: Buy your membership, Sign up for swim lessons, Fund your account for the concession stand, Buy Guest Passes online. Open house is May 23rd to May 27th, 4pm to 7pm." To the right of the message is a login form titled "Montclaire Swim Club Login" with fields for "Login:" and "Password:" and a "Login" button. Below the login form, there is a small text box that says "Not Registered? Click here to Register, Forgot Your Login? Forgot Your Password?". At the bottom of the page, there is a copyright notice: "© Copyright 2022 - eSOFT Planner Version 3.12.04191-USA - Montclaire Swim Club Web Review and Design by JTC Communications | Privacy Policy | Security Statement." and logos for eSOFT PLANNER and PCI DSS Validated securitymetrics.

Step 3: Review/complete/update your current information and click “Continue”

## My Profile

Please be sure to keep your profile up to date, so that we may best meet your needs.

\* indicates a required field.

Thank you for signing up for our Online Scheduling feature. Since it is your first time logging in we would like you to look over the information below and verify that everything is correct. If you need to update or correct any information please do so. After you have verified all the information please hit the Continue button at the bottom of the page.

**Profile Information**

\*First Name  \*Last Name

Organization/Team:

\*Address

\*City  \*State

\*Zip  \*Primary Phone

Work Phone  Secondary Phone

Fax

\*Email

Secondary Email

Birthdate: 3m 01 2000 Gender: Female

 Upload New Picture:  No file selected.  
\*(must be jpg, gif, or png)

Email Reminders  Select if and when you would like to receive email reminders for your scheduled events.  
 6:00 am - day of event |  6:00 pm - day before event |  Both

Select if and when you would like to receive text reminders for your scheduled events.  
Text Reminders  6:00 am - day of event |  6:00 pm - day before event |  Both

Phone Number:  Mobile Carrier:

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

Parent/Guardian:   
(If you are under 18 years old please enter you parent/guardian's name)

Barcode: N/A

Step 4: Click on your areas of interest or click None. Then Click “Continue.”

## My Interests

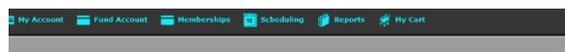
### To select your interests:

- Check the boxes that indicate your areas of interest
- Click the Continue button at the bottom of the page

\*Note: Please check back periodically to update your areas of interest. We are continually seeking opportunities to better serve our clients. Your feedback will help us to better understand what services we should add, drop or improve upon.

Name	Description	I'm Interested
None	Not currently interested in any options below.	<input type="checkbox"/>
Pavilion Rentals	Are you interested in learning about our pavilion rentals?	<input type="checkbox"/>
Private Pool Parties	Reserve the pool in off hours for a great party! Life Guards included	<input type="checkbox"/>
Swim Lessons	Are you interested in private or group swim lessons?	<input type="checkbox"/>
Swim Team	Are you interested in learning about our Swim Team?	<input type="checkbox"/>

Step 5: Add information for all family members in your household or click no family members for individual/single memberships. **DO NOT ADD CHILDCARE PROVIDERS AS FAMILY MEMBERS.** You will have the option to add a childcare provider when enrolling for a membership.



## Add Family Member

### To add a Family Member:

- Enter information below.
- Click the Add Family Member button at the bottom of the page

\*Note: You can add a family member to your account at anytime. This allow you to schedule appointments, cancellations and/or leaves for yourself as well as your family.

\* indicates a required field.

Your interests have been updated successfully.

If you do not wish to add a Family Member at this time, click the No Family Members button.

**Primary Account Holder**

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

First Name: text  
Last Name: text

**Family Picture**

 Upload New Picture:  No file selected.  
\*(must be jpg, gif, or png)

**Add Family Member**

\*First Name:

\*Last Name:

\*Birthdate:

\*Gender:

 Upload New Picture:  No file selected.  
\*(must be jpg, gif, or png)

**Family Members Already Added**

Name	Birthdate	Picture
No Family Members Found		

Step 6: Select “Sign Up” for either a Family Membership or a Single Membership.

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					
Montclair Swim Club Memberships					
Membership Name	Annual Price	Early Bird	Late Fee		
Family Membership Jan 1, 2022 - Dec 31, 2022	Full: \$395.00	Before May 1 \$20.00 Discount	No Late Fee	Details	Sign Up
Single Membership Jan 1, 2022 - Dec 31, 2022	Full: \$200.00	No Discount	No Late Fee	Details	Sign Up

Step 7: You may add a childcare pass or purchase guest passes if you would like to here. Click “Continue to Payment.”  
 Please Note: **If you have already sent payment or plan on mailing payment, you will have the option to choose this in the next step.**

 Swim Membership Enrollment

Choose the specifics of the membership you are creating for the client.  
 \* indicates a required field.

**Important - One time fees will be charged immediately.**

### Membership Information - Step 1

**Membership Name:** Family Membership

**Details:** Family memberships are to include members living in the current household under the age of 24.

**Membership Dates:** Jan 1, 2022 - Dec 31, 2022

**Membership For:** Max 10 people

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#### Select Payment Options

**Annual Dues:** Full Payment - \$375.00

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#### Additional Options

**Child Care Pass:**

**Individual Guest Passes:**  at \$4.00 per pass.

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#### Totals

**One Time Charge:** \$ 375.00  
**Convenience Fee:** \$ 10.31 (only if cc is to be used for payment)

**Monthly Charge:** \$ 0.00  
**Convenience Fee:** \$ 0.00 (only if cc is to be used for payment)

Step 8: On this screen you can either enter your credit/debit card info to purchase or if you have already mailed payment or plan to, click the box that says: I would like to send in a check for my payment. There is a convenience fee charged for all credit/debit card payments. There is no convenience fee for payments made by check.

 Membership Payment - Step 2

On the payment screen, enter your credit card or banking information to process the payment.  
 \*All fields are required.

**Important - You will immediately receive a receipt for the one-time payments. You will receive receipts each month for your monthly payments.**

**If you need to go back to the previous page to review your membership purchase, DO NOT HIT THE BACK BUTTON ON THE WEB BROWSER, use the button below.**

Fill info here for credit/debit card payments

Check here for payments made by check

### Payment Information - Step 2

First Name on Card:

Last Name on Card:

Billing Address:

Billing City:

Billing State:

Billing Zip Code:

Email Address:

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**One Time Charge: \$ 385.31**  
(Includes Convenience Fee)

**Pay using Credit or Debit Card**

Credit Card Type:

Credit Card Number:

Credit Card CVV2:  (security code on back of credit card)

Expiration Date:

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**Send in Check**

Thank you for your family membership registration. Please remit your payment to the address below.

Please make checks payable to:  
 Montclair Pool  
 P.O. Box 37  
 Edwardsville, IL 62025

I would like to send in a check for my payment.

Check must be postmarked by: January 1

[View Membership Agreement](#)

\* I agree to the Membership Agreement

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”

If payment has been made by credit/debt card, your membership is active immediately.

If you have already paid by check, your membership should become active within the next 24 hours. If you are planning to mail in payment, your membership will become active pending receipt of payment. You will also receive an email from eSoft Planner verifying membership registration. If you do not receive this email, please check your junk mail.

All payments by check must be mailed to:

Montclair Swim Club  
PO Box 37  
Edwardsville, IL 62025

Once checks have been processed, you will receive a confirmation email. You can also view your status in “My Memberships” under the “My Profile” heading.

Thank you, members! Here’s to an amazing 2023 season!

Montclair Swim Club Board  
[montclaireswimclub@yahoo.com](mailto:montclaireswimclub@yahoo.com)