

All Homeowners with a Lakeridge West address are default members of the LWCA.

Member Splash is our member management software tool.

As a new Member Splash user, you will need to complete the Account set-up process below.

To create a new account please complete the following steps:

1. Go to <https://lakeridgewest.membersplash.com/>
2. Click on the **Join** link at the top right-hand corner of the page.
3. This will bring up the "**Join The Pool**" form.
 - a. Please fill the form out with the Billing Contact Name. You will be able to add the rest of your family once the request has been processed.
 - b. Select Membership Type Homeowner or Renter as appropriate.
 - c. **The Username for your account is your house number and street with no space in between.**
For example: **39Cymbeline** {no space}.
This format identifies you as a Lakeridge West Homeowner and makes you eligible to create an account. **No other Username is allowed.**
 - d. Create your personal password.
 - e. If you ever lose your password you can use the password reset link to restore access to your Account. This requires that a valid email address is on file.
You can store one email address per adult member by clicking the edit icon next to their name on the account management screen.
An email address is required for the receipt of LWCA email updates & notices.
 - f. Submit the completed form. This will place you in a Waitlist for the administrator to review and authorize.

Once your request has been authorized you will receive an email. Please login to your account.

On the right-hand section of the screen there is a Members section. Here you may add your family members (including guest children and grandchildren who will be living with you for the summer). To do so, click the "Add Member" button found in the Member banner at the top of this section and add any members needed. If you need to delete a member, click "Delete" next to each member and delete. ***Please remember, all members must have the same permanent address.***

4. Edit all info for each member. To do so, click "Edit" next to each member's name and edit phone, email, gender, member type (Adult, Child, Houseguest/Nanny) and Childs date of birth.

Childs date of birth is required to confirm eligibility for unaccompanied entry into the pool.

Adult birthdate is optional.

5. Upload a face shot of each individual in your family membership under their name. To do so, click on *Manage Account, Account Details, Edit*, add each photo by clicking on the "Click to Upload Image" circle for each member. Please use a close-up headshot or cropped face photo. Picture access is used to make check-in at the pool fast and easy.

6. Add emergency contact info. To do so, click "Edit" next to Emergency Contact and add the correct info.

7. Please make your family membership payment.

Once you have added all family members you will choose your method of payment and be taken to a second screen to check out.

Please click in the BIG red banner at the top of your login page (where it says To make a payment click "here").

You have two ways to pay for your dues:

- check
- credit card *

If you are paying by check, please make sure you download and print the invoice you will see on the page.

This invoice, along with your payment, are sent by US Mail to LWCA; P.O. Box 395; Old Bridge, NJ 08857.

If you are paying by credit card, you will need to put your credit card number, expiration date and CVV in the fields provided. * **Note: Make sure you are using the address which is associated with your credit card.**