

Member Splash is our member management software tool.

To **edit** your account member information please complete the following steps:

1. Go to <https://lakeridgewest.membersplash.com/>
2. **The Username for your account is your house number and street with no space in between.**
For example: **39Cymbeline** {no space}.
3. Enter your personal password.
 - a. 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.
4. You can store one email address per adult member by clicking the edit icon next to their name on the account management screen.
 - a. An email address is required for the receipt of LWCA email updates & notices.
 - b. 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.**
 - c. 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 Child's date of birth.
 - i. Child's date of birth is required to confirm eligibility for unaccompanied entry into the pool.
 - ii. 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.