



On-line Registration and Payment Instructions

Registration Steps

1. Log in.
2. Click on the “**My Profile**” tab under the “**My Account**” heading at the top of the page and update your membership information. Click on “**Update**” when completed.
Please note: Memberships may **only** include those dependents living at home. Additional family members must be added by the system administrator. To add an adult or other dependent to your membership, contact the Membership Chair at stockanddues@woodhavenswim.com with the **reason**, name, birth date and sex. In some situations, proof of residency may be required.
3. Still under “**My Profile**,” click on the “**Memberships**” tab and select “**Sign Up**” next to the appropriate membership type.
4. Select appropriate family members and click on “**Continue to Payment.**”
5. Provide payment information and select payment method (either check or credit card, with 3% convenience fee for credit cards).
6. Select “**I agree to the Membership Agreement.**”
7. Click on “**Purchase Now.**”
8. Registration is completed when a screen with the message “**Membership Purchased Successfully**” appears.

Payment Instructions

If paying by credit card, payment is finished and no further action is required.

If paying by check, you will immediately receive a confirmation email with payment instructions. **Please be sure to pay the full amount due, including sales tax.** This amount is listed on the Membership Payment page and also in the confirmation email.

Please note that membership status for check payments will read “Suspended” until the check is received and credited to your membership. Allow 2 weeks after receipt of check for processing.