

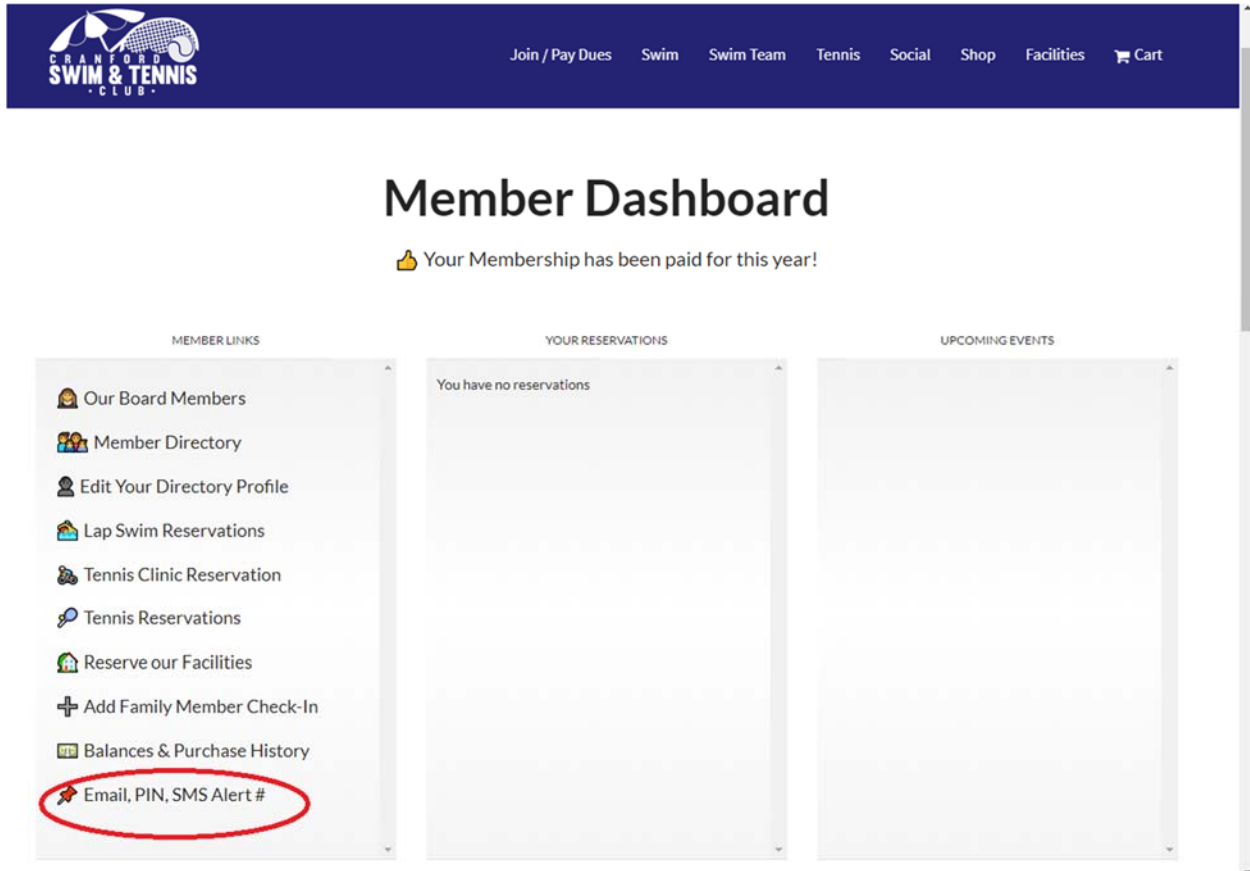
To Members,

CSTC has added several new features to its website ([www.cranfordswimclub.com](http://www.cranfordswimclub.com)) to enhance and increase member services and to comply with COVID-19 Guidance set by the New Jersey Department of Health. The club will be using our new website to allow members to check-in and check-out of the club on a daily basis, make advance online reservations to reserve time for lap swimming, tennis and pickleball, register and pay for adult and children's instructional programs/lessons/clinics as well as purchase concession items, pay membership dues and manage their accounts.

All members should log into our new website if they have not done so already and set up their accounts. Your username is your typical email address used for club purposes and a temporary pin of 1111 is set. After logging into the portal, create a new pin number and complete your profile. Once you have done so, your information is password protected and behind a firewall.

The screenshot shows the website's header with the logo on the left and navigation links: "Join / Pay Dues", "Swim", "Swim Team", "Tennis", "Social", "Shop", "Facilities", and "Cart". Below the header, a red circle highlights the text "Members: Sign in here". To the right of this text are several icons representing user profile, home, search, calendar, and notifications. The main content area features a large banner with a tennis ball on a court. The banner text reads: "Tennis Courts for Day and Night Play", "Reserve a court from our iOS or Android app", and a "Join the Club" button.

To change your pin number, click on “Email, PIN, SMS Alert#” which can be found at the bottom of the list on the left hand side of the screen under the heading “Member Links”. In addition to changing your pin number, please make sure your email address is correct. If you would like to receive Club Related Text Messages (i.e. – Club is closed due to weather, etc.) you can also add your mobile number.

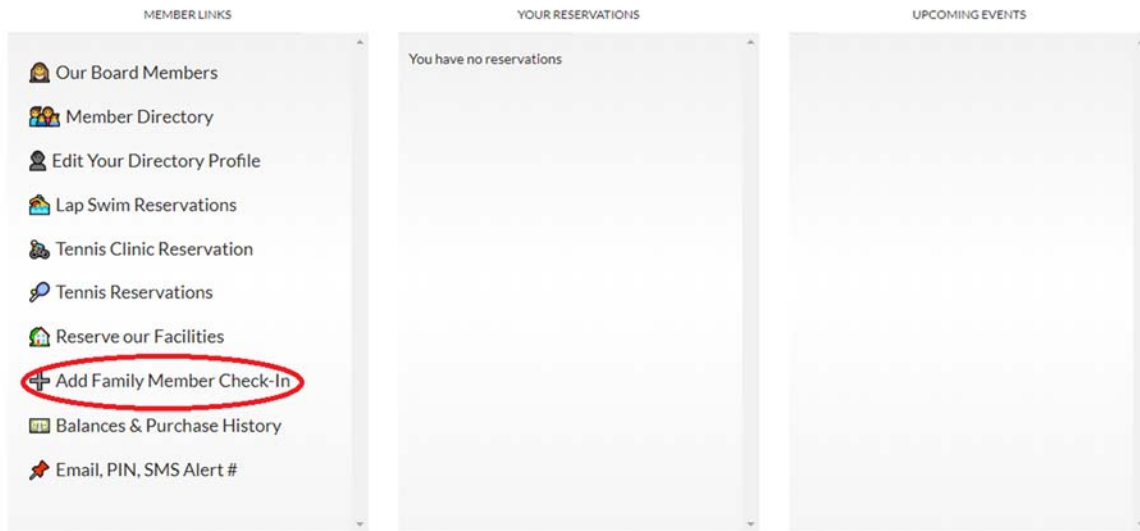


After you update this information, please return to the Member Dashboard, by clicking the “Member Dashboard” link on the top left or the “head and shoulder” silhouette” icon on the top right.

Under the “Member Links” heading, click on “Add Family Member Check-In”. This step is required if a spouse, partner or child is also an active member as well as any babysitters that have been granted seasonal membership. By scrolling down, you will see the options to add a “Sub Account” (spouse or partner), “Children/Dependents” (child members and babysitters). This is very important for check-in purposes and for managing on-site capacity and contact tracing as per the requirements set forth by the Department of Health. **This information is not public.** If you do not set up your account prior to your first visit, the desk attendant will ask for this information; however, it will delay the check-in process. Please let other members check-in ahead of you if you have not set this up.

## Member Dashboard

👍 Your Membership has been paid for this year!



The screenshot displays the Member Dashboard interface. It is divided into three main sections: MEMBER LINKS, YOUR RESERVATIONS, and UPCOMING EVENTS. The MEMBER LINKS section contains a list of options: Our Board Members, Member Directory, Edit Your Directory Profile, Lap Swim Reservations, Tennis Clinic Reservation, Tennis Reservations, Reserve our Facilities, Add Family Member Check-In (circled in red), Balances & Purchase History, and Email, PIN, SMS Alert #. The YOUR RESERVATIONS section shows a message: "You have no reservations". The UPCOMING EVENTS section is currently empty.

For any technical assistance, which we are very happy to provide, please contact Board members, Joe Baldoni, [jcbaldoni@gmail.com](mailto:jcbaldoni@gmail.com)/908-803-7788 or John Hartnett, [jjhartnett303@gmail.com](mailto:jjhartnett303@gmail.com)/ 908-787-2085.

Check-in will be similar to previous years, where you provide your name to the desk attendant. Even if there is a line, please do not bypass check-in or state your name and continue into the club without speaking directly to the attendant. This year the desk attendant needs to be notified of all members of your party, so we can track exactly which family members and/or babysitters are at the pool at what times. In addition, until the desk attendants learn everyone's names/faces, please check-out by letting them know your name and who is in your party on the way out.

This year the club will be using a cashless system for Concessions. Under the "Shop" link located at the top of the screen, you'll see options to purchase a \$10 or \$20 concessions card. At the snack stand the desk attendant will deduct from this account automatically. If your balance runs to zero while at the club, you can continue to make purchases and reload your account when you get home.

There is a separate mobile App which the CSTC board will be rolling out in the coming weeks that offers the same features and functionality as the website. We will send notices out as soon as it is available for daily use.

The site has many more features to explore and we encourage members to do so. Once again, if you have any issues logging in or navigating the site, feel free to contact please Joe Baldoni, [jcbaldoni@gmail.com](mailto:jcbaldoni@gmail.com)/908-803-7788 or John Hartnett, [jjhartnett303@gmail.com](mailto:jjhartnett303@gmail.com)/ 908-787-2085.