



Instructions for Seven Hills Swim & Tennis Club members to access their online account for family information, emergency contact information and more.

1. Go to **sevenhillsclub.membersplash.com** and click on **member login** at the top of the page.
2. The username for your account is your email address you used to join the club. If needed, you may change / update your email address after you log in.
3. The default password for your account is sevenhills. **Important:** you will see a reminder when you log in that you are using the default password. Please take a moment to update it to something secure and be sure to store that password. If you ever lose your password, you may use the password reset link, but this requires a valid email address on file. You can store one email address per adult member by clicking **edit** next to their name on the account management screen.
4. To **add** household members, click the **+ sign** and add as needed. If you need to delete a household member, click on the trashcan icon next to each member and delete.
5. To **edit member info**, click on the **pencil icon** next to each member's name and edit phone, email, gender, member type and/or date of birth (children). Please note: only membership changes that were requested in writing to the business manager are reflected in the current records.
6. To **upload a picture** of each household member, click on **manage account > account details >** then add each photo by clicking on the **camera icon** after each member's name. Please use a close up head-shot or cropped face photo.
7. To **add emergency contact info**, click on the **red pencil icon** next to emergency contact info and add the correct info.

Thank you for your assistance in helping us update our membership records. If you have any questions or need assistance, please reach out to us at hello@sevenhillsclub.com.