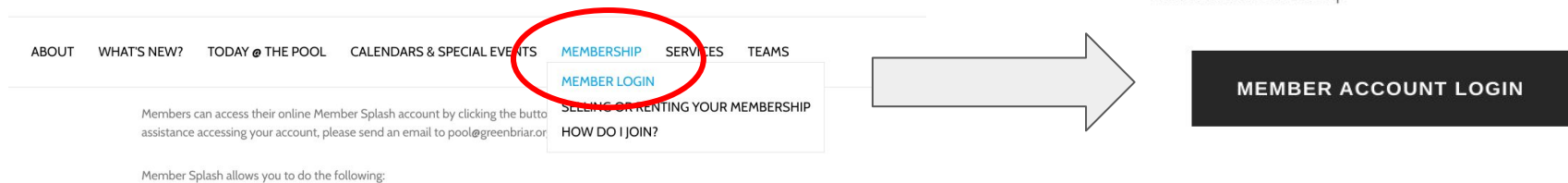




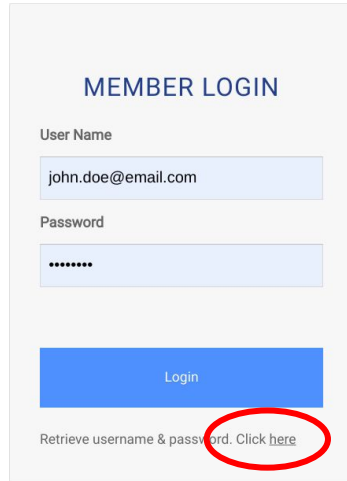
Member Splash Tutorial

3 Ways to get to the Login Page

1. Go directly to the Member Splash Login Page:
www.greenbriar.membersplash.com
2. Find the Login Page from our website: www.greenbriar.org/member-login
3. From our [website's landing page](#), find the Member Login page from the MEMBERSHIP tab, then click the MEMBER ACCOUNT LOGIN button.



Logging In & Password Recovery



MEMBER LOGIN

User Name

Password

Login

Retrieve username & password. Click [here](#)

Your user name is likely the email address of someone associated with your account, but you can change it to anything that's unique to you, such as a phone number.

If you are unsure of your username, or cannot remember your password, use the recovery link circled in red.

For further assistance with logging in, please email pool@greenbriar.org.

Adding Family Members & Uploading Pictures


The screenshot shows a user interface for managing an account. At the top, there is a blue navigation bar with three tabs: "ACCOUNT DETAILS", "PAYMENTS", and "MY RESERVATIONS". Below this, the main content area is divided into two columns. The left column displays account information for "ACCOUNT #607", including the "GREENBRIAR POOL MEMBERSHIP CERTIFICATE # 000", "ACCOUNT TYPE" (GB Pool Club Membership - Owner), "BILLING CONTACT" (John Doe), and "USER NAME" (john.doe@email.com). A button labeled "CLICK TO CHANGE PASSWORD" is at the bottom of this column. The right column is titled "MEMBERS" and contains a list of members. The first member is "JOHN DOE", marked as a "Billing Contact" with a red star and a "paid" status. His details include "Member # 111067", "Adult", "Male", and "Home Phone: (123) 456-7890". His email is "john.doe@email.com". A camera icon next to his name is circled in blue, and a plus sign next to the "MEMBERS" header is circled in red. A profile picture placeholder is shown to the right of the member's details.

To add additional family members to your account, click the plus (+) sign next to MEMBERS, circled in red.

To upload a picture of each family member, click the camera icon next to his/her name, circled in blue.

Updating Account & Personal Contact Information

The screenshot displays a user's account management page. The top navigation bar is blue and contains 'ACCOUNT #60' with a pencil icon circled in red. Below this, the account details are organized into sections: 'GREENBRIAR POOL MEMBERSHIP CERTIFICATE #', 'ACCOUNT TYPE', 'BILLING CONTACT', 'USER NAME', 'YEAR REGISTERED', 'GUEST CREDITS', and 'ADDRESS'. A large black button with the text 'CLICK TO CHANGE PASSWORD' is highlighted with a red rectangle. The 'MEMBERS +' section lists three members: JOHN DOE, JANE DOE, and JOHNNY DOE. Each member's name is circled in red, and a pencil icon next to each name is also circled in red. The 'EMERGENCY CONTACT' section at the bottom left shows 'John Doe's Friend' as the contact name.

ACCOUNT #60 

GREENBRIAR POOL MEMBERSHIP CERTIFICATE #
000

ACCOUNT TYPE
GB Pool Club Membership - Owner

BILLING CONTACT
John Doe

USER NAME
john.doe@email.com



CLICK TO CHANGE PASSWORD



YEAR REGISTERED
2020



GUEST CREDITS
0

ADDRESS
123 Main St.
Fairfax, VA 22033

MEMBERS +

JOHN DOE  
★ Billing Contact
paid
Member # 111067
Adult
Male
Home Phone:
(123) 456-7890
Email:
john.doe@email.com

JANE DOE  
paid
Member # 111076
Adult
Female
Home Phone:
565-565-5656
Email:
jane.doe@email.com

JOHNNY DOE  
paid
Member # 111080

EMERGENCY CONTACT

NAME
John Doe's Friend

PHONE NUMBER

Clicking on the pencil icon will let you edit the information in that section. Examples are circled in red.

You can change your password by clicking on the large black button located in the account section.

For the emergency contact, please list someone who is NOT listed on your account under MEMBERS.

Getting to the Payment Page

At the start of a new season, you will see a large red banner at the top of page indicating that your account is unpaid for the upcoming season. Click the link in the banner to go to the Payments page.

You can also find the Payments page under the Manage Account tab in the upper right corner.

Additional guest passes can be purchased from the Payments page anytime during the pool season.*

The image shows two screenshots of the Greenbriar Pool website. The top screenshot displays a red banner at the top with the text: "Your account is not paid for the current season. To make a payment click [here](#)." The word "here" is circled in blue. Below the banner is a navigation bar with "ACCOUNT DETAILS", "PAYMENTS", and "MY RESERVATIONS". The main content area shows "ACCOUNT #607" and "MEMBERS +". The bottom screenshot shows a browser window with the URL "greenbriar.membersplash.com/#/". The header is dark blue with "GREENBRIAR POOL" in white. A "Manage Account" link is circled in red, and a dropdown menu is open, with "Payments & Guest Passes" highlighted in yellow. Other menu items include "Account Details", "Request to Sell or Rent Membership", "Member Splash FAQ", and "Email Opt In". A "Log Out" button is visible in the top right corner. The main content area features a blue checkmark icon and the text: "MAKE A PAYMENT (2021 INFO COMING...)", "Information regarding the 2021 pool season and 2021 maintenance fees will be shared in the next newsletter) and 2021 payments will begin in early August.", "Members may update their contact information, add family members and upload membership when Member Splash is ready to accept applications.", and "Please note: The ability to add family members to your account is a privilege designed to make the transition to Member Splash easy for both members and the Board of Directors/Administrative Assistant. Please do not take advantage of this privilege."

*Guest passes for purchase are temporarily unavailable due to possible capacity restrictions for the 2021 season.

Payment Page Part 1

The Maintenance Fee and the appropriate number of included (free) guest passes will automatically be applied to your account.

You may add a long-term house guest (\$75 for one season) to your account by typing his/her name in the appropriate fields.

Be sure to select (fill in) the small circle to far right of “Credit or Debit” before click the Next button.

HOUSE GUEST FEE

For guests who will be temporarily added to the account for part or all of one season.

For 2021, DO NOT add a house guest to your account until the pool has opened for the season. You do not need to add a house guest when you pay your maintenance fee; you can purchase a long-term guest pass at any time.

First Name:	Last Name:	Price
<input type="text"/>	<input type="text"/>	\$75.00

PAYMENT METHOD

If you are placing an order for which there is no charge pick any available payment method. It will be ignored on the next screen and you will be able to simply submit the order.

Credit or Debit

Next

The ability to purchase additional guest passes is temporarily turned off due to the possibility of capacity limits for the 2021 season. In the future, additional guest passes can be purchased from this page.

Payment Page Part 2

The pool club covers all credit card service fees; these fees are NOT passed on to members as they were prior to 2020.

If you need assistance making a payment, or you do not have the ability to pay with a credit card, please call the admin at (703) 378-4421 or email pool@greenbriar.org.

Please note: You must click on the small white circle to the far right of "Credit or Debit" in order to check out (even though it's the only option).

NOTE: Do not use your browser's back button to change your order. Use the Edit Order link below

CONFIRM ORDER	
2021 Maintenance Fee (Credit Applied)	\$225.00
10 Free Guest Passes (Incentive for 2020 refund credit)	\$0.00
TOTAL: \$225.00	
Edit Order	

BILLING INFORMATION	
First Name	<input type="text" value="John"/>

Powered by Member Splash

To complete your payment, fill out the required fields and click on the Submit Order button at the bottom of the screen.

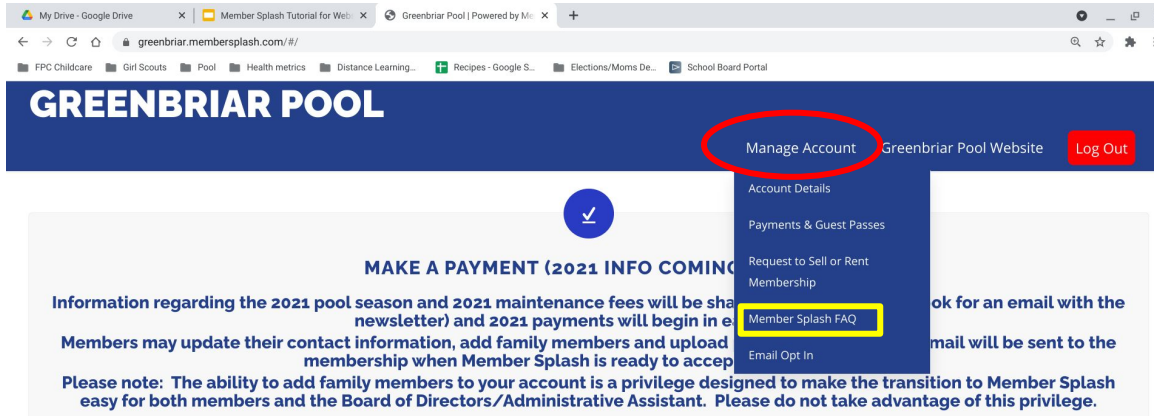
If you need to edit the items in your cart, DO NOT use your browser's back button. Click on the yellow Edit Order button instead.

Member Splash FAQ

Wondering why your account number does not match your certificate number?

Can't figure out why you're not getting pool email?

The answers to these common questions and others are explained on the FAQ page, located under the Manage Account tab in the upper right corner of your screen.



The screenshot shows a web browser window with the URL greenbriar.membersplash.com/#/. The page header is dark blue with the text "GREENBRIAR POOL" in white. In the top right corner, there is a "Manage Account" link circled in red, a "Greenbriar Pool Website" link, and a "Log Out" button. A dropdown menu is open under "Manage Account", listing several options: "Account Details", "Payments & Guest Passes", "Request to Sell or Rent Membership", "Member Splash FAQ" (highlighted with a yellow box), and "Email Opt In". The main content area features a blue checkmark icon and the heading "MAKE A PAYMENT (2021 INFO COMING SOON)". Below this, there is text about 2021 pool season information and a note about family members.

Click [HERE](#) to go directly to the FAQ page (you'll need to be logged into your account to view it.)

Signing Waivers

If a waiver is required for the 2021 season, instructions for how to electronically sign it will be posted here.

Using the Reservation System

If a reservation system is required to limit capacity for the 2021 season, instructions for how to sign up for pool time will be posted here.