



[HTTPS://RESC.RECDESK.COM/COMMUNITY](https://resc.recdesk.com/community)

RESC WEBSITE USERS MANUAL

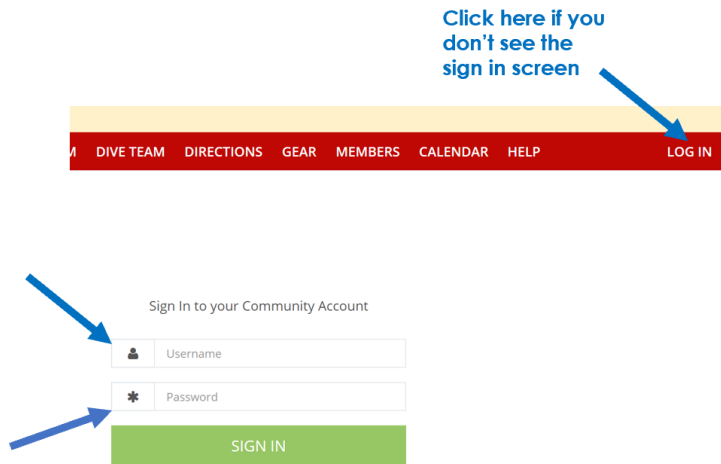
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I. **INITIAL LOG IN** For username, RESC created member accounts with the format Firstname_Lastname (no spaces)

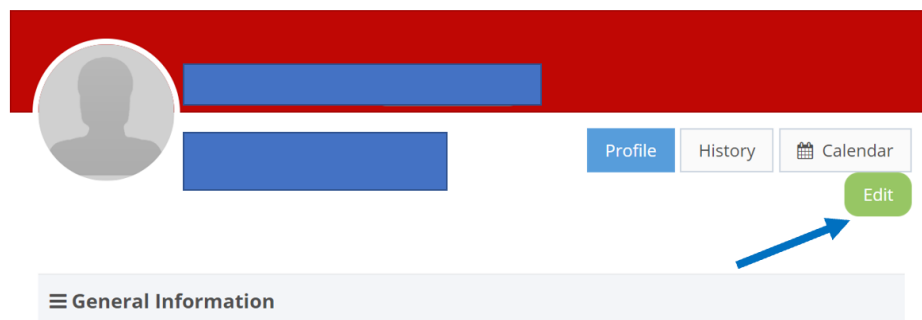
B. All default passwords are Passw0rd

C. Click on Log In on the upper right of the screen if you don't see the image below

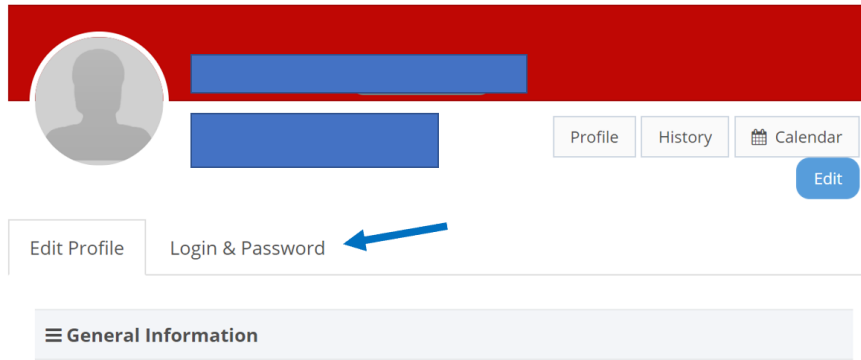


II. CHANGE PASSWORD AND USERNAME

A. It is important to change your username and password when you first log in because otherwise it will be easily accessible by other RESC members. Click Edit button on top right of the screen.



B. Click the Login & Password tab

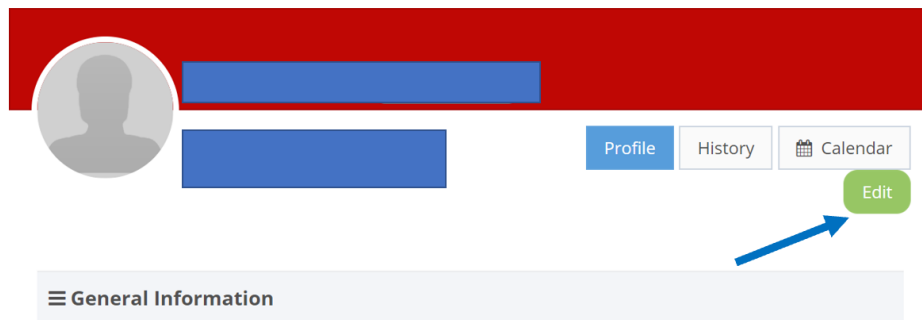


C. Enter in new username and password and press submit

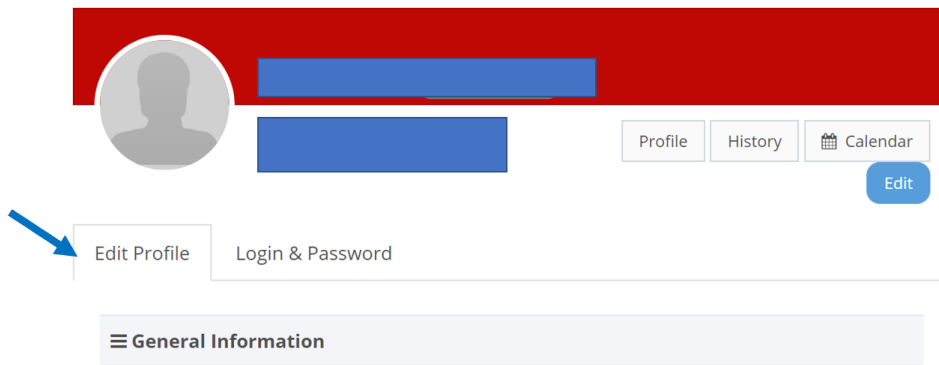
A screenshot of the 'Login & Password' form. At the top, there are two tabs: 'Edit Profile' and 'Login & Password'. Below the tabs, there are three input fields: 'User Name *', 'Password *', and 'Confirm Password *'. Each field has a blue arrow pointing to it. The 'Password *' and 'Confirm Password *' fields contain six asterisks. Below the input fields, there is a progress bar and the text 'Password strength: Not set'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

III. EDIT PROFILE INFORMATION

A. Click Edit button on top right of the screen



B. Click Edit Profile tab



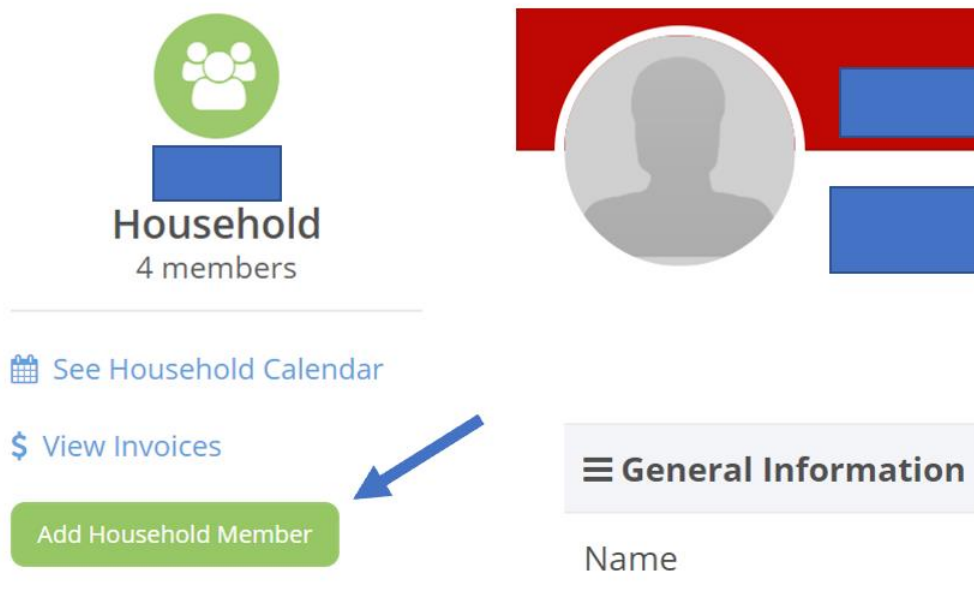
C. Update General Information, Address, Email Address, Phone Number, and Emergency Contact information

D. Be sure to update your birthdate which was entered as 1/1/1900 or 1/1/1980 as a default

IV. ADD HOUSEHOLD MEMBER TO PROFILE AND MEMBERSHIP

A. Note that anyone who is on your membership MUST be entered onto the website as a household member in order to be checked in to the pool

B. Click on Add Household Member and fill in profile for each member



V. REGISTER FOR A MEMBERSHIP

A. Choose which membership is right for you:

[https://resc.recdesk.com/RecDeskPortal/Portals/544/Dues%20and%20Costs%20Fact%20Sheet%20\(2019\).pdf](https://resc.recdesk.com/RecDeskPortal/Portals/544/Dues%20and%20Costs%20Fact%20Sheet%20(2019).pdf). This link also has information about one-time charges for new members.

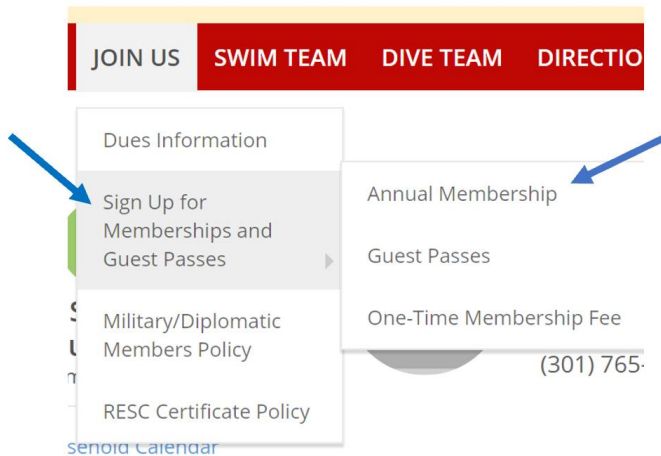
B. If you are active duty military or international diplomatic personnel, please click here for our policies:

<https://resc.recdesk.com/Community/Page?pagelId=20028>

C. To sign up for an annual membership click Join Us on the main page



D. Click on Sign Up for Memberships and Guest Passes and then Click on Annual Membership



- E. Find the membership you have chosen on the annual membership list and click Enroll

Memberships		
Annual Membership		
Family Unit		Annual Membership
Period 5/15/2019 - 9/18/2019	Duration 1 year(s)	<input type="button" value="Enroll"/>
Non-Resident Caregiver		Annual Membership
Period 5/15/2019 - 9/18/2019	Duration 1 year(s)	<input type="button" value="Enroll"/>

- F. When you click enroll, the membership you chose should appear in Membership Name. Click on Select Fee Type and the amount of money for your membership should appear. Click on that. Go to Members and select all people that you want to be part of your membership.

Membership Registration	
Membership Name *	<input type="text" value="Family Unit"/>
Fee Type *	<input type="text" value="- Select Fee Type -"/>
Period	5/15/2019 - 9/18/2019
Fee Amount	\$0
Membership Start Date	5/15/2019
Membership End Date	9/18/2019
Note	<input type="text"/>
Members (0/0)	<input type="checkbox"/> Mara Senn

G. Click Save

Members (4/7)

- M [Redacted]
Date of Birth: 1 [Redacted]
- S [Redacted]
Date of Birth: [Redacted]
- A [Redacted]
Date of Birth: [Redacted]
- C [Redacted]
Date of Birth: [Redacted]

H. Check to make sure Shopping Cart is accurate then click Go To Checkout

Shopping Cart

Item	Fee + Deposit
1. Family Unit <input type="button" value="Edit"/> <input type="button" value="Remove"/>	\$845.00

Membership
Period: 5/15/2019 to 9/18/2019
Member(s): 4 Members
Mara Senn (Primary) Seth Michaels Aaron Michaels Chris Michaels
[Enroll another HOUSEHOLD MEMBER in this membership >](#)

Total: \$845.00

Please Note: you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

I. Click I Accept Waiver

children) and guests are informed of, and comply with, the Rules.

J. At Checkout enter in credit card number and hit Submit

K. NEW MEMBERS –

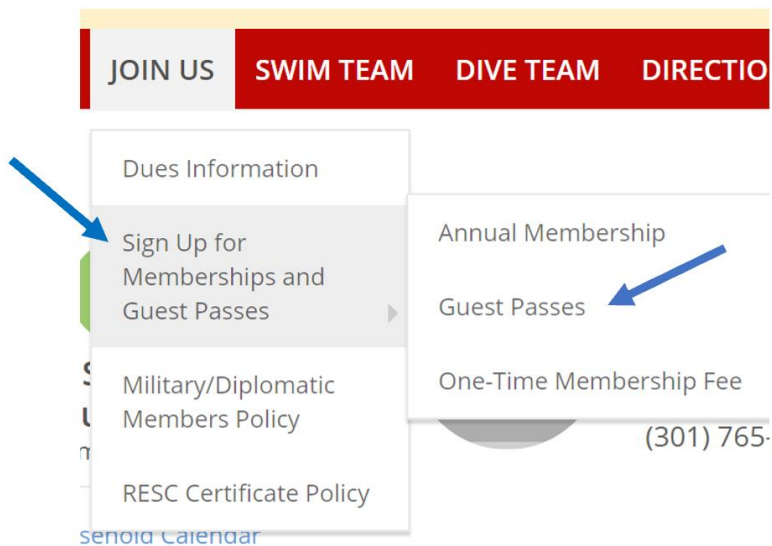
1. If you are a new member, you must also pay an initiation fee of \$350, which you can do by clicking on One-Time Membership Fee instead of Annual Memberships, and following the same instructions as above but selecting Initiation Fee
2. New Members also need to buy a \$1000 certificate. If you wish to **pay in full** for the certificate, you may add this membership to your account by clicking on One-Time Membership Fee and follow the same instructions as above, but select RESC Certificate. If you wish to **pay in four equal installments**, please email rescpool@gmail.com and the pool administrator will enroll you and establish a payment plan.

VI. BUY GUEST PASSES

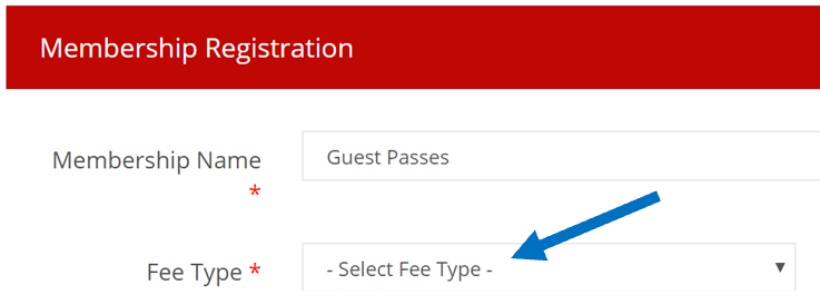
- A. Click Join Us on the main page



- B. Click on Sign Up for Memberships and Guest Passes and then Click on Guest Passes



- C. Click on Select Fee Type and select 5 (\$20), 10 (\$40), 15 (\$60) or 20 (\$80) guest passes. Remember that each of your guests can only come a maximum of five times during the summer.
<https://resc.recdesk.com/Community/Page?pagelId=20038> Select all members on your account that you want to be able to bring guests.

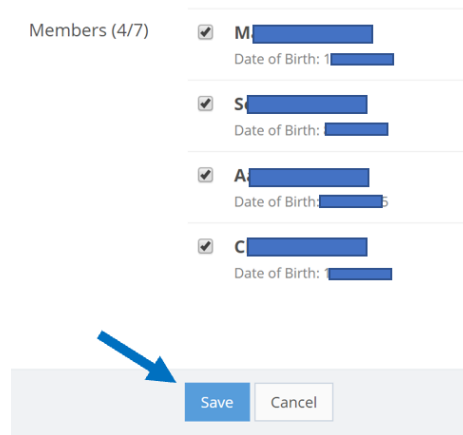


Membership Registration

Membership Name

Fee Type *

- D. Click Save



Members (4/7)

M
Date of Birth:

S
Date of Birth:

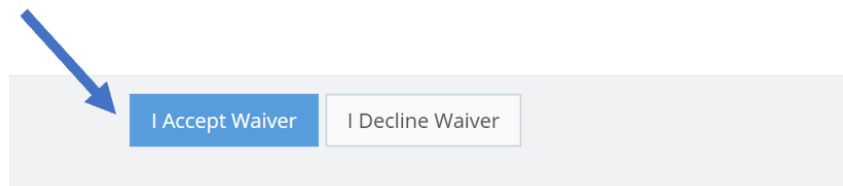
A
Date of Birth:

C
Date of Birth:

- E. Check to make sure Shopping Cart is accurate then click Go To Checkout

- F. Click I Accept Waiver

children) and guests are informed of, and comply with, the Rules.



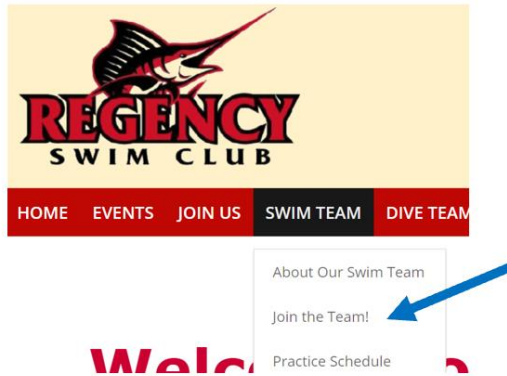
- G. At Checkout enter in credit card number and hit Submit

- H. You can also buy individual guest passes or a book of guest passes at the front desk of the pool

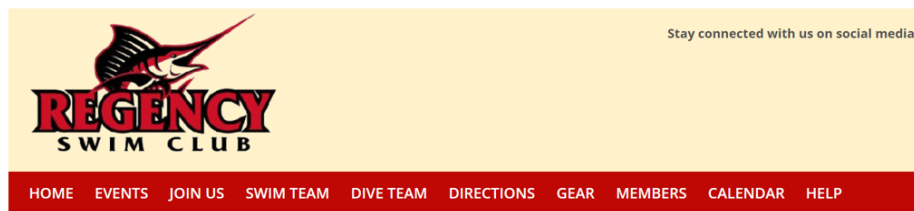
I. Use your guest passes when you check in at the pool

II. REGISTER FOR THE SWIM AND PRE-TEAM

A. Click Join the Team! Under the Swim Team



B. At the next screen, click on the Register link



[Swim Team Registration, Information and Links](#)

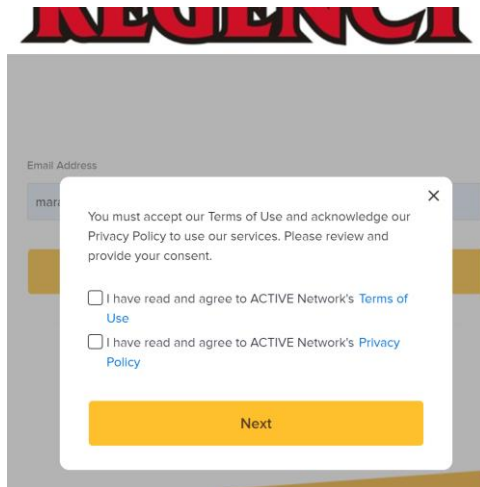
- [Register](#) for the 2019 RESC Swim and Pre-Team.

C. Enter the email used in your RESC registration

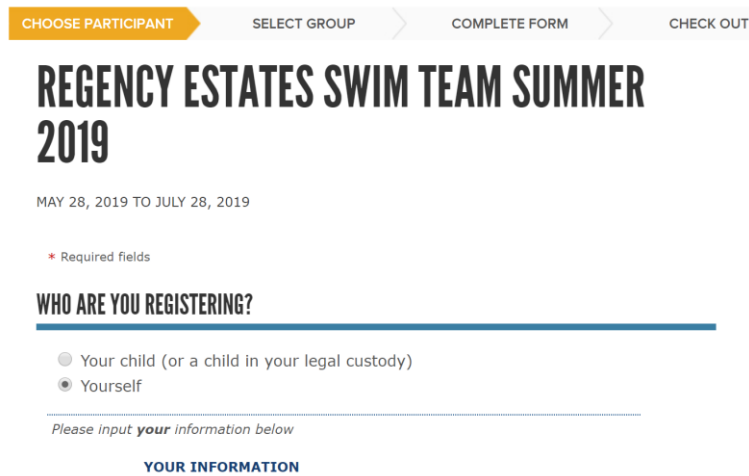


Email Address

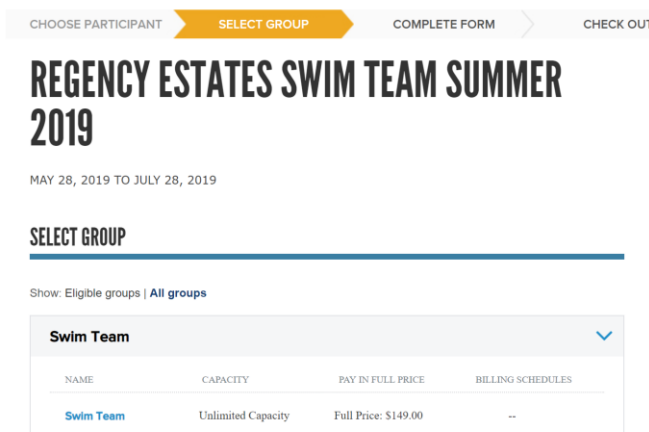
D. Accept the ACTIVE terms of use



E. Fill out the registration information

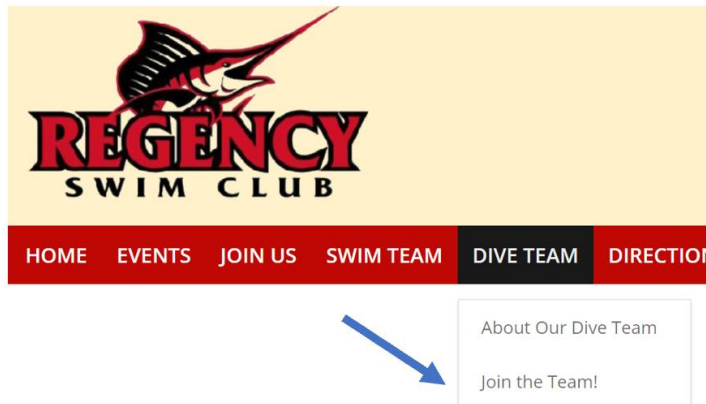


F. Select swim team group, fill out the remaining registration information and pay for swim team.



III. REGISTER FOR THE DIVE TEAM

A. Click Join the Team! Under the Dive Team



B. At the next screen, click on the Register link



C. Click register

Programs



D. If necessary, sign in to your RESC account

Sign In to your Community Account

SIGN IN

E. Continue with dive team registration

Programs

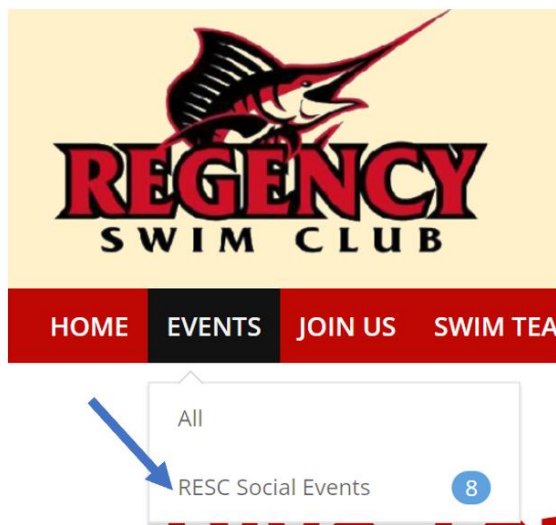
Program Registration

Program *

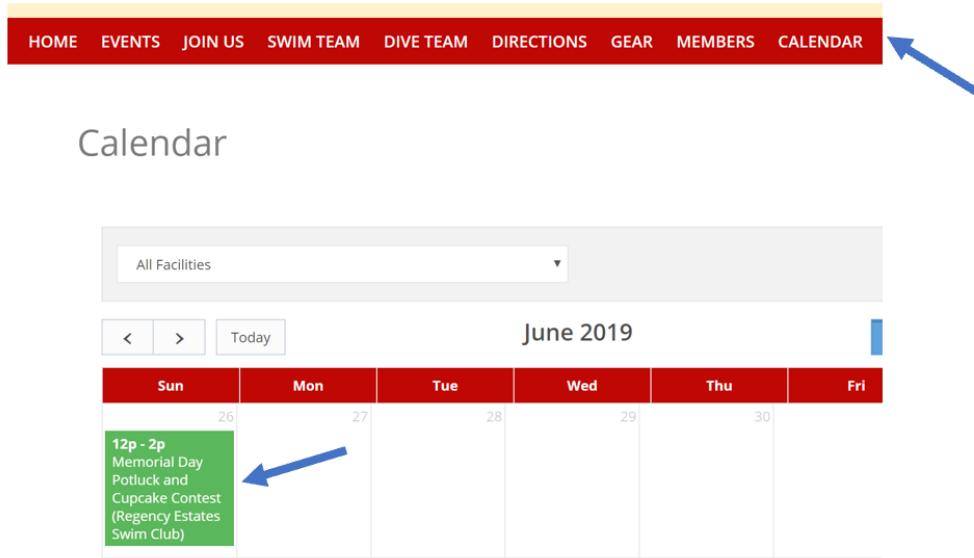
VII. REGISTER FOR POOL SOCIAL EVENTS

A. You need to register for pool social events where you have to pay to participate. This includes the Crab Feast, the Fajitas & Ritas Party and the holiday barbecues (Memorial Day, Labor Day, and 4th of July). For the holiday barbecues you can also pay at the pool on the day of the event. For the Crab Feast and Fajitas & Ritas, you have to pre-register because we need to know the amounts to order ahead of time.

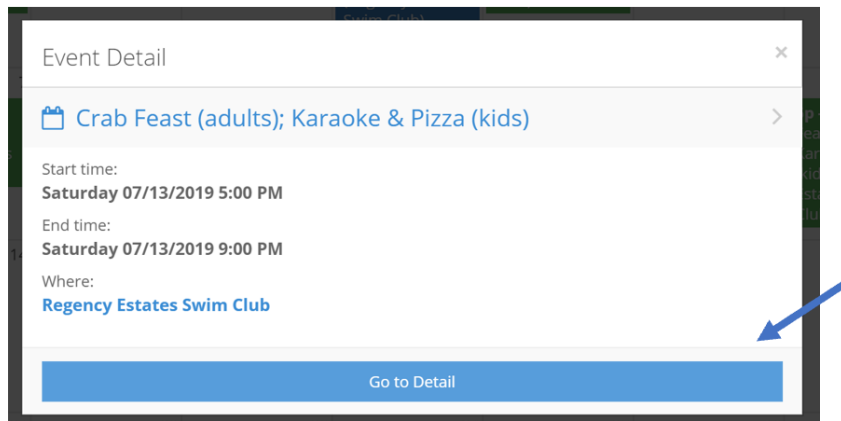
B. You can register on of two ways. First, you can click on the Events tab and then on RESC Social Events



- C. Second, you can go to the Calendar and double click on the relevant event



The Event Detail will pop up. Click Go To Detail.



- D. For each event you are interested in registering for, click Register Now or Register

Programs

Category: RESC Social Events

Crab Feast (adults); Karaoke & Pizza (kids) RESC Social Events +

Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	
6/29/2019	Sat	-	-	n/a	n/a	Register Now

Programs

Crab Feast (adults); Karaoke & Pizza (kids)

Detail Fees Schedule

[Tweet](#) [Share](#)

[Register](#)

- E. To choose the number of tickets, choose a member of your family click on the fee type and select how many adult or child tickets you want to order. To order both adult and child tickets, you need to use two different members of your household, one to order adult and one to order children's tickets. After buying the first type of tickets, you need to click on Register another HOUSEHOLD MEMBER for this program. .

Program Registration

Program * Crab Feast (adults); Karaoke & Pizza (kids) - (Start Date: 6/29/2019)

Member * Mara Senn

Please Note: This is the actual Program Registrant, **not** the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, go to your Profile and click Add Household Member

Fee Type * - Select Fee Type -

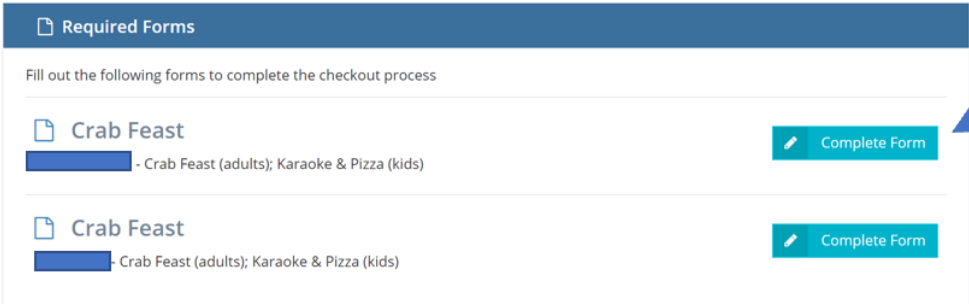
- F. Both should appear in your Shopping Cart screen

Shopping Cart

Item	Fee + Deposit
1. Crab Feast (adults); Karaoke & Pizza (kids) Edit Remove	\$20.00
Registration  	
Register another HOUSEHOLD MEMBER for this program >	
2. Crab Feast (adults); Karaoke & Pizza (kids) Edit Remove	\$10.00
Registration  	
Register another HOUSEHOLD MEMBER for this program >	

- G. After clicking the Waiver Acceptance, on the Required Forms screen click on Complete Form. Fill in all the attendees who will be attending the event, including anyone in your family. Be sure to indicate who is an adult and who is a child. This information will be used to admit members and guests to the events.

Required Forms



VIII. RESERVE A PRIVATE PARTY AT THE POOL

- A. In order to reserve a private party at the pool, email our Social Chair, Anne Chi, at birdanne@hotmail.com to check on date availability.

- B. Once the date has been confirmed, go to the Members tab and click on Requesting a Party at the Pool.



- C. Fill out the appropriate form and send it to birdanne@hotmail.com.
- D. Your member account will be invoiced for the party charges.