

**Edgebrook Swim & Tennis**

13454 SE Newport Way  
Bellevue, WA 98006

(425) 746-2786

Summer Family Membership

Junior Swim Membership

# Club Automation: Online Portal

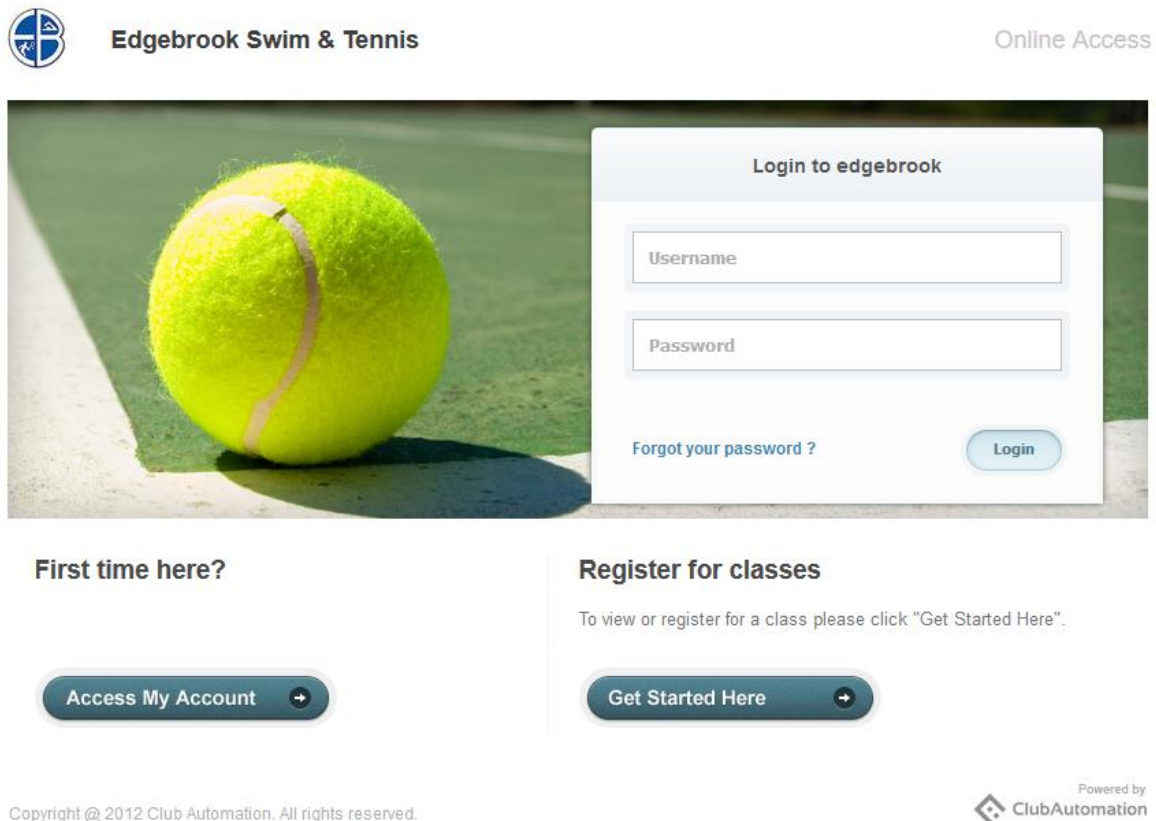


Welcome to your new Edgebrook Swim and Tennis online portal. Accessing your member portal allows you to view and update personal information, create or edit court reservations, view your statement, pay balances, and more! The guide below outlines the various features available to allow for effective use of your member portal.

## 1 HOW TO LOG IN

**Initial Login:** To access the member portal for the first time, begin by opening <https://edgebrook.clubautomation.com>. Be sure to not include www. when opening the member portal.

If this is your first time logging in, please use the temporary username and password from your welcome email.



Edgebrook Swim & Tennis Online Access

**Login to edgebrook**

Username

Password

[Forgot your password ?](#) [Login](#)

**First time here?**

[Access My Account](#)

**Register for classes**

To view or register for a class please click "Get Started Here".

[Get Started Here](#)

Copyright © 2012 Club Automation. All rights reserved. Powered by ClubAutomation

On the initial login screen, complete all required fields on the information page, agree to the standard liability waiver, and select "Save Account". You will then be directed to the member portal home page!



## Edgebrook Swim &amp; Tennis

Complete all required fields,  
agree to the liability waiver,  
and select "Save Account."

Please verify & complete your information in the form below

## Contact Info

First Name \*  
Sarah  
Last Name \*  
Brumley  
Address \*

## Billing Info

 Same as Contact

Name on Card \*  
  
Credit Card # \*

## Family Members


There are no family members  
connected to this account

**Standard login:** After completing the initial log in steps, your account has been created and you no longer need to use "Access My Account" to log in. Going forward, you will enter your "Username" (your email address) and "Password" in the "Login to Edgebrook" box.



Edgebrook Swim &amp; Tennis

Online Access



Login to edgebrook

  
  
[Forgot your password ?](#)

### First time here?

[Access My Account](#)

### Register for classes

To view or register for a class please click "Get Started Here".

[Get Started Here](#)

**Questions:** If you have any problems accessing your account, select "Forgot your password?" and a new verification link will be sent to your email. If you need to set up a new account or if the email address you provided isn't recognized by the system, contact the club at (425) 746-2786 for further assistance.

## 2 ONLINE PORTAL OVERVIEW

**Home Page:** When logging in you will be directed to your “Home” page. The home page lists the following:

- *Current balance and membership type* – these will be listed just below your name
- *Club announcements* – be sure to review for any updates or announcements from the Edgebrook Team
- *Upcoming events and registrations* – listed on the right side of the home screen will be any upcoming court reservations as well as your future class registrations
- *Note:* if you are the primary account holder, select the dropdown menu to the right of your name (highlighted in yellow below) to navigate to different family members’ profiles.

|                |  |
|----------------|--|
| Test Account ▾ | <b>ACTIVE</b>  |
| No Image       | <b>\$1512.70</b> Current Balance                           |
|                | <b>Health Family</b>   \$204.00 to bill next on 05/01/2018 |
|                | <b>House Charge:</b> credit card                           |

### CLUB ANNOUNCEMENTS

**Welcome!**

March 28, 2018

### MY EVENTS












Next 7 days

**APR  
10**

9:30am - 10:30am

**Greatest Results**

Greatest Results Summer Slim Down

|  |
|--|
|  Home                 |
|  View My Info         |
|  Reserve a Court      |
|  Register for Classes |
|  Group Activities     |
|  View My Statement    |
|  Pay my Bill          |
|  Packages             |
|  Account Access       |
|  Notifications      |
|  Contact Us         |

**Online Portal Tabs:** Located on the left side of the member portal are the various tabs you will use to access courts reservations, classes, member statement, etc. Below is the list of tabs you can access through your member portal.

- **Home:** This will navigate you back to the “Home” screen outlined above
- **View My Info**
- **Reserve a Court:** Select to book new and/or edit your existing tennis court reservations
- **Register for Classes:** View and register for class programs
- **Group Activities:** View and sign-up for drop-in classes
- **View My Statement**
- **Pay my Bill**
- **Packages:** Access Guest Pass purchase/usage info
- **Account Access:** Determine what linked family members are able to access on their unique member portal, i.e. view charges or reserve courts
- **Notifications:** This feature allows you to opt in or out of club email communications

**3 VIEW MY INFO**

From this tab you can update your personal and billing information, along with any linked members' information.

**Personal Information:** To update your personal information, begin by selecting "Edit" in the top right corner of the Personal Information box.

| PERSONAL INFORMATION |           |              |  | <a href="#">Edit</a> |
|----------------------|-----------|--------------|--|----------------------|
| Name                 | Jane Doe  | Phone Number | (123) 456-789 [H]<br>(987) 654-321 [C]<br>(555) 555-5555 [E] (John Doe, Husband) |                      |
| Access Card          | -not set- |              |  |                      |

Items that can be entered/updated in this section include:

- Phone number and address
- Email
- Login and password
- Member special needs

**Billing Information:** To update your payment method, begin by selecting "Edit" in the top right corner of the Billing Information box. Bill information can be updated on the primary account.

| BILLING INFORMATION       |             |                  |                 | <a href="#">Edit</a> |
|---------------------------|-------------|------------------|-----------------|----------------------|
| House Charge              | Credit Card | Credit Card Type | Visa            |                      |
| Statement Delivery Method | email       | Credit Card #    | *****1111       |                      |
| Tax exempt                | No          | Name on Card     | Laura           |                      |
|                           |             | Card Expiration  | 06/01/2017      |                      |
|                           |             | Billing Address  | Same as Contact |                      |

Items that can be entered/updated in this section include:

- Credit card number and expiration date

- Billing address

#### 4 RESERVE A COURT

Reserve a court allows you to create, edit or cancel a tennis court reservation online.

##### MAKE A NEW RESERVATION

What Service?

Where?

Who will host?

+ Add Participant

When?

Search

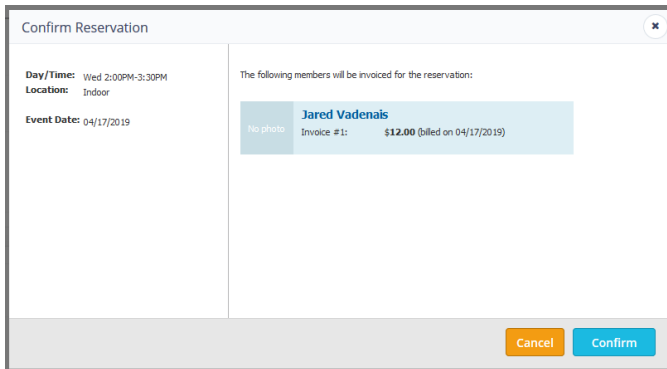
Pick a Time

Indoor

[2:00 pm](#)  
[3:30 pm](#)  
[5:00 pm](#)  
[6:30 pm](#)  
[8:00 pm](#)  
[8:30 pm](#)



After selecting save, a reservation summary will generate where you can review the reservation details and select “Confirm” to complete your reservation.



The dialog box titled "Confirm Reservation" displays reservation details on the left and a list of members to be invoiced on the right. The details include Day/Time (Wed 2:00PM-3:30PM), Location (Indoor), and Event Date (04/17/2019). The member list shows Jared Vadenais with an invoice of \$12.00. At the bottom are "Cancel" and "Confirm" buttons.

| Day/Time          | Location | Event Date |
|-------------------|----------|------------|
| Wed 2:00PM-3:30PM | Indoor   | 04/17/2019 |

The following members will be invoiced for the reservation:

| Name           | Invoice # | Amount                         |
|----------------|-----------|--------------------------------|
| Jared Vadenais | 1         | \$12.00 (billed on 04/17/2019) |

Once complete, your reservation will appear on the top of the screen

| YOUR RESERVATIONS                   | Host           | Activity                             | Players                                     |
|-------------------------------------|----------------|--------------------------------------|---|
| Wed, Apr 17, 2019 2:00 PM - 3:30 PM | Jared Vadenais | Tennis Reservation (Indoor *Court 1) | <a href="#">Edit</a> <a href="#">Cancel</a> |

**Edit/Cancel Reservations:** To edit/cancel a reservation, simply click the corresponding icons.

## 5 REGISTER FOR CLASSES

This tab will allow you to register for all programs currently available for online registration. To complete your registration:

- Begin by locating the program from the list provided. You can also narrow your search using the filters provided at the top of the page, i.e. , location, keyword or event time.
- Once you have identified the class, either click on the class name or select “Learn More” to the right of the program name.
- Note: Some classes have age or tennis level restrictions. You will only see classes for which you or someone in your family are eligible.

All Events ▼

Event time

▼

to

▼

Sun
  Mon
  Tue
  Wed
  Thu
  Fri
  Sat

Search by Age
Fromto

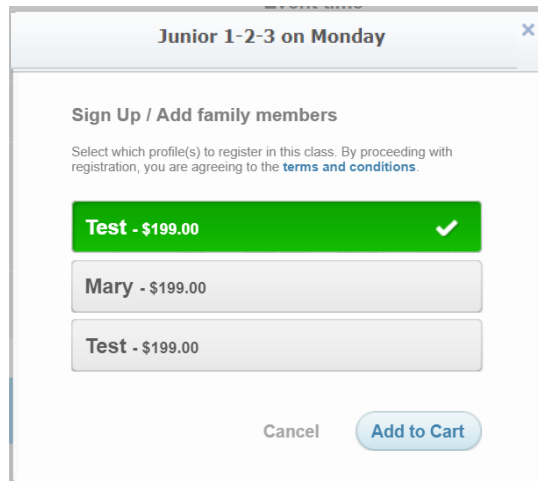
Search classes

| Program Name                                   | Location  | Department | Days of Week                      |                            |
|--|-----------|------------|-----------------------------------|----------------------------|
| <a href="#">3.5-4.0 Flights</a>                | edgebrook |            | Mon                               | <a href="#">Learn More</a> |
| <a href="#">4.0 Flights</a>                    | edgebrook |            | Mon                               | <a href="#">Learn More</a> |
| <a href="#">Cabana Rental</a>                  | edgebrook |            | Sun, Mon, Tue, Wed, Thu, Fri, Sat | <a href="#">Learn More</a> |
| <a href="#">Junior Program - Level 1</a>       | edgebrook |            |                                   | <a href="#">Learn More</a> |
| <a href="#">Junior Program - Level 2</a>       | edgebrook |            |                                   | <a href="#">Learn More</a> |
| <a href="#">Junior Program - Level 3</a>       | edgebrook |            |                                   | <a href="#">Learn More</a> |
| <a href="#">Junior Program - Level 4</a>       | edgebrook |            |                                   | <a href="#">Learn More</a> |
| <a href="#">Junior Program - Level 5</a>       | edgebrook |            |                                   | <a href="#">Learn More</a> |
| <a href="#">Mixed Flights</a>                  | edgebrook |            | Fri                               | <a href="#">Learn More</a> |
| <a href="#">Summer Junior Tennis Level 2/3</a> | edgebrook |            |                                   | <a href="#">Learn More</a> |

Once you have selected the program, all available sessions for the program will be listed. Select the green “Sign Up” for the session you would like to register.

| Class # | Date/Time             | Location | Session                           | Price   |                         |
|---------|-----------------------|----------|-----------------------------------|---------|-------------------------|
| 109     | Junior Tennis Level 1 |          | June 2019 06/01/2019 - 06/21/2019 | \$72.00 | <a href="#">Sign Up</a> |

- You will then be asked to select the member who will be registering for the class
  - Note:** if you are the primary account holder and have family members linked to your account, all eligible members will be listed in this screen
  - After selecting the member name, click “Add to Cart” to proceed with registration



- The program has now been added to your “cart” and payment will be taken
- Select “View Cart” in the top right corner to process payment and complete your registration to process



- In your cart, confirm the charges and select the green “Continue to check out” button
- Follow the prompts to enter payment and complete registration

- Once you have processed your payment, the student will now be registered for the program and their spot secured on the roster!
- To navigate back to the home page, select the home icon in the top right corner.

(Interested in renting the cabana? Re-read this section! You will see “Cabana Rental” under program name and can look for available dates for rental.)

## 6 GROUP ACTIVITIES

Group Activities allows you to view and sign-up for drop-in tennis classes. When viewing the schedule, you will see all classes in the next 7 days and have the ability to filter by department. Classes that require sign-up will have a “Sign-Up” icon.

By Class
By Date

**CLASSES**

< >
04/17/2019 
Today
Search by Age
From  to 
Search classes

Thursday | April 18, 2019

07:30pm - 09:00pm **Thursday Skills & Drills** Sign Up

Facility: Indoor
Department:

Instructor: Sean Kelly
Location: \*Court 4
0 Registered  
8 Open

Saturday | April 20, 2019

09:00am - 10:30am **Saturday Smashers** Sign Up

Facility: Indoor
Department:

Instructor: Nate Geigle
Location: \*Court 4
0 Registered  
8 Open

Sunday | April 21, 2019

09:30am - 11:00am **Sunday Skills & Drills** Sign Up

Facility: Indoor
Department:

Instructor: Sean Kelly
Location: \*Court 4
0 Registered  
8 Open

11:00am - 12:30pm **Sunday Singles Class** Sign Up

Facility: Indoor
Department:

Instructor: Sean Kelly
Location: \*Court 4
0 Registered  
8 Open

Monday | April 22, 2019

11:00am - 12:30pm **High Intensity** Sign Up

Facility: Indoor
Department:

Instructor: Stephen Welt
Location: \*Court 4
0 Registered  
8 Open

12:30pm - 02:00pm **Women's Singles Clinic** Sign Up

Facility: Indoor
Department:

Instructor: Stephen Welt
Location: \*Court 4
0 Registered  
6 Open

To reserve your spot in a class, simply click “Sign-Up” on the desired class and time to see class fee, if applicable, and select the family member you are registering.

Spinning Fri 9am on 10/05/2018

Sign Up / Add family members

Select which profile(s) to register in this class. By proceeding with registration, you are agreeing to the [terms and conditions](#).

|                 |   |
|-----------------|---|
| Jared - \$0.00  | ✓ |
| Finley - \$0.00 |   |
| Mary - \$0.00   |   |

Cancel Register

Registration Confirmation

✓ Your registration is complete!

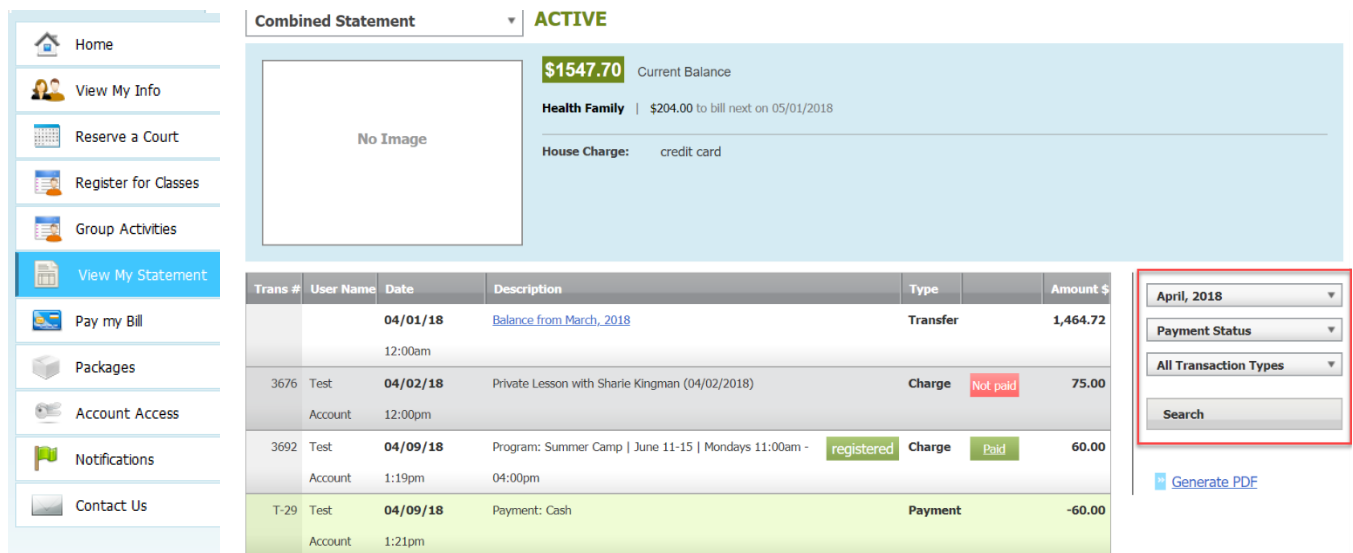
You have successfully registered for Spinning Fri 9am on October 05, 2018 from 09:00am - 10:00am

OK

**7 VIEW MY STATEMENT**

On the “View My Statement” tab, you can review all charges and payments on your member statement.

- When logged in on a primary account, you can navigate between the statements of linked members by selecting the dropdown to the right of your name – highlighted in yellow in the picture below.
- Statements are organized by month and will show all charges and payments generated in the month selected. To navigate between months, select the month dropdown menu found toward the bottom left side of the statement screen – boxed in red below.



| Trans # | User Name | Date     | Description   | Type              | Amount \$      |
|---------|-----------|----------|---|-------------------|----------------|
|         |           | 04/01/18 | Balance from March, 2018                                      | Transfer          | 1,464.72       |
| 3676    | Test      | 04/02/18 | Private Lesson with Sharie Kingman (04/02/2018)               | Charge            | Not paid 75.00 |
| 3692    | Test      | 04/09/18 | Program: Summer Camp   June 11-15   Mondays 11:00am - 04:00pm | registered Charge | Paid 60.00     |
| T-29    | Test      | 04/09/18 | Payment: Cash   | Payment           | -60.00         |

**7 PAY MY BILL**

You will see a \$0.00 balance since your membership is a cash based/pay as you go membership.

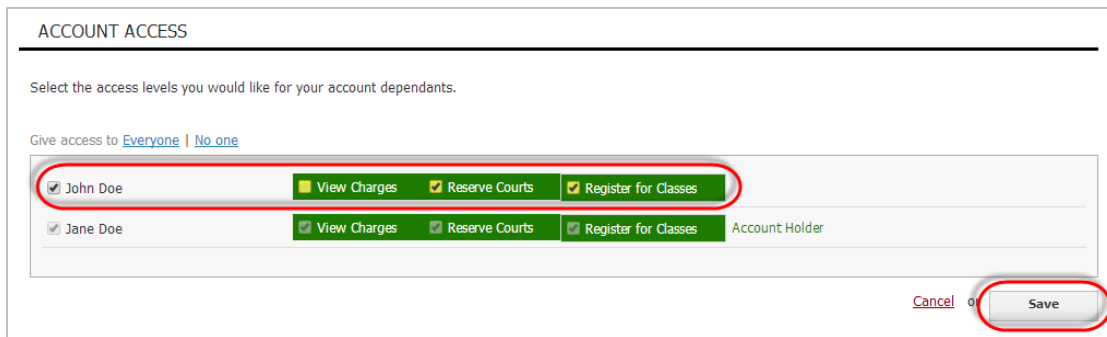
## 8 ACCOUNT ACCESS

This tab allows primary account holders to determine what linked members can access on their member portals. For example, if a mother is the primary account holder and her children are linked to her account, she has the ability to allow or deny access to specific member portal features on her children’s accounts.

**WE STRONGLY ENCOURAGE OUR SUMMER MEMBERSHIP FAMILIES TO ONLY UTILITIZE ONE LOG-IN FOR THE ENTIRE FAMILY. You are able to toggle between all family members to register them for classes, check-in or pay from the primary account ONLY.**

The three features the primary account holder can allow/deny access to are listed below. Select the feature to allow access and uncheck to deny. Select “Save” in the bottom right to confirm changes.

1. *View charges* – if unchecked, the “View My Statement” tab is not visible on the members’ portal
2. *Reserve Courts* – if unchecked, the “Reserve a Court” tab is not visible and the user cannot book courts
3. *Register for Classes* – if unchecked, the “Register for Classes” tab is not visible and registrations cannot be completed



ACCOUNT ACCESS

Select the access levels you would like for your account dependants.

Give access to [Everyone](#) | [No one](#)

|  |  |  |  |                |
|--|--|--|--|----------------|
| <input checked="" type="checkbox"/> John Doe | <input checked="" type="checkbox"/> View Charges | <input checked="" type="checkbox"/> Reserve Courts | <input checked="" type="checkbox"/> Register for Classes |                |
| <input checked="" type="checkbox"/> Jane Doe | <input checked="" type="checkbox"/> View Charges | <input checked="" type="checkbox"/> Reserve Courts | <input checked="" type="checkbox"/> Register for Classes | Account Holder |

[Cancel](#) or [Save](#)

## 9 NOTIFICATIONS

Through the notifications tab you have the ability to turn on and off various forms of club email communication. To edit your notification settings, select “Edit” in the top right corner of the Notifications box. **DO THIS AT YOUR OWN RISK OF MISSING IMPORTANT CLUB INFORMATION.**

**Note:** only email notifications are currently available. SMS notifications will be available in the future.

- *To turn notifications on:* ensure the “E-mail” box is checked to the right of the notification type

- To turn notifications off: uncheck the “E-mail” box to the right of the notification type

Once the desired notifications have been selected, click “Save changes” in the bottom left corner to confirm notification preferences.

**NOTIFICATIONS** Currently editing

Table below summarizes the member’s communication preferences for notifications.

| Notification Type                         | E-mail                              | SMS                      |
|---|-------------------------------------|--------------------------|
| Private Lesson Reminder                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Court Time Reminder                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Group Event Reminder                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| New Private Lesson Created Notification   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| New Court Time Booked Notification        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| New Group Event Registration Notification | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| General Club Communications               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Statement                                 | <input type="checkbox"/>            | <input type="checkbox"/> |

[Cancel](#)

## 10 CONTACT US

If you have any questions regarding the member, please do not hesitate to reach out to us! The “Contact Us” tab allows you to send an email directly to the team using the “What did you want to ask us?” box. You can also reach us directly at (425) 746-2786.

We are excited for you to begin using the online portal! Please don’t hesitate to reach out with any questions, we are happy to help however we can.