

Willowood Online Member Management Program Instructions

1. Go to www.willowoodswimclub.org and click on the Member Login link on the home page. We ask that when you first log into the new system you please take a moment to verify all of your account information and make any corrections needed.
2. The username for your account is the main phone number associated with your membership. (You will need to use dashes. Example: 717-333-4040) If you do not remember what number you used, don't worry - just contact willowoodswimclub@gmail.com and we will give it to you
3. The default password for your account is: Willowood2017. *IMPORTANT: Please take a moment to update your password to something secure and be sure to store that password somewhere. If you ever lose your password you can 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. Our new check-in system uses head shots to verify member identities. Members are encouraged to upload their own pictures or you can have them taken at the front desk. To upload your own picture simply click Edit next to the name of the member, then click on the Upload Picture button or simply drag the picture onto it. Please make sure that the picture is only of that particular member and is a head shot. You can crop images after uploading but they need to be properly oriented before uploading. This means your previous Membership Card is no longer needed.