

Help on how to register for online membership renewals.

Step 1 – Launch HSC Member Sign In page

Press [HERE](#) where you will be taken to the member sign page. DO NOT TRY AND LOG ON – YOU NEED TO REGISTER FIRST (see step 2 below)

Step 2 – Register – note that only 1 adult on a membership needs to register for an annual renewal.

- . Press **Register** (bottom left) and you will be taken to the registration page.
- . Enter your name and date of birth.
- . Create a Username (must be between 7 and 20 characters long and consist of only letters and numbers e.g., Fred1985)
- . Create a Password (must be between 8 and 20 characters long and contain at least 1 non alphanumeric character i.e. !, #, &, *, @ or ?, a number, an uppercase letter, and a lower-case letter . For example, @Hsc1919.
- . Confirm your Password.
- . Security Question – create a question that is personal to you and can be easily remembered.
- . Security Answer – type in the answer to your security question.
- . Press Register at the bottom.
- . If you have successfully registered the message **Your member sign in has been created, you can now sign in** will be shown at the bottom. Then go back on your browser to Sign in.

Step 3 – Check Sign In

- . Use your browser to go back to the first page OR relaunch by pressing [HERE](#)
- . Enter your Username and Password (if you have forgotten your password press **Password Reset** at the bottom and follow the password reset instructions.)
- . Press Sign In and you will be taken to the home page, at the top select **My Membership** at which point please check we have your correct details, you can now update your address and phone number. Please email alison@henleazeswimmingclub.org if there are any other incorrect details e.g. date of birth or email address.
- . CURRENTLY YOU CAN ONLY REGISTER – WE WILL EMAIL AGAIN WHEN YOU ARE ABLE TO RENEW YOUR MEMBERSHIP.

Step 4 – Sign Out

Once you have finished press Sign Out on the top right of the screen.

Any problems or queries please email alison@henleazeswimmingclub.org