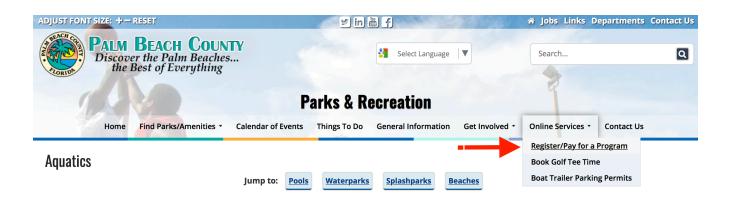
Palm Beach Masters Instructions for Online Enrollment of Automated Credit Card Payments

Palm Beach County now gives you an option to pay our monthly masters swimming dues via their new automated credit card payments online system. We encourage our swimmers to participate and register asap.

You will be giving Palm Beach County authorization to charge directly your credit card for the purpose of paying your monthly Masters dues.

This is currently ONLY available for our Masters Swimmers at the Jupiter pool location.

To enroll online ... go to www.PBCsplash.com



Hover over the "Online Services" and then click on "Register/Pay for a Program".



Welcome, Guest | Login |

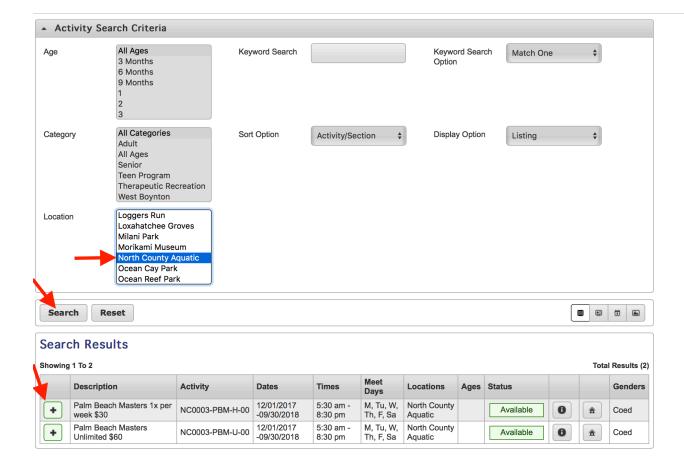
Welcome to Palm Beach County Parks & Recreation Online!

Please choose a quick link



Facility/Pavilion Rentals

Permits



In the Activity Search Criteria):

- Select "Adult" in Category area
- Select "North County Aquatic" in Location area
- Scroll down & click "Search"

Scroll down ... in the Search Results:

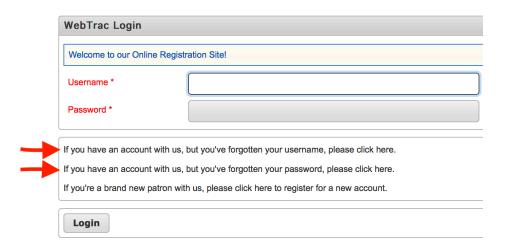
- Select the appropriate Palm Beach Masters program by clicking the plus sign
 - Palm Beach Masters 1x per week \$30
 - OR Palm Beach Masters Unlimited \$60

Note: Couples will need to register one spouse to pay \$60 & then register the other spouse to pay \$30.

Scroll down ... Click on "Add to Cart" (at bottom left hand corner of page)



THIS CAN BE THE CONFUSING PART ... I apologize in advance. Please read instructions below carefully.



Enter your login information, if known.

As a paying Masters Swimmer you already have an existing PBC WebTrac account, but you may likely DON'T KNOW your Username & Password.

- Note: Last year in preparation of our members enrolling online, RECTRAC@pbcgov.org sent each of us an email with our Username. (So you MAY have it in your email inbox.)

If you need to retrieve your Username & Password ...

First select "If you have an account with us, but you've forgotten your username, please click here."

- On the Forgotten User form, you will be prompted to **Enter your Primary Email Address**. Note: This should be the email address that is also in our Palm Beach Masters database.
- Check the box, "I'm not a robot", and Submit.
- You will receive an email from RECTRAC@pbcgov.org with your Username ... which may be a 5-digit number.

Next, click "If you have an account with us, but you've forgotten your password, please click here."

- On the Forgotten Password form, you will be prompted to **Enter your Primary Email Address**.
- Check the box, "I'm not a robot", and Submit.
- You will receive an email from RECTRAC@pbcgove.org to reset your Password. Please follow link to do so.

Once you have your WebTrac login information... please enter your **Username** & **Password**, & click on "**Login**".

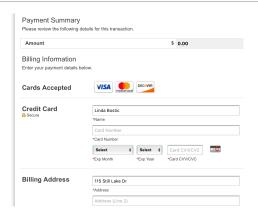
<u>NOTE</u>: IF you have difficulty retrieving your Username & Password or registering, please call the pool at 561-745-0241 or visit the front office or pool manager, Kamar. Or contact Coach Linda at 561-373-1440 and she will answer your questions and assist you.



Select your Billing Option

- Monthly Billing on the 1st OR
- Monthly Billing on the 15th

Click on "Continue" at bottom of page



Enter your Credit Card Information and billing address for the credit card

Click on "Submit Payment" at bottom of page

The County will begin automatic payments from your bank account for your monthly Masters dues on the next date (1st or 15th) that you chose.

If you need to STOP your monthly payments at any time, please let Linda (<u>lindabostic@gmail.com</u>) know at least 3 days before the automatic payment is withdrawn. Linda will immediately notify the County to stop your payments.

To re-START your monthly payments at any time, you can go online and re-register for the program.

For those of you who have previously setup your online banking to send payment to the pool each month, please remember to stop those auto-payments.

I hope that most of you will be happy with automated credit card payments and the convenience to "set it and forget it" and earn "points" with your credit card. Let me know how it goes!

Thank you for your support of Palm Beach Masters.

Linda Irish Bostic Head Coach, Palm Beach Masters 561-373-1440 lindabostic@gmail.com