

Attachment 5:

## REGISTERING FOR MEMBER SPLASH!

**For new residents once you have been validated by Abaris for pool use, please follow the instructions below to register in MemberSplash.** We ask that when you first log into the new system you please take a moment to verify all your account information and make any corrections needed. If you have any questions or need assistance making changes, please contact us at:

**Abaris Realty, Inc.**  
**Attention: Kaitlyn Ambush**  
**7811 Montrose Road Suite 110**  
**Potomac, MD 20854**  
**Fax: 301-468-0983**  
**Email: [ateamadmin@abarisrealty.com](mailto:ateamadmin@abarisrealty.com)**

To log into your new account please complete the following steps:

1. Go to <https://newmarkcommons.membersplash.com>

This will take you to a login screen.

**\*Please NOTE:** If you logged into your Member Splash account, and changed your default password to a custom password, please continue to use the custom password you set for your account.

2. **The default username for your account is your full street address all lowercase, no spaces and spell out esplanade, court, circle, and way. For example: 100newmarkesplanade**

The **default password** is: NewMarkCommons

Upon first log-in you will get a message in a yellow box at the top of the screen directing you to provide additional information.

Your account is missing the following required information. You'll need to update it before proceeding.

Your password needs to be updated.

An email address is required for the billing member on the account.

3. At a minimum you will be prompted to pick a new password. Please take a moment to update it 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. Each household will have their own password, multiple passwords per household are not needed.

4. Edit and delete members. To edit a member, click on the pencil icon. To delete a member, click on the trashcan icon. To upload a picture, click on the camera icon. ***Please remember, all members must have the same permanent address.***



5. **You must upload a face shot of each individual in your family membership under their name.** *To do so, click on Manage Account, Account Details, add each photo by clicking on the camera icon after each member's name. Please use a close up headshot or cropped face photo.*
6. Add emergency contact info. To do so, click on the red pencil icon next to emergency contact info and add the correct info.

As a member you do not have permission to add individuals to your household account. If you have additional family members living with you, please submit the enclosed form to [ateamadmin@abarisrealty.com](mailto:ateamadmin@abarisrealty.com) and [Pool@newmarkcommons.net](mailto:Pool@newmarkcommons.net). During this initial set-up period the Pool Committee will be assisting Abaris in adding household members as appropriate.

Thank you for taking the time to complete your residency profile within the new system. We look forward to seeing all of you this summer.