

How to Pay Shark Swim Team Registration Fees Online

This user guide outlines how to pay for Shark Swim Team registration fees using the “**Make a Payment**” feature in Condo Control. The phone APP currently doesn’t support the “Make a Payment” option, so please pay via PC using the [Condo Control website](#).

You must have already subscribed to Condo Control(CC) via a “Welcome Letter” sent to you in an email in order for online payments to work.

If, for some reason, you didn’t receive the “Welcome Letter,” please send an email to splasher@shadowbrook.org with the following information, and a new Welcome letter will be sent to you promptly:

- Full Member Name
- Member Home Address
- email address for communications
- Optional – Contact phone number

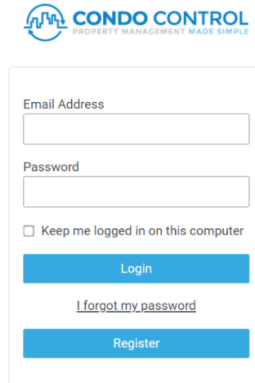
Please make sure your email filter is allowing emails from notify@condocontrolcentral.com to pass through to your inbox.

Once you have subscribed to Condo Control, please follow the steps starting on the next page to pay for your Shark team registration fees.

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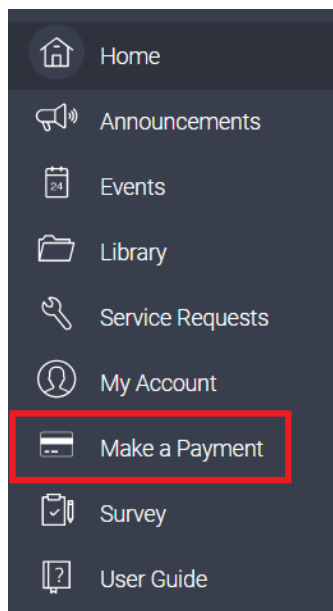
Condo Control fees are \$2 via Bank ACH and approximately 3% with a credit card.

1. Login to your [Condo Control](#) account.

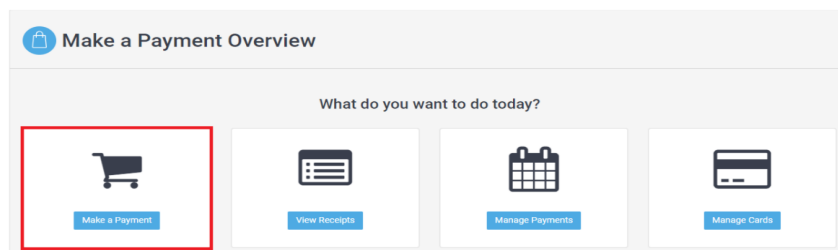


The image shows the Condo Control login page. At the top left is the logo for CONDO CONTROL with the tagline 'PROPERTY MANAGEMENT MADE SIMPLE'. Below the logo is a login form with two input fields: 'Email Address' and 'Password'. Under the password field is a checkbox labeled 'Keep me logged in on this computer'. There are three buttons: a blue 'Login' button, a blue 'Register' button, and a blue link that says 'I forgot my password'.

2. Select **Make a Payment** from the main menu.



3. From the payments page, click **Make a Payment**.



4. Fill out the “Make a Payment” form as follows

The screenshot shows a 'Make a Payment' form with a progress bar at the top. The progress bar has three steps: 'Payment Details' (active, green dot), 'Review & Save' (grey dot), and 'Confirmation' (grey dot). Below the progress bar, the form fields are as follows:

- I want to pay for:** Two Shark Swimmers (dropdown menu)
- Reference / Invoice #:** 6720 Boulder Creek Dr (text input)
- Amount:** 535.00 (text input)
- Service Fee:** 2 (text input)
- Type Of Payment:** One Time Payment (text input)
- Payment Type:** Bank Transfer (dropdown menu)
- Requestor Comment:** Jane Doe, John Doe (text input with a green circular icon and a small 'x' in the corner)


At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Next' on the right.

- Select “**One Shark Swimmer**”, “**Two Shark Swimmers**”, or “**Three or More Shark Swimmers**” from the “**I want to pay for**” drop-down menu.
- In “**Reference / Invoice#**” enter your home street number and street name only. For example, 6720 Boulder Creek Dr.
- The amount should be automatically pre-filled based on the number of swimmers you are registering (**1**=\$300, **2**=\$535, **3+**=\$770). The service fee is automatically calculated based on the amount field.
- The “**Type of Payment**” section will default to “**One Time Payment**”.
- Select “**Payment Type**” as “**Bank Transfer**” or “**Credit Card**”
 - Bank Transfer will incur a \$2 fee
 - Credit Card will incur a 3% fee
- In the “**Requestor Comment**” field, write in the full names of the children you are registering.
- Once completed, click Next.

5. Review the payment details. The final amount is listed in the "Total" row. If you are satisfied with the payment details, **select Confirm and Pay**.

Review and Pay

Payment Details Review & Save Confirmation



I want to pay for:	Two Shark Swimmers
Reference / Invoice #:	6720 Boulder Creek Dr
Amount:	\$535.00
Service Fee:	\$0.50
Zego fee:	\$1.50
Total (USD):	\$537.00
Type Of Payment:	One Time Payment
Requestor Comment:	Jane Doe, John Doe
Order On Behalf Of:	Ilsever, Sibel Mrs. (1BH6720)

6. If you wish, you can download your receipt as follows:
- Select Make a Payment from the main menu. (same as step 2 above)
 - From the payments page, click View Receipts.
 - Select the payment you wish to get a receipt for.
 - Click on the Details button.
 - Click on the Download Receipt button.