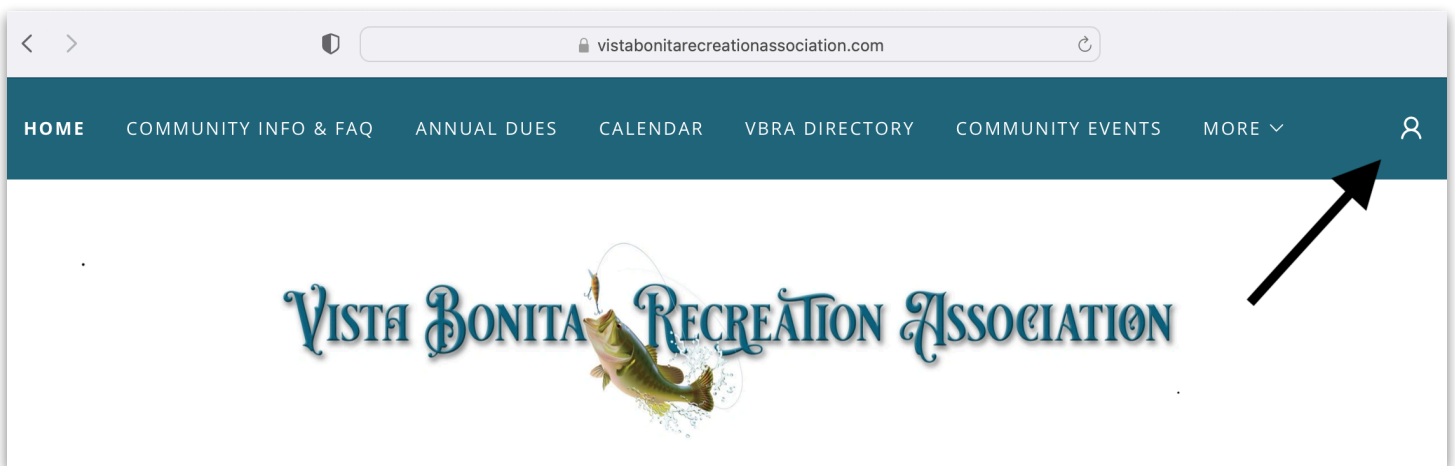


Instructions for completing an account to view the Vista Bonita Recreation Association Directory.

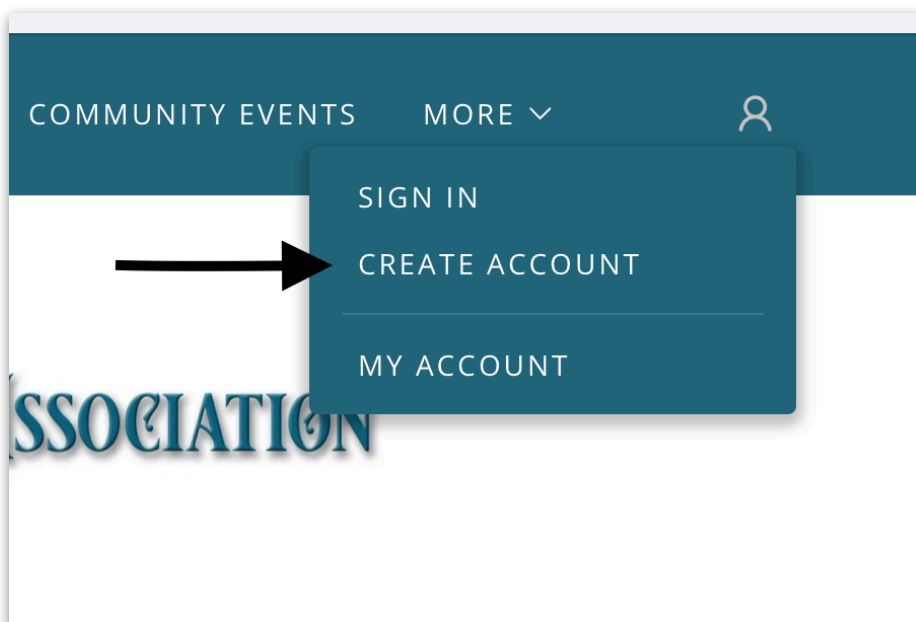
Click on the link below to access the Vista Bonita Recreation Association Home page:

<https://vistabonitarecreationassociation.com>

From the Home page, click on the person icon found in the top right hand corner of the page. See black arrow below:



A drop down selection box will appear. Click on "CREATE ACCOUNT".



This will bring up the following form:

CREATE ACCOUNT

By creating an account, you may receive newsletters or promotions.

IMPORTANT!!

Create an account using the **email address that you provided to Vista Bonita Recreation Association**. If you do not know what email you provided, please contact the Communications Director by emailing contact@vistabonitarecreationassociation.com OR calling 970-817-2220 OR completing the submission form on the website Home page found by scrolling to the bottom of the page.

Once you have entered your first name, last name, and email address, click the CREATE ACCOUNT button.

The following screen should appear confirming that an email was sent to the email address you provided.




CHECK YOUR EMAIL

You're almost there! We sent an email to [redacted]@yahoo.com with a link to activate your account. Please check your email and click the activation link.

Open your email and find an email from Vista Bonita Recreation Association (see example below). You may have to check your SPAM (or Junk) folder if the email does not appear in your in-box.

● Vista Bonita Recreation... ★ Activate your account for Vista Bonita Recreation Association Hi I

 ● Vista Bonita Recreation Association <donotreply@secureserver.net> Wed, May 25 at 1:17 PM

To: cc [redacted]

Hi [redacted],

Thanks for creating an account with us. Please click the link below to activate your account and set a password.

[Activate account](#) ←

Once you create an account, you will be able to check out faster with your saved information, view your profile, bookings, and orders.

If you did not create an account with us, please disregard this email.

Thanks,
Vista Bonita Recreation Association

Click the Activate account link in the email (see black arrow above).

The link will return you to the Vista Bonita Recreation Association website where you will need to create a password. Choose your password, confirm the password, and click SET PASSWORD to finish setting up your account.

SET PASSWORD

You're signing in for the first time as [REDACTED]@yahoo.com, so you need to set a password.

[SET PASSWORD](#)

[HOME](#) [COMMUNITY INFO & FAQ](#) [ANNUAL DUES](#) [CALENDAR](#) [VBRA DIRECTORY](#) [COMMUNITY EVENTS](#) [FISH](#)
[LOCAL BUSINESSES](#)

Vista Bonita Recreation Association

Once a password is created, you should receive a confirmation (see example below).

HELLO [REDACTED]

Account

Account Created, Congrats!

[REDACTED]

Email
[REDACTED]@yahoo.com

[Edit Profile](#)

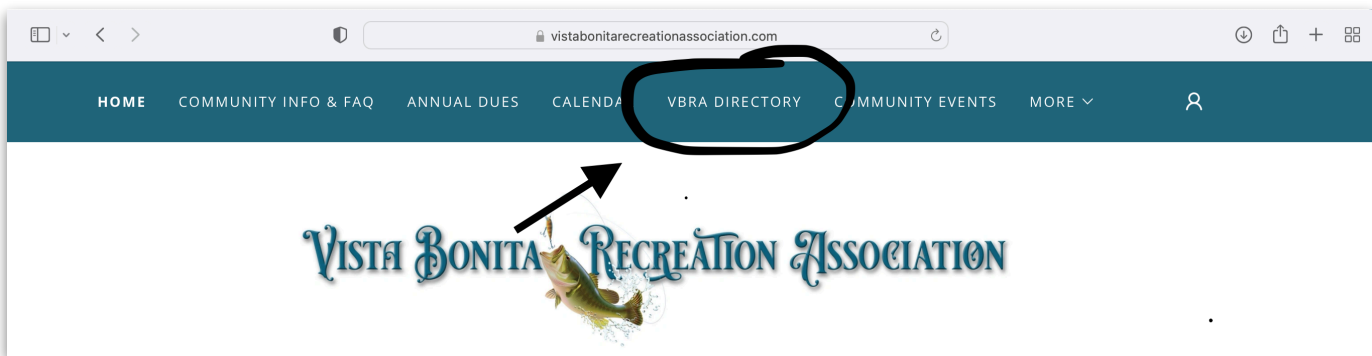
[HOME](#) [COMMUNITY INFO & FAQ](#) [ANNUAL DUES](#) [CALENDAR](#) [VBRA DIRECTORY](#) [COMMUNITY EVENTS](#) [FISH](#)
[LOCAL BUSINESSES](#)

Return to the Vista Bonita Recreation Association Home page. You are now logged into the site but will not be able to access the directory until the account manager verifies your email and log-in for accuracy. This process may take up to 2 business days. At this point, you will need to log out of the site. See log in / log out instructions on pages 6 and 7.

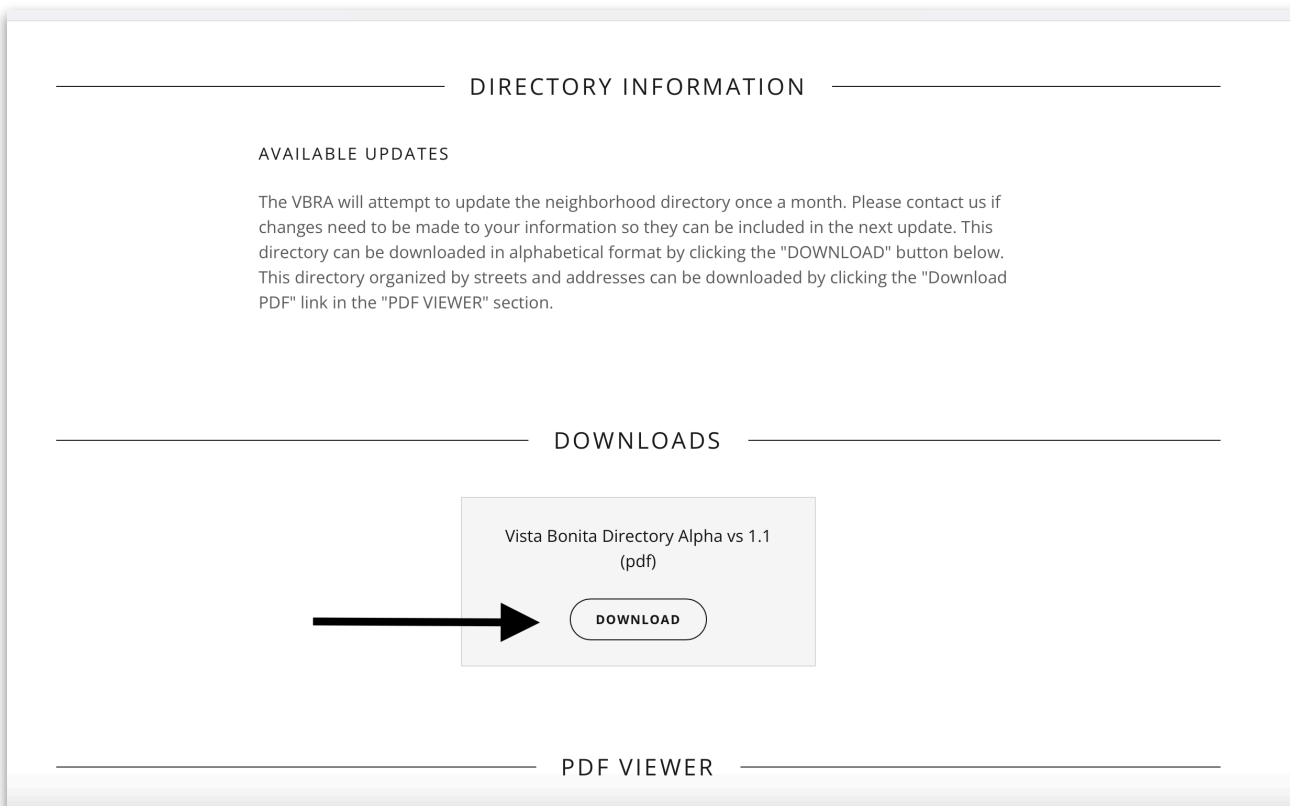
After 2 business days, please log back into the site and continue with the steps below.

NOTE: If you are unable to log in after 2 business days, please contact us by emailing contact@vistabonitarecreationassociation.com.

To view the VBRA directory, click on the VBRA DIRECTORY link at the top of the page (see example below):



Directory information can be viewed in alphabetical order by clicking on the DOWNLOAD button (see black arrow below) in the middle of the page or viewed on the screen, organized by street order, at the bottom of the page below the PDF Viewer heading.



LOG IN / LOG OUT INSTRUCTIONS

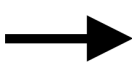
To log in to your account (and view or download an updated directory), click the person icon found in the upper right hand corner of the Home page, then select SIGN IN from the drop down menu. See examples below:



Enter your email and password and then click the SIGN IN button. You are now signed into your account.

ACCOUNT SIGN IN

Sign in to your account to access your profile, history, and any private pages you've been granted access to.



[Reset password](#)

Not a member? [Create account.](#)

To log out of the system, click the person icon found in the upper right hand corner of the Home page, then select Sign out from the drop down menu. See black arrows below:

