TSPOA COMMUNICATIONS SYSTEM

Members-Only Site - Quick Guide

Welcome to your new members-only site! You have access to many new features and methods of communicating with TSPOA. Below are short descriptions of each of the menu items:

Announcements	All alerts, notifications, informational announcements, and newsletters sent by the TSPOA office will appear here. You will continue to get email notices.
Events	A calendar showing all Social Events, Membership Meetings, and Board Meetings organized for TSPOA Members. Additionally there is information about when the office is open or closed, seasonal information such as when leaf pickup will occur, and online meeting registration links.
Library	Folders that contain documents, forms, communications, and other resources helpful for Members. Committee volunteers also have access to their Committee files here.
Knowledge Base	Articles containing answers to Frequently Asked Questions, instructions for using various forms, and the site features.
Service Requests	This feature will allow you to communicate more easily with the TSPOA office. You can ask questions or make comments, alert the office of any updates to your contact information, apply for building permits, apply to be on a committee, register your property as a rental, and more.
Amenity Booking	A calendar and booking request form to reserve the Clubhouse for personal events.
My Account ›	This is the information specific to your property. Also, this is where you can add additional residents if needed and change your email settings.
Store ›	This feature is not currently available.
Survey	This feature is not currently in use. Future community surveys may be available here.
Training	Videos that show you how to use each of the features on this site. Please note, not all videos are relevant to Taconic Shores.
User Guide	If you have additional questions that the TSPOA office isn't able to answer about the communications system you can view additional information and training guides here.

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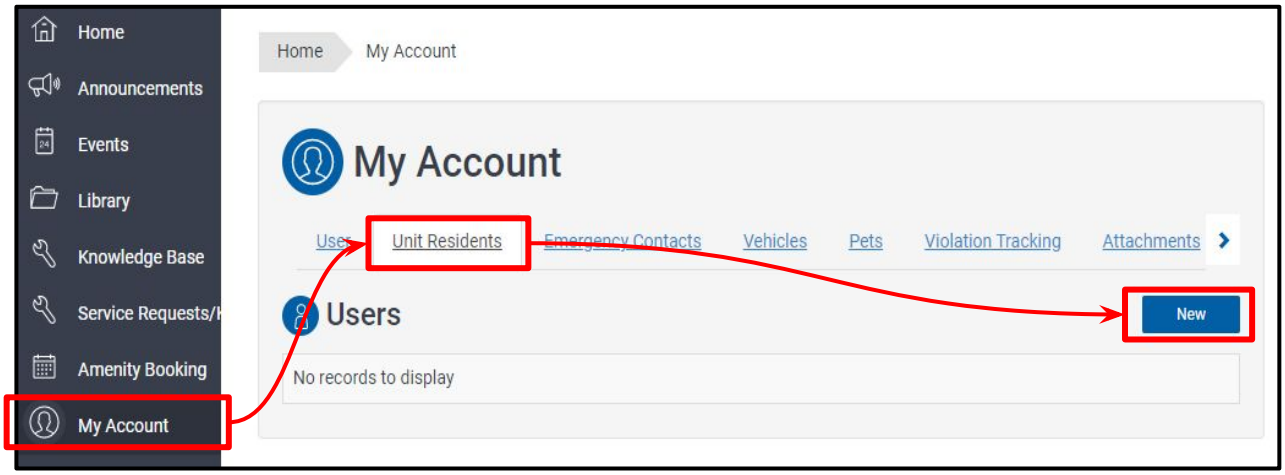
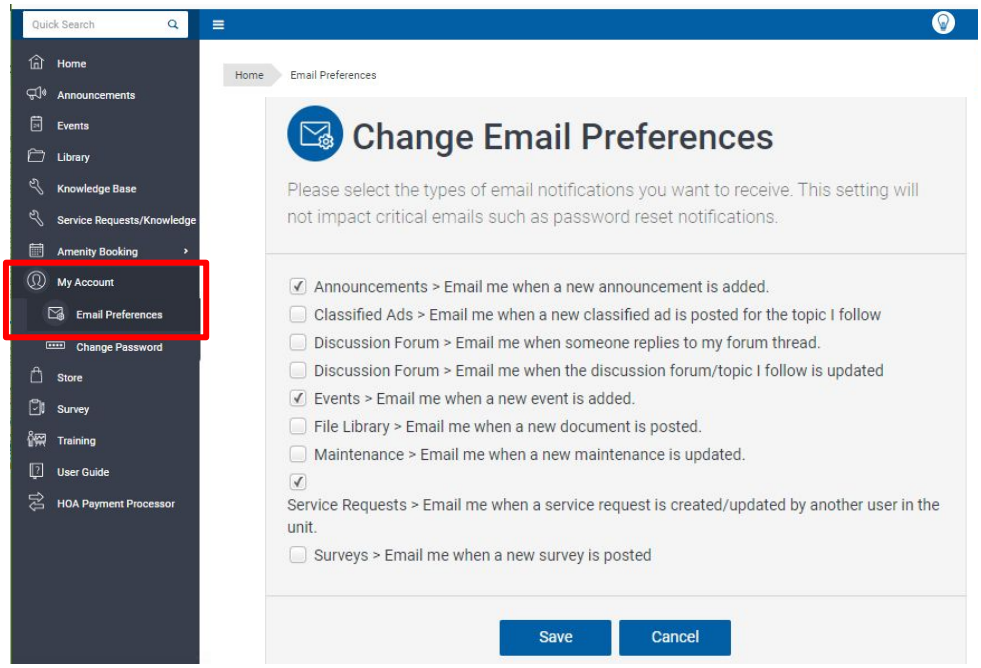
1. How to Add Household Members to Your Account

To add more people to your account click on My Account on the left hand menu, then on **Unit Residents**, which is the second tab from the left. Click on the blue New button on the top right corner and write in the person's name and contact information. Check the **"Residents"** box at the bottom, **NOT** the "Renters" box. You should never give access to your account to any of your renters if you are a landlord.



To finish, click on the blue Save button on the bottom. Repeat these steps as needed until you add all the residents of your household that want to have access to the communications system. You may request that one or more of your added household members be categorized as Owners by filling out a Multiple Owners Service Request. Please note, however, that only the Primary Owner may see the full financial information for the property. All owners will eventually be able to see the full financial information once we upgrade our accounting system.

2. How to Customize Which Emails You Receive



Click on My Account on the left hand menu then click on Email Preferences below it.

Click on the blue Change email preferences button at the bottom.
We recommend that at the minimum you keep your subscription to **Announcements**, **Events**, and **Service Requests**. Once you **unselect** the types of email notification you **do not** want, click the blue Save button.