

Communications at



Taconic Shores

What's Up with TSPOA Communications?

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Access to the New Members-Only Site

This is the fifth in a series of updates about the new Communications System at TSPOA, which we are rolling out to you in phases. Phase I began with sending out announcements to your email from the new system. We are now ready for Phase II: Giving you access to the new Communications System!

Am I Getting Announcements Properly?

Before doing anything else, please check to be sure you are receiving announcements from the new Communications System. We've been sending out duplicate messages to your e-mail inbox since March – one from our old alert system and one from the new. If you are receiving only ONE alert on email, that means you're not set up properly with the new system and *won't be able to access the new site!* So please contact cchelp@taconicshores.com ASAP so we can fix it for you.

What Happens Next?

You are now ready to register with the new system's *Members-Only Site!* Later today you will receive a separate welcome invitation in your e-mail inbox titled "Welcome to the "Taconic Shores Property Owners Association." If you do not receive the invitation, contact cchelp@taconicshores.com.

This members-only site is a password-protected, secure area of the system that will allow you to **check out important information about your property, update your contact details, find out answers to commonly asked questions, ask questions of the office, submit paperwork for building permits,** and much more. The office of course will still be available to assist you with these matters.

You will now be able to add other members of your household to your account, so that they can receive announcements and access features of the site.

So how do I register?

The whole registration process is fairly simple but just in case we have provided the following resources:

- A cheat sheet with step-by-step instructions – you may want to print this out before you start: [Registration Instructions](#)
- An overview of the site’s features, and some instructions on how to add other members of your household to your account, and how to adjust your notification settings: [Quick Guide](#)
- A video recording with step-by-step instructions - you may wish to watch this before you start: <https://taconicshores.org/videos>

Once you’re ready, simply click on the “Click here to register” or “Click here to sign up” link at the bottom of the welcome invitation, and then follow the onscreen instructions.

If you have any difficulties or have questions, you can always contact cchelp@taconicshores.com. We have a team of volunteers ready to assist you.

Now what?

Once you’re successfully registered on the site, feel free to check out some of the features. We will be sending out more information about the features of the site as well as additional training resources. For now, the first and most important step is to successfully complete the registration process.

We hope you will find this new communications system, and its members-only site, useful. As always, we welcome your feedback and ideas.