

## Inviting a Family Member or Tenant: Homeowner

**NOTE:** Only homeowners can invite family members or tenants to TownSq.

The screenshot displays the TownSq web application interface. On the left is a navigation sidebar with categories: COMMUNICATION (Home, Residents, Groups, News & Events, Requests, Messages, Forum, Polls), OPERATIONS (Package control, Access Control, Shift logs), and TOOLS (Reservations, MORE OPTIONS). The main content area is titled 'Your Community' and features three poll cards: 'Club house paint' (dated 03/26/2019), 'Which date would you be able to attend our Summer Picnic?' (dated 03/14/2019), and 'Barn Color' (dated 03/13/2019). On the right, there is an 'Inbox' section with an 'ASSIGNMENTS' card for 'Dog Park' (dated 04/03/2019). A user profile dropdown menu is open for 'George Cooper' (Hillwood Demonstration), with the 'Occupants' option highlighted. A large green circle with the number '1' is positioned over the 'Occupants' option, and a dark green callout box contains the text 'Click your profile and select Occupants'.

1

Click your profile and select **Occupants**



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The screenshot shows the townSq interface for managing occupants. At the top left is the townSq logo. At the top right, the user profile for 'John Doe' is shown, with the address 'Hillwood Demonstration'. Below the header, the page title is 'Occupants' with a subtitle 'Register and invite other occupants or tenants of your units to townSq.' and a search bar. A red-bordered button labeled 'Create occupant' is highlighted. A callout box with a green circle containing the number '2' and a dark green rounded rectangle containing the text 'Click Create occupant' points to the button. Below the callout, the text 'The more the merrier!' is displayed above a large emoji of a person covering their eyes. At the bottom, a message reads: 'TownSq works better with more people. Register your family members and tenants :)'



 **John Doe**  
Hillwood Demonstration

## Occupants

Register and invite other occupants or tenants of your units to townSq.

Create occupant

### The more the merrier!

**2** Click Create occupant





TownSq works better with more people. Register your family members and tenants :)

# Inviting a Family Member or Tenant: Homeowner

Residents / Create occupant

Occupant type\*

 Family Member  Tenant

First name\*

E-mail

Phone numbers

(123) 456-7890


[+ Add more](#)

[Create occupant](#) [Cancel](#)

**3** Select Family Member OR Tenant icon

Residents / Create occupant

Occupant type\*

 **4** Enter First name, Last name, and E-mail

First name\*

Last name\*

E-mail\*

Phone numbers

(123) 456-7890

[+ Add more](#)

[Create occupant](#) [Cancel](#)

**NOTE:** Phone numbers of the new occupant are optional.

**NOTE:** [+ Add more](#) is used for additional phone numbers for this occupant.

**5** Click Create occupant



# Inviting a Family Member or Tenant: Homeowner

The screenshot shows the 'Occupants' management page in townSq. At the top left is the townSq logo. At the top right, the user profile for 'John Doe' is shown, with the role 'Hillwood Demonstration'. Below the header, the 'Occupants' section is titled, with a sub-header 'Register and invite other occupants or tenants of your units to townSq.' and a search bar. A list of occupants is displayed, with 'Jane Doe' listed as a 'Family Member'. A green notification box in the top right corner states: 'Fran's user was added to TownSq. An e-mail with instructions of how to access will be forwarded to fmorse@gmail.com'. A callout box points to the 'Jane Doe' entry, stating: 'Confirmation that new occupant was created.' Another callout box points to the 'Family Member' label, containing a note: 'NOTE: Once the Tenant or Family Member signs on and registers, they will appear in the Residents tab and be listed with No Units.'