

Instruction for Joyceville Members to register on this site.

Click on 'Register' at the top right.

Under 'Your Information':

- Click on the select box under 'I am a' and select Homeowner.
- Enter your First and Last name (**do not** enter both you and you spouse i.e. Don and Melania) only one person at a time.
- Enter email address, phone number
- Create yourself a password.
- Gender – can be used for group emails to only males or females

Next:

(Skip this step and go to Add Address if no joint member)

- Click on add member
- Under 'This member is': Select one of two options:
 - joint owner (recommended for those with their own email address).
 - joint owner no email address
- Add first/last name

(note that when the person is approved an email will go to the joint homeowner (with an email address) to create their own password on the new website)

Next:

Click on **Add Address:**

I believe that all Board members have Bracey addresses so:

Select 'inside the community'

- Enter address
- Note: **City and zip code are prefilled behind the scenes.**
- Can ignore Unit address.
- Enter Lot number(s)
- Click on register.

If you want a preferred mailing address outside Bracey, then click on 'add address' a second time and:

Select 'outside the community' - this is generally selected for part time members.

- Select 'Country'
- Enter your address - there will be an address lookup but you can override it by continuing to type.
- Can ignore Unit number and type.
- Enter City, State, Zip
- Select checkbox for 'preferred mailing address'.
- Click on register.

Contact Dave Belko at dbelko99@outlook.com for questions.