

www.TowneLakeHOA.org

Towne Lake Homeowners Association Community Website

Website Announcements User Manual rev -

For additional assistance, please contact the Towne Lake
webmaster: webmaster@townelakehoa.org



TOWNE LAKE IS A COMMUNITY LOCATED IN POOLER, GEORGIA (WITHIN THE GREATER SAVANNAH AREA)

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Announcements Overview

How the announcements system works

The Towne Lake website is run using a framework called WordPress. WordPress allows users to make changes to the website easily without requiring the user to be knowledgeable with website development.

The Towne Lake announcements have been setup such that the three most recent posts are shown on the Towne Lake homepage. The most recent post is shown at the top of the list. If a web visitor wants to view all announcements (more than the three most recent), then they can click on the "Announcements" link in the main menu on the website.

Towne Lake Homeowner's Association *Towne Lake at Godley Station*

Home Amenities Board Bylaws and Plats Announcements Events

Home

Welcome to the Towne Lake Homeowner's Association
This is the official website for our community

We are located in [Pooler, Georgia](#) within the beautiful Godley Station development. Pooler is part of the greater Savannah area, approximately a 20-25 minute drive to downtown Savannah and about 5 minutes to the Savannah / Hilton Head International Airport (SAV).

Our neighborhood is situated around a small lake, and we maintain a private community pool, tennis court and children's park that are available to our residents. The neighborhood is divided into two sections, Towne Lake and the Towne Lake Estates area of custom-built homes. We are conveniently located near the rapidly growing area of shopping and restaurants in Pooler.

Most importantly, we are proud to call Town Lake our home!

Neighborhood Announcements:

- [Test Post 3](#)
This is a test post (again)
- [Test Post 2](#)
This is a test post
- [Welcome to our new website!](#)
We are happy to provide this new website for the Towne Lake community. Residents can make use of the calendar to check pick-up days. Be sure to check back for community announcements in the future!

Neighborhood Calendar
<< Mar 2013 >>
M T W T F S S
20 21 22 23 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

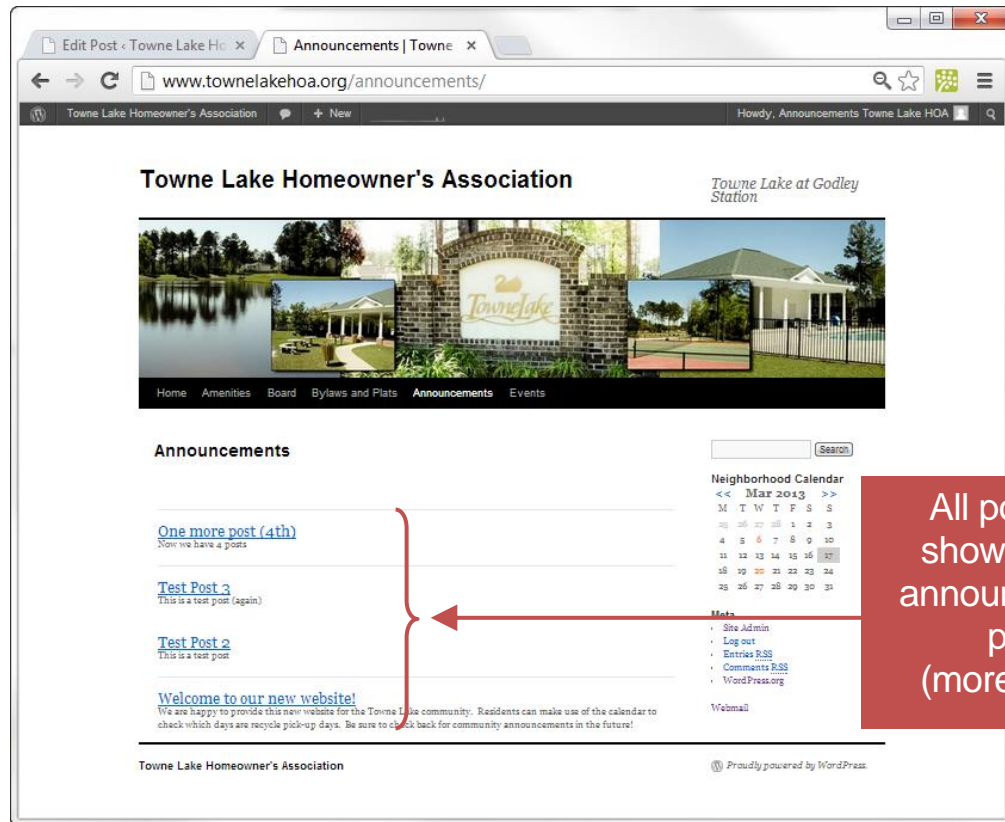
Meta

- Site Admin
- Log out
- Entries RSS
- Comments RSS
- WordPress.org

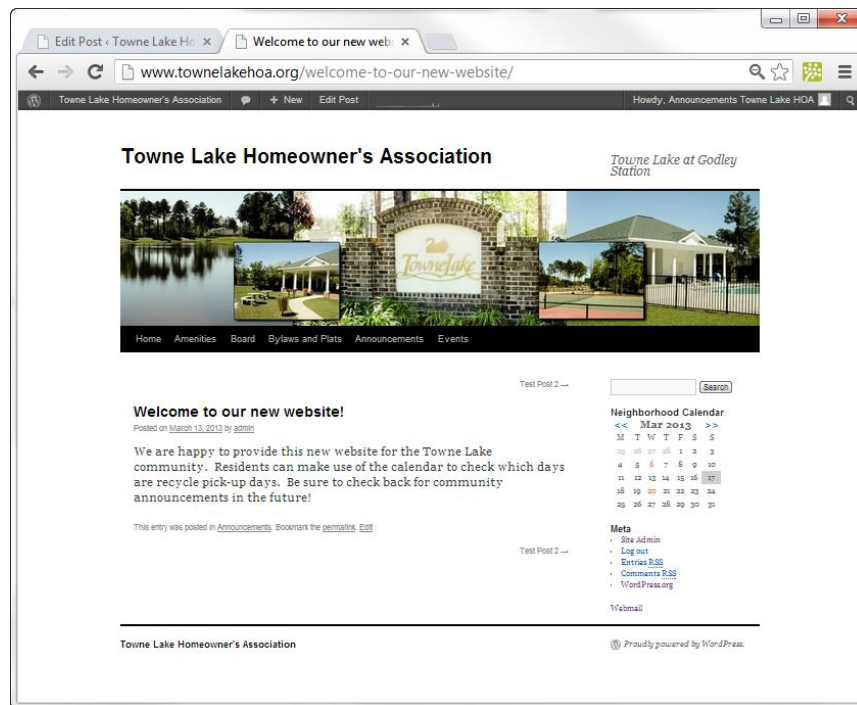
1/Welcome!

Towne Lake Homeowner's Association

Proudly powered by WordPress.



If you click on a post title, then the full post will open up in a new window:



How to use WordPress to post announcements

Use a web browser to access WordPress

You can access the website announcement system by using any web browser that is connected to the internet.

Open up Internet Explorer (or your own favorite web browser) and go to the following web address: <https://www.townelakehoa.org>

How to log in to WordPress

1. Click on “Log In” link in the right pane.

The screenshot shows the homepage of the Towne Lake Homeowner's Association website. The browser address bar displays www.townelakehoa.org. The website header includes the title "Towne Lake Homeowner's Association" and a navigation menu with links: Home, Amenities, Board, Bylaws and Plats, Announcements, and Events. A large banner image features a lake, a clubhouse, and a stone archway with the "Towne Lake" logo. Below the banner, the "Home" section contains a welcome message and location information. A sidebar on the right includes a "Neighborhood Calendar" for March 2013, a "Meta" section with links for "Log in", "Entries RSS", "Comments RSS", and "WordPress.org", and a "Webmail" link. A red arrow points from a red box labeled "Log in link" to the "Log in" link in the Meta section. An aerial view of the subdivision is shown at the bottom left.

Towne Lake Homeowner's Association


Towne Lake at Godley Station

Home Amenities Board Bylaws and Plats Announcements Events

Home

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Aerial view of Towne Lake Subdivision

Our neighborhood is situated around a small lake, and we maintain a private community pool, tennis court and children's park that are available to our residents. The neighborhood is divided into two sections, Towne Lake and the Towne Lake Estates area of custom-built homes. We are conveniently located near the rapidly growing area of shopping and restaurants in Pooler.

Most importantly, we are proud to call Town Lake our home!

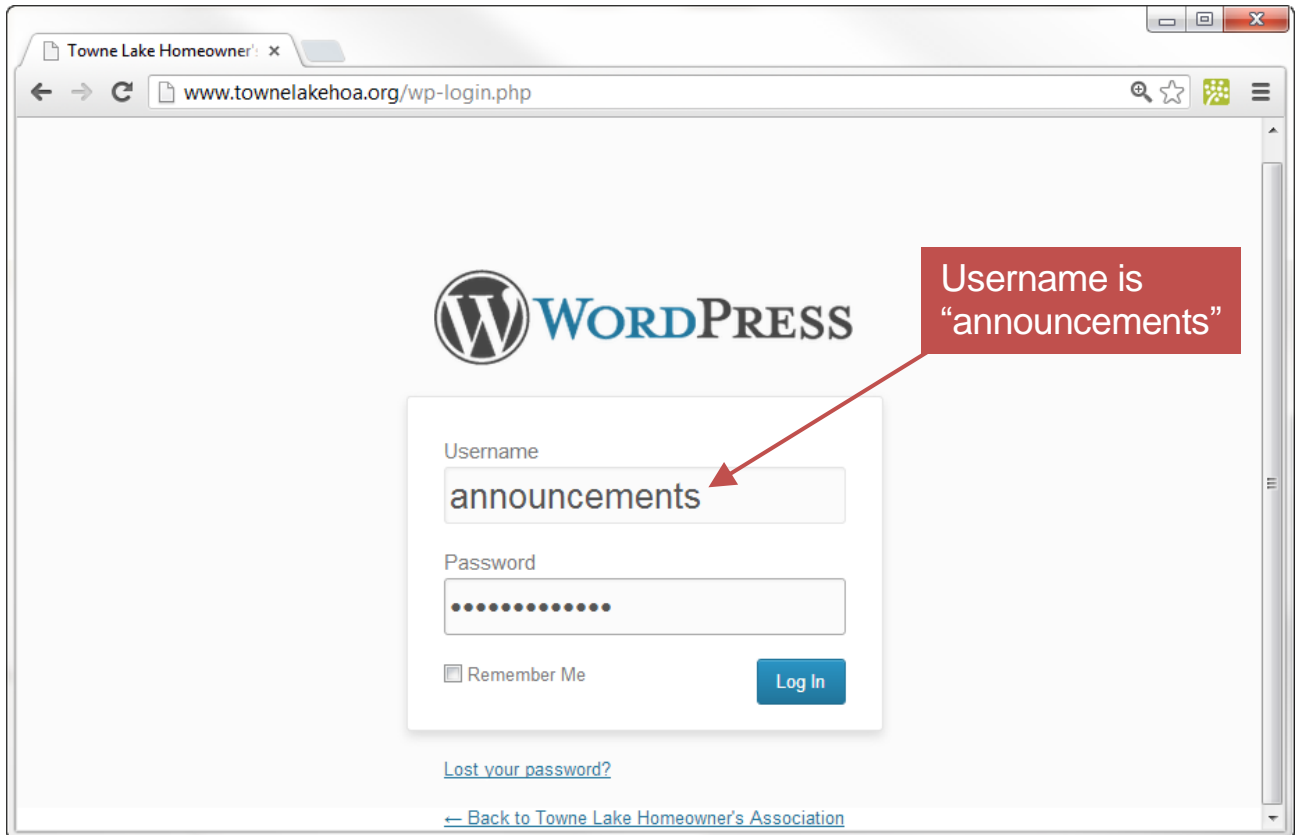
Neighborhood Calendar
<< Mar 2013 >>
M T W T F S S
25 26 27 28 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Meta
• [Log in](#)
• [Entries RSS](#)
• [Comments RSS](#)
• [WordPress.org](#)

[Webmail](#)

“Log in” link

2. Enter the username “announcements” and the password, then click “Log In”.



If you forgot the announcements password, then please contact the Towne Lake HOA Webmaster.

Overview of WordPress Dashboard

After logging in, you are presented with the WordPress Dashboard. An overview of the most used features of the dashboard is shown below.

The image shows a screenshot of the WordPress Dashboard for a user named 'Towne Lake Homeowner's Association'. The dashboard is divided into several sections, with red callout boxes highlighting key features:

- Link to create, delete and modify posts (post = announcement)**: Points to the 'Posts' link in the left sidebar menu.
- Quick way to add a new announcement to the homepage**: Points to the 'QuickPress' widget on the right side of the dashboard.
- Statistics on how many web pages and posts we have (post = announcement)**: Points to the 'Right Now' widget, which shows a summary of content: 1 Post, 11 Pages, 2 Categories, and 0 Tags.
- Link to edit password for the announcements user**: Points to the 'Profile' link in the left sidebar menu.
- Site Stats show how many hits our webpages are getting, and where visitors are coming from (links from other pages)**: Points to the 'Site Stats' widget, which displays a bar chart of hits over time.

The 'Right Now' widget shows the following content summary:

Content	Count
1 Post	1
11 Pages	11
2 Categories	2
0 Tags	0

The 'Site Stats' widget shows a bar chart of hits over time (March 4 to March 16). The chart shows a peak in hits around March 6 and March 12.

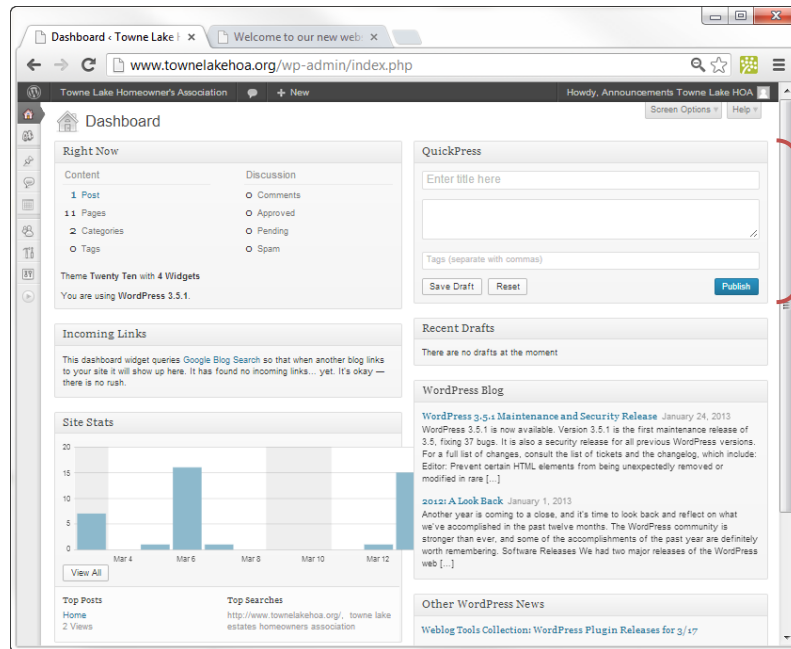
The 'QuickPress' widget allows users to quickly add a new post to the homepage. It includes a text input field for the title, a text area for the content, and a 'Publish' button.

The 'Recent Drafts' widget shows that there are no drafts at the moment.

The 'WordPress Blog' section provides updates on WordPress news, including the release of WordPress 3.5.1 and a look back at the year 2012.

How to create a new announcement (new post)

The quickest method for entering a new post is to enter it into the top right panel of the dashboard called “QuickPress”.



QuickPress
Panel provides
quick way to
enter new post

QuickPress Panel Instructions:

1. Enter the announcement title
2. Enter the announcement text
3. Click publish

*It's that easy!
You don't need to be
a computer geek to add
new announcements to
the website*

A close-up of the QuickPress panel. A red box labeled 'Enter title' has an arrow pointing to the title input field, which contains the text 'Towne Lake Pool Opening April 15'. Another red box labeled 'Enter text' has an arrow pointing to the content text area, which contains the text 'The Towne Lake pool is opening for the season on April 15. If you need to cool off after completing your taxes, then come on down and enjoy a refreshing dip in the pool.' At the bottom, a red box labeled 'Click Publish' has an arrow pointing to the 'Publish' button. The 'Save Draft' and 'Reset' buttons are also visible.

QuickPress

Enter title → Towne Lake Pool Opening April 15

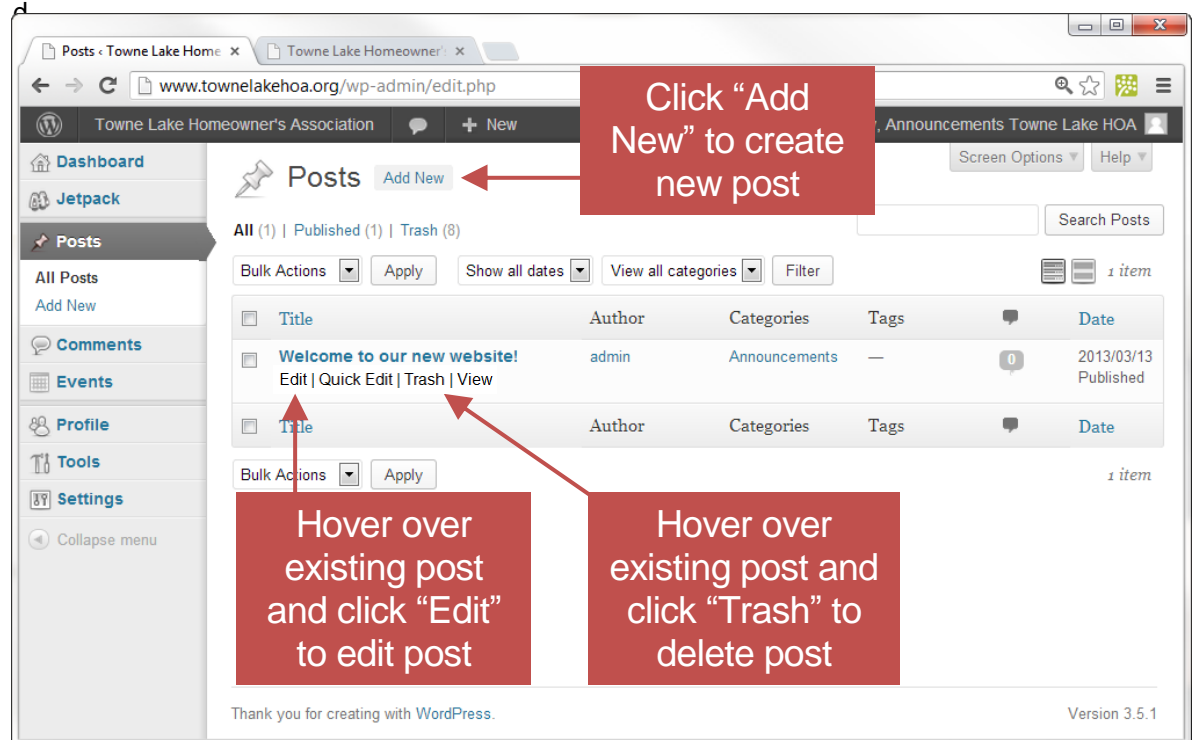
Enter text → The Towne Lake pool is opening for the season on April 15. If you need to cool off after completing your taxes, then come on down and enjoy a refreshing dip in the pool.

Tags (separate with commas)

Save Draft Reset Click Publish → Publish

How to edit, delete or create announcements (manage posts)

To manage posts, click on “Posts” in the main menu on the left-hand side of the



When creating or editing a post, the following screen shown below will allow you to enter all the information necessary.

1. Enter announcement title
2. Enter announcement text
3. Use formatting buttons if you wish to format announcement text
4. Click preview to see what the post will look like
5. If the preview looks good, then click on “Publish” for new posts, or “Update” for edits to existing posts

This screenshot shows the WordPress 'Edit Post' interface for the 'Towne Lake Homeowner's Association' website. The interface includes a left sidebar with navigation links (Dashboard, Jetpack, All Posts, Comments, Events, Settings), a central content area for editing the post, and a right sidebar with publication settings (Publish, Format, Categories, Tags, Featured Image). Red callout boxes with arrows provide instructions on how to use the interface:

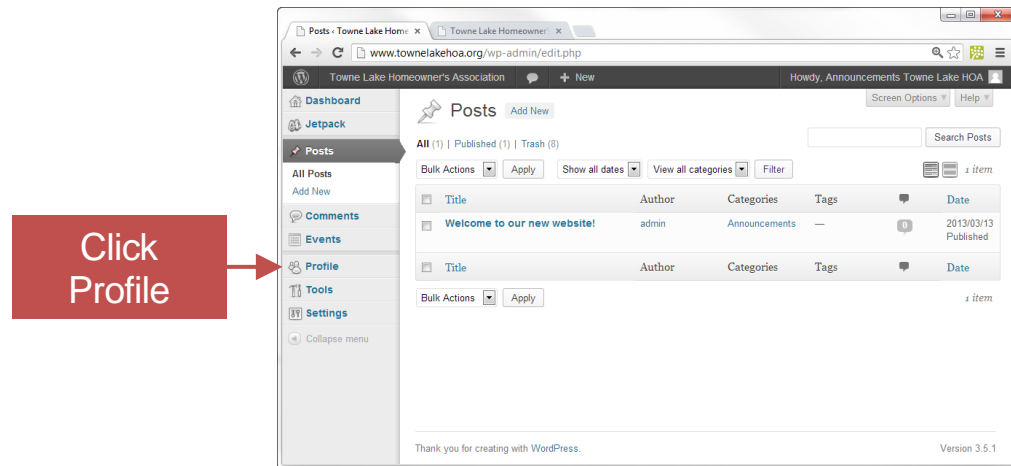
- Enter title:** Points to the title field containing 'Welcome to our new website!'.
- Format the text using similar buttons found in Microsoft Word:** Points to the text formatting toolbar (Bold, Italic, Underline, etc.).
- Enter text:** Points to the main text area containing the paragraph: 'We are happy to provide this new website for the Towne Lake community. Residents can make use of the calendar to check which days are recycle pick-up days. Be sure to check back for community announcements in the future!'.
- Don't forget to spell check:** Points to the spell check icon in the text formatting toolbar.
- Preview post before publishing to the web:** Points to the 'Preview Changes' button in the Publish section.
- Preview post before publishing to the web:** Points to the 'Update' button in the Publish section. A note states: 'Note: Button says "Publish" instead of "Update" for new post'.
- Posts categorized as "announcements" are shown on main homepage. However this category is automatically set for all new posts.** Points to the 'Announcements' category checkbox in the Categories section.

The right sidebar shows the post is currently set to 'Published', 'Public' visibility, and categorized under 'Announcements'. The 'Update' button is highlighted in blue.

How to change Announcements User Password

If you need to change the Announcements password then follow these easy instructions:

1. Click on "Profile" on the left side menu.



2. Scroll down to the bottom of the profile page and enter the new password. The password strength should be at least medium. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &). When finished, click "Update Profile"

