



# Towne Lake HOA Neighborhood Watch Blog User Manual

28 May 2015

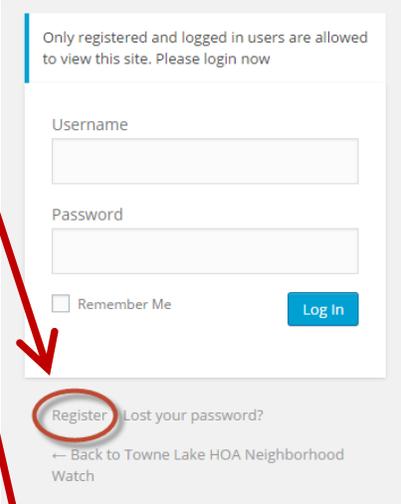
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[watch.townelakehoa.org](http://watch.townelakehoa.org)

# 1 REGISTER FOR THE TOWNE LAKE NEIGHBORHOOD WATCH BLOG

The Neighborhood Watch blog is private so that people outside our community cannot view or contribute to the blog. You must first register in order to gain access to the blog.

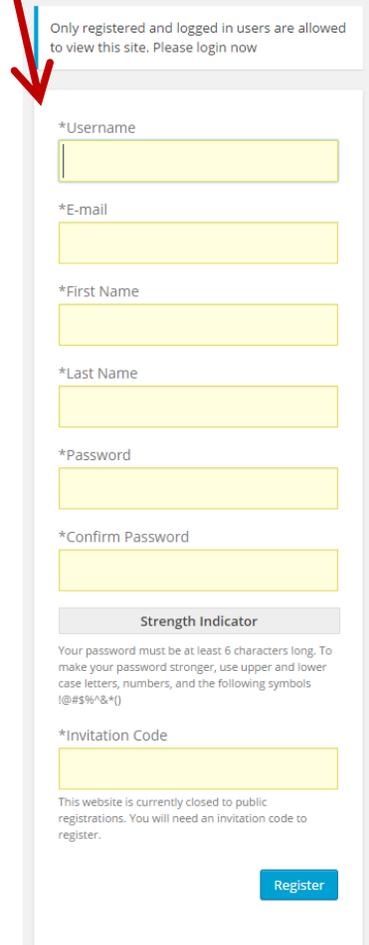
- (1) Open the Watch website: <http://watch.townelakehoa.org>
- (2) Click on “Register” at the bottom left
- (3) Enter requested info (username, email, name, password)  
Select a username that other Block Captains can recognize such as ChrisWatkins, CWatkins
- (4) Enter the Invitation Code. This is used to keep general public from registering. Contact the Towne Lake Webmaster to obtain the code if you don't already have it: [webmaster@townelakehoa.org](mailto:webmaster@townelakehoa.org)
- (5) Verify your account by clicking on link emailed to you



Only registered and logged in users are allowed to view this site. Please login now

Please verify your account using the verification link sent to your email address.

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Username

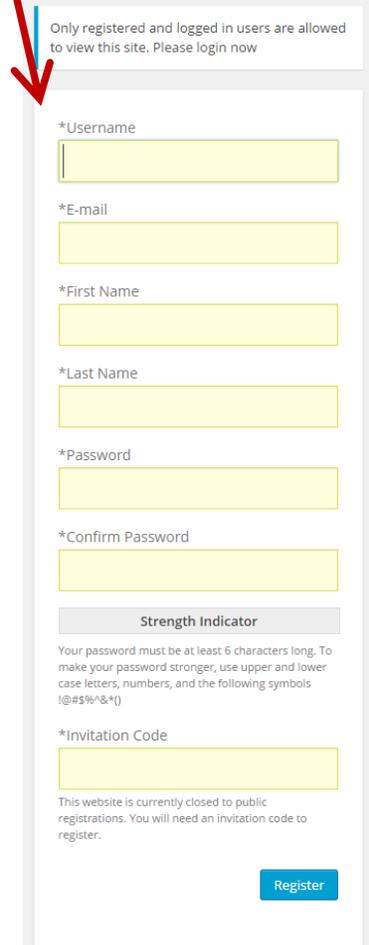
Password

Remember Me

**Register** Lost your password?

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- (6) Wait for the webmaster to approve your account  
Feel free to prod and poke the webmaster to be sure your account request isn't forgotten (or bring cookies).



Only registered and logged in users are allowed to view this site. Please login now

Your account will be reviewed by an administrator and you will be notified when it is activated.

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Only registered and logged in users are allowed to view this site. Please login now

\*Username

\*E-mail

\*First Name

\*Last Name

\*Password

\*Confirm Password

**Strength Indicator**

Your password must be at least 6 characters long. To make your password stronger, use upper and lower case letters, numbers, and the following symbols !@#\$%^&\*()

\*Invitation Code

This website is currently closed to public registrations. You will need an invitation code to register.

## 2 LOG ONTO THE TOWNE LAKE NEIGHBORHOOD WATCH BLOG

- (1) Open the Watch website: <http://watch.townelakehoa.org>
- (2) Enter Username, Password and click "Log In"  
Click "Remember Me" if you want the computer to remember your login information so you don't have to type it each time.
- (3) The blog homepage is opened

Only registered and logged in users are allowed to view this site. Please login now

Username

Password

Remember Me

[Register](#) | [Lost your password?](#)

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## 3 REVIEW EXISTING POSTS

- (1) Existing posts are shown in white boxes on left side of page
- (2) Posts are timestamped so you can see when they were logged

The screenshot shows the homepage of the Towne Lake HOA Neighborhood Watch blog. The browser address bar shows the URL [watch.townelakehoa.org](http://watch.townelakehoa.org). The page title is "Towne Lake HOA Neighborhood Watch" with the subtitle "Observation Log". A navigation menu includes "Home" and "About Us". A "New" button is visible in the top right corner, with a red arrow pointing to it and the text "Click to add New Post".

The main content area features a white box containing a post titled "Welcome to our Neighborhood Watch Blog". The post is timestamped "Posted on May 27, 2015 at 10:13 PM" and includes a "Leave a comment" link. Below the post, a red arrow points to the text "Each blog entry listed in white boxes here".

On the right side of the page, there is a calendar for May 2015. The calendar highlights the 27th of May in blue, with a red arrow pointing to it and the text "Calendar highlights days in blue when posts are logged". Below the calendar is a search bar, a "Recent Posts" section listing "Welcome to our Neighborhood Watch Blog", a "Recent Comments" section, and an "Archives" section listing "May 2015".

## 4 ADD NEW POST

- (1) Click “New” at top of screen to add new post
- (2) Enter Post Title, Text, and the click “Publish”
- (3) If you want to add a photo, then click on Add Media before you publish and upload the file

