

# Rosemoore Lake Website Navigation Guide

[www.rosemoorelake.org](http://www.rosemoorelake.org)

RLHOA Webmaster

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RLHOA  
Classified - Internal use

## Topics

- How Do I Login?
- Change or Forgot Password?
- New Resident – How Do I Register?
- Resident Site
  - Manage Profile/ Search Directory
  - Events and Calendars
  - Contact HOA Members
  - View Documents
- Thank You

## How Do I Login?

- To login to the Resident Site, Click Login
- Enter your Login ID (Email Address) and the Password
- Click 'Login'



The image shows a website interface with a navigation bar at the top. The navigation bar has two buttons: "ABOUT US" and "LOGIN". A yellow callout box labeled "Step: 1" points to the "LOGIN" button. Below the navigation bar is a login form. The form has a yellow key icon and the word "LOGIN" in bold. It contains two input fields: "Email Address" with the text "xyz@gmail.com" and "Password" with a masked password ".....". A yellow callout box labeled "Step: 2" points to the password field. Below the input fields are two buttons: "Login" and "Forgot Password". A yellow callout box labeled "Step: 3" points to the "Login" button.

## Change or Forgot Password?

- While your password cannot be retrieved it can be reset
- To reset the password, Click Login → Click “Forgot Password” → Enter Email Address (the primary email address used to access the HOA website) → Click Submit
- You will receive an email that will contain the temporary password



**LOGIN**

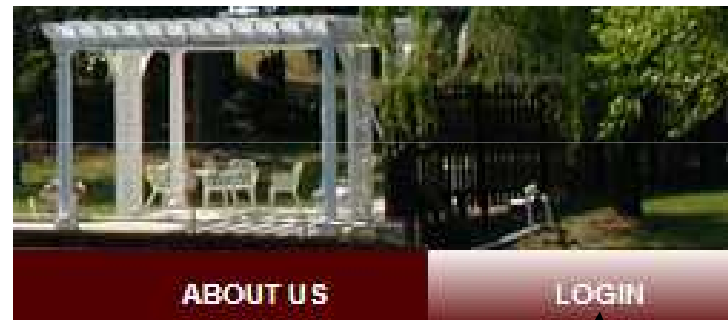
Email Address

Password

[Login](#)

[Forgot Password](#)

**Step: 2**



**Step: 1**

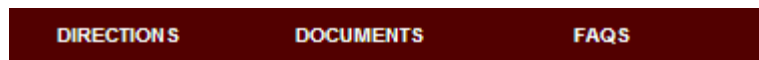
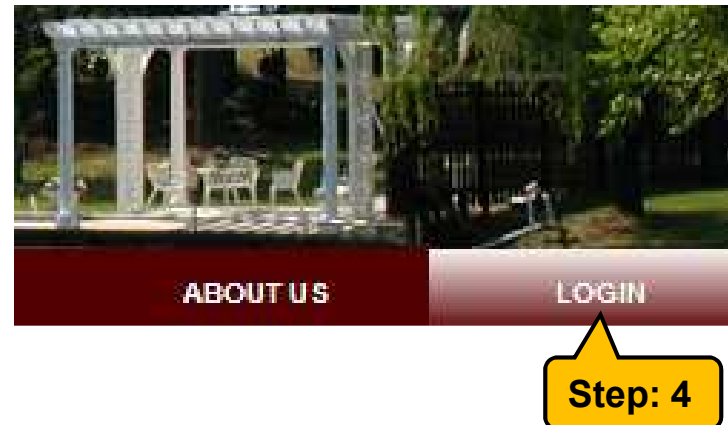
Email Address:

[Submit](#)

**Step: 3**

## Change or Forgot Password...contd

- Once you re-login with your login id and **temporary** password, you will be prompted to change your password.



Please change your password

New Password: \*

Confirm Password: \*

**Step: 5**

## New Resident – How Do I Register?

- If you are new to the neighborhood, please send the following details to the webmaster for registration. You can contact the webmaster via the Contact US page
  - First & Last Name
  - Street Address
  - Primary/ Secondary Email
  - Phone 1/ Phone2/ Cell Phone
- Once approved and registered, the webmaster will send you your Login ID and Password

# Resident Site

# Manage Profile/ Search Directory

- By clicking this icon, the residents can update their profile or search for other residents



Manage Profile/Search Directory

**Note:** If you like to see all the residents, click 'Search' leaving the fields - First Name, Last Name, Address - blank

Manage Profile    Search Resident

Search a Resident: \_\_\_\_\_

First Name:     Last Name:     Address:

## Events and Calendars

- By clicking this icon, the residents can check the neighborhood events and the pool/ pavilion availability



Events & Calendars

## Contact HOA Members

- By clicking this icon, the residents can contact the HOA Member.
- You can send email with attachment to the HOA Board, Webmaster and Committee members (Pool Pavilion, Tennis, ARC, Social)
- You can also find here, the list of HOA members for the current year



Contact HOA Members

## View Documents

- By clicking this icon, the residents can view the HOA Documents like Newsletters, Financial, Vendor Contracts, HOA Templates, Meeting Minutes etc



View Documents

## Thank You

- Thank You for visiting the website and hope the website provides all the information you are looking for
- Your inputs are valuable – If you have any comments or suggestion kindly let us know by visting the Contact US page