# Community Website Login Instructions

Step One - Go to suntreeflorida.com

Step Two – Click on Login (you will see a drop down menu)

Step Three - Click on Request Login

Step Four – Fill in the required information:

First Name

Last Name

**Street Address** 

**Email Address** 

**Phone Number** 

Step Five – Submit

Your Username and Password will be sent to you via email

You may now begin to use the private section of the website

If you have any questions, please call Kaye, 242-8960.

## Web Site

## **Public**

# **Public viewing**

- 1. Home Page Read about Suntree
- 2. Amenities Parks, trails, lakes, SCC and RV Park
- 3. E-forms ask advertising questions
- 4. For Sale Here you can see anything that's in the classifieds and homes for sale
- 5. Documents SMHA's CC&R's mostly for realtors
- Albums photos from community events

All of the above are viewable on the private side.

#### Private

Password & username required to view this side of the web site.

- 1. Profile
  - a. Change your username/password
  - b. Change your email addresses
  - c. Add additional users
- 2. Activities
  - a. Events calendar
  - b. Volunteers postings for volunteer needs
  - c. Reservation working on setting this page
- 3. News
  - a. Announcements Alerts / Community News / General
     General Interests / Recent Email Bulletins

- b. Message Board post a message to the community
- c. Email Bulletins Register for emails on subject that you are interested in.
- 4. For Sale Classifieds (you can post yours here) Homes for Sale Garage Sales

## 5. Resources

- a. Address Book look up homeowners
- b. Board / Committees find the list of members (Board / Committees) read committee reports
- c. Documents all documents can be found here (agendas, minutes, committee reports and forms. Archived Board minutes and ARC minutes can also be found on this page.
- d. Sub-Association List of Suntree communities and their web site link

## 6. Feedback

- a. eForms advertising (your business), Homes for Sale Listings post your house for sale or rent
- b. Questions submit questions to the SMHA office
- c. Reviews see business reviews
- d. Surveys Read and post your responses here