

Inviting a Family Member or Tenant: Homeowner

NOTE: Only homeowners can invite family members or tenants to TownSq.

The screenshot displays the TownSq user interface. On the left is a navigation sidebar with categories: COMMUNICATION (Home, Residents, Groups, News & Events, Requests, Messages, Forum, Polls), OPERATIONS (Package control, Access Control, Shift logs), and TOOLS (Reservations, MORE OPTIONS). The main content area shows 'Your Community' with several poll announcements: 'Club house paint' (03/26/2019), 'Which date would you be able to attend our Summer Picnic?' (03/14/2019), and 'Barn Color' (03/13/2019). On the right, the user profile for 'George Cooper' (Hillwood Demonstration) is shown, with a dropdown menu containing 'Edit profile', 'Occupants', and 'Logout'. The 'Occupants' option is highlighted with a red box. A green callout box with the number '1' points to the profile area, containing the text 'Click your profile and select Occupants'. An 'Inbox' section is also visible below the profile menu.

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Click your profile and select **Occupants**

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The screenshot shows the townSq interface for a homeowner. At the top left is the townSq logo. At the top right, the user profile for 'John Doe' is shown, with the property name 'Hillwood Demonstration' below it. The main content area is titled 'Occupants' and includes the instruction 'Register and invite other occupants or tenants of your units to townSq.' Below this is a search bar with a magnifying glass icon. A red-bordered button labeled 'Create occupant' is highlighted. A callout box with a green circle containing the number '2' and a dark green background with white text says 'Click Create occupant'. Below the callout is a large grey icon of a person covering their eyes with their hands. At the bottom, text reads: 'TownSq works better with more people. Register your family members and tenants :)'

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Residents / Create occupant

Occupant type*

Family Member Tenant

First name*

E-mail*

Phone numbers

(123) 456-7890

+ Add more

Create occupant Cancel

3 Select Family Member OR Tenant icon

Residents / Create occupant

Occupant type*

Family Member Tenant

First name*

Last name*

E-mail*

Phone numbers

(123) 456-7890

+ Add more

Create occupant Cancel

4 Enter First name, Last name, and E-mail

NOTE: Phone numbers of the new occupant are optional.

NOTE: + Add more is used for additional phone numbers for this occupant.

5 Click Create occupant

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townSq

John Doe
Hillwood Demonstration

Occupants

Register and invite other occupants or tenants of your units to townSq.

q

Jane Doe
Family Member

Confirmation that new occupant was created.

NOTE: Once the Tenant or Family Member signs on and registers, they will appear in the Residents tab and be listed with No Units.

Fran's user was added to TownSq.
An e-mail with instructions of how to access will be forwarded to fmorse@gmail.com