

## **Santa Fe Trail Ranch**

### **New Website User Registration (2 minutes or less)**

**&**

### **Exposing Your Profile Email Address To Property Owners**

With the release of the Newest Santa Fe Trail Ranch Website, on June 28<sup>th</sup>, 2024, users will be required to register for a new user account.

The registration is easy (2 minutes or less) and the following should help answer any questions you might have about the process:

1. Go to the new website just like you did the previous one: <https://santafetrailranch.com>
2. On a PC look in the top right-hand corner of the Home Page and find "Sign In". Click on this and Select "Don't have an account". On a smartphone look for the "Login / Logout" button right at the top of the page.
3. Select "Don't have an account?"
4. Complete the registration by providing answers to each question (Name, Username, etc.) Please note that on this registration page you have the opportunity to decide if you want your email address(s) shown on the **Property Owner Search** (on owners have access). The email accounts in the Property Owners Search (data) is acquired from Abby in the business office every Tuesday. If your email addresses shown in the Property Owner Search is not accurate or you need something changed please contact Abby at: [abby.tamburelli@sfrmetro.com](mailto:abby.tamburelli@sfrmetro.com)
5. Once all entries have been made make sure to click on the orange "Register" button at the bottom of the form to submit your registration form.
6. Within 24 to 48 hours the website administrator will check your form to insure you are a resident of Santa Fe Trail Ranch and then activate your account. You will receive an email from [web@santafetrailranch.com](mailto:web@santafetrailranch.com) confirming your account has been activated.

### **Exposing Your Owner Profile**

Property Owner data for the new website is updated every Tuesday with the latest information from the Property Owners Association database that is maintained by Abby at the MOC. Should you discover data relative to your Property Owner Information in the Property Search section under Owners Menu then please contact Abby and request an update of this information. Our new website will only reflect the data she has provided every Tuesday from her system.

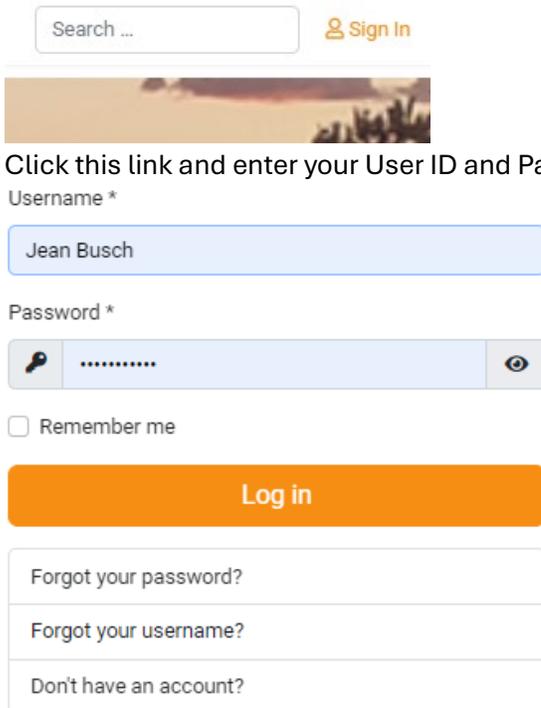
#### **Regarding questions as to how a resident can find another resident's email on the new web site.**

In the User Registration and Profile on the new website we have provided check boxes to allow you to "**Show Email 1**" and "**Show Email 2**", data provided by the POA (Abby), that will be reflected on the Property Owner Search. If you want residents to be able to communicate with you via email, you must go into your profile and Select "Yes" in the Show Email Boxes. If set to "Yes" your email address(s) will be exposed to registered and confirmed Property Owners (Only), not the general public.

**Note:** *If you discover your Property Owner Data is inaccurate or needs updating, please contact Abby ([abby.tamburelli@sfrmetro.com](mailto:abby.tamburelli@sfrmetro.com)) at the MOC to request your data be updated. This is the only way we can reflect the correct information on the website.*

## How to edit your profile:

1. Open a browser and go to the new website at <https://santafetrailranch.com>.
2. In the top right-hand corner of the page (using a PC) you will see the “Sign In” link.



The screenshot shows the top navigation bar with a search box and a 'Sign In' link. Below is a header image. The main content area contains a 'Username \*' field with 'Jean Busch' entered, a 'Password \*' field with masked characters and a visibility toggle, a 'Remember me' checkbox, an orange 'Log in' button, and three links: 'Forgot your password?', 'Forgot your username?', and 'Don't have an account?'.

4. Once logged in your Name will appear in place of the Sign In. Mouse over your Username and a small drop-down menu will appear where you can select Profile.



The screenshot shows the search bar and the user name 'Jean Busch' with a dropdown arrow. The dropdown menu is open, showing 'Profile' and 'Logout' options.

5. You will be presented with your current Profile and you can find an Edit Profile link at the top right hand corner, click this.



The screenshot shows the 'Profile' page. At the top left is the word 'Profile' and at the top right is an 'Edit Profile' link. The profile information is displayed in a table:

<b>Name:</b> Jean Busch
<b>Username:</b> Jean Busch
<b>Registered Date:</b> Sunday, 04 February 2024
<b>Last Visited Date:</b> Tuesday, 25 June 2024

6. Within the Edit Profile window, you will see three sections.
  - a. **Section 1** is your basic Profile that includes your Name, Username, Password, Confirm Password and Email Address you want associated with your Website User Profile.
  - b. **Section 2** is the Property Owner Information that includes Lot Number, Lot Address, Radio Button \*Yes or No) to Show Email 1 and another to Show Email 2. Please use this Radion Button to select if you want to show your email accounts or not on the Property Owner Search section of the website.

- c. **Section 3** is the User Profile standard address info for your User Account such as Address, City, State, Zip, Phone. This is optional and not required. Required fields have an asterisk next to the label.
7. Edit your personal data and make your selections in the Property Owner area regarding showing your email address (these come from Abby at the MOC with your owner info). **Make sure to click the Submit** button at the bottom of the screen to save your User Profile data.

### Edit Your Profile

Name \*

Username

Password

Confirm Password

Email Address \*

### Property Owners

Additional fields required for property owners

Lot Number \*

Lot Address

Owner Property Search - Show Email 1

Yes  No

Owner Property Search - Show Email 2

Yes  No

### User Profile

Address 1

Address 2

City

Country

Postal/ZIP Code

Phone

# New Website – New Search Functionality

## Discover More with Our New Search Functionality

1. We are excited to introduce the new and improved search functionality on our new Santa Fe Trail Ranch website. Designed with our users in mind, this feature aims to make your experience on our site more efficient and enjoyable.

### Easy Access

2. Located at the top right corner of every page, the search bar is always within reach. Just click on the search box, type in your query, and hit enter. It's that simple!

### Intelligent and Fast

3. Our search engine is not only fast but also intelligent. It uses advanced algorithms to understand the context of your search terms, ensuring that the results are as relevant as possible. Whether you're looking for a specific product, a blog post, or some help articles, our search functionality will provide you with the most pertinent results in a matter of seconds.

### Filter and Sort

4. To help you narrow down your search, we've included handy filters. You can sort results by

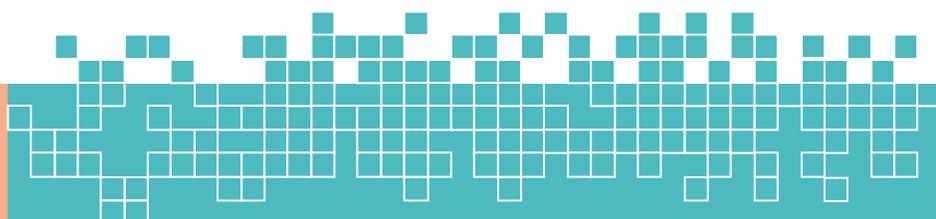
relevance, date, author, and more. This way, you can find exactly what you're looking for without having to sift through pages of results.

### Search Suggestions

5. Keep it simple try one word searches to start with such as: “Mitigation”, “Plants”, “Water”.

### Safe and Secure

6. Rest assured; our search functionality respects your privacy. Your search queries remain confidential and are used solely to provide you with the best possible results.
  7. In conclusion, our new search functionality is more than just a tool—it's your gateway to all the valuable resources our website has to offer. So go ahead, give it a try, and discover more with each search!
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# HOW TO BLOG

## First of all, what is a Blog?

A blog, short for “weblog”, is a type of regularly updated website content or articles that provides insight into a certain topic. It’s an online journal or informational section of the website that offers regularly updated content about various topics. The content is presented in an article format and it’s usually written in an informal or conversational style.

Remember, the goal of an POA Blog is to foster a sense of community, keep property owners on the same page, and create an active community. The content should be engaging, professional, and valuable to the Property Owners.

## How do I submit a Blog Post?

Easy, simply type out the content and send it to the Web Administrator at: [web@santafetrailranch.org](mailto:web@santafetrailranch.org)

Include any images or other content you would like included in the article. The Web Admin will send you a link to review the unpublished Blog Post to insure it conveys you content correctly and that’s it! Once approved we will publish it with credit to the author.

**Note:** When you submit your Blog Post by email, please include your lot number so we can verify that you are a Property Owner.

