

# Getting Started with the new Oquaga.org website!

Why are we upgrading to a new website?

The new website has a ton of features that will help us improve communication for the Oquaga Lake community! In addition, it's easy to manage, configure and update - that means we can spread the workload of keeping the site up to date!

Key Features:

- Resident Directory
- Weekly e-mail updates to all community members
  - News and Announcements
  - Upcoming Events from the new Calendar
  - New Photos that have been added
- Ability for lake residents to send an ALERT (via e-mail) to all community members (i.e. lost dog, etc).
- Ability to e-mail the board or committee's with input or questions
- Ability to post classified ads (e.g. Cottage for Rent / Sale, etc.)
- Storage for OLIA documents

Important information about the site:

The new site has information that is available to the anyone (open to the public) and information that only Oquaga Lake community members can see (Private). This allows the general public to learn about the lake, but allows us to restrict access to information and features that only lake members can see and use (for example meeting minutes, resident directory, and sending alerts).

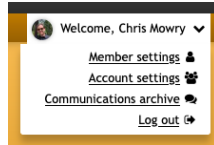
The following information will help you set up your Account and family Members. The information in the following section will guide you in setting up preferences for communication and privacy settings.

Oquaga Lake Community Members

To receive e-mail alerts, newsletters, and access to OLIA private pages you must have an account with and set up a login. **There is one Account per Lake address.** Each Account can have as many family members associated with it as you would like.

We will do our best to pre-register your name and address to make setting up an account easier. You may also "Register" on your own via the drop down list in the upper right hand corner of the web page.

## Adding Members to your Account:



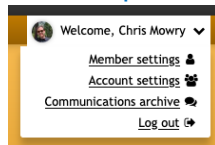
- Select “Account settings” In the upper right corner under your name (you must be logged in)
- Go to the Members Tab
- Select +Add Member
  - Select the type of member and add their information
  - Note: only Joint Members will be able to receive e-mail communications. If your family member would like to receive lake information via e-mail you must set them up as a **joint member** and include their e-mail address.
  - Members that are set up as Child, Relative, Pet, or Other will show up in the Resident Directory, but will not be able to log-in to the site or receive any e-mail/text communications.

## Account Privacy Tab

- While in Account Settings you can configure Account Privacy via the Privacy Tab. You can restrict what information is shared in the resident directory on this tab.

Configuring your Member Settings (contact information, privacy, preferences).

All members can set up their accounts to meet their needs.



- Select Member Settings from the drop down under your name (you must be logged in).
- From this page you can set up or change your contact information, Indicate what type of communication you would like to receive from the community and set up your privacy preferences.