

How to login:

Visit <https://rosenmiller.com/> and click “Login” in the center of the page.

User Name: Your Email Address

Password: first 3 letters of last name and house number (no spaces-all lower case)

If you don't have your login information or have forgotten it you can click the “Forgot password” in the lower right corner of the popup.

If you do not have an account you can reach out to Wayne Umland <wayneumland@gmail.com> or Kristin Bramble <kristinbramble@att.net>

Overview of the Website

After Login you are brought to the Homepage

On the top you will see a **Blue Menu Bar**

- **Homepage-** brings you back to the login page
- **News-** current HOA news
- **Contact Us-** Board Contact Form
- **Click “Your Name” to access a dropdown menu**
 - Dashboard- shortcuts to main information
 - Members of the HOA that have an online profile
 - Printable Directory- view and print condo and homeowner member directories
 - Events/Calendar- view and RSVP to HOA events
 - Sherman Property Portal
 - Activity- view activity on the website
 - Notifications- view notifications from the HOA
 - Messages- view and compose email messages to members
 - Friends- view, add/delete friends from your HOA friend list
 - Profile- update profile (information, access, photos), view activity, friends, groups, forums, documents, media
 - Change Password
 - Log Out
- **Icons: Shortcuts to your Profile Page**

Green Dashboard Buttons

Rosenmiller Woods- Condo Specific Information

- **Boards & Committees-** Committees and their member information
- **Documents-** View Condo specific documents
- **Forms- Interactive Forms:** Contact Update Form, Updating Landscaping and Construction Form, Contact the Board Form
- **Calendar-** View and RSVP to HOA Events

Rosenmiller Farms- Homeowner Specific Information

- **Boards & Committees-** Committees and their member information
- **Documents-** View Homeowner specific documents
- **Forms- Interactive Forms:** Contact Update Form, Updating Landscaping and Construction Form, Contact the Board Form
- **Calendar-** View and RSVP to HOA Events

Directory-View or print member directories for Condo and Homeowners

Resources- Access Codes, website manual, frequently asked questions

Photo Gallery- HOA Photos

Forms- Interactive Forms: Contact Update Form, Updating Landscaping and Construction Form, Contact the Board Form

User Guide

1. Change Password

Go to Blue Menu Bar, click on “Your Name”, scroll down and click on “change Password”

Fill in the information

Click “save information”

2. Profile

Update Information

Go to Blue Menu Bar,click on “Your Name”, scroll down and click on “profile”

Click “Edit Profile” and fill in the information

Click “Submit”

or

Go to the Dashboard and click on green button, “Forms”

Click on “Update Contact Information”

Fill in the information

Click “Submit”

Change Profile Photo

Go to Blue Menu Bar,click on “Your Name”, scroll down and click on “profile”

Click on “Change Profile Photo”

Click on “Upload” or “Take photo”

Click “Crop Image”

Change Cover Photo

Go to Blue Menu Bar,click on “Your Name”, scroll down and click on “profile”

Click on “Change Cover Photo”

Click on “Upload” or “Take photo”

3. Directory

Go to Blue Menu Bar, click on “Your Name”, scroll down, and click on “Printable Directory” or go to the Dashboard, click green button “Directory”

Select Category- Condo Owners or Homeowners or search by Name

Click “Print”

4. Documents

View RHOA or RWCA Documents

Go to the Green Dashboard and click on green button “Rosenmiller Woods or Rosenmiller Farms” then click on green button “Documents” Click on the folders/documents you would like to view

Your Documents

View Document

Go to Blue Menu bar, click on “Your Name”, scroll down, and click on “profile”
Click on the “Docs”
Click on the document you would like to view

Edit Document

Go to Blue Menu bar, click on “Your Name”, scroll down, and click on “profile”
Click on the “Docs”
Locate the document you would like to edit, click on “edit” below the document name or open the document and the click on “Edit”

Create a Document

Go to Blue Menu bar, click on “Your Name”, scroll down, and click on “profile”
Click on the “Docs”
Click on “Create New Document”
Fill in the information for your document
Click “add files” to upload files, click “ok” to save
Click on “Associated Group” to add the document to a particular group (Buildings and Grounds, Social etc.)
Click on the “Access to” fields to give permissions to read, edit and comment on this document

Add Link Type in the Area

Highlight the text you would like to make linkable
Click on the “paperclip” icon, type in your link
Click “Return” button
Click, “Save”

5. Events

View Event

Go to Blue Menu bar, click on “Your Name” and scroll down and click on “events/calendar”
Use search function to find events

Once event comes up click on the “Blue” button to read the details

RSVP to Events

If the event requires an RSVP you will see a blue button “Confirm RSVP” click on the button and type in the number of tickets needed

Click on “Confirm RSVP”

Pay fees for Events

If your event has a fee and you would like to pay via online go to Blue Menu Bar, scroll down and click on “Sherman Property Portal”

6. Messages

View and Reply to Messages

Go to Blue Menu Bar, click on “Your Name”, scroll down and click on “messages”

If you have messages, click on message to reply

Type your message and click on the blue icon to send a message

Create Message

Click on “+” icon to create a new message

Type the users name you are sending the message to and type message

Click “send message”

7. Friends

Add Friends

Go to Blue Menu Bar, click on “Your Name”, scroll down and click on “members”

Click on “Add Friend” icon under the person’s name/profile photo that shows up in the search results

Accept friends

Go to Blue Menu Bar, scroll down and click on “Friends”

Click on “Requests”

If there are pending requests, click the “Accept Button”

8. Media

Go to Blue Menu bar, click on “Your Name” and scroll down and click on “profile”

Click on “Media”

Click on “upload”, click on “select your files”

Click, “start upload”

To create an Album

Click “Options”

Fill in title and description

Click “Add Album”

To add items to an Album

Click on the “wrench” to add an album. You can name the album whatever you like and add a description.

Once you’ve added an album click on the “Upload” link and upload your images / media files

You’ll have a drop down available to choose to post to your “Wall” or to an album you’ve just created.

9. Forms

Go to the Dashboard and click on green button, “Forms”

Find the appropriate form and click on the link

Fill out the appropriate information, upload your file if required

Click “submit”

10. Tennis/Pickle Court Reservations

Go to Blue Menu Bar, click on “Your Name”, scroll down, and click on Dashboard, click green button “Tennis/Pickle Court Reservations”

Click Court 1 or Court 2

Select the date or change the month by clicking the arrows to the right of the month

Click on the time

Enter your details and click, schedule event

If that court is not available try the other court.

