GREATE BAY VILLAS WEBSITE TIPS

- 1. Make sure your Browser page is open in height and width so that you can see the bottom of each page and/or the sign-in page. In most Browsers, you can hold down the Control Key "Ctrl" key and hit the minus sign key "lower case –" key which causes the page to get smaller and also conversely you can hold down the Control Key "Ctrl" and hit the "plus sign key" (upper case dash) to expand the page vertically and horizontally. Note the minus and plus signs keys (upper and lowercase dashes) are next to the number 0 (zero) on most computer keyboards. The minus sign is the lower case dash.
- 2. When you originally signed on to the website and received a password, you choose a user name. You need to remember this user name and you password to sign-in to the website. Your eMail address is <u>not</u> you user name. If you change your email address, you don't necessarily need to change your website user name. But if you change your email address, it may be wise to contact the administrator of the website and change your user name to avoid possible future conflicts.
- 3. If you are using an I-Pad, or IPhone, or similar device, that's OK, but you cannot have two (2) different devices signed-on at the same time....... so if you then want to get on the website via your PC or desktop computer, remember to Sign-Out each time you have a session on the website using a different specific device. You can Sign-Out by looking at the top right hand corner of the page. There you will see three items...... a small curved-edge rectangle with the word "write" in it, a small circle with a person in it and then there is a bell. Click on the Circled Person. This will bring up a dialog box that says sign out. Click on that to sign-out. The rest of the information on that dialog box is not used on our website.
- 4. Make sure you have internet access from where you are accessing and that there are no prohibitions programmed-in at that location which won't allow you to be able to access the site and sign on.
- 5. The website address is https://greatbaycondominium.wordpress.com
 You will note that the address starts with "https", not "http". That denotes that it is in what is known as the Secure Sockets Layer and both encrypted and has password protection. So, we have a secure website which will be quite difficult to hack into.
- Please do not give your user name/email address or password to anyone else. This presents a security "breakdown" and probably/might allow a non owner to access our private website.
- 7. When you click on pictures on the bottom of the first (Home) page and you have finished, you can get out of that mode and back to the website by clicking the little X in the top right hand corner.