

Inviting a Family Member or Tenant: Homeowner

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

The screenshot displays the TownSq web application 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 is titled 'Your Community' and features several poll cards: 'Club house paint' (dated 03/26/2019), 'Which date would you be able to attend our Summer Picnic?' (dated 03/14/2019), and 'Barn Color' (dated 03/13/2019). On the right, a user profile dropdown menu is open for 'George Cooper' (Hillwood Demonstration), showing options for 'Edit profile', 'Occupants', and 'Logout'. A large green circle with the number '1' is overlaid on the 'Occupants' option, and a dark green callout box with white text says 'Click your profile and select Occupants'. A search bar and an 'Inbox' section with 'Dog Park' (In Progress) are also visible.

1

Click your profile and select **Occupants**



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The screenshot shows the townSq interface for managing occupants. At the top left is the townSq logo. At the top right, the user profile for 'John Doe' is shown, with the address 'Hillwood Demonstration'. Below the header, the page title 'Occupants' is followed by the instruction 'Register and invite other occupants or tenants of your units to townSq.' and a search bar. A red-bordered button labeled 'Create occupant' is highlighted. A callout box with a green circle containing the number '2' and a dark green rounded rectangle containing the text 'Click Create occupant' points to the button. Below this, the text 'The more the merrier!' is displayed above a large emoji of a person covering their eyes. At the bottom, a message states: 'TownSq works better with more people. Register your family members and tenants :)'



 **John Doe**
Hillwood Demonstration

Occupants

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

Create occupant

The more the merrier!

2

Click Create occupant



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*

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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The screenshot shows the 'Occupants' management page in townSq. At the top left is the townSq logo. At the top right, the user profile for 'John Doe' is shown, with the role 'Hillwood Demonstration'. Below the header, the 'Occupants' section is titled 'Occupants' with the subtitle 'Register and invite other occupants or tenants of your units to townSq.' and a search bar. A list of occupants is displayed, with one entry for 'Jane Doe' labeled as a 'Family Member'. A green notification box in the top right corner contains a checkmark and the text: 'Fran's user was added to TownSq. An e-mail with instructions of how to access will be forwarded to fmorse@gmail.com'. A callout box points to the 'Jane Doe' entry with the text: 'Confirmation that new occupant was created.' Another callout box points to the 'Family Member' label with the text: 'NOTE: Once the Tenant or Family Member signs on and registers, they will appear in the Residents tab and be listed with No Units.'