

This procedure contains three sections:

- How to ADD your email address to the HOA Site
- How to UPDATE your email address on the HOA Site
- How to REMOVE your email address from the HOA Site.

Depending on what you are trying to accomplish, search for ADD, UPDATE, or REMOVE to quickly find the section you need to review.

Note that each step in the procedure illustrates the screen that would display based on the action you just took in that step. The action you need to take on that displayed screen is in the next step of the procedure.

The process to Add, Update, or Remove data is somewhat confusing. We hope this procedure makes it a little easier to understand.

If you find errors with this procedure or you would like to make a comment about its effectiveness, please go to the Contact HOA Trustees and let us know. We are want to make our website the best it can be.

thanks

How to **ADD** your email address to the HOA site

1. Select the **Subscribe** button at the top of the Home screen The **Subscribe** page displays with a disclaimer at the top and a box requesting your email address, full name, and property address (house number and street only)

Subscribe



Created by HOA Trustee Account
Last updated about 3 hours ago by Joe Leone • 100 Analytics

The Village At Alum Creek homeowners' association maintains a email list for all VAC residents. This makes communicating HOA-related information with our neighbors quick, easy, and cost effective. If you're not receiving periodic emails from the HOA, or your email address has changed, or you just aren't sure, please add your email address via the form below. By providing your email address you are agreeing that the HOA and the Management Company can send you periodic HOA-related communications via email. These communications will be limited to news impacting the VAC HOA.

Subscribe

Email Address *

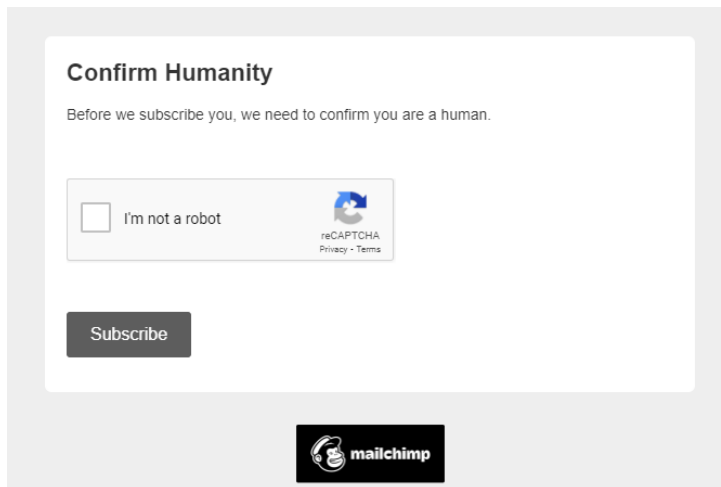
Full Name *

Property Address *

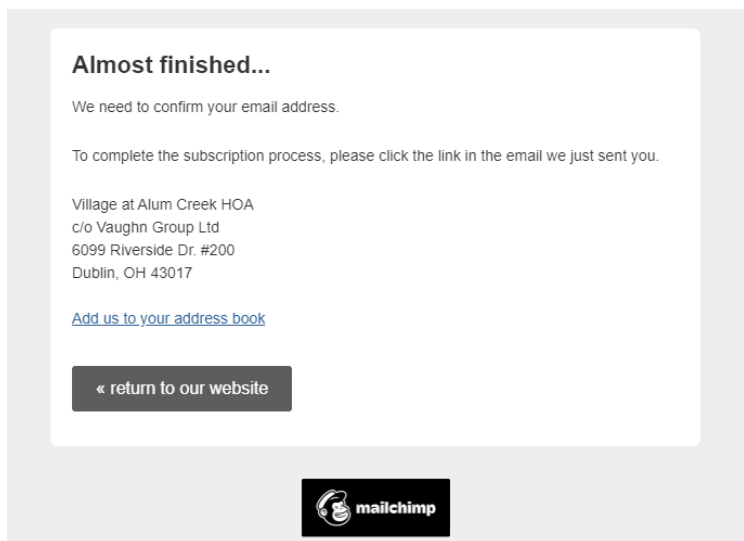
Subscribe

2. Fill in the data (all fields are required). Note the property address is house number and street only.

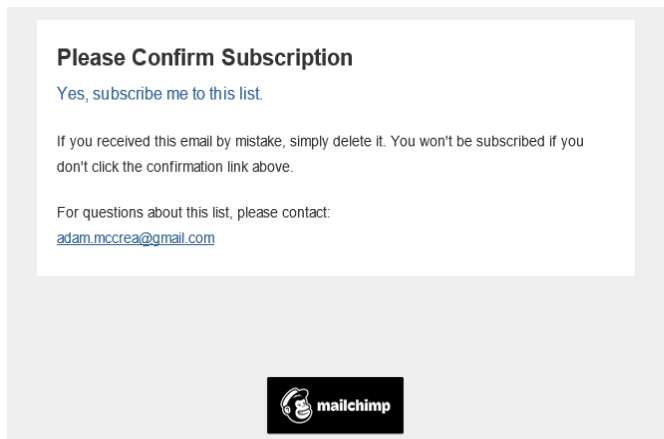
3. Click on **Subscribe**. A **Confirm Humanity** page displays



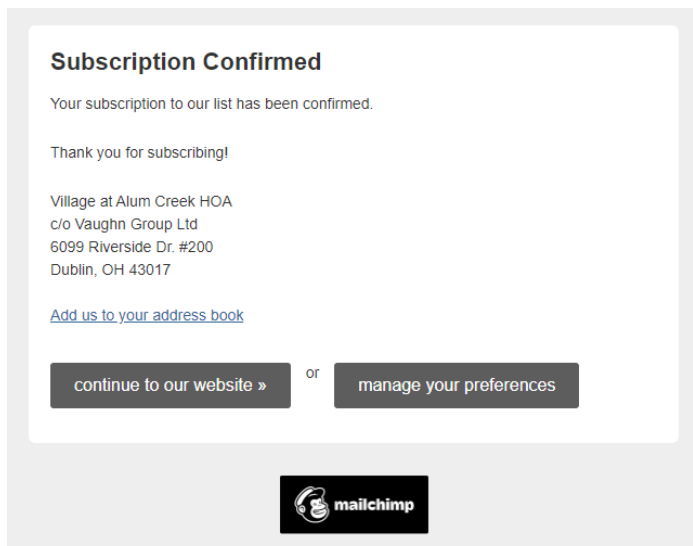
4. Click **I'm not a robot** and on **Subscribe**. The **Almost finished . .** screen displays.



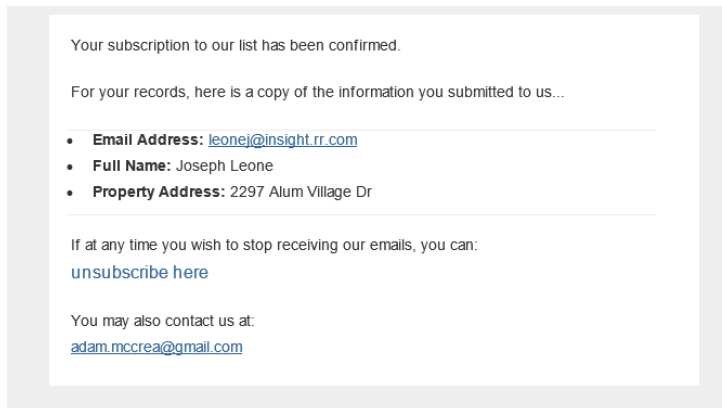
5. For security reasons you will receive the **Please Confirm Subscription** email. Open your mail server to see the email.



6. Click on the blue text [Yes. Subscribe me to this list.](#) The **Subscription Confirmed** screen displays.



7. Click on [Add us to your address book](#) and follow the instructions. Adam McCrae will be added to your Contacts. Adam is a technical consultant for the HOA. He is not a Trustee and should not be contacted for HOA concerns. If he is already in your Contacts, nothing further will happen. Adding us to your address book ensures emails from the HOA do not end up in your junk folder.
8. You will receive this email confirming the information you provided to the HOA.



9. If you made a mistake, on the **Subscription Confirmed** screen select **Manage Preferences** to update. You will receive an email with a link. Follow that link and the instructions to update your data. Additional details about this can be found under the **How to UPDATE your existing data on the HOA site** section, starting on step 8.
10. If there were no mistakes, on the **Subscription Confirmed** screen select **Continue to our Website**

The HOA receives an email indicating your data was added to the system.

How to **UPDATE** your existing data on the HOA site

1. Select the **Subscribe** button at the top of the Home screen The **Subscribe** page displays with a disclaimer at the top and a box requesting your email address, full name, and property address (house number and street only)

Subscribe



Created by HOA Trustee Account
Last updated about 3 hours ago by Joe Leone • 10f Analytics

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Subscribe

Email Address *

Full Name *

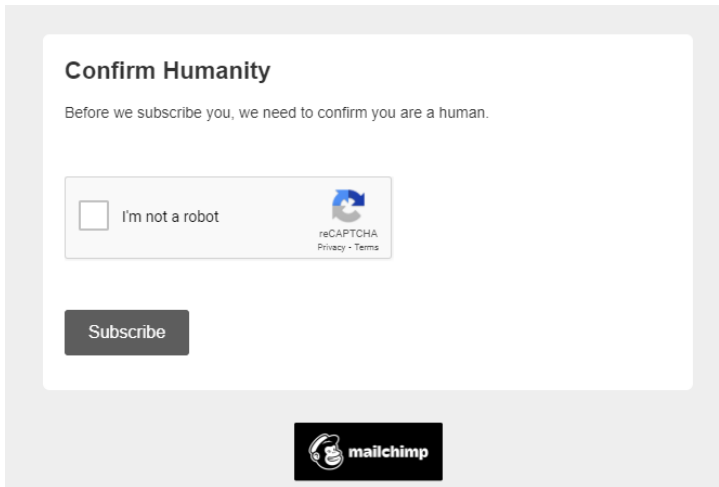
Property Address *

Subscribe

mailchimp


2. Fill in the data (all fields are required). Note the property address is house number and street only.

3. Click on **Subscribe**. A **Confirm Humanity** page displays




Confirm Humanity

Before we subscribe you, we need to confirm you are a human.

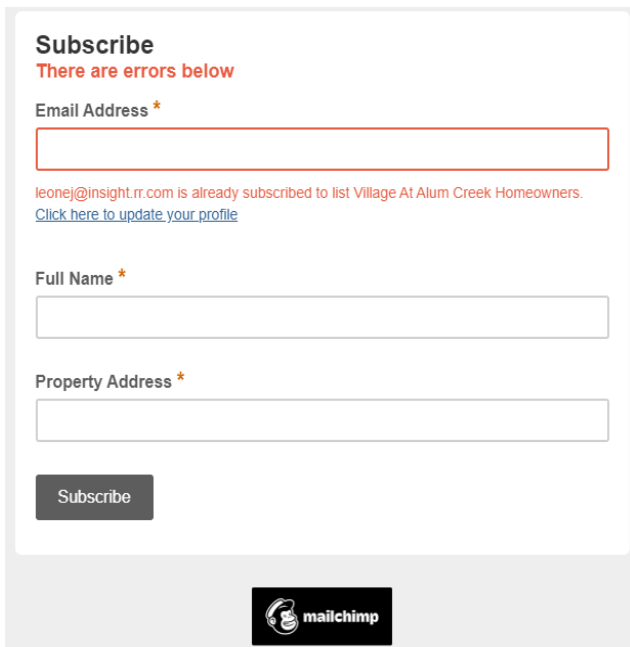
I'm not a robot  reCAPTCHA
Privacy - Terms

Subscribe



4. Click I'm not a robot and **Subscribe**.

5. The system will recognize the data already exists and will display this screen



Subscribe

There are errors below


Email Address *

leonej@insight.rr.com is already subscribed to list Village At Alum Creek Homeowners.
[Click here to update your profile](#)

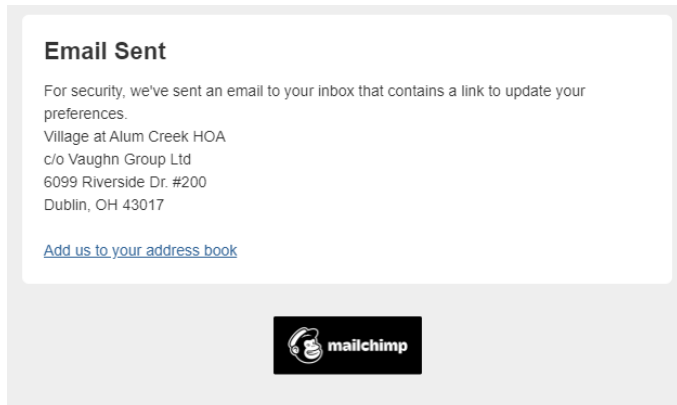
Full Name *

Property Address *

Subscribe

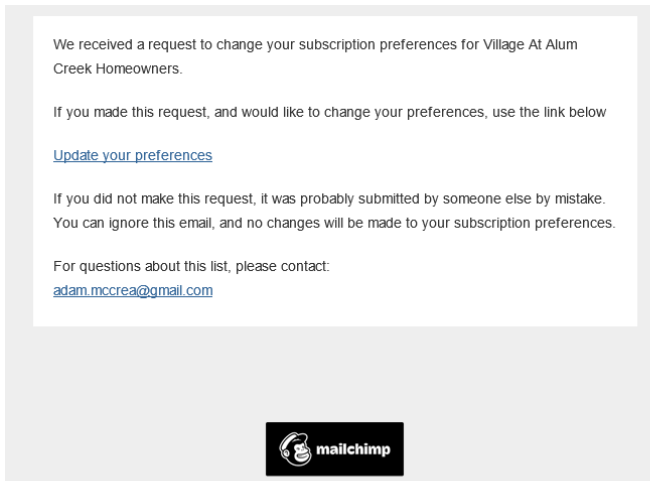


6. Click on [Click here to update your profile](#). The **Email Sent** screen displays.

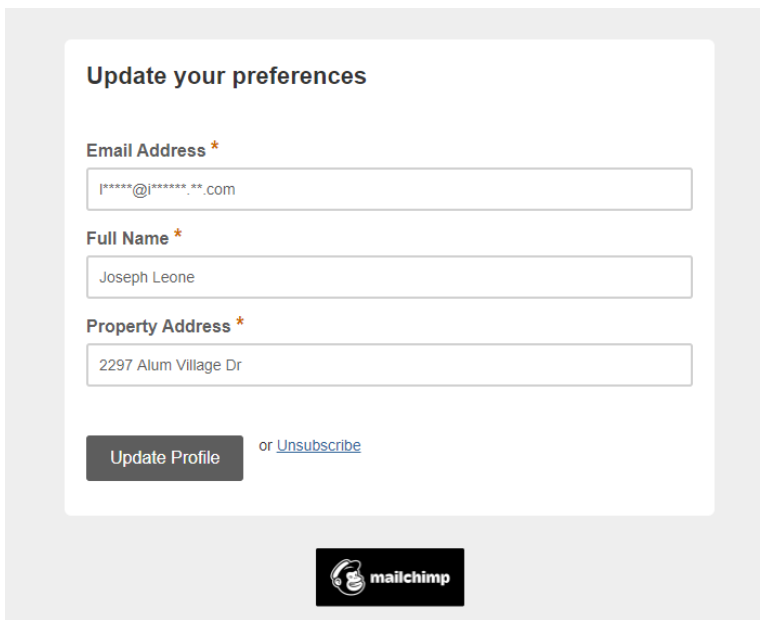


7. Click on [Add us to your address book](#) and follow the instructions. Adam McCrae will be added to your Contacts. Adam is a technical consultant for the HOA. He is not a Trustee and should not be contacted for HOA concerns. If he is already in your Contacts, nothing further will happen. Adding us to your address book ensures emails from the HOA do not end up in your junk folder.

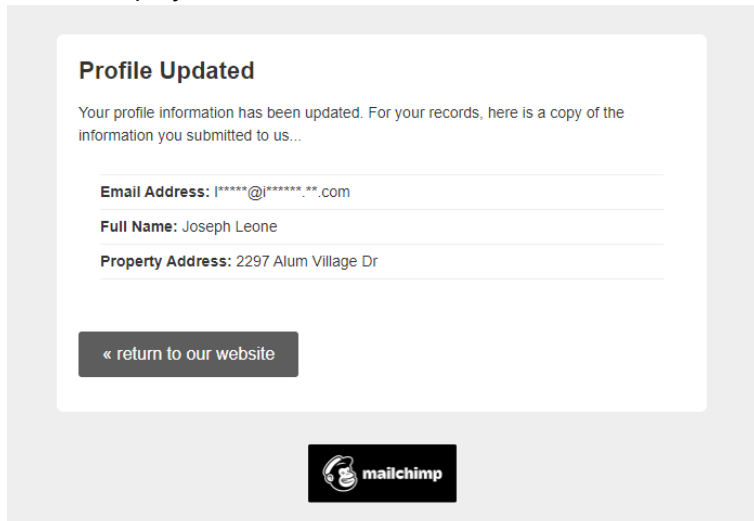
8. For security reasons, the process will email you asking that you Update your Preferences



9. Open the email and click on [Update your Preferences](#). The **Update your preferences** screen displays in your browser.



10. To complete the updating of your data click on **Update Profile**. The Profile Updated screen displays.



Click on **return to our website** to go back to the HOA website.

The HOA will receive an email indicating you updated your information.

How to **REMOVE** your data from the HOA site

You have to have an existing email address in our records to be able to remove yourself.

1. Select the **Subscribe** button at the top of the Home screen The **Subscribe** page displays with a disclaimer at the top and a box requesting your email address, full name, and property address (house number and street only)

Subscribe



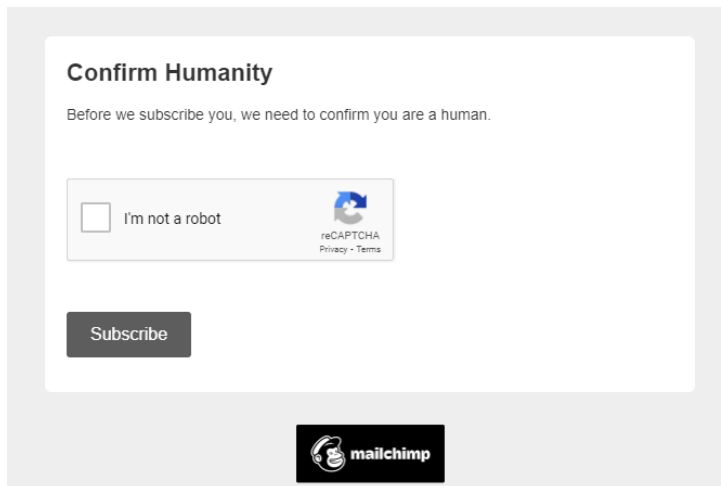
Created by HOA Trustee Account
Last updated about 3 hours ago by Joe Leone • [Add Analytics](#)

The Village At Alum Creek homeowners' association maintains a email list for all VAC residents. This makes communicating HOA-related information with our neighbors quick, easy, and cost effective. If you're not receiving periodic emails from the HOA, or your email address has changed, or you just aren't sure, please add your email address via the form below. By providing your email address you are agreeing that the HOA and the Management Company can send you periodic HOA-related communications via email. These communications will be limited to news impacting the VAC HOA.

The screenshot shows a white form titled "Subscribe" centered on a light gray background. The form contains three input fields: "Email Address *", "Full Name *", and "Property Address *". Below the fields is a dark gray "Subscribe" button. At the bottom center of the form area is a Mailchimp logo.

2. Fill in the data (all fields are required). Note the property address is house number and street only.

3. Click on **Subscribe**. A **Confirm Humanity** page displays



Confirm Humanity

Before we subscribe you, we need to confirm you are a human.

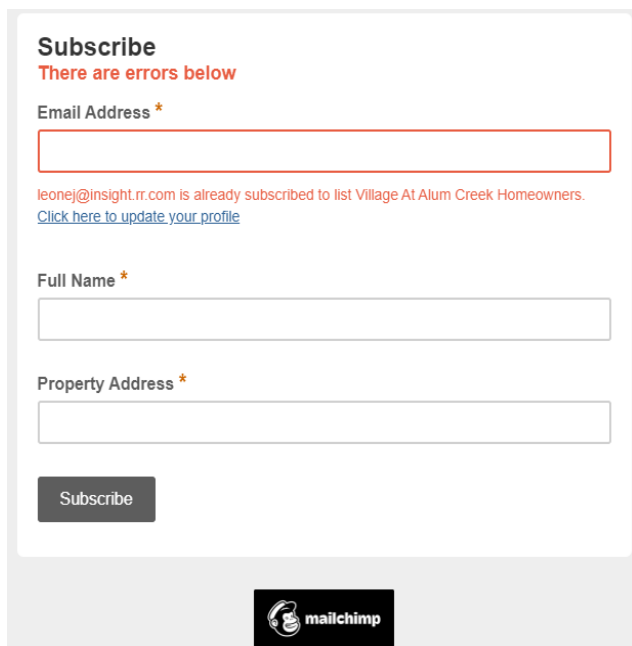
I'm not a robot

reCAPTCHA
Privacy - Terms

Subscribe

mailchimp

4. Click I'm not a robot and on **Subscribe**. A screen will display indicating there is an error.



Subscribe

There are errors below

Email Address *

leonej@insight.rr.com is already subscribed to list Village At Alum Creek Homeowners.
[Click here to update your profile](#)

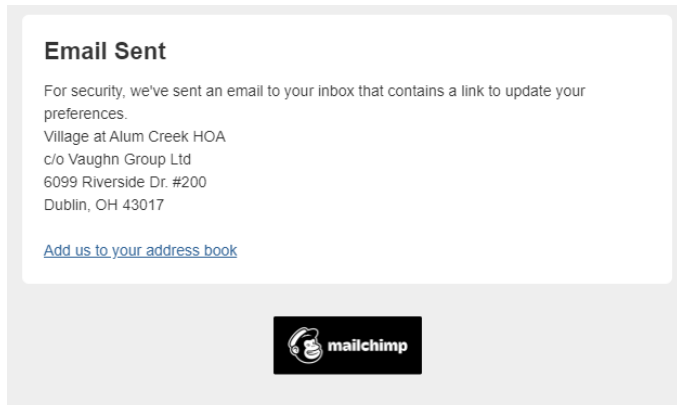
Full Name *

Property Address *

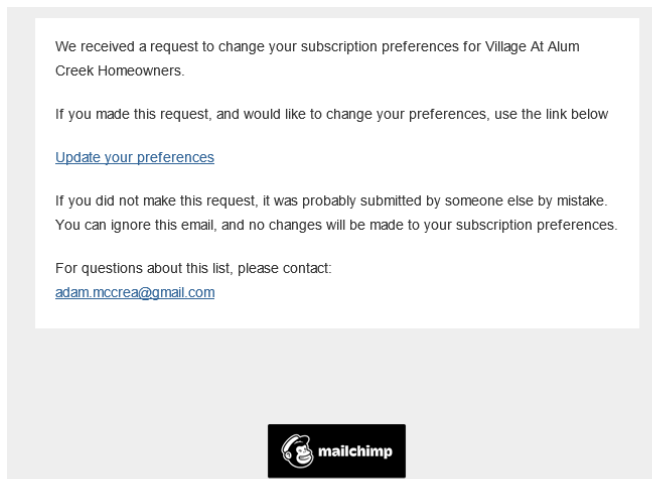
Subscribe

mailchimp

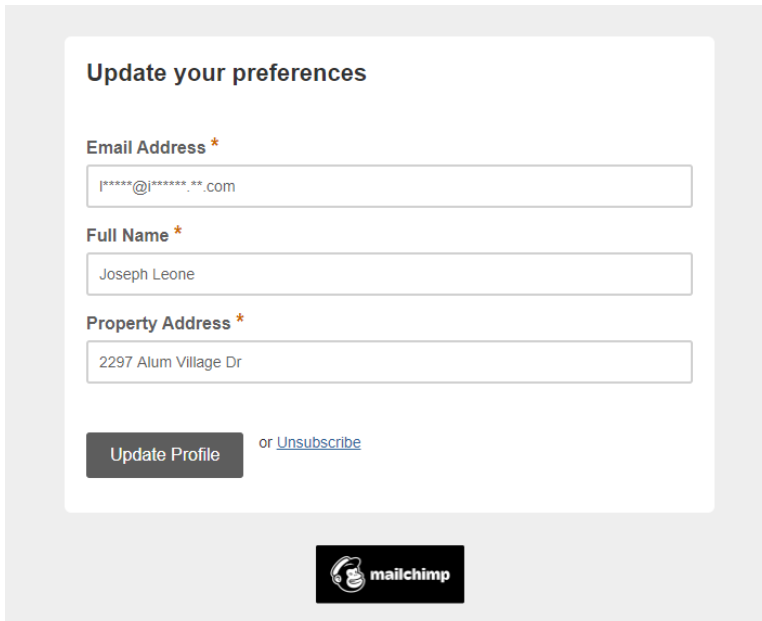
5. Click on the blue text [Click here to update your profile](#). The **Email Sent** screen displays.



6. For security reasons, the process will email you asking that you Update your Preferences

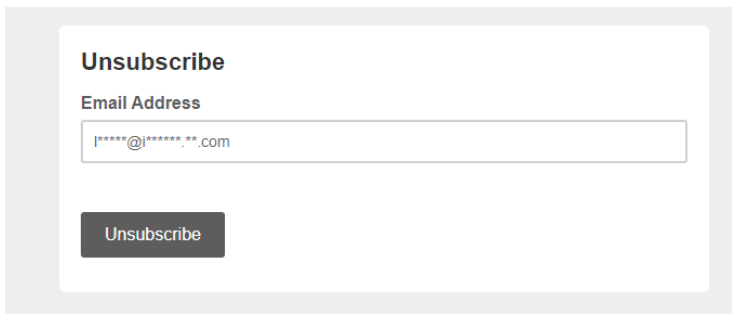


- Open the email and click on [Update your Preferences](#). The **Update your preferences** screen displays in your browser.



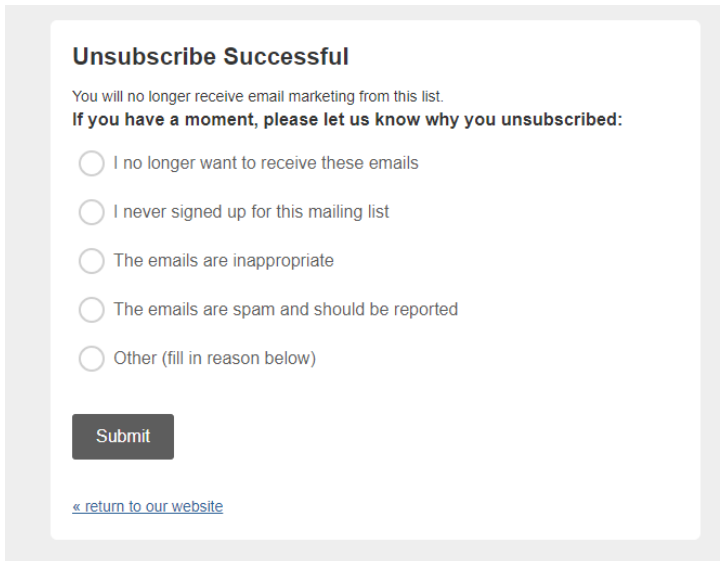
The screenshot shows a web form titled "Update your preferences" with a white background and a light gray border. It contains three input fields: "Email Address *" with the placeholder "j*****@j*****.**.com", "Full Name *" with the text "Joseph Leone", and "Property Address *" with the text "2297 Alum Village Dr". Below the fields is a dark gray button labeled "Update Profile" and a blue link "or [Unsubscribe](#)". At the bottom center is the Mailchimp logo, which consists of a black circle with a white monkey head icon and the word "mailchimp" in white lowercase letters.

- Click on [Unsubscribe](#). The **Unsubscribe** screen will display.



The screenshot shows a web form titled "Unsubscribe" with a white background and a light gray border. It contains one input field labeled "Email Address" with the placeholder "j*****@j*****.**.com". Below the field is a dark gray button labeled "Unsubscribe".

9. Click on the **Unsubscribe** button. The **Unsubscribe Successful** screen displays. Complete the survey or select [<< return to our website](#).



Unsubscribe Successful

You will no longer receive email marketing from this list.
If you have a moment, please let us know why you unsubscribed:

- I no longer want to receive these emails
- I never signed up for this mailing list
- The emails are inappropriate
- The emails are spam and should be reported
- Other (fill in reason below)

[« return to our website](#)

The HOA will receive an email indicating you were removed from our records.