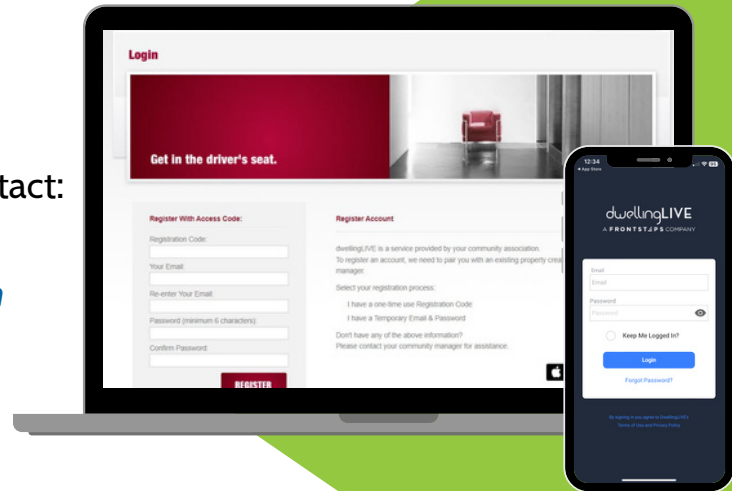


# How-To Guide:

Receive email and text notifications of a guest's entry using

**FRONTSTEPS** dwellingLIVE

If you do not already have a FRONTSTEPS dwellingLIVE account, please contact: **Darren Brooks, REATA District Manager** 720-317-2491 or [browning@coloradogolfclub.com](mailto:browning@coloradogolfclub.com) to set up your account today.



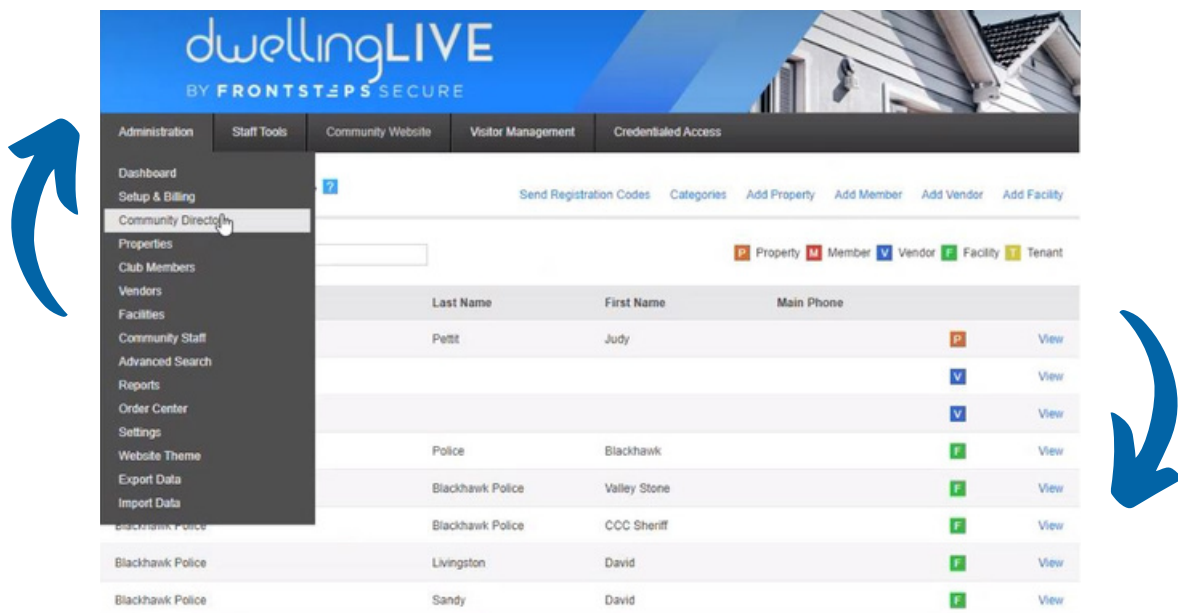
## GETTING STARTED:

1

Login to your FRONTSTEPS dwellingLIVE account

2

Under the Administration tab located at the top, left side of page, select "Community Directory".

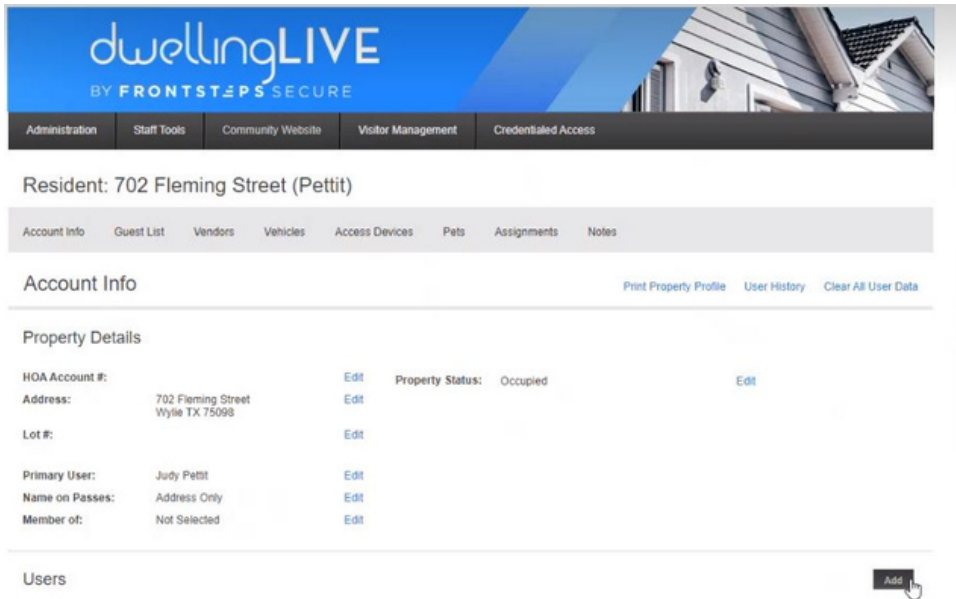


3

With the Community Directory, locate your desired address and click "view" on the right side of the page. 'View' is highlighted in light blue.

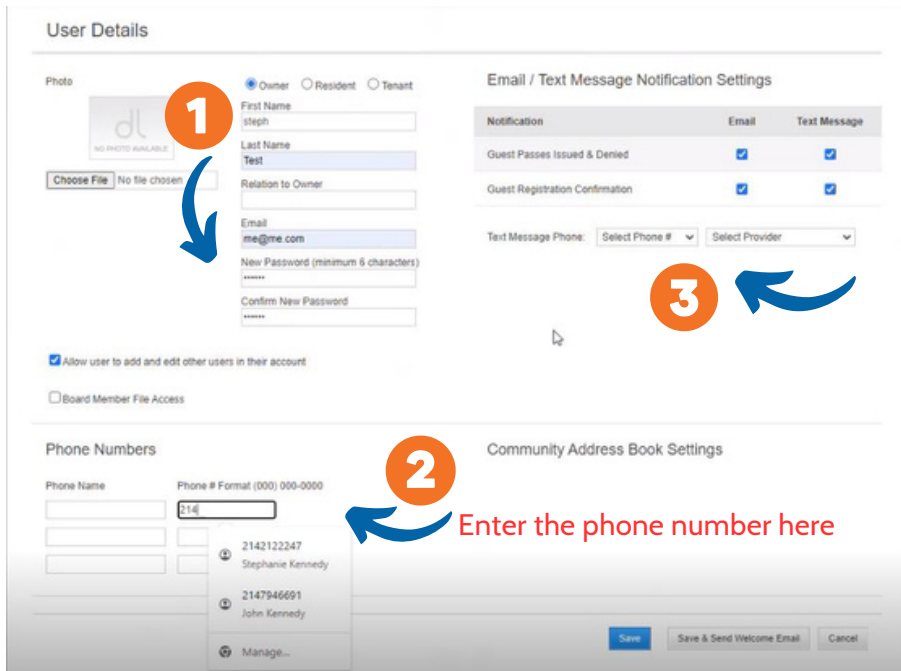
3

Next, click the "Add" button located on the right side of the page. This is how you'll add a user to the system.



4

Fill out the information on the page (First name, last name, email, and new password). On the right side, you'll notice the section where you can setup email and text message notifications.



After entering the phone number below, select that number from the dropdown menu, then select the provider here.

4

Next, click the "SAVE" button. Now you will receive notifications when your guests enter the community.