

Setting up an Event in Your GateAccess.net Account

GATEACCESS.NET



This tutorial will outline

- ▶ How to access your GateAccess.net account.
- ▶ How to navigate through your account.
- ▶ How to create an event.
- ▶ How to add, edit or delete a guest.
- ▶ Where to find help as you navigate the web site.

Initial Set-Up

Accessing Your account

- ▶ Using any standard web browser (Internet Explorer, Firefox, Chrome, etc.), navigate to <https://gateaccess.net>.
- ▶ At the login screen, select the **ACCCA** community code from the dropdown list.



Navigating through your account

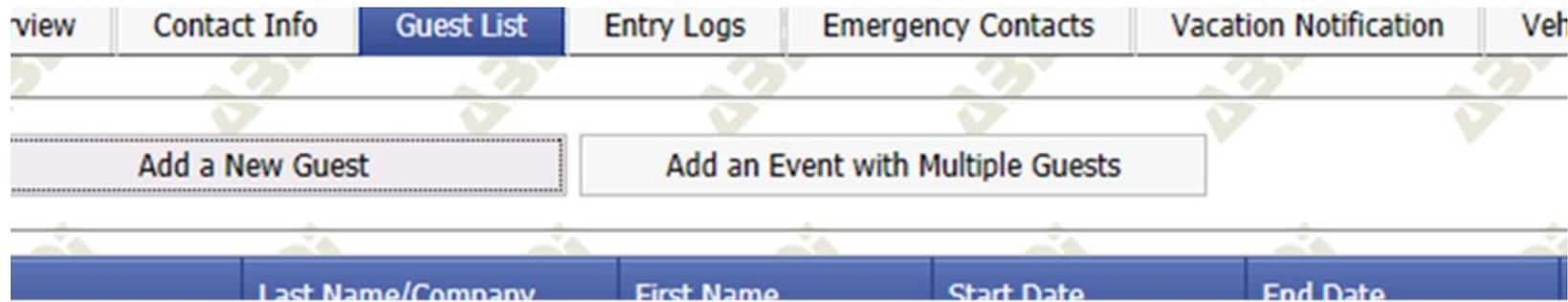
▶ Once you have successfully accessed your account, on the upper part of the screen you will see a tab selection bar that allows you to access various categories of information such as:

- ▶ *Contact Information*
- ▶ *Emergency Contacts*
- ▶ *Login Information*
- ▶ *Guest List*
- ▶ *Vacation Notification*
- ▶ *Entry Logs*
- ▶ *Vehicles*



Add an Event with Multiple Guests

- ▶ It is recommended to create an event when you are planning an event in which you will have several visitors entering the community during the same time frame.
- ▶ This is done by clicking the ***Guest List*** tab.
- ▶ A list of all your guests will be displayed.
- ▶ Select “Add an Event with Multiple Guests.”



The screenshot shows a software interface with a navigation bar at the top containing tabs: 'view', 'Contact Info', 'Guest List' (highlighted in blue), 'Entry Logs', 'Emergency Contacts', 'Vacation Notification', and 'Veh'. Below the navigation bar, there are two buttons: 'Add a New Guest' (with a dotted border) and 'Add an Event with Multiple Guests'. At the bottom, a table header is visible with columns: 'Last Name/Company', 'First Name', 'Start Date', and 'End Date'.

Create an Event for Multiple Guests

Event Guests		
Event Date:		
<input type="text" value="▼"/>		
Last Name	First Name	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- ▶ Select the date of your event from the Event Date drop down menu.
- ▶ Once you have selected the Event Date, then enter the names of your guests by last name, and first name. Add the name of your event in the Notes section (Anniversary party). These guests are automatically added to your guest list for the day of your event.
- ▶ After all Event Guests have been added, select the Update Guest List button to save your event.
- ▶ To remove an entry to your guest list, simply go back to the Guest List tab and edit the entry you desire to modify.

My Guest List

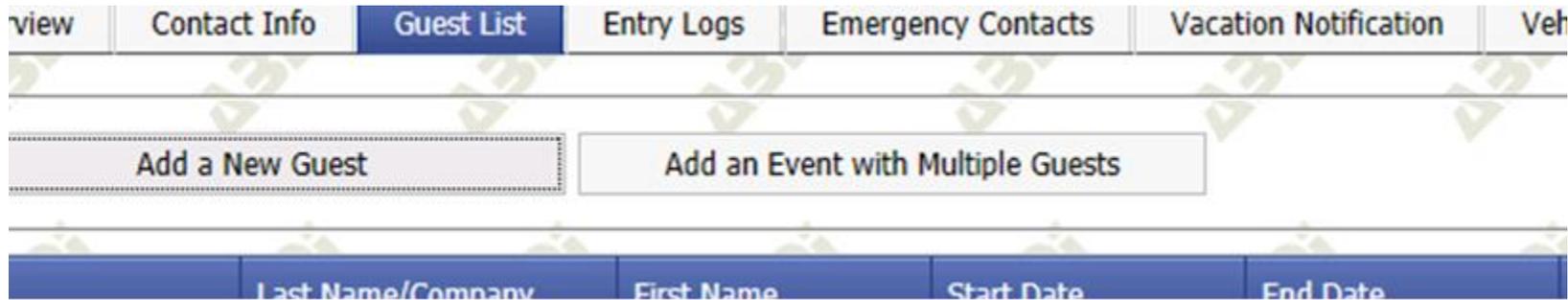
Reviewing guest information

- ▶ It is recommended to review your guest list on a regular basis.
- ▶ This is done by clicking the *Guest List* tab.
- ▶ A list of all your guests will be displayed.
- ▶ Select Edit next to each guest to see guest name, company, and duration of time you have authorized them access into the gates.
 - ▶ Vendors who perform services on a regular basis are encouraged to purchase a transponder for \$25 each.
 - ▶ Once your vendors have a transponder, you can delete them from your guest list.

My Guest List

Adding a Guest/Vendor

- ▶ To add a guest to your list, select *Add a New Guest* under the Guest List tab.



view	Contact Info	Guest List	Entry Logs	Emergency Contacts	Vacation Notification	Vel
Add a New Guest		Add an Event with Multiple Guests				
Last Name/Company	First Name	Start Date	End Date			

- ▶ Once you select add a new guest, a box will appear that allows you to add the first and last name of your guest along with the name of their business if they are a vendor.
- ▶ You will then select the duration of time they will need access to your home.
- ▶ If you are adding a vendor, please check the *Vendor* box.
- ▶ To save your information select *Update* when you have finished.

Finding Help

- ▶ Should you need assistance while updating these tabs, click on the HELP button that is located at the bottom right hand corner of each page. The HELP button will generate a pop-up screen detailing information regarding editing, deleting, and adding data.

