

Instructions on how to use the HRA Website

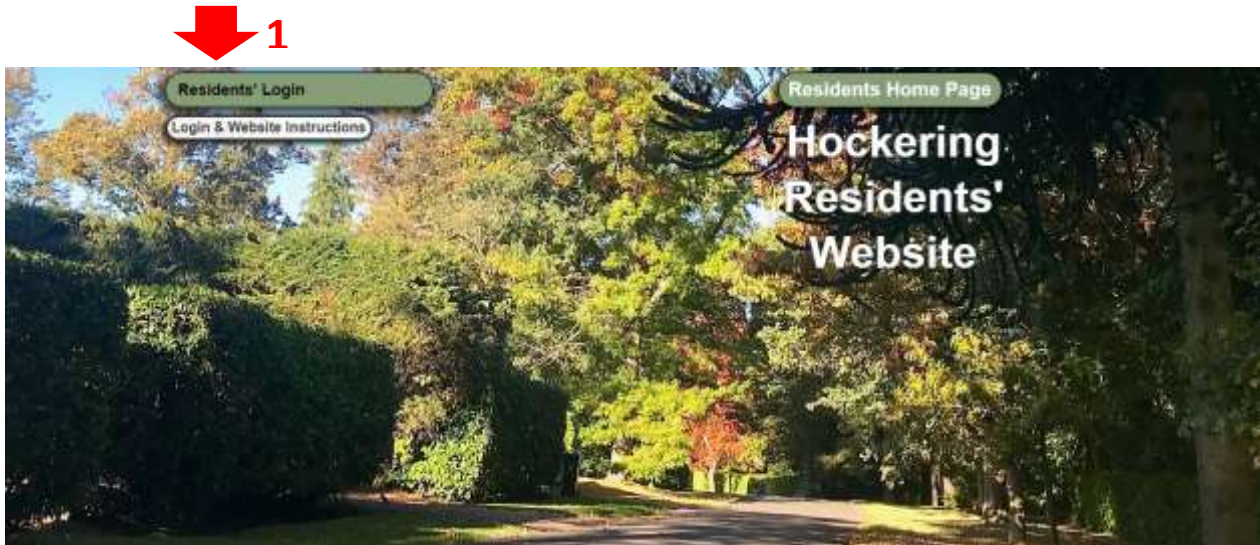
Logging In

This is a completely new website, therefore you **cannot** use your old log in details to access the Residents' pages.

You will need to sign-up again from scratch, but this is not a lengthy or difficult process

As we have retained the previous website address, your computer may not realise that this is a new website. Therefore it may populate the fields for you incorrectly. If this happens, it will be necessary to delete the details and complete the required form manually. We recommend you delete the old passwords for this website from your computer

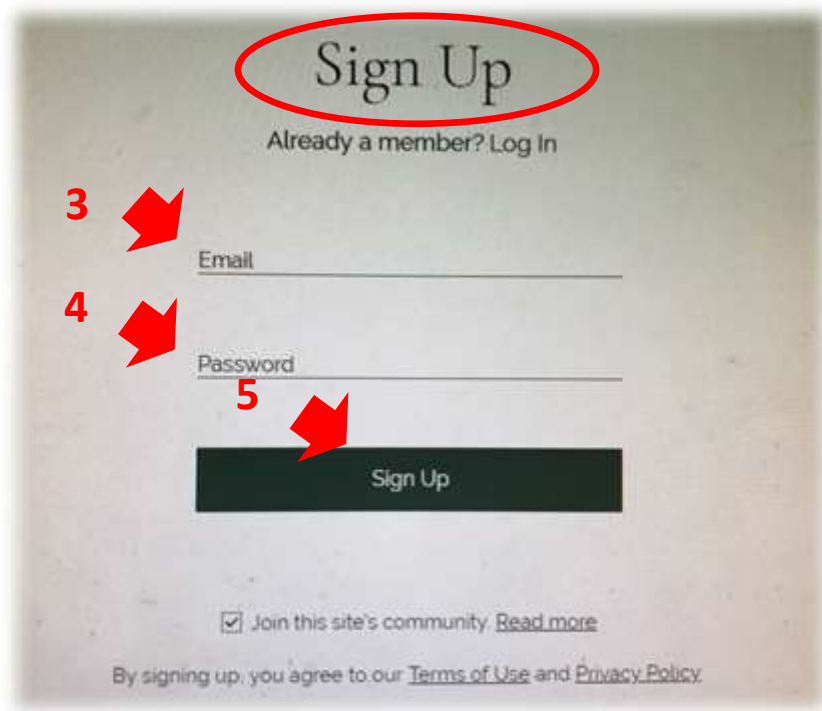
1/ Click on the login button at the top of the page



2/ Click on "sign up" if you have not used this new website before



3/ You will be taken to the “Sign Up” page. Enter your email address, a password of your choice and click on sign up at the bottom of the page



The image shows a 'Sign Up' form. At the top, the text 'Sign Up' is circled in red. Below it is the text 'Already a member? Log In'. The form has two input fields: 'Email' and 'Password'. A red arrow with the number '3' points to the 'Email' field. Another red arrow with the number '4' points to the 'Password' field. A third red arrow with the number '5' points to a black 'Sign Up' button at the bottom of the form. Below the button, there is a checkbox labeled 'Join this site's community' with a link 'Read more'. At the very bottom, there is a line of text: 'By signing up, you agree to our [Terms of Use](#) and [Privacy Policy](#)'.

4/ This system now generates an email request asking for your application to be verified.

5/ Once your application has been checked and that you are acknowledged as a bona fide resident for whom it is reasonable to have access, you will receive an email confirming that you can now enter the website.

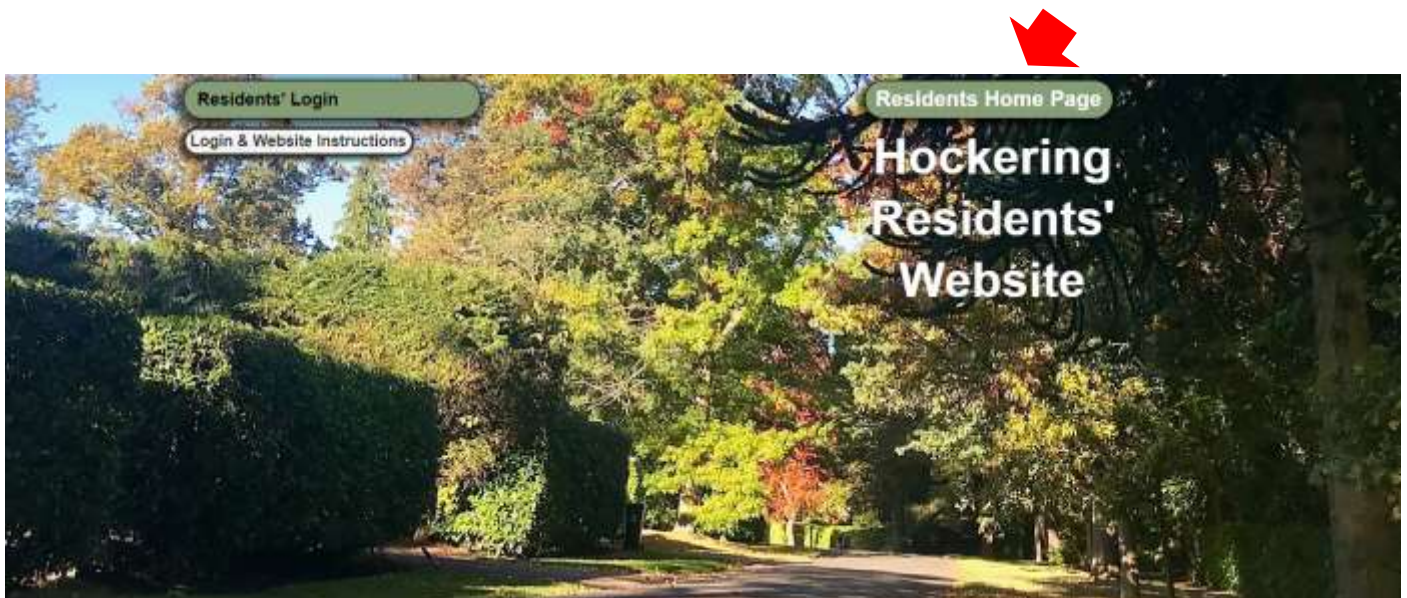
Using the Website

The website is designed to be easy to use. Let Chairman Richard Browne know if there is anything which is difficult or confusing and he will pass the information on.

6/ Log on by clicking on the “Residents’ Login” button, add your email address and password. Press “Log In” underneath

7/ Once you have logged in **your name** will appear where “Residents’ login” was before (top on the left).

8/ Click on “Residents’ Home Page” at the top right of the page to go to the Residents’ Home Page



9/ Once you are on the Residents' Home Page, hover over the "Residents' Home Page" button on the top right and the drop down menu for the other residents' private pages will appear.



10/ Click on any page title on the dropdown menu, to navigate from one page to another.

11/ At any time, click on the on "Residents' Home Page" at the top right of the page to return to the main Residents Home Page. To give you a rough idea of what it looks like, below is a blurry copy of the "Residents' Home Page". You will only see the top part of the page as the rest is revealed as you scroll down.



12/ There are buttons which change colour when you hover over them. Click on these. They link to other parts of the website, some have email links to Committee Members and others have links to other websites.

Examples of buttons and links:

email the Chairman

WBC Guidelines

RSVP Summer Party

12/ There are also links shown in other ways

<https://www.woking2027.info/supplementary/designspd> - Of most relevance in regard to the design of houses on the Hockering are sections 9C (pages 76 to 78) and 9D (pages 79 to 84) The pdf is attached below

Also, at the bottom of each page there is a button you can click to take you back to the top of the page.

Top of the Page