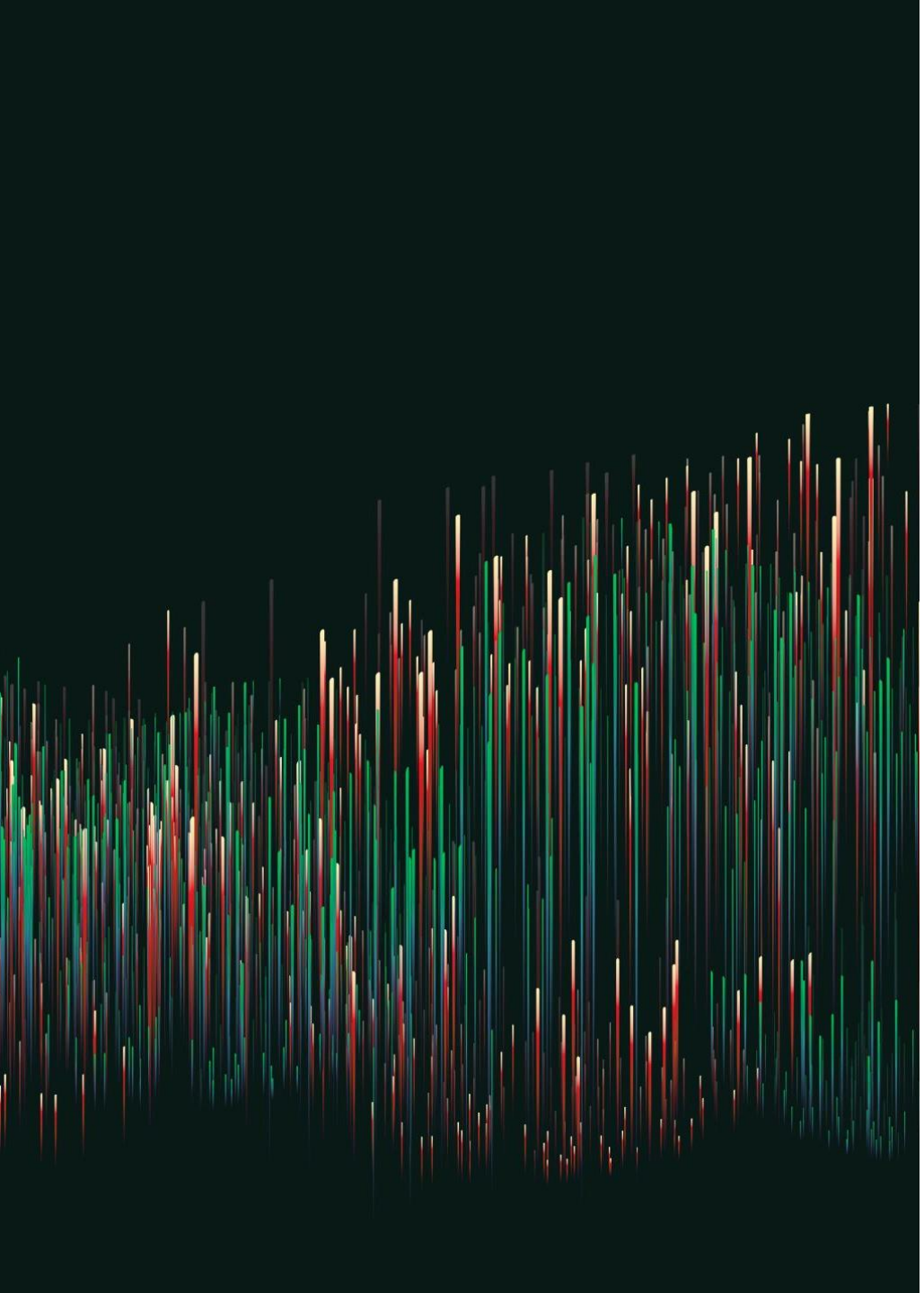
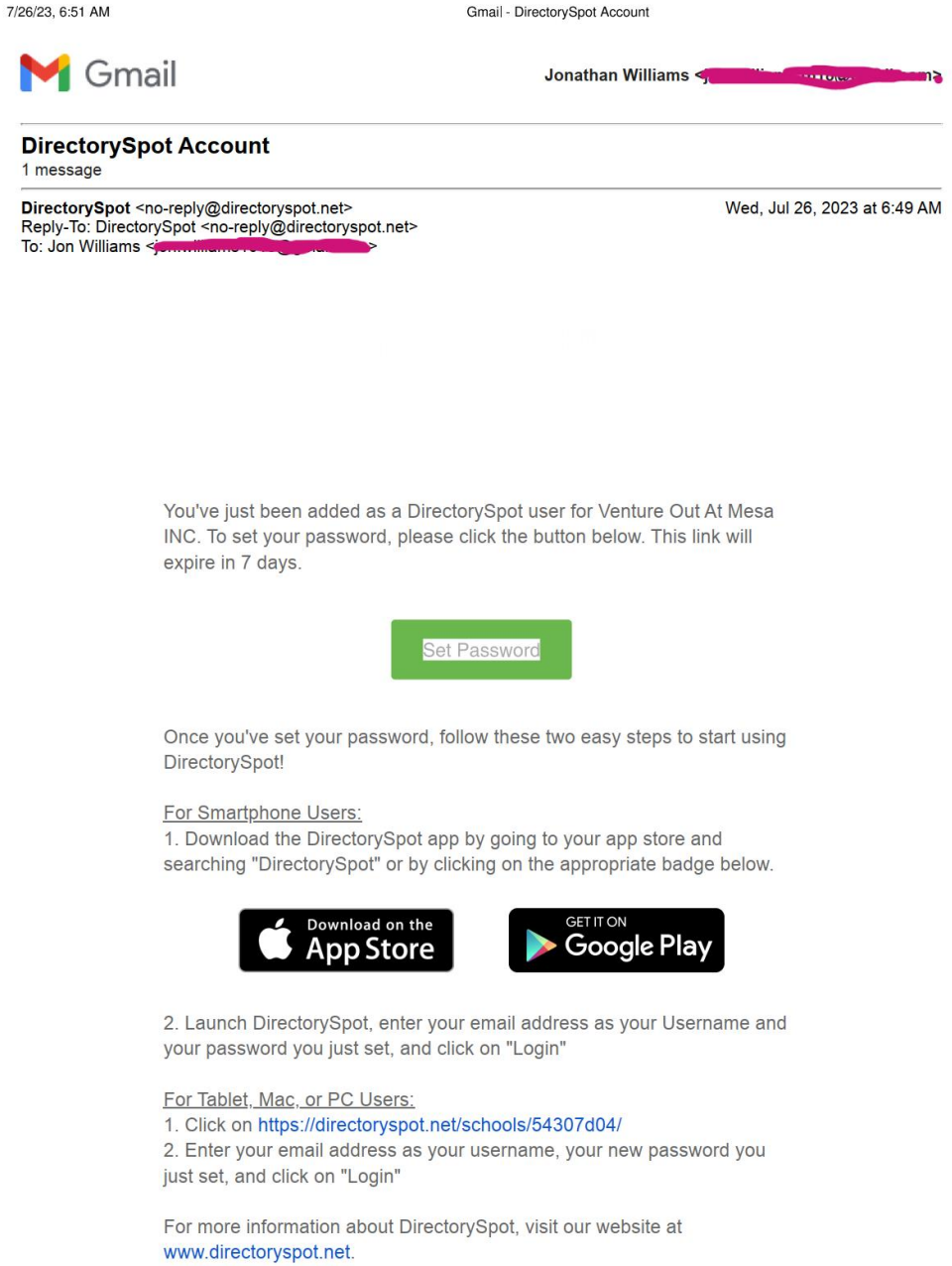


SIGNING UP FOR DIRECTORY SPOT

START BY CREATING YOUR ACCOUNT

- You will receive an email from directory spot Titled “DirectorySpot Account” asking you to set a password.
- Click on the “Set Password” button in the email.
- DirectorySpot can be accessed at www.directoryspot.net



7/26/23, 6:51 AM Gmail - DirectorySpot Account

Gmail Jonathan Williams <[redacted]>

DirectorySpot Account
1 message

DirectorySpot <no-reply@directoryspot.net> Wed, Jul 26, 2023 at 6:49 AM
Reply-To: DirectorySpot <no-reply@directoryspot.net>
To: Jon Williams <[redacted]>

You've just been added as a DirectorySpot user for Venture Out At Mesa INC. To set your password, please click the button below. This link will expire in 7 days.

Set Password

Once you've set your password, follow these two easy steps to start using DirectorySpot!

For Smartphone Users:
1. Download the DirectorySpot app by going to your app store and searching "DirectorySpot" or by clicking on the appropriate badge below.

Download on the App Store GET IT ON Google Play

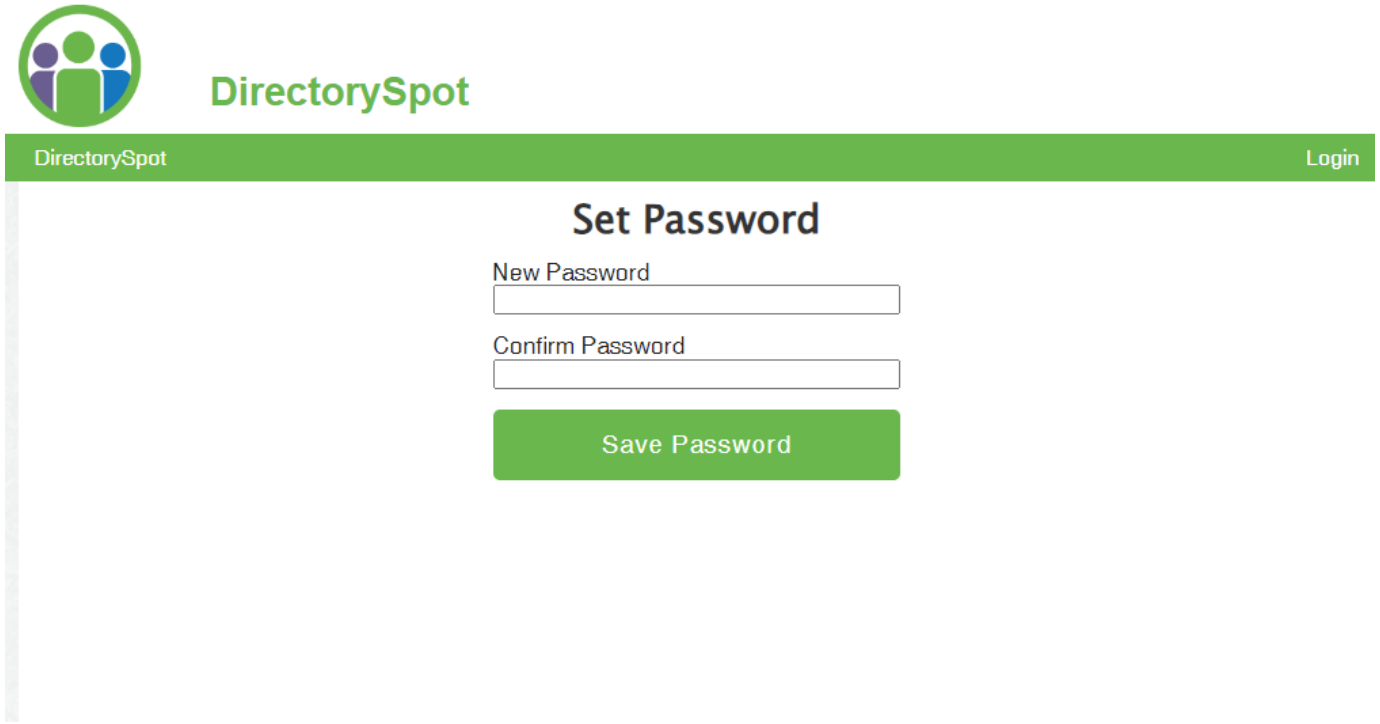
2. Launch DirectorySpot, enter your email address as your Username and your password you just set, and click on "Login"

For Tablet, Mac, or PC Users:
1. Click on https://directoryspot.net/schools/54307d04/
2. Enter your email address as your username, your new password you just set, and click on "Login"

For more information about DirectorySpot, visit our website at www.directoryspot.net.

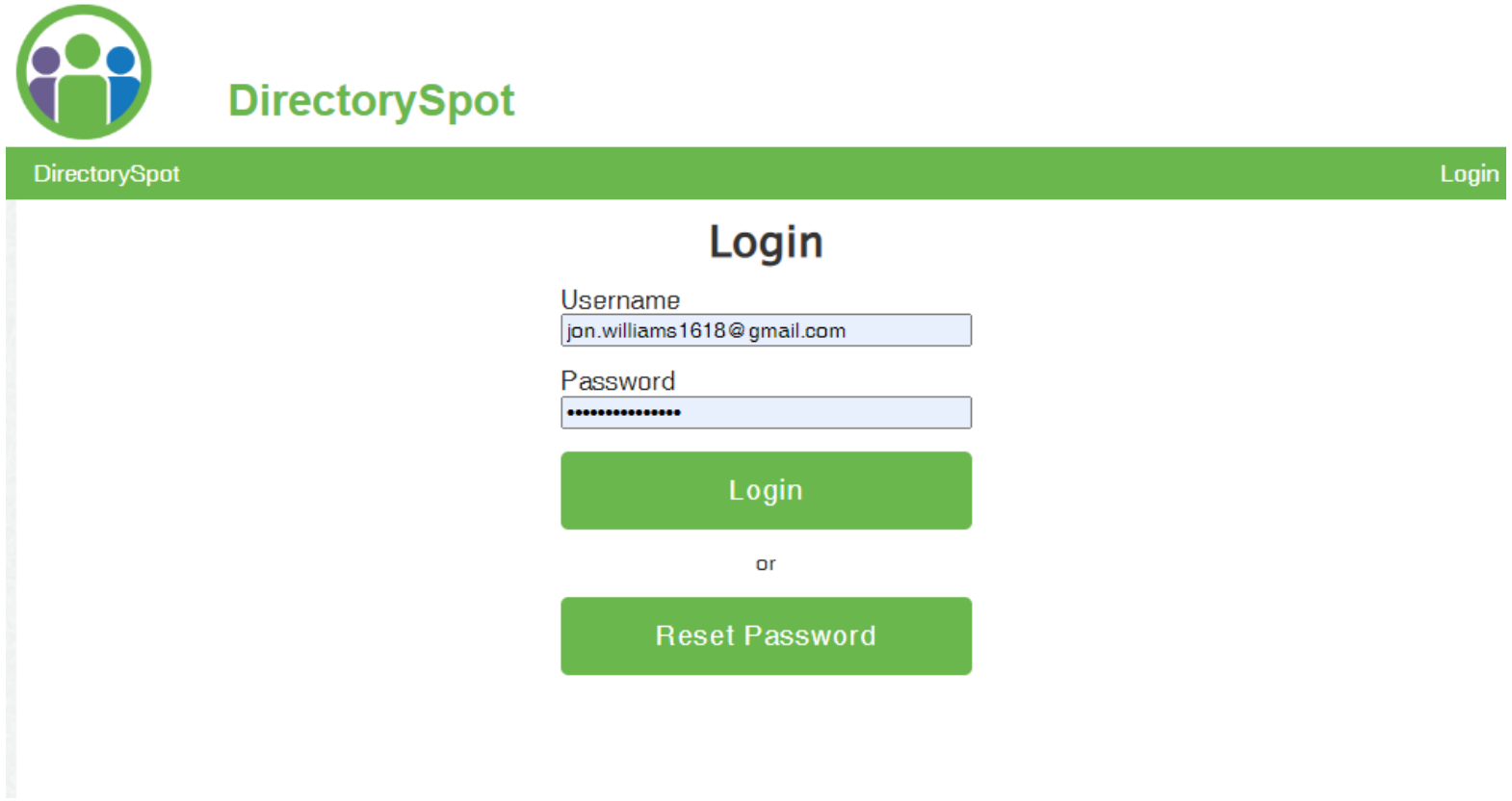
SET PASSWORD

- Clicking on that button will open a web page that will allow you to set your password for the first time.

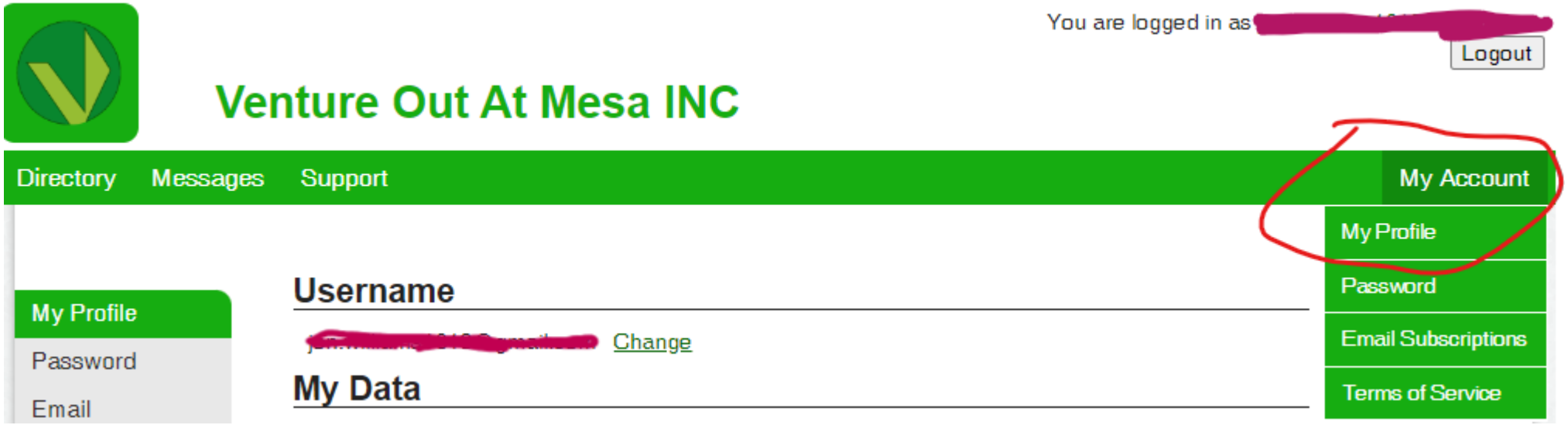


LOG IN TO YOUR ACCOUNT

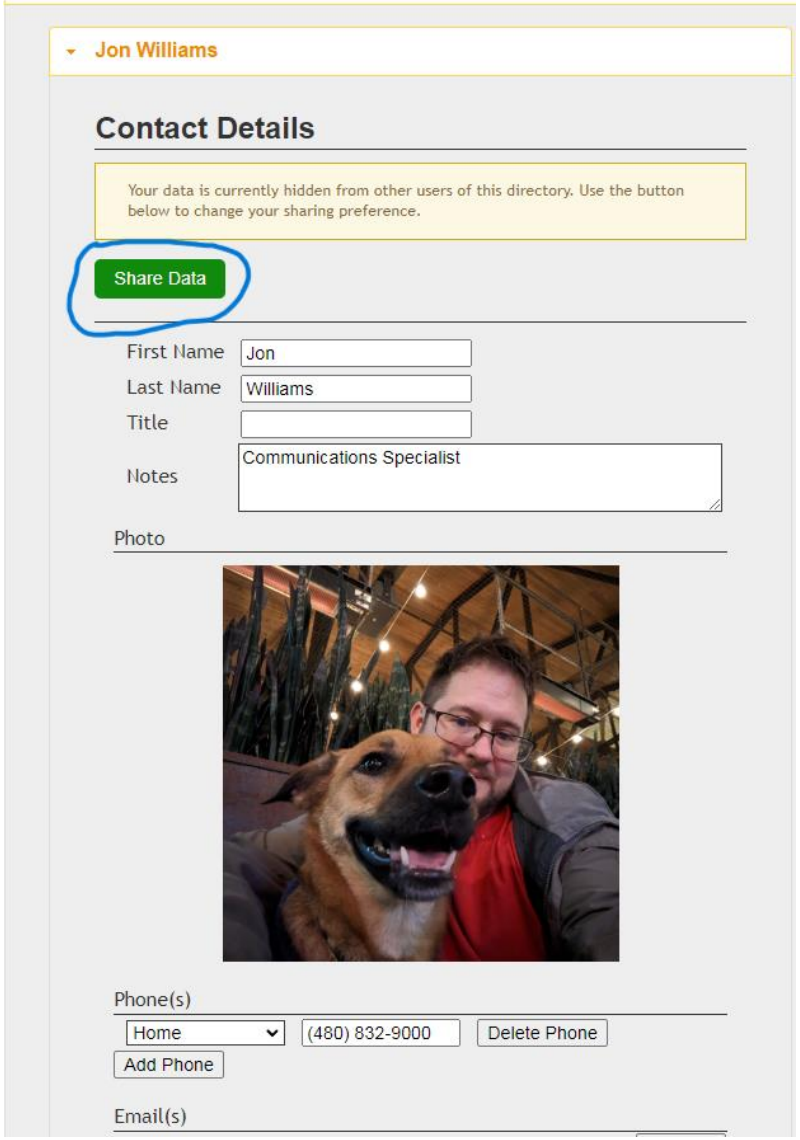
- After creating your account you will be able to log into Directory spot and view your profile.
- By default, your contact information will not show in the directory until you make it visible.



MAKE YOUR PROFILE VISIBLE



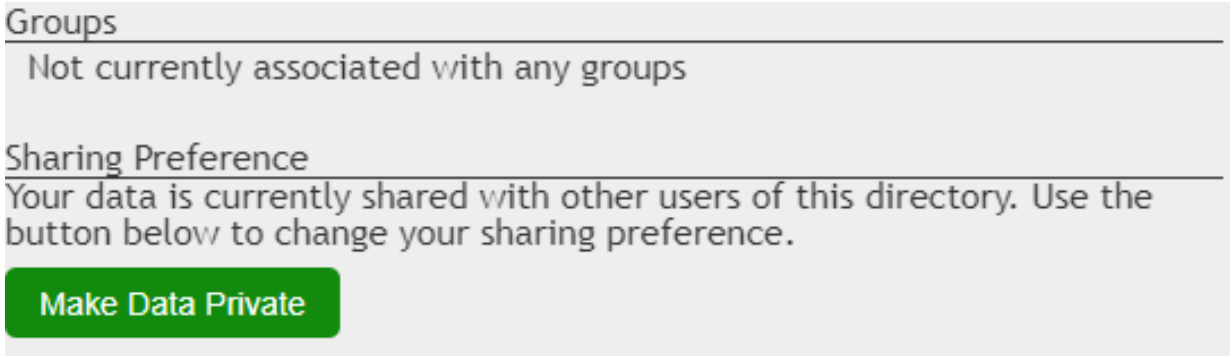
- In order for others to be able to view your information in the directory you will need to share your data
- After Logging in Click “My Account” in the upper left corner, then select “My Profile”



VERIFY YOUR INFORMATION IS CORRECT AND SHARE YOUR PROFILE

- Look through your directory information to make sure everything is correct, and then select “Share Data”
- You can add a photo, renter information under notes, update phone numbers and email addresses and select what clubs and committees you are a member of under your profile.

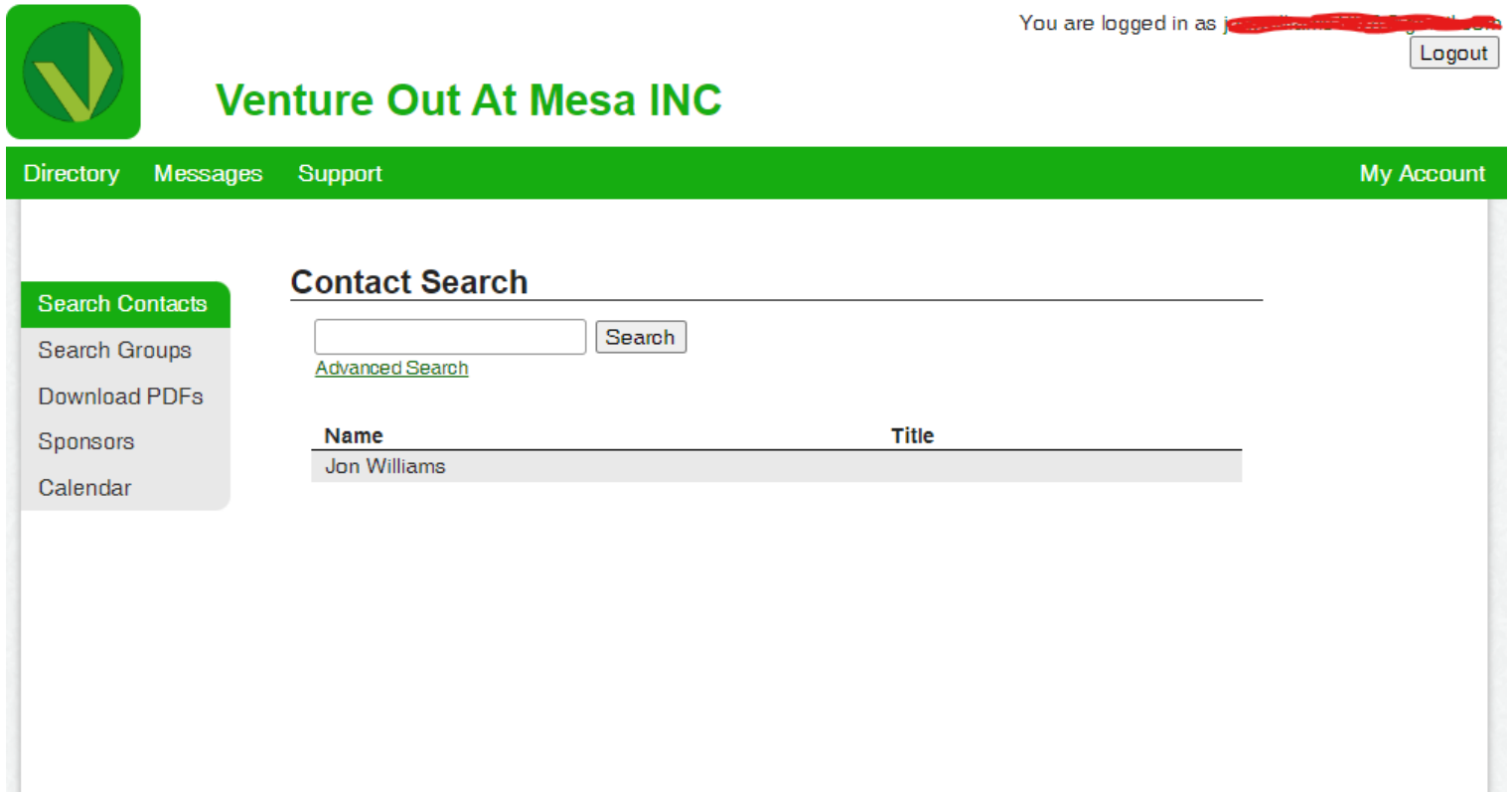
YOU CAN MAKE YOUR DATA PRIVATE AT ANY TIME



- If you decide to hide your information from directory spot you can do this in your profile at any time
- Open your profile and select “Make Data Private” towards the bottom of your contact info and your entry will no longer be visible to other users.
- If you make your data Private, you can still received notifications from the community, as well as any groups you have selected in the App

VIEW THE DIRECTORY

- Once your data is shared, your contact information will be visible to other users.
- Only residents of Venture Out and staff will have access to the Venture Out Directory Spot information.
- You will only be able to see the directory listings of members who have selected to share their information. Don't worry if you don't see your neighbors right away, they may not have set up their account yet.

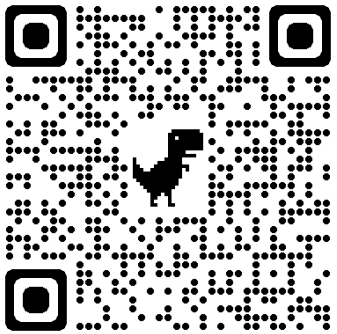


ACCESS DIRECTORYSPOT

- DirectorySpot can be accessed on the web at www.DirectorySpot.com as well as thru apps for your smart phone or tablet.
- The Welcome email contains links to the Google Play and Apple App Store versions of the Directory Spot or you can scan the QR Codes below to be taken directly to the app store DirectorySpot listing for your device.

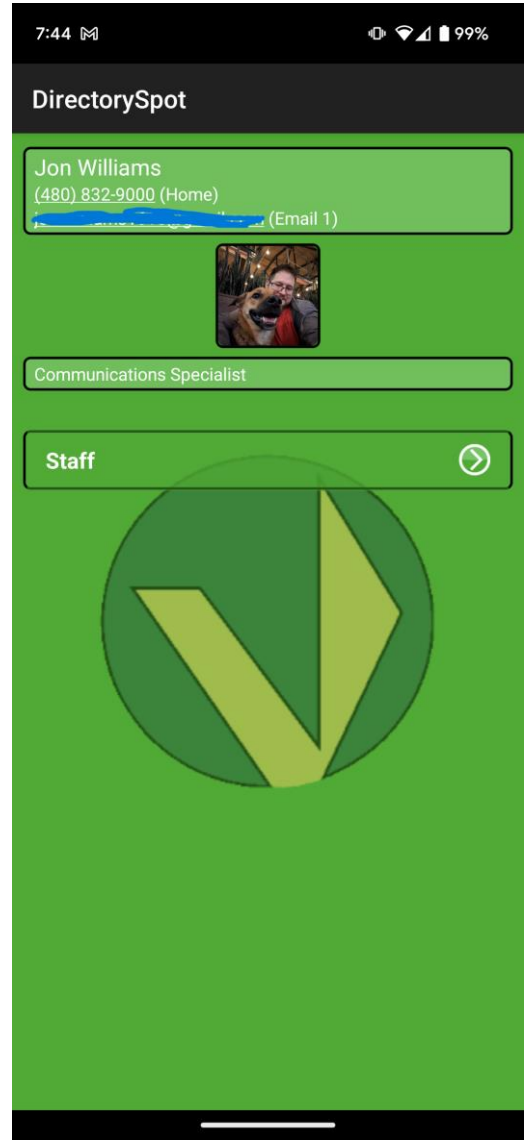
Android

Apple



LOGGING IN IS SIMPLE

- Simply open your DirectorySpot App
- Enter your email address and password
- Start looking for your friends
- Please allow 60 to 90 days for your friends to set up their accounts. Their contact information will not be visible until they set it to be viewable. Some owners may not set up their profiles until they return for the season.

CONTACTS

- Find the name of the person you are looking for.
- Tap their name.
- If they have shared their information you will see their profile.
- If you click on their email, it will open your email program with their address ready to go.
- If you click on their phone number while browsing on a smart phone, it will open your dialer to call them.