RESIDENT INSTRUCTIONS

REGISTRATION

Go to www.sawgrassplayersclub.org and click RESIDENT LOGIN/REGISTRATION menu. Then click the "Register" button.

Username or E-mail *

Password *

☐ Keep me signed in

| Login | Register |

Forgot your password?

Complete the REGISTRATION FORM

Residents/users must create a unique Username (3-40 letters and/or numbers in length). Do NOT use E-mail address as the Username. E-mail address is a separate identifier also collected in the registration form and needed for account management and other community communications.

Passwords must contain at least 1 lower case, 1 capital and 1 number.
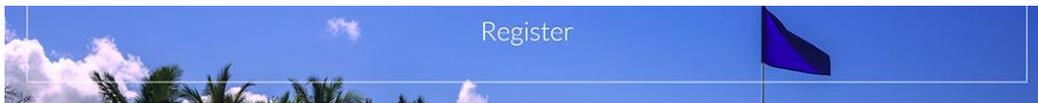
Register

Register / Request a Login

If you are a new resident (homeowner or renter) of this community, please complete the information below. Once your registration is verified, your login will be approved and a notification will be sent. For the safety and security of the residents, only verifiable and approved individuals have access to the resident area of the website. Thank you and welcome!

Helpful tips:
(1) Residents/users must create a **unique Username** (3-40 letters and/or numbers in length). **Do NOT use E-mail address** as the Username. E-mail address is a separate identifier also collected in the registration form and needed for account management and other community communications.
(2) **Passwords** must contain at least 1 lower case, 1 capital and 1 number.

Username *

Password *

Confirm Password *

First Name *

Last Name *

Address Book Group *
Residents select your subassociation. Management personnel select SPCA Management

Street Address *

City *
Ponte Vedra Beach

State *
FL

Zip *
32082

E-mail Address

Home Phone Number
111-111-1111

Cell Number
111-111-1111

Are you an OWNER or a RENTER? *

Submit

LOGIN

Once verified and approved, you can log into the SPCA website with the Username or E-mail and Password you established during the registration process. Click the "Login" blue button after completing the information.

If you want the website to remember your login information on the device being used, check the box "Keep me signed in" before submitting. Do note that anyone else using your device will be able to access the website with your login as well.

If you do not remember your password, you can click "Forgot your password?". An e-mail will be sent to your e-mail address with instructions for resetting your password.
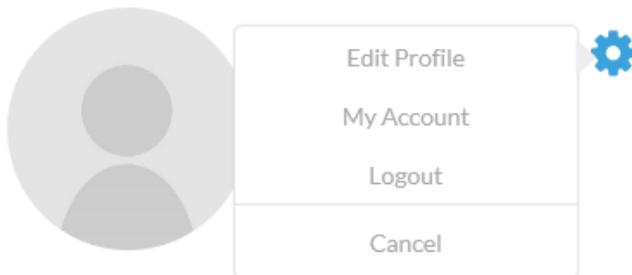

USER PROFILE - Resident use

When you click on **User Profile**, you will initially see your profile image, First/Last Name and directory group/subassociation.

Option - Click the profile photo to upload and post your own photo (by default a generic silhouette is used). Click upload photo and follow the upload screen instructions.

Click the wheel to access and manage information.

Edit Profile - User's basic directory information is contained here. You can update any of this info as needed. Click Update Profile; cancel or check mark in upper corner will take you back.

My Account - Username cannot be changed; You can update/change e-mail address as needed. Click Update Account before leaving if making a change to e-mail address.

Account

Username *

E-mail Address

Update Account

Change Password - Enter current password and new password, then click Update Password.

Change Password

Current Password *

New Password *

Confirm Password *

Update Password

Privacy – Your profile information will be visible to other residents in the Resident Directory on the password-protected side of the website. To hide your entire profile from the Resident Directory, choose **Only me** and **Hide my profile from directory**.

Privacy

Profile Privacy ❓

Only me

Hide my profile from directory ❓

◯ No   ⦿ Yes

Update Privacy

RESIDENT DIRECTORY

The Resident Directory can be easily accessed from the RESIDENT MENU when logged in:

> Events Calendar
>
> FAQs
>
> Governing Documents
>
> Online Forms
>
> Open House and Estate Sales
>
> Overnight Parking
>
> Players Journal Newspaper
>
> Property Management
>
> Recreational Facilities
>
> Resident Directory
>
> Security and Gate Access
>
> > Visitors Access Website
>
> Women's Club
>
> > Connect! Newsletter

The Resident Directory is provided as a service to members of the community.

Only residents and other authorized individuals who have registered on the website are included in the Resident Directory. Individuals control, through their own account privacy settings, whether to display their profile information in the Directory. By default, profile information is displayed in the Resident Directory.

Posted notice:

> *ATTENTION: Abuse of the information contained herein is strictly prohibited. The residents of the community, by and through their contracting authority, and pursuant to the provisions of Titles 39 and 47 of the United States Code Annotated, as amended from time to time, hereby place the reader and user of this website on legal notice that the resident information contained herein may not be disclosed, disseminated, or used in any manner whatsoever, including, but not limited to purposes of solicitation of products or services by mail, telephone, or otherwise, without the express, advance written permission of the individual resident. Any attempt by anyone entering this site to harvest e-mail and/or other information about our owners, affiliates or visitors is prohibited and will be dealt with to the fullest extent of the law.*

Individual Directory Listing

The listing initially appears with name and Directory Group visible by default. The information expands when the arrow is clicked to expose address, e-mail and phone numbers.
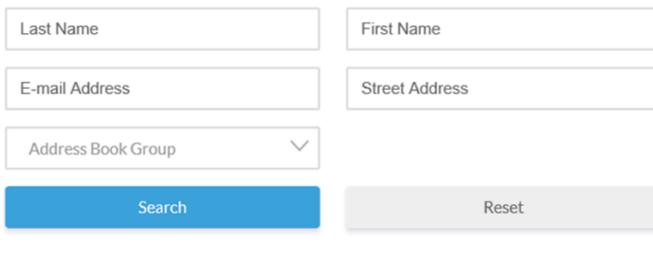

John Doe

Subassociation
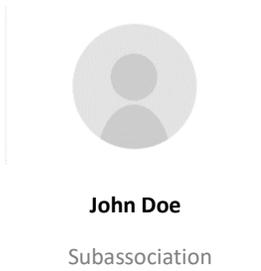
Street Address: xxxx xxxx xxxxx xx

E-mail Address: xxxxxxxxxx.com

Phone Number: xxx-xxx-xxxx

Mobile Number: xxx-xxx-xxxx

Search Options

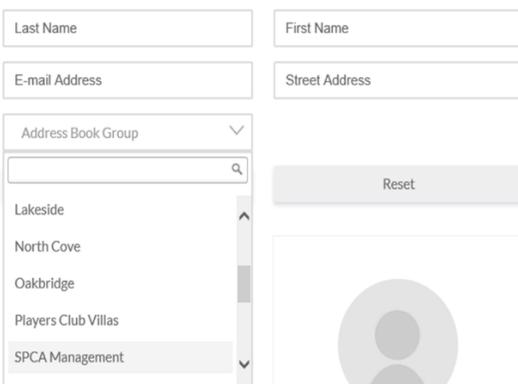The address book can be filtered by SPCA Management or by Subassociation by selecting from the Address Book Group drop down and clicking the **Search** button.

Click **Reset** to go back to the full alphabetical list.

The address book can also be searched by last name, first name, e-mail address and/or street address.

This search feature will search for the full and exact text you type, regardless of case.

For this reason you will get best results by searching for short or partial names or streets. Searching for longer words will lower your chances for results as the exact text you type must exist "as-is" in order for a match to be found.

As an example, if you search for WILLIAMS you will NOT find any matches that contain only WILLIAM - because of the S. But if you search for WILLIAM, you will find matches for all of the following: WILLIAMS, WILLIAMSBURG, WILLIAMSTON, etc.

If you are unsure of the specific spelling, you may have positive result entering the beginning spelling only. For example, if you are unsure if it is ADKINS or ADKENS or ADKANS, enter ADK and everything that starts with those letters will be returned.

You can narrow your search by using more than one field if desired or needed. For example, you are looking for SMITH who lives on SALT CREEK. Just remember it will have to match both entries or no results will be returned.

Be sure to click the **Search** button.

And **Reset** to return to a full listing.