

## Log in to Our New Contractor List 2.0

By **Mark Cavich** Communications/Publications Chairman

Please join us in welcoming the streamlining and securing of one of Lakebarcroft.org's greatest assets — the Contractor List. The List has a long history of serving our community by offering helpful contact information and commentary on myriad of businesses and individuals serving our area.

Bob Gonzalez is the steward of the Contractor List and runs a very tight ship. Be thankful we have someone like him to undertake this task and to do it with precision.

In an effort to bring the Contractor List under the umbrella of our website's Content Management System, as well as make it a secure list for residents only, we placed it behind the user login area <<http://lakebarcroft.org/user>> Note, the link in the bottom right of the site within the blue bar that says "User Login."

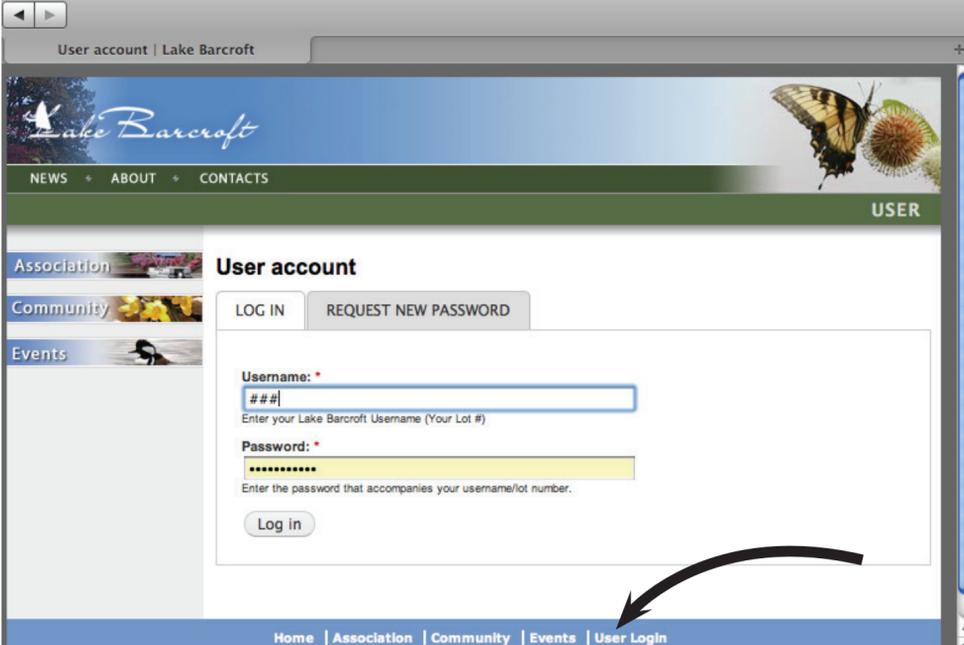
To login, enter your lot number as your user name and password if you already have established one. If you have not already logged in for other secure items on the site, please request a password when you arrive at the user login page.

Once you're in, you will see the area on the left sidebar labeled "Members." Within that Members area (see screenshot below) you can access the Contractor List — as well as renew your membership, access the directory, view your account information, and even submit comments to the list moderator, Bob Gonzalez.

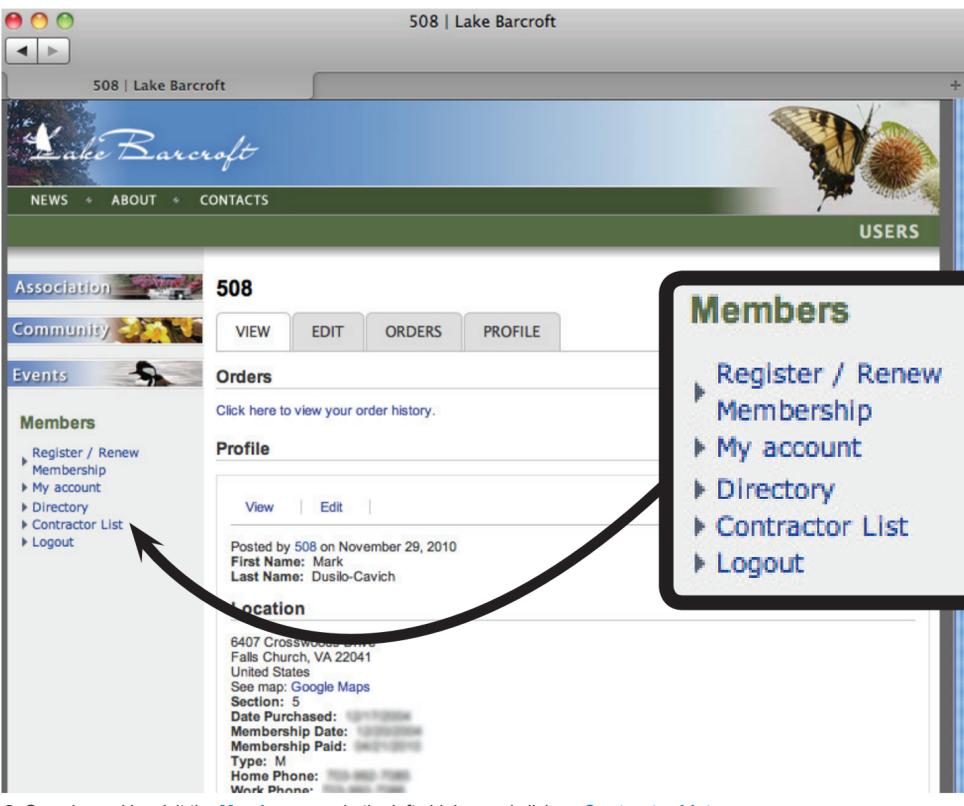
Here are the basic instructions and a few supporting screen shots:

1. Login to <<http://lakebarcroft.org/user>>
2. Once logged in, go to the Members area in the left sidebar
3. Click on Contractor List
4. Search by typing in the name of the service, contractor, or use the alphabetical sorting, etc.
5. You can submit comments to the moderator within the system once on a given entry's page.

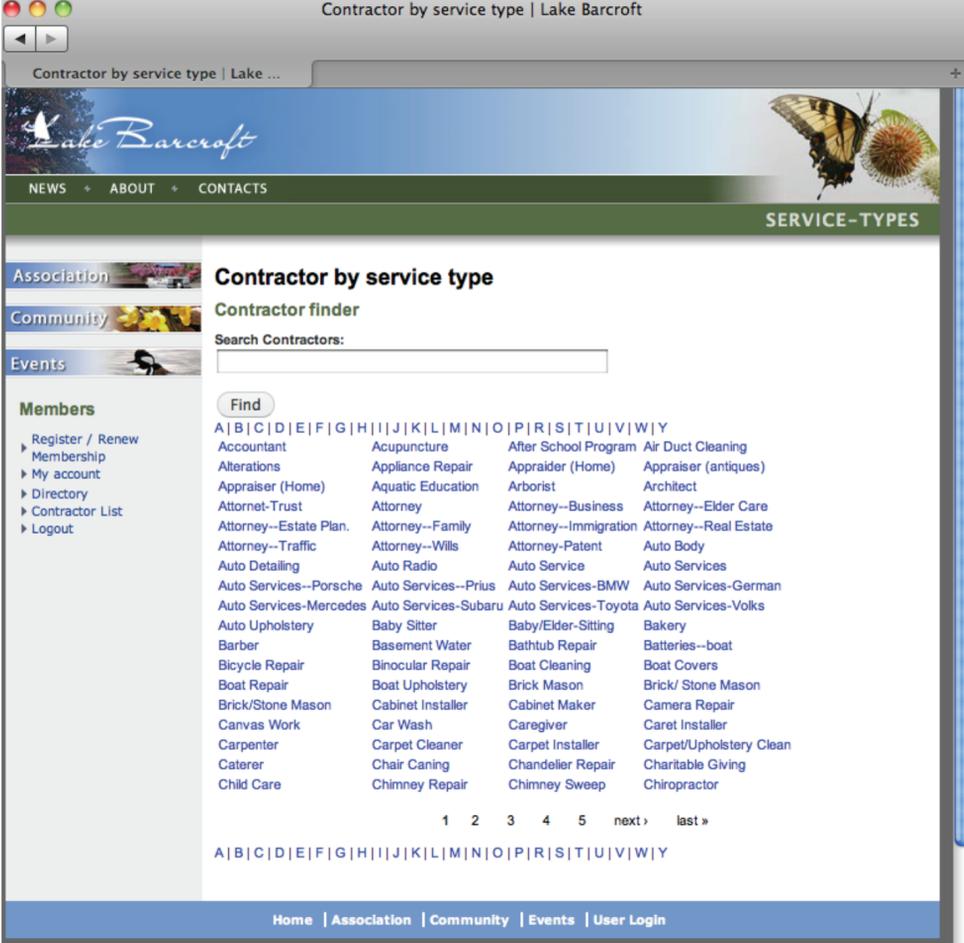
[email webadmin@lakebarcroft.org](mailto:webadmin@lakebarcroft.org) for support



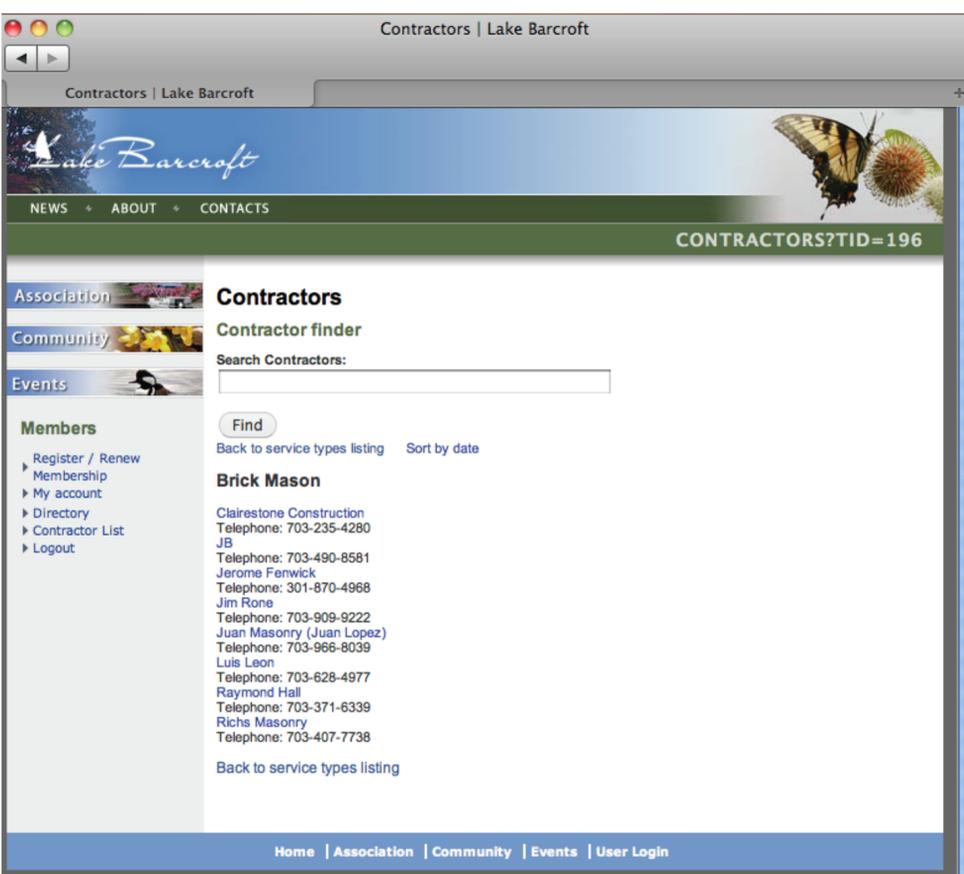
1. Log in to the secure portion of lakebarcroft.org <<http://www.lakebarcroft.org/user>>



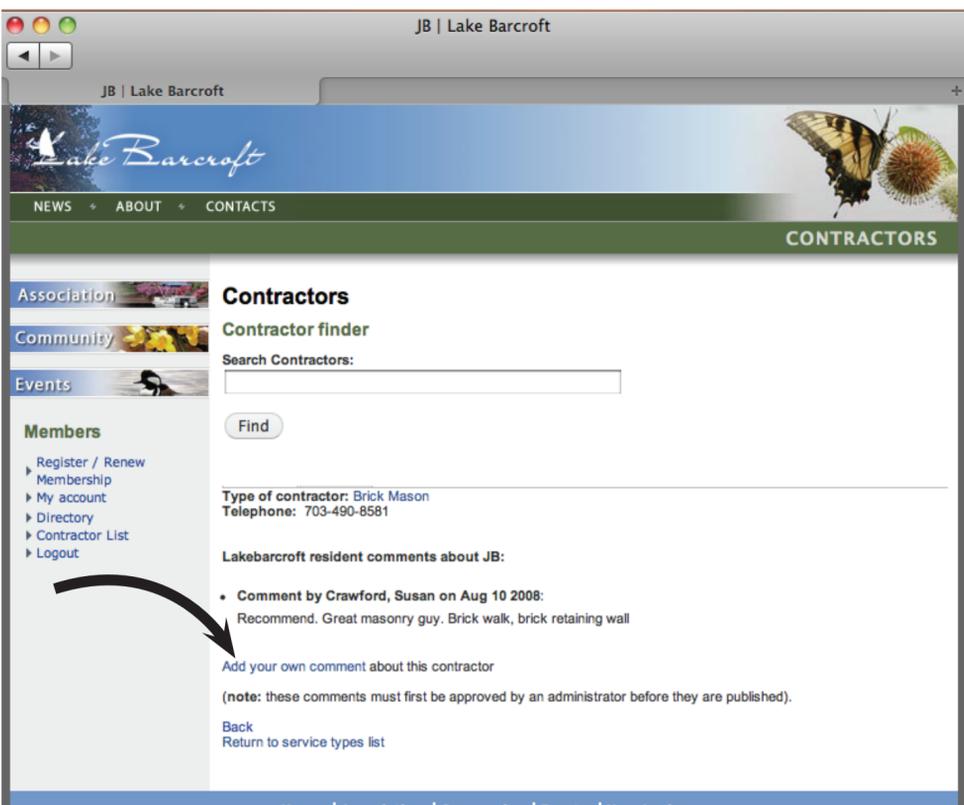
2. Once logged in, visit the **Members** area in the left sidebar and click on **Contractor List**.



3. Once you've clicked on **Contractor List**, the default view above will be shown.



4. You can search in a more granular manner by Service Type, Name, etc.



5. Once you are on a given contractor's entry, you can see info, comments made, as well as submit your own comments.

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