

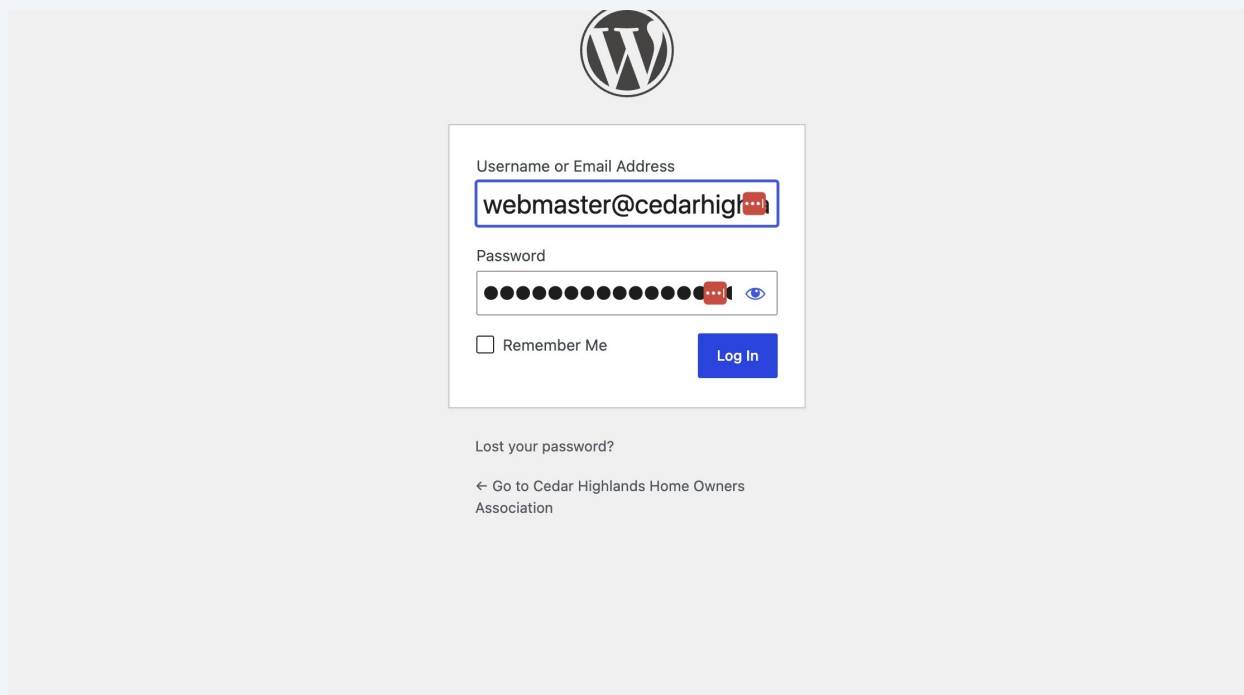
How To Add A New Member To Cedar Highlands HOA Directory

Learn the efficient process for registering a new member into the Cedar Highlands HOA portal. This guide covers how to input contact details, addresses, and membership status to ensure your homeowner database remains accurate and up-to-date.

Login and Navigation

1

Navigate to https://www.cedarhighlandshoa.org/wp-login.php?redirect_to=https%3A%2F%2Fwww.cedarhighlandshoa.org%2Fwp-admin%2F&reauth=1



Username or Email Address

webmaster@cedarhig

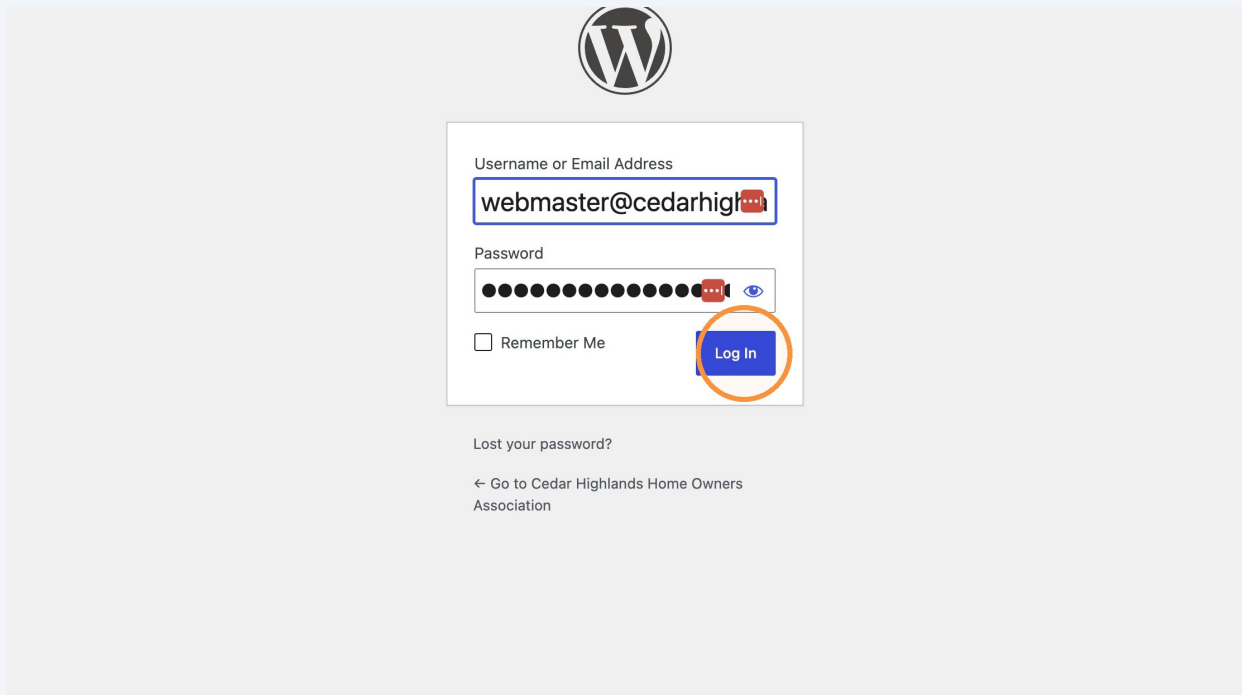
Password

☐ Remember Me

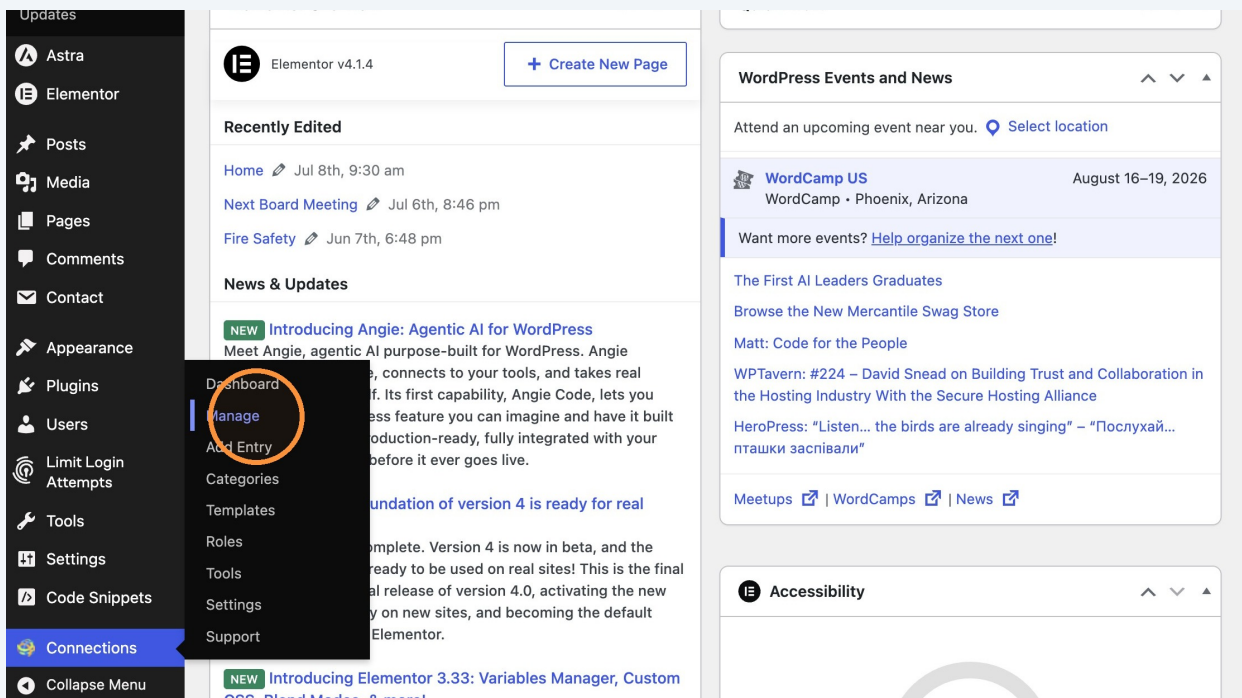
[Lost your password?](#)

[← Go to Cedar Highlands Home Owners Association](#)

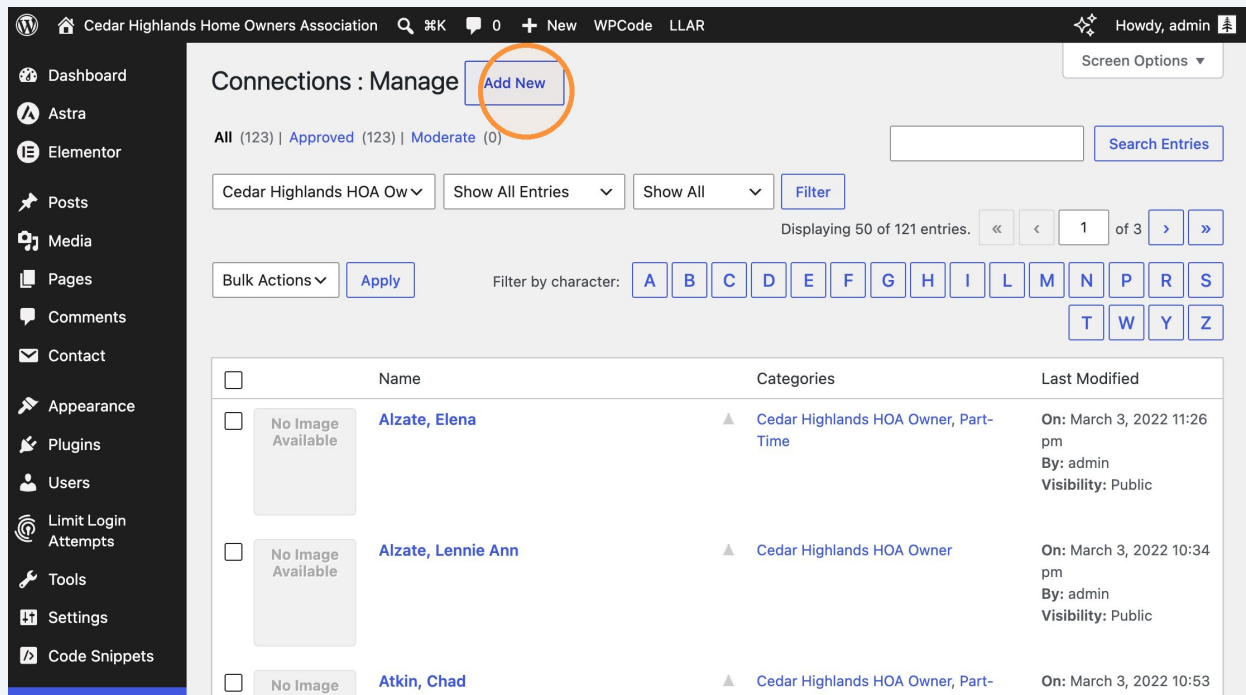
2 Click "Log In"



3 Navigate to Connections > Manage



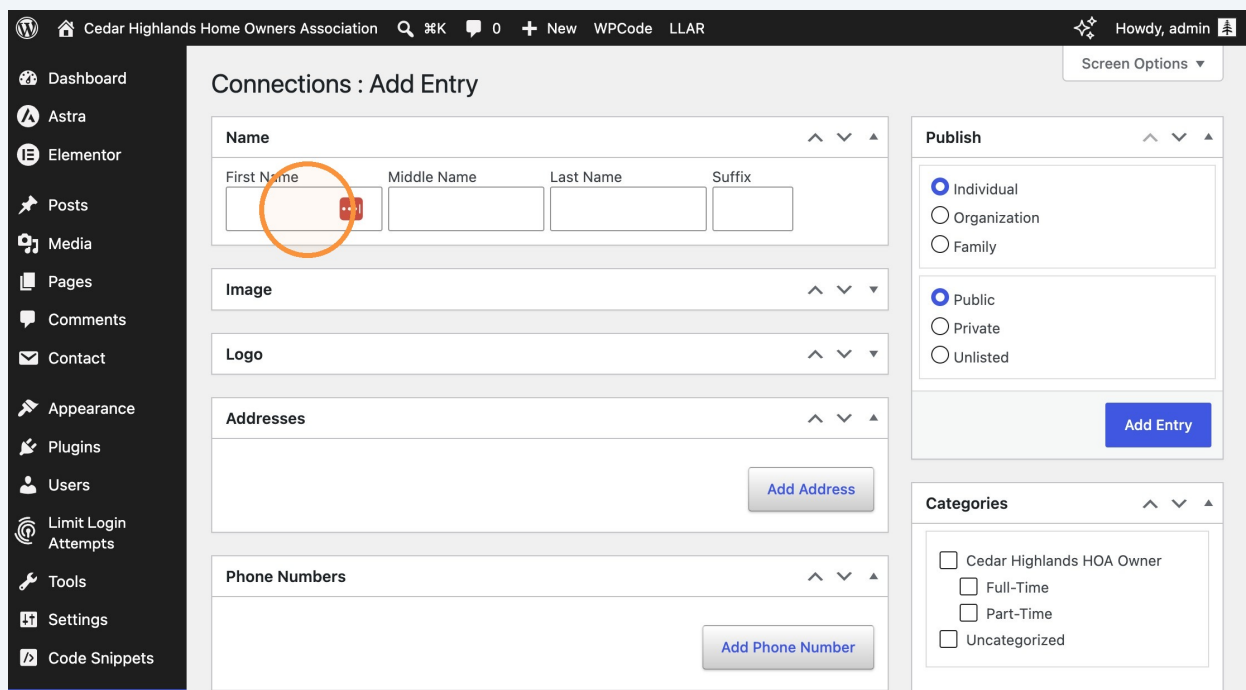
4 Click "Add New"



The screenshot shows the WordPress dashboard for the Cedar Highlands Home Owners Association. The left sidebar contains various menu items like Dashboard, Astra, Elementor, Posts, Media, Pages, Comments, Contact, Appearance, Plugins, Users, Limit Login Attempts, Tools, Settings, and Code Snippets. The main content area is titled 'Connections : Manage' and features an 'Add New' button circled in orange. Below the title, there are filters for 'All (123)', 'Approved (123)', and 'Moderate (0)'. A search bar and a 'Search Entries' button are also present. The page displays a list of connections with columns for Name, Categories, and Last Modified. The first three entries are 'Alzate, Elena', 'Alzate, Lennie Ann', and 'Atkin, Chad', each with a 'No Image Available' placeholder. The 'Add New' button is located at the top right of the main content area.

Contact Details

5 Type "Neil" in First Name field



The screenshot shows the 'Connections : Add Entry' page in the WordPress dashboard. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Connections : Add Entry' and features a form with fields for Name, Image, Logo, Addresses, and Phone Numbers. The 'Name' field is expanded, showing sub-fields for First Name, Middle Name, Last Name, and Suffix. The 'First Name' field is circled in orange. To the right of the form, there are sections for 'Publish' (with options for Individual, Organization, Family, Public, Private, and Unlisted) and 'Categories' (with options for Cedar Highlands HOA Owner, Full-Time, Part-Time, and Uncategorized). An 'Add Entry' button is located at the bottom right of the form.

6 Type "Reynolds" in Last Name field

The screenshot shows the 'Connections : Add Entry' form in a WordPress dashboard. The form is divided into several sections: Name, Image, Logo, Addresses, Phone Numbers, Publish, and Categories. The 'Name' section has four input fields: First Name, Middle Name, Last Name, and Suffix. The 'First Name' field contains the text 'Neil'. The 'Last Name' field is highlighted with an orange circle. The 'Publish' section has three radio button options: Individual (selected), Organization, and Family. The 'Categories' section has three checkboxes: Cedar Highlands HOA Owner (unchecked), Full-Time (unchecked), and Part-Time (unchecked). The 'Add Entry' button is located at the bottom right of the form.

7 Click "Add Phone Number"

The screenshot shows the 'Connections : Add Entry' form in a WordPress dashboard. The form is divided into several sections: Logo, Addresses, Phone Numbers, Email Addresses, Messenger IDs, Social Media IDs, Publish, and Categories. The 'Phone Numbers' section has an 'Add Phone Number' button highlighted with an orange circle. The 'Publish' section has three radio button options: Private (selected), Unlisted, and Unchecked. The 'Categories' section has three checkboxes: Cedar Highlands HOA Owner (unchecked), Full-Time (unchecked), and Part-Time (unchecked). The 'Add Entry' button is located at the bottom right of the form.

8 Type "8187026424" in Phone Number field

The screenshot shows a user profile settings page. On the left is a dark sidebar with a menu. The main content area has several expandable sections: 'Addresses', 'Phone Numbers', and 'Email Addresses'. The 'Phone Numbers' section is expanded, showing a form with 'Phone Type' set to 'Cell Phone', 'Preferred' radio button selected, and 'Visibility' set to 'Public'. The 'Phone Number' text input field is highlighted with an orange circle. To the right of the input is a 'Remove' button. Below the input is an 'Add Phone Number' button. The 'Email Addresses' section is collapsed, showing an 'Add Email Address' button. On the far right, there is an 'Add Entry' button and a 'Categories' section with checkboxes for 'Cedar Highlands HOA Owner', 'Full-Time', 'Part-Time', and 'Uncategorized'.

Menu:

- Contact
- Appearance
- Plugins
- Users
- Limit Login Attempts
- Tools
- Settings
- Code Snippets
- Connections**
- Dashboard
- Manage
- Add Entry
- Categories
- Templates
- Roles
- Tools
- Settings
- Support

Phone Numbers Section:

Phone Type: **Cell Phone** (dropdown) ☐ Preferred

Visibility: ☒ Public ☐ Private ☐ Unlisted

Phone Number:

Remove

Add Phone Number

Email Addresses Section:

Add Email Address

Categories:

- ☐ Cedar Highlands HOA Owner
- ☐ Full-Time
- ☐ Part-Time
- ☐ Uncategorized

9 Click "Add Email Address"

The screenshot shows the same user profile settings page, but now the 'Phone Number' field contains the text '8187026424'. The 'Add Email Address' button in the 'Email Addresses' section is highlighted with an orange circle. The 'Phone Numbers' section remains expanded. The 'Email Addresses' section is collapsed, showing the 'Add Email Address' button. The 'Messenger IDs' and 'Social Media IDs' sections are also collapsed. The 'Add Entry' button and 'Categories' section are still visible on the right.

Phone Numbers Section:

Phone Type: **Cell Phone** (dropdown) ☐ Preferred

Visibility: ☒ Public ☐ Private ☐ Unlisted

Phone Number:

Remove

Add Phone Number

Email Addresses Section:

Add Email Address

Messenger IDs Section:

Social Media IDs Section:

Categories:

- ☐ Full-Time
- ☐ Part-Time
- ☐ Uncategorized

10 Paste email address into Email Address field

The screenshot shows the 'Connections' settings page. On the left is a sidebar with various settings categories. The main content area is divided into two sections: 'Phone Numbers' and 'Email Addresses'. The 'Email Addresses' section is active, showing a form with 'Email Type' set to 'Personal Email' and 'Visibility' set to 'Public'. The 'Email Address' field is empty and highlighted with an orange circle. To the right of the form is a sidebar with checkboxes for 'Full-Time', 'Part-Time', and 'Uncategorized'.

Phone Type: ☐ Preferred
Visibility: ☒ Public ☐ Private ☐ Unlisted

Phone Number:

Email Addresses

Email Type: ☐ Preferred
Visibility: ☒ Public ☐ Private ☐ Unlisted

Email Address:

☐ Full-Time
☐ Part-Time
☐ Uncategorized

The screenshot shows the 'Connections' settings page. The 'Email Address' field is now filled with 'reynolds.neil@yahoo.com'. A dropdown menu is open below the field, showing suggestions: 'Kevin J Bridges', 'Kevin-KC House', and 'Kevin J Bridges'. The 'Email Address' field is highlighted with a blue border. The 'Phone Numbers' section is also visible above it.

Phone Type: ☐ Preferred
Visibility: ☒ Public ☐ Private ☐ Unlisted

Phone Number:

Email Addresses

Email Type: ☐ Preferred
Visibility: ☒ Public ☐ Private ☐ Unlisted

Email Address:

☐ Full-Time
☐ Part-Time
☐ Uncategorized

KB Fill Kevin J Bridges
KB Kevin-KC House Kevin J Bridges
KR Kevin-Utah Home

Messenger IDs:

Address Information

11 Click "Add Address"

The screenshot shows the Elementor form editor interface. On the left is a dark sidebar with the 'Elementor' logo and a list of widgets: Posts, Media, Pages, Comments, Contact, Appearance, Plugins, Users, Limit Login Attempts, Tools, Settings, Code Snippets, Connections (highlighted in blue), Dashboard, Manage, and Add Entry. The main form area contains several sections: 'First Name' (Neil), 'Middle Name' (empty), 'Last Name' (Reynolds), and 'Suffix' (empty); 'Image' and 'Logo' fields with up/down arrows; 'Addresses' section with an 'Add Address' button circled in orange; 'Phone Numbers' section with a 'Phone Type' dropdown set to 'Cell Phone', 'Preferred' radio button selected, 'Visibility' set to 'Public', and a 'Phone Number' field containing '8187026424' with a 'Remove' button; and a 'Categories' section with checkboxes for 'Cedar Highlands HOA Owner' (sub-options: Full-Time, Part-Time), and 'Uncategorized'. On the right side, there are radio buttons for 'Individual' (selected), 'Organization', and 'Family'; another set of radio buttons for 'Public' (selected), 'Private', and 'Unlisted'; an 'Add Entry' button; and another 'Categories' section with the same checkboxes as the one on the left.

12 Paste street address into Address Line 1 field

The screenshot shows the same Elementor form editor interface as in step 11, but with the 'Address Line 1' field in the 'Addresses' section circled in orange. The 'First Name' field now has a red '...' icon next to 'Neil'. The 'Address Type' dropdown is set to 'Cedar Highlands Address', and the 'Preferred' radio button is still selected. The 'Address Line 1' and 'Address Line 2' fields are empty. The 'City', 'State', and 'Zipcode' fields are also empty. The 'Latitude' and 'Longitude' fields are empty, with a 'Geocode' button next to the 'Longitude' field. The 'Remove' button is still present at the bottom of the 'Addresses' section. The rest of the form, including the sidebar and other sections, remains the same.

WordPress Cedar Highlands Home Owners Association 0 New WPCode LLAR Howdy, admin

Dashboard Astra Elementor Posts Media Pages Comments Contact Appearance Plugins Users Limit Login Attempts Tools Settings Code Snippets **Connections** Dashboard Manage Add Entry

Connections : Add Entry

Screen Options

Name

First Name Middle Name Last Name Suffix

Neil Reynolds

Image

Logo

Addresses

Address Type Cedar Highlands Address Preferred

Visibility Public Private Unlisted

Address Line 1

Address Line 2

City State Zipcode

Latitude Longitude Geocode

Remove

Publish

Individual Organization Family

Public Private Unlisted

Add Entry

Categories

Cedar Highlands HOA Owner Full-Time Part-Time Uncategorized

13 Type "Cedar City" in City field

Elementor Posts Media Pages Comments Contact Appearance Plugins Users Limit Login Attempts Tools Settings Code Snippets **Connections** Dashboard Manage Add Entry

First Name Middle Name Last Name Suffix

Neil Reynolds

Image

Logo

Addresses

Address Type Cedar Highlands Address Preferred

Visibility Public Private Unlisted

Address Line 1 1877 S. High Cedar Drive

Address Line 2

City State Zipcode

Latitude Longitude Geocode

Remove

Individual Organization Family

Public Private Unlisted

Add Entry

Categories

Cedar Highlands HOA Owner Full-Time Part-Time Uncategorized

Final Submission

14 Click the "Cedar Highlands HOA Owner" field.

The screenshot shows the WordPress dashboard for the 'Cedar Highlands Home Owners Association'. The left sidebar contains various menu items like Dashboard, Astra, Elementor, Posts, Media, Pages, Comments, Contact, Appearance, Plugins, Users, Limit Login Attempts, Tools, Settings, Code Snippets, and Connections. The main content area displays a form with fields for Image, Logo, Addresses, and Categories. The 'Addresses' section includes fields for Address Type (Cedar Highlands Address), Visibility (Public, Private, Unlisted), Address Line 1 (1877 S. High Cedar Drive), Address Line 2, City (Cedar City), State (UT), Zipcode (84720), Latitude, and Longitude. The 'Categories' section on the right has a red circle around the 'Cedar Highlands HOA Owner' checkbox, which is currently unchecked. Other categories include Full-Time, Part-Time, and Uncategorized. The 'Add Entry' button is visible at the bottom right of the form.

15 Click the "Part-Time" field.

The screenshot shows the same WordPress dashboard as in the previous step. In this step, the 'Part-Time' checkbox under the 'Categories' section is highlighted with a red circle. The 'Cedar Highlands HOA Owner' checkbox is now checked, and the 'Part-Time' checkbox is the focus of the instruction. The 'Add Entry' button remains visible at the bottom right of the form.

16 Click "Add Entry"

Dashboard

Astra

Elementor

Posts

Media

Pages

Comments

Contact

Appearance

Plugins

Users

Limit Login Attempts

Tools

Settings

Code Snippets

Connections

Dashboard

Connections : Add Entry

Name

First NameMiddle NameLast NameSuffix

NeilReynolds

Image

Logo

Addresses

Address TypeCedar Highlands AddressPreferred

VisibilityPublicPrivateUnlisted

Address Line 11877 S. High Cedar Drive

Address Line 2

CityCedar CityStateUTZipcode84720

LatitudeLongitudeGeocode

Publish

IndividualOrganizationFamily

PublicPrivateUnlisted

Add Entry

Categories

☒ Cedar Highlands HOA Owner

☐ Full-Time

☒ Part-Time

☐ Uncategorized