# How do I . . .

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#### Get access to this message board

- You need to <u>REGISTER</u> for an account, have the account <u>APPROVED</u>, and then LOGIN.
- > To REGISTER:
  - Get to the Registration Screen by Click on the "Register ICON" in the upper right corner:



or on the lower left side:



- The system will respond with the "Terms & Conditions" page Click on the "AGREE" button if you wish to proceed with registration.
- Complete the Registration Form –

**Enter:** Username, Password, Email Address, Language & Time Zone (may be changed if desired),

**Enter:** One of your OWNED Unit Numbers (anyone will do), Unit Week, Your Last Name, Your First Name.

(These last four items are necessary to confirm your ownership via the Collier County Real Estate Database)

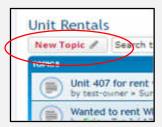
- Finally, enter the Confirmation Code (proves you are not a computer)
- The system will respond with a notice that your registration is awaiting APPROVAL (done by a system administrator)
- When your account has been APPROVED, you will receive an email indicating you may LOGIN

#### Add a TOPIC to a forum

Click on the FORUM you are interested in.

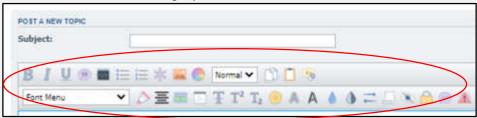


- ➤ The system will respond with a list of current topics in that forum
- ➤ At the top (and bottom) of the list is a NEW TOPIC button

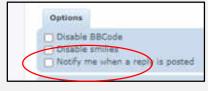


- Click on the NEW TOPIC button
- > The system will respond with the NEW TOPIC dialog.
  - Enter the SUBJECT of the topic
  - Enter your message

(You can use the BBCODE buttons to change the appearance of the text in the message.)



 If you want to be notified when someone replies to your message, check the "Notify Me" box at the lower left.



- When you're done, click the SUBMIT button.
- The system will respond with your post as others will see it

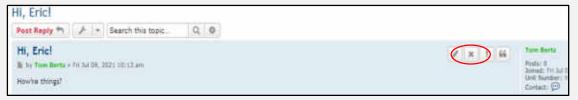


### Remove/Delete my topic from a forum

> Click on the TOPIC you are interested in.



The system will respond with an editable version your topic



- Click on the grey X (Delete Post) button
- The system will respond with verification dialog.
  - Enter the REASON for deletion (you can also leave it blank)
  - Click the YES button



- The system will respond with a verification message
- It will then revert back to the TOPIC LIST

#### Post a message to a topic

> Click on the TOPIC you are interested in.



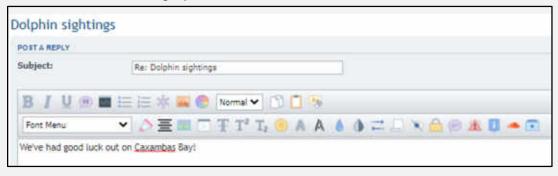
The system will respond with a dialog box of messages for that tropic



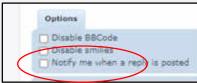


- The system will respond with the POST REPLY dialog.
  - Enter the SUBJECT of the topic (you can skip this if you want)
  - Enter your message

(You can use the BBCODE buttons to change the appearance of the text in the message.)



 If you want to be notified when someone replies to your message, check the "Notify Me" box at the lower left.



- When you're done, click the SUBMIT button.
- The system will respond with a dialog box including your post.

Edit my message in a topic	
Coming Soon!	

Remove my message from a topic
Coming Soon!

Post a reply to a message		
	Coming Soon!	

Edit my reply
Coming Soon!

Remove/Delete my reply	
Coming Soon!	

Get notified of any activity in a topic, posting or reply	
Coming Soon!	

#### . . . Contact another owner about a posting/message

Click on the TOPIC you are interested in.



- > The system will respond with a dialog box of messages for that tropic
- On the right side of each message box is an info box about the poster. At the bottom is a CONTACT icon)



- Click on the CONTACT icon and select EMAIL
- The system will respond with the EMAIL MESSAGE dialog.
  - Enter the SUBJECT of the topic (you can skip this if you want)
  - Enter your message



- When you're done, click the SEND EMAIL button.
- The system will respond with a dialog box confirming your email.

Send an email to another owner	
Coming Soon!	

•	Send a PM (Private Message) to another owner
	Coming Soon!

Send a private message to the HOA Board of Directors
Coming Soon!

#### . . . Contact the Manager, Front Desk, Sales, or the Board of Directors

- ➤ This message board (The Surf Board) is supplied, maintained and operated by Tom Bertz, an owner at Surf Club.
- ➤ This message board is not supported, in any way, by Hilton Grand Vacations or the Surf Club of Marco Island, Inc (the HOA).
- Surf Club of Marco Island is owned by its members and governed by the Home Owner's Association – Board of Directors.

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- Surf Club of Marco Island is managed and operated by Hilton Grand Vacations under contract to the Surf Club of Marco Island HOA.
  - 540 S Collier Blvd Marco Island, FL 34145 Phone: (239) 642-5800 Sales: (239) 463-1114
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 Front Desk, Julie Booth julie.booth@hgv.com
 Sales, Lara Rose lara.rose@hgv.com

Rental Information: Phone: (800) 448-2736.

## ... Report problems with the message board

> Report problems (or suggestions for changes) to: tom.bertz@gmail.com ➤ When you are reporting a problem, I'll need to know: o Your platform (PC, Mac, Tablet, iPad, Smartphone) Operating system (Win 7 / 8 / 10, iOS version, android version) o Browser you were operating at the time (Chrome, Firefox, Edge, Safari) o Browser version > If you have ideas for enhancements, please pass them along

>	Report any abusive behavior to:
	tom.bertz@gmail.com
>	Abusive behavior, language or postings will not be tolerated. You WILL be banned from the Surf Board. No second chance!

... Report abusive behavior