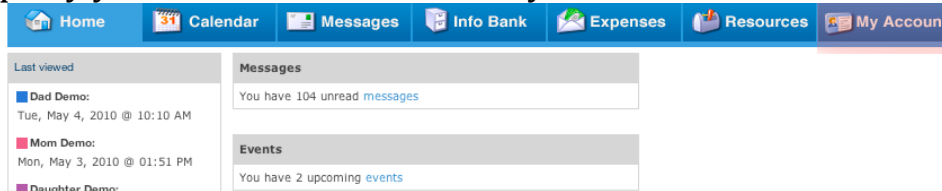
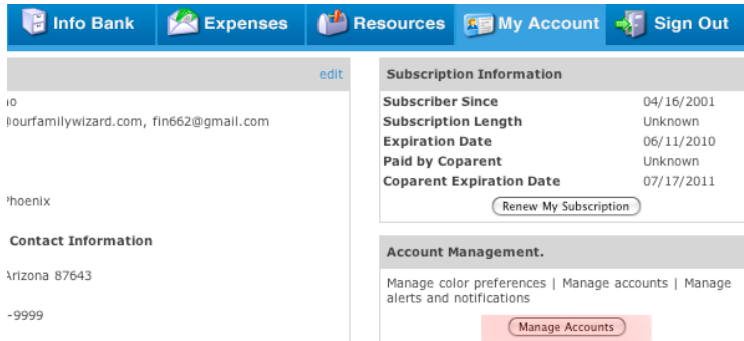


How do I set up a third party (view only) account?

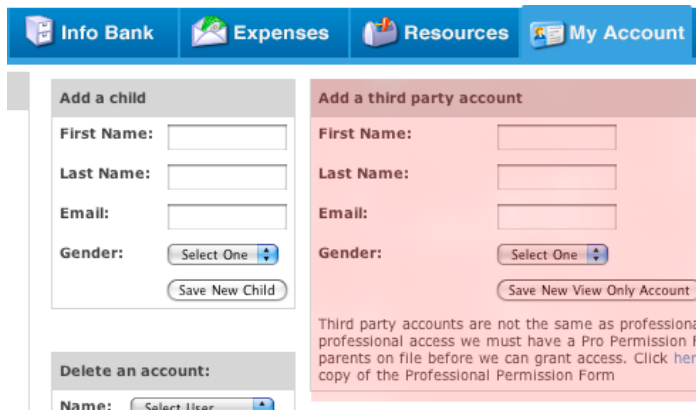
A third party or view only account is a free account you can set up for relatives or anyone else that needs to have access to the message board and view only access to the calendar. To set up an account for a third party you must first select the “my account” tab.



1. Select the “manage account button.”



2. You will see in the middle of the screen, the “add a third party” entry section.



3. Enter the third party’s first and last name and their email address then hit “Save New View Only Account”.