

Welcome To Touchtown Community Apps



A Step-by-Step Guide To Get You Started

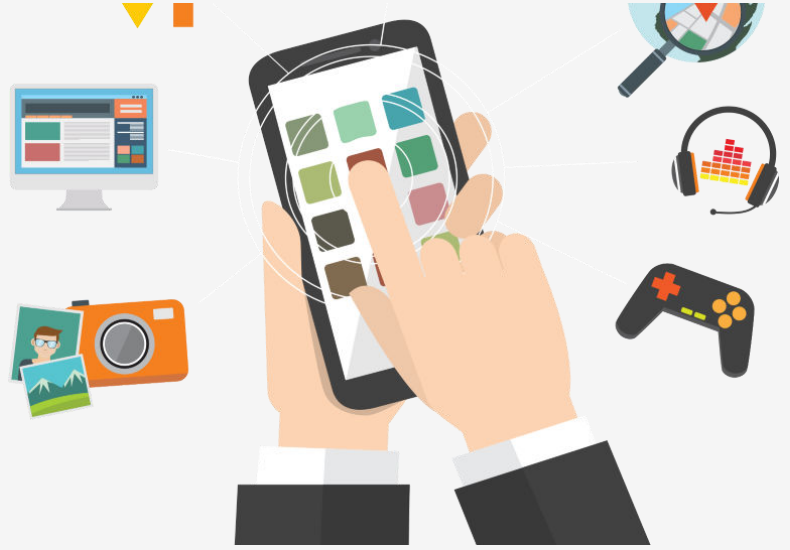
What You Will Use Touchtown For

What is Touchtown

Touchtown is a Community App and website that contains information specific to your community, such as:

- Member Directory
- Member Handbook
- Forms
- Activities/Upcoming Events
- Dining Menus
- Newsletter


And so much more!!






How To Download The Touchtown App or Open In Device Internet Browser

Accessing Touchtown

To access Touchtown, you must download Community Apps right to your devices or access via the web.

- 1 Visit your app store; Apple device (App Store Icon), Android device (Google Play)
- 2 Search for Touchtown Community Apps; Look for the Touchtown icon: 
- 3 Download the app to get started
- 4 When you're using your computer, type: www.communityapps.com into your browser.

Click On The Image To Take You Directly To The App



Click On The Image For Direct Access To The App



When you're using your computer, type: www.communityapps.com into your browser.

How To Login

Username & Password

- A Carnegie associate will provide you with your username and password.
- Your username and password will be the same across any device you decide to use. There will be no limit to the number of devices you can sign in with.
- Enter your provided credentials on the home screen, then select **Login**.
- If using the app version of Touchtown Community Apps, your device will automatically remember you, so you don't need to sign in again.
- Browser users can check **Keep me signed in** to stay logged in. **DO NOT** check this box if you are on a shared computer.
- Having trouble logging in? Consult Carnegie's Touchtown Admin to confirm that your credentials are correct.

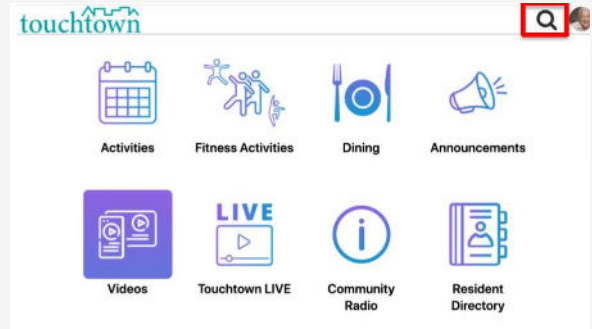


The image shows a login interface on a dark blue background. It features two input fields: 'Username' with the placeholder text 'username' and 'Password' with placeholder text '*****'. Below the password field is a checkbox labeled 'Remember Me'. At the bottom, there are two buttons: 'Login' and 'Register'. A yellow padlock icon is positioned to the left of the buttons.

Click The Icon To See More Information

Navigating Touchtown Community Apps

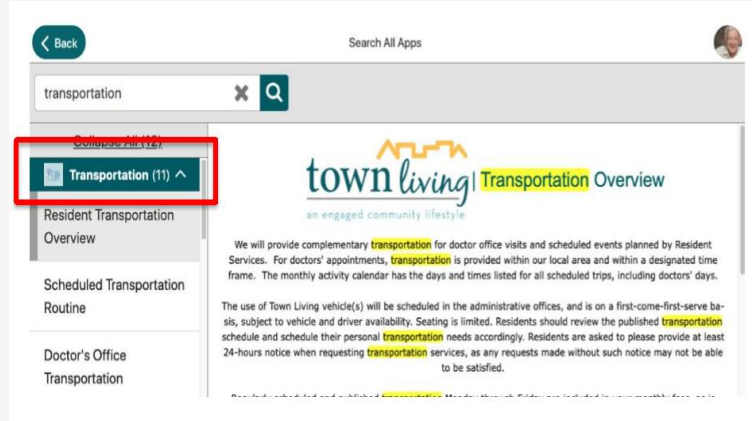
- Once logged in, you will see various icons on the screen.
- Each icon, or app module, is a different category of information within the app.
- You can select any of these icons to view the module's information.
- Looking for something specific? You may find it easier to use the home page search by clicking the magnifying glass icon located at the top right side of the screen.



How To Use The Search Feature In Touchtown

Page Search


- Type the search term in the text box that appears after clicking on the magnifying glass, then select **Enter**.
- The search functionality searches words exactly as they are entered. It does not respect comma-separated search terms or phrases grouped with quotation marks.
- Example: a search for transportation may yield many results and will display every module within the icon.
- Search results will vary based on the content your Admin has published in your community's app.



What You Will Find On The Touchtown App

Most Common App Modules

Activities: This module contains a rolling 30-day list of your community's upcoming activities.

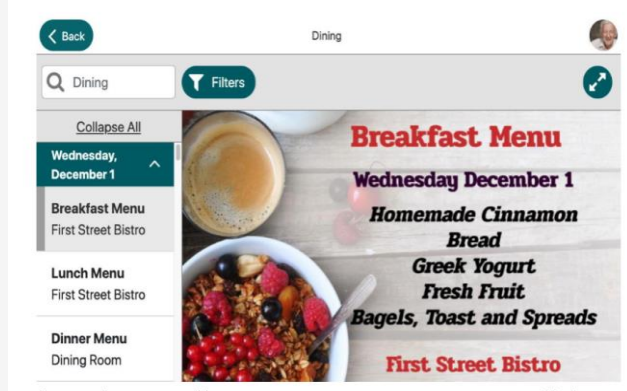
If you see an activity with this icon  next to it, you are eligible to sign up for the activity through the app.

Dining: Like Activities, this module commonly shows a rolling 30-day list of your community's upcoming menus. Select an item from the menu to view the menu's details.

Use the search bar and filters button to find your favorite dish

Resident Directory: Use the Resident Directory to access fellow residents' contact information and even learn about their hobbies.

Tap to call, text, or email functionality is enabled for the directory.



Make Your Layout Work For You

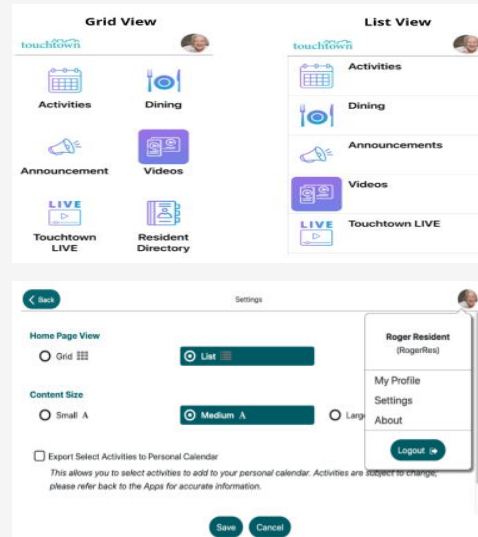
Customizing Your App

You may choose to customize the following in your community's app:

Home Page View:

You have the option to view your app's modules in a grid or list view.

- To change your view, tap your avatar in the top right corner of the screen. Select **Settings**. Choose **Grid** or **List**, then select **Save**.
- Content Size; the ability to adjust your app's content size is also located under **Settings**. Choose from **Small**, **Medium**, or **Large**, then select **Save**.



Add Information To Your Profile & Share With Community

Customizing Your Profile

Your profile information appears in your community's directory by selecting your avatar in the top right corner of the screen.

To edit your profile: Select **My Profile**. Add, edit, or remove your desired profile information, then select **Save**. You may add or change your profile photo by tapping the camera icon next to your avatar.

Mobile users: can take a selfie for inclusion in the directory or upload a photo from their device's stored photos.

Browser users: will have the option to upload a stored photo only.

If you wish to be excluded from your community's directory, choose your avatar, click **Settings**, uncheck the **Include in Directory** checkbox, and then select **Save**. It may take up to 15 minutes for changes to take effect.

Update your Profile information for the Resident Directory!
Be sure to click the 'Save' button, which is under your profile picture on a browser and at the bottom of the screen on the app.

Email
rogres@gmail.com

Phone
Mobile

Preferred First Name
Roger

Biography
I went to Harvard and worked in executive leadership roles in technology startups on the East coast.

Our Goal

- Provide comprehensive, inclusive communication and information to our members
- Build and strengthen connections within the community
- Support you as needed and hope you will become a Touchtown ambassador



We Are Here To Support You.

Please feel free to ask questions, and should you need assistance, please contact:

Mayela.Ngimbi@kiscosl.com

