

## How to Create Your Account

Town Planner welcomes you to our new website! The new website gives you the ability to view local and interesting content as well as create a calendar for your family, business, organization or other special interests. When posting an event to one of your calendars, you can also post it to other calendars including the local community calendars.

Follow these steps to make your account. If you created an account on our previous website, your account may have been imported and activated here. Your name will appear in the upper right hand corner if you already have an active account. If you have an account but forgot your password simply reset it using the reset link when you attempt to login.

NOTE: If you do not want to create an account you can simply provide your zip code on the popup screen and we will load the selected content for you to view. You will be able to view Community as well as Special Interest calendars without creating an account.

The first step to creating calendars or posting events is to create an account. Go to the top right tab where it says "Account" and select "Signup".

Create, Share, and Access Calendars and Interests	
email address	*
confirm email address	*
password	*
confirm password	]*
first name	*
last name	*
44286	*
Would you like to receive our weekly newsletter? * $\odot$ Yes $\odot$ No	
sign me up!	

Completing the above fields will create your own account on TownPlanner.com to begin creating calendar and posting events. Here you can also sign up for our weekly e-newsletter.

Upon submitting your account information, you will receive a screen confirmation. You will also receive an email with a link to click on. This will validate your account. Then you may login and begin using the available features. If you can not find your email, please check your spam folder. If you have an account already, you can reset your password on the login screen.

If you have additional trouble setting up or accessing an existing account, you may email us with your account login to <u>help@townplanner.com</u>.

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