

Regatta Guest/Vendor Entry

The touchscreen tele-entry kiosks have been discontinued. As a result, residents will now use two systems to partially take their place. A **pass scanner** and a **tele-entry**.

1. For All guest types: one time, home watch, contractors, permanent guests & family – use the **pass scanner**
 - a. You will need to add your guest by logging in at <https://community.dwellinglive.com> The link is also available at www.windstarmaster.com and www.windstarclub.com under “Visitor Management”. (there is also a DwellingLive mobile app)
 - b. When adding your guest you can choose the pass parameters.
 - i. Guest Type
 1. Permanent, Contractor, Temporary
 - a. Contractor passes only work form 7am-5pm Mon- Sat.
 - b. Permanent guests get issued a pass good for one year but are never deleted from the system. They just will need a new pass once a year.
 - ii. Select the Dates good for (one-day, week, 30 days)
 - iii. Text them a pass OR
 - iv. Email them a pass
 - c. Your guest may keep the pass (on their phone or print out) and scan their pass (phone or print out) to enter during the period the pass is valid.
 - i. If they lose it they can ask to get a new one printed at the main gate anytime, unless it had expired.
 - ii. No worries with “Permanent” guest they are always allowed a new pass until you remove them as a “Permanent” guest on the website. That would deactivate the pass in the event a trusted guest becomes untrusted. They could no longer enter with it
 - d. With the app and the text/email to send a pass you can certainly use this for one time guests if you do not want or are unable to use the tele-entry.

TELE-ENTRY OPTION DETAILS ON NEXT PAGE

Addendum A - Gate Policy

2. For infrequent guest/vendor entry use the **tele-entry**.
 - a. The guest/vendor will look up your name and press “call” on the machine. (We can add you and your spouse).
 - b. There is also a 4-digit number next to each owner name. You can provide this to a guest and all they would need is to type that number in and your linked phone would ring.
 - c. Once you answer, and confirm you wish to grant entry press “9”, in either case, which will open the gates and disconnect the call. There is no “Access Granted’ confirmation.
 - d. NOTES:
 - i. *We are working with the software vendor to only list the names of the Regatta owners.*
 - ii. *There are no more codes for owners. We are still working with the software vendor to be able to add unique codes for each address.*
 - iii. *The Tele-entry # will come up on your phone as a “341” area code number. Some owners save it in their contacts as “gate”. Do not mistakenly block this #.*
 - iv. *If it is linked to your cell phone you can buzz yourself in as a test or if out for a walk.*
3. If you don’t wish to manage guests online, you will need to buzz in each of your guests/vendors or set up a meeting with Mitch Johnson to get your permanent guests added for you. mitch@windstarmaster.com