

# Family & Friends Portal

[cassellholme.ca/eventsactivities/family-and-friends-portal](http://cassellholme.ca/eventsactivities/family-and-friends-portal)

Welcome to the Family and Friends Activity Portal. To get started, ask one of Cassellholme's activity staff for a login. We can walk you through these instructions if you need any help. 705-474-4250 ext. 223 [Mandy Gilchrist] [gilchristm@cassellholme.on.ca](mailto:gilchristm@cassellholme.on.ca)

user name

## Initial login:

1. Enter your user name [the email address you signed up with].
2. On your first login, enter the initial temporary password that was provided to you by Cassellholme.
3. Read the "Terms & Conditions" and when you're ready, agree.
4. Click "Submit".

## Create a personal password:

1. On the left side menu, choose "Change Password".
2. Enter a new password.
3. Click "Submit".
4. Agree to the Terms of Use when you're prompted.

## If you need to reset your password:

1. Go to login page.
2. Click the "Forgot password?" link.
3. Enter your user name [email address].
4. Click the "Reset My Password" button.

## FAMILY PORTAL SECTIONS:

### Home:

This calendar shows the activities your Resident typically attends.

### Photos/Videos:

1. Any pictures added by Cassellholme staff will appear here.
2. You can add your own pictures to share with others:
  - a. add a name, title and description
  - b. drag and drop the photo[s] from your computer
  - c. click "Save".

initial temporary password

## Whole Home Calendar:

This calendar shows all of the planned activities at Cassellholme..

## Manage Family Members:

### To create a user account for family and friends:

1. On the left side menu choose "Manage Family Members".
2. Click on "Add Family Member".
3. Enter the friend or family member's details.
4. Click "Save".

### To edit a user account:

1. On the left side menu choose "Manage Family Members".
2. Next to the name of the person whose account you'd like to edit, click on the pencil/edit icon.
3. Make your changes [you can also delete a user in this window].
4. Click "Save".

## Change Password:

1. On the left side menu choose "Change Password".
2. Enter a new password.
3. Click "Submit".

## Portal Preferences:

1. On the left side menu choose "Portal Preferences".
2. If you'd like notifications, click the check box and "Submit".

## Logout:

When you are done, click here to logout of the portal.