

Registration Instructions for the New Kala Point Web Site

Please read through instructions fully before registering. Owners will need to register individually on the new site in order to access the “Members Only” side of the site.

1. Go online to www.kalapoint.org.
2. Click on “Register”, located under the login boxes on the right side of the page.
3. Fill in the Registration Form (keep the following information in mind)
 - Username: **NOTE:** When creating a Username, keep in mind that it cannot be changed once it’s created. Usernames should contain no spaces. Try using an underscore (_) to separate names instead of a space. Remember to write it down.
 - Email: An email address can only be used once for registration. If you share an email account with someone, be sure to create this login information together.
 - First & Last Name: Please use the name(s) we have on file for owners and household members.
 - Address: Use your Kala Point address, even if you don’t reside there. Timeshare owners and owners of undeveloped lots please use your current address.

Complete the rest of the form and click on the “Register” box at the bottom of the page.
4. You will receive an approval email from KPOA Webmaster titled “[Kala Point Owners’ Association] Registration Approved” with your password. It may come to your inbox or your junk folder. Open the email and copy the assigned password by highlighting it and right clicking the mouse, then choose “copy”.
5. Return to the Kala Point web site. Click in the username login box and type in the username you chose. Then click in the password box, right click and choose “paste” to paste your password. Next, click the box that says “Log In”.
6. Often times a message box will pop up on your computer asking you if you want the computer to remember your password. This is up to you to decide. You can keep the password the system generated for you or once you are logged in you can choose to change your password by clicking on “Profile” in the Log In box on the right side of the page and filling in the fields that say “New Password” and “Repeat New Password”. There are also other options that you may change in your profile including how your name is publicly displayed on the site, an opportunity to add some personal details about yourself, as well as a few other options. Be sure to click on the “Update Profile” box at the bottom of the page to complete your changes. When your profile update has been saved, simply click on the words “Kala Point Owners’ Association” in the upper left hand corner of the page to return to the web site.
7. Once you are logged in to the new site we invite you go to the Members page and follow the link to enter your email address plus some other basic information, so that you’ll be placed on our list server to receive updates, publications, and official notices from Kala Point. This will soon take the place of our current email system through Outlook so be sure to get your email address entered here!
8. If you have any questions or need assistance please contact Keith Larson at the KPOA Office Monday through Friday from 8:30am-2:30pm, by phone at 360-385-0814 or by email at: gm_larson@kalapoint.org.