



BAYTREE COMMUNITY DEVELOPMENT DISTRICT

Resident **ADD, CHANGE or DELETE** Form | TekControl Visitor Management

Head of Household Name: _____

Street Address: _____

City: Melbourne

State: FL

Zip Code: 32940

Head of Household First and Last Name	Email Address	Primary Phone Number	Primary Phone Type	Secondary Phone Number	Secondary Phone Type	Indicate Whether to Add, Change or Delete
Additional Household Members First and Last Name	Email Address	Primary Phone Number	Primary Phone Type	Secondary Phone Number	Secondary Phone Type	Indicate whether to Add, Change or Delete
Permanent Guest First and Last Name	Indicate Whether to Add or Delete	IDENTIFY WHETHER ADD, CHANGE OR DELETE FOR EACH HOUSEHOLD LINE ENTRY IDENTIFY WHETHER TO ADD OR DELETE FOR EACH PERMANENT GUEST LINE ENTRY				



BAYTREE COMMUNITY DEVELOPMENT DISTRICT Initial Resident Set-Up | TekControl Visitor Management

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Additional Household Members First and Last Name	Email Address	Primary Phone Number	Primary Phone Type	Secondary Phone Number	Secondary Phone Type
Permanent Guest First and Last Name					



BAYTREE COMMUNITY DEVELOPMENT DISTRICT

Getting Started with TekControl Visitor Management System

Our new security partnership began on July 1, 2018. The implementation of a Visitor Management System through our partnership with TekWave Solutions, will be implemented on October 1, 2018. To get the process started, one member of each household (referred to as Head of Household on the data entry form) can enter the link below:

<https://goo.gl/forms/OzQc5lq3CZbk075i1>

- Resident will complete the basic/required information and click submit. On the same screen, resident can also request a copy of what they are submitting.
- Residents will have 2 deadline options. Info submitted no later than 8/25 for 1st deadline and no later than 9/22 for 2nd deadline.
- Information will be uploaded into the Visitor Management System database by TekWave Solutions no later than 8/31 and 9/28 respectively.
- Residents will receive an email containing a link to register in the Visitor Management System and create a password no later than 9/1 and 9/29 respectively. **Keep in mind that even though you may get access to the system earlier, the Visitor Management System will not go-live at the gatehouse until 10/1.**
- Residents will click that link to register and create a password.
 - The Username will be the email address that was provided in the Head of Household Data Entry form.

NOTE: For those residents who do not have access to a computer or are not comfortable with the process above, we have created an Initial Data Entry Form that can be completed by the resident and returned to the gatehouse or at the resident training sessions planned in September at the Golf Course Clubhouse. The information will be entered for you. The Initial Data Entry Form will also be available at the gatehouse and at resident training sessions. A separate form will also be available at the gatehouse for future ADD, CHANGE or DELETE requirements.

Residents can log into the Visitor Management System to add other household members, etc. using the link below and entering their user name and password:

<https://webapp.tekcontrol-site.com/>

- It would be advisable for the resident to save as a favorite once they are in the system.
- Residents can add other family members and Permanent Guests (housekeeper, dog walker, medical personnel or anyone that visits regularly).
- Residents can add additional phone numbers.
- Residents can schedule non-permanent visitors, as needed, so that they are in the system when they arrive at the gatehouse to speed up the process. Visitors who are not pre-registered will be delayed while security contacts the resident for permission to allow entry.

NOTE: For those residents who do not have access to a computer or are not comfortable with the process above, they can call the gatehouse and have the security officer pre-register their non-permanent guest for them prior to their arrival. If they are not registered, the security officer will need to contact the resident for permission to allow entry.

On-Line Resident Training Available

Resident Training Video: <https://youtu.be/cuHXiDWiXWs>

Additional Options

Residents can also access the system via mobile app. It can be found on the App Store or Play Store.

App Name: TEKControl Visitor Management

iOS: <https://itunes.apple.com/us/app/tekcontrol-visitor-management/id1231085062?mt=8>

Android: <https://play.google.com/store/apps/details?id=com.tekwavesolutions.host>

NOTE: Residents will be able to send a QR code when adding a visitor via web portal or mobile app. When adding a visitor, they will simply select "Send E-Pass" and the system will prompt them to enter the visitor's email address and/or phone number. When the visitor arrives, the security officer will scan the QR code and grant entry.



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