

**Kansas City Parade of Homes**  
Builder Registration and Home Entry  
<https://kc.paradeofhomes.io/admin>

**New Builder Registration (first time only)**

1. Go to the Admin portal website using the url above
2. At bottom of Log In page, click on “Don’t have an Account? Register One”
3. Fill out your company’s information;
  - Company Type:** Choose Builder
  - Company Name:** Enter exactly as you want it displayed online! Case and spacing is important.
  - Email:** This is your own e-mail address; you will have a chance to register additional users at a later time.
  - First & Last Name:** This is your name
  - Password:** Please use at least 6 characters with a number and a symbol
  - Special Access Code:** HBA2019!!
4. Click Register. You will see a blue Successfully Registered message instructing you to verify your e-mail address.
5. Check your e-mail for an e-mail from [info@paradeofhomes.io](mailto:info@paradeofhomes.io). Click the big red button in the e-mail that says “Verify Email Address”



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Please verify your email address by clicking the link below

Verify Email Address

6. Once you click this button, you will be sent to a web page saying your account has been verified.
7. Click Login and login with the e-mail address and password you just created.
8. Once logged in, you will see a blue message at the top: “Pending Account Approval”. For security reasons, please wait for the HBA to approve your account within a few hours. You will receive an e-mail when its approved so you can continue.

Admin

Pending Verification - Your account will be approved within 24 hours. Once your account is approved, you will be allowed to add homes.

RE-CHECK YOUR STATUS

9. Once you receive your account approval, you may click the “Recheck your Status” button if you still have this page open or just login to the portal to continue.
10. Complete your builder profile (next page)

### Update your Profile

Your builder profile is used for storing basic information about your company, so you have one centralized place to manage your company's information. When logging in for the first time, you will see a message instructing you to complete your profile. You must complete this before continuing.

If you need to make a change to your profile in the future, you will find your profile under the "My Accounts" menu item on the left.

1. Either click the "Update Profile Now" button if you are new user or click "My Accounts" in the menu and then click Edit next to the account you wish to edit.
2. Please read the instructions above each section and fill in the applicable fields. Fields with a \* next to them are required.
3. Click Update account button at the bottom when you are done.

### Add a New Home

Homes are first added into the platform by completing the process below. This gets your home into the platform but does not add it anywhere. Think of this as adding your homes to your drafts so you can use them for various activities. After this step is complete, you will be given the option to add your home to the parade.

1. Click on My Homes in the menu
2. Click the blue "Add New Home" button at the top right of the screen
3. Choose the Builder Account you wish to add this home to
4. Please read the instructions above each section and fill in the applicable fields. Fields with a \* next to them are required.

#### Special Notes:

**Geolocation:** This is critical for visitors to find your home. Please carefully read the instructions to locate your home on the satellite map.

You may also manually enter the coordinates into the appropriate fields. You can use the "Parade of Homes Builder Companion" mobile app to get the latitude and longitude of your home.

**Artwork (rendering/floorplan): IMPORTANT the image you upload under artwork will be the exact image that will be seen in the parade guide, website and mobile app. Do not upload an image that you want to have an artist draw. If you want an artist to draw your rendering and floor plan, please check the box I will request services at check out. If you have a floor plan image that is ready for the guidebook you can upload it under floor plan image (Note: all levels of the floor plan must be in the same document – on one page) If you have your own rendering, which can include a photo of the homes front exterior – high resolution, or a 3D, Image files supported are PNG and JPG; no pdf. If you have a PDF, please convert it to PNG or JPG.**

5. Once complete, click the "Add Home" button at the bottom of the page to save home.
6. You will be returned to list of all your homes. You will also see a status symbol showing you the status of your home. If you hover your mouse over the icon, it will display a message what that particular status means.

| Account            | Street           | City   | Subdivision | County  | Status                                |                         |
|--------------------|------------------|--------|-------------|---------|---------------------------------------|-------------------------|
| Chris Test Builder | 23205 W 125th St | Olathe | Forest View | Johnson | <span style="color: yellow;">i</span> | <a href="#">ACTIONS</a> |

### Add Your Home to a Parade

**IMPORTANT: This is the check out process – this is where you will enter elevation and floor plans that need to be sent out to an artist to be drawn for the guidebook.**

Once you have added your home to the platform in the prior steps, you may now complete the purchase process to add your home to a parade. *Please note*, you no longer have to re-enter your home information if you wish to repeat your home in future parades! Simply follow the quick steps below each season.

\* Make sure you have added your home(s) to the parade by the deadline date or you will be charged the higher fee. You can always come back to make changes at any time!

1. Click My Homes in the menu
2. Click the blue Actions button
3. Choose “Add to Parade” to reach the checkout process

1 Parade Season — 2 Image — 3 Floorplan — 4 Extras — 5 Credit Card — 6 Finalize

Parade Entry

Parade Entry fee for Spring of 2020 Parade (\$999.99)

[BACK](#) [NEXT](#)

4. Follow the steps and choose the correct options. The checkout process is smart and will only ask you questions that pertain to your particular home. Please carefully read each step and complete as necessary.

### Additional Company Accounts (for companies with multiple entities)

If your company utilizes multiple names, you may add these additional accounts to your main account.

1. Click My Accounts in the menu
2. Click Add Additional Account button at the top right
3. Fill in all the necessary contact information. Fields with a \* next to them are required.
4. Click Add Account
5. You will now see this account as an additional option when adding new homes.

### Additional Users

If you have additional staff who need access to the portal.

1. Click Users in the menu
2. Click Add User button at the top right

3. Enter e-mail address, first and last name
4. Click Add User
5. Once added, that person will be sent an e-mail with a button instructing them to reset their password. Once they complete this, they will be able to login.