How to Log into the New APPOA Nabr Network for the First Time

We know, change is hard. But once you are logged into Nabr Network you will see the many benefits of our updated website. Here are some directions to get you started humbly written by someone who is not a computer whiz nor has an intuitive understanding of how websites work. We'll do it together.

These directions are very long. But we have placed stopping places along the way if you don't have the time or inclination to complete them all in one sitting. Just remember, if you do stop, try to complete all the directions as soon as you can.

1. You will receive an email from APPOA with the heading "Join Albemarle Plantation Property Owners Association in Nabr Network". Nabr is not spelled incorrectly. This is the name of the system we are now using for all APPOA communication.
2. Open the email. You will find your email address and a temporary password. Write this temporary password down or copy it because you will need it on the next screen.
3. Click on the link typed in blue letters underneath the words "To join Nabr Network, please visit us at:" A new page will pop up.
4. Your name should be at the top of the page. On this page you are going to change your password. The first blank asks you to type in your current password. Your current password is the temporary password you just copied from the APPOA email. Now change your password to something you want, confirm it, and don't forget to click on the blue box "Update".
5. On this page you will see the icon of a phone on the left side of the screen with the words "Get The App". This is an "ad" for the phone app. Ignore it for now. You will have an opportunity to get the app for your phone a bit later, and it's free.
6. Congrats! You are logged into our new website.

> Because you are now logged into the Nabr Network, you will receive by email **all** the posts that are made to the network **immediately** as they happen. To decide what community information you want to receive and how frequently you receive it, you need to continue. It's also important to understand that if you stop here, you will **not** be listed in the resident directory. But if you need a break, this is a good place to take one. Or take a minute to find that favorite photo of yourself. You will need that in step 9.

7. Now you need to manage your account. Notice that underneath your name at the top of the page are four boxes with drop down screens. The first two, Profile and Settings are the ones we need to work on to get your account working the way you want it to. The last two, My Activity and Support, aren't actively supported at this time and don't require our attention.
8. Click on the first box, Profile, and choose the first drop-down item "Contact Info". Here you need to complete and verify your name, phone numbers and email address. Remember to press the blue button to submit your responses.

9. Go back to Profile and choose the second drop down item "Profile Photo." If you click on the "Browse" button on the right side of the screen, you will be connected to the files on your computer. Choose your favorite pic and click on "upload." Your photo will appear below the browse button and then be placed to the left of your name at the top of the screen. Wasn't that easy!

10. Go back to Profile one last time and choose the last drop-down item labeled "Contact Visibility." This is very important! Here you can manage how much information about yourself you share with our community. You can click on the first button to hide your profile so that you will not be found in the directory at all. Or you can display just your name. You can add your name, address, email, and phone numbers by clicking on the boxes with those choices. After you press the blue button "Confirm" a preview of how your name will appear in the resident directory will be displayed below. If you don't like your choices, change them now.

> If you need a break, this is another good place to do just that. But don't forget to return because you need to choose your Settings and learn how to access your notifications.

11. We have one last item to manage. Click on the second box under your name, "Settings", and choose the first drop-down item "Notification Preferences." Don't let the word notification confuse you. A notification is the same thing as a message or an announcement. In Notifications you are going to decide how quickly you want to receive messages after they are posted to Nabr Network. Perhaps you don't want to receive some messages at all. (For example, if I am a boater, I may not want to get the information from the golf clubs.) We are going to set this up for email notification, text message notification, and mobile app notifications.

12. Email notification is up first. Listed below are the different types of information you get from APPOA. These are collectively called the Community Feed. You have a choice of how often you want to get messages from each of the Community Feeds sources or you can opt not to get them at all. Your choices in the drop down include Immediately, Daily, Weekly or Don't Notify.

    Here are the listed information sources in the order they appear on your screen. Notice the drop-down button next to each one.
    - Association News will include messages from the Board, notes from the General Managers, Property Owner Association Business, Release of Soundings newsletter and the Community Bulletin. Decide how often you want to receive messages from these sources and choose the appropriate drop down.
    - Watch Alerts will include notices about local conditions such as hurricane, tornado, fire, etc. Make your choice!
    - Lost and Found is just that. Make your choice.

- Classifieds is exactly what it indicates. Make your choice,
- Social will include messages from the Event Coordinator for social gatherings, Food & Beverage updates, and Retail Wine Program notices. Make your choice.
- Recommendations is not currently in use and can be skipped.
- General is the category for items of Plantation wide interest that are not covered in the source categories listed above. Make your choice.
- Replies to my Posts is not currently in use and can be skipped.
- The remaining items are self-explanatory. Review each one and indicate your preference for messages.
- Before you go on, be sure to click the blue "Update" box.

13. You are going to do the same thing for receiving text messages, but you only have three sources of information; Association News, Watch Alerts, and Lost and Found. If you don't want to receive text messages or don't have a phone capable of receiving texts, be sure to choose "Don't Notify." Be sure to click on the blue "Update Box".

14. Keep going. This last section gives you a chance to decide how to receive Mobile App Notifications. The categories are the same as the email notification list. If you don't want to get messages this way or don't have a phone that receives emails, choose "Don't Notify". Don't forget that blue box!

15. You did it! But there is one last thing to do if you are going to get the mobile app notifications. You need to download the app to your phone. Now it's time to direct your attention to that phone icon that has been hanging out on the left side of the page. This is the time to click on it. Directions and links are there for both iPhone and Androids.

16. If you want to change any of the settings or profile options, go to the right top of the home page where you will see the words My Account next to a drop-down arrow and a bell icon. When you click on the drop down, you can choose to go to the "Profile" or "Settings" in your account and review your choices or make changes.

17. Drum roll, please! Now it's time to get your messages from the new network! Look for the words "For Residents" in the white band below "My Account." Use its drop-down arrow to choose "Community Feed". The "Community Feed" is where you will find all the notifications from the sources you chose back in step 12! You did it! Congratulations.

If you have questions or concerns, you can get assistance by clicking on the link in the grey band at the bottom of any page that says, "**Technical Support.**" This will send a message to the Nabr Network help desk and they will assist you.