

Accessing your Account Profile on New Neighbor Website via Computer

Landingsnewneighbors.com

1. You should receive an email from nncontact@landingsnewneighbors.com listing your username (i.e. your email) and a link to the **New Neighbors website**. If you do not see the email, check your Spam or Junk email folder. If you still do not see this email, please contact newneighborswebmaster@gmail.com.
2. Each NN Member needs to reset their password and set up their account. No two members can share the same email address.
3. Once you have arrived at the My Account Login page, scroll down to the middle of the page till you see a link labeled Lost your password? **Tap: *Lost your password?***
4. You will be taken to Lost password where you enter your username (i.e. your email) in order to reset your password for your account. **Tap: *Reset Password*** button.
5. A password reset email will be sent to you. This reset password email may take 2 minutes to 24 hours to receive. Please be patient. Also, check your Spam or Junk email folder in case it was flagged a spam email. If you do not receive the reset password email after 24 hours, please contact newneighborswebmaster@gmail.com.
6. Follow the instructions in the password reset email to change your password and to access your New Neighbors account.
7. When you have successfully changed your password, the system will ask you to log into the website and you will land on your ***My Account*** page.
8. **Tap: *Account Details*** on the left side of the page. You will be directed to a personal information list you need to complete for your new account.
9. Update your account information; name, address, email, telephone, and billing address. You will also be asked to select activities from which you want to receive emails. **(New and existing members need to do this.)**
Tap: *Update*.
10. You will be directed to My Account page. **Click: *Logout*** to exit the website.
11. If you wish to log back into the New Neighbors website at a later time, point your browser at landingsnewneighbors.com and **click: *Member Login*** located at the top right portion of the web page.

How to review the calendar of activities and sign up on the 18th of each month

1. After logging into your account at landingsnewneighbors.com
Tap: *Dashboard* on the left side of the page.
2. You will be presented with activities available through a choice of portals: the **Calendar**, (providing all activities by month); or broken out **Featured Activities** (once a year), **Monthly Sign Up activities**, **Recurring Activities**, and **Plan Ahead Activities** (longer lead times requiring an early sign up.)
3. To get more details on activities hover over or tap on the event within the calendar, or tap ***Find out more*** within the activities windows.
4. Within the event details you will be able to sign up for events as you have done before in the newsletter, by **tapping the *Click Here*** link near the end of the description. This will connect you to the EventBrite page allowing you to purchase your tickets on the 18th, as you do today.