

New Neighbors' Website can be found at: <https://www.newneighborsrr.org/>

STEPS FOR JOINING THE WEBSITE ONLINE – setting up your password

1. Find the MEMBERSHIP tab and click on JOIN TODAY!
2. Enter your profile details
3. Continue down the page and select payment type
4. Once you have joined, you will receive an email at the email address you entered. It will include a password (a jumbled bunch of letters and numbers)
5. Go back to the homepage of the website where it says LOGIN - look for this at the top right or very bottom right of the page. Enter your email address and the password that the system gave you
6. Once you are logged in, go to the MEMBERSHIP heading at the top
7. Click on MANAGE ACCOUNT - your information should pop up
8. Under your name, click **Change** - you may then create and enter a new password that you want to use
9. Scroll all the way to the bottom of the page and click SAVE AND CONTINUE. You may continue to manage your account (add a picture and more info) or you may come back at a later time to complete your profile.
10. Be sure that you click SAVE before you leave the page
- 11. Write down your new password somewhere that you can always find it!**

STEPS FOR JOINING INTEREST GROUPS

1. Click on GET INVOLVED heading at top of homepage
2. Click on JOIN INTEREST GROUPS
3. On the Interest Group page, you will have a choice between the categories of **Fun & Games** or **Escapades**. Click on one category to look for Interest Groups that you want to join
4. Click on **ADD** to join a group. Once you have added all the interest groups you wish to join in that category, **click CHECKOUT** at the bottom of the page
5. Repeat this procedure for the other category, remembering to CHECKOUT as you did for the previous category. You will then be signed up to receive emails from the leader of each group that you chose, but you have not signed up to attend any events
6. Check your email for a New Neighbors confirmation email, saying that your interest group enrollment was successful. If you do not receive an auto-responder email from the system, it is possible that you did not click CHECKOUT.
7. If you want to join groups that are currently full, please contact the group leader, listed in the group description, or the Interest Groups Manager RRNN.interestgc@gmail.com
8. Some Games groups have a substitute list and often need those subs. You can join the substitute lists right on the Fun & Games selection page

STEPS FOR REGISTERING FOR AN EVENT (RSVP)

1. Before registering for any events, be sure that you are LOGGED in to the website
2. Click on the EVENTS heading at the top of any page, then on CALENDAR
3. Scroll through the entries until you find an event you want to attend and hover your cursor arrow over the calendar entry. If this event is what you are planning to attend and you wish to RSVP, click the event and then click **REGISTER** in the blue box. (Note: you

will be able to RSVP in this way only if the event leader has requested an RSVP through our website. Some events use Evites to RSVP. Joining an open Interest Group that uses Evites will ensure that you receive an invitation.)

4. After clicking [REGISTER](#), you will then be taken to a second page where you can choose to register for more than one person. Make sure to change the number attending, if necessary. Click [REGISTER](#) again (blue box)
5. If you want to make sure you are registered, you can go back to the calendar and click on the event again. If you registered correctly, AND WERE LOGGED IN TO THE WEBSITE, you will see a pop-up box that says you have already registered for this event. You will receive a confirmation email if registered correctly
- 6. Enter the event for which you registered on your personal written or electronic calendar**
7. If you need to cancel a Games or Escapades reservation, you will need to contact the specific group leader or the Interest Groups Manager at RRNN.interestgc@gmail.com
8. If you need to cancel a Coffee Time reservation, contact RRNN.coffeetime@gmail.com To cancel a Luncheon reservation, contact RRNN.luncheons@gmail.com