



## Website Summary Overview

This summary overview was written for our new members, but it may be helpful to existing members as well. We hope everyone enjoys the resources and capabilities of our website launched in March 2023. If you have not had an opportunity to spend some time on the site, please take five minutes to peruse the pages. There's a wealth of historical information and resource material. Please note that one does not need to go to the website in search of activities – everything is proactively emailed to you after you create your website account. We do encourage all members to share activities that they are attending and items of interest on the Forum. There's always so much going on in Newport and this is a great way to make new connections in the neighborhood.

By way of background, the website was created to be easy to use, informative and most importantly, attract new members. The first step for interaction begins with the creation of a member website account. If you haven't yet done so, please take the one minute to create your password protected account.

Click on the **MEMBERS PAGE**: <https://www.topofthehillnewport.org/members> and follow the 3 steps noted - it takes just one minute. Your member account will usually be approved within the day.

Your website account enables one (person or couple) to RSVP to Events, Join Groups/Create Group Events, Share Community Information with Group Posts, Receive All Event Promotions along with Group Notifications.

Those couples who prefer to use one email for their household and do everything together, may also wish to create one website household account. Simply note both your names in your account display profile as you prefer.

**Create your website account by clicking on the Log In button.**  
**At the Top of the Log In Page: "New to this site?" Click on Sign Up**  
**Sign up with Email / Create your Password / Confirm your Email - Done!**

Once approved, please return to the Members Page and Edit your **profile name** on your website account – changing from your email username to your first and last name so you are easily recognized by other members.

Example: [BMG10@gmail.com](mailto:BMG10@gmail.com) changed from BMG10 to Bill Good on your profile.

Also important, after you change your profile name, click on the Down Arrow Icon (or "More" if you are on a desktop) to bring up the **Settings** menu. From here you can regulate the communications from the website.

Group notifications, Event registrations and more may all be set to your personal preference. Daily updates, weekly updates, notification of a member who joins a group you are in, etc... simply click on what you like.

We hope you find the website to be a friendly tool that facilitates member interaction, and shares information in an attractive format. There is a more comprehensive overview in the "Association Materials Group". Of course, if you have any issues or questions, please send a note to [tohnewport@gmail.com](mailto:tohnewport@gmail.com) I'm happy to assist and sincerely hope you enjoy all the site benefits, and the activities associated with it.

Kind regards,  
Laurie Love

President and Website/Communications Chair  
Top of the Hill Association

P.S. You know you are signed into your website account if member tiles are visible on the Members Page and your name with email pre-populates when you RSVP to an event.