



we have lift off!

Our shiny new site is live

theGlenNet.com

take a tour

Aug. 2019

Introduction

I'm pleased to announce that the AGHA is launching a new website for our community. It is:

- ✓ faster
- ✓ easier to use, and
- ✓ features more pictures

Some of the new features include:

- members set and retrieve their own passwords
- it's easy for you to upload your profile picture, and other pictures for neighbours to enjoy
- you can print the calendar yourself
- the site is easy to use on a computer, laptop, iPad, reader or smartphone

On behalf of the community, I want to thank the GlenNet Committee for their efforts in continuing to make it easier to share important information, news and more via the internet.

Chair and webmaster - **Ed Scarlett**
Scheduling and events - **Ted Clark**
Content contribution - **Brian Massier**
Strategist - **Deb Gray**

Your AGHA Chair,

Gary

Gary Cline



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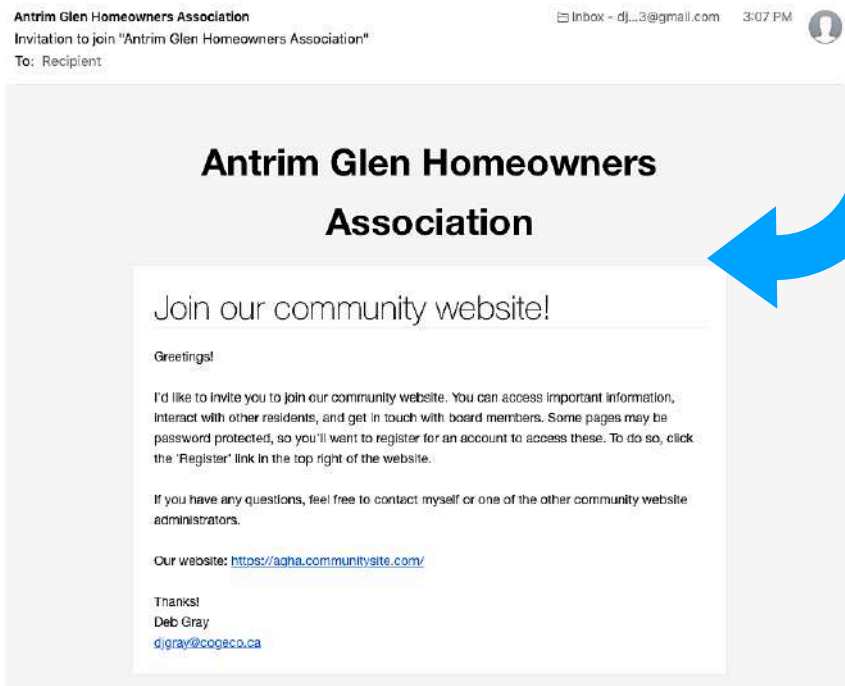
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Getting Started

Our new website is a packaged program created for homeowners' communities across Canada and the United States. Easy to use systems and processes are baked right into the program. These are some of the ways the program works.

Here's how signing up as a member works:


STEP 1: You'll receive an email from the webmaster asking you to join the community website:



When you click on the blue link, you'll see this page —

alpha.communitysite.com Please [log in](#) or [register](#)

Antrim Glen Homeowners Association




Scattered Clouds
27.5°C | 52% Humidity

Welcome to the Glen Net

Welcome to the updated website: a new look, same great content. We hope you'll find it easier to use and faster.


Stuck? Try [SEARCH](#) or click to [CONTACT US](#) for help.

[CLICK FOR CALENDAR](#) [CLICK FOR DIRECTORY](#) [CLICK FOR DOCUMENTS](#)



Pages

- Home
- About Antrim Glen
- › Events
- › Members Directory
- › Committees, Groups, Clubs
- › Information & Documents
- › Photos
- Forum
- EMERGENCY PLANNING
- › Contact Us




Quick Links

- [From Aquatics to Woodworking, find an activity group](#)
- [Read the latest Glen Echo online](#)
- [Share your thoughts on the Forum](#)
- [Rent the Glen for a private event](#)
- [Read the AGHA Board minutes](#)
- [Contact Parkbridge](#)
- [Need to borrow some medical equipment?](#)

Click on REGISTER on the top right:

Please [log in](#) or [register](#)

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Scattered Clouds
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ANTRIM GLEN
1864 18TH CONGRESSION WEST

And you'll see this page:

Antrim Glen Homeowners Association



Register

Your information

I am a...
Please select...

1

First Name
John

2

Last Name
Doe

3

Email Address
dgray@cogeco.ca

4

Cell Phone
(204) 234-5678

5

Password (Core sensitive) (Required)

6

Gender
Please select...

7

Additional Household Members

+ Add member

8

Register

1. Select **Homeowner**
2. your first name
3. your last name
4. your email address (don't worry about your partner yet)
5. your **preferred** phone number - it says Cell Phone but **please use the number you want to use, home or cell.**
6. Pick a password. You can use your old password if you want, or select a new one.
7. Gender

Adding your partner/spouse

8. Here's where you add your partner or spouse... under **Additional Household Members**. Click **Add member** When you click, you'll see the following screen.

No one else to add? Go to #9, **Add Address**.

Adding your partner or spouse

The screenshot shows a registration form for a household member. At the top, there is a dropdown menu labeled "This member is a..." with "Joint member" selected. A blue circle with the number "10" is placed over this dropdown. Below this are input fields for "First Name" (containing "John"), "Last Name" (containing "Doe"), "Email Address" (containing "user@example.com"), "Cell Phone" (containing "(204) 234-5678"), and "Gender" (with a dropdown menu set to "Please select..."). A small note below the gender field states: "Gender is never displayed to others. [Learn more](#) about why we ask for this information." Below the form is a button labeled "+ Add member" which is circled in blue. A large blue arrow points from this button to the right, towards the text "Don't click this unless you want to add a THIRD member in your household." Below the main form is another section labeled "Address(es)" with a button labeled "+ Add address" circled in blue with the number "9". At the bottom left of the form is a "Register" button.

Don't click this unless you want to add a THIRD member in your household.

10. Select membership for your partner - and fill out the rest of the form, with his/her email address, preferred phone # and gender.

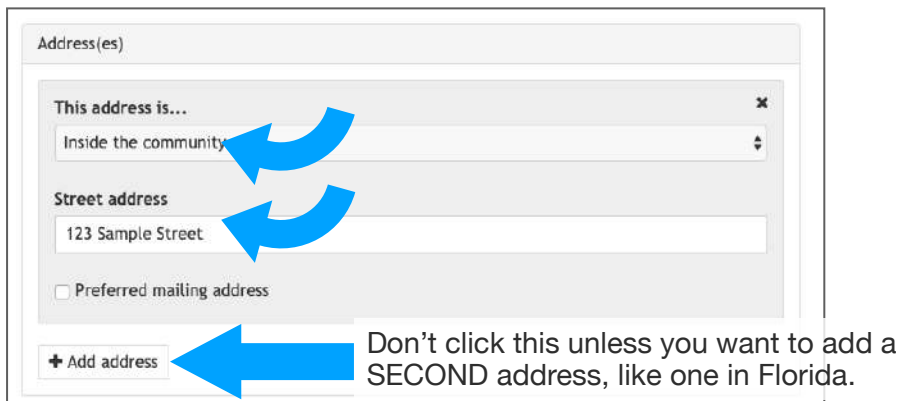
This is a close-up of the "This member is a..." dropdown menu. The menu is open, showing several options: "Please select..." (which is checked), "Joint member", "Joint member (no email)", "Child", "Pet", "Relative", and "Other". A blue circle with the number "10" is placed over the "Please select..." option.

Please note: if you and your partner share the same email address, select **Joint Member (no email)**. Your partner will use your email address and password to sign in.

Once you're finished, move on to your address. In the Address(es) box, click **Add address**.

9

Add your address



Address(es)

This address is... ✕

Inside the community ⌵

Street address

123 Sample Street

Preferred mailing address

+ Add address

Don't click this unless you want to add a SECOND address, like one in Florida.

Select “Inside the community” and **add your street address ONLY.**

Please do not add Freelton, Ontario etc. This is filled in automatically.

NOW click REGISTER



Gender is never displayed to others. [Learn more](#) about why we ask for this information.

+ Add member

Address(es)

+ Add address

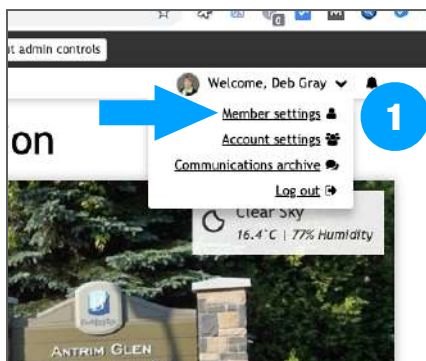
Register

Then you'll see a screen that tells you your membership will be approved shortly. An email will follow from the webmaster.

Filling in your profile in Member Settings

Once you've been notified that your membership is approved, you can log in to the site and add more information to your profile.

1. Log in and select **Member settings**.



You'll see this screen with 5 tabs:

A screenshot of the 'Member Settings' form. The 'General' tab is selected and circled in blue. The form fields are: 'First name' (Deb), 'Last Name' (Gray), 'Email Address' (djgray@cogeco.ca), 'Cell Phone' ((905) 659-9078), and 'Gender' (Female). Three blue arrows point to the Email Address, Cell Phone, and Gender fields. A 'Save' button is at the bottom left. A note at the bottom states: 'Your gender is never disclosed to others. Learn more about why we ask for this information.'

On the General tab, you can

change your email address or phone number, or

change your gender.

Don't forget **SAVE**

On the second tab - PROFILE, you can change or add your profile photo, add a brief description about yourself and add social media contacts including Facebook, Twitter and Instagram.

Member Settings

General Profile Password Contact Privacy

This additional information will show up in the resident directory (if available) to help other members get to know you better.

Profile photo

Change photo

Employer

Retired

About Me

Dog lover, writer, computer nerd.

Social URLs

Type	URL	Remove
+ Add social URL		

Save

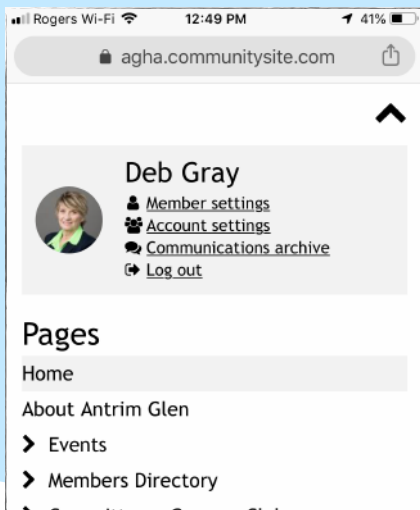
Here you can add or change a photo. Just click, and you'll be prompted to add one from your computer's files.

Add a little about yourself

Or your social media profiles.

Facebook /facebook/yorkiesmorkiesmaltese

Facebook https://www.facebook.com/yorkiesmorkiesmalte

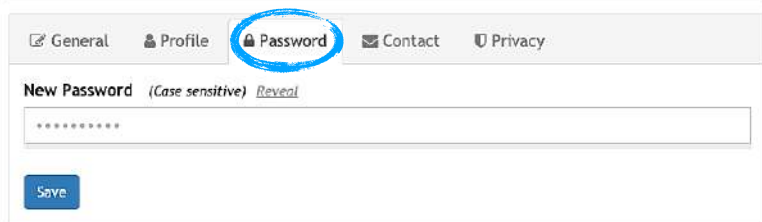


Here's how the controls look on your smartphone

Change your password in Member Settings

On the 3rd tab in **Member Settings**, you can easily change your password:

Member Settings

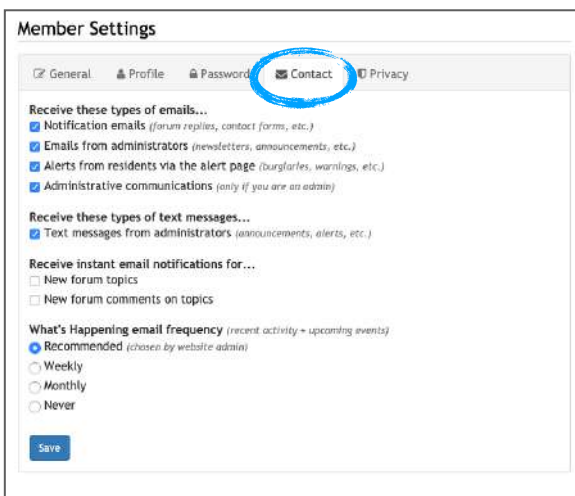


The screenshot shows the 'Member Settings' interface with the 'Password' tab selected and circled in blue. The 'New Password' field is visible, with a 'Reveal' link and a 'Save' button below it.

Just type in the new one, and click SAVE. You'll get an email confirming the change.

Change frequency of emails in Member Settings

On the 4th tab, you can change the frequency of emails from the website, or leave it at the default setting "Recommended"

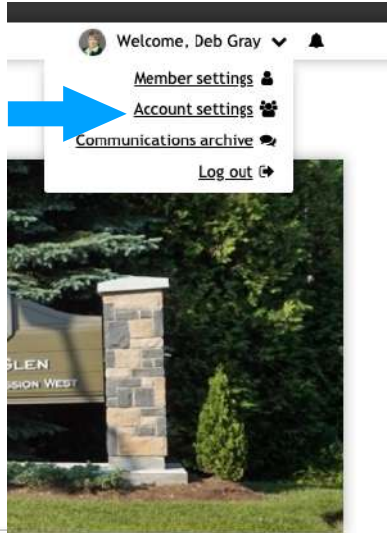


The screenshot shows the 'Member Settings' interface with the 'Contact' tab selected and circled in blue. The 'What's Happening email frequency' section is visible, with 'Recommended' selected as the default setting. Other options include 'Weekly', 'Monthly', and 'Never'. A 'Save' button is located at the bottom left.

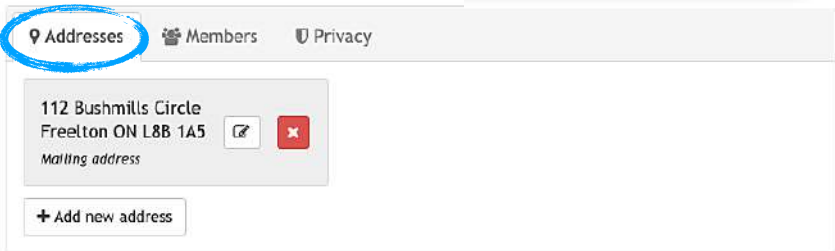
Correct your address in Account Settings

Sign in to **Account Settings** to correct your address, add or remove your partner, or change your privacy settings.

You'll see where you can edit (correct) your address on the first tab, or add a second address.



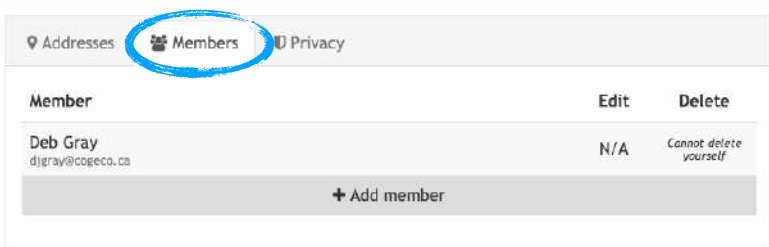
Account Settings



Add or remove a partner in Account Settings

On the 2nd tab you can add or remove a partner.

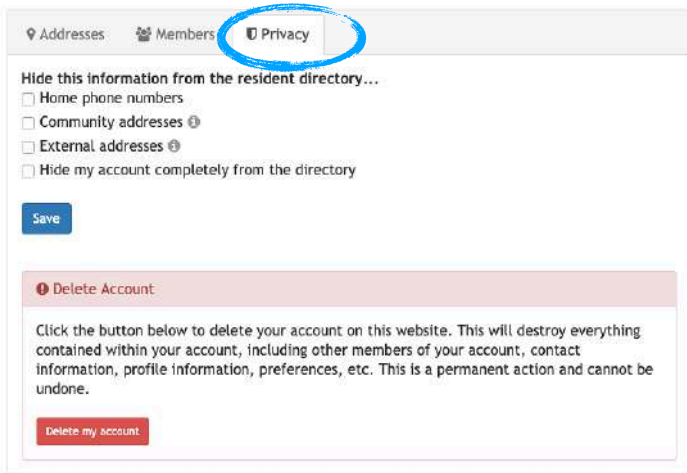
Account Settings



Change your privacy level in Account Settings

Change what others can see on your profile, or delete your account on the 3rd tab in Account Settings.

Account Settings



The screenshot shows the 'Account Settings' interface with three tabs: 'Addresses', 'Members', and 'Privacy'. The 'Privacy' tab is selected and circled in blue. Below the tabs, there is a section titled 'Hide this information from the resident directory...' with four checkboxes: 'Home phone numbers', 'Community addresses', 'External addresses', and 'Hide my account completely from the directory'. A blue 'Save' button is located below these options. Below the 'Save' button is a red-bordered box titled 'Delete Account' with a warning icon. It contains the text: 'Click the button below to delete your account on this website. This will destroy everything contained within your account, including other members of your account, contact information, profile information, preferences, etc. This is a permanent action and cannot be undone.' A red 'Delete my account' button is at the bottom of this box.

Lost password

On the login page you'll see a link to click if you have forgotten your password. Just click it, and you'll get an automated email immediately with easy instructions for setting a new password.

Log In

Email

djgray@cogeco.ca

Password Reveal

.....

Remember me

[Log In](#) [Forgot password?](#)



Uploading your photos

Share your best shots with the community!

Once you've signed in, click Photos and go to one of the albums. For general pictures, use the first album, *In and Around Antrim Glen*.

If you have more than 5 or 6 of one subject or are part of a group, let the webmaster know and a new album will be set up for your pictures.

Step 1 - Rename your photo to describe the activity. For example, from **IMG876.jpg** to **Corn Roast 2019.jpg**

Step 2 - Click to **Add your photos**.



Printing the Calendar

Go to Events and right-click anywhere on the calendar. Then follow the directions to print or save as a PDF.

Q&As

CAN I USE THE SAME PASSWORD?

You can use the same password you have now, or pick a new one.

WHAT IF I FORGET MY PASSWORD?

On the log in page, click Forgot Password. Instructions to set a new one will be sent to you right away. **Please note:** the webmaster does not know your password and cannot reset it.

IS THE DIRECTORY STILL DOWNLOADABLE?

Yes, the same PDF directory is available to download or print.

CAN I OPT-OUT OF CERTAIN EMAILS?

Yes. On the top right hand of the home page, under your name, click **Member Settings**. Go to the 4th tab, **Contact**, to make changes.

CAN I HIDE MY PHONE NUMBER AND/OR EMAIL?

Yes. On the top right hand of the home page, under your name, click **Account Settings**. Go to the 3rd tab, **Privacy**, to make changes.

ARE WE GOING TO HAVE PROFILE PICTURES?

Yes; just upload your own photo. On the top right hand of the home page, under your name, click **Member Settings**. Go to the 2nd tab, **Profile** to add your photo.

IS THE FORUM STILL THERE?

Yes; feel free to share events and ideas with your neighbours there. Please note that the AGHA reserves the right to remove what it deems to be offensive or inappropriate comments.

WHERE CAN I FIND INFORMATION ABOUT ACTIVITIES?

Check the Events Calendar, or look for a group to join under COMMITTEES, GROUPS, CLUBS.

WHEN REGISTERING, I GET A MESSAGE "CAN'T USE THE SAME EMAIL ADDRESS TWICE"

You can't use the same email address for another person, even someone in your household. BUT, if you share an address, then pick this option when adding the other person in your household: JOINT MEMBER NO EMAIL. See page 7 for more details.

WHY AM I SEEING TWO DIFFERENT URLS FOR THE WEBSITE? THEGLENNET.COM AND AGHA.COMMUNITYSITE.COM??

Both are valid and both point to the same website, so are identical. Use either one.

CAN I EXPORT CALENDAR DATES TO MY OWN CALENDAR?

Unfortunately, no.

HOW SECURE IS THE NEW SITE?

The new site is very secure; it uses SSL certification, (you'll see HTTPS: in the address bar). This is an extra layer of security that our old site did not have.

To keep your computer as secure as possible:

- never share your passwords
- change your passwords regularly
- keep your programs up to date by installing any updates
- if in doubt, do not open any emails that look suspicious. Delete them.
- don't click to websites where offers seem too good to be true. They probably are.

I AM NOT GETTING EMAILS NOW

Please check in your Junk Mail or Spam folder. If the email is there, right-click it and move it to the inbox, so your computer knows this is a valid sender.

RECAP

Making changes to your account - Member Settings

To make changes and adjustments

Go to the homepage

Under your name you'll see 4 options:

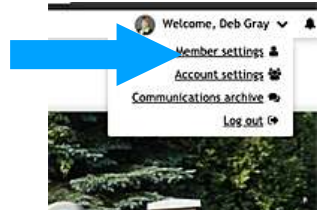
- Member Settings
- Account Settings
- Communications archive
- Log out



Member Settings - General

Where you can change your basic information:

- First name
- Last Name
- email address
- Phone
- Gender



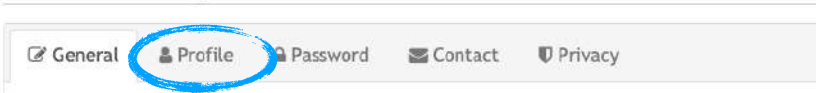
Member Settings

General Profile Password Contact Privacy

First Name

Last Name

Email Address



Member Settings - Profile

Where you can add or change your photo

Add details about yourself, like employer and “about me”

Add your social media info



Member Settings - Password

Where you can add or change your password.

Keep it in a safe place and remember, the webmaster does not know your password and cannot change your password.



Member Settings - Contact

Where you can change how often you receive email blasts from the webmaster about activities and events.

Please note: we are NOT doing text messages yet and will let you know if we enable this function.

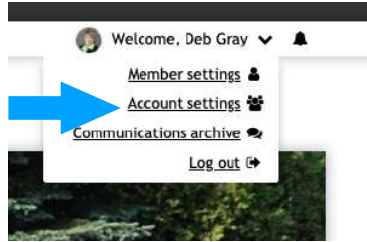


Member Settings - Privacy

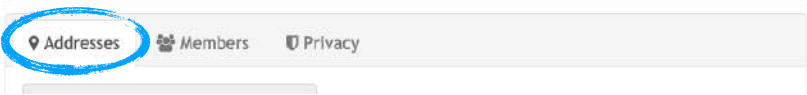
Where you can change where your email and phone information shows up.

Making changes to your account - Account Settings

This is where you can change your address(es) other members in your household and privacy settings.

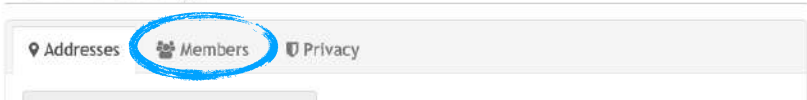


Account Settings



Account Settings - Addresses

Where you can make corrections to your address, or add a second address outside the community.



Account Settings - Members

Where you can add or delete a member in your household.



Account Settings - Privacy

Where you can change where your email address and phone number appear.

NOTES

My password:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date:

My password:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date:

My password:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date: