

How to sign in and enter your address & cell phone information into the Spencer Butte Neighborhood Association website

1. Use your browser (FireFox, Internet Explorer, Chrome, Safari) to navigate to <http://www.sbna.net>



2. Click on the **Sign In** button in the top-left



3. Enter your e-mail address and password:

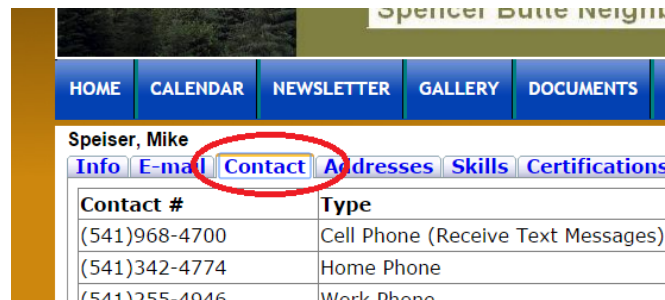
A screenshot of the Sign In form on the website. The form is circled in red. It includes fields for E-mail and Password, a "Sign In" button, a "Forgot Your Password?" link, and a "Submit" button. The "Forgot Your Password?" section includes a field for the user's E-mail address.

4. If you don't know your password, enter your e-mail address in the **Forgot Your Password?** area and press **Submit**. You may be asked for your secret question/answer. If you don't know it, send an e-mail to mikespeiser47@gmail.com and Mike will get back to you ASAP.

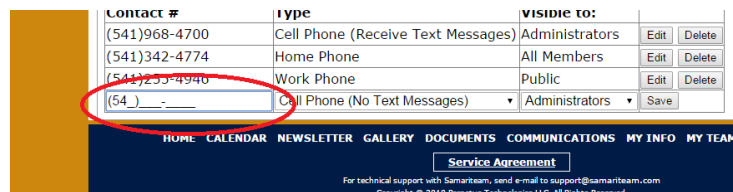
5. Once you've signed in, select MY INFO from the header:



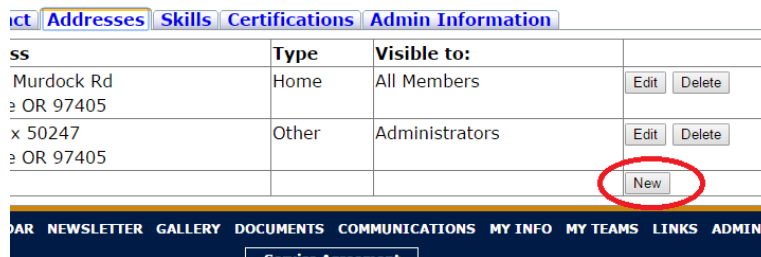
6. Click on the Contact tab to enter one or more phone numbers into your record:



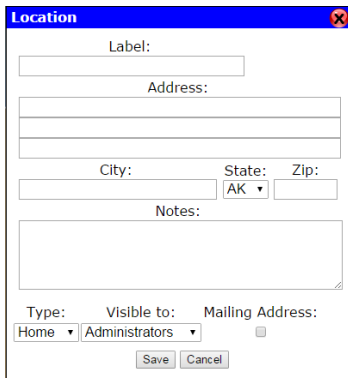
7. Click in the first open row of the table and then click **Save**. Make sure to set the **Type** drop-down correctly for **Cell Phone (Receive Text Messages)** if you want to receive these!



8. Click on **Addresses** tab, then click on the **New** button to add an address to the system for your home.



9. Enter your home address. Put "Home" in the **Label** field. Click **Save**.



The image shows a software dialog box titled "Location" with a blue header and a close button in the top right corner. The dialog contains the following fields and controls:

- Label:** A single-line text input field.
- Address:** A multi-line text input area consisting of three stacked lines.
- City:** A single-line text input field.
- State:** A dropdown menu currently displaying "AK".
- Zip:** A single-line text input field.
- Notes:** A large multi-line text input area.
- Type:** A dropdown menu currently displaying "Home".
- Visible to:** A dropdown menu currently displaying "Administrators".
- Mailing Address:** A checkbox that is currently unchecked.
- At the bottom, there are two buttons: "Save" and "Cancel".

10. That's it! Please let me know if you have any problems or questions!