

## Nextdoor Demo for Block Captains Meeting - 4/23/13

### Login to nextdoor.com and create your account

Whether or not your address lies in a Nextdoor neighborhood, your first step is to sign up. When you enter your name, email address, and street address, one of three things can happen:

- (1) Your address lies in a Nextdoor neighborhood that already exists, in which case you can simply sign up and choose a verification option.
- (2) Nextdoor finds your address, but the address is not in an existing Nextdoor neighborhood. In this case, you will go through the process of creating your neighborhood, which includes choosing a neighborhood name and boundary.
- (3) Nextdoor can not find your address. In this situation, you should contact Nextdoor so they can manually add your address to their system.

### Starting a nextdoor Neighborhood (Public)

- Open to anyone in the neighborhood
- Allow any neighbor to join the group immediately, without waiting for approval

Nextdoor neighborhoods are established by the first member of the website, the Founding Member. The Founding Member has the ability to define the neighborhood boundary, choose the neighborhood name and add a description of the group. Be sure and check out the guidelines around neighborhood names.

Example: Use the official name of your community such as **Shadowbrook Nextdoor**. If there isn't an official name for your area, we suggest looking to local thoroughfares, a nearby park, or landmark for inspiration.

### Creating a small neighborhood (Private)

- Are limited to just the people a moderator adds or approves
- Have messages which are only viewable by the members of the group

Go to Create or join a Group - add new, create name, description and select public or private

NOTE: I automatically added NWG members names to Superior NWG

### Invite neighbors

You can invite your neighbors directly through your Nextdoor website with email or postcard invitations. You can also choose to invite through your Facebook account.

Click on Invite

- Email
- Postcards- can be done by Nextdoor on your behalf (50 per month)
- Flyers

If a neighborhood has already been set up, you can join it by asking a neighbor to invite you, or by visiting Nextdoor.com and signing up.

## **Profile and Settings- click on your name**

- Select Your Profile
  - Your choice to determine how much personal information you would like to share
- Select Settings
  - Make selections for receiving email notifications
  - Mobile notification for Urgent Alert- use wisely

## **Sending a message from the home page (message or urgent alert)**

To post an urgent alert: (goes to everyone in the neighborhood)

1. Click inside the "Write a message to your neighbors" box at the top of your neighborhood home page.
2. Click the **URGENT ALERT** link at the top of the post box. (The "Send an urgent alert" box will pop up.)
3. Write your urgent message to your neighbors.
4. Press the **REVIEW MESSAGE** button.
5. Review your message. If it is correct, press the **SEND** button.
6. If your message is not correct, press the **CANCEL** button.

To post a message:

1. Choose neighbors
2. Add Subject
3. Click inside "Write message" box and add your message
4. Choose Category
5. Add picture if needed
6. Post

## **Home Page**

- Home- Reply verses send message
- Inbox-Conversations between you and other members
- Neighbors-View all neighbors in your neighborhood
- Map
- Events

## **Local**

- Shadowbrook
- Nearby Neighborhoods- Release 2.0 coming soon
- City of Livermore -City officials such as Rich and Nicole have the option to post to our nextdoor neighborhoods.

Note: Although they can post to our neighborhoods, they cannot read our neighborhood posts

## **Categories**

### **Groups**

## **Benefits of using Nextdoor.com**

- Urgent Alerts via text
- Do not need to maintain email addresses
- City officials can post to our neighborhoods