

NOTTINGHAM WEBSITE REGISTRATION FAQ'S

Q: Who should register on the Nottingham website?

A: Everyone.

Q: When should I/we register on the Nottingham website?

A: As soon as possible.

Q: Why should I register on the Nottingham website?

A1: Soon, all building notices, agendas, etc. and Master community shout-outs will be sent to "registered users"; if you're not registered, you will not receive notifications from either the Nottingham or the Master Association.

A2: All financials, budgets, forms, insurance policies, contracts, minutes, BOD information, inspection reports, wind mitigation, reserve study, etc. from both the Nottingham and the Master's will be accessible from our website. Before reaching out to a Board member, you can now find what you need on our website.

Q: Do I also need to register on the Master website?

A: No. Everything uploaded to the Master website (including calendar events) is visible on the Nottingham website. The top folder contains Nottingham documents, and the bottom folder contains Master documents:



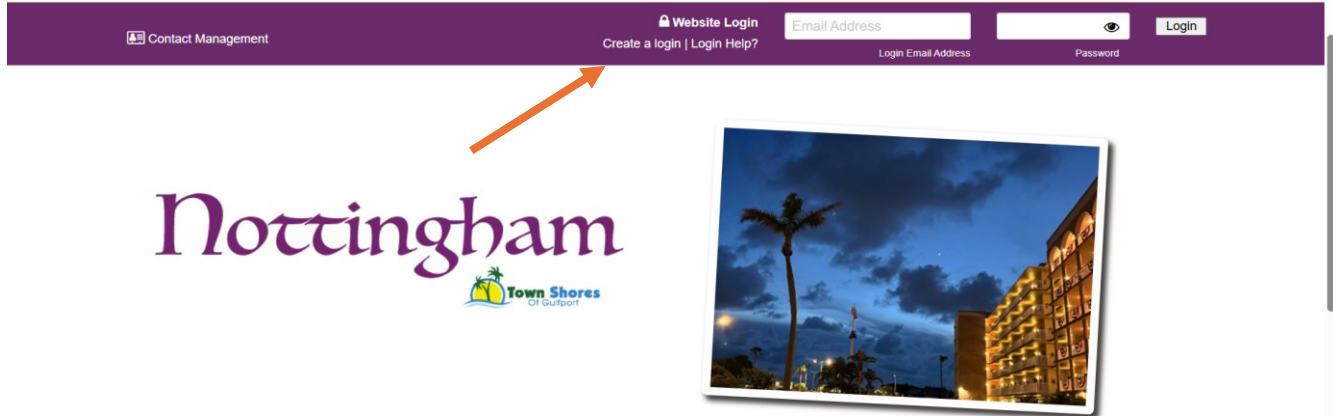
Q: My significant other has a different email address than mine; can we both register?

A: Yes, you should both register separately (both as 'owner') under the same unit number but with a different email address for each account.

Q: My son, daughter, caregiver, etc. also gets my emails; can he/she register?

A: Yes, you should both register separately (both as 'owner') under the same unit number but with a different email address for each account.

Go to <https://nottingham216.org/index.php> and click “*Create a Login*”



Enter your first name and last name, click the circle next to your status – ‘owner’ or ‘resident or renter’; enter your unit number and preferred phone number:

A screenshot of the 'Create your login...' form. The form is divided into two main sections. The left section contains instructions: 'Use this form to request access to the website. You will have access to the website once it is approved by a website administrator. If you have previously created a log-in on this site and do not remember your password, login email address, or you are having difficulty get login help.' Below this is a security notice: 'We are committed to security. Your session is encrypted for added protection.' The right section is titled 'Create your login...' and contains input fields for 'First Name' (John), 'Last Name' (Doe), and 'Unit' (123). It also has a radio button selection for 'I am an' with options: 'Owner (including Board Members)', 'Resident or Renter (not on Title)', 'Realtor (including Rental Unit Managers)', and 'Association Manager or Staff Member'.

Note: If you are a significant other, daughter, son, caregiver, etc., do not click ‘resident or renter’ because it will limit your access to documents on our site; instead click ‘owner’.

1. Enter your email address and then re-enter it.
2. Click ‘all emails’ to ensure you receive building notifications, agendas, etc. as well as Master Association community shout-outs.
3. Choose whether you wish to have your email address and/or phone number included in our directories.
4. Enter your password.
5. Click ‘submit login request’:

Email Address

Re-enter Email Address

Would you like to receive emails from the association?
 Emails may include: meeting notices, documents, social events, rule reminders, water shutoff notifications, or other content the association feels appropriate or necessary.*

All Emails Urgent Only No

*Preference applies only to messages sent via CondoSites software. The association or management may email you via alternate means not controlled through this site. Other emails related to your profile, such as package delivery notifications, pet and vehicle registrations, service requests, and password reset emails will continue to be sent.

Make my **email address** available in the Resident Directory.
 Make my **phone number** available in the Resident Directory.

If you change your mind, you can modify your selections by editing your profile after you login.

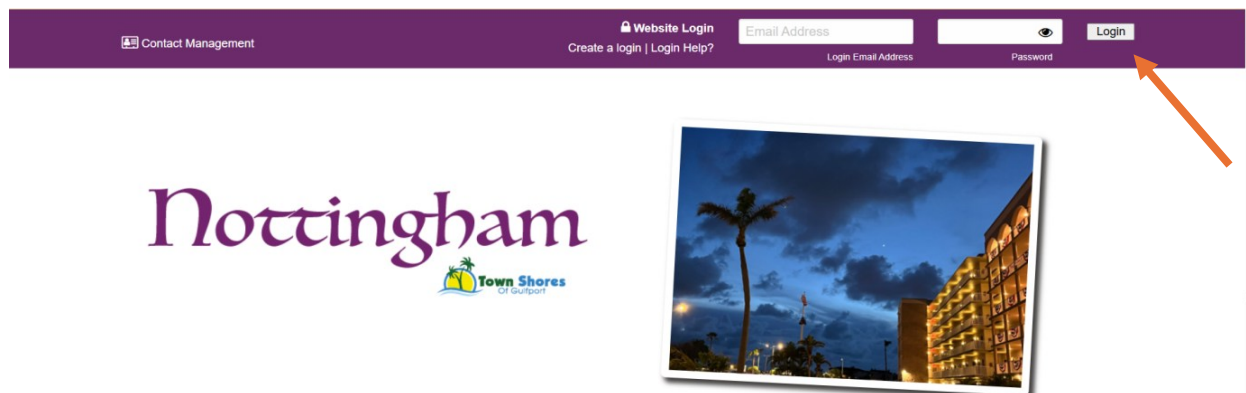
Choose a Unique Password*

*Minimum 8 characters required.

By submitting login request, you agree to our [Terms of use](#) and [Privacy Policy](#).

Note: Click either 'all emails' or 'no'; 'urgent only' is not applicable to either the Master Association or the Nottingham.

You will receive a confirmation email once your submission has been approved. After you receive your confirmation, you may log in at any time – type in your email and password; then click 'login':



Note: There are three access permission levels – owner, resident or renter, and real estate agent:

1. Owners have access to all folders and their contents (except the “Board Documents” folder, which contains interview forms, the master resident register, and our list of residents who need assistance in an emergency).
2. Renters do not have access to financials, bid/contract summaries, condo-specific rules, and insurance documents, etc.
3. Real estate agents have access to only those folders/documents which are needed for potential buyers; e.g. our pet policy and affiliated requirements for service/support animals, our adopted budget, new buyer forms, and our Blue Book/house rules/amendments, etc.

4. If you choose to leave the web page open on your desktop (laptop, phone, etc.), be sure to “refresh” your screen upon entry to ensure you have the latest updates.

If you need additional help, please contact Ron Gregory at nott.secr@gmail.com.