

National Association of Home Builders

HBA Connect Tutorial

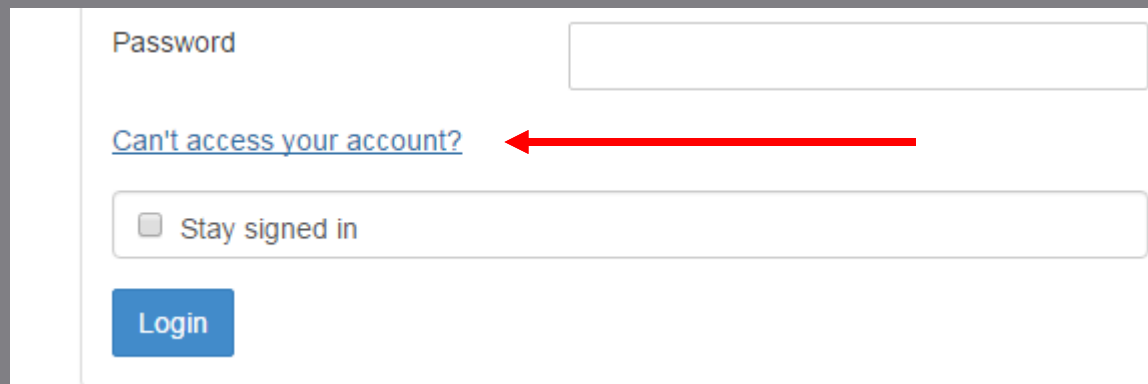


Introducing HBA Connect

HBA Connect is a professional networking and information tool designed to connect EOs and HBA staff across the federation, and provide instant access to association management best practices, news and industry tools. The platform allows its members to quickly and easily connect with other EOs and HBA staff, and provides a space to participate in discussions and share resources. In short, HBA Connect provides EOs and HBA staff with an unprecedented opportunity to form new connections and be better informed, and ultimately to be of greater service to their members.

Let's Get Started – Create a Login

1. Go to <http://hbaconnect.nahb.org> (no www)
2. Click on the **Sign In** button in the upper right hand corner.
3. Click “**Can't access your account?**” and enter your email address. An email will be sent to you to reset your password, effectively creating a password for you.



Password

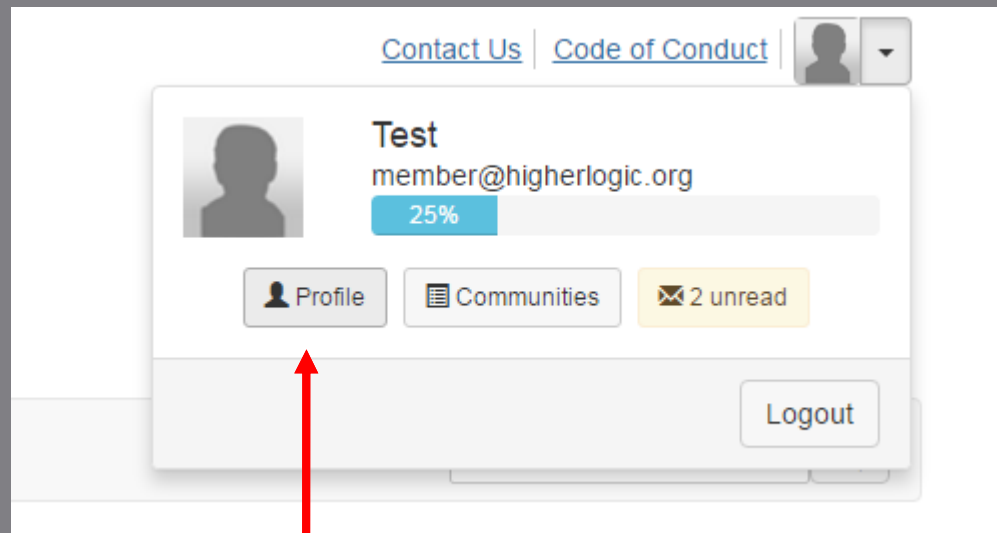
[Can't access your account?](#) ←

Stay signed in

Login

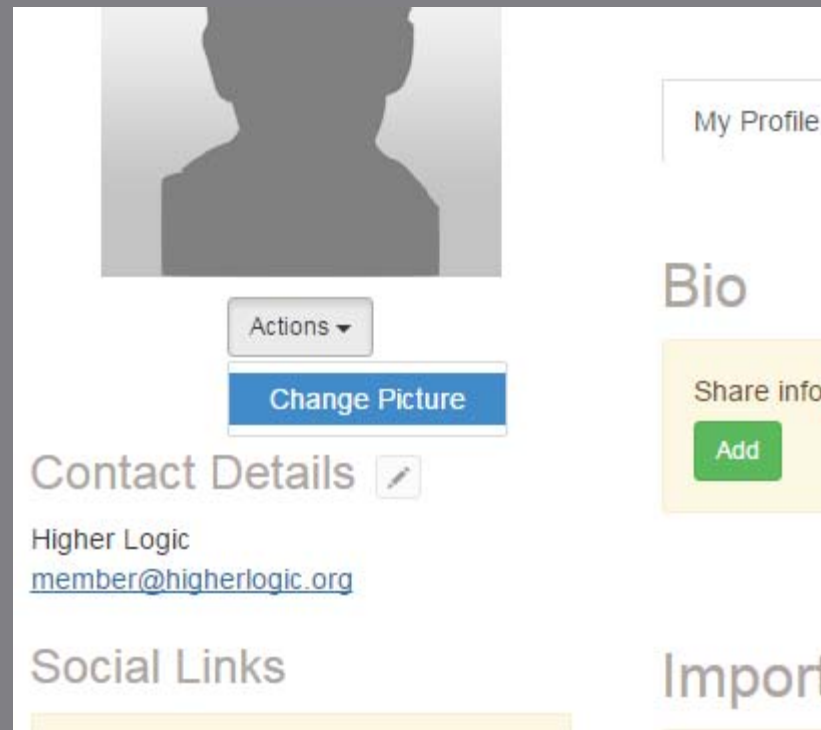
Let's Get Started – Complete Your Profile

Once you login to HBA Connect, locate the drop down menu at the top right corner of your screen. Click the down arrow and select the **Profile** button.



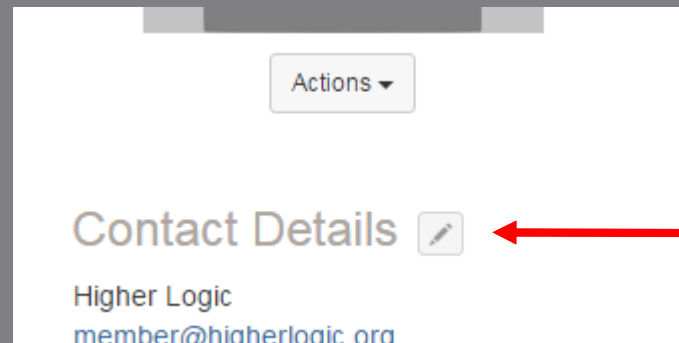
Let's Get Started – Complete Your Profile

Begin by adding your picture with the **Actions** drop down menu.



Let's Get Started – Complete Your Profile

1. Tell other community members something about yourself in the **Bio** section by clicking on the **Add** button in the section .
2. Review the pre-loaded contact information that appears to the right of your photo. If a correction is necessary, click on the **pencil icon** to the right of “Contact Details” and proceed with editing. **Remember: the email address you enter will be your new login.**



3. If you have a LinkedIn® account, you can use the **Import from LinkedIn® >> Import Your Info** button to complete your profile

Let's Get Started – Complete Your Profile

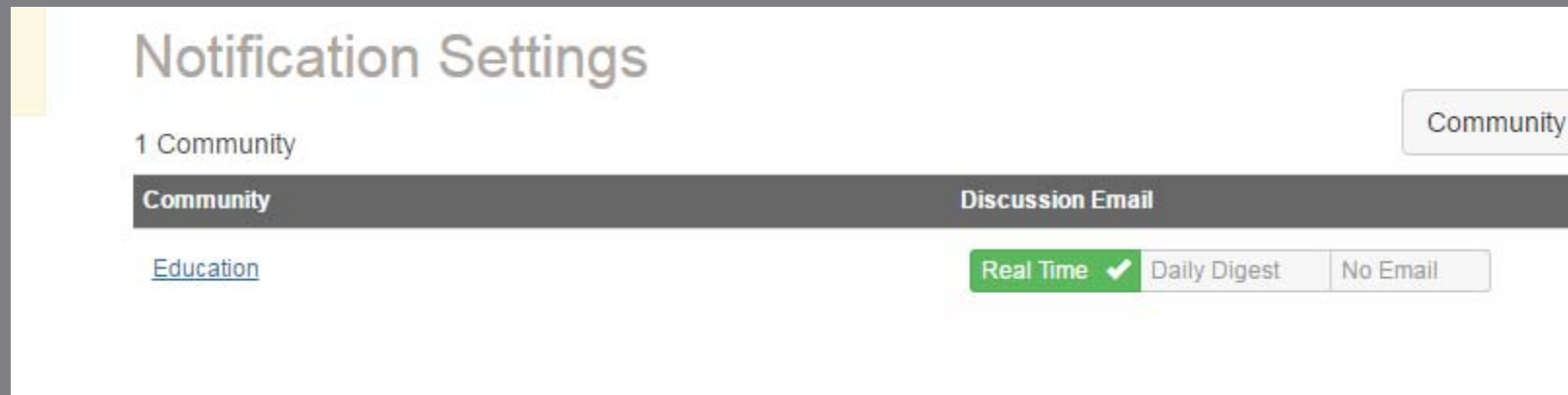
1. Link to your profile(s) on Facebook®, Twitter®, WordPress®, Blogger®, etc., simply by clicking on the appropriate link(s) under **Social Links** and following the prompts.



2. Complete the Education and Job History sections by using the Add/Edit buttons.

Customize Your Notification Settings

The default setting for all accounts is Daily Digest. If you would prefer to receive notifications in real time (when they are posted), in the Profile section go to **My Account >> Community Notifications**, find your subscribed Community(s) and select **Real Time** under Notification Settings.



The screenshot shows the 'Notification Settings' page for a community. The title 'Notification Settings' is at the top left. On the right, there is a 'Community' button. Below the title, it says '1 Community'. A table lists the community 'Community' with a 'Discussion Email' column. Under 'Community', there is a link for 'Education'. In the 'Discussion Email' column, there are three options: 'Real Time' (selected with a green checkmark), 'Daily Digest', and 'No Email'.

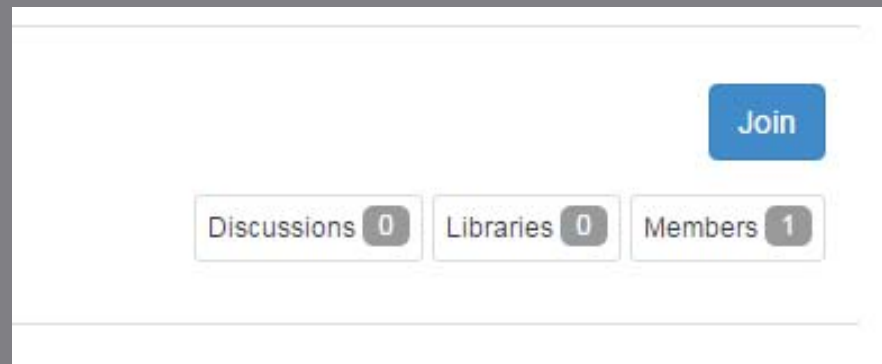
Community	Discussion Email
Education	<input checked="" type="radio"/> Real Time <input type="radio"/> Daily Digest <input type="radio"/> No Email

Update Privacy Settings

If you prefer to adjust your privacy settings, there is a way to do that. In your profile, go to **My Account >> Privacy Settings** and adjust as needed.

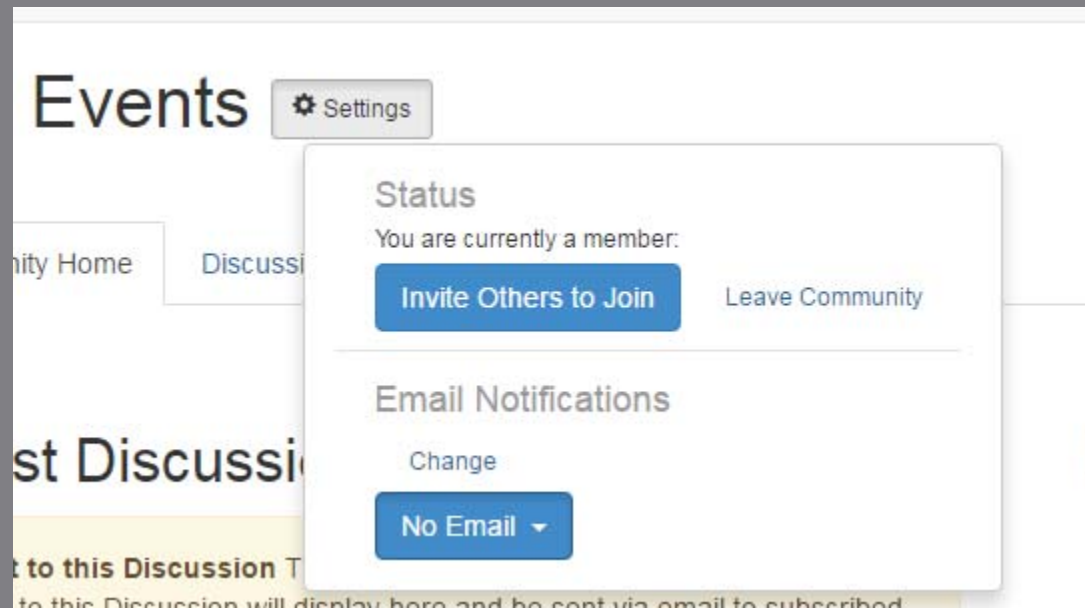
Joining Community

To join a community, find the Communities drop down menu in the menu bar and click **All Communities**. Find the community and click the blue Join button to the right of the name.



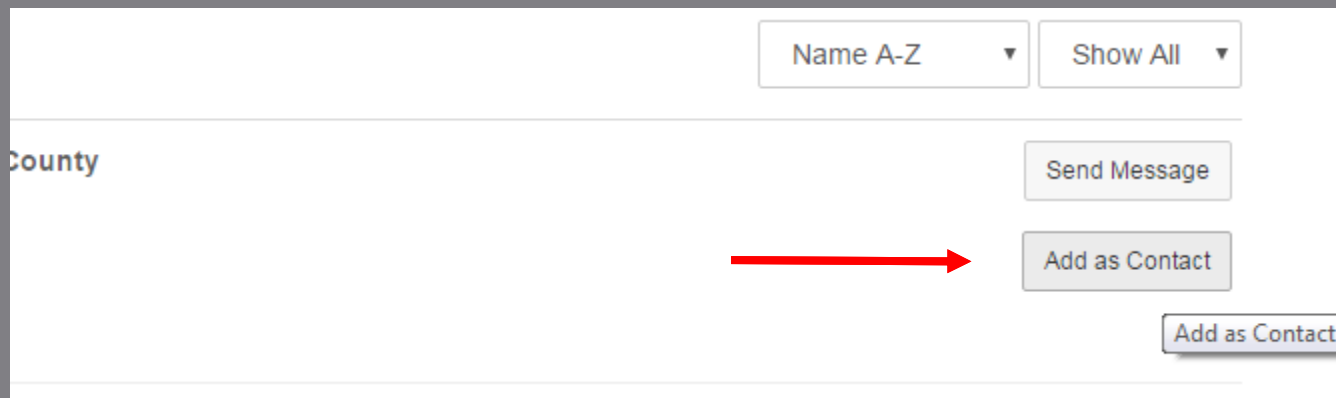
Leaving a Community

To leave a community, go to Communities >> My Communities and click on the header of the Community. When on the Community page, click on the Settings drop down menu, and then **Leave Community**.



Find Other Members

To find any member, go to any page and select **Directory** from the menu bar, then enter in your search. You view their profile by click on their name, send them a message or, if you would like to add that person as a contact, click “**Add as Contact**” to the right of their list.



Posting to Messages – Through Email

Members of HBA Connect can post to messages through email. Because HBA Connect has multiple topic-driven communities, each has a unique email to post messages to. They are:

Education – nahb-HBAedu@connectedcommunity.org

EO-Only – nahb-EO@connectedcommunity.org

Government Affairs – nahb-HBAGA@connectedcommunity.org

HBA Events – nahb-HBAevents@connectedcommunity.org

Membership – nahb-HBAmember@connectedcommunity.org

Technology – nahb-HBAtech@connectedcommunity.org

Members can send emails to these account to post to the community, just as with a listserv.

Posting to Messages – Through HBA Connect

To post messages through HBA Connect, login to HBA Connect, find the **Communities** drop down menu and select **My Communities**. Select your Community and click the green **Add** button.



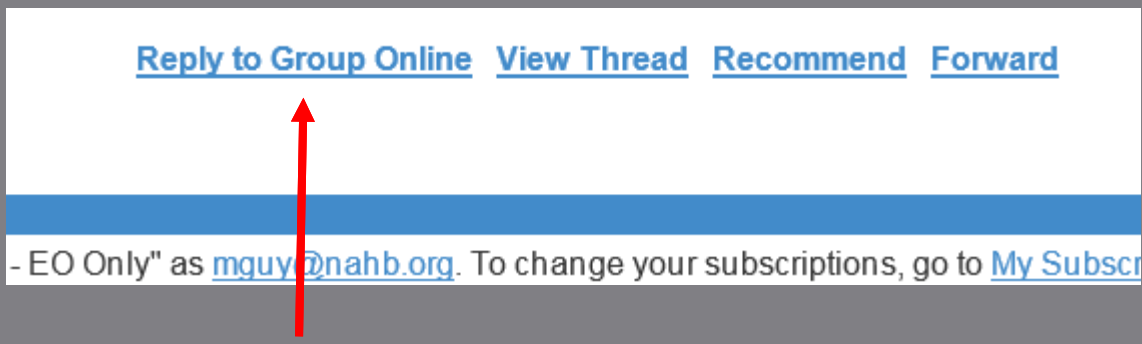
Latest Discussion Posts **Add** ←

 **Finding Qualified Instructors**
By: [Mike Means](#), 15 hours ago

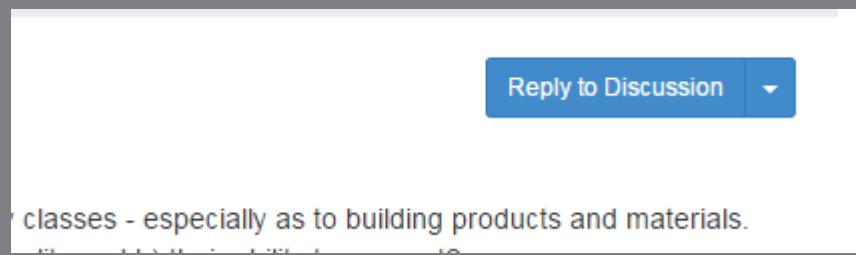
Hello again colleagues! I should have asked this in my other post. But when thinking of delivering quality classes - especially as to building products and materials. What has been your source for instructors and how do you determine a) their quality...

Replying to Messages – Through HBA Connect

You can reply to messages through HBA Connect by clicking **Reply to Group Online** in the email you receive.



You can also reply to messages by logging in to HBA Connect, finding your Community under **Communities >> My Communities**, locating the discussion you would like to reply to, and clicking **Reply to Discussion**.

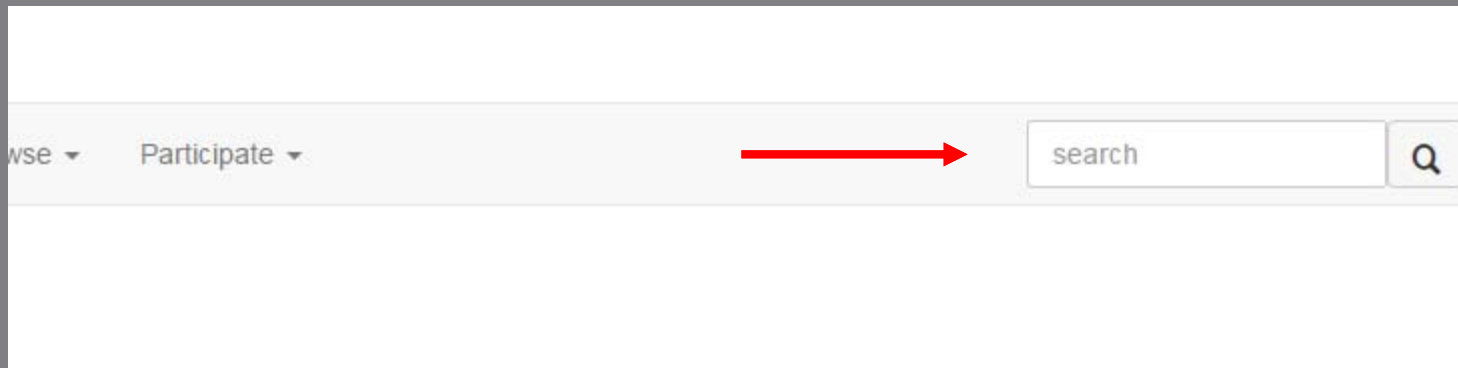


Replying to Messages – Through Email

Members of HBA Connect can reply to messages **provided they are receiving messages in real time**. To do so, simply hit **Reply** in your email.

Searching for Topics, Threads or People

Searches of HBA Connect can be done on any page in the search box, located to the right of the Menu.



Questions and Troubleshooting

If you have any issues or questions regarding HBA Connect, contact the EOC at eoc@nahb.org.