



Welcome to Off the Cuff

Below are a few tips to help you use our blog. The content, spelling, and grammar of your comments will not be edited and, thus, will be your sole responsibility. All blog participants should be aware that the information the blog contains is neither endorsed by the HOA Board of Directors, nor reflects their views. This page is the newest addition to our website. We hope you find it both useful and enjoyable.

Thank you,

[Web Committee and HOA Communications](#)

Suggested Blog Topics

You will be able to post a wide range of comments such as:

- Recommend service personnel, professionals, restaurants
- Find a home for a pet
- Organize group activities
- Mention local events of interest (including church activities, fund-raisers, fairs, concerts)
- Advertise items for sale
- Inform readers that the home or lot you personally own in The Springs is for sale
- Share your favorite recipes

There are a few restrictions:

- Do not post inappropriate language, content, or political views.
- **Most importantly, please do not** use this page as a forum for personal comments about The Springs' covenants, rules, regulations, or board and committee actions. The website has [links to all of our community's committees](#) and the HOA Board. If you have a grievance, please contact the appropriate group directly.

Signing In Login-Attempt Limit Lost Password

Sign onto your account:

- Enter your username and password.
- Click **Log In**.

Login-attempt limit:

There is a login-attempt limit when you sign in. This is an anti-spam measure, set up by Blizzard Digital for websites they host, to counter brute-force attacks. In a brute-force attack, automated software tries usernames and passwords, over and over again, until it gains access to a site. Limiting how often a user can attempt (and fail) to log in helps prevent this method of hacking from "guessing" passwords.

Our limit has been set at 6. If you are locked out of your account because you did not enter your correct username and/or password 6 times, you will be unable to log in for 20 minutes. After 20 minutes, you will get another 6 attempts before being locked out again. If you get locked out 4 times within a 12-hour period (a total of 24 failed login attempts), you will be locked out for 24 hours, then it resets.

Lost password:

If you cannot remember your password, you can still recover your *Off the Cuff* account. There is a built-in "forgot password" function on the login screen.

- Click *Off the Cuff* from our website's [Home page](#) left menu. A login screen will display asking for your username and password.
- Click **Lost your password?** directly below the tan login box.
- Fill in either your username or email address on the next screen.
- Click **Get New Password**. A link to create a new password will be sent to the email address you have on file. Click on that link.
- The password that will be sent to you is a long, complicated one, but it allows you to sign onto the blog. Copy the long password then click **Get New Password**. You will automatically be directed to the blog login page.
- Sign in using your username and the new password you copied.
- Once logged in, click your name in the top right corner of the screen (Howdy, your name).
- From the drop-down list select **Edit My Profile**.
- Scroll down the page to the New Password field in the Account Management section.
- **Save your changes by selecting the Update Profile button at the bottom of the page.**

Posting Tips

Post a comment: Your first and last name, email address, and the date you published the comment will automatically be added to your post. You may add any additional contact information you wish.

- Click on **Off the Cuff** located on our website's [Home page](#) menu on the left side of the page.
- Sign in with your username and password.
- Click **New Post** at the top of the page.
- You will see a box at the top of the page with a blinking cursor. Fill in the subject.
- Add your comments and media you wish to insert.
- Click **Publish** (the blue, rectangular box on the right side of the page).
- Log out.

Review your post before it is published: There is a **Preview** button in the "Publish" box on the upper right side of the page that will allow you to view your comments before you decide to publish. This gives you the opportunity to see exactly how your post will appear on the *Off the Cuff* page.

Schedule your post for a future date: If you would like to have your post appear at a future date, not the date you typed it, you can edit the date on the top right of the page in the Publish section.

Reply to a post: If you would like to reply to a post to continue the thread of the conversation, click **Comments** at the bottom right of the post. A dialog box will open in which you can add your comments.

Check the number of comments to a post: When you read a post, you can see if there have been any replies to it by looking in the bottom right where it says **Comments**. The number you see is the number of replies the original post has had.

Replies to your post: When someone replies to your post, not only is it posted on the *Off the Cuff* page, but it is also emailed to you directly. On the bottom of the email there will be a link to *Off the Cuff* and the new comment. You must be logged on to the blog page before the link will work.

Comment on a post from previous months: When you comment on a topic that was posted a previous month, your comment is emailed to the person who posted it and can be seen on the website below the original text. In order for someone who logs in today to see your comment, he would have to go back to the archived month and click on the original comment. If you want to share your information with all of our bloggers as well as the one who first started the conversation, please reply to the original post (so the writer will be sent the information) and also post a new comment on the page (so everyone who reads the blog that month will see it).

Making Changes to Your Account

Once registered, your username cannot be changed. You can change your password and/or your email address at any time.

- Log on.
- Click right below your name (Howdy, your name).
- Click **Edit My Profile**.
- Scroll down the page:
 - To the Email field in the Contact Info section
 - To the New Password field in the Account Management section
- Make the changes you would like.
- Click **Update Profile** to save the changes.

Updated April 27, 2019