

Introduction to OBAR's GrowthZone Platform

IT IS NOW EASIER THAN EVER TO REGISTER FOR AN EVENT OR PAY AN OPEN INVOICE ONLINE!

CREATE AN ACCOUNT:

You must create an account **the first time you log in** to our new website. Visit www.outerbanksrealtors.com and click on **"My Account"**. Click **"Create One"** next to the **BLUE "Sign In"** button. You must enter the email that OBAR has on file for you, and you **MUST** use the name that is on your real estate license (no nicknames) or the system will duplicate your account and think you are a non-member, thus charging non-member rates for events.



PAYING BILLS

Once you have created your account you will now have access to OBAR's Info Hub. Click on **"My Info"** on the menu sidebar to the left. Confirm your information is correct. Then click on the **"Billing"** tab at the top of the screen. Under the **"Open Invoices"** section, select which invoice you want to pay and go to the **BLUE "Actions"**. Click and choose to enter your card information. You will notice you may download an invoice at this point as well. Save your billing information by clicking on the **BLUE "+"** in the upper right-hand side of your screen to add your **"Payment Profile"**. This allows you to begin to autopay recurring bills (local, state, & national dues). It will **not** automatically pay for store items or event registrations. Assign the payment profile to the recurring bills, and your account will be automatically charged. Please note: Your account will be charged on the 1st of the month for all recurring bills. We will **no longer continue auto-drafts**, and we encourage everyone to enter in a payment profile. Remember: We only accept VISA or MASTERCARD!

MANAGING YOUR ACCOUNT

You have the ability to do the following once you have created an Info Hub account:

- Add a profile picture
- Register for Events
- Update your mailing/billing preferences
- Store credit card information to begin autopaying recurring bills
- Pay/download invoices
- Get up-to-date announcements on the homepage



REGISTERING FOR EVENTS

There are **TWO** ways to register for an event at OBAR.

1. Info Hub.

- a. Visit www.outerbanksrealtors.com and log into your Info Hub account by clicking on the **"My Account"** button, entering your **"Username"** and **"Password"** and click **"Sign In"**. Click on the **"Events"** on menu sidebar to the left.
- b. On the Info Hub calendar page, select the event you wish to attend. Click on the "+" symbol next to the correct member type to "add" your registration. **IMPORTANT:** Use the **"Enter contact name and click search"** feature, **NOT** the individual first name, last name fields. Click **"Search"** and choose your name (your information will automatically populate the fields below). Do **NOT** change Company or Title. If the event has a registration fee, there will be an additional Step 4 that will ask for your billing information. If you have saved a payment profile, this should auto-populate. Remember: We only accept VISA or MASTERCARD! Click **"Submit"**.

2. OBAR's Website Calendar

- a. Visit www.outerbanksrealtors.com and click on the **"Events/Classes"** button. Select the event you wish to attend and click on the **"Register"** option on the right-hand side (Please note: If the event is not open for registration, that area will be blank). You even have the ability to sort events by categories. **IMPORTANT:** You must fill out the **ENTIRE** email address OBAR has on file for you (failing to use the full email address may result in the system thinking you are a non-member and will be charged non-member rates. Click the **BLUE "Find Me"** button. If you have already created an Info Hub account, your information should auto-populate under the email. If it does not auto-populate, please create an account and enter the exact name on your real estate license and the full email we have on file so the system recognizes you as a member. Click on the "+" symbol to add your registration. Attendee information should either auto-populate or you may use the dropdown menu to select your name. Do **NOT** change company or title. If the event has a registration fee, there will be an additional Step 4 that will ask for your billing information. If you have saved a payment profile it should auto-populate. Remember: We only accept VISA or MASTERCARD! Click **"Submit"**.



Welcome to GrowthZone, an intuitive association management software that makes staying abreast of all matters pertaining to real estate and OBAR as easy as the click of a button, while allowing you control of your own preferences and information!



QUESTIONS?:

Contact Membership Services Director Karen Pierce at (252) 489-1478 or karenp@outerbanksrealtors.com. You may also contact Education & Events Coordinator Kyle Tribett at (252) 489-1518 or kyle@outerbanksrealtors.com.