Building organizer toolkit

A resident-friendly launch kit for an apartment building or condo community, with invitations, a welcome post, and space to capture the details that matter locally.

01 / Before you invite people

1. Look for an existing group at nayborlee.com/explore before starting another.

2. Choose a recognizable name, broad location, and a clear description of who belongs.

3. Decide on a free public introduction or a fully private group with Organizer coverage. Member conversations and lists stay inside the group in either case.

4. Propose the group at nayborlee.com/start. Public groups are reviewed before they open; private groups open after confirmed payment. Complete the setup shown in your account before inviting members.

5. Agree who will welcome people and help organize. Choose joining rules that fit your group.

6. Post the welcome below and make one small plan. Share invitations using your group's chosen joining method.

Your first month

Week 1: Say hello - Invite a few neighbors once the group is open. Ask one easy question and welcome each new arrival.

Week 2: Be useful - Share one local resource and one offer of help. Ask what neighbors would find useful.

Week 3: Make a plan - Try a short walk, coffee, or book swap. Confirm permission, access, timing, and a backup plan.

Week 4: Keep what works - Ask what people enjoyed. Repeat one good idea and invite another neighbor to help organize.

02 / Words you can make your own

Replace every bracketed prompt before sharing. Use a public introduction link on a public flyer; share one-use invitation links only with their intended recipients.

An invitation

Hello neighbors! We're starting [group name] on Nayborlee for residents of [building or complex, city]. It's a place for small favors, introductions, and plans together. This is a [resident-led / authorized official] group. Once the group opens, visit [group introduction or invitation link] and follow the joining instructions. Our first idea is [activity, subject to shared-space approval]. Participation is free for neighbors. [organizer first name]

Your first welcome post

Hello, neighbors. This is [group name], a group for those of us who live in [building or complex]. Say hello with your first name and something you would enjoy doing with others. Share a useful offer, ask a question, suggest a small gathering, or pass along a good find nearby. Please use [official channel] for repairs and formal building matters. Keep unit numbers, entry codes, parking spots, and other residents' personal details out of posts.

A simple first-plan template

Who would like to join [activity]? When: [day and time]. Where: [confirmed meeting place]. Access: [step-free route / seating / other useful notes]. Cost or what to bring: [details]. Reply by [date] if interested. Backup plan: [rain or space alternative].

A few group agreements

- Keep conversation useful, kind, and connected to the group's purpose.

- Ask before sharing another person's photo or personal details. Keep home, unit, and access information out of public materials.

- Use official channels for urgent issues, formal notices, and emergencies.

- Check details with the original source. Record when each local link was last checked.

03 / Make it local

Keep this worksheet for your organizing team. Share only the details appropriate for your public introduction or member group. Add official links instead of unverified advice.

Building / complex / city / ZIP

_____

Which buildings or residents are included

_____

Resident-led or authorized representative

_____

Official management / maintenance channel

_____

Shared-space booking and guest rules

_____

Quiet hours and accessibility notes

_____

Nearby library / park / public meeting place

_____

First gathering and backup location

_____

Local links last checked: _____ By: _____

Useful starting points

Find a group: nayborlee.com/explore Start a group: nayborlee.com/start County activities and area guides: nayborlee.com/happenings Current pricing and trial terms: nayborlee.com/pricing

Neighbors participate free. A public-introduction group is free. Fully private groups use an Organizer plan. Review current pricing and any applicable trial renewal terms before choosing a paid plan.