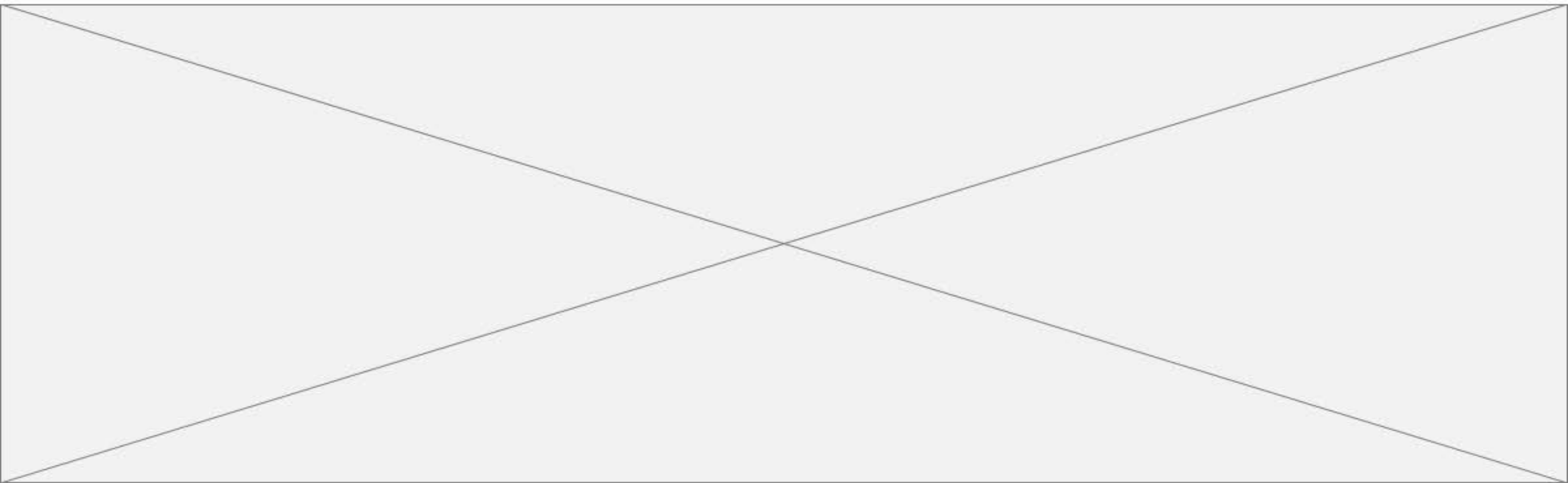


[HOME](#)[THE MCS ADVANTAGE](#)[OUR PRICING](#)[FAQS](#)[UPCOMING EVENTS](#)[JOIN NOW](#)[LEARN MORE](#)[JOIN NOW](#)

1

2

3

Sign Up

Welcome to MyCommunitySite. We'll get you signed up in three easy steps. Afterwards, you'll be taken to your new site's dashboard (your very own control center!) to customize and publish your website.

First name

Last name

Email address

Your desired website address

.mycommunitysite.com

Your website address will be the address people type into their browser to visit your site. It may only contain letters, numbers, dashes, and underscores.

Create a password

Re-enter your password

Your password must contain at least 9 characters.

☐ I represent that I am an authorized member of the association board and/or I am specifically authorized by the board to create a website for our community association.

☐ I have read and agree to the terms set forth in the [Disclaimer](#) and [Terms of Service](#)

REGISTER YOUR ACCOUNT

1

2

3

Sign Up

Welcome to MyCommunitySite. We'll get you signed up in three easy steps. Afterwards, you'll be taken to your new site's dashboard (your very own control center!) to customize and publish your website.

First name

Last name

Email address

Please enter a valid email address.

Your desired website address

sample-website .mycommunitysite.com

Please remove any characters that are not letters, numbers or dashes from your desired website address.

Your website address will be the address people type into their browser to visit your site.

It may only contain letters, numbers, dashes, and underscores.

Create a password

Re-enter your password

Please make sure your password contains at least 8 characters.

Passwords do not match.

Your password must contain at least 9 characters.

- ☐ I represent that I am an authorized member of the association board and/or I am specifically authorized by the board to create a website for our community association.

You must confirm that you are authorized to create this website.

- ☐ I have read and agree to the terms set forth in the [Disclaimer](#) and [Terms of Service](#)

You must accept the terms to continue.

REGISTER YOUR ACCOUNT

1

2

3

Add your association's details

Your association name and location will be featured on the home page of your website.

Association Name

☐ Click here if your association's address is the same as your address

Association Street Address *Your main office's contact address*

Street Address 2

City

State

Zip Code

Go Back

Save and Continue

1

2

3

Pick your plan and publish!

Pick the MyCommunitySite plan that best fits your needs. After purchasing, you'll be taken to your website's dashboard where you can create and customize content.

RECOMMENDED

Monthly	Managed Monthly	Annual	Managed Annual
Pay as you go!	We set everything up and manage your site for you.	Get 30 days free and 10% off your purchase when you pay for the full year up front.v	Set it and forget it! We'll set up and manage your site for a year. You'll still get 30 days free and 10% off your purchase.
\$50/month	\$85/month	\$600/first year	\$918/first year
Select	Select	Select	Select

If you have a coupon code, enter it here.

[Go Back](#)[Purchase](#)

Dashboard

Pages >

home
documents
staff-directory
news
elements
documents

Notifications >

Email
Site

Users

System News >

New features
Recent Updates

Settings >

Association
Theme Updates
Account Settings

Welcome! Let's help you get started

Select a
theme



Let's Get Started

Upload legal
documents



Let's Get Started

Upload member
list



Let's Get Started

Set up
navigation



Let's Get Started

Publish!



Bob Smith

Victoria Condominium
Association

Welcome to MyCommunitySite!

Let's set up your website!

Skip Setup

Since its your first time here, let's get you set up with the minimal amount of content you need to publish your site. Then, you'll be able to customize additional pages and content. After we take care of the minimal amount of things to get your site up and running, you're free to add custom content to your website, such as pictures, events and social media links.

Preview Website

System News

Dashboard

Layout & Design

Theme **Start Here!**

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

1

Select a theme

Choose a template from one of our themes.

2

Upload your documents

Add your associations legal documents. (This will assure compliance with laws in Florida. [Learn more.](#))

3

Step needed

What else do we want people to do right away?

4

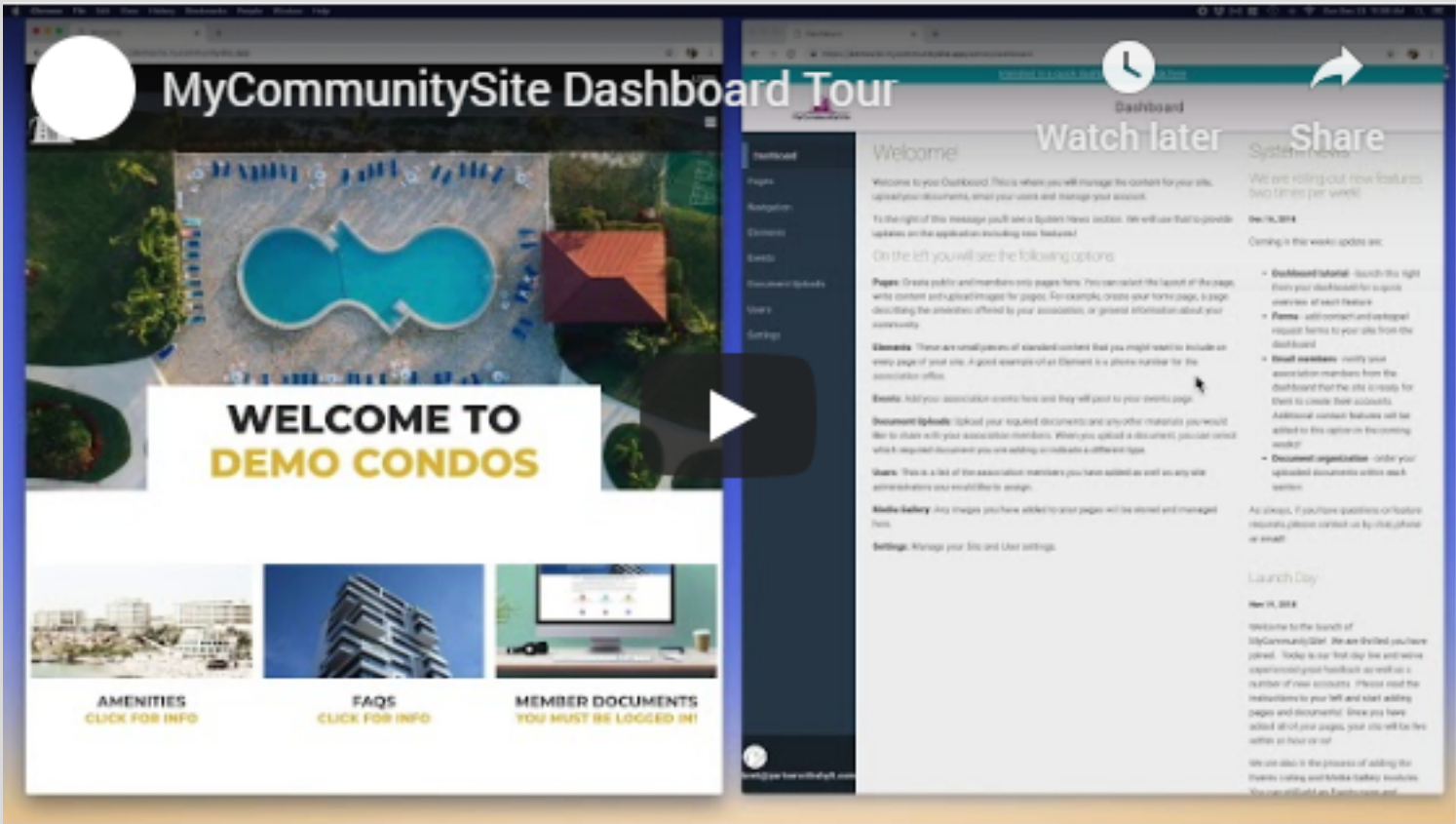
Publish your site!

That's all folks! You're ready to share and customize your MyCommunitySite page!

or

Don't need help setting yourself up? No problem. Click the skip setup button to go straight to your dashboard and start building your site. You can click Help in the menu, or the SHOW ME! button in the top right corner for tutorials and step by step instructions at any time.

Welcome



Welcome to your Dashboard. This is where you will manage the content for your site, upload your documents, email your users and manage your account.

Please view the following video for a tour of the dashboard. For additional tutorial videos, please visit our YouTube channel



Notifications

Calender alert: In 2 days 7/26, Smiths 50th Anniversary Gala at the 6:30 at the Club house active cancel

NEW RULES AND REGULATIONS for HOA 2020. Documents need to be updated. active cancel

HOA Meeting today at 4:30 Club house to talk about the new rules and regulations. active cancel

Wild animal warning. Alligator in swimming pool at neighboring housing development. active cancel

Calender alert: 4 days, landscaping the whole area at 8am. active cancel

Fire inspection: 7/30, 2nd warning for LOT 40 and LOT 52 for nothing having expired smoke/natural gas alarms. LOT 32 no downstairs fire fire extinguisher. active cancel

[more...](#)

System News New Features

July 12, 2020

New features include:

Easier to use interface

1. Reduced error messaging and enhanced error prevention
2. A redesigned webpage design tools that's easier to use based WYSIWUG
3. Joining is also easier simplified interface to get users up and running in less time

Apr 13, 2020

New features include:

Fonts

- Six new font options
- Five new font sizes
- New font colors
- New font background color

New Document Center

- Documents uploaded to any page
- Select the page and move a category of documents to appear on that page

Coming Soon!

- Custom document categories
- Additional user permission levels

As always, if you have questions or feature requests, please contact us by chat, phone or email!

New Document Center

- Documents uploaded to any page
- Select the page and move a category of documents to appear on that page



[View Site](#)[Dashboard](#)[Pages](#)[Header & Footer](#)[Notifications](#)[Document Center](#)[Users](#)[Settings](#)[System News](#)

Users

Start by uploading a CSV file with your users

[Upload Users \(.CSV file\)](#)[Export](#)[Manually Add New User](#)

Name	Email Address	User Account Status	User Completed Setup	Role
Bob Smit	bsmith@gmail.com	MARK AS INACTIVE	Setup Complete	Admin

[View Site](#)[Dashboard](#)[Pages](#)[Header & Footer](#)[Notifications](#)[Document Center](#)[Users](#)[Settings](#)[System News](#)

Users

[Upload Users](#)[Manually Add New](#)

Name	Email
Bob Smit	bs

Import Users

Help us understand what each column means.

[Save](#)

Name	#	Zip
Bob Smith	235	03392
Lisa Chen	683	09348
Rick Anderson	23	93820

Select Meaning ▼

Name
Email
Home Number
Mobile Number
Street Address
Unit Number
City
State
Postal Code
Skip

Select Meaning ▼

Name
Email
Home Number
Mobile Number
Street Address
Unit Number
City
State
Postal Code
Skip

Select Meaning ▼

Name
Email
Home Number
Mobile Number
Street Address
Unit Number
City
State
Postal Code
Skip

Role
Admin

