

System News

Dashboard

Layout & Design

[Theme](#)[Header & Footer](#)[Elements](#)[Navigation](#)[Site Notifications](#)

Pages

[Home](#)[Documents](#)[Staff Directory](#)[News](#)[Events](#)

Site Members

[Email Notifications](#)

Settings

Help

Site Members

[Add Members](#)[Click here to upload or type in your site members](#)

My Site Members

[Send Activation Email to All Inactive Members](#)

	Email Address	First Name	Last Name	Activation ?	Setup Status ?	Role ?	↓	
Edit	bsmith@gmail.com	Bill	Smith	Active ▼	Complete	Admin ▼		

[All Site Members](#)[Download to My Computer](#)

Page 1 of 1

Tutorials



System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

Site Members

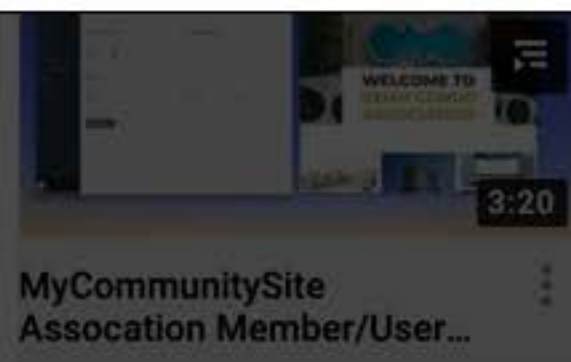
Add Site Members

X

Time to add your site members to your website.

Upload Spreadsheet
(CSV Format Accepted)

Manually Add a User



System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

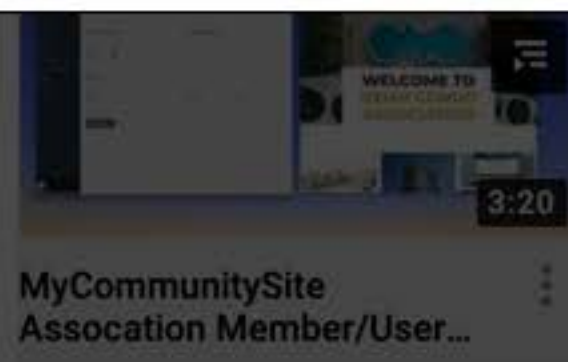
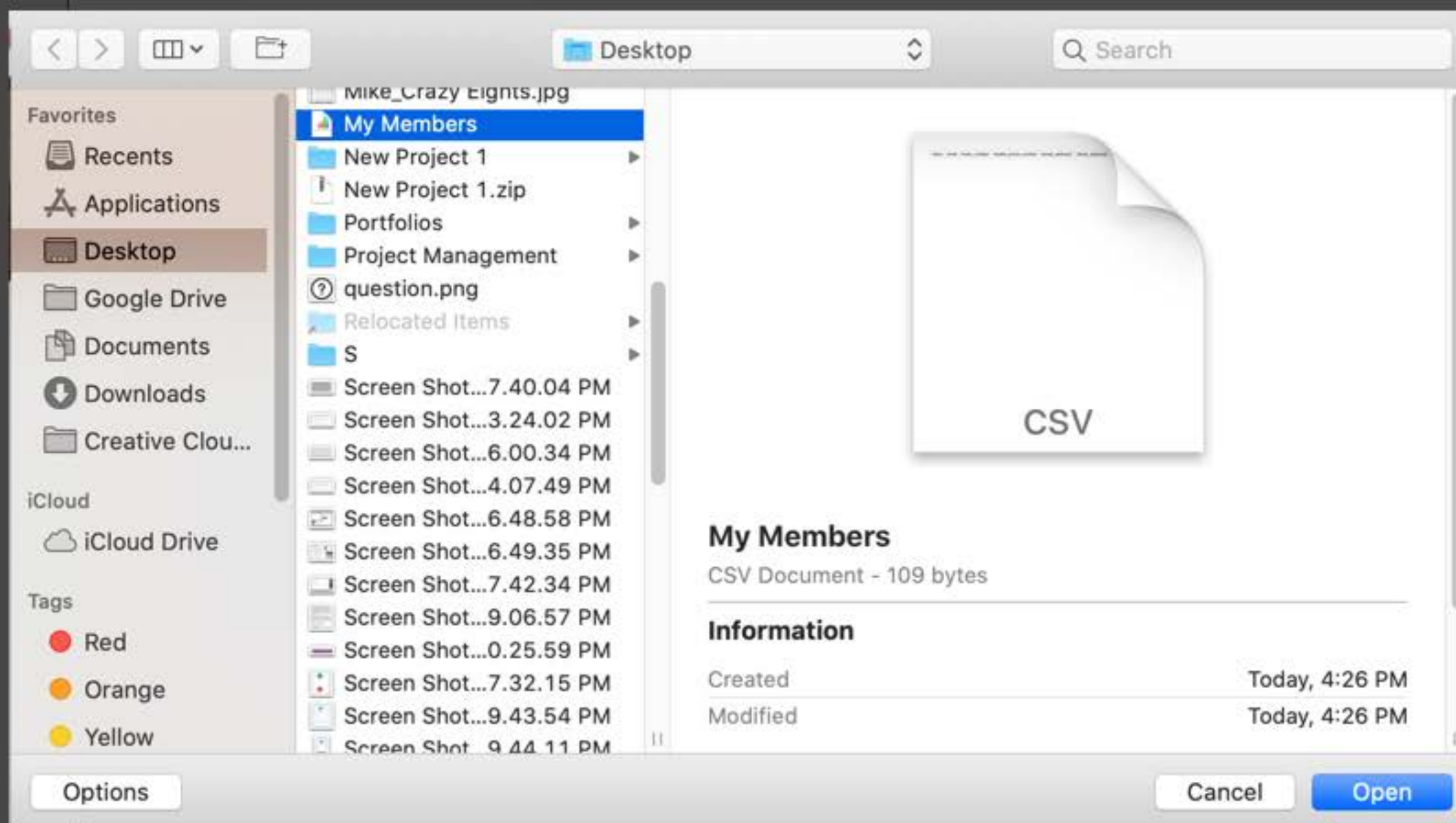
Site Members

Email Notifications

Settings

Help

Site Members



System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

Site Members

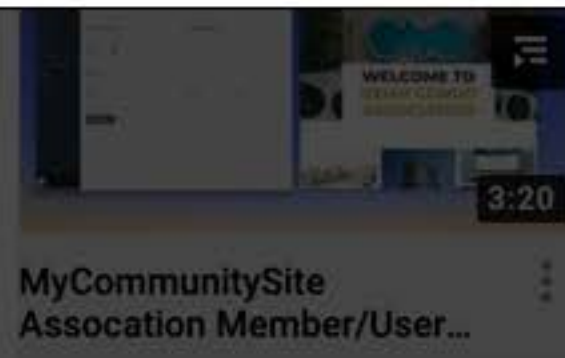
Add Site Members

X

Uploading...

Continue

← Back



Mail to All Inactive Members



op Status ?

Role ?



plete

Admin



Download to My Computer

Page 1 of 1

System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

Site Members

Add Site Members

X

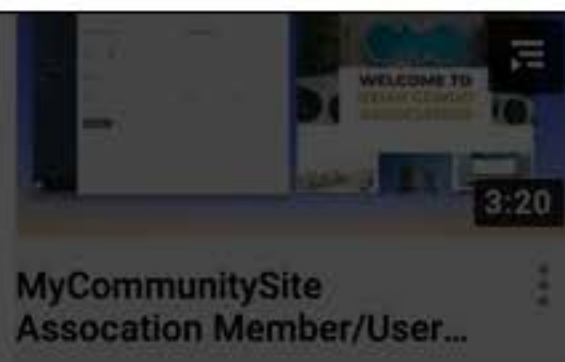
We received the file below. Continue to help us understand what each column represents.

My Members.CSV

X

Continue

[← Back](#)



[Email to All Inactive Members](#)



o Status ?

Role ?



plete

Admin



[Download to My Computer](#)

Page 1 of 1

System News

Dashboard

Layout & Design

[Theme](#)[Header & Footer](#)[Elements](#)[Navigation](#)[Site Notifications](#)

Pages

[Home](#)[Documents](#)[Staff Directory](#)[News](#)[Events](#)

Site Members

[Email Notifications](#)

Settings

Help

Site Members

Add Site Members

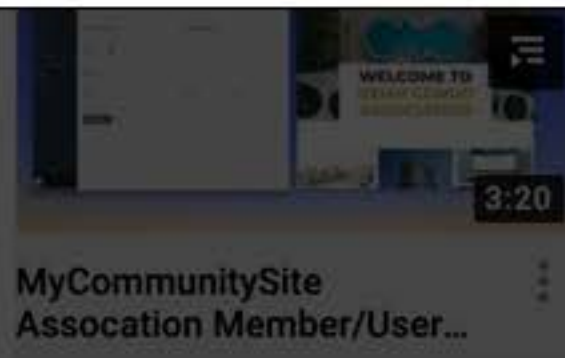
[X](#)

In your spreadsheet, what does the column **"Unit Number"** represent?

Select

Continue

[← Back](#)



System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

Site Members

Add Site Members

X

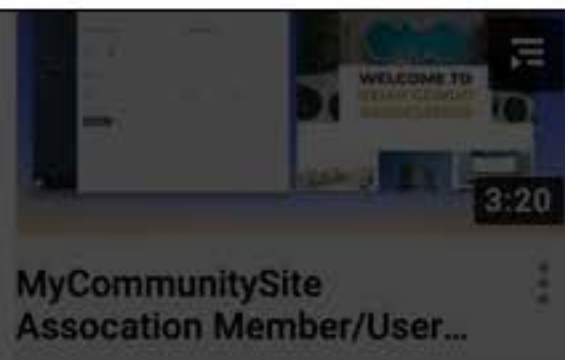
In your spreadsheet, what does the column **"Unit Number"** mean?

Select 

- Email
- First Name
- Last Name
- Home Phone #
- Mobile Phone #
- Unit #
- Street Address 1
- Street Address 2
- City
- State
- Postal Code

Continue

 Back



System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

Site Members

Add Site Members

X

In your spreadsheet, what does the column **"Unit Number"** mean?

Select ▼

Email

First Name

Last Name

Home Phone #

Mobile Phone #

Unit #

Street Address 1

Street Address 2

City

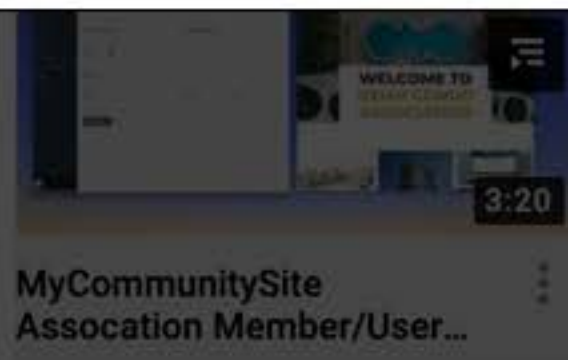
State

Postal Code

Skip this column

Continue

← Back



System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

Site Members

Add Site Members

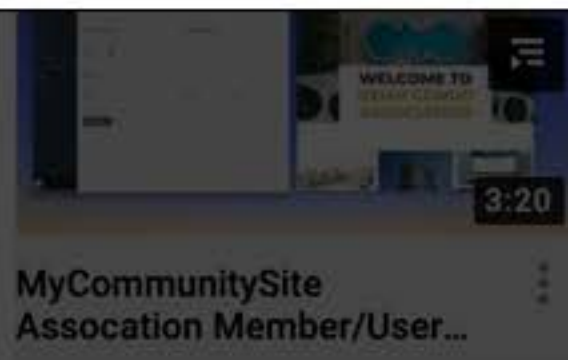
X

In your spreadsheet, what does the column **"Unit Number"** mean?

Unit #

Continue

[← Back](#)



System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

Site Members



Add Site Members

X



Success!

Continue

Edit	dpuddy@gmail.com	David	Puddy	Inactive	▼	Incomplete	Member	▼	
Edit	jpitt@yahoo.com	Justin	Pitt	Inactive	▼	Incomplete	Member	▼	

All Site Members ▼

Download to My Computer

System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings





































Help

Site Members

[Add Members](#)

My Site Members

[Click here to email an activation link to all inactive members](#)
[Send Activation Email to All Inactive Members](#)


	Email Address	First Name	Last Name	Activation ?	Setup Status ?	Role ?	↓	
Edit	bsmith@gmail.com	Bill	Smith	Active 	Complete	Admin		
Edit	rcohen@hotmail.com	Ruthie	Cohen	Inactive 	Incomplete	Member		
Edit	fcostanza@outlook.com	Frank	Costanza	Inactive 	Incomplete	Member		
Edit	ecostanza@gmail.com	Estelle	Costanza	Inactive 	Incomplete	Member		
Edit	sross@gmail.com	Susan	Ross	Inactive 	Incomplete	Member		
Edit	mseinfeld@yahoo.com	Morty	Seinfeld	Inactive 	Incomplete	Member		
Edit	hseinfeld@yahoo.com	Helen	Seinfeld	Inactive 	Incomplete	Member		
Edit	jpeterman@jpetermancatalo...	Jacopo	Peterman	Inactive 	Incomplete	Member		
Edit	gsteinbrenner@yankees.com	George	Steinbrenner	Inactive 	Incomplete	Member		
Edit	jknompus@gmail.com	Jack	Klompus	Inactive 	Incomplete	Member		
Edit	dpuddy@gmail.com	David	Puddy	Inactive 	Incomplete	Member		
Edit	jpitt@yahoo.com	Justin	Pitt	Inactive 	Incomplete	Member		

All Site Members

[Download to My Computer](#)

You're ready to publish your website!

System News

Dashboard

Layout & Design

[Theme](#)[Header & Footer](#)[Elements](#)[Navigation](#)[Site Notifications](#)

Pages

[Home](#)[Documents](#)[Staff Directory](#)[News](#)[Events](#)

Site Members

[Email Notifications](#)

Settings













Help

Site Members

[Add Members](#)

My Site Members

[Send Activation Email to All Inactive Members](#)

	Email Address	First Name	Last Name	Activation ?	Setup Status ?	Role ?	↓		
Edit	bsmith@gmail.com	Bill	Smith	Active	<div>Click on these dropdowns to select roles for your site members.</div>			▼	
Edit	rcohen@hotmail.com	Ruthie	Cohen	Inactive				▼	
Edit	fcostanza@outlook.com	Frank	Costanza	Inactive				▼	
Edit	ecostanza@gmail.com	Estelle	Costanza	Inactive	▼	Incomplete	Member	▼	
Edit	sross@gmail.com	Susan	Ross	Inactive	▼	Incomplete	Member	▼	
Edit	mseinfeld@yahoo.com	Morty	Seinfeld	Inactive	▼	Incomplete	Member	▼	
Edit	hseinfeld@yahoo.com	Helen	Seinfeld	Inactive	▼	Incomplete	Member	▼	
Edit	jpeterman@jpetermancatalo...	Jacopo	Peterman	Inactive	▼	Incomplete	Member	▼	
Edit	gsteinbrenner@yankees.com	George	Steinbrenner	Inactive	▼	Incomplete	Member	▼	
Edit	jknompus@gmail.com	Jack	Klompus	Inactive	▼	Incomplete	Member	▼	
Edit	dpuddy@gmail.com	David	Puddy	Inactive	▼	Incomplete	Member	▼	
Edit	jpitt@yahoo.com	Justin	Pitt	Inactive	▼	Incomplete	Member	▼	

Click on these dropdowns to select roles for your site members.

[All Site Members](#)[Download to My Computer](#)

You're ready to publish your website!

System News

Dashboard

Layout & Design

[Theme](#)[Header & Footer](#)[Elements](#)[Navigation](#)[Site Notifications](#)

Pages

[Home](#)[Documents](#)[Staff Directory](#)[News](#)[Events](#)

Site Members

[Email Notifications](#)

Settings













Help

Site Members

[Add Members](#)

My Site Members

[Send Activation Email to All Inactive Members](#)

	Email Address	First Name	Last Name	Activation ?	Setup Status ?	Role ?	↓	
Edit	bsmith@gmail.com	Bill	Smith	Active	Complete	Admin	↓	
Edit	rcohen@hotmail.com	Ruthie	Cohen	Inactive	Incomplete	Renter ✓ Member Board Member Editor Admin Owner	↓	
Edit	fcostanza@outlook.com	Frank	Costanza	Inactive	Incomplete		↓	
Edit	ecostanza@gmail.com	Estelle	Costanza	Inactive	Incomplete		↓	
Edit	sross@gmail.com	Susan	Ross	Inactive	Incomplete		↓	
Edit	mseinfeld@yahoo.com	Morty	Seinfeld	Inactive	Incomplete	Member	↓	
Edit	hseinfeld@yahoo.com	Helen	Seinfeld	Inactive	Incomplete	Member	↓	
Edit	jpeterman@jpetermancatalo...	Jacopo	Peterman	Inactive	Incomplete	Member	↓	
Edit	gsteinbrenner@yankees.com	George	Steinbrenner	Inactive	Incomplete	Member	↓	
Edit	jknompus@gmail.com	Jack	Klompus	Inactive	Incomplete	Member	↓	
Edit	dpuddy@gmail.com	David	Puddy	Inactive	Incomplete	Member	↓	
Edit	jpitt@yahoo.com	Justin	Pitt	Inactive	Incomplete	Member	↓	

[All Site Members](#)[Download to My Computer](#)

You're ready to publish your website!

System News

Dashboard

Layout & Design

[Theme](#)[Header & Footer](#)[Elements](#)[Navigation](#)[Site Notifications](#)

Pages

[Home](#)[Documents](#)[Staff Directory](#)[News](#)[Events](#)

Site Members

[Email Notifications](#)

Settings













Help

Site Members

[Add Members](#)

My Site Members

[Send Activation Email to All Inactive Members](#)

	Email Address	First Name	Last Name	Activation ?	Setup Status ?	Role ?	↓	
Edit	bsmith@gmail.com	Bill	Smith	Active	Complete	Admin	▼	
Edit	rcohen@hotmail.com	Ruthie	Cohen	Inactive	Incomplete	Renter ✓ Member Board Member Editor Admin Owner	▼	
Edit	fcostanza@outlook.com	Frank	Costanza	Inactive	Incomplete		▼	
Edit	ecostanza@gmail.com	Estelle	Costanza	Inactive	Incomplete		▼	
Edit	sross@gmail.com	Susan	Ross	Inactive	Incomplete		▼	
Edit	mseinfeld@yahoo.com	Morty	Seinfeld	Inactive	Incomplete	Member	▼	
Edit	hseinfeld@yahoo.com	Helen	Seinfeld	Inactive	Incomplete	Member	▼	
Edit	jpeterman@jpetermancatalo...	Jacopo	Peterman	Inactive	Incomplete	Member	▼	
Edit	gsteinbrenner@yankees.com	George	Steinbrenner	Inactive	Incomplete	Member	▼	
Edit	jknompus@gmail.com	Jack	Klompus	Inactive	Incomplete	Member	▼	
Edit	dpuddy@gmail.com	David	Puddy	Inactive	Incomplete	Member	▼	
Edit	jpitt@yahoo.com	Justin	Pitt	Inactive	Incomplete	Member	▼	

[All Site Members](#)[Download to My Computer](#)

You're ready to publish your website!

System News

Dashboard

Layout & Design

[Theme](#)[Header & Footer](#)[Elements](#)[Navigation](#)[Site Notifications](#)

Pages

[Home](#)[Documents](#)[Staff Directory](#)[News](#)[Events](#)

Site Members

[Email Notifications](#)

Settings













Help

Site Members

[Add Members](#)

My Site Members

[Send Activation Email to All Inactive Members](#)

	Email Address	First Name	Last Name	Activation ?	Setup Status ?	Role ?	↓	
Edit	bsmith@gmail.com	Bill	Smith	Active ✓	Complete	Admin ✓	✓	
Edit	rcohen@hotmail.com	Ruthie	Cohen	Inactive ✓	Incomplete	Owner ✓	✓	
Edit	fcostanza@outlook.com	Frank	Costanza	Inactive ✓	Incomplete	Member ✓	✓	
Edit	ecostanza@gmail.com	Estelle	Costanza	Inactive ✓	Incomplete	Member ✓	✓	
Edit	sross@gmail.com	Susan	Ross	Inactive ✓	Incomplete	Member ✓	✓	
Edit	mseinfeld@yahoo.com	Morty	Seinfeld	Inactive ✓	Incomplete	Member ✓	✓	
Edit	hseinfeld@yahoo.com	Helen	Seinfeld	Inactive ✓	Incomplete	Member ✓	✓	
Edit	jpeterman@jpetermancatalo...	Jacopo	Peterman	Inactive ✓	Incomplete	Member ✓	✓	
Edit	gsteinbrenner@yankees.com	George	Steinbrenner	Inactive ✓	Incomplete	Member ✓	✓	
Edit	jknompus@gmail.com	Jack	Klompus	Inactive ✓	Incomplete	Member ✓	✓	
Edit	dpuddy@gmail.com	David	Puddy	Inactive ✓	Incomplete	Member ✓	✓	
Edit	jpitt@yahoo.com	Justin	Pitt	Inactive ✓	Incomplete	Member ✓	✓	

[All Site Members](#)[Download to My Computer](#)

System News

Dashboard

Layout & Design

[Theme](#)[Header & Footer](#)[Elements](#)[Navigation](#)[Site Notifications](#)

Pages

[Home](#)[Documents](#)[Staff Directory](#)[News](#)[Events](#)

Site Members

[Email Notifications](#)

Settings

Help

Site Members

Are You Sure?

[X](#)

You are about to delete the site member **David Puddy**. This action cannot be undone.

[Cancel](#)[Delete](#)

Edit	jkompus@gmail.com	Jack	Klompus	Inactive	▼	Incomplete	Member	▼	
Edit	dpuddy@gmail.com	David	Puddy	Inactive	▼	Incomplete	Member	▼	
Edit	jpitt@yahoo.com	Justin	Pitt	Inactive	▼	Incomplete	Member	▼	

[All Site Members](#)[Download to My Computer](#)

You're ready to publish your website!

System News

Dashboard

Layout & Design

Theme

Header & Footer

Elements

Navigation

Site Notifications

Pages

Home

Documents

Staff Directory

News

Events

Site Members

Email Notifications

Settings

Help

Site Members

Add Members

My Site Members

Send Activation Email to All Inactive Members



	Email Address	First Name	Last Name	Activation ?	Setup Status ?	Role ?	↓	
Edit	bsmith@gmail.com	Bill	Smith	Active ✓	Complete	Admin ✓	✓	🗑️
Edit	rcohen@hotmail.com	Ruthie	Cohen	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	fcostanza@outlook.com	Frank	Costanza	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	ecostanza@gmail.com	Estelle	Costanza	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	sross@gmail.com	Susan	Ross	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	mseinfeld@yahoo.com	Morty	Seinfeld	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	hseinfeld@yahoo.com	Helen	Seinfeld	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	jpeterman@jpetermancatalo...	Jacopo	Peterman	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	gsteinbrenner@yankees.com	George	Steinbrenner	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	jknompus@gmail.com	Jack	Klompus	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	dpuddy@gmail.com	David	Puddy	Inactive ✓	Incomplete	Member ✓	✓	🗑️
Edit	jpitt@yahoo.com	Justin	Pitt	Inactive ✓	Incomplete	Member ✓	✓	🗑️

- All Site Members ▾
- Inactive Site Members
 - Active Site Members
 - Members who did not complete setup
 - Members who completed setup
 - Renters
 - Members
 - Board Members
 - Owners

Download to My Computer