

# YOUR COOP LOGO HERE

20  
21



CodeDriven

CodeDriven Web and Mobile is a software development company that is willing to help Coops by providing a portal to manage your daily operations, provide information for visitors and users, and provide your member a workspace to contact you and request any service.

[www.coops-demo.com/demosite/](http://www.coops-demo.com/demosite/)

# Portal features

**01**

Information for new and current members

**02**

Members can be informed by news blog and newsletter sections.

**03**

Members can request services or information using user friendly web forms such as maintenance form, update profiles, or any other request.

**04**

Members can consult a list of useful links related to local Coop such as bylaws and policies.

**05**

Office staff and maintenance crew can use the portal as a tool to manage operations.

**06**

Project management tools for board members to manage and plan for Coop improvements.



# Home Page

[HOME](#)[ABOUT CO-OP LIVING](#)[BECOME A MEMBER](#)[DOWNLOADS & LINKS](#)[NEWS](#)[CONTACT](#)[LOGIN / REGISTER](#)

## Welcome to [Your Coop Name]

An Inclusive diverse community

[Application Form](#)[Contact us](#)

## What We Do

We are a diverse housing co-operative community. We strive to provide a high-quality living environment for our members, doing the best to respond to our members needs, while promoting a safe, kind, respectful and healthy environment



### Co-op Members

Live in the Co-op, Elect Board of Directors, Guide Policy and Budget



### Board Of Directors

Elected by the Co-op members & Govern the Co-op Affairs



### Staff

Hired By The Board, Day to Day Management of the Co-op



### Less Expensive

Co-ops are usually more affordable, per square foot than condos and most rentals in the same area, with the added benefit of no purchasing costs.



### Social Connectivity

Co-ops often provide more social "connectivity" than other rental environments, which can be helpful in big cities. Most co-op members know their neighbours



### Smart Investment

Co-op housing is often a great stepping stone for members to afford to continue education to have a career and eventually buy a home.

## Some Useful Links

[➤ Application Form](#)[➤ Contact us](#)[➤ About Coop living](#)[➤ COCHF](#)[➤ Become a Member](#)



# About Coop Living

[HOME](#)[ABOUT CO-OP LIVING](#)[BECOME A MEMBER](#)[DOWNLOADS & LINKS](#)[NEWS](#)[CONTACT](#)[LOGIN / REGISTER](#)

Our story

## About CO-OP LIVING

### WHAT IS A CO-OP?

A housing Co-operative is a group of people who form a corporation to provide housing services for themselves. Co-op living is unique to all other forms of housing because it represents a community living within a community.

Democratic management is the lifeblood of a healthy co-op and the people who live in the co-op, and who collectively own and operate the housing, are voting members. The members elect a board of directors from among themselves and authorize the board to conduct the day to day business of the co-op in a manner that satisfies all of the requirements of Government Acts, Municipal Directives, Co-op Bylaws and Policies.

All members in a co-op share in the advantages and responsibilities of co-op life, which makes it more than just a place to live.

There are many kinds of co-operatives: food co-ops, co-op daycare, credit unions, retail co-ops, worker co-ops and housing co-ops. Any group of people can form a co-operative. The members own the co-operative and the co-operative provides a service they need. Housing co-operatives provide housing.

As a co-op member, you have a say in decisions that affect your home. You and your neighbours own your homes co-operatively. Members form a community that works together to manage the co-op. Co-op communities are made up of all kinds of people – people with different backgrounds and incomes and special needs. These diverse and vibrant communities are the unique strength of the co-op housing movement.



## Members Rights

THIS COMPREHENSIVE EBOOK WILL COVER:

- ✓ **Vote on the annual budget, which sets the monthly housing charges**
- ✓ **Elect a board of directors made up of people who live in your co op**
- ✓ **Run for the board of directors yourself**
- ✓ **Receive audited financial statements that show how the co op spent your money**
- ✓ **Pay only a limited portion of your income for your housing, if you meet eligibility rules**
- ✓ **Live there for as long as you like, if you keep to the by-laws agreed on by the co op membership**





BUILDING STRONG COMMUNITIES TOGETHER.

Central Ontario Co-operative Housing Federation (COCHF) is a federation of non-profit housing co-operatives in the cities of Waterloo, Kitchener, Cambridge, Brantford and Guelph. COCHF member organizations include: housing co-ops, student housing co-ops, co-op staff associations, and resource groups (co-op housing developers/managers).



COCHF was incorporated in 1992 as a co-operative under the Co-operative Corporations Act (Ontario).



**Our Federation**

CENTRAL ONTARIO HOUSING CO-OP DIRECTORY



**Housing CO-OP Directory**

CENTRAL ONTARIO HOUSING CO-OP DIRECTORY

**DISCOVER NOW →**



# Become A Member

Join us

## Become A Member

### How to Become a Member

Market applicants submit the application directly to the Co-op office. Currently the co-op is not accepting new applicants for market units. Those requiring subsidy (rent-geared-to-income) must apply first through [Your Region] centralized wait list.

For all applicants a landlord check, possible credit and income verification is completed. There is an orientation/interview with the co-op and then the Board of Directors makes the final approval for membership to move in. All approved members (individuals over 16 year of age) will be required to pay a one-time membership fee in order to move in.

Members pay for [Member bills in your coop]. Each member must maintain content insurance for their unit. Each unit comes with [number of parking space] (no charge), [number] additional parking space may be rented for a monthly fee (if spaces are available). The Co-op pays the [bill you pay for units if any] bills for the units

## Floor Rates

### 1 BDRM- Stacked

Add \$xx for AC

\$ xxx

### 2 BDRM- Stacked

Add \$xx for AC

\$ xxx

### 2 BDRM- Row

Add \$xx for AC

\$ xxx

### 2 BDRM- Accessible

Add \$xx for AC

\$ xxx

### 3 BDRM- Stacked

Add \$xx for AC

\$ xxx

### 3 BDRM- Row

Add \$xx for AC

\$ xxx

### 3 BDRM- Upper

Add \$xx for AC

\$ xxx

### 3 BDRM- Accessible

Add \$xx for AC

\$ xxx

### 4 BDRM- Stacked

Add \$xx for AC

\$ xxx

## Application Form

Leave us a message and we'll get in touch!

DOWNLOAD APPLICATION FORM



# Forms Page

FOR REGISTERED MEMBERS

## Community Room Rental Contract Form

Please read the following terms and fill in the form below

### CONDITIONS:

- ☒ A Community Room rental deposit of \$100.00 is due at the time of
- ☒ A \$10.00 rental fee for the room will be deducted from the deposit. The remaining \$90.00 will be refunded upon an inspection showing no damage and the areas left in a clean condition.
- ☒ No alcoholic beverages allowed in the Community Centre without prior approval from the Board of Directors. If approved by the Board, no alcoholic beverages are allowed outside of the Community
- ☒ [Your Coop] will not be responsible for lost or stolen articles.
- ☒ No smoking allowed in the community room
- ☒ Users of the Community Centre are responsible to clean up, returning furniture/chairs/tables etc. to their original location and leaving the centre in the condition it was
- ☒ Users of the Community Centre will be responsible for any damage that may occur during rental
- ☒ Users of the Community Centre are required to manage the noise level of their activity so as not to create a disturbance for fellow
- ☒ All events must end by 1:00 am

### TERMS:

- ☒ The damage deposit of \$90.00 will be refunded within ten (10) days after the scheduled event provided there is no damage to the Community Centre and the areas are properly
- ☒ Member agrees to follow all Community Room rules and regulations

### AGREEMENT BETWEEN FIFE ROAD CO-OPERATIVE HOMES INC.

- ☒ It is agreed that the above member(s) undertakes to be responsible for any damage caused by participants in the community room and surrounding grounds (Co-op property) during the times stated above.
- ☒ It is agreed that the community room and surrounding grounds of the Co-op property used will be left in a clean and orderly state and that chairs and other equipment used by participants' will be returned to their designated location in the room
- ☒ It is agreed that [Your Coop] assumes no liability for any injury to person(s) or damage to property, which may occur in the course of events held in the Community
- ☒ I understand that an inspection will be completed before and after my function and that there will be charge for any damage found or if the room is not returned to the condition in which it was
- ☒ I understand that all fees will be posted to my receivable account and must be paid by cheque, money order or debit. Cash in any amount will not be accepted.

### Community Room Rental Contract Form

Your name \*

John Doe

Email \*

Phone \*

Unit Number \*

#Unit number

Start Date and Time \*

End Date and time \*

Reason for the request \*

SUBMIT



# Forms Page

FOR REGISTERED MEMBERS

## Maintenance Request Form

Please read the following terms and fill in the form below

I/WE acknowledge and understand that:

☒ By submitting the form, you allow the co-op permission to enter your unit, to repair the item(s) detailed in the maintenance request form.

### Maintenance Request Form

Your name \*

John Doe

Email address \*

example@domain.com

Phone \*

+1-999-999-9999

#Unit \*

Date \*

Choose Category \*

Message \*

SUBMIT



# Forms Page

FOR REGISTERED MEMBERS

## Member Relations Policy

Please read the following terms and fill in the form below

### Purpose:

The purpose of this Policy is to

- ☒ Facilitate effective communication and conflict resolution between members and the Co-op.
- ☒ Streamline the process for dealing with member complaints.
- ☒ Establish clear roles for the Board in dealing with member conflicts.

### Priority of this Policy:

- ☒ This Policy takes priority over and or amends all previous Board Policies, resolutions or decisions that deal with member complaints.

### Amendment of this Policy

- ☒ This policy may be amended by Board resolution.

### Member Complaint Procedure

In the normal course of operations, conflict will arise between the Co-op and its members and/or between various members. Should conflict occur:

- ☒ Members should attempt to talk with each other and resolve problems together. If this does not bring about the desired result, members can take a more definite action by following the complaint procedure.
- ☒ If a member has a complaint, the matter will be brought to the Board, in writing by means of a Complaint Form, attached as Schedule A. The Co-op will seek to maintain confidentiality with respect to the complaint.
- ☒ A member can obtain a copy of the Complaint Form from the Co-op office. It should be addressed, in confidence, to the Co-op and delivered to the Co-op office or placed in the Co-op office mail slot. Co-op Staff will bring the complaint to the next Board Meeting. The Board will then notify the member in writing on how the Board decides to deal with the complaint.
- ☒ If the matter has not been resolved, the Member can write to the Board of Directors to request to speak at the next Board Meeting about the complaint.
- ☒ Where the Co-op receives excessive correspondence from a Member, the Board of Directors may request that the complaint be limited and refocused by the Member. The Board may also limit the times and days on which contact will be.
- ☒ If a complaint is about the same matter that has already been considered with only a minor difference and has exhausted the complaints process, the Board will advise that the matter is closed.
- ☒ If a Member has made unreasonable complaints in the past, the Co-op will not assume that the Member's next complaint is unreasonable as each case will be considered on its merits. All relevant correspondence will be evaluated to consider the circumstances, including:

Whether there is a likelihood that complaints are being made to intentionally cause harassment, redirect resources or to interrupt the proper workings of the Co-op

- 1 Whether the Member has made persistent or unreasonable demands
- 2 Whether the Member has been abusive or threatening to staff or has produced excessive correspondence; or
- 3 Where the complaint is considered to hinder the day-to-day operational management of our services.

- ☒ Where it is clear that a Member will not accept the Board's decision on a matter, and that Member continues to contact the Board, the Board may notify the Member that no further complaints will be accepted concerning the matter, and that correspondence will be registered but not acknowledged or responded to unless the Member provides significant new information relating to the complaint or raises new issues of complaint which, in the Board's opinion, warrant fresh action.

### Member Relation Policy

Name \*

Email \*

Phone Number \*

Unit Number \*

Before Completing this form, please ensure that you have addressed the request/concern with the following individual(s) as appropriate. Indicate this for the Board by checking the appropriate boxes below

Please Tick \*

- ☐ Neighbour(s)
- ☐ Police / Legal Counsel
- ☐ City Bylaw officer
- ☐ Humane Society
- ☐ Co-op Emergency Contact / Maintenance

Is this request/concern currently before the courts? \*

- ☐ Yes
- ☐ No

Date & Time \*

SUBMIT



# Forms Page

FOR REGISTERED MEMBERS

## Withdrawal of Membership & Surrender Of Occupancy Rights

Please read the following terms and fill in the form below

I understand that according to By-Law [your by law] section [your section in the By law]

- ☒ Each member must give advance written notice of termination to the co-op. The notice must state a termination date. The termination date must be the last day of a month. Membership and occupancy rights end on the termination date stated in the notice.
- ☒ The amount of notice given must be at least 60 days.
- ☒ Members have full rights and obligations during the notice period. If members move out of their unit, they are still responsible for any outstanding obligations until the end of the notice period.
- ☒ If the Co-op needs to get possession of a unit of a member who has given notice, the Board can follow the procedures stated in article 171.14 of the Co-operative Corporations Act or take any other action. It can do this before or after the day on which the member should leave. In this case the Board does not have to follow procedures of Article [your article number and title] of by law [number of by law]

### Withdrawal of Membership

Member 1 \*

John Doe

Member 2 \*

John Doe

Email \*

Unit Number \*

Phone \*

+1-999-999-9999

Message \*

Date \*

Date of Leaving

SUBMIT



# Forms Page

FOR REGISTERED MEMBERS

## MEMBER'S MOVE OUT RESPONSIBILITIES

Please read the following terms and fill in the form below

Members moving out of the Co-operative should be aware of the following responsibilities to the Co-operative:

- ✓ The Bylaw [number] Article [number and title] identifies move out maintenance policy and procedures, which need to be followed regarding, move out.
- ✓ The members moving out who are in arrears with the Co-op will need to pay the arrears owing, failure to pay all monies owing to the co-op will result in further collection action being taken as well as the members being registered on the housing database as leaving owing money.
- ✓ The unit must be emptied of all possessions; this includes removal of all furniture and personal items as well as all garbage. The unit must be fully cleaned, this includes but not limited to: All windows and tracks washed, screens cleaned, all cabinets emptied and cleaned, co-op appliances cleaned, shower, toilets, sinks, patios/balconies, basements, walls cleaned, etc. Failure to complete all required work will result in the hiring of a company to complete this work and the fees will be deducted from the members deposit or charged back to the household.

According to By-law [number], Article [number and title] section [number],

Members must pay a member deposit to the co-op. This deposit cannot be used as the last month's housing charges. Members must pay this deposit before moving into their unit, unless the co-op allows them to pay it over time. This could be over several months. This must be stated in a deposit payment agreement prepared by the manager and signed by the member and the co-op.

- ✓ Any MEMBER DEPOSIT owed to the member(s) will be sent to the address specified below.

### Members Move Out Responsibility

Your name \*

Email \*

Phone Number \*

Unit Number \*

City \*

Postal Code \*

Province \*

Street Address \*

Message \*

SUBMIT



# Forms Page

FOR REGISTERED MEMBERS

## Vehicle Registration Form

Please read the following terms and fill in the form below

### All vehicles on the Co-op property:

- ☒ In order to ensure that all vehicles on the Co-op property have the proper authorization an update of vehicle registration information (ownership and/or insurance) is required from all households as applicable. The previous notice was not adhered to and as a result not all members have the proper permits.
- ☒ The attached form must be completed and returned it to the office by **ALL MEMBERS** on an annual basis along with a copy of your vehicle ownership and current proof of insurance. If you do not have a vehicle you must check the box where indicated, sign and return the form to the office.
- ☒ Upon submission of the registration form and required documentation a **hanging** parking permit will be issued if not already supplied. **Old Permits that are NOT mirror hangers are not valid.** Each household will only be allowed to register one vehicle with the exception being for those who have been allocated a second parking space in accordance with the Co-op's Parking Policy which is attached in your bylaw books.
- ☒ For members with more than one vehicle, there are a very limited number of extra parking spaces which can be requested for a monthly fee of \$25.00 and will be assigned on a first come first serve basis. Currently, all extra spaces are in use, but you are welcome to submit the request for addition to the waitlist. As per bylaws the maximum vehicles parked on the property are two (2) per household.
- ☒ Be advised, the [your city] Parking enforcement will continue to monitor, ticket and/or tow any vehicle parked on the property without the proper consent. Vehicles other than those with the proper permit parked in a unit designated parking space will also be subject to enforcement by the City.

Unauthorized vehicles found on the property may be subject to ticketing and/or towing at the owner's expense if:

- ☒ A vehicle does not have a valid parking permit
- ☒ A vehicle is parked in a fire route
- ☒ A vehicle is parked in a handicap space without a valid province issued permit or license plate
- ☒ A vehicle is parked in a reserved or assigned space
- ☒ A vehicle is blocking a driveway or access to the Co-op property
- ☒ A driver is exceeding the 10 km speed limit and/or is driving recklessly on Co-op property
- ☒ A derelict/abandoned vehicle is parked on Co-op property

FYI – Overnight guest parking exemptions are available year round (2 a.m. – 6 a.m.) under certain conditions by calling the [your city] Parking Office at [office number and extension] or by [applying online for a parking exemption](#). Please be advised that, unless otherwise signed, overnight parking is permitted city wide from April 1 to November 30. Please also note that the maximum amount of time that a vehicle may park on-street is 48 consecutive hours.

Your co-operation as always is appreciated. If there are any questions or concerns please do not hesitate to contact the Co-op office at [your number] or email [Your office email]. If you currently have a PAID second vehicle space extra copies of the form are available at the office to fill out.

- ☒ I/we have read, understand and agree to abide by [your coop]. Parking Policy and all applicable rules and regulations relating to the City of [your city] Parking By-laws.
- ☒ I/we have provided the Co-op with the correct vehicle information.
- ☒ I/we understand that I am fully responsible for the vehicle to which my permit is affixed
- ☒ I/we acknowledge responsibility to inform my guests and visitors of the rules and regulations relating to vehicle control.
- ☒ I/we agree to inform the Co-op of any vehicle changes (insurance, ownership, plate number etc.)
- ☒ I/we understand that failure to abide by the rules and regulations relating to vehicle control may be used as grounds for eviction.
- ☒ I/we understand that if a change in vehicle happens, it is my responsibility to notify the office promptly with the new information.
- ☒ I/we understand that if we do not currently have, a vehicle our parking space is to be reserved for our guests only.

### Vehicle Registration Form

Your name \*

John Doe

Email address \*

example@domain.com

Phone \*

+1-999-999-9999

Unit Number \*

Permit \*

PERMIT #: FRC-R-

Vehicle make and model \*

Colour \*

License Plate \*

SUBMIT



# Forms Page

FOR REGISTERED MEMBERS

## Pet Registration Form

Please read the following terms and fill in the form below

I/WE acknowledge and understand that:

The ownership of a household pet is a privilege not a right and this privilege, once given, may be withdrawn by a

### Vote of the Board of Directors.

- ☒ The ownership of a household pet is a privilege not a right and this privilege, once given, may be withdrawn by a vote of the Board of Directors.
- ☒ Pet owners must not encourage or permit their pets to create a nuisance or noise inside or outside their residence that will cause a disturbance to any other member.
- ☒ Pet rules are based on the County of Wellington rules as per the number of pets allowed in a unit. This does not include pets such as birds, fish, hamsters, etc. All pets must be registered with the Co-op office in case of fire (excluding fish, hamsters etc)
- ☒ Subject to appeal to the Board of Directors all pets must be spayed or neutered.
- ☒ Members shall not permit their pets to occupy the yard or patio space associated with their unit unsupervised unless the pet is contained in an animal kennel (cage), tethered within the perimeter of the yard or patio space, or is fully contained within the yard or patio space by a fence restricting their movement into common areas of Co-op property or neighbouring yard or patio space
- ☒ Members shall not allow their pets to urinate or defecate on any balcony associated with their unit. Members shall not permit their pets to occupy the balcony spaces associated with their unit unsupervised unless the pet is contained in an animal kennel (cage).
- ☒ Pet owners are expected to clean up after their pets immediately after any mess is created in accordance with the

### City of [your city] Bylaws.

- ☒ Pet feces will not be allowed to accumulate inside yards or patios so as to create a health hazard or nuisance to members or children. (Property Standards will walk the grounds and issue fines to members)
- ☒ All pets must be under control and dogs must be leashed while on Co-op property in accordance with the City of [your city] Bylaws.
- ☒ Animal Control will be called in to deal with stray dogs and cats found wandering on the loose or creating unnecessary noise (excessive barking, etc.)

### Pet Registration Form

Your name \*

John Doe

Email \*

Phone \*

Unit Number \*

#unit

Type of Breed \*

serial number if more than 1

Description \*

Colour , Marks etc

Name of Pet \*

Snowbell

SUBMIT



# CO-OP LINKS & DOWNLOADS PAGE

## CO-OP LINKS

Central Ontario Co-operative Housing Federation (COCHF)

Co-operative Housing Federation of Canada (CHF)

Ontario Co-operative Association (OCA)

Co-operatives and Mutuals Canada (CMC)

Co-op Cost Cutters

Co-operatives Difference Research Network

Co-operative Housing Association of Eastern Ontario (chaseo)

Golden Horseshoe Co-operative Housing Federation (GHCHF)

Peel/Halton Co-Operative Housing Federation (PHCHF)

Co-operative Housing Federation of BC (CHF BC)

Co-operative Corporation Act

The Sacramento Housing and Redevelopment Agency (SHRA)

Wellington County

Wellington Guelph Hoarding Response

HIV/AIDS Resources and Community Health (ARCH)

The People and Information Network (pin)

Parkwood Gardens Neighbourhood Group

## Documents

Living in a Co-op

Co-op-housing-principles-poster-English

A-good-governance-charter-for-housing-co-operatives

## Bylaws

Bylaw # 1

Bylaw # 2

Bylaw # 3

Bylaw # 4

Governance charter for housing co-op's

## Policies

Policy # 1

Policy # 2

Policy # 3

Policy # 4

Policy # 5

Policy # 6

Policy # 7



# Contact Us Page

Contact One: Title

Email:

Contact Two: Title

Email:

## OPEN OFFICE HOURS

Days	Office Hours
MON	10:30 am – 1:30 pm
TUE	12:00 pm – 4:30 pm
WED	By Appointment Only
THU	1:30 pm – 5:00 pm
FRI	Closed
SAT	12:00 pm – 2:00 pm

Appointments may be available outside of the open office hours by emailing Your Email

*\*The co-op office is closed for all statutory holidays*



### Physical Address

Your Address



### Email Address

Your Email Address

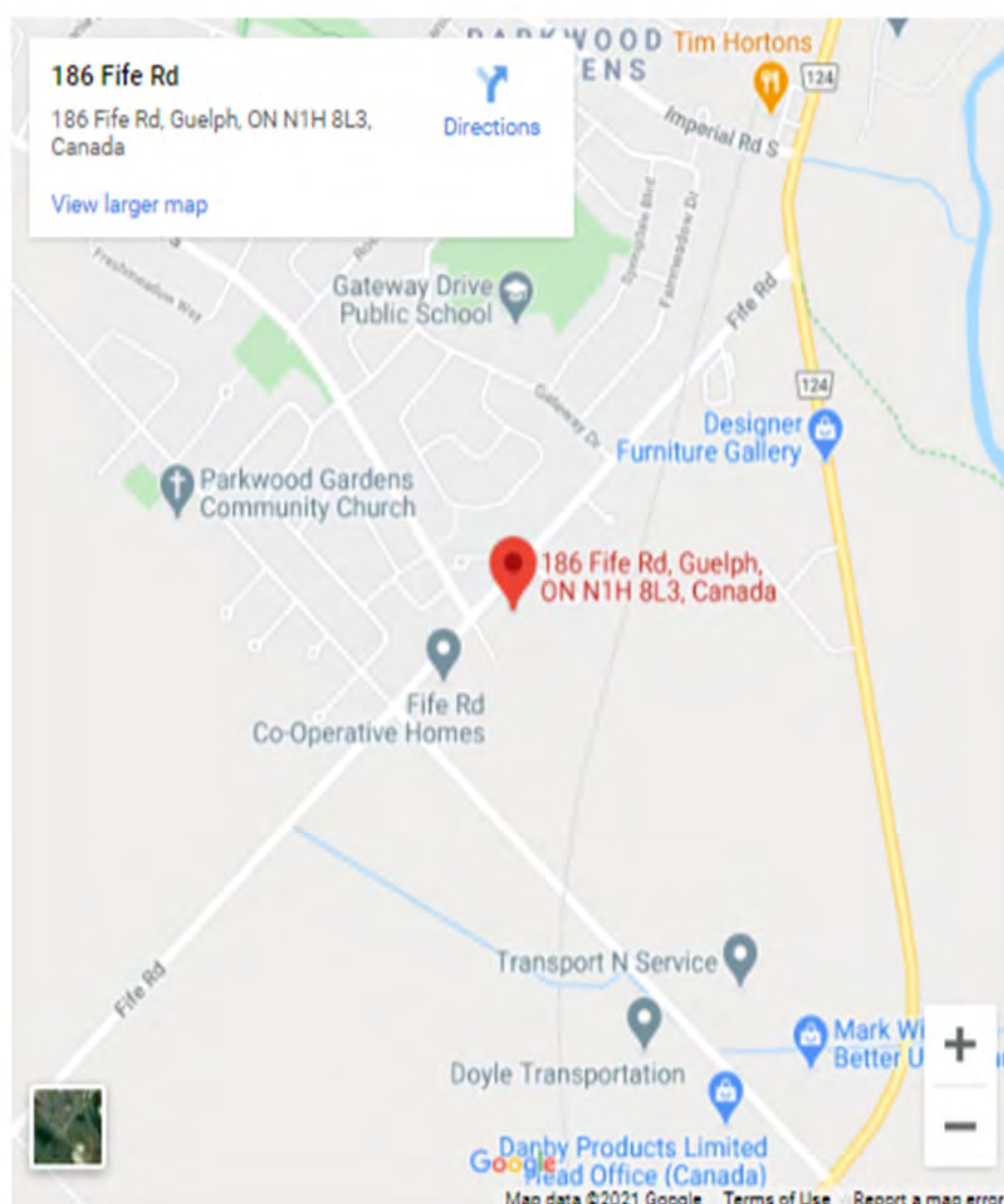


### Phone Numbers

Your Phone

## Contact Us

The property manager will respond to emergency calls only, such as loss of heat or severe plumbing leaks. For non-emergency issues you will be required to submit a work order during office hours to the office or login to your website profile and submit a request. For after hours non life-threatening emergencies, call the office number and the answering service will validate the concern and contact the appropriate individuals to address your concern.



Full Name\*

Email Address\*

Subject\*


Comment or Message\*

Send Message



# Member Dashboard

FOR REGISTERED MEMBERS



SUDO

Edit

Profile

☒ Form Management

[Back to Admin](#)

[Logout](#)

## Your Coop name and city, province

### Profile

User Name

sudo

First Name

First Name

Last Name

Last Name

Email Address

sudo@codedriven.ca

Display Name

sudo

Nickname

sudo

Description

Description

User Profile



Password

Password

Confirmation Password


Password

Save



# Member Dashboard

FOR REGISTERED MEMBERS



SUDO

Profile

☒ Form Management

[Back to Admin](#)

[Logout](#)

Your Coop name and city, province

☒ Form Management

Submission List


Show/Hide Calendar View  
March 2021

+ Add New Form

							<	>	today
Mon	Tue	Wed	Thu	Fri	Sat	Sun			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31	1	2	3	4			
5	6	7	8	9	10	11			

All Forms  Status

No data found!



SUDO

Profile

☒ Form Management

[Back to Admin](#)

[Logout](#)

Your Coop name and city, province

☒ Form Management


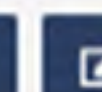


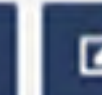

Submission List

Show/Hide Calendar View

+ Add New Form

Vehicle Registration Form  Status

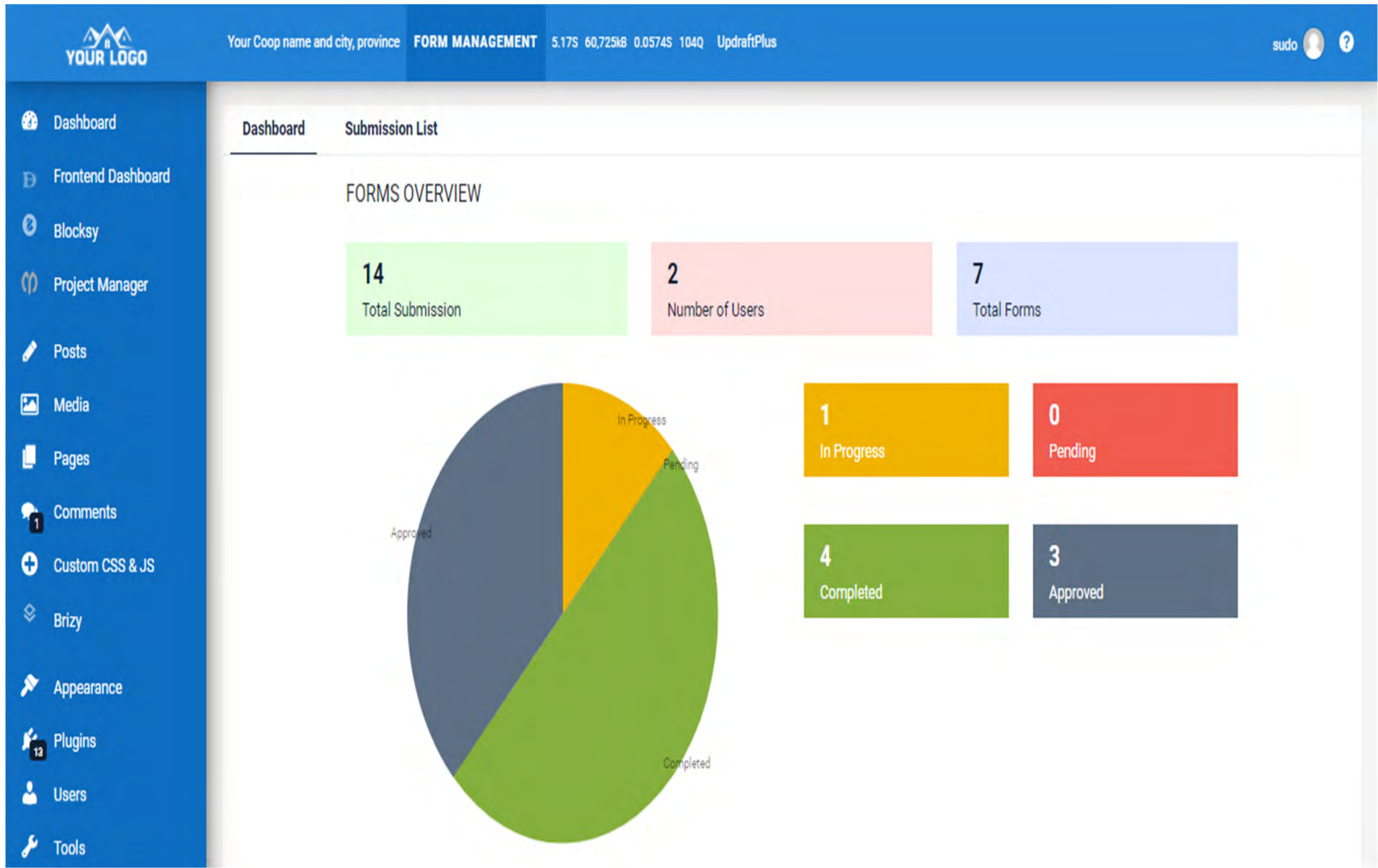
Search:

Your name ↑↓	Email address ↑↓	Phone ↑↓	Unit Number ↑↓	Created Date ↑↓	Status ↑↓	
dsfsdf	sdfsdf@gmail.com	454646464	2	2020-12-04 16:46:39		  
test	test@gmail.com	0123456789	08	2020-12-18 17:15:55	Completed	  

Showing 1 to 2 of 2 entries  1



# Admin Dashboard





# Admin Dashboard

## FOR PROFILE UPDATE FORM

YOUR LOGO

Your Coop name and city, province

USERS

3.85S 61.035kB 0.0380S 101Q UpdraftPlus

sudo

Dashboard

Frontend Dashboard

Blocksy

Project Manager

Posts

Media

Pages

Comments

Custom CSS & JS

Brizy

Appearance

Plugins

Users

All Users

Add New

Profile

Upgrade

Tools

Settings

MC4WP

Form Management

Form Builder

USERS

ADD NEW

All (13) | Administrator (1) | Member (2) | Board Member (2) | Maintenance (3) | Fife Admin (4) | Customer (1)

Bulk actions

APPLY

Add role...

ADD

Remove role...

REMOVE

View all users

FILTER

13 items

<input type="checkbox"/>	Username	Name	Email	Roles	Status	Posts
<input type="checkbox"/>	Admin1	Admin 1	admin1@email.com	Fife Admin	approved	0
<input type="checkbox"/>	aks test.52	aks test 52	test@test56565.com	Customer	pending	0
<input type="checkbox"/>	maintenance1	maintenance 1	maintenance1@email.com	Maintenance	approved	0
<input type="checkbox"/>	member1	Member 1	member1@email.com	Member	approved	0
<input type="checkbox"/>	maintenance1	maintenance 1	maintenance1@email.com	Maintenance	approved	0
<input type="checkbox"/>	member1	Member 1	member1@email.com	Member	approved	0
<input type="checkbox"/>	maintenance1	maintenance 1	maintenance1@email.com	Maintenance	approved	0
<input type="checkbox"/>	member1	Member 1	member1@email.com	Member	approved	0
<input type="checkbox"/>	maintenance1	maintenance 1	maintenance1@email.com	Maintenance	approved	0
<input type="checkbox"/>	member1	Member 1	member1@email.com	Member	approved	0
<input type="checkbox"/>	test	test	test@test.com	Maintenance	approved	0
<input type="checkbox"/>	test.12345	TEst 12345	testtest@test.com	Fife Admin	approved	1

Bulk actions

APPLY

Add role...

ADD

Remove role...

REMOVE

View all users

FILTER

13 items

YOUR LOGO

Your Coop name and city, province

ADD NEW USER

2.83S 60.629kB 0.2383S 106Q UpdraftPlus

sudo

Dashboard

Frontend Dashboard

Blocksy

Project Manager

Posts

Media

Pages

Comments

Custom CSS & JS

Brizy

Appearance

Plugins

Users

All Users

Add New

Profile

Upgrade

Tools

Settings

MC4WP

ADD NEW USER

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password

GENERATE PASSWORD

UA#hVFXw2X4P&UtNu88G9tLd

Strong

HIDE

Send User Notification

☒ Send the new user an email about their account.

User Roles

☐ Administrator

☐ Web Designer

☐ Customer

☐ Fife Admin

☒ Guest

☐ Maintenance

☐ Shop manager

ADD NEW USER



# Admin Dashboard

## UPDATE DIFFERENT PAGES CONTENT

YOUR LOGO

Your Coop name and city, province

PAGES3.06S66,914kB0.2921S197QUpdraftPlus

sudo

Dashboard

Frontend Dashboard

Blocksy

Project Manager

Posts

Media

PAGES

All Pages

Add New

Comments

Custom CSS & JS

Brizy

Appearance

Plugins

Users

Tools

Settings

MC4WP

Form Management

Form Builder

Members

Settings

MC4WP

Form Management

Form Builder

Members

Profile Extra Fields

Login/Signup Popup

Bloom

Approve New Users

COLLAPSE MENU

PAGESADD NEW

All (20) | Mine (15) | Published (19) | Private (1) | Trash (3)

Bulk actionsAPPLYAll datesFILTER

SEARCH PAGES

20 items

<input type="checkbox"/> Title	Author		Date
<input type="checkbox"/> About – Brizy		–	Published 2020/08/19 at 10:44 am
<input type="checkbox"/> Become a member – Brizy	sudo	–	Published 2018/12/20 at 10:37 pm
<input type="checkbox"/> Bread Request Form – Brizy		–	Published 2020/10/31 at 1:59 am
<input type="checkbox"/> Community Room Rental Contract Form – Brizy	sudo	–	Published 2020/01/26 at 12:35 pm
<input type="checkbox"/> Contact – Brizy	sudo	–	Published 2020/08/19 at 12:00 pm
<input type="checkbox"/> Dashboard – Brizy		–	Published 2020/09/07 at 12:54 am
<input type="checkbox"/> Documentation – Brizy	sudo	–	Published 2018/12/17 at 6:37 pm
<input type="checkbox"/> Form Management	sudo	–	Published 2020/08/28 at 1:35 am
<input type="checkbox"/> Forms – Private	sudo	–	Last Modified 2018/12/20 at 10:54 pm
<input type="checkbox"/> Home – Front Page, Brizy		–	Published 2020/08/19 at 8:45 am
<input type="checkbox"/> Insert/edit link	sudo	–	Published 2020/08/27 at 2:30 am
<input type="checkbox"/> Maintenance Request Form – Brizy	sudo	–	Published 2020/01/26 at 12:46 pm
<input type="checkbox"/> Member Relations Policy – Brizy	sudo	–	Published 2020/01/26 at 12:54 pm
<input type="checkbox"/> Member's Move Out Responsibility – Brizy	sudo	–	Published 2020/01/26 at 12:41 pm
<input type="checkbox"/> My Profile – Brizy	sudo	–	Published 2020/08/27 at 1:50 am
<input type="checkbox"/> News – Posts Page	sudo	–	Published 2020/08/17 at 4:14 pm
<input type="checkbox"/> Pet Registration Form – Brizy	sudo	–	Published 2020/01/26 at 12:59 pm
<input type="checkbox"/> Query Monitor		–	Published 2020/11/07 at 12:17 am
<input type="checkbox"/> Vehicle Registration Form – Brizy	sudo	–	Published 2020/01/25 at 7:48 pm
<input type="checkbox"/> Withdrawal of Membership & Surrender Of Occupancy Rights – Brizy	sudo	–	Published 2020/01/26 at 12:52 pm

Bulk actionsAPPLY

20 items

YOUR LOGO

Your Coop name and city, province

POSTS2.76S61,191kB0.0616S115QUpdraftPlus

sudo

Dashboard

Frontend Dashboard

Blocksy

Project Manager

POSTS

All Posts

Add New

Comments

Custom CSS & JS

Brizy

Appearance

Plugins

Users

Tools

Settings

MC4WP

Form Management

Form Builder

Members

Settings

MC4WP

Form Management

Form Builder

Members

Profile Extra Fields

Login/Signup Popup

Bloom

Approve New Users

COLLAPSE MENU

POSTSADD NEW

All (1) | Published (1) | Trash (2)

Bulk actionsAPPLYAll datesAll CategoriesFILTER

SEARCH POSTS

1 item

<input type="checkbox"/> Title	Author	Categories	Tags		Date
<input type="checkbox"/> Welcome To Your Coop Name	Admin	News	–	<div>0</div>	Published 2020/12/06 at 11:40 pm

Bulk actionsAPPLY

1 item



# YOUR COOP

LOGO HERE

www.yourwebsite.com

**Address :** 123/abc building CA

**Email :** yourmail@mail.com

**Phone Number:** +1234567890

## Options of having a copy of the Portal

01

### **Out of the Box Solution:**

no customization other than your branding list of forms, links, documents, images, etc.

02

### **Gold Branded Solution:**

customize your portal by adding more pages, add new features, add more forms, etc.

03

### **Premium Customized Solution:**

Extra tools and materials such as Pdf forms, Native mobile App, etc.

PLEASE LEAVE FEEDBACK ON MAKING THE PRODUCT

**FEEDBACK**