Kensington Square Condominium Association User Guide

May 11, 2023

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User Registration & First Log In

Only members of the Kensington Square Condominium Association (KSCA) are permitted to access some pages on the website, such as the "Documents" page, and must register an account. The steps below outline the registration and approval process prior to first logging in.
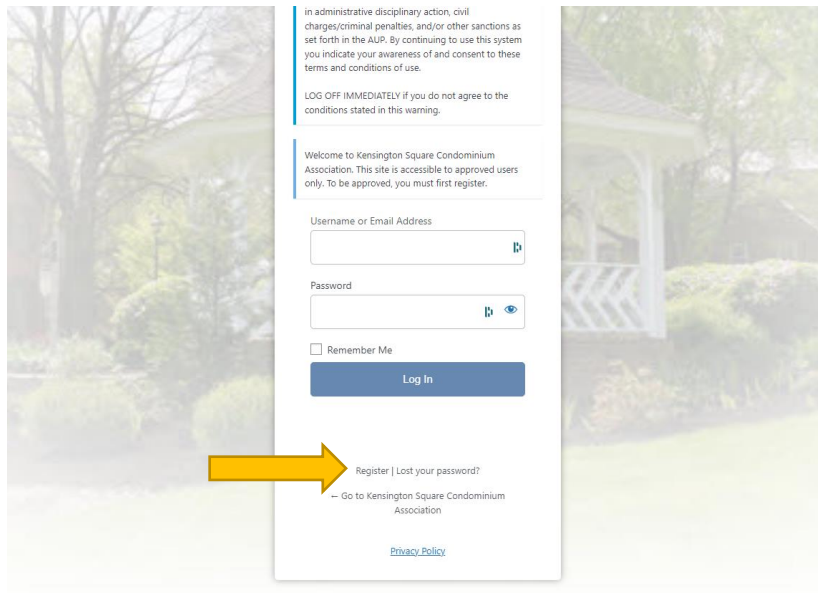
1. If you are not logged in and attempt to access a restricted page, you will receive the following message.

This area is for members only. You not have permission to view this content.
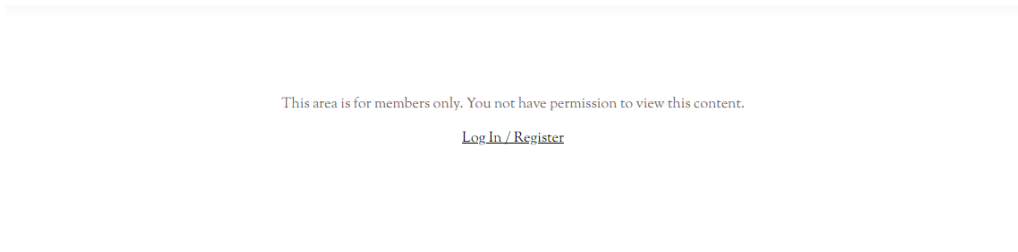
Log In / Register

2. Click on the "Login / Register" button on the home page to begin the registration process.
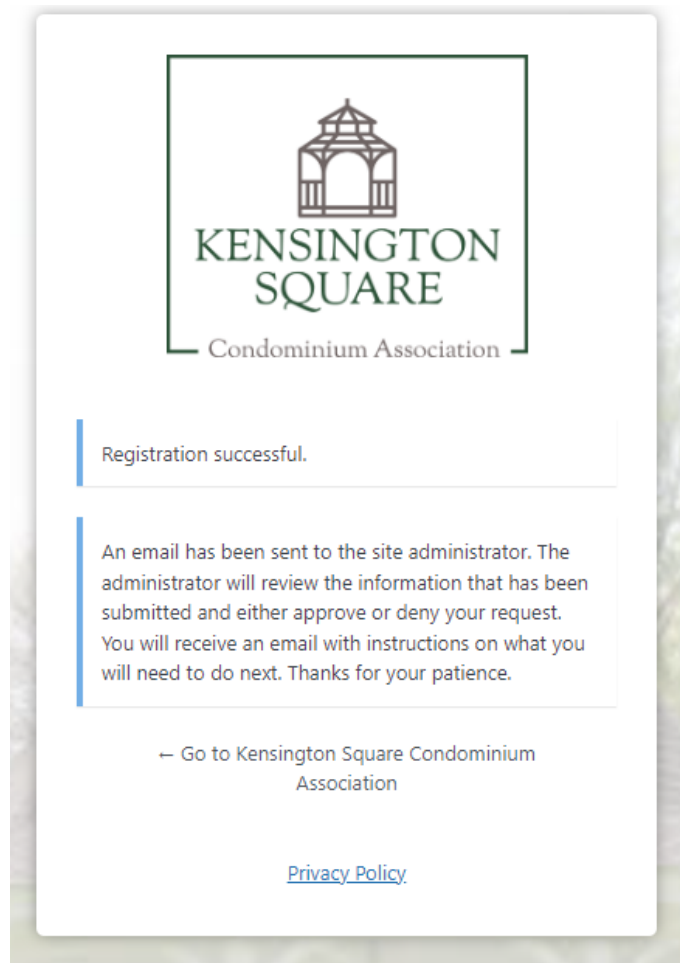
3. Click the "Register" link at the bottom of the login page.

4. Enter your preferred "Username" and "Email" in the appropriate fields, then click the "Register" button.
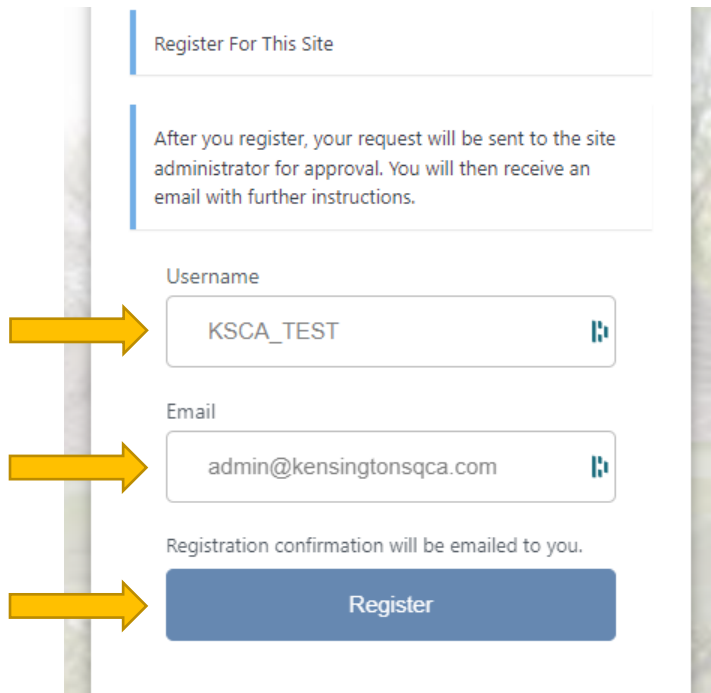
5. A confirmation message will be displayed indicating that a KSCA administrator will need to approve your registration.

6. You will also receive an e-mail at the address that you provided indicating that your account is waiting for approval.

KENSINGTON
SQUARE
Condominium Association

Hello,

Thank you for registering on our site. We have successfully received your request and is currently pending for approval.
The administrator will review the information that has been submitted after which they will either approve or deny your request. You will receive an email with the instructions on what you will need to do next.

Thank You

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7. Once your account has been approved, you will receive another e-mail with a link to set your password. Please click the link in the e-mail below the "To set or reset your password…" message. Please do not forward or share this link with anyone as it is unique for each password request and may only be used once.
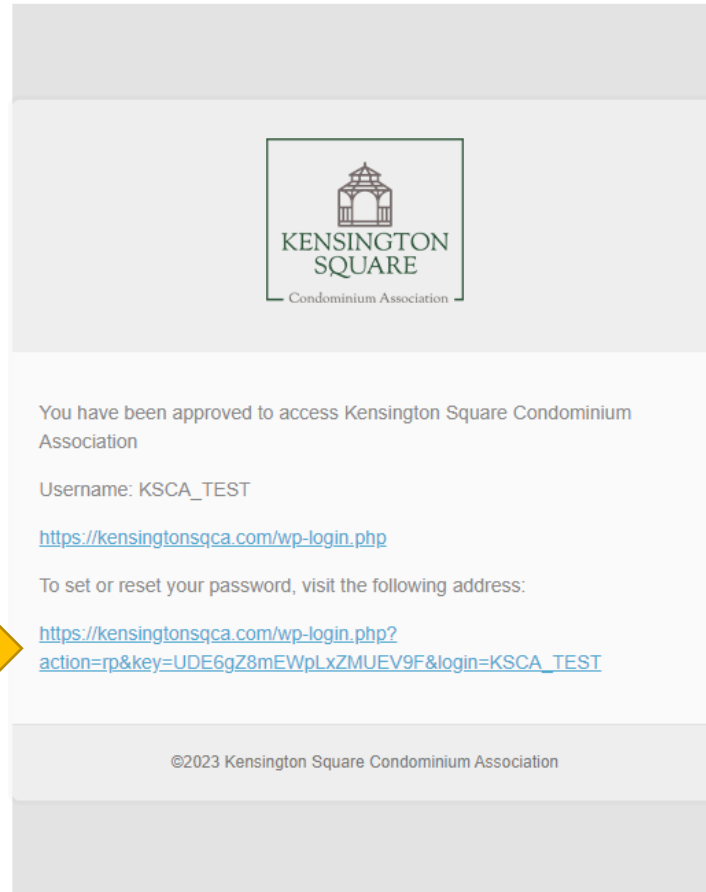
8. After clicking the password reset link you will be directed to a page where you can set your password. A pre-generated password is provided. You may either use this password, generate a new password using the "Generate Password" button, or enter your own.

9. If you choose to enter your own password, a strength meter is provided for your convenience. If the password you enter does not meet the strength requirements of the website, a red banner will appear and the "Save" button will be grayed out. To proceed with a weak password, you must indicate that you consent by click the "Confirm use of weak password" check box.

10. Click the "Save Password" button to proceed.

New password

badpassword 〔│ 🚫

Very weak

☐ Confirm use of weak password

Hint: The password should be at least twelve
characters long. To make it stronger, use upper and
lower case letters, numbers, and symbols like ! " ? $
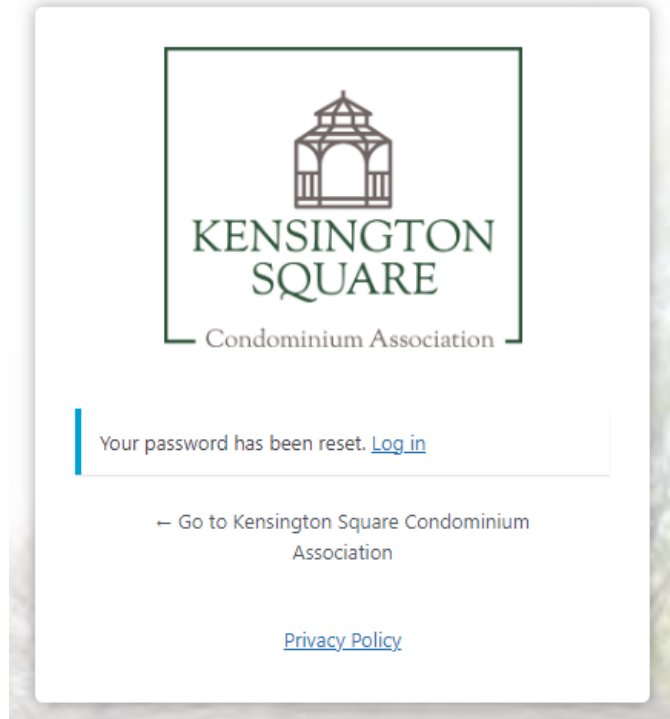% ^ &).

Generate Password

Save Password

New password

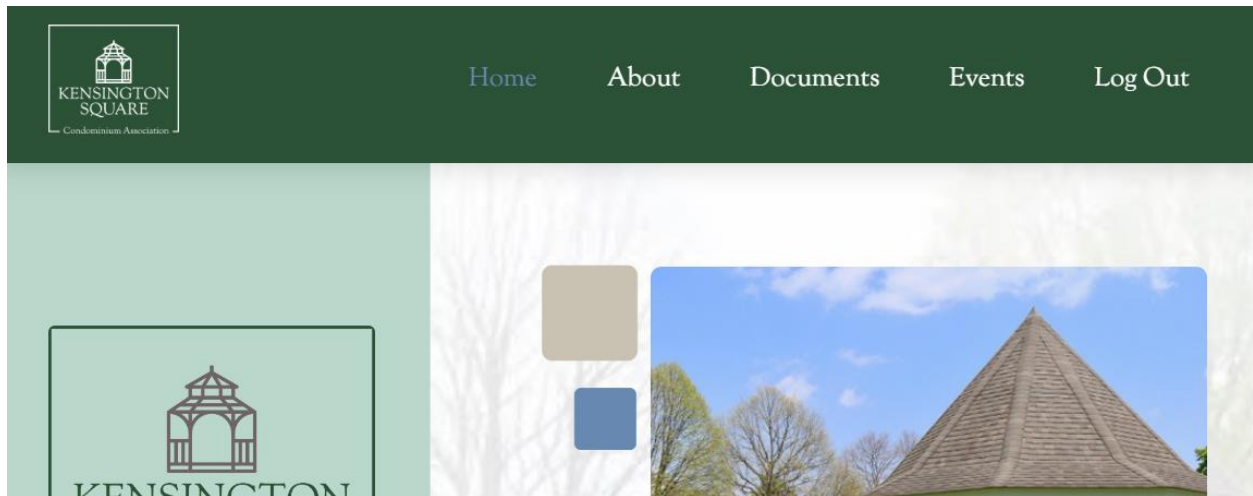##ArTHdl(0FOYwBxF%tdjoun 〔│ 🚫

Strong

Hint: The password should be at least twelve
characters long. To make it stronger, use upper and
lower case letters, numbers, and symbols like ! " ? $
% ^ &).

Generate Password

Save Password

11. A confirmation message will be displayed, you can now log in.

Your password has been reset. Log in

← Go to Kensington Square Condominium Association

Privacy Policy

12. After logging in, you will be re-directed to the home page.

Home   About   Documents   Events   Log Out

Using the E-mail Service

Custom e-mail addresses have been set up for members of the KSCA board to communicate with KSCA members. These include the following:

- Distribution Groups
  - contact@kensingtonsqca.com
    - Used to contact the KSCA board with general questions and inquiries.
  - alerts@kensingtonsqca.com
    - Used for automated alerts, such as security notifications, website monitoring, etc. in order to maintain the website.

- Individuals
  - admin@kensingtonsqca.com
    - Administrative account used to manage the mail service.
  - info@kensingtonsqca.com
    - A service account used by the website for sending notifications, newsletters, and other communications.
  - president@kensingtonsqca.com
  - secretary@kensingtonsqca.com
  - treasurer@kensingtonsqca.com

The steps below outline the use of the e-mail service, https://kensingtonsqca.com/mail.

1. Access to the e-mail service is available using the "Mail" link in the footer of the website.

2. Login information will be provided by the web administrator, if you need assistance, please use contact@stoicegret.com to request help.

3. Enter the e-mail address provided to you by the webmaster and click "Next".
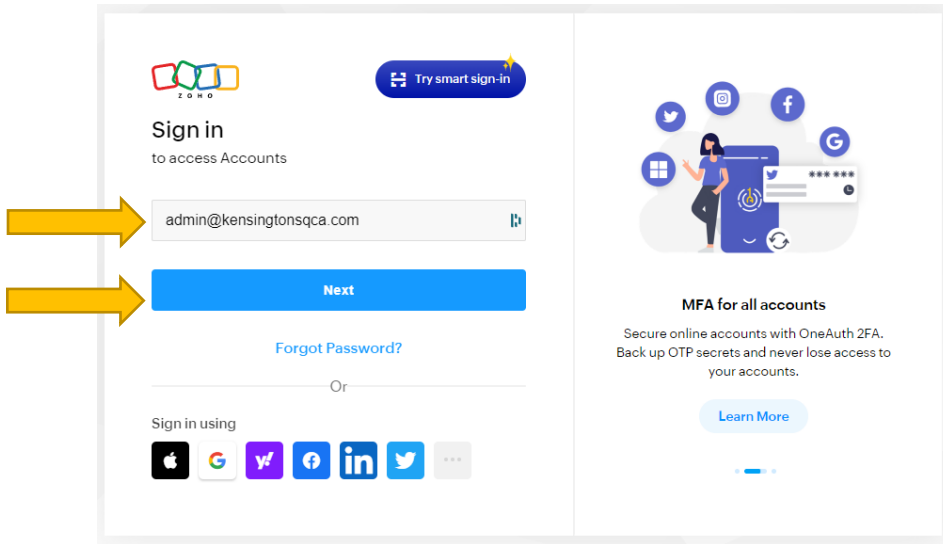
4. Enter the password provided to you by the webmaster and click "Sign in".
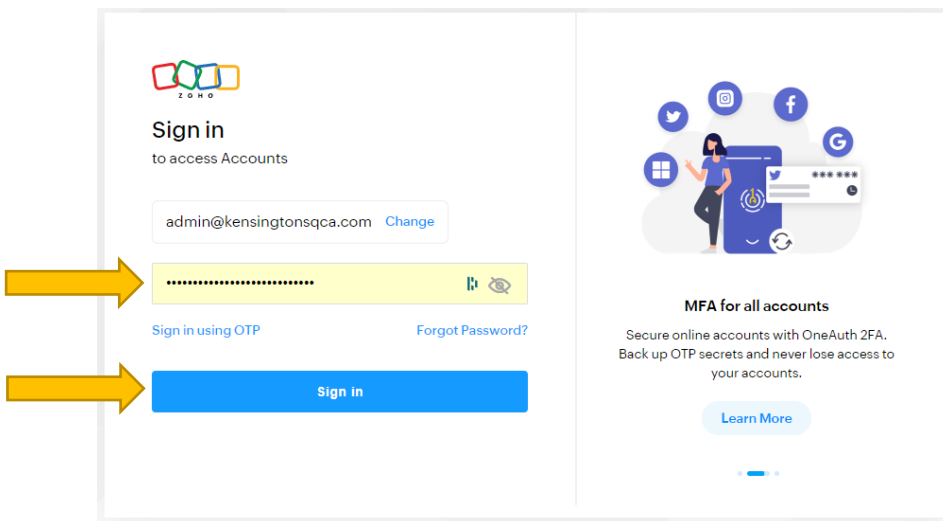

5. You will see a screen similar to the one below. If you don't see your inbox, click the "Mail" tab at the top of the screen, and then "Inbox" from the folder menu on the left. If you have additional questions about using the Zoho mail service you can also use: https://www.zoho.com/mail/help/
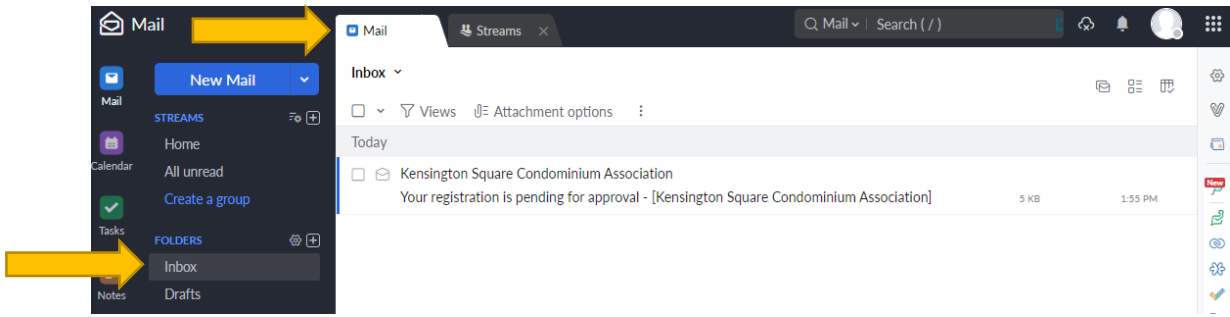
Approving New Users

All new member registration requests require approval from the web administrator, the KSCA board, or a delegated individual. The steps below outline the process that the approver must follow to set up the new member's account.
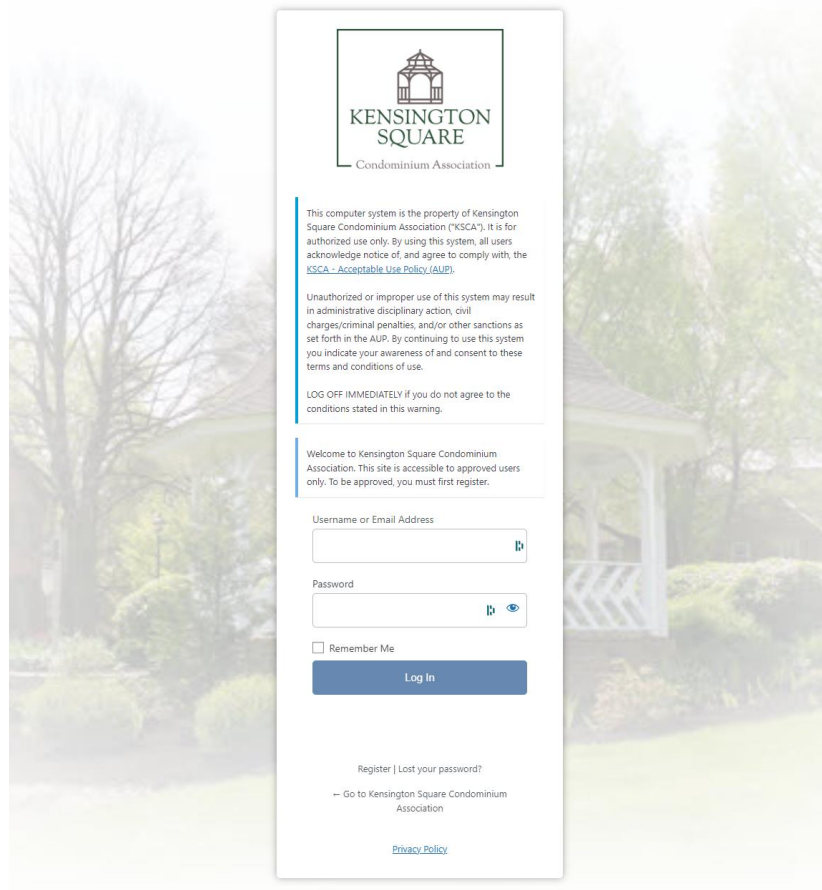
1. As the account approver, you will receive an e-mail after a new registration is submitted.
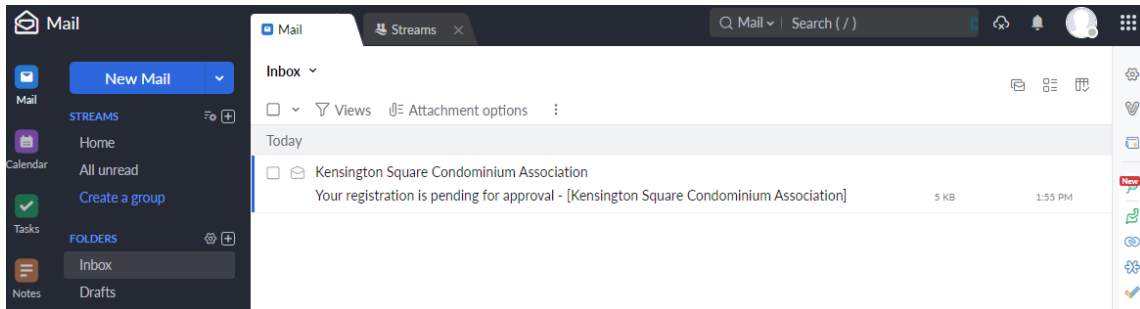
2. Click the link beneath the "To approve or deny this user access…" message.
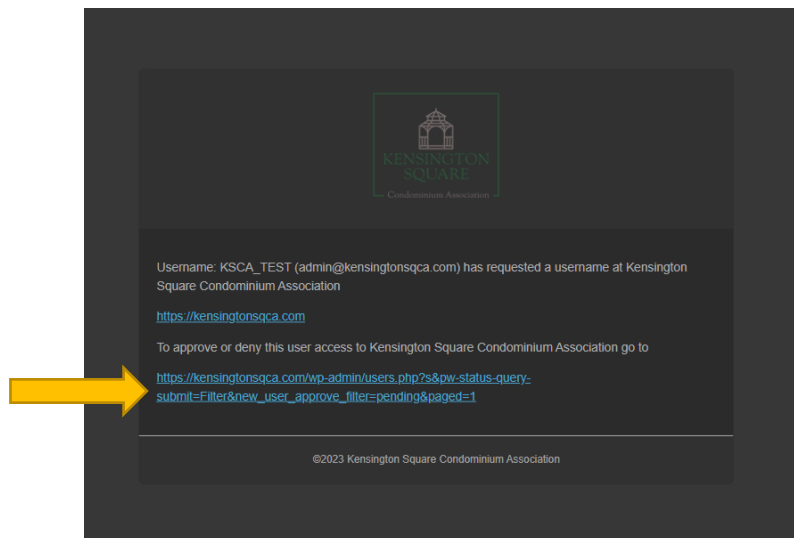
3. Login to the KSCA website.

4. After login, you will be redirected to the user management page. Locate the correct account, using the "Username" identified in the e-mail from step 2, and click "Approve".


5. The member will now be able to view restricted areas of the KSCA website.

Using the Newsletter Editor

Members of the KSCA board have been granted additional access to the Newsletter Editor on the website. This feature provides a What-You-See-Is-What-You-Get (WYSIWYG) editor, a mailing list, and scheduled sending for e-mail notifications similar to services like Constant Contact or Mailchimp. The steps below outline how to access and use the Editor.

1. Login to the KSCA website.
2. If you have been granted access to the Editor, a black banner will be displayed at the top of the page.
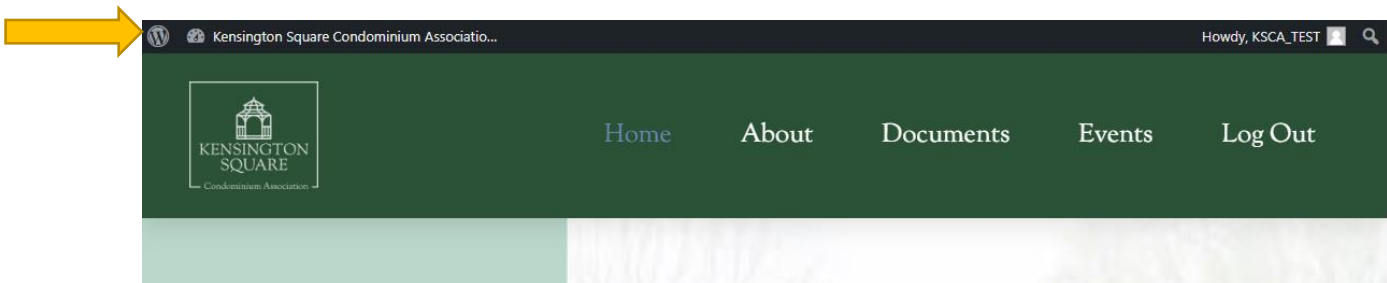

3. Access the Newsletter Editor using https://kensingtonsqca.com/wp-admin/admin.php?page=newsletter_main_index, or the "Newsletter" link on the footer of the page.


4. The Newsletter Editor landing page provides you with several options:
   - Subscribers – Member e-mail addresses and list membership
   - Lists – Create groups of subscribers that you wish to send mail to
   - Newsletters – E-mail content editor and e-mail send options
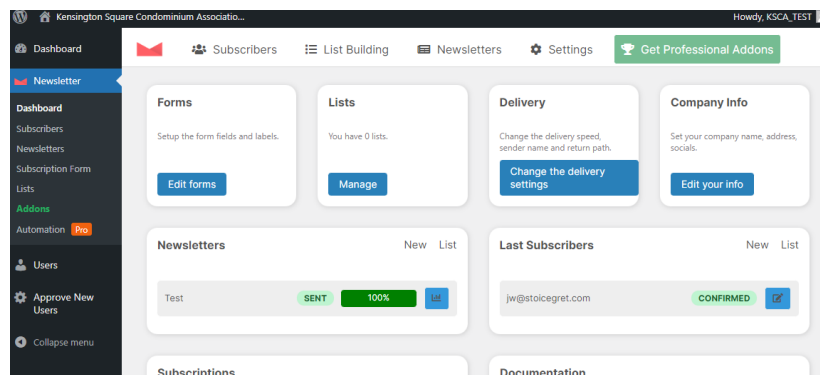
5. Mouse-over the "Newsletters" heading, then click "Create newsletter".
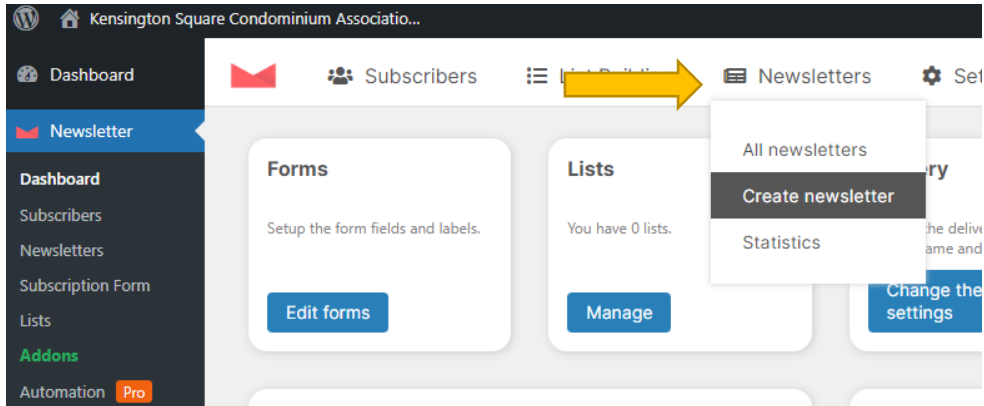
6. A pop-up will be displayed with several options for templates that you can use to design your e-mail. Click "A big announcement" to create a standard announcement message.
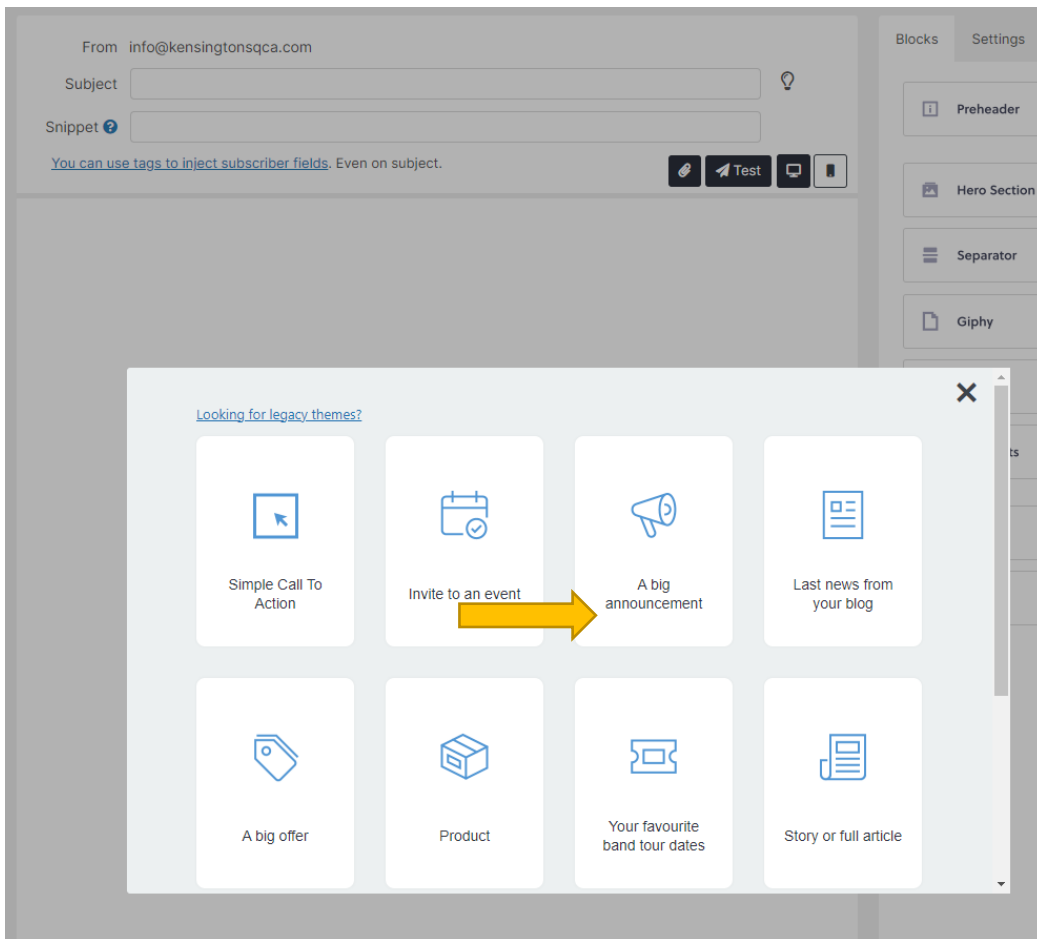
7. A template similar to the one shown below will be displayed. From here you can enter a "Subject" for the e-mail, edit the text and images, or make other changes as you see fit.

8. Once your changes have been finalized, click "Save" at the bottom of the page. This will allow you to reuse the template with your changes later. Click "Next" to proceed.

Unsubscribe | Manage your subscription | View online

Kensington Square Condominium Association
Mechanicsburg, PA 17050
2023

The Newsletter Plugin **Composer**   Save as preset   Back to last save   Save   Next »
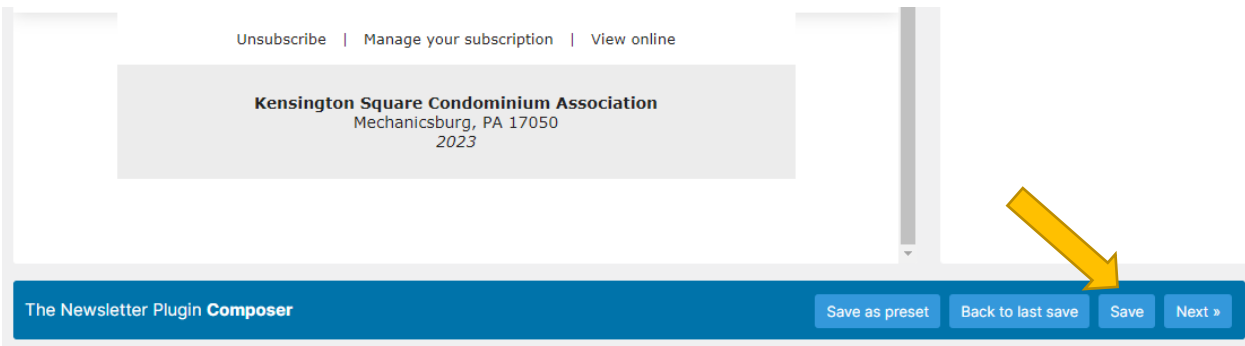
9. You will be taken to a page to finalize your settings for sending the message. By default, everyone in your subscriber lists will receive the message. If you are comfortable with the settings, click "Send now" or "Schedule" to have the message sent at a future date and time.

Edit Newslette

🖉 Edit   🖫 Save   Send now   ⏱ Schedule

Subject   💡   DRAFT

Targeting   **Advanced**   **Preview**

Leaving all multichoice options unselected is like to select all them

Lists   Match at least one of ⌄

                   All

                   must not in one of

                   None

Language   Install a multilanguage plugin. Read more

Gender   ☐ Women   ☐ Men   ☐ Not specified

Status   Confirmed   ⌄