

How to Login, Update and Use the new CSCA Online Directory

these instructions last updated June 24, 2021

The Carderock Springs Citizens' Association has an online and also a printed directory to enable neighbors to know each other in our community. The *online* directory is on a new platform and is being updated with info from new and old neighbors along with info of our local tweens and teens for Babysitting, Pet Sitting, Yard Work and Snow Removal. **Please verify your information.** From this updated information the updated *printed* directory will be created and distributed later this year.

The new CSCA online directory from AtoZ Connect has a new url: <https://cscamembershiptoolkit.com/> and a new 'M' membership mobile app:



The old mobile app will be discontinued in July 2021 so you can remove the old green 'House' app from your mobile device now:



Most directory information is automatically transferred to the new directory.

- **You will need to create a new account based on your email id and a new password** for yourself.
- Your Spouse/Significant Other will also need to follow these instructions with their email id if they want to login to find various directory information.

Instructions on how to login are in the following steps and screenshots:

1. From <https://cscamembershiptoolkit.com/> click the **Register/Login** button.
2. Click the **Create Account** button.
3. Use your **email address** which the CSCA already has and create a **new password** because login credentials did not transfer from the old platform.
 - a. If you are new to the neighborhood, or the CSCA does not have your email address or you want to use a different email ID, contact CSCA Membership Chair Bill Draper cscacardinfo@gmail.com or bdraper99@gmail.com .
4. Watch for an email that will ask you to verify your email address.
5. Open the email and **verify your email address.**
6. On the next screen log back in with your new password and click the **Create Account** button.
7. Finish the setup process by updating and completing the Homeowner Family Information and the Directory Publish Preferences in "**My Account**".
 - a. For any children in your household, you can indicate if they are available for **Babysitting, Pet Sitting, Yard Work or Snow Removal.**
 - b. Our inclusive community includes both Homeowners and Renters. On the page labeled Homeowner, there is a place to indicate if you are a **Homeowner or Renter.**
8. Optional but recommended for easy use of the online directory on your mobile device: Download the **Membership Toolkit App** which offers an easy way to use the online directory to search for contact info for your neighbors.



We all learn differently and for those who like colored screenshots you are in luck. The **following pages contain easy-to-follow screenshots of the above steps.**

1. From <https://csca.membershiptoolkit.com/>
Click the **Register/Login** button:

Carderock Springs Citizens' Association

Connect with us!

Our goal for this site is to offer you a hub for our community. Be sure to register and download the new Membership Toolkit mobile app.

[Register/Login](#)

2. Even if you had an account on the old AtoZ system in the green "House" app, you are now a new user in the new AtoZ system so click the **Create Account** button.

Carderock Springs Citizens' Association

Sign In to Access Your Household Account & Portal

To fully access this site, you must log in or create a new AtoZ Connect account.

Returning User?

If you have a AtoZ Connect user account, even with another organization, you can log in here:

E-mail Address
name@domain.com

Password
password

[I forgot my password](#)

[Log in](#)

New User?

If you don't currently have a AtoZ Connect user account, create one now:

[Create Account](#)

3. Complete the requested info using your **email address** which the CSCA already has and create a **NEW password**.

- a. If you are new to the neighborhood, or the CSCA does not have your email address or you want to use a different email ID, contact CSCA Membership Chair Bill Draper cscacardinfo@gmail.com or bdraper99@gmail.com



Home
Directory
Login

Access the AtoZ Connect Directory Using the Membership Toolkit Mobile App



Carderock Springs Citizens' Association

Create Account

- 1 – Complete this form
- 2 – We will send you an email
- 3 – Click the link in the email message to verify your email address and complete the process

The link expires in 2 hours.

If you do not receive the email in the next few minutes, check the spam or junk folders in your email software.

✓ First name

✓ Last name

✓ Email address

Your account will be your email address. You must have access to this account to complete this process.

✓ Password

✓ Retype password

✓ Let's make sure you're human – what is 1 + 4?

4. After completing the form in the above step, you will see a green message 'Success. An Email has been sent...' so go find the new email, noting that it might be in your spam folder. You are searching for:

Sender: **Carderock Springs Citizens' Association (notify@membershiptoolkit.com)**
Subject: **Email verification for Carderock Springs Citizens' Association**

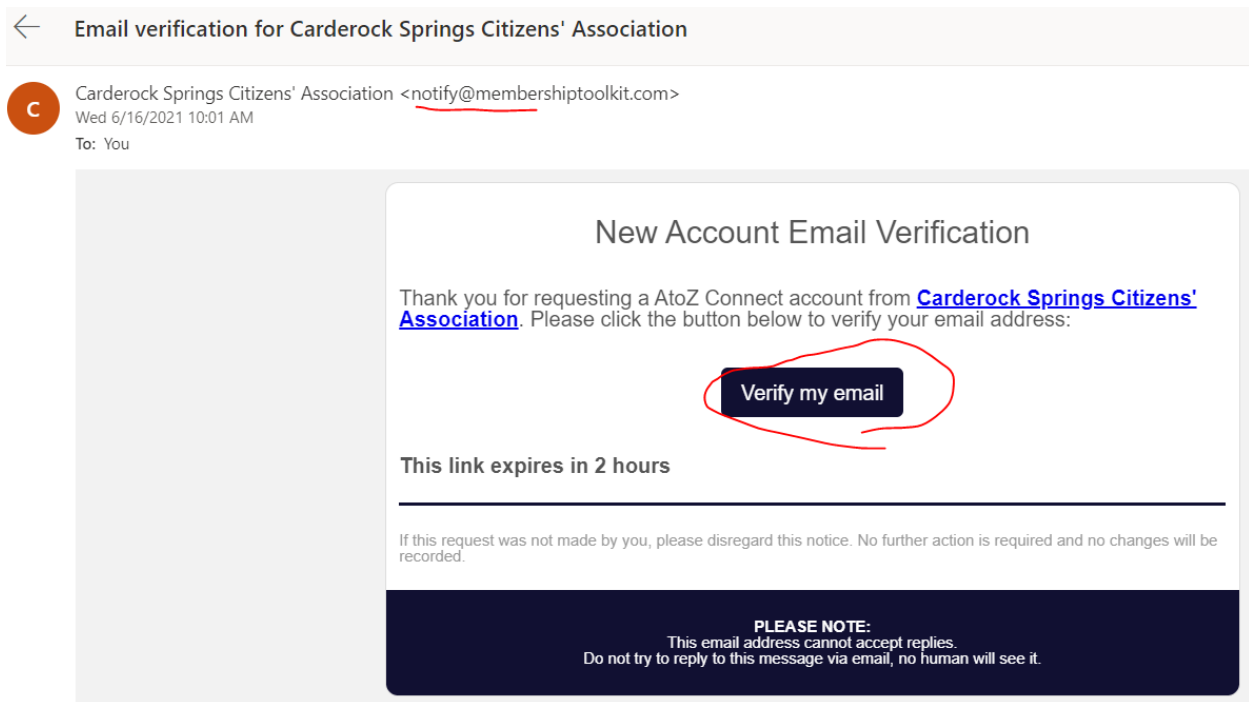
This email sample below was hiding in a Junk folder:

Junk Email ☆

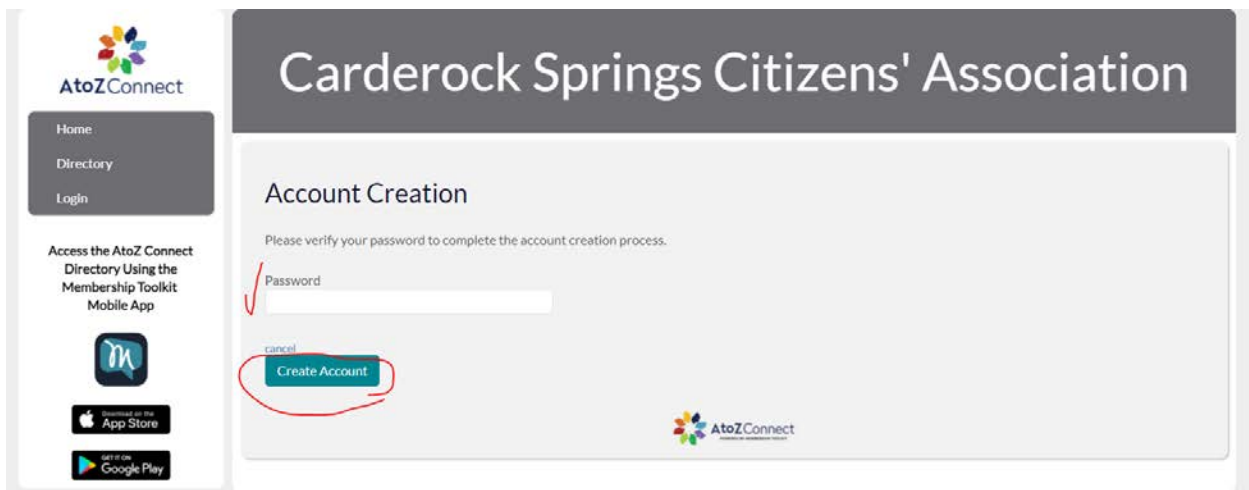
Items in Junk Email will be deleted after 10 days

Carderock Springs Citizens' Association Email verification for Carderock Springs Citizens' Association New Account Email Verification Thank you for requesting a AtoZ..

5. Open the email and click the **Verify My Email** button to verify your email address



6. On the next screen log back in with your new password and click **Create Account**.



7. Finish the setup process by completing the "My Account" **Homeowner Information** with family Information and the **Directory Publish Preferences**.
 - a. **Verify/correct/update** your street address, phone etc which was automatically populated from the old directory information.
 - b. For any children in your household, you can indicate if they are available for **Babysitting, Pet Sitting, Yard Work or Snow Removal**.



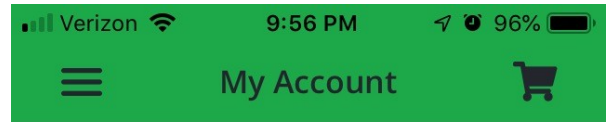
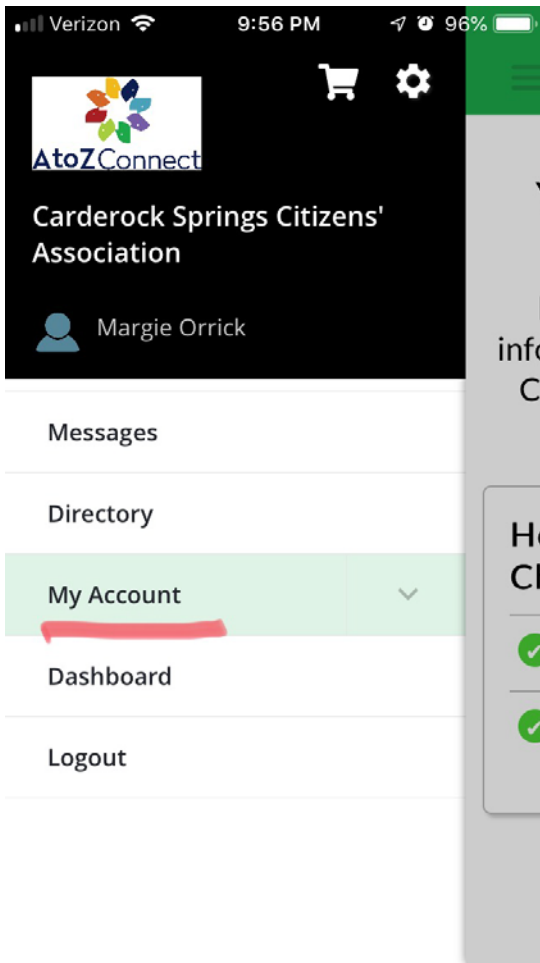
8. Optional but recommended for easy use of the directory on your mobile device: From the App Store or Google Play Store, download the **Membership Toolkit App** which offers an easy way to use the online directory to search for contact info for your neighbors.



- a. After downloading the 'M' Membership app, login then in the upper left corner click the 'hamburger' icon which has 3 stacked horizontal lines so you can see the menu.



- b. The menu of choices includes **My Account** where you can further update family **Homeowner Information** and **Directory Publish Preferences**.



YOUR HOUSEHOLD'S ACCOUNT PAGE

Manage all your household's information and preferences here. Come back at any time to make updates.

Homeowner and [hide section](#) Child/Other Information

- Homeowner Information
- Directory Publish Preferences

- c. The menu of choices also includes a searchable online **Directory** listing of your neighbors. **Search by name** or click the **filter icon** in the top right corner to **search by Babysitting, Pet Sitting, Yard Work, Snow Removal** or **Street** to see who lives on your street and their address.

