

Account Basics — Dashboard and Settings

Once you're logged in, you'll spend most of your time in the dashboard. Here's what you need to know to get started.

Your Dashboard

The dashboard is your home base for managing your co-op. From here, you can create events, manage members, and track schedules.

The screenshot displays the 'Mountain View Explorers' dashboard. At the top, a dark green header bar contains a home icon, the text 'Mountain View Explorers', a notification bell with a red '1', and a user profile for 'DB Daniel Brookbank'. A left sidebar lists navigation options: Admin, Overview, Dashboard (selected), Today, Joining, Our families, Classes & events, Community, Money, How we're doing, and Settings. The main content area features a large light blue box titled 'Let's get your co-op set up' with a progress indicator '3 of 6 steps complete'. It lists onboarding steps: Co-op Profile (Start), Site Template (Go to step), Branding (checked), Membership Plan (checked), Invite Members (Go to step), and Publish Site (checked). Below this is a 'Dashboard' section titled 'Overview of your co-op's key metrics' with a 'Customize Dashboard' link. It shows two status bars: '2 pending applications' and 'Complete Onboarding'. Four key metrics are displayed in cards: Active Members (6), Events This Month (0), Revenue This Month (\$0.00), and Attendance Rate (Coming Soon). At the bottom, there are links for 'Cookie preferences' and 'Do Not Sell or Share My Personal Information', and a date indicator 'Today Thursday, September 17'.

Manage Your Account Settings

To update your profile information or change your password:

1. From the dashboard, click your profile icon or name in the top-right corner.
2. Select "Account Settings" from the dropdown menu.

The screenshot shows the 'Mountain View Explorers' website. The top navigation bar is dark green with a home icon, the site name, a notification bell with a red '1', and a user profile for 'Daniel Brookbank'. A left sidebar contains a menu with 'Admin' at the top and various options like 'Overview', 'Dashboard', 'Today', 'Joining', 'Our families', 'Classes & events', 'Community', 'Money', 'How we're doing', and 'Settings'. The main content area is titled 'Settings' with the subtitle 'Manage your profile and account settings'. It features a list of settings on the left: Profile, Password, Notifications, and Appearance. The 'Profile' section is active, showing fields for 'Name' (containing 'Daniel Brookbank') and 'Email' (containing 'mountainview-admin@franzone.com'). A green 'Save' button is below these fields. Further down, there is a 'Delete account' section with a red 'Delete account' button. At the bottom of the settings area, there are two links: 'Cookie preferences' and 'Do Not Sell or Share My Personal Information'.

3. Update your email address, name, or password as needed.
4. Click "Save Changes" to confirm.

What's next

Read [Creating an Event](#) to set up your first co-op gathering.

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