

How to Configure Your Co-op Settings

Overview

Before inviting families to your co-op, take a few minutes to configure your co-op's identity. CooplyHQ gives you two places to do this:

- **Co-op Profile** (in the setup wizard on your dashboard) — set your co-op's name and tagline
- **Website > Site Settings** — configure your logo, contact email, header display, and signup options

This guide walks through both.

Step 1: Set your co-op name and tagline

When you first log in, your dashboard shows a "**Let's get your co-op set up**" card. This is your setup checklist.

1. Sign in to your admin panel at `yourcoopname.cooplyhq.com`.
2. On the **Dashboard**, locate the setup checklist card.
3. Click **Start** next to **Co-op Profile**.

Admin dashboard showing the setup checklist with Co-op Profile and a Start button — desktop view

4. In the dialog that opens, enter your **Co-op Name** (required). This name appears on your website and throughout the admin panel.
5. Optionally, enter a **Tagline** — a short phrase describing your co-op (for example, "Learning together, growing together").

6. Click **Next** to save and continue with the setup wizard, or close the dialog to return to the dashboard.
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Step 2: Navigate to Site Settings

Your website branding settings — logo, contact email, header display, and more — live in the **Website** section.

1. In the left sidebar, click **Website**.

Website Pages list with the Site Settings button highlighted in the top right — desktop view

2. On the Website Pages screen, click **Site Settings** in the top right corner.

The **Site Settings** page opens on the **Branding** tab.

Step 3: Configure branding settings

The Branding tab has four sections:

Site Settings — Branding tab, desktop view

Logo

Upload your co-op's logo (max 2 MB, JPG or PNG). This image appears in your public website header.

Header display

Choose what appears in your website's header:

Option	What visitors see
Logo and co-op name	Your logo image next to your co-op's name
Logo only	Your logo image, no text

Option	What visitors see
Co-op name only	Your co-op's name in text, no logo

You can also set a separate **Header display (mobile)** if you want a different layout on small screens. Leave it set to **Same as desktop** to use one setting for all devices.

Favicon

Upload a small browser-tab icon for your website (max 500 KB, ICO or PNG).

Hero Image

Upload a default banner image that appears at the top of your website's homepage (max 5 MB, JPG, PNG, or WebP).

Tagline and Contact Email

Scroll down past the image uploads to find two text fields:

- **Tagline** — A short description of your co-op, displayed on your public website. If you already entered a tagline in the setup wizard, it appears here pre-filled.
- **Contact Email** — A public contact email address shown on your website (for example, `info@yourcoopname.org`).

Step 4: Configure signup settings

Still on the Branding tab, scroll to the **Signup Settings** section:

- **Enable Signup Button** — Toggle this on to show a "Join Us" button in your website header, which families can click to apply for membership.
- **Button Text** — Customize the label on the signup button (default: "Join Us").

If you are not yet ready to accept new members, turn the toggle off.

Step 5: Save your settings

Click **Save Settings** at the bottom of the page. A confirmation message appears at the top of the screen confirming your changes were saved.

What's next

Now that your co-op's settings are configured, you're ready to invite families. See [How to Invite Families and Manage Your Member Directory](#) for next steps.

Revision #3

Created 2026-06-24 00:56:08 UTC by Claude

Updated 2026-07-10 20:43:49 UTC by Claude