

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:

The screenshot shows the homepage of the Carderock Springs Citizens' Association. On the left, there's a sidebar with the AtoZ Connect logo and links for Home, Directory, and Login. Below these are instructions to access the AtoZ Connect Directory Using the Membership Toolkit Mobile App, along with download links for the App Store and Google Play. The main content area features the association's name in large letters, its logo (a stylized house), and the text "CARDEROCK SPRINGS National Register of Historic Places". Underneath, there's a "Connect with us!" section and a "Register/Login" button, which is circled in red.

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.

The screenshot shows the sign-in page for the Carderock Springs Citizens' Association. It has a sidebar with the AtoZ Connect logo and links for Home, Directory, and Login, along with download links for the App Store and Google Play. The main area has a "Sign In to Access Your Household Account & Portal" heading and a message about logging in or creating a new account. It's divided into two sections: "Returning User?" and "New User?". The "Returning User?" section contains fields for E-mail Address and Password, and links for forgot password and Log in. The "New User?" section contains a "Create Account" button, which is circled in red.

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

The screenshot shows the AtoZ Connect website interface. On the left, there's a sidebar with the AtoZ Connect logo, navigation links for Home, Directory, and Login, and a section for the mobile app with download links for the App Store and Google Play.

The main content area has a header for "Carderock Springs Citizens' Association" and a "Create Account" form. The form includes fields for First name, Last name, Email address, Password, Retype password, and a CAPTCHA question "Let's make sure you're human – what is 1 + 4?". Each field has a red checkmark icon to its left indicating it's been filled correctly. Below the first three fields, there's a note: "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."

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: First

Last name: Last

Email address: name@domain.com
Your account will be your email address. You must have access to this account to complete this process.

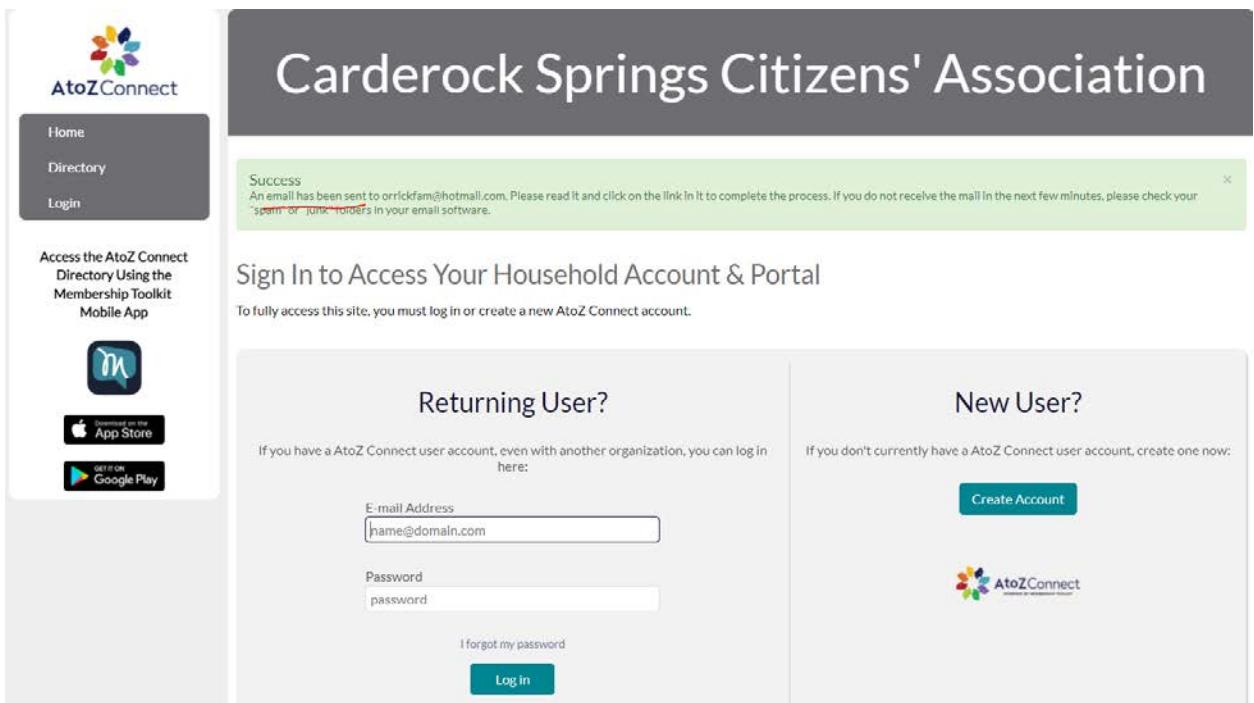
Password:

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



The screenshot shows the AtoZ Connect login page. On the left sidebar, there is a logo for 'AtoZ Connect' with a colorful flower icon, followed by links for 'Home', 'Directory', and 'Login'. Below these links is a section titled 'Access the AtoZ Connect Directory Using the Membership Toolkit Mobile App' with download links for the App Store and Google Play. The main content area has a large header 'Carderock Springs Citizens' Association'. Below the header, a green 'Success' box contains the text: 'An email has been sent to orrickfam@hotmail.com. Please read it and click on the link in it to complete the process. If you do not receive the mail in the next few minutes, please check your "spam" or "junk" folders in your email software.' To the right of the success message is a close button (X). Below the success message, there is a 'Sign In to Access Your Household Account & Portal' section with a note: 'To fully access this site, you must log in or create a new AtoZ Connect account.' There are two main login sections: 'Returning User?' on the left and 'New User?' on the right. The 'Returning User?' section includes fields for 'E-mail Address' (with placeholder 'name@domain.com') and 'Password' (with placeholder 'password'), along with links for 'I forgot my password?' and a teal 'Log in' button. The 'New User?' section includes a teal 'Create Account' button and the AtoZ Connect logo.

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

← Email verification for Carderock Springs Citizens' Association

Carderock Springs Citizens' Association <notify@membershiptoolkit.com>
Wed 6/16/2021 10:01 AM
To: You

New Account Email Verification

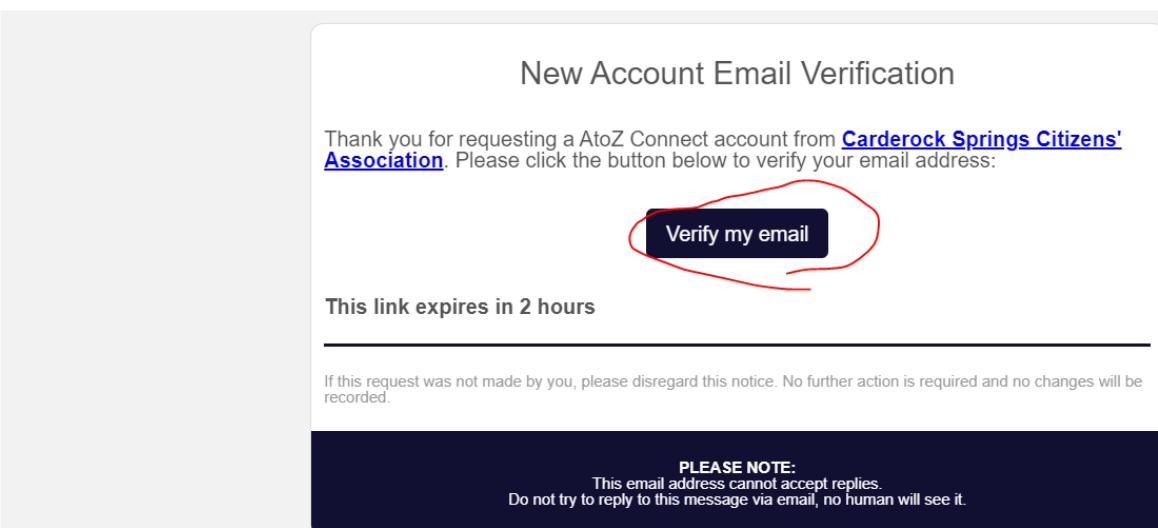
Thank you for requesting a AtoZ Connect account from [Carderock Springs Citizens' Association](#). Please click the button below to verify your email address:

[Verify my email](#)

This link expires in 2 hours

If this request was not made by you, please disregard this notice. No further action is required and no changes will be recorded.

PLEASE NOTE:
This email address cannot accept replies.
Do not try to reply to this message via email, no human will see it.



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

AtoZConnect

Home
Directory
Login

Access the AtoZ Connect Directory Using the Membership Toolkit Mobile App


[Available on the App Store](#)
[GET IT ON Google Play](#)

Carderock Springs Citizens' Association

Account Creation

Please verify your password to complete the account creation process.

✓ Password

[cancel](#) [Create Account](#)

 AtoZConnect



7. Finish the setup process by completing the "My Account" **Homeowner Information** with family information and the **Directory Publish Preferences**.

- Verify/correct/update** your street address, phone etc which was automatically populated from the old directory information.
- For any children in your household, you can indicate if they are available for **Babysitting, Pet Sitting, Yard Work or Snow Removal**.

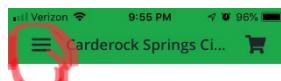
The screenshot shows the AtoZ Connect website interface. On the left, there's a sidebar with links: Home, Directory (which is underlined in red), Member Dues, My Account (with a red arrow pointing to it), Update Directory Information, Subscriptions, Previous Orders, Dashboard, and Logout. Below the sidebar, there's a link to download the mobile app for the Membership Toolkit App, featuring icons for the App Store and Google Play.

The main content area has a header: "Carderock Springs Citizens' Association". Below it, a green success message says "Success: Welcome, Margie.". The main content is titled "YOUR HOUSEHOLD'S ACCOUNT PAGE" with the sub-instruction "Manage all your household's information and preferences here. Come back at any time to make updates." There's a section titled "Homeowner and Child/Other Information" with two items: "Homeowner Information" (marked with a checkmark) and "Directory Publish Preferences".

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.



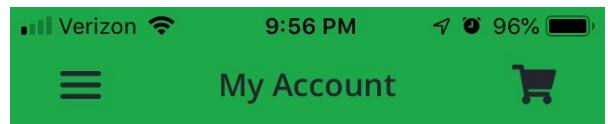
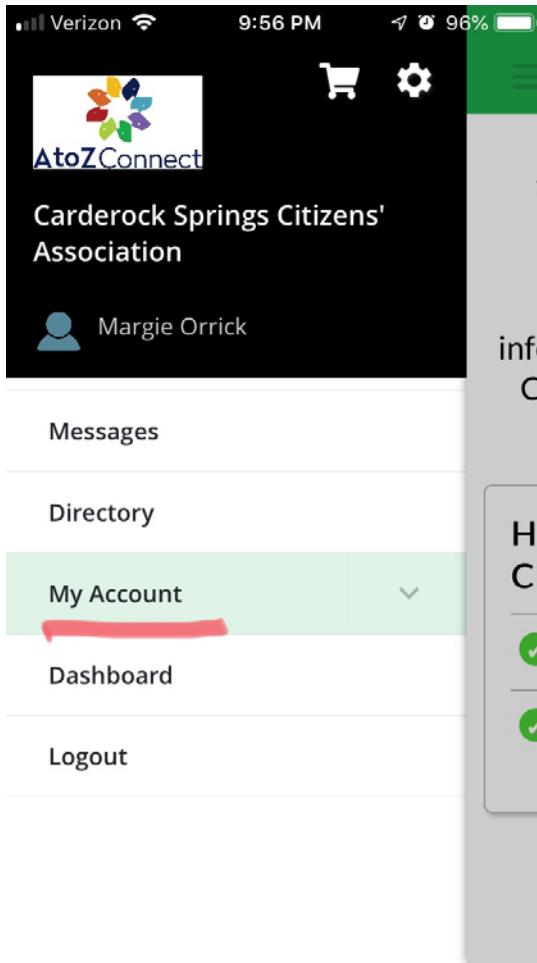
- After downloading the 'M' Membership app, login then in the upper left corner click the 'hamburger' icon which has 3 stacked horizontal lines so you can see the menu.



Welcome!

[Homeowner Information](#)

- 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 Child/Other Information [hide section](#)

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.

