

START HERE

Create a community

The person who creates a community is added as its manager. You can then define units and invite residents.

BEFORE YOU BEGIN

- A community-creation account should not already be tied to an active community. Review any existing membership before you start.
- Keep your community name, address, city, and first unit list ready.

MANAGER ACCOUNT

1. Start as a manager

Open app.hivedue.com and choose the community-creation flow from the registration or start screen.

COMPLETE YOUR ACCOUNT

- Enter your name, email address, and password.
- Use an address you can access because invitations and account updates may be sent there.

COMMUNITY DETAILS

2. Add the basics

Enter the community name, address, and city. Add any optional description shown by the setup flow.

KEEP THE RECORD CLEAR

- Use the name residents will recognize in invitations and announcements.
- Review the address before continuing to the units step.

UNITS

3. Define units

Add the apartments, homes, lots, or other units your community uses. You can finish this later when the setup flow allows it.

USE CONSISTENT NAMES

- Choose a clear pattern such as A-101, A-102 or 1-001, 1-002.
- Consistent unit names make invitations, dues, payments, and reporting easier to review.

INVITATIONS

4. Invite residents

Choose an email invitation or shareable invitation link, then select the recipient role.

CHOOSE ROLES CAREFULLY

- Residents can view their own information, dues, payments, and announcements.
- Managers can access community operations and management screens. Assign this role deliberately.

LINK RESIDENTS TO UNITS

- For each resident invitation, select the applicable unit or units before sending the invitation.

FIRST-SETUP CHECKLIST

5. Finish the setup

Confirm the essential information before starting daily community operations.

REVIEW BEFORE YOU CONTINUE

- Community name, address, and city are correct.
- Units have been added or have a clear follow-up plan.
- People who need manager access have been identified.
- Resident invitations are addressed to the right people and channels.

NEXT STEPS

- Managers can then maintain dues categories, payment records, announcements, documents, and other community settings.