

Create community

Creating a community is the first step to connect your members, centralize communication, and manage everything efficiently. In this article we will guide you step by step so that you can have your new community ready in just a few minutes.

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How to create a new community from scratch

Welcome! Creating a community is the first step to connect your members, centralize communication, and manage everything efficiently. In this article, we will guide you step by step so you can have your new community ready in just a few minutes.

Nueva Comunidad

Crea una nueva comunidad de propietarios

1. Datos generales

2. Dirección

3. Contacto

4. Confirmación

Tipo de comunidad *

Comunidad Simple

Nombre *

CIF *

Referencia catastral (opcional)

EJ: 9872023VH5797S0001WX

Puedes consultarla en la Sede Electrónica del Catastro – [sedecatastro.gob.es](#)

Siguiente →

Prerequisites

Before you start, make sure to meet the following requirements:

- Have an active account in the application.
- Have the necessary permissions (Administrator or Creator Role).

Step-by-step guide

Step 1: Access the creation panel

1. Log in to the application with your credentials.
2. In the left sidebar menu, go to the section "**My Communities**".
3. Click the button "**Create Community**" (located in the upper right corner).

Step 2: Configure the basic information

Fill out the initial form with your community's data:

- **Community name:** Choose a clear and recognizable name for your members.
- **Description:** Briefly explain the purpose of this space (maximum 250 characters).
- **Profile photo/Logo:** Upload an image in PNG or JPG format to give it a visual identity.

Step 3: Define privacy and access

Select the type of community that best suits your needs:

- **Public:** Any app user can search for it and join.
- **Private:** Users can find it, but they must request access to enter.
- **Hidden:** Access is only possible via a direct invitation from the administrator.

Step 4: Finalize the creation

Review that all the data is correct and click the button "**Save and Create**". Done! Your community is now active.

Recommended next steps

Once your community is created, we suggest taking the following actions to start off on the right foot:

- **Invite members:** Go to the "Members" tab and add your users via their email or by sharing the invitation link.
- **Configure channels/forums:** Create the first discussion spaces to keep the information organized.

- **Post a welcome message:** Write a pinned post on the main board to greet the new members and explain the basic rules.