NAPLES COMPUTERS HOW-TO · BUSINESS I.T.

IT for Clubs, HOAs and Associations

Clubs, HOAs, and associations run on volunteers who rotate every season, but the network, email, and member data shouldn't start over every time. This checklist for IT for clubs and HOAs covers six things worth checking: guest Wi-Fi kept separate from the office network, front-office PCs that keep up at check-in, board email that doesn't disappear, member data safety, seasonal staff turnover, and co-managed or fully managed IT.

Why this matters for your community

This isn't about blame. It's about what's actually in place before you need it.

Volunteers rotate, systems shouldn't
Board members and committee chairs change every season, but your network, email, and data shouldn't start over every time.

Member data is worth protecting
Names, addresses, and dues payments are exactly the kind of information worth protecting.

Most of this is fixable in advance
A separated guest network, tested backups, and a plan for staff turnover, in place before they're needed.

IT for clubs, HOAs and associations: step by step

6-POINT CHECKLIST

6 Front-desk computer crawling at check-in?

Guest Wi-Fi sharing a password with your office network? Board email stuck in one volunteer's personal inbox? Here's the tech checklist built for clubs, HOAs, and associations.

WHAT TO DO
We're Naples Computers, since 1993.



ROUTER

When the network's down, everything stops

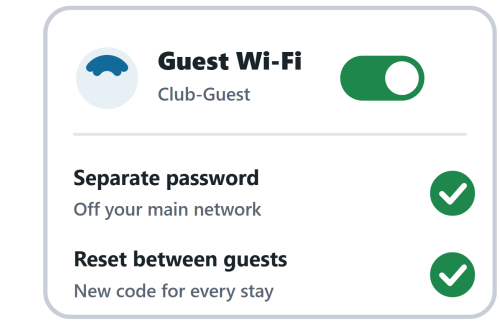
GUEST WI-FI

1 Guest Wi-Fi kept separate from the office network

Members and guests connecting to the same network as your front-office computers is a risk you don't need.

WHAT TO DO

We set up a separate guest network with its own password, off your main office network.



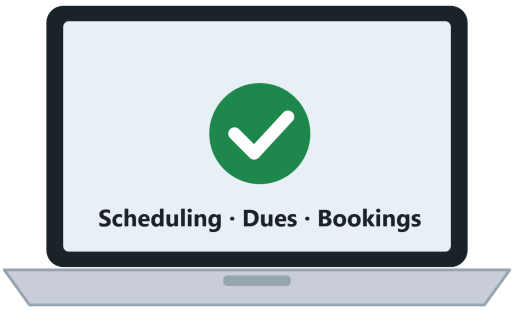
FRONT-OFFICE PCS

2 Front-office PCs that keep up at check-in

Scheduling, dues, tee times, or reservations, all running at once, right when members are checking in.

WHAT TO DO

We keep front-office computers running fast, so check-in doesn't become the bottleneck.



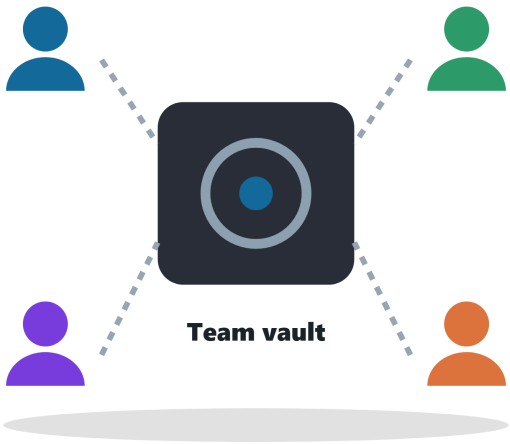
BOARD EMAIL

3 Board and committee email that doesn't disappear

When a board member's term ends, their email, calendar, and files shouldn't leave with them.

WHAT TO DO

A shared mailbox keeps board and committee communication in one place, not one volunteer's personal inbox.



MEMBER DATA

4 Member data kept safe

Names, addresses, and dues payments are exactly the kind of information worth protecting.

WHAT TO DO

We help put the basics in place: unique logins, backups, and a plan if something goes wrong.



SEASONAL TURNOVER

5 Ready for seasonal staff turnover

Naples sees staff, and even board volunteers, come and go with the season.

WHAT TO DO

Accounts get added and removed the same day, so access doesn't linger after someone's gone.



IT SUPPORT OPTIONS

6 Co-managed or fully managed I.T. support

Some clubs and associations want a full I.T. department behind them; others just want backup for the volunteer already handling it.

WHAT TO DO

Co-managed support works alongside your team, or we can run the whole thing for you.



The 6-point checklist

- [ ] Guest Wi-Fi kept separate from the office network
  One password for guests, a different one for staff
- [ ] Front-office PCs that keep up at check-in
  Not strained by scheduling, dues, and bookings all at once
- [ ] Board and committee email that doesn't disappear
  Not stuck in one volunteer's personal inbox

- [ ] Member data kept safe
  Names, addresses, and dues payments
- [ ] Ready for seasonal staff turnover
  Accounts added and removed the same day, every season
- [ ] Co-managed or fully managed I.T. support
  Works with your team, or handles it all

Recap: the 6-point checklist

- [ ] Guest Wi-Fi kept separate from the office network
- [ ] Front-office PCs that keep up at check-in
- [ ] Board or committee email that doesn't disappear
- [ ] Member data kept safe
- [ ] Seasonal staff turnover covered
- [ ] Co-managed or fully managed I.T. support

Ask whoever handles your network one question: if a board member's term ended today, would their email and files stay with the club, or walk out the door with them?

NAPLES COMPUTERS

Running a club, HOA, or association? We'll run through this checklist with you.

Call 239-513-1960

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