

Training Newsletter June 2026

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Get the most out of StrataMax - June 2026



StrataMax

Welcome to our
TRAINING NEWSLETTER

June 2026

Welcome to this month's training update.

Winter has arrived - the season of preparation. It's the perfect time to sharpen your skills, and grow your confidence in the tools you use every day.

In June, our focus is on Correspondence and Communication, Owners Info, and Mastering Levies. Be sure to also join us for our rescheduled Meeting Hub webinar.

You can secure your place in this month's live sessions by using the Register Now buttons below!

StrataMax Webinar Videos

You'll find last month's webinars available for viewing at your convenience on our

[StrataMax Videos page](#)

[Activity Report/ Annual Summary \(26 minutes\)](#)

[Arrears Management | Coming Soon \(25 minutes\)](#)

Consolidate by Email

Report Distribution now includes new Consolidate by Email Address options, making it easier to send notices for multiple lots that share the same email address in one email with separate attachments. This helps reduce duplicate emails, improves efficiency for agents and shared contacts, and can be set as either a default option or a one-off setting when needed.

The screenshot shows a software interface for sending Levy Notices. On the left, there is a list of email addresses with columns for 'Email' and 'Sms'. The list includes: email@abcletting.com, bertie@email.com, dave@danger.com, and email@abcletting.com. A search bar is located above the list. Below the list are buttons for 'Log', 'Proceed', and 'Close'. At the bottom left, there are buttons for 'Add', 'Approve', and 'Create Transaction'. On the right, there is a configuration panel for the email notice. The panel includes a gear icon at the top, which is highlighted with a red box. Below the gear icon, there are fields for 'Email Subject' and 'Email Body'. The 'Email Subject' field contains the text: «Report Name» «Company Name» Account Number «Account Number» NS. The 'Email Body' field contains the text: Dear «Account Name», Please find your latest Levy Notice, please ensure you pay this by the due date., Regards, and XYX Strata Company. Below the email body, there are fields for 'From Email Address' (accounts@gmail.com), 'Email Preference' (Levy Notice), and 'Email Signature' (Personal (if set)). At the bottom of the configuration panel, there is a checkbox labeled 'Consolidate By Email Address' which is checked and highlighted with a red box.

Email Levy Notice

SMS

Save Report Levy Notices

Use Preferences Levy Notice

Search

Email	Sms
email@abcletting.com	
bertie@email.com	
dave@danger.com	
email@abcletting.com	

Log Proceed Close

Add Approve Create Transaction

⚙️

Email Subject: «Report Name» «Company Name» Account Number «Account Number» NS

Email Body: Dear «Account Name», Please find your latest Levy Notice, please ensure you pay this by the due date., Regards, XYX Strata Company

From Email Address: accounts@gmail.com

Email Preference: Levy Notice

Use BING for Email

Email Signature: Personal (if set)

Consolidate By Email Address

Did you know...?

Owner Info Refresh

Owner Info has been refreshed and is now available as a Preview feature, giving you early access to a more modern, streamlined view of key lot information. This updated interface brings together contact details, account status, report settings, and more into one easy-to-navigate screen, designed to improve clarity and efficiency.

As this is a Preview release, you may notice that not all legacy options are included—this is intentional, as we refine the experience to better reflect the needs of Strata today. Preview is your opportunity to explore the updated module and share feedback via our support team (support@stratamax.com) on the features you value most, helping shape future enhancements to Owner Info.

Master Levies From Budget to Approval

Why should I register for this session?

Join our upcoming webinar where we'll walk you through an end-to-end approach to Levy Management where we'll show you how to load levies prior to the AGM using your Budgets, including how the system automatically calculates rates per unit entitlement and distributes them across instalments and produce the Levy Quarterly Report. We'll guide you through merging your proposed levies into Meeting Hub, so everything is ready for AGM review and approval. Then, learn how to finalise and approve levies post-AGM with ease.

Topics Covered

- Loading levies pre-AGM using budget figures.
- Using the new Levy Quarterly Report.
- Merging levies into Meeting Hub for AGM presentation.
- Approving and finalising levies post-AGM.
- Including an additional trading fund in the reporting.
- Understanding Financial Year vs Levy Year and why it matters.

Thursday 18th June 2026 - 11:00am



Meeting Hub | Secret Ballots & Voting (rescheduled)

Why should I register for this session?

We are very excited to bring this webinar to covering secret ballots and votes in Meeting Hub! Here we will introduce you to all the new functions and features, with a focus on collecting votes while ensuring such votes remain anonymous and providing returning officers with the required information.

Topics Covered

- Setting up motions for Secret Votes.
- Enabling Secret Voting in VoteMax.
- How Secret Voting in the Attendance Register.
- Secret Votes in the meeting notice and minutes.
- Working with Returning Officers.

Monday 22nd June 2026 – 1:00pm



Communication Tips & Tricks

Why should I register for this session?

This session is designed to help you communicate with confidence across all your StrataMax contacts - whether it is an owner, real estate agent or creditor. StrataMax has all the tools you need to keep your communication style consistent and professional, and this session will focus on mastering those features. You will learn how to maximise functionality, reduce manual effort and spend less time on everyday communication tasks, while ensuring accuracy and control.

Topics Covered

- Create consistent, professional communications using email templates, sender settings and global communication tools.
- Save time by understanding when processes are automated versus when manual sending is required.
- Gain clarity on report distribution, stored reports and communication workflows to reduce errors and rework.
- Improve efficiency by streamlining how you manage recipients, delays and follow ups across all communications.

Wednesday 24th June 2026 – 11:00am



WE ARE HERE TO HELP

Training Team

For guidance in mastering the software, helping train new staff or upskilling employees.

Email : training@stratamax.com Phone : 07 5575 7422, select options 1, 2

Support Team

For software queries to be logged, assigned and attended by a consultant.

Email : support@stratamax.com Phone : 07 5575 7422, select options 1, 1

StrataPay/StrataCash Team

For queries relating to account opening and closing, direct debits or other banking enquiries.

Email: service@stratacash.com

Phone : StrataPay - 1300 135 610, select option 1 Phone : StrataCash - 1800 656 368, select option 3

ACCESS ONLINE HELP ANYTIME

Online Help

Please send through any suggestions on content that you would like to see presented to training@stratamax.com

