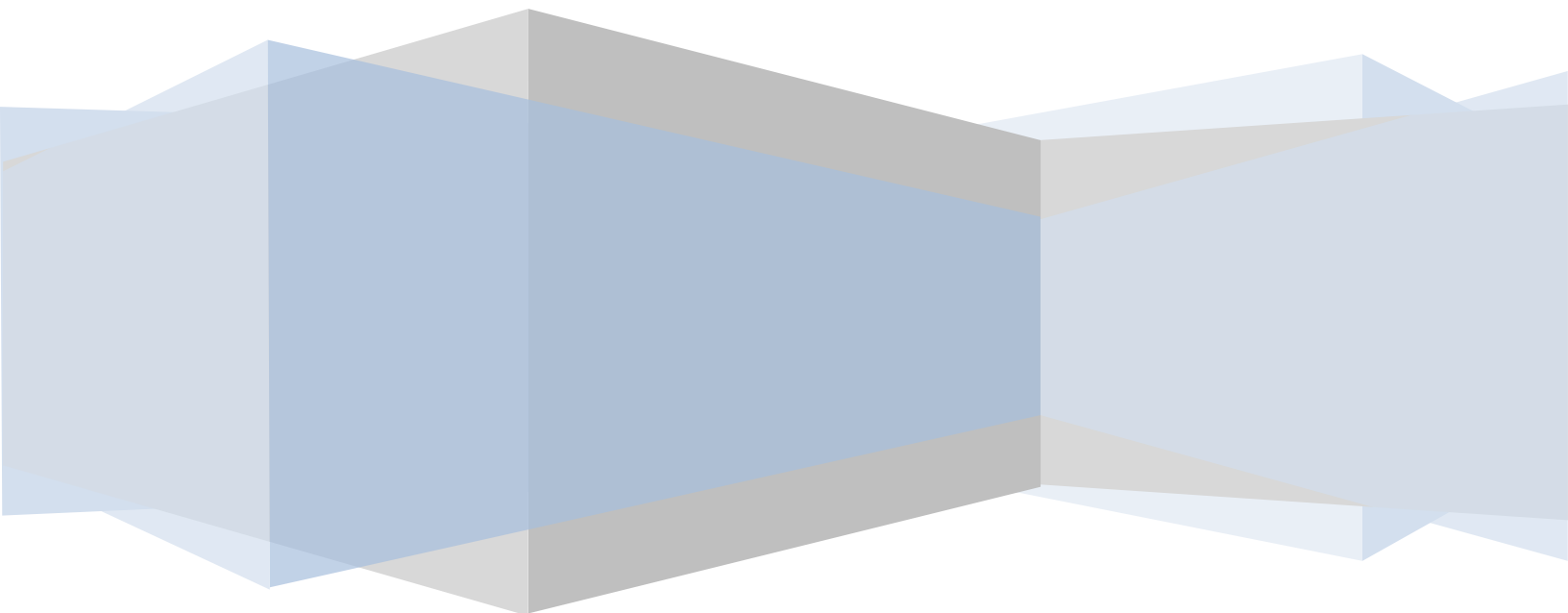


COMWeb Internet Solutions

COMWeb Startup Guide

For Version 2.0



Getting started with setting up your website

If you are either starting a new website from scratch or converting or upgrading an existing one, the key to success is to put some time aside to plan and document what you want the site to do and look like. This step is the most overlooked in website creation resulting in many hour redoing items as you didn't plan through effectively. As much as you would like to jump on the site and start adding content, planning it out first will save you time in the long run.

Preparation

Implementing a website is a project. And as such it needs to be managed or it will take longer to implement and not be what you want. Projects have typically three main things, time, work and resources. This project should be realistically put together based on the availability of resources, the time its required to be completed in and the amount of effort and work to be done. Start by defining the team that will be helping put this together, the leader who will project manage the tasks and most importantly, the date you want to go live. Having this will drive much of the effort and content decision making.

Your Domain Name needs

You will need a domain name for your website. If you do not yet have one, COMWeb can assist with getting one registered for you. Pick a name as short and as descriptive as you can. This is part of your branding and should be thought of as part of your organization's image. Once you have your domain name you will need to have the DNS name server entries changed to the COMWeb servers. The Support team can help with this provided they are listed on the account as the technical or administrative contact. It is highly recommended that you do this anyway as the Support team can watch out for domains expiring etc. Your domain's name servers need to point to ns1.comwebinc.net (66.252.235.146) and ns2.comwebinc.net (66.252.235.179). You will be given a temporary URL to access your site during the build phase if you already have an existing one.

Email Setup

Your plan includes email facilities. You have the ability to have personal, generic and distribution list email addresses. COMWeb will provide you with an administrator account. You will be able to manage your email addresses from within your mail system. You will need to come up with a list of accounts you want to have. For example, president@yourdomain.org, finance@yourdomain.org, newsletter@yourdomain.org. You can also have distribution lists that forward any mail to multiple addresses. For example board@yourdomain.org, committees@yourdomain.org. Emails accounts can also be set up to forward email to an additional personal account, for example email sent to president@yourdomain.org could forward directly to joe.soap@example.com. Create the list of the email accounts and distribution lists you need.

Site Creation

Document your requirements

Start by writing down what your objectives are for the site. Providing information to members, part of your marketing strategy for new business, interaction with your customers, providing additional services, etc. By getting this down first, you have a direction to build your plan.

Next is to gather content and figure out your menu structure. Look at other similar sites in your industry for ideas. Pick out things you like about each. You will need to split your content needs into 3 areas. *Important information* displayed prominently within one click of the menu. *Good to have information* displayed within a menu structure perhaps a click or two deep, and *reference material* which can be added as links to pages and will not necessarily be on the menu. Map this out on paper in a tree view style. This helps with visualizing the flow of information a visitor would be required to navigate. You can also decide here on whether to use a vertical or horizontal menu structure.

Next is choosing colors and images. Collect logos and images that you think should be displayed on the site. Build a palette of colors from these images or your organizations colors. There are a number of regions on the site which you can customize with what you have selected. Don't worry about getting this down right upfront; this is one area that normally changes during implementation.

Adding Content

Have your plan completed? Objectives detailed to something you can follow? Time to start adding content.

Let's start with the menu. A menu item can either take a visitor to a page or provide an additional menu layer for the visitor to navigate through. Although you can have both a page as well as a menu attached to a menu item, it is not best practice to do so. So figure out your main menu items and go to the Menu maintenance page under Site Admin. Using the "Add new Menu Item" you can add your main menu options under the Non Assigned Pages section. Once they are there, just drag and drop them onto the left hand menu structure in the place you want them. Continue to drag nodes around until they are in the order and layout you want. If you have any pages you have already create that you want on the menu and you have included a Menu Title when working in Page Edit, you will see them on the right hand side available to also be moved across onto the menu. Click on Save and Publish when you are done. You will be coming back here often as you add various pages to your site and want them to be included on your menu.

To add a page, simply click on the Welcome drop down and select Add a page. From this page make sure you complete the Title, this is what the page is called and what will display in the browser's main window. Page name can be left blank, it will be automatically generated. Select the category of the page. This defines the view privileges of the page. Depending on how you set up your categories, you have the option of making the page viewable by the public, just registered logged on users or just for a

selected subset of users subscribed to just that category. If you want your page to be included in a menu, please also make sure you fill in the menu title field.

Add your content to the page, the editor works much like Word or any other word processing program. To help with layout formatting, especially when using images, add a table and put your text and images in separate cells.

Refer to the Editor manual for a more detailed explanation of the editor's capabilities.

The Custom Links drop down lists all pages in the system. You can use this to include internal links on your page without having to type them out. Select the page you want and the link will appear on the page.

Click on Save to save your progress while you work, click on Save and Exit to save and return back to the site, Publish to make the current page live and online, Menu maintenance to work with the menu. Remember that you must have at least saved your page once for it to show up in the Unallocated pages. Page setup is an area used for embedding additional modules within the page and is considered an advanced feature. Normally not initially used in setting up your base pages.

Find that you have to do the same page layout changes on each new page? Save an existing page as a template and you can insert the template on each new page using the Template Manager.

Announcements & Events

These are important areas to add information to for your members. It has high visibility and should be regularly updated.

Member List

The first set is to get your member list imported into the system. Currently the only manner of doing so is to submit a spreadsheet or CSV type file to the COMWeb support team. They will check out the data, do any necessary cleanups and get the records imported. Include as much information as possible. A spreadsheet template can be downloaded from the site, or requested from the Support.

Communications

This module will be used almost exclusively by the board. You can use this to send out emails to all your members on any number of items. You will need to set up the various Distribution lists you will be needing and either add members to the list or have them sign up. You will also need to create some sender records in the system.

Facilities Management

If you are using the facilities management module to manage your clubhouse or tennis court reservations, you will need to input all the required data in the settings page of this module.

Message Boards

Your website comes with a number of default message board categories. Go through them and decide if they need to be changed. You will also need to decide on what categories your new members will automatically be subscribed to.

Hopefully this managed to get you started. There are many built in advanced features that can be used to further enhance your content. Feel free to play around and experiment.

More information can be found on the COMWeb website.

<http://www.comwebinc.net/view/user-guide.aspx>

User and Website Documentation

Getting started on your website? Look through what we have here to assist with your decision making.

[Getting started with setting up your website.pdf](#)

Introduction to setting up a site

Help documentation is rapidly being converted over from the previous version so please check here often for new documents. Our goal with any new functionality we launch is to have the correct documentation in place to assist you.

Getting Started Guides

[COMWeb 2.0 Admin Guide Feature Overview V2.0825.2009.pdf](#)

Quick guide to the main functions of the COMWeb solution.

[COMWeb 2.0 Site Go-Live Checklist.pdf](#)

Guide to the final checks before go-live

End User Guides

[COMWeb2.0 User Guide Website Overview v2.0826.2009.pdf](#)

Website user guide explaining the main functions the user has access to use

[COMWeb2.0 User Guide - Tennis Reservation Module](#)

User guide for the Tennis Reservations Module

[COMWeb2.0 User Guide Facility Reservation v2.0701.2009.pdf](#)

User guide to facility reservations

Administrator Guides

[COMWeb2.0 Admin Guide-page management v2.0831.2009.pdf](#)

Guide for creating pages on the website

Getting started on your website? Look through what we have here to assist with your decision making.

[Getting started with setting up your website.pdf](#)

Introduction to setting up a site

[COMWeb2.0 Admin Guide Communication Management v2.0903.2009.pdf](#)

Guide for the sending and managing of email communications

[COMWeb 2.0 Membership Module v2008.2.1220.pdf](#)

Guide to member and user management

[COMWeb2.0 Event Management Admin Guide v2.0901.2009.pdf](#)

Guide to creating and displaying events

[COMWeb2.0 Admin Guide Document Management v2.0904.2009.pdf](#)

Guide to creating libraries and uploading documents

[COMWeb2.0 Admin Guide - Tennis Reservation Module](#)

Administration Guide for the Tennis Reservation Module.

[COMWeb2.0 Admin Guide- Facility Reservations v2.0701.2009.pdf](#)

Guide to creating and managing facilities

Video Series

How to create a page - [Play Video](#)

How to add events to a calendar - [Play Video](#)

How to add multiple events to a calendar - [Play Video](#)

How to add a related record to an existing member - [Play Video](#)

How to create a new calendar - [Play Video](#)

How to create a new member record from a pending request - [Play Video](#)

How to edit the page details - [Play Video](#)

How to edit the menu - [Play Video](#)

How to edit page content - [Play Video](#)

How to send a reminder to a pending member - [Play Video](#)