

ASSOCIATION MANAGEMENT WEBSITE DEVELOPMENT PROCEDURE

Thank you for choosing AtHomeNet to serve your company! The exciting process of designing your website begins with these simple instructions. You will be billed for your website 2 weeks from your contract date—during the next 2 weeks, the AtHomeNet Production team will combine your company information, your chosen look and feel, and your content to customize your website for your needs. The procedure has 3 important phases:

Phase I – Creating the Look and Feel of Your Website

The first step in the creation of your website is selecting a template. Once you choose a template, our designers can begin building your site.

Phase II – Submitting Content for Your Website

Once the framework of your site has been built, you will need to supply AtHomeNet with content for your site.

Phase III – Additional Features/Pages for Your Website

When your website has been built and your content has been added, you will be able to add more pages to suit your company's specific needs.

Refer to our Association Management demo websites for ideas and inspiration!

<http://www.myassociationwebsite.com/pmdemo1>

<http://www.myassociationwebsite.com/pmdemo2>

<http://www.myassociationwebsite.com/pmdemo3>

<http://www.myassociationwebsite.com/pmdemo4>

<http://www.myassociationwebsite.com/pmdemo5>

Please submit all required materials to the AtHomeNet Graphics department at
Graphics@AtHomeNet.com.



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PHASE I : CREATING THE LOOK AND FEEL OF YOUR WEBSITE

- 1. Style Selection:** Your first step is to select the look and feel of your web site. Please visit <http://www.ColorSelections.com> and select your website color scheme and style. You may also request Flash to be included on your site.
*****Please note that vertical menu layouts do not include pop-out/fly-out menus*****
- 2. Company Logo or Graphic for Public Home Page:** Please send a logo or graphic for the public home page to Graphics.
- 3. Images/Photos:** If you would like to include your own photos for the home page and/or various feature pages, please send those to Graphics. Please specify the placement of these photos or if you would like the designer to use their discretion.

PHASE II : SUBMITTING CONTENT FOR YOUR WEBSITE

**If you would like to have content copied from your existing website and you have not submitted the Content Use Agreement, please contact Sales@AtHomeNet.com.*

- 1. Name of Company** (as you would like it to appear)
- 2. Current Website Address** (if applicable)
- 3. Home Page Wording:** Please submit to Graphics the wording that is to be used on the public home page.
- 4. Services Page Wording:** Please submit to Graphics the wording that is to be used on your "Services" page.
- 5. Contact Us Information:** Please submit to Graphics the following information for your "Contact Us" page as well as any verbiage you would like to use.
 - **Office Address**
 - **Phone/Fax**
 - **Contact Name**
 - **Contact Email**
- 6. Affiliation Logo(s):** Please e-mail any affiliation logos (i.e. CAI membership) you'd like included on your site to Graphics.

PHASE III : ADDITIONAL FEATURES/PAGES FOR YOUR WEBSITE

Your AtHomeNet website is a work in progress. Once Phase I and Phase II have been completed, there are **optional** pages we can add for you as well as forms. Please email any information for these pages to Graphics. Refer to the demo sites for more ideas. Some other ideas for these additional pages are:

- About Us
- Our Staff
- Forms/Documents
- Employment Opportunities
- Social Networking (ie – Facebook, Twitter, etc.)

To view sample layouts for additional pages, visit <http://www.AMLayouts.com>.