

This Quick Start-up Guide will help you with some initial questions regarding your new website. Keep it handy for future reference.

You will find this information from an initial email:
Please fill-in this information for future reference.

Your website url: _____

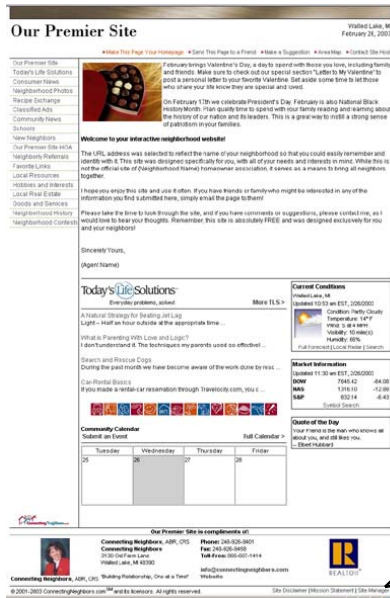
Your Customer ID: _____

Your password: _____

Most changes made to your site can be done through the
Site Manager

To access the **Site Manager** use this URL:

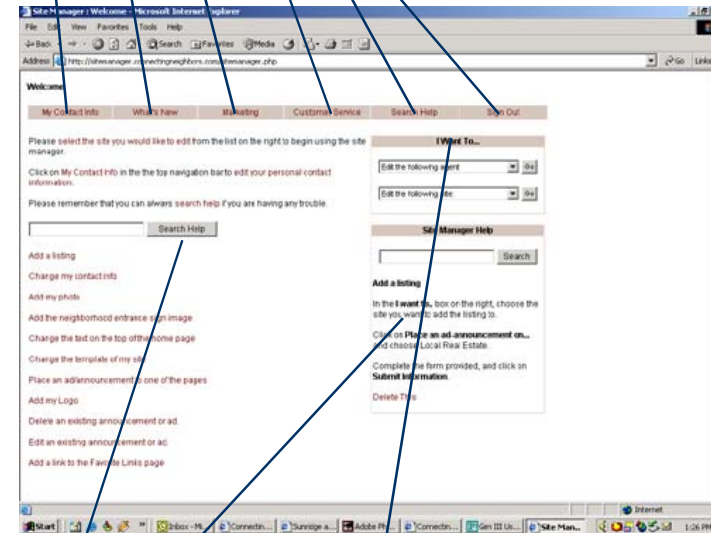
<http://sitemanager.connectingneighbors.com>



...or click on the
“**Site Manager**” link found at the
very lower right-hand side
of your website.

The next step is to become familiar with the different options within the
Site Manager

- **My Contact Info**...Used to change primary site owner’s information.
- **What’s New**...Helpful hints to make your site successful.
- **Marketing**...Tips and products to help your marketing efforts
- **Customer Service**...send a question to Customer Service
- **Search Help**...a quick link to the help feature
- **Sign Out**...be sure to “sign-out” when you are finished!



• **I Want to**...this is the main navigation tool used to get around within the Site Manager...it is explained in detail on back.

• **Search Help**...type in a word such as: image, listing, or classified and then choose the option that best describes the task you would like to accomplish. Follow the steps that guide you through the “I want to” box.

These tips will be displayed under the “I want to” box, so you can easily follow them as you complete the process!

Here are the different **I Want to...** options.

Edit the following site:...Allows you to choose which site you would like to edit.
This option must be chosen to make any change to the site other than agent information.

Edit the following page:...used to change:
- the default image or text on a page
- the name of a page (Premier users only)
- items displayed on Local Real Estate...
...other than listings.
- also used to activate the edit/delete an ad/announcement option.

The screenshot shows a web interface titled "I Want To...". It contains four dropdown menus, each with a "Go" button: "Edit the following site:", "Edit the following page:", "Place an ad/announcement on:", and "Edit/delete an ad/announcement:". Below these are three buttons: "Add/Edit Calendar Events", "Edit Page Display Order", and "Edit the Front Page". At the bottom is a link "View Our Premier Site". Blue callout lines connect text blocks to these specific elements.

Place an ad/announcement:... used to place **content** items such as:
- ads
- neighborhood pictures
- listings
- recipes
- school info
- Local resources
- Favorite Links
- contest info

Edit/delete an ad/announcement:... used to edit or delete **content** items throughout the site...same list as above.

Add/Edit Calendar of events:...used to add or change existing items within the front page calendar.

Edit Page Display Order:...used to change page display order.

Edit the Front Page:...a quick link to edit the front page image and message.

View "your" site:...a quick link to view your website....Note: You may need to refresh your browser, "f5" on your keyboard, to view any changes.

A decorative graphic on the right side of the page. It features a grid of colored squares in shades of red and dark blue. Interspersed among these squares are several small, black and white photographs of people: a man and a woman, a young child, a man painting a wall, a woman holding a cup, and a man in a white shirt. The text "User Guide" is prominently displayed in a large, black serif font in the center of the graphic.

User Guide

Connecting Neighbors.com
Your Neighborhood Pipeline