

Willco Guide

Community Setup

Please read this guide carefully as it contains important information on setting up your community.

Print this page and make a note of your community details here:

Your Community name:

Community homepage:

http://

Registered email address:

Password:

Administration

This guide will highlight some of the important options when setting up your new account. These are accessed by the Admin homepage.

There are other Willco Guides and Frequently Asked Questions on the Willco Support page at <http://www.Willco.com/support/>

Also available via the Support page is the Willco Portico, where we post announcements about new features and new Willco Guides.

To begin log in using your email address and password, and click:

> Administration

Community Settings

Admin > Community Settings

Header and Footer

If you are allowing members to login and edit their account, then enter HTML code into the 'Header' and 'Footer' box so that the Willco system looks like your own site.

Sub-domains

Another way to make the system look more like your site is to use sub-domains. You can make the Willco Modules system look like a part of your own site. Full details at:

<http://www.willco.com/support/modules/admin/#sub-domains>

All of the other options on the Community Settings page are explained in the associated help text.

Emails and URLs

Admin > Action Management

Edit the emails that new members will receive and the Web page they will be shown when signing up.

Use 'bulk_welcome' for members signing up via your own site (see 'Subscription Code' below) and use 'community_welcome' for people signing up directly at your community homepage.

Subscription Code

> Admin > Lists Module > HTML Code

Create the HTML subscription code to place on your Web site to enable people to sign up to your lists.

Support

If you have any questions about the system or have any problems then please use these contact details:

Email: support@willco.com

Tel (UK): 0870 141 7474

Tel (Int): +44 870 141 7474

Next Steps

Willco Guides are available for the following procedures:

- Member Adding and Editing
- Sending a Mailing

Access Willco Guides and other support material at:

<http://www.willco.com/support/>