AssociCom
We put the "Association" in Associations

A Quick Introduction to Customizing Your Site for First Use
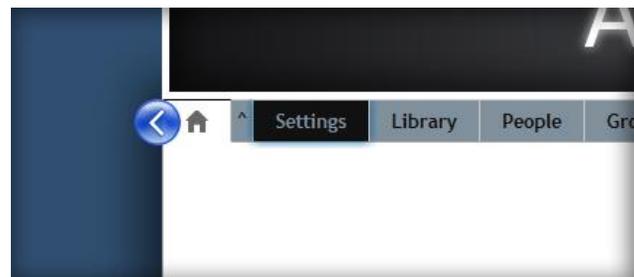
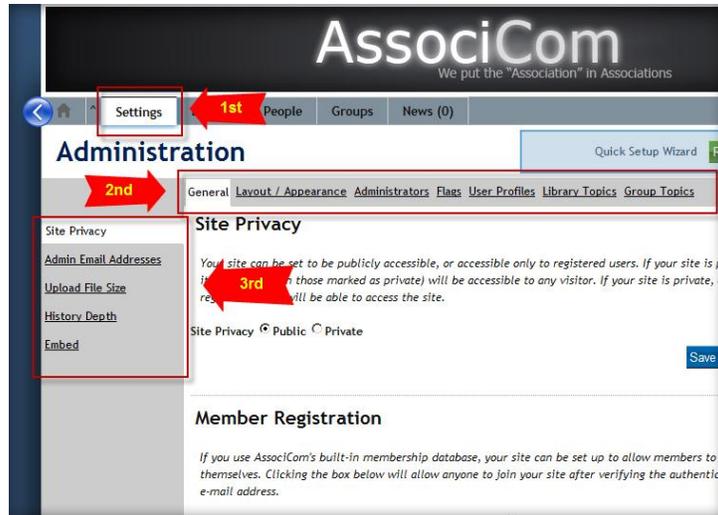## Intended audience

Site Administrators

Introduction

Your AssociCom site contains a very wide array of self-customization settings which enable you to tailor your site to the needs of your association. Although we could document the various customization options here, the best way to get acquainted with the various configuration options available is to log in to your AssociCom site as an administrator. In order to view the administrative options and configure your site setting, please enable the "Admin View" using the switch on the bottom right hand corner of your browser as shown to the right.

Then click on the "Settings" tab at the top left of the site as shown at right.

Upon clicking the settings tab, you will see a number of sub-tabs - each containing various configuration options. Please feel free to click on each of those, and then click the option tabs sown on the left of each sub-tab. An example, showing the layout and appearance options, is shown below:
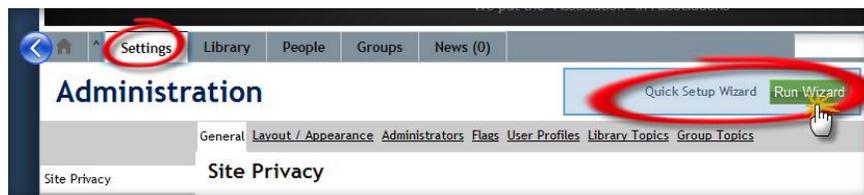
First Configuration Settings

The best way to initially set up your site is to use the AssociCom setup wizard. Using this wizard will accomplish two things:

1. It will ensure that the basic options have been set, after which you may use your site.
2. It will introduce you to AssociCom by explaining the various options and features you are visiting. This is an excellent way to first get to know AssociCom.

To access the wizard, log on as a site administrator, click the settings tab near the top left (shown on the previous page), and then click the "Run Wizard" button as shown below:

This will walk you through the wizard pages - each with an explanation of what you are setting. Read the instructions, make the settings, and then click "next step".

Feel free to skip any step if you are not yet sure of how you would like that option configured. You can return to the wizard at any time, and you can access any setting later under the "settings" tab. The process will take approximately 10 minutes.

Next Steps

Once you have run the wizard, go ahead and begin using your site. You may revisit any of the settings later, as you get to know AssociCom and find areas which you would like to further configure.

Because AssociCom provides configuration options which may be visited and revisited, your AssociCom site can maintain a dynamic quality, always adjusting to the evolving needs of your association.