

Association Set-up Form

Please complete all sections of this website set-up form. All e-mail inquiries should be sent to websupport@topsoft.com.

- Color Scheme.** Visit www.colorselections.com and register your website color scheme.
- Public Home Page.** Please write below the wording you would like on the public home page. If you need more space, attach or email a separate sheet.

- Graphic for Public Home Page.** Please send a photo(s) or graphic for the public home page.
- Association Logo.** Please send or e-mail a copy of the association logo. If you do not have a logo, we will create a simple logo at no additional cost.
- Map Feature:** Please provide a Street Address within your community so a map link can be established.
- Facility Information:** For each amenity/facility, provide the name, location, hours and rules. Either mail or email a photo.

	Facility 1		Facility 2		Facility 3	
Name:						
Location:						
Hours:						
Description						
Rules						
Photo	I will provide my own	<input type="checkbox"/>	I will provide my own	<input type="checkbox"/>	I will provide my own	<input type="checkbox"/>
	Please provide one for me.	<input type="checkbox"/>	Please provide one for me.	<input type="checkbox"/>	Please provide one for me.	<input type="checkbox"/>
	Facility 4		Facility 5		Facility 6	
Name:						
Location:						
Hours:						
Description						
Rules						
Photo	I will provide my own	<input type="checkbox"/>	I will provide my own	<input type="checkbox"/>	I will provide my own	<input type="checkbox"/>
	Please provide one for me.	<input type="checkbox"/>	Please provide one for me.	<input type="checkbox"/>	Please provide one for me.	<input type="checkbox"/>

7. **Resident Home Page.** This is the page individuals come to after they have logged into the private section. Please write below the language you would like on the resident home page. If you need more space, please attach or e-mail a separate sheet.

I do not want a private home page. Instead, begin on this page: (What's New, Events Calendar, Other)

Please use the text above, and include a picture I will provide.

Please use a combination of the text above and: (circle one)

What's New Events Calendar

8. **Online Payments.** If you would like residents to have the ability to make online payments of association dues, rental fees, etc. from your web site, please complete the enclosed Online Payment Application and submit it to TOPS. The approval process takes 1-2 weeks and then we will add a payment interface to your web site.
9. **"Keyword" META Tag.** To help search engine placement, enter 10-20 words that people might type into search engines to find your site. A comma should separate each keyword, and there should be NO duplicates.
10. **"Description" META Tag.** To help search engine placement, enter a 150 to 200-character description of your site. This is the description that appears below the site name in a search result. Try to compile as many of the words in the keywords above into a simple, descriptive paragraph. Again, there should be NO duplicates.
11. **Documents.** If you would like us to load any of your community documents, such as bylaws, covenants, or articles of incorporation, please forward those in electronic* format.

After the site is available on the Internet, you can add significant content such as budgets, bylaws, covenants, announcements, events, etc. The help manual explains each process in detail. If you ever have any questions, please email us at websupport@topsoft.com.

Original copies of documents should be sent by US Mail to:	Documents in electronic format (page contents, graphics, logos, text) may be sent two ways:
Property Management Systems, Inc. 364-C Christopher Avenue Gaithersburg, MD 20879	e-mail to graphics@topsoft.com or send on a floppy disk, zip disk, or CD to POBox 1405, Suwanee, GA 30024

* If you have documents in hard copy and need them converted to an electronic file, (Word, HTML, etc) we recommend the following service. Chuck's rate is .75 cents per page, for a minimum of \$35.00. This rate goes down based on volume – with a few days turnaround time. Every person we have sent to them has been completely satisfied.

Information Alternatives
Chuck Williamson
1-877-722-6626
infoaltinc@cox.net