Website: _____ Login: _____ Password: _____

Thank you for helping keep your website up to date! We're glad that you're our partner in delivering this website.

Here are some ways that you can maximize the benefits of your website! Print & Share!

- [ ] **Website Checkups.** Set a date (or regular times) to do a website review. Check for outdated content, missing information, etc.

- [ ] **Ensure that all Town Assets are up to date.** You can log into your account and manage/update/delete town assets within your community.

- [ ] **Contact us when a new business comes to town, or a business closes.** This will help to ensure that visitors to the site get the most updated information.

- [ ] **Add Pictures and Video!** When you get new/better images, add them to the town asset (thumbnail, main image & photo gallery). You can store & manage unlimited images in the system.

- [ ] **Send us Stories.** This is another great (free) way to promote your area – and we'll do the work! Stories can be about anything; homecomings, recreation, top things to do, farmers market, special events, special initiative. We'll add them to the website and share to social media.

- [ ] **Add Upcoming Events.** Add upcoming events and include an image. Make sure that your signature events are added as listings so that people can find out about them (and we can promote them) year-round.

- [ ] **Tell us about your Routes & Tours.** Do you have a route, tour or trail within your community? We can add this to the Routes module which is Google Maps integrated.

- [ ] **Add some Day Trips.** Let us know about day trip opportunities and we will add them to the website under Day Trips.

- [ ] **Share, Share, Share!** Town assets, business listings, stories, routes and events can all be shared to Facebook right from the page. This is an excellent way to promote assets and bring traffic to the website.

- [ ] **Promote the Website.** Add the website domain to your marketing materials, municipal site, signage, etc. Regularly send out reminders to Chambers, BIAs and Organizations to use the site.

- [ ] **Provide Feedback.** Your feedback will help make the website better and help us as we continue to develop.

touristtown

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