360ALUMNI

New Community Setup Form 1: Set Up Questions

Welcome aboard! This document contains all of the info we need to set up your community site. To get started, please go to *File > Download* to save a copy as a Word document or PDF. If you use Google Docs, you can sign in and go to *File > Make a copy* to create an editable version in your Drive.

Part 1: General Information

Primary Administrator Default contact for community	Name: Phone: Email:
Additional Administrator(s) Unlimited Administrators included	Name: Phone: Email:
Billing Contact	Name: Phone: Email:
Email Marketing Access Who should have access to the EMMA email marketing platform?	Names & Emails:
Organization Info For footer of community	Custom URL or 360Alumni Subsite: URL: https:// Organization Name to Display: Address: Phone Number: Email:
Additional Links For footer	Link 1 Title: Link 1 URL: Link 2 Title: Link 2 URL:

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Social Media Links For footer	Facebook: LinkedIn: Instagram:

Part 2: Features and Settings

Desired URL for your community Prefix can be any length, ie yoursite.360alumni.com. If you have elected to use a custom domain, please provide that here.	
RSS Feed Link Optional feature on home page.	
Alumni or Members Which term do you prefer to use throughout your community?	
Closed or Open Community Preference In a closed community, new users must be approved by an admin to have full access to all the features. In either type, users who activate their existing (preloaded) record are already approved.	

Part 4: Documents and Branding Asset Checklist

Please email the following to support@360alumni.com:

1. Your organization's W-9 Form

2. Your ACH Authorization Form

3. Logos: Please refer to https://www.360alumni.com/support/theme-editor for specifications of what is needed for logos and login page images. These files can be submitted with this completed document.

4. Branding guidelines, including your brand colors

Questions? Call Grace Honeywell at (541) 601-0834 or email ghoneywell@360alumni.com