

# Setting Up a Convey Site

## Add Users

Decide who can manage your site and who can post content. Set up users and Convey will email their login.



## Add Graphics

Add your logo, a header, banners, a background image and a home page graphic or video. Convey walks you through each step.



## Add Pages

Add informational pages just below the headers. Copy and paste text and graphics and add links to other pages on your Convey site.



## Set Options

Make your site public or private. Create member applications. Add an event calendar. You have many options to customize your site.



## Create Catalogs

Divide your site into catalogs to organize content into logical groups. Assign an administrator to each catalog to manage the catalog and its content.



## Add Content

It's easy to add content. Convey takes articles, white papers, reports, podcasts, blogs, videos, webinars and much more.



A Convey Site can be set up in only 24 hours. Purchase a URL, deliver it to Convey Services and you are on your way! Here are the steps needed to take to set up a site. Convey is here to assist you or can manage the entire set up process.

### Access



Make your site public or private.

### Site Terms



Change the keywords used on the site.

### Calendar



Manage the home page event calendar.

### Social Sharing



Manage social media sharing options.

## Step One – Get a URL

Your Convey site uses a custom URL that you acquire. Our team will make some small changes in the settings so we can “point” the Convey technology to your site.

## Step Two – Make Business Decisions

Make some key decisions about who can access the site and your pricing strategy for site access or content purchase. Your site can be open to the public or available only to members. You can charge for membership with different pricing plans, levels and privileges or offer membership free. Have internal users post content or allow other providers to join and add content.

## Step Three- Create Your Look

Customize the home page of your site by adding a header or simply using your logo and a solid color. Add an image or solid color as the site background. Create a library of rotating banners to deliver a message, explain your site, or for advertising. Add a video or graphic that will appear prominently on the home page. Other home page options include adding an event calendar, customized search terms, and links to social media.

## Step Four – Populate Your Site

Divide your site into catalogs to make content, training and events more organized and easier to find. Use the simple wizard to upload articles, reports, videos, podcasts, webinars and much more. Group content into a series to present related content together. Content can be downloaded or viewed online and purchased or offered for free.

Online, On Demand, Easy & Convenient

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