

Get Started!

Once you have decided that this program is for your municipality, the rest is easy!

To get started, you will need the following:

- Descriptive categories for each page. For example: Home, Contact Us, Community Calendar, Services, and Recreation to name a few.
- Information for each website page should be in Microsoft Word format and you should indicate which page the copy belongs on. Please proofread your copy to ensure phone numbers, spelling of names, and other important information is correct.
- Links to neighboring attractions or other showcase pieces you want to include.
- Photos of your community including but not limited to, the municipal building, historical landmarks, group photo of elected officials and other important items.
- Electronic copy of municipal logo or seal, along with municipal colors are helpful but not required.

Digital materials should be emailed to webdesign@boroughs.org. If the documents and digital materials are too large to send via email (over 5 MB), then you will need to contact Mike Vandling at webdesign@boroughs.org. He will then help you upload the information to a browser-based FTP site.

Your website contract will start when we confirm receipt of your signed disclosure form. The contract is renewable each year.

Fees

- A one-time set up fee for \$50 will be billed for new accounts.
- A minimum \$50 reactivation fee will be assessed for any account that was deactivated.
- You will receive 4G of storage, unlimited email addresses, and 7 hours annually of design/update time for only \$389 a year.