If you have any questions please contact Charles Duckwall or the Public Information Office:

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Hours: 8am – 5pm, Monday - Friday

7 Helpful Tips on Neighborhood Link

TIP 1: Write A Neighborhood History!

Improve the friendliness and solidarity in your neighborhood today!
A shared/common history is very influential when connecting neighbors. Your website is an ideal way to write and share your history and help build a sense of community and pride in your neighborhood.
If you don't have a history already written, try taking these steps to start:

- Find out when your neighborhood was built.
- Find the person who has lived in your area the longest and interview them.
- Ask long time residents for old pictures of your neighborhood.
- Research your neighborhood at the public library.
- Research your neighborhood in your local newspaper's archives.

Hints: Remember to cite your sources, and obtain permission to use any photos that you find in your research.

TIP 2: Create Links to Useful Resources!

Adding useful links to your website is incredibly easy!
You can add selected links to other websites and thus make your website a place where neighbors know they can find useful community information.
When you come across a useful website, copy the website address out of your browser window e.g. http://www.denvergov.org.

- Click on the 'Pages & Links' section of your website
- Choose the 'Add' link right above the 'External Links' section
- Choose 'Create a Link'
- Type the title that will appear on your website e.g. 'Pay Your Parking Ticket Online'
- Paste the website address in the Link URL field

Hints: Choose your links wisely. Too many links can be overwhelming and as unhelpful as not having any external links. Don't add links that promote specific businesses or political candidates. Don't select the 'Citywide' checkbox unless it's truly a link useful to every person in your city.

TIP 3: Spiff Up Your Homepage!

Improve the look of your homepage with these simple tips...

The "Welcome Box" on your homepage can be the most important part of your website. It's often said that the first section of a homepage is like a storefront window – if it's appealing and intriguing, visitors are more likely to peek inside

Try these things to spiff up your homepage:

- Add a photo of a neighborhood event to the welcome box.
- Create a useful message in the "Extra Extra" field above the welcome box.
- If you live in an HOA, have the President write a welcome message.
- Write about your communities' history and goals and invite participation.
- Add a photo, poem, or story created by a member of your community.

TIP 4: Improve Your Contacts Page!

Improve the look of your contacts page with these simple tips...

Displaying accurate, reliable contact information is extremely valuable in conveying the leadership's openness and responsiveness. Locating contact information is often the primary reason a first time visitor is looking at the website.

Try these steps to guarantee your contact information is useful to your community:

- List all of your community leaders/volunteers, with their respective titles.
- List the responsibilities of each leader/volunteer.
- Provide as many different contact options, as possible (i.e. phone, address, email, etc)
- If you have organized committees, list committee assignments.
- Make it clear where, and to whom, a visitor/resident should direct their inquiries.
- Advertise the where/when of board meetings and committee meetings.
- Add photos – Especially good are photos of the leaders themselves.
- Update the contact information immediately when there is a change in leadership or responsibilities.
- Check all existing contact information twice a year for accuracy (some organizations make it a rule of thumb to check contact information for accuracy whenever daylight savings time changes).

TIP 5: Preserve Your Important Documents!

Improve the content on your website with these simple tips...

With your website's unlimited storage space, you can develop greater neighborhood pride, awareness, and concern for neighborhood preservation by keeping an online archive of all your important documents.

Follow these simple steps to upload items from your computer to the website:

- Click Pages & Links
- Click Add
- Choose 'Upload a Document' (You can upload any PDF, Word or Excel file on your computer.)

Some document ideas to get you started:

- Fliers from picnics, block parties, etc.
- Open letters from a neighborhood leader to the community
- Forms and Applications
- Maps
- Budgets
- Meeting agendas and minutes
- Charters, Bylaws, CC&RS

TIP 6: Save Yourself Time!

Your Website Can Save You More Time Than You Imagined!

A neighborhood leader spends lots of time answering the same question from different residents. If you hear the same question more than once, post the information/answer on your website. You can spend your time more wisely and provide better service to your neighbors.

"Our online handbook outlines our acceptable RV storage procedures." or "Your Realtor can print our CC&Rs directly from our website." are answers that might save you enough time to organize that block party you've been trying to plan.

Time Saving Information other Neighborhood Leaders have Posted

- Bulk Trash Collection Schedules
- Directory Updates
- After Hours Emergency and Complaint information
- By-laws
- Use Permit Provisions
- Lot Maps
- Pool Information
- Architectural Review applications
- CC&Rs
- Insurance Declarations
- Resident's Handbooks
- Rent/Dues Collection information

TIP 7: Get The Word Out!

Getting the word out about your website is critical.
The more people who know about the website and how to get involved, the easier it will be for you to accomplish the goals you've set for your community.
You don't need to hire a public relations professional.

Try these things inexpensive ideas to effectively promote your website:

- Tell all of your friends. Word-of-Mouth is often the best marketing.
- Include the web address on your printed material - newsletter, stationary, business cards, etc.
- Hang flyers in common areas - laundry rooms, clubhouses, pools, parks, etc
- Encourage local groups like book clubs, cub scouts, and play groups to use the website - or to get a website of their own and then link to each other.
- Include a neighborhood hot topic in your marketing materials to make your message stick! For example: "How are we going to pay for the pool repairs? Join us online to discuss the options."