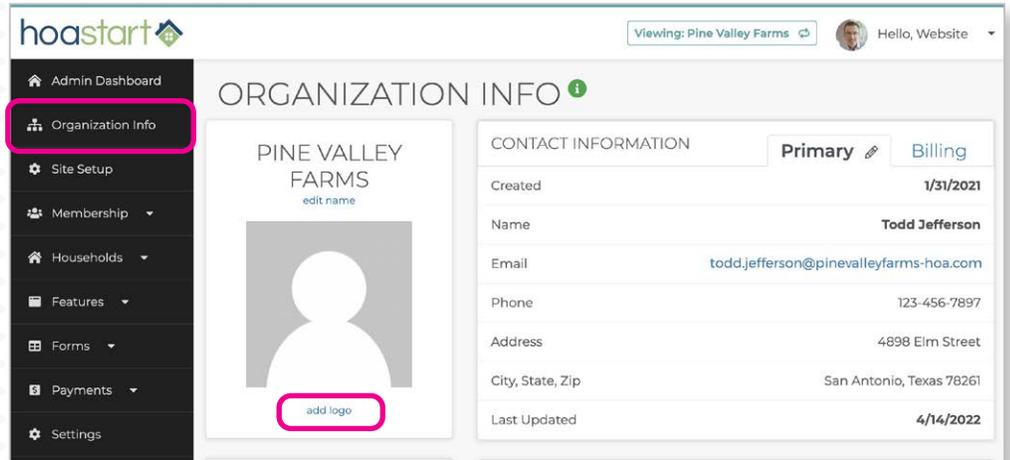


SENDING EMAIL WITH COMMUNITY LOGO

Admins can now send email messages branded with their own community's logo. Your logo replaces the previously displayed HOA Start logo. Reduce confusion now that members immediately recognize your community logo or name when they open a message.

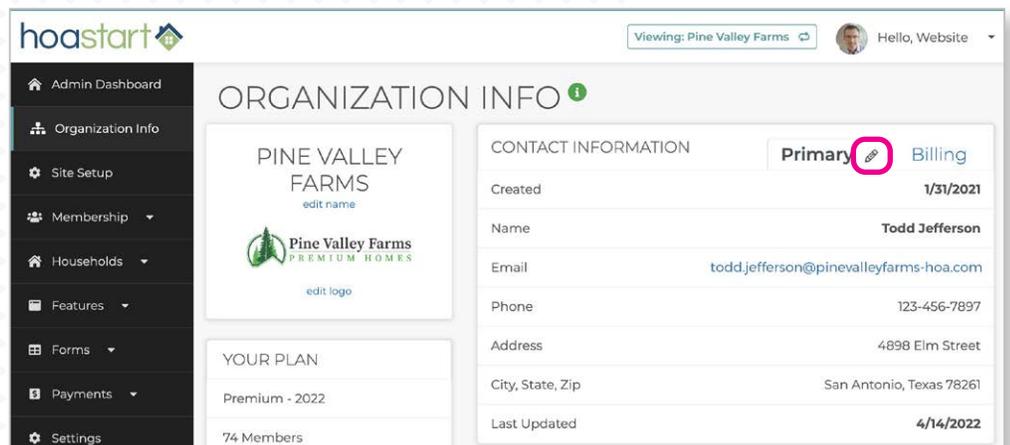
An Admin can upload a community logo from the Organization Info page. Click on the "add logo" link to open an Add Logo window. From here, you can browse, locate, and upload your community logo.



- ◆ Supported graphic file formats are .JPG, .PNG, and .GIF. Crop your logo appropriately, and click on the "Save" button.
- ◆ When you upload a logo, the software will scale it to fit in an area that measures 300 pixels wide by 180 pixels tall.



Once you save the logo, it will display on the Organization Info page in the upper left box just under the community name. If you need to replace or remove the existing logo, you can click on the "add logo" link again and update from the "Add Logo" window.

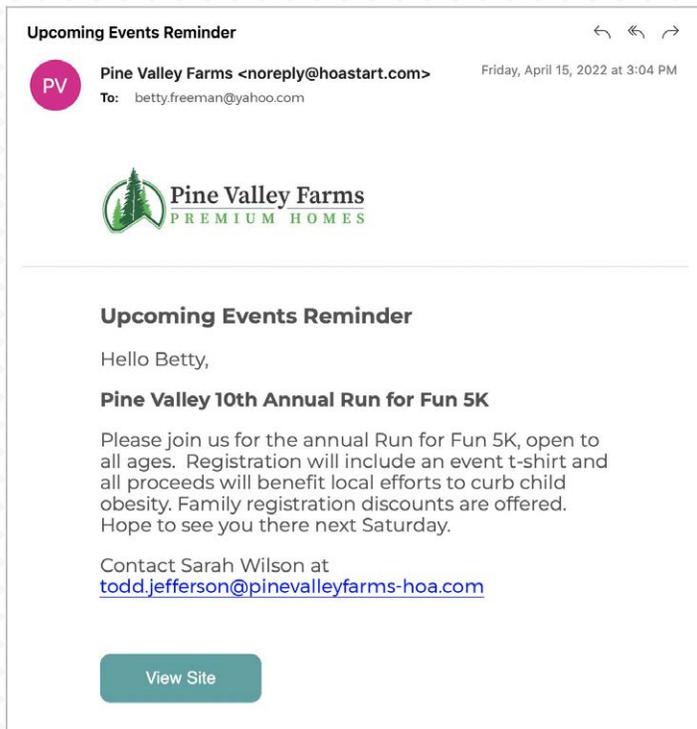
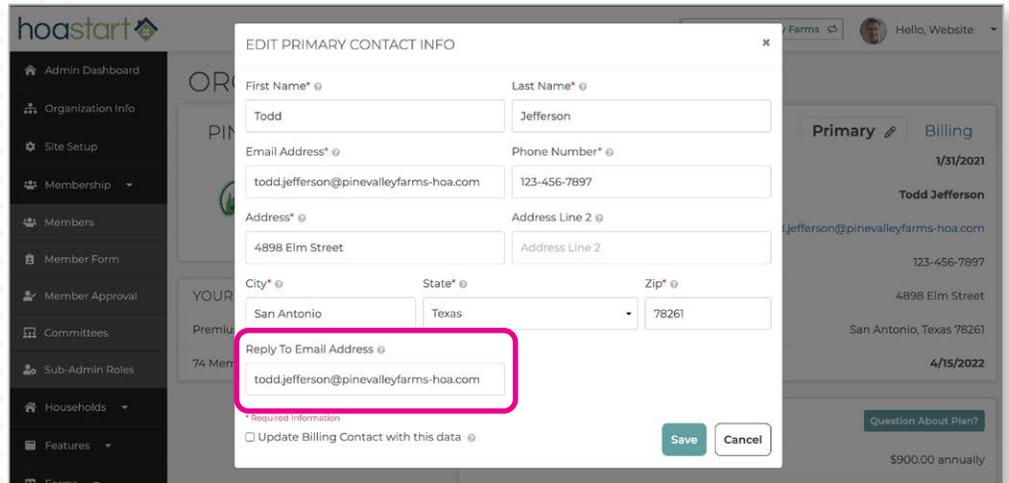


As an Admin, you also can provide a reply email address so members can contact your community directly when they reply to any email notification they receive through the system. To add this reply email address, click on the "Organization Info" tab of the Administrative Dashboard menu and then on the Edit icon (pencil) on the "Contact Information" section of the page.

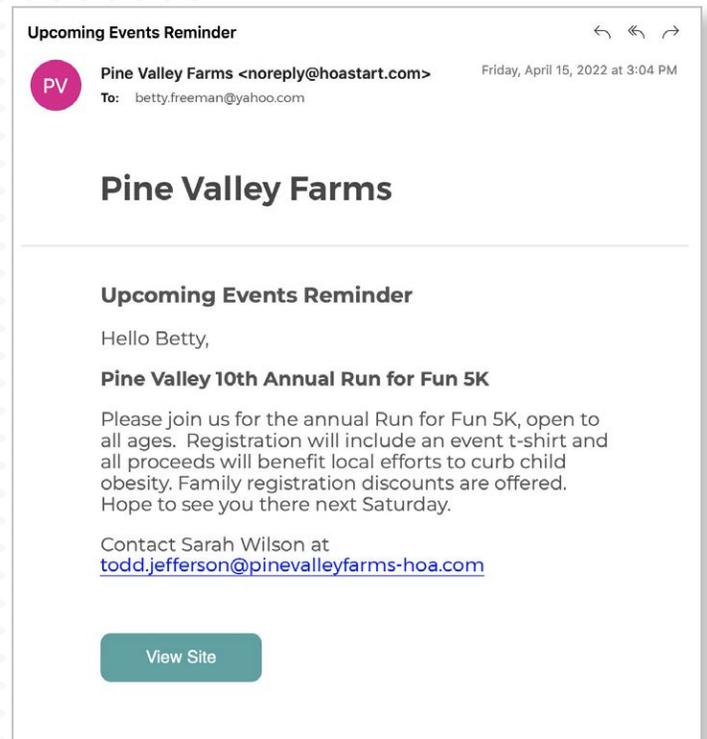
SENDING EMAIL WITH COMMUNITY LOGO - CONTINUED

At the bottom of the “Edit Primary Contact Info” window, enter the address you want to use in the “Reply To Email Address” field.

After you enter the email address, click on the “Save” button to complete the process.



Example email with community logo



Example email without community logo

If you have any questions about sending email blast notifications, please visit support.hoastart.com and open a support ticket.