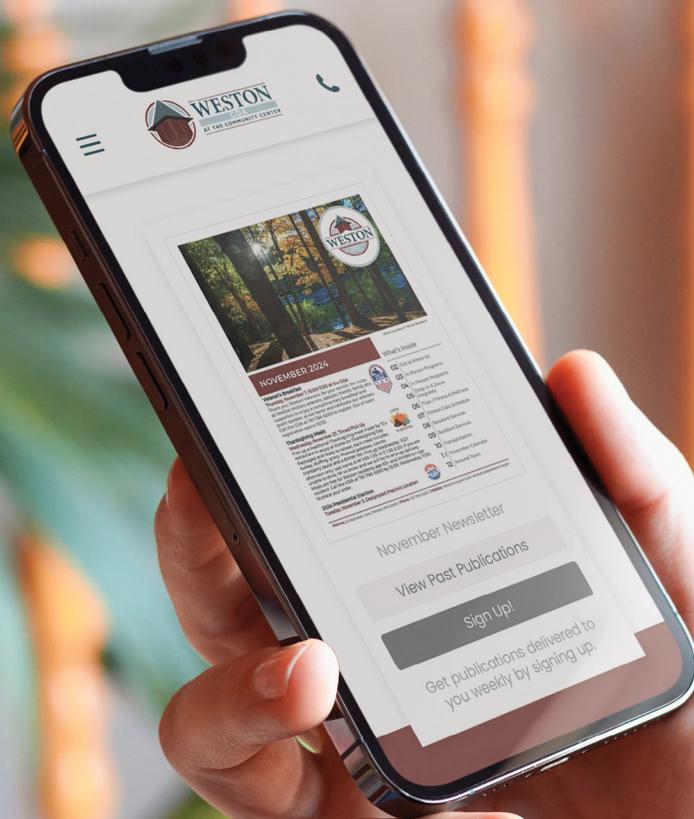# Your Newsletter, Instantly Online

with MyCommunityOnline.com

One-Time Setup, Automatic Online Update!

Your website is your digital presence in your community. Installing the MyCommunityOnline.com Newsletter Widget allows your website to instantly update your newsletter immediately after you submit to print. By making your newsletter available on your website, you are helping your online audience find your up-to-date information, right where they expect it.

What is a Widget?

It's an interactive tool that displays specific information.

Fully functional on mobile

Colors that fit your brand

Reader-friendly layouts

You pick the placement

Add Value for Your Entire Crew...
with No Extra Effort!

Your hardworking staff

Setting up the newsletter widget is a one-time installation that requires no additional oversight or monitoring, with updates made automatically whenever your newsletter is submitted for print.

Your local advertisers

Strengthen the partnership with your advertisers by posting your newsetter online. Local businesses contribute to your center via the print newsletter, return the favor by granting them a larger audience — print AND digital.

Your community audience

More and more people are visiting websites from their phones (especially out-oftown guests or folks new to the neighborhood looking to get involved). Help them access your information easily.
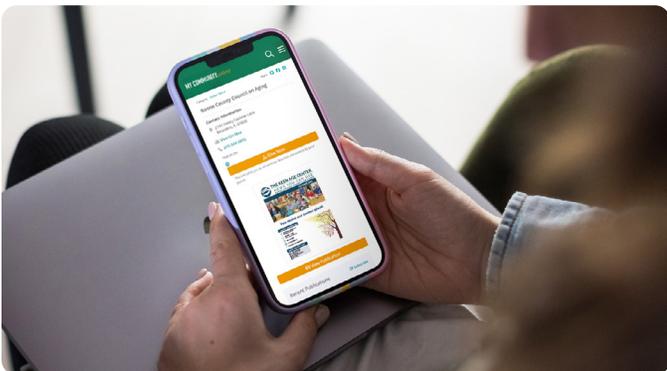
01
Submit Your Newsletter
Follow the same steps you already know and use

02
Instant Website Upload
Your website will refresh with your latest newsletter ... automatically

03
Timely Community Email
Your audience can subscribe to receive your digital newsletter to their inbox, no need for ongoing management

How to Add the Newsletter Widget to Your Website

Claim Your My Community Online Listing

1. Go to www.MyCommunityOnline.com In the top right corner, click **Log In.** On the pop-up screen, click **Sign Up.**

2. Create your free account by entering your first and last name, email, and a password. Click Create Account.

3. A confirmation email will be sent to you. In the email, click Confirm my account.

4. On the homepage, search for your organization by entering your customer number in the 'Community Name' field. Enter your city, state, or ZIP. Click the search icon.

5. Scroll down to the bottom of the page and click **Register as Staff.** You will receive a confirmation email within approximately 48 hours when your account is verified.

Install the Newsletter Widget

1. Log in to www.MyCommunityOnline.com Type your customer number and ZIP in the search fields, and click the search icon to view your claimed listing.

2. Click on teal **Add Newsletter to Website** button located near the top right corner of the page.

3. Click on the teal button at the bottom **Copy Widget Code** and send to your webmaster for placement.
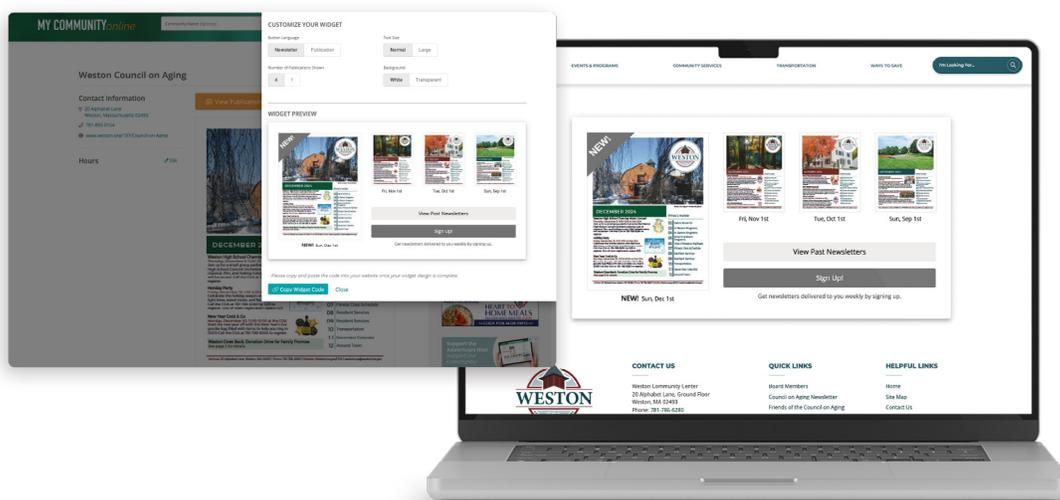
Contact Customer Service for Support

Western Region
PubSupport1@4lpi.com
(800) 950-9952 x2200

Mideastern Region
PubSupport2@4lpi.com
(800) 477-4574 x6370

Eastern Region
PubSupport3@4lpi.com
(800) 888-4574 x3601

LPi BUILDING COMMUNITY *together*

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