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FREE ANIMAL SHELTER / ANIMAL ADVOCACY WEBSITE SIGNUP WORKSHEET

We're glad you're interested in getting a free (only the \$20 per month hosting is required) website from us to help your animal rescue/advocacy. We do not require a tax exempt status, but we do require that your organization not be a profit-oriented business.

Because it takes our designers a few hours to set up each site we donate, we need to be as clear as possible about all the details before we start on a new project. That's why this sign-up form is fairly lengthy.

Please note: You are currently viewing the worksheet so you and your board of directors will be able to plan your site and your answers to our signup form. When you have completed the worksheet, please go to the actual signup form online: <http://griffinwebdesign.com/signup-animalwebtoday.php>

*Required form fields are indicated by an asterisk.**

FORM FIELD	NOTES/HELP
Contact Name*	This is for our records only. It is the name of the person who will be our primary contact while we work on the website. This person should be authorized to make decisions regarding the website.
Contact Phone*	This is for our records only. This is the main phone number for our use if we need to contact you regarding your website.
Alternate Contact Phone	This is for our records only. If you have another phone number we could use to contact you regarding your website, it would be helpful if we are unable to contact you at the primary phone number.
Organization Name*	This is the name of the organization getting the website. In order to qualify for this website donation program, the organization must not be a for-profit business, but we do not require a 501(c)(3) tax exempt designation. Please list the <i>full</i> organization name, such as New York Animal Rescue, Inc. here. Unless otherwise specified, we will use the full legal name in the footer of the website, where the copyright information goes, and we will put the common name, such as New York Animal Rescue (without the Inc.) in the header of the site.
Phone Number(s) to Publish	If you would like to publish a phone number on the website, please specify one or more phone numbers here.
Billing Address*	Please provide an address for our records only.
Website Hosting Payment Method*	Hosting is only \$20.00 per month, and it is required since we install the Content Management System (CMS) on the server. This is the system that allows you to add and edit the content in your website. Payment may be made via automatic debit of your bank account (preferred), automatic PayPal payment (which can use any credit card or bank account associated with your PayPal account), or via invoicing. For organizations that have trouble with the \$20 per month fee, we suggest you get a local business to sponsor a year of hosting. You could even

	offer them a link from your website as a way to honor and acknowledge their support.
Address to Publish	If you would like to publish an address on your website, please specify the address here.
Contact Email*	This is for our records only. This is the primary email address we will use to contact you while we are working on your website.
Alternate Contact Email	This is for our records only. This is an optional secondary email address for our use only in case there is an issue with the primary contact email address we have on file for you.
Existing Website Domain Name (If Applicable)	<p>If you have a website domain that you have already registered, we can use it as long as it is registered in your name, not the name of your previous web designer or other provider. (We can check that for you.) Just list your existing domain name here.</p> <p>NOTE REGARDING RENEWALS OF EXISTING DOMAIN NAMES: If you are using a domain name that you have registered before doing business with us, our name will not accompany yours on the registration, so we will not be copied in on renewal notices. You will be responsible for keeping the domain name renewed on your own.</p>
Desired New Domain Name (If You Do Not Have an Existing Domain Name)	<p>If you do not yet have a website domain name, or if you would like to change from your current domain name to a new one, we will donate the initial registration. We will register the domain in your name, not ours, so you are the official registrant of the domain. Just let us know your first choice of domain name choice in the blank here. It will likely be some version of your organization's name followed by a .com or a .org such as GeorgiaPetRescue.org. If your first choice is not available, we will contact you with some alternate choices for you to consider.</p> <p>NOTE REGARDING RENEWALS OF NEW DOMAIN NAMES: After a year has passed, when it is time to renew your domain name, the registration company will notify both you and us. The fee will be approximately \$10 to \$30 for a year's renewal, depending on whether you renew it yourself or if we handle it for you.</p>
Desired Email Address to Set Up	Most organizations set up a generic email address for use as the primary contact off the website, such as info@myorganization.com or contact@myorganization.com . You can choose any beginning at all for your email address. The end of your email address will be the domain name of your website, such as MyOrganization.com.
Email Used for PayPal Donations	We will include a donation button on your website so that people can make donations to your organization using PayPal. If you already have a PayPal account set up, please specify the email address you have associated with that account. If you would like us to set up a special email address, such as donations@myorganization.com , just let us know.

Logo Upload	If you have an existing logo that you would like to use in your website design, please upload it here. If you do not have an existing logo, we will create a nice company name graphic for you to use on your website.
Would you prefer to use the Animal Rescue Template or the Standard Template as your design choice?	<p>We have two design styles for you to choose from: The Animal Rescue Template and The Standard Template.</p> <p>The <i>Animal Rescue</i> Template is a more specialized look that is ideal for animal rescue or advocacy. It is a very stylized look that works well when you do not have an existing logo or required color scheme. This template is available with photos representing BOTH DOGS AND CATS http://animalshelterwebsite.com, DOGS ONLY http://gwd-test.com/dogs/, and CATS ONLY http://gwd-test.com/cats/.</p> <p>The <i>Standard</i> Template is better if you have an existing logo you need to fit into your design or if you are particular about the colors used in your design. The Standard Template is appropriate for any animal rescue, animal control, or animal advocacy group of any kind. An example of a donated website that uses the Standard Template is Super Dog Rescue < http://superdogrescue.org/ >.</p>
Animal Rescue Template Choice (if applicable)	If you specified you would like to use the Animal RescueTemplate, please specify whether you would like the design to include all cats, all dogs, a mixture of dogs and cats, or other animals (please specify).
If you have selected the Animal Rescue template as your design, and you would like to pay an extra \$90 to change the main dog or cat photo, please specify the type of animal you'd like in that spot.	The animal rescue template includes a large image of either a Golden Retriever dog or an orange kitten. If you run a breed-specific rescue organization or for any other reason you would like to change that image, there is a one time fee of \$90.
If you specified you would like to use the Standard Template, please let us know if you have any color preferences.	The Standard Template can be created with any color choice.
Please specify if you would like any other design upgrade.	If there are any other changes you would like to see in either design exclusively for your organization, please describe it here, and we will give you a quote.
Would you like to use a free Petfinder Plug-In to display your listings of animals available for adoption (recommended)?	<p>This free plug-in allows you to add all your animal photos and info to Petfinder.com and have the listings automatically appear in your website. Because Petfinder is a widely popular national website displaying animals available for adoption, it is recommended that you enter all data on animals available for adoption in the Petfinder.com website. Then, by using the plug-in on your website, you can save the time of having to enter animal data twice.</p> <p>Here is a sample page of an animal rescue website with Design Choice #1 (the Animal Rescue Template) that uses the Petfinder plugin: http://froggyecatrescue.com/cats.php</p> <p>Here is a sample page of an animal rescue website</p>

	with Design Choice #2 (the Standard Template) that uses the Petfinder plugin: http://superdogrescue.org/petfinder.php
If so, what is your Petfinder ID?	Your Petfinder ID is typically the two digits of your state's abbreviation followed by a few numbers such as FL1003 or NC712.
Would you like the \$25.00 optional upgrade to your CMS so you can add photos to the content area of your web pages (Recommended)?	The donated website includes the free version of a Content Management System (CMS). This CMS will allow you to add the text, and later edit the text, on the existing web pages. Remember, using the free Petfinder plug-in will automatically add photos of your available animals to your website. However, if you would also like to be able to add photos to the content area of your other existing web pages, you will need the licensed version of the CMS. There is a one-time setup fee of \$25.00 for the licensed version of the CMS.
Would you like the optional \$90.00 photo-enhanced guestbook?	This option will allow a visitor to share a message and photo on your Guestbook page. The visitor can do this without a webmaster's involvement. (You will have the opportunity to delete any posting you believe is inappropriate.)
Would you like the optional \$90.00 photo-enhanced guestbook to use as a Happy Tails page?	This option will allow a visitor to share their story and photo of an animal they have adopted from you. It is a nice addition to a website, especially if you are an animal control facility where people are already faced with the sad reality of seeing the animals on their last day before euthanasia. The visitor add the story and photo without a webmaster's involvement. (You will have the opportunity to delete any posting you believe is inappropriate.)
Would you like the optional \$90.00 photo-enhanced guestbook to use as a Lost & Found page?	This option will allow a visitor to share a description and photo of an animal they have lost or found in your geographic area. This is especially appropriate for an animal control facility. The visitor can add this information without a webmaster's involvement. (You will have the opportunity to delete any posting you believe is inappropriate.)
<p>Please check off all the pages you'd like included for free:</p> <p>HOME PAGE (Included Automatically)</p> <p>VIEW ANIMALS</p> <ul style="list-style-type: none"> Available Animals Dogs & Puppies Cats & Kittens Featured Animals Featured Dogs & Puppies Featured Cats & Kittens Last Chance Pets Other Animals 	<p>We will provide any of the listed webpages for free. Additional or different web pages are available for only \$5.00 each if requested at the time of the initial sign-up. (Page changes or add-ons later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.)</p> <p>If you rescue both dogs and cats and you are using the Petfinder plug-in to display your available animals, then Available Animals is the best page name to choose since the Petfinder plug-in does not allow us to separate out the display for dogs and cats.</p> <p>The Dogs & Puppies page can be used by manually add the info about your dogs, or if dogs are the only type of animal you adopt out, you may wish to use the Petfinder plug-in on this page.</p>

<p>Happy Tails Lost & Found In Memory</p>	<p>The Cats & Kittens page can be used by manually add the info about your cats, or if cats are the only type of animal you adopt out, you may wish to use the Petfinder plug-in on this page.</p>
<p>REGISTER WITH US</p> <p>Adoption Application Foster Application Last Chance Notification Desired Breed Registration Surrender a Pet Volunteer Opportunities Employment Opportunities</p>	<p>Featured Animals, Featured Dogs & Puppies, and Featured Cats & Kittens are all appropriate if you would like to manually post info regarding special animals <i>in addition to</i> your Petfinder plug-in page.</p> <p>Last Chance Pets is a page that is appropriate for animal control organizations who are trying to adopt out animals before they are euthanized. This is a page that would require your staff to update manually on a regular basis since there is no Petfinder plug-in available for this option (unless it is the only animal display page you are using).</p>
<p>ABOUT US</p> <p>Events About Our Organization Our Sponsors Our Wish List Please Donate Contact Us Directions Hours of Operation Terms of Service</p>	<p>Other Animals is a page that you would likely use in addition to your main animal display page(s).</p> <p>Happy Tails is a page where you might showcase heartwarming stories of rescued animals. Note: If you would like to allow people to be able to upload their own stories and photos to this page (instead of you doing it manually with the CMS), be sure you selected the appropriate upgrade option earlier in the sign up form.</p>
<p>HELPFUL RESOURCES</p> <p>Frequently Asked Questions Relevant Links Useful Articles Message Board - One time setup fee - \$90</p>	<p>Lost & Found is a page where you might offer courtesy listings of animals that have been lost or found in your geographic area. Note: If you would like to allow people to be able to upload their own Lost & Found text and photos to this page (instead of you doing it manually with the CMS), be sure you selected the appropriate upgrade option earlier in the sign up form.</p>
<p>MANAGEMENT ONLY</p> <p>Content Management System (Included Automatically) Webmail (Included Automatically) Control Panel (Included Automatically) "How To" Resource Library (Included Automatically)</p>	<p>In Memory is a page where you might showcase stories of special animals who have passed on.</p> <p>Adoption Application is a page where you can include a printable and/or interactive online form (that is sent to an email address). To see a sample of a <i>printable</i> form, go http://froggyecatrescue.com/register.php and click on the Foster Application. To see a sample <i>interactive</i> form, visit http://froggyecatrescue.com/register.php and click on the Adoption Application. If an interactive form is desired instead of a printable one, you can use an existing we have already set up for no charge, or you can make changes to the form for a small fee. Details about the interactive version of the adoption/foster forms can be specified in the next section of this website sign up form.</p> <p>Just like above, the Foster Application is another page where you can include a printable and/or interactive online form (that is sent to an email address). To see a sample of a <i>printable</i> form, go http://froggyecatrescue.com/register.php and click on</p>

the Foster Application. To see a sample *interactive* form, visit <http://froggyscatrescue.com/register.php> and click on the Adoption Application. If an interactive form is desired instead of a printable one, you can use an existing we have already set up for no charge, or you can make changes to the form for a small fee. Details about the interactive version of the adoption/foster forms can be specified in the next section of this website signup form.

The Last Chance Notification page is appropriate for animal control agencies. It is where an individual or a rescue organization can request to adopt an animal before it is euthanized *if no one else adopts it first*. This page comes with an interactive form we have already set up for free, or you can make changes to the form for a small fee. Details about the interactive Last Chance Notification form can be specified in the next section of this website signup form.

The Desired Breed Registration is where people can let you know of their interest in a particular breed or characteristic so you can let them know if an animal meeting their desired criteria becomes available in the future. This page comes with an interactive form we have already set up for free, or you can make changes to the form for a small fee. Details about the interactive Desired Breed Registration form can be specified in the next section of this website signup form.

Surrender a Pet is a page where you could put information about whether or not you accept surrendered pets and/or how people can surrender a pet, etc.

Volunteer Opportunities is where you can describe your volunteer needs.

Employment Opportunities is where you can describe if you have any job openings.

The Events page is ideal for listing information about fundraising events, adoption fairs, or tabling opportunities.

The About Our Organization page is great for giving a description of your founder, your history, your mission, etc.

The Our Sponsors page is great for giving credit to your supporters. It can even be an incentive for getting more local businesses to sponsor your organization.

Our Wish List is a good page to let the public know of items you need, such as pet food, bedding, leashes, bowls, towels, etc.

Some organizations like to have a Please Donate page with different information about their financial

	<p>needs, where the money goes, donating procedures, etc. Keep in mind that we typically include a donation button as part of the design either in the header (on the Animal Rescue Template) or in the sidebar (on the Standard Template).</p> <p>A Contact Us page is good for listing all the details of your contact information. This page comes with an interactive form we have already set up for free, or you can make changes to the form for a small fee. Details about the interactive Contact Us form can be specified in the next section of this website signup form.</p> <p>A page for Directions is ideal if you have a facility where people come to visit, volunteer, or adopt animals.</p> <p>An Hours of Operation page is a convenient way to list your operation hours.</p> <p>A Terms of Service page may help you be clear about your policies.</p> <p>A Frequently Asked Questions page can give you an easy format for giving the answers to common questions.</p> <p>A Relevant Links page can be a way to provide information about other resources or other recommended companies, etc.</p> <p>A Useful Articles page is a place where you can either link to articles you recommend, or we can set you up with ten blank article subpages which you can add content to and link to as you are ready. Keep in mind that if you select this option, you are setting yourself up to have a higher amount of work to add all the content and links.</p> <p>A Guestbook page is where people can stop by your website and leave a message, just like a visitor would sign an actual guestbook. if you would like this page, be sure you selected the appropriate upgrade option earlier in the signup form.</p> <p>All of the Management Only links are automatically included.</p>
<p>If applicable, please list any additional pages you would like to add on for \$5.00 each.</p>	<p>If you would like any web page that is not offered above, just let us know. We will add an unlimited number of additional pages for \$5.00 per page as long as the request is made at the time you sign up for the website. (Page changes or add-ons later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.)</p> <p>Just list all the additional pages you would like here.</p>
<p>Please list any questions you would like to remove from the standard Adoption Application <http://froggyscatrescue.com/adoption_application.p</p>	<p>The standard Adoption Application is provided for free. If you prefer to use your own form, you can use a printable PDF form for free. There is also no charge</p>

<p>hp>.</p>	<p>for removing any question from a form as long as the request is made at the time you sign up for the website. (Changes requested later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.)</p> <p>Just list all the questions you would like removed here.</p>
<p>Please list any questions you would like to add to the standard Adoption Application <http://froggyrescue.com/adoption_application.php> for \$5 each.</p>	<p>If you would like to add on any questions to a form, the fee is only \$5.00 each as long as the request is made at the time you sign up for the website. (Changes requested later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.)</p>
<p>Please list any questions you would like to remove from the standard Foster Application <http://superdogrescue.org/foster_app.php>.</p>	<p>The standard Foster Application is provided for free. If you prefer to use your own form, you can use a printable PDF form for free. There is also no charge for removing any question from a form as long as the request is made at the time you sign up for the website. (Changes requested later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.)</p> <p>Just list all the questions you would like removed here.</p>
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<p>Please list any questions you would like to remove from the standard Last Chance Notification form <http://spaldingcountyanimalshelter.com/notification.htm>.</p>	<p>The standard Last Chance Notification form is provided for free. If you prefer to use your own form, you can use a printable PDF form for free. There is also no charge for removing any question from a form as long as the request is made at the time you sign up for the website. (Changes requested later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.)</p> <p>Just list all the questions you would like removed here.</p>
<p>Please list any questions you would like to add to the standard Last Chance Notification form <http://animalshelterwebsite.com/last_chance_notification.php> for \$5.00 each.</p>	<p>If you would like to add on any questions to a form, the fee is only \$5.00 each as long as the request is made at the time you sign up for the website. (Changes requested later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.)</p>
<p>Please list any questions you would like to remove from the standard Desired Breed Registration Form <http://spaldingcountyanimalshelter.com/registration.htm>.</p>	<p>The standard Desired Breed Registration form is provided for free. If you prefer to use your own form, you can use a printable PDF form for free. There is also no charge for removing any question from a form as long as the request is made at the time you sign up for the website. (Changes requested later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.)</p> <p>Just list all the questions you would like removed</p>

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Please list any questions you would like to remove from the standard Contact Us Form < http://animalshelterwebsite.com/contact.php >.	The standard Contact Us form is provided for free. There is also no charge for removing any question from a form as long as the request is made at the time you sign up for the website. (Changes requested later will be charged at the regular rate of \$90 per hour with a quarter-hour minimum, so please choose carefully.) Just list all the questions you would like removed here.
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If you would like to add a Facebook link in the footer of your website, please list your Facebook fan page address here.	A lot of animal rescue and advocacy groups like to use social network sites such as Facebook and Twitter to get the word about about available animals, events, issues, etc. Facebook and Twitter accounts are free. Simply go to Facebook.com and/or Twitter.com to sign up.
If you would like to add a Twitter link in the footer of your website, please list your Twitter account name here.	A lot of animal rescue and advocacy groups like to use social network sites such as Facebook and Twitter to get the word about about available animals, events, issues, etc. Facebook and Twitter accounts are free. Simply go to Facebook.com and/or Twitter.com to sign up.
Optional Comments or Questions	Feel free to offer any feedback to us or ask any question.

Thanks again for your interest in our website donation program. If you have any questions or comments on this offer, please feel free to contact us at 1-877-WEB-0050.