



WebBuild by the CSGA

User Agreement

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CSGA offers several different plans to help California Genealogical Societies, who are members of CSGA have a presence on the World Wide Web. A simple web page will help far flung researchers contact your society. It's an opportunity to increase society revenue and membership. The more advanced options allow your society to grow its web presence at a speed that is comfortable to you.

How *WebBuild by CSA* Works -- Part 1

Plan Choices

Plan A – Simple Site

CSGA develops a one page web site for you using your criteria -- see form on page 2. We host this web page on CSGA's web site with the URL of www.csga.com/your_society_name (or initials). The Society table will link your society name to this web page. The Set up fee includes creating this page, hosting it, and 12 months of maintenance, with a maximum of one change a month to information on the web page. Future maintenance/hosting will be billed at \$25.00 a year. You may take the page and place it elsewhere whenever you are ready to move up to web hosting yourself.

Initial Cost \$75.00 for set up and first year.

Annual Maintenance Fee \$25.00

Plan B – Simple Site, your own domain name

Same as Plan A, but we work with you to obtain a domain name for your society and manage it for you. Your URL would be www.yourdomainname.ext., and would be an add on to our Domain Hosting Account. Any expenses CSGA incurs in obtaining and hosting the domain name will be passed directly to your society and must be paid before the page is posted online. Future maintenance/hosting will be billed at \$25.00 a year.

Domain name acquisition, renewal and associated hosting fees: billed separately

Initial Cost \$75.00 for set up and first year.

Annual Maintenance Fee \$25.00

Plan C – Simple Site, your own domain name and your own Domain Hosting Account

Same as Plan B, but we will help you register your own domain name and Domain Hosting Account (DHA). We recommend you use our Domain Hosting Service -- there are great offers for free domain name registration with 2 years hosting at an affordable price which you will pay for directly to the DHS. You will provide us with the username and password for this site so that we can place your web page and make changes. This plan is ideal for a Society that is ready to learn how to post their own indexes, order forms, meeting notes, etc. to the internet. This plan is limited to one change to the web site per month, not to exceed 5 hours of support time per year.

Domain name acquisition, renewal and associated hosting fees paid directly by your society to the DHS

Initial Cost \$125.00 for set up and first year of support

Annual Maintenance \$50.00



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Plan D – We do it all

The most expensive option, it is geared towards societies that have the monies to hire web support, and don't want the hassle of hosting a site on their own. If you want your own Domain name and DHA, as described in Plan C we will help you set that up. If you want CSGA to host your simple web page with links to indexes, order forms, meeting notes, etc. (expansion of Plan A), we can do that instead. This plan is limited to one change to the site a month, not to exceed 10 hours of support time per month.

Domain name acquisition, renewal and associated hosting fees paid directly by your society to the DHS

Initial Cost \$250.00 for set up and first year of support

Annual Maintenance \$100

This document is meant to spell out, in plain English, the agreement between the California State Genealogical Alliance (CSGA) and your organization with regard to building, hosting and maintaining your website.

How WebBuild by CSA Works -- Part 2

Terms and Conditions

1. As defined by each Plan, for a one-time setup fee, we will create a website for your organization based on one of our templates and customized with information you provide us.
 2. You will tell us which domain/s you wish to use. Please go to www.networksolutions.com and do a DOMAIN SEARCH to make sure that your domain/s is/are available. Do not purchase your domain/s yet -- we will assist you with this step and send you a separate invoice for the domain name costs and domain hosting costs. This invoice must be paid before your website will be published to the internet.
 3. At some future date, should you decide to take over the design, maintenance and hosting of your website yourself, we will transfer control of said domain/s to you (with 30 days notice), without an additional charge.
 4. We will customize your website, host it, and maintain it and ensure that your site is functioning properly on an ongoing basis.
 5. Any changes to your website will be done within seven days of our webmanager receiving an email or written communication from you.
 6. Your new website will consist of the domain/s you designate plus any of the following:
 - Your society's name (and logo, if you wish)
 - Your mailing address and other contact information
 - Meeting schedule
 - List of officers
 - Downloadable membership application
 7. INSTRUCTIONS: Complete the application on the next page of this agreement, and mail via USPS along with your payment to the CSGA.
- Currently, our Domain Hosting Service requires a two year subscription for DHS at a cost of less than \$150.00. This fee includes registration of a new domain name and one year domain name subscription (Plans C and D). The DHS fee is in addition to our fees, and must be paid by you to the DHS.



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8. After the first year, you will be charged an annual maintenance fee as defined by Plan in Part 1 of this document. We will also charge you the cost of renewing your domain name(s) and/or DHS fees. You will be invoiced 90 days in advance of renewal and all fees must be paid in advance. Failure to pay renewal fees in advance will result in your website being taken offline.

9. Prior to your site going “live,” your designated contact person will be sent an email by our webmaster with a link to the new website for review. Any changes, corrections, additions, color changes, etc. can be made at that time. Our webmaster will work with your organization to make said changes to your liking. Once you’re satisfied with the website, you will email FINAL APPROVAL to our webmaster and your site will then be published up to the internet (“go live”). Any changes that must be made after final approval has been given must wait for the next monthly maintenance date.

10. Within 60 days of receiving payment and your signed, completed agreement, your website will be live. The setup fee is not refundable.

11. CSGA may treat a change in plans at renewal time as a new WebBuild agreement. However, should you desire a substantially different look and feel to your website other than the design of the available templates; you may request an upgrade to a different WebBuild Plan. You will work with the webmanager to create a Change Request Document. Once approved, the webmanager, with the approval of the CSGA board will advise you on the price of the changes to the new plan. When an agreement between your society and CSGA is agreed upon, the CSGA treasurer will issue an invoice which must be paid before work begins on the Change Request Document.

12. The CSGA is committed to providing information to promote, assist and protect all California genealogical endeavors. We want you to be happy with your website and if, at any time, you are not satisfied with any of our services, the CSGA will do all possible to resolve your issues. We’re genealogists, too, and all we’re trying to do here is to assist you in gaining a greater public awareness to, hopefully, help you attract new members and resources to your society. **Please go to the WebBuild Application**, complete the requested information, and return this agreement to us along with your payment. Our webmanager will contact you as soon as we receive these documents, at which point the clock starts ticking. This document is meant to spell out, in plain English, the agreement between the California State Genealogical Alliance (CSGA) and your organization with regard to building, hosting and maintaining your website.

13. CSGA reserves the right to refuse to host any website that would violate the IRS standards for a non-profit 501(c)3 genealogical organization. CSGA reserves the right to change its fees at any time.

14. You agree to be bound by the terms of the “Terms of Service” agreement on our web site, which terms are incorporated into this User Agreement.

15. This agreement does not include options to accept online payments.