

Springshare

<http://www.springshare.com>

Phone 518.306.6366 Fax 646.417.6439

Amigos ORDER FORM LIBCAL

Welcome to our Community! Please fill out this customization form and either a) save the file in Word and email it to sales@springshare.com, OR b) print the form, fill it out, and fax it to us at 646-417-6439, attn: Springshare Sales

1. What is the name of your Institution?
2. Write your city, state, zip code, and country:
3. Are you getting the optional custom domain mapping (for \$60/year)? Write YES or NO:

If Yes, enter your custom domain here: <http://>

The custom domain mapping will increase the system's search engine ranking. It is also a great branding tool, since the users will access the system on your .edu (or .org) domain.

IMPORTANT: If you are getting the custom domain mapping, your IT folks in charge of your domain need to create an A record (internal and external DNS) for your custom domain and point it to 174.132.94.170 (or, they can create a CNAME alias for your custom domain and point it to www.libcal.com).

ALSO IMPORTANT: If getting the custom domain, please make sure it is live before returning this form to us. You will know it is live if you type its URL in your browser and get the Community site. Do not pick library.yourinstitution.edu (or .org) as your custom domain. Your custom domain cannot contain any "/" characters. It has to be in the following format: something.yourdomain.edu (or .org/.net/.com, depending on your institution's domain).

Domain examples (assuming your institution's domain is midstate.edu): **valid** choices: libcal.midstate.edu, calendar.midstate.edu. **Invalid** choices: library.midstate.edu/libcal, library.midstate.edu/calendar, www.midstate.edu/events, etc.

4. How many Calendars/Schedulers/RoomBookings are you getting?: (3, 10, 20, 50, or 100)

3/3/3 –
10/10/10
20/20/20 –
50/50/50 –
100/100/100

5. The name and email of your LibCal admin:

This is the person who will have the first admin account in the system and be able to create accounts for others, as well as customize the look and feel. This admin can create other admin accounts, if needed.

IMPORTANT: Please make sure your admin and your staff involved with LibCal adjust their email spam filters to ensure they receive emails from springshare.com domain. Otherwise, they will miss important emails from us, including the "Welcome / Getting Started" info.

That's about it. Send back this document and we'll build your system asap! Thanks for your time...