



Website Authorization Form for Businesses and Organizations

Part #1 to be filled out by the Business/Organization Representative

There is no charge for Seward County businesses/organizations to host websites on the Connect Seward County server. Please visit www.connectseward.org for FAQ, terms of service and other helpful information.

Business/Organization Name: _____

Business/Organization Representative: _____

Mailing Address: _____ City _____ Zip _____

Business/Organization Phone Number: _____ E-mail Address: _____

In addition to being the business/organization representative, I am also going to be the website administrator. (Please complete the first section of Part #2.)

or

I authorize the "Website Administrator" listed in Part #2 to submit web page updates to the Connect Seward County server for the business/organization listed above.

Please read and check all boxes:

- I understand that it is the responsibility of our business/organization to monitor our own web pages, and that Connect Seward County is not responsible for web page content.
- I understand that this authorization will remain in effect until it is revoked by this business/organization filing a new authorization form.
- I have a Connect Seward County Account. (Both the business/organization representative and the website administrator **MUST** have personal accounts with Connect Seward County. Visit www.connectseward.org and click on Account Sign Up to get an account.)

Authorizing Signature: _____ Date: _____
month/date/year

It is the responsibility of your business or organization to notify Connect Seward County in the case of changes of website administrators or authorized representatives due to retirement, termination, etc.

Please list the names of those who currently have website authorization that should be removed from having access. Or, contact info@connectseward.org if you have questions:

This form is to be returned to:
Seward Memorial Library
233 South 5th Street
Seward, NE 68434

Please keep a copy of this form for your records

See other side for PART #2 - both sides must be completed

Part # 2 to be filled out by the Website Administrator

- I have/will purchase the following Website Domain Name: _____
or
 I do not plan on purchasing a domain name and would like Connect Seward County to assign a name for my website.
(Assigned names will look like www.connectseward.org/bus/businessname or wp.connectseward.org/businessname)

Complete the following two sections if using a purchased domain name:

- Connect Seward will provide DNS service for this domain.
(Configure the domain name servers as NS1.CUNE.EDU and NS2.CUNE.EDU)

or

- DNS service for this domain is managed by a different provider.
If you are creating HTML pages, configure DNS to use a CNAME of www.connectseward.org.
If you are using a WordPress site, configure DNS to use a CNAME of wp.connectseward.org.

- Connect Seward will provide email service for this domain.

or

- A different email service provider will handle email for this domain. If Connect Seward is providing DNS service, please list the mail exchange or MX servers for the domain.

- I would like to create my own HTML pages for the website.

or

- I would like to use WordPress to build the website.

- I am also the Business/Organization representative listed in Part #1.
(If so, you do not have to fill out the rest of Part #2.)

or

- I am the website administrator listed below.

Website Administrator (Individual's name, not business): _____

Website Administrator Business Name (optional): _____

Mailing Address: _____ City _____ Zip _____

Phone Number: _____ E-mail Address: _____

Please read and check all boxes:

- I understand that it is the responsibility of our business/organization to monitor our own web pages, and that Connect Seward County is not responsible for web page content.
- I understand that this authorization will remain in effect until it is revoked by this business/organization filing a new authorization form.
- I have a Connect Seward County Account. (Both the business/organization representative and the website administrator **MUST** have personal accounts with Connect Seward County. Visit www.connectseward.org and click on Account Sign Up to get an account.)

Website Administrator Signature: _____ Date: _____
month/date/year

See other side for PART #1 - both sides must be completed