

Partner edCenter Web Site Design Form

Rev. 1.0

Date:

[Date of creation]

Partner:

[Name of Partner]

[Address and Phone Number of Partner]

Program(s):

[Choose one or both choices below]

[edCenter Web Site program]

[Course Development program]

Account Manager(s):

[Name(s) of edPal account manager(s)]

Partner Project Manager(s):

[Name(s) of Partner Project Manager(s)]

Duration:

[# of weeks allowed before launch]

Overview:

This document will help both [Partner Name] and edPal create a compelling launch program for the [Partner Name] edCenter web site. This document serves as the collaborative effort between edPal and [Partner Name] to arrive at the launch tasks and coordination efforts related to the web site.

Web Site Information

The partner edCenter web site is where all the sales and customer activities are transacted. edPal has created a template driven edCenter that allows a partner to customize certain areas of their edCenter. However, under special circumstances, edPal could work with partner to add some additional areas of interest on partner's edCenter web site to create an even more unique message to potential customers.

edPal

Basic Customizable areas on the edCenter include:

Logo: The logo identifies the partner identity.

[Please provide an image copy of partner logo in .JPG, .GIF, .PSD, .TIFF formats below]

Color Scheme: To make the partner edCenter site match that of any other of partner's web sites, edPal allows partner to choose two color schemes that will define the look of partner's edCenter web site.

[Please provide two colors below or provide a URL to any of partner's existing web sites below]

Home page: This is the home page of the partner edCenter. This page is probably the most visited page when partner's edCenter goes live to the public. Everyone will see this page first. edPal will work with partner to craft creative and unique wording on partner's home page to draw specific attention and interest to partner's unique offerings.

[Fill in Home Page text below]

About Us: This is where partner needs to provide edPal with information regarding who partner is and what is unique about partner's edCenter web site.

[Fill in About Us text below]

Contact Us: This is where partner tells how customers can contact partner by providing address, phone numbers, email addresses, and any other relevant contact information.

[Fill in Contact Us text below]

Our Instructors: This section highlights instructors for partner edCenter web site. List instructors and their bio and any other relevant information in this section.

[Fill in Our Instructors text below]

Other potential areas for customization:

From time to time, partner will need to keep their edCenter web site up to date with new and fresh information.

Below are some examples of areas that could be added to the site:

- Testimonials from customers
- Messages from partner management staff
- Messages from partner's partners

edPal

Partner Site Administrator: edPal needs the name, phone, email address of the designated partner site administrator. The site administrator for the partner edCenter will have extended roles that allow partner edCenter to choose what types of courses to offer on partner catalog as well as acting as the central point of contact for generating authorization codes and managing the distribution of prepayment codes to partner customers.

[Please identify Partner Site Administrator below]