**DEVELOPMENT REQUIREMENTS (must be fully completed prior to any site development):**

**Domain Information**Jackrabbit needs to know where all existing site domain names are registered (unless internal IT department will be handling this aspect). Please provide:

1. Domain registrar name and website:
   1. registrar - Newtek Technology
   2. commonimpact.org
   3. readinessroadmap.org
   4. handsontechboston.org
2. Login information (username and password):
   1. username: 28709
   2. password: commonimpact25
3. Any additional information regarding domain names (multiple domain names / redirects / possible new domain names):
   1. Owned but not in use – commonimpact.net, commonimpact.com, readysetprobono.org, readysetprobono.com, readysetprobono.net

**Hosting Information**Jackrabbit needs to know where the existing site is being hosted, and/or where the new site will be hosted:

1. Existing hosting company’s name and website:
   1. Independent web consultant, eBree Design - Bree Rodriguez. http://www.ebree.com/
2. Existing login information (username and password):
   1. N/A we request support from Bree when needed.
3. Are you setting up a new server for the new site? If so, please provide the name and website of the new company, along with your login credentials:
   1. N/A
4. Any additional hosting info (special circumstances, etc.):
   1. N/A

**Need Help with a New Host?**If the new site requires a new server, Jackrabbit is happy to help in setting this up. We typically recommend using one of these options:

* Purchasing a server from Media Temple:
  + http://mediatemple.net/webhosting/vps/hosting/https://secure.giveforward.com/donate/271734
* Or, purchasing a cloud server from Rackspace:
  + <http://www.rackspace.com/cloud/servers/>

In most cases, you will setup an account with the desired company and provide us with the login credentials. Please know we’re here to assist and can setup the account with you if needed.

**Existing FTP Information**It is helpful for us to be able to access the existing site files via FTP. Please provide:

1. Existing FTP server: Sftp, host – 1162.211.82.116, Port 2200,
   1. Login information (username and password):
      1. user:common, password: (4agAT)WyO&}

**Google Analytics**Jackrabbit typically incorporates Google Analytics code into every site, so the client can view site statistics. A Google account is require for this free service if you need to setup a new one. Whether an old account or new account, this is the method for giving JRD access:

Add [JRDAnalytics@jumpingjackrabbit.com](mailto:JRDAnalytics@jumpingjackrabbit.com) as ad Admin in Google Analytics:

Instructions:

1. Log into Google Analytics
2. Go to "Admin" up in the top panel
3. Under Account, click on "User Management"
4. Add permissions for  "[JRDAnalytics@jumpingjackrabbit.com](mailto:JRDAnalytics@jumpingjackrabbit.com)"
5. Be sure to check off - Read & Analyze, Manage Users, Edit, and Collaborate
6. Notify the user and click add

**Form Submission**  
If there will be forms on the website for users to submit, Jackrabbit will need to know where each form should be sent (i.e. contact form, request info form). Please provide:

1. The specific email address that forms should go to:
   1. info@commonimpact.org

**Payment Gateway Info**If the site will include e-commerce, Jackrabbit will need to know how payments are to be made. This includes any PayPal / Authorize.net or other third party information. Please provide: N/A

1. Name and website of payment service:
2. Login information (username and password):
3. If an SSL certificate is required, please provide that information as well:

**Social Media**Jackrabbit will need all applicable social media links that will be on the new site. Social media icons will take the user to the specific account on the site. If a social media feed is going to be implemented on the site, Jackrabbit will also need the login information. Please provide the information applicable to your website:

1. Facebook:
   1. <https://www.facebook.com/pages/Common-Impact/95882185891>
   2. Managed through connections to personal Facebook accounts. No login to share.
2. Twitter:
   1. <https://twitter.com/commonimpact>
   2. Commonimpact
   3. B31mpactful
3. LinkedIn:
   1. <https://www.linkedin.com/company/common-impact>
   2. Managed through connections to personal linkedin accounts. No login to share.
4. YouTube:
   1. https://www.youtube.com/channel/UCP\_Wj37QN2W\_xoWJbRjqfjg
   2. [ssaeed@commonimpact.org](mailto:ssaeed@commonimpact.org)
   3. Community215
5. Any additional social media links:
   1. N/A