

DRAFT – SUGGESTED WEBSITE CHANGES

With orders being processed by the Website now, a transition period needs to take place so both the Website and the Database information is the same. Below are suggestions that might help make this transition easier.

Information Needed on Website Order Payment Sheet Sent to HR

Credit Card Payment Information

- 1) **Name** that Appears on the Credit Card.
- 2) **Address** on Credit Card Account.
- 3) **Email** Associated with Credit Card.
- 4) **Amount Received** or Amount of **Refund**.
- 5) **Payment Date**.
- 6) **Auto Renewal** Option (*Offered only on Online-Only Orders.*)
If selected the **Renewal Notice** will be sent to the **Email** associated with the **Payment**.

➤ *The writing of this Auto Renewal Email should be reviewed and edited by Zach & Paula.*

Gift Subscription

Have a checkbox available to click if this is a **Gift**.

YES If the Yes checkbox is clicked...

NO

Enter the Name of the Giver: _____.

After the payment has been processed, the website will send a **Welcome Email** to the **Gift Recipient** with a link to setup their Online Account. It also will contain their **Subscription** information and the **Name** of the **Giver**.

➤ *(Paula & Zach probably should write the copy for Gift Recipient email.)*

Giver Account

When the **Giver** accesses the account, he will not have **Online Access**. This account can only **Renew** the **Gift Subscription**.

Subscription Recipient Contact Information

- 1) **First, Middle & Last Name.**
- 2) Name of **Institution.**
- 3) Accurate **Mailing Address** including the **Country.**
- 4) **Foreign** or **Domestic** – can be determined by the **Country.**
- 5) **Email Address.**

Subscription Information

- 1) **Subscription Plans: Online-Only** or **Print & Online.**
- 2) The **Amount** charged based on **Foreign** or **Domestic** and the number of **Years.**
- 3) **Begin & End Period** Information for a **Print & Online Subscription** would display:
Winter 2022 (01/01/2022) to Autumn 2022 (12/31/2022)
for a **1-Year Subscription.**
Online access would begin on the **Payment Date.**
- 4) The **Period Begin Date** is the result of the following formula setup to read the **Issue List:**
Payment Date is >= to Issue Period Begin Date
and
Payment Date is <= Issue Period End Date.

ISSUES LIST						
Period Begins	Period Ends	Quarter Description	Issue Year	Year 1 Ends	Year 2 Ends	Year 3 Ends
01/01/2022	03/31/2022	Winter 2022	2022	12/31/2022	12/31/2023	12/31/2024
04/01/2022	06/30/2022	Spring 2022	2022	03/31/2023	03/31/2024	03/31/2025
07/01/2022	09/30/2022	Summer 2022	2022	06/30/2023	06/30/2024	06/30/2025
10/01/2022	12/31/2022	Autumn 2022	2022	09/30/2023	09/30/2024	09/30/2025

- 5) The **Period End Date** would be determined by the **Subscription's** number of **Years.**
 - *Access to the Ending Period field will by necessary for HR staff since a number of subscribers have paid for future subscriptions.*
 - *When this date is changed an email could be sent by HR to the Subscriber informing them of their updated Subscription information.*
- 6) For an **Online-Only** Subscription the **Begin Period** is the **Payment Date** and the **End Date** will be **1 Year** later from the **Payment Date.**
- 7) After the **Payment** is processed the Subscriber's **Online Access** will then be ready for use.

Providing More Information Accessed from the Home Page

To make it easier to understand what **Hudson Review** website offers, the following might be helpful:

• *Complete Description of the Subscription Plans*

For possible new subscribers adding a section to read about what **Subscriptions Plans** are being offered would help them make the right choice.

(I just put down some ideas but Paula and Zach would have to create the features.)

Online-Only Features

- ✓ Online Access to all current articles.
- ✓ Access to purchasing individual Issues.
- ✓ Print function for articles will or will not be available.....?
- ✓ Access begins the day the Payment is received and will end 1 year from that date.
- ✓ Renewal notice will be sent to the account's email 2 weeks before it expires.
- ✓ Auto renewal will be available if desired.
- ✓ Once a subscriber signs in the subscription period will be displayed immediately on the screen.

Online & Print Subscription

- ✓ The subscriber will receive by mail 4 issues in a 1-year subscription.
 - ✓ Access to all Online features after setting up account.
 - ✓ The last issue of the subscription will contain the renewal notice. The Auto Renewal feature is not offered for this plan.
- *A **Renew** button will appear only during the last issue of the Current Subscription.*

• *Cancellation Policy*

This policy and the process for canceling a Subscription should be explained in detail.

• *Subscription Pricing*


The **Print & Online Subscriptions Rates** are based on whether the **Mailing Address** is **Foreign** or **Domestic** and the number of **Years**.

Currently the **Online-Only Subscription Rate** is the same for both and only is offered one year at a time.

• **Subscription Rate Table**

To assist a possible subscriber in making the decision that is right for them, a **Rates Table** could be provided.

➤ *Hudson Review Staff need access to this table to enter new prices.*

 SUBSCRIPTION RATES			
SUBSCRIPTION RATE	SUBSCRIPTION PLAN	DOMESTIC OR FOREIGN	YEARS
\$20.00	ONLINE ONLY	DOMESTIC	1
\$44.00	PRINT & ONLINE	DOMESTIC	1
\$79.00	PRINT & ONLINE	DOMESTIC	2
\$111.00	PRINT & ONLINE	DOMESTIC	3
\$20.00	ONLINE ONLY	FOREIGN	1
\$53.00	PRINT & ONLINE	FOREIGN	1
\$98.00	PRINT & ONLINE	FOREIGN	2
\$142.00	PRINT & ONLINE	FOREIGN	3

Sign-In Process

After access has been confirmed by the **Email** and **Password**....

ACCOUNT

This content is for subscribers only. Please log in below, or [sign up for a subscription here](#).

Username

Password

Remember Me

[Forgot Password](#)

can **Subscription** information immediately appear on the screen? If so, examples are below.

Your Current **Print & Online Subscription** Period is from:

Winter 2022 (01/01/2022) to Autumn 2022 (12/31/2022)

or

Your Current **Online-Only Subscription** Period is from:

4/11/2022 to 04-10-2023