

Features of an ExtraGang web site

A web site developed by ExtraGang will be attractive and functional. Because we use page templates, the look and feel of the site is consistent from page to page, from section to section.

But regardless of how good a site looks or how easy it is to navigate, if there is no content, there is no site. An ExtraGang web site is easily maintained by non-technical people: if you can use a word processor and a web browser, you can maintain a single page or an entire site.

Our basic site provides you with the opportunity to choose from three or four design choices we give you and you decide which one you want. We then implement it (we can host it for you or load the software on a web hosting service you already have) and provide you with instruction manuals showing you how to update the site.

During the installation of a basic site, we also provide copy editing services, making suggestions on how to organize your information, as well as checking spelling, grammar and syntax.

Beyond that basic site, we can provide you with a wide variety of functionality. For example:

- • Password-protected areas for your trusted associates (club members, staff, customers), so they can get to information not available to the general public.
- • Interactive event calendars that can be set up so that some events are shown to the general public, while others are shown only to your site's members.
- • Frequently asked questions (FAQs), where you can set up questions and answers in advance, or interactively answer questions. Again, available to site members, the general public or both.
- • On-line event registration.
- • An on-line store that allows you to sell merchandise (such as T-shirts, caps, mugs and other apparel) on-line, making deposits directly to your bank account through the PayPal secure on-line payment system.
- • On-line membership applications that can be either semi-digital (download of a PDF file for printing and Postal Service mailing) or completely digital (with payments through PayPal).
- • There are many different levels to our e-mail services: at the most basic, you can create forwarding accounts against your web site, so that a message e-mailed to {htmlfix:}<:u>president@mygroup.org</u>{/htmlfix} (for example), is forwarded to the e-mail address of your president. This is a great way to provide continuity to your club: next year, when somebody else is elected president, you just point the {htmlfix:}<:u>president@mygroup.org</u>{/htmlfix} account to the new person. If you want an account like {htmlfix:}<:u>info@mygroup.org</u>{/htmlfix} to be burst to two or three (or hundreds) of members, that can be done too. You can also provide your members with "vanity" e-mail addresses, so that John Doe could have an e-mail like {htmlfix:}<:u>jdoe@mygroup.org</u>{/htmlfix} or {htmlfix:}<:u>john@mygroup.org</u>{/htmlfix}. Lastly, we can provide list services, where your members can conduct conversations about your group via e-mail: one person posts and all members see the post and can respond or just monitor the conversation.
- • Similarly, we can provide you with an on-line forum, which can be restricted to your members or open to the general public (or have only some areas restricted while the rest of the forum is public).
- • We can provide you with project management software that operates through your web site; this is ideal for planning new ventures, meetings or conventions, where large numbers of people must communicate rapidly.
- • The best way to document a process, project or application is through a wiki — somewhat similar to a forum, a wiki allows all the knowledge of your organization to be centralized and kept up-to-date. We can set you up with a wiki and get you on your way.
- • For clubs and non-profits, a full membership management system, that allows new members to join your club on-line and allows members to maintain their own membership information. Roughly 10 percent of all club members move each year and far more change e-mail addresses or phone numbers. Today all those changes fall to (usually) a single volunteer in your club; with an ExtraGang membership management system, individual club members can make those changes themselves. This module also includes a feature where club members can view information about their fellow members, such as address, phone number and e-mail; perhaps even a photo of the club member or family.
- • Newsletter distribution: With the membership management system, you'll be able to allow your members to take your newsletter either on-line or in-print, with the module e-mailing the newsletters and producing a set of mailing labels simultaneously.

Before you commit to a web hosting service or a web developer, please contact us and allow us to give you a price quote.