1. Introduction

While MemberClicks does provide website design and hosting services, MemberClicks is also very happy to work with other website development and hosting firms to integrate our components into their sites. MemberClicks does not provide support or hosting for third party websites or components created by a non- MemberClicks developer.

For pricing, please contact the MemberClicks Customer Success Team.

MemberClicks requires these guidelines be followed to achieve success. Iframes are not a viable option for integrating our components, so please read this guide carefully and completely.

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2. The Project

MemberClicks facilitates a seamless transition between a third party site and the MemberClicks components. MemberClicks uses a template that is set up by a third party developer to "skin" the MemberClicks Components. The template is completely maintainable outside the MemberClicks system, so MemberClicks never need be involved in updates once the project is set up. The resulting copied template on the MemberClicks side looks identical to the original, with the exception of a few MemberClicks tags that have been replaced with MemberClicks code (more on tags below). The template can be updated at any time by the third party, and the changes will show on the live MemberClicks pages. *Below is the process that must be followed to ensure a successful project.*

2.1 Create a Subdomain

A subdomain must be created in order to maintain branding in the URLs of the MemberClicks Component pages. You will set up a CNAME record for your subdomain and

direct that to the "weblinkconnect.com" domain provided to you for your site. MemberClicks will then set up a secure subdomain to access the website components. Examples of subdomains could be (they can be anything, but these are most common): web.organization.com, members.organization.com.

2.2 Obtain an SSL Certificate

All assets (images, JavaScript, style sheets) in the template MUST be referenced with absolute, secure links in the template provided. An SSL certificate is required for all MemberClicks implementations.

Note: If an SSL certificate cannot be provided for the production environment of the site but will be available on the live domain, the MemberClicks production pages can still be provided. Some elements, however, may not work as expected until the SSL can be used on the live domain.

2.3 Create Template

Create a page on your site called "**MC Template.**" An example of the resulting URL may look like this (note, this is a *sample URL* and does not represent an actual working page):

http://mydomain.com/MC- Template.html

Note - All assets being used by the template (images, JavaScript, style sheets) MUST be referenced with absolute, secure links, and all links within the template to other pages MUST be absolute.

2.4 Place Template Tags

The following placeholder tags are required and must be added to your MemberClicks Template page. These must be copied *exactly* as they are here:

[MCAtlas:TitleContent]

[MCAtlas:BodyContent]

Each placeholder tag must be unique, so only add *ONE* of each of these placeholders. It is also recommended that you add these tags in containers that will make them easy to style if needed. An example for the title tag would be <h1>[MCAtlas:TitleContent]</h1>

If you plan on adding banners to your site, please ask your MemberClicks representative for the appropriate code.

2.5 Send URL

Send your MemberClicks representative the URL to your template.

After your site is set up, your MemberClicks representative will send you production links for review. All style or script issues must be addressed by the customer website developer. MemberClicks can assist with all issues pertaining to the functionality of MemberClicks components and may be called on to consult for any other issues.

2.6 Go Live

Upon go live for your site, MemberClicks must be provided with a new template link that corresponds to the new location of your live template (if applicable). Once the template link has been updated (if necessary), live links will be provided that may be added to the website for the MemberClicks components.

2.7 Banner Advertisement / Content Management

MemberClicks provides a Content Management System (CMS) and advertisement manager in the software for our customers. To manage ads, the customer can do one the following:

1. The customer may use Atlas to manage ads for the MemberClicks hosted pages while also separately maintaining banners on their existing system.
2. The customer may use Atlas to manage ads for the MemberClicks hosted pages, and code will be provided that can be used in place of the banner ads on the customer's existing pages.
3. If the customer does not wish to use Atlas banner ad management and instead wants to continue using their own, the customer may implement banners in their template as they see fit.

3. Notes

- Changes to your site will not be immediately reflected on the MemberClicks component pages. If changes are made, a template refresh must occur to update the MemberClicks pages. To refresh the templates, add the following code to any page URL on the MemberClicks domain and refresh:

   ?cleartemplatecache=true

   Do not call this querystring parameter on every page load as it would cause serious performance issues.

- The template tags must be placed in the body (<body>) of the template and never in the head section (<head>).

- If your site uses a "base href" reference (<base href="[[URL]]" />) in the head of your code, this **must be removed**.

- If you need to run JQuery on your site, you may use a JQuery.noConflict() to assign a JQuery namespace.

- *Forms (search boxes, newsletter signup, ect.) will not work in a template. They must be removed or contained in an iframe.*

- The CSS set up for your site will be able to set styles for the skinned MemberClicks module pages. Please, QA all site styles on the MemberClicks pages **before** taking the site live. **MemberClicks** *is not responsible for style inconsistencies due to conflicts introduced on the customer side.*

- Scripts and fonts coming from the customer-side server do not always function or display properly when performing a skinning. In the event that scripts do not function as expected or fonts do not display correctly, it is the sole responsibility of the developer of the customer website to resolve these issues. MemberClicks may be called upon for consultation but cannot be held responsible for such issues.

- Integrating a website with MemberClicks will always require the assistance of MemberClicks professionals. There may be a charge for these services. Please contact your MemberClicks representative for pricing information.