OU School of Music Website Registration

**Website URL**
The naming methods for websites under the ou.edu domain are music.ou.edu/blank or www.ou.edu/blank. The first option, music.ou.edu/blank, is the preferred method and allows you to create a “mini-site” under the School of Music umbrella.

The second option is more restrictive and requires additional time for approval and setup. While the website will still be under the School of Music umbrella, the main URL will be in the form of www.ou.edu/blank.

The third option is to use a URL that is not associated with the university and does not use the ou.edu domain. This approach requires you to register a domain name outside of the ou.edu domain, for example www.mysummercamp.com. This is not a service the university provides. An Internet search will reveal numerous website registration companies.

*The university activates URLs the first and third Thursday of every month. Activation usually occurs after 4 pm.*

**Development**
Your website can be created in the university’s content management system (CMS). Sites created in the CMS will look similar in color and design to the School of Music website. A custom header will be produced that meets university web guidelines and includes the School of Music and University of Oklahoma names. If desired, you may choose to not include the School of Music menus, although there must be a link back to the School of Music homepage.

You will be responsible for all website content and will be granted content-editing control of all pages created under your site. The CMS is a relatively easy system utilizing a drag-and-drop web interface with editing capabilities similar to a word processor. No HTML experience is required. Training is available through Web Communications. There is no cost associated with using the university CMS.

You may choose to have your site developed by a third party. You would not be restricted by OU Web guidelines other than logo and trademark use. You will be responsible for any charges associated with your sites development.

**Hosting**
Websites built in the CMS are hosted on a university server. If you are building a custom website, developed by a third party, it may be possible to host your website on the School of Music server. However, for security reasons, it will not be possible to grant outside individuals/companies remote access to the School of Music server.

**Online Payments**
Your website can accept online payments through OU Marketplace uStore. The university provides Marketplace as a secure way of processing online stores and sales. This system can also be used as a registration system. Please contact Cliff Chatman (cchatman@ou.edu) to set up your store.

**Online Forms**
The School of Music can create online forms suitable for camp or workshop registration. You will receive an email for every registration. We can also provide an excel spreadsheet of all form submissions.
OU School of Music Website Registration

Name: ___________________________  E-Mail: ________________________________

Website Name: ________________________________

URL

☐ http://music.ou.edu/__________________________ (preferred method)
☐ http://www.ou.edu/__________________________ (requires additional setup time)
☐ http://__________________________________________ (additional cost)

*If your site is hosted under the ou.edu domain, OU requires they be listed as the technical contact on your domain registration.*

Development

If you are using the CMS, a page and menu structure will be created for you. Please list any pages you would like created for your website. You will be able to add/delete pages at any time.

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Hosting

☐ I would like my site hosted in the university’s content management system. There is no cost associated with using the CMS.

OU 4x4: ___________________________  ☐ Hide School of Music Menus

*This person will be granted editing rights.*

☐ I would like my site hosted on the School of Music server. There is no cost to host your website on the School of Music server. (% A username and password will be sent after the site folder has been created.

☐ I will host my website outside the ou.edu domain.

Additional Features

☐ Registration System  ☐ Online Payments  ☐ Pay-Pal

Return this form to the School of Music office or e-mail to oumusic@ou.edu