



Website Selection Criteria Checklist

CenterSite provides a **VERY** complete feature set. Use this checklist to compare CenterSite's features to other vendor's offerings and see if they offer similar service for the price.

Feature:	CenterSite	Other
Branding/Personalization		
Your Logo/Banner on each page	x	
Central Banner Graphic on each page	x	
Select Background Colors/Fonts throughout the site	x	
Your own Domain Name (e.g., www.mysite.org)	x	
Professionally Designed Templates (layout, colors, fonts, etc.)	x	
Main menu on every page with multi-level drop down menus completely customized with your content/messages.	x	
Colors and fonts may be chosen at site configuration to compliment your corporate standards.	x	
Flexible Home page layout.	x	
Site Search		
Private, password protected areas of content.	x	
ADA compliant pages		
Content:		
50+ Topic Centers (substance abuse, depression, anxiety, etc.)	x	
Thousands of educational articles (symptoms, treatments, making a plan, etc.)	x	
News Feed. Relevant articles, reviewed by our editors, are published daily on your site. Frequently changing content drives repeat traffic to your site.	x	
Links to other thousands of other websites. Each has been reviewed and ranked by our editors.	x	
Behavioral Health & Wellness topic content	x	
Self-Assessments - short, informal tests that are interactive and provide feedback	x	
Mental Health glossaries	x	
Medication information	x	
Comment or Feedback form that is emailed to an address of your choice.	x	
Job postings (optional)	x	
Content Management		
Allows non-technical users to enter and change information	x	
Create new Topic Centers	x	
Role-Based Editorial Security	x	
Standard users can submit content but not publish it	x	
Super-users can both write and publish content	x	
Special Users can write/publish one type of content (eg. Job listings)	x	
Document Publication Workflow System		

Designed for those with minimal web publishing experience	X
Add News	X
Add Documents including pictures	X
Import articles from MSWord while retaining bolding, underlines, lists, tables, etc.	X
Import Adobe PDF files to display on your site.	X
Special Document types for photo galleries and faq's	X
Allow reader comments on selected documents. Comments can be reviewed before publication if desired.	X
Create Featured Articles- these are the articles which show up in the middle of the home page. You control these and they feature your messages.	X
Create Left Menu Navigation Links - This allows you to create articles and place them on the left menu which appears on EVERY page of the site. Who are you? What services to you provide? Where are you located? What benefits do clients have?	X
Set Publication and Expiration Dates for Documents	X
Configure 'About' Page	X
Add Links	X
Add Jobs	X
Add Calendar Events	X
Add Videos	X
HR/Job Opportunities	
Create Job Listing through easy to use form	X
Copy existing job listings to create new ones.	X
Online Job Application (optional)	X
Applicant Tracking System (optional) search by job, name, date. Print formatted application.	X
Ecommerce (optional)	
Donations	X
Tickets to events	X
Fundraisers	X
Shopping Cart	X
Email to donor/purchaser confirming purchase.	X
Email notification to staff.	X
Connection to most major payment gateways (paypal, authorize.net, etc)	X
Password Controlled User Access to Site	
Your Site can be either public or private. If you select private, only those with proper authority may enter the site. Create a site for use by staff only.	X
Private Documents: Create Documents can only be viewed by certain people or groups.	X
Board Access Area: Use private documents to create special password protected areas of the site. CMHC's often use this feature for Board communication.	X
Disaster Team: Create private area for disaster coordination team consisting of contact information, disaster response guidelines and team blogs to allow coordinated team communication.	X
Support	
Unlimited Phone and Email Support	X
Monthly free training webinar - trains new staff	X
3 hours of instructor led training included in setup.	X

Syndicated News Wire Feeds	
CenterSite editors select new articles every day	X
News articles posted on home page	X
News articles posted in Topic Centers	X
Employee Assistance Program Specific Features	
Automated Co-Branding with your client companies logos	X
Utilization Tracking by Client Company and Topic Center visited	X
Automatic substitution of special 800 numbers for large clients.	X
Private Documents that are only viewed by certain clients allow you to target information only to those with special programs or benefits packages. (optional)	X
Search Engine Optimization (SEO)	
All pages spiderable by Major Search Engines	X
CenterSite content optimized with most common behavioral health search terms.	X
Add Meta tags to every page on your site.	X
Keyword Rich URL's	X
The CenterSite content becomes part of your site and affects page ranking by the search engines since the site is deemed more authoritative by virtue of discussing the topic so much.	X
Technical Consulting	
Hosting (your site runs on our computers)	X
Security	X
Backups	X
Configuration	X
Management	X
Cost	
Setup Fee	\$1,500.00
Site Design Fee	included
Monthly Fee	(call for quote)
Hosting Fee	included
Updates/New Features	included
Content Changes (changing your content, wording, etc) done by your staff through the content manager	included